

# AGENDA

## BOARD OF MAYOR AND ALDERMEN

**October 04, 2016**  
**Mayor and all Aldermen**

**7:30 p.m.**  
**Aldermanic Chambers**  
**City Hall (3<sup>rd</sup> Floor)**

1. Mayor Gatsas calls the meeting to order in joint session with the Library Board of Trustees.
2. The Clerk calls the roll.

### **Board of Aldermen**

Aldermen Cavanaugh, Ludwig, Long, Herbert, Sapienza, Pappas, O'Neil, Levasseur, Shea, Katsiantonis, Shaw, Barry, Gamache, Hirschmann

### **Library Trustees**

Marsha Beecy, Joanne Barrett, Patricia Cornell, Jeff Hickok, Steven Solomon, James Craig, Robert Lord

3. Mayor Gatsas advises that a nomination is in order to reappoint Marsha Beecy, term to expire October 2023.
4. Mayor Gatsas advises that a motion is in order to close nominations.
5. Mayor Gatsas advises that unless the Board desires to suspend the rules, the nominations will layover until the next meeting.
6. If there is no further business to come before the joint session, a motion is in order to adjourn.

7. Mayor Gatsas calls the regular meeting to order.
8. The Clerk calls the roll.

**CONSENT AGENDA (ITEMS 9-26)**

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

**Accept BMA Minutes**

10. Minutes of the May 3, 2016 BMA meeting, the May 17, 2016 Special BMA - Rezoning meeting and the May 17, 2016 Public Participation meeting.

**REPORTS OF COMMITTEES**

**COMMITTEE ON ACCOUNTS, ENROLLMENT & REVENUE  
ADMINISTRATION**

11. Advising that the City's Monthly Financial Report (unaudited) for the first two months of fiscal year 2017, submitted by the Finance Director, has been accepted.  
*(Unanimous vote)*
12. Advising that the Finance Department reports:
  - Accounts Receivable over 90 days
  - Aging Report
  - Outstanding Receivableshave been accepted.  
*(Unanimous vote)*
13. Recommending that the delinquency charges in the amount of \$636.92 for the Aviation Technology loan be written off contingent upon full payment of the loan.  
*(Unanimous vote)*

## **COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS**

14. Recommending that the City move forward with the proposal for a new City flag.

The Committee further recommends that the existing City flag be included in the final judging.

*(Unanimous vote with the exception of Alderman Levasseur who was absent)*

15. Advising that the following banner applications be approved:
- Granite United Way for the Elm Street locations from August 25, 2017 through September 8, 2017
  - Manchester Monarchs for the Elm Street location from October 4, 2016 through October 15, 2016

*(Unanimous vote with the exception of Alderman Levasseur who was absent)*

## **COMMITTEE ON HUMAN RESOURCES/INSURANCE**

16. Recommending that the request from Philip Croasdale, Water Works Director, to pay an exempt position overtime for on-call work after hours be approved.

*(Unanimous vote with the exception of Alderman Hirschmann who voted in opposition)*

17. Recommending that a Computer Systems Specialist Assistant be added to the Information System's department complement.

*(Aldermen Shea, Ludwig and Katsiantonis voted yea; Aldermen Hirschmann and Long voted nay)*

18. Recommending that the vision hardware benefit be added to the City's HSA.

*(Unanimous vote)*

19. Recommending that the Health through Oral Wellness program be added to the City's Northeast Delta Dental Plan.

*(Unanimous vote)*

20. Recommending that the Human Resources Director be authorized to send a final notice to non-respondents from the Secova dependent eligibility audit.  
*(Unanimous vote)*

**COMMITTEE ON PUBLIC SAFETY, HEALTH AND TRAFFIC**

21. Recommending that the following regulations governing standing, stopping, 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.

**RESCIND PARKING 2 HOURS (METERS)**

On Manchester St, north side, from Elm St to a point 567 feet east (Ord. 9957)

*Alderman Long*

**PARKING 2 HOURS (METERS)**

On Manchester St, north side, from Elm St to a point 149 feet easterly

On Manchester St, north side, from a point 180 feet east of Elm St to a point 567 feet east of Elm St

*Alderman Long*

**NO PARKING ANYTIME**

On Manchester St, north side, from a point 149 feet east of Elm St to a point 180 feet east of Elm St

*Alderman Long*

On Beech Hill Ave, north side, from Beech Hill Dr to a point 30 feet east

On Bradley St, east side, from a point 145 feet north of Beech Hill Ave to a point 90 feet north

*Alderman Shaw*

On South Belmont St, east side, from a point 50 feet south of Cilley Rd to a point 72 feet south

*Alderman Shea*

On Charleston Ave, north side, from the east side of George St to a point 50 feet west

*Alderman Barry*

On Myrtle St, south side, from Maple St to Oak St

*Alderman Ludwig*

**ONE HOUR PARKING, 8a.m.-6 PM**

On Silver St, south side, from 160 feet west of Maple St to a point 54 feet further west

*Alderman Shea*

**STOP SIGN**

On Mack Ave at Frontage Rd, NWC

*Alderman Shaw*

**STOP SIGN - 4-WAY**

On Maryland Ave at Lacourse St - NWC, SEC

*Alderman Herbert*

*(Note: Review attached; not recommended by DPW.)*

**STOP SIGN - 3-WAY**

On Beaver St at Rockville St - NWC, SEC, NEC

*Alderman Herbert*

*(Note: Review attached; not recommended by DPW.)*

**15 MINUTE PARKING**

On Wilson St, east side, from Silver St to a point 35 feet north

*Alderman Shea*

**NO THRU TRAFFIC**

On Salisbury St approaching Amherst St

*Alderman Herbert*

*(Note: Review attached; not recommended by DPW.)*

**COMMERCIAL MOTOR VEHICLE TRAFFIC PROHIBITED**

On Edward J. Roy Dr from Wellington Road to the cul-de-sac

*Alderman Ludwig*

**30 MINUTE PARKING, MON-FRI, 8 AM-6 PM**

On Cartier St, from a point 340 feet north of Putnam St to a point 45 feet north, east side

*Alderman Gamache*

**NO PARKING: BUS STOP DURING SCHOOL HOURS**

On Cartier St, from a point 250 feet north of Putnam St to a point 90 feet north, east side

*Alderman Gamache*

**10 HOUR PARKING-METERS, MON-FRI, 8 AM-8 PM**

On Lowell St, north side, from Chestnut St to a point 145 feet east

*Alderman Long*

**NO PARKING LOADING ZONE**

On Lowell St, north side, from a point 175 feet east of Chestnut St to a point 25 feet east

*Alderman Long*

**HANDICAP PARKING ONLY**

On Lowell St, north side, from a point 145 feet east of Chestnut St to a point 30 feet east

On Lowell St, north side, from a point 200 feet east of Chestnut St to a point 55 feet east

*Alderman Long*

**CROSSWALK**

On Franklin St, south of Market St

*Alderman Long*

**RESCIND NO PARKING DURING SCHOOL HOURS**

On Tilden Dr, from Rockwell St to Hoyt St, both sides (Ord. 9473)

*Alderman Katsiantonis*

**RESCIND 10 HOUR PARKING METERS**

On Lowell St, north side, from a point 20 feet east of Chestnut St to a point 130 feet east (Ord. 9626)

*Alderman Long*

**RESCIND NO PARKING LOADING ZONE**

On Lowell St, north side, from a point 180 feet east of Chestnut St to a point 40 feet east (Ord. 8424)

*Alderman Long*

**RESCIND HANDICAP PARKING ONLY**

On Lowell St, north side, from a point 150 feet east of Chestnut St to a point 30 feet east (Ord. 8448)

On Lowell St, north side, from a point 220 feet east of Chestnut St to a point 35 feet east (Ord. 8449)

*Alderman Long*

**RESCIND HANDICAP PARKING - SUNDAYS ONLY**

On Lowell St, from a point 150 feet east of Chestnut St to Pine St, north side (Ord. 7708)

*Alderman Long*

**RESCIND 30 MINUTE PARKING, MON-FRI, 8 AM-6 PM**

On Cartier St, from a point 295 feet north of Putnam St to a point 100 feet north, east side (Ord. 8348)

*Alderman Gamache*

**SIGNALIZATION**

On Candia Rd at Nectaria Way

*Alderman Pappas*

**(Note: DPW has had several meetings with the engineer on the design of a traffic signal at this intersection and support their request for signalization. DPW will continue to work with the engineer through construction - see attached.)**

*(Unanimous vote with the exception of the 4-Way Stop Sign on Maryland Avenue and the 3-Way Stop Sign on Beaver Street which were opposed by Aldermen Katsiantonis and O'Neil.)*

22. Recommending that the request from Christine Lewis of TI Event Services for the use of the Arms Lot for the 4<sup>th</sup> Annual Stache Dash 5K to be held on Sunday, November 13, 2016 from 8 AM until noon be approved.  
*(Unanimous vote)*

23. Advising that the request from the owner of the Hanover Chophouse to change the 2 hour parking meters on Hanover Street between Union and Chestnut Streets to 10 hours was received and filed.  
*(Unanimous vote)*

24. Advising that the petition from the residents of Lake Shore Road requesting installation of eight (8) speed humps was received and filed.  
*(Unanimous vote)*

25. Advising that the request for the following traffic regulation:

**NO PARKING ANYTIME**

On South Gray Court, east side, from a point 190 feet south of Fernand Street to a point 110 feet further south

*Alderman Katsiantonis*

was received and filed.

*(Unanimous vote)*

26. Recommending that the following recommendations from the Housing Study Commission:

- 2) Require Landlord Contact Information Posted On-Site
- 3) Purchase More Functional and Suitable Software and Hardware
- 4) Get Non-Responsive Landlords to Appear at Court
- 5) Make It Illegal to Rent a Unit Without a Certificate of Compliance
- 6) Use Injunctive Relief to Achieve Compliance
- 7) Raise Awareness of Lead Based Paint Risks and Federal Laws
- 8) Raise Awareness of Tenants Rights

be approved.

*(Unanimous vote)*

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

**REGULAR BUSINESS**

27. Nomination(s) to be presented by Mayor Gatsas, if available.
28. Confirmation of Kevin O'Maley as the Central Fleet Services Director.  
**Ladies and Gentlemen, what is your pleasure?**
29. Confirmation(s) to be presented by Mayor Gatsas:  
**Senior Services Commission**  
Judith Pappas to fulfill a vacancy, term to expire January 1, 2018  
**Heritage Commission**  
Kevin McCue to fulfill a vacancy as an alternate member, term to expire July 1, 2019  
**Arts Commission**  
Nabil Migalli to succeed Marti Frontiero (resignation) as a member, term to expire December 1, 2018  
Daniela Snow to fulfill a vacancy as a member, term to expire December 1, 2016  
NaBeela Washington to fulfill a vacancy as an alternate member, term to expire December 1, 2016  
Katie Berube to fulfill a vacancy as an alternate member, term to expire December 1, 2018  
**Board of Health**  
Stephanie Hewitt, MSN, FNP- BC to succeed Robert Duhaime (term-limited) as a member, term to expire July 1, 2019  
Tanya Tupick D.O. to succeed Fernando Ferrucci, M.D. (term-limited) as a member, term to expire July 1, 2019  
**Manchester Housing and Redevelopment Authority**  
Marion Russell to succeed herself as a member, term to expire December 31, 2021  
Andrew Papanicolau to succeed Ben Gamache (resignation) as a member, term to expire December 31, 2019  
**Ladies and Gentlemen, what is your pleasure?**
30. Legislative Update, if available.

31. Report(s) of the Committee on Community Improvement, if available.  
**Ladies and Gentlemen, what is your pleasure?**
  
32. Report(s) of the Committee on Human Resources/Insurance, if available.  
**Ladies and Gentlemen, what is your pleasure?**
  
33. Report(s) of the Committee on Public Safety, Health and Traffic, if available.  
**Ladies and Gentlemen, what is your pleasure?**
  
34. Communication from Lavallee Brensinger Architects regarding a 179D Commercial Building Energy Efficiency Tax Deduction.  
**Ladies and Gentlemen, what is your pleasure?**
  
35. Communication from the Board of School Committee requesting that funds in the amount of \$148,375 from the Candia settlement agreement be applied to the healthcare expendable trust.  
**Ladies and Gentlemen, what is your pleasure?**
  
36. Contract with the Manchester Police Patrolman's Association and the City of Manchester.  
**If the board so desires, a motion would be in order to ratify the agreement.**
  
37. Tentative Agreements from AFSCME Local 298 Central Fleet Services Division, Facilities Division and the Health Department.  
*(Note: Attached are proposed agreement salary costs submitted by the Chief Negotiator.)*  
**If the Board so desires, a motion would be in order to ratify the agreement.**
  
38. Tentative Agreements from AFSCME Local 298 Highway, EPD, Parks & Recreation and Traffic Divisions.  
*(Note: Attached are proposed agreement salary costs submitted by the Chief Negotiator.)*  
**If the board so desires, a motion would be in order to ratify and layover.**

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

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Two Hundred Ten Thousand Dollars (\$1,210,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Two Hundred Fifty Thousand Dollars (\$2,250,000) for the 2017 CIP 711817 Equipment-Pumping.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of Three Million Nine Hundred Thousand Dollars (\$3,900,000) for the 2017 CIP 711617 Equipment-Watershed.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million One Hundred Twenty Five Thousand Dollars (\$1,125,000) for the 2017 CIP 712317 Main Relay.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of Nine Hundred Twenty Thousand Dollars (\$920,000) for the 2017 CIP 712017 Cleaning and Lining.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of Four Hundred Fifty Five Thousand Dollars (\$455,000) for the 2016 CIP 712016 Distribution Main Relay and Cleaning and Lining.”

**A motion is in order that the resolutions ought to pass and be enrolled.**

**40. A motion is in order to recess the meeting to meet with legal counsel.**

**41. A motion is in order to recess the meeting to discuss strategy or negotiations with respect to collective bargaining pursuant to the provisions of RSA 91-A:2 I(a).**

**NEW BUSINESS**

**TABLED ITEMS**

*(A motion is in order to remove any item from the table.)*

42. Motion to reinstate the follow ordinance sections regarding non-affiliated pay increases effective July 1, 2015:

33.048 Advancements Within Pay

33.050 Longevity Rates Positions

33.062 Part-time Employees

33.063 Temporary and Seasonal Employees

*(Note: Tabled 8/2/16)*

43. Communication from the City Solicitor related to the citizen complaint of alleged charter violations dated September 8, 2015.

*(Note: Tabled 12/15/15)*

**ADJOURNMENT**

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



**Manchester City Library  
Carpenter Memorial Building**

405 Pine Street  
Manchester, New Hampshire 03104  
603-624-6550  
www.manchesterlibrary.org

Denise M. van Zanten  
Library Director

Dee Santoso  
Deputy Library Director

September 20, 2016

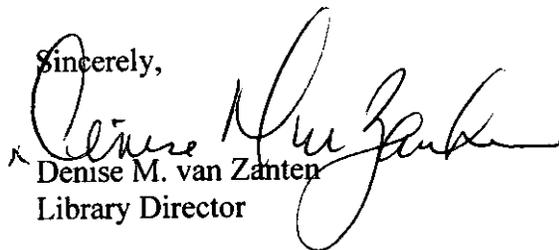
Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, New Hampshire 03101

Dear Mayor and Aldermen:

The Manchester City Library Board of Trustees at their September 19<sup>th</sup> meeting has re-nominated Ms. Marsha Beecy to a second term. Her term will run until October of 2023. Ms. Beecy is a resident of Manchester and currently resides in Ward 7.

The Library Board of Trustees requests that this nomination be put on the agenda of the next meeting of the Board of Mayor and Alderman to be held on October 4, 2016 so that the nomination can be recorded and accepted at a joint meeting of the boards.

Sincerely,

  
Denise M. van Zanten  
Library Director

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

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the City's Monthly Financial Report (unaudited) for the first two months of fiscal year 2017, submitted by the Finance Director, has been accepted.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee



*William E. Sanders*  
*Finance Officer*

*Sharon Y. Wickens*  
*Deputy Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

September 12, 2016

Committee on Accounts, Enrollment and Revenue Administration  
C/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is the City of Manchester's unaudited Monthly Financial Report for the first two months of fiscal year 2017.

***Expenditures:***

The average unobligated balance percentage after two months should be 83.33% as a benchmark. All departments with the exception of Information Systems, Facilities Division and Highway are within 10% of this benchmark. The overall unobligated percentage after two months is 75.87% for 2017 compared to 74.34% a year ago. A comparison of severance payouts thru August for FY 2017 and 2016 is as follows:

	2017	2016
Payments	\$ 111,378	\$168,677
Retirements		
Fire	0	3
Police	2	1
Public Works	0	0
Other	1	0
Total	3	4

***Revenues:***

Revenues for the first two months of fiscal year 2017 are about \$446 thousand more than the same period a year ago. Auto registrations, licenses and permits are \$420 thousand higher.

Sincerely,

William E. Sanders  
Finance Officer

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6460 • FAX: (603) 624-6549  
E-mail: [Finance@ManchesterNH.gov](mailto:Finance@ManchesterNH.gov) • Website: [www.manchesternh.gov](http://www.manchesternh.gov)

CITY OF MANCHESTER, NEW HAMPSHIRE  
PRELIMINARY FINANCIAL STATEMENTS  
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FOR THE TWO MONTHS ENDED AUGUST 31, 2016  
(UNAUDITED)

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City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Two Months Ended August 31, 2016  
 (UNAUDITED)  
 Budget Basis  
 MNTBUDNBN1

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	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
<b>AGENCIES-</b>				
ALDERMEN	\$ 70,000.00	\$ 17,500.00	\$ 52,500.00	75.00
ASSESSORS	608,477.00	93,943.34	514,533.66	84.56
CITY CLERK	992,301.00	166,722.88	825,578.12	83.20
MEDO	139,500.00	30,516.44	108,983.56	78.12
CITY SOLICITOR	1,287,479.00	170,931.77	1,116,547.23	86.72
FINANCE	955,242.00	166,454.23	788,787.77	82.57
CENTRAL FLEET MANAGEMENT	3,163,824.00	472,968.56	2,690,855.44	85.05
INFORMATION SYSTEMS	1,541,651.00	577,028.01	964,622.99	62.57
MAYOR	230,375.00	34,326.32	196,048.68	85.10
OFFICE OF YOUTH SERVICES	592,714.00	95,076.44	497,637.56	83.96
HUMAN RESOURCES	778,710.00	116,633.83	662,076.17	85.02
PLANNING & COMMUNITY DEVELOPMENT	1,977,662.00	293,917.45	1,683,744.55	85.14
FACILITIES DIVISION	6,678,829.00	4,851,293.63	1,827,535.37	27.36
TAX COLLECTOR	537,559.12	73,054.13	464,504.99	86.41
FIRE	19,604,585.00	3,036,079.37	16,568,505.63	84.51
POLICE	22,014,760.00	3,612,142.70	18,402,617.30	83.59
HEALTH	2,809,822.00	253,576.42	2,556,245.58	90.98
HIGHWAY	16,165,972.00	6,417,214.02	9,748,757.98	60.30
WELFARE	1,019,240.00	143,089.42	876,150.58	85.96
PARKS & RECREATION	4,254,109.00	1,022,822.19	3,231,286.81	75.96
LIBRARY	2,003,162.00	366,175.74	1,636,986.26	81.72
SENIOR SERVICES	241,489.00	31,459.41	210,029.59	86.97
<b>TOTAL AGENCIES</b>	<b>87,667,462.12</b>	<b>22,042,926.30</b>	<b>65,624,535.82</b>	<b>74.86</b>
<b>RESTRICTED ITEMS-</b>				
SEVERANCE PAY	1,500,000.00	111,377.88	1,388,622.12	92.57
WORKERS COMPENSATION - SALARY	684,000.00	23,168.92	660,831.08	96.61
WORKERS COMPENSATION - MEDICAL	1,658,108.00	503,091.30	1,155,016.70	69.66
HEALTH INSURANCE	12,356,967.88	2,285,589.24	10,071,378.64	81.50
DENTAL INSURANCE	712,791.20	124,403.41	588,387.79	82.55
DEATH BENEFIT	72,601.00	8,603.27	63,997.73	88.15
DISABILITY INSURANCE	61,821.00	8,168.09	53,652.91	86.79
CITY RETIREMENT	7,473,224.13	1,274,136.15	6,199,087.98	82.95
FIRE STATE PENSION	5,074,398.00	790,245.51	4,284,152.49	84.43
POLICE STATE PENSION	4,614,192.00	741,426.28	3,872,765.72	83.93
FICA	3,074,875.67	439,711.85	2,635,163.82	85.70
UNEMPLOYMENT	50,000.00	-	50,000.00	100.00
TUITION	50,000.00	19,444.93	30,555.07	61.11
CGL INSURANCE	668,342.00	181,555.49	486,786.51	72.83
<b>TOTAL RESTRICTED ITEMS</b>	<b>38,051,320.88</b>	<b>6,510,922.32</b>	<b>31,540,398.56</b>	<b>82.89</b>

City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Two Months Ended August 31, 2016  
 (UNAUDITED)  
 Budget Basis  
 MNTBUDNBN1

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	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	841,000.00	-	841,000.00	100.00
MPTS	451,253.00	451,253.00	-	-
CIVIC CONTRIBUTIONS	162,286.00	129,543.00	32,743.00	20.18
NON-CITY PROGRAMS	69,107.00	68,947.83	159.17	.23
STREET LIGHTING	840,000.00	137,479.15	702,520.85	83.63
COMMUNITY IMPROVEMENT PROGRAM	1,001,036.00	1,001,036.00	-	-
TRANSIT SUBSIDY	1,165,724.00	1,165,724.00	-	-
EMPLOYEE MEDICAL SERVICES	40,000.00	2,669.79	37,330.21	93.33
MATURING DEBT	11,863,203.00	2,680,151.47	9,183,051.53	77.41
INTEREST ON MATURING DEBT	5,849,442.00	1,525,495.41	4,323,946.59	73.92
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TOTAL NON-DEPARTMENTAL ITEMS	22,283,051.00	7,162,299.65	15,120,751.35	67.86
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TOTAL GENERAL FUND	\$ 148,001,834.00	\$ 35,716,148.27	\$ 112,285,685.73	75.87
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City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Two Months Ended August 31, 2015  
 (UNAUDITED)  
 Budget Basis  
 MNTBUDNBN2

9/09/1  
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 1. 1

	FY 2016 MODIFIED BUDGET	FY 2016 OBLIGATIONS TO DATE	FY 2016 UNOBLIGATED BALANCE	FY 2016 PERCENT UNOBLIGATED
<b>AGENCIES-</b>				
ALDERMEN	\$ 70,000.00	\$ 17,500.00	\$ 52,500.00	75.00
ASSESSORS	609,277.00	98,343.81	510,933.19	83.86
CITY CLERK	994,701.00	129,185.93	865,515.07	87.01
MEDO	140,000.00	30,423.89	109,576.11	78.27
CITY SOLICITOR	1,378,379.00	200,141.84	1,178,237.16	85.48
FINANCE	956,042.00	124,834.36	831,207.64	86.94
CENTRAL FLEET MANAGEMENT	3,164,824.00	563,519.24	2,601,304.76	82.19
INFORMATION SYSTEMS	1,490,151.00	528,638.09	961,512.91	64.52
MAYOR	230,525.00	38,066.83	192,458.17	83.49
OFFICE OF YOUTH SERVICES	595,714.00	82,761.61	512,952.39	86.11
HUMAN RESOURCES	779,910.00	172,596.14	607,313.86	77.87
PLANNING & COMMUNITY DEVELOPMENT	1,980,662.00	286,086.85	1,694,575.15	85.56
FACILITIES DIVISION	6,526,441.00	4,747,269.34	1,779,171.66	27.26
TAX COLLECTOR	494,283.00	65,102.17	429,180.83	86.83
FIRE	19,624,585.00	3,149,472.93	16,475,112.07	83.95
POLICE	22,001,760.00	3,538,290.19	18,463,469.81	83.92
HEALTH	2,813,322.00	295,841.32	2,517,480.68	89.48
HIGHWAY	16,780,145.00	7,447,283.22	9,332,861.78	55.62
WELFARE	1,028,240.00	151,737.92	876,502.08	85.24
PARKS & RECREATION	3,132,812.00	1,434,362.54	1,698,449.46	54.21
LIBRARY	2,004,662.00	345,354.63	1,659,307.37	82.77
SENIOR SERVICES	241,639.00	11,619.55	230,019.45	95.19
<b>TOTAL AGENCIES</b>	<b>87,038,074.00</b>	<b>23,458,432.40</b>	<b>63,579,641.60</b>	<b>73.05</b>
<b>RESTRICTED ITEMS-</b>				
SEVERANCE PAY	1,650,000.00	168,676.90	1,481,323.10	89.78
WORKERS COMPENSATION - SALARY	684,000.00	63,490.74	620,509.26	90.72
WORKERS COMPENSATION - MEDICAL	1,900,000.00	408,792.32	1,491,207.68	78.48
HEALTH INSURANCE	12,250,000.00	1,765,177.88	10,484,822.12	85.59
DENTAL INSURANCE	706,004.00	105,811.16	600,192.84	85.01
DEATH BENEFIT	72,101.00	7,580.00	64,521.00	89.49
DISABILITY INSURANCE	61,321.00	7,229.82	54,091.18	88.21
CITY RETIREMENT	6,600,000.00	1,129,676.67	5,470,323.33	82.88
FIRE STATE PENSION	5,074,398.00	842,526.02	4,231,871.98	83.40
POLICE STATE PENSION	4,614,192.00	746,240.83	3,867,951.17	83.83
FICA	2,920,109.00	439,366.61	2,480,742.39	84.95
UNEMPLOYMENT	50,000.00	-	50,000.00	100.00
TUITION	50,000.00	9,183.74	40,816.26	81.63
CGL INSURANCE	647,131.00	193,100.22	454,030.78	70.16
<b>TOTAL RESTRICTED ITEMS</b>	<b>37,279,256.00</b>	<b>5,886,852.91</b>	<b>31,392,403.09</b>	<b>84.21</b>

City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Two Months Ended August 31, 2015  
 (UNAUDITED)  
 Budget Basis  
 MNTBUDNBN2

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	FY 2016 MODIFIED BUDGET	FY 2016 OBLIGATIONS TO DATE	FY 2016 UNOBLIGATED BALANCE	FY 2016 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
MPTS	451,253.00	451,253.00	-	-
CONTINGENCY	241,678.00	-	241,678.00	100.00
CIVIC CONTRIBUTIONS	160,514.00	146,261.00	14,253.00	8.88
NON-CITY PROGRAMS	69,107.00	-	69,107.00	100.00
STREET LIGHTING	910,835.00	1,397,078.55	(486,243.55)	(53.38)
COMMUNITY IMPROVEMENT PROGRAM	474,500.00	372,000.00	102,500.00	21.60
TRANSIT SUBSIDY	1,153,560.00	1,153,560.00	-	-
EMPLOYEE MEDICAL SERVICES	40,000.00	1,634.94	38,365.06	95.91
MATURING DEBT	11,626,329.00	3,157,904.60	8,468,424.40	72.84
INTEREST ON MATURING DEBT	5,675,319.00	1,210,455.33	4,464,863.67	78.67
	-----			
TOTAL NON-DEPARTMENTAL ITEMS	20,803,095.00	7,890,147.42	12,912,947.58	62.07
	-----			
TOTAL GENERAL FUND	\$ 145,120,425.00	\$ 37,235,432.73	\$ 107,884,992.27	74.34
	=====			

City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Department - General Fund  
 Non-Property Tax Revenues  
 For the Two Months Ended August 31, 2016  
 (UNAUDITED)  
 Budget Basis  
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	FY 2017 MODIFIED BUDGET	FY 2017 REVENUE RECOGNIZED	FY 2017 UNRECOGNIZED BALANCE	FY 2017 PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	755,000.00	3,486.42	751,513.58	99.54
CITY CLERK	2,546,687.00	49,697.54	2,496,989.46	98.05
MEDO	10,000.00	-	10,000.00	100.00
CITY SOLICITOR	627,500.00	-	627,500.00	100.00
FINANCE	6,300,282.00	396,851.65	5,903,430.35	93.70
INFORMATION SYSTEMS	217,000.00	10,000.00	207,000.00	95.39
HUMAN RESOURCES	6,000.00	6,182.43	(182.43)	(3.04)
PLANNING & COMMUNITY DEVELOPMENT	2,350,000.00	447,524.93	1,902,475.07	80.96
FACILITIES DIVISION	5,969,189.00	6,928.52	5,962,260.48	99.88
TAX COLLECTOR	19,036,795.00	3,280,374.81	15,756,420.19	82.77
CENTRAL FLEET MANAGEMENT	130,000.00	1,725.74	128,274.26	98.67
FIRE	838,363.00	67,204.97	771,158.03	91.98
POLICE	1,200,344.00	91,055.13	1,109,288.87	92.41
HEALTH	2,478,613.00	29,849.00	2,448,764.00	98.80
HIGHWAY	4,928,404.00	973,693.35	3,954,710.65	80.24
WELFARE	15,000.00	5,438.39	9,561.61	63.74
CEMETERY, PARKS & RECREATION	3,052,310.00	262,343.06	2,789,966.94	91.41
SENIOR SERVICES	8,500.00	1,320.00	7,180.00	84.47
<b>TOTAL AGENCIES</b>	<b>\$ 50,469,987.00</b>	<b>\$ 5,633,675.94</b>	<b>\$ 44,836,311.06</b>	<b>88.84</b>

City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Type - General Fund  
 Non-Property Tax Revenues  
 For The Two Months Ended August 31, 2016  
 (UNAUDITED)  
 Budget Basis  
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	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
<b>TAXES, INTEREST AND PENALTIES</b>				
MISCELLANEOUS TAXES	20,000.00	10,661.34	9,338.66	46.69
INTEREST AND PENALTIES	1,140,000.00	96,322.92	1,043,677.08	91.55
CABLE FRANCHISE FEES	1,915,842.00	-	1,915,842.00	100.00
<hr/>				
TOTAL TAXES, INTEREST AND PENALTIES	3,075,842.00	106,984.26	2,968,857.74	96.52
<b>LICENSES AND PERMITS</b>				
AUTO REGISTRATIONS	18,061,086.00	3,211,648.49	14,849,437.51	82.22
LICENSES	500,050.00	29,950.35	470,099.65	94.01
PERMITS	2,253,787.00	453,924.35	1,799,862.65	79.86
<hr/>				
TOTAL LICENSES AND PERMITS	20,814,923.00	3,695,523.19	17,119,399.81	82.25
<b>INTERGOVERNMENTAL</b>				
FEDERAL REVENUES	350,000.00	57,067.83	292,932.17	83.69
PAYMENTS IN LIEU OF TAXES	717,300.00	-	717,300.00	100.00
STATE REVENUES	2,555,459.00	622,088.16	1,933,370.84	75.66
<hr/>				
TOTAL INTERGOVERNMENTAL	3,622,759.00	679,155.99	2,943,603.01	81.25
<b>SALES AND SERVICES</b>				
GENERAL REVENUES	159,725.00	24,899.15	134,825.85	84.41
PUBLIC SAFETY	172,450.00	20,561.34	151,888.66	88.08
HIGHWAY	943,258.00	118,220.59	825,037.41	87.47
HEALTH	13,500.00	1,885.00	11,615.00	86.04
CEMETERY, PARKS & RECREATION	1,836,302.00	211,918.05	1,624,383.95	88.46
ZONING BOARD	72,500.00	12,365.00	60,135.00	82.94
PARKING VIOLATIONS	7,500.00	200.00	7,300.00	97.33
COURT FINES	12,000.00	2,166.94	9,833.06	81.94
FEES	1,152,117.00	113,332.58	1,038,784.42	90.16
WITNESS FEES	75,000.00	15,964.26	59,035.74	78.71
<hr/>				
TOTAL SALES AND SERVICES	4,444,352.00	521,512.91	3,922,839.09	88.27
<b>OTHER REVENUE SOURCES</b>				
INTEREST INCOME	305,000.00	21,161.66	283,838.34	93.06
FUND TRANSFERS	4,033,100.00	-	4,033,100.00	100.00
REIMBURSEMENTS	3,535,783.00	535,334.11	3,000,448.89	84.86
RENTALS & LEASES	1,150,760.00	52,349.30	1,098,410.70	95.45
SCHOOL CHARGEBACKS	9,484,818.00	21,206.51	9,463,611.49	99.78
MISCELLANEOUS	2,650.00	448.01	2,201.99	83.09
<hr/>				
TOTAL OTHER REVENUE SOURCES	18,512,111.00	630,499.59	17,881,611.41	96.59
<hr/>				
TOTAL	\$ 50,469,987.00	\$ 5,633,675.94	\$ 44,836,311.06	88.84
<hr/>				

City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Type -  
 Non-Property Tax Revenues  
 For The Two Months Ended August 31, 2016  
 Modified Budget FY 2017  
 (UNAUDITED)  
 Budget Basis  
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	ACTUAL FY 2016	MODIFIED BUDGET FY 17	DIFFERENCE ACTUAL 16 VS BUDGET 17	PERCENTAGE DIFFERENCE OF FY16 VS FY17
<b>TAXES, INTEREST AND PENALTIES</b>				
MISCELLANEOUS TAXES	87,687	20,000	(67,687)	(77.19)
INTEREST AND PENALTIES	1,179,845	1,140,000	(39,845)	(3.38)
CABLE FRANCHISE FEES	1,870,203	1,915,842	45,639	2.44
	-----	-----	-----	-----
<b>TOTAL TAXES, INTEREST AND PENALTIES</b>	<b>3,137,735</b>	<b>3,075,842</b>	<b>(61,893)</b>	<b>(1.97)</b>
<b>LICENSES AND PERMITS</b>				
AUTO REGISTRATIONS	19,731,171	18,061,086	(1,670,085)	(8.46)
LICENSES	560,143	500,050	(60,093)	(10.73)
PERMITS	3,056,573	2,253,787	(802,786)	(26.26)
	-----	-----	-----	-----
<b>TOTAL LICENSES AND PERMITS</b>	<b>23,347,887</b>	<b>20,814,923</b>	<b>(2,532,964)</b>	<b>(10.85)</b>
<b>INTERGOVERNMENTAL</b>				
FEDERAL REVENUES	451,620	350,000	(101,620)	(22.50)
PAYMENTS IN LIEU OF TAXES	713,674	717,300	3,626	.51
STATE REVENUES	2,605,366	2,555,459	(49,907)	(1.92)
	-----	-----	-----	-----
<b>TOTAL INTERGOVERNMENTAL</b>	<b>3,770,660</b>	<b>3,622,759</b>	<b>(147,901)</b>	<b>(3.92)</b>
<b>SALES AND SERVICES</b>				
GENERAL REVENUES	226,115	159,725	(66,390)	(29.36)
PUBLIC SAFETY	167,507	172,450	4,943	2.95
HIGHWAY	1,150,435	943,258	(207,177)	(18.01)
HEALTH	7,070	13,500	6,430	90.95
CEMETERY, PARKS & RECREATION	186,086	1,836,302	1,650,216	886.80
ZONING BOARD	74,415	72,500	(1,915)	(2.57)
PARKING VIOLATIONS	2,350	7,500	5,150	219.15
COURT FINES	14,197	12,000	(2,197)	(15.48)
OTHER FINES	3,452	-	(3,452)	(100.00)
FEES	1,255,300	1,152,117	(103,183)	(8.22)
WITNESS FEES	76,174	75,000	(1,174)	(1.54)
	-----	-----	-----	-----
<b>TOTAL SALES AND SERVICES</b>	<b>3,163,101</b>	<b>4,444,352</b>	<b>1,281,251</b>	<b>40.51</b>
<b>OTHER REVENUE SOURCES</b>				
INTEREST INCOME	240,443	305,000	64,557	26.85
FUND TRANSFERS	3,960,340	4,033,100	72,760	1.84
REIMBURSEMENTS	3,547,694	3,535,783	(11,911)	(.34)
RENTALS & LEASES	983,713	1,150,760	167,047	16.98
SCHOOL CHARGEBACKS	9,379,584	9,484,818	105,234	1.12
MISCELLANEOUS	5,081	2,650	(2,431)	(47.84)
	-----	-----	-----	-----
<b>TOTAL OTHER REVENUE SOURCES</b>	<b>18,116,855</b>	<b>18,512,111</b>	<b>395,256</b>	<b>2.18</b>
	-----	-----	-----	-----
<b>TOTAL</b>	<b>\$ 51,536,238</b>	<b>\$ 50,469,987</b>	<b>\$ (1,066,251)</b>	<b>(2.07)</b>
	=====	=====	=====	=====

City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Type -  
 Non-Property Tax Revenues

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For The Two Months Ended August 31, 2016 and 2015  
 (UNAUDITED)  
 Budget Basis  
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	2 MONTH ACTUAL FY 2016	2 MONTH ACTUAL FY 2017	DIFFERENCE ACTUAL 16 VS ACTUAL 17	PERCENTAGE DIFFERENCE OF FY16 VS FY17
<b>TAXES, INTEREST AND PENALTIES</b>				
MISCELLANEOUS TAXES	17,026	10,661	(6,364)	(37.38)
INTEREST AND PENALTIES	218,021	96,322	(121,698)	(55.82)
	-----	-----	-----	-----
TOTAL TAXES, INTEREST AND PENALTIES	235,047	106,984	(128,062)	(54.48)
<b>LICENSES AND PERMITS</b>				
AUTO REGISTRATIONS	2,829,616	3,211,648	382,032	13.50
LICENSES	43,128	29,950	(13,177)	(30.55)
PERMITS	402,998	453,924	50,926	12.64
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	3,275,742	3,695,523	419,781	12.81
<b>INTERGOVERNMENTAL</b>				
FEDERAL REVENUES	48,466	57,067	8,601	17.75
STATE REVENUES	583,291	622,088	38,797	6.65
	-----	-----	-----	-----
TOTAL INTERGOVERNMENTAL	631,757	679,155	47,398	7.50
<b>SALES AND SERVICES</b>				
GENERAL REVENUES	47,971	24,899	(23,071)	(48.10)
PUBLIC SAFETY	30,316	20,561	(9,754)	(32.18)
HIGHWAY	175,697	118,220	(57,476)	(32.71)
HEALTH	1,210	1,885	675	55.79
CEMETERY, PARKS & RECREATION	41,405	211,918	170,513	411.82
ZONING BOARD	19,315	12,365	(6,950)	(35.98)
PARKING VIOLATIONS	50	200	150	300.00
COURT FINES	3,802	2,166	(1,635)	(43.01)
FEES	136,237	113,332	(22,904)	(16.81)
WITNESS FEES	9,433	15,964	6,531	69.24
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	465,436	521,512	56,076	12.05
<b>OTHER REVENUE SOURCES</b>				
INTEREST INCOME	33,364	21,161	(12,202)	(36.57)
REIMBURSEMENTS	505,468	535,334	29,866	5.91
RENTALS & LEASES	39,572	52,349	12,777	32.29
SCHOOL CHARGEBACKS	-	21,206	21,206	-
MISCELLANEOUS	865	448	(416)	(48.21)
	-----	-----	-----	-----
TOTAL OTHER REVENUE SOURCES	579,269	630,499	51,230	8.84
	-----	-----	-----	-----
TOTAL	\$ 5,187,251	\$ 5,633,675	\$ 446,424	8.61
	=====	=====	=====	=====

City of Manchester, New Hampshire  
 Parking Division  
 Budgetary basis  
 For the two months ended August 31, 2016

(unaudited)

Object Code Description	2017 Revised Budget	July-August 2016 Activity	2017 Balance
Intergovernmental Total	-	-	-
Charges for Services Total	1,786,150	237,669	1,548,481
Licenses & Permits Total	3,192,000	518,287	2,673,713
Interest Total	3,500	83	3,417
Other Revenue Total	985,053	132,321	852,732
<b>Grand Total</b>	<b>5,966,703</b>	<b>888,359</b>	<b>5,078,344</b>
Salaries & Wages Total	657,729	85,497	572,232
Employee Benefits Total	331,737	52,472	279,265
Purchased Professional Services Total	14,400	2,002	12,399
Purchased Property Services Total	661,294	89,934	571,360
Other Purchased Services Total	46,850	12,484	34,366
Supplies & Materials Total	122,159	5,718	116,441
Capital Outlay Total	-	-	-
Miscellaneous Total	200,000	34,199	165,801
Non-Departmental Total	409,534	-	409,534
Miscellaneous-Reimburse City Total	3,523,000	-	3,523,000
<b>Grand Total</b>	<b>5,966,703</b>	<b>282,305</b>	<b>5,684,398</b>
<b>Excess (deficit) of revenues over expenditures</b>	<b>-</b>	<b>606,054</b>	<b>(606,054)</b>

**City of Manchester  
Health Care Cost Summary**

**July - 2016**

	Current Year		Prior Year		2 Years Prior		
	July 2016	YTD FY 17	July 2015	YTD FY 16	July 2014	YTD FY 15	Total FY 15
<b>Medical Claims and Fixed Costs</b>							
Retiree (Pre - 65)	\$ 281,864	\$ 281,864	\$ 399,931	\$ 399,931	\$ 187,673	\$ 187,673	\$ 2,304,771
Active	\$ 1,005,706	\$ 1,005,706	\$ 1,034,750	\$ 1,034,750	\$ 1,248,645	\$ 1,248,645	\$ 14,517,316
<b>Total</b>	<b>\$ 1,287,570</b>	<b>\$ 1,287,570</b>	<b>\$ 1,434,681</b>	<b>\$ 1,434,681</b>	<b>\$ 1,436,318</b>	<b>\$ 1,436,318</b>	<b>\$ 16,822,087</b>
<b>Prescription Drugs</b>							
Retiree (Pre - 65)	\$ 56,408	\$ 56,408	\$ 73,750	\$ 73,750	\$ 42,282	\$ 42,282	\$ 886,198
Active	\$ 370,942	\$ 370,942	\$ 325,733	\$ 325,733	\$ 211,152	\$ 211,152	\$ 2,911,412
<b>Total</b>	<b>\$ 427,350</b>	<b>\$ 427,350</b>	<b>\$ 399,483</b>	<b>\$ 399,483</b>	<b>\$ 253,434</b>	<b>\$ 253,434</b>	<b>\$ 3,797,610</b>
<b>Headcount</b>							
Retiree (Pre - 65)	194		207		178		
Active	1,043		999		1,043		
<b>Total</b>	<b>1,237</b>		<b>1,206</b>		<b>1,221</b>		
<b>Premium Paid</b>							
Retiree (Pre - 65)	\$ 209,354	\$ 209,354	\$ 218,245	\$ 218,245	\$ 187,291	\$ 187,291	\$ 2,251,773
Active	\$ 311,991	\$ 311,991	\$ 240,946	\$ 240,946	\$ 244,988	\$ 244,988	\$ 3,095,600
<b>Total</b>	<b>\$ 521,345</b>	<b>\$ 521,345</b>	<b>\$ 459,191</b>	<b>\$ 459,191</b>	<b>\$ 432,279</b>	<b>\$ 432,279</b>	<b>\$ 5,347,373</b>
<b>Portion of claims subject to Stop Loss</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 227,930

**City of Manchester  
Claims Cost By Plan  
FY 2017  
One Month  
July 2016**

Active					
	Head Count of Employees	Covered Members **	Claims*	FY 2017 Annualized Claims per Covered Member	FY 2016 Annualized Claims per Covered Member
HMO	868		\$ 1,055,124		
POS	15		71,155		
HSA	118		134,363		
HDHP	42		-		
<b>TOTAL</b>	<b>1,043</b>	<b>2,772</b>	<b>\$ 1,260,642</b>	<b>\$ 6,614</b>	<b>\$ 6,563</b>

Retirees					
	Head Count of Retirees	Covered Members **	Claims***	FY 2017 Annualized Claims per Covered Member	FY 2016 Annualized Claims per Covered Member
HMO	110		\$ 266,566		
HDHP	84		52,520		
<b>TOTAL</b>	<b>194</b>	<b>308</b>	<b>\$ 319,086</b>	<b>\$ 13,179</b>	<b>\$ 17,819</b>

\* Includes medical claims and prescription drugs. Does not include ER contributions to HSA Fund of \$151,200 and fixed costs of \$116,005.

\*\* The number of total covered members by plan type is not available.

\*\*\* Includes medical claims and prescription drugs. Does not include fixed costs of \$19,186.

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

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

- Accounts Receivable over 90 days
- Aging Report
- Outstanding Receivables

have been accepted.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Hammond". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee



*William E. Sanders  
Finance Officer*

*Sharon Y. Wickens  
Deputy Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

September 9, 2016

Committee on Accounts, Enrollment & Revenue Administration  
c/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached is a summary of the City's accounts receivable over 90 days as well as an aging report. Also included is a list of outstanding receivables that have been submitted to the City Solicitor for review and determination of collectability.

In summary outstanding receivables over 90 days total \$915,987 out of \$4,207,053 billed. August's outstanding receivables totaled \$1,443,400 out of \$7,973,077 billed.

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

Respectfully submitted,

Michele Bogardus  
Financial Analyst II

Enc.

**Summary of Accounts Receivable Over 90 Days  
by Department - with Previous Month's Comparative**

	Dept Code	9/9/2016 Over 90 Days	8/8/2016 Over 90 Days
Airport	25	\$ 62,676.14	\$ 645,572.89
EPD	27	\$ 842.64	\$ 842.64
Parking Department	52	\$ 11,595.19	\$ 11,405.99
<b>Total Enterprise Funds</b>		<b>\$ 75,113.97</b>	<b>\$ 657,821.52</b>
Central Fleet Management	23	\$ 3,478.85	\$ 9,243.77
City Solicitor	7	\$ 39,593.00	\$ -
Fire Department	30	\$ 19,497.04	\$ 20,962.19
Highway	50, 51	\$ 676,673.39	\$ 676,699.49
Human Resources	19	\$ 3,446.11	\$ 3,445.75
Parks & Recreation	65	\$ 2,461.43	\$ 2,436.68
Code Enforcement	CE	\$ 45,644.18	\$ 40,432.41
Police Department	33,34,35,36	\$ 50,078.98	\$ 32,357.93
<b>Total General Fund</b>		<b>\$ 840,872.98</b>	<b>\$ 785,578.22</b>
<b>Grand Totals</b>		<b>\$ 915,986.95</b>	<b>\$ 1,443,399.74</b>
<u>General Fund receivables over \$10,000 by customer</u>			
Manchester Boston Regional Airport	7	\$ 39,593.00	\$ -
Corcoran Environmental	50	\$ 24,182.43	\$ 24,182.43
National Grid	50	\$ 641,082.50	\$ 641,082.50
<b>Totals</b>		<b>\$ 704,857.93</b>	<b>\$ 665,264.93</b>
<b>Total General Fund receivables over 90 days less over \$10,000</b>		<b>\$ 136,015.05</b>	<b>\$ 120,313.29</b>

Explanation of Charges

FY15 Audit Billing  
Landfill Lease Payments - Refer to Solicitor  
Roadway Degradation Fees - In Litigation - Refer to Solicitor

City of Manchester NH - Receivables  
Over 90 Days as of 9/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	17600	211-213 WOODBURY ST CON	\$ 166.50	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 160.78
CE	23856	281 BELMONT STREET LLC	\$ 749.36	\$ 9.53	\$ 9.53	\$ 9.53	\$ 9.53	\$ 711.24
CE	17588	385 MANCHESTER STREET T	\$ 105.50	\$ 0.91	\$ 0.91	\$ 0.91	\$ 0.91	\$ 101.86
CE	21622	ADEKOYA, EMMANUEL	\$ 215.84	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 206.48
CE	17009	AHMEDAMIN, SANDRA	\$ 308.24	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 298.00
CE	21986	ALHAMIS, INNOCENTUS	\$ 114.67	\$ 1.29	\$ 1.29	\$ 1.29	\$ 1.29	\$ 109.51
CE	22250	ALHAMIS, INNOCENTUS	\$ 226.32	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 216.08
CE	24482	BELAND, BRENDA	\$ 140.04	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 132.52
CE	18280	BERLINGUETTE, RICHARD B	\$ 676.46	\$ 6.01	\$ 6.01	\$ 6.01	\$ 6.01	\$ 652.42
CE	23134	BURANT, STEPHANIE	\$ 966.52	\$ 11.56	\$ 11.56	\$ 11.56	\$ 11.56	\$ 920.28
CE	25715	BUTT, ARTHUR J	\$ 919.37	\$ 13.59	\$ -	\$ -	\$ -	\$ 905.78
CE	25636	CASSIDY, KRISTIN E	\$ 1,158.76	\$ 16.88	\$ 16.88	\$ -	\$ -	\$ 1,125.00
CE	19401	CATANO, EDMUNDO	\$ 816.60	\$ 7.60	\$ 7.60	\$ 7.60	\$ 7.60	\$ 786.20
CE	23363	CAYER, NORMAN	\$ 766.45	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 726.45
CE	24685	CAYER, NORMAN ROGER	\$ 299.78	\$ 4.13	\$ 4.13	\$ 4.13	\$ 4.13	\$ 283.26
CE	24977	CHURCH, TIMOTHY	\$ 3.58	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 3.38
CE	23196	CORDERO, MARIA	\$ 1,104.57	\$ 13.21	\$ 13.21	\$ 13.21	\$ 13.21	\$ 1,051.73
CE	20689	CRUZ, MARIA	\$ 355.52	\$ 3.61	\$ 3.61	\$ 3.61	\$ 3.61	\$ 341.08
CE	17978	DAHL, THOMAS A	\$ 560.20	\$ 4.90	\$ 4.90	\$ 4.90	\$ 4.90	\$ 540.60
CE	21469	DEJESUS, JAN P	\$ 133.61	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 127.89
CE	25737	DELISLE HAVEE, VIVIAN L	\$ 154.50	\$ 2.25	\$ 2.25	\$ -	\$ -	\$ 150.00
CE	21559	DEL-WES REALTY LLC	\$ 414.88	\$ 4.44	\$ 4.44	\$ 4.44	\$ 4.44	\$ 397.12
CE	25406	DESRUISSEAU, LOUISE	\$ 287.39	\$ 4.13	\$ 4.13	\$ 4.13	\$ 4.44	\$ 275.00
CE	21467	DROUIN, JOHN	\$ 203.86	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 195.14
CE	24786	EAGAN, SCOTT T	\$ 136.28	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 128.76
CE	24619	FALLAH, ELAINE B	\$ 354.28	\$ 4.88	\$ 4.88	\$ 4.88	\$ 4.88	\$ 334.76
CE	17791	FORAND, JEANNINE	\$ 165.07	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 159.35
CE	23494	FORD, JONATHAN	\$ 151.32	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 143.80
CE	19099	FRANCIS, RANDALL	\$ 269.16	\$ 2.48	\$ 2.48	\$ 2.48	\$ 2.48	\$ 259.24
CE	21427	FULLER, JASON L	\$ 511.76	\$ 5.42	\$ 5.42	\$ 5.42	\$ 5.42	\$ 490.08
CE	24991	GAGNON, DENIS M	\$ 134.40	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 126.88
CE	24393	GAGNON, RAYMOND C JR	\$ 442.44	\$ 5.93	\$ 5.93	\$ 5.93	\$ 5.93	\$ 418.72
CE	21269	GEORGIADIS, JAMES	\$ 244.24	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 234.00
CE	18654	GICHANA, DENNIS O	\$ 506.96	\$ 4.59	\$ 4.59	\$ 4.59	\$ 4.59	\$ 488.60
CE	24542	GLADYSZ, DANIEL J	\$ 138.16	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 130.64
CE	25648	GODZYK, COREY A	\$ 128.76	\$ 1.88	\$ 1.88	\$ -	\$ -	\$ 125.00
CE	25019	GOOLBIS, RANDY F	\$ 349.40	\$ 4.88	\$ 4.88	\$ 4.88	\$ 4.88	\$ 329.88
CE	20234	GRADY, ALEXANDER	\$ 377.48	\$ 3.68	\$ 3.68	\$ 3.68	\$ 3.68	\$ 362.76
CE	24579	GRAHAM, BRIAN J	\$ 138.16	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 130.64
CE	17490	GRAMA, MARIAN	\$ 929.50	\$ 7.99	\$ 7.99	\$ 7.99	\$ 7.99	\$ 897.54
CE	16919	GRIMARD, MICHELE M	\$ 172.22	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 166.50
CE	19147	HAMMERSTROM, PAUL III	\$ 460.48	\$ 4.28	\$ 4.28	\$ 4.28	\$ 4.28	\$ 443.36
CE	20867	HAWKES, DANA M	\$ 432.33	\$ 4.43	\$ 4.43	\$ 4.43	\$ 4.43	\$ 414.61

City of Manchester NH - Receivables  
Over 90 Days as of 9/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	16740	HEWETT, DANIEL H	\$ 639.85	\$ 5.27	\$ 5.27	\$ 5.27	\$ 5.27	\$ 618.77
CE	25031	HUNZELMAN, ALBERT C	\$ 134.40	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 126.88
CE	19981	JACOBY, VALERIE A	\$ 249.17	\$ 2.41	\$ 2.41	\$ 2.41	\$ 2.41	\$ 239.53
CE	18785	JGDB REALTY, LLC	\$ 26.18	\$ 0.28	\$ 0.28	\$ 0.28	\$ 0.28	\$ 25.06
CE	17486	JOHNS, JOSEPH	\$ 710.00	\$ 6.10	\$ 6.10	\$ 6.10	\$ 6.10	\$ 685.60
CE	23236	KABAMBA, MPESAMONJI	\$ 935.06	\$ 11.18	\$ 11.18	\$ 11.18	\$ 11.18	\$ 890.34
CE	25727	KALATHAKIS, ALEXANDER	\$ 422.30	\$ 6.15	\$ 6.15	\$ -	\$ -	\$ 410.00
CE	23747	KAROUTSOS, GEORGE	\$ 147.56	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 140.04
CE	23748	KAROUTSOS, GEORGE	\$ 147.56	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 140.04
CE	23408	KAROUTSOS, GEORGE FAM T	\$ 91.95	\$ 1.13	\$ 1.13	\$ 1.13	\$ 1.13	\$ 87.43
CE	24617	KAROUTSOS, GEORGE FAM T	\$ 321.58	\$ 4.43	\$ 4.43	\$ 4.43	\$ 4.43	\$ 303.86
CE	24440	KEEFE, CASEY	\$ 554.44	\$ 7.43	\$ 7.43	\$ 7.43	\$ 7.43	\$ 524.72
CE	17507	KICKHAM, CHARLES	\$ 832.00	\$ 7.14	\$ 7.14	\$ 7.14	\$ 7.14	\$ 803.44
CE	25115	KICKHAM, CHARLES	\$ 1,298.52	\$ 18.38	\$ 18.38	\$ 18.38	\$ 18.38	\$ 1,225.00
CE	17437	KICKHAM, CHARLES	\$ 1,427.00	\$ 12.24	\$ 12.24	\$ 12.24	\$ 12.24	\$ 1,378.04
CE	18372	KILGORE, SCOTT C	\$ 1,023.60	\$ 9.10	\$ 9.10	\$ 9.10	\$ 9.10	\$ 987.20
CE	16825	KIM BERLINGUETTE	\$ 704.55	\$ 5.81	\$ 5.81	\$ 5.81	\$ 5.81	\$ 681.31
CE	22034	KROCHMAL, MARC A	\$ 50.91	\$ 0.68	\$ 0.68	\$ 0.68	\$ 0.68	\$ 48.19
CE	24287	KROL, WALTER	\$ 164.62	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 155.90
CE	17454	LACROIX, RUDOLPH	\$ 623.00	\$ 5.36	\$ 5.36	\$ 5.36	\$ 5.36	\$ 601.56
CE	19634	LANDER, DIANE R	\$ 206.44	\$ 1.96	\$ 1.96	\$ 1.96	\$ 1.96	\$ 198.60
CE	23116	LEBREAU, REBECA	\$ 395.41	\$ 4.73	\$ 4.73	\$ 4.73	\$ 4.73	\$ 376.49
CE	24271	LEMIRE, ROBERT	\$ 198.67	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 188.15
CE	19453	LOCKE, CHRISTINE	\$ 250.94	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 241.58
CE	17105	LORTIE, RONALD	\$ 638.55	\$ 5.35	\$ 5.35	\$ 5.35	\$ 5.35	\$ 617.15
CE	18413	LOUGEE, JILLIAN M	\$ 100.95	\$ 0.91	\$ 0.91	\$ 0.91	\$ 0.91	\$ 97.31
CE	19191	MARQUIS, LINDA J	\$ 155.06	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 149.34
CE	24593	MATEO, ERNESTO B	\$ 1,265.26	\$ 17.18	\$ 17.18	\$ 17.18	\$ 17.18	\$ 1,196.54
CE	23041	MCCARTHY, STEVEN L	\$ 219.71	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 209.19
CE	23511	MCCARTHY, STEVEN L	\$ 357.02	\$ 4.43	\$ 4.43	\$ 4.43	\$ 4.43	\$ 339.30
CE	19052	MERETE, JOSE	\$ 155.06	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 149.34
CE	18309	MILLER, SAUL B	\$ 67.27	\$ 0.71	\$ 0.71	\$ 0.71	\$ 0.71	\$ 64.43
CE	21083	NGALAKULONDI, PIERRE K	\$ 508.10	\$ 5.27	\$ 5.27	\$ 5.27	\$ 5.27	\$ 487.02
CE	24866	NORMAN CAYER	\$ 953.78	\$ 13.13	\$ 13.13	\$ 13.13	\$ 13.13	\$ 901.26
CE	24175	OKELLO, JAMES	\$ 281.80	\$ 3.68	\$ 3.68	\$ 3.68	\$ 3.68	\$ 267.08
CE	17176	OKELLO, JAMES	\$ 279.02	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 269.66
CE	24974	OUELLETTE, MICHAEL R	\$ 134.40	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 126.88
CE	25428	OWEN, SEAN M	\$ 935.29	\$ 13.43	\$ 13.43	\$ 13.43	\$ -	\$ 895.00
CE	17257	PAPPAS, ROBERT A	\$ 365.68	\$ 3.09	\$ 3.09	\$ 3.09	\$ 3.09	\$ 353.32
CE	25156	PATTERSON, JOYCE L	\$ 132.52	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 125.00
CE	24338	POIRIER, THOMAS	\$ 196.04	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 185.52
CE	21496	POND, DEBORAH A	\$ 358.95	\$ 3.85	\$ 3.85	\$ 3.85	\$ 3.85	\$ 343.55
CE	23900	POTTER, ANTHONY	\$ 147.56	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 140.04

City of Manchester NH - Receivables  
Over 90 Days as of 9/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	21152	PRINCE, JOHN G	\$ 319.30	\$ 3.31	\$ 3.31	\$ 3.31	\$ 3.31	\$ 306.06
CE	16956	RAKIS-LAMBROULIS, POTOU	\$ 652.14	\$ 5.41	\$ 5.41	\$ 5.41	\$ 5.41	\$ 630.50
CE	17306	RICARD, ERNEST H	\$ 362.59	\$ 3.09	\$ 3.09	\$ 3.09	\$ 3.09	\$ 350.23
CE	22940	RODRIGUEZ, WALTER J	\$ 622.84	\$ 7.38	\$ 7.38	\$ 7.38	\$ 7.38	\$ 593.32
CE	22939	RODRIGUEZ, WALTER J	\$ 1,219.74	\$ 14.43	\$ 14.43	\$ 14.43	\$ 14.43	\$ 1,162.02
CE	25344	ROUSSEAU, DONALD	\$ 444.14	\$ 6.38	\$ 6.38	\$ 6.38	\$ 6.38	\$ 425.00
CE	24798	ROY, MARC	\$ 136.28	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 128.76
CE	23526	S PANOURGIAS FAMILY LLC	\$ 1,046.72	\$ 12.98	\$ 12.98	\$ 12.98	\$ 12.98	\$ 994.80
CE	21899	SANBORN, KARI R	\$ 129.32	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 123.60
CE	24913	SCANLON, PATRICK	\$ 136.28	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 128.76
CE	25286	SCHEFER, DAVID	\$ 132.52	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 125.00
CE	25398	SHATTUCK, DANIEL J	\$ 339.64	\$ 4.88	\$ 4.88	\$ 4.88	\$ 4.88	\$ 325.00
CE	18542	SILVA, FRANCISCA	\$ 729.75	\$ 6.55	\$ 6.55	\$ 6.55	\$ 6.55	\$ 703.55
CE	23016	SIMON, LESLIE	\$ 1,010.70	\$ 12.10	\$ 12.10	\$ 12.10	\$ 12.10	\$ 962.30
CE	25444	SOLONA, EVELYN A	\$ 559.09	\$ 8.03	\$ 8.03	\$ 8.03	\$ 8.03	\$ 535.00
CE	21061	SOULIOS, STAVROS	\$ 139.33	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 133.61
CE	25390	SVEND FILBY	\$ 914.39	\$ 13.13	\$ 13.13	\$ 13.13	\$ 13.13	\$ 875.00
CE	22896	TIMBAS, GREGORY S	\$ 131.58	\$ 1.66	\$ 1.66	\$ 1.66	\$ 1.66	\$ 124.94
CE	25424	TIMBAS, GREGORY S LIV T	\$ 78.39	\$ 1.13	\$ 1.13	\$ 1.13	\$ 1.13	\$ 75.00
CE	23114	TOMES, KAREN E	\$ 508.36	\$ 6.08	\$ 6.08	\$ 6.08	\$ 6.08	\$ 484.04
CE	18687	TORRES, JOSE A	\$ 157.92	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 152.20
CE	24962	TREMBLAY, TAMMIE S	\$ 188.15	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 177.63
CE	23112	VERMILYEA, SETH R	\$ 282.46	\$ 3.38	\$ 3.38	\$ 3.38	\$ 3.38	\$ 268.94
CE	20970	WALLACE, JOHN W	\$ 293.62	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 281.54
CE	25630	WILSON, DAWN P	\$ 180.26	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 175.00
CE	21287	WINZELER, MARK L	\$ 136.47	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 130.75
CE	23988	WOOD, KENNETH A III TRU	\$ 0.07	\$ -	\$ -	\$ -	\$ -	\$ 0.07
CE	25661	YANOVITCH, JOHN P JR	\$ 283.26	\$ 4.13	\$ 4.13	\$ 4.13	\$ 4.13	\$ 275.00
CE	19821	ZAMOR, WOLF R	\$ 621.10	\$ 5.95	\$ 5.95	\$ 5.95	\$ 5.95	\$ 597.30
CE	21151	ZEBROWSKI, LYNN A	\$ 210.40	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 201.68
<b>CE - CODE ENFORCEMENT TOTALS</b>			<b>\$ 47,665.46</b>	<b>\$ 545.25</b>	<b>\$ 531.66</b>	<b>\$ 497.74</b>	<b>\$ 446.63</b>	<b>\$ 45,644.18</b>
7	2561	MANCHESTER AIRPORT	\$ 39,593.00	\$ -	\$ -	\$ -	\$ -	\$ 39,593.00
<b>7 - CITY SOLICITOR TOTALS</b>			<b>\$ 39,593.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,593.00</b>
19	20865	SCHWARTZ, BETH	\$ 3,418.15	\$ -	\$ -	\$ -	\$ -	\$ 3,418.15
19	2453	UNION LEADER CORP	\$ 29.40	\$ 0.72	\$ -	\$ 0.36	\$ 0.36	\$ 27.96
<b>19 - HR TOTALS</b>			<b>\$ 3,447.55</b>	<b>\$ 0.72</b>	<b>\$ -</b>	<b>\$ 0.36</b>	<b>\$ 0.36</b>	<b>\$ 3,446.11</b>
23	13236	G & K SERVICES	\$ 1,552.00	\$ 388.00	\$ -	\$ 388.00	\$ -	\$ 776.00
23	22506	LIBERTY ENERGY UTILITIE	\$ 232.80	\$ -	\$ -	\$ -	\$ -	\$ 232.80
23	2541	MANCHESTER PARKS & RECR	\$ 1,845.64	\$ -	\$ -	\$ -	\$ -	\$ 1,845.64
23	58	MANCHESTER PLANNING DEP	\$ 456.76	\$ -	\$ -	\$ -	\$ -	\$ 456.76
23	3124	PINARD WASTE SYSTEM INC	\$ 479.00	\$ 143.70	\$ -	\$ 167.65	\$ -	\$ 167.65
<b>23 - CENTRAL FLEET TOTALS</b>			<b>\$ 4,566.20</b>	<b>\$ 531.70</b>	<b>\$ -</b>	<b>\$ 555.65</b>	<b>\$ -</b>	<b>\$ 3,478.85</b>

City of Manchester NH - Receivables  
Over 90 Days as of 9/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
25	20311	ADVANTAGE RENT A CAR	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ 1.00
25	3651	DELTA AIRLINES INC	\$ 470,821.72	\$ 212,834.40	\$ -	\$ 135,335.53	\$ 115,160.77	\$ 7,491.02
25	19916	DTG OPERATIONS, INC	\$ 5,692.20	\$ 2,258.88	\$ -	\$ 1,129.44	\$ 1,129.44	\$ 1,174.44
25	22188	DTG OPERATIONS, INC (TH	\$ 3,666.13	\$ 1,222.04	\$ -	\$ 611.02	\$ 611.02	\$ 1,222.05
25	20658	ENDEAVOR AIR	\$ 120,647.04	\$ 29,281.06	\$ -	\$ 48,440.03	\$ 27,724.95	\$ 15,201.00
25	7594	MISCELLANEOUS CUSTOMER	\$ 3,538.00	\$ 598.00	\$ -	\$ 648.00	\$ 1,495.00	\$ 797.00
25	14944	NH AUTO RENTAL, INC (PA	\$ 2,464.38	\$ -	\$ -	\$ -	\$ -	\$ 2,464.38
25	10361	REPUBLIC AIRLINES (US A	\$ 275,957.65	\$ 81,097.48	\$ -	\$ 81,894.06	\$ 81,388.10	\$ 31,578.01
25	3973	SHEA JR, EDMUND J	\$ 135.00	\$ -	\$ -	\$ -	\$ -	\$ 135.00
25	20451	SHUTTLE AMERICA CORPORA	\$ 1,062.51	\$ -	\$ -	\$ -	\$ -	\$ 1,062.51
25	18168	TOM-N-TOM DELIVERY LLC	\$ 4,749.28	\$ 1,503.29	\$ -	\$ 1,054.80	\$ 703.26	\$ 1,487.93
25	3874	VANGUARD CAR RENTAL/ NA	\$ 61.80	\$ -	\$ -	\$ -	\$ -	\$ 61.80
<b>25 - AIRPORT TOTALS</b>			<b>\$ 888,796.71</b>	<b>\$ 328,795.15</b>	<b>\$ -</b>	<b>\$ 269,112.88</b>	<b>\$ 228,212.64</b>	<b>\$ 62,676.14</b>
27	12798	ANYTIME SEPTIC SERVICES	\$ 762.64	\$ -	\$ -	\$ -	\$ -	\$ 762.64
27	10064	SERVPRO OF MANCHESTER/D	\$ 100.00	\$ -	\$ -	\$ 20.00	\$ -	\$ 80.00
<b>27 - EPD TOTALS</b>			<b>\$ 862.64</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20.00</b>	<b>\$ -</b>	<b>\$ 842.64</b>
30	287	200 ELM STREET REALTY,	\$ 983.20	\$ 35.70	\$ -	\$ 30.60	\$ 30.60	\$ 886.30
30	21341	AVERILL, JENNY	\$ 552.34	\$ 11.68	\$ -	\$ 5.84	\$ 5.84	\$ 528.98
30	9662	BRIDGEWELL FARMS CONDO	\$ 806.60	\$ 22.20	\$ -	\$ 11.10	\$ 11.10	\$ 762.20
30	1378	CHARLES TSIATSIOS TRUST	\$ 2,706.41	\$ 48.98	\$ -	\$ 24.49	\$ 24.49	\$ 2,608.45
30	20020	CHILDREN OF NICHOLAS PE	\$ 588.60	\$ 16.20	\$ -	\$ 8.10	\$ 8.10	\$ 556.20
30	18213	COLE-BRUCE, PAMELA	\$ 1,402.40	\$ 24.90	\$ -	\$ 12.45	\$ 12.45	\$ 1,352.60
30	24709	FRANCOEURS CAFE	\$ 109.00	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 103.00
30	21771	GAMACHE INVESTMENT PROP	\$ 236.00	\$ 33.00	\$ -	\$ -	\$ -	\$ 203.00
30	5427	GC FRIDAYS BOSTON LLC	\$ 588.60	\$ 16.20	\$ -	\$ 8.10	\$ 8.10	\$ 556.20
30	8937	GIRL'S INC.	\$ 588.60	\$ 16.20	\$ -	\$ 8.10	\$ 8.10	\$ 556.20
30	24374	HANNAFORD, ANDREW	\$ 711.52	\$ 19.06	\$ -	\$ 9.53	\$ 9.53	\$ 673.40
30	21670	HARNUM, DAVID	\$ 503.44	\$ 10.86	\$ -	\$ 5.43	\$ 5.43	\$ 481.72
30	24452	INLAND AMERICAN CFG POR	\$ 1,286.20	\$ 35.40	\$ -	\$ 17.70	\$ 17.70	\$ 1,215.40
30	1255	INTERGRATED HEALTH SVC	\$ 681.60	\$ 14.40	\$ -	\$ 7.20	\$ 7.20	\$ 652.80
30	16305	JOSEPH EQUIPMENT CO	\$ 1,900.40	\$ 31.20	\$ -	\$ 15.60	\$ 15.60	\$ 1,838.00
30	17861	LACROIX, LUCIEN D	\$ 528.53	\$ 9.14	\$ -	\$ 4.57	\$ 4.57	\$ 510.25
30	24375	LORANGER, AMANDA	\$ 414.37	\$ 11.10	\$ -	\$ 5.55	\$ 5.55	\$ 392.17
30	17580	MAHMOTORIC, MUHAREM	\$ 3,548.70	\$ 75.60	\$ -	\$ 37.80	\$ 37.80	\$ 3,397.50
30	19639	MANCHESTER CHRISTIAN CH	\$ 109.00	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 103.00
30	17794	MITCHELL, JOHN F	\$ 607.25	\$ 10.50	\$ -	\$ 5.25	\$ 5.25	\$ 586.25
30	14129	MPBUH HOLDING LLC	\$ 322.50	\$ 9.00	\$ -	\$ 4.50	\$ 4.50	\$ 304.50
30	4719	PAGE STREET REALTY	\$ 588.60	\$ 16.20	\$ -	\$ 8.10	\$ 8.10	\$ 556.20
30	19541	RYDER	\$ 118.00	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 112.00
30	24774	VELAGALA LLC	\$ 107.50	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 101.50
30	22445	WILSON, ELIZABETH	\$ 481.18	\$ 10.98	\$ -	\$ 5.49	\$ 5.49	\$ 459.22
<b>30 - FIRE TOTALS</b>			<b>\$ 20,470.54</b>	<b>\$ 490.50</b>	<b>\$ -</b>	<b>\$ 241.50</b>	<b>\$ 241.50</b>	<b>\$ 19,497.04</b>
33	19086	GOOD STILL	\$ 3,378.08	\$ 856.18	\$ -	\$ 409.52	\$ 516.19	\$ 1,596.19

City of Manchester NH - Receivables  
Over 90 Days as of 9/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
33	19151	LEVEL UP GAMING	\$ 797.99	\$ 17.90	\$ -	\$ 8.95	\$ 8.95	\$ 762.19
33	19031	MANCHESTER METALS INC.	\$ 711.95	\$ 20.54	\$ -	\$ 6.91	\$ -	\$ 684.50
33	4303	MANCHESTER POLICE - OBE	\$ 466.80	\$ -	\$ -	\$ 100.00	\$ -	\$ 366.80
34	14470	CIRCUS AMERICA INC.	\$ 666.72	\$ -	\$ -	\$ -	\$ -	\$ 666.72
34	22797	DB PERRY LLC	\$ 672.36	\$ -	\$ -	\$ -	\$ -	\$ 672.36
34	14517	EVERSOURCE	\$ 1,793.00	\$ -	\$ -	\$ -	\$ -	\$ 1,793.00
34	2094	EVERSOURCE ENERGY (HOOK	\$ 50,911.60	\$ 44,348.45	\$ -	\$ 6,561.80	\$ 1.35	\$ 924.50
34	15276	FAIRPOINT COMMUNICATION	\$ 5,645.05	\$ 4,272.31	\$ -	\$ 448.24	\$ -	\$ 5,743.08
34	15274	FAIRPOINT COMMUNICATION	\$ 5,743.08	\$ -	\$ -	\$ -	\$ -	\$ 5,743.08
34	25101	FIRE & ICE	\$ 672.36	\$ 448.24	\$ -	\$ -	\$ -	\$ 224.12
34	17534	GAMACHE, D	\$ 1,000.68	\$ 17.16	\$ -	\$ 8.58	\$ 8.58	\$ 966.36
34	4376	INTOWN MANCHESTER MANAG	\$ 1,569.07	\$ 896.48	\$ -	\$ 448.24	\$ -	\$ 224.35
34	10391	JUNGLE JIM'S	\$ 392.21	\$ -	\$ -	\$ -	\$ -	\$ 392.21
34	18609	LIBERTY UTILITIES, INC	\$ 28,029.28	\$ 25,283.81	\$ -	\$ -	\$ -	\$ 2,745.47
34	16209	MCGUINNESS TREE	\$ 1,652.89	\$ -	\$ -	\$ -	\$ -	\$ 1,652.89
34	857	MEMORIAL HIGH SCHOOL	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	6267	MEMORIAL HS BOOSTER CLU	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	19260	MIDWAY UTILITIES	\$ 113,629.48	\$ 84,745.80	\$ -	\$ 13,867.52	\$ -	\$ 15,016.16
34	20725	NEW YORK BITUMINOUS	\$ 6,320.53	\$ 29.72	\$ -	\$ 14.86	\$ 14.86	\$ 6,261.09
34	25409	PITBULL REALTY GROUP	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	23373	S&S VIKING MECHANICAL	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	24664	UNIVERSAL PROTECTION SE	\$ 2,633.43	\$ -	\$ -	\$ -	\$ -	\$ 2,633.43
34	10381	WALMART	\$ 860.46	\$ 5.40	\$ -	\$ 2.70	\$ -	\$ 852.36
34	21869	WESTGATE, CYDNEY	\$ 4,980.77	\$ 2.70	\$ -	\$ -	\$ -	\$ 4,978.07
35	4313	EVERSOURCE ENERGY (BEDF	\$ 21.20	\$ 0.60	\$ -	\$ 0.15	\$ 0.15	\$ 20.30
36	826	PROGRESSIVE INSURANCE C	\$ 5.24	\$ 0.16	\$ -	\$ 0.08	\$ -	\$ 5.00
<b>33, 34, 35, &amp; 36 - POLICE TOTALS</b>			<b>\$ 233,450.71</b>	<b>\$ 160,945.45</b>	<b>\$ -</b>	<b>\$ 21,877.55</b>	<b>\$ 548.73</b>	<b>\$ 50,078.98</b>
50	17145	3R'S HOME REPAIR	\$ 167.45	\$ 2.30	\$ -	\$ 1.15	\$ 1.15	\$ 162.85
50	24874	ACCUWORX USA	\$ 25.31	\$ -	\$ -	\$ -	\$ -	\$ 25.31
50	8018	AHRENT, JEFFREY	\$ 931.46	\$ 693.00	\$ -	\$ 236.59	\$ -	\$ 1.87
50	24772	BEAR, VICTORIA L.	\$ 86.18	\$ 1.56	\$ -	\$ 0.78	\$ 0.78	\$ 83.06
50	3196	BEL-AIR HOMES	\$ 0.54	\$ -	\$ -	\$ -	\$ -	\$ 0.54
50	7936	BIRON II, WILFRED	\$ 261.77	\$ 6.58	\$ -	\$ 3.29	\$ 3.29	\$ 248.61
50	23559	BISSONNETTE, VICKI	\$ 22.42	\$ 0.56	\$ -	\$ 0.28	\$ 0.28	\$ 21.30
50	15005	BOOTH, AMY & MARK	\$ 2.52	\$ -	\$ -	\$ -	\$ -	\$ 2.52
50	20926	BUTLER CONSTRUCTION	\$ 183.98	\$ 3.16	\$ -	\$ 1.58	\$ 1.58	\$ 177.66
50	22297	CALEY, JEFF	\$ 155.35	\$ 3.50	\$ -	\$ 1.75	\$ 1.75	\$ 148.35
50	24277	CASEY, BENJAMIN	\$ 2.52	\$ -	\$ -	\$ -	\$ -	\$ 2.52
50	6321	CERTIFIED MAINTENANCE I	\$ 69.80	\$ 68.00	\$ -	\$ -	\$ -	\$ 1.80
50	23943	CIOLINO, DOMENIC	\$ 76.89	\$ 1.98	\$ -	\$ 0.99	\$ 0.99	\$ 72.93
50	6360	CLATANOFF, THOMAS	\$ 15.16	\$ 15.00	\$ -	\$ -	\$ -	\$ 0.16
50	19436	COCHRAN, ROBERT W	\$ 235.79	\$ 4.38	\$ -	\$ 2.19	\$ 2.19	\$ 227.03
50	10626	CORCORAN ENVIRONMENTAL	\$ 24,182.43	\$ -	\$ -	\$ -	\$ -	\$ 24,182.43

City of Manchester NH - Receivables  
Over 90 Days as of 9/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	22806	CROCKER, ROBERT	106.06	2.48	\$	1.24	1.24	\$ 101.10
50	24710	CROWELL, WILLIAM R	290.52	6.34	\$	3.17	3.17	\$ 277.84
50	25706	DAVIS, LONNIE	23.70	0.70	\$	-	-	\$ 23.00
50	22210	DEMERS, JOSHUA	155.72	3.52	\$	1.76	1.76	\$ 148.68
50	20433	DION, ROLAND	102.68	2.04	\$	1.02	1.02	\$ 98.60
50	22650	DUSSAULT, STEPHAN W	37.80	0.88	\$	0.44	0.44	\$ 36.04
50	8273	FAMILY OUTFITTERS	205.33	204.00	\$	-	-	\$ 1.33
50	19406	FIRST FORD, INC.	3,418.00	-	\$	-	-	\$ 3,418.00
50	21814	FIRSTMARK ADVANTAGE LLC	2.73	1.50	\$	0.05	-	\$ 1.18
50	16882	FORTIN, BENJAMIN J	117.92	1.46	\$	0.73	0.73	\$ 115.00
50	24151	FRENCH'S RENOVATION	177.37	4.82	\$	2.41	2.41	\$ 167.73
50	21889	GUILD, JAMES	72.20	1.60	\$	0.80	0.80	\$ 69.00
50	21816	HEINEKE, SARAH	19.25	0.42	\$	0.21	0.21	\$ 18.41
50	25408	HERRON, DUSTIN	14.63	0.42	\$	0.21	-	\$ 14.00
50	23942	HOBBS, KRISTOPHER	54.81	1.42	\$	0.71	0.71	\$ 51.97
50	20706	JJ & P GENERAL MAINTENA	59.60	0.60	\$	0.30	0.30	\$ 58.40
50	18338	JOHNSON, CARL	89.80	1.60	\$	0.80	0.80	\$ 86.60
50	19405	JUZA III, JOSEPH J	73.81	0.82	\$	0.41	0.41	\$ 72.17
50	16998	KENNEY, JAMES	127.74	1.62	\$	0.81	0.81	\$ 124.50
50	19226	KIMBALL, JUSTIN	59.62	1.10	\$	0.55	0.55	\$ 57.42
50	19255	KONZIELASKI, MICHAEL L	223.52	4.12	\$	2.06	2.06	\$ 215.28
50	18378	KUBA, NICHOLAS G	252.04	4.48	\$	2.24	2.24	\$ 243.08
50	22018	LACROIX, LUCIEN	47.19	1.06	\$	0.53	0.53	\$ 45.07
50	7772	LAMBERT, MICHAEL	51.50	1.50	\$	-	-	\$ 50.00
50	8860	LAVENTURE, MICHAEL	33.38	0.74	\$	0.37	0.37	\$ 31.90
50	18549	LEPINE, WILLIAM	53.45	0.42	\$	0.21	0.21	\$ 52.61
50	18609	LIBERTY UTILITIES, INC	1,987,648.75	1,980,945.93	\$	-	5,816.09	\$ 886.73
50	20997	LINBLOOM, JAMES D	263.70	5.40	\$	2.70	2.70	\$ 252.90
50	24199	LOPEZ, JESUS M	108.70	2.84	\$	1.42	1.42	\$ 103.02
50	18394	MACLEAN, KURT P	179.45	3.22	\$	1.61	1.61	\$ 173.01
50	16860	MARTE, JUAN JOSE GONZAL	76.95	1.10	\$	0.55	0.55	\$ 74.75
50	24638	MASSENGALE, CASSIDY	63.78	1.76	\$	0.88	0.88	\$ 60.26
50	21815	MILES, WILLIE J	35.75	0.78	\$	0.39	0.39	\$ 34.19
50	23844	MIRANDA, JULIE	197.12	5.02	\$	2.51	2.51	\$ 187.08
50	24130	MOULISON NORTH	17.90	-	\$	-	-	\$ 17.90
50	23923	MURRAY, MATTHEW T	13.58	0.38	\$	0.19	0.19	\$ 12.82
50	3109	NATIONAL GRID	923,077.50	281,995.00	\$	-	-	\$ 641,082.50
50	21824	NELSON, BRUCE	313.50	6.84	\$	3.42	3.42	\$ 299.82
50	22211	NOHELY, JOSEPH	92.38	2.08	\$	1.04	1.04	\$ 88.22
50	25411	PARADIS, KEVIN	39.18	1.12	\$	0.56	-	\$ 37.50
50	8728	PELOQUIN, PIERRE J	49.80	47.50	\$	-	-	\$ 2.30
50	17279	PEREZ, ENRIQUE	78.32	1.32	\$	0.66	0.66	\$ 75.68
50	12185	POMEROY, STEVE A	184.40	3.40	\$	1.70	1.70	\$ 177.60

City of Manchester NH - Receivables  
Over 90 Days as of 9/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	24129	REED, KENNETH	\$ 131.70	\$ 3.44	\$ -	\$ 1.72	\$ 1.72	\$ 124.82
50	16772	RICARD, DUANE	\$ 271.48	\$ 3.76	\$ -	\$ 1.88	\$ 1.88	\$ 263.96
50	19085	RIDA MOHSIN AIZA, LLC	\$ 625.64	\$ 10.88	\$ -	\$ 5.44	\$ 5.44	\$ 603.88
50	19437	ROBSON, SCOTT M	\$ 441.60	\$ 8.20	\$ -	\$ 4.10	\$ 4.10	\$ 425.20
50	23023	SACCO, ANNA	\$ 55.22	\$ 1.32	\$ -	\$ 0.66	\$ 0.66	\$ 52.58
50	25622	SENECAL, DAVID	\$ 102.62	\$ 2.12	\$ -	\$ -	\$ -	\$ 100.50
50	22509	SMITH, JOSEPH	\$ 56.50	\$ 1.30	\$ -	\$ 0.65	\$ 0.65	\$ 53.90
50	23616	STANCZAK, PETER W.	\$ 59.12	\$ 1.48	\$ -	\$ 0.74	\$ 0.74	\$ 56.16
50	23895	STANLEY, WAYNE	\$ 0.20	\$ -	\$ -	\$ -	\$ -	\$ 0.20
50	21030	STONE, KEVIN G	\$ 96.69	\$ 1.98	\$ -	\$ 0.99	\$ 0.99	\$ 92.73
50	8041	SYKES, WILLIAM	\$ 38.10	\$ 28.50	\$ -	\$ -	\$ -	\$ 9.60
50	19866	T & T PLUMBING & HVAC L	\$ 67.68	\$ 0.72	\$ -	\$ 0.36	\$ 0.36	\$ 66.24
50	18806	THERRIEN, MAURICE	\$ 49.35	\$ 0.90	\$ -	\$ 0.45	\$ 0.45	\$ 47.55
50	24450	UPDATED HOMES LLC	\$ 3.87	\$ -	\$ -	\$ -	\$ -	\$ 3.87
50	18766	VARELA, OSCAR A. AVINA	\$ 67.66	\$ 1.24	\$ -	\$ 0.62	\$ 0.62	\$ 65.18
50	19620	VEILLEUX, DAVID	\$ 226.20	\$ 204.00	\$ -	\$ -	\$ -	\$ 22.20
50	16995	VEINOTTE, BRETT A	\$ 36.20	\$ 0.60	\$ -	\$ 0.30	\$ 0.30	\$ 35.00
50	11935	WHYTE, CRAIG A	\$ 10.26	\$ 0.28	\$ -	\$ 0.14	\$ 0.14	\$ 9.70
50	20369	WINTLE, MARKUS A	\$ 37.45	\$ 0.74	\$ -	\$ 0.37	\$ 0.37	\$ 35.97
50	19084	YOU, ERNIE	\$ 18.14	\$ 0.34	\$ -	\$ 0.17	\$ 0.17	\$ 17.46
50	17215	ZAJAC, JONATHAN S	\$ 85.44	\$ 1.44	\$ -	\$ 0.72	\$ 0.72	\$ 82.56
<b>50 &amp; 51 - HIGHWAY TOTALS</b>			<b>\$ 2,947,211.82</b>	<b>\$ 2,264,346.61</b>	<b>\$ -</b>	<b>\$ 306.57</b>	<b>\$ 5,885.25</b>	<b>\$ 676,973.39</b>
52	23497	AUBIN, KRISTEN	\$ 141.60	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 134.40
52	22750	AUDETTE, CHRISTOPHER	\$ 147.00	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 139.80
52	24001	BECERRIL, MARTIN	\$ 124.11	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 117.47
52	22817	BERKLUND, RICHARD	\$ 129.00	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 121.80
52	24168	BOUVIER, SAMANTHA	\$ 61.80	\$ 60.00	\$ -	\$ -	\$ -	\$ 1.80
52	5810	BROCHU, MARIE	\$ 76.64	\$ 2.24	\$ -	\$ -	\$ -	\$ 74.40
52	21568	BROWN, MITCHELL	\$ 66.50	\$ 1.50	\$ -	\$ 0.75	\$ 0.75	\$ 63.50
52	24614	BURNHEIMER, KATIE	\$ 119.13	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 112.49
52	24057	COUGHLIN, RICK	\$ 133.50	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 126.30
52	24228	ECHEVERRIA, OLIMPIA	\$ 62.47	\$ 1.66	\$ -	\$ 0.83	\$ 0.83	\$ 58.32
52	23302	ENRIGHT, JOSHUA	\$ 106.04	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 100.04
52	24244	GARGONE, SAMANTHA	\$ 62.70	\$ 1.80	\$ -	\$ 0.90	\$ 0.90	\$ 60.00
52	24179	GOMEZ, KIMBERLY	\$ 130.80	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 123.60
52	23262	HATCH, JEFF	\$ 73.50	\$ 1.80	\$ -	\$ 0.90	\$ 0.90	\$ 69.90
52	25067	HILL, JAMIE	\$ 112.49	\$ 2.49	\$ -	\$ -	\$ -	\$ 55.00
52	25520	IDEAL CONSTRUCTION	\$ 425.00	\$ 170.00	\$ -	\$ 85.00	\$ 85.00	\$ 55.00
52	21350	IGO, ERIC	\$ 143.30	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 136.10
52	24372	JOY, MATT	\$ 62.47	\$ 1.66	\$ -	\$ 0.83	\$ 0.83	\$ 58.32
52	22706	KIROUAC, MICHAEL	\$ 62.70	\$ 1.80	\$ -	\$ 0.90	\$ 0.90	\$ 60.00
52	24744	LAVALLIERE, RENE	\$ 123.60	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 120.00
52	18567	LAVOIE, NOELLE	\$ 162.25	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 156.25

City of Manchester NH - Receivables  
Over 90 Days as of 9/9/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
52	21917	LESSARD, JEFFREY	\$ 120.00	-	\$ -	\$ -	\$ -	\$ 120.00
52	21217	MCGANN, MICHAEL	\$ 61.80	1.80	\$ -	\$ -	\$ -	\$ 60.00
52	18327	MCLOUGHLIN, AMANDA	\$ 252.00	4.50	\$ -	2.25	2.25	\$ 243.00
52	23489	MILLER, BONNIE	\$ 141.60	3.60	\$ -	1.80	1.80	\$ 134.40
52	25552	NAIL AND SPA	\$ 36.00	-	\$ -	\$ -	\$ -	\$ 36.00
52	24055	NORSE, LAURA	\$ 124.11	3.32	\$ -	1.66	1.66	\$ 117.47
52	5187	NOT SO PLAIN JANE'S	\$ 12,215.20	2,219.80	\$ -	1,650.00	1,650.00	\$ 6,695.40
52	23381	PARADAS, RODOLFO	\$ 130.80	3.60	\$ -	1.80	1.80	\$ 123.60
52	22954	PERKINS, GINA	\$ 149.70	3.60	\$ -	1.80	1.80	\$ 142.50
52	24869	POISSON, CATHERINE	\$ 62.70	1.80	\$ -	0.90	\$ -	\$ 60.00
52	24843	RAUGH, CIJI	\$ 115.81	3.32	\$ -	1.66	0.83	\$ 110.00
52	19918	RESIDE, ROBERT	\$ 170.00	-	\$ -	\$ -	\$ -	\$ 170.00
52	5790	RICHARDSON, KAREN	\$ 62.70	1.80	\$ -	0.90	\$ -	\$ 60.00
52	24106	ROBY-PALMER, PAULA	\$ 182.70	2.70	\$ -	60.00	60.00	\$ 60.00
52	23938	ROY, CARRISSA	\$ 119.96	3.32	\$ -	1.66	1.66	\$ 113.32
52	24399	SANTIAGO, MIGUEL	\$ 113.34	2.51	\$ -	\$ -	55.00	\$ 55.83
52	24148	SMITH, SIDNEY	\$ 119.13	3.32	\$ -	1.66	1.66	\$ 112.49
52	21310	SOUCY, DAN	\$ 90.00	-	\$ -	\$ -	\$ -	\$ 90.00
52	25595	TSERONIS, ERIN	\$ 430.25	-	\$ -	85.00	85.00	\$ 260.25
52	23590	VEXED LLC	\$ 256.30	6.60	\$ -	3.30	3.30	\$ 243.10
52	23256	VOLKMAN, SANDI	\$ 66.10	61.26	\$ -	0.60	0.60	\$ 3.64
52	25600	WAGNER, JAMES	\$ 255.00	-	\$ -	85.00	85.00	\$ 85.00
52	19477	WALKER, NICOLE	\$ 238.50	5.40	\$ -	2.70	2.70	\$ 227.70
52	25601	WATSON, MARIAH	\$ 255.00	-	\$ -	\$ -	85.00	\$ 170.00
52	21460	ZGHOUL, OSAMA	\$ 133.00	3.00	\$ -	1.50	1.50	\$ 127.00
<b>52 - PARKING TOTALS</b>			<b>\$ 18,428.30</b>	<b>\$ 2,618.04</b>	<b>\$ -</b>	<b>\$ 2,011.42</b>	<b>\$ 2,203.65</b>	<b>\$ 11,595.19</b>
65	15087	EAGLES POP WARNER	\$ 2.93	-	\$ -	\$ -	\$ -	\$ 2.93
65	17188	IM THIRSTY ENTERTAINMEN	\$ 1,086.00	18.00	\$ -	9.00	9.00	\$ 1,050.00
65	10764	MANCHESTER BEARS	\$ 2.25	-	\$ -	\$ -	\$ -	\$ 2.25
65	24471	PINARD, RAYMOND	\$ 224.00	6.00	\$ -	3.00	3.00	\$ 212.00
65	19252	SOUTHERN NH PAGAN PRIDE	\$ 1,245.25	25.50	\$ -	12.75	12.75	\$ 1,194.25
<b>65 - PARKS &amp; REC TOTALS</b>			<b>\$ 2,560.43</b>	<b>\$ 49.50</b>	<b>\$ -</b>	<b>\$ 24.75</b>	<b>\$ 24.75</b>	<b>\$ 2,461.43</b>
<b>GRAND TOTALS</b>			<b>\$ 4,207,053.36</b>	<b>\$ 2,758,322.92</b>	<b>\$ 531.66</b>	<b>\$ 294,648.42</b>	<b>\$ 237,563.41</b>	<b>\$ 915,986.95</b>

**City of Manchester  
Accounts Receivable  
Submissions for Solicitor's Review**

Sent to Solicitor	Dept	Customer Name	Cust #	Invoice #	Invoice Dates	Original Amount	Remaining Balance	Finance Charges	Total Outstanding	Explanation / Determination
	Highway	*Corcoran Environmental	10626	Numerous Invoices	1/6/2010 - 6/26/2010	\$ 29,250.00	\$ 24,182.43	\$ -	\$ 24,182.43	Landfill Lease Payments
	Highway	**National Grid/Liberty Utilities	3109	Numerous Invoices	4/26/2010 - 1/21/2013	\$ 923,077.50	\$ 923,077.50	\$ -	\$ 923,077.50	Roadway Degradation Fees - In Litigation

All accounts determined to be uncollectable by collections >\$1,000 sent to City Solicitor

\*Corcoran Environmental Services is subject to a bankruptcy Chapter 11 plan of reorganization. That plan provides that the City's claim should be paid by December 31st of this year.

\*\*National Grid/Liberty Utilities is presently pending before the New Hampshire Supreme Court. Liberty Utilities must file their opening brief by June 6, 2016. We must file our opposing brief by July 21, 2016. Liberty can file an answering brief by August 22, 2016. After August 22nd the Supreme Court will, most likely, schedule oral arguments. It is expected that oral arguments will take place this fall with a decision from the Court late this year or early next year.

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

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the delinquency charges in the amount of \$636.92 for the Aviation Technology loan be written off contingent upon full payment of the loan.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee



*William E. Sanders  
Finance Officer*

*Sharon Y. Wickens  
Deputy Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

September 9, 2016

Committee on Accounts, Enrollment & Revenue Administration  
C/o Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Committee Members,

Attached for your review is a summary of the City's revolving loan accounts.

In addition, we submit for your consideration the following request by Aviation Technology to waive delinquency charges (Exhibit I).

Respectfully submitted,

Kim A. LeBlanc  
Financial Analyst

Enc.

**Revolving Loans  
Balances as of 9/9/16**

Loan #	Revolving Loan - City	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
1	Maax Inc	5/29/2007	5/1/2019	\$210,000.00	\$106,254.61	\$0.00	
2	Mary's Closet	2/19/2010	4/15/2017	\$60,000.00	\$33,243.16	\$0.00	
3	Aviation Technology	5/23/2011	7/1/2017	\$75,000.00	\$23,464.19	\$97.77	
4	Lazy Nicks	10/30/2009	10/30/2030	\$40,000.00	\$30,500.47	\$0.00	Made two payments 9/1.
5	Delisle Market	1/28/2010	10/15/2020	\$43,500.00	\$28,162.42	\$0.00	
6	Delisle Market - Energy Loan	1/28/2010	8/15/2020	\$20,000.00	\$14,845.35	\$0.00	
7	Cedar & Oak	9/25/2008	1/1/2018	\$41,000.00	\$31,697.39	\$0.00	
8	OLK12	10/29/2010	3/1/2017	\$50,000.00	\$26,277.02	\$237.21	\$500.00 payment being made 9/15
				\$539,500.00	\$294,444.61	\$334.98	

**SUMMARY NOTES:**

Loans 1 thru 3 - Status current and in good standing.

Loans 4 thru 6 - Over 30 days past due.

Loans 7 & 8 - Over 60 days past due.

Loan #	Revolving Loan - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
9	844 Elm St	12/12/2003	11/12/2018	\$250,000.00	\$137,396.04	\$686.98	
10	Germania Front	1/20/2012	12/20/2022	\$500,000.00	\$344,857.31	\$1,436.91	
				\$750,000.00	\$482,253.35	\$2,123.89	

**SUMMARY NOTES:**

Loans 9 & 10 - Status current and in good standing.

(Exhibit I)

**Leblanc, Kim**

---

**From:** Wickens, Sharon  
**Sent:** Wednesday, September 07, 2016 1:33 PM  
**To:** 'dan@tolandassociates.com'  
**Cc:** John Verderame (jv@avitechusa.com); Leblanc, Kim  
**Subject:** RE: Aviation Closing Wednesday, August 17th

I would need to request waiver of delinquency charges from our Committee on Accounts and their next meeting is September 20<sup>th</sup>. I can let you know if this request was approved or denied the next day.

Sharon

---

**From:** dan@tolandassociates.com [mailto:dan@tolandassociates.com]  
**Sent:** Wednesday, September 07, 2016 1:26 PM  
**To:** Wickens, Sharon  
**Cc:** John Verderame (jv@avitechusa.com); Leblanc, Kim  
**Subject:** Re: Aviation Closing Wednesday, August 17th

Considering the dire circumstances at Aviation, including non payment of payroll for John for a good part of the last year, please consider waiving the delinquency charges.

Appreciate your help on this.

Thanks,

Dan

Sent from my iPhone  
Dan Toland  
Cell 603 860 9142  
E Mail: [dan@tolandassociates.com](mailto:dan@tolandassociates.com)

On Sep 7, 2016, at 1:21 PM, Wickens, Sharon <[SWICKENS@manchesternh.gov](mailto:SWICKENS@manchesternh.gov)> wrote:

Hello John,

The statement you received does not show the \$636.92 in delinquency charges (\$70.77 a month for nine months). I will mention to Kim that this needs to be updated.

Sorry for the confusion.

Sharon

---

**From:** John Verderame [mailto:jv@avitechusa.com]  
**Sent:** Wednesday, September 07, 2016 1:14 PM  
**To:** Wickens, Sharon; Dan  
**Subject:** RE: Aviation Closing Wednesday, August 17th

**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 City move forward with the proposal for a new City flag.

The Committee further recommends that the existing City flag be included in the final judging.  
*(Unanimous vote with the exception of Alderman Levasseur who was absent)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Clerk of Committee

## Proposal for a new City of Manchester Flag



### **Overview**

A coalition of concerned citizens representing Manchester's business, education, arts, and historic preservation communities has come together to propose a open, public process to redesign and select a new flag for the city of Manchester.

The reasons for considering a redesign of our current flag are as follows:

- Recognize the importance of a city's flag in fostering civic pride
- Reimagine a city flag that has virtually no recognition and which ranked 118<sup>th</sup> out of 150 mid-size cities surveyed nationwide in 2004
- Enhance the city's efforts in marketing the business and economic benefits of locating and expanding in Manchester
- Encourage increased economic activity and tourism through the use of the new design on all promotional materials
- Build upon the example of other cities that have initiated successful flag redesign processes
- Spark creativity and community pride by opening up the redesign process to all
- In the face of so many seemingly insurmountable issues, at least come together around an issue that we can address and feel good about

### **What makes for a good flag?**

- Educate all residents (especially students) about Manchester's history as well as sound design principles.
- It's a new flag, not a ne. city seal! The city's seal will remain unchanged.
- Criteria by which entries will be judged come from the nationally-respected "Five Basic Rules of Flag Design."
- Examples from other cities

Other city flag design contests (before and after):

Portland, ME



Bowling Green, KY



Milwaukee, WI



South Bend, IN



## The Process

- Open call for submissions
- Public Education
- Judges select 3 finalists
- Recommendation of 3 finalists to the Board of Mayor and Aldermen
- City of Manchester residents select flag via a non-binding referendum
- Board of Mayor and Aldermen have final approval on any new flag recommended

## Submissions

- Announce an Open Call for online Submissions
- The New Hampshire Institute of Art will provide support to help citizens upload submissions
- While the contest is open to all, preference will be given to designs by Manchester residents
- The Greater Manchester Chamber of Commerce will work to secure a media sponsor
- All participants give the city the permission to use any submitted image for PR purposes
- Final adopted design becomes the property of the City of Manchester and the winning artist relinquishes all rights to the City of Manchester.

## Public Education

- NHIA will host a nationally renowned speaker (Roman Mars, Ted Kaye, etc.) for a public talk
- Will work with Manchester School District to develop classroom activities
- Manchester Historic Association will present talk(s) on the history of current seal and flag

## Judging

- Governmental - Aldermanic representative
- History - Manchester Historic Association designee
- Business - Chamber of Commerce designee
- Design - New Hampshire Institute of Art design faculty designee
- Education - Manchester School District student

## Non-binding Citywide Referendum

- Final 3 designs printed on color ballots
- Additional cost to be underwritten through donations secured by the Chamber of Commerce
- Posters showing final 3 designs to be produced by NHIA for display at each polling station

## Timeline

- **February 1, 2017** - Call for Submissions
- **April 15, 2017** - Submission Deadline
- **June 1, 2017** - Deadline for judges to make their recommendation to the BMA
- **August 1, 2017**: Deadline for inclusion on November general election ballot
- **November 7, 2017** - Non-binding referendum vote on general election ballot
- **December 2017** - Board of Mayor and Alderman approve final recommended flag
- **January 2, 2018** - Adoption of the new flag along with inauguration of mayor



September 20, 2016

Dear Mayor Gatsas and Members of the Board of Mayor and Aldermen:

On behalf of the Manchester Historic Association, I am writing to state our organization's support for the proposed flag design competition that will be presented to you this evening.

Through the ages, flags have embodied the very fluidity of history.

In our Millyard Museum, we celebrate the so-called Great Flag, a 50-by-95-foot banner that was produced by the Amoskeag Manufacturing Company in 1914. As grand as that flag was, it contained but 48 stars. As a nation, we accepted the change that came with the addition of Alaska and Hawaii, and we moved forward with a new design.

Just as America has changed, so has Manchester.

While we recognize that professional designers may enter the competition, we believe this venture creates a great educational opportunity. As a first step, enterprising teachers can insure that students in classes throughout the city will come to know our current flag – something that is currently lacking – and then those students will have the chance to re-imagine a flag that represents the city as they know it.

In the end, it may come to pass that our current flag will remain the official flag of the City, but in the process, we believe much will be learned about the passion people feel – ideally, young people – about our storied community.

Sincerely,

A handwritten signature in black ink that reads "John Clayton". The signature is written in a cursive, slightly slanted style.

John Clayton  
Executive Director

September 19, 2016

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

RE: New Flag

Dear Mayor Gatsas and Members of the Board of Mayor and Alderman,

On behalf of the New Hampshire Institute of Art (NHIA), I would like to add our institution's support of the proposal asking for citizen involvement in the design and selection of a new flag for the City of Manchester.

This idea was first brought to our attention by a local citizen, Adam Hlasny, who works as a city planner here in Manchester. Adam was inspired by the movement that has been spreading across America the past several years where cities are developing more recognizable city flags in an effort to promote civic pride. Portland, Maine is the latest city to adopt a new flag as part of this movement.

This is an idea that we here at NHIA fully support, partially because as the oldest and largest arts institution in New Hampshire educating over 2,000 students each year, we know a thing or two about design. We know the importance that design plays in forming first impressions as well as creating deep, long-standing emotional connections. We also believe that this is a wonderful opportunity to not only raise the profile of the city of Manchester but involve citizens in that process.

We here at NHIA are very proud to have called Manchester our home for over 118 years. We are especially excited about all of the positive developments occurring in the Queen City today and look forward to working with the city as part of this initiative to further raise the profile of Manchester.

Respectfully,



Kent Devereaux  
President & Chief Academic Officer  
kentdevereaux@nhia.edu  
603.836.2542



September 20, 2016

Dear Mayor Gatsas and Members of the Board of Mayor and Aldermen:

On behalf of the Greater Manchester Chamber of Commerce (GMCC), I write today in support of the proposed competition to redesign the flag for the City of Manchester.

Manchester is a thriving community experiencing many exciting changes. Growth in the Milliyard fueled by new entrepreneurs and high tech companies has reinvigorated the downtown area leading to new shops, restaurants, entertainment options, as well as a variety of unique new housing options. The positive impact of these trends can be felt in all corners of the City, as new economic development enhances our quality of life and generates new tax revenue to fund City services.

Marketing and branding efforts are critical to effectively telling and sharing the story of the positive things happening in Manchester. One unique and creative marketing opportunity to do just this is a redesign contest for the city flag. The benefits of this competition include attracting positive media attention, new branding opportunities, and creating a tool to unify residents in a shared vision of the community.

Many communities around the country have successfully held flag redesign efforts that have achieved similar positive results. The proposed contest would engage residents in this important process and ensure Manchester's history, culture, and future are reflected in the redesign. Most importantly, the final decision will come to voters who will be asked to select the final design.

The GMCC believes this effort will yield positive economic, social, and cultural results for Manchester and stands ready to serve as a partner and supporter of the effort.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Skelton", with a long horizontal flourish extending to the right.

Michael Skelton  
President and CEO  
GMCC

**From:** Robert Baines <rbaines@dyn.com>  
**Date:** Tuesday, September 20, 2016 at 3:10 PM  
**To:** Kent Devereaux <KentDevereaux@nhia.edu>  
**Subject:** Re: My transition

Dear Honorable Members of the Board of Mayor and Aldermen,

I am very excited to support the efforts of a coalition of concerned citizens representing Manchester's business, education, arts and historic preservation communities. I enthusiastically support bringing the entire community together to redesign the city flag. This project will generate great excitement from all segments of our community especially our school children.

This is an exciting time for our great city. I see this project as a unique opportunity to bring attention to the wonderful assets that are the foundation of Manchester, and I am confident about the community pride that this project will generate as the redesign process unfolds.

Sincerely,

Bob Baines

## **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 the following banner applications be approved:

- Granite United Way for the Elm Street locations from August 25, 2017 through September 8, 2017
- Manchester Monarchs for the Elm Street location from October 4, 2016 through October 15, 2016

*(Unanimous vote with the exception of Alderman Levasseur who was absent)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee



# BUSINESS LICENSE APPLICATION

Office of the City Clerk/Business Licensing & Enforcement Division | One City Hall Plaza/Manchester, NH 03101 | (603) 624-6348

Date: 5-11-16 #7079

### Instructions

- (1) Please return all pages of this application with all applicable information completed.
- (2) Using the worksheet provided, figure the total business license fee.
- (3) Please make checks payable to the "City of Manchester".
- (4) Checks returned by your financial institution are subject to a \$30.00 penalty.
- (5) The licensing year begins May 1<sup>st</sup>. Applications received after this time may be subject to a late charge. New licenses will expire on April 30<sup>th</sup> of the following year, unless the licensed activities are otherwise limited or invalidated by local, state, or federal authority.

## SECTION I. IDENTIFICATION

(A) Applicant: Mollie Markins  
 Business Name: Granite United Way  
 Business Address: 22 Concord Street  
 (No PO Box)  
 Telephone #: 603 900 2431 Federal Tax ID #: 02-60016033  
 Manager's Name(s): \_\_\_\_\_  
 Email Address(es): mollie.markins@graniteuw.org

(B) Property Owner's Name: Ben Gamache  
 Property Owner's Address: 48 Brook St Manchester NH  
 (No PO Box)  
 Property Owner's Phone #: 603 623 4956

(C) As part of the application process, some city departments may need to contact your business to schedule an interview or an inspection. Please identify the person to be contacted and the best time(s) to call.  
 Contact Person: Mollie Markins  
 Time(s): \_\_\_\_\_ Email Address: mollie.markins@graniteuw.org

**SECTION X. MUNICIPAL BANNER LICENSE APPLICATION**

Event: Day of Caring Event Date: 9/16/17

Sponsoring Organization: Granite united way

Contact Person for Event: mollie markins

Contact's Phone #: 603 560-2431 Email: mollie.markins@graniteuw.org

Time Period Requested: 8/29 - 9/18/17

Number of cross-street banners (max of two at any given time): \_\_\_\_\_

**BANNER LOCATION(S) FEES**

Elm and Bridge Streets	\$500.00
Elm and Pleasant Streets	\$500.00
Hanover and Chestnut Streets	\$125.00
Kelley and Dubuque Streets	\$125.00

X }  
X }

In the area below, illustrate (or attach to this application) exactly how your banner will appear:

Same as last year

Signature of responsible party indicating that you have read the City of Manchester Municipal Banner Policy (available at [www.manchesternh.gov/banner](http://www.manchesternh.gov/banner)):

Signature: Mollie [Signature] Date: 5/11/17

*Office Use Only*

Date Received: 5-11-16 Committee Review: \_\_\_\_\_ Committee Action: \_\_\_\_\_  
Insurance Carrier: \_\_\_\_\_ Fee Submitted: \_\_\_\_\_



# BUSINESS LICENSE APPLICATION

Office of the City Clerk/Business Licensing & Enforcement Division | One City Hall Plaza/Manchester, NH 03101 | (603) 624-6348

Date: 2/19/16

## Instructions

- (1) Please return all pages of this application with all applicable information completed.
- (2) Using the worksheet provided, figure the total business license fee.
- (3) Please make checks payable to the "City of Manchester".
- (4) Checks returned by your financial institution are subject to a \$30.00 penalty.
- (5) The licensing year begins May 1<sup>st</sup>. Applications received after this time may be subject to a late charge. New licenses will expire on April 30<sup>th</sup> of the following year, unless the licensed activities are otherwise limited or invalidated by local, state, or federal authority.

## SECTION I. IDENTIFICATION

- (A) Applicant: Mackenzie Fraser  
Business Name: Manchester Monarchs  
Business Address: 46 Hanover St. Suite 200  
(No PO Box) Manchester, NH 03101  
Telephone #: 603-626-7825 Federal Tax ID #: 84-1546915  
Manager's Name(s): \_\_\_\_\_  
Email Address(es): mfraser@manchestermonarchs.com
- (B) Property Owner's Name: Verizon Arena - city of Manchester  
Property Owner's Address: \_\_\_\_\_  
(No PO Box) \_\_\_\_\_  
Property Owner's Phone #: \_\_\_\_\_
- (C) As part of the application process, some city departments may need to contact your business to schedule an interview or an inspection. Please identify the person to be contacted and the best time(s) to call.  
Contact Person: Mackenzie Fraser  
Time(s): anytime Email Address: mfraser@manchester  
monarchs.com

## SECTION II - BUSINESS INFORMATION

**(A) Business Activities: Please check all applicable activities and fill out the appropriate noted sections.**

<input type="checkbox"/>	AMUSEMENT DEVICE VENDOR-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D) & V
<input type="checkbox"/>	AMUSEMENT DEVICE VENDOR (OUT OF TOWN)-Sections I, II(A), II(D), III, IV(C)& V
<input type="checkbox"/>	AMUSEMENT DEVICE-Sections I, II(A), II(C), III, IV(C) & V
<input type="checkbox"/>	ARCADES (6 OR MORE DEVICES)-Sections I, II(A), II(B), II(C), III, IV(A), IV(C), IV(D)& V
<input type="checkbox"/>	BANNERS-Sections I(A), II(A) & X
<input type="checkbox"/>	CHRISTMAS TREES / FUEL WOOD-Sections I, II(A), II(F), III, IV(A) & IV(D)
<input type="checkbox"/>	DANCE/DANCE HALLS/EPOA CLASS I-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D)& V
<input type="checkbox"/>	EMPLOYMENT OFFICES-Sections I, II(A), II(B), III, IV(A), IV(D) & V
<input type="checkbox"/>	ENTERTAINMENT PLACE OF ASSEMBLY CLASS I-Contact MEDO at (603) 624-6505
<input type="checkbox"/>	ENTERTAINMENT PLACE OF ASSEMBLY CLASS II-Contact MEDO at (603) 624-6505
<input type="checkbox"/>	ENTERTAINMENT PLACE OF ASSEMBLY CLASS III-Sections I, II(A), II(B), II(E), III, IV(A), IV(B), IV(C), IV(D), & V
<input type="checkbox"/>	JUNK DEALERS AND SCRAP YARDS-Sections I, II(A), II(F), III and IV(A), IV(C), IV(D) & V
<input type="checkbox"/>	KIOSK-Sections I, II(A), II(B), III & IV(B) (food only)
<input type="checkbox"/>	NOISE PERMIT-Sections I, II(A), II(F) & III
<input type="checkbox"/>	PEDDLERS/HAWKERS-Sections I, II(A), II(E), III, IV(A), IV(B), IV(C), IV(D)& VIII
<input type="checkbox"/>	PEDDLERS/HAWKERS (CIVIC CENTER)-Sections I, II(A), II(E), III, IV(A), IV(B), IV(C), IV(D)& VIII
<input type="checkbox"/>	PETTY GROCERS/BUTCHERS-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
<input type="checkbox"/>	RAFFLE/TAG DAY-Sections I(A), II(A) & XI
<input type="checkbox"/>	RESTAURANTS / FOOD SERVICE-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
<input type="checkbox"/>	SECONDHAND DEALERS AND AUCTION HOUSES-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D) & V
<input type="checkbox"/>	SECONDHAND DEALERS AND AUCTION HOUSES (OUT OF TOWN)-Sections I, II(A), II(D), III, & IV(C)
<input type="checkbox"/>	SIDEWALK ENCUMBRANCE-Sections I, II(A), II(F), III, IV(A), IV(C), IV(F) & VI
<input type="checkbox"/>	SIDEWALK SIGNS-Sections I, II(A), II(F), III, IV(A), IV(F) & VII
<input type="checkbox"/>	SUNDAY ACTIVITIES-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
<input type="checkbox"/>	TAXICAB COMPANY-Sections I, II(A), II(B), II(F), III, IV(A), IV(C), IV(D), V & IX
<input type="checkbox"/>	TAXICAB COMPANY (OUT OF TOWN)-Sections I, II(A), II(D), II(F), III, IV(C), & IX
<input type="checkbox"/>	TOWING-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D)& V
<input type="checkbox"/>	TOWING (OUT OF TOWN)-Sections I, II(A), II(D), III & IV(C)
<input type="checkbox"/>	TRANSFER OF BUSINESS (Name Change)-Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D) & V
<input type="checkbox"/>	TRANSFER OF BUSINESS (Location Change) -Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D)& V
<input type="checkbox"/>	TRANSFERS OF BUSINESS (Ownership Change) -Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D)& V
<input checked="" type="checkbox"/>	OTHER <u>street Banner</u>

**SECTION X. MUNICIPAL BANNER LICENSE APPLICATION**

Event: Manchester Monarchs Event Date: October 14th  
Opening Weekend  
 Sponsoring Organization: \_\_\_\_\_

Contact Person for Event: Mackenzie Fraser

Contact's Phone #: 603-626-7825 Email: mfraser@manchestermonarchs.com  
x6115

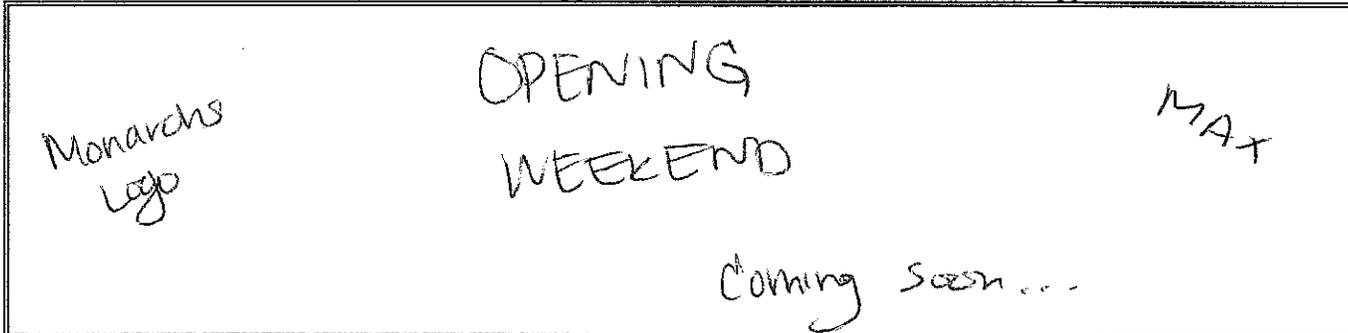
Time Period Requested: Oct 4th → Oct 15th

Number of cross-street banners (max of two at any given time): 1

**BANNER LOCATION(S) FEES**

Elm and Bridge Streets	\$500.00
Elm and Pleasant Streets	\$500.00
Hanover and Chestnut Streets	\$125.00
Kelley and Dubuque Streets	\$125.00

In the area below, illustrate (or attach to this application) exactly how your banner will appear:



Signature of responsible party indicating that you have read the City of Manchester Municipal Banner Policy (available at [www.manchesternh.gov/banner](http://www.manchesternh.gov/banner))

Signature: Mackenzie Fraser Date: 8/19/14

Office Use Only

Date Received: \_\_\_\_\_ Committee Review: \_\_\_\_\_ Committee Action: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Fee Submitted: \_\_\_\_\_

**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 request from Philip Croasdale, Water Works Director, to pay an exempt position overtime for on-call work after hours be approved.

*(Unanimous vote with the exception of Alderman Hirschmann who voted in opposition)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee

*Jane Gile*  
*Human Resources Director*



## **CITY OF MANCHESTER**

### **Human Resources Department**

September 6, 2016

Keith Hirschmann, Chair  
Human Resources and Insurance Committee  
One City Hall Plaza  
Manchester, NH 03101

RE: *Request of MWW Director to Pay Overtime to Exempt Employee*

Dear Chair Hirschmann and HRIC Committee Members:

Philip Croasdale, MWW Director is requesting that he be allowed to pay an exempt position overtime for on-call work after hours.

In 1998, the Yarger-Decker Compensation and Classification Study conducted on behalf of the City determined the Fair Labor Standards Act (FLSA) designations of all positions as either exempt from overtime or non-exempt from overtime. Non-exempt positions are paid time and a half for all hours worked over 40 in a week. Exempt positions are not subject to the overtime provision.

The Study recommended that certain positions in the city, though exempt, worked regularly with non-exempt employees and had direct supervision over their work. The non-exempt received overtime pay and in some cases received gross pay above that of the exempt employee.

16 exempt classifications were approved to receive overtime pay as part of the Yarger-Decker Study (see attached). The MWW Director is requesting that the classification of Water Distribution Manager, grade 21 be added to the list, as this classification is regularly scheduled for stand-by rotation and must respond to emergencies after hours. All other 5 stand-by supervisors receive overtime pay when responding to emergencies, including the Distribution Operations Superintendent, grade 21 who is on the list of 16 exempt classifications allowed to receive overtime pay. It is the City's discretion to pay overtime in this instance for reasons and under terms and conditions it so determines.

Respectfully submitted,

Jane E. Gile, SPHR, SHRM S-CP  
Human Resources Director

**1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •  
FAX: (603) 628-6065  
E-mail: [HumanResources@ManchesterNH.gov](mailto:HumanResources@ManchesterNH.gov) • Website: [www.manchesternh.gov](http://www.manchesternh.gov)**



# MANCHESTER WATER WORKS

281 LINCOLN ST., MANCHESTER, NEW HAMPSHIRE 03103-5093 Tel. (603) 624-6494

## BOARD OF WATER COMMISSIONERS

KIMBERLEY L. GRISWOLD  
President

MATTHEW GREENWOOD  
Clerk

PHILLIP SAPIENZA  
CLIFF HURST  
LINDA L. MICCIO  
BILL TROMBLY JR.

Ex Officio  
HON. THEODORE L. GATSAS  
Mayor

PHILIP W. CROASDALE  
Director

July 26, 2016

Ms. Jane Gile, Human Resource Director  
Human Resource Department  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

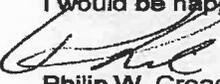
**RE: overtime pay - Water Distribution Manager**

Dear Jane:

Manchester Water Works (MWW) respectfully requests that the position of Water Distribution Manager be included as an exempt position allowed payment of overtime per Paragraph 10, Section A, of the Yarger Decker Classification and Compensation Study (see attached). The paragraph states that "For employees in those exempt classes of positions whose duties and responsibilities require them to regularly work with non-exempt employees over whom they have direct supervision and where such employees are paid overtime on a frequent basis to the extent that such non-exempt employees may receive a greater amount of gross annual pay than the exempt supervisor and/or.."

The MWW water distribution system contains over 500 miles of water main, 31,300 water service lines, 10,600 valves and 3,400 hydrants. All of these assets must be monitored and when needed repaired 24 hours a day, seven days a week. MWW regularly staffs emergency personnel who are paid standby pay and are "on call" after normal working hours. They are called in to take immediate action to respond to emergencies, such as main, hydrant or valve breaks or service leaks. The on call personnel group includes six "Standby" Supervisors who rotate the duties, one week at a time. The Water Distribution Manager is one of these Standby Supervisors. Supervisors are required to carry a pager or other means of communication (e.g. phone) and be made available to respond to the site of an emergency within one-half hours' notice. Currently, all of the other Standby Supervisors receive overtime pay, when responding to emergencies, with the exception of the Water Distribution Manager. The task of responding to emergencies is critical to the MWW and its customers and it is requested that the Water Distribution Manager be paid overtime for performing this task.

Thank you for taking the time to consider this request. Guy Chabot, Deputy Director, Distribution and I would be happy to meet with you to discuss this further at your convenience.

  
Philip W. Croasdale, CPA  
Director  
Manchester Water Works

cc; Guy Chabot, P.E., Deputy Director, Distribution

4. Airport Operations Superintendent;
5. Distribution Operations Superintendent;
6. Shop Supervisor;
7. Equipment Maintenance Superintendent I;
8. Equipment Maintenance Superintendent II;
9. Highway Field Supervisor;
10. Assistant Sewer Superintendent;
11. Sewer Superintendent;
12. Solid Waste Superintendent;
13. Assistant Chief of Street Operations;
14. Public Utilities Coordinator;
15. Cemetery Supervisor;
16. Golf Course Superintendent.

Section 33.044 of the City's Code of Ordinances already provides a general policy relating to salaries of exempt employees. That policy provides that:

**"The weekly rate prescribed in the schedules of the compensation plan are based on full-time employment at normal working hours for the respective classes of positions as set forth in the schedule of the classification plan; provided, however, that the salaries of supervisory, professional and administrative positions in class grade 20 and above are fixed according to the responsibilities to be fulfilled and are not based on a fixed number of hours of work per week and shall not be adjusted with variations in work schedules, unless part-time employment is specifically provided (emphasis provided)."** While YDA has recommended modifications in the above language for clarification purposes related to FLSA issues, YDA believes the intent of this policy is sound and should be retained. In other words, except for those classes of positions referenced in the above paragraph, all exempt classes should be paid on the basis of fixed pay without consideration for the number of hours actually worked by incumbents. In its pay recommendations, YDA has attempted to provide pay grades and ranges for each exempt class of positions that is highly competitive in the local and regional markets. The fact that the pay of current incumbents in such exempt classes of positions is based on a current official work week of 35 hours is not relevant since all of those exempt employees actually work 40 or more hours on



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Water Distribution Manager</b>
<b>Class Code Number</b>	<b>4314 - 21</b>

### General Statement of Duties

Develops designs and supervises water improvement projects; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to develop and supervise the creation of water distribution within the Waterworks Department. The work is performed under the direct supervision of the, Water Distribution Deputy Director or other assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Utility Inspector I and II and other engineering technicians. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other employees in the Water Distribution Department, Water Supply Department, other city employees, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Develops concepts, designs, plans and budgets for all types of water projects undertaken by the Water Department;
- Supervises, trains, evaluates and directs Utility Inspector I and II's in the completion of all assigned tasks;
- Coordinates activities between private contractors and water department personnel on multiple projects at any given time;

**Required Knowledge, Skills and Abilities  
(at time of appointment)**

- Comprehensive knowledge of principle and practices of water distribution, storage and pumping;
- Comprehensive knowledge of rules, regulations and laws related to the distribution of potable water;
- Comprehensive knowledge of blueprint and construction plan reading for review and comment;
- Comprehensive knowledge of the principles and practices of engineering design;
- Comprehensive knowledge of engineering drafting standards, symbols and design methods;
- Comprehensive knowledge of construction methods, materials and equipment;
- Thorough knowledge of all State and Federal regulations regarding the safe transmission and delivery of potable water;
- Thorough knowledge of survey principles and practices, easement and public right-of-way laws and utility placement and coordination;
- Thorough knowledge of water construction principles, practices and techniques;
- Thorough knowledge of Water Hydraulic Modeling Software, AutoCAD, and Engineering software;
- Ability to research legal descriptions, property boundaries and subdivision plans;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate survey instruments for gathering raw data needed for the design of water related construction projects;
- Ability to operate survey instruments to set line and grade of water related construction projects;
- Ability to operate computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Distribution Operations Superintendent</b>
<b>Class Code Number</b>	<b>4315-21</b>

### General Statement of Duties

Manages and supervises operational activities within the water distribution system; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee installation, maintenance and repair activities. The work is performed under the supervision and direction of Water Distribution Administrator but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Public Services Worker, Equipment Operator, Waterworks Emergency Technician, Waterworks Supervisor and related maintenance personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in an outdoor work environment.

### Examples of Essential Work (illustrative only)

- Oversees, plans, directs and organizes the Water Distribution section of the Water Department, including management of all daily work;
- Coordinates multiple projects at any given time with various work crews;
- Directly oversees Waterworks Supervisors in the completion of all assigned tasks;

- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Graduation from High School, Associates Degree in Civil Engineering preferred; and
- Extensive experience in water distribution operations, including some supervisory role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**Required Special Qualifications**

- On Call Status (MWW);
- Valid New Hampshire Driver's License;
- Water Distribution Operator's License, Grade III.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect civic construction work under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around construction equipment; climb ladders and/or scaffolding;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit construction sites throughout the City and to climb, crawl in tight places and otherwise move through and around construction sites.

Approved by: \_\_\_\_\_ BMA \_\_\_\_\_

Date: Feb 21, 2006

**City of Manchester  
New Hampshire**

*In the year Two Thousand and*

Sixteen

**AN ORDINANCE**

“Amending Section 33.025 (Water Distribution Manager) of the Code of Ordinances of the City of Manchester.”

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

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Change Water Distribution Manager, Class Code 4314, Grade 21 (to include overtime for exempt position)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

**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 a Computer Systems Specialist Assistant be added to the Information System's department complement.

*(Aldermen Shea, Ludwig and Katsiantonis voted yea; Aldermen Hirschmann and Long who voted nay)*

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Matthew Normand".

Clerk of Committee

*Jane Gile*  
*Human Resources Director*



## **CITY OF MANCHESTER**

### **Human Resources Department**

August 30, 2016

Keith Hirschmann, Chair  
Human Resources and Insurance Committee  
One City Hall Plaza  
Manchester, NH 03101

Re: Info Services – Classification Request

Dear Chair Hirschmann and HRIC Members:

Jennie Angell, Info Director, requests the creation of a new job classification called Computer Systems Specialist Assistant (2125-5). This classification carries the duties of a job that was funded by Info Services for the past number of years and was essentially a paid student intern. The intern was paid an hourly rate to take care of many of the more menial tasks within the department. The most recent student started in high school and continued to come back year after year and during school breaks. He recently graduated from UNH, and has been hired to fill a recent vacancy within the department for which he is qualified.

Angell's request essentially memorializes the job into the Yarger –Decker scale, which makes it subject to across the board increases, such as COLAs awarded to non-affiliated employees. This is a part-time temp position and is not subject to benefits such as health and dental insurance or paid time off.

The job specification was reviewed by HR and scored according to the Y-D criteria, which places it at a Grade 5. The salary range for the position is \$9.13/hr. to \$13.01/hr.

Recommendation: If the Committee is in agreement with the creation of the new job specification, the recommendation is to add the position of Computer Systems Specialist Assistant (2125), grade 5 to the complement of Info Services Department.

Respectfully submitted,

Jane E. Gile, SHRM S-CP, SPHR  
Human Resources Director

**1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •**  
**FAX: (603) 628-6065**  
**E-mail: [HumanResources@ManchesterNH.gov](mailto:HumanResources@ManchesterNH.gov) • Website: [www.manchesternh.gov](http://www.manchesternh.gov)**

*Jennie Angell*  
Director, Information Services



**CITY OF MANCHESTER**  
*Information Systems Department*

August 18, 2016

Jane Gile  
Human Resource Department  
One City Hall Plaza  
Manchester, NH 03101

Dear Jane;

In 2012, I asked Mayor Gatsas if I could hire a part time high school student to work a few hours a week. We had a lot of mundane tasks like taking out the trash from unboxing 20 PCs that had to be performed by high paid Computer System Specialists. I felt these tasks could be performed by a much lower paid part time person. We hired a student from West High School who has worked part time after school and during school vacations for the last 4 ½ years. He has now graduated from college with a degree in computer technology and I hope to hire him for a permanent position. The annual pay for the part time person has been between \$4,000 and \$6,000 a year.

This part time position has worked out so well, I want to make it part of our official complement of staff and develop a job classification. The hourly rate paid was one third to one half less than the rate paid to the Computer System Specialists who historically had done the tasks that the part time person performed. This allowed the higher paid specialists more time to provide high level technology support to the city.

I am proposing the position of Computer Systems Specialist Assistant be created with pay grade of 6. This would be a part time position that could be scheduled around the employee's academic schedule if they have one. I have attached a draft job specification that lists the duties and required skills I am looking for.

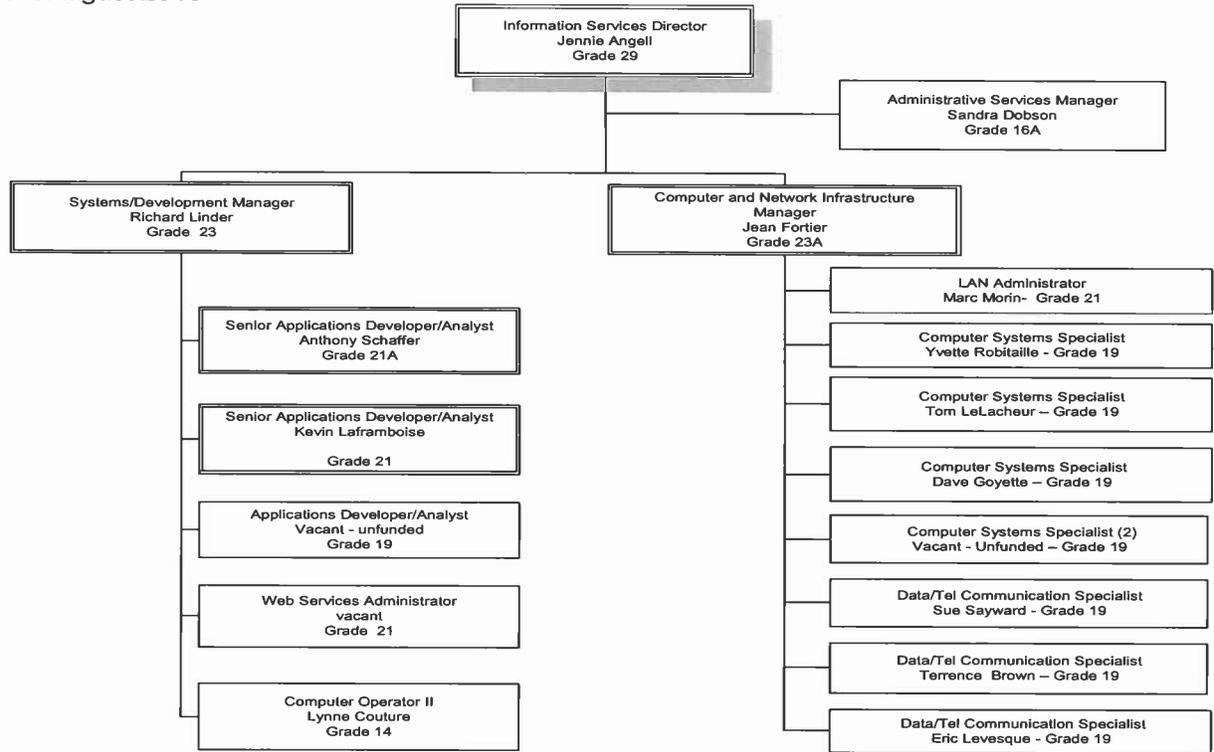
Please let me know if you need any additional information.

Sincerely,

Jennie Angell  
Director of Information Services

100 Merrimack Street • Manchester, New Hampshire 03101 • (603) 624-6577 • FAX: (603) 624-6320  
E-mail: [MIS@manchesternh.gov](mailto:MIS@manchesternh.gov) • Website: [www.manchesternh.gov](http://www.manchesternh.gov)

Information Systems Department Organization Chart  
 Current August 2016





# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Computer Systems Specialist Assistant</b>
<b>Class Code Number</b>	<b>2125 - 5</b>

### General Statement of Duties

Performs basic clerical and physical tasks associated with the operation of the Information Systems Department; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform placement of computer equipment on desks, preparing equipment for disposal, maintenance of records about computer equipment, trash removal, and general assistance to Information Systems' staff.

An employee in this class is to provide routine clerical support and light manual work to key Information Systems Department personnel. The work is performed under the supervision and direction of an assigned supervisor but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Unbox equipment and transfer packing material to trash/waste receptacle;
- Inventory and update equipment database for new hardware
- Deliver equipment between departments;
- Install monitors;

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to carry equipment while climbing steps and ladders and to stand for extended periods.
- Sufficient strength and endurance with or without reasonable accommodations, to lift and carry, through a full range of motion, up to 50 pounds occasionally;
- Sufficient personal mobility to maneuver under and around office furniture to install computer related cabling.

Approved by:     BMA     Date:

# City of Manchester New Hampshire

*In the year Two Thousand and*      Sixteen

## AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Computer Systems Specialist Assistant) of the Code of Ordinances of the City of Manchester.”

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

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Computer Systems Specialist Assistant, Class Code 2125

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Computer Systems Specialist Assistant, Class Code 2125  
Grade 5

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Computer Systems Specialist Assistant, Class Code 2125  
Grade 5 (non-exempt)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

**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 vision hardware benefit be added to the City's HSA.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee

*Jane Gile*  
*Human Resources Director*



## **CITY OF MANCHESTER**

### **Human Resources Department**

August 30, 2016

Keith Hirschmann, Chair  
Human Resources and Insurance Committee  
One City Hall Plaza  
Manchester, NH 03101

*RE: Request to Add Vision Hardware Reimbursement to HSA*

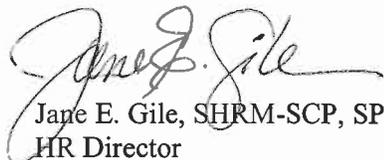
Dear Chair and Member of the HRI Committee:

The City began the HSA-high deductible health plan option on July 1, 2010. The plan did not include a vision provision in its initial design. The City offers eyewear reimbursement in its other health plan options such as the HMO and the POS.

It has recently come to our attention that the school district offers a vision hardware benefit to their district employees who opt for the high deductible health plan. The vision hardware benefit offered is a \$100.00 maximum reimbursement for frames and lenses per member every two years.

It is respectfully requested that the same vision hardware benefit be included on the city-side for its employees. The overall impact on claims is estimated at \$10,700/year.

Respectfully submitted,

  
Jane E. Gile, SHRM-SCP, SPHR  
HR Director

## Prescription Eyewear Rider

This rider amends your Subscriber Certificate. It is part of your Certificate. Except as stated below, all of the other terms and conditions of your Certificate apply.

### **I. Covered Services**

Under the terms of this rider, Benefits are available for eyewear (frames, lenses and contact lenses). Covered Services must be prescribed by a physician or optometrist for vision correction. Services must be furnished by a licensed eyewear provider. Otherwise, no Benefits are available.

Network Providers are listed in the Provider Directory issued by Anthem. The directory book is updated periodically. Therefore, your directory book may not be current at the time you need to arrange for Covered Services. To locate the most up-to-date information about Network Providers, we encourage you to visit our website, [www.anthem.com](http://www.anthem.com). Or, you may call Customer Service for assistance. Network Providers will file claim forms for you. If you purchase eyewear from an Out-of-Network Provider, you may need to file a claim form with Anthem in order to obtain the Benefit stated in subsection II, below.

### **II. Benefits**

Under the terms of this rider, each Member is entitled to a total Benefit of \$100 every two years toward the cost of covered prescription eyewear.

Note: If the lens of your eye has been surgically removed or is congenitally absent, please see Section 7, IV, E, "Durable Medical Equipment, Medical Supplies and Prosthetics" in your Subscriber Certificate for information.

### **III. Limitations**

In addition to the "Limitations and Exclusions" found in Section 8 of your Certificate, the following limitations apply:

- Benefits are stated in subsection II. After Anthem has paid the total Benefit in a two year period, no additional Benefits are available under this rider, even if your covered frames, lenses or contact lenses are lost, stolen or damaged or if your prescription changes.
- You are responsible for paying any amount that exceeds the Benefit limitation
- If Benefits are not used in a two year period, the remaining balance is not redeemable for cash and cannot be carried forward to any successive two year period.
- Coverage is limited to eyewear prescribed for vision correction. No Benefits are available for recreational or vocational glasses, goggles or other protective/safety eyewear. When frames are purchased separate from lenses, Anthem may require a copy of the lens prescription in order to determine Benefit eligibility for the frames.
- Except as stated in this rider and in Section 7, IV, E, "Durable Medical Equipment, Medical Supplies and Prosthetics" no Benefits are available for eyewear.

**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 Health through Oral Wellness program be added to the City's Northeast Delta Dental Plan.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee

*Jane Gile*  
*Human Resources Director*



## **CITY OF MANCHESTER**

### **Human Resources Department**

September 1, 2016

Keith Hirschmann, Chair  
Human Resources and Insurance Committee  
One City Hall Plaza  
Manchester, NH 03101

*RE: Request to Add HOW Program to Northeast Delta Dental Plan*

Dear Chair and Member of the HRI Committee:

HOW stands for Health through Oral Wellness. It is a patient centered program of the city's dental provider, Northeast Delta Dental, which is intended to help covered members maintain good oral health through a collaborative patient-dentist relationship, including risk assessment and evidenced based dental care. Members who are at risk for periodontal disease or who are at moderate to high risk for tooth decay may benefit from enhanced preventative benefits. The enhanced benefits may include coverage for more frequent cleanings, periodontal maintenance visits, sealants and additional fluoride treatment for at risk children and adults.

This benefit was added to all fully insured employers as of their 2015 renewal. Because the City of Manchester is self-insured, it is our choice as the employer to add it to our Administrative Services Only (ASO) plan.

Members register for free at [HealthThroughOralWellness.com](http://HealthThroughOralWellness.com). After registering, members can take a free oral health risk assessment that can be shared with their dentist, who can perform a clinical assessment.

The results of the assessments are shared with NE Delta Dental and scored to determine if the member is considered to be at risk for oral health disease. Additional preventive dental benefits are extended to the members deemed at high risk (subject to the provisions of the city's dental policy).

The benefit maximum remains the same @ \$1500 PM/PY. There is no expected increase in premium equivalents to add this program based on info provided by NE Delta Dental and WBS. Long term oral health costs actually may decline with the addition of the HOW program due to its focus on prevention.

Recommendation: To add the HOW program to the City of Manchester NE Delta Dental plan.

Respectfully submitted,



Jane E. Gile, HR Director

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •  
FAX: (603) 628-6065

E-mail: [HumanResources@ManchesterNH.gov](mailto:HumanResources@ManchesterNH.gov) • Website: [www.manchesternh.gov](http://www.manchesternh.gov)



**HEALTH** *through*  
**ORAL WELLNESS**

**MOVING BEYOND REPORTING...**

## Welcome!

**An employer's guide to  
Northeast Delta Dental's  
Health through Oral Wellness  
[HOW] Program**



**A PATIENT-CENTERED ORAL  
HEALTH PROGRAM DESIGNED  
TO IMPROVE ORAL HEALTH  
AND REDUCE COSTS**

### Oral health is important to overall health

Having a healthy mouth is more than having an attractive smile. Scientific research continues to reveal how important oral health is to our overall health. Being free from dental disease can improve the health of your heart and circulatory system. It can also help prevent more severe side effects from diabetes and even help ensure that babies are born healthy.

### Why HOW?

Northeast Delta Dental's Health through Oral Wellness [HOW] program is a comprehensive, patient-centered wellness program designed to help members maintain optimal oral health through education, risk assessment, and evidence-based models of care. It is based on a philosophy of patient-centered oral health, which targets benefits to those who need them most. Patients at greater risk for oral diseases or medical complications related to oral health will be eligible for enhanced preventive benefits at no additional cost.



# HOW DOES IT WORK?

## HOW ANALYTICS

Empowering employees to make more informed wellness decisions by providing guidance to groups on how to improve the oral and systemic health of employees and their families. Custom reports help to identify areas where prevention can improve wellness and help manage costs.

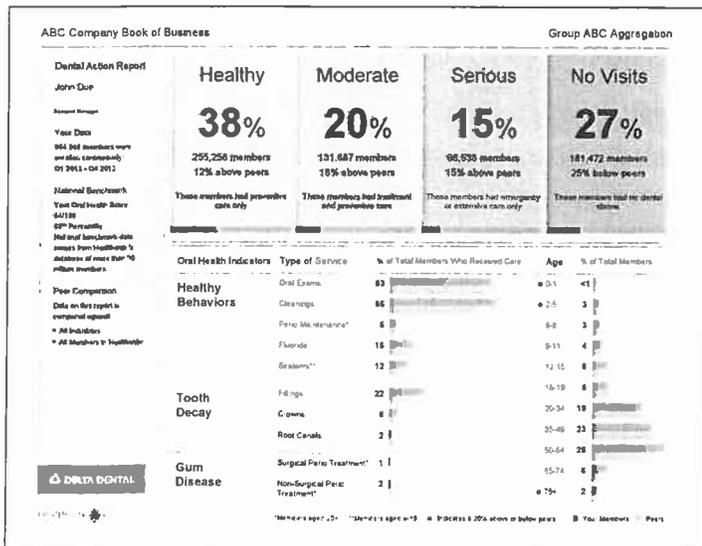
## HOW CLINICAL RISK ASSESSMENT AND ENHANCED BENEFIT PLANS

Using a proprietary clinical risk assessment tool available to all dentists at no charge, Delta Dental providers can perform a standardized objective assessment of a patient's risk. If a member is determined to be at higher risk for tooth decay or periodontal disease, they will qualify for additional preventive benefits at no additional cost.

## HOW DISEASE MANAGEMENT THROUGH TARGETED ENGAGEMENT

Using a combination of scores from myDentalScore and the clinical risk assessment, Northeast Delta Dental will deliver targeted oral health and general health messaging to help educate employees and impact behaviors that can lead to higher productivity, lower risk of chronic medical conditions, and reduce overall claim costs to the employer.

# HOW ANALYTICS



## DENTAL ACTION REPORT

### Visibility Into Behavior

This report illustrates how your dental plan is being used and compares your utilization against peer groups of similar size and industry.

The Dental Action Report identifies specific areas where prevention can improve wellness and help manage costs.

### Go Beyond Insights and Explore Outreach

Discover even more about the behavior of your employees. Let us help you explore ways to reach out to your population.

The report also uses modeled medical data integrated with your actual dental data to show you how oral health influences overall health.

You may also be eligible to receive this report with your actual medical data upon request. Ask your Account Manager for details.

# ENHANCED BENEFITS



## Health through Oral Wellness™ (HOW)<sup>®</sup> Summary of Enhanced Benefits<sup>1</sup>

Available for patients enrolled in HOW, who qualify for Enhanced Benefits, based on a PreViser risk assessment performed in a dental office.

Oral Health Management Program	Oral Health Condition	Risk Scores	Benefits	CPT Codes	Frequency
Healthy Babies (Child age 0 to 3)	Early Childhood Caries	3, 4, or 5	Child Prophy Fluoride Varnish Sealants Caries Susceptibility Test	D1120 D1206 D1351 D0425	Up to 4 per 12 months Up to 4 per 12 months Once per 3 years* Once per 12 months
Healthy Kids (Age 3 up to 14)	Caries	3, 4, or 5	Child Prophy or Adult Prophy Fluoride Varnish or Topical Fluoride Sealants Caries Susceptibility Test Oral Hygiene Instruction	D3120 or D1110 D1206 or D1208 D1351 D0425 D1390	Combination up to 4 per 12 months Combination up to 4 per 12 months** Once per 3 years* Once per 12 months***
Healthy Lives (Age 18 up to 60)	Periodontal Disease	3, 4, or 5	Prophy or Periodontal Maintenance or Full Mouth Debridement Oral Hygiene Instruction or Nutritional Counseling or Tobacco Cessation Counseling	D1110 or D4910 D4355 D1330 or D1310 or D1320	Up to 4 per 12 months** Up to 4 per 12 months** Once in a lifetime** Once per 12 months**** Once per 12 months**** Once per 12 months****
Healthy Lives (Age 18 up to 60)	Caries	3, 4, or 5	Prophy Fluoride Varnish or Topical Fluoride Sealants Caries Susceptibility Test Oral Hygiene Instruction	D1130 D1206 or D1208 D1351 D0425 D1330	Up to 4 per 12 months Combination up to 4 per 12 months*** Once per 3 years* Once per 12 months Once per 12 months
Healthy Seniors (Age 60 and over)	Periodontal Disease	3, 4, or 5	Prophy or Periodontal Maintenance or Full Mouth Debridement Oral Hygiene Instruction or Nutritional Counseling or Tobacco Cessation Counseling	D1110 or D4910 D4355 D1330 or D1310 or D1320	Up to 4 per 12 months** Up to 4 per 12 months** Once in a lifetime** Once per 12 months**** Once per 12 months**** Once per 12 months****
Healthy Seniors (Age 60 and over)	Caries	3, 4, or 5	Prophy Fluoride Varnish or Topical Fluoride Sealants Caries Susceptibility Test Oral Hygiene Instruction	D1110 D1206 or D1208 D1351 D0425 D1330	Up to 4 per 12 months** Combination up to 4 per 12 months** Once per 3 years* Once per 12 months Once per 12 months

\* Sealants are a covered benefit based on caries risk assessment for unrestored baby molars and for unrestored permanent bicuspids, molars, and root surfaces; one sealant per tooth every three years  
 \*\* Combination of prophylaxis, periodontal maintenance, or full mouth debridement (once in a lifetime benefit) not to exceed four in a 12 month period  
 \*\*\* Fluoride is a combination of fluoride treatment or fluoride varnish not to exceed four in a 12 month period  
 \*\*\*\* Either one oral hygiene instruction, or one nutritional counseling, or one tobacco cessation counseling is covered in a 12 month period  
 1 These benefits are effective January 1, 2014 through December 31, 2014

## EVIDENCE-BASED BENEFIT PLANS

### Additional Preventive Benefits for Members at Greater Risk for Oral Disease

The HOW program can provide evidence-based benefits to your members at greater risk of oral diseases or medical complications related to oral health.

Your members are simply asked to register electronically for HOW. Then, the next time they visit the dentist, they can have a standardized clinical risk assessment completed. Based on the level of risk this test determines for that member, they may be eligible for additional preventive benefits to help them manage their oral health needs.

Benefit enhancements for patients at greater risk for oral disease may include oral health counseling, tooth decay susceptibility testing, sealants for children and adults, and greater frequency of cleanings, periodontal maintenance, and fluoride treatments.

Scientific studies have shown that good oral health can result in many benefits throughout the body. Optimal oral health contributes to better overall health and wellness for your employees and their families.

There is no reduction in standard benefits for members who have not been risk assessed or who show low risk for oral disease.

THAT'S



IMPROVED HEALTH OUTCOMES CAN SAVE MONEY, CREATE A MORE PRODUCTIVE WORKFORCE, AND FOSTER HEALTHIER BEHAVIORS.

Northeast Delta Dental is the largest dental benefits administrator in northern New England. With access to the nation's largest provider network, subscribers are able to seek care from Maine to California, and anywhere in between.



NORTHEAST DELTA DENTAL  
ONE DELTA DRIVE  
PO BOX 2002  
CONCORD, NH 03302-2002  
NEDELTA.COM

Form #. HOWEMPLOYERBROCHURE  
Rev. 070314 3 20 PM

## myDentalScore

### Oral Health Risk Assessment Tool

This self-administered oral health risk assessment uses questions about oral habits like brushing and flossing, the frequency of dental visits, and other oral behaviors. The tool then combines this data with oral treatment history and the presence of chronic medical conditions and calculates a numeric score that reflects a person's current oral disease status and the risk for future disease.

Each person can print their report and take it to their next dental visit to begin a conversation with their dental professional about improving their oral health.

For larger employer groups, Northeast Delta Dental offers employers the opportunity to collect aggregated de-identified data from the assessments with a report explaining the baseline oral health of their members. This begins the process of connecting oral and overall health in the minds of employees and their families.

As an employer, you can then strategically focus your wellness dollars to have the greatest impact on improving health outcomes while helping to reduce your claims cost.

Delta Dental Member Company
PMC Report

Group: Company Name, 1667 Respondents

### My Dental Score (mDS) Group Analytic Report

**Summary:**  
The primary oral diseases are tooth decay and gum disease. By aggregating these scores we can calculate an Oral Health score that may provide insight into the overall needs of the group.

**Aggregate oral health of the group:**

Teeth and Gums	Respondents	Respondents have:
Very High	7% 126	Teeth that have decay or defective restorations OR Severe Periodontitis
High	16% 272	Teeth that do not have decay but a large number of teeth have been restored OR Moderate Periodontitis
Moderate	12% 197	Teeth that do not have decay but a moderate number of teeth have been restored OR Mild Periodontitis
Low	55% 901	Teeth that do not have decay but a small number of teeth have been restored OR Gingivitis
Very Low	10% 163	Teeth that have no decay or restorations AND Periodontal Health

By applying a score of 1 for very low current disease severity, 2 for low, 3 for moderate, 4 for high and 5 for very high, this group exhibits an aggregated oral health score of 2.57. This value is one way of measuring current active treatment needs, and therefore costs associated with bringing this group to optimum oral health.

## myDentalScore GROUP ANALYTIC REPORT

### Aggregated Oral Health Report

The HOW Group Oral Health Analytic Report analyzes data collected from members of your group's population who have completed a simple online oral health risk assessment. Our clinical experts then compare claims and risk data to identify areas where there are gaps between the oral health needs of the insured population and the care being delivered.

HOW then engages providers and members with education and benefit enhancements to close those gaps and improve oral and overall health outcomes.

The HOW Group Oral Health Analytic Report begins with the creation of a custom, secure website through which your members can access the online risk assessment.

The custom website and report are available at a nominal charge for groups with at least 200 employees. Please note that at least 100 risk assessments are required to provide you with statistically valid results.

Please contact your account manager to learn more.

**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 be authorized to send a final notice to non-respondents from the Secova dependent eligibility audit.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee

*Jane Gile*  
*Human Resources Director*



## **CITY OF MANCHESTER**

### **Human Resources Department**

September 2, 2016

Keith Hirschmann, Chair  
Human Resources and Insurance Committee  
One City Hall Plaza  
Manchester, NH 03101

RE: *Final Report and Findings (City) – Secova Dependent Eligibility Audit*

Dear Chair and Member of the HRI Committee:

Attached is the final report from Secova on the dependent eligibility audit of the city's health and dental insurance plans conducted from May to August 2016.

Kevin Buckley, Independent City Auditor; Sue Figg, Benefits Coordinator and I provided oversight to the audit and phone conferenced weekly with Secova during the audit period.

Secova's final report, submitted on August 23, 2016, identified 38 dependents as ineligible, 13 incomplete submissions and 94 dependents for which no documentation was provided. As a point of reference, 2131 dependents enrolled in the city's health and/or dental plans were subject to the audit and verification requirements.

Secova's findings were reviewed by the committee. The results were analyzed based on local factors influencing the outcomes - the timing of the Secova audit, dependent drops at open enrollment, duplicate entries and documentation provided subsequent to the final Secova report.

The Secova findings of 107 "incomplete" and "no documentation provided" were substantially reduced through the massive undertaking of staff to personally contact employees to obtain the required information. Missing documentation for all 13 dependents counted as "incompletes" by Secova was obtained. The Secova "no documents provided" count was reduced from 94 to 4 dependents. Also, dependents that were justifiably dropped during the city's open enrollment are not included in the city's count (e.g., students aging out of dental, divorce final, etc.).

Attached is a breakdown of the city's findings, which reflect the additional efforts to obtain missing information. The city has determined 34 dependents as true ineligibles. Of the 34, 7 are spouses and 27 are children. Also provided is a breakdown of the insurance coverage type designated to the dependent – health, dental or both health and dental - and the costs savings associated with the particular coverage based on a per capita average cost.

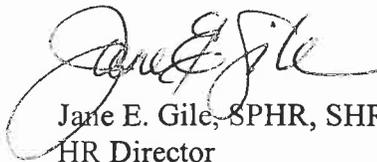
1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •  
FAX: (603) 628-6065  
E-mail: [HumanResources@ManchesterNH.gov](mailto:HumanResources@ManchesterNH.gov) • Website: [www.manchesternh.gov](http://www.manchesternh.gov)

Current savings attributed to the audit is \$177,432.33. The city cost of the audit was \$21,283.03. This represents an 8:1 return on investment (ROI) in the first year. Please note that the 4 dependents for which no documentation was provided are not included in this count.

A non-public session regarding the status of the 4 dependents with no documentation is requested under RSA 91-A:3 – “Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.”

Recommendation: As a result of the audit, it is recommended that child birth certificates be required to enroll children on the city’s health and dental plans. Marriage certificates currently are required for all employee spouse dependents on city insurance plans.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jane E. Gile".

Jane E. Gile, SPHR, SHRM S-CP  
HR Director



# **Dependent Eligibility Audit Verification**

## **Project Analysis**

**August 23, 2016**

**SECOVA™**

Submitted to:

City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

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# Dependent Eligibility Verification

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## *EXECUTIVE SUMMARY*

In February 2016, City of Manchester, NH (The City) and Secova Inc. initiated a project to verify the eligibility of all dependents enrolled in the City's Health Plan as described below. The population reviewed included all dependents of employees/retirees enrolled in Health Plan benefits as of March 1, 2016.

During initial project planning, Secova worked with the City to create communications that could be distributed to all employees/retirees with enrolled dependents, providing them with detailed information regarding the Dependent Eligibility Verification. Compliance was confirmed by employee/retiree submission of specific documentation for each enrolled dependent.

A total of **2,132** dependents enrolled in Health Plan benefits were subject to verification. As of the close of the project, **145** dependents were found to be ineligible for coverage.

## **Verification Objectives**

During project implementation the following objectives were identified:

- Reinforce prior and ongoing education about the eligibility rules for enrollment in the City's Health Plans and communicate the process that will be implemented to determine dependent eligibility
- Request, collect, and retain eligibility verification documentation from employees/retirees with enrolled dependents
- Provide the City with benefit cost reductions as a result of de-enrollment of dependents, and enrolled individuals who do not meet the eligibility compliance requirements

## **Verification Methodology**

The methodology behind the Dependent Eligibility Verification project is to collect documentation on all enrolled dependents in a fair, accurate, and speedy manner. For the City's verification, documentation was collected and reviewed on all dependents enrolled in the Health Plans, to ensure equity among all employees/retirees.

One of the important success factors for the project was providing clear and consistent communications to each employee/retiree, explaining the documentation required to verify dependent eligibility and the deadline for submitting these documents. The City's employees/retirees received sufficient notification, support, and time to submit the required documentation through multiple media (U.S. mail, fax, web). Additional assistance was provided through Secova's customer service centers. Another important component was clearly communicating the value shared by both employees/retirees and the City in ensuring that only eligible dependents are enrolled in the City's Health Plans. By verifying eligibility and then removing ineligible employees/retirees and dependents, the City has clearly demonstrated its commitment to sound fiscal management of benefit plans for all employees/retirees.

---

## VERIFICATION ACTIVITIES

### Employee/Retiree Communications

To commence the Dependent Eligibility Verification project, customized employee/retiree communications were crafted to achieve optimal response rates. The City's and Secova's project teams collaborated in the development of all employee/retiree correspondence. Secova communicated to employees/retirees through various channels, including outbound phone and email follow-up with non-responsive employees/retirees and those who provided incomplete document submissions.

Communications issued during the course of the project included:

4/28/2016 – Secova mailed customized Announcement Letters notifying **1072 employees/retirees** of the upcoming Dependent Eligibility Verification project

5/10/2016 – Secova mailed customized Verification Packets to **1072 employees/retirees** who had one or more dependents

6/9/2016 – Secova mailed customized Reminder Postcards to **722 employees/retirees** who had yet to respond with any of the required documentation.

7/8/2016 – Secova mailed customized Notice of Termination Letters to **224 employees/retirees** in an incomplete or no response status

8/4/2016 – Secova mailed customized Final Determination Letters to **55 employees/retirees** notifying them of the dependents that will be removed as a result of not responding to the Dependent Eligibility Verification project

In response to employee/retiree submissions, the following determination notices were issued by Secova:

- ✓ Incomplete Letter – details documents received, reasons those documents were incomplete, and action required to complete submission. Secova **mailed 1009 incomplete letters** and **emailed 844 incomplete letters**. This count includes both NH groups as the determination letters were mailed in batches.
- ✓ Confirmation Letter – sent upon the employee/retiree's completion of dependent verification and listing the status of all enrolled dependents. Secova **mailed 2371 confirmation letters** and **emailed 2111 confirmation letters**. This count includes both NH groups as the determination letters were mailed on batches.

### Project Activity

The initial verification packet produced the highest volumes of inbound calls and document submissions. The data below represents activity from April 28, 2016 through August 3, 2016. During this period of time, for the 1072 employees/retirees reviewed, Secova:

- Processed **1290 mailed document sets** sent by employees/retirees
- Processed **1034 faxed document sets** sent by employees/retirees
- Processed **2475 document sets uploaded online** by employees/retirees
- Received **2425 customer service calls**

- Conducted **2 sets of outbound telephone calls and 1 live outreaches by call center agents** throughout the project to employees/retirees in an incomplete or no-response status for which Secova had valid phone numbers

## **Reporting**

Throughout the project, Secova supplied regularly scheduled reports, ad hoc reports, and weekly status reports with overall project updates as well as dashboards with statistical updates. These included:

### Standard Project Reports

- Incomplete and Non-Responder reports also available through Secova's online portal
- Daily dashboards with updated project statistics
- Final verified dependent report
- Final non-verified dependent report
- Weekly project status reports

## VERIFICATION RESULTS

### Verification Population Analysis

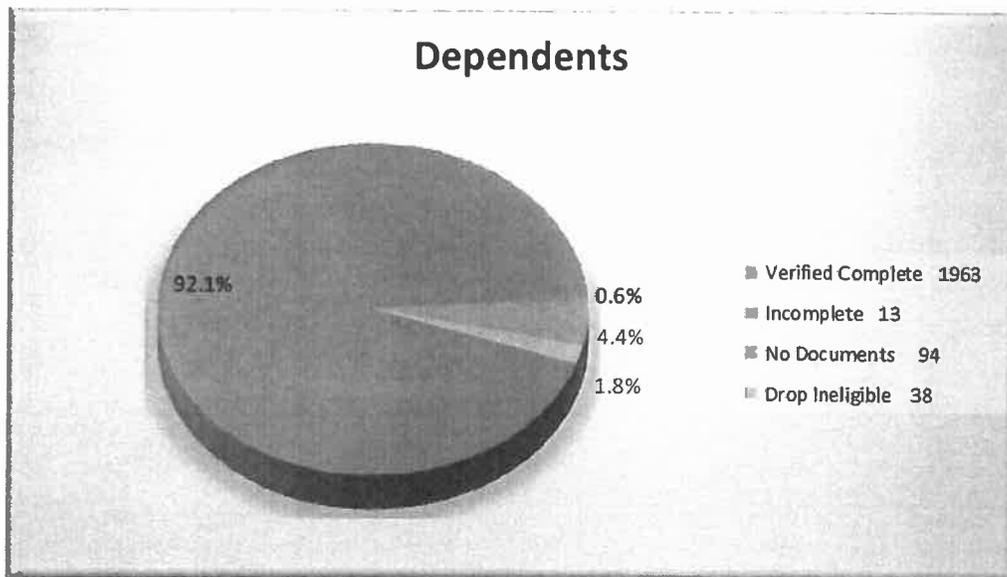
For the period of April 28, 2016 through August 3, 2016, 2132 dependents enrolled in the City’s health plans were subject to verification.

During this period, 92.1% of the dependent population enrolled in benefit plans was confirmed eligible for coverage. The overall non-verification rate at the conclusion of the project was 6.8%.

Dependents were de-enrolled from the City’s health plan through voluntary disenrollment, incomplete documentation or because no documentation was submitted.

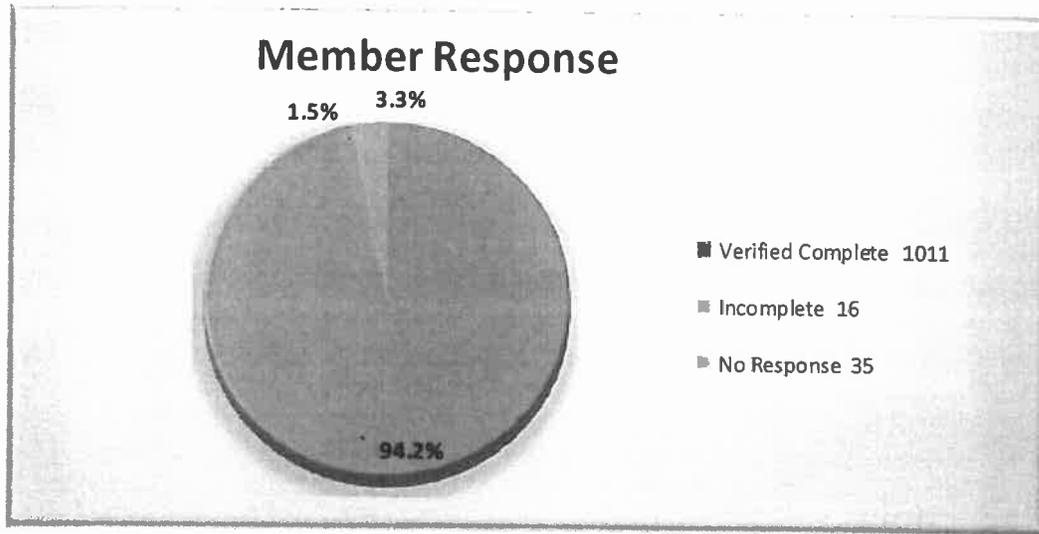
The table below defines the various statuses mentioned throughout this report:

Status	Definition
Verified Complete	Dependent is verified when an employee/retiree has provided sufficient documentation on their behalf
Incomplete	Only partial documentation has been submitted for a dependent
No Documents	No documents have been submitted for a dependent
Drop Ineligible	Dependent has been voluntarily removed from coverage by the employee/retiree



A total of 145 dependents were identified as ineligible for health plans during the term of the verification. Of that group, 38 dependents were *voluntarily* identified by employees/retirees, and 107 dependents could not be verified because no documentation was received or the documentation submitted was insufficient to confirm eligibility.

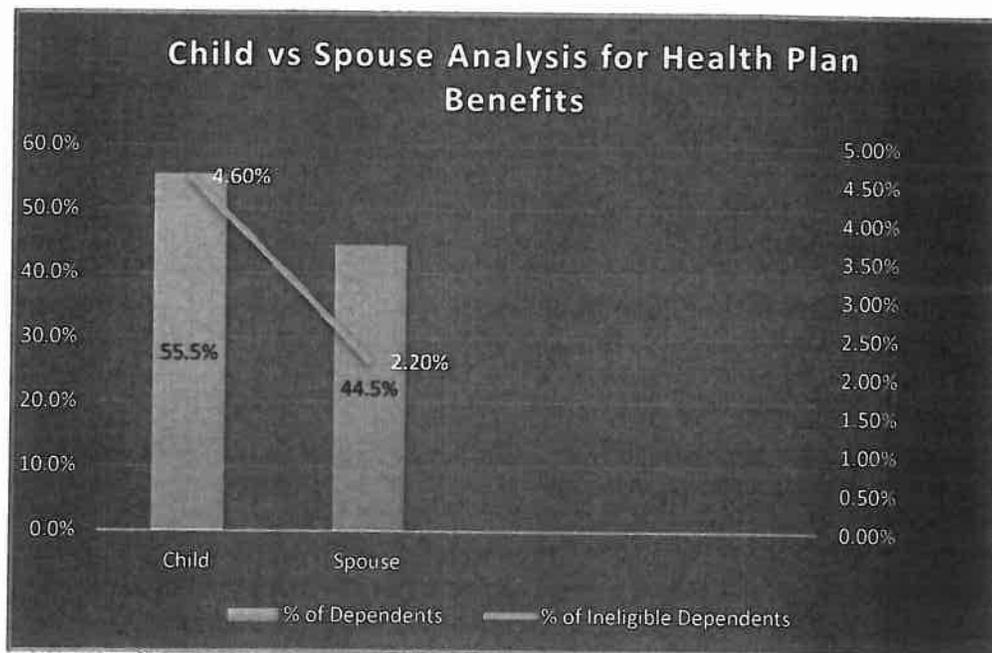
The table below defines the various statuses and response rate specifically for the 1073 City employees/retirees:



During the project, 11 employees/retirees were identified as no longer active so they were inactivated during the project so they didn't continue to receive communications or phone calls from Secova.

### Dependent Relationship Type

The below table reflects the entire City (2132) dependent population:



Child Dependents comprised 55.5% of the City's dependent population enrolled in Health plan benefits. 4.6% (97) of child dependents enrolled in Health plan benefits were determined ineligible.

- 77% of total non-verified children enrolled in Health plan benefits were disenrolled because no documentation was received or the documentation submitted was insufficient to confirm eligibility
- 23% of total non-verified children enrolled in Health plan benefits were voluntarily disenrolled

Spouses enrolled in Health plan benefits accounted for 44.5% of the enrolled dependent population. 2.2% (48) of spouse dependents enrolled in medical plans were determined ineligible.

- 12% of total non-verified spouses enrolled in Health plan benefits were voluntarily disenrolled.
- 88% of total non-verified spouses enrolled in Health plan benefits were disenrolled because no documentation was received or the documentation submitted was insufficient to confirm eligibility

## FINANCIAL IMPACT ANALYSIS

### Benefit Cost Reduction

From April 28, 2016 through July 22, 2016, 145 of the 2132 dependents enrolled in Health plan benefits were determined to be non-verified. To calculate the estimated benefit cost reduction, we have used an annual claims costs by relation type.

Medical Plan				
Dependent Type	Enrolled Dependents	Non-verified Dependents	Annual Cost per Dependent	Total Year 1 Savings
Spouse	948	48	\$6,977	\$ 334,896
Child	1183	97	\$6,977	\$ 676,769

**Estimated Year 1 Cost Reduction:** \$ 1,011,665

**Project Cost:** \$ 21,203.45 (All-inclusive)

**ROI:** 47:1

## ACKNOWLEDGEMENTS

From the first day of project implementation, continuing through completion, critical contributions and substantial efforts were made by the City of Manchester, NH and Secova project teams to ensure the ultimate success of the project. Secova would like to formally thank the following for their invaluable insight, guidance, and supportive participation throughout the Dependent Eligibility Verification project:

Manchester City, NH

Jane Gile

Susan Figg

Kevin Buckley

**CITY OF MANCHESTER  
SECOVA AUDIT 2016**

**FINANCIAL IMPACT ANALYSIS PER SECOVA**

<b>INELIGIBLE DEPENDENTS PER SECOVA</b>	
<b>CATEGORY</b>	<b>DEPENDENTS</b>
Incomplete Documents	13
No Documents	94
Voluntary Drop Ineligible	38
<b>Total Ineligible Dependents Per Secova</b>	<b>145</b>

Project Cost: \$21,203.45 (All-inclusive)  
 \*\*Estimated Year 1 Cost Reduction: \$1,011,665.00  
 Return on Investment: 47:1

\*\*To calculate the estimated benefit cost reduction, Secova used an annual health claims cost by relation type: \$6,977 Annual Cost Per Dependent X 145 Ineligible Dependents

**FINANCIAL IMPACT ANALYSIS PER HUMAN RESOURCES**

<b>INELIGIBLE DEPENDENTS PER HUMAN RESOURCES</b>			
<b>DEPARTMENT</b>	<b>EMPLOYEES</b>	<b>SPOUSES</b>	<b>CHILDREN</b>
Airport	1	0	1
EPD	1	0	2
Fire	5	2	6
Highway	6	0	6
Police	10	5	9
Water	1	0	1
Retirees	2	0	2
<b>Totals</b>	<b>26</b>	<b>7</b>	<b>27</b>

<b>SAVINGS</b>			
	<b>TOTAL DEPENDENTS</b>	<b>ANNUAL COST SAVINGS PER DEPENDENT</b>	<b>TOTAL YEAR 1 SAVINGS</b>
Health Only	7	\$ 6,977.00	\$ 48,839.00
Dental Only	10	\$ 369.79	\$ 3,697.90
Health & dental	17	\$ 7,346.79	\$ 124,895.43
<b>Totals</b>	<b>34</b>		<b>\$ 177,432.33</b>

Project Cost: \$21,283.05  
 \*\*Estimated Year 1 Cost Reduction: \$177,432.33  
 Return on Investment: 8:1

\*\* To calculate the estimated health cost reduction, we used the same annual health claims cost by relation type as Secova (\$6,977). To calculate the estimated dental cost reduction we used the 2015 annual dental claims cost of \$1,197,751 divided by the number of covered lives on the dental plan at the time of the audit (3,239).

Secova included 13 dependents as ineligible due to incomplete documents. After Secova completed the audit, we were able to verify all 13 dependents.

Secova included 94 dependents as ineligible due to no documents submitted. After Secova completed the audit, we were able to verify all but 4 dependents. Some of the dependents were identified as true ineligibles and were removed from the insurance plans and the remaining dependents submitted the appropriate documentation.

**NOTE: The remaining 4 dependents are not included in the savings calculation chart above.**

Of the 38 Secova listed as Voluntary drop ineligibles, we identified 34 dependents who were truly ineligible and they have been removed from the insurance plans. Some of the dependents listed as voluntary drop ineligibles per Secova are not true ineligibles due solely to the audit. Some were duplicate entries; some were dependents that aged out of the plans, and some were dependents of employees who retired or left the City after the list was sent to Secova.

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

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the following regulations governing standing, stopping, 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.

### **RESCIND PARKING 2 HOURS (METERS)**

On Manchester St, north side, from Elm St to a point 567 feet east (Ord. 9957)

*Alderman Long*

### **PARKING 2 HOURS (METERS)**

On Manchester St, north side, from Elm St to a point 149 feet easterly

On Manchester St, north side, from a point 180 feet east of Elm St to a point 567 feet east of Elm St

*Alderman Long*

### **NO PARKING ANYTIME**

On Manchester St, north side, from a point 149 feet east of Elm St to a point 180 feet east of Elm St

*Alderman Long*

On Beech Hill Ave, north side, from Beech Hill Dr to a point 30 feet east

On Bradley St, east side, from a point 145 feet north of Beech Hill Ave to a point 90 feet north

*Alderman Shaw*

On South Belmont St, east side, from a point 50 feet south of Cilley Rd to a point 72 feet south

*Alderman Shea*

On Charleston Ave, north side, from the east side of George St to a point 50 feet west

*Alderman Barry*

On Myrtle St, south side, from Maple St to Oak St

*Alderman Ludwig*

### **ONE HOUR PARKING, 8AM-6 PM**

On Silver St, south side, from 160 feet west of Maple St to a point 54 feet further west

*Alderman Shea*

Page 2.

**STOP SIGN**

On Mack Ave at Frontage Rd, NWC  
*Alderman Shaw*

**STOP SIGN - 4-WAY**

On Maryland Ave at Lacourse St - NWC, SEC  
*Alderman Herbert*  
(Note: Review attached; not recommended by DPW.)

**STOP SIGN - 3-WAY**

On Beaver St at Rockville St - NWC, SEC, NEC  
*Alderman Herbert*  
(Note: Review attached; not recommended by DPW.)

**15 MINUTE PARKING**

On Wilson St, east side, from Silver St to a point 35 feet north  
*Alderman Shea*

**NO THRU TRAFFIC**

On Salisbury St approaching Amherst St  
*Alderman Herbert*  
(Note: Review attached; not recommended by DPW.)

**COMMERCIAL MOTOR VEHICLE TRAFFIC PROHIBITED**

On Edward J. Roy Dr from Wellington Road to the cul-de-sac  
*Alderman Ludwig*

**30 MINUTE PARKING, MON-FRI, 8 AM-6 PM**

On Cartier St, from a point 340 feet north of Putnam St to a point 45 feet north, east side  
*Alderman Gamache*

**NO PARKING: BUS STOP DURING SCHOOL HOURS**

On Cartier St, from a point 250 feet north of Putnam St to a point 90 feet north, east side  
*Alderman Gamache*

**10 HOUR PARKING-METERS, MON-FRI, 8 AM-8 PM**

On Lowell St, north side, from Chestnut St to a point 145 feet east  
*Alderman Long*

**NO PARKING LOADING ZONE**

On Lowell St, north side, from a point 175 feet east of Chestnut St to a point 25 feet east  
*Alderman Long*

Page 3.

**HANDICAP PARKING ONLY**

On Lowell St, north side, from a point 145 feet east of Chestnut St to a point 30 feet east  
On Lowell St, north side, from a point 200 feet east of Chestnut St to a point 55 feet east  
*Alderman Long*

**CROSSWALK**

On Franklin St, south of Market St  
*Alderman Long*

**RESCIND NO PARKING DURING SCHOOL HOURS**

On Tilden Dr, from Rockwell St to Hoyt St, both sides (Ord. 9473)  
*Alderman Katsiantonis*

**RESCIND 10 HOUR PARKING METERS**

On Lowell St, north side, from a point 20 feet east of Chestnut St to a point 130 feet east  
(Ord. 9626)  
*Alderman Long*

**RESCIND NO PARKING LOADING ZONE**

On Lowell St, north side, from a point 180 feet east of Chestnut St to a point 40 feet east  
(Ord. 8424)  
*Alderman Long*

**RESCIND HANDICAP PARKING ONLY**

On Lowell St, north side, from a point 150 feet east of Chestnut St to a point 30 feet east  
(Ord. 8448)  
On Lowell St, north side, from a point 220 feet east of Chestnut St to a point 35 feet east  
(Ord. 8449)  
*Alderman Long*

**RESCIND HANDICAP PARKING - SUNDAYS ONLY**

On Lowell St, from a point 150 feet east of Chestnut St to Pine St, north side  
(Ord. 7708)  
*Alderman Long*

**RESCIND 30 MINUTE PARKING, MON-FRI, 8 AM-6 PM**

On Cartier St, from a point 295 feet north of Putnam St to a point 100 feet north, east side  
(Ord. 8348)  
*Alderman Gamache*

Page 4.

**SIGNALIZATION**

On Candia Rd at Nectaria Way

*Alderman Pappas*

*(Note: DPW has had several meetings with the engineer on the design of a traffic signal at this intersection and support their request for signalization. DPW will continue to work with the engineer through construction - see attached.)*

*(Unanimous vote with the exception of the 4-Way Stop Sign on Maryland Avenue and the 3-Way Stop Sign on Beaver Street which were opposed by Aldermen Katsiantonis and O'Neil.)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Clerk of Committee

## **AMHERST STREET AND GERTRUDE STREET MULTI-WAY STOP REVIEW**

### **BACKGROUND**

The Traffic Division has been directed to study the intersection of Amherst Street and Gertrude Street for the installation of a multi-way stop. There were reports of speed on Amherst Street resulting from people using it as a cut through to avoid the traffic signal queues at the Hanover Street and Mammoth Road intersection that prompted the request. There is currently no stop control at this intersection and drivers are expected to yield right-of-way per state laws. This intersection is located in a residential one family district, which supports higher density single family housing development. The intersection is approximately 400 feet east of Mammoth Road and 350 north of Hanover Street

#### ***Amherst Street & Gertrude Street Geometry***

Amherst Street runs east-west and is approximately 30-feet wide with one lane of travel in each direction. On-street parking is permitted in both directions. The speed limit is 30 MPH. Gertrude Street runs north-south and is approximately 25-feet wide with one lane of travel in each direction. On-street parking is permitted in both directions. The speed limit is 30 MPH. There are no physical characteristics blocking line of sight at the intersection, although if stop signs were to be installed, no parking zones within 20 feet of the intersection would be required to maintain visibility.

The installation of unwarranted stop signs can create new safety problems at intersections including drivers driving faster between intersections to save time, increase of rear-end accidents, and disobedience of the stop signs. An increase in noise can also result from acceleration and deceleration of vehicles. It is also recommended to make sure abutters are aware of the loss of on-street parking that would result from installation of a stop sign since no parking signs would be required to clear the intersection to improve visibility of stop signs (see attached Intersection photos for existing utilization of on-street parking in the intersection).

### **ACCIDENT HISTORY**

Multi-way stop control should be considered when five or more crashes are reported in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.

The Manchester Police Department Traffic Unit provided the accident history for January 1, 2011 through August, 2016. There were zero accidents at this intersection, so it does not meet the minimum threshold criteria prescribed in the warrants for multi-way stop control.

### **VOLUME AND SPEED**

Multi-way stops should be considered when the vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per

hour for any 8 hours of an average day. Traffic volume data was collected from July 29<sup>th</sup> – August 2<sup>nd</sup>, 2016 and is summarized in Table 2.

If the 85<sup>th</sup> percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are reduced to 210 vehicles per hour for any 8 hours of an average day. The 85<sup>th</sup> percentile speed on Amherst Street eastbound was 22 mph and on Amherst Street westbound was 20 mph. Since, the speeds do not exceed 40 mph, the volume reductions do not apply.

**Table 2- Amherst Street Traffic Volume Summary**

Time of Day	Average Volume (EB & WB)-
12:00-1:00 AM	0
1:00-2:00 AM	0
2:00-3:00 AM	1
3:00-4:00 AM	0
4:00-5:00 AM	0
5:00-6:00 AM	0
6:00-7:00 AM	2
7:00-8:00 AM	4
8:00-9:00 AM	8
9:00-10:00 AM	9
10:00-11:00 AM	9
11:00 AM-12:00 PM	10
12:00-1:00 PM	14
1:00-2:00 PM	11
2:00-3:00 PM	8
3:00-4:00 PM	15
4:00-5:00 PM	16
5:00-6:00 PM	15
6:00-7:00 PM	10
7:00-8:00 PM	8
8:00-9:00 PM	11
9:00-10:00 PM	4
10:00-11:00 PM	1
11:00 PM-12:00 AM	2
<b>NUMBER OF HOURS EXCEEDING 300 VEHICLES</b>	<b>0</b>

The volume and speed summary (see Appendix for full results), indicates that the volume criteria on Amherst Street is not met since the intersection volumes are below the minimum threshold level.

During the study period, the average speed on Amherst St eastbound was 16.9 mph and only 1.6% of vehicles exceeded the speed limit of 30 mph. The average speed on Amherst St westbound was 15.2 mph and only 0.7% of vehicles exceeded the speed limit.

### **ANALYSIS**

The MUTCD warrant analysis provides several layers of criteria for recommending multi-way stop signs. This includes 1) Traffic accidents; 2) Traffic volumes and speeds; 3) Combination of accidents, traffic volumes and speeds. We are responsible for review and recommendation based on the industry established procedures and recognized standards. Since the accident rate, speeds, and major street volume do not meet the minimum threshold criteria prescribed in the warrants, we, from a professional standpoint, are obligated to recommend against a permanent all-way stop sign installation.

### **RECOMMENDATION**

- Periodically, increase police enforcement of the speed limit on Amherst Street
- Install stop signs on the minor legs approaching Amherst Street on Gertrude Street, Garmon Street, and Salisbury Street

### **ATTACHMENTS**

2009 MUTCD Section 2B.07 Multi-way stop applications

Locus map

Intersection photos

Speed and volume reports

Date: August 15, 2016

Prepared by: Kristen Clarke, PE, PTOE – Traffic Engineer

Reviewed by: Kevin Sheppard – Public Works Director  
Todd Connors – Public Works Engineering Manager

- 11 **Except as provided in Section 2B.09, STOP signs and YIELD signs shall not be installed on different approaches to the same unsignalized intersection if those approaches conflict with or oppose each other.**
- 12 **Portable or part-time STOP or YIELD signs shall not be used except for emergency and temporary traffic control zone purposes.**
- 13 **A portable or part-time (folding) STOP sign that is manually placed into view and manually removed from view shall not be used during a power outage to control a signalized approach unless the maintaining agency establishes that the signal indication that will first be displayed to that approach upon restoration of power is a flashing red signal indication and that the portable STOP sign will be manually removed from view prior to stop-and-go operation of the traffic control signal.**  
Option:
- 14 A portable or part-time (folding) STOP sign that is electrically or mechanically operated such that it only displays the STOP message during a power outage and ceases to display the STOP message upon restoration of power may be used during a power outage to control a signalized approach.  
Support:
- 15 Section 9B.03 contains provisions regarding the assignment of priority at a shared-use path/roadway intersection.

**Section 2B.05 STOP Sign (R1-1) and ALL WAY Plaque (R1-3P)**

**Standard:**

- 01 **When it is determined that a full stop is always required on an approach to an intersection, a STOP (R1-1) sign (see Figure 2B-1) shall be used.**
- 02 **The STOP sign shall be an octagon with a white legend and border on a red background.**
- 03 **Secondary legends shall not be used on STOP sign faces.**
- 04 **At intersections where all approaches are controlled by STOP signs (see Section 2B.07), an ALL WAY supplemental plaque (R1-3P) shall be mounted below each STOP sign. The ALL WAY plaque (see Figure 2B-1) shall have a white legend and border on a red background.**
- 05 **The ALL WAY plaque shall only be used if all intersection approaches are controlled by STOP signs.**
- 06 **Supplemental plaques with legends such as 2-WAY, 3-WAY, 4-WAY, or other numbers of ways shall not be used with STOP signs.**

**Support:**

- 07 The use of the CROSS TRAFFIC DOES NOT STOP (W4-4P) plaque (and other plaques with variations of this word message) is described in Section 2C.59.

*Guidance:*

- 08 *Plaques with the appropriate alternative messages of TRAFFIC FROM LEFT (RIGHT) DOES NOT STOP (W4-4aP) or ONCOMING TRAFFIC DOES NOT STOP (W4-4bP) should be used at intersections where STOP signs control all but one approach to the intersection, unless the only non-stopped approach is from a one-way street.*

**Option:**

- 09 An EXCEPT RIGHT TURN (R1-10P) plaque (see Figure 2B-1) may be mounted below the STOP sign if an engineering study determines that a special combination of geometry and traffic volumes is present that makes it possible for right-turning traffic on the approach to be permitted to enter the intersection without stopping.

**Support:**

- 10 The design and application of Stop Beacons are described in Section 4L.05.

**Figure 2B-1. STOP and YIELD Signs and Plaques**



## Section 2B.06 STOP Sign Applications

### Guidance:

- 01 *At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09).*
- 02 *The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:*
- A. *The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;*
  - B. *A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or*
  - C. *Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.*

### Support:

- 03 The use of STOP signs at grade crossings is described in Sections 8B.04 and 8B.05.

## Section 2B.07 Multi-Way Stop Applications

### Support:

- 01 Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.
- 02 The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.

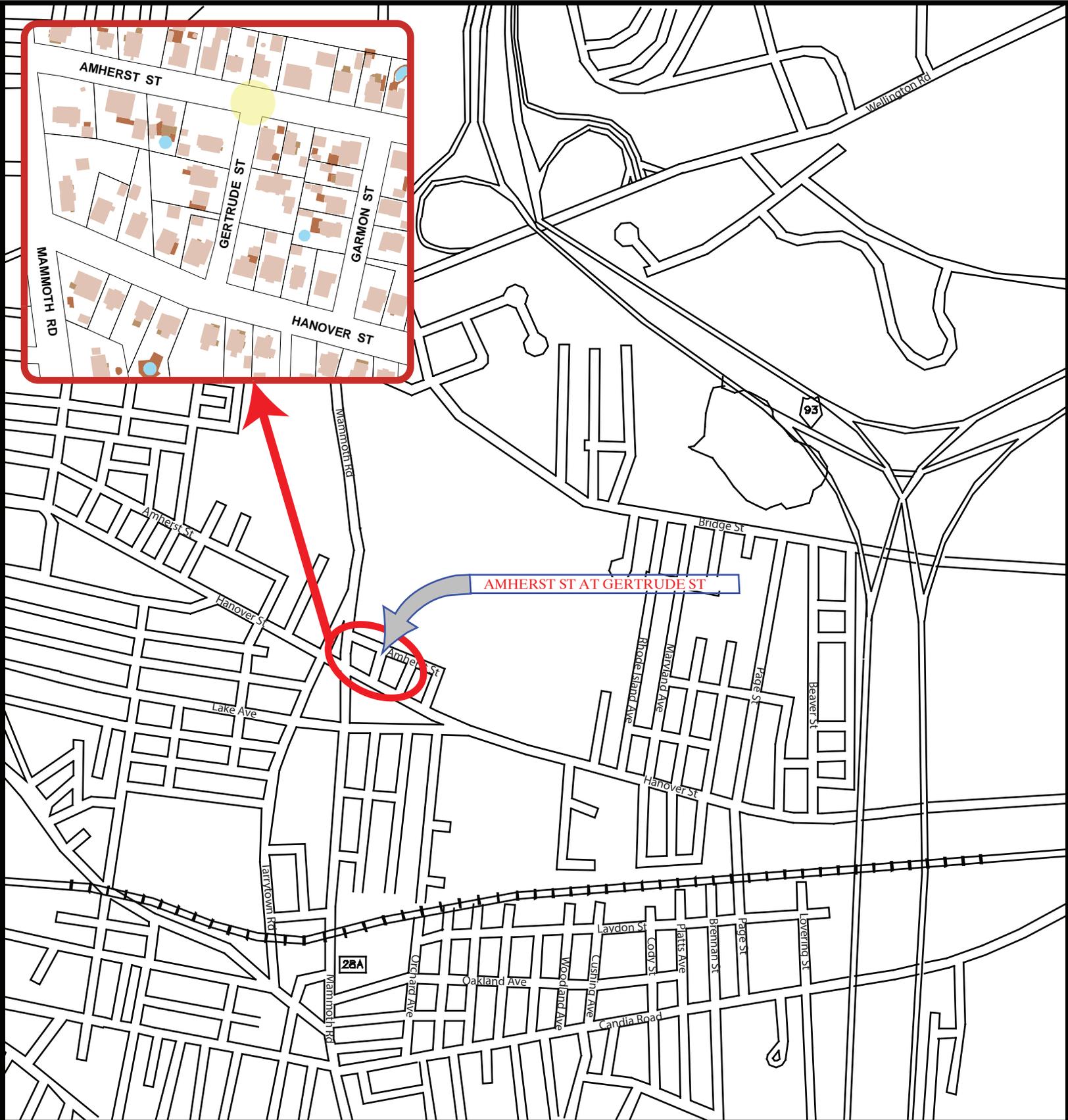
### Guidance:

- 03 *The decision to install multi-way stop control should be based on an engineering study.*
- 04 *The following criteria should be considered in the engineering study for a multi-way STOP sign installation:*
- A. *Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
  - B. *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
  - C. *Minimum volumes:*
    1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
    2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
    3. *If the 85<sup>th</sup>-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
  - D. *Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

### Option:

- 05 Other criteria that may be considered in an engineering study include:
- A. The need to control left-turn conflicts;
  - B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
  - C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and
  - D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

# LOCUS MAP

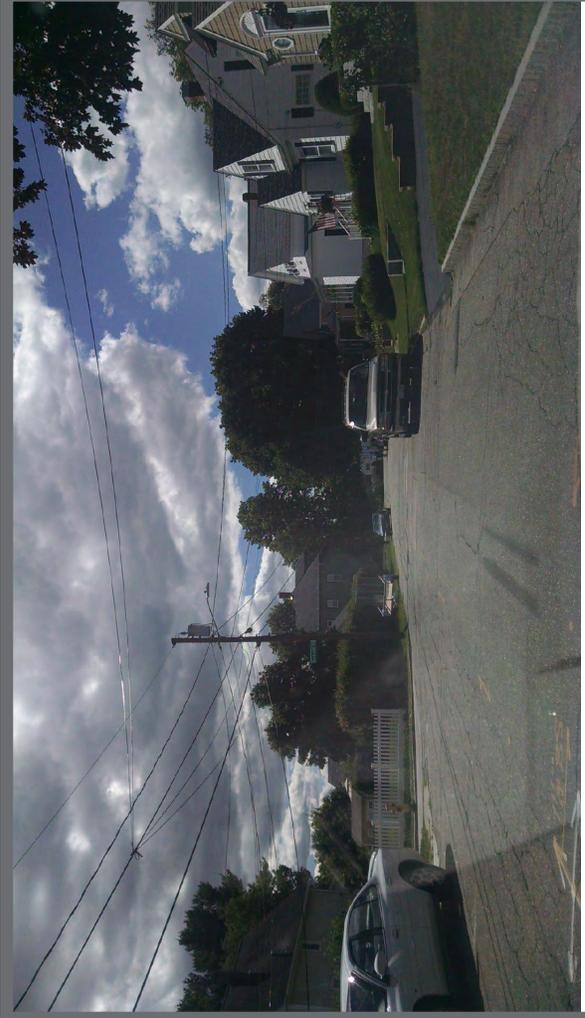


## AMHERST STREET & GERTRUDE STREET

CITY OF MANCHESTER  
DEPARTMENT OF HIGHWAYS



# Amherst St & Gertrude St Existing Conditions Photos (July 2016)



Amherst St WB Approach



Amherst St EB Approach



Gertrude St NB Approach

## SPEEDsentry Summary Information for Amherst St. E-B at Gertrude.ssd

Speed Limit: 30  
Avg Speed: 16.9  
50% Speed: 17  
10 MPH Pace: 13 to 22

Display Trigger: None  
Maximum Speed Detected: 45  
85% Speed: 22  
Radar Pickup Distance: 925 ft



File size: 16,710 bytes  
File Version: SSD\_1\_1

File Created: 8/9/2016 10:41:39 AM  
Data Points: 592,539

^ This File contains settings changes. Please see the Settings History tab for details.

## Approximate Vehicle Counts for Amherst St. E-B at Gertrude

Time Start	Time End	8/29/2016	8/30/2016	8/31/2016	9/1/2016
12:00 AM	12:59 AM	*	0	0	1
1:00 AM	1:59 AM	*	0	0	0
2:00 AM	2:59 AM	*	0	0	0
3:00 AM	3:59 AM	*	0	0	0
4:00 AM	4:59 AM	*	0	0	0
5:00 AM	5:59 AM	*	0	0	0
6:00 AM	6:59 AM	*	1	0	0
7:00 AM	7:59 AM	*	1	0	3
8:00 AM	8:59 AM	*	5	2	5
9:00 AM	9:59 AM	*	8	6	6
10:00 AM	10:59 AM	*	9	8	2
11:00 AM	11:59 AM	*	8	5	7
12:00 PM	12:59 PM	4	8	10	8
1:00 PM	1:59 PM	16	12	4	9
2:00 PM	2:59 PM	7	10	4	4
3:00 PM	3:59 PM	7	9	12	8
4:00 PM	4:59 PM	10	4	5	17
5:00 PM	5:59 PM	10	7	7	12
6:00 PM	6:59 PM	13	4	8	7
7:00 PM	7:59 PM	6	6	1	11
8:00 PM	8:59 PM	4	9	8	8
9:00 PM	9:59 PM	4	6	1	2
10:00 PM	10:59 PM	4	1	0	0
11:00 PM	11:59 PM	2	1	3	*
Total		87	109	84	110
%		22.3%	27.9%	21.5%	28.2%

## Speed Summary for Amherst St. E-B at Gertrude - Volume by Speed -

Time Start	Time End	1 to 10	11 to 20	21 to 30	31 to 40	41 to 50	51 to 60	61 to 70	71 to 80	81 to 90	91 to 100	Total Vehicles
12:00 AM	12:59 AM	1	0	0	0	0	0	0	0	0	0	1
1:00 AM	1:59 AM	0	0	0	0	0	0	0	0	0	0	0
2:00 AM	2:59 AM	0	0	0	0	0	0	0	0	0	0	0
3:00 AM	3:59 AM	0	0	0	0	0	0	0	0	0	0	0
4:00 AM	4:59 AM	0	0	0	0	0	0	0	0	0	0	0
5:00 AM	5:59 AM	0	0	0	0	0	0	0	0	0	0	0
6:00 AM	6:59 AM	0	1	0	0	0	0	0	0	0	0	1
7:00 AM	7:59 AM	0	2	2	0	0	0	0	0	0	0	4
8:00 AM	8:59 AM	3	6	3	0	0	0	0	0	0	0	12
9:00 AM	9:59 AM	1	15	4	0	0	0	0	0	0	0	20
10:00 AM	10:59 AM	2	14	3	0	0	0	0	0	0	0	19
11:00 AM	11:59 AM	3	16	1	0	0	0	0	0	0	0	20
12:00 PM	12:59 PM	1	22	7	0	0	0	0	0	0	0	30
1:00 PM	1:59 PM	3	29	8	1	0	0	0	0	0	0	41
2:00 PM	2:59 PM	1	15	9	0	0	0	0	0	0	0	25
3:00 PM	3:59 PM	1	21	14	0	0	0	0	0	0	0	36
4:00 PM	4:59 PM	0	26	9	1	0	0	0	0	0	0	36
5:00 PM	5:59 PM	0	20	15	1	0	0	0	0	0	0	36
6:00 PM	6:59 PM	1	22	9	0	0	0	0	0	0	0	32
7:00 PM	7:59 PM	0	16	7	0	1	0	0	0	0	0	24
8:00 PM	8:59 PM	1	19	9	0	0	0	0	0	0	0	29
9:00 PM	9:59 PM	0	10	3	0	0	0	0	0	0	0	13
10:00 PM	10:59 PM	0	3	0	2	0	0	0	0	0	0	5
11:00 PM	11:59 PM	0	6	0	0	0	0	0	0	0	0	6
Total		18	263	103	5	1	0	0	0	0	0	390
%		4.6%	67.4%	26.4%	1.3%	0.3%	0%	0%	0%	0%	0%	0%

## SPEEDsentry Summary Information for Amherst St. W-B at Garman St..ssd

Speed Limit: 30  
Avg Speed: 15.2  
50% Speed: 15  
10 MPH Pace: 9 to 18

Display Trigger: None  
Maximum Speed Detected: 46  
85% Speed: 20  
Radar Pickup Distance: 925 ft



File size: 14,040 bytes  
File Version: SSD\_1\_1

File Created: 8/9/2016 10:51:22 AM  
Data Points: 738,647

\* This File contains settings changes. Please see the Settings History tab for details.

## Speed Summary for Amherst St. W-B at Garman St. - Volume by Speed

Time Start	Time End	1 to 10	11 to 20	21 to 30	31 to 40	41 to 50	51 to 60	61 to 70	71 to 80	81 to 90	91 to 100	Total Vehicles
12:00 AM	12:59 AM	0	0	0	0	0	0	0	0	0	0	0
1:00 AM	1:59 AM	0	0	0	0	0	0	0	0	0	0	0
2:00 AM	2:59 AM	0	0	3	0	0	0	0	0	0	0	3
3:00 AM	3:59 AM	0	0	0	0	0	0	0	0	0	0	0
4:00 AM	4:59 AM	0	1	0	0	0	0	0	0	0	0	1
5:00 AM	5:59 AM	0	1	0	0	0	0	0	0	0	0	1
6:00 AM	6:59 AM	2	6	0	0	0	0	0	0	0	0	8
7:00 AM	7:59 AM	0	10	1	0	0	0	0	0	0	0	11
8:00 AM	8:59 AM	1	12	1	0	0	0	0	0	0	0	14
9:00 AM	9:59 AM	3	7	0	0	0	0	0	0	0	0	10
10:00 AM	10:59 AM	0	9	2	0	0	0	0	0	0	0	11
11:00 AM	11:59 AM	1	9	2	0	0	0	0	0	0	0	12
12:00 PM	12:59 PM	4	14	5	0	0	0	0	0	0	0	23
1:00 PM	1:59 PM	1	13	3	0	0	0	0	0	0	0	17
2:00 PM	2:59 PM	1	9	3	0	0	0	0	0	0	0	13
3:00 PM	3:59 PM	0	21	8	0	0	0	0	0	0	0	29
4:00 PM	4:59 PM	1	25	18	0	0	0	0	0	0	0	44
5:00 PM	5:59 PM	2	19	9	0	0	0	0	0	0	0	30
6:00 PM	6:59 PM	8	12	1	0	1	0	0	0	0	0	22
7:00 PM	7:59 PM	0	9	1	0	0	0	0	0	0	0	10
8:00 PM	8:59 PM	2	7	0	0	0	0	0	0	0	0	9
9:00 PM	9:59 PM	1	4	0	0	1	0	0	0	0	0	6
10:00 PM	10:59 PM	0	2	1	0	0	0	0	0	0	0	3
11:00 PM	11:59 PM	0	1	0	0	0	0	0	0	0	0	1
Total		27	191	58	0	2	0	0	0	0	0	278
%		9.7%	68.7%	20.9%	0%	0.7%	0%	0%	0%	0%	0%	0%

## Approximate Vehicle Counts for Amherst St. W-B at Garman St.

Time Start	Time End	7/29/2016	7/30/2016	7/31/2016	8/1/2016	8/2/2016
12:00 AM	12:59 AM	*	0	0	0	0
1:00 AM	1:59 AM	*	0	0	0	0
2:00 AM	2:59 AM	*	1	0	1	1
3:00 AM	3:59 AM	*	0	0	0	0
4:00 AM	4:59 AM	*	0	0	1	0
5:00 AM	5:59 AM	*	0	0	0	1
6:00 AM	6:59 AM	*	0	0	3	5
7:00 AM	7:59 AM	*	3	0	2	6
8:00 AM	8:59 AM	*	4	2	6	2
9:00 AM	9:59 AM	*	5	1	2	2
10:00 AM	10:59 AM	*	4	2	3	2
11:00 AM	11:59 AM	*	2	3	3	4
12:00 PM	12:59 PM	3	4	6	6	4
1:00 PM	1:59 PM	5	2	0	3	7
2:00 PM	2:59 PM	5	2	1	3	2
3:00 PM	3:59 PM	6	8	1	7	7
4:00 PM	4:59 PM	14	1	2	16	11
5:00 PM	5:59 PM	5	2	2	11	10
6:00 PM	6:59 PM	8	3	4	4	3
7:00 PM	7:59 PM	3	2	1	2	2
8:00 PM	8:59 PM	1	2	1	5	*
9:00 PM	9:59 PM	2	1	1	2	*
10:00 PM	10:59 PM	0	1	0	2	*
11:00 PM	11:59 PM	0	0	1	0	*
Total		52	47	28	82	69
%		18.7%	16.9%	10.1%	29.5%	24.8%

## **BEAVER STREET AND ROCKVILLE STREET MULTI-WAY STOP REVIEW**

### **BACKGROUND**

The Traffic Division has been directed to study the 3-way intersection of Beaver Street and Rockville Street for the installation of a multi-way stop. There were reports of speed on Beaver Street resulting from people using it as a cut through between Hanover Street and Bridge Street that prompted the request. There is currently no stop control at this intersection and drivers are expected to yield right-of-way per state laws. This intersection is located in a residential one family district, which supports higher density single family housing development.

#### ***Beaver Street & Rockville Street Geometry***

Beaver Street runs north-south and is approximately 24-feet wide with one lane of travel in each direction. On-street parking is permitted in both directions. The speed limit is 30 MPH. Rockville Street runs east-west to the east of Beaver Street and is approximately 24-feet wide with one lane of travel in each direction. On-street parking is permitted in both directions. The speed limit is 30 MPH. There are no physical characteristics blocking line of sight at the intersection, although if stop signs were to be installed, no parking zones within 20 feet of the intersection would be required to maintain visibility.

The installation of unwarranted stop signs can create new safety problems at intersections including drivers driving faster between intersections to save time, increase of rear-end accidents, and disobedience of the stop signs. An increase in noise can also result from acceleration and deceleration of vehicles. It is also recommended to make sure abutters are aware of the loss of on-street parking that would result from installation of a stop sign.

### **ACCIDENT HISTORY**

Multi-way stop control should be considered when five or more crashes are reported in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.

The Manchester Police Department Traffic Unit provided the accident history for January 1, 2011 through August 1, 2016. As shown below in Table 1, the accident history at Beaver Street and Rockville Street does not meet the minimum threshold criteria prescribed in the warrants for multi-way stop control.

***Table 1- Beaver Street & Rockville Street Accident Summary***

<b>Date</b>	<b>Time</b>	<b>Day of Week</b>
2/24/2013	10:48	Sunday

## **VOLUME AND SPEED**

Multi-way stops should be considered when the vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day. Traffic volume data was collected from August 9<sup>th</sup> – August 14<sup>th</sup>, 2016 and is summarized in Table 2.

If the 85<sup>th</sup> percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are reduced to 210 vehicles per hour for any 8 hours of an average day. The 85<sup>th</sup> percentile speed on Beaver Street northbound was 33 mph and on Beaver Street southbound was 29 mph. Since, the speeds do not exceed 40 mph, the volume reductions do not apply.

**Table 2- Beaver Street Traffic Volume Summary**

Time of Day	Average Volume (EB & WB)- Weekday
12:00-1:00 AM	4
1:00-2:00 AM	2
2:00-3:00 AM	3
3:00-4:00 AM	2
4:00-5:00 AM	4
5:00-6:00 AM	10
6:00-7:00 AM	32
7:00-8:00 AM	27
8:00-9:00 AM	22
9:00-10:00 AM	26
10:00-11:00 AM	21
11:00 AM-12:00 PM	24
12:00-1:00 PM	26
1:00-2:00 PM	24
2:00-3:00 PM	26
3:00-4:00 PM	40
4:00-5:00 PM	44
5:00-6:00 PM	49
6:00-7:00 PM	34
7:00-8:00 PM	34
8:00-9:00 PM	23
9:00-10:00 PM	14
10:00-11:00 PM	6
11:00 PM-12:00 AM	6
<b>NUMBER OF HOURS EXCEEDED 300 VEHICLES</b>	<b>0</b>

The volume and speed summary (see Appendix for full results), indicates that the volume criteria on Amherst Street is not met since the intersection volumes are below the minimum threshold level for all hours of the day.

During the study period, the average speed on Beaver Street northbound was 24 mph and Beaver Street southbound was 27 mph, both below the posted speed limit of 30 mph. The highest occurrence of vehicles exceeding the posted speed limit was on Beaver Street from 4:00-5:59 PM.

### **ANALYSIS**

The MUTCD warrant analysis provides several layers of criteria for recommending multi-way stop signs. This includes 1) Traffic accidents; 2) Traffic volumes and speeds; 3) Combination of accidents, traffic volumes and speeds. We are responsible for review and recommendation based on the industry established procedures and recognized standards. Since the accident rate, speeds, and major street volume do not meet the minimum threshold criteria prescribed in the warrants, we, from a professional standpoint, are obligated to recommend against a permanent all-way stop sign installation.

### **RECOMMENDATION**

- Periodically, increase police enforcement of the speed limit on Beaver Street

### **ATTACHMENTS**

2009 MUTCD Section 2B.07 Multi-way stop applications

Locus map

Intersection photos

Speed and volume reports

Date: August 31, 2016

Prepared by: Kristen Clarke, PE, PTOE – Traffic Engineer

Reviewed by: Kevin Sheppard – Public Works Director  
Todd Connors – Public Works Engineering Manager

- 11 **Except as provided in Section 2B.09, STOP signs and YIELD signs shall not be installed on different approaches to the same unsignalized intersection if those approaches conflict with or oppose each other.**
- 12 **Portable or part-time STOP or YIELD signs shall not be used except for emergency and temporary traffic control zone purposes.**
- 13 **A portable or part-time (folding) STOP sign that is manually placed into view and manually removed from view shall not be used during a power outage to control a signalized approach unless the maintaining agency establishes that the signal indication that will first be displayed to that approach upon restoration of power is a flashing red signal indication and that the portable STOP sign will be manually removed from view prior to stop-and-go operation of the traffic control signal.**
- Option:
- 14 A portable or part-time (folding) STOP sign that is electrically or mechanically operated such that it only displays the STOP message during a power outage and ceases to display the STOP message upon restoration of power may be used during a power outage to control a signalized approach.
- Support:
- 15 Section 9B.03 contains provisions regarding the assignment of priority at a shared-use path/roadway intersection.

### Section 2B.05 STOP Sign (R1-1) and ALL WAY Plaque (R1-3P)

#### Standard:

- 01 **When it is determined that a full stop is always required on an approach to an intersection, a STOP (R1-1) sign (see Figure 2B-1) shall be used.**
- 02 **The STOP sign shall be an octagon with a white legend and border on a red background.**
- 03 **Secondary legends shall not be used on STOP sign faces.**
- 04 **At intersections where all approaches are controlled by STOP signs (see Section 2B.07), an ALL WAY supplemental plaque (R1-3P) shall be mounted below each STOP sign. The ALL WAY plaque (see Figure 2B-1) shall have a white legend and border on a red background.**
- 05 **The ALL WAY plaque shall only be used if all intersection approaches are controlled by STOP signs.**
- 06 **Supplemental plaques with legends such as 2-WAY, 3-WAY, 4-WAY, or other numbers of ways shall not be used with STOP signs.**

#### Support:

- 07 The use of the CROSS TRAFFIC DOES NOT STOP (W4-4P) plaque (and other plaques with variations of this word message) is described in Section 2C.59.

#### Guidance:

- 08 *Plaques with the appropriate alternative messages of TRAFFIC FROM LEFT (RIGHT) DOES NOT STOP (W4-4aP) or ONCOMING TRAFFIC DOES NOT STOP (W4-4bP) should be used at intersections where STOP signs control all but one approach to the intersection, unless the only non-stopped approach is from a one-way street.*

#### Option:

- 09 An EXCEPT RIGHT TURN (R1-10P) plaque (see Figure 2B-1) may be mounted below the STOP sign if an engineering study determines that a special combination of geometry and traffic volumes is present that makes it possible for right-turning traffic on the approach to be permitted to enter the intersection without stopping.

#### Support:

- 10 The design and application of Stop Beacons are described in Section 4L.05.

**Figure 2B-1. STOP and YIELD Signs and Plaques**



## Section 2B.06 STOP Sign Applications

### Guidance:

- 01 *At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09).*
- 02 *The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:*
- A. *The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;*
  - B. *A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or*
  - C. *Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.*

### Support:

- 03 The use of STOP signs at grade crossings is described in Sections 8B.04 and 8B.05.

## Section 2B.07 Multi-Way Stop Applications

### Support:

- 01 Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.
- 02 The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.

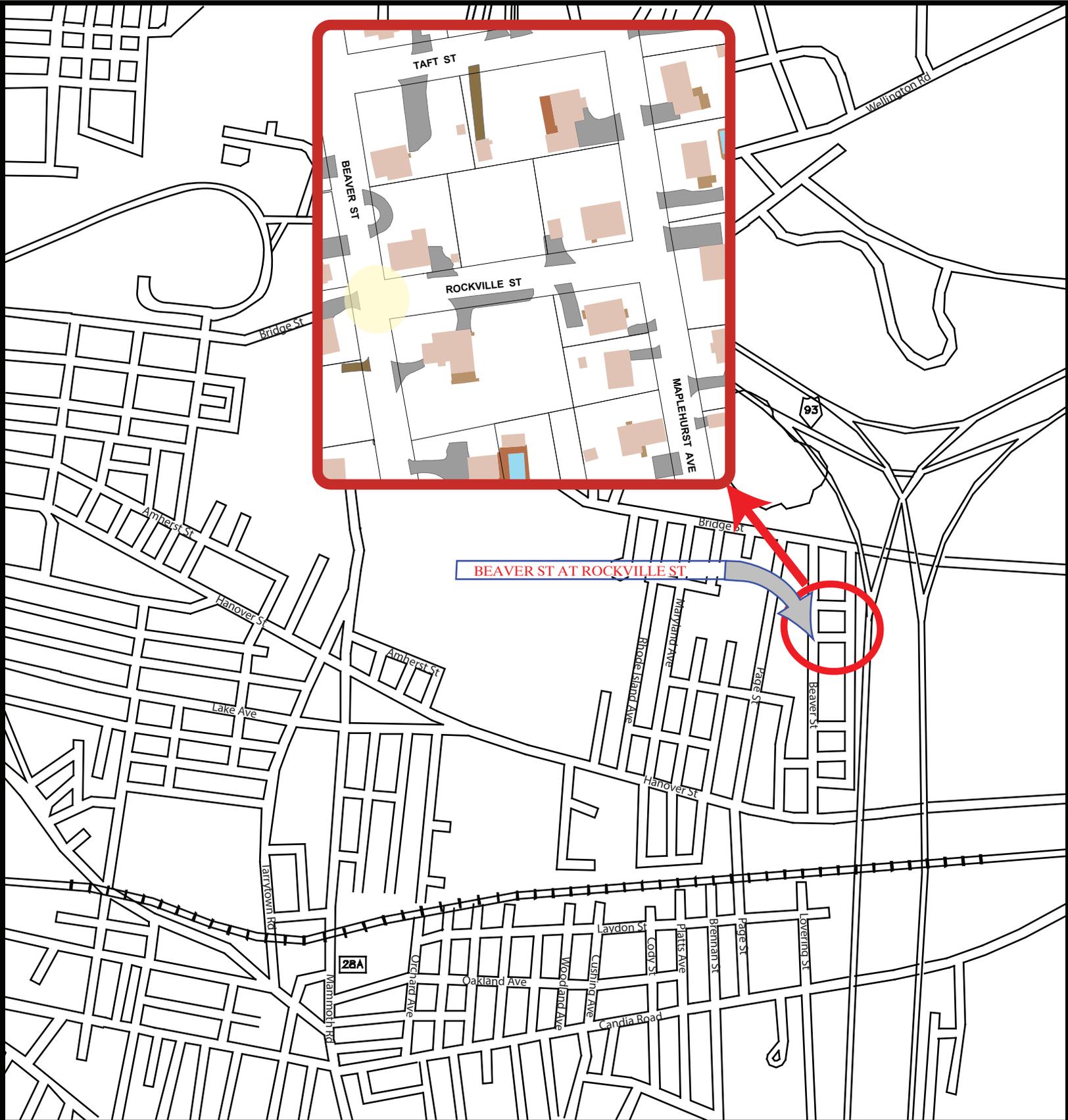
### Guidance:

- 03 *The decision to install multi-way stop control should be based on an engineering study.*
- 04 *The following criteria should be considered in the engineering study for a multi-way STOP sign installation:*
- A. *Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
  - B. *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
  - C. *Minimum volumes:*
    1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
    2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
    3. *If the 85<sup>th</sup>-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
  - D. *Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

### Option:

- 05 Other criteria that may be considered in an engineering study include:
- A. The need to control left-turn conflicts;
  - B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
  - C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and
  - D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

# LOCUS MAP

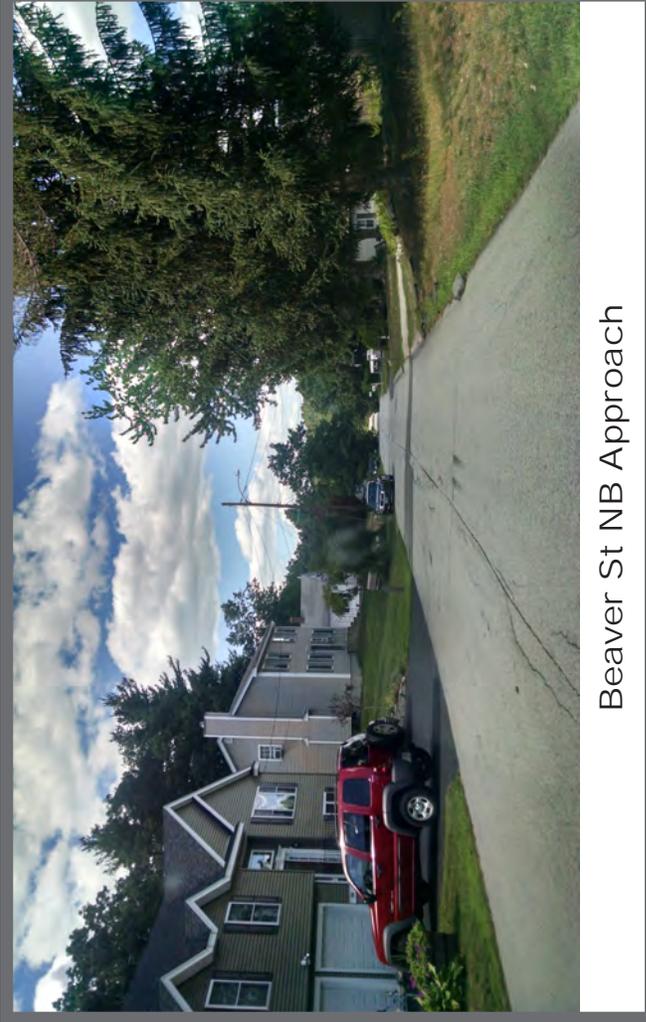


## BEAVER STREET & ROCKVILLE STREET

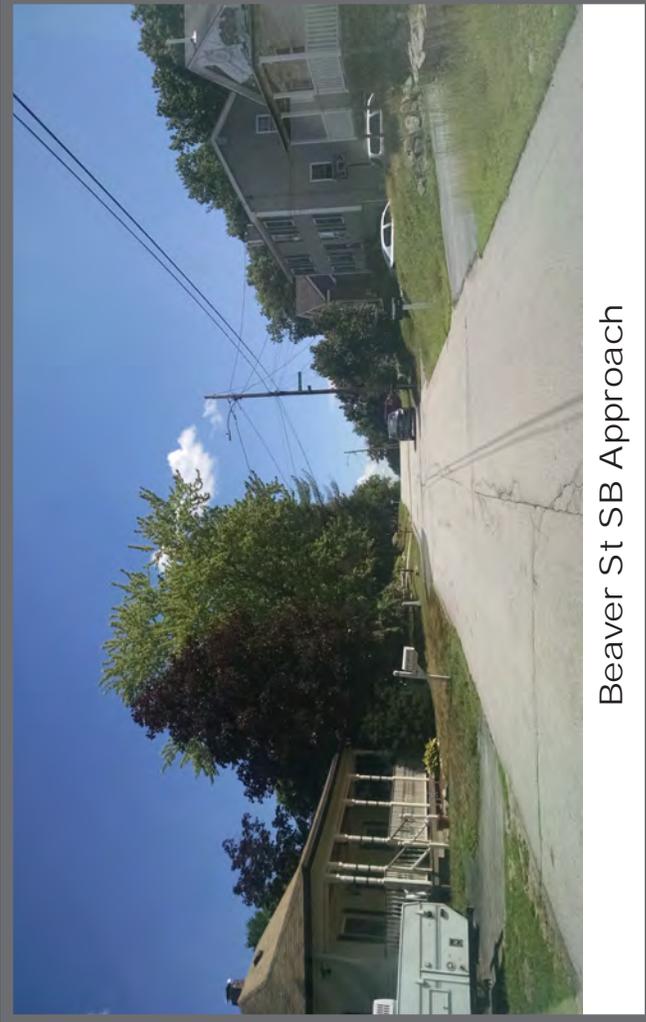
CITY OF MANCHESTER  
DEPARTMENT OF HIGHWAYS



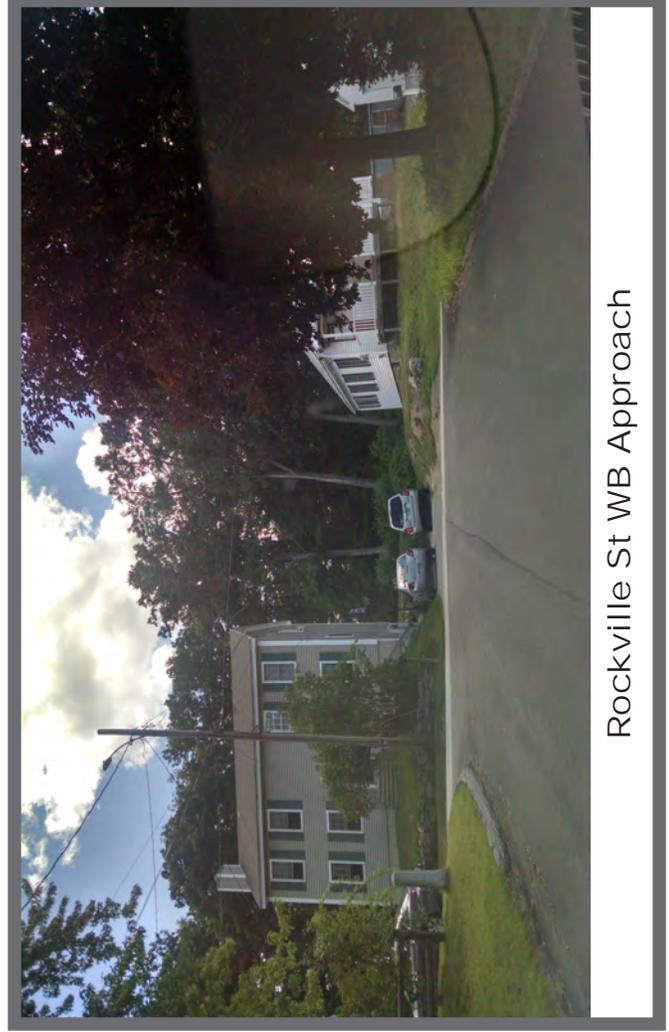
# Beaver St & Rockville St Existing Conditions Photos (July 2016)



Beaver St NB Approach



Beaver St SB Approach



Rockville St WB Approach

## SPEEDsentry Summary Information for 165 Beaver St N-B.ssd

Speed Limit: 30  
Avg Speed: 27  
50% Speed: 28  
10 MPH Pace: 24 to 33

Display Trigger: None  
Maximum Speed Detected: 50  
85% Speed: 33  
Radar Pickup Distance: 925 ft



File size: 38,110 bytes  
File Version: SSD\_1\_1

File Created: 8/16/2016 11:24:59 AM  
Data Points: 866,701

\* This File contains settings changes. Please see the Settings History tab for details.

## Speed Summary for 165 Beaver St N-B - Volume by Speed - All Days

Time Start	Time End	1 to 10	11 to 20	21 to 30	31 to 40	41 to 50	51 to 60	61 to 70	71 to 80	81 to 90	91 to 100	Total Vehicles
12:00 AM	12:59 AM	1	1	12	4	0	0	0	0	0	0	18
1:00 AM	1:59 AM	0	0	2	3	0	0	0	0	0	0	5
2:00 AM	2:59 AM	0	1	4	2	0	0	0	0	0	0	7
3:00 AM	3:59 AM	0	2	3	0	0	0	0	0	0	0	5
4:00 AM	4:59 AM	0	0	3	1	0	0	0	0	0	0	4
5:00 AM	5:59 AM	0	1	6	1	0	0	0	0	0	0	8
6:00 AM	6:59 AM	0	3	28	13	0	0	0	0	0	0	44
7:00 AM	7:59 AM	0	0	26	16	0	0	0	0	0	0	42
8:00 AM	8:59 AM	0	8	43	10	0	0	0	0	0	0	61
9:00 AM	9:59 AM	0	6	36	20	1	0	0	0	0	0	63
10:00 AM	10:59 AM	0	10	42	19	2	0	0	0	0	0	73
11:00 AM	11:59 AM	0	11	50	21	0	0	0	0	0	0	82
12:00 PM	12:59 PM	2	7	63	28	0	0	0	0	0	0	100
1:00 PM	1:59 PM	3	7	48	21	2	0	0	0	0	0	81
2:00 PM	2:59 PM	0	5	44	36	2	0	0	0	0	0	87
3:00 PM	3:59 PM	0	9	80	48	0	0	0	0	0	0	137
4:00 PM	4:59 PM	0	8	75	55	1	0	0	0	0	0	139
5:00 PM	5:59 PM	0	10	97	53	0	0	0	0	0	0	160
6:00 PM	6:59 PM	0	4	74	31	1	0	0	0	0	0	110
7:00 PM	7:59 PM	1	7	65	36	0	0	0	0	0	0	109
8:00 PM	8:59 PM	0	11	48	17	0	0	0	0	0	0	76
9:00 PM	9:59 PM	5	2	38	3	1	0	0	0	0	0	49
10:00 PM	10:59 PM	1	0	18	4	0	0	0	0	0	0	23
11:00 PM	11:59 PM	2	2	11	4	0	0	0	0	0	0	19
Total		15	115	916	446	10	0	0	0	0	0	1502
%		1%	7.7%	61%	29.7%	0.7%	0%	0%	0%	0%	0%	0%

## Approximate Vehicle Counts for 165 Beaver St N-B

Time Start	Time End	8/9/2016	8/10/2016	8/11/2016	8/12/2016	8/13/2016	8/14/2016
12:00 AM	12:59 AM	*	4	3	2	6	3
1:00 AM	1:59 AM	*	0	3	1	1	0
2:00 AM	2:59 AM	*	2	1	3	0	1
3:00 AM	3:59 AM	*	0	1	0	3	1
4:00 AM	4:59 AM	*	1	0	2	1	0
5:00 AM	5:59 AM	*	3	1	2	1	1
6:00 AM	6:59 AM	*	12	16	13	1	2
7:00 AM	7:59 AM	*	11	9	11	8	3
8:00 AM	8:59 AM	*	11	16	12	15	7
9:00 AM	9:59 AM	*	11	17	14	13	8
10:00 AM	10:59 AM	*	16	9	13	12	23
11:00 AM	11:59 AM	13	18	16	11	12	12
12:00 PM	12:59 PM	12	21	16	22	25	4
1:00 PM	1:59 PM	16	15	12	23	15	*
2:00 PM	2:59 PM	9	11	19	28	20	*
3:00 PM	3:59 PM	35	28	30	30	14	*
4:00 PM	4:59 PM	34	26	34	28	17	*
5:00 PM	5:59 PM	30	36	29	42	23	*
6:00 PM	6:59 PM	23	21	20	28	18	*
7:00 PM	7:59 PM	18	36	23	19	13	*
8:00 PM	8:59 PM	19	16	10	21	10	*
9:00 PM	9:59 PM	5	8	15	9	12	*
10:00 PM	10:59 PM	5	2	3	7	6	*
11:00 PM	11:59 PM	3	3	5	3	5	*
Total		222	312	308	344	251	65
%		14.8%	20.8%	20.5%	22.9%	16.7%	4.3%

**SPEEDsentry Summary Information  
for 172 Beaver St S-B.ssd**

Speed Limit: 30  
Avg Speed: 24  
50% Speed: 24  
10 MPH Pace: 21 to 30

Display Trigger: None  
Maximum Speed Detected: 108  
85% Speed: 29  
Radar Pickup Distance: 925 ft



File size: 23,135 bytes  
File Version: SSD\_1\_1

File Created: 8/16/2016 11:35:12 AM  
Data Points: 961,179

\* This File contains settings changes. Please see the Settings History tab for details.

### Speed Summary for 172 Beaver St S-B - Volume by Speed - All Days

Time Start	Time End	1 to 10	11 to 20	21 to 30	31 to 40	41 to 50	51 to 60	61 to 70	71 to 80	81 to 90	91 to 100	Total Vehicles
12:00 AM	12:59 AM	0	1	4	1	0	0	0	0	0	0	6
1:00 AM	1:59 AM	0	1	0	0	0	0	0	0	0	0	1
2:00 AM	2:59 AM	0	0	4	0	0	0	0	0	0	0	4
3:00 AM	3:59 AM	0	0	4	4	0	0	0	0	0	0	8
4:00 AM	4:59 AM	0	2	8	1	0	0	0	0	0	0	11
5:00 AM	5:59 AM	0	2	23	2	0	0	0	0	0	0	27
6:00 AM	6:59 AM	0	12	37	11	2	0	0	0	0	0	62
7:00 AM	7:59 AM	1	12	48	2	0	0	0	0	0	0	63
8:00 AM	8:59 AM	0	12	31	5	0	0	0	0	0	0	48
9:00 AM	9:59 AM	0	8	43	4	0	0	0	0	0	0	55
10:00 AM	10:59 AM	0	12	33	6	0	0	0	0	0	0	51
11:00 AM	11:59 AM	0	15	39	4	0	1	0	0	0	0	59
12:00 PM	12:59 PM	1	11	39	4	0	0	0	0	0	0	55
1:00 PM	1:59 PM	0	12	30	4	0	0	0	0	0	0	46
2:00 PM	2:59 PM	0	14	39	6	0	0	0	0	0	0	59
3:00 PM	3:59 PM	0	7	45	5	0	0	0	0	0	0	57
4:00 PM	4:59 PM	1	14	51	6	0	0	0	0	0	0	72
5:00 PM	5:59 PM	0	10	56	10	0	0	0	0	0	0	76
6:00 PM	6:59 PM	0	14	40	4	0	0	0	0	0	0	58
7:00 PM	7:59 PM	0	12	44	3	1	0	0	0	0	0	60
8:00 PM	8:59 PM	0	9	18	3	0	0	0	0	0	0	30
9:00 PM	9:59 PM	0	11	19	1	0	0	0	0	0	0	31
10:00 PM	10:59 PM	0	6	11	0	0	0	0	0	0	0	17
11:00 PM	11:59 PM	0	2	6	0	0	0	0	0	0	0	8
Total		3	199	672	86	3	1	0	0	0	0	964
%		0.3%	20.6%	69.7%	8.9%	0.3%	0.1%	0%	0%	0%	0%	0%

## Approximate Vehicle Counts for 172 Beaver St S-B

Time Start	Time End	8/9/2016	8/10/2016	8/11/2016	8/12/2016	8/13/2016	8/14/2016	8/15/2016
12:00 AM	12:59 AM	*	1	0	1	3	1	0
1:00 AM	1:59 AM	*	1	0	0	0	0	0
2:00 AM	2:59 AM	*	1	1	1	1	0	*
3:00 AM	3:59 AM	*	2	2	2	2	0	*
4:00 AM	4:59 AM	*	3	2	3	1	2	*
5:00 AM	5:59 AM	*	8	6	9	2	2	*
6:00 AM	6:59 AM	*	18	20	18	2	4	*
7:00 AM	7:59 AM	*	16	17	16	10	4	*
8:00 AM	8:59 AM	*	8	8	12	11	9	*
9:00 AM	9:59 AM	*	7	16	12	14	6	*
10:00 AM	10:59 AM	*	10	7	9	17	9	*
11:00 AM	11:59 AM	3	10	17	8	10	11	*
12:00 PM	12:59 PM	11	5	9	7	16	7	*
1:00 PM	1:59 PM	7	3	11	9	7	9	*
2:00 PM	2:59 PM	11	3	12	10	7	16	*
3:00 PM	3:59 PM	8	6	11	12	11	9	*
4:00 PM	4:59 PM	15	15	11	14	7	10	*
5:00 PM	5:59 PM	14	18	13	13	13	5	*
6:00 PM	6:59 PM	10	9	10	14	7	8	*
7:00 PM	7:59 PM	10	10	14	7	6	13	*
8:00 PM	8:59 PM	6	10	3	6	2	3	*
9:00 PM	9:59 PM	5	5	3	7	3	8	*
10:00 PM	10:59 PM	2	0	2	4	8	1	*
11:00 PM	11:59 PM	2	1	3	2	0	0	*
Total		104	170	198	196	160	137	0
%		10.8%	17.6%	20.5%	20.3%	16.6%	14.2%	0%

## MARYLAND AVENUE AND LACOURSE STREET MULTI-WAY STOP REVIEW

### **BACKGROUND**

The Traffic Division has been directed to study the four-way intersection of Maryland Avenue and Lacourse Street for the installation of a multi-way stop. There were reports of speed on Maryland Avenue resulting from people using it as a cut through between Hanover Street and Bridge Street. There is currently no stop control on Maryland Avenue, but stop control in both directions on Lacourse Street. This intersection is located in a residential one family district, which supports higher density single family housing development. Maryland Avenue was recently repaved in May 2016 which residents believe has added to speeding concerns.

#### ***Maryland Avenue & Lacourse Street Geometry***

Maryland Avenue runs north-south and is approximately 30-feet wide with one lane of travel in each direction. On-street parking is permitted in both directions. The speed limit is 30 MPH. Lacourse Street runs east-west and is approximately 25-feet wide with one lane of travel in each direction. On-street parking is permitted in both directions. The speed limit is 30 MPH. There are no physical characteristics blocking line of sight at the intersection.

The installation of unwarranted stop signs can create new safety problems at intersections including drivers driving faster between intersections to save time, increase of rear-end accidents, and disobedience of the stop signs. An increase in noise can also result from acceleration and deceleration of vehicles.

### **ACCIDENT HISTORY**

Multi-way stop control should be considered when five or more crashes are reported in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.

The Manchester Police Department Traffic Unit provided the accident history for January 1, 2011 through August 1, 2016. As shown below in Table 1, the accident history at Maryland Avenue and Lacourse Street does not meet the minimum threshold criteria prescribed in the warrants for multi-way stop control.

***Table 1- Maryland Avenue & Lacourse Street Accident Summary***

<b>Date</b>	<b>Time</b>	<b>Day of Week</b>
3/10/2015	12:15	Tuesday

### **VOLUME AND SPEED**

Multi-way stops should be considered when the vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per

hour for any 8 hours of an average day. One week of traffic volume data was collected from August 4<sup>th</sup> – August 10<sup>th</sup>, 2016 and is summarized in Table 2.

If the 85<sup>th</sup> percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are reduced to 210 vehicles per hour for any 8 hours of an average day. The 85<sup>th</sup> percentile speed on Maryland Avenue northbound was 32 mph and on Maryland Avenue southbound was 35 mph. Since, the speeds do not exceed 40 mph, the volume reductions do not apply.

**Table 2- Maryland Avenue Traffic Volume Summary**

Time of Day	Average Volume (NB & SB)- Weekday
12:00-1:00 AM	5
1:00-2:00 AM	4
2:00-3:00 AM	3
3:00-4:00 AM	2
4:00-5:00 AM	7
5:00-6:00 AM	13
6:00-7:00 AM	31
7:00-8:00 AM	54
8:00-9:00 AM	51
9:00-10:00 AM	53
10:00-11:00 AM	61
11:00 AM-12:00 PM	55
12:00-1:00 PM	68
1:00-2:00 PM	61
2:00-3:00 PM	68
3:00-4:00 PM	66
4:00-5:00 PM	89
5:00-6:00 PM	88
6:00-7:00 PM	71
7:00-8:00 PM	60
8:00-9:00 PM	48
9:00-10:00 PM	27
10:00-11:00 PM	15
11:00 PM-12:00 AM	12
<b>NUMBER OF HOURS EXCEEDED 300 VEHICLES</b>	<b>0</b>

The volume and speed summary (see Appendix for full results), indicates that the volume criteria on Maryland Avenue is not met since the intersection volumes are below the minimum threshold level for all hours of the day.

During the study period, the average speed limit on Maryland Avenue northbound was 26.5 mph and Maryland Avenue southbound was 29 mph. The highest occurrence of speeding vehicles was on Maryland Avenue from 4:00-5:59 PM with approximately 35% of traffic exceeding the posted speed limit.

### **ANALYSIS**

The MUTCD warrant analysis provides several layers of criteria for recommending multi-way stop signs. This includes 1) Traffic accidents; 2) Traffic volumes and speeds; 3) Combination of accidents, traffic volumes and speeds. We are responsible for review and recommendation based on the industry established procedures and recognized standards. Since the accident rate, speeds, and major street volume do not meet the minimum threshold criteria prescribed in the warrants, we, from a professional standpoint, are obligated to recommend against a permanent all-way stop sign installation.

### **RECOMMENDATION**

- Periodically, increase police enforcement of the speed limit on Maryland Avenue

### **ATTACHMENTS**

2009 MUTCD Section 2B.07 Multi-way stop applications

Locus map

Intersection photos

Speed and volume reports

Date: August 31, 2016

Prepared by: Kristen Clarke, PE, PTOE – Traffic Engineer

Reviewed by: Kevin Sheppard – Public Works Director  
Todd Connors – Public Works Engineering Manager

- 11 **Except as provided in Section 2B.09, STOP signs and YIELD signs shall not be installed on different approaches to the same unsignalized intersection if those approaches conflict with or oppose each other.**
- 12 **Portable or part-time STOP or YIELD signs shall not be used except for emergency and temporary traffic control zone purposes.**
- 13 **A portable or part-time (folding) STOP sign that is manually placed into view and manually removed from view shall not be used during a power outage to control a signalized approach unless the maintaining agency establishes that the signal indication that will first be displayed to that approach upon restoration of power is a flashing red signal indication and that the portable STOP sign will be manually removed from view prior to stop-and-go operation of the traffic control signal.**
- Option:
- 14 A portable or part-time (folding) STOP sign that is electrically or mechanically operated such that it only displays the STOP message during a power outage and ceases to display the STOP message upon restoration of power may be used during a power outage to control a signalized approach.
- Support:
- 15 Section 9B.03 contains provisions regarding the assignment of priority at a shared-use path/roadway intersection.

### Section 2B.05 STOP Sign (R1-1) and ALL WAY Plaque (R1-3P)

#### Standard:

- 07 **When it is determined that a full stop is always required on an approach to an intersection, a STOP (R1-1) sign (see Figure 2B-1) shall be used.**
- 08 **The STOP sign shall be an octagon with a white legend and border on a red background.**
- 09 **Secondary legends shall not be used on STOP sign faces.**
- 10 **At intersections where all approaches are controlled by STOP signs (see Section 2B.07), an ALL WAY supplemental plaque (R1-3P) shall be mounted below each STOP sign. The ALL WAY plaque (see Figure 2B-1) shall have a white legend and border on a red background.**
- 11 **The ALL WAY plaque shall only be used if all intersection approaches are controlled by STOP signs.**
- 12 **Supplemental plaques with legends such as 2-WAY, 3-WAY, 4-WAY, or other numbers of ways shall not be used with STOP signs.**

#### Support:

- 07 The use of the CROSS TRAFFIC DOES NOT STOP (W4-4P) plaque (and other plaques with variations of this word message) is described in Section 2C.59.

#### Guidance:

- 08 *Plaques with the appropriate alternative messages of TRAFFIC FROM LEFT (RIGHT) DOES NOT STOP (W4-4aP) or ONCOMING TRAFFIC DOES NOT STOP (W4-4bP) should be used at intersections where STOP signs control all but one approach to the intersection, unless the only non-stopped approach is from a one-way street.*

#### Option:

- 09 An EXCEPT RIGHT TURN (R1-10P) plaque (see Figure 2B-1) may be mounted below the STOP sign if an engineering study determines that a special combination of geometry and traffic volumes is present that makes it possible for right-turning traffic on the approach to be permitted to enter the intersection without stopping.

#### Support:

- 10 The design and application of Stop Beacons are described in Section 4L.05.

**Figure 2B-1. STOP and YIELD Signs and Plaques**



## Section 2B.06 STOP Sign Applications

### Guidance:

- 01 *At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09).*
- 02 *The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:*
- A. *The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;*
  - B. *A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or*
  - C. *Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.*

### Support:

- 03 The use of STOP signs at grade crossings is described in Sections 8B.04 and 8B.05.

## Section 2B.07 Multi-Way Stop Applications

### Support:

- 01 Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.
- 02 The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.

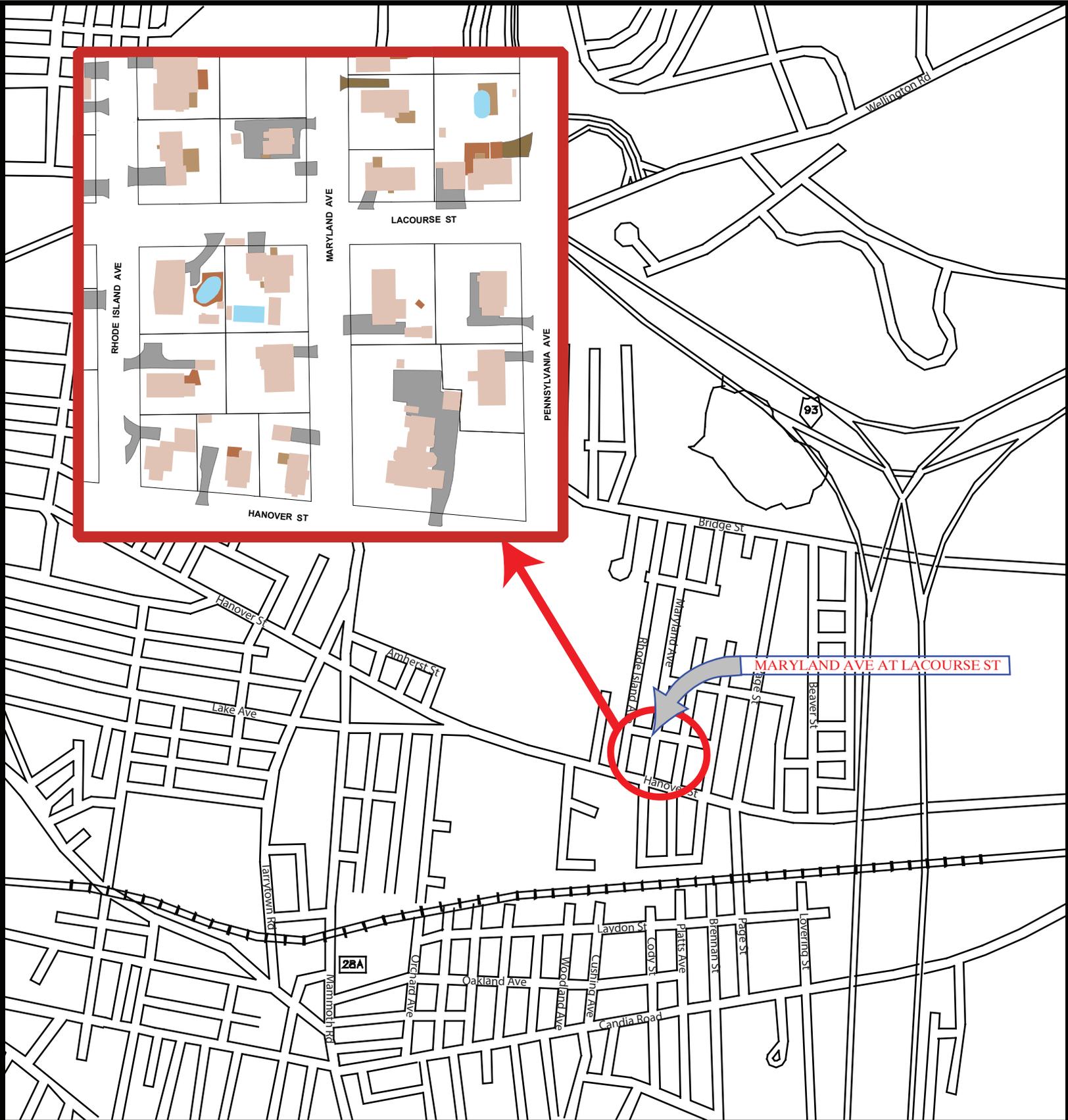
### Guidance:

- 03 *The decision to install multi-way stop control should be based on an engineering study.*
- 04 *The following criteria should be considered in the engineering study for a multi-way STOP sign installation:*
- A. *Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
  - B. *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
  - C. *Minimum volumes:*
    1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
    2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
    3. *If the 85<sup>th</sup>-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
  - D. *Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*

### Option:

- 05 Other criteria that may be considered in an engineering study include:
- A. The need to control left-turn conflicts;
  - B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
  - C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and
  - D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

# LOCUS MAP

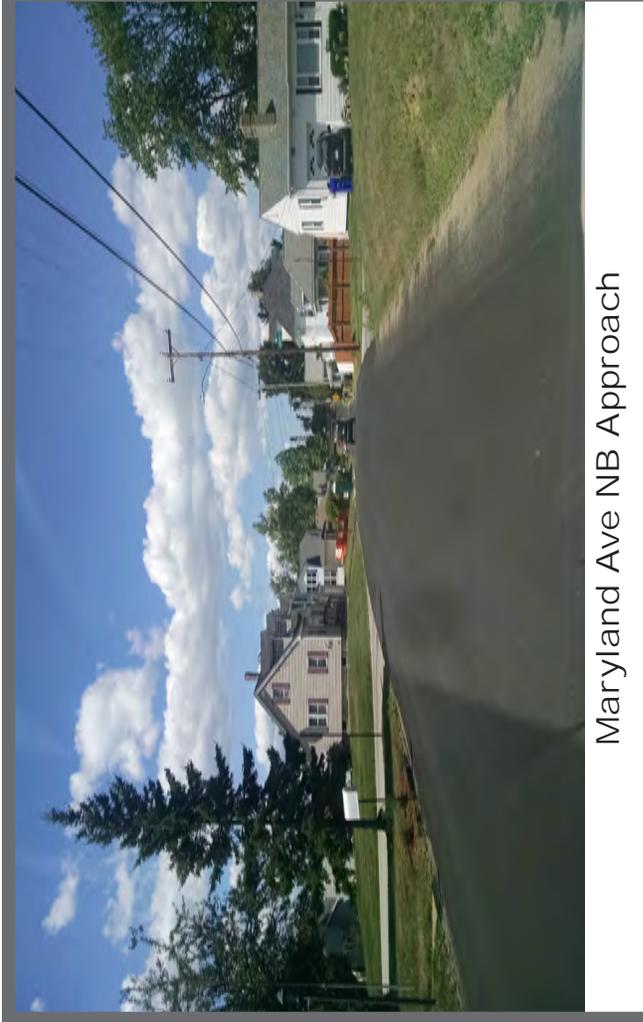


## MARYLAND AVENUE & LACOURSE STREET

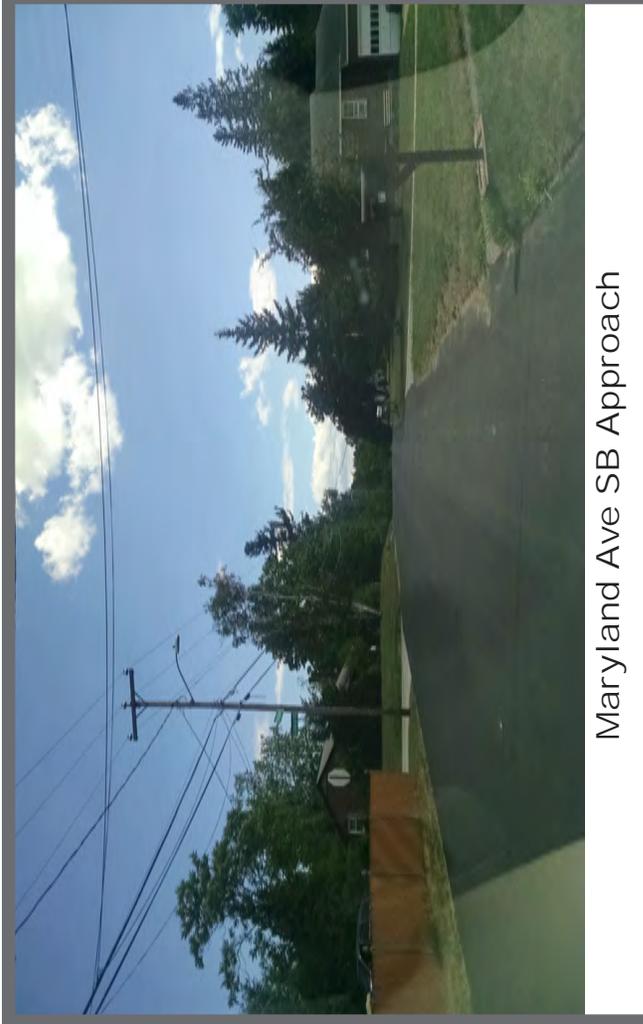
CITY OF MANCHESTER  
DEPARTMENT OF HIGHWAYS



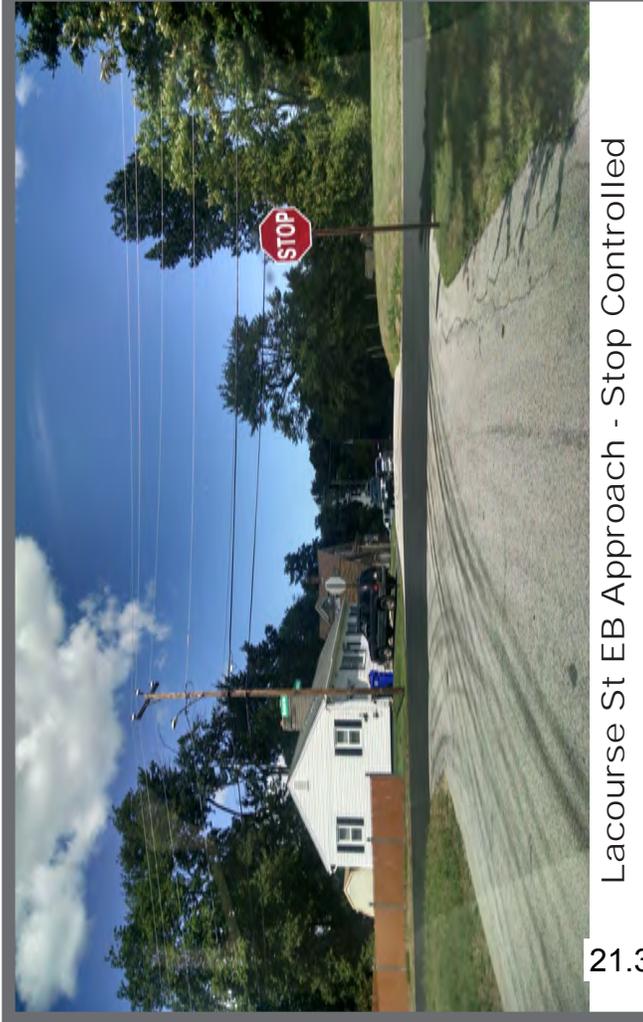
# Maryland Ave & Lacourse St Existing Conditions Photos (July 2016)



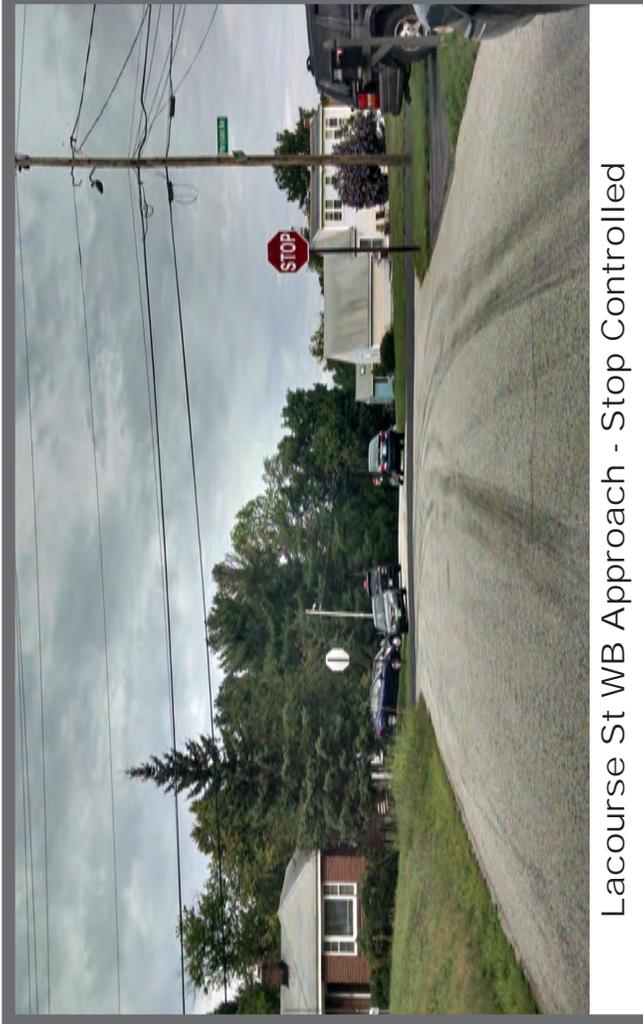
Maryland Ave NB Approach



Maryland Ave SB Approach



Lacourse St EB Approach - Stop Controlled



Lacourse St WB Approach - Stop Controlled

## SPEEDsentry Summary Information for Maryland Ave S-B at London St.ssd

Speed Limit: 30  
Avg Speed: 29  
50% Speed: 30  
10 MPH Pace: 26 to 35

Display Trigger: None  
Maximum Speed Detected: 65  
85% Speed: 35  
Radar Pickup Distance: 925 ft



File size: 154,210 bytes  
File Version: SSD\_1\_1

File Created: 8/16/2016 11:14:39 AM  
Data Points: 2,122,735

\* This File contains settings changes. Please see the Settings History tab for details.



### Speed Summary for Maryland Ave S-B at London St - Volume by Speed -

Time Start	Time End	1 to 10	11 to 20	21 to 30	31 to 40	41 to 50	51 to 60	61 to 70	71 to 80	81 to 90	91 to 100	Total Vehicles
12:00 AM	12:59 AM	0	5	25	6	0	0	0	0	0	0	36
1:00 AM	1:59 AM	0	1	14	5	1	0	0	0	0	0	21
2:00 AM	2:59 AM	0	3	17	7	0	0	0	0	0	0	27
3:00 AM	3:59 AM	0	1	14	2	0	0	0	0	0	0	17
4:00 AM	4:59 AM	0	8	10	13	0	0	0	0	0	0	31
5:00 AM	5:59 AM	0	9	31	43	0	0	0	0	0	0	83
6:00 AM	6:59 AM	0	7	69	93	6	0	0	0	0	0	175
7:00 AM	7:59 AM	0	9	131	168	6	0	0	0	0	0	314
8:00 AM	8:59 AM	0	18	146	143	5	0	0	0	0	0	312
9:00 AM	9:59 AM	0	21	169	126	3	0	0	0	0	0	319
10:00 AM	10:59 AM	2	21	146	163	6	0	0	0	0	0	338
11:00 AM	11:59 AM	0	28	143	156	6	0	0	0	0	0	333
12:00 PM	12:59 PM	0	24	156	192	7	0	0	0	0	0	379
1:00 PM	1:59 PM	2	33	147	144	7	1	0	0	0	0	334
2:00 PM	2:59 PM	1	27	150	152	6	0	0	0	0	0	336
3:00 PM	3:59 PM	2	17	157	190	7	0	0	0	0	0	373
4:00 PM	4:59 PM	3	26	186	175	8	0	0	0	0	0	398
5:00 PM	5:59 PM	1	25	197	189	5	1	0	0	0	0	418
6:00 PM	6:59 PM	0	28	193	150	8	2	0	0	0	0	381
7:00 PM	7:59 PM	1	14	188	115	4	0	0	0	0	0	322
8:00 PM	8:59 PM	1	19	136	79	1	0	0	0	0	0	236
9:00 PM	9:59 PM	3	10	93	47	3	0	0	0	0	0	156
10:00 PM	10:59 PM	0	6	51	16	2	0	0	0	0	0	75
11:00 PM	11:59 PM	0	4	39	17	0	0	0	0	0	0	60
Total		16	364	2608	2391	91	4	0	0	0	0	5474
%		0.3%	6.6%	47.6%	43.7%	1.7%	0.1%	0%	0%	0%	0%	0%

## Approximate Vehicle Counts for Maryland Ave S-B at London St

Time Start	Time End	8/3/2016	8/4/2016	8/5/2016	8/6/2016	8/7/2016	8/8/2016	8/9/2016	8/10/2016	8/11/2016	8/12/2016	8/13/2016	
12:00 AM	12:59 AM	*	1	6	2	3	5	2	3	0	4	4	
1:00 AM	1:59 AM	*	2	1	3	3	3	0	3	0	1	2	
2:00 AM	2:59 AM	*	2	3	1	1	0	3	4	3	4	5	
3:00 AM	3:59 AM	*	2	3	0	2	0	1	1	2	3	2	
4:00 AM	4:59 AM	*	5	4	0	0	2	4	3	2	5	3	
5:00 AM	5:59 AM	*	8	8	2	5	10	13	8	10	4	3	
6:00 AM	6:59 AM	*	11	23	9	8	17	17	18	17	18	7	
7:00 AM	7:59 AM	*	32	35	19	11	38	33	31	20	34	21	
8:00 AM	8:59 AM	*	31	24	25	19	31	26	28	25	24	26	
9:00 AM	9:59 AM	*	20	32	23	26	25	23	30	31	20	38	
10:00 AM	10:59 AM	*	21	25	25	28	28	31	38	23	26	33	
11:00 AM	11:59 AM	*	23	25	36	32	26	21	29	28	29	32	
12:00 PM	12:59 PM	*	26	35	30	35	31	25	39	39	24	33	
1:00 PM	1:59 PM	*	22	29	22	24	29	33	29	29	29	33	
2:00 PM	2:59 PM	*	32	30	31	19	23	28	36	24	30	24	
3:00 PM	3:59 PM	27	26	29	34	24	38	32	24	28	29	33	
4:00 PM	4:59 PM	24	39	38	20	20	42	30	42	30	32	29	
5:00 PM	5:59 PM	29	28	34	25	31	32	35	37	47	38	19	
6:00 PM	6:59 PM	30	27	32	32	31	33	32	34	25	29	20	
7:00 PM	7:59 PM	22	24	28	14	22	25	21	40	21	30	23	
8:00 PM	8:59 PM	19	20	21	17	21	19	16	21	19	16	11	
9:00 PM	9:59 PM	14	9	15	16	12	6	13	9	8	13	12	
10:00 PM	10:59 PM	4	8	5	4	6	1	5	10	9	4	10	
11:00 PM	11:59 PM	3	3	12	5	4	4	6	6	6	5	3	
Total			172	422	497	395	387	468	450	523	446	451	426
%			3.1%	7.7%	9.1%	7.2%	7.1%	8.5%	8.2%	9.6%	8.1%	8.2%	7.8%

**Approximate Vehicle Counts for Maryland Ave S-B at London St**

8/14/2016	8/15/2016
3	3
2	1
1	0
1	0
0	3
2	10
11	19
13	27
28	25
28	23
29	31
29	23
37	25
18	37
31	28
23	26
24	28
28	35
23	33
23	29
17	19
15	14
7	2
3	0
396	441
7.2%	8.1%

## SPEEDsentry Summary Information for 105 Maryland Ave N-B.ssd

Speed Limit: 30  
Avg Speed: 26.5  
50% Speed: 27  
10 MPH Pace: 23 to 32

Display Trigger: None  
Maximum Speed Detected: 63  
85% Speed: 32  
Radar Pickup Distance: 925 ft



File size: 162,235 bytes  
File Version: SSD\_1\_1

File Created: 8/16/2016 11:47:35 AM  
Data Points: 2,198,087

\* This File contains settings changes. Please see the Settings History tab for details.



## Speed Summary for 105 Maryland Ave N-B - Volume by Speed - All Days

Time Start	Time End	1 to 10	11 to 20	21 to 30	31 to 40	41 to 50	51 to 60	61 to 70	71 to 80	81 to 90	91 to 100	Total Vehicles
12:00 AM	12:59 AM	4	3	22	12	1	0	0	0	0	0	42
1:00 AM	1:59 AM	0	4	15	7	1	0	0	0	0	0	27
2:00 AM	2:59 AM	0	3	7	4	0	0	0	0	0	0	14
3:00 AM	3:59 AM	0	0	9	1	0	0	0	0	0	0	10
4:00 AM	4:59 AM	1	5	14	6	0	1	0	0	0	0	27
5:00 AM	5:59 AM	1	2	22	11	0	1	0	0	0	0	37
6:00 AM	6:59 AM	2	23	76	40	0	0	0	0	0	0	141
7:00 AM	7:59 AM	6	29	110	68	3	0	0	0	0	0	216
8:00 AM	8:59 AM	5	31	175	59	0	0	0	0	0	0	270
9:00 AM	9:59 AM	5	48	202	76	2	0	0	0	0	0	333
10:00 AM	10:59 AM	0	43	244	92	0	0	0	0	0	0	379
11:00 AM	11:59 AM	4	46	248	106	1	0	0	0	0	0	405
12:00 PM	12:59 PM	4	53	251	134	1	0	0	0	0	0	443
1:00 PM	1:59 PM	2	49	241	114	1	0	0	0	0	0	407
2:00 PM	2:59 PM	0	44	270	114	1	0	0	0	0	0	429
3:00 PM	3:59 PM	2	45	282	128	3	1	0	0	0	0	461
4:00 PM	4:59 PM	1	57	333	188	1	0	0	0	0	0	580
5:00 PM	5:59 PM	0	52	366	177	2	0	0	0	0	0	597
6:00 PM	6:59 PM	2	50	286	130	1	0	0	0	0	0	469
7:00 PM	7:59 PM	6	32	249	121	1	0	0	0	0	0	409
8:00 PM	8:59 PM	2	43	214	60	1	0	0	0	0	0	320
9:00 PM	9:59 PM	6	25	163	37	0	0	0	0	0	0	231
10:00 PM	10:59 PM	2	12	76	25	0	0	0	0	0	0	115
11:00 PM	11:59 PM	3	10	39	21	2	1	0	0	0	0	76
Total		58	709	3914	1731	22	4	0	0	0	0	6438
%		0.9%	11%	60.8%	26.9%	0.3%	0.1%	0%	0%	0%	0%	0%

## Approximate Vehicle Counts for 105 Maryland Ave N-B

Time Start	Time End	8/3/2016	8/4/2016	8/5/2016	8/6/2016	8/7/2016	8/8/2016	8/9/2016	8/10/2016	8/11/2016	8/12/2016	8/13/2016
12:00 AM	12:59 AM	*	4	2	4	5	1	1	2	2	2	3
1:00 AM	1:59 AM	*	2	2	1	5	3	2	0	3	2	3
2:00 AM	2:59 AM	*	1	0	2	2	1	0	1	0	3	1
3:00 AM	3:59 AM	*	0	1	2	2	0	0	1	1	1	2
4:00 AM	4:59 AM	*	4	5	0	1	3	2	1	3	3	0
5:00 AM	5:59 AM	*	3	3	0	3	6	4	3	2	3	0
6:00 AM	6:59 AM	*	13	14	10	3	12	14	14	13	13	6
7:00 AM	7:59 AM	*	15	21	10	10	19	24	21	19	21	8
8:00 AM	8:59 AM	*	22	21	18	19	26	22	26	21	11	22
9:00 AM	9:59 AM	*	28	32	21	29	25	25	24	26	28	31
10:00 AM	10:59 AM	*	34	36	28	28	33	29	32	26	32	39
11:00 AM	11:59 AM	*	28	29	45	36	34	25	37	33	45	36
12:00 PM	12:59 PM	*	35	42	32	36	34	35	39	37	38	32
1:00 PM	1:59 PM	*	27	30	40	37	33	34	38	33	34	36
2:00 PM	2:59 PM	2	35	47	46	31	39	37	32	33	41	22
3:00 PM	3:59 PM	33	37	33	33	29	39	29	43	39	43	33
4:00 PM	4:59 PM	53	40	50	33	33	57	50	57	42	53	32
5:00 PM	5:59 PM	53	57	47	28	23	61	63	45	55	48	30
6:00 PM	6:59 PM	33	41	35	24	41	35	41	44	38	46	22
7:00 PM	7:59 PM	26	34	26	25	26	37	35	30	32	43	27
8:00 PM	8:59 PM	25	30	17	19	17	28	31	36	32	20	19
9:00 PM	9:59 PM	22	19	22	22	13	16	19	9	17	16	17
10:00 PM	10:59 PM	10	10	8	7	6	5	11	11	9	9	15
11:00 PM	11:59 PM	3	4	10	9	3	6	3	7	5	13	6
Total		260	523	533	459	438	553	536	553	521	568	442
%		4%	8.1%	8.3%	7.1%	6.8%	8.6%	8.3%	8.6%	8.1%	8.8%	6.9%

## Approximate Vehicle Counts for 105 Maryland Ave N-B

8/14/2016	8/15/2016	8/16/2016
11	4	1
1	1	2
2	0	1
0	0	0
0	1	4
3	3	4
4	12	13
15	15	18
13	25	24
29	25	10
30	32	*
31	26	*
49	34	*
27	38	*
29	35	*
27	43	*
27	53	*
30	57	*
34	35	*
27	41	*
19	27	*
24	15	*
4	10	*
5	2	*
441	534	77
6.8%	8.3%	1.2%



Civil Engineers  
Structural Engineers  
Traffic Engineers  
Land Surveyors  
Landscape Architects  
Scientists

September 8, 2016

Aldermen Thomas Katsiantonis – Chair  
Public Safety, Health and Traffic Committee  
City of Manchester – Board of Mayor and Aldermen  
c/o Office of the City Clerk  
One City Hall Plaza  
Manchester, NH 03101

**Re: Proposed Traffic Signal  
Candia Road/ Nectaria Way**

Dear Aldermen Katsiantonis,

On behalf of our client, Granitis, LLC, we are requesting that the Public Safety, Health and Traffic Committee and the Board of Mayor and Aldermen consider approval of Granitis' request to install a Traffic signal at the intersection of Candia Road and Nectaria Way, a new private road at 855 Candia Road (see attached aerial photo) during the Board's next meeting on September 19th.

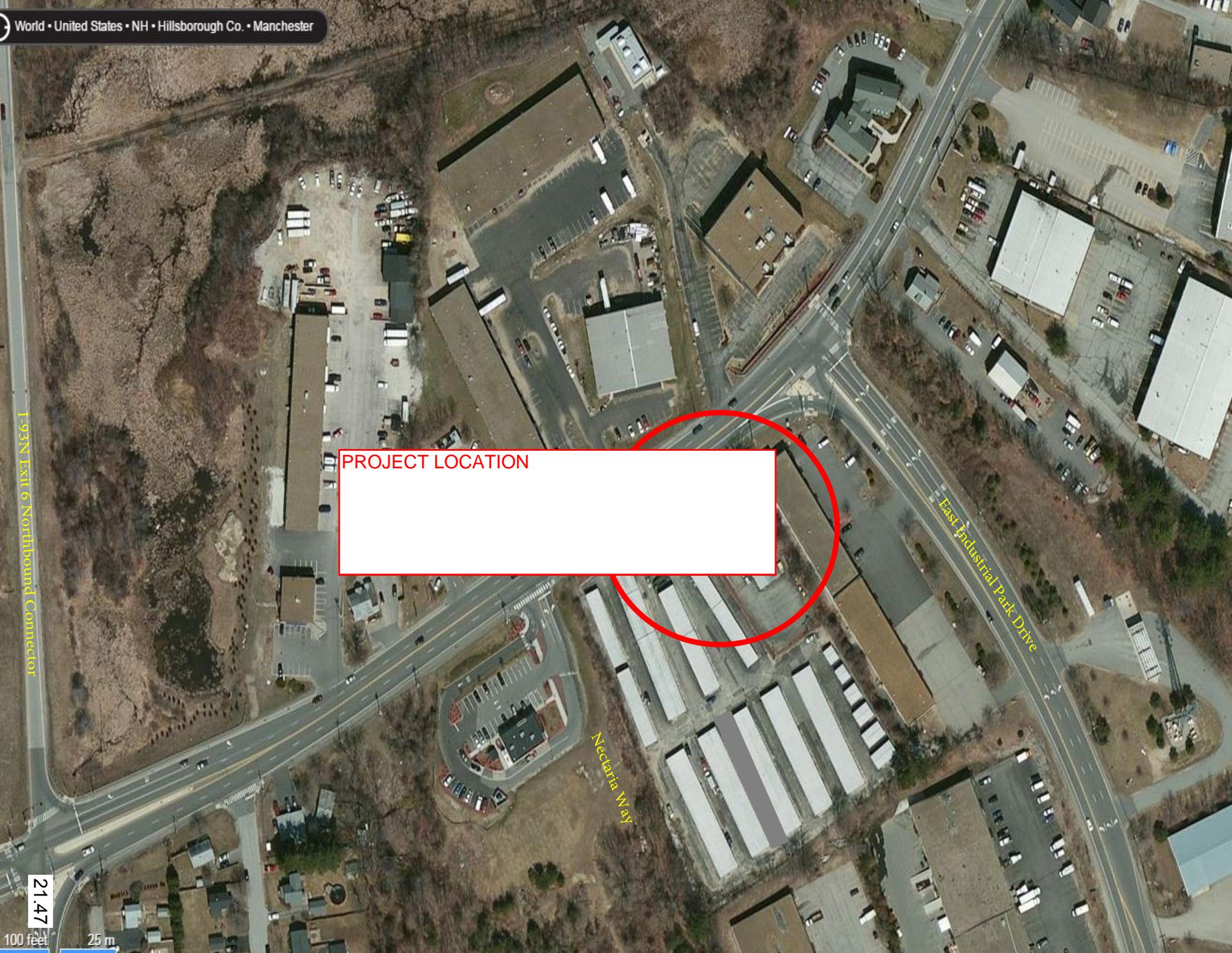
This signal was required by the Planning Board as a condition of approval of the apartment development being constructed behind the Dunkin Donuts at 855 Candia Road. This signal and related improvements have been conceptually reviewed and approved by the City Highway Department and NHDOT, and approval of final design plans is expected shortly. This signal and all related improvements are entirely funded by the developer.

Thank you for your consideration of this matter.

Sincerely,  
**TFMoran, Inc.**

A handwritten signature in black ink, appearing to read 'R Duval', is written over the typed name.

Robert Duval  
Chief Engineer



PROJECT LOCATION

I-93N Exit 6 Northbound Connector

East Industrial Park Drive

Nectaria Way

21.47

100 feet 25 m

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

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the request from Christine Lewis of TI Event Services for the use of the Arms Lot for the 4<sup>th</sup> Annual Stache Dash 5K to be held on Sunday, November 13, 2016 from 8 AM until noon be approved.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee



## City of Manchester Parking Division

Denise Boutlier  
Parking Manager  
[dboutlier@manchesternh.gov](mailto:dboutlier@manchesternh.gov)

June 20, 2016

Chairman Thomas Katsiantonas  
Committee on Public Safety, Health and Traffic  
1 City Hall Plaza  
Manchester, NH 03101

RE: Request to use Arms Lot  
Sunday, 11/13/16  
Stache Dash  
Chill Cares

Dear Chairman Katsiantonas:

I have received the following request for the Committee's review.

Kim Cronin of Chill Cares is requesting the use of the Arms Lot for Stache Dash to benefit the fight against prostate cancer. The event is scheduled for Sunday, Nov. 13, 2016 from 8am-Noon.

The Parking Division and abutters have no issues.

If you have any questions, please don't hesitate to ask.

Sincerely,  
  
Denise Boutlier  
Parking Manager

cc: Bill Sanders, Finance Director

**25 Vine Street, Manchester, New Hampshire 03101**  
Telephone: 603-624-6580 Fax: 603-665-6623  
Web: [www.manchesternh.gov](http://www.manchesternh.gov)



May 6, 2016

Denise Boutilier  
Parking Manager  
Manchester Parking Division  
25 Vine Street  
Manchester, NH 03101

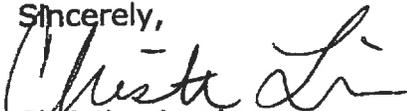
Dear Denise,

I'm requesting the approval to use Arms Park in Manchester on Sunday, November 13, 2016 for the 4<sup>th</sup> Annual Stache Dash 5k from 9:00 a.m. till approximately 12:00 p.m.

We request to place our start and ending line on Arms Street. The start/finish line will be located at the entrance of the park just off of Commercial Street, parallel to the entrance of Milly's Tavern. This is the only portion of the park we would like to use. This event will not prevent traffic from accessing Arms Park.

We thank you in advance for your consideration and appreciate your support. Please feel free to contact me if you need additional information. My cell number is 603-860-6275 or email [christie@totalimagept.com](mailto:christie@totalimagept.com)

Sincerely,

  
Christine Lewis

RECEIVED

MAY 11 2016

BY: 

83 Hanover Street  
Manchester, NH 03103  
603-860-6275  
[www.totalimagept.com](http://www.totalimagept.com)

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

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that the request from the owner of the Hanover Chophouse to change the 2 hour parking meters on Hanover Street between Union and Chestnut Streets to 10 hours was received and filed.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee



City Clerk's Office

AUG 22 2016

RECEIVED

August 17, 2016

Thomas Katsiantonis, Chairman  
Committee on Public Safety, Health and Traffic  
1 City Hall Plaza  
Manchester, NH 03101

Dear Chairman Katsiantonis:

I am the owner of the Hanover Street Chophouse Restaurant on the corner of Hanover Street and Pine Street. I am writing to you today to ask you to consider changing the parking meters on Hanover Street between Union Street and Chestnut Street from 2 hour parking meters to 10 hour parking meters.

Safety has been and continues to be our company's first priority. Due to the continuous neighborhood degradation, I am concerned for my guests and my staff. There have been activities and incidents in the neighborhood and on our property where we have been forced to call the Police to intervene. This happens on a weekly, if not nightly basis.

We offer valet parking for our guests. On extremely busy days and nights when we run out of parking spaces for our guests, they are forced to park on the street. Their stay with us can be longer than two hours and/or they look for a longer metered space which can be blocks away which can put them at risk.

Presently, my staff tries to park within close proximity of the restaurant but they too run into the problem of finding metered parking that is longer than 2 hours and can also be several blocks away. This concerns me because they are leaving later in the evening and walking to areas that are known to have issues.

To summarize, I would like to be able to provide 10 hour metered parking spaces that are on the same street as the restaurant, in close proximity, where my staff can feel safe when they come to work and my guests can also feel safe and comfortable when they go out for an enjoyable meal without the worry of their personal safety or their automobile.

149 Hanover Street  
Manchester, NH 03101  
603.644.2467 (CHOP)

[www.hanoverstreetchophouse.com](http://www.hanoverstreetchophouse.com)



I thank you in advance for considering my request.

Sincerely,

A handwritten signature in cursive script, appearing to read "S. E. Clutter".

Steven E. Clutter  
Owner-Hanover Street Chophouse

SEC/aek

cc: Mayor Theodore L. Gatsas  
Matthew Normand  
Heather Freeman  
Denise Boutilier

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

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that the petition from the residents of Lake Shore Road requesting installation of eight (8) speed humps was received and filed.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee

To: Public Safety Committee

Date: May 8, 2016

From: The Lake Shore Rd Community

Subject: Quality of Life/safety Improvement

We are writing this letter, and asking for your continued support while we address the **urgent** safety concerns that are present in our neighborhood. We are working very closely with the MPD to stop the excessive drug use and speeding on Lake Shore Rd and surrounding areas. I'm sure by now you are all aware of the excessive marijuana smoking that takes place while people are driving around the neighborhood, and it is "out of control" The statistics are 1 in every 5 vehicles in our neighborhood will be using marijuana or other drugs, as we find numerous beer cans/bottles, needles, and other drug paraphernalia in our neighborhood, and we smell strong scents of marijuana when the cars pass through. The other **urgent** issue is SPEED, most of the vehicles that drive down Lake Shore Rd from the intersection of Candia Rd and Lake Shore or Proctor Rd and Lake Shore Rd, are operating at high rates of speed, it is very common to see vehicles go by at 50, 60 and yes even 70 mph, it is also common to have cars pass each other on the ¾ mile from the intersection of Candia Rd and Lake Shore Rd to the MWW. The MPD says they will **try** to keep a heavier presence over here, however the reality of it is, they are super busy with issues that are taking precedence in the inner city, and to have an officer positioned out here at all times is not reality, we understand their side of the story. Our neighborhood is so heavily used for recreation by neighbors, our children, families from the inner city and individuals from out of state. Each year we have 4 to 6 MAJOR accidents on just Lake Shore Rd alone. At the corner of Minot St and Lake Shore Rd, The Ricci family was witness to 2 vehicle accidents, one having the operator collide through his fence into his yard, and the other colliding with the power pole on the corner of his front/side yard, both due to excessive speed. We have witnessed 3 major accidents, 2 involved the vehicle completing **sheering** the power pole off and the other shot over the MWW stone Wall, speed and drugs being the factors this time. Something needs to be done before someone is seriously injured or god forbid killed by vehicle with a driver operating under the influence or speeding. These concerns only get worse year after year. The city repainted the cross walk for the recreation trail, changed the cross walk signs to the new bright signs, added a No parking sign, and added a speed limit sign, and all of this is great however if you research the statistics, greater than 80 percent of drivers fail to follow or even acknowledge signage that pertains to driving laws. This unfortunately is very evident because there is no change in vehicle speeds. I recently had a conversation with Dave Miller at the MWW and he said there are Numerous close calls with vehicles colliding at both of their Plant entrances due to vehicles speeding and not yielding at all to their vehicles, he also states many issues with drug use in general, and he is very surprised that something has not been done up until now. Mr. Miller said we have their full support with any actions that the neighborhood would propose, and they would love to see a change that involved slowing vehicle speeds down, and curb the drug use. As always we have the continued support of our Alderman Nick Pappas, Mayor Gatsas, and all other Manchester City Officials that are involved with keeping our neighborhoods SAFE.

We are proposing the installation of 8 speed humps, not bumps starting at the southwesterly end of Lake Shore Rd,

1. One Before the Recreation trail cross walk
2. One before Kalisz Ave, as it is a blind street intersection
3. One before the Wilson Hill Pistol Club, they often draw crowds that park in their lot and both sides of the street.
4. One before Garlact Ave
5. One in the middle of the MWW two entrances, just passed 1630 Lake Shore.
6. One after the blind corner/hill, between 1568 Lake Shore and 1480 Lake Shore.
7. One between 1460 Lake Shore and 1400 Lake Shore.
8. Lastly one right before Callaghan St as there are many kids that play in this area as well.

It's concerning when we learned at a high school graduation that our neighborhood is known to young adults as "Stoner Alley or Blunt Road".

A recent March 11<sup>th</sup> passing of a 22 year old Manchester gentleman Mark, has brought an increase in traffic along with drug related paraphernalia litter. A makeshift memorial was set up on Lake Shore Road where the lake is visible from the street. This area baring many references to drug use along with a refrigerator full of beer, roughly a dozen candles containing the remains of blunts in each one.

As we continue to work with local official's we urge you to help us keep our children and the innocent public safe and allow us to retain the quality of life we have here.

Name	Address
Loretta Quella	1686 Lakeshore
Dee Ann Perreault	30 GARLACT AVE
Joseph Martin	136 garvin ave
<del>John</del>	1662 Lake Shore Rd
Kim Cossan	1662 Lake Shore Rd
Jane Willett	11 Hart Ave
Grant Young	1340 Lake Shore Rd
Pauline Druell	1345 Lake Shore Rd
<del>John Smith</del>	1345 Lake Shore Rd.
Simone Sordil	1480 Lake Shore Rd.
John Martin	136 Garvin Ave
Joe Wagner	1630 Lakeshore Rd
J.D. (DOR D'AVANA)	1480 LAKE SHORE RD
Amy D'AVANA	1480 LAKE SHORE RD.
Jaren Balhak	1460 Lake Shore Rd.
Shi Tan	1568 Lake Shore Rd
Burberg Taylor	1568 Lakeshore Rd
Jessica Wagner	11630 Lake Shore Rd.
Manchester United Works	"in full support"
Wainange Vetter	654 Proctor Rd
Marion Cook	654 Proctor Rd
Dianne Sheward	47 Hart Ave
Ruth Field	206 Brickett Rd.
Jane Willett	11 Hartt Ave Manx.
<del>John</del>	47 Hartt Ave
Leif Paulist	155 Hartt ave
M Martin	136 Garvin Ave
Laraine Martin	136 Garvin Avenue
Samuel James	639 Proctor Rd
Paul Johnson	639 Proctor Rd.

Name	Address
Joe Ricci	1992 Lake Shore Rd.
<del>Scott Decker</del>	190 Minot St.
<del>Walter Holt</del>	1900 Lake Shore Rd.
<del>Bill R...</del>	1852 Lake Shore Rd -
Car Johnson	1800 " " "
CHARRENE RICCI	1992 LAKESHORE RD
<del>Kay ...</del>	150 MINOT
<del>Carri ...</del>	150 minot Street
<del>Angel Smith</del>	150 Minot St.
<del>Chloe ...</del>	78 minot st.
<del>Dese M ...</del>	18 KALISZ Lane
<del>...</del>	18 KALISZ LANE
Elaine Spennard	18 Kalisz Lane
Greg Pariseau	1776 Lake Shore Rd
Deborah Scott	1910 Lake Shore Rd
<del>Clinton M ...</del>	1910 Lake Shore Rd
Brittany Proctor	1910 Lake Shore Road
Kelsey Madigan	2076 LAKE SHORE ROAD
Robert Gushida	2078 Lake Shore Road
<del>...</del>	55 Kalisz Lane
<del>...</del>	55 Kalisz Lane
<del>...</del>	30 Kalisz lane
Ben D Fauer	1900 Lake Shore Rd

Sunday, June 5, 2016

**Committee on Public Safety, Health and Traffic**

Subject: Item 5 Lake Shore Road Petitions on Speed Bumps  
June 6<sup>th</sup> Meeting

Chairman Katsiantonis and Committee Members,

It is with regret I could not be at the meeting in person today due to a scheduling conflict. The issues that have come forward on Lake Shore Road are nothing new but they are a real concern for residents in the neighborhood. I have received multiple complaints that have ranged from drug use, trash dumping, drag racing and excessive speeding. Working with DPW and MPD we have been able to limit the drug use and safety around the Rockingham trail which runs across Lake Shore Road. DPW has recently added "Yield" markers on the road and more "No Parking" signs around the Rockingham Trail to assist with pedestrian safety concerns.

The city departments have been proactive throughout this process and I understand the concerns of adding speed bumps to the road. Early on I shared similar concerns and still do however those concerns are heavily outweighed by the concerns of safety for the neighborhood. When you have neighbors come together as they have here you can't ignore their concerns. I have spent a fair amount of time on the road speaking with these taxpayers and watching traffic on the street. I can assure the committee there is a serious speed issue here as the road is secluded and for the most part has no major curves to slow drivers down. Also lot of these houses sit very close to the road and there are many young children in the neighborhood which raised my concern even more.

I understand eight speed bumps may be an excessive amount however I am hopeful there could be a compromise number of speed bumps added. I do believe the neighborhood needs something to help protect these residents and their children from those recklessly speeding. I hope this committee will take deep consideration to these issues for our concerned residents. Whether it be adding some speed bumps, temporary speed bumps that can be lifted for the winter months or another creative option that will help the situation for our Manchester homeowners.

Again I applaud everything DPW and MPD has done for this neighborhood up to this point and will continue to do moving forward. I humbly ask that this be discussed in committee and as a result a plan to help and support these residents be brought to the full board.

Sincerely,



Alderman Pappas  
211 Hermit Road  
Manchester, NH 03109

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

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that the request for the following traffic regulation:

**NO PARKING ANYTIME**

On South Gray Court, east side, from a point 190 feet south of Fernand Street to a point 110 feet further south

*Alderman Katsiantonis*

was received and filed.

*(Unanimous vote)*

Respectfully submitted,



Clerk of Committee

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

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the following recommendations from the Housing Study Commission:

- 2) Require Landlord Contact Information Posted On-Site
- 3) Purchase More Functional and Suitable Software and Hardware
- 4) Get Non-Responsive Landlords to Appear at Court
- 5) Make It Illegal to Rent a Unit Without a Certificate of Compliance
- 6) Use Injunctive Relief to Achieve Compliance
- 7) Raise Awareness of Lead Based Paint Risks and Federal Laws
- 8) Raise Awareness of Tenants Rights

be approved.

*(Unanimous vote)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a long, sweeping underline.

Clerk of Committee



# CITY OF MANCHESTER

## HOUSING STUDY COMMISSION

March 21, 2016

### **Subject: Final Report and Recommendations of Housing Study Commission**

Dear Mayor Gatsas and Board of Alderman,

As commissioned by the Board of Mayor and Alderman, the Housing Study Commission (the "Commission") has completed its mission and is pleased to provide its Final Report and Recommendations.

#### **Background:**

The Commission was established by the Board of Mayor and Alderman on October 21, 2014 in response to a report prepared the Granite State Organizing Project ("GSOP"). GSOP's report reviewed the housing conditions for some City residents and concluded that changes should be made to ordinances and enforcement of those ordinances to improve what GSOP characterizes as substandard housing.

The Committee convened bi-weekly meetings over the course of the past year to analyze and review the issue of rental housing units in the City of Manchester and reasonable measures that can be taken to improve housing condition where landlords have neglected their responsibility of maintaining minimum housing standards. The meetings were attended by City officials from the Police Department, Fire Department; Solicitor's Office, Department of Planning and Community Development, Information Systems, and the Health Department, as well as by the Commission members. In addition, members of the public attended meetings to observe and offer comments. Member of the public who attended at least one Commission meetings include: Carol Backus, Sarah Jane Knoy, Kristen Cahill and Fred Robinson from the Granite State Organizing Project, Maggie Fogarty from the American Friends Service Committee, Kevin Kintner from New Horizons for NH, Debbie Valente, NH Property Owners Association, Mohamad Mobeen and Donald Jsirdindaris, property owners, Tom Irwin, Conservation Law Foundation, Tyler Gloor from the Way Home and members of the public: Dick Duckhoff, Rick Castillo and those who wished to remain anonymous. In addition, several tenants have emailed individual commission members about housing concerns.

After a year of careful deliberations, the Committee has made the following findings.

**Findings:**

- 1.) RSA Chapter 48-A establishes minimum housing standards and provides authority for cities and towns to establish their own housing code. While many municipalities have adopted their own housing codes, Manchester is one of the few municipalities in the State that require every rental unit undergo mandatory inspections every three years and obtain a Certificate of Compliance. The Department of Planning and Community Development is responsible for the enforcement of the Housing Code, performing inspections and issuing Certificates of Compliance
- 2.) The City's Certificate of Compliance program is largely effective in ensuring that rental units within the City comply with **minimum** housing standards.
- 3.) The most significant challenge in bringing a very small number of non-responsive landlords into compliance is the lack of meaningful penalties. Where landlords repeatedly fail to appear for scheduled inspections, the City does not have sufficient statutory or regulatory resources to compel compliance. The most egregious landlords repeatedly fail to appear at court hearings and the Circuit Court will not issue bench warrants for a violation that is not an arrestable offense to begin with.
- 4.) The risk of lead exposure still remains in almost any residential unit constructed prior to 1978. The issue of lead poisoning is complex. Testing and remediation are expensive and beyond the scope of the City's expertise and resources. Federal laws exist to require renovation work in pre-1978 buildings to use best management practices to minimize the potential of lead poisoning from disturbing lead based paint. Currently, the City does not have the authority to enforce the federal law, but could be doing more to raise awareness.
- 5.) The Department of Planning and Community Development is charged with administering the Certificate of Compliance program for over 30,000 residential units and does not have appropriate software to manage the large volume of files. More functional and suitable software would improve accuracy, scheduling and efficiency.
- 6.) Tenants do not always know how to reach their landlords when they have an issue. Improved landlord accountability would necessarily improve tenants' housing conditions when an issue arises. RSA 540:1-b requires that landlords register with each municipality and provide an in-state agent who can accept service. However, the fine for a landlord's failure to register is only \$100.00 and as of April 2015, only 1,889 of a potential 3,000 plus owners had registered. In addition, registration with the City alone does not automatically result in the tenants having the necessary landlord contact information.

Based on our year of studying the issue of housing and the challenges in enforcement, we offer the following recommendations that we believe would help achieve fuller compliance, if implemented.

**Recommendations:**

1. Increase Fines for Housing Code Violations

Currently, the penalty for violation the City's Housing Code are defined by §38.06, of the Manchester Code of Ordinances, which provides for fines of \$50, \$100 and \$200 for the first, second and third offenses, respectively. The Committee recommends creating a new code section dedicated to housing and code violations and increasing the respective fines to \$100, \$200 and \$400, which will require the Board of Mayor and Alderman to change the City Ordinance.

2. Require Landlord Contact Information Posted On-Site

The Commission recommends the following section be incorporated into the City's Housing Code, which will provide tenants with clear contact information when they have a problem with their rental unit.

*REQUIRED FACILITIES*

*150.091*

*A. Posting of owner's emergency information and Planning and Community Development Department information. All dwellings which are let or in which one or more units are let to another for occupancy shall have posted in a regularly accessible common area written notification containing the following:*

*1) The name, address and telephone number of the owner or his/her agent. If the owner or his/her agent does not reside in New Hampshire and within 25 miles of the subject structure, the owner must post, in addition to his/her agent's name, the name, address and telephone number of a person to contact in the case of an emergency who resides in New Hampshire and within 25 miles of the structure.*

*2) A statement noting that disputes regarding building code and/or housing standards should first be addressed by the property owner(s) and tenant(s) before contacting the Department of Planning and Community Development.*

*3) The website address of the code enforcement division at the Department of Planning and Community Development.*

*B. Transfer of Ownership. Upon transfer of ownership, the new owner shall comply with the posting or filing of emergency and Department of Building and Planning information within 24 hours of transfer.*

*C. Unattended emergency numbers. Whenever emergency numbers are left unattended for a period of 24 hours or longer, another name and emergency number shall be provided in accordance with this section.*

*D. Violations. The Department of Planning and Community Development may issue warnings or citations for violation of this section as provided for in Section 150.42 of the Manchester Code of Ordinances.*

### 3. Purchase More Functional and Suitable Software and Hardware

The Commission asked a number of quantitative questions regarding enforcement and administration of the Housing Code. Oftentimes, the response was that the computer software in place does not provide that type of reporting capability. The ability to produce reports that provide both detail and summary metrics is essential to be able to measure the effectiveness of Manchester's Housing Code administration and enforcement. The Commission recommends that the Department of Planning and Community Development invest in more functional and suitable software and hardware to improve its ability to produce reports that will provide the ability to measure certain benchmarks, including total units, number of non-compliant units, inspection back log and number of complaints, among other things. Hardware, such as computer tablets, would allow for computer generated inspection reports that could be immediately transmitted electronically, thereby improving efficiency and reducing paperwork.

New software could potentially provide an opportunity to integrate data from other City departments which would provide an additional perspective to allow for quicker identification of problems.

Having new software and the ability to track, manage and filter more data would allow the flexibility to implement incentives for landlords with above average compliance records. Such incentives may include a 5 year inspection cycle, as opposed to the three year cycle that currently applies to all units.

New software would also allow the City to make the public record of Housing Code administration readily available on the City's website.

### 4. Get Non-Responsive Landlords To Appear at Court

The Commission found that the inability to get non-responsive landlords to court was a substantial factor why some landlords choose to fail to show up for inspections or correct deficiencies. The Commission spent more time on this issue than any other and also entertained more guest speakers. The issue is complex and the Commission understands that legislative changes can be slow and laden with compromise. After studying the issue and hearing from the Police Department, City Solicitor, and Planning and Community Development, the Commission believes improvements can be made within the current statutory framework. The Commission recommends the following in order to maximize the effectiveness of the Circuit Court.

- That Housing Code Violations be issued using the Court approved citation form conforming to RSA 31:39-d. The City Solicitor needs to work with the Court and make clear that a defendant's failure to respond to the citation must result in an administrative finding of guilty, upon which the Court may issue an arrest warrant. Currently, the defendant's failure to appear has no consequence.
- Use community policing, very selectively due to priorities and resources, to visit the worst non-responsive landlords.

5. Make It Illegal to Rent a Unit Without A Certificate of Compliance

The Commission recommends that NH RSA 540-A be amended to prohibit landlords from collecting rent from tenants without a Certificate of Compliance, if the municipality where the rented premises are located has such a program. Language of the proposed statute should be clear that a violation can only be found in instances of documentable neglect by a landlord (i.e. multiple missed or failed inspections) as opposed to simple expiration of the Certificate.

6. Use Injunctive Relief to Achieve Compliance

The City has used the extraordinary measure of injunctive relief for zoning ordinance violations. The Commission recommends that the City file a petition for injunctive relief against the most egregious landlord as a test case. The petition should be clear that there shall be no displacement of tenants, that ownership of the property shall not change during the pendency of the case, and that tenants shall not be required to pay rent until the landlord achieves compliance. It is the penalty of not receiving rent that the Commission believes to be the most significant factor that will motivate landlords. It is hoped that the test case will be successful and other similar landlords will take notice.

7. Raise Awareness of Lead Based Paint Risks and Federal Laws

The Commission recommends that the Department of Planning and Community Development undertake the effort of improving awareness of, and compliance with, the Federal Renovation, Repair and Painting Rule which applies when six square feet or more of interior painted surface, or twenty square feet or more of exterior painted surface, are disturbed in a residence, school or child care facility constructed before 1978. This rule requires that the work be done by Lead-Safe certified contractors who are trained by EPA-approved training providers and follow lead-safe work practices. The Commission also recommends that the City consider amending provisions of the Housing Code to better address the problem of lead paint in the context of the Code's sections pertaining to Minimum Standards, Maintenance of Premises, and Certificates of Compliance, and to consider such regulatory amendments and other strategies to prevent lead exposures and associated cases of childhood lead poisoning.

8. Raise Awareness of Tenants Rights

While GSOP has advocated for an Office of Tenant Services, there does not seem to be a natural fit within any of the existing City departments. The Department of Planning and Community Development has offered to dedicate a portion of its lobby space, as well as its website, to providing information geared at educating tenants about how to protect their families from lead based paint risks, who to call for housing complaints and who to call for legal advice. The Commission recommends that the Department of Planning and Community Development establish and maintain areas, in both its lobby and website, where tenants can obtain information to protect their families and their rights, as well as improve their housing conditions.

9. Improve Communication Regarding Housing Issues

The Committee on Public Safety, Health and Traffic is encouraged to reach out to the Department of Planning and Community Development to better understand Housing Code Administration and request any additional information or reporting that the Committee could use for its purposes. Informing the Board of Mayor and Aldermen of significant issues may offer additional avenues to resolve housing issues.

All Commissioners wish to thank the Board of Mayor and Alderman for the opportunity to serve and make a difference for the residents of the City of Manchester. It is our sincere hope that these recommendations be favorably received and implemented so that the quality of life for some residents may be improved.

Sincerely,

Michael Tessier, Chairman

Commission Members: Tim Wood, Chris Schleyer, Kristen Garcia (replaced by Mary Sliney), Jane Skantze and Alderman Pat Long.

Ex Officio: Peter Chesia and David Albin



# CITY OF MANCHESTER

## PLANNING AND COMMUNITY DEVELOPMENT

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

Leon L. LaFreniere, AICP  
Director

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

Michael J. Landry, PE, Esq.  
Deputy Director - Building Regulations

**Date:** September 9, 2016

**To:** Committee on Public Safety, Health and Traffic

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

**Subject:** Final Report of the Housing Study Commission



The Planning & Community Development Department was pleased to have the opportunity to work with the Housing Study Commission over the past year to investigate issues related to the condition of the residential rental stock of the City of Manchester. We feel that several of the recommendations offered by the Housing Study Commission could provide valuable support for our efforts to improve the quality of the City's housing stock if implemented. To that end, I offer the following information regarding each of the recommendations as submitted:

**Recommendation # 1. Increase Fines for Housing Code Violations**

Citations involving fines (Tickets), are used as a tool of last resort in enforcement cases. It has been suggested that in some instances irresponsible landlords have determined that paying fines is a less expensive alternative to making building repairs. The Housing Study Commission recommends that the schedule of fines be increased to make this practice less attractive and to further incentivize compliance. We will work with the Solicitor's Office to draft ordinance changes to increase these fines should the BMA feel it appropriate.

**Recommendation #2. Require Landlord Contact Information Posted On-Site**

We agree with this recommendation and will propose an ordinance change for BMA consideration.

**Recommendation #3. Purchase More Functional and Suitable Software and Hardware**

We agree whole heartedly with this recommendation, and wish to express our appreciation to the Mayor and Board of Alderman who included funding in the FY17 budget for this purpose. A City staff steering committee has been meeting regularly and communicating with vendors. The due diligence portion of this process is nearing completion and contract negotiation is underway. It is anticipated that the entire implementation process will take 12 to 18 months based on input from the vendor and the Information Systems Department.

**Recommendation #4. Get Non-Responsive Landlords To Appear at Court**

We are working with the City Solicitor's Office and the Court to utilize the citation process detailed in RSA 31:39-d. The first citations utilizing this process have been served on two landlords, who have repeatedly failed to appear at scheduled court hearings. Both landlords appeared as scheduled for their initial hearing. One landlord has since sold two multifamily buildings comprising 16 total units. The other landlord appeared in Court on August 11, 2016 and is scheduled to appear again on October 11, 2016 to report to the Court on progress of remediating the outstanding 72 housing code violations on his six unit building. PCD will continue to use citations per RSA 31:39-d to bring offending landlords into court and into compliance when required.

**Recommendation #5. Make It Illegal to Rent a Unit Without a Certificate of Compliance**

Implementation of this recommendation would require a change in state law. We support this recommendation, and would request the support of the BMA to submit a Bill to the Legislature for the next session.

**Recommendation #6. Use Injunctive Relief to Achieve Compliance**

This is a process that has been utilized in the past in the most egregious of cases. As previously noted, we have recently issued initial citations utilizing the RSA 31:39-d process and intend to follow with an injunctive relief process in those cases where compliance is not achieved through District Court action.

**Recommendation #7. Raise Awareness of Lead Based Paint Risks and Federal Laws**

We agree with this recommendation as well and have undertaken several steps to implement, the most significant of which may be administration of a Lead Hazard Reduction Demonstration Grant from the U.S. Department of Housing and Urban Development in the amount of \$2,905,091. The total project budget for this program is \$3,642,369 with matching funds included. This project includes funding for direct lead hazard mitigation as well as for training and public education. In addition to these efforts, we have posted information on our departmental website and in our lobby; circulated pamphlets to tenants and property owners; and plan to add language to our permit applications calling attention to EPA requirements on this subject.

**Recommendation #8. Raise Awareness of Tenants Rights**

We have taken steps to implement this recommendation as well. We have placed information in our department lobby and on our website. We have also taken steps to circulate information as appropriate in the field to tenants.

**Recommendation #9. Improve Communication Regarding Housing Issues**

We agree that communication is a significant benefit to addressing the issues related to housing conditions in the City. The Planning & Community Development Department is happy to provide any additional information that the Committee may find helpful.

July 27, 2016

Ms. Jane Gile  
Director of Human Resources  
One City Hall Plaza  
Manchester, NH 03103

Dear Ms. Gile:

I am sending the enclosed application along to be considered as a candidate for the Central Fleet Services Director position. My resume is also attached to provide you more of my background and my experiences.

Over the course of my career I have a track record of taking a leadership role in organizations and bringing them to a new level of service and accountability. I am certain I can do the same in the Fleet Maintenance Department.

During my time in the City I feel my director would agree that I have taken the Facilities Division to another level and made it better. We improved service levels, significantly reduced expenses, reorganized the department to reduce overhead and put more workers in the field. In the last four years I have not heard any negative criticisms of this division. As a matter of fact it is the opposite. Our largest user of services is the Manchester School District. They have seen their facilities costs decrease and levels of satisfaction increase during the same time. If you used anyone in the school district administration as a reference I think you would find them exemplary. I feel I can replicate these same results in the Fleet Department.

My mechanical aptitude is also very good. I have worked around mechanical equipment prior to my professional life and during it as well. During my time working with the Seabees I have operated most types of the construction equipment this department maintains. I have removed vehicle engines and rebuilt them. There is also a lot of transferable knowledge from facilities work when it comes to motors, generators, pumps and electrical systems.

All these skills and experience noted above will allow me to hit the ground and have an immediate impact.

Respectfully,



Kevin O'Maley

**Kevin O'Maley**  
**20 Holstein Avenue**  
**Londonderry, NH 03053**  
**603-566-1814**  
Email: [omaleyks@comcast.net](mailto:omaleyks@comcast.net)

### **QUALIFICATIONS**

Experienced leader and manager with broad and deep experience in many aspects of transitions and improving service levels. Possess strong leadership and communication abilities, successfully taking teams to achieve objectives beyond limits they thought possible. Skills to significantly impact an organization and motivate a workforce with balance between customer focus, teamwork, and complex budget responsibility.

### **WORK HISTORY**

#### **2008 to Present: Chief Facilities Manager, City of Manchester**

Manage the facilities operations and construction for the City of Manchester and the Manchester School District.

- Reduced energy consumption in schools over 20% and saved \$2,000,000 in avoided cost.
- Reorganized division reducing overhead expenses and putting more people in field.
- Commended by State Department of Education for having school district in compliance for first time in over a decade.
- By all appearances helped manage the Manchester Municipal Project successfully.

#### **2003 to 2008 Evergreen Development Corporation**

Self employed as construction project manager and consultant.

- Project Manager for \$50,000,000 hotel renovation in Aruba while hotel continued serving guests.
- Negotiated leases in the downtown Boston Market.
- Performed site analysis on prospective retail locations.

#### **1982 to 2003: ARAMARK ServiceMaster Facility Services and ServiceMaster Management Services**

##### **2001 to 2003: Regional Vice President. ARAMARK ServiceMaster**

Directly managed a team of 11 people and over 150 managers to more than 90 different customer locations in the northeast. (West Virginia through Maine)

- Successfully brought the team through two acquisitions. Gave this new organization insight into the competency of facility services.
- ARAMARK named top in the outsourcing industry for second consecutive year by Fortune Magazine.
- Completed the ARAMARK Executive Leadership Institute.
- Responsible for all the facilities business in the northeast including building operations, custodial, design, construction, grounds, clinical engineering, materials management, and utilities.

*Resume of Kevin O'Maley*

*Page 2*

**1999 to 2001: Senior Vice President of Operations, ServiceMaster Management Services**

Led team of seven Directors of Operations to manage our business in the northeast. Also was responsible for our business across the entire country of Canada. This included our Education and Healthcare market.

- ServiceMaster honored by Fortune Magazine as top in industry for three years.
- Made strategic investments and decisions to grow our customer base because of our reputation for outstanding service delivery.
- Turned business in Canada from declining growth to positive growth in one year.

**1997 to 1999: Director of Operations, ServiceMaster Management Services**

Lead our team and successfully managed multiple services at multiple facilities to include Facilities Engineering, Clinical Engineering, Environmental Services, Supply Chain Management and Energy Management.

- Highest levels of customer satisfaction in the company.
- Completed ServiceMaster Graduate Studies Program.
- Several of my managers promoted into greater levels of responsibility.

**1988 to 1997: Area Manager, ServiceMaster Management Services**

This organization provided a variety of operational support and technical support to our customers. The team had three more years of double digit growth toward the end of this period, sometimes in excess of 20% growth.

- Recognized as the top Area Manager in the country during initial roll out of a balanced scorecard.
- Was very involved with customers to improve operations and reduce budgets.
- Assisted customers with capital projects and guaranteed savings.

**1984 to 1988: Director of Plant Operations, Catholic Medical Center, ServiceMaster Management Services, Manchester, NH**

Managed all engineering aspects of the facility to include multimillion dollar construction, routine maintenance, regulatory compliance, safety and real estate.

- Hospital awarded national FAME Award for Excellence in Facilities Management.
- One of Public Service of New Hampshire's top 10 largest customers. Probably the first customer nationally to negotiate a special rate for electricity with a public utility.
- Saved the hospital over 10% in utility cost alone.

**1982 to 1984: Director of Environmental Services, Tri-County Memorial Hospital, ServiceMaster Management Services, Gowanda, NY**

Managed the plant operations, facilities, and environmental services south of Buffalo, NY.

- Full compliance with all state and federal regulatory agencies.

*Resume of Kevin O'Maley*

**1978 to 1982: Lieutenant, United States Navy, Public Works Officer, Skaggs Island, Sonoma, CA**  
My work included leading both civilian and military people to manage the Public Works Department at a 3,300 acre Security Group Detachment in northern California.

- Recognized by Pacific Gas and Electric for excellence in energy management during the focus on energy reductions.
- Had responsibility for Fire Department operations at this remote facility.

**1978 to 1980: Public Works Manager, Naval Submarine Base, Groton, CT**

This was my first job in the Navy. We primarily focused on customer relations with most of the tenants on the submarine base.

- Managed a variety of public works activities that mostly included maintenance and repair work.
- Had responsibility as the emergency preparedness officer for the base.

### **Education/Credentials**

BS Civil Engineering, 1978, The Citadel, Charleston, SC  
Registered Professional Engineer, NH  
Associate Member American Society of Civil Engineers (ASCE)  
Various local technical societies.

### **Personal**

Enjoy time with the family, golf, running, vigorous exercise, snow and water skiing. I ran a couple Boston Marathons.

### **References**

Professional:

1. Kevin Sheppard, Director of Public Works, Manchester, NH
2. Dr. Debra Livingston, Superintendent of Schools, Manchester, NH
3. Chuck Morton, Vice President, (610) 220-9488
4. Charlie Kinney, CEO, Westerly Hospital, Westerly RI (401) 348-3276
5. Bill Cashin, (603) 623-0813
6. Jennie Angel, Director of Information Systems, City of Manchester, NH
7. Mark Momberg, Principal, Momberg and Comer (904) 610-6400



## CITY OF MANCHESTER

*Theodore L. Gatsas*

*Mayor*

September 20, 2016

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

### **RE: Nominations**

Dear Members of the Board:

Pursuant to Section 3.14 (b) of the City Charter, please find below the following nominations:

- (1.) Judith Pappas to fulfill a vacancy on the Senior Services Commission term to expire January 1, 2018;
- (2.) Kevin McCue to fulfill a vacancy as an alternate member of the Heritage Commission term to expire July 1, 2019;
- (3.) Nabil Migalli to succeed Marti Frontiero (resignation) as a member of the Arts Commission term to expire December 1, 2018;
- (4.) Daniela Snow to fulfill a vacancy as a member of the Arts Commission term to expire December 1, 2016;
- (5.) NaBeela Washington to fulfill a vacancy as an alternate member of the Arts Commission term to expire December 1, 2016;
- (6.) Katie Berube to fulfill a vacancy as an alternate member of the Arts Commission term to expire December 1, 2018;
- (7.) Stephanie Hewitt, MSN, FNP- BC to succeed Robert Duhaime (term-limited) as a member of the Board of Health term to expire July 1, 2019;
- (8.) Tanya Tupick D.O. to succeed Fernando Ferrucci, M.D. (term-limited) as a member of the Board of Health term to expire July 1, 2019;
- (9.) Marion Russell to succeed herself as a member of the Manchester Housing and Redevelopment Authority term to expire December 31, 2021;

- (10.) Andrew Papanicolau to succeed Ben Gamache (resignation) as a member of the Manchester Housing and Redevelopment Authority term to expire December 31, 2019.

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor and Aldermen.

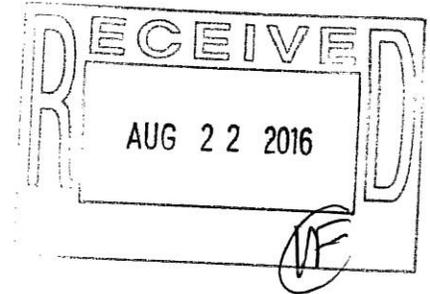
Regards,

A handwritten signature in cursive script that reads "Ted Gatsas".

Theodore L. Gatsas  
Mayor

cc: Matthew Normand, City Clerk

August 22, 2016



Mr. Ted Gatsas, Mayor  
1 City Hall Plaza  
Manchester, NH 03101

Dear Mr. Mayor;

Please be advised I'm interested in the open Senior Service Commission seat.

Judith L. Pappas  
266 Blodgett Street  
Manchester, NH 03104

Attachment: Resume

# Judith L. Pappas

## Experience

2014-2015 RiteAid Manchester, NH

Clerk/Cashier

2004-2010 Ajilion Manchester, NH

### **Cad Designer**

Drawing FTTP for Verizon.

1999-2004 Conversent Communications Manchester, NH

### **Administrative Assistant**

Payroll

POR's – PO's tracking

Multi- tasking clerical functions

1999 Bell Atlantic/NYNEX Andover, MA

### **Administrative Assistant – Equipment Installation Dept. for 3 level Boss**

Payroll.

Billing.

Supply ordering.

1997 - 1998 Tad/Adecco (Bell Atlantic) Manchester, NH

### **Administrative Assistant – Equipment Installation Dept. for 2 level Boss**

Payroll for Equipment Installers.

Warehouse billing.

Setting up jobs for Installers.

1995 -1996 Bell Atlantic/NYNEX Manchester, NH

### **Manager - Equipment Engineering for 3 level Boss**

Reports – Monthly to Boston

Built Contracts for equipment to be billed to the Company

Authorized Jobs for the Equipment Engineering Group.

1978 – 1995 Bell Atlantic Manchester, NH

Administrative Assistant Plant – Network Planning

Worked with Rate Centers/NNX's and NPA for ME, MA, NH and VT

1969-1978 Operator – DA/Clerk Haverhill, MA

Posted Payroll's

Worked on budgets/daily data and scheduling hours

**Education**

1970 Regional High West Newbury, MA

**Interests**

Community Activities – Soccer Mother – Pony League Treasurer – Central High Booster Club – Cancer and Heart Fund Volunteer – Manchester Girls Softball League Volunteer.

Commission Name: Senior Services

Name: Judith Pappas

Address: 266 Blodgett St.  
Manchester, NH 03104

Phone: 623-2668

E-mail: Judjitsu@comcast.net

Department Head: Gail Senno

## Kevin A. McCue

60 Gurtner Street Manchester NH 03104  
mccutest@gmail.com  
603-674-6596

### Highlights

- Certified
  - O.S.H.A Regulations Hazardous Material Trainer
  - Level IV Solid Waste Facility Manager/Operator
  - Forklift Trainer
  - Heart Saver First Aid
- Licensed
  - Public Weighmaster
  - Justice of the Peace

### Software Experience

MS Word                      MS Excel  
MS Power Point            MS Outlook  
G-mail                        G-docs  
Windows Mail

### Education

University of Scranton, Scranton, PA  
Candidate for M.B.A.  
Northeastern University, Boston, MA  
Bachelor of Science

### Activities & Interests

Currently serve on the Manchester Planning Board  
Past served as Chairman of both the Manchester Zoning and Planning Boards

Member of the N.H.M.T.A. Worker's Compensation Trust Committee and Safety Board

Served as Chairman of the Manchester Master Plan Steering Committee

Served as a member of the Southern N.H. Planning Commission

Served on the N.H. Real Estate Appraisal Board

Coached for North Little League Instructional and Minors

Volunteer chaperon Cub Scout Pack 104

Volunteer chaperon Smyth Road School

Coached Youngsville Baseball

Co-Chairman St. Catherine's Holiday Fair

Guest Writer for Hippo Press

### Professional Experience

#### Director of Safety and Compliance/Director of Warehouse and Re-Load Facilities

2010 – 2014    WTG/Atlantic Distribution Services    Exeter NH

Design, promote and maintain a proactive safety culture. Maintain all required compliance programs including Federal and State D.O.T., O.S.H.A. and Worker's Compensation. Driver recruitment and hiring. Chair of Safety Committee.

Multimodal coordination of warehouse services for both rail and truck. Oversee the daily operations of three facilities along with developing new business while maintaining operational budgets.

#### Logistics Manager

2008 - 2010            American BioMass Corp.            Goffstown NH

Coordinate all transportation and warehousing services including pricing, inventory control, wholesale deliveries and all supply chain requirements. Local Facility Manager, Chair of Safety and Labor Management Oversight Committees.

#### Site Manager

2007 - 2008            Bestway Disposal            Belmont NH

Complete responsibility for company operation including P&L, operation revenues in excess of \$5,000,000 a year, human resource functions, sales, facility and equipment maintenance, safety, transfer station operation, risk management and equipment purchases.

#### Division Manager

2000 – 2007    WTG/Atlantic Distribution Services    Exeter NH

Total responsibility for company distribution operation including all human resource functions, sales, trucking, household goods and warehousing, facility and equipment maintenance, safety, risk management and equipment purchases.

#### Location Manager

1997 – 2000            Furst-McNess Company            Merrimack NH

Sole responsibility for company distribution operation including all human resource functions, sales, dispatch, maintenance, safety and risk management in a union environment.

#### Director of Operations/Safety Management

1996 – 1997            Cargo Transport, Inc.            Billerica MA

Responsible for operations, safety and risk management, driver recruitment, training and discipline.

Commission Name: Heritage Commission

Name: Kevin McCue

Address: 60 Gurtner St.

Manchester, NH 03104

Phone: 674-6596

E-mail: mecutest@gmail.com

Department Head: @ Jonathan Golden

## **Nabil Migalli**

87 Rochelle Avenue  
Manchester, New Hampshire 03102-4737  
Phone (603) 669-6253  
Cell (603) 361-0251  
E-mail [migalli@comcast.net](mailto:migalli@comcast.net)

### **Education:**

- Institute of National Planning (INP) in Cairo (Master's equivalent).
- National Institute for Social and Criminological Research in Cairo (Master's equivalent).
- Faculty of Arts, Cairo University (BA in Social Studies).
- Cairo School of Social Work (BSW).
- Philadelphia International Program, including a summer course at the School of Social Work, University of Pennsylvania.

### **Work Experience:**

#### Independent Consultant:

Nabil Migalli and Associates, LLC  
Diversity and Language (Training, consulting, and translation).  
(2001 / present).

#### Translation and Interpretation:

Affiliated with Language Bank.  
(2007 /present).

#### Jac Pac Worker Assistance Center:

Serving former Jac Pac workers (Mostly immigrants and refugees)  
(January / December 2004).

#### Moore Center Services, Inc:

Serving individuals with disabilities.  
Staff Development Manager, Senior Case Manager, Independent Living Program  
Supervisor, Clinical Services Supervisor, and Case Manager.  
(1982 / 2002)

#### In The Arab Republic of Egypt:

Experience in the fields of clinical services, social defense, training, and social research.

### **Professional Experience:**

- ✓ Extensive experience in human services (clinical, management, research, training, and community action).
- ✓ Extensive knowledge of the immigrant and refugee community in New Hampshire and especially Manchester.
- ✓ Designed and presented educational programs on diversity, cultural effectiveness, immigrants concerns, and other civil rights issues at community organizations, educational institutions and government agencies including University of New Hampshire, Granite State College, Manchester Community College, NH Humanities Council, State of New Hampshire (DCYF), NH Police Academy, Manchester School District, New Hampshire Minority Health Coalition, Gateways Community Services, Inc., St. Mary's Bank, and the American Association on Mental Retardation.
- ✓ Certified as a Court Expert by Rockingham County Superior Court.
- ✓ Excellent communication skills.
- ✓ Team player and excellent leadership and management skills.
- ✓ Bilingual (English / Arabic) and basic knowledge of French.
- ✓ Provides professional translation and interpretation (English / Arabic).

### **Community Involvement:**

- ✓ Meaningful and effective rapport with the immigrant and refugee community as individuals, families, and organizations.
- ✓ Excellent knowledge of community resources especially those serving immigrants and refugees.
- ✓ Resident of Manchester, NH for 33 years.
- ✓ Productive relationships with government agencies and officials.
- ✓ Outspoken advocate for human rights especially for immigrants and refugees (often interviewed by the media on this topic).
- ✓ Involvement with Welcoming New Hampshire.
- ✓ Member of several bodies and civic organizations including:
  - State Refugees advisory Council.
  - US Commission on Human Rights for the State of New Hampshire (formerly).
  - Community Advisory Board (Secretary).
  - Manchester Task Force for the integration of immigrants and refugees.
  - NH Alliance for Immigrants and Refugees.
  - Mental Health Center Advisory Board for Cultural Effectiveness (former member).
  - City Office of Youth Services (member of the advisory board).
  - NH Minority Health Coalition (former board member).
  - People Fest (co-founder and former chair).
  - Arab-American Forum (president and co-founder).
  - Martin Luther King Coalition (former chair).
  - Manchester Community Resource Center (former board member for three terms).
  - Parent Information Center (former board member).
  - Cultural Diversity Task Force (formerly).

- Immigrants Rights Task Force (formerly)
- NH Legal Assistance (member of the advisory board)).
- Helped organizing “Iraqi Social Services” as a NH non-profit corporation.
- FBI Citizens Academy, Boston (graduate).
- Citizens Police Academy, Manchester (graduate).
- Leadership Greater Manchester Graduate / Class 2016).

### **Special Accomplishments:**

- ✓ Initiated and managed Independent Living Program at Moore Center Services, Inc. as a pioneer service for individuals with disabilities.
- ✓ Advocated for equal treatment of non-citizens in the process of applying for Driver's License. By involving New Hampshire Legal Assistance the matter ended up with a Class Action suit that benefited non-citizens.
- ✓ Was a part of a small group that initiated contacts with the office of US Senator John Sununu to discuss concerns of immigrants and refugees. With the involvement of the Mayor of Manchester, a conference was convened in November 2006 and attended by about one hundred individuals.
- ✓ With a small group of people initiated People Fest, Manchester's Multi-Cultural Festival in 2007.
- ✓ Involvement with Youth Leadership Academy, as a program of the Community Advisory Board.

### **Awards and Acknowledgements:**

- Alex Odeh Memorial Award (national award for outstanding efforts in organizing), 1990.
- Martin Luther King award for the State of New Hampshire, 1997.
- Was chosen by New Hampshire Magazine as one of thirty-three individuals who made a difference in New Hampshire in 2007.
- Was included as one of ten outstanding leaders among immigrants and refugees "Profiles of Leadership", published by New Hampshire Charitable Foundation, 2007.
- Certificate of Appreciation, Mental Health Center of Greater Manchester, 2007.
- People Fest Award, 2010.
- Officer Michael Briggs Community Hero Award (NH Law Enforcement), 2013
- Certificate of Recognition for volunteer service and commitment, OLLI at Granite State College, 2014.
- Granite State Legacy Award, 2016

Commission Name: Arts Commission

Name: Nabil Migalli

Address: 87 Rochelle Ave

Manchester, NH 03102

Phone: 609-6253

E-mail: migalli@comcast.net

Department Head: Matt Normand / Daniel  
Benbe

**Daniela A. Snow**

314 Tarrytown Rd. Manchester, NH 03103 208 277-6155

www.dassnow.com

**Honors**

Phi Theta Kappa	North Idaho College
Magna Cum Laude	Eastern Washington University
Nominee for the Frances B. Huston Outstanding Senior Award	Eastern Washington University

**Education**

New Hampshire Institute of Art, Manchester, NH	
Masters of Fine Art, Visual Arts, 2016	
Eastern Washington University, Cheney, Washington	
Bachelor of Arts Degree in Anthropology, 2012	Major: Osteology/Forensics
Bachelor of Fine Arts, Studio Arts Degree, 2011	Major: Ceramics and Painting
North Idaho College, Coeur d'Alene, Idaho	
Associates Degree in General Studies, 2009	

Native of Germany – bilingual in German and English

**Professional Related Experience**

Art Department Substitute Instructor/ Lab Assistant, Ceramics, North Idaho College (2012-2014)

Served as instructor for 2 classes/ 27 students. Provided lectures on techniques, developed assignments and assisted students with projects such as Raku Fire. Oversaw lab, including mixing glazes and slips, operating kilns and other duties as assigned. Developed professional relationships with students in order to help them create their best works.

Art Department, Lab Assistant/Work-study, Eastern Washington University (2010-2011)

Mixed glazes and slips. Operated electric and gas kilns. Developed system to effectively operate ceramics lab. Incorporated techniques used in my personal working studio.

Tutor, North Idaho College TRiO Student Service Program (2008-2009)

Tutored students who were first-generation, low-income, and/or disabled. Successfully completed tutor training including teaching styles and techniques. Provided one-to-one tutoring to students.

### **Art Presentations**

(2016) Williams Gallery, 77 Amherst Street, Manchester, NH, MFA exhibit

(2012) River Park Square, Krupps Gallery, Spokane, Washington, group exhibit "After the BFA"

(2012) Second Space Gallery, Spokane, Washington, group exhibit "Fruit, Flight and Fleeting Felicity"

(2012) Bruce Newman gallery, Eastern Washington University, solo exhibit by invitation

(2011) BFA Exhibit, Eastern Washington University, group exhibit "Visual Arguments"

(2009) Spokane Arts Commission, Chase Gallery, Spokane, Washington "Explorations IX"

(2008) Student Art Show, North Idaho College, Corner Gallery, Cd'A, Idaho, Honorable Mention

(2007) Student Art Show, North Idaho College, Corner Gallery, Cd'A, Idaho

### **Art Papers and Publications**

Published 2 papers, each accompanying a work of art I created to speak to a social issue. The first piece was presented at the Chase Gallery, Spokane, Washington in 2009, and in 2012 another piece was displayed at the St. Pius Church in Coeur d'Alene, Idaho.

In both 2006 and 2009 my chainsaw carvings were published in the Coeur d'Alene Press

Artwork developed and gifted to the TRIO Student Support Services published in Weeks' Worth Newsletter at North Idaho College, Coeur d'Alene, Idaho.

Idaho Catholic Register in Boise, Idaho, published art piece created to mark 25<sup>th</sup> anniversary of our soup kitchen.

### **References**

Sherry Simkins – Division Chair/Communications Instructor - North Idaho College, North Idaho  
208 769-3418 sherry.simkins@nic.edu

Nancy Hathaway – Professor of Art – Eastern Washington University, Washington  
509 359-7070 nhathaway@ewu.edu

Lucinda Bliss – Dean Graduate Program – New Hampshire Institute of Art, New Hampshire  
603 836-2544 LucindaBliss@nhia.edu

Commission Name: Arts Commission

Name: Daniela Snow

Address: 314 Tarrytown Rd.  
Manchester, NH 03103

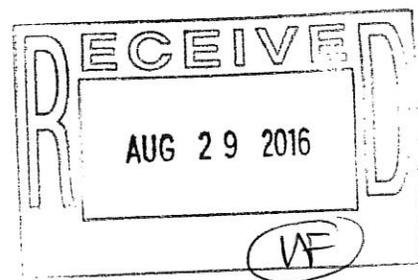
Phone: 208-277-6155

E-mail: dannysnow962@msn.com

Department Head: Matt Normand Daniel  
Berube

# NaBeela Washington

64 Merrimack St  
Manchester, NH 03101  
205.243.7556



## Summary

I am a versatile, results-driven communications and outreach coordinator with diversified experience in running and delivering campaigns, strategic social media planning, public relations, marketing research, conceptualization, and design. I am an engaging leader with demonstrated retention in my work and I offer superior communication skills, knowledge of current trends and fresh ideas. I carry a creative approach alongside a mission to empower and uplift my community.

## Experience

### **Union Square Donuts**

**Somerville, MA**

March 2016- Present

- I am responsible for managing clientele, client-facing, building custom orders, and implementing all brand outreach, marketing activities, campaigns, and strategies. I draft innovative content for social media channels (Facebook, Twitter, Instagram, etc.) & assist with the development of new brand & community initiatives and events to drive traffic/sales and draw new guests & clients. I develop various artwork for signage and marketing collateral to support on-going marketing programs, events and promotions.

### **Prae**

**Creative Strategist & Founder**

March 2015- Present

- I help small to medium sized businesses, who don't have time to manage their digital presence, manage social media, create unique marketing strategies, or develop their brand.
- I perform market research to reinforce brand awareness, design creative strategy & content to help businesses understand their target demographic, gain leads and propel their brand forward while resonating with their customer. I uncover hidden gems in the community & highlight the need for community preservation, while helping businesses form new partnerships & increase their marketing footprint.

### **New Media Marketing at UTEC**

**Lowell, MA**

July 2015 - December 2015

- Integrated UTEC's online presence for agency and social enterprises.
- Developed staff capacity, training and work-flow materials for new website,
- Created content and assessed brand recognition through social media and marketing.

- Increased Facebook social media followers by 9.3% for main pages and 12% for social enterprise pages.
- Increased interest and community engagement more than 25+ miles outside of the targeted Lowell community.

### **Communications & Outreach Coordinator at Alabama Environmental Council**

August 2014 - July 2015

- Created new Marketing and Communications plan that increased outreach efforts, awareness about local, state-wide and national environmental issues, and re-defined AEC's brand & brand voice.
- Helped attract new volunteers and donors.
- Taught the team about the importance of influence mapping in the community & strategic planning.
- Developed research that supported glass recycling & how media can negatively influence recycling behaviors.
- Established new partnership between AEC & Rafiki's African Grill that led to the founding of a fundraising event called 'Green Tuesday' that would shed light on green building, AEC's initiatives, and the revival of Birmingham while raising new funds for AEC.

### **Office Assistant at Sodexo**

November 2011 - December 2014

- Responsible for catering communications, finance, labor management, scheduling, price comparisons among our competitors distribution of marketing materials to promote our services and helping Sodexo understand the student body's opinion about on-campus dining.

### **Lead Marketing Intern at Motivators and Creators Women's Group - MACs Women**

June 2014 - July 2014

- Created a Marketing & Advertising Campaign that increased social media engagement and membership on Facebook, Twitter, Instagram, Tumblr and Google Plus by 10%.
- Edited and created social media/web content while producing effective marketing strategies.

### **Designer at University of Alabama School of Medicine**

March 2014 - May 2014

- Designed brochure for the UAB School of Medicine's Summer Enrichment Program, PRIME or Pre-Matriculation in Medical Education that educated prospective medical students about pre-med programs and opportunities that would lead them to success in their future fields.

### **Marketing and Communications Intern at Alabama Environmental Council**

February 2014 - May 2014

- Prepared a marketing campaign that would re-define AEC and increase environmental outreach while targeting youth and adult demographics.

### **Windows UCrew Brand Ambassador at Microsoft**

August 2013 - May 2014

- Created a marketing campaign targeting UAB to promote Microsoft products and technology for students.
- Held live demonstrations and tutorials for over 1200 students & built a social media presence spreading awareness about Microsoft products.

**PR Intern at Dominguez Rancho Adobe Museum**

July 2013 - November 2013

- Increased outreach and publicity for The Dominguez Rancho Adobe Museum.
- Designed e-Blasts, writing press releases for scheduled events, and informing clients and museum visitors about upcoming events.

**Communications & Design Intern at WLRH-FM, Alabama Public Television**

June 2013 - August 2013

- Assisted with broadcast editing, fixing html holes on the APT website, analyzing APT's social media presence, editing web content, & creating pledge designs while generating appeal for Public Television.

Projects

**1 in 5**

January 2014 to April 2014

Members: NaBeela Washington, Zoe Zaslowsky

1 in 5 is a Documentary created by Zoe Zaslowsky and I about "Rape Culture" and what UAB has and is doing to combat it. Our film sheds light on the horrendous trend of Victim Blaming, and Stereotyping, and it urges viewers to put an end to The Bystander Effect.

Volunteer Experience

**Social Media & Outreach Coordinator at Green Streets Initiative**

July 2015 - March 2016

- Helped promote green-transportation through various social media platforms & raise awareness about ways to create more sustainable transportation & healthier lifestyles.

**Volunteer Designer at Active Minds, Inc.**

January 2014 - March 2014

- Designed a flyer for the 'Fight the Stigma' Walk event.

**Festival Volunteer at International Birmingham Asian Festival**

March 2013 - March 2015

- Helped set up the festival. & served food to visitors,

**Clerical Volunteer at Ronald McDonald House Charities**

June 2009 - June 2014

- Managed main kitchen for children, checked parents and children into rooms, answered the phone, monitored entry and house access, collected pop tabs, handled paperwork, & cleaned the house as needed.

Honors and Awards

**1 in 5 - Alabama Student Short Film Festival Official Selection**

Birmingham Museum of Art College Collective

March 2015

**Bernice C. Thomas Scholar**

UAB College of Arts and Sciences

August 2013

**UAB Juried Art Show Participant**

Fall 2012

Education

**University of Alabama at Birmingham**

Bachelor of Arts (BA), Visual Advertising, 2010 - 2014

Activities and Societies: National Alumni Society, Into the Streets

**Hoover High School**

2005-2010



Contact NaBeela on LinkedIn

Commission Name: Arts Commission  
 Name: NaBeela Washington  
 Address: 64 Merrimack St.  
Manchester, NH 03101  
 Phone: 205-243-7556  
 E-mail: beela.washington@gmail.com  
 Department Head: Matt Normand <sup>Daniel</sup> Benube

# KATIE BERUBE

199 N ADAMS STREET, MANCHESTER, NEW HAMPSHIRE 03104  
(617) 930-6453 | katieberube603@gmail.com | www.linkedin.com/in/katieberube/

## SUMMARY

Highly skilled, multi-faceted, results-driven Technology professional with over 15 years of experience leading successful initiatives and projects. Provides exceptional and thoughtful service and solutions. Demonstrated ability to successfully meet immediate requirements, while identifying strategic and/or longer-term solutions. Ideally suited for a collaborative, team-oriented, fast paced environment with opportunities to make a positive and significant difference as a manager, leader or individual contributor. Special interest in user experience.

## KEY COMPETENCIES

- Excellent Organizational Skills & Attention to Detail
- Creative Problem Solving and Solutions Focused
- Collaboration and Teamwork
- Design, Architect and Implement New Technology
- Excellent Ability to Prioritize and Multi-Task
- Strategy and Planning
- Translating Requirements into Technology Solutions
- Leadership and Decision Making
- Sound Judgment

## TECHNICAL SKILLS

**Applications:** MS Office 2010, Enterprise Architect, SharePoint 2010, MS Project, MS Visio, Lotus Notes, Webex, Keynote, OmniGraffle Pro. 5.4, Camtasia Studio, Balsamiq Mockups, Axure, Atlassian Wiki, Atlassian JIRA Agile, Adobe CS6

**Databases:** MS Access 97-2003, DB2, Oracle, MySQL 5.5, Lotus Notes Domino 4.6x-6.x.

**Business Processes & Proprietary Applications:** Project Management and Tracking, Traceable Client Communication, Product Roadmaps & Specifications, Product Backlogs, Change Management, Workflow Diagrams, Information Architecture, Decision Support.

**Methodologies, Tools & Values:** Agile, Scrum, Waterfall, RFPs, BRD, BABOK, Six Sigma, Wireframes, Mock Ups, Storyboards, Process Maps, Traceable Requirements, QA, Use Case Modeling, Data Modeling, Use Case Scenarios, User Stories. Respect for People, Continuous Improvement & Learning, Communicate Honestly, Create Results, Openness, Mentoring, Change Agent, Goal Setting, Iteration.

## PROFESSIONAL EXPERIENCE

FIDELITY INVESTMENTS/WEBSTER CONSULTING GROUP, Merrimack, NH . . . . . October 2015-Present  
*World leader in financial services with over \$5.4T in custodial assets and in excess of \$2.1T in management.*

### Senior Business Analyst

Provide business analysis and technology expertise as member of Product Development and Delivery department, servicing Stock Plan Services division. Perform business analysis and product owner functional roles on custom development initiatives.

BOSTON CHILDREN'S HOSPITAL, Boston, MA

February 2014-October 2015

*Founded in 1869, Boston Children's is a magnet certified 395-bed comprehensive center for pediatric health care and research. Boston Children's is one of the largest pediatric medical centers in the United States.*

### Business Analyst

Provide business analysis and technology expertise as member of dedicated, project-focused team servicing all areas of the organization. Perform various functional roles on diverse projects including organization wide, third party vendor solutions and custom development initiatives.

- Collaborate with business and technology departments, and external vendor on strategic initiative to enhance patient engagement by implementing integrated communication platform for all departments. Distribute patient communications via e-mail, telephone and SMS Text, for over

600,000 annual patient visits.

- Perform expert business analysis services and support, from project request to solution delivery for custom mobile and web application for patients and healthcare providers. Provide patients and families with an app to track symptoms; and healthcare providers with a tool, integrated with hospital systems, for clinical decision support. Conduct requirements and design sessions to build solution to meet stakeholder needs while delivering enterprise scalability.

SECRETARY OF THE COMMONWEALTH OF MASSACHUSETTS, Boston, MA July 2013-January 2014  
*One of the highest elected offices in State Government, principal Public Information Office overseeing Corporations, Public Records, Elections, Archives, Securities, and States Record Center.*

**Business Analyst/Consultant-**

Develop recommendations and implement software solutions for business problems based on user research and analysis. Consult on requirements standardization and process improvements to be adopted by team.

- Led highly visible project to enhance Division static web site with first dynamic, page integrated with internal systems. Resulted in increased transparency of Government process and citizen access to information. Created detailed, project artifacts including business proposal, concept model, high fidelity wireframes, functional specifications, test and release plans, and user documentation.

STATE STREET CORPORATION, Boston, MA

2003-Oct. 2012

*World leader in financial services with over \$9.5T in custodial assets and in excess of \$1.4T in management.*

**Technology Project Manager/Business Analyst-Vice President (2008-2012)**

Provided leadership of business and technology professionals with focus on larger, complex projects, and technology delivery across organization.

- Co-designed and developed with IT colleagues and Business Partners tools, processes and procedures for communicating and documenting business needs for application enhancements. Established 100+ User stories in product backlog, formalized business prioritization and governance; defined actionable quarterly release plans and quarterly product roadmaps.
- Successfully guided team through multiple organizational transitions. Including re-training, and cross-training, procurement team of three to become technology helpdesk fielding internal and External Client inquiries. Coached Team to meet immediate need by performing role of quality testing of custom application. Trained permanent replacement Team and oversaw transition of work.

**Technology Project Consultant-Assistant Vice President (2006-2008)**

**Technology Project Consultant-Officer (2005-2006)**

**System Analyst and Administrator-Associate (2003-2004)**

ROMAN CATHOLIC ARCHDIOCESE OF BOSTON, Boston, MA

1996-2002

*Governing body of Catholic Church with an operating budget exceeding \$20M and 400 employees.*

**Network Manager/Senior Administrator (2002)**

**Senior/Lotus Notes Administrator (1998-2001)**

**Helpdesk Software Specialist (1996-1998)**

## EDUCATION & PROFESSIONAL DEVELOPMENT

**Associate in Arts, Fine Arts, MANCHESTER COMMUNITY COLLEGE, Manchester, NH (in progress)**

**Bachelor of Arts, Sociology, BOSTON UNIVERSITY, Boston, MA (1993)**

**Additional Professional and Technical Development:**

- Data Modeling & Business Analysis Core Competencies, Corporate Education Group
- Presentation Fitness, Greeley Communications
- Child Health Policy & Advocacy Training, Boston Children's Hospital
- Leadership Program, State Street

Commission Name: Arts Commission

Name: Katie Berube

Address: 199 N Adam Street

Manchester, NH 03104

Phone: 603-930-6453

E-mail: Katieberube603@gmail.com

Department Head: Matt Normand / Dan Berube

## **Stephanie P. Hewitt, MSN, FNP-BC**

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926 Union Street Manchester, NH 03104  
stephanie.hewitt@comcast.net  
(603) 494-2343

### ***Summary of Qualifications...***

ANCC certified Family Nurse Practitioner with experience in college health; skilled in providing evidence-based, individualized, and developmentally appropriate care to patients across the lifespan

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### ***Education...***

**RIVIER UNIVERSITY**, Nashua NH  
Master of Science in Nursing: Family Nurse Practitioner - May, 2012

**EXCELSIOR COLLEGE**, Albany NY  
Bachelor of Science in Nursing - August, 2010

**NEW HAMPSHIRE TECHNICAL INSTITUTE**, Concord NH  
Associate of Science in Nursing - May, 1994

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### ***Employment History...***

**SOUTHERN NEW HAMPSHIRE UNIVERSITY, Manchester, NH** **August 2014 to present**

- Provide preventative health interventions, evaluate and treat acute illness, and, monitor chronic disease in a student population diverse in age and culture
- Assess, monitor, and manage medications for students with depression and anxiety
- Assess male and female genitourinary concerns, screen for and treat STD's, and provide contraception management
- Provide health teaching and assist students to modify risk behaviors pertaining to relationships, sleep, stress management, nutrition, physical activity, tobacco use, and substance abuse
- Coordinate with campus safety, athletics, disability services, and administration to maintain health of students through consultation and interdepartmental meetings

**NEW ENGLAND COLLEGE, Henniker, NH** **October 2012 to May 2015**

- Serve as medical director
- Provide well care, evaluate and treat acute illness, and, monitor chronic disease in a student population diverse in age and culture
- Assess, monitor, and manage medications for students with depression, eating disorders, anxiety, ADHD, and substance use disorders
- Provide care to athletes; including evaluation and management of injuries and concussions and performing sports clearance exams
- Assess male and female genitourinary concerns, screen for and treat STD's, and provide contraception management
- Provide health teaching and assist students to modify risk behaviors pertaining to relationships, sleep, stress management, nutrition, physical activity, tobacco use, and substance abuse
- Coordinate with campus safety, athletics, disability services, and administration to maintain health of students through consultation and interdepartmental meetings

**BEDFORD PEDIATRICS, Bedford, NH** **2005 to 2014**

Registered Nurse (2005 to 2014):

- Performed physical assessment and triage of pediatric patients in primary care setting
- Coordinated care and referrals for acute and chronically ill patients
- Collaborated with schools, specialty clinics, home care, and community services for patient care

- Provided education in disease processes, treatment options, health promotion, and illness prevention
- Provided psychosocial support and assist patients to access available resources

Clinical Coordinator (2006 to 2008):

- Provided organization and leadership during a large expansion, tripling the size of the practice
- Developed all practice policies and procedures
- Managed vaccine program, maintaining vaccination rate of over 96%
- Developed and implemented annual required education program for all employees

**CAMP YOUNG JUDEA, Amherst, NH**

**Multiple summers 1994-2016**

Registered Nurse:

- Provided health care services for over 300 youth campers and 150 adult staff including medication administration, assessment and management of acute complaints, monitoring of chronic disease, and health education

**ELLIOT BEHAVIORAL HEALTH SERVICES, Manchester, NH**

**2008 - 2009**

Registered Nurse:

- Performed telephone triage of behavioral health patients of all ages and provided crisis intervention
- Facilitated improved functioning by assisting patients to manage symptoms and identify supports
- Assisted patients in navigating and accessing health care and community resources
- Collaborated with schools, community services, and other health care providers to provide services
- Negotiated with insurance companies to ensure payment for appropriate treatments and secured medications for patients through pharmaceutical assistance programs
- Performed depression screenings at primary care practices
- Developed resource packet for uninsured behavioral health patients
- Developed policy to maintain consistency of communication in multi-site behavioral health practice

**UNH COOPERATIVE EXTENSION 4H CAMPS, Allenstown, NH**

**Summers, 2007-2008**

Registered Nurse:

- Developed and implemented health plan for residential summer camp
- Provided all health care services to campers and staff
- Managed staff, schedules and maintained supplies of the infirmary
- Educated staff and campers regarding health promotion, illness and injury prevention, and disease
- Collaborated to ensure health and safety of campers in all activities

**PEDIATRIC HEALTH ASSOCIATES, Manchester, NH**

**1997-2005**

Registered Nurse:

- Performed physical assessment and telephone triage of a diverse population of pediatric patients in a six-physician practice
- Coordinated care and referrals for acute and chronically ill patients
- Collaborated with schools, specialty clinics, home care, and community services for patient care
- Provided education in disease processes, treatment options, health promotion, and illness prevention
- Provided psychosocial support and assisted patients to access available resources
- Managed vaccine program, maintaining vaccination rate of over 96%
- Developed social work position by participating in planning, interviewing candidates, and designing referral process
- Developed laboratory and diagnostic follow-up process and policy
- Developed policy and procedures for providing confidential reproductive health care for adolescent patients

**HILLSBOROUGH COUNTY NURSING HOME, Goffstown, NH**

**1995-1997**

Registered Nurse:

- Provided nursing care on multi-disciplinary behavior treatment unit in long-term care facility
- As charge nurse, supervised up to eight employees: delegated tasks, provided new-hire orientations, provided clinical training to staff, and performed performance evaluations

Board of

Commission Name: Health

Name: Stephanie Hewitt MSN

Address: 926 Union Street  
Manchester, NH 03104

Phone: 494-2343

E-mail: Stephanie.hewitt@comcast.net

Department Head: Tim Sarcy

# Tanya A. Tupick D.O.

Address:  
255 Lovering Street  
Manchester, NH 03109

Home Number: (603) 232-7521  
Personal Cell: (603) 723-3807  
Home Email: ptan4sq@gmail.com

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## PROFESSIONAL WORK EXPERIENCE

### *Urgent Care Physician*

*May 2016 to Present*

Catholic Medical Center Urgent Care in Bedford, NH

### *Emergency Room Physician*

*September 1, 2013 to April 2016*

Androscoggin Valley Hospital located in Berlin, NH

### *Family Practice Physician*

*August 2010 to July 31, 2013*

Derry Medical Center/Londonderry Family Practice located in Derry/Londonderry, NH

### *General Staff: Parkland Medical Center*

*November 15, 2010 to September 2013*

Address: 1 Parkland Drive; Derry, NH 03038 Phone Number: (603) 432-1500

### *Family Practice Residency/Internship*

*July 2007 to June 30, 2010*

St. Joseph's Medical Center, Reading PA

## EDUCATION

Family Practice Residency/Internship

*July 2007 to June 30, 2010*

St. Joseph's Medical Center, Reading PA

Doctor of Osteopathy

*August 2003 to May 2007*

University of New England College of Osteopathic Medicine (UNECOM), Biddeford ME

Bachelor of Science, Biology with a minor in English—*Magna Cum Laude*

*September 1997 to May 2001*

University of New Hampshire (UNH), Durham NH

## BOARD CERTIFICATION

American Osteopathic Board of Family Physicians

*September 13<sup>th</sup> 2010*

Certified in Family Practice and Osteopathic Manipulative Treatment

## LICENSES

- New Hampshire State Medical License – June 2, 2010 – Present
- Pennsylvania Osteopathic Physician & Surgeon – *Unrestricted License* 12/10/09 – 10/31/2010
- Pennsylvania Osteopathic Training License July 1, 2007 – June 30, 2010

## TEACHING EXPERIENCE

August 2004 – June 2005                      University of New England                      Biddeford, ME  
*OMT Teaching Assistant*

- Helped teach first year medical students OMT in the practical laboratory setting.

August 2001 – June 2002                      Conway School District SAU #9                      Conway, NH  
*High School Physical Science Teacher*

- Taught fulltime Honors and College Technical Preparatory Physical Science classes, which were laboratory intensive courses.

## RESEARCH EXPERIENCE

Spring 1999 – May 2001                      Dept. of Animal and Nutritional Sciences                      UNH, Durham  
*Lab Assistant and Researcher: Under Dr. Robert L. Taylor Jr.*

- Studying the dose effects of the major histocompatibility complex on Rous sarcoma tumor progression and regression.
- Assisting with DNA extractions, chromosome dose analysis, tumor measurement, statistical analysis, and research presentation.

## JOURNAL PUBLICATIONS

**T.A. Tupick**, S.E. Bloom and R.L. Taylor, Jr. Major Histocompatibility (*B*) Complex Gene Dose Effects on Rous Sarcoma Virus Tumor Growth; *International Journal of Poultry Science* 4 (5): 286-291, 2005

Taylor, R. L., Jr. and **T. A. Tupick**, 2002. Combinations of Tumor Regressor and Progressor Major Histocompatibility (*B*) Complex Haplotypes Exhibit Gene Dose Effects on Rous Sarcomas. *Poultry Sci.* 81(Suppl. 1):6

## CONFERENCE PRESENTATIONS

- October 2009: **Northeast Society of Family Medicine Teachers Regional Conference:** Presenting “Osteopathy for Dummies” and “Ministry in Medicine.”
- October 2008: **Northeast Society of Family Medicine Teachers Regional Conference:** Presenting “Effects of Osteopathic Manipulative Treatments on Post-Operative Patients.”
- May 2001: **COLSA Research Conference (UNH):** Presentation of “The Dose Effects of the Major Histocompatibility Complex on Rous Sarcoma Tumor Growth.”
- December 2000: **Genetics Graduate Seminar (UNH):** Presentation of “The Dose Effects of the Major Histocompatibility Complex on Rous Sarcoma Tumor Growth.”

## MINISTERIAL LICENSE

- Licensed minister with the International Church of the Foursquare Gospel appointed as the Pastor of Global Mission for Trinity Life Community a Bedford Foursquare Church in Bedford, NH.

## AWARDS AND HONORS

- Dr. John J. Woynarowski Memorial Fund for clinical achievement and humanitarian characteristics in the St. Joseph Medical Center Family Practice Residency Program 2009
- Sewall Osteopathic Foundation Scholarship 2006
- Title One Graduate Award 2002
- Fellowships for Research on “Dose Effects of the Major Histocompatibility Complex on Rous Sarcoma Tumor Progression and Regression.”
  - Undergraduate Research Opportunity Program (UROP) Fellowship 2001
  - Summer Undergraduate Research Fellowship (SURF) 2000
  - Oliver Hubbard Summer Undergraduate Research Fellowship 2000
- Golden Key Honor Society Member: Lifetime membership beginning in 1999.

## CERTIFICATIONS

- Basic Life Support from the American Heart Association
- Advance Cardiac Life Support from the American Heart Association
- Pediatric Advance Life Support from the American Heart Association
- Neonatal Resuscitation from the American College of Pediatrics (AHA)
- Advanced Trauma Life Support from the American College of Surgeons

## PROFESSIONAL SOCIETIES

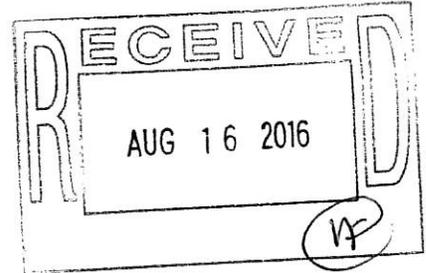
- American Osteopathic Association (AOA)
- American College of Osteopathic Family Physicians (ACOFP)
- American Academy of Family Physicians (AAFP)
- New Hampshire Osteopathic Association (NHOA)
- New Hampshire Medical Society (NHMS)

Commission Name: Board of Health  
Name: Tanya Tupick D.O.  
Address: 255 Lovemng Street  
Manchester, NH 03109  
Phone: 232-7521  
E-mail: ptan4sg@gmail.com  
Department Head: Tim Sovey



*Marion G. Russell*  
 200 Hanover Street #110  
 Manchester, NH 03104-6127  
 Tel. (603) 624-8275      E-mail: mgr200@aol.com

August 11, 2016



Honorable Ted Gatsas, Mayor  
 City of Manchester  
 One City Hall Plaza  
 Manchester, NH 03101

Dear Mayor Gatsas:

In December 2016 your appointment for a Commissioner will be announced.

I am interested in staying on as a Commissioner representing all residents of Manchester Housing Redevelopment Authority. Former Mayor Frank Guinta first appointed me as a Resident Commissioner in December 2006 and was your appointment in 2011.

As a resident of the Hugh Gallen Hi-Rise, I am very interested in Manchester Housing Authority, and whatever I can do to make things easier and helpful for the Seniors, Handicap, and Residents, who reside in any of the Authorities Housing Units or Section 8.

I am sure that any of the Commissioners or the Executive Housing Personnel will give a favorable report. If you would like to meet me in person, just give me a call.

Thank you for considering me for another five-year term when the Residents Commissioner position is up for appointment.

Sincerely,

*Marion G. Russell*

Marion G. Russell

CC: Dick Webster, Interim Executive Director  
 Manchester Housing Authority

Manchester Housing + Redevel. Authority  
Commission Name: \_\_\_\_\_

Name: Marion Russell

Address: 200 Hanover St. #110  
Manchester, NH 03104

Phone: 624-8275

E-mail: Mgr200@aol.com

Department Head: George Copadis

# Andrew F. Papanicolau

2069 Elm Street  
Manchester, NH 03104  
(603) 785-8100

Over 11 year of experience within BAE Systems in positions providing increased responsibilities and opportunities to directly impact Sector financial salients. Dedicated leader delivering on commitments while setting a positive example for others to follow and embrace. Creates and maintains strong rapport with all levels of functional management. Emerging leader seeking additional responsibilities that maximize my potential. *Experienced in Financial Planning & Analysis/Corporate Finance, Business Development, Program Management, Accounting, M&A Valuation and Portfolio Management.*

**Education:** Babson College, Wellesley, MA  
M.B.A., May 2000  
Finance

Boston College, Chestnut Hill, MA  
B.S., May 1992  
Finance and Marketing

## Core Competencies:

- Passion for Finance: Strategize – Analyze – Win/Win

**Experience:** BAE Systems, Inc., Nashua, NH March 2004 – Present  
Principal Finance Analyst (November 2010 to Present)

- Appointed to lead product line and provide financial analysis and expertise (~\$300M).
- Created and managed financial plans and reporting for Yearly and Quarterly Salients, Risks and Opportunities and Monthly/Weekly Flash Reports.
- Facilitated collaboration across multiple Functional Groups and Business Area leadership teams.
- Provide Merger & Acquisition and market analysis for business area to identify horizontal and vertical integration opportunities.
- Manage organizational capacity and provide supervision and training to several junior employees to ensure fulfillment of all Product Line requirements.
- Provide expertise to Hyperion Team and Senior Management to support Hyperion Enhancements.

Senior Project Financial Analyst (March 2004 to October 2010)

- Forecasted program Funding, Sales, Gross Margin, Net Cash Flow and Headcount.
- Developed, planned and analyzed budgets and schedules for Program Managers and Business Management Team to achieve contractual commitments.
- Analyzed and reported earned value, headcount and material forecasts to align customer and contractual requirements.
- Created and developed detailed financial models for material, EAC's, headcount and proposals.
- Implemented and tested Investment Evaluation Model (IEM).

Reed Business Information, Inc., Newton, MA October 2002 – February 2004  
Senior Accountant

- Managed monthly closing and developed consolidated monthly balance sheet and income statement for company and subsidiaries (domestic and international).
- Worked with external auditors on the preparation of annual financial statements.
- Analyzed and researched balance sheet and income statement discrepancies on a monthly basis.
- Provided technical support for PeopleSoft and Microsoft Excel.
- Developed audit documentation and procedures for monthly reporting requirements.

# Andrew F. Papanicolau

2069 Elm Street  
Manchester, NH 03104  
(603) 785-8100

**JSI Capital Advisors, LLC, Manchester, NH**

March 2001 – January 2002

## Financial Analyst

- Built the firm's valuation and analytical models focusing on the telecommunications industry.
- Constructed financial statements, wrote financial proposals and valuation appraisals.
- Negotiated agreements and fielded questions and requests from management and clients.
- Prepared legal documentation and interfaced with shareholders and financial intermediaries.
- Valued companies and ownership interests using various valuation methodologies.

**RiverStone Group, LLC, Manchester, NH**

June 1999 – March 2001

## Senior Treasury Analyst (June 2000 to March 2001)

- Supervised accounting for Financial Reporting, Treasury, General Ledger and Accounts Payable.
- Managed and analyzed monthly accounting close in accordance with GAAP and STAT.
- Developed pro-forma financial statements to evaluate company strategies.
- Managed investment accounting on investment portfolio (~\$700M).
- Worked with external auditors on the preparation of annual financial statements.

## Planning Analyst (June 1999 to June 2000)

- Developed corporate expense plan for company and subsidiaries (~\$70M).
- Supervised AP and GL and managed monthly close of operating expenses and accruals.
- Analyzed and prepared the annual operating and capital budgets.
- Created General Ledger reporting database to analyze budgets and expenses.

**Standish, Ayer & Wood, Inc., Boston, MA**

February 1996 - June 1999

## Performance Accountant

- Managed investment accounting for clients (~\$2.5B).
- Assisted portfolio managers in determining allocation and duration strategy.
- Supervised performance, valuation and cash flow activity for clients.

**The Boston Co./ First Data Corp., Boston, MA**

April 1993 - February 1996

## Fund Accountant

- Managed daily accounting close and prepared financial statements for auditors (~\$300M).
- Analyzed performance and investment allocation for fund.
- Compiled compliance/reporting information to various federal regulatory agencies.

## **Information Technology:**

- Microsoft Office applications: Excel, Word, Access, Project and PowerPoint.
- Accounting software: Hyperion Planning, Essbase and PeopleSoft 8.
- Analytics & Database Software: Tableau Analytics, ProPricer, Oracle/Discoverer and Cobra.
- System software: AS/400 and Princeton Asset Management (PAM) Software.

## **Achievements:**

- Silver Chairman's Award 2007 – Transferring Best Practice – Lean Manufacturing Transformation
- Northeast Gold Shingo Prize for Operational Excellence

Manchester Housing + Redev. Authority  
Commission Name: \_\_\_\_\_

Name: Andrew Papanicolaou

Address: 2069 Elm Street

Manchester, NH 03104

Phone: 785-8100

E-mail: \_\_\_\_\_

Department Head: George Copadis

# LAVALLEE|BRENSINGER ARCHITECTS

August 26, 2016

Board of Mayor and Aldermen  
c/o Matthew Normand  
City of Manchester  
Office of the City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Board Members,

Lavallee Brensinger Architects is pursuing a 179D Commercial Building Energy Efficiency Tax Deduction and, to do so, we need your help. This tax deduction "enables" building owners to claim tax deduction for installing qualifying systems (systems that reduce the building's total energy power) and buildings. However, as a tax exempt entity, the City is ineligible to claim the tax deduction and instead, the architect of record is eligible for receiving the deduction. In exchange for your assignment to Lavallee Brensinger Architects, we are prepared to offer the City 20% of the net deductions granted.

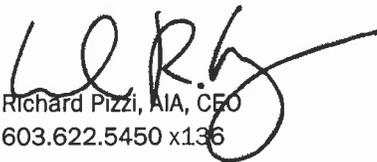
We have engaged *alliantgroup*, a national consultant with a specialty in this tax deduction, and *Howe Riley + Howe* CPA's here in Manchester, to assist us. To date, we have received the assignment of these tax deductions by the State of New Hampshire and many of its school districts and municipalities. For Lavallee Brensinger to receive deductions for our recent work completed at Manchester's Municipal Complex, we require the City's written consent.

The actual amount given to the City will be determined once the deductions are granted. Preliminary projections/estimates indicate that related deductions are likely to total between \$25,000 to \$70,000 – net of *alliantgroup* and *Howe Riley + Howe* fees. In addition to the 20% net deductions, *alliantgroup* is preparing an energy model as part of their process, which will be shared with the City.

Lavallee Brensinger Architects agrees to forward payment to the City, as an unrestricted donation, along with the related accounting backup, within ten (10) business days following our receipt of payment from the IRS.

We appreciated your time and consideration.

Sincerely,



Richard Pizzi, AIA, CEO  
603.622.5450 x136



Chris Drobot, AIA, President  
603.622.5450 x201

Cc: Barry Brensinger, AIA, Principal

For information about the 179D Tax deduction please visit: <http://energy.gov/eere/buildings/179d-commercial-buildings-energy-efficiency-tax-deduction> (IS THERE RISK OF INCLUDING THIS LINK AND HAVING THEM HUNT AROUND FOR MORE QUESTIONS AND PROLONG THEIR APPROVAL?)

**SECTION 179D ALLOCATION**

As part of the Energy Policy Act of 2005, Congress enacted Section 179D of the Internal Revenue Code to encourage the design and construction of energy efficient properties. This program allows government building owners to allocate potential Section 179D deductions for the installation of energy efficient building envelope, HVAC and hot water systems, and interior lighting systems. Taxpayers eligible to receive an allocation may include an architect, engineer, contractor, environmental consultant or energy services provider. *City of Manchester* hereby allocates the Section 179D deduction for the property described below to *Lavallee | Brensinger Architects*.

<b>Owner Representative Information</b>	
<b>Representative Name:</b>	
<b>Government Entity Name</b>	City of Manchester
<b>Title:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b>	

<b>Designer Representative Information</b>	
<b>Representative Name:</b>	Chris Drobat
<b>Designer Entity Name</b>	Lavallee   Brensinger Architects
<b>Title:</b>	President
<b>Address:</b>	155 Dow St., Ste. 400 Manchester, NH 03101
<b>Telephone Number:</b>	(603) 622-5450 x201
<b>Representative E-mail:</b>	chris.drobat@lbpa.com

Under penalties of perjury, I declare that I have examined this allocation, including accompanying documents, and to the best of my knowledge and belief, the facts presented in support of this allocation are true, correct, and complete.

The authorized owner representative is not responsible for certification of the energy efficient commercial building property. The taxpayer receiving the allocation is solely responsible for obtaining the required certification and onsite verification and for ensuring their accuracy and substance.

# LAVALLEE BRENSINGER ARCHITECTS

Property Name	Property Address	Placed in Service	Cost of Property	Allocated Systems	Allocation Percentage
Department of Public Works Administration Building	475 Valley St. Manchester, NH 03103	January 2013	\$7,146,131	HVAC and hot water, lighting, and building envelope	100%
Department of Public Works Central Fleet Maintenance Building	480 Hayward St. Manchester, NH 03103	January 2013	\$6,521,650	HVAC and hot water, lighting, and building envelope	100%
Manchester Police Building	405 Valley St. Manchester, NH 03103	January 2013	\$13,234,668	HVAC and hot water, lighting, and building envelope	100%

**AGREED TO AND ACCEPTED:**




\_\_\_\_\_  
 Signature (City of Manchester Representative)

\_\_\_\_\_  
 Signature (Lavallee|Brensinger Architects Representative)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date



**MANCHESTER SCHOOL DISTRICT**  
SCHOOL ADMINISTRATIVE UNIT NO. 37  
195 McGregor Street, Suite 201  
Manchester, NH 03102  
Telephone: 603.624.6300 • Fax: 603.624.6337

**Debra Livingston, Ed.D.**  
Superintendent of Schools

**David M. Ryan**  
Assistant Superintendent  
Curriculum & Instruction

**Christine D. Martin**  
Assistant Superintendent  
Elementary Education

**Karen DeFrancis**  
Business  
Administrator

**Vacant**  
Executive Director of the  
Innovation Zone

To: Board of Mayor and Aldermen

From: Maura Leahy   
Clerk of the Board of School Committee

Date: September 16, 2016

Re: Settlement Agreement Funds

At the September 14, 2016 Board of School Committee meeting it was voted to request that the Board of Mayor and Aldermen allow the Board of School Committee to apply the revenue of \$148,375 from the Candia settlement agreement to the healthcare expendable trust.

The Board of School Committee is respectfully requesting the Board of Mayor and Aldermen support this allocation of funds.

cc: Debra Livingston, Superintendent  
Karen DeFrancis, Business Administrator

TO: Board of School Committee

FROM: Subcommittee on Finance  
Committee Members Girard, Beaudry, Desrochers, Bergeron, Tessier

DATE: September 14, 2016

RE: Expendable Trust Request

At the August 9, 2016 Subcommittee on Finance meeting, it was voted to request that the Board of Mayor and Aldermen allow the Board of School Committee to apply the revenue of \$148,375 from the Candia settlement agreement to the healthcare expendable trust.

The motion passed with Committee Members Girard, Desrochers, Bergeron and Tessier voting in favor. Committee Member Beaudry was absent.

Respectfully submitted,



Maura Leahy

Clerk of the Board of School Committee

**At the September 14, 2016 Special Board of School Committee meeting, on motion of Committee Member Girard, duly seconded by Committee Member Beaudry, it was voted to accept the report of committee and adopt its recommendations.**

**Manchester Police Patrolman's**

**Association**

**To Board of Mayor and Alderman**

**Dated 8/30/16**

**Proposal #1** – Salaries – Effective July 1, 2016 the salary schedule shall be increased by 1%; 3% effective July 1, 2017; and 3% effective July 1, 2018.

Parking control officers one labor grade adjustment (upward) step by step placement effective July 1, 2016.

**Proposal #2** – Critical Incident Duty Pay – January 1, 2017 \$40.00 per week for sworn officers and animal control officers. Effective January 1, 2018 \$50.00 per week for sworn officers and animal control officers .

**Proposal #3** – Insurance – Status quo, but the City can offer a high deductible plan with a negotiated HSA Effective July 1, 2017, employees paying 15 will increase to 16.%

Provide 5 payroll slot provided the receiving entity will accept electronic fund transfers.

**Proposal #4** – Severance benefit of \$10,000 for twenty years of service, ten of which is with Manchester PD.

**Proposal #5** – Holiday – Include Fast Day.

**Proposal #6-Appendix A Revisions Attached.**

MPPA PROPOSAL

SALARIES

Article 13

Current Contract Language:

13.2 Effective July 1, 2016, Salary Schedules shall be increased by one percent (1%).

13.3 Effective July 1, 2017, Salary Schedules shall be increased by three percent (3%).

13.4 Effective July 1, 2018, the salary schedule will be increased by three percent (3%)

Article 13.8—Effective July 1, 2016 all parking control officers will receive a one (1) labor grade adjustment upward. The adjustment shall be step for step. Thereafter new hires will enter the system at the higher labor grade (LG 12)

MPPA PROPOSAL  
CRITICAL INCIDENT PAY  
NEW Article

In recognition of the increasingly hazardous working conditions, including but not limited to, the proliferation of violence against police officers, increased frequency of critical incidents, and the heroin and other illegal drugs epidemic, each sworn officers and animal control officers shall receive an additional fifty (\$50) dollars a week as critical incident/hazardous duty pay effective January 1, 2017. The critical incident/hazardous duty pay shall be increase to \$50 per week effective January 1, 2018.

MPPA PROPOSAL

HEALTH INSURANCE

ARTICLE 20

Replace first paragraph of 20.1 with the following:

20.1 Effective July 1, 2017, the City will pay 84% of the premium for the Blue Choice New England POS Plan or the Access Blue New England Plan family, two person or single plan for employees hired before July 1, 2012.

Current contract language thereafter

Add paragraph at end of article:

*20.?????? The City will make available up to 5 slots on the payroll for deductions requested by the employee. The City will not discriminate in the uses of these payroll deduction slots.*

MPPA PROPOSAL

SEVERANCE PAY

Article 31- Severance benefits

Add language

In recognition of prior service any bargaining unit member with twenty years of service, of which ten (10) must be with the City of Manchester, who retires after July 1 , 2017 will be paid a severance benefit of \$10,000. The City may withhold from this benefit such amounts that are necessary for contributions to the New Hampshire Retirement System

MPPA PROPOSAL

ARTICLE 10  
HOLIDAYS

10.1 The following days shall be paid holidays for the bargaining unit members:

New Years' Day	Labor Day	Civil Rights Day
Columbus Day	Washington's Birthday	Veteran's Day
Memorial Day	Election Day	Independence Day
Thanksgiving Day	Christmas Day	<i>Fast Day</i>

10.2 Employees, assigned to the uniformed ranks of the Department or those whose functions require twenty-four (24) hours per day, seven (7) days per week operations, shall be compensated for the above holidays in lieu of being allowed time off on holidays. Such compensation shall be at straight time pay of one-fifth (1/5) of a regular week's pay.

10.3 Those employees who are assigned on a straight work week Monday through Friday on day shifts shall, whenever applicable, be allowed time off on the above holidays. In such instances, the employee shall receive his regular pay and shall not receive additional pay in lieu of the holiday.

10.4 If a holiday occurs within an employee's scheduled vacation period, the employee shall be given an extra day's pay

10.5 For the purpose of this Article, the holiday shall be the twenty-four (24) hour period commencing at 12:01 AM of that day.

10.6 Longevity steps shall be included in the payment for holidays, which are paid for in lieu of employees being allowed time off.

10.7.1 ~~Commencing on January 1, 1993, Bargaining unit members who are entitled to be compensated for holidays in lieu of being allowed time off,~~ **except parking control officers,** will be paid twice a year on the basis of the pay rate that was in effect on the date of the holidays involved. Payment will be made each year in the first pay period of June, to include New Year's Day, Civil Rights Day (Fast Day in 1993), Washington's Birthday and Memorial Day. The second pay period shall be the first pay period of December, including all remaining holidays. The Christmas holiday shall be paid in the employees Regular check following Christmas Day.

7/1/10 to 6/30/13

## Appendix A

## Qualifications for Achievement Steps

Current members of the MPPA bargaining unit will be grandfathered to assure those presently holding an A-Step status keep it at their current rank.

Upon ratification of the contract members <sup>will</sup> need to obtain ~~their criteria progressively with the exception being formal education~~ Post Secondary Education (degrees +) will carry forward through the ranks as outlined in Appendix A.

Bargaining unit members who attain any of the following shall be deemed to have achieved the "A-STEP."

Any certification or experience in a specialized area that brings added benefit to the assigned duties of the member's position (as solely determined by the Chief of Police).

## Police Officer:

- An Associates Degree or higher in, Criminal Justice; Social Services; Business Management/Administration; Public Administration or Medical Sciences, i.e., RN, P.A., Paramedic, EMT (All employees currently having the EMT A-Step shall retain such A-Step whether or not licensed by the State of New Hampshire or by any other agency. New EMT's, after August 3, 2004, must be licensed by the State of New Hampshire).
- Certified Polygraph Examiners
- Certified Accident Reconstructionist
- 30 Continuing Education Units (CEU) from the NH Police Standards and Training Council [Courses required for Police Officers Certification shall not count]

## Animal Control Officer I&amp;II:

- An Associates Degree or higher in, Criminal Justice; Veterinary Sciences; Social Services; Business Management/Administration; Public Administration or Medical Sciences, ie, RN, P.A., Paramedic.

7/1/10 to 6/30/13

- or completes (pre-approved) six courses, six workshops or six seminars appropriate to assigned duties.

**Parking Control Officer:**

- An Associates Degree or higher in , Criminal Justice; Social Services; Business Management/Administration; Public Administration or Medical Sciences, i.e., RN, P.A., Paramedic
- or completes (pre-approved) six courses, six workshops or six seminars appropriate to assigned duties.

[NOTE]The following paragraph shall apply only to bargaining unit members who are hired after the date of ratification of this Agreement:

Achievement Pay Standards for each class of positions are grouped into three different kinds of categories:

1. Qualifying Additional Formal Education;
2. Qualifying Additional Specialized Training; and
3. Qualifying Additional Skills.

In order for an employee to advance into an Achievement Pay Grade, the employee must successfully complete ~~the required items within two (2) of the three (3) categories. One completed category of required items will~~ suffice to achieve an A-STEP provided the required items are proposed by the employee and/or bargaining unit representative and approve by the department head ~~and the Human Resources Director.~~ All employees shall be provided equal opportunity to pursue completion of Achievement Pay Standards appropriate to their assigned duties and responsibilities.

C

MPPA \_\_\_\_\_  
City \_\_\_\_\_  
Date \_\_\_\_\_

## MPPA PROPOSAL

### ARTICLE 7 GRIEVANCE PROCEDURE

7.1(A) A grievance is defined as a claim or dispute arising out of the application or interpretation of this Agreement, under express provisions of the Agreement, and shall be processed by following the steps described in this article.

7.1(B) For the purpose of this article, a "BUSINESS DAY" shall be defined as Monday through Friday with Holidays excluded.

7.2 STEP ONE: A member of the bargaining unit must first take up the grievance with his immediate supervisor. The immediate supervisor shall give his answer within ~~two (2)~~ **five (5)** business days.

7.3 STEP TWO: Failing adjustment by these parties, the grievant may, within ~~three (3)~~ **five (5)** business days, submit the grievance, which must be in writing and which must list the article and section violated and the specific grievance, to the Supervisor in charge of the Administration Division, *or in the case of a Parking Control Officer, to the Parking Division Supervisor*. The Supervisor in charge of Administration will render his decision within ~~three (3)~~ **five (5)** business days.

7.4 STEP THREE: Failing adjustment by these parties, the Supervisor in charge of Administration will:

1. Automatically forward the grievance referred to in Step 2 above, to the Chief of Police *or Finance Director, depending on chain of command*.
2. Forward a letter to MPPA notifying them of same;
3. The Chief *or Finance Director* will render his decision within seven (7) business days from the date on the above letter from the Supervisor in charge of Administration.

7.5(A) STEP FOUR: If the decision of the Chief of Police *or Finance Director* is not acceptable to the aggrieved member of the bargaining unit, the grievant and the union may submit the grievance to the City of Manchester's Chief Negotiator/Labor Contract Administrator for the scheduling of a pre-arbitration meeting. The grievance must be submitted to the Chief Negotiator/Labor Contract Administrator

within ten (10) business days from the date that the Chief of Police *or Finance Director* rendered his decision. The pre-arbitration meeting must be held within thirty (30) business days from the date that the Chief rendered his decision. This time limit may be extended upon mutual agreement of the parties.

**In the event that the City does not respond within the allotted time period, absent an extension, it will be deemed denied**

MPPA \_\_\_\_\_

City \_\_\_\_\_

Date \_\_\_\_\_

MPPA PROPOSAL

3/10/16

9.7

It is understood and agreed that the management of the department may schedule employees for less than six (6) days of training on off-duty days and the employees will only be paid for actual hours of training time, provided that employees shall be paid for a minimum of four (4) hours at ~~overtime~~ ~~straight tie-rate~~ for each training session.

## MPPA PROPOSAL

### Extra Duty Details

#### ARTICLE 12

#### EXTRA DETAILS

12.8(A) The hourly rate for an extra duty detail will be set at \$43.36 (pensionable) or \$54.33 (non-pensionable) per hour or any fraction of an hour with a minimum of four hours, ~~except~~ *including* for scholastic events ~~wherein the minimum will be three hours~~. The rate of pay for establishments serving alcohol after midnight and mandated by the Department to hire a detail for that event will be one and one half (1.5) times the normal rate of Yarger *Decker* salary schedule Grade 18 Step 13, plus twelve dollars (\$12.00) per hour. Any hours worked in excess of eight (8) hours on details shall be compensated for at one and one half (1.5) times the extra details rate as described above. Extra details performed on Christmas Eve, Christmas Day, New Years Eve, New Years day shall be paid at double the normal Extra Detail hourly rate as described above. Extra details performed on Thanksgiving Day, Memorial Day, July 4<sup>th</sup>, and Labor Day shall be paid at double the normal Extra Detail hourly rate as described above except for City athletic events.

The rate of pay for Extra Details in cases of declared strikes (company requests police presence during a labor dispute) shall be one and one half (1.5) times the normal Extra Details rate as specified above. It is expressly understood and agreed that declared strikes, by location, may be deemed priority Extra details and must *be* filled before any other Extra Details.

The City may deduct from the Extra Detail rates, paid to the bargaining unit member, as specified above *such* amounts as are necessary to pay the employer and the employee contributions to the New Hampshire Retirement System.

During peak detail season from May 1 to December 1 the detail cap will be raised to 30 hours per week. Emergency overtime, Training, and Court Time will not be

included in the cap. The definition of emergency overtime is overtime work in a division to fill a regular or mandatory work assignment. ,

**MPPA PROPOSAL SUMMARY**

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Grand Total</b>
COLA Salary	\$160,350	\$510,263	\$542,666	\$1,213,279
Merit Salary	\$220,661	\$212,888	\$158,003	\$591,552
Longevity Salary	\$44,431	\$78,607	\$50,971	\$174,009
Hazardous Duty Pay	\$263,228	\$336,885	\$67,377	\$667,490
Health Insurance	(\$27,233)			(\$27,233)
Severance Pay		\$287,936	\$26,176	\$314,112
Fast Day Holiday Pay	\$63,922	\$4,155	\$3,405	\$71,482
A-Steps	?	?	?	?
Overtime Pay	?	?	?	?
Extra Detail Pay	?	?	?	?
Effect on OT of COLA, Merit, Long	\$36,048	\$62,491	\$62,491	\$161,030
<b>GRAND TOTAL</b>	<b>\$761,407</b>	<b>\$1,493,225</b>	<b>\$911,089</b>	<b>\$3,165,721</b>

SUMMARY SALARY MERIT, LONGEVITY, COLA MPPA PROPOSAL

General Fund:

	2017	2018	2019	Grand Total
Police Budget Salaries	– \$611,723	\$911,582	\$666,058	\$2,189,363
Retirement	\$161,373	\$268,279	\$196,021	\$625,673
Medicare	\$8,870	\$13,218	\$9,657	\$31,745
<b>Total Police Budget</b>	<b>\$781,966</b>	<b>\$1,193,079</b>	<b>\$871,736</b>	<b>\$2,846,781</b>

Parking Enterprise:

Parking Salaries	\$19,947	\$9,326	\$10,061	\$39,334
Retirement	\$4,735	\$2,214	\$2,388	\$9,337
Social Security & Medicare	\$1,526	\$713	\$769	\$3,008
<b>Total Parking Budget</b>	<b>\$26,208</b>	<b>\$12,253</b>	<b>\$13,218</b>	<b>\$51,679</b>

<b>GRAND TOTAL</b>	<b>\$808,174</b>	<b>\$1,205,332</b>	<b>\$884,954</b>	<b>\$2,898,460</b>
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MPPA PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

198 Positions Used for Estimates - 196 Sworn Officers and 2 Animal Control Officers (Excluding PCO's Funded by Enterprise)

	FY 2017						TOTAL
	Fast Day	COLA - 1%	Hazardous Duty Pay-\$40	Merit	Long	OT	
Salary	\$49,068	\$123,092	\$205,920	\$170,806	\$34,637	\$28,200	\$611,723
Retirement (26.38%)	\$12,944	\$32,472	\$54,322	\$45,059	\$9,137	\$7,439	\$161,373
Medicare	\$711	\$1,785	\$2,986	\$2,477	\$502	\$409	\$8,870
<b>Total</b>	<b>\$62,724</b>	<b>\$157,349</b>	<b>\$263,228</b>	<b>\$218,342</b>	<b>\$44,276</b>	<b>\$36,048</b>	<b>\$781,966</b>
<b>Grand Total</b>	<b>\$781,966</b>						

NOTE: Retirement Rates Based Upon Actual Rates.

NOTE: Police Officer Complement includes grant salaries due to grant expiration and supplemental costs not covered by the COPS grant.

	FY 2018						TOTAL
	Fast Day	COLA - 3%	Hazardous Duty Pay-\$50	Merit	Long	OT	
Salary	\$3,124	\$382,733	\$257,400	\$160,947	\$59,598	\$47,780	\$911,582
Retirement (29.43%)	\$919	\$112,638	\$75,753	\$47,367	\$17,540	\$14,062	\$268,279
Medicare	\$45	\$5,550	\$3,732	\$2,334	\$864	\$693	\$13,218
<b>Total</b>	<b>\$4,089</b>	<b>\$500,921</b>	<b>\$336,885</b>	<b>\$210,648</b>	<b>\$78,002</b>	<b>\$62,534</b>	<b>\$1,193,079</b>
<b>Grand Total</b>	<b>\$1,193,079</b>						

NOTE: Retirement Rates Based Upon Preliminary Projections and are estimates.

NOTE: Police Officer Complement includes grant salaries due to grant expiration and supplemental costs not covered by the COPS grant.

MPPA PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

198 Positions Used for Estimates - 196 Sworn Officers and 2 Animal Control Officers (Excluding PCO's Funded by Enterprise)

	FY 2019							TOTAL
	Fast Day	COLA - 3%	Hazardous Duty Pay-\$50	Merit	Long	OT		
Salary	\$2,556	\$407,098	\$51,480	\$118,920	\$38,224	\$47,780	\$666,058	
Retirement (29.43%)	\$752	\$119,809	\$15,151	\$34,998	\$11,249	\$14,062	\$196,021	
Medicare	\$37	\$5,903	\$746	\$1,724	\$554	\$693	\$9,657	
Total	\$3,345	\$532,810	\$67,377	\$155,643	\$50,028	\$62,534	\$871,736	
Grand Total	\$871,736							

NOTE: Retirement Rates Based Upon Preliminary Projections and are estimates.

NOTE: Police Officer Complement includes grant salaries due to grant expiration and supplemental costs not covered by the COPS grant.

MPPA PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

198 Positions Used for Estimates - 196 Sworn Officers and 2 Animal Control Officers (Excluding PCO"s Funded by Enterprise)

FY 2017	Eligible for Possible Retirement - 10 yrs
Salary	
Retirement (26.38%)	
Medicare	
<b>Total</b>	<b>\$0</b>

Note: Retirement calculations are based upon actual rates.

FY 2018	Eligible for Possible Retirement - 10 yrs
Salary	\$50,000
Retirement (29.43%)	\$14,715
Medicare	\$725
<b>Total</b>	<b>\$65,440</b>

NOTE: Retirement Rates Based Upon Preliminary Projections and are estimates.

NOTE: Cost estimates do not include sick and vacation pay out for retirements. Sick and Vacation hours usually amount to 1,118 hours that get multiplied by employee's hourly rate.

MPPA PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

198 Positions Used for Estimates - 196 Sworn Officers and 2 Animal Control Officers (Excluding PCO's Funded by Enterprise)

FY 2019	Eligible for Possible Retirement - Retirement - 10 20 yrs yrs
Salary	\$20,000
Retirement (29.43%)	\$0 \$5,886
Medicare	\$0 \$290
Total	\$0 \$26,176

NOTE: Retirement Rates Based Upon Preliminary Projections and are estimates.

NOTE: Cost estimates do not include sick and vacation pay out for retirements. Sick and Vacation hours usually amount to 1,118 hours that get multiplied by employee's hourly rate.

MPPA PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

6 Parking Control Officers Covered Under MPPA But Budgeted and Paid by Parking Enterprise

	FY 2017					Total
	7% Grade Increase	Fast Day	COLA - 1%	Merit	Long	
Salary	\$14,868	\$912	\$2,284	\$1,765	\$118	\$19,947
Retirement (23.74%)	\$3,530	\$216	\$542	\$419	\$28	\$4,735
Social Security & Medicare	\$1,137	\$70	\$175	\$135	\$9	\$1,526
<b>Total</b>	<b>\$19,535</b>	<b>\$1,198</b>	<b>\$3,001</b>	<b>\$2,319</b>	<b>\$155</b>	<b>\$26,208</b>
<b>Grand Total</b>						<b>\$26,208</b>

NOTE: Retirement Rates Based Upon Actual Rates.

	FY 2018					Total
	Fast Day	COLA - 3%	Merit	Long	Total	
Salary	\$50	\$7,110	\$1,705	\$461	\$9,326	
Retirement (23.74%)	\$12	\$1,688	\$405	\$109	\$2,214	
Social Security & Medicare	\$4	\$544	\$130	\$35	\$713	
<b>Total</b>	<b>\$66</b>	<b>\$9,342</b>	<b>\$2,240</b>	<b>\$605</b>	<b>\$12,253</b>	
<b>Grand Total</b>						<b>\$12,253</b>

NOTE: Retirement Rates Will Increase

MPPA PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

6 Parking Control Officers Covered Under MPPA But Budgeted and Paid by Parking Enterprise

	FY 2019					Total
	Fast Day	COLA - 3%	Merit	Long	Total	
Salary	\$46	\$7,501	\$1,796	\$718	\$10,061	
Retirement (23.74%)	\$11	\$1,781	\$426	\$170	\$2,388	
Social Security & Medicare	\$3	\$574	\$137	\$55	\$769	
<b>Total</b>	<b>\$60</b>	<b>\$9,856</b>	<b>\$2,360</b>	<b>\$943</b>	<b>\$13,218</b>	
<b>Grand Total</b>	<b>\$13,218</b>					

NOTE: Retirement Rates Based Upon Preliminary Projections and are estimates.

**AFSCME FACILITIES PROPOSED CONTRACT - SALARY COSTS**

**13 Positions Used for Estimates**

	1%	FY 2017	
	COLA	Merit	Long
Salary	\$7,285	\$3,429	\$2,937
Retirement (23.74%)	\$1,730	\$814	\$697
Social Security & Medicare	\$557	\$262	\$225
<b>Total</b>	<b>\$9,572</b>	<b>\$4,505</b>	<b>\$3,858</b>
<b>Grand Total</b>	<b>\$17,935</b>		

**Note: Retirement rates may increase for FY 2018**

**AFSCME HEALTH PROPOSED CONTRACT - SALARY COSTS**

**43 Positions Used for Estimates**

	FY 2017		
	1% COLA	Merit	Long
Salary	\$19,809	\$18,537	\$4,630
Retirement (23.74%)	\$4,703	\$4,401	\$1,099
Social Security & Medicare	\$1,515	\$1,418	\$354
<b>Total</b>	<b>\$26,027</b>	<b>\$24,355</b>	<b>\$6,083</b>
<b>Grand Total</b>	<b>\$56,466</b>		

**Note: Retirement rates may increase for FY 2018**

**AFSCME FLEET PROPOSED CONTRACT - SALARY COSTS**

**17 Positions Used for Estimates**

	1%	FY 2017	
	COLA	Merit	Long
Salary	\$8,886	\$5,340	\$1,465
Retirement (23.74%)	\$2,109	\$1,268	\$348
Social Security & Medicare	\$680	\$409	\$112
Total	\$11,675	\$7,017	\$1,925
<b>Grand Total</b>	<b>\$20,617</b>		

**Note: Retirement rates may increase for FY 2018**



## Local 298

Highway, EFD, Traffic, Parks, Health,  
Housing, Central Fleet Garage  
And Facilities

### Tentative Agreement

September 7, 2016

AFSCME Local 298 makes the following proposal for the Central Fleet Services Division to the City of Manchester:

- Term:** One year covering July 1, 2016 through June 30, 2017
- Wages:** 1% COLA including merit and longevity steps retroactive to July 1, 2016
- Other:** Eliminate any and all "Me Too" clauses

**Continue Negotiations on a long term Agreement.**

A handwritten signature in blue ink, appearing to read 'Dennis Bourgeois', is written over a horizontal line.

Dennis Bourgeois

President

AFSCME Local 298

A handwritten signature in blue ink, appearing to read 'Daniel Cocuzzo', is written over a horizontal line.

Daniel Cocuzzo

Chief Negotiator

City of Manchester



## Local 298

Highway, SPD, Traffic, Parks, Health,  
Housing, Central Fleet Garage  
And Facilities

### Tentative Agreement

September 7, 2016

AFSCME Local 298 makes the following proposal for the Facilities Division to the City of Manchester:

- Term:** One year covering July 1, 2016 through June 30, 2017
- Wages:** 1% COLA including merit and longevity steps retroactive to July 1, 2016
- Other:** Eliminate any and all "Me Too" clauses

**Continue Negotiations on a long term Agreement.**

A handwritten signature in blue ink, appearing to read "Dennis Bourgeois", is written over a horizontal line.

Dennis Bourgeois  
President  
AFSCME Local 298

A handwritten signature in blue ink, appearing to read "Daniel Cocuzzo", is written over a horizontal line.

Daniel Cocuzzo  
Chief Negotiator  
City of Manchester



## Local 298

Highway, EPD, Traffic, Parks, Health,  
Housing, Central Fleet Garage  
And Facilities

### Tentative Agreement

September 7, 2016

AFSCME Local 298 makes the following proposal for the Health Department to the City of Manchester:

- Term:** One year covering July 1, 2016 through June 30, 2017
- Wages:** 1% COLA including merit and longevity steps retroactive to July 1, 2016
- Other:** Eliminate any and all "Me Too" clauses

**Continue Negotiations on a long term Agreement.**

Dennis Bourgeois

President

AFSCME Local 298

Daniel Cocuzzo

Chief Negotiator

City of Manchester



## Local 298

Highway, EPD, Traffic, Parks, Health,  
Housing, Central Fleet Garage  
And Facilities

September 7, 2016

AFSCME Local 298 makes the following proposal for the Highway, EPD, Parks & Recreation and Traffic Division to the City of Manchester:

- Term:** One year covering July 1, 2016 through June 30, 2017
- Wages:** 1% COLA including merit and longevity steps retroactive to July 1, 2016
- Other:** Eliminate any and all "Me Too" clauses

**Continue Negotiations on a long term Agreement.**

A handwritten signature in cursive script, which appears to read 'Dennis Bourgeois', is written over the printed name.

Dennis Bourgeois

President

AFSCME Local 298

**AFSCME MASTER PROPOSED CONTRACT - SALARY COSTS**

**184 Positions Used for Estimates**

	FY 2017		
	1% COLA	Merit	Long
Salary	\$88,401	\$44,524	\$25,376
Retirement (23.74%)	\$20,986	\$10,570	\$6,024
Social Security & Medicare	\$6,763	\$3,406	\$1,941
<b>Total</b>	<b>\$116,151</b>	<b>\$58,500</b>	<b>\$33,342</b>
<b>Grand Total</b>	<b>\$207,993</b>		

Note: Retirement rates may increase for FY 2018

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Two Hundred Ten Thousand Dollars (\$1,210,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

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

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of One Million Two Hundred Ten Thousand Dollars (\$1,210,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

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

<u>Purpose</u>	<u>Amount</u>
2017 – 310217 Deferred Maintenance in Manchester School District	\$1,210,000

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

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

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Two Hundred Ten Thousand Dollars (\$1,210,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

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

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

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

# City of Manchester New Hampshire

In the year Two Thousand and Sixteen

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Two Hundred Fifty Thousand Dollars (\$2,250,000) for the 2017 CIP 711817 Equipment-Pumping.”

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

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Two Million Two Hundred Fifty Thousand Dollars (\$2,250,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

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

<u>Purpose</u>	<u>Amount</u>
2016 CIP 711817 – Equipment-Pumping	\$2,250,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life not to exceed 20 years.

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

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Two Hundred Fifty Thousand Dollars (\$2,250,000) for the 2017 CIP 711817 Equipment-Pumping.”

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

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

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Three Million Nine Hundred Thousand Dollars (\$3,900,000) for the 2017 CIP 711617 Equipment-Watershed.”

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

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Three Million Nine Hundred Thousand Dollars (\$3,900,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

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

<u>Purpose</u>	<u>Amount</u>
2016 CIP 711617 – Equipment-Watershed	\$3,900,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life not to exceed 20 years.

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

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Three Million Nine Hundred Thousand Dollars (\$3,900,000) for the 2017 CIP 711617 Equipment-Watershed.”

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

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

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million One Hundred Twenty Five Thousand Dollars (\$1,125,000) for the 2017 CIP 712317 Main Relay.”

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

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of One Million One Hundred Twenty Five Thousand Dollars (\$1,125,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

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

<u>Purpose</u>	<u>Amount</u>
2016 CIP 712317 – Main Relay	\$1,125,000

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

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

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million One Hundred Twenty Five Thousand Dollars (\$1,125,000) for the 2017 CIP 712317 Main Relay.”

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

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

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Nine Hundred Twenty Thousand Dollars (\$920,000) for the 2017 CIP 712017 Cleaning and Lining.”

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

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Nine Hundred Twenty Thousand Dollars (\$920,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

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

<u>Purpose</u>	<u>Amount</u>
2016 CIP 712017 – Cleaning and Lining	\$920,000

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

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

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Nine Hundred Twenty Thousand Dollars (\$920,000) for the 2017 CIP 712017 Cleaning and Lining.”

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

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

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Four Hundred Fifty Five Thousand Dollars (\$455,000) for the 2016 CIP 712016 Distribution Main Relay and Cleaning and Lining.”

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

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Four Hundred Fifty Five Thousand Dollars (\$455,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

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

<u>Purpose</u>	<u>Amount</u>
2016 CIP 712016 – Distribution Main Relay and Cleaning and Lining	\$455,000

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

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

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Four Hundred Fifty Five Thousand Dollars (\$455,000) for the 2016 CIP 712016 Distribution Main Relay and Cleaning and Lining.”

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

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

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

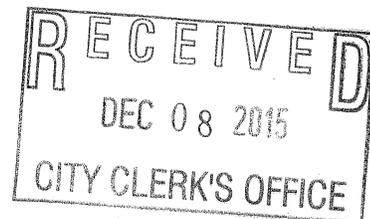
*Thomas R. Clark*  
City Solicitor



*Peter R. Chiesa*  
*Gregory T. Muller*  
*John G. Blanchard*  
*Jeremy A. Harmon*

*Thomas I. Arnold, III*  
Deputy City Solicitor

**CITY OF MANCHESTER**  
*Office of the City Solicitor*



December 8, 2015

Board of Mayor and Aldermen  
c/o Matthew Normand, Clerk  
One City Hall Plaza  
Manchester, NH 03101

**Re: Michael S. Olszta Allegation of a Violation of the City Charter**

Ladies and Gentlemen:

On September 8, 2015 Michael s. Olszta delivered to the City Clerk a letter addressed to the City of Manchester, Attention: Mayor Ted Gatsas alleging that Aldermen Ron Ludwig and Barbara Shaw “violated their oaths by violating the Charter Provision Section 9.03 Standards of Conduct Letter (e).” On September 10, 2015 the Mayor referred the allegation to the City Solicitor, pursuant to Charter Section 8.15(c). Charter Section 8.15(c) requires that the chief legal officer of the City report findings on the allegation to the Mayor and Board of Aldermen within ninety days.

The substance of Mr. Olszta’s allegation is that Alderman Ludwig and Alderman Shaw violated the Charter’s Standards of Conduct when they voted in favor of the “Teacher’s Contract.” The City Solicitor’s findings on the allegation are as follows:

The pertinent facts involved are well known. As set forth in the attached August 4, 2015 minutes of the Board of Mayor and Aldermen and the attached draft minutes of the September 1, 2015 minutes of the Board of Mayor and Aldermen, Aldermen Ludwig and Shaw abstained from or participated in a number of votes regarding the ratification of a Tentative Agreement between the Manchester Board of School Committee and the Manchester Certified Instructors NEA-NH Association.

Alderman Ludwig has publicly acknowledged that his wife is employed as a teacher by the Manchester School District. Alderman Shaw has also publicly acknowledged that her daughter is employed by the Manchester School District as a teacher.

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6523 • FAX: (603) 624-6528  
TTY: 1-800-735-2964

E-Mail: [solicitor@manchesternh.gov](mailto:solicitor@manchesternh.gov) • Website: [www.manchesternh.gov](http://www.manchesternh.gov)

Section 9.03(e) of the Manchester City Charter in pertinent part provides:

*Conflict of Interest.* No City official shall participate in the decision – making process of any matter in which the official or a member of the official’s immediate family has a direct personal or financial interest. Any official who believes such an interest exists shall disclose such interest and shall not participate in the matter further ...

Manchester City Charter Section 9.02(b) defines City official to include alderman. Section 9.02(d) of the Charter, in pertinent part provides “Financial interest. A monetary of pecuniary interest in a ... matter, whether direct or indirect, not shared by the public at large. A City official shall have a financial interest in the affairs of immediate family members ...”

Alderman Ludwig’s wife and Aldermen Shaw’s daughter, being teachers in the Manchester School District, had a monetary or pecuniary interest in the ratification of the Tentative Agreement between the Manchester Board of School Committee and the Manchester Certified Instructors NEA-NH Association that is not shared by the public at large. A spouse or a daughter is an immediate family member as defined by the Charter. As a result Aldermen Ludwig and Alderman Shaw had immediate family members with a direct pecuniary interest in the Tentative Agreement.

Respectfully,



Thomas I. Arnold, III  
Deputy City Solicitor

8/4/15 BMA

- 22.** Ratification of a tentative agreement between the Manchester Board of School Committee and the Manchester Education Association.  
*(Note: Attached is a three-year financial analysis of the contract submitted by the Finance Director.)*

**Heather Freeman**, Assistant City Clerk, answered the motion is to ratify the contract between the MEA and the Board of School Committee.

*Aldermen O'Neil, Katsiantonis, Barry, Craig, Long, Sapienza, and Corriveau voted yea. Aldermen Levasseur, Hirschmann, and Roy voted nay. Aldermen Shea, Shaw, and Ludwig abstained. The motion carried.*

Mayor vetoed.

***Alderman O'Neil** moved to override the veto. **Alderman Craig** duly seconded the motion.*

***Alderman O'Neil** requested a roll call vote on the motion to override the veto and encouraged the three who abstained or voted against to consider joining the override. Aldermen O'Neil, Katsiantonis, Barry, Craig, Long, Sapienza, and Corriveau voted yea. Aldermen Levasseur, Shea, Hirschmann, and Roy voted nay. Aldermen Shaw and Ludwig abstained. The motion failed.*

9/1/15 BMA

***Alderman Long** moved for reconsideration of ratification of the teacher's contract. **Alderman O'Neil** duly seconded the motion. Alderman Long requested a roll call vote. Aldermen Long, Roy, Sapienza, Corriveau, O'Neil, Levasseur, Shea, Katsiantonis, Shaw, Barry, Gamache, Hirschmann, Craig, and Ludwig voted yea.*

***Alderman Long** moved to ratify the contract between the teachers and the Board of School Committee. **Alderman Craig** duly seconded the motion.*

***Mayor Gatsas** called for a vote on the motion to ratify the teacher contract. Alderman Long requested a roll call vote. Aldermen Long, Sapienza, Corriveau, O'Neil, Katsiantonis, Shaw, Barry, Gamache, Craig and Ludwig voted yea. Aldermen Roy, Levasseur and Shea voted nay. Alderman Hirschmann abstained. The motion carried.*

***Alderman O'Neil** moved to override the veto and requested a roll call vote. **Alderman Craig** duly seconded the motion.*

***Mayor Gatsas** called for a vote. Aldermen O'Neil, Levasseur, Katsiantonis, Barry, Gamache, Craig, Ludwig, Long, Sapienza and Corriveau voted yea. Aldermen Shea and Roy voted nay. Alderman Hirschmann abstained. The motion carried.*