

# **AGENDA**

## **BOARD OF MAYOR AND ALDERMEN**

**November 15, 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.
2. The Clerk calls the roll.

### **CONSENT AGENDA (ITEMS 3-18)**

3. 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 and Remand Funds**

4. Accept funds from Granite State Credit Union in the amount of \$1,500 to the Fire Department K-9 Account.

### **Information to be Received and Filed**

5. Minutes from the September 2016 MTA Commission meeting, the September 2016 Financial reports and the September 2016 Ridership reports submitted by Michael Whitten, MTA Executive Director.

## **REFERRALS TO COMMITTEES**

### **COMMITTEE ON FINANCE**

**6. Resolutions:**

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the FY 2017 CIP 811317 Manchester Sewer & Water Maps Restoration."

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Seven Hundred Twenty Eight Thousand Four Hundred Ninety Three Dollars (\$728,493) for the FY 2017 CIP 411917 New Hampshire Human Trafficking Task Force."

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Thousand Dollars (\$20,000) for the FY 2017 CIP 811217 City-wide Staff Development and Training."

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Eighty Six Thousand Dollars (\$86,000) for the FY 2017 CIP 410617 VAWA Program."

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Seventy Five Thousand Dollars (\$75,000) for the FY 2017 CIP 212517 Manchester Health Department Dental Van Project."

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Five Thousand Dollars (\$5,000) for the FY 2017 CIP 212117 Saturday Night Teen Program."

## **REPORTS OF COMMITTEES**

### **COMMITTEE ON COMMUNITY IMPROVEMENT**

- 7. Recommending that the summary of abatement requests submitted by Fred McNeill, Chief Engineer, be approved.**  
*(Unanimous vote with the exception of Alderman Hirschmann who was absent)*

- 8.** Recommending that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$75,000 for CIP 212517 Manchester Health Department Dental Van be approved.  
*(Unanimous vote with the exception of Alderman Hirschmann who was absent)*
- 9.** Recommending that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$86,000 for CIP 401617 VAWA Program (State Domestic Violence Funding) be approved.  
*(Unanimous vote with the exception of Alderman Hirschmann who was absent)*
- 10.** Recommending that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$728,493 for CIP 411917 NH Human Trafficking Task Force be approved.  
*(Unanimous vote with the exception of Alderman Hirschmann who was absent)*
- 11.** Recommending that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$20,000 for CIP 811017 City Hall Renovations to CIP 811217 City-wide Staff Development Training be approved.  
*(Unanimous vote with the exception of Alderman Hirschmann who was absent)*
- 12.** Recommending that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$5,000 in CDBG funding from CIP 410217 Weed & Seed Teen Night to CIP 212117 Saturday Night Teen Program be approved.  
*(Unanimous vote with the exception of Alderman Hirschmann who was absent)*
- 13.** Recommending that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$10,000 for CIP 811317 Manchester Sewer and Water Maps Restoration be approved.  
*(Unanimous vote with the exception of Alderman Hirschmann who was absent)*
- 14.** Recommending that the request from the Parks Department to make line item adjustments to CIP 510017 Fun in the Sun to more accurately represent the breakdown of the revenue budget be approved.  
*(Unanimous vote with the exception of Alderman Hirschmann who was absent)*

15. Recommending that the request from Leon LaFreniere, Planning & Community Development Director, to extend various CIP projects through June 30, 2017 be approved.  
*(Unanimous vote with the exception of Alderman Hirschmann who was absent)*
  
16. Recommending that the request from Tim Clougherty, Deputy Public Works Director, to use the remaining balance of funds from the Manchester Animal Shelter portables project to make various repairs at the facility be approved.  
*(Unanimous vote)*

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

17. Advising that the report from the Human Resources Director regarding the dependent eligibility audit has been accepted.  
*(Aldermen Hirschmann, Long, Shea voted yea; Aldermen Ludwig and Katsiantonis were absent)*

#### **COMMITTEE ON LANDS AND BUILDINGS**

18. Recommending approval of a plan to sell City-owned property located at 921 Beech Street.

The Committee further recommends to the Board of Mayor and Aldermen:

- that the property be deemed surplus and be in the best interest of the City to see to an abutter;
- that the property is sold at the agreed upon purchase price of \$106,000;
- that a survey be done by the purchaser;
- that the purchaser work with the Planning and Community Development Department regarding any variance, zoning or lot line issues;
- and that any and all outstanding taxes be paid by the purchaser.

*(Unanimous vote)*

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

## **REGULAR BUSINESS**

19. Communication from Mark Roy advising the Board of his resignation from the Police Commission and the Board of Recount.

**Ladies and Gentlemen, what is your pleasure?**

20. Nomination(s) to be presented by Mayor Gatsas, if available.

21. Confirmation(s) to be presented by Mayor Gatsas:

### **Arts Commission**

Sarah Stewart to succeed Rebecca O'Neil, as a member, term to expire December 1, 2019

Edward Doyle to succeed himself, as a member, term to expire December 1, 2019

Daniela Snow to succeed herself, as a member, term to expire December 1, 2019

Nabeela Washington to succeed herself, as an alternate member, term to expire December 1, 2019

### **Central Business Service District Board**

Denis Dancoes II moving to a full member, term to expire May 1, 2018

**Ladies and Gentlemen, what is your pleasure?**

22. Legislative Update, if available.

23. Budget projections to be submitted by William Sanders, Finance Officer, if available.

24. Communication from Paul Martineau, Welfare Commissioner, requesting the Board authorize a transfer of \$5,000 from the Welfare Department's budget to the Facilities Division to maintain the utilities at 11 Liberty Street.

**Ladies and Gentlemen, what is your pleasure?**

25. A motion is in order to recess the meeting to allow the Committee on Finance to meet.

26. Mayor Gatsas calls the meeting back to order.
27. Report(s) of the Committee on Finance, if available.  
**Ladies and Gentlemen, what is your pleasure?**
28. Report(s) of the Committee on Accounts, Enrollment & Revenue Administration, if available.  
**Ladies and Gentlemen, what is your pleasure?**
29. Report(s) of the Committee on Administration/Information Systems, if available.  
**Ladies and Gentlemen, what is your pleasure?**
30. Report(s) of the Committee on Lands and Buildings, if available.  
**Ladies and Gentlemen, what is your pleasure?**
31. Report(s) of the Committee on Public Safety, Health and Traffic, if available.  
**Ladies and Gentlemen, what is your pleasure?**
32. Report(s) of the Special Committee on Alcohol, Other Drugs, and Youth Services, if available.  
**Ladies and Gentlemen, what is your pleasure?**
33. Resolutions: **(A motion is in order to read by titles only.)**  
  
"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the FY 2017 CIP 811317 Manchester Sewer & Water Maps Restoration."  
  
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**A motion is in order that the resolutions ought to pass and be enrolled.**

## **NEW BUSINESS**

### **TABLED ITEMS**

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

34. Proposed Agreement between the City and the Manchester Association of Police Supervisors.  
*If the Board so desires, a motion would be in order to ratify and layover.*  
*(Note: Tabled 10/18/16)*
  
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.  
*(Note: Tabled 10/4/16)*

## **ADJOURNMENT**

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

Daniel A. Goonan  
Chief of Department



Richard P. McGahey  
Assistant Chief

**City of Manchester**  
*Fire Department*

TO: Board of Mayor and Aldermen

FROM: Chief Daniel A. Goonan

CC: Sharon Wickens

DATE: October 26, 2016

RE: K-9 Donation

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I am seeking approval from the Board of Mayor and Aldermen to allow the Manchester Fire Department to accept a donation in the amount of \$1,500 from Granite State Credit Union to be deposited into the K-9 account.

**MANCHESTER  
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, NH 03101-2799  
TELEPHONE (603) 623-8801  
FAX (603) 626-4512



MICHELLE LAUDER, CHAIR  
ALAN P. GOODE, VICE CHAIR  
KIM KEEGAN  
WILL STEWART  
ALEXANDRA HORTON

MICHAEL WHITTEN  
EXECUTIVE DIRECTOR

October 28, 2016

Mr. Matthew Normand, City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Dear Matthew,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, October 25, 2016. Enclosed are the approved Minutes of the September 2016 Meeting, September 2016 Financial Report, and September 2016 Ridership Report.

The next Commission Meeting is scheduled for Tuesday, Nov 29, 2016.

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

Very truly yours,

Mike

Michael Whitten  
Executive Director

Enclosures

**MANCHESTER  
TRANSIT AUTHORITY**  
110 ELM STREET, MANCHESTER, NH 03101-2799  
TELEPHONE (603) 623-8801  
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WILL STEWART  
ALEXANDRA HORTON

MICHAEL WHITTEN  
EXECUTIVE DIRECTOR

## Manchester Transit Authority

### Minutes From September 27, 2016 Commission Meeting

**MEMBERS PRESENT:**

Chairman Michelle Lauder T:  
Vice Chairman Alan P. Goode  
Commissioner Kim Keegan  
Commissioner Alexandra Horton  
Commissioner Will Stewart

**PERSONNEL PRESENT:**

Michael Whitten, Executive Director  
William J. Cantwell, Asst. Director - Finance  
Ryan Renaul-Smith, Asst. Director Finance  
Paul Beauregard, -Asst. Director-Maintenance  
Karen Holden, -Asst.-Director-School

**OTHERS PRESENT**

Nate Miller-Transportation Planner SNHPC  
David Westerdale

1. a. **Meeting to Order:** Chairman LAUDER called the meeting to order at 5:00pm.
- b. **Approved Minutes of August 2016 commission Meeting:** Commissioner GOODE made a motion to approve the august 2016 minutes as presented. KEEGAN seconded the motion. All Commissioners present were in favor.

## **MANAGEMENT REPORTS**

2. a. **Financial Report for August 2016:** Commissioner KEEGAN made a motion to accept the August 2016 Financial Report as presented. Motion was seconded by Commissioner STEWART. All Commissioners present were in favor.

### **Transit Division**

**Revenues:** CANTWELL: For the month of August 2016 revenues were \$210,045; \$8,204 less than budget. Farebox was behind budget this month, but fare media sales were on budget. Passengers continue to use fare media to maximize ridership.

**Expenses:** CANTWELL: For the month of August 2016 total transit expenses were \$333,144; \$6,393 more than budget. Several variance were timing relating to use of vacation/Holiday time, to a early payment of the annual auditing fees. Maintenance continued perform work on building and grounds and perform additional vehicle maintenance.

### **School Division**

**Revenues:** CANTWELL: For the month of august 2016 revenues were \$69,752; \$56,352 more than budget, due to billing for Summer School. School Charter and Athletics began before the start of the school year to match other school districts schedule, and it off to a good start for our fiscal year.

**Expenses:** CANTWELL: For the month of August 2016 school expenses were \$177,366; \$1814 less than budget. Vehicle and Building maintenance continued this month, similar to the activities in Transit.

b. **Operations Report for August 2016:**

**Transit Ridership Statistics and Operations:** RENAULD-SMITH reported that the overall for the month of August Ridership was down -1% for the month and 3% for the year.

There were 39,898 passenger trips on the fixed route and 861 passenger trips along the demand response. On time performance was good for August 120 trips arriving on time out of 125 trips sampled. There was only 0 vehicle collisions in August. A total of 6 passenger/public complaints came in for August. All complaints were looked into and addressed with the operator and letter of advice was issued to the drivers.

**School Operating Report:** HOLDEN reported that the month of August was good. Started the month with 78 active drivers, 2 drivers left voluntarily and 4 new drivers received their license ending the month with 80 drivers. In the month of August there were 321 School passenger boarding and 1,772 passenger trips on school charters, charters are low due to school being out. August had 1 vehicle collision with 0 being reported to insurance. A total of 1 comment/complaints came in for August. Complaint was looked into and address with the operator.

**Maintenance Report:**

**Transit:** BEAUREGUARD: In the month of August there were 6 Transit road calls, 0 road call resulted in needing of a tow. There were 2 demand response calls. August there were 21 vehicle inspections complete with a total of 19 scheduled.

**School:** BEAUREGUARD: In the month of August there were 0 school road calls, August there were 2 inspections complete with a total of 3 scheduled.

**NEW BUSINESS**

3. **IMPORTANCE OF LOCAL MATCH:**

WHITTEN: Don't have much to add, at this point everyone has read the Memo and attachments and just wanted to give a real life example, why we are so stubborn with Bedford this is the real risk you get when you give service for free, couldn't think of any better example for you.

**Old Business**

4. NONE

**Other Business**

5. a. RENAULD-SMITH: David Westerdale is working on special projects he does excellent work. Currently he is working direct with one of Kim Keegan professors Ben Shippee and we are doing some rebranding. WESTERDALE: We are working on rebranding for a change of perception for the public. it is what we are looking for. We are going to do a logo design and a new paint scheme and the students at the collage will be leading this up. They will be sending us their designs and we will review them. There are about 30 students participating 2 classes of 15 students. We should be wrapping this up around December 20<sup>th</sup> at the end of their semester.

With no further business to come before the Board, HORNTON made a motion to adjourn the meeting at 5:50pm. Motion was seconded by GOODE. All Commissioners present were in favor.

Date Of Next Meeting: November 29, 2016

**Manchester Transit Authority**  
**Income Statement Transit**  
**For the Three Months Ending September 30, 2016**

	Current	Budget	YTD	YTD Budget	YTD Net Change
<b>Farebox Revenue</b>					
Farebox Revenue	19,828.28	26,000.00	68,372.91	81,120.00	(12,747.09)
Full Fares and Passes	9,889.00	10,925.00	31,933.00	34,086.00	(2,153.00)
Monthly Full Passes	3,875.00	4,350.00	12,215.00	13,572.00	(1,357.00)
Reduced Fares and Passes	2,492.50	2,075.00	7,750.00	6,474.00	1,276.00
Monthly Reduced Passes	2,115.00	2,300.00	5,850.00	7,176.00	(1,326.00)
Paratransit Fare and Tickets	3,440.00	2,950.00	9,856.00	9,204.00	652.00
Monthly Student Fares	450.00	750.00	855.00	750.00	105.00
<b>Total Farebox and Tickets</b>	<b>42,089.78</b>	<b>49,350.00</b>	<b>136,831.91</b>	<b>152,382.00</b>	<b>(15,550.09)</b>
<b>Shuttle and Excursions</b>					
Shopping Shuttle	600.00	2,425.00	18,115.35	7,275.00	10,840.35
Excursion Revenue	-	-	-	-	-
<b>Total Shuttle and Excursions</b>	<b>600.00</b>	<b>2,425.00</b>	<b>18,115.35</b>	<b>7,275.00</b>	<b>10,840.35</b>
<b>Other Revenue</b>					
Sale of Fuel to City Departments	1,726.76	-	4,277.31	-	4,277.31
Maintenance Service to City	81.16	-	81.16	-	81.16
Advertising Revenue-Bus	14,457.95	7,200.00	28,405.43	21,600.00	6,805.43
Sale of Vehicles and Equipment	-	-	-	-	-
Sale of Scrap Materials	15.00	-	115.00	-	115.00
Insurance Repair Reimbursement	-	-	-	-	-
Interest Income	3.49	3.00	17.68	9.00	8.68
Photo Picture ID Revenue	8.00	20.00	40.00	60.00	(20.00)
<b>Total Other Revenue</b>	<b>16,292.36</b>	<b>7,223.00</b>	<b>32,936.58</b>	<b>21,669.00</b>	<b>11,267.58</b>
<b>Total Operational Income</b>	<b>58,982.14</b>	<b>58,998.00</b>	<b>187,883.84</b>	<b>181,326.00</b>	<b>6,557.84</b>
<b>Operating Assistance</b>					
City of Manchester	-	-	1,175,724.00	1,175,724.00	-
Private/Public Partnerships	-	-	-	-	-
Federal Operating Subsidy	163,764.00	154,366.00	542,959.00	476,093.00	66,866.00
<b>Total Operating Assistance</b>	<b>163,764.00</b>	<b>154,366.00</b>	<b>1,718,683.00</b>	<b>1,651,817.00</b>	<b>66,866.00</b>
<b>Total Revenue</b>	<b>222,746.14</b>	<b>213,364.00</b>	<b>1,906,566.84</b>	<b>1,833,143.00</b>	<b>73,423.84</b>
<b>Labor</b>					
Transit Operator Wages	65,828.82	64,011.00	210,200.97	200,731.00	9,469.97
Transit Operator Overtime Wages	11,674.14	9,404.00	23,921.73	28,969.00	(5,047.27)
CMAQ Operator Wages	3,221.53	6,056.00	11,490.30	18,745.00	(7,254.70)
CMAQ Operator Overtime Wage	186.29	100.00	444.46	300.00	144.46
StepSaver Operator Wages	10,935.56	12,194.00	35,374.52	37,837.00	(2,462.48)
StepSaver Operator Overtime Wages	2,333.40	2,681.00	6,296.78	8,256.00	(1,959.22)
Mechanic Wages	12,687.63	14,206.00	47,619.85	44,000.00	3,619.85
Mechanic Overtime Wages	117.74	300.00	813.57	900.00	(86.43)
Transp. Admin Wages	20,157.00	19,619.00	66,550.84	60,726.00	5,824.84
Transp. Admin Overtime Wages	109.22	-	109.22	-	109.22
Maint. Admin Wages	7,154.13	6,185.00	20,483.29	19,144.00	1,339.29

**Manchester Transit Authority**  
**Income Statement Transit**  
**For the Three Months Ending September 30, 2016**

	Current	Budget	YTD	YTD	
				Budget	Net Change
General Admin Wages	9,950.50	9,739.00	34,186.26	30,144.00	4,042.26
Gen. Admin Overtime Wages	-	-	-	-	-
Payroll Transaction	-	-	-	-	-
<b>Total Labor</b>	<b>144,355.96</b>	<b>144,495.00</b>	<b>457,491.79</b>	<b>449,752.00</b>	<b>7,739.79</b>
<b>Fringe Benefits</b>					
Health Insurance Expense	48,915.23	53,076.00	256,990.59	267,232.00	(10,241.41)
Dental Insurance Expense	1,745.81	1,784.00	4,658.01	5,352.00	(693.99)
Life Insurance Expense	1,320.16	2,527.00	5,408.70	7,581.00	(2,172.30)
Pension Expense	6,048.00	7,488.00	20,304.00	22,464.00	(2,160.00)
FICA Expense	12,231.81	14,481.00	41,853.95	44,281.00	(2,427.05)
Worker's Compensation	16,519.00	21,241.00	49,565.90	63,723.00	(14,157.10)
Unemployment Compensation	994.00	1,464.00	2,989.70	4,392.00	(1,402.30)
Transit Operator Vacation Wages	5,789.70	5,465.00	15,885.82	16,395.00	(509.18)
Transit Operator Holiday Wages	6,522.21	5,465.00	15,879.64	16,395.00	(515.36)
Transit Operator Sick Wages	5,383.93	3,279.00	8,956.55	9,837.00	(880.45)
Mechanic Vacation Wages	1,529.85	2,077.00	4,540.20	6,231.00	(1,690.80)
Mechanic Holiday Wages	1,963.72	2,049.00	5,437.24	6,147.00	(709.76)
Mechanic Sick Wages	627.08	410.00	2,755.86	1,230.00	1,525.86
Transp. Admin Vacation Wages	1,965.95	2,193.00	5,607.94	6,579.00	(971.06)
Transp. Admin Holiday Wages	3,069.41	2,926.00	6,609.41	8,778.00	(2,168.59)
Transp. Admin Sick Wages	101.14	439.00	294.98	1,317.00	(1,022.02)
Maint. Admin Vacation Wages	929.92	993.00	2,542.27	2,979.00	(436.73)
Maint. Admin Holiday Wages	1,158.85	984.00	2,203.04	2,952.00	(748.96)
Maint. Admin Sick Wages	-	155.00	423.36	465.00	(41.64)
Gen Admin. Vacation Wages	2,383.17	1,385.00	4,364.18	4,155.00	209.18
Gen. Admin Holiday Wages	1,764.47	1,464.00	3,464.09	4,392.00	(927.91)
Gen. Admin Sick Wages	93.00	214.00	609.44	642.00	(32.56)
Transit Uniform Allowance	212.20	476.00	1,544.19	3,323.00	(1,778.81)
Maintenance Uniform Allowance	249.00	900.00	1,940.85	3,727.00	(1,786.15)
Tool Allowance	-	125.00	1,863.98	2,100.00	(236.02)
License Reimbursement	-	18.00	50.00	54.00	(4.00)
Burden Adjustment	(22,751.41)	(31,453.00)	(59,995.30)	(93,939.00)	33,943.70
<b>Total Fringe Benefits</b>	<b>98,766.20</b>	<b>101,625.00</b>	<b>406,748.59</b>	<b>418,784.00</b>	<b>(12,035.41)</b>
<b>Services</b>					
Management Consultant	-	800.00	1,468.75	3,100.00	(1,631.25)
Commissioner Expense	-	-	500.00	500.00	-
Auditing Expense	-	7,220.00	5,700.00	7,220.00	(1,520.00)
Legal Expense	-	83.00	-	249.00	(249.00)
Service and Support	896.00	804.00	3,565.95	2,412.00	1,153.95
Security Service	1,111.72	190.00	1,462.53	570.00	892.53
Outside Advertising	23,000.00	83.00	23,254.34	249.00	23,005.34
Driver and Criminal Record Check	-	-	-	-	-
Drug & Alcohol Testing	-	125.00	488.00	375.00	113.00
Pre-Employment Medical	-	212.00	481.50	636.00	(154.50)
Janitorial Service and Supplies	611.80	833.00	2,250.82	2,499.00	(248.18)
Bank Service Charges	729.27	792.00	2,193.77	2,376.00	(182.23)
Marketing Expense	-	-	-	-	-
<b>Total Services</b>	<b>26,348.79</b>	<b>11,142.00</b>	<b>41,365.66</b>	<b>20,186.00</b>	<b>21,179.66</b>
<b>Materials and Supplies</b>					

**Manchester Transit Authority**  
**Income Statement Transit**  
**For the Three Months Ending September 30, 2016**

	Current	Budget	YTD	YTD	
				Budget	Net Change
Fuel Operations	23,166.05	22,890.00	77,571.43	71,018.00	6,553.43
Sale of Fuel to City Departments	1,696.20	-	4,202.24	-	4,202.24
Maintenance Parts	8,156.69	8,208.00	40,681.01	25,466.00	15,215.01
Purchase Discounts	(21.52)	-	(209.63)	-	(209.63)
Tires Expense	2,740.87	1,564.00	12,787.41	4,853.00	7,934.41
Oil and Grease	628.26	502.00	2,233.70	1,558.00	675.70
Maintenance Supplies	475.09	638.00	1,757.42	1,914.00	(156.58)
Body Shop Supplies	577.87	338.00	1,786.79	1,014.00	772.79
Hazardous Materials	-	19.00	-	57.00	(57.00)
Outside Parts and Labor	60.00	63.00	254.00	189.00	65.00
Repairs-Building and Grounds	3,951.64	1,175.00	11,230.89	3,525.00	7,705.89
Repairs-Shop Equipment	1,392.75	150.00	1,582.48	450.00	1,132.48
Repairs-Radio Equipment	(141.56)	167.00	358.19	501.00	(142.81)
Repairs-Office Equipment	188.92	380.00	647.16	1,140.00	(492.84)
Office Supplies	363.46	523.00	2,588.22	1,569.00	1,019.22
Transit Schedules and Tickets	-	500.00	3,100.00	1,500.00	1,600.00
<b>Total Materials and Supplies</b>	<b>43,234.72</b>	<b>37,117.00</b>	<b>160,571.31</b>	<b>114,754.00</b>	<b>45,817.31</b>
<b>Utilities</b>					
Electricity	1,730.05	1,710.00	4,846.52	5,130.00	(283.48)
Natural Gas	73.14	75.00	211.60	225.00	(13.40)
Telephone	685.85	1,380.00	2,346.38	4,140.00	(1,793.62)
Water	144.58	166.00	466.49	498.00	(31.51)
<b>Total Utilities</b>	<b>2,633.62</b>	<b>3,331.00</b>	<b>7,870.99</b>	<b>9,993.00</b>	<b>(2,122.01)</b>
<b>Insurance</b>					
Public Liability Insurance	11,451.00	14,000.00	34,363.00	42,000.00	(7,637.00)
Other Liability	1,256.00	1,254.00	3,774.00	3,762.00	12.00
<b>Total Insurance</b>	<b>12,707.00</b>	<b>15,254.00</b>	<b>38,137.00</b>	<b>45,762.00</b>	<b>(7,625.00)</b>
<b>Other Expenses</b>					
Dues and Memberships	75.00	-	379.50	500.00	(120.50)
Tolls	-	-	-	-	-
Training and Meetings	781.76	83.00	3,399.81	249.00	3,150.81
Grievance Expense	-	42.00	-	126.00	(126.00)
Depreciation	17,000.00	17,000.00	51,000.00	51,000.00	-
<b>Total Other Expenses</b>	<b>17,856.76</b>	<b>17,125.00</b>	<b>54,779.31</b>	<b>51,875.00</b>	<b>2,904.31</b>
<b>Total Expenses</b>	<b>345,903.05</b>	<b>330,089.00</b>	<b>1,166,964.65</b>	<b>1,111,106.00</b>	<b>55,858.65</b>
<b>Net Income (Loss)</b>	<b>(123,156.91)</b>	<b>(116,725.00)</b>	<b>739,602.19</b>	<b>722,037.00</b>	<b>17,565.19</b>

**Manchester Transit Authority**  
**Income Statement School**  
**For the Three Months Ending September 30, 2016**

	Current	Budget	YTD	YTD Budget	YTD Net Change
<b>Student Transportation</b>					
Pupil Transportation Contract	253,541.94	276,632.00	312,000.56	283,632.00	28,368.56
Manchester School of Technology	8,409.60	21,024.00	8,409.60	21,024.00	(12,614.40)
<b>Total Student Transportation</b>	<b>261,951.54</b>	<b>297,656.00</b>	<b>320,410.16</b>	<b>304,656.00</b>	<b>15,754.16</b>
<b>School Charter</b>					
Student Athletics	17,275.80	20,000.00	21,624.40	22,400.00	(775.60)
Student Fieldtrips	7,482.75	3,000.00	23,097.25	16,000.00	7,097.25
<b>Total School Charters</b>	<b>24,758.55</b>	<b>23,000.00</b>	<b>44,721.65</b>	<b>38,400.00</b>	<b>6,321.65</b>
<b>Other Revenue</b>					
Sale of Vehicles and Equipment	6,390.00	-	6,390.00	-	6,390.00
Insurance Repair Reimbursement	2,104.33	-	2,104.33	-	2,104.33
Interest Income	3.10	-	5.40	-	5.40
<b>Total Other Revenue</b>	<b>8,497.43</b>	<b>-</b>	<b>8,499.73</b>	<b>-</b>	<b>8,499.73</b>
<b>Total Operational Income</b>	<b>295,207.52</b>	<b>320,656.00</b>	<b>373,631.54</b>	<b>343,056.00</b>	<b>30,575.54</b>
<b>Labor</b>					
School Operator Wages	105,597.83	129,662.00	150,395.82	174,803.00	(24,407.18)
School Operator Overtime Wages	1,204.46	500.00	1,204.46	500.00	704.46
Transit Operator Wages	250.58	341.00	250.58	341.00	(90.42)
Transit Operator Overtime Wages	1,635.53	-	1,635.53	-	1,635.53
Mechanic Wages	13,334.89	17,323.00	35,340.45	53,638.00	(18,297.55)
Mechanic Overtime Wages	59.78	200.00	123.24	600.00	(476.76)
Transp. Admin Wages	17,353.64	15,011.00	43,193.10	46,463.00	(3,269.90)
Transp. Admin Overtime Wages	84.28	-	84.28	-	84.28
Maint. Admin Wages	4,887.70	5,152.00	14,924.03	15,947.00	(1,022.97)
General Admin Wages	9,717.24	7,233.00	25,186.74	22,387.00	2,799.74
<b>Total Labor</b>	<b>154,125.93</b>	<b>175,422.00</b>	<b>272,338.23</b>	<b>314,679.00</b>	<b>(42,340.77)</b>
<b>Fringe Benefits</b>					
Health Insurance Expense	-	-	241.80	-	241.80
Dental Insurance Expense	(150.26)	-	210.04	-	210.04
FICA Expense	8,653.50	12,579.00	15,695.45	20,496.00	(4,800.55)
Worker's Compensation	10,255.00	14,995.00	30,765.10	19,530.00	11,235.10
School Operator Vacation Wages	-	-	-	-	-
School Operator Holiday Wages	927.38	500.00	927.38	500.00	427.38
School Uniform Allowance	120.00	160.00	188.57	750.00	(561.43)
License Reimbursement	60.00	38.00	60.00	38.00	22.00
Burden Adjustment	22,751.41	31,453.00	59,995.30	93,939.00	(33,943.70)
<b>Total Fringe Benefits</b>	<b>42,617.03</b>	<b>59,725.00</b>	<b>108,083.64</b>	<b>135,253.00</b>	<b>(27,169.36)</b>
<b>Services</b>					
Management Consultant	-	833.00	1,468.75	2,499.00	(1,030.25)
Commissioner Expense	-	-	500.00	500.00	-
Auditing Expense	-	5,447.00	4,300.00	5,447.00	(1,147.00)
Legal Expense	-	83.00	-	249.00	(249.00)

**Manchester Transit Authority**  
**Income Statement School**  
**For the Three Months Ending September 30, 2016**

	Current	Budget	YTD	YTD Budget	YTD Net Change
Service and Support	159.00	579.00	2,173.18	1,737.00	436.18
Security Service	838.68	143.00	1,103.33	429.00	674.33
Outside Advertising	374.36	333.00	1,400.23	999.00	401.23
Driver and Criminal Record	248.75	-	398.00	-	398.00
Drug & Alcohol Testing	-	375.00	936.00	1,125.00	(189.00)
Pre-Employment Medical	594.00	417.00	1,782.00	1,251.00	531.00
Janitorial Service and Supplies	611.80	833.00	2,250.82	2,499.00	(248.18)
Bank Service Charges	-	-	14.20	-	14.20
<b>Total Services</b>	<b>2,826.59</b>	<b>9,043.00</b>	<b>16,326.51</b>	<b>16,735.00</b>	<b>(408.49)</b>
<b>Materials and Supplies</b>					
Fuel Operations	19,039.30	23,504.00	25,150.88	28,943.00	(3,792.12)
Maintenance Parts	4,671.58	7,625.00	11,639.93	18,625.00	(6,985.07)
Tires Expense	977.11	1,296.00	3,651.51	1,596.00	2,055.51
Oil and Grease	302.94	660.00	655.44	813.00	(157.56)
Maintenance Supplies	1,465.99	779.00	3,030.64	2,337.00	693.64
Body Shop Supplies	706.28	413.00	2,482.17	1,239.00	1,243.17
Hazardous Materials	-	23.00	-	69.00	(69.00)
Repairs-Building and Grounds	4,501.10	1,325.00	14,418.66	3,975.00	10,443.66
Repairs-Shop Equipment	1,702.25	183.00	1,934.15	549.00	1,385.15
Repairs-Radio Equipment	-	417.00	63.49	1,251.00	(1,187.51)
Repairs-Office Equipment	213.04	287.00	558.72	861.00	(302.28)
Office Supplies	483.86	394.00	2,221.77	1,182.00	1,039.77
School Schedules and Tickets	-	500.00	-	500.00	(500.00)
<b>Total Materials and Supplies</b>	<b>34,063.45</b>	<b>37,406.00</b>	<b>65,807.36</b>	<b>61,940.00</b>	<b>3,867.36</b>
<b>Utilities</b>					
Electricity	1,305.13	1,290.00	3,656.14	3,870.00	(213.86)
Natural Gas	82.47	100.00	238.57	300.00	(61.43)
Telephone	292.40	538.00	927.26	1,614.00	(686.74)
Water	109.07	125.00	351.90	375.00	(23.10)
<b>Total Utilities</b>	<b>1,789.07</b>	<b>2,053.00</b>	<b>5,173.87</b>	<b>6,159.00</b>	<b>(985.13)</b>
<b>Insurance</b>					
Public Liability Insurance	16,018.00	14,175.00	48,052.00	42,525.00	5,527.00
Other Liability	936.00	893.00	2,812.56	2,679.00	133.56
<b>Total Insurance</b>	<b>16,954.00</b>	<b>15,068.00</b>	<b>50,864.56</b>	<b>45,204.00</b>	<b>5,660.56</b>
<b>Other Expenses</b>					
Dues and Memberships	-	-	1,514.50	1,400.00	114.50
Tolls and Parking	5.25	-	5.25	-	5.25
Training and Meetings	-	125.00	448.29	375.00	73.29
Grievance Expense	-	42.00	-	126.00	(126.00)
Depreciation	39,000.00	39,000.00	117,000.00	117,000.00	-
<b>Total Other Expenses</b>	<b>39,005.25</b>	<b>39,167.00</b>	<b>118,968.04</b>	<b>118,901.00</b>	<b>67.04</b>
<b>Total Expenses</b>	<b>291,381.32</b>	<b>337,884.00</b>	<b>637,562.21</b>	<b>698,871.00</b>	<b>(61,308.79)</b>
<b>Net Income (Loss)</b>	<b>3,826.20</b>	<b>(17,228.00)</b>	<b>(263,930.67)</b>	<b>(355,815.00)</b>	<b>91,884.33</b>

# Commissioners Memorandum

To: Commissioners  
 From: Ryan Renauld-Smith, Assistant Director: Transit Operations  
 Date: October 20, 2016  
 Re: Transit Ridership Report – September 2016



Routes	Sep-16			FYTD		
	Weekdays	FY 2016	FY 2017	FY 2016	FY 2017	
	Saturdays	21	22	65	65	% Change
		4	4	12	13	% Change
Healthcare Shuttle Route #1		2,075	1,428	6,491	4,810	-26%
Hanover-E Industrial Park Route #2		3,231	2,708	9,530	8,565	-10%
Brown Ave-Airport Route #3		1,768	1,789	5,522	5,440	-1%
Concord Express #4		969	988	3,050	2,866	-6%
River Rd- SNHU #5		6,063	4,429	13,411	11,936	-11%
Bremer-Mast Rd Route #6		4,126	4,035	12,058	11,916	-1%
Green DASH #7		3,796	3,489	11,616	9,765	-16%
So. Willow- Mail of NH Route #8		4,746	4,979	14,837	13,534	-9%
Nashua Express Route #9		1,070	882	2,874	2,401	-16%
Valley St- Mail of NH Route #10		4,478	4,210	12,843	12,518	-3%
Front St. Route #11		3,822	2,876	8,332	7,441	-11%
So. Beech- Mall of NH Route #12		4,042	3,747	12,666	11,707	-7%
Bedford Grove Plaza Route #13		3,270	2,632	10,204	8,166	-20%
Elliot Hospital/E.Side Plaza Route #14		0	848	0	1,971	#DIV/0!
Goffstown Shuttle		43	76	92	251	173%
Route #1 & Route #14		2,075	2,276	6,491	6,781	4%
Hanover St- East Side Plaza #2S		93	189	250	593	137%
UPass Riders - MCC		1,308	825	2,717	2,050	-25%
UPass Riders - UNH		163	110	821	204	-75%
UPass Riders - SNHU		2,998	2,600	5,962	6,713	13%
UPass Riders - INSTITUTE OF ART		186	144	316	183	-42%
Hannaford Shuttle		225	265	836	804	-4%
Market Basket Shuttle		213	130	657	578	-12%
Hooksett Market Basket Shuttle		64	91	216	173	-20%
Hannaford Bedford- Goffstown		14	16	51	56	10%
Hannaford Bedford- Bedford		24	0	56	10	-82%
Senior Shuttle		0	38	0	127	#DIV/0!
Weekday Fixed Route Totals		40,323	36,537	115,141	109,062	-5%
Saturday Fixed Route Totals		3,716	3,266	10,673	10,344	-3%
Fixed Route Weekday Average		1,920	1,661	1,771	1,678	-5%
Fixed Route Saturday Average		929	817	889	796	-11%
Special Service		0	157	572	762	33%
Total Transit Passengers Served		44,039	39,803	125,814	119,406	-5%
Total StepSaver Passengers Served		799	860	2,182	2,464	13%

Ryan Renauld-Smith

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the FY 2017 CIP 811317 Manchester Sewer & Water Maps Restoration.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$10,000 from the State of New Hampshire Department of Cultural Resources for the restoration of irreplaceable documents;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By adding:**

2017 CIP 811317 Manchester Sewer & Water Maps Restoration - \$10,000 State

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Seven Hundred Twenty Eight Thousand Four Hundred Ninety Three Dollars (\$728,493) for the FY 2017 CIP 411917 New Hampshire Human Trafficking Task Force.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$728,493 from the United States Department of Justice for the development of a New Hampshire Human Trafficking Task Force;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By adding:**

2017 CIP 411917 New Hampshire Human Trafficking Task Force - \$728,493 Federal

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twenty Thousand Dollars (\$20,000) for the FY2017 CIP 811217 City-wide Staff Development and Training.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer a portion of the unencumbered Cash balance from City Hall Renovations;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By decreasing:**

FY2017 CIP 811017 – City Hall Renovations - \$20,000 Cash

**By adding:**

FY2017 CIP 811217 – City-wide Staff Development and Training - \$20,000 Cash

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Eighty Six Thousand Dollars (\$86,000) for the FY 2017 CIP 410617 VAWA Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$86,000 from the State of New Hampshire Department of Justice for the implementation of the VAWA Program;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By increasing:**

2017 CIP 410617 VAWA Program - \$86,000 State  
(from \$100,000 to \$186,000)

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Seventy Five Thousand Dollars (\$75,000) for the FY2017 CIP 212517 Manchester Health Department Dental Van Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds from the NH Charitable Foundation and Delta Dental to purchase a new dental van;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By adding:**

FY2017 CIP 212517 – Manchester Health Department Dental Van Project - \$75,000 Other

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Five Thousand Dollars (\$5,000) for the FY2017 CIP 212117 Saturday Night Teen Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer funds to the Salvation Army for the operation of Saturday Night Teen Program.

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By decreasing:**

FY2017 CIP 410217 – Weed and Seed Teen Night - \$5,000 CDBG

**By increasing:**

FY2017 CIP 212117 – Saturday Night Teen Program - \$5,000 CDBG

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

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the summary of abatement requests submitted by Fred McNeill, Chief Engineer, be approved.

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

Respectfully submitted,

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

Clerk of Committee

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

**Timothy J. Clougherty**  
Deputy Public Works Director

**Frederick J. McNeill, P.E.**  
Chief Engineer



**Commission**  
Hal Sullivan  
Rick Rothwell  
Bill Skouteris  
Toni Pappas  
Patrick Robinson

**CITY OF MANCHESTER**  
*Department of Public Works*  
*Environmental Protection Division*

# Memo

**Date:** 10/19/16 16-140  
**To:** CIP Committee  
**Cc:** Lisa Hynes – EPD  
June George – EPD  
Matthew Normand – City Clerks Office  
**From:** Frederick McNeill *FJM*  
**RE:** EPD Abatement Requests

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The attached table summarizes the 18 abatements reviewed by the Highway Commission at their monthly meeting on October 17, 2016.

Backup documentation for these sewer abatement requests is on file with the City Clerk's office. The electronic version of this request will be forwarded to you as well as the City Clerk's office.

Please let me know if you need any additional information.

**City of Manchester**  
**Environmental Protection Division**  
**Summary of Abatement Requests**  
**October 12, 2016 to Highway Commission**  
**October 19, 2016 to CIP/City Clerk**

Number	Customer Acct #	Customer	Property Address	Abatement Request		Request Reason	EPD Recommendation	Highway
				Rec'd				Commission
								Recommendation
1	w 173029-14660	Ellison	Cody St. 54	02/24/16		unknown	Abate 145.74	Abate
2	w 134189-34900	Vyacheslav	N. Bend Dr.,86	05/31/16		toilet leak	Abate 360.88	Abate
3	w 32981-22522	Tarbox	Auburn St. 1040	06/08/16		toilet leak	Deny	Deny
4	w 9433-6052	Kitsis	Hospital Ave. 20	07/13/16		toilet leak	Abate 763.40	Abate
5	w 55159-38820	Brockman	Wyoming Ave, 9	07/22/16		toilet leak	Deny	Deny
6	w 45949-32796	Gaudreau	Milford St. 62	07/26/16		toilet leak	Abate 697.47	Abate
7	w 11193-7276	Eddy	Grove St., 239	08/08/16		toilet leak	Abate 680.12	Abate
8	w 156483-31378	Pagano	Mammoth Rd. 86	08/12/16		toilet leak	Deny	Deny
9	w 89495-66456	Pichette	Lake Ave., 467-469	08/15/16		toilet leak	Abate 884.85	Abate
10	w 12907-8396	Gabert	Manchester St., 377	08/15/16		toilet leak	Abate 364.35	Abate
11	w 172883-4486	Baci	Lake Ave., 366	08/17/16		toilet leak	Abate 360.88	Abate
12	w 129519-67132	Katsiantonis	McNeil St. 128-130	08/23/16		toilet leak	Abate 1,655.19	Abate
13	w 143811-15822	Mbuyi	Batchelder Ave. 78 Apt.1	09/06/16			Deny	Deny
14	w 159727-30504	Cultrera	Porter St., 312	09/08/16		toilet leak	Abate 718.29	Abate
15	w 171133-33058	Laughlin	Calef Rd. 639	09/09/16		toilet leak	Abate 319.24	Abate
16	w 170707-203916	Napal	Walker St. 92	09/14/16		toilet leak	Abate 808.51	Abate
17	w 97849-71916	Devries	Old Orchard Way, 14	10/03/16		toilet leak	Abate 173.50	Abate
18	w 87875-65646	Amoskeag School LLC	Front St. 1231	10/04/16		cooling tower faulty valve	Abate 3,591.45	Abate
<b>Total Abatements</b>							<b>\$ 11,523.87</b>	

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 2/24/2016

Customer Name: Kelly Ellison

Account #: 173029-14660  
Combined Billing

Property Address: 54 Cody St

Reason for Request: unknown

Service Dates: 9/14/15-12/11/15

Bill Date: 1/20/2016

Consumption: 48 ccf

% Increase from Average: 800%

Average Consumption: 6 ccf

Based on: 5 yr average  
limited ownership history  
used prior owners history.

Difference: 42 ccf

Other Comments: Homeowner noted limited outside usage and not aware of any leaks

EPD Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Approved* JJ McNeill

Abatement Total: 42<sup>0</sup> ccf at \$ 3.47 \$ 145.74 -

Highway Recommendation: Abate

Date: 10/17/16

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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



Follow-up to Lisa Hynes

Letter of  
2-24-16

Please Add  
To request: Thank you.

Commission  
Raymond Hebert  
Harold Sullivan  
Rick Rothwell  
Bill Skouteris  
Andrew Provencher

## CITY OF MANCHESTER Sewer Fee Abatement Request Form

Name: Kelly Ellison

Address: 54 Cody  
(Street) (Unit)

Manchester NH 03109  
(City) (State) (Zip)

Phone Number: 622 0664

Customer Account Number: \_\_\_\_\_

Address of Property for which Abatement is Requested:

54 Cody  
(Street) (Unit)

(City) (State) (Zip)

Billing Period: \_\_\_\_\_

Amount of Abatement Request: \_\_\_\_\_

Reason for Abatement Request: In a follow up telephone conversation with Phil  
Crosdale, shortly after our meeting he said that one of his associates  
stated that the toilets could have a leak that could not be heard. He  
suggested that we check the toilets to see if they drained water after  
If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe  
bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and  
ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.  
They were winterized. One was completely dry so I conclude  
that this was the reason for the high water consumption and  
thus the reason for my request. Thank you.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Kelly Ellison  
(Signature)

3-19-16  
(Date)

EXHIBIT A

RE: Sewer Abatement Request.

This request is for partial abatement of the sewer usage bill dated January 1, 2016

for the period 9/14/15 to 12/11/15.

I purchased this house in hopes of moving in, after doing some minor cosmetic work. At the time I was Manager of a local seafood restaurant and had adequate income to maintain my home. Shortly after, the restaurant closed and thus my income was greatly reduced. I have since taken on two jobs but still it is a struggle to maintain this house. I have listed it with a MLS Realty company.

The past bills which are enclosed were significantly less. I have been unable to determine the cause. There was exterior water used only for a few plants. The interior use was limited because the unit was vacant. My dad did most of the improvements. He is there every other day for the mail and dehumidifier check.

He is a homeowner and is very aware of dripping faucets and running toilets. I did have the house winterized on Nov. 5.

Bottom line, we do not know how this happened and I am asking for your assistance.

My dad did meet, and had a very good talk, with the head of the Water Dept., Phil Croasdale and his engineer.

Thank you for any help you can provide me.

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 5/31/2016

Customer Name: Vyacheslav Baranov

Account #: 134189-34900  
Combined Billing

Property Address: 86 N. Bend Dr

Reason for Request: Toilet Leak

Service Dates: 2/19/16-5/19/16

Bill Date: 6/22/2016

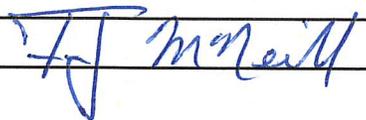
Consumption: 125 ccf      % Increase from Average: 595%

Average Consumption: 21 ccf      Based on: 5 yr average

Difference: 104 ccf

Other Comments: \_\_\_\_\_

EPD Recommendation: Abatement exceeds 250% threshold

*Approved* 

Abatement Total: 104 ccf at \$ 3.47 \$ 360.88

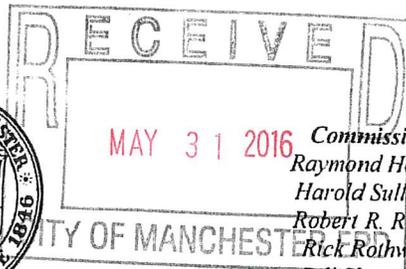
Highway Recommendation: Abate

Date: 10/17/16

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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



Commission  
Raymond Hebert  
Harold Sullivan  
Robert R. Rivard  
Rick Rothwell  
Bill Skouteris

### CITY OF MANCHESTER

#### Sewer Fee Abatement Request Form

Name: Vyacheslav Baranov

Address: 86 N Bend Dr. Manchester

Manchester (Street) NH (City) 03104 (Unit) (Zip)

Phone Number: 603 647 6962 (City) (State) (Zip)

Customer Account Number: 388.64 134189-34900

Address of Property for which Abatement is Requested:  
86 N Bend Dr.

Manchester (Street) NH (City) 03104 (Unit) (Zip)

Billing Period: 2-19-16 5-19-16

Amount of Abatement Request: \$ 388.64

Reason for Abatement Request: Toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]  
(Signature)

May 28, 2016  
(Date)

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 6/8/2016

Customer Name: Tarbox, Angelique \*\*Tenant\*\*

Account #: 32981-22522  
Combined Billing

Property Address: 1040 Auburn St

Reason for Request: toilet leak

Service Dates: 12/18/15-3/18/16-6/20/16

Bill Date: 4/27/16-7/16

Consumption: 115 ccf      % Increase from Average: 174%

Average Consumption: 66 ccf      Based on: 5 yr average

Difference: 49 ccf

Other Comments: New tenant as of 12/1/15 currently (6 people living in the home) was just (2 people)

EPD Recommendation: Abatement Does Not exceed 250% threshold

*Deny JJ McNeill*

Abatement Total: 0 ccf at \$ 3.47 \$ -

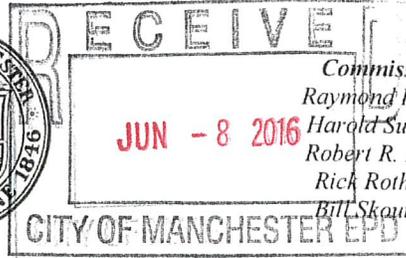
Highway Recommendation: Deny

Date: 10/17/16

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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



Commission  
Raymond Hebert  
Harold Sullivan  
Robert R. Rivard  
Rick Rothwell  
Bill Skauteris

**CITY OF MANCHESTER**  
Sewer Fee Abatement Request Form

Name: Angelique Tarbox *tenant*

Address: 1040 Auburn St.

Manchester (Street) NH (Unit) 03103  
(City) (State) (Zip)

Phone Number: 603-674-7999

Customer Account Number: 32981 22522

Address of Property for which Abatement is Requested:  
1040 Auburn St.

Manchester (Street) NH (Unit) 03103  
(City) (State) (Zip)

Billing Period: 12/18/15 - 3/18/16

Amount of Abatement Request: 176.97

Reason for Abatement Request: Toilet Leak, I was not aware of.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place. NA

\_\_\_ Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Angelique Tarbox  
(Signature)

6/5/16  
(Date)

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 7/13/2016

Customer Name: John Kitsis

Account #: 9433-6052  
Combined Billing

Property Address: 20 Hospital Ave

Reason for Request: toilet leak

Service Dates: 12/18/15 - 6/20/16

Bill Date: 4/27/16 & 7/27/16

Consumption: 337 ccf

% Increase from Average: 288%

Average Consumption: 117 ccf

Based on: 5 yr average

Difference: 220 ccf

Other Comments: \_\_\_\_\_

EPD Recommendation: Abatement exceeds 250% threshold

*Approved JF McNeill*

Abatement Total: 220 ccf at \$ 3.47 \$ 763.40

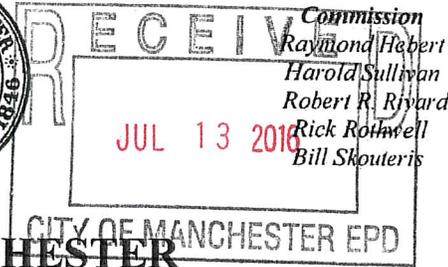
Highway Recommendation: Abate

Date: 10/17/16

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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: John Kitsis

Address: 20 Hospital Ave  
Manchester (City) NH (State) 03103 (Unit)  
727-698-8010 (Phone Number) (Zip)

Customer Account Number: 9433-6052

Address of Property for which Abatement is Requested:  
20-24 Hospital Ave (Street) (Unit)  
Manchester, NH 03103 (City) (State) (Zip)

Billing Period: 3-18-16 to 6/20/16

Amount of Abatement Request: \$340.06

Reason for Abatement Request: Toilet leak, Tub Faucet leak.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.  
 Yes  NO

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

John K. Kitsis (Signature) 7/11/16 (Date)

✓  
**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 7/22/2016

Customer Name: Brockman, Mark

Account #: 55159-38820

Combined Billing

Property Address: 9 Wyoming Ave

Reason for Request: toilet leak

Service Dates: 1/16/15 - 4/6/15

Bill Date: 8/5/2015

Consumption: 70 ccf

% Increase from Average: \_\_\_\_\_

Average Consumption: 13 ccf

Based on: 5 yr average

Difference: 58 ccf

Other Comments: Deny - Not submitted within 90 days.

EPD Recommendation: \_\_\_\_\_

*Deny JF McNeill*

Abatement Total: 0 ccf at \$ 3.47 \$ -

Highway Recommendation: Deny

Date: 10/17/16

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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



Commission  
Raymond Hebert  
Harold Sullivan  
Robert R. Rivard  
Rick Rothwell  
Bill Skouteris

**PAID**

JUL 22 2016

ENVIRONMENTAL PROTECTION  
DIVISION

### CITY OF MANCHESTER Sewer Fee Abatement Request Form

Name: MARK BROCKMAN

Address: 9 WYOMING AVE

Manchester (City) NH (State) 03103 (Unit)  
(Zip)

Phone Number: 603-867-2829

Customer Account Number: \_\_\_\_\_

Address of Property for which Abatement is Requested:

\_\_\_\_\_ (Street) \_\_\_\_\_ (Unit)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Billing Period: 12-4-15 3-3-16

Amount of Abatement Request: \_\_\_\_\_

Reason for Abatement Request: FLAPPER IN TOILET  
WAS LEAKING

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

\_\_\_\_ Yes \_\_\_\_\_ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]  
(Signature)

7-22-16  
(Date)

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 7/26/2016

Customer Name: Andre Gaudreau

Account #: 45949-32796  
Combined Billing

Property Address: 62 Milford St

Reason for Request: toilet leak

Service Dates: 4/13/16 - 7/13/16

Bill Date: 5/18/16 - 8/17/16

Consumption: 279 ccf      % Increase from Average: 358%

Average Consumption: 78 ccf      Based on: 5 yr average

Difference: 201 ccf

Other Comments: \_\_\_\_\_

EPD Recommendation: Abament exceeds 250% Threshold.

*Approved FJ McNeill*

Abatement Total: 201 ccf at \$ 3.47 \$ 697.47

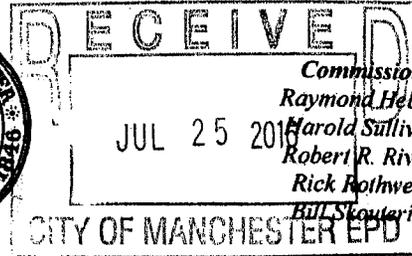
Highway Recommendation: Abate

Date: 10/17/16

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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



### CITY OF MANCHESTER

### Sewer Fee Abatement Request Form

*This does have property land lord Agent Form*

Name: ANDRE-GAUDREAU

Address: 289 SAGAMORE ST.  
(Street)

Manchester (City) N.H. (State) (Unit) 03104 (Zip)

Phone Number: 603-623-3258 Cell. 603-493-3712

Customer Account Number: 4594932796

Address of Property for which Abatement is Requested: 62 MIFORD ST.

Manchester (City) N.H. (State) (Unit) 03102 (Zip) 2-EAST

Billing Period: 1-14-16 - 7-13-16

Amount of Abatement Request: 496.21

Reason for Abatement Request: TOILET LEAK

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.  
 Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Andre Gaudreau  
(Signature)

7-21-16  
(Date)

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 8/8/2016

Customer Name: David Eddy

Account #: 11193-7276  
Combined Billing

Property Address: 239 Grove St

Reason for Request: toilet leak

Service Dates: 3/7/16-6/16/16

Bill Date: 7/27/2016

Consumption: 232 ccf

% Increase from Average: 644%

Average Consumption: 36 ccf

Based on: 5 yr average

Difference: 196 ccf

Other Comments: \_\_\_\_\_

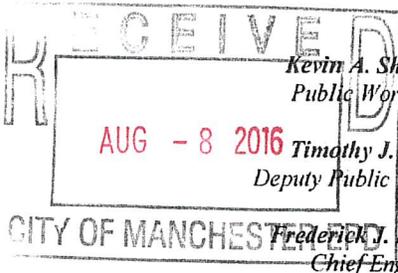
EPD Recommendation: Abatement exceeds 250% threshold

*Approved FJ McNeill*

Abatement Total: 196 ccf at \$ 3.47 \$ 680.12

Highway Recommendation: Abate

Date: 10/17/16



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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



Commission  
Raymond Hebert  
Harold Sullivan  
Robert R. Rivard  
Rick Rothwell  
Bill Skouteris

## CITY OF MANCHESTER

### Sewer Fee Abatement Request Form

Name: David + Linda Eddy

Address: 236 Gorham Pond Rd  
(Street) (Unit)

Goffstown, NH 03045-3306  
(City) (State) (Zip)

Phone Number: (603) 384-424

Customer Account Number: 1193-7276

Address of Property for which Abatement is Requested:

239 Grove St 3  
(Street) (Unit)

Manchester, NH 03103  
(City) (State) (Zip)

Billing Period: 3-7-16 - 6-16-16

Amount of Abatement Request: 718.29

Reason for Abatement Request: Toilet leak on 3rd floor apt. that we had no idea was happening. Silent leak. Used dye (recommended by water dept.) to find the leak. Repaired

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Linda J. Eddy  
(Signature)

8/5/16  
(Date)

✓  
**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 8/12/2016

Customer Name: Sandra Pagano

Account #: 156483-31378  
Combined Billing

Property Address: 86 Mammoth Rd

Reason for Request: Toilet Leak

Service Dates: 3/10/16-6/9/16

Bill Date: 7/13/2016

Consumption: 168 ccf      % Increase from Average: 227%

Average Consumption: 74 ccf      Based on: 5 yr average

Difference: 94 ccf

Other Comments: \_\_\_\_\_

EPD Recommendation: Abatement does not exceed 250% threshold

\_\_\_\_\_  
\_\_\_\_\_  
*Deny If required*

Abatement Total: \_\_\_\_\_ ccf      at \$ 3.47      \$ \_\_\_\_\_ -

Highway Recommendation: Deny

Date: 10/17/16

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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



Property does have  
tenant landlord  
agent form  
Commission  
Raymond Hebert  
Harold Sullivan  
Robert R. Rivard  
Rick Rothwell  
Bill Skouteris

### CITY OF MANCHESTER Sewer Fee Abatement Request Form

Name: Sandra Pagano

Address: PO Box 609  
(Street)

Shirley (City) NY (State) 11967 (Unit/Zip)

Phone Number: 603-606-1128

Customer Account Number: 156483-31378

Address of Property for which Abatement is Requested:  
86 Mammoth Rd  
(Street)

Manchester (City) NH (State) 03109 (Unit/Zip)

Billing Period: 3-10-16 - 6-9-16

Amount of Abatement Request: \$409.46

Reason for Abatement Request: Toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.  
 Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]  
(Signature)

8-9-16  
(Date)

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 8/15/2016

Customer Name: Louis Pichette Account #: 89495-66456  
Combined Billing

Property Address: 467-469 Lake Ave

Reason for Request: toilet leak

Service Dates: 3/23/16 - 9/21/16 Bill Date: 7/27/16 - 10/20/16

Consumption: 394 ccf % Increase from Average: 283%

Average Consumption: 139 ccf Based on: 5 yr average

Difference: 255 ccf

Other Comments: \_\_\_\_\_

EPD Recommendation: Abatement exceeds 250% Threshold.

Approved F. J. McNeill

Abatement Total: 255 ccf at \$ 3.47 \$ 884.85

Highway Recommendation: Abate Date: 10/17/16

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

*Timothy J. Clougherty*  
Deputy Public Works Director

*Frederick J. McNeill, P.E.*  
Chief Engineer



6 15 2016

*Commission*  
*Raymond Hebert*  
*Harold Sullivan*  
*Rick Rothwell*  
*Bill Skouteris*  
*Andrew Provencher*

## CITY OF MANCHESTER

### Sewer Fee Abatement Request Form

Name: Louis Pichette

Address: PO Box 5365  
(Street)  
Manchester NH (Unit)  
(City) (State) (Zip)  
03108

Phone Number: 603-858-1571

Customer Account Number: 89495-66456

Address of Property for which Abatement is Requested:  
467-469 Lake Ave  
(Street)  
Manchester NH (Unit)  
(City) (State) (Zip)  
03103

Billing Period: 3/23/2016 - 6/21/2016

Amount of Abatement Request: \$912

Reason for Abatement Request: Water works came out to the property and found leaking sinks and toilets

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.  
 Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

*Louis J Pichette*  
(Signature)

8/11/2016  
(Date)

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 8/15/2016

Customer Name: Richard W. Gabert

Account #: 12907-8396  
Combined Billing

Property Address: 377 Manchester St.

Reason for Request: toilet leak

Service Dates: 3/29/16 - 6/28/16

Bill Date: 5/4/2016

Consumption: 154 ccf

% Increase from Average: 314%

Average Consumption: 49 ccf

Based on: 5 yr average

Difference: 105 ccf

Other Comments: \_\_\_\_\_

EPD Recommendation: Abatement exceeds 250% Threshold.

*Approved* 

Abatement Total: 105 ccf at \$ 3.47 \$ 364.35

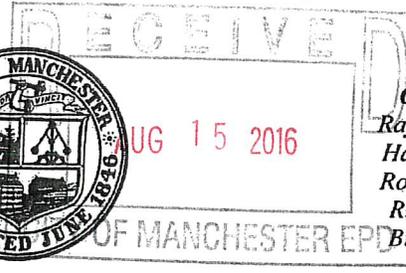
Highway Recommendation: Abate

Date: 10/17/16

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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



Commission  
Raymond Hebert  
Harold Sullivan  
Robert R. Rivard  
Rick Rothwell  
Bill Skouteris

### CITY OF MANCHESTER Sewer Fee Abatement Request Form

Name: Richard W Gabert

Address: 379 Manchester St Apt #1  
(Street) (Unit)  
Manchester NH 03103  
(City) (State) (Zip)

Phone Number: 603 668 8431

Customer Account Number: 12907-8396

Address of Property for which Abatement is Requested:  
377 Manchester St # 3rd #2  
(Street) (Unit)  
Manchester NH 03103  
(City) (State) (Zip)

Billing Period: 3-29-16 - 6-28-16

Amount of Abatement Request: 315.77

Reason for Abatement Request: Toilet leaks From Tank To Bowl

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Richard W Gabert  
(Signature)

6-11-16  
(Date)

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 8/17/2016

Customer Name: Baci, Vijollca

Account #: 172883-4486  
Combined Billing

Property Address: 366 Lake Ave

Reason for Request: Toilet Leak

Service Dates: 3/23/16-6/21/16

Bill Date: 7/27/2016

Consumption: 173 ccf

% Increase from Average: 251%

Average Consumption: 69 ccf

Based on: 5 yr average  
limited ownership history  
used prior owner history

Difference: 104 ccf

Other Comments: \_\_\_\_\_

EPD Recommendation: Abatement exceeds 250% threshold

*Approved JF McNeill*

Abatement Total: 104 ccf at \$ 3.47 \$ 360.88

Highway Recommendation: Abate

Date: 10/17/16

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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



Commission  
Raymond Hebert  
Harold Sullivan  
Robert R. Rivard  
Rick Rothwell  
Bill Skouteris

### CITY OF MANCHESTER

### Sewer Fee Abatement Request Form

Name: Vijollca Baci

Address: 118 Windswept Road

Manchester NH 03109  
(City) (State) (Zip)

Phone Number: (603) 264-9187

Customer Account Number: 172883-4486

Address of Property for which Abatement is Requested: 366 Lake Ave

Manchester NH 03103  
(City) (State) (Zip)

Billing Period: 3/23/16 - 6/21/16

Amount of Abatement Request: \$600

Reason for Abatement Request: Spoke with Lisa from Epd regarding issue, two toilets leaking in two

separate units. Both toilets replaced and Manchester water works rep reconnected them. Bill came in at \$913 for this pay period.

Last year same time period paid \$600 with all 3 units occupied. Only one unit was occupied this year time frame. Therefore

going by last year's amount \$600/3 units = \$200 per unit. Assuming higher usage for one unit at \$313, difference from \$913 = \$600.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

\_\_\_\_ Yes      \_\_\_\_ No      N/A

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Vijollca Baci  
(Signature)

08/17/2016  
(Date)

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 8/23/2016

Customer Name: George Katsiantonis

Account #: 129519-67132  
Combined Billing

Property Address: 128-130 McNeil St

Reason for Request: toilet leak

Service Dates: 4/12/16 - 10/11/16

Bill Date: 8/10/16 - 11/11/16

Consumption: 561 ccf      % Increase from Average: 668%

Average Consumption: 84 ccf      Based on: 5 yr average

Difference: 477 ccf

Other Comments: \_\_\_\_\_

EPD Recommendation: Abament exceeds 250% Threshold.

*Approved JF Maysell*

Abatement Total: 477 ccf      at \$ 3.47      \$ 1,655.19

Highway Recommendation: Abate

Date: 10/7/16

Rec'd  
8-23-16

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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



Commission  
Raymond Hebert  
Harold Sullivan  
Robert R. Rivard  
Rick Rothwell  
Bill Skouteris

## CITY OF MANCHESTER Sewer Fee Abatement Request Form

Name: George Katsiantonis

Address: 24 Eastman Ave Ste C4A

(Street) (Unit)

Bedford New Hampshire 03110

(City) (State) (Zip)

Phone Number: 603-978-3826

Customer Account Number: 129519-67132

Address of Property for which Abatement is Requested:

128-130 McNeil Street

(Street) (Unit)

Manchester New Hampshire 03102

(City) (State) (Zip)

Billing Period: Most recent 2 cycles

Amount of Abatement Request: \$711.35

Reason for Abatement Request: Tenant failed to notify us of a blatant/constant toilet leak where water went directly from supply to sewer for a long period of time. Flapper in toilet was rotted and not attached to the main assembly. Issue was remedied on 8-18-2016. Receipt attached.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

(Signature)



08/23/2016

05:03 PM EDT

(Date)

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 9/6/2016

Customer Name: Mbuyi, Victor

Account #: 143811-15822  
Combined Billing

Property Address: 78 Batchelder Apt #1

Reason for Request: Back billed for 3 years

Service Dates: 1/6/12-9/25/14

Bill Date: 2/15/2016

Consumption: 0 ccf

% Increase from Average: \_\_\_\_\_

Average Consumption: - ccf

Based on: 5 yr average

Difference: 0 ccf

Other Comments: Customer was put on a payment plan...customer did not pay.

EPD Recommendation: Deny request

*Deny JJ McNeill*

Abatement Total: 0 ccf at \$ 3.47 \$ -

Highway Recommendation: Deny

Date: 10/17/16

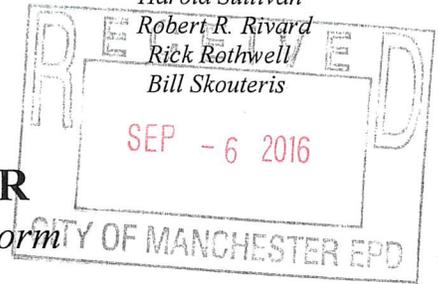
Kevin A. Sheppard, P.E.  
Public Works Director

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



Commission  
Raymond Hebert  
Harold Sullivan  
Robert R. Rivard  
Rick Rothwell  
Bill Skouteris



*Carine*

### CITY OF MANCHESTER Sewer Fee Abatement Request Form

Name: Vicior Mbuyi

Address: 73 Batchelder Ave #1  
(Street) (Unit)

Manchester, NH 03103 NH  
(City) (State) (Zip)

Phone Number: (603) 703-3953 -603-687-2463-

Customer Account Number: 143911-15822

Address of Property for which Abatement is Requested:

73 BATELDER AVE # 1  
(Street) (Unit)

MANCHESTER NH 03103  
(City) (State) (Zip)

Billing Period: 01/06/2012 - 9/25/14

Amount of Abatement Request: \$ 1,000

Reason for Abatement Request: see attached

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

N/A.

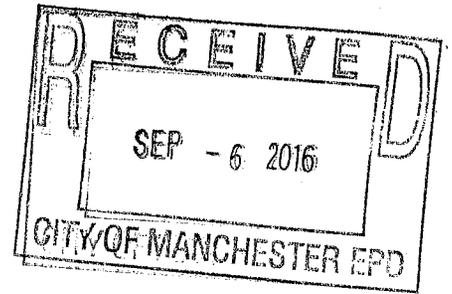
If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.  
 Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Vicior Mbuyi  
(Signature)

8/29/16  
(Date)

Victor Mbuyi  
78 batchelder ave #1  
Manchester, NH 3103



August 30, 2016

**Subject: Reason for abatement request**

Ref: Account number: 143811-15822

Dear Sir or Madam,

I am writing this letter to request an abatement on my EPD bill of \$1,283.83 covering the period dating from 01/01/2012 to 9/25/2014. The accumulation of this past due amount was caused by the EPD division failure to do their work to send me my quarterly bill.

Prior to that I have always been able to pay for my bills and believe to have not been behind on my obligations.

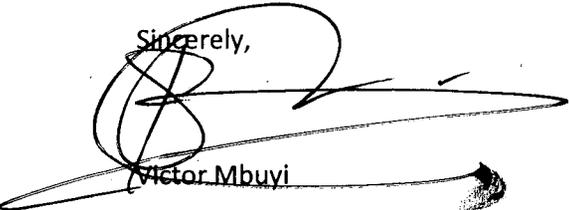
I believe that the past due bill would have been paid if I had been receiving my quarterly bills as I am custom to. Though, I am willing to pay this bill, I am requesting an abatement of at least \$800 as I am currently going through a hardship and also believe that the EPD division is partly responsible for this situation.

I have attached a copy of the city tax collector bill for requesting the payment of \$1,413.33 to be paid by the 15<sup>th</sup> of September or a lien will be put into to my mortgage.

I appreciate you immediate attention on this matter and If you require additional information on this matter please do not hesitate to ask.

I look forward to receiving your response.

Sincerely,

  
Victor Mbuyi

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

**Date Received:** 9/8/2016

**Customer Name:** Bruce Cultrera      **Account #:** 159727-30504  
Combined Billing

**Property Address:** 312 Porter St

**Reason for Request:** Toilet Leak

**Service Dates:** 3/14/16-6/13/16      **Bill Date:** 7/20/2016

**Consumption:** 230 ccf      **% Increase from Average:** 1000%

**Average Consumption:** 23 ccf      **Based on:** 5 yr average

**Difference:** 207 ccf

**Other Comments:** \_\_\_\_\_

**EPD Recommendation:** Abatement exceeds 250% threshold

*Approved* FF McNeill

**Abatement Total:** 207 ccf      **at \$** 3.47      **\$** 718.29

**Highway Recommendation:** Abate      **Date:** 10/17/16

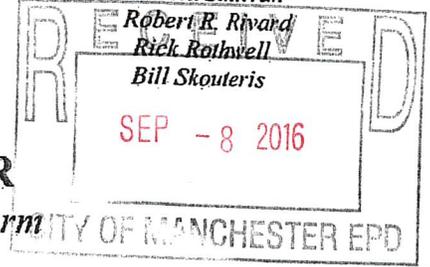
Kevin A. Sheppard, P.E.  
Public Works Director

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



Commission  
Raymond Hebert  
Harold Sullivan  
Robert E. Rivard  
Rick Rothwell  
Bill Skouteris



### CITY OF MANCHESTER Sewer Fee Abatement Request Form

Name: Karen Culhena

Address: 66 Kendall Hill Rd  
(Street)  
Mont Vernon NH (Unit)  
(City) (State) 03057  
(Zip)

Phone Number: 603-259-4450

Customer Account Number: 159727-30504

Address of Property for which Abatement is Requested:  
312 Portu St  
(Street)  
Manchester, NH (Unit)  
(City) (State) 03103  
(Zip)

Billing Period: 3-14-16 - 6-13-16

Amount of Abatement Request: \$725.23

Reason for Abatement Request: toilet leak that tenant did not report

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Karen Culhena  
(Signature)

9/5/2016  
(Date)

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 9/9/2016

Customer Name: Richard Laughlin, Sr.

Account #: 171133-33058  
Combined Billing

Property Address: 639 Calef Rd

Reason for Request: Toilet Leak

Service Dates: 4/1/16 - 7/01/16

Bill Date: 8/3/2016

Consumption: 122 ccf

% Increase from Average: 407%

Average Consumption: 30 ccf

Based on: 6 quarter average  
limited homeowner history

Difference: 92 ccf

Other Comments: \_\_\_\_\_

EPD Recommendation: Abatement exceeds 250% Threshold

*Approved JF Mene*

Abatement Total: 92 ccf at \$ 3.47 \$ 319.24

Highway Recommendation: Abate

Date: 10/17/16

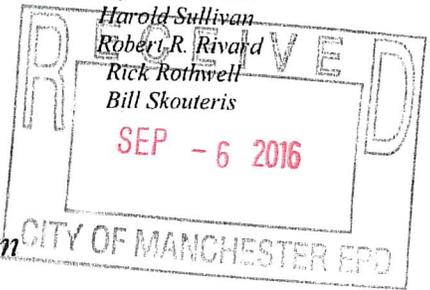
Kevin A. Sheppard, P.E.  
Public Works Director

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



Commission  
Raymond Hebert  
Harold Sullivan  
Robert R. Rivard  
Rick Rothwell  
Bill Skouteris



### CITY OF MANCHESTER Sewer Fee Abatement Request Form

Name: Richard B. Laughlin Sr.

Address: 636 Coolidge Ave.  
(Street)

Manchester (City) N.H. (State) 03102 (Unit)  
(Zip)

Phone Number: 603-512-1807

Customer Account Number: 17133-33058

Address of Property for which Abatement is Requested:  
639 Calef Road

Manchester (City) N.H. (State) 03102 (Unit)  
(Zip)

Billing Period: 4-1-16 To 7-1-16

Amount of Abatement Request: \$360.88

Reason for Abatement Request: 2 toilet leaks

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

NO

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.  
 Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

RB Laughlin Sr.  
(Signature)

9-6-16  
(Date)

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 9/14/2016

Customer Name: Hari Napal

Account #: 170707-203916  
Combined Billing

Property Address: 92 Walker St

Reason for Request: toilet leaks

Service Dates: 4/11/16 - 7/11/16

Bill Date: 5/11/16 - 8/12/16

Consumption: 282 ccf

% Increase from Average: 576%

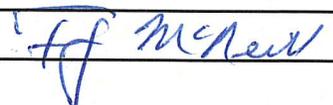
Average Consumption: 49 ccf

Based on: 6 quarter average  
limited ownership history

Difference: 233 ccf

Other Comments: \_\_\_\_\_

EPD Recommendation: Abatement exceeds 250% Threshold.

*Approved* 

Abatement Total: 233 ccf at \$ 3.47 \$ 808.51

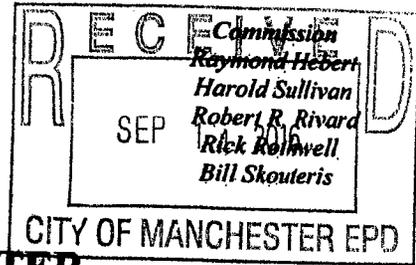
Highway Recommendation: Abate

Date: 10/17/16

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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



### CITY OF MANCHESTER

### Sewer Fee Abatement Request Form

Name: Hari K Nepal

Address: 92 Walker Street  
(Street)

Manchester NH 03102  
(City) (State) (Zip)

Phone Number: 603-512-6042

Customer Account Number: 170707203916

Address of Property for which Abatement is Requested:  
92 Walker Street  
(Street)

Manchester NH 03102  
(City) (State) (Zip)

Billing Period: 4-11-2016 — 7-11-2016

Amount of Abatement Request: 350.47

Reason for Abatement Request: Toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

None

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

  
(Signature)

09/14/2016  
(Date)

309 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234  
E-mail: [EPD@manchesternh.gov](mailto:EPD@manchesternh.gov) • Website: [www.manchesternh.gov](http://www.manchesternh.gov)

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 10/3/2016

Customer Name: Devries, Betsi

Account #: 97849-71916

Combined Billing

Property Address: 14 Old Orchard Way

Reason for Request: toilet leak

Service Dates: 6/7/16 - 9/7/16

Bill Date: 10/16/2016

Consumption: 69 ccf

% Increase from Average: 363%

Average Consumption: 19 ccf

Based on: 5 yr average

Difference: 50 ccf

Other Comments: \_\_\_\_\_

EPD Recommendation: Abatement exceeds 250% threshold

Approved TJ McNeil

Abatement Total: 50 ccf at \$ 3.47 \$ 173.50

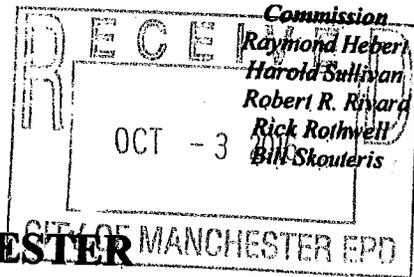
Highway Recommendation: Abate

Date: 10/17/16

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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



### CITY OF MANCHESTER

### Sewer Fee Abatement Request Form

Name: Betsi DeVries

Address: 14 Old Orchard Way  
Manchester (Street) NH (City) 03103 (Unit) (Zip)

Phone Number: (603) 647-0117 (City) (State)

Customer Account Number: 9784971916

Address of Property for which Abatement is Requested:  
14 Old Orchard Way  
Manchester (Street) NH (City) 03103 (Unit) (Zip)

Billing Period: 06-07-16 to 09-07-16

Amount of Abatement Request: 187.38

Reason for Abatement Request: toilet leak - undetected  
until billing - ~~noticed~~. Repaired by  
home owner.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes  No N/A

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]  
(Signature)

09-17-16  
(Date)

**CITY OF MANCHESTER  
HIGHWAY DEPARTMENT  
ENVIRONMENTAL PROTECTION DIVISION  
Sewer Abatement Investigation and Recommendation**

Date Received: 10/4/2016

Customer Name: Amoskeag School LLC

Account #: 87875-65646  
Combined Billing

Property Address: 1231 Front St.

Reason for Request: cooling tower faulty valve

Service Dates: 10/21/15-1/19/16

Bill Date: 3/15/2016

Consumption: 1070 ccf

% Increase from Average: 3057%

Average Consumption: 35 ccf

Based on: 5 yr average

Difference: 1035 ccf

Other Comments: received request almost 7 months after billed

EPD Recommendation: \_\_\_\_\_

Approved JF McNeill

Abatement Total: 1035 0 ccf at \$ 3.47 \$ 3591.45

Highway Recommendation: Abate

Date: 10/17/16

rec'd email  
10-4-16

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

Timothy J. Clougherty  
Deputy Public Works Director

Frederick J. McNeill, P.E.  
Chief Engineer



Commission  
Raymond Hebert  
Harold Sullivan  
Robert R. Rivard  
Rick Rothwell  
Bill Skouters

### CITY OF MANCHESTER Sewer Fee Abatement Request Form

Name: AmosKeag School LLC

Address: 155 Dow Street, Suite 400  
Manchester NH 03101  
(Street) (City) (State) (Unit) (Zip)

Phone Number: (603) 622-5450  
(City) (State) (Zip)

Customer Account Number: 87875-65646

Address of Property for which Abatement is Requested:  
121 Front Street  
Manchester NH 03101  
(Street) (City) (State) (Unit) (Zip)

Billing Period: 10/21/15 - 1/19/16

Amount of Abatement Request: \$ 3,598.39

Reason for Abatement Request: Unusually high bill due to equipment issue. There was a cooling tank overflow due to rust plugging a valve.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

cooling tower is located on cement slab outside

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes  No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved

[Signature]  
(Signature)

5/2/16  
(Date)

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$75,000 for CIP 212517 Manchester Health Department Dental Van be approved.

*(Unanimous vote with the exception of Alderman Hirschmann 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 horizontal flourish at the end.

Clerk of Committee



# 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

### MEMORANDUM

To: Alderman Bill Shea,  
Chairman, CIP Committee

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

Date: October 24, 2016

Re: Health Department - CIP #212517 – Manchester Health Department Dental Van

### New Funding

---

The Health Department has notified us that the City has received grant funding totaling \$75,000 from the NH Charitable Foundation and Delta Dental. This funding will be utilized to purchase a new dental van for the Manchester Health Department.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary for accepting the funds.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

**CIP BUDGET AUTHORIZATION**

CIP#:  Project Year:  CIP Resolution:   
 Title:  Amending Resolution:   
 Administering Department:  Revision:

Project Description:

**Federal Grants** Federal Grant:  **Environmental** Review Required:   
 Grant Executed:  Completed:

**Critical Events**

1.	Program Initiation	<input type="text" value="10/01/2016"/>
2.	Program Completion	<input type="text" value="12/31/2019"/>
3.		
4.		
5.		
		<input type="text" value="12/31/2019"/>

**Line Item Budget**

	OTHER			TOTAL
Salaries and Wage	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Fringes	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Design/Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Planning	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant Fees	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Admin	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Overhead	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$75,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$75,000.00"/>
<b>TOTAL</b>	<input type="text" value="\$75,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$75,000.00"/>

Revisions:

Comments:

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Seventy Five Thousand Dollars (\$75,000) for the FY2017 CIP 212517 Manchester Health Department Dental Van Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds from the NH Charitable Foundation and Delta Dental to purchase a new dental van;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By adding:**

FY2017 CIP 212517 – Manchester Health Department Dental Van Project - \$75,000 Other

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

**Walder, Gabriela**

---

**From:** Soucy, Timothy  
**Sent:** Friday, October 14, 2016 9:32 AM  
**To:** Walder, Gabriela  
**Subject:** FW: Dental Van Grant

---

**From:** Anne Phillips [<mailto:ap@nhcf.org>]  
**Sent:** Friday, October 14, 2016 9:32 AM  
**To:** Soucy, Timothy  
**Subject:** Dental Van Grant

Dear Tim:

This email is to confirm that the advisors of the Lois Roy Dickerman Fund of the NH Charitable Foundation have recommended a grant in the amount of \$50,000 for the purchase of a new dental van.

We look forward to seeing the new van and learning more about this important work.

Best regards,

Anne Phillips  
Director of Grantmaking

New Hampshire Charitable Foundation  
37 Pleasant Street  
Concord, NH 03301  
phone 603-225-6641 x20232  
direct 603-263-8352

[www.nhcf.org](http://www.nhcf.org) | [Facebook](#) | [Twitter](#)

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*The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from City employees and City volunteers regarding the business of the City of Manchester, are government records available to the public upon request. Therefore, this email communication may be subject to public disclosure.*

## Walder, Gabriela

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**From:** Soucy, Timothy  
**Sent:** Friday, October 14, 2016 9:32 AM  
**To:** Walder, Gabriela  
**Subject:** FW: Grant Inquiry

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**From:** Kathleen Walker [<mailto:KWalker@nedelta.com>]  
**Sent:** Wednesday, October 12, 2016 2:01 PM  
**To:** Soucy, Timothy  
**Cc:** Jennifer McGrath  
**Subject:** RE: Grant Inquiry

Hi Tim,

We met with Tom and my External Affairs team and we can make a commitment of \$25,000 as a one-time gift. We will be able to send the funds to you before the end of the year. Now you will be able to reach out sooner to seek the additional \$75,000 needed to fund the dental van. Feel free to contact me if you have any questions.

Kathy

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**From:** Soucy, Timothy [<mailto:TSOUCY@manchesternh.gov>]  
**Sent:** Tuesday, September 27, 2016 8:28 AM  
**To:** Kathleen Walker <[KWalker@nedelta.com](mailto:KWalker@nedelta.com)>  
**Subject:** Grant Inquiry

Hi Kathleen

I'm just checking in to see if any decisions had been made by the Foundation on grant request? We had submitted a request in support of a new Dental Van.

Thanks so much.

Tim

Timothy M. Soucy, MPH, REHS  
Public Health Director  
Manchester Health Department  
1528 Elm Street  
Manchester, New Hampshire 03101  
Tel: (603) 624-6466 x301  
Fax: (603) 628-6004  
Email: [tsoucy@manchesternh.gov](mailto:tsoucy@manchesternh.gov)  
Website: [www.manchesternh.gov/health](http://www.manchesternh.gov/health)

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$86,000 for CIP 401617 VAWA Program (State Domestic Violence Funding) be approved.

*(Unanimous vote with the exception of Alderman Hirschmann 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



# 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

### MEMORANDUM

**To:** Alderman Bill Shea,  
Chairman, CIP Committee

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

**Date:** October 24, 2016

**Re:** CIP #410617 – VAWA Program

#### New Funding

---

The Police Department has notified us that the City has received additional grant funds from the State of New Hampshire Department of Justice totaling \$86,000 to aid in the prosecution of domestic violence cases.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary for program initiation.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

**CIP BUDGET AUTHORIZATION**

CIP#: 410617	Project Year: 2017	CIP Resolution: 5/17/2016
Title: VAWA (State Domestic Violence Funding)		Amending Resolution: 11/15/2016
Administering Department: Police Department		Revision: #1

**Project Description:** Funds are used to pay salaries/benefits of Domestic Violence Officer, a Victim Advocate and Administrative Assistant to actively pursue Domestic Violence cases where the victim refuses to press charges or recants.

<b>Federal Grants</b>	Federal Grant: No	<b>Environmental</b>	Review Required: No
	Grant Executed:		Completed:

**Critical Events**

1. Project Initiation	7/1/2016
2. Project Completion	12/31/2018
3.	
4.	
5.	
	12/31/2018

Line Item Budget	STATE			TOTAL
Salaries and Wage	\$186,000.00	\$0.00	\$0.00	\$186,000.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$186,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$186,000.00</b>

**Revisions:** #1 - Budget increased from \$100,000 to \$186,000 due to the receipt of additional grant funds. Completion date extended from 6/30/2017 to 12/31/2018.

**Comments:** Funds received from the State of New Hampshire Department of Justice.

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Eighty Six Thousand Dollars (\$86,000) for the FY 2017 CIP 410617 VAWA Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$86,000 from the State of New Hampshire Department of Justice for the implementation of the VAWA Program;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By increasing:**

2017 CIP 410617 VAWA Program - \$86,000 State  
(from \$100,000 to \$186,000)

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

*Chief of Police*  
Enoch F. Willard  
*Assistant Chief*  
Carlo T. Capano



*Commission*  
Mark E. Roy, *Chairman*  
William M. Clifford  
Eva Castillo-Turgeon  
Steven J. Spain  
Scott R. Spradling

**CITY OF MANCHESTER**  
*Police Department*

October 19, 2016

To: Todd Fleming  
From: Steve Hoeft, BSO

Re: STOP Violence Against Women - 410617

Attached are two State of New Hampshire Department of Justice Grant Awards totaling \$186,000.00 for a new STOP Violence Against Women project. The grant process has been changed from one year to two years.

This grant is for 01/01/17 to 12/31/18.

The funds breakdown is as follows:

Salaries - \$186,000.00

Please process this as a project for approval.

Sincerely,

Steven L. Hoeft  
Business Service Officer

Michael L. Briggs Public Safety Building  
405 Valley Street • Manchester, New Hampshire 03103 • (603) 668-8711 • FAX: (603) 668-8941  
E-mail: ManchesterPD@manchesternh.gov • Website: www.manchesterpd.com

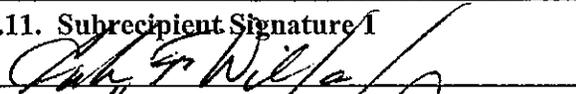
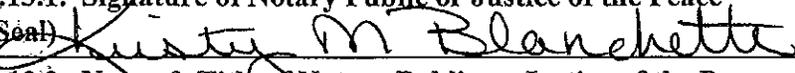
A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby  
Mutually agree as follows:  
GENERAL PROVISIONS

1. Identification and Definitions.

<b>1.1. State Agency Name</b> Department of Justice		<b>1.2. State Agency Address</b> 33 Capitol Street, Concord, NH, 03301	
<b>1.3. Sub-recipient Name:</b> Manchester Police Department		<b>1.4. Sub-recipient Address:</b> 405 Valley Street, Manchester, NH 03103	
<b>1.5. Subrecipient Phone #</b> 603-792-5400	<b>1.6. Account Number</b> 02-20-20-201510-5017-000574	<b>1.7. Completion Date</b> 12/31/2018	<b>1.8. Grant Limitation</b> \$186,000.00
<b>1.9. Grant Officer for State Agency</b> Kathleen B. Carr		<b>1.10. State Agency Telephone Number</b> (603) 271-0110	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
<b>1.11. Subrecipient Signature 1</b> 		<b>1.12. Name &amp; Title of Subrecipient Signor 1</b> Enoch F. Willard, Chief of Police	
<b>Subrecipient Signature 2</b> 		<b>Name &amp; Title of Subrecipient Signor 2</b> Theodore L. Gatsas, Mayor	
<b>Subrecipient Signature 3</b>		<b>Name &amp; Title of Subrecipient Signor 3</b>	
<b>1.13. Acknowledgment:</b> State of New Hampshire, County of Hillsborough, on 10/4/14, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
<b>1.13.1. Signature of Notary Public or Justice of the Peace</b> (Seal) 			
<b>1.13.2. Name &amp; Title of Notary Public or Justice of the Peace</b> Kristy M. Blanchette, Notary Public			
<b>1.14. State Agency Signature(s)</b>		<b>1.15. Name &amp; Title of State Agency Signor(s)</b>	
<b>1.16. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b> By: Assistant Attorney General, On: / /			
<b>1.17. Approval by Governor and Council (if applicable)</b> By: On: / /			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Subrecipient Initials JG. [Signature] Date 10/4/14  
Page 1 of 6

3. AREA COVERED. Except as otherwise specifically provided for herein, the Subrecipient shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE: COMPLETION OF PROJECT.
  - 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.14 ("the effective date").
  - 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.
  - 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
  - 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
  - 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Subrecipient the Grant Amount. The State shall withhold from the amount otherwise payable to the Subrecipient under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
  - 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Subrecipient for all expenses, of whatever nature, incurred by the Subrecipient in the performance hereof, and shall be the only, and the complete, compensation to the Subrecipient for the Project. The State shall have no liabilities to the Subrecipient other than the Grant Amount.
  - 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.
7. RECORDS and ACCOUNTS.
  - 7.1. Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
  - 7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions.
8. PERSONNEL.
  - 8.1. The Subrecipient shall, at its own expense, provide all personnel necessary to perform the Project. The Subrecipient warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
  - 8.2. The Subrecipient shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
  - 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA: RETENTION OF DATA: ACCESS.
  - 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations,
- computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Subrecipient shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Subrecipient notice of such termination.
11. EVENT OF DEFAULT: REMEDIES.
  - 11.1. Any one or more of the following acts or omissions of the Subrecipient shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
    - 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
    - 11.1.2 Failure to submit any report required hereunder; or
    - 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or Failure to perform any of the other covenants and conditions of this Agreement. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
      - 11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination; and
      - 11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and
      - 11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and
      - 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
  - 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
  - 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.
  - 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.
  - 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member of employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

*mw* *J.g.*

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. **SUBRECIPIENT'S RELATION TO THE STATE.** In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
15. **ASSIGNMENT AND SUBCONTRACTS.** The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in Exhibit A without the prior written consent of the State.
16. **INDEMNIFICATION.** The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
17. **INSURANCE AND BOND.**
- 17.1 The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
- 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
- 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
- 17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
18. **WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.
19. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
20. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.
21. **CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
22. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
23. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
24. **SPECIAL PROVISIONS.** The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

J. G.      MW

## EXHIBIT A

### -SCOPE OF SERVICES-

1. The Manchester Police Department as Sub-Recipient shall receive a grant from the New Hampshire Department of Justice (DOJ) for expenses incurred for services provided to victims of domestic and sexual violence, stalking and dating violence in compliance with the terms, conditions, specifications, and scope of work as outlined in state award #2017W062 under state solicitation 2017-VAWA.
2. The Sub-Recipient shall be reimbursed by the DOJ based on budgeted expenditures described in #2017W062. The Sub-Recipient shall submit incurred expenses for reimbursement on the state approved expenditure reporting form as provided. Expenditure reports shall be submitted on a quarterly basis, within fifteen (15) days following the end of the current quarterly activities. Expenditure reports submitted later than thirty (30) days following the end of the quarter will be considered late and out of compliance. *For example, with an award that begins on January 1, the first quarterly report is due on April 15<sup>th</sup> or 15 days after the close of the first quarter ending on March 31.*
3. Sub-Recipients are required to maintain supporting documentation for all grant expenses both federal and match and to produce those documents upon request of this office or any other state or federal audit authority. Grant project supporting documentation should be maintained for at least 5 years after the close of the project.
4. All correspondence and submittals shall be directed to:  
Paula Bennett  
NH Department of Justice  
33 Capitol Street  
Concord, NH 03301  
603-271-1224 or [Paula.Bennett@doj.nh.gov](mailto:Paula.Bennett@doj.nh.gov).

*J. G. (P/B)*

## EXHIBIT B

### State of New Hampshire P-37 Grant Agreement

#### -SCHEDULE/TERMS OF PAYMENT-

1. The Sub-Recipient shall receive reimbursement in exchange for approved expenditure reports as described in EXHIBIT A.
2. The Sub-Recipient shall be reimbursed within thirty (30) days following the DOJ's approval of expenditures. Said payment shall be made to the Sub-Recipient's account receivables address per the Financial System of the State of New Hampshire.
3. The State's obligation to compensate the Sub-Recipient under this Agreement shall not exceed the price limitation set forth in form P-37 section 1.8.
  - 3a -The Sub-Recipient shall be awarded \$93,000.00 of the total Grant Limitation from 1/1/17 dates 12/31/17, with approved expenditure reports.
  - 3b -The Sub-Recipient shall be awarded \$93,000.00 of the total Grant Limitation from 1/1/18 dates 12/31/18, with approved expenditure reports. This shall be contingent on continued federal VAWA funding and program performance.

J. G.

## EXHIBIT C

### -SPECIAL PROVISIONS-

1. Sub-Recipients shall also be compliant with the terms, conditions, specifications detailed in the following:
  - 2017 VAWA Grant Program Guidelines and Special Conditions
  - Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended
  - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions.

*J.G. (M)*

**Exhibit C**  
**State of New Hampshire – P-37 Grant Agreement**  
**VAWA PROGRAM GUIDELINES AND CONDITIONS**

I, the below-named individual, on behalf of the below-named agency (hereinafter referred to as “subrecipient”), am legally authorized to submit and accept grants on behalf of the applicant agency, and hereby certify that the grant program outlined in this application package, if funded by STOP Violence Against Women formula grant funds, will adhere to the following guidelines and conditions:

1. The subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirements in 2 CFR Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 CFR Part 2800 (together with Part 200 Uniform Requirements), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website to include an amendments make throughout the course of the grant period.
2. The subrecipient agrees to implement this project within ninety (90) days following the grant award date or provide a letter to this office outlining their reasons for delay. Grant programs not started within (90) days of the original grant award date are subject to automatic cancellation of their grant funding.
3. The subrecipient assures that federal funds received for this grant program will not be used to supplant State and local funds that would otherwise be available for the program’s purpose. The subrecipient further assures that the Violence Against Women Program grant funds will be expended only for purposes and activities covered within the subrecipients approved application.
4. The subrecipient agrees to provide information on the program supported with Violence Against Women Program grant funds as requested by the United States Department of Justice and the New Hampshire Department of Justice, Grants Management Unit and to retain grant-related documentation for a period of at least five (5) years after the close of the federal grant award period.
5. The subrecipient authorizes representatives from the United States Department of Justice and the New Hampshire Department of Justice to access and examine all records, books, papers, and/or documents (paper or electronic) related to this Violence Against Women Program. Further, the subrecipient agrees to submit to performance monitoring visits by the New Hampshire Department of Justice and/or the United States Department of Justice on a periodic basis.
6. The subrecipient agrees to maintain detailed time and attendance records for personnel positions partially or fully funded with Violence Against Women grant program funding.
7. The subrecipient agrees that all Violence Against Women Program grant and match funds will be expended only on program allowable activities. The subrecipient must obtain prior written approval from the New Hampshire Department of Justice in order to make any changes in program activities or budget changes or the subgrant start and/or ending dates, which were set forth in the subrecipient’s application.

## VAWA PROGRAM GUIDELINES AND CONDITIONS

8. Equipment purchased with Violence Against Women Program grant funds shall be inventoried by the subrecipient. The inventory must include the item description, serial number, cost, location, and percentage of federal Violence Against Women Program grant funds expended on the item.

9. The subrecipient agrees that the title to any equipment purchased with Violence Against Women Program funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for the intended purposes for which it was acquired.

10. The subrecipient agrees that grant funds will not be used to conduct public awareness or community education campaigns or related activities without specific prior approval from the NH Department of Justice Grants Management Unit. However, grant funds may be used to support, inform, and provide outreach to victims regarding available services.

11. The subrecipient at any tier shall comply with USDOJ regulations pertaining to civil rights and nondiscrimination under 28 CFR Part 42, specifically including any applicable requirements in Subpart E of 28 CFR Part 42 that relates to an equal employment opportunity program.

12. The subrecipient assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination within the three years prior to the receipt of the federal financial assistance and after a due process hearing against the subrecipient on the grounds of race, color, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit and to the U.S. Department of Justice, Office for Civil Rights, Office of Justice Programs, 810 7<sup>th</sup> Street, NW, Washington, D.C. 20531. For additional information regarding your obligations under civil rights please reference the state website at [http://doj.nh.gov/grants/civil\\_rights.html](http://doj.nh.gov/grants/civil_rights.html) and understand if you are awarded funding from this office, civil rights compliance will be monitored by this office, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

13. The subrecipient agrees to comply with all relevant statutory requirements, which may include, among other relevant authorities the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization of 2013, P.L.113-114 and PVW's implementation regulations at 28 CFR Part 90.

14. The subrecipient must certify that Limited English Proficiency persons have meaningful access to any services provided by this program. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with these requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).

## VAWA PROGRAM GUIDELINES AND CONDITIONS

15. The subrecipient agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the subrecipient to verify that persons employed by the subrecipient are eligible to work in the U.S.

16. The subrecipient assures that no Federal appropriated funds have been paid or will be paid, by or on behalf of the subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

17. Grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

18. Repayment of this grant may be required if the subrecipient receives a state or federal forfeiture, which exceeds the amount of the grant award.

19. Pursuant to 23 USC §§402, 403 and 29 USC §668, the subrecipient agrees to encourage on-the-job seat belt policies and programs for their employees and contractors when operating company-owned, rented, or personally owned vehicles.

20. All materials and publications (written, visual, or sound) resulting from subgrant award activities shall contain the following statements: "This project was supported by subgrant No. \_\_\_\_\_ awarded by the state administering office for the STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication, program or exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice, Office on Violence Against Women.

21. The subrecipient agrees to comply with the provisions of 42 U.S.C. 13925(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information.

22. The subrecipient agency agrees that, should they employ a former member of the NH Department of Justice (NHDOJ), that employee or their relative shall not be perform work on or be billed to any federal or state subgrant or monetary award that the employee directly managed or supervised while at the NHDOJ for the life of the subgrant without the express approval of the NH Department of Justice.

## VAWA PROGRAM GUIDELINES AND CONDITIONS

23. The Hatch Act restricts the political activity of individuals principally employed by state or local executive agencies that work in connection with programs financed in whole or part by federal loans or grants. The Hatch Act prohibits a grant-funded person from becoming a candidate for public office in a partisan election. For further information please refer to U.S.C. Title 5 Sections 1501-1508 and Title 5 of the Code of Federal Regulations part 151.

24. State or local prosecution, law enforcement, and courts must have consulted with their local victim service programs during the course of developing their grant applications in order to ensure that proposed services, activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

25. No charges to the victim shall be allowed by any organization or agency that receives funding from this federal grant program. No program income shall be generated.

26. The subrecipient agrees that grant funds will not be used to support the development or presentation of a domestic violence, sexual assault, dating violence, and/or stalking curriculum for primary or secondary schools. The subrecipient further agrees that grant funds will not be used to teach primary or secondary school students from an already existing curriculum.

27. All 501(c)(3) organization (except churches) doing business in New Hampshire MUST be registered with the NH Charitable Trust Unit at the NH Department of Justice and may have additional requirements to register with the NH Secretary of State's office dependent upon the structure of your organization. See <http://doj.nh.gov/site-map/charities.htm>

28. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OVW). The recipient also agrees to comply with applicable restrictions on sub-awards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office on Violence Against Women web site at <http://www.ovw.usdoj.gov/docs/sam-award-term.pdf> (Award Condition: Registration with the System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

29. The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to all OVW grants issued in FY 2014 or after. This provision prohibits OVW grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, **gender identity, sexual orientation**, or disability in any program or activity funded in whole or in part by OVW. The grantee acknowledges that it will comply with this provision.

**VAWA PROGRAM GUIDELINES AND CONDITIONS**

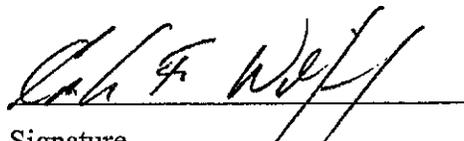
30. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day or \$81.25 per hour. A detailed justification must be submitted to and approved by the Office on Violence Against Women prior to obligation or expenditure of such funds. Although prior approval is not required for consultant rates below these specified amounts, grantees are required to maintain documentation to support all daily or hourly rates.

31. The grantee agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); the placement of perpetrators in anger management programs; or any other activities outlined in the solicitation under which the approved application was submitted.

32. The grantee agrees that the legal assistance eligibility requirements, as set forth below, are a continuing obligation on the part of the grantee. The legal assistance eligibility requirements are: (1) any person providing legal assistance through a program funded under this Grant Program (A) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (B) (i) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A); and (ii) has completed or will complete training in connection with domestic violence, stalking or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide; (2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a State, local, territorial, or tribal domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate State, local, territorial and tribal law enforcement officials; (3) any person or organization providing legal assistance through this Program has informed and will continue to inform State, local, territorial or tribal domestic violence, dating violence, stalking or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work; and (4) the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, dating violence, domestic violence, stalking or child sexual abuse is an issue.

Enoch F. Willard, Chief of Police

\_\_\_\_\_  
Name and Title of Authorized Representative

  
Signature

10-4-16  
Date

\_\_\_\_\_  
Manchester Police Department, 405 Valley Street, Manchester, NH 03103

Name and Address of Agency



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**Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended**

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Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women (OVW) are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicants for grants from OVW are acknowledging that that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

**(A) In general**

In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

**(B) Nondisclosure**

Subject to subparagraphs (C) and (D), grantees and subgrantees shall not—

- (i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
- (ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, tribal, or territorial grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.

If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

**(C) Release**

If release of information described in subparagraph (B) is compelled by statutory or court mandate—

- (i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
- (ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

**(D) Information sharing**

(i) Grantees and subgrantees may share—

- (I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, tribal, or territorial reporting, evaluation, or data collection requirements;
- (II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
- (III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.

(ii) In no circumstances may—

- (I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;
- (II) any personally identifying information be shared in order to comply with Federal, tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, tribal, or State grant program.

**(E) Statutorily mandated reports of abuse or neglect**

Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or tribe involved.

**(F) Oversight**

Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

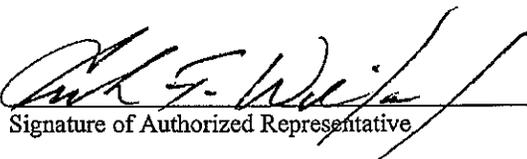
**(G) Confidentiality assessment and assurances**

Grantees and subgrantees must document their compliance with the confidentiality and privacy provisions required under this section.

As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice of that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Justice will rely if it determines to award the covered transaction, grant, or cooperative agreement.

Enoch F. Willard Chief of Police  
Typed Name of Authorized Representative Title

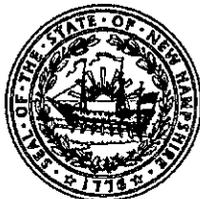
Telephone Number 603-792-5400

 10/11/16  
Signature of Authorized Representative Date Signed

Manchester Police Department, 405 Valley Street, Manchester, NH 03103  
Agency Name

**Public Reporting Burden Paperwork Reduction Act Notice.** Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. The estimated average time to complete and file this form is 60 minutes per form. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to the Office on Violence Against Women, U.S. Department of Justice, 145 N Street, NE, 10<sup>th</sup> Floor, Washington, DC 20530.

DEPARTMENT OF JUSTICE  
STATE OF NEW HAMPSHIRE



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS

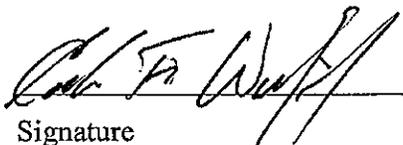
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants' responsibilities. The intent of this Order was to ensure that no recipient of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

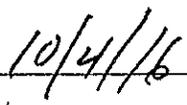
By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

If you are unable to sign this certification, you must attach an explanation to this certification.

Enoch F. Willard, Chief of Police

\_\_\_\_\_  
Name and Title of Authorized Representative

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

Manchester Police Department, 405 Valley Street, Manchester, NH 03103

\_\_\_\_\_  
Name and Address of Agency

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$728,493 for CIP 411917 NH Human Trafficking Task Force be approved.

*(Unanimous vote with the exception of Alderman Hirschmann 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



# 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

### MEMORANDUM

To: Alderman Bill Shea,  
Chairman, CIP Committee

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

Date: October 24, 2016

Re: Police Department - CIP #411917 – New Hampshire Human Trafficking Task Force

### New Funding

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The Police Department has notified us that the City has received new funding from the United States Department of Justice totaling \$728,493 for the implementation of a New Hampshire Human Trafficking Task Force. This grant was a joint effort with the Manchester Police Department and Child and Family Services of New Hampshire with each receiving separate grant awards. The Manchester Police Department will utilize a portion of the grant to hire a Police Officer with salary and benefits 100% grant funded with no obligation to maintain the position once the grant expires.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary for program initiation.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

**CIP BUDGET AUTHORIZATION**

CIP#: <input type="text" value="411917"/>	Project Year: <input type="text" value="2017"/>	CIP Resolution: <input type="text" value="5/17/2016"/>
Title: <input type="text" value="New Hampshire Human Trafficking Task Force"/>	Amending Resolution: <input type="text" value="11/15/2016"/>	
Administering Department <input type="text" value="Police Department"/>	Revision: <input type="text"/>	

**Project Description:** The NH Human Trafficking Task Force will be a group of stakeholders with the goal of developing the multidisciplinary trafficking response in NH in a way that implements victim-centered, collaborative, and sustainable approaches to: Identify victims of all forms of trafficking; Investigate & prosecute sex and labor cases at local, state, and federal level; and Address individualized service needs of victims through delivery of a comprehensive array of services. The NH Human Trafficking Task Force is led by the MPD, Child and Family Services of NH, Homeland Security, the US Attorney's Office for the District of NH, and Give Way To Freedom.

<b>Federal Grants</b>	Federal Grant: <input type="text" value="Yes"/>	<b>Environmental</b>	Review Required: <input type="text" value="No"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text"/>

Critical Events		
1.	Project Initiation	10/1/2016
2.	Project Completion	9/30/2019
3.		
4.		
5.		
		9/30/2019

Line Item Budget	FEDERAL			TOTAL
Salaries and Wage	\$283,844.00	\$0.00	\$0.00	\$283,844.00
Fringes	\$125,799.00	\$0.00	\$0.00	\$125,799.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$318,850.00	\$0.00	\$0.00	\$318,850.00
<b>TOTAL</b>	<b>\$728,493.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$728,493.00</b>

**Revisions:**


**Comments:** Funds received from the United States Department of Justice. Program initiation and completion dates determined by the grantor.

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Seven Hundred Twenty Eight Thousand Four Hundred Ninety Three Dollars (\$728,493) for the FY 2017 CIP 411917 New Hampshire Human Trafficking Task Force.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$728,493 from the United States Department of Justice for the development of a New Hampshire Human Trafficking Task Force;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By adding:**

2017 CIP 411917 New Hampshire Human Trafficking Task Force - \$728,493 Federal

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

*Chief of Police*  
Enoch F. Willard  
*Assistant Chief*  
Carlo T. Capano



*Commission*  
Mark E. Roy, *Chairman*  
William M. Clifford  
Eva Castillo-Turgeon  
Steven J. Spain  
Scott R. Spradling

**CITY OF MANCHESTER**  
*Police Department*

October 14, 2016

To: Todd Fleming  
From: Steve Hoeft, BSO  
  
Re: New Hampshire Human Trafficking Task Force

Attached is the Department of Justice, Office of Justice Programs Grant Award in the amount of \$728,493.00 for the development of a New Hampshire Human Trafficking Task Force. This grant was joint effort with the Manchester Police Department and Child and Family Services of New Hampshire with each receiving separate grant awards.

This grant includes hiring a Police Officer with that salary and benefits to be funded 100% grant funded with no obligation to maintain this position once the grant expires. No cost to the city for this position.

The dates for this grant is 10/1/16 to 9/30/19.

The funds breakdown is as follows:

Salaries	-	\$154,161.00
Overtime	-	\$129,683.00
Fringes	-	\$125,799.00
Other	-	\$318,850.00

Please process this as a project for approval.

Sincerely,

Steven L. Hoeft  
Business Service Officer

Michael L. Briggs Public Safety Building  
405 Valley Street • Manchester, New Hampshire 03103 • (603) 668-8711 • FAX: (603) 668-8941  
E-mail: [ManchesterPD@manchesternh.gov](mailto:ManchesterPD@manchesternh.gov) • Website: [www.manchesterpd.com](http://www.manchesterpd.com)

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY





U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

Cooperative Agreement

PAGE 1 OF 12

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Manchester One City Hall Plaza Manchester, NH 03101		4. AWARD NUMBER: 2016-VT-BX-K005	
2a. GRANTEE IRS/VENDOR NO. 026000517		5. PROJECT PERIOD: FROM 10/01/2016 TO 09/30/2019 BUDGET PERIOD: FROM 10/01/2016 TO 09/30/2019	
2b. GRANTEE DUNS NO. 604507046		6. AWARD DATE 09/28/2016	7. ACTION
3. PROJECT TITLE New Hampshire Human Trafficking Task Force		8. SUPPLEMENT NUMBER 00	Initial
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).		9. PREVIOUS AWARD AMOUNT	\$ 0
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 22 U.S.C. 7105 (b)(2)(A)		10. AMOUNT OF THIS AWARD	\$ 728,493
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.320 - Services for Trafficking Victims		11. TOTAL AWARD	\$ 728,493
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Karol Virginia Mason Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Theodore T. Gotsis Mayor	
17. SIGNATURE OF APPROVING OFFICIAL <i>Karol V. Mason</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>Theodore Gotsis</i>	19A. DATE 9/30/16
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB. POMS AMOUNT X B VT 80 00 00 728493		21. RVTUGT1586	

OJP FORM 4000-2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000-2 (REV. 4-88)



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

**AWARD CONTINUATION  
SHEET**  
**Cooperative Agreement**

PAGE 2 OF 12

PROJECT NUMBER 2016-VT-BX-K005

AWARD DATE 09/28/2016

*SPECIAL CONDITIONS*

1. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this 2016 award from the Office of Justice Programs (OJP).

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this 2016 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded in 2014 or earlier years), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this 2016 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the Office of Justice Programs (OJP) website at <http://ojp.gov/funding/Part200UniformRequirements.htm>.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

2. Compliance with DOJ Grants Financial Guide

The recipient agrees to comply with the Department of Justice Grants Financial Guide as posted on the OJP website (currently, the "2015 DOJ Grants Financial Guide"), including any updated version that may be posted during the period of performance.

3. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2015, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <http://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.



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*SPECIAL CONDITIONS*

4. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

5. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

6. Requirements related to System for Award Management and Unique Entity Identifiers

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <http://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <http://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

7. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <http://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: Award Condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

*J.G.*



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*SPECIAL CONDITIONS*

8. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <http://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

9. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <http://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

10. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "2015 DOJ Grants Financial Guide").

11. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of activities under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

12. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.



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*SPECIAL CONDITIONS*

13. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

14. The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

15. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

16. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

17. Restrictions on "lobbying"

Federal funds may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government.

Should any question arise as to whether a particular use of Federal funds by a recipient (or subrecipient) would or might fall within the scope of this prohibition, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.



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18. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2016)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2016, are set out at <http://ojp.gov/funding/Explore/FY2016-AppropriationsLawRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

19. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov); and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <http://www.usdoj.gov/oig>.

J.G.



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*SPECIAL CONDITIONS*

20. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

*S.G.*



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21. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

22. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

23. Recipient certifies that it does not promote, support, or advocate the legalization or practice of prostitution, nor will it use grant funds or program match funds to promote, support, or advocate the legalization or practice of prostitution.

24. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov).

25. The recipient agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.

26. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2016-VT-BX-K005 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the DOJ Grants Financial Guide provides guidance on allowable printing and publication activities.



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27. All program authority and responsibility inherent in the Federal stewardship role shall remain with the Bureau of Justice Assistance (BJA). BJA will work in conjunction with the recipient to routinely review and refine the work plan so that the program's goals and objectives can be effectively accomplished. BJA will monitor the project on a continual basis by maintaining ongoing contact with the recipient and will provide input to the program's direction, in consultation with the recipient, as needed.

28. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded [insert "in part," if applicable] through a grant from the [insert name of OJP component], Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

29. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

30. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.

31. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

32. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at [www.whitehouse.gov/omb/grants/standard\\_forms/fl\\_report.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/fl_report.pdf)), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.

33. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov>.



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34. Within 45 calendar days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, Privately Owned Vehicle (POV)); and,
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

Further instructions regarding the submission of this data, and how to determine costs, are available in the OJP Financial Guide Conference Cost Chapter.



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35. The recipient may not obligate, expend, or draw down sixty percent (60%) of the federal funds provided under this award until the recipient submits to the awarding agency a signed task force Memorandum of Understanding (MOU) that has been signed by all required members of the task force and approved by the awarding agency, and a Grant Adjustment Notice (GAN) has been issued to remove this special condition. The recipient must submit the MOU within six months of the date that it accepts this award.
  
36. The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <http://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.  
  
This condition, including its reporting requirement, does not apply to an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
  
37. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to OJP all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).
  
38. The recipient agrees to track and report to BJA on its training and technical assistance activities and deliverables progress using the guidance and format provided by BJA.
  
39. The recipient is authorized to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed \$15,000, for the sole purpose of attending a required OJP conference associated with this grant award. The grantee is not authorized to incur any additional obligations, or make any additional expenditures or draw downs until the awarding agency and the Office of the Chief Financial Officer (OCFO) has reviewed and approved the recipient's budget and budget narrative, and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.



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*SPECIAL CONDITIONS*

40. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <http://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

41. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has received and approved the required application attachment(s) and has issued a Grant Adjustment Notice (GAN) releasing this special condition.

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$20,000 for CIP 811017 City Hall Renovations to CIP 811217 City-wide Staff Development Training be approved.

*(Unanimous vote with the exception of Alderman Hirschmann 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 prominent initial "M".

Clerk of Committee



*William E. Sanders  
Finance Officer*

*Sharon Y. Wickens  
Deputy Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

October 13, 2016

Honorable CIP Committee  
C/o Matthew Normand  
Office of the City Clerk  
One City Hall Plaza  
Manchester, NH 03101

***RE: City Employee Education Program***

The Mayor's proposed FY17 budget provided \$341,036 for cash CIP projects for City Hall Refurbishment (\$321,036) and a City Employee Education Program (\$20,000). The final Board of Aldermen budget added an additional \$660,000 to the Mayor's cash CIP for other projects. When we prepared the final CIP resolution, I incorrectly put the entire \$341,036 proposed by the Mayor towards the City Hall Refurbishment project. Accordingly, I respectfully request that the CIP Committee formally authorize a FY2017 CIP project for the City Employee Education Program and authorize the transfer of \$20,000 of unencumbered funds from the City Hall Refurbishment Project to the City Employee Education project.

Respectfully submitted,

William E. Sanders  
Finance Officer

CC: Jane Gile  
Matthew Normand  
Kerrie Poplin  
Timothy Clougherty

**CIP BUDGET AUTHORIZATION**

CIP#: 811217	Project Year: 2017	CIP Resolution: 5/17/2016
Title: City-wide Staff Development and Training		Amending Resolution: 11/15/2016
Administering Department: Human Resources		Revision:

**Project Description:** Money will be used to re-establish a staff development and training program for city employees, which will provide sessions on topics of interest to the organization and the employee. The goal of which is to improve city services while developing and training staff. Various topics will focus on customer service, supervisory skills, interpersonal communications and business writing. Also, leadership development is another focus for the use of funds. Info Systems will also offer on-line desktop computer skill training opportunities through Skillsoft.

<b>Federal Grants</b>	Federal Grant: No	<b>Environmental</b>	Review Required: No
	Grant Executed: N/A		Completed:

<b>Critical Events</b>	
1. Program Initiation	11/15/16
2. Program Completion	6/30/17
3.	
4.	
5.	
	6/30/2017

<b>Line Item Budget</b>	CASH			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$20,000.00	\$0.00	\$0.00	\$20,000.00
<b>TOTAL</b>	<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>

**Revisions:**


**Comments:**


**CIP BUDGET AUTHORIZATION**

CIP#: 811017	Project Year: 2017	CIP Resolution: 5/17/2016
Title: City Hall Renovations		Amending Resolution: 11/15/2016
Administering Department: City Clerk		Revision: #1

**Project Description:** Renovations to possibly include the following improvements to City Hall and Rines Center: various replacement flooring; various interior painting and ceilings; Records Center/Archives improvements/expansion at the Rines Center; window tinting-east facing;

<b>Federal Grants</b>	Federal Grant:	<input type="text"/>	<b>Environmental</b>	Review Required:	<input type="text" value="No"/>
	Grant Executed:	<input type="text"/>		Completed:	<input type="text"/>

**Critical Events**

1. Project Initiation	7/1/2016
2. Project Completion	6/30/2017
3.	
4.	
5.	
	6/30/2017

Line Item Budget	CASH			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$321,036.00	\$0.00	\$0.00	\$321,036.00
<b>TOTAL</b>	<b>\$321,036.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$321,036.00</b>

**Revisions:** #1 - Transfers \$20,000 Cash to CIP Project# 811217

**Comments:**

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twenty Thousand Dollars (\$20,000) for the FY2017 CIP 811217 City-wide Staff Development and Training.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer a portion of the unencumbered Cash balance from City Hall Renovations;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By decreasing:**

FY2017 CIP 811017 – City Hall Renovations - \$20,000 Cash

**By adding:**

FY2017 CIP 811217 – City-wide Staff Development and Training - \$20,000 Cash

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

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$5,000 in CDBG funding from CIP 410217 Weed & Seed Teen Night to CIP 212117 Saturday Night Teen Program be approved.

*(Unanimous vote with the exception of Alderman Hirschmann 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



# 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

### MEMORANDUM

To: Alderman William Shea,  
Chairman, CIP Committee

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

Date: October 24, 2016

Re: CIP# 212117 – Saturday Night Teen Program

#### Existing Funding

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In order to comply with federal requirements the Planning Department is requesting a transfer of \$5,000 CDBG funds from CIP 410217 Weed and Seed Teen Night to Salvation Army Saturday Teen Night program. The Salvation Army will contract out to Police Department for continued officer support for the Saturday Teen Night program.

Respectfully, I request that the Committee recommend the revised revenue budget to the full Board.

**CIP BUDGET AUTHORIZATION**

CIP#: <input type="text" value="212117"/>	Project Year: <input type="text" value="2017"/>	CIP Resolution: <input type="text" value="5/17/2016"/>
Title: <input type="text" value="Saturday Night Teen Program"/>	Amending Resolution: <input type="text" value="11/15/2016"/>	
Administering Department: <input type="text" value="Salvation Army"/>	Revision: <input type="text" value="#2"/>	

Project Description:	Funding to provide staffing to operate Saturday Teen Night at the Salvation Army. Teen Night activities are targeted to at-risk youth from the NRSA.
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<b>Federal Grants</b>	Federal Grant: <input type="text" value="Yes"/>	<b>Environmental</b>	Review Required: <input type="text" value="Yes"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text" value="Pending"/>

Critical Events	
1. Project Initiation	7/1/2016
2. Project Completion	6/30/2017
3.	
4.	
5.	
	6/30/2017

Line Item Budget	CDBG	FEDERAL	OTHER	TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$25,000.00	\$10,700.00	\$10,000.00	\$45,700.00
<b>TOTAL</b>	<b>\$25,000.00</b>	<b>\$10,700.00</b>	<b>\$10,000.00</b>	<b>\$45,700.00</b>

<b>Revisions:</b>	#1 - Adds project matching sources (\$10,700 Federal and \$10,000 Other).
	#2 - Increase budget by \$5,000 CDBG from CIP Project# 410217

<b>Comments</b>	Authorization of spending CDBG funds is contingent upon HUD grant execution. Project's Administering Department changed from the Health Department to The Salvation Army.
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**CIP BUDGET AUTHORIZATION**

CIP#: <input type="text" value="410217"/>	Project Year: <input type="text" value="2017"/>	CIP Resolution: <input type="text" value="5/17/2016"/>
Title: <input type="text" value="Weed &amp; Seed Teen Night"/>	Amending Resolution: <input type="text" value="11/15/2016"/>	
Administering Department: <input type="text" value="Police Department"/>	Revision: <input type="text" value="#1"/>	

Project Description:

<b>Federal Grants</b>	Federal Grant: <input type="text" value="Yes"/>	<b>Environmental</b>	Review Required: <input type="text" value="Yes"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text" value="Pending"/>

**Critical Events**

1. Project Initiation	<input type="text" value="7/1/2016"/>
2. Project Completion	<input type="text" value="6/30/2017"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>
	<input type="text" value="6/30/2017"/>

Line Item Budget	CDBG			TOTAL
Salaries and Wages	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Fringes	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Design/Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Planning	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant Fees	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Admin	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Overhead	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
<b>TOTAL</b>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Revisions:

Comments:

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Five Thousand Dollars (\$5,000) for the FY2017 CIP 212117 Saturday Night Teen Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer funds to the Salvation Army for the operation of Saturday Night Teen Program.

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By decreasing:**

FY2017 CIP 410217 – Weed and Seed Teen Night - \$5,000 CDBG

**By increasing:**

FY2017 CIP 212117 – Saturday Night Teen Program - \$5,000 CDBG

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

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$10,000 for CIP 811317 Manchester Sewer and Water Maps Restoration be approved.

*(Unanimous vote with the exception of Alderman Hirschmann 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 prominent initial "M".

Clerk of Committee



# 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

### MEMORANDUM

To: Alderman Bill Shea,  
Chairman, CIP Committee

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

Date: October 24, 2016

Re: City Clerk's Office - CIP #811317 – Manchester Sewer & Water Maps  
Restoration

#### New Funding

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The City Clerk's Office has notified us that the City has received new funding from the State of New Hampshire Department of Cultural Resources for the restoration of the City's historic water and sewer maps.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary for program initiation.

Your review of these documents and a recommendation for approval to the full Board is respectfully requested.

**CIP BUDGET AUTHORIZATION**

CIP#: <input type="text" value="811317"/>	Project Year: <input type="text" value="2017"/>	CIP Resolution: <input type="text" value="5/17/2016"/>
Title: <input type="text" value="Manchester Sewer &amp; Water Maps Restoration"/>	Amending Resolution: <input type="text" value="11/15/2016"/>	
Administering Department <input type="text" value="City Clerk"/>	Revision: <input type="text"/>	

Project Description:

<b>Federal Grants</b>	Federal Grant: <input type="text" value="No"/>	<b>Environmental</b>	Review Required: <input type="text" value="No"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text"/>

Critical Events	
1. Program Initiation	11/15/2016
2. Program Completion	12/31/2017
3.	
4.	
5.	
	12/31/2017

Line Item Budget	STATE			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$10,000.00	\$0.00	\$0.00	\$10,000.00
<b>TOTAL</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>

Revisions:

Comments:

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the FY 2017 CIP 811317 Manchester Sewer & Water Maps Restoration.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$10,000 from the State of New Hampshire Department of Cultural Resources for the restoration of irreplaceable documents;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By adding:**

2017 CIP 811317 Manchester Sewer & Water Maps Restoration - \$10,000 State

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



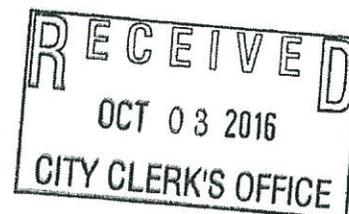
STATE OF NEW HAMPSHIRE

NEW HAMPSHIRE STATE LIBRARY



Department of Cultural Resources • Division of Libraries  
20 Park Street • Concord, New Hampshire 03301

September 26, 2016



Michael Intranuovo  
Office of the City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Mr. Intranuovo:

I am happy to inform you that the City of Manchester has been awarded a FY 2016/2017 Moose License Plate Conservation grant in the amount of \$10,000.00 for the project entitled *Manchester Sewer & Water Maps Restoration*. I congratulate you on preparing a successful grant proposal.

In the weeks ahead, you will receive a letter from Janet Eklund, Administrator of Library Operations. The letter will contain your grant agreement and the other necessary documents to be returned to the State Library in order to process your grant award.

Thank you for recognizing the need to conserve and protect the City of Manchester's endangered and irreplaceable documents. Your project is very important to New Hampshire's cultural heritage and to increasing the access to Manchester's written history.

Sincerely,

Michael York  
Acting Commissioner  
New Hampshire Department of Cultural Resources

*Matthew Normand  
City Clerk*



*Heather Freeman  
Assistant City Clerk*

*JoAnn Ferruolo  
Assistant City Clerk*

**CITY OF MANCHESTER**  
*Office of the City Clerk*

MEMORANDUM

TO: Committee on Community Improvement  
Aldermen Shea, Gamache, Sapienza, Shaw, and Hirschmann

FROM: Matthew Normand   
City Clerk

DATE: March 9, 2016

RE: Conservation License Plate Grant Program

We are requesting permission to apply for a grant of up to \$10,000 from the New Hampshire State Library Conservation Plate Grant Program to restore five (5) historic and one-of-a-kind maps documenting the physical history of Manchester from 1886-1888. These oversized canvas maps were created to show the sewer lines and water sources of the City during its early history, but also depict roads, houses, mills, and other structures. The materials are in desperate need of conservation treatment; due to age they are cracking, flaking, and pieces are becoming separated.

The Conservation Plate Fund is dedicated to preservation and conservation activities conducted on publicly owned documents and require no matching local funds. If we are awarded the grant, we will have the maps mended, restored, and digitized so they will be accessible to the public here at the Manchester City Archives, the New Hampshire State Library and at the New Hampshire State Archives. They will also be available for viewing on the City Clerk website.

Thank you for your consideration.

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from the Parks Department to make line item adjustments to CIP 510017 Fun in the Sun to more accurately represent the breakdown of the revenue budget be approved.

*(Unanimous vote with the exception of Alderman Hirschmann 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



# 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

### MEMORANDUM

To: Alderman William Shea,  
Chairman, CIP Committee

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

Date: October 20, 2016

Re: CIP# 510017 – Fun-in-the-Sun

#### Existing Funding

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The Public Works – Parks Department has requested budget line item adjustments be made to the FY 17 Fun-in-the-Sun project in order to more accurately represent the breakdown of the revenue budget.

Respectfully, I request that the Committee recommend the revised revenue budget to the full Board.

**CIP BUDGET AUTHORIZATION**

CIP#: <input type="text" value="510017"/>	Project Year: <input type="text" value="2017"/>	CIP Resolution: <input type="text" value="5/17/2016"/>
Title: <input type="text" value="Fun-In-The-Sun"/>	Amending Resolution: <input type="text" value="11/15/2016"/>	
Administering Department: <input type="text" value="Public Works-Parks"/>	Revision: <input type="text" value="1"/>	

Project Description:

<b>Federal Grants</b>	Federal Grant: <input type="text" value="Yes"/>	<b>Environmental</b>	Review Required: <input type="text" value="Yes"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text" value="Pending"/>

Critical Events		
1.	Project Initiation	<input type="text" value="7/1/2016"/>
2.	Project Completion	<input type="text" value="6/30/2017"/>
3.		
4.		
5.		
		<input type="text" value="6/30/2017"/>

Line Item Budget	CDBG			TOTAL
Salaries and Wages	\$29,992.87	\$0.00	\$0.00	\$29,992.87
Fringes	\$2,295.18	\$0.00	\$0.00	\$2,295.18
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$5,911.95	\$0.00	\$0.00	\$5,911.95
<b>TOTAL</b>	<b>\$38,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$38,200.00</b>

**Revisions:**

**Comments**

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from Leon LaFreniere, Planning & Community Development Director, to extend various CIP projects through June 30, 2017 be approved.

*(Unanimous vote with the exception of Alderman Hirschmann 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 horizontal flourish at the end.

Clerk of Committee

**MEMORANDUM**

**To:** Committee on Community Improvement Program

**From:** Leon L. LaFreniere, AICP   
Director of Planning and Community Development Department

**Date:** October 24, 2016

**Subject:** Project Extensions

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The following projects are requested to be extended until June 30, 2017:

<u>Year</u>	<u>Fund Type</u>	<u>Project #</u>	<u>Project Name/Department</u>	As of October 2016 <u>Balance</u>
2016	Federal	210716	Homeless Healthcare – Health Department	\$945,531.00
2016	State	211416	School Based Dental – Health Department	\$44,013
2016	CDBG	510216	Dupont Splash Pad – DPW - Parks	\$394,063
2016	Other	510416	South Manchester Rail Trail – DPW Parks	\$720,000
2016	Other	510716	Recreation Out of School – DPW Parks	\$29,411.00
2016	CDBG/Other	610616	Housing Rehab – Planning	\$184,594.87
2016	ESG	611216	Rapid Re-housing & Stabilization – The Way Home	\$14,372.73
2016	HOME	611816	Tenant Based Rental Assistance – Planning	\$194,373.02
2016	Cash	711416	Elm St Traffic Signal & Brown Ave. Wall – DPW	\$4,230.00
2016	CDBG	711516	Infrastructure ADA Access – DPW Highway	\$0.00
2016	CDBG	711616	School Sidewalk Program – DPW Highway	\$0.00
2016	CDBG	711716	Traffic Signal Upgrades – DPW Highway	\$0.00
2016	CDBG	711816	Municipal Infrastructure – DPW Highway	\$91,000
2016	State/Other	713416	Household Hazardous Waste – DPW Highway	\$19,868.00
2016	CDBG	810316	HMIS Data System – Planning	\$3,500.00
2016	CDBG	810416	Community Development Initiatives – Planning	\$5,126.44
2016	CDBG	810816	Impact Fee Study – Planning	\$22,900
2015	State	210915	School Based Dental – Health Department	\$35,218
2015	Federal	210415	Homeless Healthcare – Health Department	\$338,592.00
2015	Other/Bond	710115	Annual Row Improvements – DPW Highway	\$11,783
2015	CDBG/Other	710515	Municipal Infrastructure – DPW Highway	\$21,710.00
2015	Other	712415	Utility Trench Patch Repairs – DPW Highway	\$345,454
2015	Other	713015	LED Street Lighting – DPW Highway	\$381,215
2015	Other	811115	Historic Preservation Standards – Planning	\$25,000.00
2014	State	211414	School Based Dental – Health Department	\$25,900
2014	NACCHO	212214	Medical Reserve Corp – Health Department	\$3,239
2014	Other	510514	Trail Master Plan – DPW Parks	\$4,541
2014	CDBG	710414	Municipal Infrastructure – DPW Highway	\$0.00
2014	EPD Cash/Towns	710914	Wastewater Treatment Plant – EPD	\$477,934.00
2014	EPD Cash	711014	Phase II CSO North Chestnut – EPD	\$324,155.00
2014	EPD	711114	Sewer & Pump Station Infrastructure – EPD	\$59,105.00
2014	State/Other	711814	Maple St./Hooksett Rd. Intersection – DPW Highway	\$2,474.00
2013	Other	213413	STD/HIV Testing Meds/Lab Fees – Health Department	\$1,472

2013	NACCHO	214013	<b>Medical Reserve Corp – Health Department</b>	\$3,724
2013	Other	411913	<b>Hackett Hill Fire Station – DPW Highway</b>	\$3,675
2013	Other	510513	<b>Livingston Track Improvements – DPW Parks</b>	\$8,415
2013	EPD Cash	710413	<b>Cohas Brook Phase III, Contract 3 - EPD</b>	\$177,521.00
2013	EPD Cash	710513	<b>CSO Abatement Program – EPD</b>	\$30,564.00
2013	Other	711313	<b>Goffs Falls Bridge – DPW Highway</b>	\$814,080.00
2012	Other	510712	<b>S. Manchester Rail Trail – DPW Parks</b>	\$1,199,832
2012	Other	510812	<b>Adopt A Site Program – DPW Parks</b>	\$678
2012	State	710012	<b>ROW Reconstruction – DPW Highway</b>	\$200,233
2011	NACCHO	215011	<b>Medical Reserve Corp – Health Department</b>	\$1,371
2011	Other	511011	<b>Recreational Trail Contr. – DPW Parks</b>	\$2,500
2011	State/Other	511411	<b>Parks Improv. Piscataquog Trail Ph. IV – DPW Parks</b>	\$61,041
2011	Other	511511	<b>Al Lemire Field – DPW Parks</b>	\$17,060
2011	State/Federal	714311	<b>Elm St. Gaslight District – DPW Highway</b>	\$795,735
2010	State/Bond	713510	<b>Row Reconstruction – DPW Highway</b>	\$0
2009	Cash	710609	<b>Annual Bridge Maintenance – DPW Highway</b>	\$2,081.00
2009	Other/Bond	711609	<b>Storm Drain Infrastructure – DPW Highway</b>	\$2,684
2008	Other	713508	<b>S. Willow St. Area Improvements – DPW Highway</b>	\$2,600
2006	State	710006	<b>Millyard Rail Crossing Upgrade – DPW Highway</b>	\$1,504
2003	Other	713303	<b>S. Willow St. Improvements – DPW Highway</b>	\$49,279
2003	Other	713603	<b>Northwest Traffic Improvements – DPW Highway</b>	\$50,000
1994	Other	227794	<b>S. Willow St. Improvements – DPW Highway</b>	\$152,103

## Department of Public Works - Highway Division: CIP Project Extensions (10/2016)

<u>Year</u>	<u>Fund Type</u>	<u>Project #</u>	<u>Project Name</u>	<u>Balance</u>	<u>Funding in Place</u>	<u>Project Status</u>
2016	cash	711416	ELM ST TRAFFIC SIGNAL & BROWN AV WALL	\$4,230	Yes	Balance committed to awarded contracts
2016	CDBG	711516	INFRASTRUCTURE ADA ACCESS	\$0	Yes	Balance committed to awarded contract
2016	CDBG	711616	SCHOOL SIDEWALK PROGRAM	\$0	Yes	Balance committed to awarded contract
2016	CDBG	711716	TRAFFIC SIGNAL UPGRADES	\$0	Yes	Balance committed to awarded contract
2016	CDBG	711816	MUNICIPAL INFRASTRUCTURE FY16	\$91,000	Yes	CDBG committed for West Baker Street Reconstruction awarded contract
2016	state/other	713416	HOUSEHOLD HAZARDOUS DAY - FY16	\$19,868	Yes	Awaiting funding reimbursement from State
2015	other	713015	LED STREET LIGHTING	\$381,215	Yes	Ongoing street light replacement program
2015	other	712415	UTILITY TRENCH PATCH REPAIRS	\$345,454	Yes	Dedicated funding for MWW trench patch repairs
2015	CDBG/other	710515	MUNICIPAL INFRASTRUCTURE FY15	\$21,710	Yes	CDBG committed for Manchester/West Baker Streets
2015	other/bond	710115	ANNUAL ROW IMPROVEMENTS FY15	\$11,783	Yes	Ongoing pavement program and 50/50 SW & curb
2014	state/other	711814	MAPLE ST/HOOKSETT ROAD INTERSECTION	\$2,474	Yes	State funding is awarded as milestones are reached. This in an ongoing project.
2014	CDBG	710414	MUNICIPAL INFRASTRUCTURE FY14	\$0	Yes	CDBG committed for Hanover/Amherst Streets
2013	other/bond	711313	GOFFS FALS BRIDGE	\$814,080	Yes	Dedicated funding for State Aid-Bridge Replacement project
2013	other	411913	HACKETT HILL FIRE STATION	\$3,675	Yes	Dedicated to Fire Station Construction
2012	state	710012	ROW RECONSTRUCTION FY12	\$200,233	Yes	Subject to receipt of degradation fee revenue
2011	state/fed	714311	ELM STREET GASLIGHT DISTRICT	\$795,735	Yes	100% State/Fed reimbursement/funding for work
2010	state/bond	713510	ROW RECONSTRUCTION FY 10	\$0	Yes	Awaiting NHDOT reimbursement for traffic signal project
2009	cash	710609	ANNUAL BRIDGE MAINTENANCE FY 09	\$2,081	Yes	Balance committed for bridge maintenance and emergency projects
2009	other/bond	711609	STORM DRAIN INFRASTRUTURE FY09	\$2,684	Yes	Balance encumbered for drainage repair contract
2008	other	713508	S.WILLOW STREET AREA IMPROVEMENTS	\$2,600	Yes	Developer Impact Fees for S.Willow Street Improvements. Funding controlled by the Planning Board. \$222,400 committed to South Manchester Rail Trail
2006	state	710006	MILLYARD RAIL CROSSING UPGRADE	\$1,504	No	NHDOT funding, reimbursement requires City match
2003	other	713303	SOUTH WILLOW STREET MPROVMENTS	\$49,279	Yes	Developer Impact Fees for S.Willow Street Improvements. Use of funding is under control of the Planning Board
2003	other	713603	NORTHWEST TRAFFIC IMPROVEMENTS	\$50,000	Yes	Developer Impact Fees for Hackett Hill/Front Str Improvements. Use of funding is under control of the Planning Board
1994	other	227794	SOUTH WILLOW STREET MPROVMENTS	\$152,103	Yes	Developer Impact Fees for S.Willow Street Improvements. Use of funding is under control of the Planning Board

### Department of Public Works - Parks Division: CIP Project Extentions (10/2016)

<u>Year</u>	<u>Fund Type</u>	<u>Project #</u>	<u>Project Name</u>	<u>Balance</u>	<u>Funding in Place</u>	<u>Project Status</u>
2016	CDBG	510216	DUPONT POOL SPLASH PAD	\$394,063	YES	Active project
2015	Bond	712815	DERRYFIELD	\$5,130	yes	Funds are being transferred to other projects
2014	other	510514	TRAIL MASTER PLAN	\$4,541	Yes	Grant received for master plan active
2013	other	510513	LIVINGSTON TRACK IMPROVEMENTS	\$8,415	Yes	Funds committed to track improvements on going work needed
2012	other	510812	ADOPT A SITE PROGRAM	\$678	No	Account set up to receive money for capital improvements and professional landscape services
2012	other	510712	SOUTH MANCHESTER RAIL TRAIL	\$1,199,832	Yes	State funding is awarded as milestones are reached. This in an ongoing project.
2016	other	510416	SOUTH MANCHESTER RAIL TRAIL	\$720,000	Yes	State funding is awarded as milestones are reached. This in an ongoing project.
2011	state/other	511411	PARKS IMP PISC TRAIL PH IV	\$61,041	Yes	State funding is awarded as milestones are reached. This in an ongoing project and will be fully encumbered. Active
2011	other	511011	RECREATIONAL TRAIL CONTR	\$2,500	Yes	Set up to accept donations for 20% grant match for Rockingham Trail
2011	other	511511	AL LEMIRE FIELD	\$17,060	Yes	Annual donations by agreement for maintenance of field
2016	Other	510716	RECREATION OUT OF SCHOOL	\$29,411	Yes	Grant active project

City of Manchester - EPD  
 CIP Stop Date Control Sheet

10/19/2016  
 12:43 PM

For October 2016 CIP Meeting

\* available balance plus encumbrances

PROJECT NAME	CIP #	Bonded (B), Cash (C), Federal/State (F), Towns (T)	Stop Date Now	Extension Requested	at10/17/16 with encumb.*	Project Comments
Cohas Brook Phase III, Contract 3	710413	C	12/31/16	12/31/17	177,521	This should be completed by year end Retainage release in 2017
CSO Abatement Program	710513	C	12/31/16	12/31/17	30,564	Increased scope of work
Wastewater Treatment Plant	710914	C, T	12/31/16	12/31/17	477,934	Surplus budget being used for next WWTP Project - Gravity Thickeners Clarifier Upgrade
Phase II CSO North Chestnut	711014	C	12/31/16	06/30/17	324,155	Final paving to take place 2017
Sewer & Pump Station Infrastructure	711114	C	12/31/16	06/30/17	59,105	Work ongoing , retainage release in 2017

**Planning & Community Development Department**

<u>Year</u>	<u>Fund Type</u>	<u>Project #</u>	<u>Projects</u>	<u>Balance As of 10/1/16</u>	<u>Current Status</u>
2016	CDBG/ Other	610616	Housing Rehab	\$184,594.87	Policies and Procedures recently approved by BMA - preparing application materials
2016	ESG	611216	Rapid Rehousing & Stabilization Services - The Way Home	\$14,372.73	Project underway and expensing quarterly
2016	HOME	611816	Tenant Based Rental Assistance - MHRA	\$194,373.02	Funds are under contract with MHRA and monthly invoicing is occurring.
2016	CDBG	810316	HMIS Data System	\$3,500.00	Funds are under contract - working out invoicing issues with Vendor
2016	CDBG	810416	Community Development Initiatives	\$5,126.44	Funds to be used for CIP Staff related expenses
2016	CDBG	810816	Impact Fee Study	\$22,900.00	Funds are under contract
2015	OTHER	811115	Historic Preservation Standards	\$25,000.00	Funds are under the purview of the Heritage Commission.

Project#	Name	Type of Funding	Current Balance	Reason for Extension
211414	School Based Dental (FY14)	Medicaid	\$ 25,900	Supports our Dental Program
210915	School Based Dental (FY15)	Medicaid	\$ 35,218	Supports our Dental Program
211416	School Based Dental (FY16)	Medicaid	\$ 44,013	Supports our Dental Program
				The Manchester Health Department does not receive <i>dedicated funding</i> to support the training of and recruitment for the Medical Reserve Corps. The remaining funds are dedicated to purchase supplies, provide training and allow for personnel to attend meetings and conferences to network with other leaders of volunteer organizations providing
215011	Medical Reserve Corp	NACCHO	\$ 1,371	services in emergencies. The Manchester Health Department does not receive <i>dedicated funding</i> to support the training of and recruitment for the Medical Reserve Corps. The remaining funds are dedicated to purchase supplies, provide training and allow for personnel to attend meetings and conferences to network with other leaders of volunteer organizations providing
214013	Medical Reserve Corp	NACCHO	\$ 3,724	services in emergencies. The Manchester Health Department does not receive <i>dedicated funding</i> to support the training of and recruitment for the Medical Reserve Corps. The remaining funds are dedicated to purchase supplies, provide training and allow for personnel to attend meetings and conferences to network with other leaders of volunteer organizations providing
212214	Medical Reserve Corp	NACCHO	\$ 3,239	services in emergencies.
213413	STD/HIV Testing Meds/Lab Fees	Elliot/CMC/Dartmouth	\$ 1,472	Funds received from hospitals to support medical expenses for STD/HIV Clinics
210415	Homeless Healthcare	Federal	\$ 338,592	Received Carryforward Extension from HRSA
210716	Homeless Healthcare	Federal	\$ 945,531	Will receive carryforward approval for funding

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from Tim Clougherty, Deputy Public Works Director, to use the remaining balance of funds from the Manchester Animal Shelter portables project to make various repairs at the facility be approved.

*(Unanimous vote)*

Respectfully submitted,

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

Clerk of Committee

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

*Timothy J. Clougherty*  
*Deputy Public Works Director*



*Commission*  
*Hal Sullivan*  
*Rick Rothwell*  
*Bill Skouteris*  
*Toni Pappas*  
*Patrick Robinson*

**CITY OF MANCHESTER**  
*Department of Public Works*

September 29, 2016

CIP Committee  
One City Hall Plaza  
Manchester, NH 03101  
c/o Alderman William Shea, Chairman

Dear Alderman Shea:

CIP Project 712616 was started up in FY16 in order to facilitate portable placement at the Manchester Animal Shelter. This project has been successfully completed and there remains a balance of \$14,131.02.

At this point we recommend revising the startup to include various repairs to the Manchester Animal Shelter and authorizing expenditure of the balance for this purpose.

Thank you, in advance, for consideration of this request. We will be available at the next committee meeting should any questions arise.

Sincerely,

Timothy J. Clougherty  
Deputy Director of Public Works

CC: Kevin A. Sheppard  
Kevin O'Maley  
Eric Krueger  
Kerrie Poplin

**CIP BUDGET AUTHORIZATION**

CIP#:  Project Year:  CIP Resolution:   
 Title:  Amending Resolution:   
 Administering Department  Revision:

Project Description:

**Federal Grants** Federal Grant:  **Environmental** Review Required:   
 Grant Executed:  Completed:

**Critical Events**

1.	Project Initiation	<input type="text" value="7/7/15"/>
2.	Project Completion	<input type="text" value="12/31/15"/>
3.		
4.		
5.		
		<input type="text" value="12/31/2015"/>

**Line Item Budget**

	OTHER			TOTAL
Salaries and Wage	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Fringes	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Design/Engineering	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Planning	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Consultant Fees	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Admin	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Land Acquisition	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Overhead	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Construction Contracts	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
Other	<input type="text" value="\$42,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$42,000.00"/>
<b>TOTAL</b>	<input type="text" value="\$42,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$42,000.00"/>

**Revisions:**

**Comments:**

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

The Committee on Human Resources/Insurance respectfully advising, after due and careful consideration, that the report from the Human Resources Director regarding the dependent eligibility audit has been accepted.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Hermand". 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**

October 13, 2016

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

RE: *Secova Dependent Audit Recommendations for Improving Dependent Eligibility Accountability*

Dear HRIC Members:

The Committee on Human Resources/Insurance requested that any recommendations for improving accountability for insurance dependent eligibility as a result of the recent audit be forwarded to them.

The internal audit committee (Kevin Buckley, Sue Figg and I) debriefed after the completion of the recent dependent eligibility audit to review not only the status of the report but also to determine what methods or procedures the city could improve upon as a result of the findings.

The committee agreed that 34 true ineligible of the 2131 dependents on the plan (1.6%) is a good indicator that city employees generally are diligent in reporting status changes as required and covering only those dependents who are truly eligible for health and/or dental insurance.

DENTAL - Upon closer review of the 34 ineligibles – 10 dependents (3 spouses and 7 children) were covered by dental insurance only. A number of the dental ineligibles were dependent children who aged out of eligibility. Eligibility for dental insurance differs from health in that coverage stops at age 19 unless the child is a full-time student. Coverage is extended to age 25, with verification of student status. Many dental plans provide coverage to age 26 like health insurance, but this is not mandatory as the city opted out of this provision. Note: if the non-student dependent over age 19 had dental claims, the claims would have been denied until verification of student status was provided. Thus, it is reasonably deduced that there were no claim payments for ineligible 19-25 year olds identified in the report.

Recommendation: Continue to stress dental eligibility at open enrollment, new employee orientation and on the web. Reinforce the need for employees to timely report status changes, such as divorce.

HEALTH AND DENTAL PLANS – Ineligible Spouses and Children – 24 dependents

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)

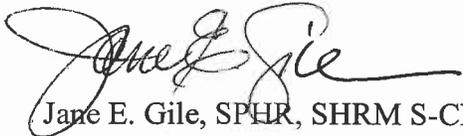
A few employees continued to carry ineligible ex-spouses and step-children. The city opted out of the state mandate to continue coverage for ex-spouses for up to three years.

Recommendation: Encourage payroll clerks to pro-actively speak with department employees about benefits continuation once it is known that a divorce is pending or has occurred.

Explain to employees their duty to report changes in marital status at open enrollment, orientation and during the year. Continue to post this on the web.

Request copies of birth certificates for all new enrollee child dependents on city benefits (dental and health).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jane E. Gile". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

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

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

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, approval of a plan to sell City-owned property located at 921 Beech Street.

The Committee further recommends that the Board of Mayor and Aldermen:

- That the property be deemed surplus and be in the best interest of the City to see to an abutter;
- That the property is sold at the agreed upon purchase price of \$106,000;
- That a survey be done by the purchaser;
- That the purchaser work with the Planning and Community Development Department regarding any variance, zoning or lot line issues;
- And that any and all outstanding taxes be paid by the purchaser.

*(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

## Board of Assessors

One City Hall Plaza, West Wing  
Manchester, New Hampshire 03101  
Tel: (603) 624-6520 – Fax: (603) 628-6288  
Email: [assessors@ci.manchester.nh.us](mailto:assessors@ci.manchester.nh.us)  
Web: [www.ManchesterNH.Gov](http://www.ManchesterNH.Gov)



Robert J. Gagne, Chairman  
Michael W. Hurley

Lisa Turner  
Assistant to Assessors

To: Chairman Patrick Long, Committee on Lands & Buildings  
From: Board of Assessors  
Date: August 16, 2016  
Re: Request to Purchase City Land off Hooksett Rd / Portion of Livingston Park

The Assessors have completed an analysis of the estimated market value of the above-referenced property. The following is a summary of important facts and the value estimate:

Property Location	Between Hooksett Rd & Beech St; abuts rear of Dunkin Donuts
Assessors Map/Lot	278/2A / Separately mapped for Property Tax purposes only / Legally part of City parcel Map 278, Lot 2 / Livingston Park
Property Owner	City of Manchester
Deed Book/Page	Unknown
Date Acquired	Unknown / Not a tax deeded parcel
Improved/Vacant	Paved Parking Lot and Drive-Up Lane
Total Land Area	9,000 square feet estimated / Actual To Be Determined
Current Zoning	B-1 Neighborhood Business & CV Civic-Conservation
Overlay District	N/A
Easements / Restrictions	Unknown
Estimated Value	To be disclosed in non-public session (RSA 91-A:3 II(d))
Comments	Area has been used as a parking lot and Drive-Up window lane for the Dunkin Donuts building located at 921 Beech Street by revocable license agreement with the City Parks & Recreation Department. The area proposed for purchase is considered “unbuildable” as a standalone parcel. Note that private use of public property requires payment of property taxes (RSA 72:23 I (b)).

Respectfully,

Robert J. Gagne, CNHA, NHCG  
Chairman

CURRENT OWNER		TOPO.	UTILITIES	STRT./ROAD	LOCATION	CURRENT ASSESSMENT			
CITY OF MANCHESTER PARKS & REC						Description	Code	Appraised Value	Assessed Value
C/O MATNEC LLC 3 PLUFF AVE N READING, MA 01864 Additional Owners:						COM LAND	3370	99,500	99,500
						COMMERC.	3370	3,100	3,100
<b>SUPPLEMENTAL DATA</b>									
Other ID: 02780002A		RAD OR CAD270							
Land Adjust NO		Callback Ltr							
Voided NO		Sketch Note							
Total SF 7463		Land Class							
Zone		Parcel Zip 03104							
Frontage/Dep		ASSOC PID#							
GIS ID: 278-2A					Total		102,600		102,600

2017  
MANCHESTER, NH

# VISION

RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	q/u	v/i	SALE PRICE	V.C.	PREVIOUS ASSESSMENTS (HISTORY)								
CITY OF MANCHESTER PARKS & REC		6467/ 421	08/02/2001	U	I			Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
								Total:								

EXEMPTIONS				OTHER ASSESSMENTS			
Year	Type	Description	Amount	Code	Description	Number	Amount
Total:							

*This signature acknowledges a visit by a Data Collector or Assessor*

ASSESSING NEIGHBORHOOD							
NBHD/ SUB	NBHD NAME	STREET INDEX NAME	TRACING	BATCH			
603/A							

APPRAISED VALUE SUMMARY	
Appraised Bldg. Value (Card)	0
Appraised XF (B) Value (Bldg)	0
Appraised OB (L) Value (Bldg)	3,100
Appraised Land Value (Bldg)	99,500
Special Land Value	0
Total Appraised Parcel Value	102,600
Valuation Method:	C
Adjustment:	0
<b>Net Total Appraised Parcel Value</b>	<b>102,600</b>

NOTES							
CITY OWNED LAND / PART OF LIVINGSTON PARK. USED FOR PARKING LOT & DRIVE-UP WINDOW ACCESS BY DUNKIN DONUTS AT 921 BEECH ST, PARCEL 278/1.				USE IS BY LICENSE TO OCCUPY FROM THE COMMISSIONERS OF THE PARKS & REC DEPT PER AGREEMENT DATED 9/18/1981. PER RSA 72:23 I, CITY LAND OCCUPIED BY A NON-EXEMPT ENTITY IS TAXABLE. RG 3/20/12			
PARCEL CREATED 03.19.2012							

BUILDING PERMIT RECORD								VISIT/ CHANGE HISTORY						
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments	Date	Type	IS	ID	Cd.	Purpose/Result
									3/20/2012			RG	50	Map Change

LAND LINE VALUATION SECTION																				
B #	Use Code	Use Description	Zone	Frontage	Depth	Units	Unit Price	I. Factor	S A	C. Factor	ST. Idx	S.I. Adj.	Notes- Adj	Rec Y/N	CU Cond	Special Pricing	Adj. Unit Price	Land Value		
1	3370	PARK LOT				7,463 SF	10.16	1.00	E	0.75	603	1.75	CF=SHAPE/UTILITY	N	0.000		13.33	99,500		
Total Card Land Units:						0.17 AC	Parcel Total Land Area:						0.17 AC	Total Land Value:						99,500

18.3

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Model	00		Vacant				
<b>MIXED USE</b>							
			<i>Code</i>	<i>Description</i>			<i>Percentage</i>
			3370	PARK LOT			100
<b>COST/MARKET VALUATION</b>							
			Adj. Base Rate:				0.00
			Replace Cost				0
			AYB				
			EYB				0
			Dep Code				
			Remodel Rating				
			Year Remodeled				
			Dep %				
			Functional Obslnc				
			External Obslnc				
			Cost Trend Factor				1
			Status				
			% Complete				
			Overall % Cond				
			Apprais Val				
			Dep % Ovr				0
			Dep Ovr Comment				
			Misc Imp Ovr				0
			Misc Imp Ovr Comment				
			Cost to Cure Ovr				0
			Cost to Cure Ovr Comment				

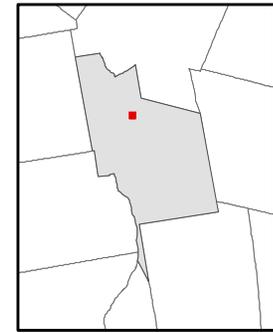
**OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)**

Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value
PAV1	PAVING-ASPH			L	4,125	1.50	2006		0		50	3,100
PK1	PARKING SPA			L	15	0.00	2006		0		50	0

No Photo On Record

**BUILDING SUB-AREA SUMMARY SECTION**

Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value
18.4						
<b>Ttl. Gross Liv/Lease Area:</b>		<b>0</b>	<b>0</b>	<b>0</b>		

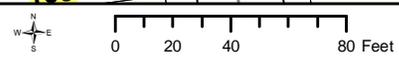


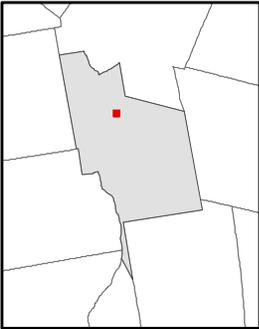
Area Map Showing Extent Of Map At Left



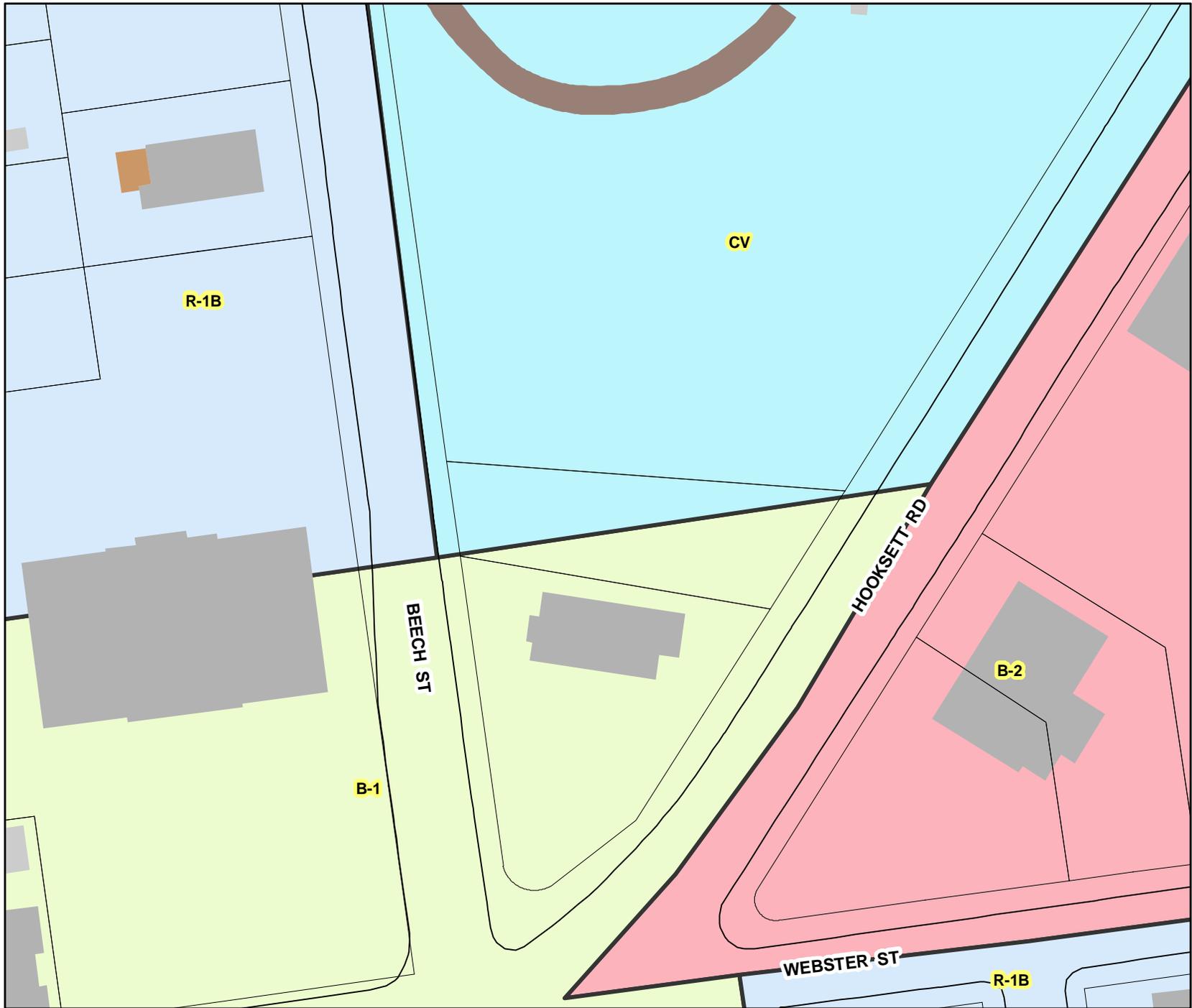
**DISCLAIMER**

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this information for any particular use. The City assumes no liability whatsoever associated with the use or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.



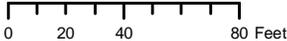


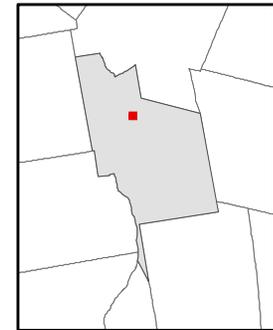
Area Map Showing Extent Of Map At Left



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Area Map Showing Extent Of Map At Left



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# CITY OF MANCHESTER

## PLANNING AND COMMUNITY DEVELOPMENT

Leon L. LaFreniere, AICP  
Director

Planning & Land Use Management  
Building Regulations  
Code Enforcement Division  
Community Improvement Program  
Zoning Board of Adjustment

Pamela H. Goucher, AICP  
Deputy Director Planning & Zoning

Matthew M. Sink  
Deputy Director Building Regulations

October 26, 2016

Alderman Patrick Long, Chairman  
Committee on Lands and Buildings  
Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, New Hampshire 03101

### **Re: Private-sector request to acquire a portion of Livingston Park, Lot 278-2A**

Dear Chairman Long and Members of the Committee:

This letter provides the Planning and Community Development Department (PCD)'s response to a request to purchase part of a City-owned lot, identified as tax map and lot 278-2A. The request first came to this committee in 2012. At that time, PCD submitted a letter to this committee stating that PCD had no objection to declaring the land surplus and selling it to the private sector, contingent on a few conditions. That letter is attached hereto.

PCD continues to have no objection to the City declaring the land surplus and conveying it to Mantec, LLC, the owner of the Dunkin' Donuts, subject to one condition: Mantec shall apply to the Planning Board for a lot-line adjustment, and the new lot line shall neither create nor exacerbate a zoning nonconformity. Specifically, the new lot line should allow for a landscaped perimeter of at least 10 feet in width that is entirely within Mantec's lot. This is required to comply with Article 10.07(G) of the Zoning Ordinance. Please be aware that, although the City's GIS shows 278-2A as a separate lot, that is only for taxation purposes. 278-2A is part of the larger lot that contains Livingston Park.

I discussed PCD's position with Don Pinard, Chief of Parks, as the Parks Department had been involved with drafting the conditions from the 2012 letter. Mr. Pinard agreed with the condition regarding the 10-foot buffer. Mr. Pinard and I also agreed that the other condition stated in the 2012 letter regarding a limit on building expansion was unnecessary.

If the Committee is inclined to sell the land to the private sector, please note that Section 34.21 of the Code of Ordinances requires that City-owned land must first be declared "surplus" and then disposed of by general public sale, such as by public auction.

If you have any questions, staff from this department will be available at your meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey Belanger", with a long horizontal flourish extending to the right.

Jeffrey Belanger, AICP  
Senior Planner

Cc: Kevin Sheppard, PE, Director of Public Works  
Don Pinard, Chief of Parks  
Robert Gagne, CNA, Chairman, Board of Assessors  
Brenda Masewic Adams, Tax Collector

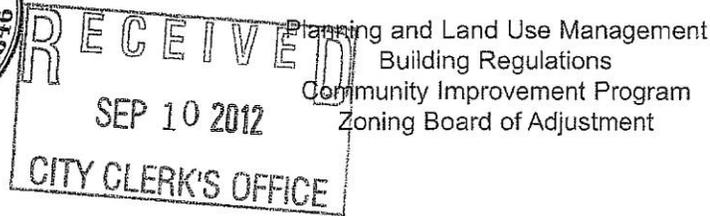


**CITY OF MANCHESTER**  
**PLANNING AND COMMUNITY DEVELOPMENT**

Leon L. LaFreniere, AICP  
Director

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

Matthew M. Sink  
Deputy Director - Building Regulations



10 September, 2012

Alderman Ed Osborne, Chairman  
Committee on Lands and Buildings  
Honorable Board of Mayor and Aldermen  
City Hall - One City Hall Plaza  
Manchester, New Hampshire 03101

re: *Request by MATNEC LLC to acquire portion of Livingston Park land (TM 278, Lot 2)*

Honorable Committee Members:

This is to provide a report pursuant to Section 34.15-25 pertaining to the above-referenced parcel.

**Background:** MATNEC LLC, the owner of the "Dunkin Donuts" property at 921 Beech Street (TM 278, Lot1), has recently requested the opportunity to acquire a portion of the abutting south end of Livingston Park (TM 278, Lot 2) which the City, beginning in 1981, had leased to a previous owner of the "Dunkin Donuts" property (see the shaded area on the accompanying map). Most of this previously leased area is currently being used to provide parking and a vehicular order-to-go lane for "Dunkin Donuts".

After investigating the matter and consulting with other City agencies, we have determined that there are no known restrictions that would prevent the City from selling to the private sector a portion of City-owned Livingston Park property in this vicinity. Furthermore, The Parks, Recreation and Cemetery Division has indicated that they have no plan to use this area as park land and have no objection to the transfer of this land to MATNEC LLC providing two conditions are met: that in order "to avoid a sense of crowding" in the tennis court area of Livingston Park, (1) the existing 12-foot green space buffer between the edge of pavement and the tennis court fencing will continue to be maintained and (2) no further building expansion will take place on TM 278, Lot 1.

**Zoning:** The zoned portion of City land under discussion is split-zoned, with the majority of the land zone "Conservation District" and part of the land zoned "Neighborhood Business (B-1)". While the land under discussion has been used in conjunction with the "Dunkin Donuts" business since 1981, the "Conservation District" is more appropriately delineated as the City's open space and recreational lands.

One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 or (603) 624-6475 Fax: (603) 624-6529 or (603) 624-6324  
E-Mail: [pcd@manchesternh.gov](mailto:pcd@manchesternh.gov)  
[www.manchesternh.gov](http://www.manchesternh.gov)

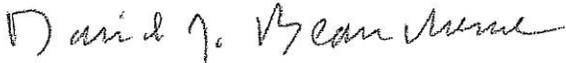
Page Two  
10 September, 2012

**Surplus Determination and Disposition:** For these reasons, it appears there are no practical grounds why this portion of City-owned Livingston Park land currently under discussion could not be declared surplus and, if deemed appropriate, sold in a manner consistent with Section 34.21 of the City Ordinance. If this is the case, the City may wish to find that it may reasonably sell the subject portion of Livingston Park to MATNEC LLC since the abutting property owners at TM 278, Lot 1 – whether they have had a lease agreement with the City or not – have consistently used the City-owned land in question for commercial purposes associated with the “Dunkin Donuts” operation.

We would further recommend that any sale of the subject property be contingent on the applicant’s submission of a Lot Line Adjustment plan, acceptable to the Parks, Recreation and Cemetery Division, to the Planning Board, for approval, which fulfills the above noted concerns of the Parks, Recreation and Cemetery Division.

If you have any questions, staff will be available at your meeting.

Sincerely,



David J. Beauchesne, Senior Planner

Copy: Leon LaFreniere, Director; file

*Brenda Masewic Adams, CTC  
Tax Collector*



*Barbara Emery, CDTC  
Deputy Tax Collector*

***CITY OF MANCHESTER  
TAX COLLECTOR***

**Memorandum**

**DATE:** October 25, 2016  
**TO:** Committee on Lands & Buildings  
**FROM:** Brenda Masewic Adams, Tax Collector  
**RE:** Map 0278, Lot 0002A, Beech St

As requested, the following contains information regarding property located at:  
**Beech St**

Map/Lot: 0278/0002A  
Back Taxes: 0.00  
Annual Taxes: \$2,463.54 for 2015 tax year  
\$1,231.77, first half of 2016 tax year

I do not have any objections to the disposition of this property.

Tax Account ID 219720 Old Utility Account No.  
 Map-Lot 0278 -0002A Owner Name CITY OF MANCHESTER PARKS & REC  
 Property Address BEECH ST

Date	Yr	Rl	Pd	Ent	Transaction	Adjustment	Amount	Base	Other	Balance
5/25/16	16	RE	1		Bill		1,231.77	1,231.77	.00	1,231.77
6/16/16	16	RE	1	RETX	Payment		1,231.77-	1,231.77-	.00	.00
16 Billed:							1,231.77			
Paid/adj:							1,231.77-			
Unappl:								.00		
Due:										.00

Program TX402H

City of Manchester, NH

Tax Account ID 219720  
 Map-Lot 0278 -0002A  
 Property Address BEECH ST

Old Utility Account No.  
 Owner Name CITY OF MANCHESTER PARKS & REC

Date	Yr	Rl	Pd	Ent	Transaction	Adjustment	Amount	Base	Other	Balance	
5/27/15	15	RE	1		Bill		1,234.93	1,234.93	.00	1,234.93	
6/19/15	15	RE	1	RETX	Payment		1,234.93-	1,234.93-	.00	.00	
11/18/15	15	RE	2		Bill		1,228.61	1,228.61	.00	1,228.61	
12/10/15	15	RE	2	RETX	Payment		1,228.61-	1,228.61-	.00	.00	
15 Billed:					2,463.54	Paid/adj:	2,463.54-	Unappl:	.00	Due:	.00



**City of Manchester, NH - Office of the Tax Collector**  
**Payment Address: P.O. BOX 9598, Manchester, NH 03108-9598**

Office location: 1 City Hall Plaza West Wing, Manchester, NH 03101-2084  
 Office hours: Monday-Friday, 8 AM to 5 PM, Tuesday 8 AM to 8 PM  
 For property values, exemptions, names, and addresses, call (603) 624-6520  
 For account balance and payment information, call (603) 624-6575 or  
 visit [www.ManchesterNH.Gov / Taxes](http://www.ManchesterNH.Gov/Taxes) for online account access and payments

**ACCOUNT NUMBER**  
**219720**  
 \*Please write this number on all payments and correspondence.

11012-1-1

**FIRST REAL ESTATE TAX BILL FOR 2016**

CITY OF MANCHESTER PARKS &  
 C/O MATNEC LLC  
 3 PLUFF AVE  
 NORTH READING MA 01864

NOTICE FROM THE BOARD OF ASSESSORS:  
 By Statute, this first tax bill of 2016 is calculated by using one-half of the 2015 tax rate multiplied by the 2015 assessed value. THIS IS NOT THE VALUE FROM THE REASSESSMENT THAT IS CURRENTLY UNDERWAY. Within the next few months you will receive a notice of your new value, including information about the informal review process that will be conducted by reassessment contractor Vision Government Solutions Inc.

INFORMATION TO TAXPAYERS	PROPERTY DESCRIPTION	TAXES
<p>The Taxpayer may, by March 1 following the final notice of tax and not afterward, apply in writing to the Board of Assessors for a tax abatement or deferral.</p> <p>If you are elderly, disabled, blind, a veteran or veteran's spouse, or are unable to pay taxes due to poverty or other good cause, you may be eligible for a tax exemption, credit, abatement, or deferral. For details and application information, contact the Board of Assessors at 603-624-6520.</p> <p>Taxpayers desiring any information in regard to taxation, assessments, exemptions, or change of address should contact the Board of Assessors at 603-624-6520, not the Tax Collector.</p> <p>Real estate tax payments will be applied first to the oldest delinquent real estate taxes (if any) for the indicated property. Partial payments are accepted but will not delay or prevent liening or deeding actions authorized by State law.</p> <p>All taxes are assessed as of April 1st of each year. Unless directed otherwise, tax bills are mailed to the last known address of the first owner listed on the deed.</p>	<p>Map-Lot: <b>0278-0002A</b></p> <p><b>BEECH ST</b></p> <p>TOTAL VALUATION: 105,100</p> <hr/> <p>TAX RATES FOR THIS BILLING ARE EQUAL TO 1/2 OF THE RATES APPLIED FOR THE PREVIOUS YEAR'S FINAL BILL</p> <p>MUNICIPAL: 5.77            COUNTY: .64            CITY EDUCATION: 4.10            STATE EDUCATION: 1.21</p> <p>TOTAL: 11.72</p> <p>ALL TAX RATES ARE PER \$1000 OF ASSESSED VALUE</p>	<p>Tax: 1,231.77            Tax paid: .00</p> <p><b>TAX DUE: \$ 1,231.77</b></p> <p>PAY BY THURSDAY, JULY 07, 2016 to avoid interest charges at 12.0 % per annum.</p> <p>This notice was generated on 5/25/2016 and does not reflect account activity after that date.</p>

If any owner listed is a debtor under Title 11 of the United States Code, this notice should not be viewed as a demand for payment of, or as an attempt to collect, a pre-petition debt.

Make checks payable to: **TAX COLLECTOR, CITY OF MANCHESTER, NH**

**IF PAYING BY MAIL:**  
 Write your ACCOUNT NUMBER on your check. Mail it with this stub to:  
**TAX COLLECTOR, P.O. BOX 9598, MANCHESTER, NH 03108-9598**  
 To obtain a receipt, enclose a self-addressed envelope AND this entire page.  
 After 7/7/2016, please contact the Tax Office for the correct payoff amount.

**IF PAYING IN PERSON:**  
 Please bring this entire notice with you. Credit and debit cards are not accepted at the Tax Office.

**IF PAYING ONLINE:**  
 Payments by credit card and electronic check are accepted via the City's web site at [www.ManchesterNH.Gov / Taxes](http://www.ManchesterNH.Gov/Taxes). Payments submitted online including from bill-payer services will be credited as of the date received at the Tax Office, not the date originally submitted online. It is your responsibility to ensure your payment is received on time.

**FIRST REAL ESTATE TAX BILL FOR 2016**

Account Number: **219720**

CITY OF MANCHESTER PARKS &  
 C/O MATNEC LLC  
 3 PLUFF AVE  
 NORTH READING MA 01864

Map-Lot: 0278-0002A  
 Location: BEECH ST

**TAX DUE: \$ 1,231.77**

0002197200

0001231778

18.15



11060-1-1

**City of Manchester, NH - Office of the Tax Collector**  
**Payment Address: P.O. BOX 9598, Manchester, NH 03108-9598**

Office location: 1 City Hall Plaza West Wing, Manchester, NH 03101-2084  
Office hours: Monday-Friday, 8 AM to 5 PM, Tuesday 8 AM to 8 PM

For property values, exemptions, names, and addresses, call (603) 624-6520  
For account balance and payment information, call (603) 624-6575 or  
visit [www.ManchesterNH.Gov / Taxes](http://www.ManchesterNH.Gov/Taxes) for online account access and payments

**ACCOUNT NUMBER**  
**219720**  
\*Please write this number on all payments and correspondence.

**FIRST REAL ESTATE TAX BILL FOR 2015**

CITY OF MANCHESTER PARKS &  
C/O MATNEC LLC  
3 PLUFF AVE  
NORTH READING MA 01864

**REMINDER**

All persons receiving a Disabled Persons Exemption must requalify for the exemption this year. If you have not yet contacted the Assessors Office regarding your Disabled Persons Exemption, please be sure to do so by August 31st. Please call 603-624-6520 if you have any questions.

INFORMATION TO TAXPAYERS	PROPERTY DESCRIPTION	TAXES
<p>The Taxpayer may, by March 1 following the final notice of tax and not afterward, apply in writing to the Board of Assessors for a tax abatement or deferral.</p> <p>If you are elderly, disabled, blind, a veteran or veteran's spouse, or are unable to pay taxes due to poverty or other good cause, you may be eligible for a tax exemption, credit, abatement, or deferral. For details and application information, contact the Board of Assessors at 603-624-6520.</p> <p>Taxpayers desiring any information in regard to taxation, assessments, exemptions, or change of address should contact the Board of Assessors at 603-624-6520, not the Tax Collector.</p> <p>Real estate tax payments will be applied first to the oldest delinquent real estate taxes (if any) for the indicated property. Partial payments are accepted but will not delay or prevent liening or deeding actions authorized by State law.</p> <p>All taxes are assessed as of April 1st of each year. Unless directed otherwise, tax bills are mailed to the last known address of the first owner listed on the deed.</p>	<p>Map-Lot: <b>0278-0002A</b></p> <p><b>BEECH ST</b></p> <p>TOTAL VALUATION: 105,100</p> <hr/> <p>TAX RATES FOR THIS BILLING ARE EQUAL TO 1/2 OF THE RATES APPLIED FOR THE PREVIOUS YEAR'S FINAL BILL</p> <p>MUNICIPAL: 5.88 COUNTY: .62 CITY EDUCATION: 4.05 STATE EDUCATION: 1.20</p> <p>TOTAL: 11.75</p> <p>ALL TAX RATES ARE PER \$1000 OF ASSESSED VALUE</p>	<p>Tax: 1,234.93 Tax paid: .00</p> <p><b>TAX DUE: \$ 1,234.93</b></p> <p>PAY BY THURSDAY, JULY 09, 2015 to avoid interest charges at 12.0 % per annum.</p> <p>This notice was generated on 5/27/2015 and does not reflect account activity after that date.</p>

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Make checks payable to: **TAX COLLECTOR, CITY OF MANCHESTER, NH**

**IF PAYING BY MAIL:**  
Write your ACCOUNT NUMBER on your check. Mail it with this stub to:  
**TAX COLLECTOR, P.O. BOX 9598, MANCHESTER, NH 03108-9598**  
To obtain a receipt, enclose a self-addressed envelope AND this entire page.  
After 7/9/2015, please contact the Tax Office for the correct payoff amount.

**IF PAYING IN PERSON:**  
Please bring this entire notice with you. Credit and debit cards are not accepted at the Tax Office.

**IF PAYING ONLINE:**  
Payments by credit card and electronic check are accepted via the City's web site at [www.ManchesterNH.Gov / Taxes](http://www.ManchesterNH.Gov/Taxes). Payments submitted online including from bill-payer services will be credited as of the date received at the Tax Office, not the date originally submitted online. It is your responsibility to ensure your payment is received on time.

**FIRST REAL ESTATE TAX BILL FOR 2015**

Account Number: **219720**  
  
CITY OF MANCHESTER PARKS &  
C/O MATNEC LLC  
3 PLUFF AVE  
NORTH READING MA 01864

Map-Lot: 0278-0002A  
Location: BEECH ST

**TAX DUE: \$ 1,234.93**

0002197200

0001234939

18.16



10999-1-1

**City of Manchester, NH - Office of the Tax Collector**  
**Payment Address: P.O. BOX 9598, Manchester, NH 03108-9598**

Office location: 1 City Hall Plaza West Wing, Manchester, NH 03101-2084  
Office hours: Monday-Friday, 8 AM to 5 PM, Tuesday 8 AM to 8 PM  
For property values, exemptions, names, and addresses, call (603) 624-6520  
For account balance and payment information, call (603) 624-6575 or  
visit [www.ManchesterNH.Gov / Taxes](http://www.ManchesterNH.Gov/Taxes) for online account access and payments

**ACCOUNT NUMBER**  
**219720**  
\*Please write this number on all payments and correspondence.

**FINAL REAL ESTATE TAX BILL FOR 2015**

CITY OF MANCHESTER PARKS &  
C/O MATNEC LLC  
3 PLUFF AVE  
NORTH READING MA 01864

INFORMATION TO TAXPAYERS	PROPERTY DESCRIPTION	TAXES
<p>The Taxpayer may, by March 1 following the final notice of tax and not afterward, apply in writing to the Board of Assessors for a tax abatement or deferral.</p> <p>If you are elderly, disabled, blind, a veteran or veteran's spouse, or are unable to pay taxes due to poverty or other good cause, you may be eligible for a tax exemption, credit, abatement, or deferral. For details and application information, contact the Board of Assessors at 603-624-6520.</p> <p>Taxpayers desiring any information in regard to taxation, assessments, exemptions, or change of address should contact the Board of Assessors at 603-624-6520, not the Tax Collector.</p> <p>Real estate tax payments will be applied first to the oldest delinquent real estate taxes (if any) for the indicated property. Partial payments are accepted but will not delay or prevent liening or deeding actions authorized by State law.</p> <p>All taxes are assessed as of April 1st of each year. Unless directed otherwise, tax bills are mailed to the last known address of the first owner listed on the deed.</p>	<p>Map-Lot: <b>0278-0002A</b></p> <p><b>BEECH ST</b></p> <p>TOTAL VALUATION: 105,100</p> <hr/> <p><b>TAX RATES FOR THIS BILLING:</b></p> <p>MUNICIPAL: 11.53 COUNTY: 1.29 CITY EDUCATION: 8.20 STATE EDUCATION: 2.42</p> <hr/> <p>TOTAL: 23.44</p> <p>ALL TAX RATES ARE PER \$1000 OF ASSESSED VALUE</p>	<p>Tax: 2,463.54 Tax paid: 1,234.93</p> <p><b>TAX DUE: \$ 1,228.61</b></p> <p><b>PAY BY MONDAY, DECEMBER 28, 2015</b> to avoid interest charges at 12.0 % per annum.</p> <p>This notice was generated on 11/18/2015 and does not reflect account activity after that date.</p>

If any owner listed is a debtor under Title 11 of the United States Code, this notice should not be viewed as a demand for payment of, or as an attempt to collect, a pre-petition debt.

Make checks payable to: **TAX COLLECTOR, CITY OF MANCHESTER, NH**

**IF PAYING BY MAIL:**  
Write your ACCOUNT NUMBER on your check. Mail it with this stub to:  
**TAX COLLECTOR, P.O. BOX 9598, MANCHESTER, NH 03108-9598**  
To obtain a receipt, enclose a self-addressed envelope AND this entire page.  
After 12/28/2015, please contact the Tax Office for the correct payoff amount.

**IF PAYING IN PERSON:**  
Please bring this entire notice with you. Credit and debit cards are not accepted at the Tax Office.

**IF PAYING ONLINE:**  
Payments by credit card and electronic check are accepted via the City's web site at [www.ManchesterNH.Gov / Taxes](http://www.ManchesterNH.Gov/Taxes). Payments submitted online including from bill-payer services will be credited as of the date received at the Tax Office, not the date originally submitted online. It is your responsibility to ensure your payment is received on time.

**FINAL REAL ESTATE TAX BILL FOR 2015**

Account Number: **219720**

CITY OF MANCHESTER PARKS &  
C/O MATNEC LLC  
3 PLUFF AVE  
NORTH READING MA 01864

Map-Lot: 0278-0002A  
Location: BEECH ST

**TAX DUE: \$ 1,228.61**

0002197200 0001228618

*Chief of Police*  
Enoch F. Willard  
*Assistant Chief*  
Carlo T. Capano



*Commission*  
Mark E. Roy, *Chairman*  
Eva Castillo-Turgeon  
Steven J. Spain  
Scott R. Spradling

**CITY OF MANCHESTER**  
*Police Department*

November 2, 2016

Board of Mayor and Aldermen  
c/o Honorable Mayor Theodore Gatsas  
City Hall Plaza  
Manchester, NH 03101

Dear Mayor and Board of Aldermen:

Please accept this letter as my resignation from the Police Commission and Board of Recount. I offer my resignation effective as of noon (12:00 p.m.) November 2, 2016.

It has been a pleasure to serve on both the Police Commission and the Board of Recount. Thank you for the opportunity to serve the constituents of the City of Manchester, which I hope to continue in a variety of ways.

Sincerely,

Mark E. Roy

**Michael L. Briggs Public Safety Building**  
405 Valley Street • Manchester, New Hampshire 03103 • (603) 668-8711 • FAX: (603) 668-8941  
E-mail: [ManchesterPD@manchesternh.gov](mailto:ManchesterPD@manchesternh.gov) • Website: [www.manchesterpd.com](http://www.manchesterpd.com)

**A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY**





# CITY OF MANCHESTER

*Theodore L. Gatsas*

*Mayor*

November 1, 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.) Sarah Stewart to succeed Rebecca O'Neil (resignation) as a member of the Arts Commission term to expire December 1, 2019;
- (2.) Edward Doyle to succeed himself as a member of the Arts Commission term to expire December 1, 2019;
- (3.) Daniela Snow to succeed herself as a member of the Arts Commission term to expire December 1, 2019;
- (4.) Nabeela Washington to succeed herself as an alternate member of the Arts Commission term to expire December 1, 2019;
- (5.) Denis Dancoes II moving from an at large member to a full member of the Central Business Service District Board term to expire May 1, 2018.

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor and Aldermen.

Regards,

Theodore L. Gatsas  
Mayor

cc: Matthew Normand, City Clerk

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# SARAH LOUISE STEWART

85 Lexington Ave., Manchester, NH 03104 | C: 603-315-1046 | sarah@bfreshconsulting.com

## Executive Profile

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Visionary consensus builder with unique experience assisting multi-million dollar organizations, inspiring finance committees, managing staff and guiding VIPs through high-stress situations with grace and confidence. As a highly motivated business owner, home owner, wife and mother of three I look for opportunities to enhance my community by establishing meaningful relationships and supporting programs that add universal value.

## Professional Experience

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### CO-FOUNDER & PRESIDENT

Jun 2008 to Current

#### B-FRESH CONSULTING, LLC - Manchester, NH

Established and grew a national, full service project management firm to assist corporate and political clients with strategic planning, communications and crisis management. I have hired/trained/managed staffs larger than 20, developed and managed budgets ranging from several thousand dollars to 7 million dollars, prepared presidential candidates for debates/speeches/media interviews/town hall style meetings, and have guided finance committees, managed steering committees and grew complex volunteer coalitions to support initiatives that had to overcome overwhelming odds to win.

Examples of client work include:

Strategic advice to national organizations: ONE.org, Freedom to Marry, Americans for the Arts Action Fund, Citizens for Responsible Energy Solutions  
Corporate/nonprofit business/marketing consulting: CCA Global Partners, Inc., The NH Council on the Arts, Our Kids NH  
Lobbying: AARP NH, Access Sports Medicine  
Campaign management and consulting: Tim Pawlenty for President 2011, Jon Huntsman for President 2011, McCain for President 2000 & 2008

### LOBBYIST, PROJECT MANAGER

Jan 2004 to Jan 2006

#### THE DENNEHY GROUP - Concord, NH

Represented international, national and local clients at the NH State House.  
Assisted candidates for local, state and national office.

### NORTHEAST REGIONAL DEPUTY DIRECTOR

Jan 2002 to Jan 2004

#### THE U.S. CHAMBER OF COMMERCE - Washington, DC

Traveled from Maine to West Virginia meeting with local Chamber Presidents and Boards to assist and support their pro-business advocacy programs.  
Attended the U.S. Chamber's "Institute for Organizational Management" at Villanova.

## Career Accomplishments

Inspired 3 million in pledges from national business leaders at a donor meeting in Minneapolis, MN.  
Mentioned in HBO drama "The Newsroom".  
Appointed to the NH Commission to Study the Economic Impact of Art and Culture.

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## Education

B.A, Liberal Arts, University of Vermont 1999

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Volunteer Positions: NH Citizens for the Arts Board of Directors  
Amoskeag Industries Board of Directors  
Stay Work Play Development Committee

Commission Name: Arts Commission

Name: Sarah Stewart

Address: 85 Lexington Ave  
Manchester, NH 03104

Phone: 315-1046

E-mail: Sarah@bFreshConsulting.com

Department Head: Matt Normand /  
Dan Berube

## **EDWARD DOYLE**

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1482 Union Street, Manchester, NH 03104  
(603) 289-2820  
edward.doyle@comcast.net

### ***Education***

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**University of Michigan**, Ann Arbor, MI

Master of Music in Music Education, degree received December 2009.

Thesis: *The Perceptions of Middle School Students Regarding Their Motivations and Involvement in the Band Program.*

**University of Massachusetts**, Amherst, MA

Bachelor of Music in Music Education, degree received May 2002.

### ***Professional Experience***

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**Manchester Central High School**, Manchester, NH, 2009-present

Associate Band Director

- Direct 9<sup>th</sup>-12<sup>th</sup> grade concert band
- Advisor to Tri-M Music Honors Society
- Lead marching band rehearsals and performances

**Manchester School District**, Manchester, NH, 2009-present

Elementary Band Coordinator

- Coordinate Elementary Band
- Provide instruments for students in need

**Hillside Middle School**, Manchester, NH, 2002-2009.

Music Teacher

- Directed 7<sup>th</sup> and 8<sup>th</sup> grade band ensemble
- Taught general music, grades 6-8
- Managed sectionals and chamber ensembles
- Directed jazz ensembles
- Guided school musical theater production
- Mentored at-risk students

**Manchester Community Music School**, Manchester, NH, 2006-present.

- Taught individual & group brass lessons, 2006-present
- Established and conducted Manchester Community Summer Band, 2010-present
- Directed Concert Band, for students in grades 6-9, 2007-2012
- Managed New Hampshire Youth Ensembles, 2010-2011
- Community Engagement Committee, 2012-present

## Community Involvement

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### **Freese Brothers Big Band**, Concord, NH

*Supports xxxxx.*

- Board of Directors, 2006-present

### **Edmund A. Bednarowski, Jr. Charitable Foundation**, Manchester, NH

*Supports pursuit of higher education, youth organizations, and civic groups in the greater Manchester community.*

- Board of Directors, 2006-present
- Scholarship Committee, 2007-2008

### **Grace Episcopal Church**, Manchester, NH

- Youth Group Advisor, 2007-present
- Youth Choir Director, 2004-2006

### **Manchester Choral Society**, Manchester, NH

*An auditioned community chorus that performs literature from all periods and styles. Provides scholarship assistance to local students pursuing music studies.*

- Member, 2002-present.
- Board of Directors, 2004-2007, 2008-2011
- Scholarship Committee, 2005-2008
- Fundraising Coordinator, 2005-2011
- Vice-President/Secretary, 2008-2011

## Professional Organizations

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### **New Hampshire Music Educators Association**

*A division of the National Association for Music Education.*

- All-State Conference Chair, 2011-present
- Executive Committee, Middle School Chair, 2009- 2011
- South Central District Middle School Festival Coordinator, 2005-2009

### **New Hampshire Band Directors Association**

## Awards

### **State Street Bank Good Idea Education Grant**

*Provided funds to bring visiting artists to Hillside Middle School.*

Commission Name: Arts Commission

Name: Edward Doyle

Address: 1482 Union Street  
Manchester, NH 03104

Phone: 289-2820

E-mail: edward.doyle@comcast.net

Department Head: Matt Normand / Dan Benube

**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

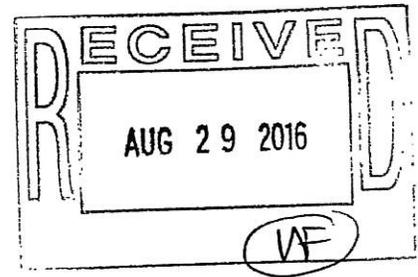
Phone: 208-277-6155

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: 104 Merrimack St.

Manchester, NH 03101

Phone: 205-243-7556

E-mail: beela.washington@gmail.com

Department Head: Matt Normand <sup>Daniel</sup> Berube



## DENIS C.J. DANCOES II

SENIOR DIRECTOR | BROKERAGE

CUSHMAN & WAKEFIELD OF NEW HAMPSHIRE, INC.

LICENSE NO: 045830

Mr. Dancoes joined the Brokerage Services Division in 1994 and as a senior member of Cushman & Wakefield's brokerage team, concentrates on the leasing and disposition of office and industrial properties as well as representing tenant clients and purchasers in the New Hampshire, Northern Massachusetts and Southern Maine markets. Mr. Dancoes began working for Cushman and Wakefield's Valuation Advisory Services Division in Boston in 1992. Denis' appraisal experience includes valuation and consulting on office, industrial, retail, land, tax-credit and multi-family housing assignments primarily focused in the Greater Boston/Southern New Hampshire area.

Mr. Dancoes has assisted many corporations and institutional clients in the acquisition and disposition of headquarters locations, field offices and industrial facility locations, land/development sites as well as numerous investment sale transactions. Significant office building sale transactions include CrossHarbor Capital's (BCIA) 620,000 square foot portfolio; 61 Spit Brook Road, a 60,000 square foot class A office building which has been sold by the Cushman & Wakefield team three times in the past fifteen years; 14 Central Park Drive, a 120,000 square foot master-leased office building; 1155 Elm Street, a 131,000 square foot multi-tenant class A office building; BlueCross BlueShield's 210,000 square foot headquarters building; 650 Elm Street, a 100,000 square foot class A office tower; and Heron Cove Office Park, a three-building 151,000 square foot office park. Mr. Dancoes was also on the team that sold Hewlett Packard's 750,000 square foot three-building, 185 acre campus in Nashua.

He is also involved with the leasing of 100 Arboretum Drive in Portsmouth, 1155 Elm Street in Manchester, Bedford Farms Office Park and Bedford Executive Office Park in Bedford, 61 Spit Brook Road in Nashua, and is currently the lead broker on the disposition of a 41-acre retail land site in Nashua, New Hampshire owned by The Dow Chemical Company. He has represented numerous corporate office and industrial tenants including: New York Life, Willis Insurance, PennWell Corporation (Global locations), AT&T, Harvey Industries and Nanocomp Technologies. Mr. Dancoes has participated in lease and sale transactions totaling over 20 million square feet with an aggregate transaction value exceeding \$400,000,000.

Mr. Dancoes graduated from Bentley College with a Bachelor of Science Degree in Finance. In 1994, he completed an eight-year contract with the United States Marine Corps Reserve and is a Desert Storm Veteran. Mr. Dancoes and his team have twice received the "Service Excellence Award" for the New England Region. Mr. Dancoes is a past member of the Board of Directors of the New Hampshire Commercial Investment Board of Realtors (CIBOR), and belongs to the New Hampshire High Technology Council. Mr. Dancoes also serves as the Chairman of the Board of Directors of the Greater Nashua YMCA and has served as the past Secretary and Vice Chairman of the Board as well as the past Chairman of the YMCA's Facility Committee. He is also the past Chairman of the Board of Trustees of the Intown Manchester organization. He contributes his time volunteering and fundraising for the Greater Nashua YMCA and the Pine Hill Waldorf School. Mr. Dancoes is a Maine native and now resides, with his wife and two sons, in Amherst, New Hampshire.

Commission Name: CBSDB

Name: Denis. Dancoes II

Address: 650 Elm Street 4th Fl  
Manchester, NH 03101

Phone: 628-2800

E-mail: Denis.Dancoes@cushwake.com

Department Head: Sara Beaudry



## City of Manchester Welfare Department

1528 Elm Street  
Manchester, NH 03101-1350  
(603) 624-6484 FAX (603) 624-6423  
www.ci.manchester.nh.us

Paul R. R. Martineau  
Commissioner

**City Clerk's Office**

**NOV 02 2016**

**RECEIVED**

November 3, 2016

Board of Mayor and Alderman  
c/o City Clerk  
One City Hall Plaza  
Manchester, N.H. 03101

Dear Members of the Board of Mayor and Alderman:

The City owned property at 11 Liberty Street which sheltered Homeless Families for the Welfare Department and was operated by Families in Transition (FIT) has been vacant since January of this year. FIT moved their operation to a new shelter at 177 Lake Avenue which houses Homeless Families referred by the Welfare Department.

FIT was paying the utilities on the Liberty property until they could remove their personal property from this location. They should no longer be responsible for the costs of the utilities.

The costs of maintaining the utilities during this period of un-occupancy should be assumed by the Department of Public Works/Facilities Division. I spoke with Kevin A. Sheppard, Director of Public Works; he indicated he did not have the funds in his budget to accomplish this undertaking.

I told him I had funds in my Salary Account which could be transferred to his budget to cover the costs involved. I have a position in my budget which was funded for FY'17, but the person could not return and I am not going to fill that position.

The average cost for electrical usage for 2014 & 2015 was \$3,750. The average gas usage for those same years was \$4,590. This is an aggregate cost of \$8,340. The building is now vacant and these numbers are based on being occupied. I project that the costs for the remaining 8 months of this fiscal year would be approximately \$5,000.

I am requesting that the Board authorize the transfer of \$5,000 from my budget to the Facilities Division to maintain the utilities at 11 Liberty Street.

I trust this meets with your approval.

Sincerely,

A handwritten signature in cursive script that reads "Paul R. R. Martineau".

Paul R. R. Martineau  
Welfare Commissioner

CC: Kevin A. Sheppard, P.E.  
Director of Public Works

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the FY 2017 CIP 811317 Manchester Sewer & Water Maps Restoration.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$10,000 from the State of New Hampshire Department of Cultural Resources for the restoration of irreplaceable documents;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By adding:**

2017 CIP 811317 Manchester Sewer & Water Maps Restoration - \$10,000 State

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Seven Hundred Twenty Eight Thousand Four Hundred Ninety Three Dollars (\$728,493) for the FY 2017 CIP 411917 New Hampshire Human Trafficking Task Force.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$728,493 from the United States Department of Justice for the development of a New Hampshire Human Trafficking Task Force;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By adding:**

2017 CIP 411917 New Hampshire Human Trafficking Task Force - \$728,493 Federal

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Twenty Thousand Dollars (\$20,000) for the FY2017 CIP 811217 City-wide Staff Development and Training.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer a portion of the unencumbered Cash balance from City Hall Renovations;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By decreasing:**

FY2017 CIP 811017 – City Hall Renovations - \$20,000 Cash

**By adding:**

FY2017 CIP 811217 – City-wide Staff Development and Training - \$20,000 Cash

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Eighty Six Thousand Dollars (\$86,000) for the FY 2017 CIP 410617 VAWA Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$86,000 from the State of New Hampshire Department of Justice for the implementation of the VAWA Program;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By increasing:**

2017 CIP 410617 VAWA Program - \$86,000 State  
(from \$100,000 to \$186,000)

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Seventy Five Thousand Dollars (\$75,000) for the FY2017 CIP 212517 Manchester Health Department Dental Van Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds from the NH Charitable Foundation and Delta Dental to purchase a new dental van;

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By adding:**

FY2017 CIP 212517 – Manchester Health Department Dental Van Project - \$75,000 Other

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Five Thousand Dollars (\$5,000) for the FY2017 CIP 212117 Saturday Night Teen Program.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 2017 CIP as contained in the 2017 CIP budget; and

WHEREAS, the 2017 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer funds to the Salvation Army for the operation of Saturday Night Teen Program.

NOW, THEREFORE, be it resolved that the 2017 CIP be amended as follows:

**By decreasing:**

FY2017 CIP 410217 – Weed and Seed Teen Night - \$5,000 CDBG

**By increasing:**

FY2017 CIP 212117 – Saturday Night Teen Program - \$5,000 CDBG

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



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EXECUTIVE BOARD

SGT. RICHARD BRENNAN, PRESIDENT  
SGT. CHRISTOPHER SANDERS, VICE PRESIDENT  
SGT. ALLEN ALDENBERG, TREASURER  
SGT. BRIAN COSIO, SECRETARY  
SGT. BRIAN CALDWELL, CHIEF STEWARD

September 14, 2016

Disclaimer: This proposed agreement is offered in an effort to complete a successor collective bargaining agreement. If the proposal is not accepted by the City of Manchester the MAPS reserves the right to revert to its previous proposals dated April 2016.

## MAPS PROPOSAL

### **Salary Article 9**

**9.1** Effective July 1, 2016 Salary Schedules shall be increased by one percent (1%). Merit, Longevity, and Salary are retroactive to July 1, 2016.

**9.2** Effective July 1, 2017 Salary Schedules shall be increased by three percent (3%)

**9.3** Effective July 1, 2018 Salary Schedules shall be increased by three percent (3%)

**9. 11 Severance Pay** 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. (New Section to Article 9)

**9.12 Critical Incident Pay** 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 drug epidemic, each sworn supervisor shall receive an additional forty (\$40) dollars a week as critical incident pay effective January 1, 2017. The critical incident pay shall be increased to fifty (\$50) dollars a week effective January 1, 2018. (New Section to Article 9)

### **Hospital-Medical Insurance Article 18**

**18.1** Effective July 1, 2017 the city will pay 84% of the premium for the Blue Choice New England POS Plan or Access Blue New England Plan. Employees will pay 16%. All other language stays the same.

**18.7** "The union agrees that new bargaining unit members subsequent to July 1, 2016 shall pay the health insurance premium contribution as negotiated within this collective bargaining agreement (ex: 16%) unless he/she was a city employee paying a higher premium contribution (Ex: 20%) prior to becoming a member of the bargaining unit. In that scenario the new bargaining unit member shall continue to pay the higher contribution."

### **Temporary Duty in a Higher Rank Article 11**

**11.1** Any police supervisor in the bargaining unit who is assigned to perform the duties of a higher ranking officer upon assumption of duties (Remove: for one full work day) or longer shall be compensated for such higher responsibilities by receiving either the entrance rate of the higher level of pay or 10% (Currently 7%) above his/her rate, whichever is the greater amount. Such assignments will be approved by the department head or personnel director.

### **Hours of Work Article 8**

**8.6 NIGHT SHIFT PREMIUM:** Effective on date of signing of this agreement, any non-sworn bargaining unit member who is assigned to night shifts on a periodic rotating basis shall be paid at a rate which is eight (currently seven) percent (8 %) (currently 7%) higher than his/her normal rate. Such premium shall apply when half or more of the shift is scheduled after 6:00 P.M. or before 8:00 A.M. and shall be paid only while the non-sworn bargaining unit member is actually working on such shift or is authorized vacation or sick leave with pay provided that he/she is so assigned both immediately before and after.

### **SICK LEAVE ACCRUAL Article 16A**

**16.1** All members of the bargaining unit who have satisfactorily completed six months of continuous employment shall be entitled to pay sick leave which shall accrue at the rate of 1 1/4 days (10 hours) per month for each completed month of service.

Remove below language regarding from 16.1

New employees hired into the bargaining unit after July 20, 2004, or the ratification date of this Agreement, whichever comes sooner, shall be entitled to paid sick leave which shall accrue at the rate of one-half (1/2) work day for each completed month of service. Accrual shall include the probationary period, but employees will not be allowed to use sick leave until they have satisfactorily completed the probationary period.

Remove section from Article

**16.6** New employees hired into the bargaining unit after July 20, 2004, or the ratification date of this Agreement, whichever comes sooner, shall be entitled to payment for accrued sick leave, under the conditions specified above; provided however, that payment shall not exceed forty (40) days.

MAPS PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

47 Positions Used for Estimates - 39 Sworn Officers for Hazardous Duty Pay

	FY 2017							TOTAL
	COLA - 1%	Hazardous Duty Pay-\$40	Merit	Long	Plus Rate	Nite Prem		
Salary	\$41,894	\$40,560	\$24,984	\$8,822	\$192	\$146	\$116,597	
Retirement (26.38%)	\$11,052	\$10,700	\$6,591	\$2,327	\$51	\$38	\$30,758	
Medicare	\$607	\$588	\$362	\$128	\$3	\$2	\$1,691	
<b>Total</b>	<b>\$53,553</b>	<b>\$51,848</b>	<b>\$31,937</b>	<b>\$11,277</b>	<b>\$245</b>	<b>\$186</b>	<b>\$149,046</b>	
<b>Grand Total</b>	<b>\$149,046</b>							

NOTE: Retirement Rates Based Upon Actual Rates.

Note: Plus Rates and Nite Premium Projections are Based Upon FY 2016 Actual Costs.

	FY 2018							TOTAL
	COLA - 3%	Hazardous Duty Pay-\$50	Merit	Long	Plus Rate	Nite Prem		
Salary	\$128,460	\$50,700	\$12,204	\$25,671	\$200	\$152	\$217,385	
Retirement (29.43%)	\$37,806	\$14,921	\$3,592	\$7,555	\$59	\$45	\$63,976	
Medicare	\$1,863	\$735	\$177	\$372	\$3	\$2	\$3,152	
<b>Total</b>	<b>\$168,128</b>	<b>\$66,356</b>	<b>\$15,972</b>	<b>\$33,598</b>	<b>\$261</b>	<b>\$198</b>	<b>\$284,514</b>	
<b>Grand Total</b>	<b>\$284,514</b>							

NOTE: Retirement Rates Based Upon Actual Rates.

Note: Plus Rates and Nite Premium Projections are Based Upon FY 2016 Actual Costs.

MAPS PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

47 Positions Used for Estimates - 39 Sworn Officers for Hazardous Duty Pay

	FY 2019							TOTAL
	COLA - 3%	Hazardous Duty Pay-\$50	Merit	Long	Plus Rate	Nite Prem		
Salary	\$134,247	\$10,140	\$3,793	\$14,720	\$197	\$150	\$163,247	
Retirement (29.43%)	\$39,509	\$2,984	\$1,116	\$4,332	\$58	\$44	\$48,043	
Medicare	\$1,947	\$147	\$55	\$213	\$3	\$2	\$2,366	
<b>Total</b>	<b>\$175,702</b>	<b>\$13,271</b>	<b>\$4,965</b>	<b>\$19,266</b>	<b>\$258</b>	<b>\$196</b>	<b>\$213,656</b>	
<b>Grand Total</b>	<b>\$213,656</b>							

NOTE: Retirement Rates Based Upon Actual Rates

Note: Plus Rates and Nite Premium Projections are Based Upon FY 2016 Actual Costs.

MAPS PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

47 Positions Used for Estimates - 39 Sworn Officers for Hazardous Duty Pay

FY 2018	Possible Retirement - 10 yrs
Salary	\$92,714
Retirement (29.43%)	\$27,286
Medicare	\$1,344
<b>Total</b>	<b>\$94,059</b>

FY 2019	Possible Retirement - 10 yrs
Salary (\$7,726.18)	\$92,714
Retirement (29.43%)	\$27,286
Medicare	\$1,344
<b>Total</b>	<b>\$94,059</b>

NOTE: Retirement Rates Based Upon Actual Rates

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.

**MAPS PROPOSAL SUMMARY**

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Grand Total</b>
<b>COLA Salary</b>	\$53,553	\$168,128	\$175,702	\$397,383
<b>Merit Salary</b>	\$31,937	\$15,972	\$4,965	\$52,874
<b>Longevity Salary</b>	\$11,277	\$33,598	\$19,266	\$64,141
<b>Hazardous Duty Pay</b>	\$51,848	\$66,356	\$13,271	\$131,475
<b>Health Insurance</b>		(\$9,819)		(\$9,819)
<b>Severance Pay</b>		\$94,059	\$94,059	\$188,118
<b>Nite Premium</b>	\$186	\$198	\$196	\$580
<b>Plus Rate</b>	\$245	\$261	\$258	\$764
<b>GRAND TOTAL</b>	<b>\$149,046</b>	<b>\$368,753</b>	<b>\$307,717</b>	<b>\$825,516</b>



**MANCHESTER SCHOOL DISTRICT**  
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**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.**