

## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN**

**December 06, 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.
3. Presentation on Project 360 by Police Chief Nick Willard.

#### **CONSENT AGENDA (ITEMS 4-21)**

4. 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**

5. Donation of \$100 to be used for the Safe Station project.
6. Donation of \$800.55 to the Senior Center for the projector and accessories being purchased by the Information Systems Department.

#### **Approve under supervision of the Department of Highways**

7. Pole Petitions:  
  
11-1524 (1) Robert Court

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

8. Communication from Xfinity regarding important information on price changes.

### **REFERRALS TO COMMITTEES**

#### **COMMITTEE ON FINANCE**

9. Resolution:

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Six Thousand Dollars (\$106,000) for the FY 2017 CIP 714417 Livingston Park Renovations."

### **REPORTS OF COMMITTEES**

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

10. Advising that the MDC Revolving Loan Fund summary has been accepted.  
*(Unanimous vote with the exception of Alderman Sapienza who was absent)*
11. Advising that the Finance Department reports:
  - Accounts Receivable over 90 days
  - Aging Report
  - Outstanding Receivableshave been accepted.  
*(Unanimous vote with the exception of Alderman Sapienza who was absent)*
12. Advising that the City's Monthly Financial Report (unaudited) for the first four months of fiscal year 2017, submitted by the Finance Director, has been accepted.  
*(Unanimous vote with the exception of Alderman Sapienza who was absent)*
13. Advising that the department travel/conference summary reports, have been accepted.  
*(Unanimous vote with the exception of Alderman Sapienza who was absent)*

14. Advising that the Audit Report of the Planning & Community Development Department has been accepted.  
*(Unanimous vote with the exception of Alderman Sapienza who was absent)*
  
15. Recommending that a 1998 agreement between the City and the Manchester Development Corporation (MDC) calling for the transfer of ten percent (10%) of the proceeds of sales of development parcels on Hackett Hill to MDC as lots are sold be reaffirmed.

The committee further notes that MDC requests that any outstanding funds owed to them be credited against MDC's annual year-end transfer to the City's general fund.

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

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

16. Advising that the banner application submitted by Hope for NH Recovery for a banner to be hung on Elm & Pleasant Streets from September 4, 2017 through September 17, 2017 has been approved.  
*(Unanimous vote with the exception of Alderman Sapienza who was absent)*
  
17. Recommending that the proposed amendments to the Housing Code submitted by the Director of Planning & Community Development be approved.  
*(Unanimous vote with the exception of Alderman Sapienza who was absent)*

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

18. Recommending that the proposed Drainage and Construction Easement Deed submitted by CLD Consulting for property at 1056 River Road be approved.  
*(Unanimous vote with the exception of Alderman Shaw who was absent)*

19. Recommending that the request from Trinity High School to install an electronic sign in the median in front of the school on Bridge Street be approved subject to a maintenance and encroachment agreement from the Public Works Director and City Solicitor.

The Committee advises that the proposal has been forwarded to the Planning Board for review and comment.

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

20. Recommending that City-owned property on Groveland Avenue, Map 492 Lot 20, be deemed surplus, sold in its entirety at a minimum sealed bid of \$6,000, and merged with the petitioners' lot.

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

21. Recommending that City-owned property on Liberty Street be deemed surplus and disposed of through a realtor.

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

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

### **REGULAR BUSINESS**

22. Communication from Tim DiVenuti advising the Board of his resignation from the Fire Commission.

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

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

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

**Manchester Development Corporation**

William M. Craig to succeed Newton Kershaw (term-limited) as a member,  
term to expire March 11, 2019

**Police Commission (labor rep.)**

Charlie Sherman to succeed William Clifford (term-limited), as a member,  
term to expire September 15, 2019

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

25. Request from the American Red Cross to host a blood drive on  
January 12, 2017, at City Hall, Public Health, the Library and the Police  
Department.

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

26. Legislative Update, if available.

27. Report(s) of the Committee on Community Improvement, if available.

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

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

29. Mayor Gatsas calls the meeting back to order.

30. Report(s) of the Committee on Finance, if available.

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

31. Report(s) of the Committee on Human Resources/Insurance, if available.

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

32. Report(s) of the Committee on Public Safety, Health and Traffic, if available.

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

**33. Resolution: (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 One Hundred Six Thousand Dollars (\$106,000) for the FY 2017 CIP 714417 Livingston Park Renovations."

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

**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 the agreement.**

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

**NEW BUSINESS**

**TABLED ITEMS**

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

**36. 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**

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

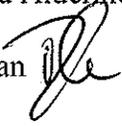
Daniel A. Goonan  
Chief of Department



Richard P. McGahey  
Assistant Chief

**City of Manchester**  
*Fire Department*

TO: Board of Mayor and Aldermen

FROM: Chief Daniel Goonan 

Date: November 7, 2016

RE: Safe Station Project 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 \$100.00 donation from Mr. and Mrs. Toby Kenison in memory of Jacob Weber, to be used for the Safe Station project.



*William E. Sanders  
Finance Officer*

*Sharon Y. Wickens  
Deputy Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

November 15, 2016

Board of Mayor and Aldermen  
C/O Mr. Matthew Normand, City Clerk  
One City Hall Plaza  
Manchester NH 03101

Dear Honorable Board of Mayor and Aldermen,

Attached is a copy of a check in the amount of \$800.55, received by the Senior Services Department for the purchase of a projector and accessories to be used at the Senior Center.

I request that you accept the funds and remand them for the purpose intended.

Respectfully submitted,

Sharon Y. Wickens  
Deputy Finance Officer

Cc: Gail Senno  
Kimberly Bean

**Wickens, Sharon**

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**From:** Bean, Kimberly  
**Sent:** Tuesday, November 15, 2016 9:41 AM  
**To:** Wickens, Sharon  
**Cc:** Senno, Gail  
**Subject:** FW: Senior Services  
**Attachments:** Scan 001.pdf

Good Morning Sharon,

Attached is documentation on the \$800.55 donated by the "Friends of the Cashin Senior Center" to the Senior Center for the projector and accessories being purchased by information systems.

Thanks.

Kimberly Bean  
Senior Services Specialist II

William B. Cashin Senior Activity Center  
151 Douglas Street  
Manchester, NH 03102  
603-624-6533  
Fax: 603-628-6221

-----Original Message-----

From: [WCM20@manchesternh.gov](mailto:WCM20@manchesternh.gov) [mailto:[WCM20@manchesternh.gov](mailto:WCM20@manchesternh.gov)]  
Sent: Saturday, May 17, 2014 6:25 AM  
To: Bean, Kimberly; [WCM20@manchesternh.gov](mailto:WCM20@manchesternh.gov)  
Subject: Scan From A Xerox WorkCentre

Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre. For more information on Xerox products and solutions, please visit <http://www.xerox.com>

Attachment file type : PDF  
Device Name :  
Device Location : Records

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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.

## Friends of The William B Cashin Senior Activity Center Proposal

This proposal is in regards to a donation for funds for a projector and equipment for our multi-purpose room at the Senior Center. The projector would be used for presentations that would both benefit and entertain our senior members. We currently do a movie matinee that provides entertainment and snacks to the seniors, having a movie projected on a larger screen would definitely enhance the experience and possibly bring in more seniors to the event. I would also like to invite more presenters with quality slide and PowerPoint style presentations to share with our seniors for a more visualizing and aesthetically pleasing as well as entertaining and educational presentations.

On the following page is a list of items that have been selected through some research for good quality equipment for the center.

The prices are those that have been found on Amazon through a prime account. Amazon has a great return policy and competitive pricing.

Thank you for your consideration,

Emily Conrad

**City Clerk's Office**

November 9, 2016

NOV 14 2016

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

**RECEIVED**

Dear City Clerk,

Public Service Company of New Hampshire, dba Eversource Energy is hereby requesting permission to install/replace pole(s) located in City of Manchester, New Hampshire.

Enclosed for your review find three copies of PSNH Petition and Pole License number 11-1524 for City of Manchester review.

Upon approval, please have each copy of the Petition and Pole License signed by the proper authority.

Retain the Petition and Pole License copy labeled "**Manchester**" and mail the remaining signed copies along with any invoice for payment to PSNH in the enclosed self-addressed envelope.

If the Petition and Pole License is not approved, please return all copies to PSNH with an explanation.

Please contact me by telephone or e-mail with any questions you may have.

Thank you.

*Lisa-Marie Pinkes*

Lisa-Marie Pinkes  
Customer Operations Support - Licensing  
Public Service Company of New Hampshire, dba Eversource Energy  
PO Box 330  
Manchester, NH 03105-9989  
Tel. 603-634-2218  
E-Mail: lisa-marie.pinkes@nu.com

Enclosure(s)

**POLE LOCATION LICENSE**

POLE LOCATION  
FORM NO.2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,  
on \_\_\_\_\_ . It appearing that the public good requires it, it is hereby

**ORDERED**

That **Public Service Company of New Hampshire, dba Eversource Energy AND Northern New England Telephone Operations LLC dba FairPoint Communications-NNE** be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 9th day of November,2016.

All construction under this order shall be in conformity with the Laws of the State of New Hampshire and the Ordinances of the City of Manchester, NH, and this license is granted, subject to its approval by the Public Works Director or his designee, and to certain conditions which are printed on the reverse side of this order, also the following designations and definitions, before this license shall be in full force and effect;

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structure 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "**POLE LOCATION PLAN- EVERSOURCE AND Northern New England Telephone Operations LLC dba FairPoint Communications-NNE**" No. 11-1524, dated 11/9/2016 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

Underground conduits, wires and cables shall be not less than current minimum requirements of the National Electrical Safety Code below the surface of the roadway.

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.  
License one ( 1 ) pole(s), 1036/7 located on Robert Court in the City of Manchester.

Granted By Vote of Board of Mayor and Aldermen, subject to approval of Public Works Director or his designee, at meeting of said Board held \_\_\_\_\_

Approved  
Dept. of Highways  
BY: \_\_\_\_\_

ATTEST -----  
Matthew Normand, City Clerk

Received \_\_\_\_\_ at **Manchester** and recorded in Records of Pole Location Licenses.  
Vol., \_\_\_\_\_, Page \_\_\_\_\_, filed and an attested copy delivered to the said Public Service Company of New Hampshire, dba Eversource Energy and Northern New England Telephone Operations LLC dba FairPoint Communications-NNE

ATTEST -----  
Matthew Normand, City Clerk

Conditions up which The Pole Location License cited on reverse side is Granted:

1. Excavations, obstructions or encumbrances shall at all times be properly guarded, barricaded or fenced during the whole time the highway is excavated, obstructed or encumbered, and lights shall be maintained throughout the night so that all excavations, obstructions and encumbrances may be readily seen.
2. Poles and conduits set in the City's right of way are subject to all lawful applicable permits issued by the City relative to use of or activities within the right of way.
3. The Licensee hereby agrees to indemnify and save harmless the City of Manchester, NH, for all claims for damages or injury whatsoever that may arise from the excavation, obstruction, encumbrance or occupation of said highway, and the Licensee shall be accountable for all damage that may occur on account of said excavation, obstruction, encumbrance or occupation of the aforesaid highway made or created in violation of the terms of this License; the City of Manchester in no case assuming any responsibility or liability by reason of the issuing of this grant.
4. Shade trees shall neither be cut down, cut, trimmed or otherwise injured by the Licensee, unless special permission shall have been granted by the abutting owner or owners, or the city.
5. The Licensee shall neither grant permission to place signs, or advertisements, (excepting only City street signs) nor permit the same to be attached to or displayed on or upon any pole or poles within the City of Manchester, and said grantee shall remove or cause to be removed all such signs or advertisements which may be so placed by any corporation, firm, person or persons.
6. The Licensee shall paint all poles within the City of Manchester, unless such poles are of the treated type or it is otherwise specified by the City, the standard color to be dark green.
7. The highway shall be left in as good condition and repair upon the completion of the work necessitated by this grant as existed previously, and the Department of Highways may restore the highway to as good condition and repair, or cause the same to be restored under its direction, and the grantee shall reimburse the City for any and all liability and expenses occasioned by reason of such work.
8. All poles shall be of wood or other suitable material, and the wires shall be run along and across the highway between the points named herein, and shall be maintained at least 18 feet above the surface of the ground.
9. The Licensee shall pay all properly assessed real and personal property taxes, including real and personal property taxes on structures or improvements added by the Licensee, no later than the due date. Failure of the licensee to pay the duly assessed personal and real estate taxes when due shall be cause for the City to terminate said license.
10. The City reserves the right to modify this license, and the conditions associated with it, in accordance and in compliance with the law applicable to changes to pole licenses under NHRSA 231:163.

# POLE LOCATION PLAN

EVERSOURCE and

Northern New England Telephone Operations LLC, dba FairPoint Communications-NNE

DATE	<u>11/09/2016</u>	LICENSE NO.	<u>11-1524</u>
MUNICIPALITY:	<u>Manchester</u>	STATE HWY. DIV. NO.	<u>5</u>
STREET / ROAD:	<u>Robert Court</u>	STATE LICENSE NO.	
PSNH OFFICE:	<u>Hooksett</u>	WORK REQUEST#	<u>2592649</u>
PSNH ENGINEER:	<u>Bill Couture</u>	WORK FINANCIAL #	<u>9Y620011</u>
TELCO ENGINEER:	<u>Steve Chavanelle</u>	TELCO PROJECT #	

Pole Numbers		Pole Sz-CI	Eq BH	INSTALL		REMOVE	REF	100% LTS	J/O	100% TEL	Span	DIST. FROM	Remarks	DOC REQ
LTS	TEL			POLE	PB									
1236/4		45/3					⊕				75		Existing Reference pole	
<u>1036/7</u>		45/2									75		Install new midspan pole +5 LTS	M
<u>1036/6</u>	<u>462A-1</u>	45/2											Replace 45/3 with 45/2 +5 LTS Lic. #25021	

City Clerk's Office



November 17, 2016

NOV 22 2016

RECEIVED

Mr. Matt Normand  
City Clerk  
City of Manchester  
1 City Hall Plaza  
Manchester, NH 03101

**RE: Important Information on Price Changes**

Dear Mr. Normand:

We are committed to delivering the entertainment and services our customers in your community rely on today, and the new experiences they will love down the road. As we continue to make improvements to our products and services, and as programmers charge more to carry their networks, our cost of doing business increases. As a result, starting December 20, 2016 prices for certain services and fees will be going up.

Fortunately, we've been able to identify some charges to be reduced or eliminated. We've simplified charges for In-Home Service Visits. Customers will no longer be charged separately for the services performed during a service call and will instead get everything they need—including installation, activation, and relocation of additional outlets after an initial installation of service, in-home service charges and more—all for a flat rate of \$40.00\*.

While some prices may have increased, we are always investing in technology to drive innovation. We are working hard to bring our customers great value every day and exciting new developments in the near future, including the following:

- The most TV shows and movies available On Demand
- Innovative X1 Voice Remote that makes searching for shows and movies easier
- Self-service options to save our customers time and adapt to their schedule
- Access to Netflix content on XFINITY X1
- Fastest, most reliable in-home WiFi
- Fastest Internet in America according to Speedtest.net
- More than 14 million WiFi hot spots nationwide

Customers will receive notice about these changes within their bill received after November 20, 2016. A copy of the notice is enclosed. If you have any questions about these changes, please feel free to contact me at 603-224-1871, ext. 202.

Sincerely,

*Bryan Christiansen*

Bryan Christiansen, Sr. Manager  
Government Affairs

\* Does not apply to XFINITY Home. Prices do not include taxes and fees.

Enclosure - Customer Notice

NED\_V1



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**IMPORTANT PRICE CHANGE INFORMATION - SUPPLEMENT**

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November 20, 2016

In addition to the price changes listed on the IMPORTANT PRICE CHANGE NOTICE, the prices for the following services will change effective December 20, 2016.

	<b>Current Price</b>	<b>New Price 12/20/2016</b>		<b>Current Price</b>	<b>New Price 12/20/2016</b>
Performance Extra Bundle	\$67.95	\$72.95	MDU Preferred Plus Bundle	\$122.99	\$127.99
Blast Extra Bundle	\$80.95	\$85.95	MDU Preferred Double Play	\$86.90	\$91.90
Blast Plus	\$90.95	\$95.95	<b>Internet: Bolt-On w/Performance</b>		
Blast Plus w/HBO	\$97.95	\$102.95	Extreme 150	\$43.00	\$38.00
MultiLatino Ultra XF Double Play	\$135.85	\$140.85	<b>Internet: Bolt-On w/Blast!</b>		
MDU Preferred Bundle	\$102.99	\$107.99	Extreme 150	\$30.00	\$25.00
MDU HD Preferred Bundle	\$112.99	\$117.99			
MDU HD Preferred Plus Bundle	\$132.99	\$137.99			

If you currently have services on a promotional price or a minimum term agreement, the prices for those services will not be affected during the promotion or minimum term period.

Prices shown do not include federal, state and local taxes, fees or other related costs. Prices and services are subject to change. Call 1-800-COMCAST for additional details. ©2016 Comcast.



X-37846

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**IMPORTANT PRICE CHANGE INFORMATION FOR  
AUBURN, NH, BEDFORD, NH, CANDIA, NH,  
GOFFSTOWN, NH, HOOKSETT, NH & MANCHESTER, NH**

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November 2016

Dear XFINITY Customer,

We're committed to delivering the entertainment and services you rely on today—and the new experiences you'll love down the road.

As we continue to make improvements to our products and services, and as programmers charge more to carry their networks, our cost of doing business increases. As a result, prices for certain services and fees will be going up.

Fortunately, we've been able to identify some charges to be reduced or eliminated. We've simplified charges for In-Home Service Visits. You'll get everything you need—including installation, activation, relocation of additional outlets, in-home service charges and more—all for a flat rate\*.

While some prices may have increased, we're always investing in technology to drive innovation. We're working hard to bring you great value every day and exciting new developments in the near future, including:

- Fastest, most reliable in-home WiFi
- Fastest Internet in America according to Speedtest.net
- More than 14 million hot spots nationwide
- The most TV shows and movies available On Demand
- Innovative X1 Voice Remote that makes searching for shows and movies easier
- Self-service options to save you time and adapt to your schedule
- And soon, access to Netflix content on XFINITY X1

We're excited to bring you even more, and we can't wait for you to see what 2017 has in store for the future of awesome.

Thank you for choosing to be our customer.

Sincerely,



Tracy Pitcher  
Regional Senior Vice President

For more information about all the taxes, fees, and surcharges on your bill go to [www.xfinity.com/pricechanges](http://www.xfinity.com/pricechanges).

*\*Does not apply to XFINITY Home. Prices do not include taxes and fees.*

SA8GF1SF

**IMPORTANT PRICE CHANGE INFORMATION FOR  
AUBURN, NH, BEDFORD, NH, CANDIA, NH,  
GOFFSTOWN, NH, HOOKSETT, NH & MANCHESTER, NH**

**DOUBLE PLAY PACKAGES**

	Current Price	New Price Eff. 12/20/16
<b>Internet Plus</b>	\$77.95	\$82.95
<b>Internet Pro Plus with HBO®</b>	\$84.95	\$89.95
<b>Internet Pro Plus with Showtime®</b>	\$81.95	\$86.95
<b>Preferred XF Double Play</b>	\$144.95	\$149.85
<b>Premier XF Double Play</b>	\$182.99	\$187.99
<b>XFINITY 2300 Latino</b>	\$106.90	\$111.90
<b>XFINITY 2450 Latino</b>	\$126.90	\$131.90
<b>XFINITY 2600 Latino</b>	\$162.73	\$167.80
<b>XFINITY Plus Latino</b>	\$77.95	\$82.95

**XFINITY® TV**

	Current Price	New Price Eff. 12/20/16
<b>Expanded Basic</b>		
<b>Auburn, Bedford, Candia, Goffstown, Hooksett &amp; Manchester, NH</b>	\$45.00	\$45.20
<b>Franchise Related Cost</b>		
<b>Bedford, NH</b>	\$0.21	\$0.20
<b>Broadcast TV Fee (all areas)</b>	\$5.00	\$7.00
<b>Regional Sports Fee (per month)</b>	\$3.00	\$5.00
<b>Digital Starter</b>		
<b>Auburn, Bedford, Candia, Goffstown, Hooksett &amp; Manchester, NH</b>	\$69.75	\$69.95
<b>Digital Preferred</b>		
<b>Auburn, Bedford, Candia, Goffstown, Hooksett &amp; Manchester, NH</b>	\$87.70	\$87.90
<b>Digital Preferred plus One Premium</b>		
<b>Auburn, Bedford, Candia, Goffstown, Hooksett &amp; Manchester, NH</b>	\$99.70	\$99.90

Current Price    New Price Eff. 12/20/16

**Digital Preferred with HBO®**

<b>Auburn, Bedford, Candia, Goffstown, Hooksett &amp; Manchester, NH</b>	\$102.70	\$102.90
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**Digital Preferred plus Two Premiums**

<b>Auburn, Bedford, Candia, Goffstown, Hooksett &amp; Manchester, NH</b>	\$111.70	\$111.90
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**Digital Preferred with HBO® and One Premium**

<b>Auburn, Bedford, Candia, Goffstown, Hooksett &amp; Manchester, NH</b>	\$114.70	\$114.90
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**Digital Premier**

<b>Auburn, Bedford, Candia, Goffstown, Hooksett &amp; Manchester, NH</b>	\$134.70	\$134.90
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**Playboy®**

	\$19.95	\$15.00
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**Digital Adapter Additional Outlet Service (SD or HD)**

	\$3.99	\$5.99
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**TV Globo & PFC (Portuguese/Brazilian)**

	\$29.99	\$24.99
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**Vivid On Demand Subscription**

	\$19.95	\$19.99
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**Hustler On Demand Subscription**

	\$19.95	\$19.99
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**TEN On Demand Subscription**

	\$19.95	\$19.99
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**SERVICES & PRICING FOR AUBURN, NH, BEDFORD, NH, CANDIA, NH,  
GOFFSTOWN, NH, HOOKSETT, NH & MANCHESTER, NH  
EFFECTIVE JANUARY 1, 2017**

The following contains a listing of all our prices and services available as of January 1, 2017

**BUNDLED PACKAGES<sup>1,2</sup>**

**QUAD PLAY PACKAGES**

QUAD PLAY PACKAGE PRICING BELOW IS ADDITIONAL TO TRIPLE PLAY PACKAGE PRICING with Secure add <sup>3</sup>	\$39.95
<b>For SurePrice add<sup>4</sup></b>	<b>\$35.00</b>

**TRIPLE PLAY PACKAGES**

<b>Starter XF Triple Play Bundle</b> Includes Digital Starter for primary outlet, Performance Pro Internet and XFINITY Voice Unlimited™	\$148.49
<b>SurePrice<sup>5</sup></b>	\$124.99

<b>Preferred XF Triple Play Bundle</b> Includes Digital Preferred for primary outlet, Performance Pro Internet and XFINITY Voice Unlimited™	\$161.49
<b>SurePrice<sup>5</sup></b>	\$144.99

<b>HD Preferred XF Triple Play Bundle</b> Includes Digital Preferred and Starz® for primary outlet, HD Technology Fee, Performance Pro Internet and XFINITY Voice Unlimited™	\$171.49
<b>SurePrice<sup>5</sup></b>	\$154.99

<b>HD Preferred Extra XF Triple Play Bundle</b> Includes Digital Preferred, Showtime®, Starz®, TMC®, and Streampix™ for primary outlet, HD Technology Fee, Blast!® Internet and XFINITY Voice Unlimited™	\$188.49
<b>SurePrice<sup>5</sup></b>	\$174.99

<b>HD Premier XF Triple Play Bundle</b> Includes Digital Premier, Streampix™ and DVR Service or AnyRoom® DVR Service for primary outlet, and HD Technology Fee, Blast!® Internet and XFINITY Voice Unlimited™	\$216.49
<b>SurePrice<sup>5</sup></b>	\$194.99

<b>HD Complete XF Triple Play Bundle</b> Includes Digital Premier, Streampix™, Sports Entertainment Package and DVR Service or AnyRoom® DVR Service for primary outlet, Digital Additional Outlet Service on up to 3 TVs, HD Technology Fee, Blast!® Internet, Internet/Voice Equipment Rental and XFINITY Voice Unlimited™	\$246.49
<b>SurePrice<sup>5</sup></b>	\$224.99

**XFINITY LATINO PAQUETE TRIPLE**

<b>XFINITY 3300 Latino</b> Includes XFINITY TV 300 Latino for primary outlet, Performance Pro Internet, XFINITY Voice Unlimited™ and Carefree Minutes Latin America 300	\$135.99
<b>SurePrice<sup>5</sup></b>	\$124.99

<b>XFINITY 3450 Latino</b> Includes XFINITY TV 450 Latino for primary outlet, Performance Pro Internet, XFINITY Voice Unlimited™ and Carefree Minutes Latin America 300	\$143.49
<b>SurePrice<sup>5</sup></b>	\$134.99

<b>XFINITY 3600 Latino</b> Includes Digital Starter, Digital Preferred and XFINITY TV Latino for primary outlet, Performance Pro Internet, XFINITY Voice Unlimited™ and Carefree Minutes Latin America 300	\$161.49
<b>SurePrice<sup>5</sup></b>	\$144.99

<b>XFINITY 3650 Latino</b> Includes Digital Starter, Digital Preferred, XFINITY TV Latino and Starz® for primary outlet, HD Technology Fee, Performance Pro Internet, XFINITY Voice Unlimited™ and Carefree Minutes Latin America 300	\$171.49
<b>SurePrice<sup>5</sup></b>	\$154.99

**DOUBLE PLAY PACKAGES**

<b>Internet Plus</b> Includes Limited Basic, HBO®, Streampix®, standard definition digital converter and remote for primary outlet and Performance Internet	\$82.95
<b>SurePrice<sup>5</sup></b>	\$64.99

<b>Internet Pro Plus with HBO®</b> Includes Digital Economy, HBO® and Streampix® for primary outlet and Performance Pro Internet	\$89.95
<b>SurePrice<sup>5</sup></b>	\$74.99

<b>Internet Pro Plus with Showtime®</b> Includes Digital Economy, Showtime® and Streampix® for primary outlet and Performance Pro Internet	\$86.95
<b>SurePrice<sup>5</sup></b>	\$74.99

<b>Preferred XF Double Play</b> Includes Digital Preferred for primary outlet and Performance Pro Internet	\$149.85
<b>SurePrice<sup>5</sup></b>	\$109.99

<b>Premier XF Double Play</b> Includes Digital Premier for primary outlet and Performance Pro Internet	\$187.99
<b>SurePrice<sup>5</sup></b>	\$139.99

<b>XFINITY 2300 Latino</b> Includes XFINITY TV 300 Latino for primary outlet and Performance Internet	\$111.90
<b>SurePrice<sup>5</sup></b>	\$99.99

<b>XFINITY 2450 Latino</b> Includes XFINITY TV 450 Latino for primary outlet and Performance Internet	\$131.90
<b>SurePrice<sup>5</sup></b>	\$109.99

<b>XFINITY 2600 Latino</b> Includes Digital Preferred and XFINITY TV Latino for primary outlet and Performance Pro Internet	\$167.80
<b>SurePrice<sup>5</sup></b>	\$119.99

<b>Internet Plus Latino</b> Includes XFINITY TV 150 Latino, standard definition digital converter and remote for primary outlet and Performance Internet	\$82.95
<b>SurePrice<sup>5</sup></b>	\$64.99

**XF TRIPLE PLAY PACKAGE REWARDS / XFINITY LATINO PAQUETE TRIPLE REWARDS**

	Regular Price	Starter XF, XFINITY 3450 Latino	Preferred XF, XFINITY 3600 Latino	HD Preferred XF, XFINITY 3650 Latino	HD Preferred Extra XF	HD Premier XF <sup>6</sup>	HD Complete XF <sup>6</sup>
<b>HBO®<sup>7</sup></b>	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	Included
<b>Showtime®<sup>7</sup></b>	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	Included	Included
<b>Starz®<sup>7</sup></b>	\$12.00	\$12.00	\$12.00	Included	Included	Included	Included
<b>Cinemax®<sup>7</sup></b>	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	Included	Included
<b>The Movie Channel®<sup>7</sup></b>	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	Included	Included
<b>Sports Entertainment Package<sup>8</sup></b>	\$9.95	\$9.95	\$8.95	\$8.95	\$8.95	\$8.95	Included
<b>DVR Service<sup>9</sup></b>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Included	Included
<b>AnyRoom® DVR Service<sup>10</sup></b>	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Included	Included
<b>Digital Additional Outlet Service (SD or HD)<sup>11</sup></b>	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95	\$9.95	Included (up to 3)
<b>HD Technology Fee<sup>12</sup></b>	\$9.95	\$9.95	\$9.95	Included	Included	Included	Included

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# XFINITY® TV<sup>1</sup>

## BASIC SERVICES

### Auburn, NH

**Limited Basic<sup>13</sup>** \$24.75

**Expanded Basic<sup>14</sup>** Includes standard definition digital converter and remote for primary outlet \$45.20

**Franchise Related Cost<sup>15</sup>** \$0.08

### Bedford, NH

**Limited Basic<sup>13</sup>** \$24.75

**Expanded Basic<sup>14</sup>** Includes standard definition digital converter and remote for primary outlet \$45.20

**Franchise Related Cost<sup>15</sup>** \$0.20

### Candia, Goffstown, Hooksett & Manchester, NH

**Limited Basic<sup>13</sup>** \$24.75

**Expanded Basic<sup>14</sup>** Includes standard definition digital converter and remote for primary outlet \$45.20

**Broadcast TV Fee (all areas)** \$7.00

## DIGITAL SERVICES

**Digital Economy** Includes Limited Basic, additional digital channels and a standard definition digital converter and remote for the primary outlet, access to Pay-Per-View and On Demand programming, and Music Choice® \$39.95

**With XFINITY Voice or Internet Service** \$37.95

**Digital Starter<sup>16</sup>** Includes Limited Basic, Expanded Basic, MoviePlex, access to Pay-Per-View and On Demand programming and Music Choice® \$69.95

**Digital Preferred** Includes Digital Starter and the Digital Preferred Tier \$87.90

**Digital Preferred plus One Premium** Includes Digital Preferred and choice of Showtime®, Starz®, Cinemax® or The Movie Channel® \$99.90

**Digital Preferred with HBO®** Includes Digital Preferred and HBO® \$102.90

**Digital Preferred plus Two Premiums** Includes Digital Preferred and choice of two premium channels of Showtime®, Starz®, Cinemax® or The Movie Channel® \$111.90

**Digital Preferred with HBO® and One Premium** Includes Digital Preferred, HBO® and choice of Showtime®, Starz®, Cinemax® or The Movie Channel® \$114.90

**Digital Premier** Includes Digital Preferred, HBO®, Showtime®, Starz®, Cinemax® and The Movie Channel® \$134.90

**XFINITY TV 150 Latino** Includes Limited Basic, XFINITY TV Latino, standard definition digital converter and remote for primary outlet \$27.95

**XFINITY TV 200 Latino** Includes Digital Economy, XFINITY TV Latino for primary outlet \$41.95

**XFINITY TV 300 Latino** Includes XFINITY TV 200 Latino and additional digital channels for primary outlet \$49.95

**XFINITY TV 450 Latino** Includes XFINITY TV 300 Latino and additional digital channels for primary outlet \$69.95

## XFINITY TV SERVICES

**HBO®<sup>7</sup>** \$15.00

**Showtime®<sup>7</sup>** \$12.00

**Starz®<sup>7</sup>** \$12.00

**Cinemax®<sup>7</sup>** \$12.00

**The Movie Channel®<sup>7</sup>** \$12.00

**Playboy®<sup>7</sup>** \$15.00

**Sports Entertainment Package<sup>8</sup>** Includes over 28 channels including NFL RedZone, ESPN, ESPN Goal Line, PAC 12, Big Ten Network, CBS Sports Network, FCS Atlantic, and FCS Central \$9.95

**Family Tier<sup>17</sup>** Includes over 35 channels including CNN Headline News, PBS Kids Sprout, National Geographic, and HGTV \$14.95

**XFINITY TV Latino<sup>7</sup>** Includes over 45 channels of Spanish Language programming \$17.95

**Digital Preferred Tier<sup>18</sup>** Includes over 65 channels including Cooking Channel, Destination America, DIY, and Disney Junior \$17.95

**Digital Preferred Tier plus One Premium** Includes Digital Preferred Tier and choice of Showtime®, Starz®, Cinemax® or The Movie Channel® \$29.95

**Digital Preferred Tier with HBO®** Includes Digital Preferred Tier and HBO® \$32.95

**Digital Preferred Tier plus Two Premiums** Includes Digital Preferred Tier and choice of two premium channels of Showtime®, Starz®, Cinemax® or The Movie Channel® \$41.95

**Digital Preferred Tier with HBO® and One Premium** Includes Digital Preferred Tier, HBO® and choice of Showtime®, Starz®, Cinemax® or The Movie Channel® \$44.95

**Digital Premier Tier** Includes Digital Preferred Tier, HBO®, Showtime®, Starz®, Cinemax® and The Movie Channel® \$64.95

**HD Technology Fee<sup>12</sup>** \$9.95

**DVR Service<sup>9</sup>** \$10.00

**AnyRoom® DVR Service<sup>10</sup>** \$10.00

**Digital Additional Outlet Service (SD or HD)<sup>11</sup>** \$9.95

with DVR Service<sup>9</sup> \$19.95

with AnyRoom® DVR Service \$19.95

with AnyRoom® DVR Service (client) \$9.95

with CableCARD<sup>19</sup> \$7.45

**Digital Adapter Additional Outlet Service (SD or HD)<sup>20</sup>** \$5.99

## INTERNATIONAL SELECTIONS<sup>7</sup>

**Rai Italia (Italian)** \$9.99

**TV5 MONDE (French)** \$9.99

**CTI-Zhong Tian Channel (Chinese/Mandarin)** \$11.99

**RTN (Russian)** \$14.99

**Willow Plus (South Asian/Cricket Sport)** \$14.99

**Zee TV (South Asian)** \$14.99

**SIC International (Portuguese)** \$9.99

**TV Globo (Portuguese/Brazilian)** \$19.99

**PFC (Portuguese/Brazilian)** \$19.99

**TV Globo & PFC (Portuguese/Brazilian)** \$24.99

## PAY-PER-VIEW AND ON DEMAND SUBSCRIPTION SERVICES<sup>21</sup>

**Eros Now On Demand** \$12.99

**Eros Now On Demand w/a South Asian international selection** \$9.99

**here! TV On Demand** \$7.99

**The Jewish Channel On Demand** \$6.99

**Too Much for TV On Demand** \$14.99

**Disney Family Movies On Demand** \$5.99

**Gaiam TV Fit & Yoga On Demand** \$6.99

**Lifetime Movie Club On Demand** \$3.99

**Grokker Yoga Fitness On Demand** \$6.99

**UP Faith and Family On Demand** \$4.99

**Girlfriends Films On Demand<sup>24</sup>** \$19.99

**Wicked On Demand<sup>24</sup>** \$19.99

**Pay-Per-View and On Demand Movies and Events<sup>22</sup> (per title or event)** Prices Vary

**Streampix™<sup>23</sup>** \$4.99

**Vivid On Demand Subscription<sup>24</sup>** \$19.99

**Hustler On Demand Subscription<sup>24</sup>** \$19.99

**TEN On Demand Subscription<sup>24</sup>** \$19.99

## SPORTS PACKAGES<sup>21</sup>

**MLB Extra Innings®** Call 1-800-XFINITY for pricing

**NHL® Center Ice®** Call 1-800-XFINITY for pricing

**NBA League Pass** Call 1-800-XFINITY for pricing

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**XFINITY TV EQUIPMENT**

<b>Limited Basic Only Converter</b>	\$1.00
<b>Digital Converter</b>	\$2.50
<b>Remote Control</b>	\$0.18
<b>HD Digital Converter</b> (Limited Basic Only)	\$2.00
<b>Digital Adapter</b> (Limited Basic Only — Primary Outlet, SD or HD)	\$0.00
<b>Digital Adapter</b> (Limited Basic Only — 1st and 2nd Additional Outlet, SD or HD)	\$0.00
<b>Digital Adapter</b> (Limited Basic Only — 3rd Additional Outlet and above, SD or HD)	\$0.50
<b>CableCARD</b> (first card in device)	\$0.00
<b>CableCARD</b> (second card in same device)	\$0.80

**INSTALLATION FEES**

(PER OCCURRENCE UNLESS NOTED)

	<b>Initial Installation of Service</b>	<b>After Initial Installation of Service</b>
<b>Professional Installation</b> <sup>25,26</sup>	\$79.99	N/A
<b>Hourly Service Charge</b> <sup>25</sup>		
For custom installation work	\$35.20	\$35.20
<b>In-Home Service Visit</b> <sup>37</sup>	N/A	\$40.00

**REACTIVATION FEES** (NO IN-HOME VISIT REQUIRED—  
PER OCCURRENCE UNLESS NOTED)

<b>Reactivation of XFINITY Internet</b>	\$6.00
<b>Reactivation of XFINITY Voice</b>	\$6.00
<b>Reactivation of XFINITY TV</b>	\$6.00

**MISCELLANEOUS FEES** (PER OCCURRENCE UNLESS NOTED)

<b>Customer-Owned Video Equipment Credit</b>	
See <a href="http://www.comcast.com/equipmentpolicy">www.comcast.com/equipmentpolicy</a> for additional information	\$2.50
<b>Regional Sports Fee</b> <sup>27</sup> (per month)	\$5.00
<b>Service Protection Plan</b> <sup>28</sup> (per month) Inside home wiring protection for cable TV, high-speed Internet and phone services	\$5.95
<b>Field Collection Charge</b> Visit to customer's residence required to collect past due balance or unreturned equipment	\$30.00
<b>Returned Payment Item</b> (each)	\$25.00
<b>Late Fee</b>	\$9.50
<b>Convenience Fee—Agent</b> For payment made by phone with a Customer Care Representative	\$5.99
<b>Unreturned or Damaged Equipment Fees</b> <sup>29</sup> (per piece)	Replacement Cost
<b>Self Install Kit</b> <sup>30</sup>	\$15.00
<b>Self Install Kit Shipping and Handling</b> (Standard Shipping)	\$9.95
<b>Self Install Kit Shipping and Handling</b> (Priority Shipping)	\$29.95
<b>Accessory Shipping and Handling</b>	\$5.95
<b>TV Guide</b> <sup>®</sup> Weekly Magazine (per month)	\$4.20

- 1 Certain services available separately or as a part of other levels of service. Comcast service is subject to Comcast's standard terms and conditions of service. Unless otherwise specified, prices shown are the monthly charge for the corresponding service, equipment or package. Prices shown do not include applicable taxes, franchise fees, FCC fees, Regulatory Recovery Fee, Public Access fees, other state or local fees or other applicable charges (e.g., per-call toll or international charges). Prices, services and features are subject to change. If you are a video service customer and you own a compatible digital converter or CableCARD device, please call 1-800-XFINITY for pricing information or visit [www.comcast.com/equipmentpolicy](http://www.comcast.com/equipmentpolicy). ©2016 Comcast. All rights reserved.
- 2 Requires a Voice/Data Modem, except for HD Complete Triple Play.
- 3 XFINITY Home Secure requires 2 year agreement with early termination fee. Early termination fee applies if all XFINITY services are terminated during the agreement term. For additional information go to [www.xfinity.com/home](http://www.xfinity.com/home).
- 4 SurePrice only available for 12 months to Quad Play customers with Starter XF Triple Play, Preferred XF Triple Play and HD Preferred XF Triple Play customers after 12 month promotional pricing with 12 month contract. SurePrice only available for 12 months to Quad Play customers with HD Premier XF Triple Play and HD Complete XF Triple Play customers after 24 month promotional pricing with 24 month contract.
- 5 SurePrice only available for 12 months to XF Triple Play or XFINITY Latino Paquete Triple, Internet Plus, Internet Pro Plus with HBO®, Internet Pro Plus with Showtime®, Preferred XF Double Play, Premier XF Double Play, XFINITY 2300 Latino, XFINITY 2450 Latino and XFINITY 2600 Latino customers after 12 month promotional package.
- 6 AnyRoom® DVR Service is included with HD Premier XF Triple Play and HD Complete Triple Play if AnyRoom® DVR Service is installed on primary outlet.
- 7 Requires digital converter or CableCARD and Limited Basic.
- 8 Requires Digital Starter.
- 9 Requires HD Technology Fee. Digital Additional Outlet Service required for DVR Service on additional outlets. Not available to customers with Limited Basic only.
- 10 Sold only with Digital Additional Outlet Service for up to 3 TVs, maximum 3 clients per household. Requires HD Technology Fee and professional installation. Not available to customers with Limited Basic only.
- 11 Not available to Limited Basic only customers. Digital service tier on additional outlet corresponds to digital service tier on primary outlet.
- 12 Not available to customers with Limited Basic only. Must subscribe to HD Technology Fee to receive HD programming.
- 13 Requires digital adapter, CableCARD or digital converter.
- 14 Requires Limited Basic.
- 15 Franchise Related Costs are costs associated with providing public, educational and/or government access facilities and equipment and/or other related costs in your community.
- 16 For Goffstown and Manchester customer: Discounts of \$2.00 off of Digital Starter available to seniors who qualify for discount. Age and income restrictions apply. Call 1-800-XFINITY for more information.
- 17 Requires digital converter and Limited Basic and cannot be combined with Expanded Basic. Family Tier programming included in Digital Services except for XFINITY TV Latino.
- 18 Requires Digital Starter or XFINITY TV 450 Latino.
- 19 Not available to customers with Limited Basic only. Includes a customer-owned video equipment credit. An additional charge will apply for additional CableCARDS in the same device.
- 20 Includes digital adapter and remote. Digital service tier on additional outlet corresponds to digital service tier on primary outlet. Does not include access to On Demand content or premium channels. Not available to customers with Limited Basic only.
- 21 Requires digital converter and Limited Basic. Sports packages will automatically renew at the start of each season at that seasons full-season early-bird rate, provided Comcast still carries the package. Subscription will automatically be billed in 4 total payments. Call 1-800-XFINITY to cancel subscription or automatic renewal up to 30 days into the season. Charges are non-refundable after the first 30 days of the season. Other restrictions may apply. Customers enrolled in the auto-renewal program moving to another Comcast serviceable address and continuing service with Comcast in or out of season, will remain enrolled in the auto-renewal program.
- 22 Price of Pay-Per-View and On Demand Movie or Event is displayed prior to the completion of the Pay-Per-View or On Demand ordering process.
- 23 Requires digital converter and Limited Basic to receive Streampix™ on television. Streampix™ included with the following tiers of service: HD Preferred Extra XF Triple Play, HD Premier XF Triple Play, HD Complete XF Triple Play, Internet Plus, Internet Pro Plus with HBO and Internet Pro Plus with Showtime. Requires HD Technology Fee to receive HD programming. Streaming to iOS device requires XFINITY™ TV app, Internet service with bandwidth of at least 600 Kbps and a subscription to Limited Basic. Streaming to laptop/computer requires equipment meeting minimum requirements posted at <http://customer.comcast.com/help-and-support/internet/requirements-to-run-xfinity-internet-service/>, Internet service with bandwidth of at least 600Kbps and a subscription to Limited Basic.
- 24 Requires Limited Basic and digital converter. Not available in all areas.
- 25 Standard installations include installations up to 125 feet from existing Comcast plant, unless noted differently in the local franchise agreement. Custom installations include installations which require in-wall wiring or installations in extensive drop ceilings, basements, or crawl spaces.
- 26 Includes standard installation of XFINITY TV, XFINITY Internet and/or XFINITY Voice and installation of additional outlets and wireless networking set-up if requested at time order is placed. Does not include installations of XFINITY Home or XFINITY Gigabit Pro Internet.
- 27 Applies to XFINITY TV Digital Starter and above and XFINITY TV Latino 450.
- 28 See <http://www.comcast.com/spp> for information on Service Protection Plan.
- 29 Contact 1-800-XFINITY for questions regarding equipment replacement charges.
- 30 Does not apply to CableCARD Self Install Kit.
- 37 Applies to installation, relocation and activation of additional outlets as well as upgrade/downgrades of service after initial installation of service and in-home visits not covered under Service Protection Plan. Does not cover installation or in-home visits for XFINITY Home.

**XFINITY Home License Numbers:** AL: 001484, 001504  
**Alarm company operators are licensed and regulated by the Alabama Electronic Security Board of Licensure, 7956 Vaughn Road, PMB 392 Montgomery, AL 36116, Phone (334) 264-9388, Fax (334) 264-9332; AR:** 12-030; **AZ:** ROC 280515, BTR 18287-0; **CA:** CSLB 974291, ACO 7118 **licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, CA, 95814; CT:** 1040196, ELC 0189754-C5; **DE:** FAL-0299, FAC-0293, SSPS 11-123; **FL:** EF0000921, EF20001002, EF0001095; **GA:** LVU406303, LVU406264, LVU406190; LVU406354; **IL:** PACA 127-001503; **LA:** F1691; **MA:** SS-001968; **MD:** 107-1776, **Baltimore County:** RK9552, **Howard County:** ER00990, **Washington County:** EL-R-0218, **Harford County:** 00005321, **Calvert County:** L0188, **Prince George's County:** 13958-2014-0; **ME:** LM50017039; **MI:** 3601206217; **MN:** TS674412; **NC:** 2335-CSA; **NJ:** 34BF00047700; **NM:** 373379; **NY:** licensed by the N.Y.S. Department of State 12000305421, **Putnam County:** L00812; **OH:** 53-89-1732; **OR:** CCB 192945 **All electrical work is performed by a licensed subcontractor; SC:** SCBA-13497, SCFA-13440; **TN:** ACL 1597, ACL 1604; **TX:** B-16922, -02571, ACR-1672104, -1818 **We are licensed by the Texas Department of Public Safety Private Security Board whose address is: P.O. Box 4087, Austin, TX 78773, (512) 424-7710; UT:** 8226921-6501; **WA:** COMCABS892DS; **VT:** ES-02366; **VA:** 2705145289, DCJS 11-7361; **WASHINGTON, DC:** ECS 902687, BBL 602512000005; **WV:** WV049211.  
**MS: 15018010**

Valid 5/18/16. See [www.xfinity.com/homesecurity](http://www.xfinity.com/homesecurity) for current list.

## XFINITY® CHANNEL LINEUP

### LIMITED BASIC

2 NHPTV (PBS)  
3 HSN  
4 WBZ-4 (CBS)  
5 WCVB-5 (ABC)  
6 NECN  
7 WHDH-7 (NBC)  
8 WLVI-56 (CW)  
10 WWDP-EVINE Live  
11 NHPTV Explore  
12 WMUR-9 (ABC)  
13 WFXT-25 (FOX)  
14 WSBK myTV38 (MyTV)  
15 WPXG-21 (ION)  
16 Access Channel  
17 WUNI-27 (UNI)  
18 WBIN (IND)  
19 WNEU-60 (Telemundo)  
20 WMFP-62 (IND)  
21 WUTF-66 (UniMas)  
22 Access Channel\*\*\*  
23 Educational Channel\*\*\*\*  
44 C-SPAN  
48 Jewelry Television  
58 QVC  
95 CKSH-9 (Canadian)  
96 WYDN-48 (Daystar)  
183 Jewelry Television  
184 XFINITY Latino  
229 Trinity Broadcasting Network  
268 CatholicTV  
283 Leased Access  
295 WYDN-48 (Daystar)  
640 XFINITY Latino  
721 WFXZ-24 (Mundo Fox)  
724 WUNI-LATV  
**791 QVC HD**  
**801 NHPTV Explore HD**  
**802 NHPTV Prime HD**  
**803 WPXG-21 (ION) HD**  
**804 WBZ-4 (CBS) HD**  
**805 WCVB-5 (ABC) HD**  
**806 WFXT-25 (FOX) HD**  
**807 WHDH-7 (NBC) HD**  
**808 WLVI-56 (CW) HD**  
**809 WMUR-9 (ABC) HD**  
**810 NECN HD**  
**811 WBIN (IND) HD**  
**813 WMFP-62 (IND) HD**  
**814 WSBK myTV38 (MyTV) HD**  
**815 WNEU-60 (Telemundo) HD**  
**816 WUNI-27 (UNI) HD**  
**817 WUTF-66 (UniMas) HD**  
**818 WWDP-EVINE Live HD**  
**906 HSN HD**  
930 WBZ-Decades  
936 WHDH-This TV  
939 WLVI-BUZZR  
942 WCVB MeTV  
945 WMUR-MeTV  
948 WFXT-Escape  
949 WFXT-Laff TV  
951 WBIN-Antenna TV  
952 WBIN-GRIT TV  
956 WENH-World  
958 WENH-Kids  
959 WENH-Create

981 WFXZ-24 (Mundo Fox)  
983 WNEU-Exitos  
986 WUNI-LATV

### Expanded Basic (DIGITAL STARTER INCLUDES LIMITED BASIC AND EXPANDED BASIC)

1 On Demand  
24 Disney Channel  
25 Nickelodeon  
26 Freeform  
28 MTV  
29 VH1  
30 FX  
31 TBS  
32 HGTV  
33 TNT  
34 E!  
35 USA  
36 Lifetime  
37 A&E  
38 TLC  
39 Discovery Channel  
41 Fox News  
42 CNN  
43 CNN Headline News  
45 Bloomberg TV  
46 CNBC  
47 The Weather Channel  
49 ESPN  
50 ESPN2  
51 NESN  
52 Comcast SportsNet  
53 Bravo  
54 Food Network  
56 EWTN  
71 Hallmark Channel  
59 AMC  
60 Cartoon Network  
61 Comedy Central  
62 Syfy  
63 Animal Planet  
64 TV Land  
65 NBC Sports Network  
66 History  
67 Travel Channel  
68 BET  
69 Golf Channel  
88 HSN2  
124 WGN America  
186 truTV  
199 Hallmark Movies & Mysteries  
200 MoviePlex  
208 Hallmark Channel  
210 National Geographic  
211 Esquire Network  
214 TV One  
215 WE tv  
216 Oxygen  
218 Sprout  
234 Inspiration Network  
235 UP  
238 EWTN  
241 BBC America  
247 C-SPAN2  
249 C-SPAN3  
250 Fox Sports 1  
251 MSNBC

252 Investigation Discovery  
256 FXX  
265 NFL Network  
267 GSN  
270 Lifetime Movie Network  
284 Fox Business Network  
715 NFL Network  
**784 Travel Channel HD**  
**787 Esquire Network HD**  
**788 Lifetime Movie Network HD**  
**789 Fox Business Network HD**  
**790 Hallmark Movies & Mysteries HD**  
**794 Bravo HD**  
**795 CNBC HD**  
**799 WE tv HD**  
**816 TV One HD**  
**821 National Geographic HD**  
**823 Discovery HD**  
**824 Disney HD**  
**825 Nick HD**  
**826 Freeform HD**  
**827 MTV HD**  
**828 MTV Live HD**  
**829 VH1 HD**  
**830 FX HD**  
**831 TBS HD**  
**832 HGTV HD**  
**833 TNT HD**  
**834 E! HD**  
**835 USA HD**  
**836 Lifetime HD**  
**837 A&E HD**  
**839 Velocity HD**  
**841 Fox News HD**  
**842 CNN HD**  
**843 CNN Headline News HD**  
**846 Universal HD**  
**847 The Weather Channel HD**  
**848 Golf Channel HD**  
**849 ESPN HD**  
**850 ESPN2 HD**  
**851 NESN HD**  
**852 Comcast SportsNet HD**  
**853 NFL Network HD**  
**854 Food Network HD**  
**858 Comedy Central HD**  
**859 AMC HD**  
**860 Cartoon Network HD**  
**862 Syfy HD**  
**863 Animal Planet HD**  
**865 NBC Sports Network HD**  
**867 TLC HD**  
**872 History HD**  
**901 MSNBC HD**  
**902 truTV HD**  
**905 BET HD**  
**907 Hallmark HD**  
**908 UP HD**  
**909 Investigation Discovery HD**  
**916 Bloomberg TV HD**  
**920 BBC America HD**

**921 Oxygen HD**  
**924 FXX HD**  
**925 Fox Sports 1 HD**

### FAMILY TIER

24 Disney Channel  
25 Nickelodeon  
32 HGTV  
43 CNN Headline News  
47 The Weather Channel  
54 Food Network  
210 National Geographic  
218 Sprout  
221 Discovery Family Channel  
222 Disney XD  
224 TeenNick  
227 Science Channel  
240 DIY  
247 C-SPAN2  
**792 Disney XD HD**  
**821 National Geographic HD**  
**824 Disney HD**  
**825 Nick HD**  
**832 HGTV HD**  
**843 CNN Headline News HD**  
**847 The Weather Channel HD**  
**854 Food Network HD**  
**866 Science Channel HD**

### DIGITAL ECONOMY (INCLUDES LIMITED BASIC)

24 Disney Channel  
34 E!  
35 USA  
36 Lifetime  
37 A&E  
39 Discovery Channel  
41 Fox News  
42 CNN  
47 The Weather Channel  
54 Food Network  
56 EWTN  
59 AMC  
60 Cartoon Network  
61 Comedy Central  
63 Animal Planet  
64 TV Land  
66 History  
67 BET  
71 Hallmark Channel  
123 ASPIRE  
186 truTV  
208 Hallmark Channel  
238 EWTN  
247 C-SPAN2  
256 FXX  
**823 Discovery HD**  
**824 Disney HD**  
**835 USA HD**  
**837 A&E HD**  
**841 Fox News HD**  
**842 CNN HD**  
**854 Food Network HD**  
**859 AMC HD**

**863 Animal Planet HD**  
**872 History HD**  
**905 BET HD**  
**907 Hallmark HD**  
**924 FXX HD**

### XFINITY TV 300 LATINO

25 Nickelodeon  
26 Freeform  
28 MTV  
29 VH1  
30 FX  
32 HGTV  
38 TLC  
43 CNN Headline News  
46 CNBC  
53 Bravo  
62 Syfy  
67 Travel Channel  
88 HSN2  
124 WGN America  
200 MoviePlex  
211 Esquire Network  
213 Turner Classic Movies  
214 TV One  
215 WE tv  
218 Sprout  
226 OWN  
232 Nat Geo WILD  
236 The Word Network  
241 BBC America  
250 Fox Sports 1  
251 MSNBC  
256 FXX  
267 GSN  
270 Lifetime Movie Network  
284 Fox Business Network  
663 Starz Encore Español  
**784 Travel Channel HD**  
**787 Esquire Network HD**  
**788 Lifetime Movie Network HD**  
**789 Fox Business Network HD**  
**794 Bravo HD**  
**795 CNBC HD**  
**799 WE tv HD**  
**816 TV One HD**  
**825 Nick HD**  
**826 Freeform HD**  
**827 MTV HD**  
**828 MTV Live HD**  
**829 VH1 HD**  
**830 FX HD**  
**832 HGTV HD**  
**839 Velocity HD**  
**843 CNN Headline News HD**  
**846 Universal HD**  
**857 OWN HD**  
**862 Syfy HD**  
**867 TLC HD**  
**901 MSNBC HD**  
**903 Turner Classic Movies HD**  
**920 BBC America HD**  
**922 Nat Geo Wild HD**  
**924 FXX HD**  
**925 Fox Sports 1 HD**

### XFINITY TV 450 LATINO (INCLUDES DIGITAL ECONOMY, XFINITY TV 300 LATINO AND XFINITY TV LATINO)

31 TBS  
33 TNT  
49 ESPN  
50 ESPN2  
51 NESN  
52 Comcast SportsNet  
65 NBC Sports Network  
69 Golf Channel  
234 Inspiration Network  
265 NFL Network  
715 NFL Network  
**831 TBS HD**  
**833 TNT HD**  
**848 Golf Channel HD**  
**849 ESPN HD**  
**850 ESPN2 HD**  
**851 NESN HD**  
**852 Comcast SportsNet HD**  
**853 NFL Network HD**  
**865 NBC Sports Network HD**  
  
**DIGITAL PREFERRED (INCLUDES LIMITED BASIC AND EXPANDED BASIC)**  
1 On Demand  
55 Spike TV  
123 ASPIRE  
125 RLTV  
137 SEC Network  
176 Ovation  
182 POP  
187 Revolt  
190 BBC World  
191 BabyFirst TV Americas  
193 Smithsonian Channel  
196 Jewish Life TV (JLTV)  
197 Starz Encore Family  
198 REELZ  
201 SundanceTV  
202 Flix  
203 Starz Encore Action  
204 Starz Encore Classic  
205 Starz Encore Suspense  
206 indieplex  
207 Starz Encore Westerns  
212 IFC  
220 Nicktoons  
221 Discovery Family Channel  
222 Disney XD  
223 Nick Jr.  
224 TeenNick  
225 retroplex  
226 OWN  
227 Science Channel  
228 Nick Too  
230 Discovery Life Channel  
232 Nat Geo WILD  
233 Destination America  
236 The Word Network

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## XFINITY® CHANNEL LINEUP (continued)

239 Cooking Channel 240 DIY 242 Viceland 243 FYI 244 Disney Junior 245 Weatherscan Local 248 ESPNNews 253 American Heroes Channel 255 Outdoor Channel 257 NBA TV 259 NHL Network 260 TVG 261 CBS Sports Network 266 Tennis Channel 269 MLB Network 271 fuse 272 Nick Music 273 MTV2 274 Centric 275 BET Soul 276 CMT Music 277 MTV Classic 278 FX Movie Channel 279 Great American Country 280 BET Jams 281 LOGO 286 ESPN 326 Starz Encore 599 NBA TV 686 Mnet 705 NBC Universo 710 Univision Deportes Network 711 Tr3s 719 Galavisión 783 AXS TV 785 Starz Encore HD 792 Disney XD HD 793 Fuse HD 796 ESPNNews HD 797 FYI HD 798 IFC HD 817 NBA TV HD 822 NHL Network HD 838 Tennis Channel HD 855 Spike TV HD 856 CBS Sports Network HD 857 OWN HD 866 Science Channel HD 900 ESPN HD 904 MGM HD 910 Viceland HD 911 Destination America HD 912 TV One HD 913 NBA TV HD 914 MLB Network HD 915 Ovation HD 922 Nat Geo Wild HD 928 SEC Network HD	<b>SPORTS ENTERTAINMENT PACKAGE</b> 126 Crime and Investigation 127 Military History Channel 128 SportsNet NY (OOM) 130 Comcast SportsNet Chicago (OOM) 133 Comcast SportsNet Bay Area (OOM) 135 ESPN Goal Line 136 The Sportsman Channel 192 beIN Sports (English) 194 PAC 12 195 Outside TV 213 Turner Classic Movies 248 ESPNNews 255 Outdoor Channel 257 NBA TV 258 ESPN Classic 259 NHL Network 260 TVG 261 CBS Sports Network 262 FCS Atlantic 263 FCS Central 264 FCS Pacific 265 NFL Network 269 MLB Network 282 CMT 285 Big Ten Network 286 ESPN 287 NFL RedZone 599 NBA TV 715 NFL Network 726 beIN Sports (Spanish) <b>796 ESPNNews HD</b> <b>817 NBA TV HD</b> <b>822 NHL Network HD</b> <b>853 NFL Network HD</b> <b>856 CBS Sports Network HD</b> <b>864 CMT HD</b> <b>885 Big Ten Network HD</b> <b>899 NFL RedZone HD</b> <b>900 ESPN HD</b> <b>903 Turner Classic Movies HD</b> <b>913 NBA TV HD</b> <b>914 MLB Network HD</b>	<b>MUSIC CHOICE®</b> 501 Music Choice Hit List 502 Music Choice Max 503 Music Choice Dance/EDM 504 Music Choice Indie 505 Music Choice Hip-Hop and R&B 506 Music Choice Rap 507 Music Choice Hip-Hop Classics 508 Music Choice Throwback Jamz 509 Music Choice R&B Classics 510 Music Choice R&B Soul 511 Music Choice Gospel 512 Music Choice Reggae 513 Music Choice Rock 514 Music Choice Metal 515 Music Choice Alternative 516 Music Choice Adult Alternative 517 Music Choice Rock Hits 518 Music Choice Classic Rock 519 Music Choice Soft Rock 520 Music Choice Love Songs 521 Music Choice Pop Hits 522 Music Choice Party Favorites 523 Music Choice Teen Beats 524 Music Choice Kidz Only! 525 Music Choice Toddler Tunes 526 Music Choice Y2K 527 Music Choice 90's 528 Music Choice 80's 529 Music Choice 70's 530 Music Choice Solid Gold Oldies 531 Music Choice Pop & Country 532 Music Choice Today's Country 533 Music Choice Country Hits 534 Music Choice Classic Country 535 Music Choice Contemporary Christian 536 Music Choice Pop Latino 537 Music Choice Musica Urbana 538 Music Choice Mexicana 539 Music Choice Tropicales	540 Music Choice Romances 541 Music Choice Sounds of The Seasons 542 Music Choice Stage & Screen 543 Music Choice Soundscapes 544 Music Choice Smooth Jazz 545 Music Choice Jazz 546 Music Choice Blues 547 Music Choice Singers & Swing 548 Music Choice Classical Masterpieces 549 Music Choice Easy Listening 550 Music Choice Light Classical <b>PAY-PER-VIEW</b> <b>399 In Demand HD</b> 401-402 Home Theater 435 Penthouse TV 451 Playboy 452 Juicy 453 VIVID 457 TEN 458 XTSY 459 Hustler <b>800 In Demand HD</b> <b>SPORTS PAY-PER-VIEW</b> 600 NBA LP PRE 601-610 NBA TEAM 1-10 <b>612 TEAM HD</b> 621-634 MLB-NHL GAME <b>635 GAME HD</b> <b>636 GAME 2 HD/TEAM HD</b> <b>DIGITAL PREMIUM</b> 301 HBO 302 HBO2 303 HBO Signature 304 HBO Family 305 HBO Comedy 306 HBO Zone 307 HBO Latino 321 Starz 322 Starz Edge 323 Starz InBlack 324 Starz Kids & Family 325 Starz Cinema 327 Starz Comedy 338 5 StarMAX 339 OuterMAX 340 MovieMAX 341 Cinemax 342 MoreMAX 343 ActionMAX	344 ThrillerMAX 361 Showtime 362 Showtime 2 363 Showtime Showcase 364 Showtime Extreme 365 Showtime Beyond 366 Flix 381 The Movie Channel 382 TMC Xtra 451 Playboy Channel* <b>773 HBO Latino HD</b> <b>775 HBO Zone HD</b> <b>868 Cinemax HD</b> <b>870 HBO HD</b> <b>871 HBO2 HD</b> <b>875 Starz HD</b> <b>877 Showtime HD</b> <b>878 Showtime 2 HD</b> <b>880 Showtime Extreme HD</b> <b>883 TMC HD</b> <b>884 TMC Xtra HD</b> <b>INTERNATIONAL CHANNELS**</b> 134 Willow Plus 679 Rai Italia 680 TV Globo 681 SIC International 682 PFC 685 Willow Plus 688 TV5MONDE 701 Zee TV 702 CTI-Zhong Tian 703 RTN <b>XFINITY TV LATINO</b> 641 TBN Enlace USA 642 Telefe Internacional 643 TeleFórmula 644 Pasiones 645 TV Chile 646 Nuestra Tele 647 VideoRola 648 Fox Life 649 TVE East 650 TV Venezuela 652 Telehit 653 Ritmoson Latino 654 Bandamax 655 De Película Clásico 657 SUR Perú 658 VME Kids 659 Canal SUR 660 Once México 661 Multimedios Television 662 Mexicanal 666 HITN 667 Cinema Dinamita 668 EWTN Español 670 Ecuavisa Internacional	673 Caracol TV 674 Canal 52MX 675 CineSony 678 LAS 704 Supercanal Caribe 705 NBC Universo 706 Discovery en español 707 Cine Latino 708 FOX Deportes 709 CNN en Español 710 Univision Deportes Network 711 Tr3s 712 Viendo Movies 713 Cine Mexicano 716 History en español 717 WAPA America 719 Galavisión 720 ESPN Deportes 722 BabyFirst TV (Spanish) 723 CentroAmericana 725 Discovery Familia 726 beIN Sports (Spanish) 727 UniMás West 728 Univision West 757 Television Dominicana
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Some restrictions apply. Not all programming is available in all areas. Digital capable equipment is required to receive any channel. High-definition capable equipment is required to receive high-definition channels. Additional equipment fees may apply. Channel Lineup subject to change. © 2016 Comcast. All rights reserved.

\*A subscription to Playboy Channel digital service is required to receive this channel.

\*\*Available for individual purchase only.

\*\*\* Available in Bedford, Goffstown and Hooksett only.

\*\*\*\* Available in Bedford only.

Music Choice - A minimum subscription to Limited Basic and a digital converter required to receive these channels.

SA8GF1SP

# 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 One Hundred Six Thousand Dollars (\$106,000) for the FY2017 CIP 714417 Livingston Park Renovations.”

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 proceeds from the sale of 921 Beech Street;

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

**By adding:**

FY2017 CIP 714417 – Livingston Park Renovations - \$106,000 Other

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 Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the MDC Revolving Loan Fund summary has been accepted.

*(Unanimous vote with the exception of Alderman Sapienza 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



*William E. Sanders  
Finance Officer*

*Sharon Y. Wickens  
Deputy Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

November 7, 2016

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

Dear Honorable Committee Members,

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

Respectfully submitted,

Sharon Y. Wickens  
Deputy Finance Director

Enc.

**Revolving Loans  
Balances as of 11/7/16**

Loan #	Revolving Loan - City	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
1	Maax Inc	5/29/2007	5/1/2019	\$210,000.00	\$105,654.61	\$0.00	
2	Lazy Nicks	10/30/2009	10/30/2030	\$40,000.00	\$29,750.47	\$0.00	
3	Mary's Closet	2/19/2010	4/15/2017	\$60,000.00	\$32,843.16	\$0.00	
4	Delisle Market	1/28/2010	10/15/2020	\$43,500.00	\$27,964.42	\$0.00	
5	Delisle Market - Energy Loan	1/28/2010	8/15/2020	\$20,000.00	\$14,743.35	\$0.00	
6	Cedar & Oak	9/25/2008	1/1/2018	\$41,000.00	\$31,697.39	\$0.00	
7	OLK12	10/29/2010	3/1/2017	\$50,000.00	\$25,950.93	\$72.11	Making payments of \$500.00
				\$464,500.00	\$268,604.33	\$72.11	

**SUMMARY NOTES:**

Loans 1 thru 3 - Status current and in good standing.  
 Loans 4 & 5 - Over 30 days past due.  
 Loans 6 & 7 - Over 60 days past due.

Loan #	Revolving Loan - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
8	844 Elm St	12/12/2003	11/12/2018	\$250,000.00	\$136,291.93	\$686.98	
9	Germania Front	1/20/2012	12/20/2022	\$500,000.00	\$337,108.46	\$1,404.62	
				\$750,000.00	\$473,400.39	\$2,091.60	

**SUMMARY NOTES:**

Loans 8 & 9 - Status current and in good standing.

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

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

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

have been accepted.

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

Respectfully submitted,

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

Clerk of Committee



*William E. Sanders  
Finance Officer*

*Sharon Y. Wickens  
Deputy Finance Officer*

**CITY OF MANCHESTER**  
*Finance Department*

November 7, 2016

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

Dear Honorable Committee Members,

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

In summary outstanding receivables over 90 days totals \$2,085,687 out of \$6,781,180 billed. October's outstanding receivables totaled \$970,166 out of \$4,132,164 billed.

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

Respectfully submitted,

Michele Bogardus  
Financial Analyst II

Enc.

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

	<u>Dept Code</u>	<u>11/7/2016</u>	<u>10/10/2016</u>
		Over 90 Days	Over 90 Days
Airport	25	\$ 1,147,010.47	\$ 166,869.36
EPD	27	\$ 862.64	\$ 842.64
Parking Department	52	\$ 16,245.09	\$ 13,178.07
<b>Total Enterprise Funds</b>		<b>\$ 1,164,118.20</b>	<b>\$ 180,890.07</b>
CIP/Planning	20	\$ 30,250.06	\$ -
Central Fleet Management	23	\$ 2,934.06	\$ 3,402.48
City Solicitor	7	\$ -	\$ -
Fire Department	30	\$ 18,983.92	\$ 19,428.35
Health Department	41	\$ 200.00	\$ -
Highway	50, 51	\$ 785,422.74	\$ 676,894.29
Human Resources	19	\$ 3,446.83	\$ 3,446.47
Information Systems	13	\$ -	\$ -
MWW	29	\$ 3,159.11	\$ -
Parks & Recreation	65	\$ 6,958.25	\$ 2,481.00
Code Enforcement	CE	\$ 44,358.97	\$ 45,525.06
Police Department	33,34,35,36	\$ 25,855.26	\$ 38,098.37
<b>Total General Fund</b>		<b>\$ 921,569.20</b>	<b>\$ 789,276.02</b>
<b>Grand Totals</b>		<b>\$ 2,085,687.40</b>	<b>\$ 970,166.09</b>
<b>General Fund receivables over \$10,000 by customer</b>			<u>Explanation of Charges</u>
Federal CDBG	20	\$ 30,250.06	\$ -
Midway Utilities	34	\$ -	\$ 15,016.16
Corcoran Environmental	50	\$ 24,182.43	\$ 24,182.43
National Grid	50	\$ 641,082.50	\$ 641,082.50
State of NH	50	\$ 101,354.35	\$ -
<b>Totals</b>		<b>\$ 796,869.34</b>	<b>\$ 680,281.09</b>
<b>Total General Fund receivables over 90 days less over \$10,000</b>		<b>\$ 124,699.86</b>	<b>\$ 108,994.93</b>

City of Manchester NH - Receivables  
Over 90 Days as of 11/7/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	17600	211-213 WOODBURY ST CON	\$ 167.93	\$ -	\$ 1.43	\$ 1.43	\$ 1.43	\$ 163.64
CE	23856	261 BELMONT STREET LLC	\$ 758.89	\$ -	\$ 9.53	\$ 9.53	\$ 9.53	\$ 730.30
CE	17588	385 MANCHESTER STREET T	\$ 106.41	\$ -	\$ 0.91	\$ 0.91	\$ 0.91	\$ 103.68
CE	26081	43-45 ELM ST, LLC	\$ 231.76	\$ -	\$ 3.38	\$ 3.38	\$ -	\$ 225.00
CE	21622	ADEKOYA, EMMANUEL	\$ 218.18	\$ -	\$ 2.34	\$ 2.34	\$ 2.34	\$ 211.16
CE	17009	AHMEDAMIN, SANDRA	\$ 310.80	\$ -	\$ 2.56	\$ 2.56	\$ 2.56	\$ 303.12
CE	21986	AL-HAMIS, INNOCENTUS	\$ 115.96	\$ -	\$ 1.29	\$ 1.29	\$ 1.29	\$ 112.09
CE	22250	AL-HAMIS, INNOCENTUS	\$ 228.88	\$ -	\$ 2.56	\$ 2.56	\$ 2.56	\$ 221.20
CE	24482	BELAND, BRENDA	\$ 141.92	\$ -	\$ 1.88	\$ 1.88	\$ 1.88	\$ 136.28
CE	26003	BERGMANN, ROBERT C	\$ 448.06	\$ -	\$ 6.53	\$ 6.53	\$ -	\$ 435.00
CE	18280	BERLINGUETTE, RICHARD B	\$ 682.47	\$ -	\$ 6.01	\$ 6.01	\$ 6.01	\$ 664.44
CE	23134	BURANT, STEPHANIE	\$ 978.08	\$ -	\$ 11.56	\$ 11.56	\$ 11.56	\$ 943.40
CE	25715	BUTT, ARTHUR J	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
CE	25636	CASSIDY, KRISTIN E	\$ 1,175.64	\$ -	\$ 16.88	\$ 16.88	\$ 16.88	\$ 1,125.00
CE	19401	CATANO, EDMUNDO	\$ 824.20	\$ -	\$ 7.60	\$ 7.60	\$ 7.60	\$ 801.40
CE	23363	CAYER, NORMAN	\$ 776.45	\$ -	\$ 10.00	\$ 10.00	\$ 10.00	\$ 746.45
CE	24685	CAYER, NORMAN ROGER	\$ 303.91	\$ -	\$ 4.13	\$ 4.13	\$ 4.13	\$ 291.52
CE	24977	CHURCH, TIMOTHY	\$ 3.63	\$ -	\$ 0.05	\$ 0.05	\$ 0.05	\$ 3.48
CE	23196	CORDERO, MARIA	\$ 1,117.78	\$ -	\$ 13.21	\$ 13.21	\$ 13.21	\$ 1,078.15
CE	25866	CORREA, DAVID M	\$ 156.75	\$ -	\$ 2.25	\$ 2.25	\$ 2.25	\$ 150.00
CE	20689	CRUZ, MARIA	\$ 359.13	\$ -	\$ 3.61	\$ 3.61	\$ 3.61	\$ 348.30
CE	17978	DAHL, THOMAS A	\$ 565.10	\$ -	\$ 4.90	\$ 4.90	\$ 4.90	\$ 550.40
CE	21469	DEJESUS, JAN P	\$ 135.04	\$ -	\$ 1.43	\$ 1.43	\$ 1.43	\$ 130.75
CE	25737	DELISLE HAVEE, VIVIAN L	\$ 156.75	\$ -	\$ 2.25	\$ 2.25	\$ 2.25	\$ 150.00
CE	21559	DEL-WES REALTY LLC	\$ 419.32	\$ -	\$ 4.44	\$ 4.44	\$ 4.44	\$ 406.00
CE	21467	DROUIN, JOHN	\$ 206.04	\$ -	\$ 2.18	\$ 2.18	\$ 2.18	\$ 199.50
CE	24786	EAGAN, SCOTT T	\$ 138.16	\$ -	\$ 1.88	\$ 1.88	\$ 1.88	\$ 132.52
CE	24619	FALLAH, ELAINE B	\$ 359.16	\$ -	\$ 4.88	\$ 4.88	\$ 4.88	\$ 344.52
CE	17791	FORAND, JEANNINE	\$ 166.50	\$ -	\$ 1.43	\$ 1.43	\$ 1.43	\$ 162.21
CE	23494	FORD, JONATHAN	\$ 153.20	\$ -	\$ 1.88	\$ 1.88	\$ 1.88	\$ 147.56
CE	19099	FRANCIS, RANDALL	\$ 271.64	\$ -	\$ 2.48	\$ 2.48	\$ 2.48	\$ 264.20
CE	21427	FULLER, JASON L	\$ 517.18	\$ -	\$ 5.42	\$ 5.42	\$ 5.42	\$ 500.92
CE	24991	GAGNON, DENIS M	\$ 136.28	\$ -	\$ 1.88	\$ 1.88	\$ 1.88	\$ 130.64
CE	24393	GAGNON, RAYMOND C JR	\$ 448.37	\$ -	\$ 5.93	\$ 5.93	\$ 5.93	\$ 430.58
CE	21269	GEORGIADIS, JAMES	\$ 246.80	\$ -	\$ 2.56	\$ 2.56	\$ 2.56	\$ 239.12
CE	18654	GICHANA, DENNIS O	\$ 511.55	\$ -	\$ 4.59	\$ 4.59	\$ 4.59	\$ 497.78
CE	24542	GLADYSZ, DANIEL J	\$ 140.04	\$ -	\$ 1.88	\$ 1.88	\$ 1.88	\$ 134.40
CE	25648	GODZYK, COREY A	\$ 130.64	\$ -	\$ 1.88	\$ 1.88	\$ 1.88	\$ 125.00
CE	26006	GOUDREAU, KENNETH L	\$ 154.50	\$ -	\$ 2.25	\$ 2.25	\$ -	\$ 150.00
CE	20234	GRADY, ALEXANDER	\$ 381.16	\$ -	\$ 3.68	\$ 3.68	\$ 3.68	\$ 370.12
CE	24579	GRAHAM, BRIAN J	\$ 140.04	\$ -	\$ 1.88	\$ 1.88	\$ 1.88	\$ 134.40
CE	17490	GRAMA, MARIAN	\$ 937.49	\$ -	\$ 7.99	\$ 7.99	\$ 7.99	\$ 913.52
CE	16919	GRIMARD, MICHELE M	\$ 173.65	\$ -	\$ 1.43	\$ 1.43	\$ 1.43	\$ 169.36
CE	19147	HAMMERSTROM, PAUL III	\$ 464.76	\$ -	\$ 4.28	\$ 4.28	\$ 4.28	\$ 451.92
CE	20867	HAWKES, DANA M	\$ 436.76	\$ -	\$ 4.43	\$ 4.43	\$ 4.43	\$ 423.47
CE	16740	HEWETT, DANIEL H	\$ 645.12	\$ -	\$ 5.27	\$ 5.27	\$ 5.27	\$ 629.31
CE	25031	HUNZELMAN, ALBERT C	\$ 136.28	\$ -	\$ 1.88	\$ 1.88	\$ 1.88	\$ 130.64
CE	19981	JACOBY, VALERIE A	\$ 251.58	\$ -	\$ 2.41	\$ 2.41	\$ 2.41	\$ 244.35

City of Manchester NH - Receivables  
Over 90 Days as of 11/7/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	18785	JGDB REALTY, LLC	\$ 26.46	\$ -	\$ 0.28	\$ -	\$ 0.28	\$ 25.62
CE	17486	JOHNS, JOSEPH	\$ 716.10	\$ -	\$ 6.10	\$ -	\$ 6.10	\$ 697.80
CE	23236	KABAMBA, MPESAMONJI	\$ 946.24	\$ -	\$ 11.18	\$ -	\$ 11.18	\$ 912.70
CE	25727	KALATHAKIS, ALEXANDER	\$ 428.45	\$ -	\$ 6.15	\$ -	\$ 6.15	\$ 410.00
CE	23408	KAROUTSOS, GEORGE FAM T	\$ 93.08	\$ -	\$ 1.13	\$ -	\$ 1.13	\$ 89.69
CE	24440	KEEFE, CASEY	\$ 561.87	\$ -	\$ 7.43	\$ -	\$ 7.43	\$ 539.58
CE	17507	KICKHAM, CHARLES	\$ 839.14	\$ -	\$ 7.14	\$ -	\$ 7.14	\$ 817.72
CE	25115	KICKHAM, CHARLES	\$ 1,316.90	\$ -	\$ 18.38	\$ -	\$ 18.38	\$ 1,261.76
CE	17437	KICKHAM, CHARLES	\$ 1,439.24	\$ -	\$ 12.24	\$ -	\$ 12.24	\$ 1,402.52
CE	18372	KILGORE, SCOTT C	\$ 1,032.70	\$ -	\$ 9.10	\$ -	\$ 9.10	\$ 1,005.40
CE	16825	KIM BERLINGUETTE	\$ 710.36	\$ -	\$ 5.81	\$ -	\$ 5.81	\$ 692.93
CE	22034	KROCHMAL, MARC A	\$ 51.59	\$ -	\$ 0.68	\$ -	\$ 0.68	\$ 49.55
CE	24287	KROL, WALTER	\$ 166.80	\$ -	\$ 2.18	\$ -	\$ 2.18	\$ 160.26
CE	17454	LACROIX, RUDOLPH	\$ 628.36	\$ -	\$ 5.36	\$ -	\$ 5.36	\$ 612.28
CE	19634	LANDER, DIANE R	\$ 208.40	\$ -	\$ 1.96	\$ -	\$ 1.96	\$ 202.52
CE	23116	LEBREAULT, REBECA	\$ 400.14	\$ -	\$ 4.73	\$ -	\$ 4.73	\$ 385.95
CE	24271	LEMIRE, ROBERT	\$ 201.30	\$ -	\$ 2.63	\$ -	\$ 2.63	\$ 193.41
CE	19453	LOCKE, CHRISTINE	\$ 253.28	\$ -	\$ 2.34	\$ -	\$ 2.34	\$ 246.26
CE	17105	LORTIE, RONALD	\$ 643.90	\$ -	\$ 5.35	\$ -	\$ 5.35	\$ 627.85
CE	18413	LOUGEE, JILLIAN M	\$ 101.86	\$ -	\$ 0.91	\$ -	\$ 0.91	\$ 99.13
CE	19191	MARQUIS, LINDA J	\$ 156.49	\$ -	\$ 1.43	\$ -	\$ 1.43	\$ 152.20
CE	24593	MATEO, ERNESTO B	\$ 1,282.44	\$ -	\$ 17.18	\$ -	\$ 17.18	\$ 1,230.90
CE	23041	MCCARTHY, STEVEN L	\$ 222.34	\$ -	\$ 2.63	\$ -	\$ 2.63	\$ 214.45
CE	23511	MCCARTHY, STEVEN L	\$ 361.45	\$ -	\$ 4.43	\$ -	\$ 4.43	\$ 348.16
CE	19052	MERETE, JOSE	\$ 156.49	\$ -	\$ 1.43	\$ -	\$ 1.43	\$ 152.20
CE	18309	MILLER, SAUL B	\$ 67.98	\$ -	\$ 0.71	\$ -	\$ 0.71	\$ 65.85
CE	21083	NGALAKULONDI, PIERRE K	\$ 513.37	\$ -	\$ 5.27	\$ -	\$ 5.27	\$ 497.56
CE	24866	NORMAN CAYER	\$ 966.91	\$ -	\$ 13.13	\$ -	\$ 13.13	\$ 927.52
CE	17176	OKELLO, JAMES	\$ 281.36	\$ -	\$ 2.34	\$ -	\$ 2.34	\$ 274.34
CE	24175	OKELLO, JAMES	\$ 285.48	\$ -	\$ 3.68	\$ -	\$ 3.68	\$ 274.44
CE	17257	PAPPAS, ROBERT A	\$ 368.77	\$ -	\$ 3.09	\$ -	\$ 3.09	\$ 359.50
CE	26017	PARK, CHRIS H	\$ 206.00	\$ -	\$ 3.00	\$ -	\$ -	\$ 200.00
CE	25156	PATTERSON, JOYCE L	\$ 134.40	\$ -	\$ 1.88	\$ -	\$ 1.88	\$ 128.76
CE	25759	PINARD, DAVID A JR	\$ 235.14	\$ -	\$ 3.38	\$ -	\$ 3.38	\$ 225.00
CE	24338	POIRIER, THOMAS	\$ 198.67	\$ -	\$ 2.63	\$ -	\$ 2.63	\$ 190.78
CE	21496	POND, DEBORAH A	\$ 362.80	\$ -	\$ 3.85	\$ -	\$ 3.85	\$ 351.25
CE	23900	POTTER, ANTHONY	\$ 149.44	\$ -	\$ 1.88	\$ -	\$ 1.88	\$ 143.80
CE	21152	PRINCE, JOHN G	\$ 322.61	\$ -	\$ 3.31	\$ -	\$ 3.31	\$ 312.68
CE	16956	RAKIS-LAMBROULIS, POTOU	\$ 657.55	\$ -	\$ 5.41	\$ -	\$ 5.41	\$ 641.32
CE	17306	RICARD, ERNEST H	\$ 365.68	\$ -	\$ 3.09	\$ -	\$ 3.09	\$ 356.41
CE	26087	ROBINSON, JEFFREY M	\$ 154.50	\$ -	\$ 2.25	\$ -	\$ -	\$ 150.00
CE	22940	RODRIGUEZ, WALTER J	\$ 630.22	\$ -	\$ 7.38	\$ -	\$ 7.38	\$ 608.08
CE	22939	RODRIGUEZ, WALTER J	\$ 1,234.17	\$ -	\$ 14.43	\$ -	\$ 14.43	\$ 1,190.88
CE	25344	ROUSSEAU, DONALD	\$ 450.52	\$ -	\$ 6.38	\$ -	\$ 6.38	\$ 431.38
CE	24798	ROY, MARC	\$ 138.16	\$ -	\$ 1.88	\$ -	\$ 1.88	\$ 132.52
CE	21899	SANBORN, KARI R	\$ 130.75	\$ -	\$ 1.43	\$ -	\$ 1.43	\$ 126.46
CE	24913	SCANLON, PATRICK	\$ 138.16	\$ -	\$ 1.88	\$ -	\$ 1.88	\$ 132.52
CE	25286	SCHEFFER, DAVID	\$ 134.40	\$ -	\$ 1.88	\$ -	\$ 1.88	\$ 128.76

City of Manchester NH - Receivables  
Over 90 Days as of 1/17/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	18542	SILVA, FRANCISCA	\$ 736.30	\$ -	6.55	6.55	6.55	\$ 716.65
CE	23016	SIMON, LESLIE	\$ 1,022.80	\$ -	12.10	12.10	12.10	\$ 986.50
CE	25444	SOLONA, EVELYN A	\$ 567.12	\$ -	8.03	8.03	8.03	\$ 543.03
CE	21061	SOULIOS, STAVROS	\$ 140.76	\$ -	1.43	1.43	1.43	\$ 136.47
CE	25757	ST PIERRE, DELIA E	\$ 156.75	\$ -	2.25	2.25	2.25	\$ 150.00
CE	25390	SVEND FILBY	\$ 927.52	\$ -	13.13	13.13	13.13	\$ 888.13
CE	22896	TIMBAS, GREGORY S	\$ 133.24	\$ -	1.66	1.66	1.66	\$ 128.26
CE	25424	TIMBAS, GREGORY S LIV T	\$ 79.52	\$ -	1.13	1.13	1.13	\$ 76.13
CE	23114	TOMES, KAREN E	\$ 514.44	\$ -	6.08	6.08	6.08	\$ 496.20
CE	18687	TORRES, JOSE A	\$ 159.35	\$ -	1.43	1.43	1.43	\$ 155.06
CE	24962	TREMBLAY, TAMMIE S	\$ 190.78	\$ -	2.63	2.63	2.63	\$ 182.89
CE	25964	VANDENBERGH, SCOTT A	\$ 231.76	\$ -	3.38	3.38	3.38	\$ 225.00
CE	23112	VERMILYEA, SETH R	\$ 285.84	\$ -	3.38	3.38	3.38	\$ 275.70
CE	20970	WALLACE, JOHN W	\$ 296.64	\$ -	3.02	3.02	3.02	\$ 287.58
CE	26008	WENNERS, VINCENT A JR	\$ 154.50	\$ -	2.25	2.25	2.25	\$ 150.00
CE	25630	WILSON, DAWN P	\$ 182.89	\$ -	2.63	2.63	2.63	\$ 175.00
CE	21287	WINZELER, MARK L	\$ 137.90	\$ -	1.43	1.43	1.43	\$ 133.61
CE	23988	WOOD, KENNETH A III TRU	\$ 0.07	\$ -	-	-	-	\$ 0.07
CE	19821	ZAMOR, WOLF R	\$ 627.05	\$ -	5.95	5.95	5.95	\$ 609.20
CE	21151	ZEBROWSKI, LYNN A	\$ 212.58	\$ -	2.18	2.18	2.18	\$ 206.04
<b>CE - CODE ENFORCEMENT TOTALS</b>			<b>\$ 45,860.17</b>	<b>\$ -</b>	<b>\$ 508.08</b>	<b>\$ 508.08</b>	<b>\$ 485.04</b>	<b>\$ 44,358.97</b>
19	20865	SCHWARTZ, BETH	\$ 3,418.15	\$ -	-	-	-	\$ 3,418.15
19	2453	UNION LEADER CORP	\$ 29.76	\$ 0.36	-	0.36	0.36	\$ 28.68
<b>19 - HR TOTALS</b>			<b>\$ 3,447.91</b>	<b>\$ 0.36</b>	<b>\$ -</b>	<b>\$ 0.36</b>	<b>\$ 0.36</b>	<b>\$ 3,446.83</b>
20	5953	FEDERAL CDBG	\$ 30,250.06	\$ -	-	-	-	\$ 30,250.06
<b>20 - PLANNING TOTALS</b>			<b>\$ 30,250.06</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,250.06</b>
23	5385	ARAMARK MANAGEMENT SERV	\$ 198.38	\$ -	-	-	-	\$ 198.38
23	21988	CORNWELL TOOL FRANCHISE	\$ 310.40	\$ 213.40	-	-	-	\$ 97.00
23	2573	MANCHESTER EPD	\$ 2,545.56	\$ 2,316.78	-	-	-	\$ 228.78
23	2507	MANCHESTER HOUSING AUTH	\$ 3,240.79	\$ 2,072.18	-	-	-	\$ 1,168.61
23	11485	MANCHESTER PARKING DIVI	\$ 3,212.13	\$ 1,628.42	-	510.07	-	\$ 1,073.64
23	3124	PINARD WASTE SYSTEM INC	\$ 981.95	\$ 814.30	-	-	-	\$ 167.65
<b>23 - CENTRAL FLEET TOTALS</b>			<b>\$ 10,489.21</b>	<b>\$ 7,045.08</b>	<b>\$ -</b>	<b>\$ 510.07</b>	<b>\$ -</b>	<b>\$ 2,934.06</b>
25	20311	ADVANTAGE RENT A CAR	\$ 1.00	\$ -	-	-	-	\$ 1.00
25	4908	ALL POINTS AIRPORT SERV	\$ 50.00	\$ -	-	-	-	\$ 50.00
25	5577	ANDREWS LIMOUSINE	\$ 50.00	\$ -	-	-	-	\$ 50.00
25	24841	ASSET CAR SERVICE	\$ 50.00	\$ -	-	-	-	\$ 50.00
25	4825	BEST WESTERN EXECUTIVE	\$ 0.40	\$ -	-	-	-	\$ 0.40
25	4915	CELEBRITY EXPRESS	\$ 50.00	\$ -	-	-	-	\$ 50.00
25	20771	CENTRIX BANK	\$ 8,000.00	\$ -	-	-	-	\$ 8,000.00
25	7026	CHAUFFERED OCCASIONS IN	\$ 50.00	\$ -	-	-	-	\$ 50.00
25	3624	CORPORATE LIMOUSINE SER	\$ 50.00	\$ -	-	-	-	\$ 50.00
25	3651	DELTA AIRLINES INC	\$ 628,641.80	\$ 230,968.20	-	125,558.89	123,426.77	\$ 148,687.94
25	19517	DELTA GLOBAL SERVICES-D	\$ 1,974.00	\$ 1,572.00	-	375.00	-	\$ 27.00
25	21389	DLS TRANSPORTATION, LLC	\$ 50.00	\$ -	-	-	-	\$ 50.00
25	7519	DOT-FAA/TSA-AMZ-110	\$ 59,055.00	\$ -	-	19,685.00	-	\$ 19,685.00
25	19916	DTG OPERATIONS, INC	\$ 4,562.76	\$ 2,258.88	-	1,129.44	-	\$ 45.00

City of Manchester NH - Receivables  
Over 90 Days as of 11/7/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
25	22188	DTG OPERATIONS, INC (TH	\$ 3,055.11	\$ 1,222.04	\$ -	\$ 611.02	\$ 611.02	\$ 611.03
25	5143	FEDERAL GRANTS 1999	\$ 2,498,305.37	\$ 1,554,215.61	\$ -	\$ -	\$ -	\$ 944,089.76
25	1878	JOHNSON CONTROLS	\$ 269.00	\$ 16.00	\$ -	\$ 237.00	\$ -	\$ 16.00
25	4805	MERMAID TRANSPORTATION	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	14944	NH AUTO RENTAL, INC (PA	\$ 2,464.38	\$ -	\$ -	\$ -	\$ -	\$ 2,464.38
25	16045	PARAGON LIVERY	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	10101	QUALITY AIRPORT SHUTTLE	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	6775	SEACOAST AIRPORT SERVIC	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	3973	SHEA JR, EDMUND J	\$ 405.00	\$ 270.00	\$ -	\$ -	\$ -	\$ 135.00
25	4001	STATE GRANTS	\$ 108,981.47	\$ 86,345.31	\$ -	\$ -	\$ -	\$ 22,636.16
25	3874	VANGUARD CAR RENTAL/ NA	\$ 61.80	\$ -	\$ -	\$ -	\$ -	\$ 61.80
<b>25 - AIRPORT TOTALS</b>			<b>\$ 3,316,327.09</b>	<b>\$ 1,876,868.04</b>	<b>\$ -</b>	<b>\$ 147,596.35</b>	<b>\$ 144,852.23</b>	<b>\$ 1,147,010.47</b>
27	12798	ANYTIME SEPTIC SERVICES	\$ 762.64	\$ -	\$ -	\$ -	\$ -	\$ 762.64
27	10064	SERVPRO OF MANCHESTER/ID	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00
<b>27 - EPD TOTALS</b>			<b>\$ 862.64</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 862.64</b>
29	26067	COLOROSCOPY LLC	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00
29	725	PARK CONSTRUCTION CORP	\$ 3,333.53	\$ -	\$ -	\$ 234.42	\$ -	\$ 3,099.11
<b>29 - MWW TOTALS</b>			<b>\$ 3,393.53</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 234.42</b>	<b>\$ -</b>	<b>\$ 3,159.11</b>
30	287	200 ELM STREET REALTY,	\$ 988.30	\$ 5.10	\$ -	\$ 5.10	\$ 30.60	\$ 947.50
30	21341	AVERILL, JENNY	\$ 558.18	\$ 5.84	\$ -	\$ 5.84	\$ 5.84	\$ 540.66
30	9662	BRIDGEWELL FARMS CONDO	\$ 817.70	\$ 11.10	\$ -	\$ 11.10	\$ 11.10	\$ 784.40
30	1378	CHARLES TSIATSIOS TRUST	\$ 2,730.90	\$ 24.49	\$ -	\$ 24.49	\$ 24.49	\$ 2,657.43
30	25885	CLARK, ISABELLE	\$ 261.73	\$ 3.81	\$ -	\$ 3.81	\$ -	\$ 254.11
30	18213	COLE-BRUCE, PAMELA	\$ 1,414.85	\$ 12.45	\$ -	\$ 12.45	\$ 12.45	\$ 1,377.50
30	24709	FRANCOEURS CAFE	\$ 110.50	\$ 1.50	\$ -	\$ 1.50	\$ 1.50	\$ 106.00
30	21771	GAMACHE INVESTMENT PROP	\$ 239.00	\$ 3.00	\$ -	\$ 3.00	\$ -	\$ 203.00
30	5427	GC FRIDAYS BOSTON LLC	\$ 112.95	\$ 8.10	\$ -	\$ 8.10	\$ 8.10	\$ 88.65
30	8937	GIRL'S INC.	\$ 596.70	\$ 8.10	\$ -	\$ 8.10	\$ 8.10	\$ 572.40
30	24374	HANNAFORD, ANDREW	\$ 721.05	\$ 9.53	\$ -	\$ 9.53	\$ 9.53	\$ 692.46
30	21670	HARNUM, DAVID	\$ 508.87	\$ 5.43	\$ -	\$ 5.43	\$ 5.43	\$ 492.58
30	24452	INLAND AMERICAN CFG POR	\$ 1,303.90	\$ 17.70	\$ -	\$ 17.70	\$ 17.70	\$ 1,250.80
30	1255	INTERGRATED HEALTH SVC	\$ 688.80	\$ 7.20	\$ -	\$ 7.20	\$ 7.20	\$ 667.20
30	16305	JOSEPH EQUIPMENT CO	\$ 1,916.00	\$ 15.60	\$ -	\$ 15.60	\$ 15.60	\$ 1,869.20
30	17861	LACROIX, LUCIEN D	\$ 533.10	\$ 4.57	\$ -	\$ 4.57	\$ 4.57	\$ 519.39
30	24375	LORANGER, AMANDA	\$ 419.92	\$ 5.55	\$ -	\$ 5.55	\$ 5.55	\$ 403.27
30	17580	MAHMOTORIC, MUHAREM	\$ 3,586.50	\$ 37.80	\$ -	\$ 37.80	\$ 37.80	\$ 3,473.10
30	19639	MANCHESTER CHRISTIAN CH	\$ 20.92	\$ 1.50	\$ -	\$ 1.50	\$ 1.50	\$ 16.42
30	17794	MITCHELL, JOHN F	\$ 612.50	\$ 5.25	\$ -	\$ 5.25	\$ 5.25	\$ 596.75
30	14129	MPBUH HOLDING LLC	\$ 327.00	\$ 4.50	\$ -	\$ 4.50	\$ 4.50	\$ 313.50
30	4719	PAGE STREET REALTY	\$ 596.70	\$ 8.10	\$ -	\$ 8.10	\$ 8.10	\$ 572.40
30	19541	RYDER	\$ 119.50	\$ 1.50	\$ -	\$ 1.50	\$ 1.50	\$ 115.00
30	22445	WILSON, ELIZABETH	\$ 486.67	\$ 5.49	\$ -	\$ 5.49	\$ 5.49	\$ 470.20
<b>30 - FIRE TOTALS</b>			<b>\$ 19,672.24</b>	<b>\$ 213.21</b>	<b>\$ -</b>	<b>\$ 243.21</b>	<b>\$ 231.90</b>	<b>\$ 18,983.92</b>
33	19086	GOOD STILL	\$ 2,479.92	\$ 601.84	\$ -	\$ 487.35	\$ 368.83	\$ 1,021.90
33	19151	LEVEL UP GAMING	\$ 806.94	\$ 8.95	\$ -	\$ 8.95	\$ 8.95	\$ 780.09
33	19031	MANCHESTER METALS INC.	\$ 722.22	\$ 10.27	\$ -	\$ 10.27	\$ 10.27	\$ 691.41
33	4303	MANCHESTER POLICE - OBE	\$ 36,305.49	\$ 35,838.69	\$ -	\$ -	\$ -	\$ 466.80
33	5800	NEW ENGLAND HIDTA	\$ 2,062.65	\$ 1,151.35	\$ -	\$ -	\$ -	\$ 911.30

City of Manchester NH - Receivables  
Over 90 Days as of 11/7/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
34	14470	CIRCUS AMERICA INC.	\$ 666.72	\$ -	\$ -	\$ -	\$ -	\$ 666.72
34	22797	DB PERRY LLC	\$ 672.36	\$ -	\$ -	\$ -	\$ -	\$ 672.36
34	10987	ERNIE'S EXCAVATION	\$ 4,188.30	\$ 532.29	\$ -	\$ 1,078.60	\$ 980.53	\$ 1,596.88
34	14517	EVERSOURCE	\$ 1,793.00	\$ -	\$ -	\$ -	\$ -	\$ 1,793.00
34	15274	FAIRPOINT COMMUNICATION	\$ 16,809.03	\$ 11,065.95	\$ -	\$ -	\$ -	\$ 5,743.08
34	15275	FAIRPOINT PROACT	\$ 5,350.88	\$ 4,790.58	\$ -	\$ -	\$ 224.12	\$ 336.18
34	25101	FIRE & ICE	\$ 1,608.84	\$ 1,384.72	\$ -	\$ -	\$ -	\$ 224.12
34	17534	GAMACHE, D	\$ 1,009.26	\$ 8.58	\$ -	\$ 8.58	\$ -	\$ 983.52
34	18609	LIBERTY UTILITIES, INC	\$ 30,396.68	\$ 23,140.71	\$ -	\$ 4,510.50	\$ -	\$ 2,745.47
34	20725	NEW YORK BITUMINOUS	\$ 6,335.39	\$ 14.86	\$ -	\$ 14.86	\$ -	\$ 6,290.81
34	8715	NH FISHER CATS	\$ 0.10	\$ -	\$ -	\$ -	\$ -	\$ 0.10
34	1917	NHSB BOOSTER CLUB	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	23373	S&S VIKING MECHANICAL	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	22219	USA CHICKEN	\$ 1,680.26	\$ 1,232.66	\$ -	\$ -	\$ -	\$ 447.60
35	4313	EVERSOURCE ENERGY (BEDF	\$ 21.50	\$ 0.30	\$ -	\$ 0.30	\$ -	\$ 20.60
35	25990	STREETDELIVERY	\$ 10.30	\$ 0.15	\$ -	\$ 0.15	\$ -	\$ 10.00
36	826	PROGRESSIVE INSURANCE C	\$ 5.32	\$ 0.08	\$ -	\$ 0.08	\$ -	\$ 5.08
<b>33, 34, 35, &amp; 36 - POLICE TOTALS</b>			<b>\$ 113,373.40</b>	<b>\$ 79,781.98</b>	<b>\$ 6,119.64</b>	<b>\$ 1,616.52</b>	<b>\$ 25,855.26</b>	
41	<b>35 MANCHESTER HEALTH DEPT</b>		<b>\$ 200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200.00</b>
<b>41 - HEALTH TOTALS</b>			<b>\$ 200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200.00</b>
50	17145	3R'S HOME REPAIR	\$ 168.60	\$ 1.15	\$ -	\$ 1.15	\$ -	\$ 165.15
50	8018	AHRENT, JEFFREY	\$ 1,151.83	\$ 220.37	\$ -	\$ 321.00	\$ 606.00	\$ 4.46
50	26069	ALCUS, DONALD W	\$ 442.52	\$ 6.01	\$ -	\$ 6.01	\$ -	\$ 430.50
50	24772	BEAN, VICTORIA L.	\$ 86.96	\$ 0.78	\$ -	\$ 0.78	\$ -	\$ 84.62
50	7936	BIRON III, WILFRED	\$ 265.06	\$ 3.29	\$ -	\$ 3.29	\$ -	\$ 255.19
50	23559	BISSONNETTE, VICKI	\$ 22.70	\$ 0.28	\$ -	\$ 0.28	\$ -	\$ 21.86
50	20926	BUTLER CONSTRUCTION	\$ 185.56	\$ 1.58	\$ -	\$ 1.58	\$ -	\$ 180.82
50	22297	CALEY, JEFF	\$ 157.10	\$ 1.75	\$ -	\$ 1.75	\$ -	\$ 151.85
50	6321	CERTIFIED MAINTENANCE I	\$ 114.30	\$ 112.50	\$ -	\$ -	\$ -	\$ 1.80
50	23943	CIOLINO, DOMENIC	\$ 77.88	\$ 0.99	\$ -	\$ 0.99	\$ -	\$ 74.91
50	6360	CLATANOFF, THOMAS	\$ 16.66	\$ 1.50	\$ -	\$ 15.00	\$ -	\$ 0.16
50	19436	COCHRAN, ROBERT W	\$ 237.98	\$ 2.19	\$ -	\$ 2.19	\$ -	\$ 231.41
50	10626	CORCORAN ENVIRONMENTAL	\$ 24,182.43	\$ -	\$ -	\$ -	\$ -	\$ 24,182.43
50	22806	CROCKER, ROBERT	\$ 107.30	\$ 1.24	\$ -	\$ 1.24	\$ -	\$ 103.58
50	24710	CROWELL, WILLIAM R	\$ 293.69	\$ 3.17	\$ -	\$ 3.17	\$ -	\$ 284.18
50	25706	DAVIS, LONNIE	\$ 24.05	\$ 0.35	\$ -	\$ 0.35	\$ -	\$ 23.00
50	22210	DEMERS, JOSHUA	\$ 157.48	\$ 1.76	\$ -	\$ 1.76	\$ -	\$ 152.20
50	20433	DION, ROLAND	\$ 103.70	\$ 1.02	\$ -	\$ 1.02	\$ -	\$ 100.64
50	22650	DUSSAULT, STEPHAN W	\$ 38.24	\$ 0.44	\$ -	\$ 0.44	\$ -	\$ 36.92
50	11616	FAIRPOINT COMMUNICATION	\$ 746.00	\$ 740.00	\$ -	\$ -	\$ -	\$ 6.00
50	8273	FAMILY OUTFITTERS	\$ 432.33	\$ 431.00	\$ -	\$ -	\$ -	\$ 1.33
50	19406	FIRST FORD, INC.	\$ 3,418.00	\$ -	\$ -	\$ -	\$ -	\$ 3,418.00
50	21814	FIRSTMARK ADVANTAGE LLC	\$ 64.23	\$ 63.00	\$ -	\$ -	\$ -	\$ 1.23
50	16882	FORTIN, BENJAMIN J	\$ 118.65	\$ 0.73	\$ -	\$ 0.73	\$ -	\$ 116.46
50	24151	FRENCH'S RENOVATION	\$ 179.78	\$ 2.41	\$ -	\$ 2.41	\$ -	\$ 172.55
50	25933	GILE, CLAYTON D	\$ 35.02	\$ 0.51	\$ -	\$ 0.51	\$ -	\$ 34.00
50	25932	GLENN INDELICATO PAINTI	\$ 13.90	\$ 0.20	\$ -	\$ 0.20	\$ -	\$ 13.50
50	21889	GUILD, JAMES	\$ 73.00	\$ 0.80	\$ -	\$ 0.80	\$ -	\$ 70.60

City of Manchester NH - Receivables  
Over 90 Days as of 11/17/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	21816	HEINEKE, SARAH	19.46	0.21	\$	0.21	\$	18.83
50	25408	HERRON, DUSTIN	14.84	0.21	\$	0.21	\$	14.21
50	23942	HOBBS, KRISTOPHER	55.52	0.71	\$	0.71	\$	53.39
50	20706	JJ & P GENERAL MAINTENA	59.90	0.30	\$	0.30	\$	59.00
50	18338	JOHNSON, CARL	90.60	0.80	\$	0.80	\$	88.20
50	10391	JUNGLE JIM'S	4.74	-	\$	-	\$	2.37
50	19405	JUZA III, JOSEPH J	74.22	0.41	\$	0.41	\$	72.99
50	16998	KENNEY, JAMES	128.55	0.81	\$	0.81	\$	126.12
50	19226	KIMBALL, JUSTIN	60.17	0.55	\$	0.55	\$	58.52
50	19255	KONZIELASKI, MICHAEL L	225.58	2.06	\$	2.06	\$	219.40
50	18378	KUBA, NICHOLAS G	254.28	2.24	\$	2.24	\$	247.56
50	25935	LACOURSE, PETER	54.08	0.79	\$	0.79	\$	52.50
50	22018	LACROIX, LUCIEN	47.72	0.53	\$	0.53	\$	46.13
50	8860	LAVENTURE, MICHAEL	33.75	0.37	\$	0.37	\$	32.64
50	18549	LEPINE, WILLIAM	53.66	0.21	\$	0.21	\$	53.03
50	18609	LIBERTY UTILITIES, INC	2,136,002.11	2,134,711.40	\$	201.99	\$	886.73
50	20997	LINBLOOM, JAMES D	266.40	2.70	\$	2.70	\$	258.30
50	25802	LITTLEFIELD, ERIC J	122.49	1.33	\$	1.33	\$	118.50
50	24199	LOPEZ, JESUS M	110.12	1.42	\$	1.42	\$	105.86
50	18394	MACLEAN, KURT P	181.06	1.61	\$	1.61	\$	176.23
50	29	MANCHESTER CITY SOLICIT	6,500.00	-	\$	-	\$	6,500.00
50	16860	MARTE, JUAN JOSE GONZAL	77.50	0.55	\$	0.55	\$	75.85
50	24638	MASSENGALE, CASSIDY	64.66	0.88	\$	0.88	\$	62.02
50	21606	MCCORMICK, BRENDAN C	27.82	0.41	\$	0.41	\$	27.00
50	21815	MILES, WILLIE J	36.14	0.39	\$	0.39	\$	34.97
50	23844	MIRANDA, JULIE	199.63	2.51	\$	2.51	\$	192.10
50	26070	MONNIE, WILLIAM T	114.98	1.24	\$	1.24	\$	112.50
50	23923	MURRAY, MATTHEW T	13.77	0.19	\$	0.19	\$	13.20
50	3109	NATIONAL GRID	923,077.50	281,995.00	\$	-	\$	641,082.50
50	21824	NELSON, BRUCE	316.92	3.42	\$	3.42	\$	306.66
50	25961	NICKELS, DANIEL	61.28	0.89	\$	0.89	\$	59.50
50	22211	NOHELY, JOSEPH	93.42	1.04	\$	1.04	\$	90.30
50	25411	PARADIS, KEVIN	1.68	-	\$	0.56	\$	0.56
50	8728	PELOQUIN, PIERRE J	561.30	559.00	\$	-	\$	2.30
50	17279	PEREZ, ENRIQUE	78.98	0.66	\$	0.66	\$	77.00
50	12185	POMEROY, STEVE A	186.10	1.70	\$	1.70	\$	181.00
50	5517	PROVENCHER, ARMAND	207.37	153.00	\$	54.00	\$	0.37
50	24129	REED, KENNETH	133.42	1.72	\$	1.72	\$	128.26
50	16772	RICARD, DUANE	273.36	1.88	\$	1.88	\$	267.72
50	19085	RIDA MOHSIN AIZA, LLC	631.08	5.44	\$	5.44	\$	614.76
50	19437	ROBSON, SCOTT M	445.70	4.10	\$	4.10	\$	433.40
50	7617	RONDEAU DEVELOPMENT, LL	7.61	7.50	\$	-	\$	0.11
50	23023	SACCO, ANNA	55.88	0.66	\$	0.66	\$	53.90
50	25622	SENECAL, DAVID	103.68	1.06	\$	1.06	\$	100.50
50	22509	SMITH, JOSEPH	57.15	0.65	\$	0.65	\$	55.20
50	8277	ST CYR, JOSEPH	36.56	29.00	\$	-	\$	3.78
50	23616	STANCZAK, PETER W.	59.86	0.74	\$	0.74	\$	57.64
50	4091	STATE OF NEW HAMPSHIRE	101,354.35	-	\$	-	\$	101,354.35

City of Manchester NH - Receivables  
Over 90 Days as of 1/17/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	21030	STONE, KEVIN G	\$ 97.68	\$ 0.99	\$ -	\$ 0.99	\$ 0.99	\$ 94.71
50	8041	SYKES, WILLIAM	\$ 26.10	\$ 16.50	\$ -	\$ -	\$ -	\$ 9.60
50	19866	T & T PLUMBING & HVAC L	\$ 68.04	\$ 0.36	\$ -	\$ 0.36	\$ 0.36	\$ 66.96
50	18806	THERRIEN, MAURICE	\$ 49.80	\$ 0.45	\$ -	\$ 0.45	\$ 0.45	\$ 48.45
50	20200	VALETIN, ALFREDO	\$ 34.00	\$ 0.50	\$ -	\$ 0.50	\$ -	\$ 33.00
50	18766	VARELA, OSCAR A. AVINA	\$ 68.28	\$ 0.62	\$ -	\$ 0.62	\$ -	\$ 66.42
50	19620	VEILLEUX, DAVID	\$ 216.94	\$ 194.74	\$ -	\$ -	\$ -	\$ 22.20
50	16995	VEINOTTE, BRETT A	\$ 36.50	\$ 0.30	\$ -	\$ 0.30	\$ 0.30	\$ 35.60
50	11935	WHYTE, CRAIGA	\$ 10.40	\$ 0.14	\$ -	\$ 0.14	\$ 0.14	\$ 9.98
50	20369	WINTLE, MARKUS A	\$ 37.82	\$ 0.37	\$ -	\$ 0.37	\$ 0.37	\$ 36.71
50	19084	YOU, ERNIE	\$ 18.31	\$ 0.17	\$ -	\$ 0.17	\$ 0.17	\$ 17.80
50	17215	ZAJAC, JONATHAN S	\$ 86.16	\$ 0.72	\$ -	\$ 0.72	\$ 0.72	\$ 84.00
<b>50 &amp; 51 - HIGHWAY TOTALS</b>			<b>\$ 3,206,301.93</b>	<b>\$ 2,419,317.17</b>	<b>\$ -</b>	<b>\$ 675.21</b>	<b>\$ 886.81</b>	<b>\$ 785,422.74</b>
52	23497	AUBIN, KRISTEN	\$ 143.40	\$ 1.80	\$ -	\$ 1.80	\$ 1.80	\$ 138.00
52	22750	AUDETTE, CHRISTOPHER	\$ 148.80	\$ 1.80	\$ -	\$ 1.80	\$ 1.80	\$ 143.40
52	24001	BECERRIL, MARTIN	\$ 125.77	\$ 1.66	\$ -	\$ 1.66	\$ 1.66	\$ 120.79
52	15146	BERGERON, ROLAND	\$ 60.91	\$ 0.01	\$ -	\$ -	\$ 60.00	\$ 0.90
52	22817	BERKLUND, RICHARD	\$ 130.80	\$ 1.80	\$ -	\$ 1.80	\$ 1.80	\$ 125.40
52	24168	BOUVIER, SAMANTHA	\$ 181.83	\$ 120.03	\$ -	\$ 60.00	\$ -	\$ 1.80
52	5810	BROCHU, MARIE	\$ 137.76	\$ 61.12	\$ -	\$ 1.12	\$ 1.12	\$ 74.40
52	21568	BROWN, MITCHELL	\$ 67.25	\$ 0.75	\$ -	\$ 0.75	\$ 0.75	\$ 65.00
52	24614	BURNHEIMER, KATIE	\$ 120.79	\$ 1.66	\$ -	\$ 1.66	\$ 1.66	\$ 115.81
52	24057	COUGHLIN, RICK	\$ 135.30	\$ 1.80	\$ -	\$ 1.80	\$ 1.80	\$ 129.90
52	22507	DANDENEAU, BRONTE	\$ 362.70	\$ 121.80	\$ -	\$ 60.90	\$ 60.00	\$ 120.00
52	23190	DAVISON, CYNTHIA	\$ 60.45	\$ 0.45	\$ -	\$ -	\$ 30.00	\$ 30.00
52	22457	DENRON PLUMBING & HVAC	\$ 71.65	\$ 1.05	\$ -	\$ 0.60	\$ 30.00	\$ 40.00
52	24228	ECHVERRIA, OLIMPIA	\$ 63.30	\$ 0.83	\$ -	\$ 0.83	\$ 0.83	\$ 60.81
52	23302	ENRIGHT, JOSHUA	\$ 107.54	\$ 1.50	\$ -	\$ 1.50	\$ 1.50	\$ 103.04
52	5453	EVERSOURCE	\$ 61.80	\$ 0.90	\$ -	\$ 0.90	\$ -	\$ 60.00
52	25498	FAIRPOINT COMMUNICATION	\$ 425.00	\$ 170.00	\$ -	\$ 85.00	\$ 85.00	\$ 85.00
52	24196	FOWLEY, MICHAEL	\$ 58.87	\$ 0.87	\$ -	\$ -	\$ -	\$ 58.00
52	20875	GILLESPIE, PAUL	\$ 61.80	\$ 0.90	\$ -	\$ 0.90	\$ -	\$ 60.00
52	25909	GOFFE, FABIAN	\$ 60.90	\$ 0.90	\$ -	\$ -	\$ -	\$ 60.00
52	24179	GOMEZ, KIMBERLY	\$ 132.60	\$ 1.80	\$ -	\$ 1.80	\$ 1.80	\$ 127.20
52	23262	HATCH, JEFF	\$ 74.40	\$ 0.90	\$ -	\$ 0.90	\$ 0.90	\$ 71.70
52	25067	HILL, JAMIE	\$ 114.15	\$ 1.66	\$ -	\$ 1.66	\$ 1.66	\$ 110.00
52	25520	IDEAL CONSTRUCTION	\$ 595.00	\$ 170.00	\$ -	\$ 85.00	\$ 85.00	\$ 255.00
52	21350	IGO, ERIC	\$ 145.10	\$ 1.80	\$ -	\$ 1.80	\$ 1.80	\$ 139.70
52	24078	ILYADIS, MICHELLE	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	24372	JOY, MATT	\$ 63.30	\$ 0.83	\$ -	\$ 0.83	\$ 0.83	\$ 60.81
52	22706	KIROUAC, MICHAEL	\$ 63.60	\$ 0.90	\$ -	\$ 0.90	\$ 0.90	\$ 60.90
52	24744	LAVALLIERE, RENE	\$ 3.65	\$ 0.05	\$ -	\$ -	\$ -	\$ 3.60
52	18567	LAVOIE, NOELLE	\$ 163.75	\$ 1.50	\$ -	\$ 1.50	\$ 1.50	\$ 159.25
52	24344	LESLIE, SAMANTHA	\$ 55.83	\$ 0.83	\$ -	\$ -	\$ -	\$ 55.00
52	21917	LESSARD, JEFFREY	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	25543	MANN ADVERTISING, INC.	\$ 2,635.00	\$ 1,020.00	\$ -	\$ 510.00	\$ 510.00	\$ 595.00
52	24053	MASSON, ALLIE	\$ 56.66	\$ 0.83	\$ -	\$ 0.83	\$ -	\$ 55.00
52	21217	MCGANN, MICHAEL	\$ 62.70	\$ 0.90	\$ -	\$ 0.90	\$ 0.90	\$ 60.00

City of Manchester NH - Receivables  
Over 90 Days as of 1/17/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
52	18327	MCLOUGHLIN, AMANDA	\$ 254.25	\$ 2.25	\$ -	\$ 2.25	\$ -	\$ 247.50
52	23489	MILLER, BONNIE	\$ 143.40	\$ 1.80	\$ -	\$ 1.80	\$ -	\$ 138.00
52	25552	NAIL AND SPA	\$ 36.00	\$ -	\$ -	\$ -	\$ -	\$ 36.00
52	24055	NORSE, LAURA	\$ 125.77	\$ 1.66	\$ -	\$ 1.66	\$ -	\$ 120.79
52	5187	NOT SO PLAIN JANE'S	\$ 12,835.00	\$ 1,119.80	\$ -	\$ 550.00	\$ 1,650.00	\$ 9,515.20
52	23381	PARADAS, RODOLFO	\$ 132.60	\$ 1.80	\$ -	\$ 1.80	\$ -	\$ 127.20
52	25559	PARSHAY, JAMES	\$ 170.00	\$ -	\$ -	\$ -	\$ 85.00	\$ 85.00
52	22954	PERKINS, GINA	\$ 151.50	\$ 1.80	\$ -	\$ 1.80	\$ -	\$ 146.10
52	25609	PETERSON, TANJA	\$ 21.05	\$ 0.15	\$ -	\$ 10.90	\$ -	\$ 10.00
52	25666	PHILIBOTTE, ANGELA	\$ 275.83	\$ 110.83	\$ -	\$ 55.00	\$ -	\$ 55.00
52	24869	POISSON, CATHERINE	\$ 63.60	\$ 0.90	\$ -	\$ 0.90	\$ -	\$ 60.90
52	23913	RAMACHANDRAN, RAVI	\$ 60.90	\$ 0.90	\$ -	\$ -	\$ -	\$ 60.00
52	24843	RAUGH, CIJI	\$ 117.47	\$ 1.66	\$ -	\$ 1.66	\$ -	\$ 112.49
52	19918	RESIDE, ROBERT	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	24106	ROBY-PALMER, PAULA	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	24229	RODRIGUEZ PEREZ, MAELIE	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
52	23938	ROY, CARRISSA	\$ 121.62	\$ 1.66	\$ -	\$ 1.66	\$ -	\$ 116.64
52	24399	SANTIAGO, MIGUEL	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 110.00
52	25608	SHATO, LINA	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	24148	SMITH, SIDNEY	\$ 120.79	\$ 1.66	\$ -	\$ 1.66	\$ -	\$ 115.81
52	21310	SOUCY, DAN	\$ 90.00	\$ -	\$ -	\$ -	\$ -	\$ 90.00
52	25595	TSERONIS, ERIN	\$ 110.25	\$ -	\$ -	\$ -	\$ -	\$ 110.25
52	23590	VEXED LLC	\$ 259.60	\$ 3.30	\$ -	\$ 3.30	\$ -	\$ 249.70
52	25600	WAGNER, JAMES	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	25066	WALDEN, TIM	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ 110.00
52	19477	WALKER, NICOLE	\$ 241.20	\$ 2.70	\$ -	\$ 2.70	\$ -	\$ 233.10
52	21460	ZGHOUL, OSAMA	\$ 134.50	\$ 1.50	\$ -	\$ 1.50	\$ -	\$ 130.00
<b>52 - PARKING TOTALS</b>			<b>\$ 23,357.69</b>	<b>\$ 2,948.00</b>	<b>\$ -</b>	<b>\$ 1,467.73</b>	<b>\$ 2,696.87</b>	<b>\$ 16,245.09</b>
65	17188	IM THIRSTY ENTERTAINMEN	\$ 1,095.00	\$ 9.00	\$ -	\$ 9.00	\$ -	\$ 1,068.00
65	25996	MANCHESTER AREA DEK HOC	\$ 4,650.00	\$ -	\$ -	\$ 600.00	\$ -	\$ 4,050.00
65	26011	NE TITANS	\$ 108.16	\$ 1.58	\$ -	\$ 1.58	\$ -	\$ 105.00
65	21840	NH BOBCATS	\$ 306.42	\$ 4.46	\$ -	\$ 4.46	\$ -	\$ 297.50
65	24471	PINARD, RAYMOND	\$ 227.00	\$ 3.00	\$ -	\$ 3.00	\$ -	\$ 218.00
65	19252	SOUTHERN NH PAGAN PRIDE	\$ 1,258.00	\$ 12.75	\$ -	\$ 12.75	\$ -	\$ 1,219.75
<b>65 - PARKS &amp; REC TOTALS</b>			<b>\$ 7,644.58</b>	<b>\$ 30.79</b>	<b>\$ -</b>	<b>\$ 630.79</b>	<b>\$ 24.75</b>	<b>\$ 6,958.25</b>
<b>GRAND TOTALS</b>			<b>\$ 6,781,180.45</b>	<b>\$ 4,386,204.63</b>	<b>\$ 508.08</b>	<b>\$ 157,985.86</b>	<b>\$ 150,794.48</b>	<b>\$ 2,085,687.40</b>

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

Sent to Solicitor	Dept	Customer Name	Cust #	Invoice #	Invoice Dates	Original Amount	Remaining Balance	Finance Charges	Total Outstanding	Explanation / Determination
	Highway	*Corcoran Environmental	10626	Numerous Invoices	1/6/2010 - 6/28/2010	\$ 29,250.00	\$ 24,182.43	\$ -	\$ 24,182.43	Landfill Lease Payments
	Highway	**National Grid/Liberty Utilities	3109	Numerous Invoices	4/26/2010 - 1/21/2013	\$ 923,077.50	\$ 923,077.50	\$ -	\$ 923,077.50	Roadway Degradation Fees - In Litigation

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

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

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

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

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

*(Unanimous vote with the exception of Alderman Sapienza 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



*William E. Sanders*  
*Finance Officer*

*Sharon Y. Wickens*  
*Deputy Finance Officer*

## CITY OF MANCHESTER

### *Finance Department*

November 7, 2016

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

Dear Honorable Committee Members,

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

#### ***Expenditures:***

The average unobligated balance percentage after four months should be 66.67% as a benchmark. All departments with the exception of Information Systems, Facilities Division, Highway and Parks & Recreation are within 10% of this benchmark. The overall unobligated percentage after four months is 62.48% for 2017 compared to 65.4% a year ago. Health insurance costs for 2017 are unfavorably tracking the budget through October. The severance reserve of \$1,500,000 has an unexpended balance of \$1,329,993. A comparison of severance payouts thru October for FY 2017 and 2016 is as follows:

	2017	2016
Payments	\$ 170,007	\$222,091
Retirements		
Fire	0	3
Police	2	2
Public Works	0	0
Other	3	0
Total	5	5

#### ***Revenues:***

Revenues for the first four months of fiscal year 2017 are about \$1.5 million less than the same period a year ago. Overall sales and services are \$310 thousand higher than last year mainly due to additional revenues from the Parks & Recreation department. This increase is offset by lower interest and penalties of \$537 thousand, reimbursements of \$202 thousand, and school chargebacks of \$271 thousand. The decrease in total taxes and interest is mainly due to less timely receipt of cable franchise fees in FY 2017. The decrease in school chargebacks and reimbursements is a result of less timely billing in FY 2017. The Municipal Transportation Improvement fund balance at 10/31/16 is \$701,887.

Sincerely,

William E. Sanders  
Finance Officer

**CITY OF MANCHESTER  
NEW HAMPSHIRE**



**FINANCIAL REPORTS**

**FOR THE FOUR MONTHS ENDED  
OCTOBER 31, 2016**

**UNAUDITED**

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

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7	Parking Division Account Balances Fiscal Year 2017

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

	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
<b>AGENCIES-</b>				
ALDERMEN	\$ 70,000.00	\$ 17,500.00	\$ 52,500.00	75.00
ASSESSORS	608,477.00	190,994.63	417,482.37	68.61
CITY CLERK	992,301.00	337,000.40	655,300.60	66.04
MEDO	139,500.00	50,028.74	89,471.26	64.14
CITY SOLICITOR	1,287,479.00	379,066.62	908,412.38	70.56
FINANCE	955,242.00	296,369.08	658,872.92	68.97
CENTRAL FLEET MANAGEMENT	3,163,824.00	1,047,120.79	2,116,703.21	66.90
INFORMATION SYSTEMS	1,541,651.00	803,586.24	738,064.76	47.87
MAYOR	230,375.00	72,841.41	157,533.59	68.38
OFFICE OF YOUTH SERVICES	592,714.00	188,615.51	404,098.49	68.18
HUMAN RESOURCES	778,710.00	252,094.16	526,615.84	67.63
PLANNING & COMMUNITY DEVELOPMENT	2,021,178.12	627,723.71	1,393,454.41	68.94
FACILITIES DIVISION	6,678,829.00	5,237,516.25	1,441,312.75	21.58
TAX COLLECTOR	494,043.00	154,398.72	339,644.28	68.75
FIRE	19,604,585.00	6,335,712.83	13,268,872.17	67.68
POLICE	22,014,760.00	7,315,598.30	14,699,161.70	66.77
HEALTH	2,809,822.00	746,340.85	2,063,481.15	73.44
HIGHWAY	16,165,972.00	8,097,857.82	8,068,114.18	49.91
WELFARE	1,019,240.00	301,184.68	718,055.32	70.45
PARKS & RECREATION	4,254,109.00	1,720,284.57	2,533,824.43	59.56
LIBRARY	2,003,162.00	688,077.88	1,315,084.12	65.65
SENIOR SERVICES	241,489.00	66,497.92	174,991.08	72.46
<hr style="border-top: 1px dashed black;"/>				
TOTAL AGENCIES	87,667,462.12	34,926,411.11	52,741,051.01	60.16
<hr style="border-top: 1px dashed black;"/>				
<b>RESTRICTED ITEMS-</b>				
SEVERANCE PAY	1,500,000.00	170,006.81	1,329,993.19	88.67
WORKERS COMPENSATION - SALARY	684,000.00	101,715.28	582,284.72	85.13
WORKERS COMPENSATION - MEDICAL	1,658,108.00	744,755.68	913,352.32	55.08
HEALTH INSURANCE	12,356,967.88	4,357,776.07	7,999,191.81	64.73
DENTAL INSURANCE	712,791.20	192,836.36	519,954.84	72.95
DEATH BENEFIT	72,601.00	17,195.17	55,405.83	76.32
DISABILITY INSURANCE	61,821.00	16,332.08	45,488.92	73.58
CITY RETIREMENT	7,473,224.13	3,034,759.73	4,438,464.40	59.39
FIRE STATE PENSION	5,074,398.00	1,657,978.11	3,416,419.89	67.33
POLICE STATE PENSION	4,614,192.00	1,579,473.39	3,034,718.61	65.77
FICA	3,074,875.67	925,329.87	2,149,545.80	69.91
UNEMPLOYMENT	50,000.00	1,500.42	48,499.58	97.00
TUITION	50,000.00	29,423.23	20,576.77	41.15
CGL INSURANCE	668,342.00	345,253.54	323,088.46	48.34
<hr style="border-top: 1px dashed black;"/>				
TOTAL RESTRICTED ITEMS	38,051,320.88	13,174,335.74	24,876,985.14	65.38
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City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Four Months Ended October 31, 2016

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(UNAUDITED)  
 Budget Basis  
 MNTBUDNB1

	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	751,000.00	-	751,000.00	100.00
MPTS	451,253.00	451,253.00	-	-
CIVIC CONTRIBUTIONS	162,286.00	147,543.00	14,743.00	9.08
NON-CITY PROGRAMS	69,107.00	68,947.83	159.17	.23
STREET LIGHTING	840,000.00	287,790.24	552,209.76	65.74
COMMUNITY IMPROVEMENT PROGRAM	1,091,036.00	1,091,036.00	-	-
TRANSIT SUBSIDY	1,165,724.00	1,165,724.00	-	-
EMPLOYEE MEDICAL SERVICES	40,000.00	7,299.55	32,700.45	81.75
MATURING DEBT	11,863,203.00	2,680,151.47	9,183,051.53	77.41
INTEREST ON MATURING DEBT	5,849,442.00	1,525,495.41	4,323,946.59	73.92
	-----			
TOTAL NON-DEPARTMENTAL ITEMS	22,283,051.00	7,425,240.50	14,857,810.50	66.68
	-----			
TOTAL GENERAL FUND	\$ 148,001,834.00	\$ 55,525,987.35	\$ 92,475,846.65	62.48
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By Department Without Restricted Items

For The Four Months Ended October 31, 2015

(UNAUDITED)

Budget Basis

MNTBUDNBN2

	FY 2016 MODIFIED BUDGET	FY 2016 OBLIGATIONS TO DATE	FY 2016 UNOBLIGATED BALANCE	FY 2016 PERCENT UNOBLIGATED
<b>AGENCIES-</b>				
ALDERMEN	\$ 70,000.00	\$ 17,500.00	\$ 52,500.00	75.00
ASSESSORS	609,277.00	190,714.75	418,562.25	68.70
CITY CLERK	994,701.00	295,254.09	699,446.91	70.32
MEDO	140,000.00	49,854.94	90,145.06	64.39
CITY SOLICITOR	1,378,379.00	355,662.60	1,022,716.40	74.20
FINANCE	956,042.00	279,002.70	677,039.30	70.82
CENTRAL FLEET MANAGEMENT	3,164,824.00	1,037,253.57	2,127,570.43	67.23
INFORMATION SYSTEMS	1,490,151.00	769,922.34	720,228.66	48.33
MAYOR	230,680.61	76,983.84	153,696.77	66.63
OFFICE OF YOUTH SERVICES	595,714.00	164,778.66	430,935.34	72.34
HUMAN RESOURCES	779,910.00	277,368.95	502,541.05	64.44
PLANNING & COMMUNITY DEVELOPMENT	1,980,662.00	623,158.89	1,357,503.11	68.54
FACILITIES DIVISION	6,645,168.51	5,093,376.70	1,551,791.81	23.35
TAX COLLECTOR	494,283.00	133,908.08	360,374.92	72.91
FIRE	19,624,585.00	6,354,938.95	13,269,646.05	67.62
POLICE	22,236,206.71	7,118,406.03	15,117,800.68	67.99
HEALTH	2,813,322.00	779,918.62	2,033,403.38	72.28
HIGHWAY	16,780,145.00	6,162,822.85	10,617,322.15	63.27
WELFARE	1,028,240.00	310,883.90	717,356.10	69.77
PARKS & RECREATION	3,161,937.36	1,123,046.08	2,038,891.28	64.48
LIBRARY	2,004,662.00	635,457.58	1,369,204.42	68.30
SENIOR SERVICES	241,639.00	41,138.94	200,500.06	82.98
<b>TOTAL AGENCIES</b>	<b>87,420,529.19</b>	<b>31,891,353.06</b>	<b>55,529,176.13</b>	<b>63.52</b>
<b>RESTRICTED ITEMS-</b>				
SEVERANCE PAY	730,510.59	222,091.10	508,419.49	69.60
WORKERS COMPENSATION - SALARY	684,000.00	167,562.02	516,437.98	75.50
WORKERS COMPENSATION - MEDICAL	2,314,178.77	694,136.66	1,620,042.11	70.01
HEALTH INSURANCE	12,250,000.00	3,529,899.51	8,720,100.49	71.18
DENTAL INSURANCE	706,004.00	197,570.01	508,433.99	72.02
DEATH BENEFIT	72,101.00	15,840.88	56,260.12	78.03
DISABILITY INSURANCE	61,321.00	15,120.44	46,200.56	75.34
CITY RETIREMENT	6,600,000.00	2,185,008.79	4,414,991.21	66.89
FIRE STATE PENSION	5,127,639.59	1,689,549.56	3,438,090.03	67.05
POLICE STATE PENSION	4,731,657.08	1,531,857.43	3,199,799.65	67.63
FICA	2,872,475.92	898,842.32	1,973,633.60	68.71
UNEMPLOYMENT	50,000.00	2,205.31	47,794.69	95.59
TUITION	50,000.00	18,386.09	31,613.91	63.23
CGL INSURANCE	1,211,390.64	341,225.13	870,165.51	71.83
<b>TOTAL RESTRICTED ITEMS</b>	<b>37,461,278.59</b>	<b>11,509,295.25</b>	<b>25,951,983.34</b>	<b>69.28</b>

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By Department Without Restricted Items

For The Four Months Ended October 31, 2015

(UNAUDITED)

Budget Basis

MNTBUDNBN2

	FY 2016 MODIFIED BUDGET	FY 2016 OBLIGATIONS TO DATE	FY 2016 UNOBLIGATED BALANCE	FY 2016 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
MPTS	451,253.00	451,253.00	-	-
CIVIC CONTRIBUTIONS	160,514.00	146,261.00	14,253.00	8.88
NON-CITY PROGRAMS	69,214.32	69,214.32	-	-
STREET LIGHTING	910,835.00	239,952.81	670,882.19	73.66
COMMUNITY IMPROVEMENT PROGRAM	474,500.00	374,500.00	100,000.00	21.07
TRANSIT SUBSIDY	1,153,560.00	1,153,560.00	-	-
EMPLOYEE MEDICAL SERVICES	46,576.69	10,485.91	36,090.78	77.49
MATURING DEBT	11,626,329.00	3,157,904.60	8,468,424.40	72.84
INTEREST ON MATURING DEBT	5,345,835.21	1,210,455.33	4,135,379.88	77.36
	-----	-----	-----	-----
TOTAL NON-DEPARTMENTAL ITEMS	20,238,617.22	6,813,586.97	13,425,030.25	66.33
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TOTAL GENERAL FUND	\$ 145,120,425.00	\$ 50,214,235.28	\$ 94,906,189.72	65.40
	=====	=====	=====	=====

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2018

Non-Property Tax Revenues

For the Four Months Ended October 31, 2016

(UNAUDITED)

Budget Basis

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	FY 2017 MODIFIED BUDGET	FY 2017 REVENUE RECOGNIZED	FY 2017 UNRECOGNIZED BALANCE	FY 2017 PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	755,000.00	4,087.42	750,912.58	99.46
CITY CLERK	2,546,687.00	86,069.44	2,460,617.56	96.62
MEDO	10,000.00	50.00	9,950.00	99.50
CITY SOLICITOR	627,500.00	7,500.00	620,000.00	98.80
FINANCE	6,300,282.00	532,188.61	5,768,093.39	91.55
INFORMATION SYSTEMS	217,000.00	10,000.00	207,000.00	95.39
HUMAN RESOURCES	6,000.00	6,353.37	(353.37)	(5.89)
PLANNING & COMMUNITY DEVELOPMENT	2,350,000.00	1,144,173.89	1,205,826.11	51.31
FACILITIES DIVISION	5,969,189.00	1,688,557.95	4,280,631.05	71.71
TAX COLLECTOR	19,036,795.00	6,486,661.85	12,550,133.15	65.93
CENTRAL FLEET MANAGEMENT	130,000.00	20,852.87	109,147.13	83.96
FIRE	838,363.00	137,080.84	701,282.16	83.65
POLICE	1,200,344.00	159,140.66	1,041,203.34	86.74
HEALTH	2,478,613.00	61,359.00	2,417,254.00	97.52
HIGHWAY	4,928,404.00	1,302,173.15	3,626,230.85	73.58
WELFARE	15,000.00	8,511.26	6,488.74	43.26
CEMETERY, PARKS & RECREATION	3,052,310.00	743,461.70	2,308,848.30	75.64
SENIOR SERVICES	8,500.00	1,830.77	6,669.23	78.46
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TOTAL AGENCIES	\$ 50,469,987.00	\$ 12,400,052.78	\$ 38,069,934.22	75.43
	=====			

Non-Property Tax Revenues

For The Four Months Ended October 31, 2016

(UNAUDITED)

Budget Basis

MNTREVNPRP

	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
<b>TAXES, INTEREST AND PENALTIES</b>				
MISCELLANEOUS TAXES	20,000.00	10,661.34	9,338.66	46.69
INTEREST AND PENALTIES	1,140,000.00	242,561.49	897,438.51	78.72
CABLE FRANCHISE FEES	1,915,842.00	-	1,915,842.00	100.00
-----				
TOTAL TAXES, INTEREST AND PENALTIES	3,075,842.00	253,222.83	2,822,619.17	91.77
<b>LICENSES AND PERMITS</b>				
AUTO REGISTRATIONS	18,061,086.00	6,180,568.06	11,880,517.94	65.78
LICENSES	500,050.00	47,392.45	452,657.55	90.52
PERMITS	2,253,787.00	1,106,345.82	1,147,441.18	50.91
-----				
TOTAL LICENSES AND PERMITS	20,814,923.00	7,334,306.33	13,480,616.67	64.76
<b>INTERGOVERNMENTAL</b>				
FEDERAL REVENUES	350,000.00	115,763.82	234,236.18	66.92
PAYMENTS IN LIEU OF TAXES	717,300.00	-	717,300.00	100.00
STATE REVENUES	2,555,459.00	622,088.16	1,933,370.84	75.66
-----				
TOTAL INTERGOVERNMENTAL	3,622,759.00	737,851.98	2,884,907.02	79.63
<b>SALES AND SERVICES</b>				
GENERAL REVENUES	159,725.00	49,783.85	109,941.15	68.83
PUBLIC SAFETY	172,450.00	42,223.29	130,226.71	75.52
HIGHWAY	943,258.00	260,129.17	683,128.83	72.42
HEALTH	13,500.00	4,365.00	9,135.00	67.67
CEMETERY, PARKS & RECREATION	1,836,302.00	562,396.11	1,273,905.89	69.37
ZONING BOARD	72,500.00	27,630.00	44,870.00	61.89
PARKING VIOLATIONS	7,500.00	500.00	7,000.00	93.33
COURT FINES	12,000.00	3,129.52	8,870.48	73.92
FEES	1,152,117.00	248,463.09	903,653.91	78.43
WITNESS FEES	75,000.00	28,720.39	46,279.61	61.71
-----				
TOTAL SALES AND SERVICES	4,444,352.00	1,227,340.42	3,217,011.58	72.38
<b>OTHER REVENUE SOURCES</b>				
INTEREST INCOME	305,000.00	82,513.43	222,486.57	72.95
FUND TRANSFERS	4,033,100.00	50.00	4,033,050.00	100.00
REIMBURSEMENTS	3,535,783.00	872,750.83	2,663,032.17	75.32
RENTALS & LEASES	1,150,760.00	116,410.13	1,034,349.87	89.88
SCHOOL CHARGEBACKS	9,484,818.00	1,774,677.94	7,710,140.06	81.29
MISCELLANEOUS	2,650.00	928.89	1,721.11	64.95
-----				
TOTAL OTHER REVENUE SOURCES	18,512,111.00	2,847,331.22	15,664,779.78	84.62
-----				
TOTAL	\$ 50,469,987.00	\$ 12,400,052.78	\$ 38,069,934.22	75.43
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City of Gloucester, New Hampshire  
 Budget vs Actual Revenue By Type -  
 Non-Property Tax Revenues  
 For The Four Months Ended October 31, 2016  
 Modified Budget FY 2017  
 (UNAUDITED)  
 Budget Basis  
 MNTREVCOM1

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	ACTUAL FY 2016	MODIFIED BUDGET FY 17	DIFFERENCE ACTUAL 16 VS BUDGET 17	PERCENTAGE DIFFERENCE OF FY16 VS FY17
<b>TAXES, INTEREST AND PENALTIES</b>				
MISCELLANEOUS TAXES	87,687	20,000	(67,687)	(77.19)
INTEREST AND PENALTIES	1,179,845	1,140,000	(39,845)	(3.38)
CABLE FRANCHISE FEES	1,870,203	1,915,842	45,639	2.44
	-----	-----	-----	-----
TOTAL TAXES, INTEREST AND PENALTIES	3,137,735	3,075,842	(61,893)	(1.97)
<b>LICENSES AND PERMITS</b>				
AUTO REGISTRATIONS	19,731,177	18,061,086	(1,670,091)	(8.46)
LICENSES	561,044	500,050	(60,994)	(10.87)
PERMITS	3,056,908	2,253,787	(803,121)	(26.27)
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	23,349,129	20,814,923	(2,534,206)	(10.85)
<b>INTERGOVERNMENTAL</b>				
FEDERAL REVENUES	451,620	350,000	(101,620)	(22.50)
PAYMENTS IN LIEU OF TAXES	713,674	717,300	3,626	.51
STATE REVENUES	2,605,366	2,555,459	(49,907)	(1.92)
	-----	-----	-----	-----
TOTAL INTERGOVERNMENTAL	3,770,660	3,622,759	(147,901)	(3.92)
<b>SALES AND SERVICES</b>				
GENERAL REVENUES	226,432	159,725	(66,707)	(29.46)
PUBLIC SAFETY	167,527	172,450	4,923	2.94
HIGHWAY	1,150,435	943,258	(207,177)	(18.01)
HEALTH	7,070	13,500	6,430	90.95
CEMETERY, PARKS & RECREATION	186,086	1,836,302	1,650,216	886.80
ZONING BOARD	74,415	72,500	(1,915)	(2.57)
PARKING VIOLATIONS	2,350	7,500	5,150	219.15
COURT FINES	14,197	12,000	(2,197)	(15.48)
OTHER FINES	3,452	-	(3,452)	(100.00)
FEES	1,255,290	1,152,117	(103,173)	(8.22)
WITNESS FEES	76,174	75,000	(1,174)	(1.54)
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	3,163,428	4,444,352	1,280,924	40.49
<b>OTHER REVENUE SOURCES</b>				
INTEREST INCOME	225,040	305,000	79,960	35.53
FUND TRANSFERS	3,923,089	4,033,100	110,011	2.80
REIMBURSEMENTS	3,547,754	3,535,783	(11,971)	(.34)
RENTALS & LEASES	983,713	1,150,760	167,047	16.98
SCHOOL CHARGEBACKS	9,379,584	9,484,818	105,234	1.12
MISCELLANEOUS	5,075	2,650	(2,425)	(47.78)
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TOTAL OTHER REVENUE SOURCES	18,064,255	18,512,111	447,856	2.48
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TOTAL	\$ 51,485,207	\$ 50,469,987	\$ (1,015,220)	(1.97)
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City of Manchester, New Hampshire  
 Budget vs Actual Revenue By Type -  
 Non-Property Tax Revenues  
 For The Four Months Ended October 31, 2016 and 2015  
 (UNAUDITED)  
 Budget Basis  
 MNTREVCOM2

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	4 MONTH ACTUAL FY 2016	4 MONTH ACTUAL FY 2017	DIFFERENCE ACTUAL 16 VS ACTUAL 17	PERCENTAGE DIFFERENCE OF FY16 VS FY17
<b>TAXES, INTEREST AND PENALTIES</b>				
MISCELLANEOUS TAXES	21,618	10,661	(10,956)	(50.68)
INTEREST AND PENALTIES	318,558	242,561	(75,996)	(23.86)
CABLE FRANCHISE FEES	449,580	-	(449,580)	(100.00)
	-----	-----	-----	-----
TOTAL TAXES, INTEREST AND PENALTIES	789,756	253,222	(536,533)	(67.94)
<b>LICENSES AND PERMITS</b>				
AUTO REGISTRATIONS	6,266,895	6,180,568	(86,326)	(1.38)
LICENSES	72,548	47,392	(25,155)	(34.67)
PERMITS	1,023,187	1,106,345	83,158	8.13
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	7,362,630	7,334,306	(28,323)	(.38)
<b>INTERGOVERNMENTAL</b>				
FEDERAL REVENUES	250,419	115,763	(134,655)	(53.77)
STATE REVENUES	1,326,309	622,088	(704,220)	(53.10)
	-----	-----	-----	-----
TOTAL INTERGOVERNMENTAL	1,576,728	737,851	(838,876)	(53.20)
<b>SALES AND SERVICES</b>				
GENERAL REVENUES	91,613	49,783	(41,829)	(45.66)
PUBLIC SAFETY	61,856	42,223	(19,632)	(31.74)
HIGHWAY	375,594	260,129	(115,464)	(30.74)
HEALTH	2,270	4,365	2,095	92.29
CEMETERY, PARKS & RECREATION	73,176	562,396	489,220	668.55
ZONING BOARD	34,340	27,630	(6,710)	(19.54)
PARKING VIOLATIONS	450	500	50	11.11
COURT FINES	6,683	3,129	(3,553)	(53.17)
FEES	248,855	248,463	(391)	(.16)
WITNESS FEES	22,024	28,720	6,696	30.40
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	916,861	1,227,340	310,479	33.86
<b>OTHER REVENUE SOURCES</b>				
INTEREST INCOME	61,082	82,513	21,431	35.09
FUND TRANSFERS	100	50	(50)	(50.00)
REIMBURSEMENTS	1,074,789	872,750	(202,038)	(18.80)
RENTALS & LEASES	90,335	116,410	26,075	28.86
SCHOOL CHARGEBACKS	2,045,229	1,774,677	(270,551)	(13.23)
MISCELLANEOUS	3,089	928	(2,160)	(69.93)
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TOTAL OTHER REVENUE SOURCES	3,274,624	2,847,331	(427,292)	(13.05)
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<b>TOTAL</b>	\$ 13,920,599	\$ 12,400,052	\$ (1,520,546)	(10.92)
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City of Manchester, New Hampshire  
 Parking Division  
 Budgetary basis  
 For the four months ended October 31, 2016

(unaudited)

Object Code Description	2017 Revised Budget	July-October 2016 Activity	2017 Balance
Intergovernmental Total	-	-	-
Charges for Services Total	1,786,150	467,622	1,318,528
Licenses & Permits Total	3,192,000	1,025,304	2,166,696
Interest Total	3,500	136	3,364
Other Revenue Total	985,053	272,407	712,646
Grand Total	<u>5,966,703</u>	<u>1,765,469</u>	<u>4,201,234</u>
Salaries & Wages Total	657,729	189,998	467,731
Employee Benefits Total	331,737	112,237	219,500
Purchased Professional Services Total	14,400	4,532	9,868
Purchased Property Services Total	661,294	176,439	484,855
Other Purchased Services Total	46,850	36,579	10,271
Supplies & Materials Total	122,159	19,020	103,139
Capital Outlay Total	-	-	-
Miscellaneous Total	200,000	68,066	131,934
Non-Departmental Total	409,534	-	409,534
Miscellaneous-Reimburse City Total	3,523,000	-	3,523,000
Grand Total	<u>5,966,703</u>	<u>606,871</u>	<u>5,359,832</u>
Excess (deficit) of revenues over expenditures	-	1,158,597	(1,158,597)

**City of Manchester  
Health Care Cost Summary**

**September - 2016**

	Current Year		Prior Year		2 Years Prior		
	September 2016	YTD FY 17	September 2015	YTD FY 16	September 2014	YTD FY 15	Total FY 15
	<b>Medical Claims and Fixed Costs</b>						
Retiree (Pre - 65)	\$ 338,556	\$ 899,791	\$ 225,053	\$ 888,772	\$ 127,132	\$ 527,677	\$ 2,583,961
Active	\$ 1,198,423	\$ 3,521,944	\$ 1,039,380	\$ 3,036,501	\$ 1,327,440	\$ 3,548,018	\$ 14,182,845
<b>Total</b>	<b>\$ 1,536,979</b>	<b>\$ 4,421,735</b>	<b>\$ 1,264,433</b>	<b>\$ 3,925,273</b>	<b>\$ 1,454,572</b>	<b>\$ 4,075,695</b>	<b>\$ 16,766,806</b>

	September 2016		September 2015		September 2014		Total FY 15
	September 2016	YTD FY 17	September 2015	YTD FY 16	September 2014	YTD FY 15	
	<b>Prescription Drugs</b>						
Retiree (Pre - 65)	\$ 51,691	\$ 149,105	\$ 43,810	\$ 156,361	\$ 25,679	\$ 115,678	\$ 607,008
Active	\$ 327,632	\$ 879,072	\$ 230,889	\$ 743,325	\$ 257,844	\$ 781,976	\$ 3,190,603
<b>Total</b>	<b>\$ 379,323</b>	<b>\$ 1,028,177</b>	<b>\$ 274,699</b>	<b>\$ 899,686</b>	<b>\$ 283,523</b>	<b>\$ 897,654</b>	<b>\$ 3,797,611</b>

	September 2016		September 2015		September 2014	
	September 2016	YTD FY 17	September 2015	YTD FY 16	September 2014	YTD FY 15
	<b>Headcount</b>					
Retiree (Pre - 65)	190		208		178	
Active	1,046		1,007		1,043	
<b>Total</b>	<b>1,236</b>		<b>1,215</b>		<b>1,221</b>	

	September 2016		September 2015		September 2014		Total FY 15
	September 2016	YTD FY 17	September 2015	YTD FY 16	September 2014	YTD FY 15	
	<b>Premium Paid</b>						
Retiree (Pre - 65)	\$ 202,081	\$ 612,671	\$ 219,094	\$ 655,223	\$ 189,152	\$ 567,158	\$ 2,251,773
Active	\$ 240,560	\$ 792,020	\$ 229,515	\$ 757,554	\$ 229,421	\$ 760,707	\$ 3,095,600
<b>Total</b>	<b>\$ 442,641</b>	<b>\$ 1,404,691</b>	<b>\$ 448,609</b>	<b>\$ 1,412,777</b>	<b>\$ 418,573</b>	<b>\$ 1,327,865</b>	<b>\$ 5,347,373</b>

	September 2016	September 2015	September 2014	Total FY 16	Total FY 15
Portion of claims subject to Stop Loss	\$ -	\$ -	\$ -	\$ 294,696	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ 227,930

**City of Manchester  
Claims Cost By Plan  
FY 2017  
Three Months  
September 2016**

Active					
	Head Count of Employees	Covered Members **	Claims*	FY 2017 Annualized Claims per Covered Member	FY 2016 Annualized Claims per Covered Member
HMO	872		\$ 3,538,235		
POS	15		168,871		
HSA	117		357,379		
HDHP	42		-		
<b>TOTAL</b>	<b>1,046</b>	<b>2,764</b>	<b>\$ 4,064,485</b>	<b>\$ 5,004</b>	<b>\$ 5,406</b>

Retirees					
	Head Count of Retirees	Covered Members **	Claims***	FY 2017 Annualized Claims per Covered Member	FY 2016 Annualized Claims per Covered Member
HMO	106		\$ 843,465		
HDHP	84		151,268		
<b>TOTAL</b>	<b>190</b>	<b>300</b>	<b>\$ 994,733</b>	<b>\$ 13,985</b>	<b>\$ 13,142</b>

\* Includes medical claims and prescription drugs. Does not include ER contributions to HSA Fund of \$209,580 and fixed costs of \$336,531.

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

\*\*\* Includes medical claims and prescription drugs. Does not include fixed costs of \$54,164.

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

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the department travel/conference summary reports, have been accepted.

*(Unanimous vote with the exception of Alderman Sapienza 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



**Manchester·Boston**  
REGIONAL AIRPORT

**City of Manchester Department of Aviation  
Manchester · Boston Regional Airport**

**Travel/Conference Summary Form**

Name: Mark Brewer  
Purpose of Travel: AAAE 2016 F. Russell Hoyt National Airports Conf.  
Conference Dates: September 30, 2016 – October 5, 2016  
Location: Orlando, FL



**Summary of meeting or conference agenda**

The purpose of the meeting was to participate in the Board and Policy Review Committee Meetings prior to the conference and to attend the Annual 2016 NAC Conference in Orlando, Florida. Meetings discussed memberships, staffing, technology, by-laws, policy and procedures, industry overview and financial statements.

I participated in a number of general sessions concerning the State of the Aviation Industry, the Federal Aviation Administration had discussions on helping airports cut costs or develop revenue streams and managing operations and business risks. The Transportation Security Administration leadership discussed airport innovation and cyber security. There were also discussions on airline consolidation and the impact on airport economics.

**A COPY OF THIS COMPLETED FORM WILL BE SUBMITTED TO THE CITY CLERK'S OFFICE FOR DISTRIBUTION TO BOARD OF MAYOR AND ALDERMEN**

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

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the Audit Report of the Planning & Community Development Department has been accepted.

*(Unanimous vote with the exception of Alderman Sapienza 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

# AUDIT REPORT

## CITY OF MANCHESTER

### NEW HAMPSHIRE



*Planning and Community Development Department*  
*Fiscal Year Ended June 30, 2016*

Prepared by  
City of Manchester, NH  
Office of the Independent City Auditor

**INDEPENDENT AUDIT REPORT  
CITY OF MANCHESTER, NEW HAMPSHIRE  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
FISCAL YEAR ENDED JUNE 30, 2016  
TABLE OF CONTENTS**

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City of Manchester  
Office of the Independent City Auditor

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

*October 5, 2016*

Committee on Accounts, Enrollment and Revenue Administration  
City of Manchester, New Hampshire  
Honorable Aldermen: Levasseur, Hirschmann, Ludwig, Sapienza and Katsiantonis

Dear Honorable Committee Members:

Per the Independent City Auditor five year audit plan a performance audit of the Planning and Community Development Department's compliance with the City's policies and procedures over revenues and expenditures has been conducted.

I have completed my audit of the Planning and Community Development Department for the fiscal year ended June 30, 2016. My audit was conducted for the purpose of determining whether the department was complying with certain City policies governing the processing of expenditures and revenues.

This audit was considered a performance audit in accordance with generally accepted government attestation standards. Those standards require that I plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for my findings and conclusions based on my audit objectives. I believe that the evidence obtained provides a reasonable basis for my findings and conclusions based on the audit objectives.

### **Scope and Audit Objectives**

- This engagement was to be a performance audit of the Planning and Community Development Department's compliance with certain City's policies and procedures over revenues and expenditures during the fiscal year ended June 30, 2016.

## **Procedures**

The engagement procedures began with interviews of officials and employees at the Planning and Community Development Department.

I reviewed the City and Department policy and procedures manuals as well as the City of Manchester Code of Ordinances for possible compliance points.

I reviewed financial information from the HTE financial information system for the past 5 fiscal years.

I evaluated the department's system of internal and management controls over financial and program objectives.

I sampled expenditures and revenues for testing of compliance points and control points to test the effectiveness of the control system in place at the department during the audit period.

## **Findings and Conclusion**

My audit revealed the following minor observations:

Observation-1 CERTIFICATE OF COMPLIANCE TRACKING

Observation-2 ERRORS IN UNAUDITED CAFR SCHEDULE

Except for the observations noted above the Planning and Community Development Department appeared to be in compliance with certain City policies over expenditures and revenues during the audit period.

Respectfully Submitted,

Kevin Buckley, CPA  
Internal Audit Manager

## **CITY OF MANCHESTER PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

The City of Manchester Code of Ordinances chapter 149 and pursuant to the City Charter section 3.02 there is established in the City of Manchester a Planning and Community Development Department headed by the Director of Planning and Community Development who is appointed as provided by the City Charter chapter 3.03.

The Department is responsible for the administration, interpretation and enforcement of all codes and regulations pertaining to the Offices of Inspectors of Buildings and the administration, interpretation and enforcement of land use codes and regulations.

The Department provides staff support to the Zoning Board of Adjustment and shall administer the processing of variances, special exceptions and administrative appeals under the direction of the Zoning Board of Adjustment.

The Department consists of four divisions:

- Construction Administration Division
- Code Enforcement Division
- Land Management Division
- Community Development Division

### **Programs and Operations**

- Building Plan Review and permit approval
- Field Inspections and records maintenance
- Code review and update
- Permit application processing
- Certificates of Occupancy
- Aid in the development of the City Master Plan
- Administration of land use regulations
- Provide Staff support to the Zoning Board of Adjustment, Planning Board, Millyard Design Review Committee, and the Heritage Commission.
- Housing Code Ordinance Administration
- Certificate of Compliance inspections and issuance
- Resolution of Zoning Ordinance violations
- Assist in the development and management of the Community Improvement Program (CIP).
- Manage funding from the U.S. Department of Housing and Urban Development

**Mission Statement**

Plan and Manage the development of the City of Manchester in a manner that ensures a healthy economic base, safe and livable neighborhoods, cultural opportunities and quality public facilities.

**Personnel**

As of June 2016 the Department employed 33 employees.

**2016 GENERAL FUND BUDGET TO ACTUAL**

**REVENUES**

<b>Description</b>	<b>Budget</b>	<b>Actual</b>
Sign Permit	\$ 30,000.00	\$ 34,013.00
Yard Sale Permit	\$ 4,000.00	\$ 2,495.00
Elevator Permit	\$ 1,000.00	\$ 300.00
Building - Permits	\$ 890,000.00	\$ 1,384,514.56
Electrical - Permits	\$ 165,000.00	\$ 252,993.46
Plumbing - Permits	\$ 100,000.00	\$ 151,173.25
Heating - Permits	\$ 155,000.00	\$ 185,259.95
Certificate of Compliance	\$ 360,000.00	\$ 470,547.63
Subdivision	\$ 40,000.00	\$ 35,155.00
Conditional Use Permit	\$ 20,000.00	\$ 7,690.00
Site Plan - Base Fee	\$ 75,000.00	\$ 145,187.60
Mergers	\$ 2,500.00	\$ 2,000.00
Neighborhood Stabilization Program	\$ -	\$ 269,907.57
Community Development Block Grant	\$ 300,000.00	\$ 36,655.27
Home Investment Program	\$ 40,000.00	\$ 10,928.96
Emergency Shelter Grant	\$ 10,000.00	\$ 6,817.00
Archive Record Retrieval	\$ 5,000.00	\$ 6,872.15
Copying Receipts	\$ 5,000.00	\$ 210.00
Zoning - All Other	\$ 68,000.00	\$ 71,725.00
Planned Dev	\$ 4,500.00	\$ 2,690.00
Miscellaneous Reimbursement		\$ 54.33
	<hr/> <hr/>	<hr/> <hr/>
	\$ 2,275,000.00	\$ 3,077,189.73

**2016 GENERAL FUND BUDGET TO ACTUAL  
EXPENDITURES**

Description	Budget	Actual
Regular Salary	\$ 1,858,012.00	\$ 1,772,026.37
Staff Development	\$ 2,700.00	\$ 2,531.50
Data Processing	\$ 800.00	\$ 356.00
Maintenance & Repair/ Mach/Equip	\$ 500.00	\$ 481.50
Rental Machinery & Equipment	\$ 7,000.00	\$ 4,241.12
Telephone	\$ 13,500.00	\$ 9,252.72
Postage	\$ 16,000.00	\$ 16,000.00
Advertising	\$ 4,000.00	\$ 2,973.41
Printing, Publishing, Binding	\$ 3,500.00	\$ 3,269.04
Travel, Conferences & Meetings	\$ 3,000.00	\$ 1,390.00
Mileage Reimbursement	\$ 150.00	\$ -
Duplicating Services	\$ 5,000.00	\$ 4,910.82
General Supplies	\$ 7,200.00	\$ 8,484.08
Graphics	\$ 800.00	\$ 45.36
Graphics	\$ 10,000.00	\$ 20,000.00
Gas, Oil & Diesel Fuel	\$ 15,500.00	\$ 12,178.39
Graphics	\$ 200.00	\$ -
Books	\$ 1,800.00	\$ 1,799.95
Periodicals	\$ 500.00	\$ 443.69
Dues, Fees, & Licenses	\$ 5,500.00	\$ 4,853.00
Equipment	\$ 25,000.00	\$ 24,920.73
Health Insurance		\$ 419,854.98
Dental Insurance		\$ 24,034.51
Life Insurance		\$ 1,542.71
Disability Insurance		\$ 1,454.08
City Contributory System		\$ 402,588.29
FICA		\$ 129,928.12
	<hr/> <hr/>	<hr/> <hr/>
	\$ 1,980,662.00	\$ 2,869,560.37

SOURCE: HTE Financial System budget to actual report

NOTE: Health, Dental, Life Disability, Retirement and FICA are not budgeted at the Department level.

## EXPENDITURE TESTING

For testing purposes I randomly selected 30 payroll and benefits expenditures and 30 non-payroll expenditures for testing. Testing consisted of determining if the internal and management controls that were in place were working as designed and to determine if the correct amounts were paid, posted to the correct account and posted in the correct time period. In addition I determined if the expenditure was made in accordance with other related City policies.

My test work revealed no instances of non-compliance with any of the tested compliance points tested and that the system of internal and management controls appear to be working as designed.

## REVENUES TESTING

The Department collects revenues from three main sources:

- Issue of permits for new construction/renovation, electrical, plumbing, demolition, heating, yard sales, signs
- Federal Grant Revenues from various Housing and Urban Development grants such as CDBG block grant, Home Investment Program, and Emergency Shelter Grant.
- Certification of Compliance upon a safety inspection for all rental units in the City.

### *PERMITS*

During FY 2016 the Department issued approximately 7,000 permits for various activities mostly involving new construction and renovation work. I tested a sample of 30 certificates issued during the year to determine if the correct amount was charged, proper inspections were done when needed and amounts posted to the correct revenue code in the correct amount.

My testing revealed no instances of non-compliance with any of the related ordinances or City Policies selected.

### *FEDERAL GRANTS*

The Department collected \$317,492 of federal assistance from the Department of Housing and Urban Development during FY 2016. Monthly the Department prepares a drawdown of federal funds based on HTE reports. I selected one monthly draw down and traced all amounts back into the HTE system and supporting documentation. The draw down appeared to be based on correct and supported amounts and charged to the correct grant in the correct amount.

### *CERTIFICATION OF COMPLIANCE*

All rental units in the City of Manchester must be inspected by the department every three years for adherence the City's Housing Code. The Department conducts inspections with seven Code Enforcement Officers. In addition to the regular inspections the seven inspectors also handle investigations of citizen's complaints and tenant complaints. During FY 2016 the department conducted 2,413 inspections of which 31 were citizen complaints and 15 were tenant complaints. My testing of certifications noted the following condition.

## **OBSERVATION 1: CERTIFICATE OF COMPLIANCE TRACKING**

### *Observation:*

The City of Manchester Code of Ordinances section 150.100 requires that anyone operating a rental unit have a Certificate of Compliance from the City. The property owner applies for the certificate and staff from the Planning and Community Development Department conducts an inspection of the property to ensure it is in compliance with the City's housing code. When the property passes the inspection the permit is issued and is good for a term of three years. At the end of the three years the owner of the property must apply for a renewal based on an inspection by the department.

While it is up to the owner to apply for a certificate of compliance, the department must ensure that all units are inspected and the renters are living in adequate safe housing. Due to the large number of units the department needs a computer system that is able to track and report on all units in the City and notify the department when a unit is out of compliance with the Certificate requirement.

The department tracks the units in a module of the HTE financial system. Based on my observation the module lacks the ability to adequately track and report on the properties. In order to schedule inspections the department uses a paper filing system and must review the files manually to determine if any properties are due an inspection. All the information needed appears to be in the system however it lacks a report function to automatically notify the department in a timely manner when an inspection is due or the status of properties that are currently being inspected.

I randomly selected 30 properties for testing and found that on average the amount of time between when a certificate has expired and an inspection is scheduled averages 335 days. One property I tested did not have an inspection scheduled until 819 after the certificate had expired. Some of the time lag may be due to the high case load each inspector has assigned to them but some is due to the lack of functionality of the system being used.

### *Recommendation:*

The department should work with the Information Systems Department in order to better use the computer system for automatically scheduling and notifying properties that have expired Certificates.

### *Auditee Response:*

The Planning and Community Development Department agrees with the Auditor's findings in the matter. The issues related to lack of resources in inspector capacity and limitations of the computer system have long been recognized. To address these resources issues, the Board of

Mayor and Aldermen have through the FY17 Budget adoption provided funding to hire an additional Code Enforcement Inspector, and as well have authorized funding for implementation of a new computer operating system for the department. We anticipate that the new inspector will be on board and training will be essentially complete so as to allow for additional inspection capacity before the end of the calendar year. The process of evaluation and vendor selection for a new computer operation system has been completed, and a contract to provide the system has been signed. It is anticipated that full implementation of this system will be complete late in 2017.

My testing revealed no other instances of non-compliance with City policies.

I also tested controls over the handling and processing of cash receipts over the counter and through the mail and noted no instances of non-compliance with City procedures over cash handling.

## OTHER MATTERS

During the preliminary planning phase of the audit the following condition was noted.

### **OBSERVATION 2: ERRORS IN UNAUDITED CAFR SCHEDULE**

#### *Observation:*

The Planning and Community Development Department provides information on operating indicators to the Finance Department for inclusion in the City's Comprehensive Annual Financial Report (CAFR). The information on the number and value of building permits is included in the unaudited statistical section of the report. During my audit work it was noted that the information provided for calendar years 2014 and 2015 appeared to be about half of the prior year amounts. It was discovered that the reports used for these two years only included one half of the year's information. As the CAFR is issued prior to the end of calendar year 2015 the 2015 as noted on the schedule only includes ½ years data. It appears that prior to the 2015 CAFR being issued the CY 2014 numbers were never updated.

As the Planning and Community Development Department provided the correct information and all the departments' operating information in the CY 2014 column appears to consist of only ½ year data, this appears to be an error of the Finance Department when they were compiling information for the CAFR .

#### *Recommendation:*

All Departments should check the data included in the CAFR schedules to ensure that the Finance Department has included the correct information. The Finance Department needs to improve its procedures over updating this information to ensure that it is complete and accurate.

For this year's CAFR a corrected schedule should be updated by the Finance Department so that all years presented are showing the correct amounts.

#### *Auditee Response:*

#### Finance Department Response

The Finance Department prepared the unaudited ten year statistical schedule contained on page 130 of the FY 2015 CAFR. We did update FY14 with twelve months of information but unfortunately due to a misunderstanding with our auditors the FY14 information in the FY15 CAFR was not updated. We have spoken with our auditors, Melanson Heath, and we are all confident this misunderstanding will not reoccur.

**AUDIT CONCLUSION:**

Based on the test work performed, except for the two minor observations noted in the report it appears that the Planning and Community Development Department is complying with City policies relating to revenues and expenditures. It also appears that the Department's system of internal and management controls over revenue and expenditures was adequately designed and operating as designed.

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

The Committee on Accounts, Enrollment & Revenue Administration respectfully recommends, after due and careful consideration, that a 1998 agreement between the City and the Manchester Development Corporation (MDC) calling for the transfer of ten percent (10%) of the proceeds of sales of development parcels on Hackett Hill to MDC as lots are sold be reaffirmed.

The committee further notes that MDC requests that any outstanding funds owed to them be credited against MDC's annual year-end transfer to the City's general fund.

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

Respectfully submitted,

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

Clerk of Committee



October 20, 2016

City of Manchester  
Committee on Accounts, Enrollment, and Revenue Administration  
c/o Matt Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Re: MDC - 2016 Annual Year End Transfer to City General Fund

Dear Chairman Levasseur and Committee Members,

As we work with the City's Finance Department to prepare our required year end transfer of funds to the City's General Fund, we seek clarity from the Board of Mayor and Aldermen relative to a 1998 agreement between the City, the Manchester Housing Authority, and MDC, which called for the transfer of ten percent (10%) of the proceeds of sales of development parcels on Hackett Hill to MDC as the lots are sold.

Our Board requests that the BMA determine whether this agreement remains in effect and, if so, what, if any, amount is owed to the MDC. If the BMA determines that the MDC is owed funds from the City, **we will not request a transfer of these funds.** Instead, the MDC will request that the City credit the amount against the MDC's year end transfer so that our financial records are accurate.

Sincerely,

David Eaton  
Chair  
Manchester Development Corporation

Enclosure

JET

City of Manchester  
Office of the City Clerk

REC'D 12 2 1998

Leo R. Bernier  
City Clerk

City Hall  
904 Elm Street  
Manchester, New Hampshire 03101  
(603) 624-6455  
Fax: (603) 624-6481

Carol A. Johnson  
Deputy Clerk

Paul R. Bergeron  
Deputy Clerk  
Elections and Business Licensing

Paula L. LeBlond-Kang  
Second Deputy Clerk

December 2, 1998

Raymond E. Pinard, Chairman  
Manchester Development Corporation  
City Hall  
One City Hall Plaza  
Manchester, NH 03101

RE: 10% of Proceeds of Sales of Development Parcels on Hackett Hill

Dear Mr. Pinard:

Enclosed for your records is a copy of a report of the Committee on Community Improvement reflecting action taken by the Board of Mayor and Aldermen at a meeting held on December 1, 1998 relative to the above-referenced.

Sincerely,



Leo R. Bernier  
City Clerk

Enclosure

pc: Finance Officer

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

Gentlemen:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that a request of MDC that the City provide ten percent (10%) of the proceeds of sales of development parcels on Hackett Hill as the lots are sold to MDC and MDC, Inc. be granted and approved.

Respectfully submitted,

*Leo R. Bernier*

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen  
held Dec 1, 1998 on a motion by Ald. Wihby  
duly seconded by Ald. Sysyn the report of  
the Committee was accepted and its recommendations

(Adopted) ~~(Assisted)~~

*Leo R. Bernier*

City Clerk

MANCHESTER DEVELOPMENT CORPORATION  
MANCHESTER DEVELOPMENT CORPORATION, INC.

889 ELM STREET  
MANCHESTER, NEW HAMPSHIRE 03101 BOARD OF MAYOR & ALDERMEN

DATE: October 20, 1998  
October 9, 1998  
ON MOTION OF A.L.D. Pariseau

SECONDED BY A.L.D. Girard

VOTED TO Refer Community  
Improvement

CITY CLERK *Johnson*  
*Deputy*

Honorable Board of Mayor and Aldermen  
c/o Office of the City Clerk  
1000 Elm Street  
Manchester, New Hampshire 03101

Dear Members of the Board:

The Boards of Directors of the Manchester Development Corporation and its subsidiary, Manchester Development Corporation, Inc. met in joint session on September 25, 1998 to take the actions directed by the Board of Mayor and Aldermen related to the proposed acquisition by the City of the University of New Hampshire property on Hackett Hill. Specifically, in connection with the proposed acquisition of the University Center Associates property in the Millyard, MDC was directed to assign its interest in a fourth mortgage on the UCA property and MDC, Inc. was directed to assign its interest in demand notes and accrued interest to the City totaling \$732,780 to facilitate the transfer. In addition, MDC, Inc., as a result of the transfer, will incur a New Hampshire Business Profits Tax liability of approximately \$29,000 which it has agreed to bear from its existing resources. In total, this contribution to the proposed UNH project by MDC and its for-profit subsidiary amounts to \$761,780, or approximately 10% of the total acquisition cost of \$7,200,000.

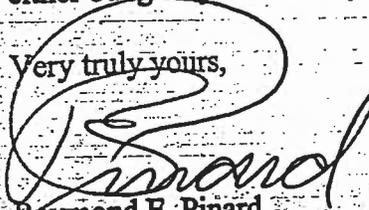
The members of the Boards of MDC and MDC, Inc. discussed this subject at considerable length at their September 25, 1998 meeting. Of particular concern to the members of the Board was their fiduciary responsibility to the City of Manchester as Directors of the Corporation. Assignment or gift of Corporation assets without reasonable regard for their replacement could be viewed as irresponsible, without due cause. In this instance, the Board of Mayor and Aldermen, representing the City of Manchester as the sole stockholder of the Corporation, has directed the Boards of MDC and MDC, Inc. to take the actions required to consummate the proposed UNH transaction. However, the MDC and MDC, Inc. Board members would be remiss if they were not to request a long-term plan to replace the assets assigned for the benefit of this project. MDC funds were originally set aside, with the approval of the Board of Mayor and Aldermen, for use in economic development projects in which the City could not legally participate directly. Recent examples of these initiatives are the acquisition and marketing of the Bridge and Elm Street property and the phase I study for the proposed civic center.

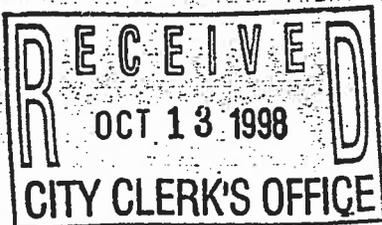
Honorable Board of Mayor and Aldermen  
October 9, 1998  
Page 2

Clearly, the continued expenditure of MDC assets without reasonable means of replacing these assets will ultimately render the organization ineffective and deprive the City of the means for providing an effective vehicle for addressing critical economic development initiatives. In order to mitigate the continued outflow of MDC assets, as in the current situation with respect to the UNH Project, the MDC and MDC, Inc. Boards respectfully propose that the following structure be adopted by the Board of Mayor and Aldermen as part of the UNH transaction. Given that the value of the MDC fourth mortgage, the MDC, Inc. demand notes and accrued interest, and the MDC, Inc. NH. Business profits Tax liability total \$761,780, or approximately 10% of the value of the total UNH acquisition cost of \$7,200,000, the MDC and MDC, Inc. Boards are requesting that they receive from the City of Manchester notes receivable or other valuable consideration in amounts equal to the value of the assets assigned to the City of Manchester for the UNH transaction. These notes would be paid by providing 10% of the proceeds of sales of development parcels on Hackett Hill as the lots are sold, to MDC and MDC, Inc. This structure would allow the lion's share of land sale proceeds to be used either for retirement of existing debt or reinvestment in the project. As is currently the case, the share dedicated for repayment of MDC related debt would continue to be available in the future for economic development related initiatives either directed or approved by the Board of Mayor and Aldermen.

I and other members of the MDC Board of Directors would welcome the opportunity to discuss this proposal with you at either a regular or special meeting of the Board of Mayor and Aldermen. We believe that this proposal is a reasonable means of providing the City of Manchester a vehicle to take advantage of unique future economic development initiatives in which the city's direct participation is prohibited by either budgetary or statutory restraints.

Very truly yours,

  
Raymond E. Pinard  
Chairman



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

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that the banner application submitted by Hope for NH Recovery for a banner to be hung on Elm & Pleasant Streets from September 4, 2017 through September 17, 2017 has been approved.

*(Unanimous vote with the exception of Alderman Sapienza who was 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



# BUSINESS LICENSE APPLICATION

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

Date: 9.24.16

### Instructions

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

## SECTION I. IDENTIFICATION

(A) Applicant: IRINA OWENS

Business Name: ~~HOPE~~ HOPE FOR NH RECOVERY

Business Address:  
(No PO Box) 293 Wilson Street  
Manchester, NH ~~03103~~ 03103

Telephone #: 603-935-7524 Federal Tax ID #: 02-0521502

Manager's Name(s): Kelly Riley

Email Address(es): IRINA.OWENS@RECOVERYNH.ORG  
kelly@recoverynh.org

(B) Property Owner's Name: \_\_\_\_\_

Property Owner's Address:  
(No PO Box) \_\_\_\_\_

Property Owner's Phone #: \_\_\_\_\_

(C) As part of the application process, some city departments may need to contact your business to schedule an interview or an inspection. Please identify the person to be contacted and the best time(s) to call.

Contact Person: \_\_\_\_\_

Time(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

## SECTION II. BUSINESS INFORMATION

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

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

**SECTION X. MUNICIPAL BANNER LICENSE APPLICATION**

Event: Rally 4 Recovery NH Event Date: 9.16.17

Sponsoring Organization: HOPE for New Hampshire Recovery

Contact Person for Event: IRINA OWENS

Contact's Phone #: 603-935-7524 sm Email: IRINA.OWENS@RECOVERYNH.ORG

Time Period Requested: Sept. 4<sup>th</sup> through September 17<sup>th</sup>

Number of cross-street banners (max of two at any given time): ELM + PLEASANT AND

**BANNER LOCATION(S) FEES**

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

Kelly AND  
Dubuque  
\$625.00

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

*See attached. We will revise with next year's date*

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

Signature: Irina Owens Date: 9.24.16

<u>Office Use Only</u>		
Date Received: _____	Committee Review: _____	Committee Action: _____
Insurance Carrier: _____	Fee Submitted: _____	

3rd Annual

4

NH

HOPE  
for NEW HAMPSHIRE  
RECOVERY  
An affiliate of  
Face It TOGETHER

**Saturday, September 17, 2016**

11:30am - 4:30pm | Veteran's Memorial Park, Manchester

THE VOICES  
OF RECOVERY:

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

The Committee on Administration/Information Systems respectfully recommending, after due and careful consideration, that the proposed amendments to the Housing Code submitted by the Director of Planning & Community Development be approved.

*(Unanimous vote with the exception of Alderman Sapienza 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

**In Board of Mayor and Aldermen**

**Date: 10/18/16**

**On motion of Ald. Long**

**Seconded by Ald. Ludwig**

**Voted to refer to the Committee on Administration/Information Systems.**

*Matthew Furmond*  
City Clerk

Date: October 7, 2016

To: Honorable Board of Mayor and Alderman

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

Subject: Proposed Amendments to the Housing Code

Two proposed amendments to the Housing Code are attached for your consideration.

The proposed amendment to Section 150.091 is a recommendation from the Housing Study Commission's Final Report dated March 21, 2016. The Commission found that tenants do not always know how to reach their landlords when they have an issue. The Commission also believes that improved landlord accountability will improve tenants' housing conditions. Oftentimes the first call a tenant makes is to the Planning and Community Development Department which then treats the call as a formal complaint and performs an inspection as soon as possible. In some cases this use of resources might be unnecessary if the tenants knew how to contact their landlords directly. The proposed amendment requires landlords to post contact information to allow tenants to contact the landlord directly and also requires that the tenant attempt to contact their landlord first before contacting Planning and Community Development. By amending the Housing Code as proposed, tenants will have greater access to their landlords and may be able to improve conditions that do not meet Housing Code standards or affect habitability of their dwelling units.

As a house keeping matter, we would also propose to amend Section 150.002, specifically the definition of RENTAL PROPERTY, by deleting the reference to motels, hotels and dormitories. Planning and Community Development has never included motels, hotels and dormitories in the Housing Code inspection program. Amending the Housing Code as proposed will remove any ambiguity regarding these types of structures.

We would request that the proposed amendments be referred to the appropriate committee.

Thank you for your consideration of this request.

# City of Manchester New Hampshire

In the year Two Thousand and Sixteen

## AN ORDINANCE

“An Ordinance amending the Housing Code Chapter 150 of the City of Manchester Code of Ordinances by adding language pertaining to “Required Facilities.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows: Amending the Housing Code, Chapter 150 of the City of Manchester Code of Ordinances  
as follows:

Note: New text shown *bold and italicized*. Text to be deleted is shown ~~struck through~~.

### § 150.091 POSTING OF EMERGENCY CONTACT INFORMATION

A. *All dwelling or rooming units subject to inspections under this Chapter shall have posted in a regularly accessible common area written notification containing the following:*

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

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

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

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

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

D. *Violations. The Department of Planning and Community Development may issue warnings or citations for violation of this section as provided for in Sections 150.142 and 150.099*

### § 150.091 DEFINITIONS

RENTAL PROPERTY. Any residential unit in a building, dwelling, or rooming house which provides permanent or transient living facilities and occupied by tenants on a rental basis. ~~This term shall include, but not be limited to, hotels, motels, and dormitories so long as they are offered for rent or allowed to be occupied by others.~~

II. Resolve this ordinance shall take effect upon passage.

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

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the proposed Drainage and Construction Easement Deed submitted by CLD Consulting for property at 1056 River Road be approved.

*(Unanimous vote with the exception of Alderman Shaw 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



November 2, 2016

Manchester Committee of Lands and Buildings  
Via: City Clerk – City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Re: Proposed Easement on YDC Property  
CLD Reference No. 14-0190

Dear City Clerk;

We have received conditional approval from the Planning Board for a subdivision of land off of River Road into 25 residential building lots. As part of this proposal drainage improvements within River Road are necessary. These improvements outlet onto the YDC Land and require a drainage easement from the State of NH to benefit the City of Manchester. The scope of the work is removing one pipe and lowering another to provide a pipe that meets city standards, and minor regrading and stabilization of the existing stormwater swale. The stormwater peak flow will be reduced or remain the same so no adverse impact is expected.

We ran the easements by city departments and the City Solicitor for review and they have been approved with the exception of some language required by the State of NH. We understand that the committee is required to review these easements to accept them, particularly the specific language the indemnity clause (section 3.3).

Please add to your next available agenda's for necessary approvals. Attached is a copy of the easement, a copy of the subdivision plan, and an aerial photo explaining the location.

Very truly yours,

Brian A Pratt, P.E.  
Project Manager

Upon Recording Return to:

Sheehan Phinney Bass & Green, PA  
1000 Elm Street  
Manchester, New Hampshire 03101  
Attn: Kenneth A. Viscarello, Esq.

**EASEMENT DEED**  
**(Drainage and Construction)**

KNOW ALL MEN BY THESE PRESENTS that the STATE OF NEW HAMPSHIRE, a body corporate and politic, acting by and through its Department of Health and Human Services pursuant to RSA 10:4, as authorized by the Governor and Executive Council on \_\_\_\_\_, 2016 (Meeting Agenda Item # \_\_\_\_\_), having a mailing address of New Hampshire Department of Health and Human Services, Office of the Commissioner, 129 Pleasant Street, Concord, New Hampshire 03301 (hereinafter "Grantor"), for consideration paid, grants to the CITY OF MANCHESTER, a New Hampshire municipal corporation, having principal offices at One City Hall Plaza, Manchester, New Hampshire 03101 (hereinafter "Grantee") with QUITCLAIM COVENANTS upon the conditions hereafter set forth the easements contained herein.

1. Recitals.

1.1 Grantor is the owner of certain land located in Manchester, Hillsborough County, New Hampshire, located on the west side of River Road, with an address of 1056 River Road and known as the Sununu Youth Services Center campus (formerly "YDC" or the "State Industrial School"), Tax Map 420, Lot 1.

1.2 The Grantor wishes to grant to Grantee a drainage easement to flow drainage from Grantee's abutting property, said property being the public roadway and right-of-way corridor known as River Road, onto Grantor's property and a temporary construction easement as more fully set forth herein.

2. Grant of Easements. Grantor, for consideration paid, hereby grants to Grantee, its successors and assigns, with Quitclaim Covenants, the following:

2.1 The perpetual, nonexclusive easement, privilege, and right to keep and maintain pipes and to drain from Grantee's property onto that twenty foot (20') by forty foot (40') area described in Exhibit "A" attached hereto (the "Easement Area") for the purpose of transporting and draining storm and other waters from Grantee's property, and to construct, lay, inspect, maintain, operate, alter, repair, renew and remove in whole or in part at any time drain pipes and other drainage facilities and to excavate for any of the above purposes, and upon reasonable prior notice to the Grantor, to enter, pass, and repass

by foot, vehicle or machinery for any of the above purposes. Together with the right to trim, cut down and remove bushes, trees, vegetation and other plant growth on the Easement Area as, and to such extent, in the reasonable judgment of the Grantee, as necessary for any of the above purposes. Provided, however, in the exercise of said rights the Grantee shall not, in the reasonable judgment of the Grantor, disturb, interfere with or impede the Grantor's use of the remainder of the Grantor's Property outside the Easement Area. Such exercise shall in all instances be in conformity and compliance with any and all existing or future federal, state and/or local laws and regulations. In exercising said rights, the Grantee shall not do unnecessary damage to the Easement Area or other property of Grantor and shall restore any disturbed land, utilities, landscaping and other improvements, including pavement (if any) and striping (if any) to the condition which existed before work began.

2.2 The easements and rights set forth in Section 2.1, above, are hereby conveyed together with a temporary easement for Grantee, its successors, assigns and contractors, to enter onto other land of Grantor adjacent to the Easement Area as also described on Exhibit A, hereto (the "Construction Easement"), as is reasonably necessary, to carry out the construction of the structures, facilities, improvements and appurtenances contemplated by Section 2.1, above during the construction of the so-called "Manning Hill" development; provided, however, the Grantee performing work shall, at its sole cost and expense, restore said other land of Grantor, as nearly as possible, to its condition existing prior to the time of said construction activities. The Construction Easement shall terminate automatically, without the need for any further action by any party, two (2) years after the date hereof.

### 3. Construction, Structures and Indemnification.

3.1 Grantee shall be responsible for all costs associated with constructing and maintaining any of the above mentioned structures, facilities, improvements and/or appurtenances in the Easement Area.

3.2. Grantor shall not place any buildings or other structures or obstructions within the Easement Area or Construction Easement Area which would hinder or interfere with purposes of this Easement.

3.3 The Grantee agrees to defend, indemnify and hold harmless the Grantor from any loss, damage, injuries or other casualty to the person or property or anyone arising out of or resulting from a particular Grantee's exercise of its rights hereunder in the Easement Area and the Construction Easement Area, or the performance of—or any failure to perform—its obligations in the Easement Area or Construction Easement Area.

4. Runs with the Land. Except for the temporary Construction Easement granted herein (which shall run with the land but is not perpetual), this Easement Deed and the rights and privileges granted hereby are perpetual and shall run with the land.

5. Binding Nature. The easements, covenants and conditions herein shall be binding upon and/or to the benefit of the parties hereto, their agents, successors, assigns, customers, tenants, patrons, invitees and licensees.
6. Multiple Counterpart Originals. This Easement Deed may be executed in multiple counterpart originals.
7. The rights granted herein are conveyed subject to any rights, liens, restrictions, and encumbrances of record.
8. The rights granted herein are not homestead property.
9. Pursuant to RSA 78-B:2, I, the within transfer is exempt from the real estate transfer tax imposed by RSA Chapter 78-B.

IN WITNESS WHEREOF, the parties have executed this Easement Deed this \_\_\_\_ day of \_\_\_\_\_, 2016.

**GRANTOR:**

STATE OF NEW HAMPSHIRE  
By and through its  
DEPARTMENT OF HEALTH AND HUMAN  
SERVICES

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Jeffrey A. Myers, Commissioner

**GRANTEE:**

CITY OF MANCHESTER

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Name:  
Title:

STATE OF NEW HAMPSHIRE  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2016 by Jeffrey A. Myers, the duly authorized Commissioner of the Department of Health and Human Services of the State of New Hampshire, a New Hampshire body corporate and politic.

\_\_\_\_\_  
Notary Public/ Justice of the Peace

(Seal, if any)

My Commission Expires:\_\_\_\_\_

STATE OF NEW HAMPSHIRE  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on this \_\_\_ day of \_\_\_\_\_, 2016 by \_\_\_\_\_, the \_\_\_\_\_ of the City of Manchester, a New Hampshire municipal corporation.

\_\_\_\_\_  
Notary Public/ Justice of the Peace

(Seal, if any)

My Commission Expires:\_\_\_\_\_

EXHIBIT A

All that piece or parcel of property situated in the City of Manchester, County of Hillsborough, State of New Hampshire, shown as "Drainage Easement Area" and "Temp. Construction Easement," respectively, within "Tax Map 420 Lot 1" on Sheet 1 of 2 of a plan entitled "Tax Map 216 Lot 2 & 3, Manning Hill, River Road, Manchester, NH, Subdivision & Consolidation Plan" dated June 6, 2016; revised August 31, 2016; prepared by CLD Consulting Engineers, Inc.; said plan to be recorded in the Hillsborough County Registry of Deeds; bounded and described as follows:

**EASEMENT AREA:**

Beginning at a point on the westerly sideline of River Road; said point being South 50°19'54" West a distance of 57.28 feet from the easterly sideline of River Road at its intersection with the division line between land now or formerly of Michael J. Murphy (Tax Map 219 Lot 1A) on the north and land now or formerly of Manning Hill, LLC (Tax Map 216 Lot 2) on the south; said point also being the southeasterly corner of the parcel herein described;

Thence South 79°31'30" West a distance of 20.00 feet;

Thence North 10°28'30" West a distance of 40.00 feet;

Thence North 79°31'30" East a distance of 20.00 feet to the westerly sideline of River Road;

Thence along said westerly sideline of River Road, South 10°28'30" East a distance of 40.00 feet to the point of beginning.

Being 800 square feet or 0.018 acres, more or less.

**CONSTRUCTION EASEMENT:**

A contiguous strip of land 10 feet in width parallel with and adjoining the westerly and northerly sidelines of the Easement Area more particularly described as follows:

Beginning at the southwesterly corner of the Easement Area;

Thence South 79°31'30" West a distance of 10.00 feet;

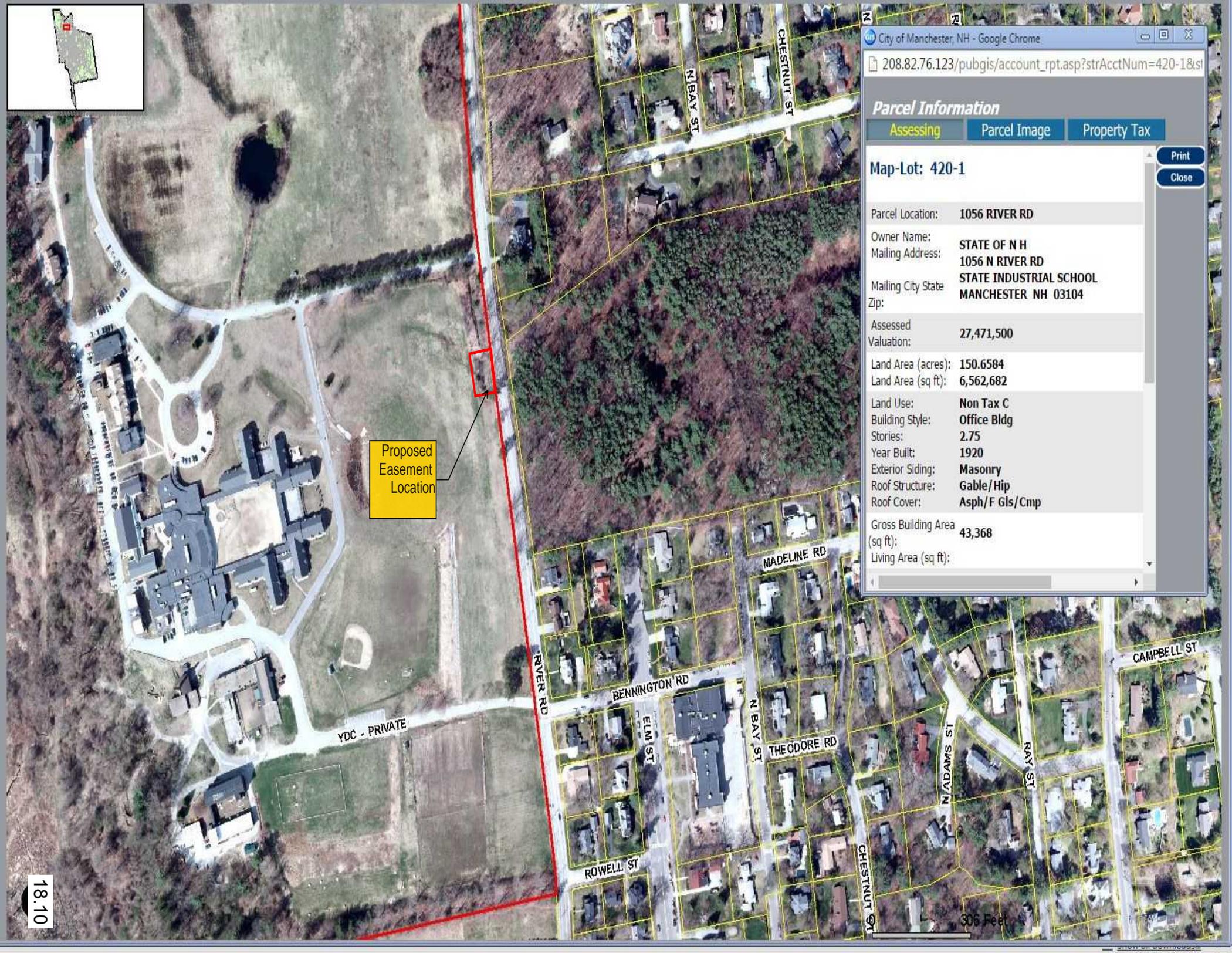
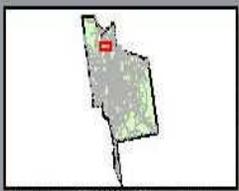
Thence North 10°28'30" West a distance of 50.00 feet;

Thence North 79°31'30" East a distance of 30.00 feet to the westerly sideline of River Road;

Thence along said westerly sideline of River Road, South 10°28'30" East a distance of 10.00 feet to the northerly sideline of the Easement Area;

Thence along said Easement Area on the following courses: South 79°31'30" West a distance of 20.00 feet; South 10°28'30" East a distance of 40.00 feet to the point of beginning.

Being 700 square feet or 0.016 acres, more or less.



Proposed Easement Location

City of Manchester, NH - Google Chrome  
208.82.76.123/pubgis/account\_rpt.asp?strAcctNum=420-1&st

### Parcel Information

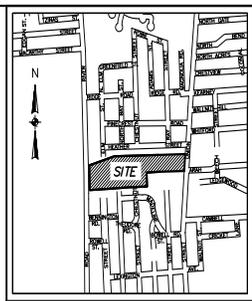
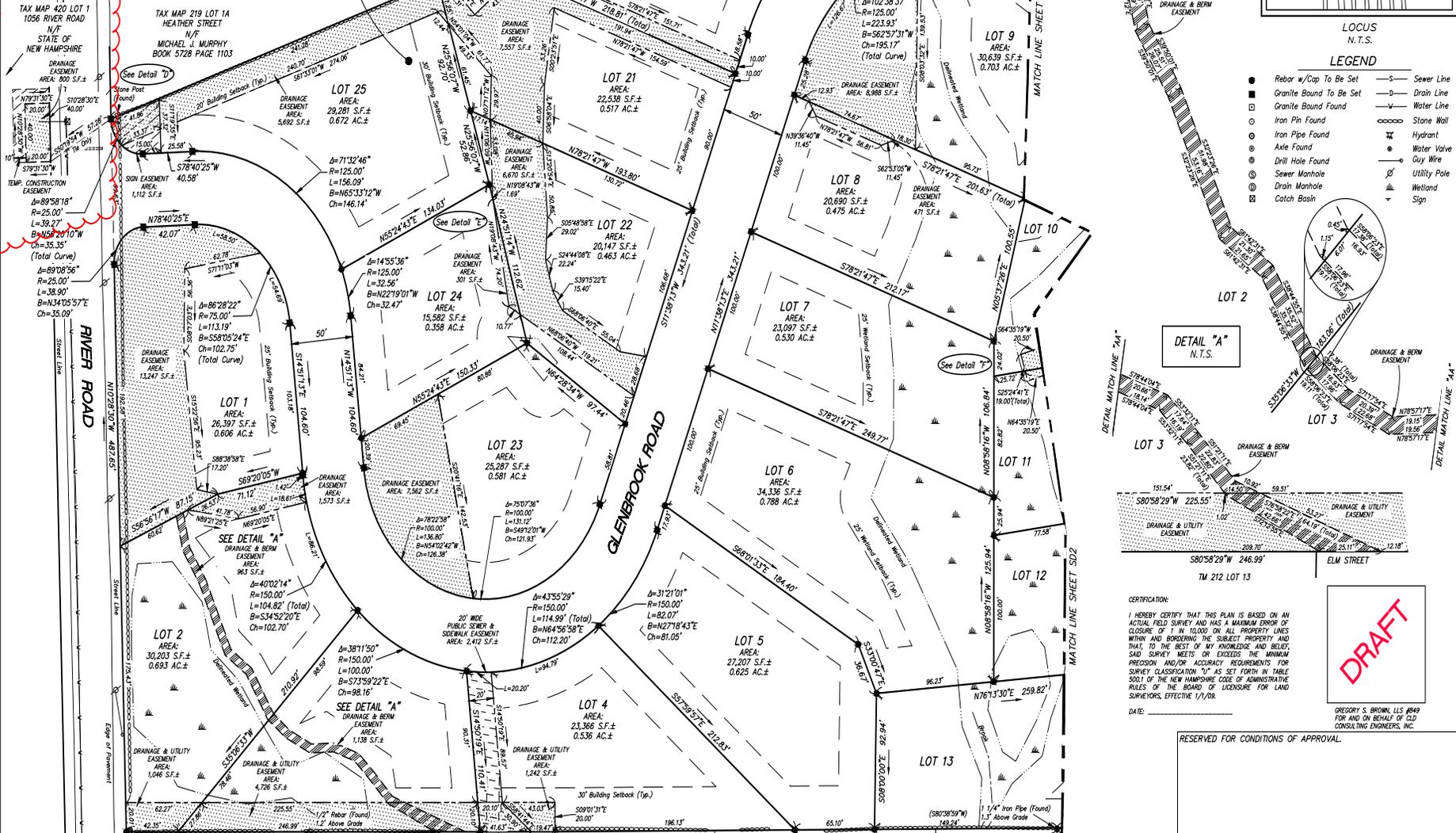
Assessing Parcel Image Property Tax

Map-Lot: 420-1 Print Close

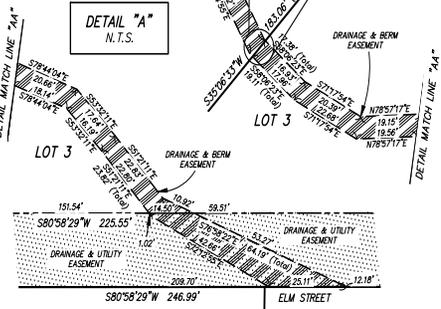
Parcel Location:	1056 RIVER RD
Owner Name:	STATE OF N H
Mailing Address:	1056 N RIVER RD STATE INDUSTRIAL SCHOOL
Mailing City State:	MANCHESTER NH 03104
Zip:	
Assessed Valuation:	27,471,500
Land Area (acres):	150.6584
Land Area (sq ft):	6,562,682
Land Use:	Non Tax C
Building Style:	Office Bldg
Stories:	2.75
Year Built:	1920
Exterior Siding:	Masonry
Roof Structure:	Gable/Hip
Roof Cover:	Asph/F Gls/Cmp
Gross Building Area (sq ft):	43,368
Living Area (sq ft):	

- REFERENCE PLANS:
- 1) "A PLAN OF LOTS IN MAPLHURST IN MANCHESTER N.H. FOR THE NO. END REALTY CO. INC.", DATED JANUARY 1946, BY GEORGE C. BENJAMIN C.E., H.C.R.D. PLAN NO. 161.
  - 2) "THE CREST - LAND CONVEYED BY GEORGE H. BROWN, RECORDED SEPTEMBER 21, 1921, BY FRANK A. GAY, C.E., H.C.R.D. PLAN NO. 337.
  - 3) "LAND OF GEORGE H. BROWN IN MANCHESTER N.H.", DATED FEBRUARY 1924, BY GAY & POMELL, C.E., H.C.R.D. PLAN NO. 353.
  - 4) "CONSOLIDATION & SUBDIVISION PLAN - 1053 RIVER ROAD MANCHESTER, NEW HAMPSHIRE - PREPARED FOR MARY K. MURPHY, DATED AUGUST 31, 1989, BY ALLAN H. SWANSON, INC., H.C.R.D. PLAN NO. 2492.
  - 5) "CONSOLIDATION & RESUBDIVISION PLAN - FRISCOLLA M. SULLIVAN TRUST - MAP 216 LOTS 1, 2 & 3 UNION STREET & RIVER ROAD MANCHESTER, N.H., DATED MAY 12, 1995, BY RIESLAND ENGINEERING INC., H.C.R.D. PLAN NO. 27513.
  - 6) "LOT LINE ADJUSTMENT PLAN FOR JOYCE S. KRITZIS - TAX MAP 216 LOT 1 - 1300 UNION STREET & MANNING HILL, LLC - TAX MAP 216 LOT 2 - RIVER ROAD MANCHESTER, NEW HAMPSHIRE, DATED MAY 1, 2006, LAST REVISED DECEMBER 7, 2006, BY JOSEPH M. WOODRUFF, L.L.S., INC., H.C.R.D. PLAN NO. 34485.
  - 7) "BORDERLINE PLAN - BOUNDARY SURVEY - MAP 221, LOT 4 - ELLEN REVOLVO REVOCABLE TRUST, 195 HEATHER STREET MANCHESTER, HILLSBOROUGH COUNTY, NEW HAMPSHIRE, DATED JULY 9, 2008, BY HOLDEN ENGINEERING & SURVEYING, INC., H.C.R.D. PLAN NO. 38154.

**TAX MAP 216 LOT 2**  
N/F  
**MANNING HILL, LLC**  
BOOK 5637 PAGE 1310  
837,830 S.F.±  
19.234 AC.±



- LEGEND**
- Rebar w/ Cap To Be Set
  - Granite Bound To Be Set
  - Granite Bound Found
  - Iron Pin Found
  - Iron Pipe Found
  - Axle Found
  - Drill Hole Found
  - Sewer Manhole
  - Drain Manhole
  - Catch Basin
  - Sewer Line
  - Drain Line
  - Water Line
  - Stone Wall
  - Hydrant
  - Water Valve
  - Guy Wire
  - Utility Pole
  - Wetland
  - Sign



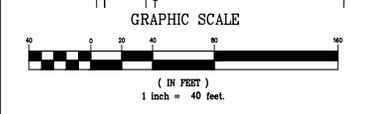
**CERTIFICATION:**  
I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL FIELD SURVEY AND HAS A MAXIMUM ERROR OF CLOSURE OF 1 IN 10000 ON ALL PROPERTY LINES WITHIN AND BORDERING THE SUBJECT PROPERTY AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION AND/OR ACCURACY REQUIREMENTS FOR SURVEY CLASSIFICATION "1" AS SET FORTH IN TABLE 502.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSES FOR LAND SURVEYORS, EFFECTIVE 1/1/08.

DATE: \_\_\_\_\_

**DRAFT**

RESERVED FOR CONDITIONS OF APPROVAL

RESERVED FOR CITY APPROVAL



NO.	DATE	REVISION
1.	6/15/16	GENERAL REVISIONS.
2.	6/22/16	REVISE LOTS 11, 12 & 19-19.
3.	7/6/16	ADD WATER & ELECTRIC SERVICE INFORMATION FOR T.M. 216 LOT 3, REVISE NOTE #.
4.	9/31/16	ADD EASEMENTS, REVISE LOTS & RIGHT-OF-WAY.

**CLDEN ENGINEERS**  
INC.  
545 CONNOR STREET  
MANCHESTER, NH 03101  
603.885.8234 FAX: (603) 666-8802  
cldden@cldden.com www.cldden.com

DRAWN BY: MJD/GSE

CLIENT: PATRICIA MEYERS, CHARLES SULLIVAN, & C/O SHELDON GREENE ASSOCIATES GREEN MANCHESTER, NH 03101

DESIGNED BY: PATRICIA S. MEYERS, CHARLES SULLIVAN, & C/O SHELDON GREENE ASSOCIATES GREEN MANCHESTER, NH 03101

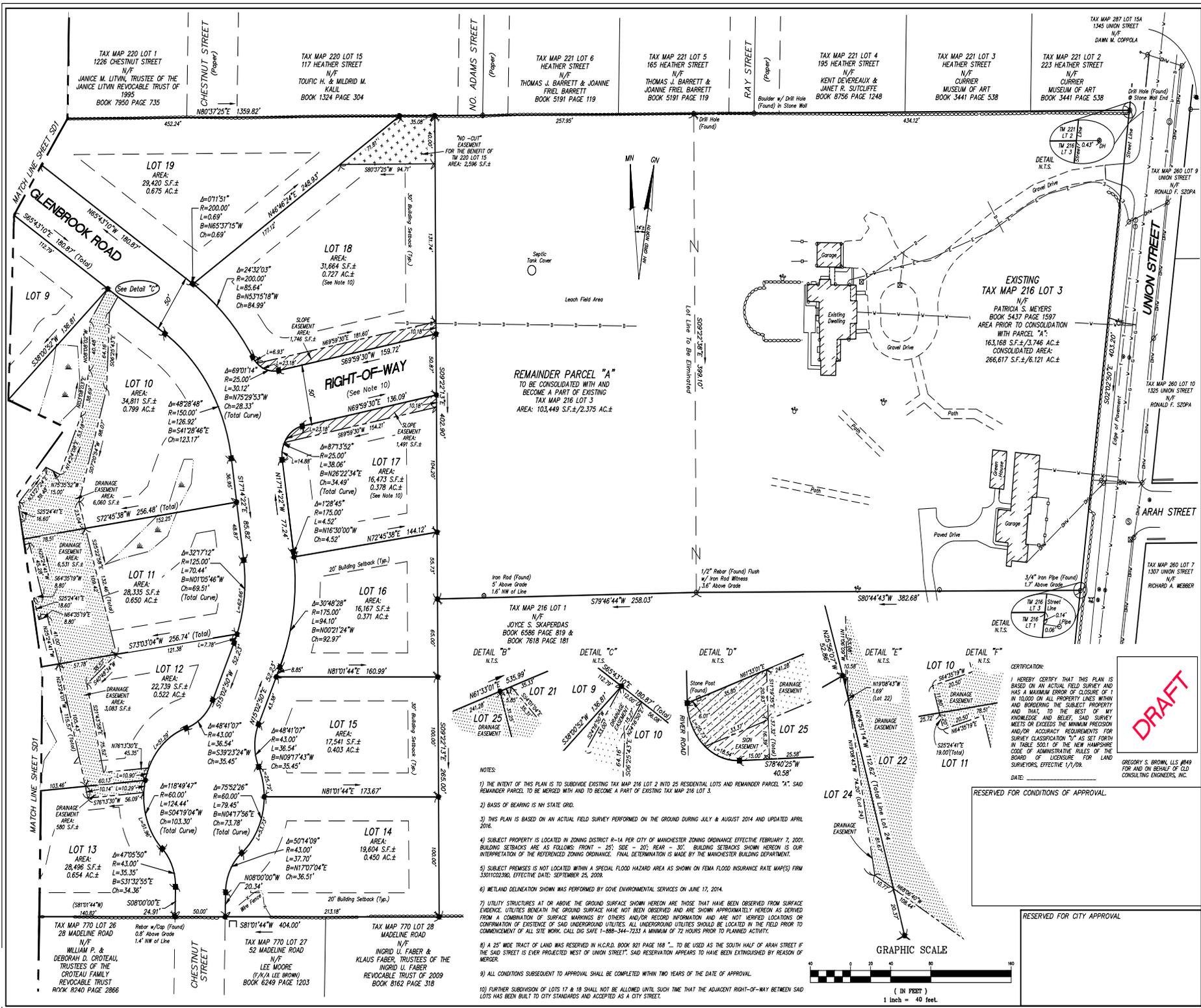
PROJECT: TAX MAP 216 LOT 2 MANNING HILL, LLC SUBDIVISION & CONSOLIDATION PLAN WASHINGTON, DC 20017 W BOOK 5637 PAGE 1310

TAX MAP 216 LOT 2 & 3  
MANNING HILL  
RIVER ROAD  
MANCHESTER, NH  
SUBDIVISION &  
CONSOLIDATION PLAN

SHEET 1 OF 2

SCALE:	JOB NO.
1" = 40'	14-0190
DATE:	DWG.
6/6/16	SD1

18.11

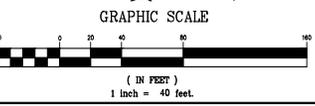


**REMAINDER PARCEL "A"**  
 TO BE CONSOLIDATED WITH AND  
 BECOME A PART OF EXISTING  
 TAX MAP 216 LOT 3  
 AREA: 103,449 S.F.±/2.375 AC.±

**EXISTING TAX MAP 216 LOT 3**  
 N/F  
 PATRICIA S. MEYERS  
 BOOK 5437 PAGE 1597  
 AREA PRIOR TO CONSOLIDATION  
 WITH PARCEL "A":  
 163,168 S.F.±/3.746 AC.±  
 CONSOLIDATED AREA:  
 266,617 S.F.±/6.121 AC.±

**DRAFT**

- NOTES:
- 1) THE INTENT OF THIS PLAN IS TO SUBDIVIDE EXISTING TAX MAP 216 LOT 2 INTO 25 RESIDENTIAL LOTS AND REMAINDER PARCEL "A", SAID REMAINDER PARCEL IS TO BE MERGED WITH AND TO BECOME A PART OF EXISTING TAX MAP 216 LOT 3.
  - 2) BASIS OF BEARING IS NH STATE GRID.
  - 3) THIS PLAN IS BASED ON AN ACTUAL FIELD SURVEY PERFORMED ON THE GROUND DURING JULY & AUGUST 2014 AND UPDATED APRIL 2016.
  - 4) SUBJECT PROPERTY IS LOCATED IN ZONING DISTRICT R-1A PER CITY OF MANCHESTER ZONING ORDINANCE EFFECTIVE FEBRUARY 7, 2001. BUILDING SETBACKS ARE AS FOLLOWS: FRONT - 35', SIDE REAR - 30'. BUILDING SETBACKS SHOWN HEREON IS OUR INTERPRETATION OF THE REFERENCED ZONING ORDINANCE. FINAL DETERMINATION IS MADE BY THE MANCHESTER BUILDING DEPARTMENT.
  - 5) SUBJECT PREMISES IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP(S) FROM 3/01/02/03/06, EFFECTIVE DATE: SEPTEMBER 25, 2009.
  - 6) WETLAND DELINEATION SURVEY WAS PERFORMED BY GVE ENVIRONMENTAL SERVICES ON JUNE 17, 2014.
  - 7) UTILITY STRUCTURES AT OR ABOVE THE GROUND SURFACE SHOWN HEREON ARE THOSE THAT HAVE BEEN OBSERVED FROM SURFACE EVIDENCE UTILITIES BEHIND THE GROUND SURFACE HAVE NOT BEEN OBSERVED AND ARE SHOWN APPROXIMATELY HEREON AS DERIVED FROM A COMBINATION OF SURFACE MARKINGS BY OTHERS AND/OR RECORD INFORMATION AND ARE NOT VERIFIED LOCATIONS OR CONFIRMATION OF EXISTENCE OF SAID UNDERGROUND UTILITIES. ALL UNDERGROUND UTILITIES SHOULD BE LOCATED IN THE FIELD PRIOR TO COMMENCEMENT OF ALL SITE WORK. CALL 800 SAFE-1-888-344-7233 A MINIMUM OF 72 HOURS PRIOR TO PLANNED ACTIVITY.
  - 8) A 25' WIDE TRACT OF LAND WAS RESERVED IN H.C.R.D. BOOK 921 PAGE 168 "... TO BE USED AS THE SOUTH HALF OF ARACH STREET IF THE SAID STREET IS EVER PROJECTED WEST OF UNION STREET"; SAID RESERVATION APPEARS TO HAVE BEEN EXTINGUISHED BY REASON OF MERGER.
  - 9) ALL CONDITIONS SUBSEQUENT TO APPROVAL SHALL BE COMPLETED WITHIN TWO YEARS OF THE DATE OF APPROVAL.
  - 10) FURTHER SUBDIVISION OF LOTS 17 & 18 SHALL NOT BE ALLOWED UNTIL SUCH TIME THAT THE ADJACENT RIGHT-OF-WAY BETWEEN SAID LOTS HAS BEEN BUILT TO CITY STANDARDS AND ACCEPTED AS A CITY STREET.



**DETAIL "A"**  
 N.T.S.  
 DRAINAGE EASEMENT

**DETAIL "B"**  
 N.T.S.  
 DRAINAGE EASEMENT

**DETAIL "C"**  
 N.T.S.  
 DRAINAGE EASEMENT

**DETAIL "D"**  
 N.T.S.  
 DRAINAGE EASEMENT

**DETAIL "E"**  
 N.T.S.  
 DRAINAGE EASEMENT

**DETAIL "F"**  
 N.T.S.  
 DRAINAGE EASEMENT

**CERTIFICATION:**  
 I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL FIELD SURVEY AND HAS A MAXIMUM ERROR OF CLOSURE OF 1 IN 10,000 ON ALL PROPERTY LINES WITHIN AND BORDERING THE SUBJECT PROPERTY AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION AND/OR ACCURACY REQUIREMENTS FOR SURVEY CLASSIFICATION "M" AS SET FORTH IN TABLE 8001.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSES FOR LAND SURVEYORS, EFFECTIVE 1/1/09.  
 DATE: \_\_\_\_\_

RESERVED FOR CONDITIONS OF APPROVAL.

RESERVED FOR CITY APPROVAL.

4.	8/31/16	ADD EASEMENTS, REVERSE LOTS & RIGHT-OF-WAY.	REVISION
3.	7/7/16	ADD WATER & ELECTRIC SERVICE INFORMATION FOR T.M. 216 LOT 3, REVERSE NOTE # 8.	
2.	6/22/16	REVERSE LOTS 11, 12 & 15-19.	
1.	6/15/16	GENERAL REVISIONS.	
NO.	DATE		

CLIENT: PATRICIA MEYERS, CHARLES SULLIVAN, & DEBORAH D'ORTEAU  
 C/O SHW ASSOCIATES INC.  
 175 W. MAIN ST. SUITE 200  
 MANCHESTER, NH 03101

PREPARED BY: GREGORY S. BROWN, L.L.S.  
 TAX MAP 216 LOT 3  
 PATRICIA S. MEYERS  
 BOOK 5437 PAGE 1597  
 MANCHESTER, NH 03101

DATE: 6/16/16

SCALE: 1" = 40'

JOB NO.: 14-0190

DWG.: SD2

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

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the request from Trinity High School to install an electronic sign in the median in front of the school on Bridge Street be approved subject to a maintenance and encroachment agreement from the Public Works Director and City Solicitor.

The Committee advises that the proposal has been forwarded to the Planning Board for review and comment.

*(Unanimous vote with the exception of Alderman Shaw 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.

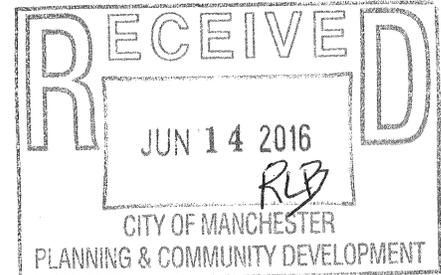
Clerk of Committee



# TRINITY HIGH SCHOOL

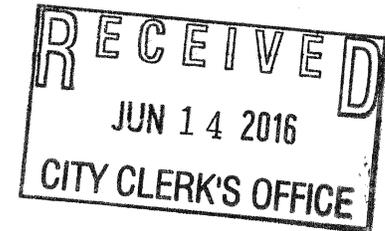
581 BRIDGE STREET • MANCHESTER, NEW HAMPSHIRE 03104-5395  
TEL. (603) 668-2910 • FAX (603) 668-2910 • [WWW.TRINITY-HS.ORG](http://WWW.TRINITY-HS.ORG)

Ext. 211



June 6, 2016

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

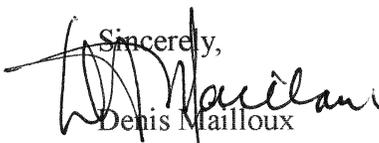


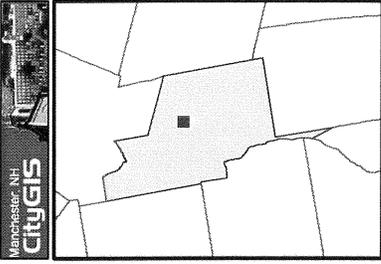
Dear Mr. Normand:

I am writing to request permission to install an electronic sign on the "island" directly in front of our school. At this time, we have not developed a detail plan for the size of the sign nor for the nature of the installation. Should we be allowed to proceed with this project, we would certainly work with you and/or designee as to the size and design of the structure so as to enhance the appearance of the area for both the school and the city.

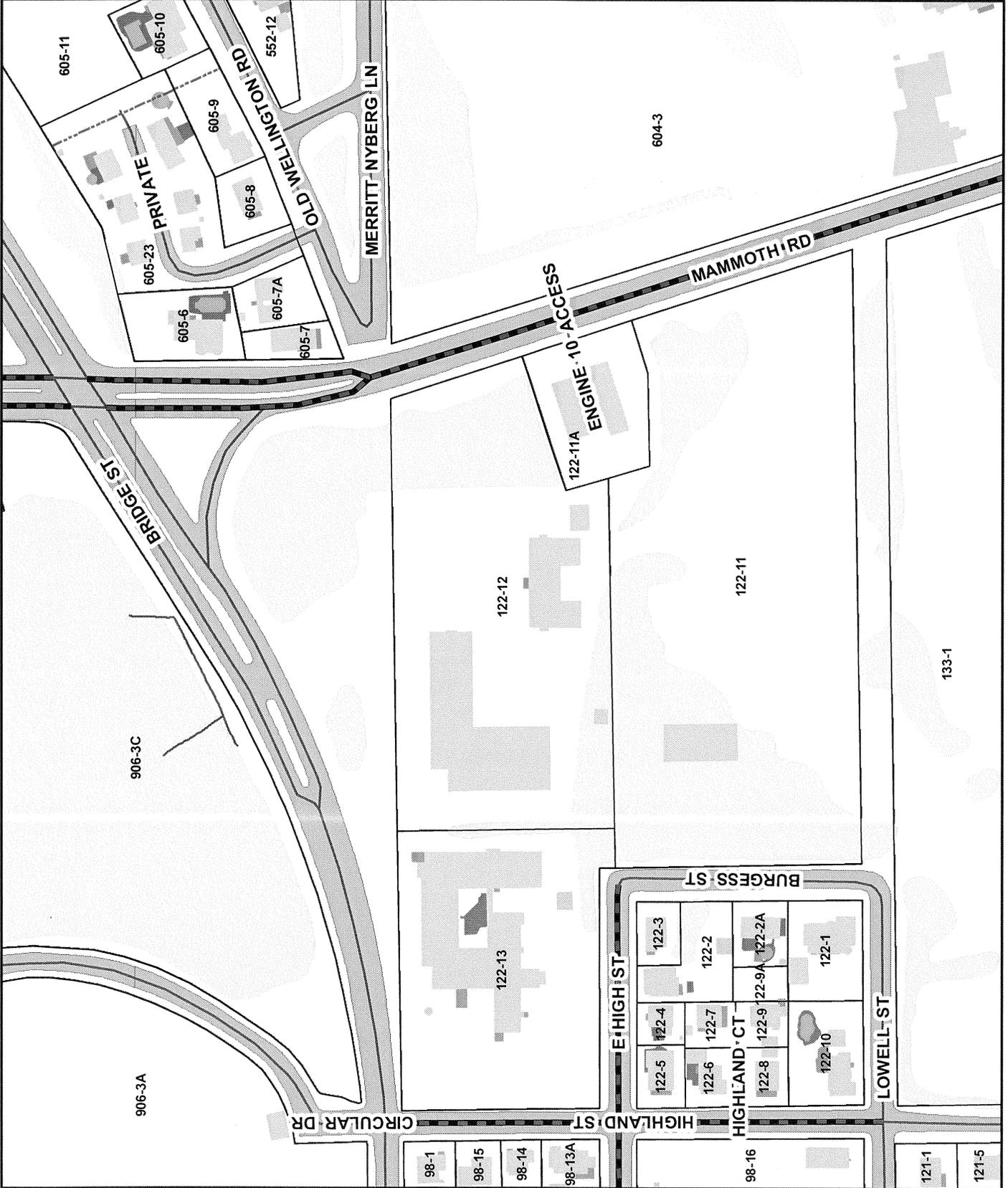
Thank you for your consideration.

Sincerely,

  
Denis Mailloux  
Principal

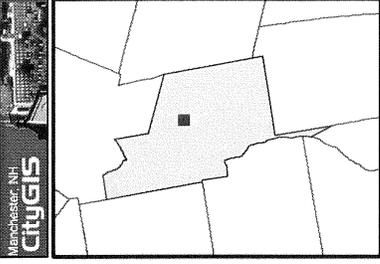


Area Map Showing Extent Of Map At Left

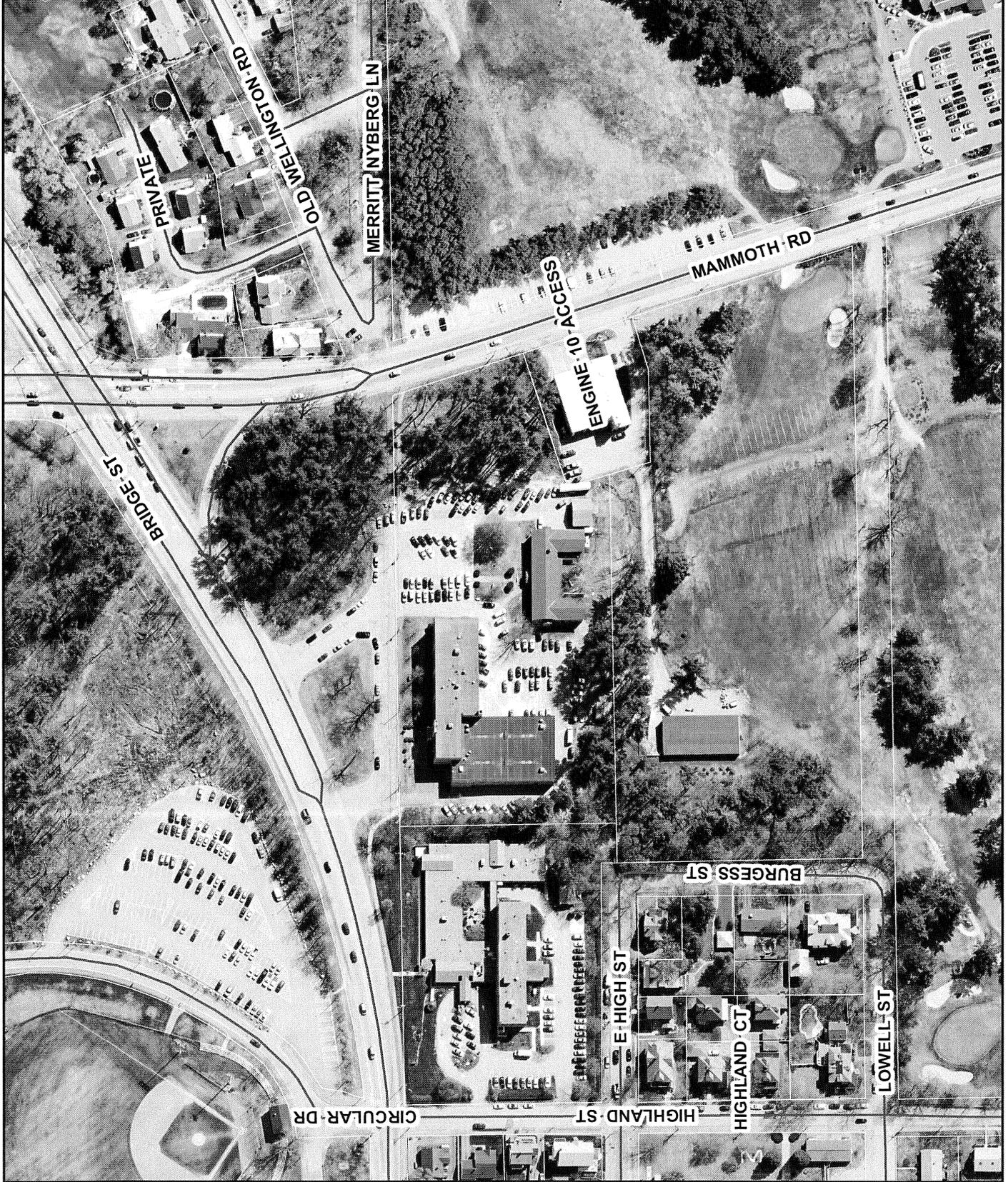


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Area Map Showing Extent Of Map At Left



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**From:** [Gagne, Glenn](#)  
**To:** [Normand, Matthew](#)  
**Subject:** RE: Trinity Sign Request  
**Date:** Tuesday, June 14, 2016 11:28:59 AM

---

Matt,

I would suggest checking with the Highway Department to be certain the land is the responsibility of the State and not the City of Manchester. They might also be able to steer you in the direction of a contact, if not maybe check with the Assessor's Office to see if they know who at the State to contact regarding State owned land. If the land is owned by either the State or the City of Manchester and Trinity is able to obtain approval to erect a sign on the land, then I would say no permit would be required through our department as we do not issue permits for signs erected on right-of-ways.

Glenn R. Gagne, Zoning Review Officer  
**CITY OF MANCHESTER, NH**  
**PLANNING & COMMUNITY DEVELOPMENT**  
One City Hall Plaza, Manchester, NH 03101  
(603) 624-6450, Ext. 6754 (Office)  
(603) 792-6754 (Direct Dial)  
[ggagne@ManchesterNH.gov](mailto:ggagne@ManchesterNH.gov)

---

**From:** Normand, Matthew  
**Sent:** Tuesday, June 14, 2016 10:51 AM  
**To:** Gagne, Glenn  
**Subject:** Trinity Sign Request

Glenn,

Who should Trinity be contacting at the State? Should they receive State approvals, does the City need to review/approve the proposed sign?

Matt

Matthew Normand  
City Clerk  
Office of the City Clerk  
One City Hall Plaza  
Manchester, NH 03101  
T:(603) 792-6630 F:(603) 624-6481  
[www.manchesternh.gov/cityclerk](http://www.manchesternh.gov/cityclerk)

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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.*

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

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that City-owned property on Groveland Avenue, Map 492 Lot 20, be deemed surplus, sold in its entirety at a minimum sealed bid of \$6,000, and merged with the petitioners' lot.

*(Unanimous vote with the exception of Alderman Shaw who was 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



# 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: October 12, 2016  
Re: Map 492, Lot 20 / Groveland Av / City Owned Vacant Land  
Request to Value Property

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	Groveland Av
Assessors Map/Lot	Map 492, Lot 20
Property Owner	City of Manchester
Deed Book/Page	2208/268 (Tax Deed)
Date Acquired	4/28/1972
Improved/Vacant	Vacant
Total Land Area	7,500 square feet
Current Zoning	Residential R-1A / One Family
Overlay District	N/A
Easements / Restrictions	None known
Estimated Value	To be disclosed in non-public session (RSA 91-A:3 II(d))
Comments	Vacant parcel located in a residential neighborhood off Candia Rd. The subject parcel has frontage (60 feet) and area (7,500 square feet) less than required in the R-1A Zoning District (100 feet and 12,500 square feet) The subject parcel is considered unbuildable.

Respectfully,

Robert J. Gagne, CNHA, NHCG  
Chairman

Attachments:  
-Property Card  
-GIS Parcel Map  
-GIS Zoning Map  
-GIS Aerial Photo Map (2010)

CURRENT OWNER				TOPO.	UTILITIES	STRT./ROAD	LOCATION	CURRENT ASSESSMENT				
CITY OF MANCHESTER TAX COLLECT				4 Rolling	2 Public Water	3 Unpaved	1 Urban	Description	Code	Appraised Value	Assessed Value	2017 MANCHESTER, NH
ONE CITY HALL PLAZA					7 Electric			EXM LAND	9030	13,100	13,100	
MANCHESTER, NH 03101 Additional Owners:				<b>SUPPLEMENTAL DATA</b>				Other ID: Land Adjust NO Voided NO Total SF 7500 Zone Frontage/Dep No GIS ID: 492-20 RAD OR CADCAD = 700 Callback Ltr Sketch Note NONE Land Class T Parcel Zip 03104 ASSOC PID#				
								Total		13,100	13,100	<b>VISION</b>

RECORD OF OWNERSHIP				BK-VOL/PAGE	SALE DATE	q/u	v/i	SALE PRICE	V.C.	PREVIOUS ASSESSMENTS (HISTORY)								
CITY OF MANCHESTER TAX COLLECT				2208/ 268	04/28/1972			0		Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
										2016	9030	13,100	2015	9030	11,400	2014	9030	11,400
										Total:		13,100	Total:		11,400	Total:		11,400

EXEMPTIONS				OTHER ASSESSMENTS				This signature acknowledges a visit by a Data Collector or Assessor												
Year	Type	Description	Amount	Code	Description	Number	Amount	Comm. Int.	<b>APPRAISED VALUE SUMMARY</b>											
								Appraised Bldg. Value (Card) 0 Appraised XF (B) Value (Bldg) 0 Appraised OB (L) Value (Bldg) 0 Appraised Land Value (Bldg) 13,100 Special Land Value 0 Total Appraised Parcel Value 13,100 Valuation Method: C Adjustment: 0 <b>Net Total Appraised Parcel Value 13,100</b>												
<b>ASSESSING NEIGHBORHOOD</b>																				
NBHD/ SUB		NBHD NAME		STREET INDEX NAME		TRACING		BATCH												
320/A																				
<b>NOTES</b>																				

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			
									12/06/2005			DP	00	Meas & Int Insp.			
									08/31/2005			AM	00	Meas & Int Insp.			
									10/31/2000			MT	14	Other			

<b>LAND LINE VALUATION SECTION</b>																				
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	9030	TOWN VAC				7,500 SF	10.11	1.0000	1	0.15	320	1.15	CF=UNBUILDABLE	N	0.000		1.74	13,100		
Total Card Land Units:						0.17 AC	Parcel Total Land Area:						0.17 AC	Total Land Value:						13,100

20.3

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>
			9030	TOWN VAC			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
			Condition				
			% 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				

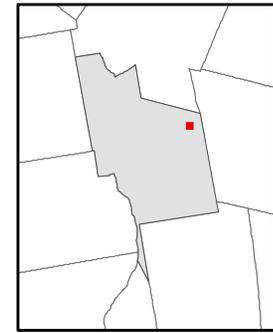
**OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)**

Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp	Rt	Cnd	%Cnd	Apr Value

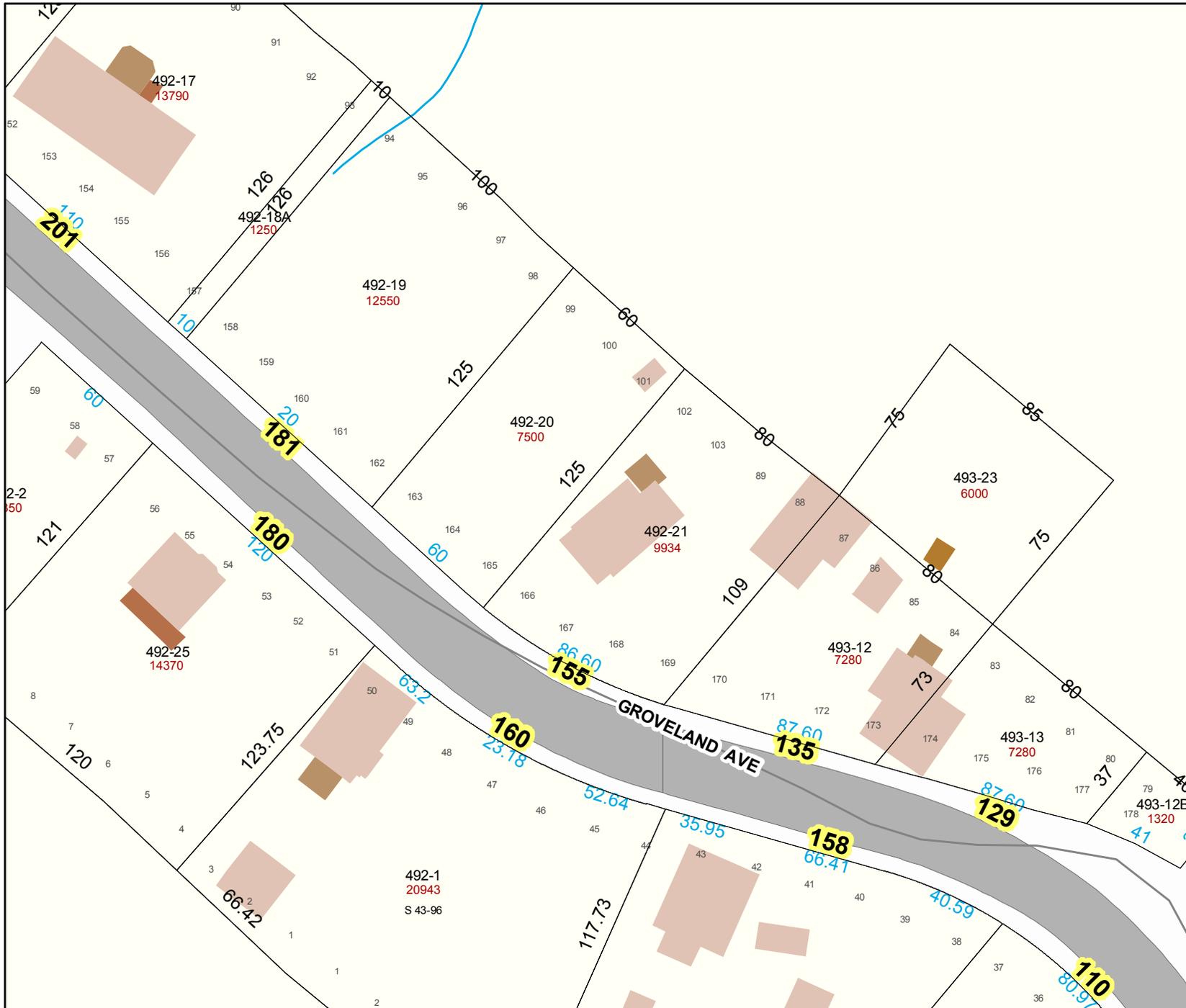
No Photo On Record

**BUILDING SUB-AREA SUMMARY SECTION**

Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value
20.4						
<b>Ttl. Gross Liv/Lease Area:</b>		<b>0</b>	<b>0</b>	<b>0</b>		

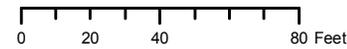


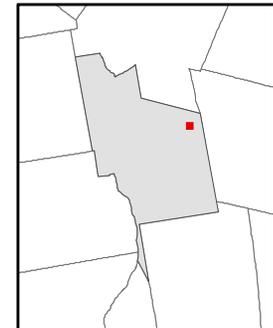
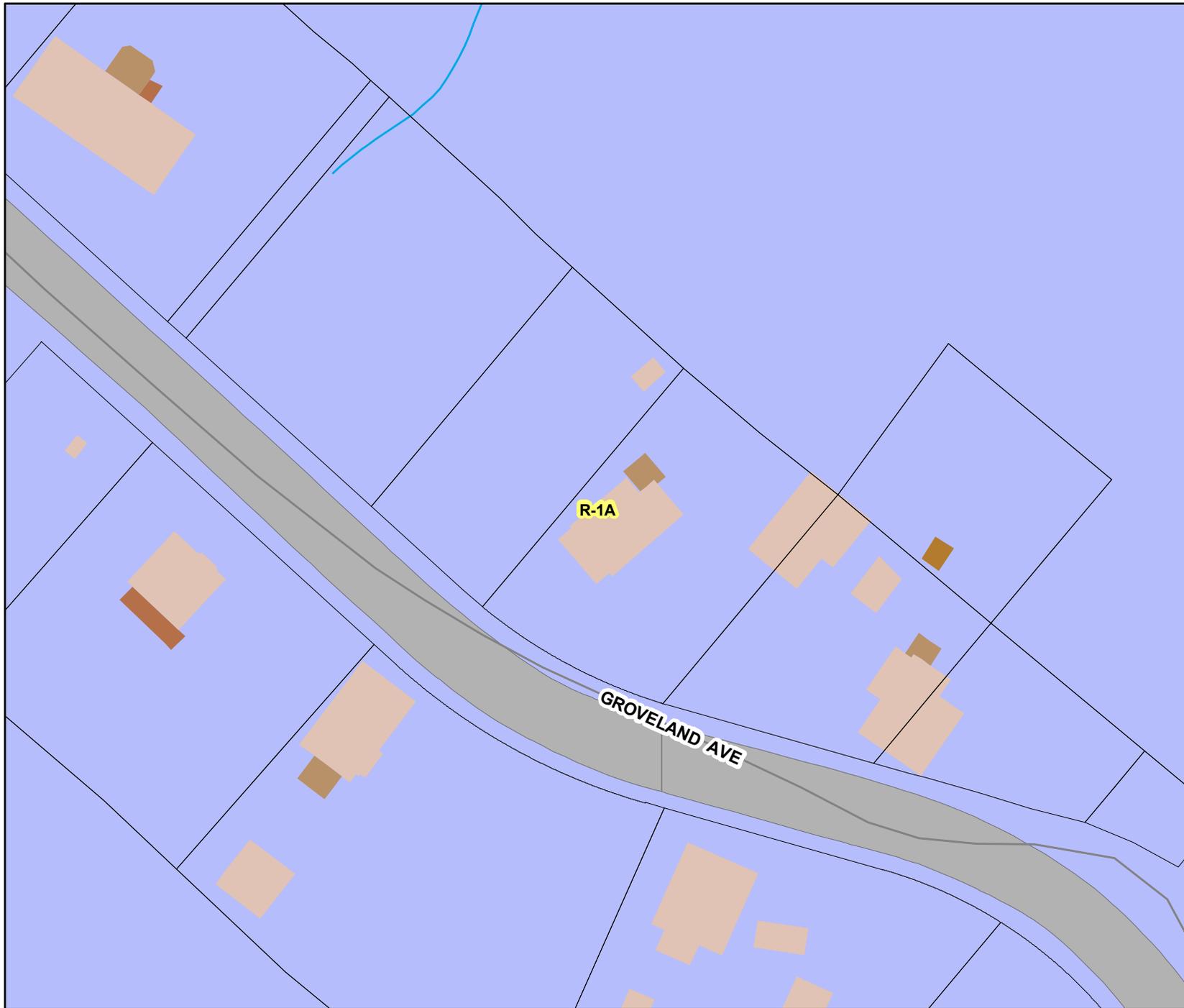
Area Map Showing Extent Of Map At Left



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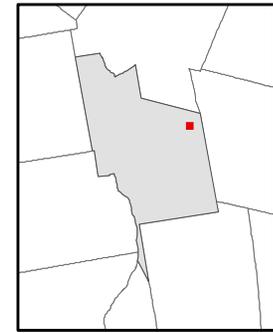
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To the Alderman of Manchester NH,

My name is Samantha Button and I live at 181 Groveland Ave, Manchester NH 03104. I am looking to acquire a piece of a parcel next to my home that is available. The reason for wanting a piece of the parcel is because I don't have a back yard and I am looking to expand my side yard. I would like to increase the value of my home and make the yard look better. The parcel the way it is now is an eye sore to the neighborhood and when our house was built it looks like dirt and rocks were thrown there. I would like to know if it is possible for me to buy a piece of the property next door to my house. It looks like the property line to the vacant area goes up to my neighbor's home and I do not want to own that close to neighbor and their house. I would like to know what the next steps are and would like to get the process started. I am available to talk or meet in person if that is possible.

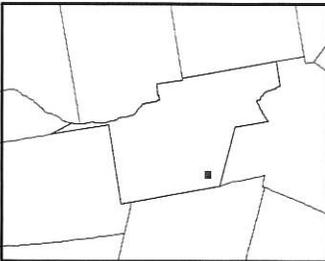
There are two lots available in between both my neighbors I. I am interested in part of the parcel that is the larger not the one that is only 10 or 15 feet. I am looking to buy only 30-40 feet of the larger parcel.

Thank you,

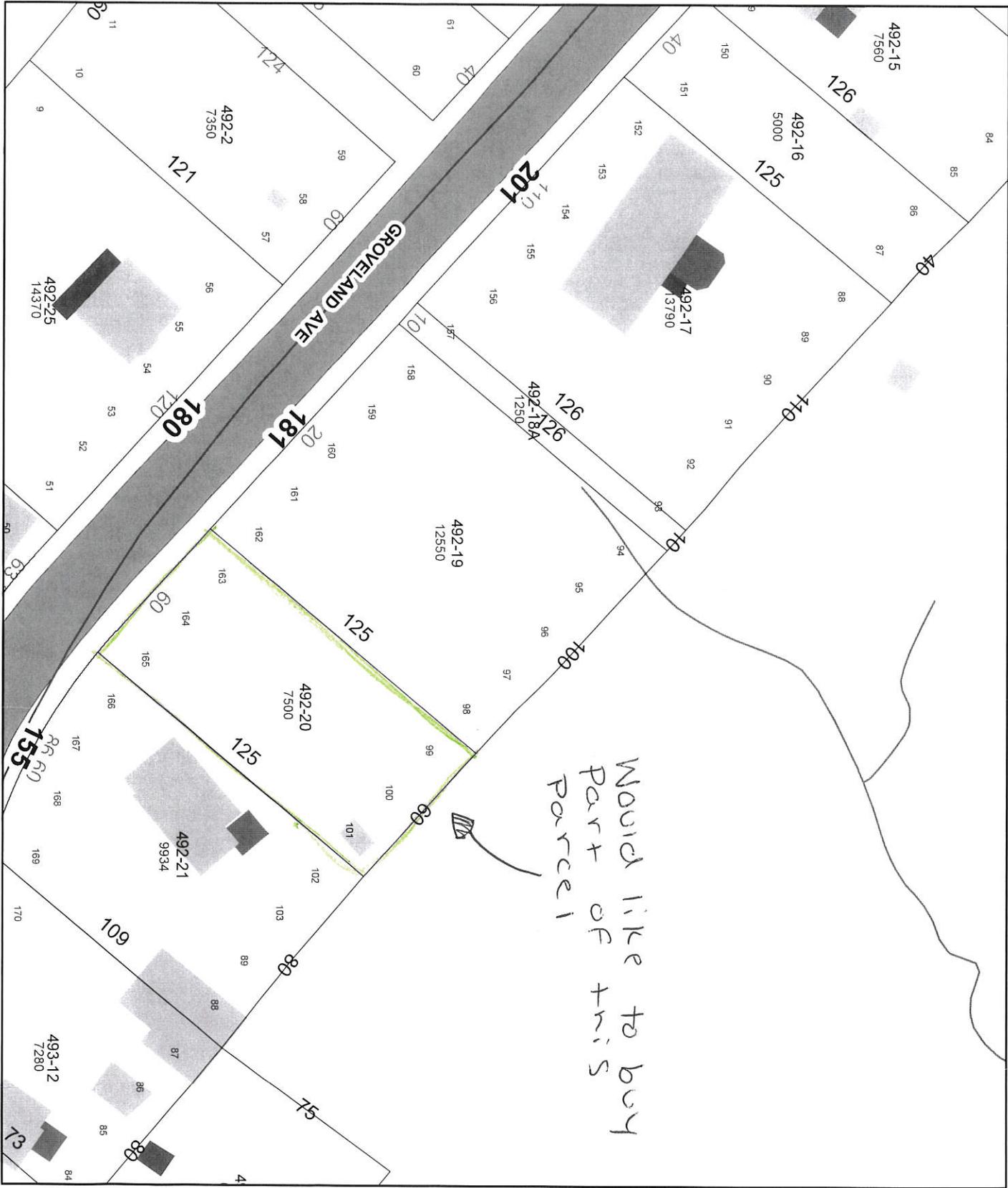
Samantha Button  
Curtis Button  
603-781-8884  
181 Groveland Ave,  
Manchester, NH 03104

A handwritten signature in black ink, appearing to be "Samantha Button".

A handwritten signature in black ink, appearing to be "Curtis Button".



Area Map Showing Extent of Map At Left



City of Manchester, New Hampshire - CityGIS Map Print



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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 City-owned parcel on Groveland Avenue, Lot 492-20**

Dear Alderman Long and Members of the Committee:

The City has received a request to purchase part of a City-owned parcel, identified as lot 492-20, on Groveland Avenue. The purpose of this letter is to provide a response from the Planning and Community Development Department (PCD), pursuant to Sections 34.15 – 25 of the Code of Ordinances.

PCD recommends that it would be in the City's interest to return this tax-deeded parcel to the private sector. There appears to be no public purpose to which the lot would reasonably be put, and sale of the lot would not be inconsistent with the Master Plan. Although retaining the lot would provide secondary access to the City-owned lots behind it, the City owns multiple parcels along Groveland Avenue, so selling this one would not eliminate such access. See attached map.

PCD also recommends declining the petitioners' request to sell only a part of lot 492-20 and, instead, selling the entire lot to the petitioners. For the City to sell only part of the lot, there would need to be a subdivision, which would require a survey, Planning Board approval, and a recording of the plot plan. Further, the other abutter to lot 492-20 appears to have built a shed on the lot and may want to work with the petitioners on where to draw the subdivision line. It would be simpler and less expensive for the City to sell the entire lot to the petitioners and allow them to pursue a subdivision on their own.

PCD also recommends that a restriction be placed on the sale of lot 492-20 that it shall be merged with the petitioners' lot, lot 492-19. As presently configured, lot 492-20 does not meet the zoning requirements of the R-1A District. It is a goal of the Zoning Ordinance and Planning Board regulations to eliminate nonconforming lots, when possible. The petitioners stated in their request that they intend to use the lot for additional lawn space, so this restriction should not cause a problem.

If the Committee is inclined to return the parcel to the private sector, please note that Section 34.21 of the Code of Ordinances requires that City-owned lots 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,

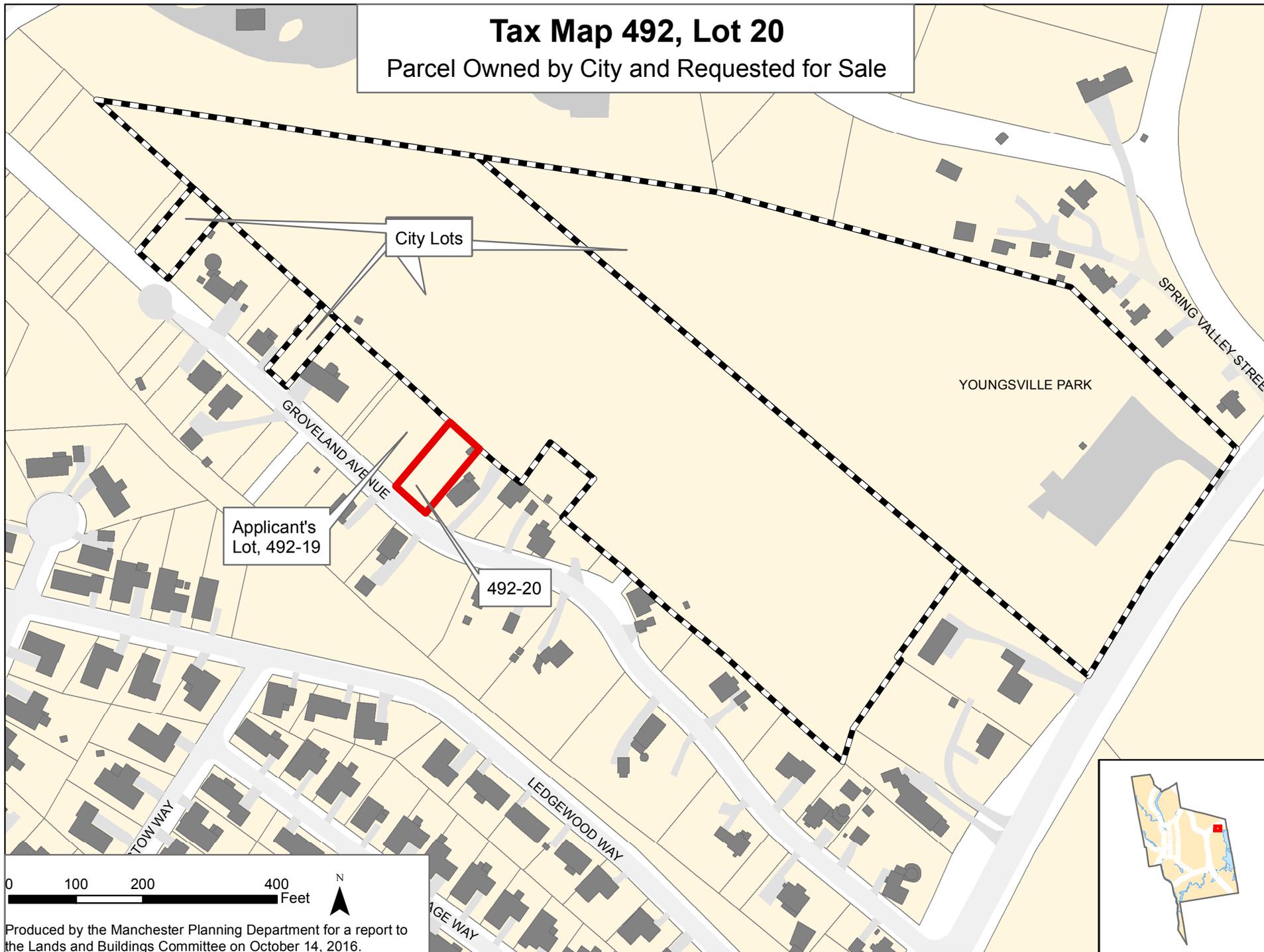


Jeffrey Belanger, AICP  
Senior Planner

Cc: Kevin Sheppard, PE, Director of Public Works

# Tax Map 492, Lot 20

Parcel Owned by City and Requested for Sale



Produced by the Manchester Planning Department for a report to the Lands and Buildings Committee on October 14, 2016.

*Brenda Masewic Adams, CTC  
Tax Collector*



*Barbara Emery, CDTC  
Deputy Tax Collector*

***CITY OF MANCHESTER  
TAX COLLECTOR***

**Memorandum**

**DATE:** October 13, 2016  
**TO:** Committee on Lands & Buildings  
**FROM:** Brenda Masewic Adams, Tax Collector  
**RE:** Map 0492, Lot 0020, Groveland Ave

As requested, the following contains information regarding property located at:  
**Groveland Ave**

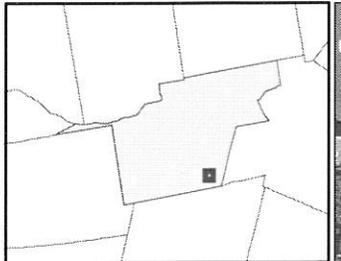
Map/Lot: 0492/0020  
Back Taxes: 0.00  
Tax Deeded: 04/28/1972  
Book/Page: 2208/0268

I do not have any objections to the disposition of this property.

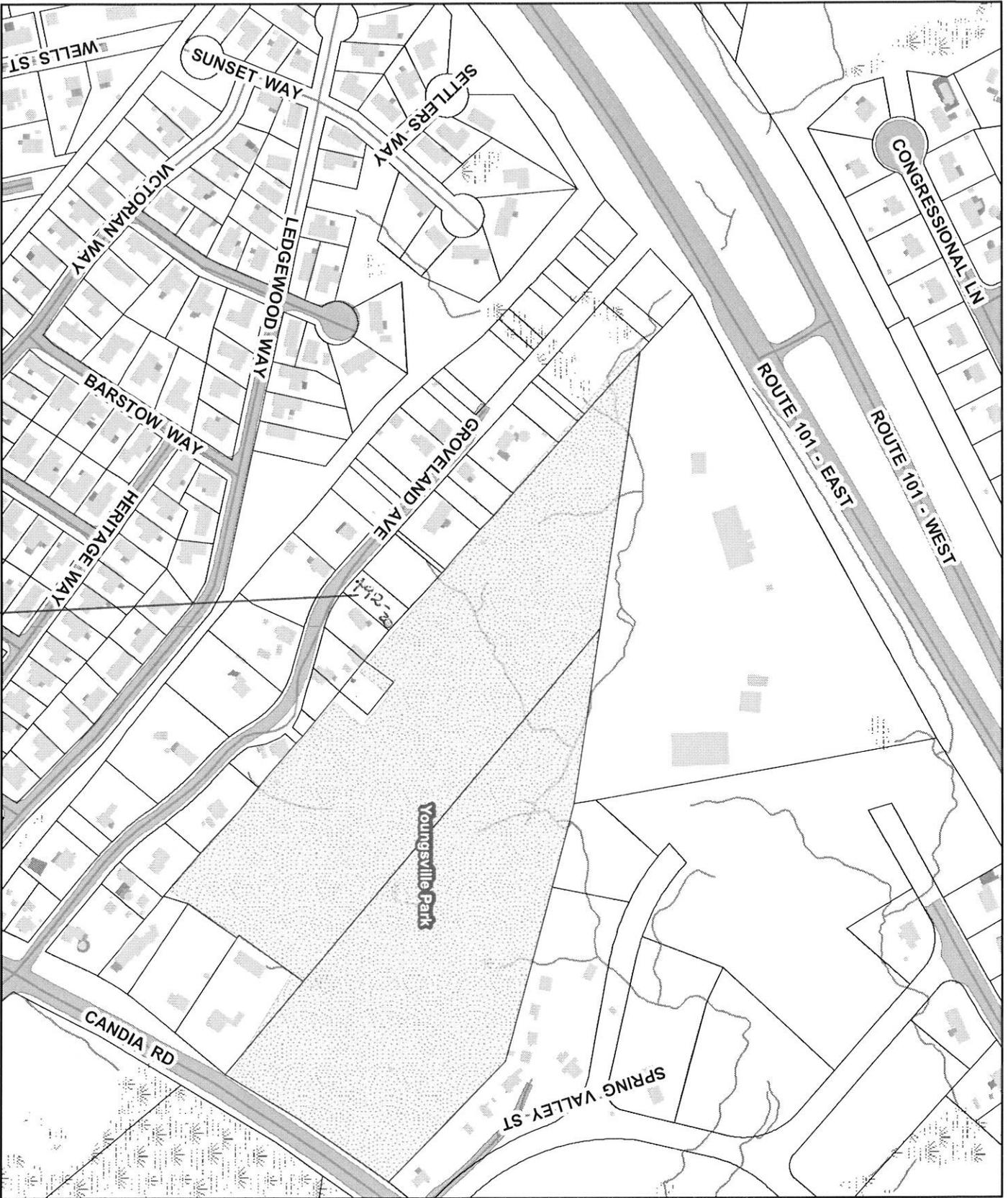
The Notice to Former Owner to Repurchase (RSA 80:89) does not apply in this case as it was tax deeded prior to the effective date of the Statute.

However, the Parks and Recreation Division may have interest in this parcel since the lot *may* give access to the neighborhood park – Youngsville Park.

See attached GIS view of area.

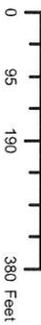


Aerial Map Showing Extent Of Map At Left



City of Manchester, New Hampshire - CityGIS Map Print

ML - 492/20



**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 information shown on this map is derived from various sources, including aerial photography, street view, etc., appearing on this map should only be considered approximations, and as such have no official or legal value. This 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 the City Clerk and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.

# Know all Men by these Presents:

That I, Felix A. Cataldi Collector of Taxes for the City of MANCHESTER, in the County of Hillsborough and State of New Hampshire, for the year 19 72 by the authority in me vested by the laws of the State, and in consideration of

ONE DOLLAR

to me paid by the City of MANCHESTER, Do hereby sell and convey to the said CITY of MANCHESTER, its heirs and assigns, a certain tract or parcel of land situated in Manchester aforesaid, and described by the Assessors as follows, to wit:

Lots 163 to 165 Groveland Ave

Unofficial Document

Unofficial Document

Formerly taxed under the name of Paul Boyon

The whole of the above real estate was bought by the City Solicitor of Manchester, N. H., in favor of the said CITY of MANCHESTER, N. H., at a Tax Collector land sale held at the City Hall in said CITY of MANCHESTER, N. H., on the nineteenth day of May one thousand nine hundred and sixty-nine and I do hereby certify that the said CITY of MANCHESTER, its heirs and assigns forever. And I do hereby covenant with said CITY of MANCHESTER that its making sale of the same I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the twenty-eighth day of April . In the year of our Lord one thousand nine hundred and seventy-two

Signed, Stated and Delivered in the presence of:

Felix A. Cataldi Tax Collector

STATE OF NEW HAMPSHIRE, Hillsborough, SS.

April 28, 1972

Personally appearing Felix A. Cataldi Collector of Taxes above named, and acknowledged the foregoing instrument to be his voluntary act and deed. Before me

Roger J. [Signature]

**City of Manchester, NH - CityGIS Map Viewer**  
**Parcel Information Printable View****Print****Map-Lot: 492-20****Close**

Parcel Location:	<b>GROVELAND AVE</b>
Owner Name:	<b>CITY OF MANCHESTER TAX COLLECT</b>
Mailing Address:	<b>ONE CITY HALL PLAZA</b>
Mailing City State Zip:	<b>MANCHESTER NH 03101</b>
Assessed Valuation:	<b>13,100</b>
Land Area (acres):	<b>.1722</b>
Land Area (sq ft):	<b>7,500</b>
Land Use:	<b>Town Vac</b>
Building Style:	
Stories:	
Year Built:	<b>n/a</b>
Exterior Siding:	
Roof Structure:	
Roof Cover:	
Gross Building Area (sq ft):	
Living Area (sq ft):	
Rooms:	
Bedrooms:	
Bathrooms:	
Interior Walls:	
Interior Flooring:	
Heating Fuel:	
Heating System:	
Air Conditioning:	
Sale Date:	<b>Apr 28, 1972</b>
Sale Price:	<b>\$0</b>
Book/Page:	<b>2208/ 268</b>
Last Updated Date:	<b>Mar 27, 2015</b>

*Parcel Image*

# GROVELAND AV

**Location** GROVELAND AV

**Mblu** 0492/ / 0020/ /

**Owner** CITY OF MANCHESTER TAX COLLECT

**Assessment** \$13,100

**Building Count** 1

## Current Value

Assessment	
Valuation Year	Total
2016	\$13,100

## Owner of Record

**Owner** CITY OF MANCHESTER TAX COLLECT  
**Co-Owner**

**Sale Price** \$0  
**Certificate**  
**Book & Page** 2208/ 268  
**Sale Date** 04/28/1972

## Ownership History

Ownership History				
Owner	Sale Price	Certificate	Book & Page	Sale Date
CITY OF MANCHESTER TAX COLLECT	\$0		2208/ 268	04/28/1972

## Building Information

### Building 1 : Section 1

**Year Built:**

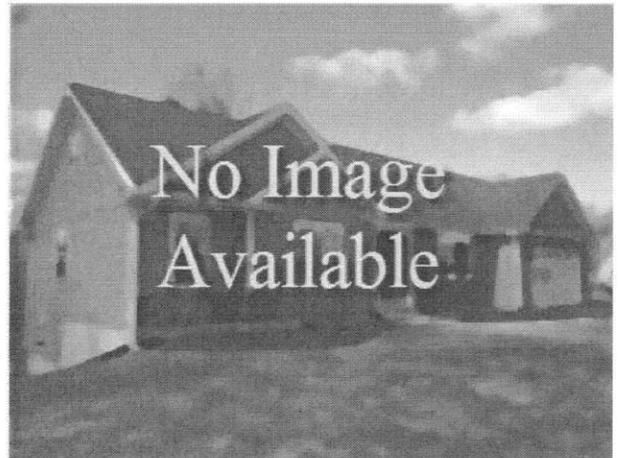
**Living Area:** 0

**Replacement Cost**

**Less Depreciation:** \$0

Building Attributes	
Field	Description
Style	Vacant Land
Stories:	
Occupancy	
Exterior Wall 1	
Exterior Wall 2	
Roof Structure:	
Roof Cover	

## Building Photo



(<http://images.vgsi.com/photos/ManchesterNHPhotos//de...>)

## Building Layout



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

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that City-owned property on Liberty Street be deemed surplus, and disposed of through a realtor.

*(Unanimous vote with the exception of Alderman Shaw 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

## 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: May 5, 2016  
Re: Map 25, Lot 32 / 11 Liberty St / City Owned Multi-Family Property  
Request to Value Property

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	11 Liberty St
Assessors Map/Lot	Map 25, Lot 32
Property Owner	City of Manchester
Deed Book/Page	Bk 5788 - Pg 411
Date Acquired	February 5, 1997 / Not a Tax deeded parcel
Improved/Vacant	Multi Family Residence (Three Family)
Total Land Area	5,400 square feet
Current Zoning	R-2 / Residential Two Family
Overlay District	N/A
Easements / Restrictions	Deeded: None known Program: Possible CDBG restrictions
Estimated Value	To be disclosed in non-public session (RSA 91-A:3 II(d))
Comments	Three family structure in need of renovations. Neighborhood is a mix of single and multi-family homes. Subject site is serviced by all public utilities. Recommend discussion of value in non-public session (RSA 91-A:3 II(d)).

Respectfully,

---

Robert J. Gagne  
Chairman

November 15, 2016

Mayor Ted Gatsas  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Daniel Goonan  
Fire Chief  
100 Merrimack Street  
Manchester, NH 03101

Dear Sirs:

As you may know, I am currently serving my third term as a Fire Commissioner for the Manchester Fire Department. It is time for me to move on. Therefore, as of today I am submitting my resignation as a Fire Commissioner.

It has been an honor and privilege to serve my community and especially the fine men and women of the Manchester Fire Department. This City is blessed to have such an outstanding group of individuals, and I wish them the very best in the future.

Respectfully submitted,



Tim DiVenuti

cc: Mark Burns, Chairman and Fellow Commissioners

11/15/16 BMA  
Nominated



## CITY OF MANCHESTER

*Theodore L. Gatsas*

*Mayor*

November 15, 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.) William M. Craig to succeed Newton Kershaw (term-limited) as a member of the Manchester Development Corporation term to expire March 11, 2019;
- (2.) Charlie Sherman to succeed William Clifford (term-limited) as a member of the Police Commission (labor rep.) term to expire September 15, 2019.

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

# William Moher Craig

99 Sagamore Street · Manchester, NH · 603.540.5142 · WCraig233@gmail.com

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## EXPERIENCE

**Eversource Energy**, Manchester, NH October 2016 – Present  
*Community Relations Specialist*

- Serve as the primary contact and company spokesperson for NH municipalities and community groups receiving electric service from Eversource in the Greater Manchester area.
- Responsibilities include the planning, coordination, and implementation of Eversource's community relations plans in support of key company initiatives and projects involving extensive community outreach, community involvement, and strategic communications.

**City of Manchester**, Manchester, NH October 2013 – October 2016  
*Economic Development Director*

- Serve as the City's liaison to the business community
- Manage Department activities and report regularly to the Board of Mayor and Aldermen
- Guide business owners and developers through the process of opening and expanding businesses
- Serve as lead staff for the Manchester Development Corporation, the City's economic development organization charged with administering a Revolving Loan Fund, acquiring land and property, and promoting citywide growth and development
- Research and implement federal, state, and city programs aimed at promoting local economic development
- Manage Manchester's Brownfields Grant Program

**Office of Governor Margaret Wood Hassan**, Concord, NH January 2013 – October 2013  
*Policy Director*

- Advise the Governor on all policy matters with specific focus on economic development, workforce development, insurance, banking, and labor and employment issues
- Manage staff of policy advisors responsible for working with the House of Representatives and State Senate
- Directly managed relationships with state agencies to develop and implement policy to accomplish the Governor's objectives

**Office of Governor-Elect Margaret Wood Hassan**, Concord NH November 2012 – January 2013  
*Transition Team Member*

- Organized and directed efforts of eight Transition Outreach Teams convened to collect data and advise the Governor-Elect during the transition process
- Responsible for advising the Governor-Elect on all policy matters, including energy and economic development
- Participated in the process of interviewing and hiring Governor's Office staff

**Maggie 2012**, Manchester, NH July 2012 – November 2012  
*Political Director*

- Managed relationships with elected officials, candidates, organized labor, business leaders, and various other constituencies
- Responsible for writing and implementing a strategic political plan for both the primary and general election campaigns

**Cooke, Clancy & Gruenthal**, Boston, MA September 2010 – May 2011; August 2011 – May 2012  
*Part-time Paralegal*

- Assist partners in preparation for trial, arbitration, taking of depositions and discovery
- Utilize electronic data management system Summation

**United States Attorney's Office – District of New Hampshire**, Concord, NH May 2011 – July 2011  
*Summer Law Clerk*

- Performed extensive legal research and drafted legal memoranda for active prosecutions
- Drafted prosecution memos for developing cases, including analyzing legal issues and recommending charges
- Observed proceedings in the United States District Court – District of New Hampshire

**New Hampshire Office of the Attorney General, Concord, NH**  
Charitable Trusts Division  
*Summer Law Clerk*

June 2010 – August 2010

- Drafted interrogatories, various motions, and performed legislative research to assist staff attorneys
- Observed proceedings in the New Hampshire Supreme and Superior Courts, as well as in the United States District Court – New Hampshire

**New Hampshire State Senate, Concord, NH**

January 2008 – August 2009

Office of Senate Majority Leader Margaret Hassan: *previously* Senate Majority and current Attorney General Leader Joseph Foster  
*Senate Majority Director*

- Worked with senators and representatives from both parties regarding majority-supported legislation; attended hearings and discussed bill details with senators, representatives, lobbyists and other concerned parties
- Communicated with Legislative Branch Officials on behalf of the Majority Leader on all relevant policy and constituent matters
- Performed extensive legislative research to assist the Majority Leader in developing policy
- Analyzed all proposed legislation and made recommendations to the Majority Leader to assign bills to appropriate Senate Committees
- Assisted the Majority Leader in leading twice-weekly meetings of the Democratic caucus to discuss policy and strategy
- Represented the Majority Leader at twice-weekly legislative strategy sessions involving staff from the Governor's Office and Senate and House Leadership Offices

*Legislative Aide*

January 2007 – January 2008

Senator Margaret Wood Hassan, Senate President Pro Tem & the Committee on Public and Municipal Affairs

- Assisted the Senator in researching and drafting new legislation and tracked her prime and co-sponsored legislation
- Maintained the Senator's schedule and directed all of the Senator's constituent correspondence
- Wrote floor speeches for all bills presented to the Senate from the Committee on Public and Municipal Affairs

**New Hampshire for John Lynch, Manchester/Concord, NH**

September 2006 – January 2007

*Field Organizer; Inaugural Committee Member*

- Assisted regional field staff in strategic planning of campaign rallies, visibilities and other events
- Collaborated with the Governor's Inaugural Committee to help organize all aspects of the Inauguration Day Ceremony and two Inaugural Ball Celebrations

**Robert Betz Associates, Health Policy Resources, Arlington, VA**

May 2004 – May 2006

*Associate (Part-time and summers)*

- Drafted articles for publications in monthly health journals, e-newsletters and press releases
- Tracked and analyzed proposed legislative and regulatory developments of interest to clients

**Michael D. Higgins, Teachta Dála, Labour Party, Dublin, Ireland**

January 2005 – April 2005

*Legislative Aide*

## **BAR ADMISSIONS**

Commonwealth of Massachusetts, 2012

## **EDUCATION**

**Suffolk University Law School, Boston, MA**

*Juris Doctor, May 2012*

Best Oral Advocate Award, *Legal Practice Skills*, 2010

Semi-Finalist, American Bar Association Labor and Employment Trial Advocacy Competition, Boston Region, 2010

**The George Washington University, Washington, DC**

Bachelor of Arts, Political Science, *magna cum laude*, May 2006

**The Institute of Public Administration, Dublin, Ireland**

Dublin Parliamentary Internship, April 2005

William M. Craig

**ACTIVITIES**

**Member**, Central High School Alumni Pride Foundation (September 2015 – Present), **Member**, New Hampshire Ballot Law Commission (December 2013 – Present), **Member**, Suffolk University Law School National Trial Team (August 2010 – November 2010), **Mentor**, Suffolk University Law School First Year Mentor Program (September 2010 – May 2011), **Member**, City Year, Manchester Steering Committee (June 2009 – January 2010), **Research Director**, New Hampshire Senate Democratic Caucus (June 2009 – November 2009), **Treasurer**, New Hampshire Young Democrats (July 2008 – October 2009), **Member**, New Hampshire State Democratic Committee (February 2007 – October 2009), **Member**, Manchester Steering Committee, *Hillary Clinton for President* (August 2007 – June 2008), **Treasurer**, Hillsborough County Democratic Committee (February 2007 – January 2008)

Commission Name: MDC

Name: William M. Craig

Address: 99 Sagamore Street  
Manchester, NH 03104

ward 3

Phone: 540-5742

E-mail: wcraig233@gmail.com

Department Head: M. Sanuth

Charlie Sherman  
300 River Road Apt. 503  
Manchester, NH 03104  
603-396-2474  
shermancharlie@yahoo.com

### *SKILLS PROFILE*

- 14 years of experience in the banking/business industry
- Management expertise
- Two decades of volunteering with area non-profit community
- Founded and built a successful travel agency
- 18-years of experience in New Hampshire's media
- Personal connections to state and local political leaders

### *EMPLOYMENT HISTORY*

**Bank Vice President/Treasurer** 1972-1981  
Commonwealth Bank, Boston, MA

- Managed day to day operations of two bank branches
- Led new business development
- Restructured bank's business plan to recapture losses resulting from bank acquisition
- Guided bank branches from losses to period of profitability
- Served at every level of bank operations from teller to VP, total understanding of business plan

**Bank Vice President** 1982-1986  
Indian Head Bank & Trust Company, Rochester, NH

- Recruited to lead bank branches
- Managed 20 employees in day to day operations
- Restructured business plan to turn bank's quarterly losses into period of profitability
- Loans grew from \$6 million to \$16 million, Deposits grew from \$8 million to \$28 Million

**President** 1986-1992  
Uniglobe Kendall Travel, Rochester, NH

- Built agency from zero clients to \$4.5 million dollar annual book of business
- 80% Corporate / 20% Tourism clientele

**Sports Director** 1992-2004  
WMUR-TV, Manchester, NH

- Award-winning Sports Anchor/Reporter
- Commonly used as the "Goodwill Ambassador" of WMUR, hosting and leading dozens of non-profit projects for the station

**Morning Show Host** 2004-2011  
WGIR Radio, Manchester, NH

- Daily morning news/talk format broadcast on four stations
- Award-winning program with focus on community events and activities

**Executive Director**  
New Horizons for New Hampshire, Inc.  
Manchester, New Hampshire

Responsible for the daily operations and staff of:

2011-Present

- Soup Kitchen
- Food Pantry
- Shelter
- Angie's Women's Shelter

NH1 News on WBIN TV

- Weekday Anchor

2011-Present

*EDUCATION*

**Northeastern University**  
Business Administration

1980

**Professional Associations**

NH Association of Broadcasters

AFTRA American Federation of Television and Radio Artists

100 Club of New Hampshire

Commission Name: Police Commission

Name: Charlie Sherman

Address: 300 River Rd. Apt 503  
Manchester, NH 03104 Ward 3

Phone: (603) 396-2474

E-mail: Shermancharlie@yahoo.com

Department Head: Kim Demers

*The need is constant.  
The gratification is instant.*



**American  
Red Cross**

City of Manchester  
Mayor's Office  
One City Hall Plaza  
Manchester, NH 03101

To: Mayor Gatsas and the City of Manchester Board of Alderman

After the resounding success of last year's city wide blood drive we would like to duplicate it in January of 2017. January is always a time of critical need for lifesaving blood and this drive can go a long way in filling that need.

We are looking at the date of January 12<sup>th</sup> and would like to duplicate last year's efforts by holding drives at City Hall, Public Health, the Library and the Police Dept.

Thank you for your continued support of this lifesaving mission. We look forward to your affirmative answer and I look forward to working with you on this project.

At your service,

Kevin Marzoli  
Donor Recruitment Account Manager  
425 Reservoir Ave.  
Manchester, NH 03104  
Cell 603.391.1018  
[kevin.marzoli@redcross.org](mailto:kevin.marzoli@redcross.org)

# 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 One Hundred Six Thousand Dollars (\$106,000) for the FY2017 CIP 714417 Livingston Park Renovations.”

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 proceeds from the sale of 921 Beech Street;

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

**By adding:**

FY2017 CIP 714417 – Livingston Park Renovations - \$106,000 Other

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



---

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**  
SCHOOL ADMINISTRATIVE UNIT NO. 37  
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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.**