

AGENDA

COMMITTEE ON COMMUNITY IMPROVEMENT

December 05, 2016
Aldermen Shea, Shaw,
Gamache, Hirschmann, Sapienza

4:45 p.m.
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Shea calls the meeting to order.
2. The Clerk calls the roll.
3. Amending resolution and budget authorization providing for the transfer and expenditure of funds in the amount of \$65,000 to CIP 211717 CBDO Special Activities.
Ladies and Gentlemen, what is your pleasure?
4. Amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$4,500 for CIP 714217 Road Repairs for Glen Forest and Lone Pine Drives.
Ladies and Gentlemen, what is your pleasure?
5. Amending resolutions and budget authorizations providing for the transfer and expenditure of funds in the amounts of \$1,616.90 and \$253.60 to CIP 810217 and 810316 HMIS Data System.
Ladies and Gentlemen, what is your pleasure?
6. Revision to Policies and Procedures for the Housing Rehabilitation Program.
Ladies and Gentlemen, what is your pleasure?
7. Request from Families in Transition to restructure their loan for CIP 611417 267 Wilson Street-3rd floor Phase II Recovery Housing.
Ladies and Gentlemen, what is your pleasure?

8. Update on the 2015 Lead Hazard Reduction Demonstration Grant Program.
(Note: Provided for informational purposes only; no action is required.)

9. Request from Leon LaFreniere, Planning & Community Development Director, to extend various CIP projects through June 30, 2017.
Ladies and Gentlemen, what is your pleasure?

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



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

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

Leon L. LaFreniere, AICP
Director

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

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

MEMORANDUM

To: Alderman William Shea,
Chairman, CIP Committee

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

Date: November 28, 2016

Re: CIP #211717 – Community Based Development Organization (CBDO) Special Activities

Existing Funding

The FY17 budget approved a public service project, Adult Workforce Development, as a project by the Manchester Community Resource Center. In order to minimize the administrative burden of having this project be administered separately from others of its type, City Staff is requesting to have this project and allocation folded into the Special Activities project managed by the Manchester Community Resource Center. This action will not decrease the project funding or change its structure. It will allow for a more streamlined administration of Federally funded public services.

Respectfully, I request that the Committee recommend the extension of this account to the full Board.

CIP BUDGET AUTHORIZATION

CIP#: <input type="text" value="211717"/>	Project Year: <input type="text" value="2017"/>	CIP Resolution: <input type="text" value="5/17/2016"/>
Title: <input type="text" value="CBDO Special Activities"/>	Amending Resolution: <input type="text" value="12/20/2016"/>	
Administering Department: <input type="text" value="Manchester Community Resource Center"/>	Revision: <input type="text" value="#1"/>	

Project Description:

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

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

Line Item Budget	CDBG			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$523,350.00	\$0.00	\$0.00	\$523,350.00
TOTAL	\$523,350.00	\$0.00	\$0.00	\$523,350.00

Revisions:

Comments:

CIP BUDGET AUTHORIZATION

CIP#: <input type="text" value="310017"/>	Project Year: <input type="text" value="2017"/>	CIP Resolution: <input type="text" value="5/17/2016"/>
Title: <input type="text" value="Adult Workforce Development"/>	Amending Resolution: <input type="text" value="12/20/2016"/>	
Administering Department: <input type="text" value="Manchester Community Resource Center"/>	Revision: <input type="text" value="#1"/>	

Project Description:	To provide employment related services including: resume and cover letter writing workshops, innovative job search resources, and additional short-term job training programs.
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Federal Grants	Federal Grant: <input type="text" value="Yes"/>	Environmental	Review Required: <input type="text" value="Yes"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text" value="Pending"/>

Critical Events	
1.	Project Initiation <input type="text" value="7/1/2016"/>
2.	Project Completion <input type="text" value="12/20/16"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>
	<input type="text" value="12/20/16"/>

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

Revisions:	#1 - Transfers \$65,000 CDBG to CIP Project# 211717 and closes this project.
	<input type="text"/>
	<input type="text"/>

Comments:	Authorization of spending CDBG funds is contingent upon HUD grant execution.
	<input type="text"/>

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Amending the FY 2017 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Sixty Five Thousand Dollars (\$65,000) for the FY2017 CIP 211717 CBDO Special Activities.”

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

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

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

WHEREAS, the Board of Mayor and Aldermen wishes to transfer the Adult Workforce Development project to be included under the Community Based Development Organization’s (CBDO) umbrella of public service projects;

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

By decreasing:

FY2017 CIP 310017 – Adult Workforce Development - \$65,000 CDBG

By increasing:

FY2017 CIP 211717 – CBDO Special Activities - \$65,000 CDBG

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



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning & Land Use Management
Building Regulations
Code Enforcement Division
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

October 27, 2016

Alderman William Shea, Chairman
Committee on Community Improvement
One City Hall Plaza
Manchester, NH 03101

Subject: Establishment of CIP Account for Resurfacing of Glen Forest and Lone Pine Drives

Dear Alderman Shea and Members of the Committee,

I write to request the establishment of a CIP account for the expenditure of \$4,500 that the City received from a home builder, Hampshire Ventures Inc. The money is a contribution for the cost of resurfacing public streets that will be impacted by the construction of a residential subdivision. The resurfacing is expected to occur after the subdivision is built. If you have any questions, staff from the Planning and Community Development Department will be available at your next meeting.

Sincerely,

Jeffrey Belanger, AICP
Senior Planner

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 Fax: (603) 624-6529
E-Mail: pcd@manchesternh.gov
www.manchesternh.gov

CIP BUDGET AUTHORIZATION

CIP#: <input type="text" value="714217"/>	Project Year: <input type="text" value="2017"/>	CIP Resolution: <input type="text" value="5/17/2016"/>
Title: <input type="text" value="Road Repair for Glen Forest Dr. and Lone Pine Dr."/>	Amending Resolution: <input type="text" value="12/20/2016"/>	
Administering Department <input type="text" value="Planning and Community Development"/>	Revision: <input type="text"/>	

Project Description:

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

Critical Events	
1. Project Initiation	12/20/16
2. Project Completion	12/30/22
3.	
4.	
5.	
	12/30/2022

Line Item Budget	OTHER			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$4,500.00	\$0.00	\$0.00	\$4,500.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$4,500.00	\$0.00	\$0.00	\$4,500.00

Revisions:

Comments:

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Four Thousand Five Dollars (\$4,500) for the FY2017 CIP 714217 Road Repair for Glen Forest Dr. and Lone Pine Dr.”

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 revenue from a homebuilder to offset the road maintenance costs their subdivision will bring about.

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

By adding:

FY2017 CIP 714217 – Road Repair for Glen Forest Dr. and Lone Pine Dr. - \$4,500 Other

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



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

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

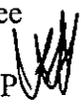
Leon L. LaFreniere, AICP
Director

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

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

MEMORANDUM

To: Alderman William Shea,
Chairman, CIP Committee

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

Date: November 25, 2016

Re: CIP# 810316 and #810217 – HMIS Data System

Existing Funding

The Planning Department is requesting a transfer of the remaining balances of \$305.90 ESG funds from CIP 810114 and \$1,616.90 ESG funds from 810715 to CIP 810217 – HMIS Data System project.

The Planning Department is also requesting a transfer of the remaining balances of \$253.60 ESG funds from CIP 810114 to CIP 810316 – HMIS Data System to spend down a portion of unused Emergency Solutions Grant funds.

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

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

CIP BUDGET AUTHORIZATION

CIP#: <input type="text" value="810217"/>	Project Year: <input type="text" value="2017"/>	CIP Resolution: <input type="text" value="5/17/2016"/>
Title: <input type="text" value="HMIS Data System"/>		Amending Resolution: <input type="text" value="12/20/2016"/>
Administering Department: <input type="text" value="Planning & Community Development"/>		Revision: <input type="text" value="#1"/>

Project Description:	To provide training and support for the Homeless Information Management System (HMIS) required by the Hearth Act.
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Federal Grants	Federal Grant: <input type="text" value="Yes"/>	Environmental	Review Required: <input type="text" value="Yes"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text" value="Pending"/>

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

Line Item Budget	ESG			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$2,927.90	\$0.00	\$0.00	\$2,927.90
TOTAL	\$2,927.90	\$0.00	\$0.00	\$2,927.90

Revisions:	#1 - Increase budget by \$1,616.90 ESG from CIP Projects #810114 and #810715

Comments	Authorization of spending ESG funds is contingent upon HUD grant execution.
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CIP BUDGET AUTHORIZATION

CIP#: <input type="text" value="810316"/>	Project Year: <input type="text" value="2016"/>	CIP Resolution: <input type="text" value="6/9/2015"/>
Title: <input type="text" value="HMIS Data System"/>		Amending Resolution: <input type="text" value="12/20/2016"/>
Administering Department: <input type="text" value="Planning & Community Development"/>		Revision: <input type="text" value="#1"/>

Project Description:	To provide training and support for the Homeless Information Management System (HMIS) required by the Hearth Act.
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Federal Grants	Federal Grant: <input type="text" value="Yes"/>	Environmental	Review Required: <input type="text" value="Yes"/>
	Grant Executed: <input type="text"/>		Completed: <input type="text" value="Pending"/>

Critical Events	
1. Project Initiation	7/1/2015
2. Project Completion	6/30/2016
3.	
4.	
5.	
	6/30/2016

Line Item Budget	ESG			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$3,753.60	\$0.00	\$0.00	\$3,753.60
TOTAL	\$3,753.60	\$0.00	\$0.00	\$3,753.60

Revisions:	#1 - Increase budget by \$253.60 ESG from CIP Project #810114

Comments	Authorization of spending ESG funds is contingent upon HUD grant execution.
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CIP BUDGET AUTHORIZATION

CIP#: 810715 Project Year: 2015 CIP Resolution: 6/10/2014
 Title: HMIS Data System Amending Resolution: 12/20/2016
 Administering Department: Planning & Community Development Revision: #2

Project Description: To provide training and support for the Homeless Information Management System (HMIS) required by the Health Act.

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

Critical Events

1	Project Initiation	7/1/2014
2	Project Completion	6/30/2015
3		
4		
5		
		6/30/2015

Line Item Budget

	ESG			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$989.00	\$0.00	\$0.00	\$989.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$989.00	\$0.00	\$0.00	\$989.00

Revisions

#1 - Transfers \$5,200 ESG to CIP Project #611516.
 #2 - Transfer \$1,311 ESG to CIP Project #810217.

Comments:

Authorization of spending ESG funds is contingent upon HUD grant execution.

CIP BUDGET AUTHORIZATION

CIP#: 810114 Project Year: 2014 CIP Resolution: 6/11/2013
 Title: HMIS Training Amending Resolution: 12/20/2016
 Administering Department: Planning & Community Development Revision: #1

Project Description: To provide training on the Homeless Information Management System (HMIS).

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

Critical Events

1	Program Initiation	07/01/2013
2	Program Completion	06/30/2014
3		
4		
5		

06/30/2014

Line Item Budget

	ESG			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$3,115.50	\$0.00	\$0.00	\$3,115.50
TOTAL	\$3,115.50	\$0.00	\$0.00	\$3,115.50

Revisions

#1: Transfer \$253.60 ESG to CIP Project #810316 and \$305.90 ESG to CIP Project #810217

Comments:

Authorization of spending ESG funds is contingent upon HUD grant execution.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Amending the FY 2014, 2015 and 2017 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of One Thousand Six Hundred Sixteen Dollars and Ninety Cents (\$1,616.90) for the FY2017 CIP 810217 HMIS Data System.”

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 2014, 2015 and 2017 CIPs as contained in the 2014, 2015 and 2017 CIP budgets; and

WHEREAS, the 2014, 2015, and 2017 CIPs contain all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer a portion of unused Emergency Solutions Grant funds;

NOW, THEREFORE, be it resolved that the 2014, 2015, and 2016 CIP be amended as follows:

By decreasing:

FY2014 CIP 810114 – HMIS Training - \$305.90 ESG Funds

FY2015 CIP 810715 – HMIS Data System - \$1,311.00 ESG Funds

By increasing:

FY2017 CIP 810217 – HMIS Data System - \$1,616.90 ESG Funds

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

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Amending the FY 2014 and 2016 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Two Hundred Fifty Three Dollars and Sixty Cents (\$253.60) for the FY2016 CIP 810316 HMIS Data System.”

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 2014 and 2016 CIPs as contained in the 2014 and 2016 CIP budgets; and

WHEREAS, the 2014 and 2016 CIPs contain all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer a portion of unused Emergency Solutions Grant funds;

NOW, THEREFORE, be it resolved that the 2014 and 2016 CIPs be amended as follows:

By decreasing:

FY2014 CIP 810114 – HMIS Training - \$253.60 ESG Funds

By increasing:

FY2016 CIP 810316 -- HMIS Data System - \$253.60 ESG Funds

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



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
Building Regulations
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Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

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

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

MEMORANDUM

To: Alderman Bill Shea,
Chairman, CIP Committee

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

Date: November 25, 2016

Re: CIP #610616 – Housing Rehabilitation

Existing Funding

Recently, the CIP Committee and Board of Mayor and Aldermen approved Policies and Procedures for The Housing Rehabilitation Program. The Program will focus on assisting Single or Multi-Family dwellings (up to 4 units) that are Owner-Occupied with property maintenance items that pose a threat to the health and safety of the occupants. Staff has made a few changes for clarity to the document. The section describing the procurement of contractors has been revised to be consistent with the practices utilized for the City's 2015 Lead Hazard Reduction Demonstration Program.

Respectfully, I request that the Committee make a recommendation to the full Board regarding the acceptance of the revised Policies and Procedures for The Housing Rehabilitation Program.

Application Phase

- The City will announce funding availability for the Housing Rehabilitation Program.
 - Loans will be available for up to \$15,000 per building with the option to increase to a maximum of \$25,000 if the CIP Planner has identified extenuating circumstances that are found to pose a serious and immediate threat to the health and safety of the occupants.
- The application period will commence following the funding announcement with submission deadlines detailed on the application.
- Interested Property Owners of single family or multi-family homes (4 units or less) within the City of Manchester are required to fill out an application package and submit it to the Planning & Community Development Department – CIP Division prior to the closing date.
- Property Owners are required to remit completed applications with the required back-up to verify household income and property eligibility. *Incomplete applications will not be evaluated or accepted.*
- The CIP Planner will review the application to determine eligibility in these areas:
 - Income – Owner and residents of the building are required to document household income with a copy of a current tax return, one month of paystubs and/or documentation for miscellaneous forms of ‘other’ income (interest on savings or investment accounts, Social Security, Disability, Child Support, Veteran’s Pension, Retirement/Pension, Social Service assistance). All housing units to be assisted must document an annual household income of 80% Area Median Income or less as determined by the US Dept. of Housing and Urban Development (DHUD).
 - Property Status – The Property Owner is required to provide specific records that prove the property is in good standing with all City of Manchester accounts. Specific accounts to be reviewed are: Property Tax, Water and Sewer. The Property Owner must submit current copies of each bill and payment record with their application. The Building Regulations Division of Planning and Community Development will need to be contacted to obtain permit information and ensure any permits obtained for the property were properly inspected and satisfactorily closed. If a property is delinquent in any area mentioned above, the Property Owner should address the situation prior to applying or else the property will not be eligible to receive funding. In addition, the City wants to ensure the property is in good financial standing and therefore requires a copy of the current mortgage statement. If the property is currently enrolled in a modification process with their financial institution and has shown to be up to date with those payments, the

property would be deemed eligible. If mortgage payments are past due and modification/re-structure has not been pursued, the property will not be considered eligible for the program.

- Proof of Ownership – The Property Owner is required to provide specific records that prove ownership and principal residence of the property. Specific items include: Tax Bill or Deed and statement showing current property insurance.

- Upon conclusion of the review there are two potential outcomes:
 - The application is complete as submitted and deemed eligible to move to the Enrollment Stage.
 - The application is incomplete or lacking the adequate back up to verify the eligibility criteria listed above; therefore the application is incomplete and will not be evaluated further.
 - The applicant will receive a letter of rejection stating the reason why the application was not evaluated further.

Enrolled Phase

- The CIP Planner will conduct an Environmental Review on all properties with completed applications and follow the guidelines below:
 - If the project is considered covered under the City's standing Programmatic Agreement with the State Historic Preservation Office (SHPO), the process will move forward immediately.
 - If the project is outside the parameters set forth under the Programmatic Agreement, photos of the property will be taken and a SHPO Property Inventory form will be completed and submitted to SHPO for their review. Once the Property Owner selects a contractor, their proposal would be provided to SHPO as back-up to the request. The determination received from SHPO will either allow for the project to move forward as planned or will require alterations to the winning proposal to address Historical Preservation needs.
- Eligible project applications are further reviewed by a CIP Planner to assign a preliminary prioritization ranking based on the following criteria as they apply to the Property Owner and the application as submitted:

Household Characteristics:

- **Special Needs/Disabled (20 points)**

Disabled is defined as a person who has a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423), or is determined to have a physical, mental, or emotional impairment that is expected to be of long continued and indefinite duration. This disability must substantially impede his/her ability to live independently, and be of such a nature that such ability could be improved by more suitable housing conditions. A disabled person is also defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(5)).

- **Elderly (20 points)**

Elderly is defined as 62 years of age or older.

- **A minimum of (1) child under 12 (10 points)**

Current Income Limits as defined by US Dept. of Housing and Urban Development (HUD):

- **Family household income equal to or less than 30% of Area Median Income (15 points)**
- **Family household income between 31% - 50% of Area Median Income (10 points)**
- **Family household income between 51% - 80% of Area Median Income (5 points)**

Households exceeding 80% Area Median Income are not eligible for this program

Designated Targeted Areas as defined by the City (see attached Map):

- **Project address is located within designated target area (10 points)**

Housing Rehab Needs:

- Units in need of repairs that will prevent people from living there and that address major code violations and / or health and safety hazards (ex. Sewer leaks or blockages, porch deterioration, structural issues, roof leaks, inoperative heat or hot water systems, any areas of a structure that needs a major renovation, etc.). **(20 points)**
- Units in need of repairs that will not prevent people from living there and that address secondary code violations and / or health and safety hazards (ex. Surface defects such as paint issues, worn/torn flooring, minimal amounts of exterior siding cracked/missing, windows needing repair, defective electrical/plumbing fixtures, etc.). **(15 points)**
- Units in need of assistance to improve energy conservation using Energy Star guidelines recommended by HUD (ex. Replace windows or insulation). **(10 points)**

Cosmetic repairs are considered ineligible for this program.

- The preliminary ranking assessed to the projects will dictate the order in which further evaluation will take place. The three projects with highest point totals will receive an inspection by the City's Construction Manager to document the deficiencies.
- Upon inspection completion, the Construction Manager will generate a work scope that addresses the identified Housing Code violations. The violations assessed will be based on the City of Manchester's Housing Code. They will be compared to the list given by the Property Owner at the time of application. The scoring of the application will be adjusted by a CIP Planner based on this comparison.
- The Construction Manager will produce an in-house cost estimate to address the deficiencies detailed in the Work Scope. The estimate will be based on the Construction Manager's experience, current industry standards, and local market conditions.
- The applicants that did not receive one of the top five scores will receive a letter detailing their scoring and placement among other applications received. It will also explain that if the projects selected should come in under budget or not move forward for any number of reasons, their project may be selected in the future. Unsuccessful applicants will be encouraged to apply for future funding opportunities.
- The project with the highest score will be notified with a pre-approval letter detailing the following information: Work Scope, pre-approval allowing the Property Owner to obtain contractor bids and City expectations for project progress.
 - The Work Scope will identify the major and minor violations to be addressed in order for the dwelling to be deemed in compliance with the City of Manchester's Housing Code.
 - Using the Bid Document prepared by the Construction Manager, the Property Owner will work with the Construction Manager to obtain a minimum of (3) three bids from separate qualified, licensed Contractors that will address the violations

- listed. For projects involving multiple trades, bids may be solicited from pre-qualified General Contractors if appropriate.
- The City maintains a list of pre-qualified Contractors which can be provided to the Property Owner to assist in selecting a reputable, licensed Contractor. An Invitation to Bid to solicit pre-qualified contractors will be advertised annually.
 - If the Contractor furnishing the quote has not been pre-qualified, they must submit their application immediately after submitting their quote. (Application is included as Attachment A) If the Contractor is approved, their quote will be considered valid. If the Contractor does not seek qualification with the Program or is denied qualification, their quote will not be considered valid and will not contribute to the 3 quotes the Property Owner must obtain for proper competitive bidding procedures.
 - Upon project completion, all major and minor violations will need to be addressed.
 - Any violation that the Property Owner chooses to complete independently of the City's project funding or is ineligible for funding will need to be completed in a satisfactory matter within 30 days of the pre-approval letter. This work will be inspected by a City Inspector prior to commitment of project funding.
 - If the Property Owner does not address the areas they commit to within 30 days of the pre-approval letter, the property will be disqualified from the program and receive no funding.
 - The Property Owner has 30 days from the pre-approval letter to complete the following tasks:
 - Work with the Construction Manager to select a minimum of 3 licensed, qualified Contractors that have received a pre-approval through the City's Program to submit bids to correct the deficiencies identified in the Bid Document. In some instances, projects involving multiple trades cannot be completed by one contractor and require additional licensed professionals in specific trades. In that instance, the General Contractor will be responsible for selecting subcontractors to complete this work and must include their costs in the bid furnished to the Property Owner.
 - Complete work on any violation not being addressed by the Contractor and have it inspected by the proper City Inspector for acceptance of satisfactory completion.
 - The City's Construction Manager will hold a contractor walk through with a minimum of 3 bidders and the Owner to ensure bidders are adequately addressing the deficiencies described in the Work Scope utilizing the City's Construction Standards - General Conditions. A public bid opening date will be established, contractors will be required to submit bids to the Planning Department on or before that date and the bids will be opened and read in public on that date.

- The City’s Construction Manager will review the bids (a minimum of 3) and the contract will be awarded to the lowest qualified bidder. The City maintains the right to re-bid the project when bids exceed 10 percent of cost estimates.
 - The City will only reimburse eligible project costs detailed on the bid submitted by the lowest qualified Contractor.
- The City will draft several contractual documents and email them to the Property Owner and Contractor establishing a closing date for all parties to come in and sign:
 - Repayable Loan Agreement – The Property Owner is accepting the City’s repayment terms associated with the loan, Program policies and post completion compliance requirements.
 - Contractor Agreement – The agreement between the Property Owner and the Contractor outlining the scope of work, price and schedule.
 - Loan Disclosure – The Property Owner agrees to the terms of Loan. Loan terms will be determined by the household income of the Property Owner. The two income levels that will determine the repayment terms:
 - At or below 60% of the Area Median Income - Full repayment of the 0% interest loan to the City of Manchester will be due upon sale or transfer of the property.
 - 61-80% of the Area Median Income – The 0% interest loan will be re-paid annually to the City of Manchester for a maximum term of 15 years. Annual payments to commence 12 months from certificate of final inspection and acceptance date.
 - Mortgage Deed – The Property Owner will sign to facilitate recording the Deed at the end of the project.
- At closing, a project schedule will be reviewed and agreed upon by the City, Property Owner and Contractor. Schedule will include start date, any major progress deliverables and end date.
- The Contractor will be given the Section 3 and MBE/WBE forms to fill out and return prior to completing the job.

Construction Phase

- Any additional work identified after the Closing will need to be reviewed by the CIP Planner and Construction Manager. In most cases, costs which exceed the original contract amount will be the financial responsibility of the Property Owner.
- The Contractor will not be issued a Notice to Proceed until a copy of the Building Permit has been remitted to the Construction Manager.
- Once the Building Permit has been received, the Construction Manager will issue a Notice to Proceed.
- The Property Owner is to contact the Construction Manager once work has been completed by the Contractor and submit the Contractor's invoice. The Contractor is responsible for contacting the appropriate City Inspector to review the work and close out the Building Permit that was initially applied for prior to the final payment inspection by the Construction Manager and City's Code Enforcement Officer.
- The CIP Planner will review the Contractor's invoice and coordinate an inspection by the City's Construction Manager and Code Enforcement Officer to examine the work and collect signatures on the payment form from the Property Owner, Contractor, Construction Manager, and CIP Planner signifying satisfactory completion of work and approving the Contractor's payment.
- All payments disbursed will be for completed work. No payments will be made for partial completion, pre-payment for materials, etc.
- All final inspections must be completed prior to release of payment.

After Completion/Compliance

- Each project receiving over \$2,000 will have a lien recorded on the property at the Hillsborough County Registry to ensure compliance with the Terms and Conditions of the Repayable Loan Agreement. The Loan will be secured by a mortgage deed, which will be discharged upon the successful completion of the Compliance period. A mortgage discharge will be executed by the City, but it is the responsibility of the Property Owner to file it with the Hillsborough County Registry of Deeds.
- Subordination will only be granted in the event that the owner is refinancing to get a lower monthly rate and there is no cash being taken out. If an owner is taking out cash to make improvements to the property that will be considered. All requests are reviewed and subject to approval by the CIP Committee and Board of Mayor and Alderman.
- Routine monitoring and inspections are conducted by Staff to ensure that Property Owners continue to comply with the Program Requirements.
- Property Owners agree to the following restrictions on assisted units for a period of three years following the completion of the housing rehabilitation activities:
 - Rent all units to households at or below 80% Area Median Income as defined by HUD
 - Rent all units at or below Fair Market Rents as defined by HUD. The City has adopted the Fair Market Rent limits published by the Department of Housing and Urban Development as its determination for ‘affordable rents.’
 - If unit turnover should take place, the first two restrictions will be imposed on the prospective tenants
 - Property Owners must remain living in the property as their principal residence for the duration of the three years.
 - CIP Staff will conduct an annual monitoring through mail to ensure that the Property Owner is adhering to the restrictions listed above.

Grievance Procedures

If a dispute should arise between parties involved (Property Owner, Contractor, or Construction Manager), resolution will be attempted at the following levels: a) meeting of Property Owner, Contractor, and Construction Manager, and/or, b) filing of a grievance with the CIP Coordinator.



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

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

Leon L. LaFreniere, AICP
Director

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

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

MEMORANDUM

To: Alderman Bill Shea,
Chairman, CIP Committee

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

Date: November 25, 2016

Re: Families In Transition – CIP #611417 – 267 Wilson Street – 3rd Floor Phase II
Recovery Housing – Loan Restructure

Families In Transition has contacted this office to request a change in the loan repayment terms for the \$531,252 of City funds that were committed to the project. New Hampshire Housing Finance Authority (NHHFA), the primary lender for the Project has requested that the City's loan repayment terms be consistent with their loan terms. Original terms of the City's loan: 0% interest rate and be repaid over a thirty year term with an annual payment that is the greater of \$5,000 or twenty-five percent of surplus cash flow and due in full at the end of 30 years. The one change to these terms would be the annual repayment to be made is based upon twenty-five percent of surplus cash flow not the greater of \$5,000 or twenty-five percent of surplus cash flow.

Your review of this request and a recommendation to the full Board is respectfully requested.



Families in Transition

Providing a Home. Building Hope.

November 22, 2016

Todd D. Fleming
CIP Coordinator
Planning and Community Development
Community Improvement Program Division
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: HOME Fund Request
267 Wilson Street

Dear Todd,

Families in Transition is requesting a Change in Terms of the HOME Funds awarded to Housing Benefits for the development of 8 congregate living Recovery Housing units on the 3rd Floor. Funding from New Hampshire Housing Finance Authority has been awarded. However, New Hampshire Housing Finance Authority has requested that the terms of the funds mirror each other. Specifically, that the \$5,000 minimum payment on each HOME Fund contract is taken out and that the City and NHH be paid 25% of surplus cash flow.

Sincerely,


Maureen Beauregard
President & Founder



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
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Leon L. LaFreniere, AICP
Director

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Deputy Director - Building Regulations

MEMORANDUM

To: Alderman Bill Shea,
Chairman, CIP Committee

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

Date: November 25, 2016

Re: CIP #611616 – 2015 Lead Hazard Reduction Demonstration Grant Program

Program Update

The Planning and Community Development Department recently completed the first year of the 2015 Lead Hazard Reduction Demonstration Grant Program. The three year grant from HUD totaling \$2,905,091 was awarded to the City to address pre-1978 residential properties with lead hazards to prevent lead poisonings in children. The program provides financial assistance to property owners for the abatement of lead hazards. Funds are awarded as forgivable loans, contingent on a 3-year compliance period with program objectives.

A program brochure and before-and-after construction photos are appended to this memo, for reference.

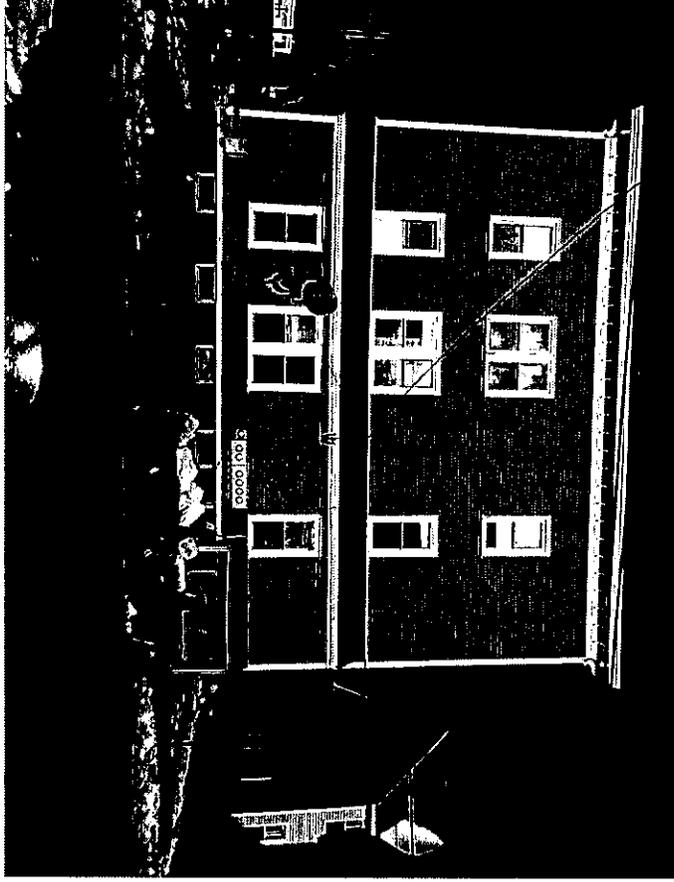
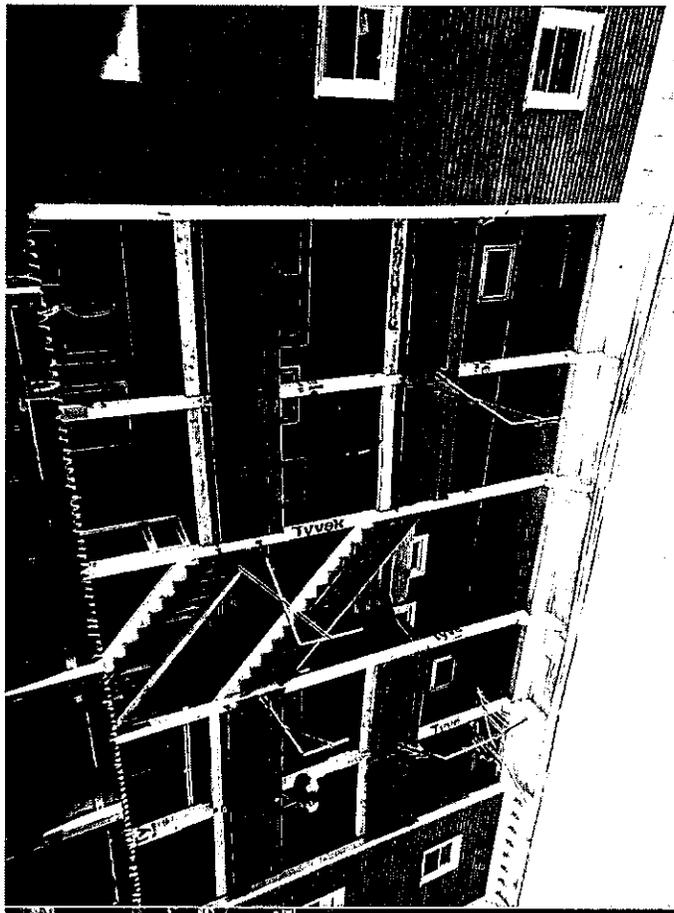
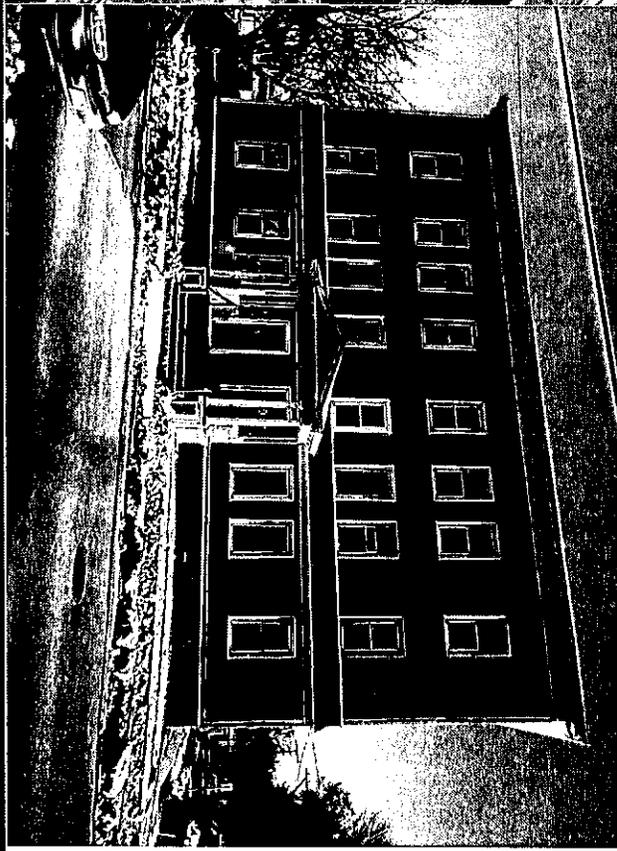
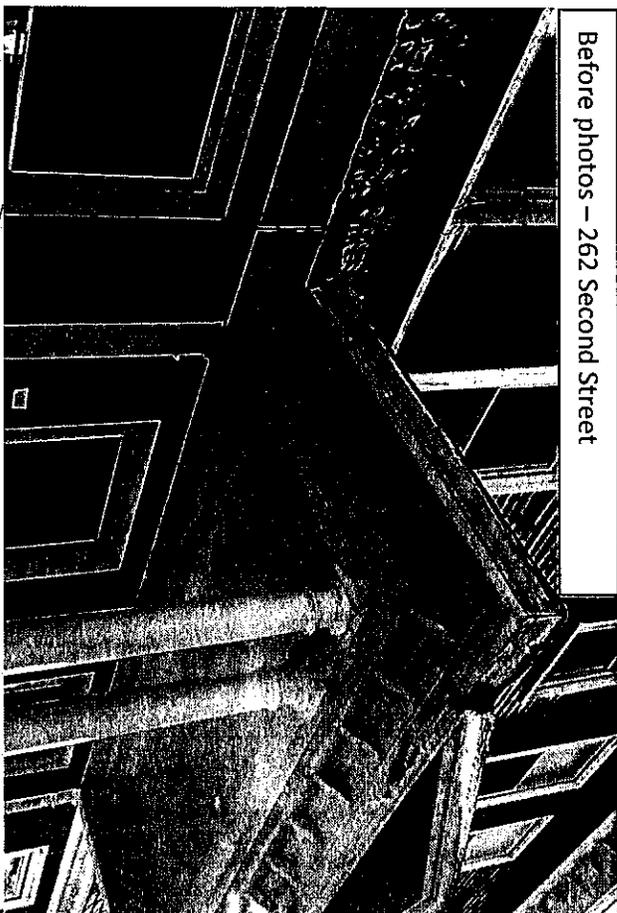
Year One Accomplishments:

- To date, lead inspections have been completed in 105 housing units and lead hazards have been abated in 88 housing units.
- We have met or exceeded grant performance benchmarks for unit completion for every quarter.
- To date, \$984,440 in construction contracts have been awarded as a result of the program.
- Over half of the 21 properties the program enrolled during year one were under an active state order to address lead hazards due to a poisoned child.
- 20 different property owners participated in the program in year one.
- 15 different contractors attended bid walk-throughs and contracts were awarded to 11 of these contractors.

- 40 individuals have been employed as a result of lead hazard control program construction contracts.
- Over 3,000 individuals have been reached through education, outreach, events, strategic partnerships, and mailers.
- A display has been created in the Planning and Community Development Department to educate and provide references to citizens about the EPA Lead Renovation, Repair and Painting (RRP) Rule and lead abatement certifications.
- Because all enrolled rental properties must be CoC-compliant and have current CoC certification from the city, code violations including but not limited to the following have been addressed: missing smoke and carbon monoxide detectors, pests, missing grab rails, trip hazards, moisture damage and mold, and electrical hazards. Landlords are required to repair any documented housing code violations for tenants prior to receipt of a lead-safe certificate from our program.

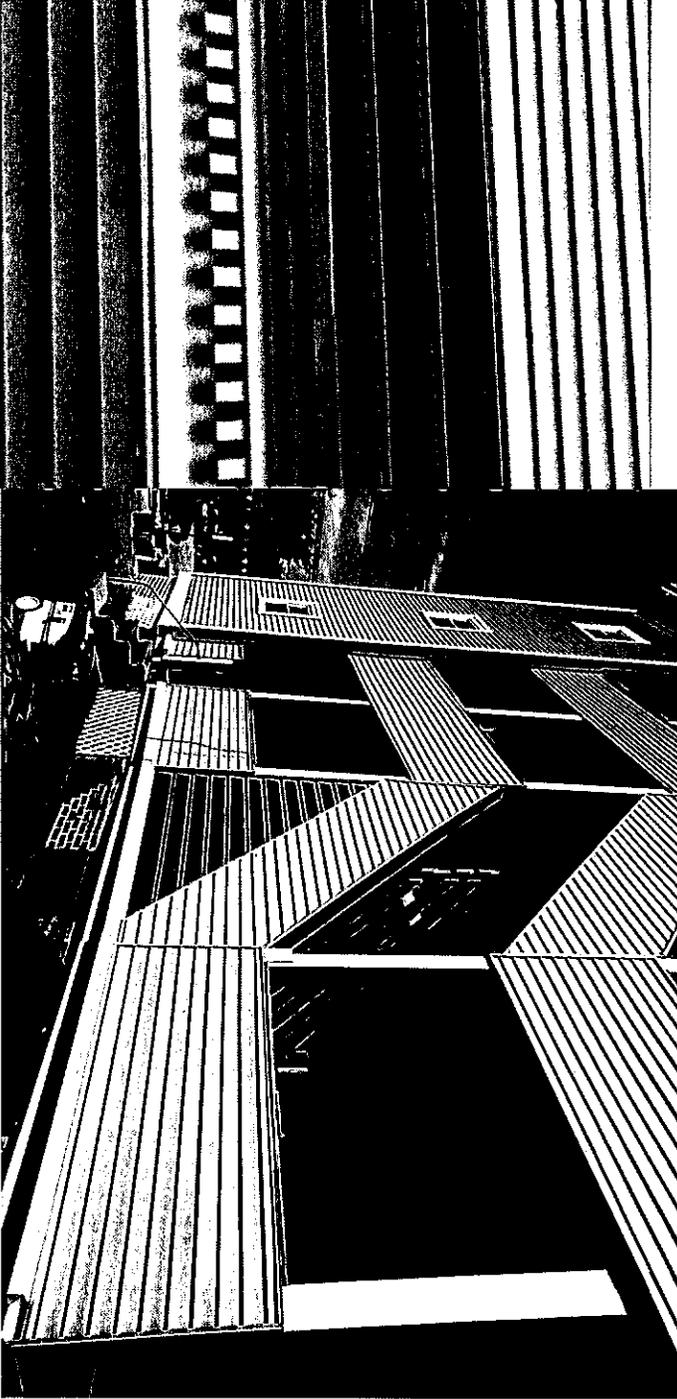
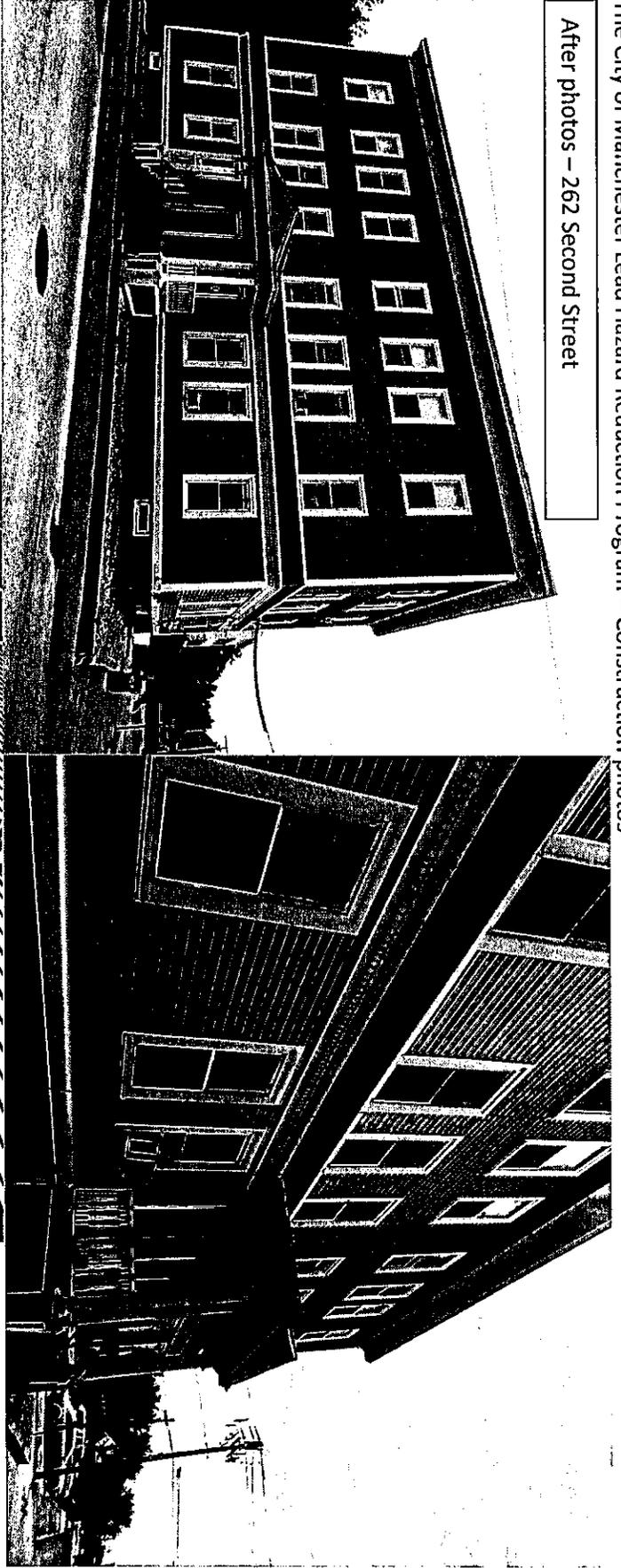
The Planning and Community Development Department would like to thank the CIP Committee and the Board of Mayor and Aldermen for your support of this important and successful Program. Although no action by the Committee or the BMA is required at this time, we will be available to answer any questions you may have.

Before photos – 262 Second Street

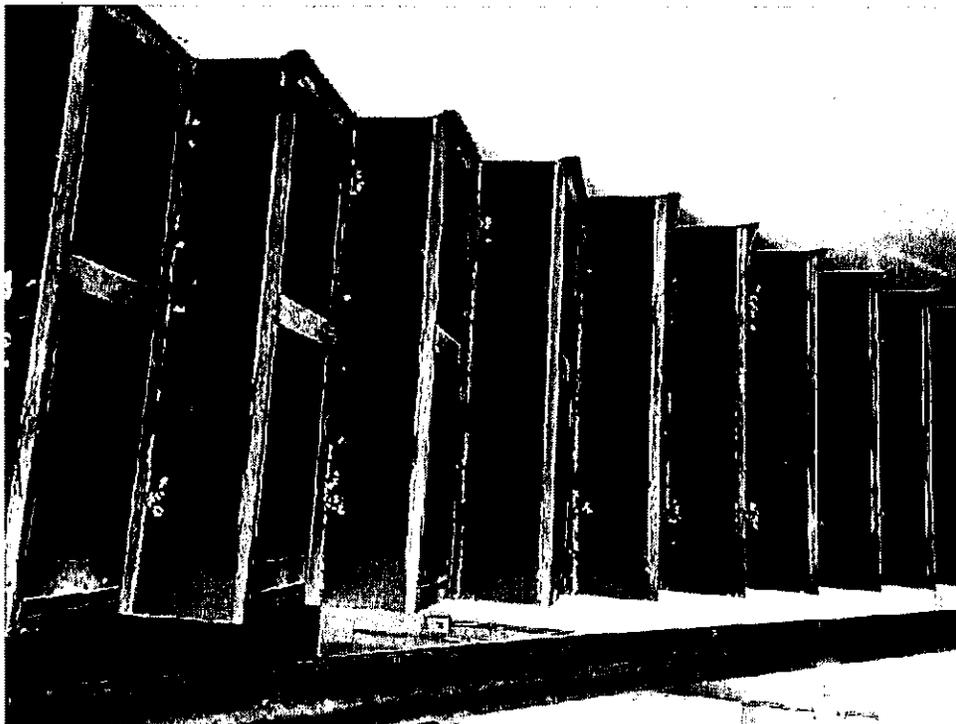


The City of Manchester Lead Hazard Reduction Program – Construction photos

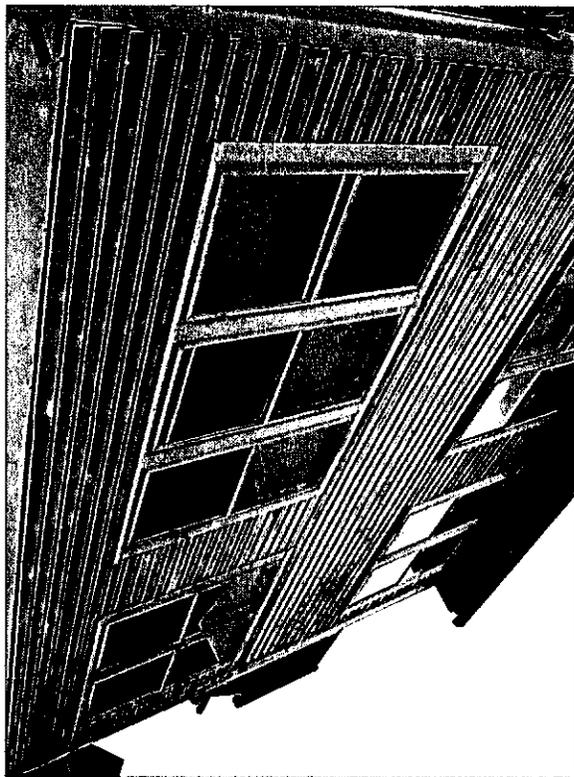
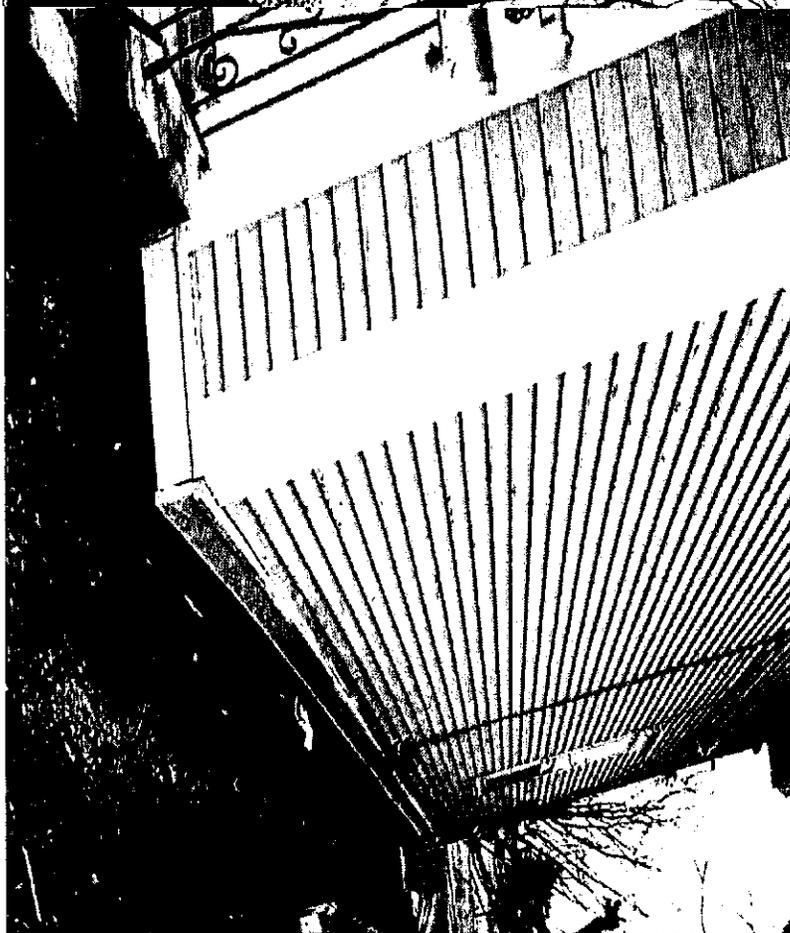
After photos – 262 Second Street



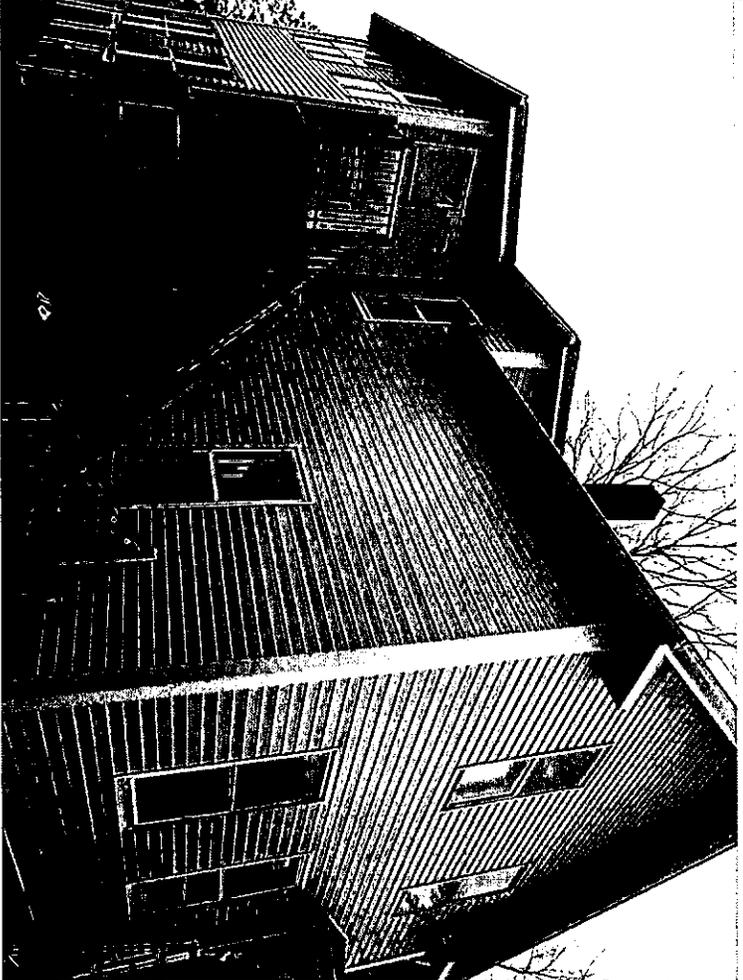
Before and After photos – 436 Auburn St



Before photos – 383 Auburn St



After photos – 383 Auburn St



Do you have
LEAD PAINT
in your property?

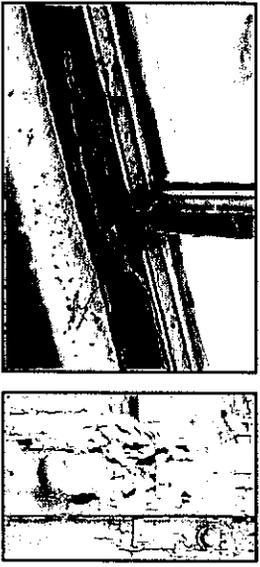


Safe, Healthy, & Code Compliant

The City of Manchester's Lead Hazard Reduction Program has funding available to assist property owners with the reduction of lead paint hazards from their buildings.

Program administered by the
City of Manchester
Planning & Community
Development Department

Direct Line: (603) 792-6726
leadprogram@ManchesterNH.gov
www.lead-safe-manchester.com



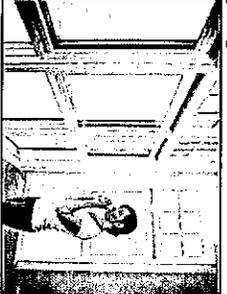
Could you use \$11,000/Unit to make your property lead-safe?

Property owners may be eligible to receive a 0% interest, forgivable (after 3 years) loan, up to \$11,000 per unit (10% owner match required) to reduce or eliminate lead exposure hazards that may exist in your home.



What is a 0% interest, forgivable loan?

A 0% interest, forgivable loan is money borrowed from the Manchester Housing Initiatives (MHI) program that will be forgiven after 3 years assuming requirements have been met. The loan would become repayable only if the property were sold, transfer of ownership, or default of the program terms within 3 years.



Planning & Community Development Dept.
One City Hall Plaza
Manchester, NH 03101



The only way to know for sure if a child has been lead-poisoned is to have them tested.

Why is lead hazard removal important?

Lead is a toxic material found in most homes built before 1978. Lead paint in older homes is often peeling, flaking or deteriorating, and can be spread around the home in the form of lead dust. Because you cannot see or smell lead, it is difficult to detect without special tests.

Many homes in Manchester are older, and have lead in the dust, paint, and soil. Children are especially at risk of exposure to lead. Young children's brains and bodies are still developing, and hand-to-mouth behavior can provide a route of exposure.

There is no "safe" level of lead for a child. Lead poisoning is irreversible, so prevention and intervention are critical. Long-term effects of lead exposure can include hyperactivity, learning disabilities, impaired hearing, brain damage, and in severe cases – death. Until it is remediated by a professional, the hazards will remain a risk to young children, especially those that are under 6 years of age.

Who is eligible?

Property owners must own a residential building in Manchester. To qualify for this program, tenants must meet income requirements, and property owners must agree to keep rent amounts at or below Fair Market Rent value.

Income Guidelines to qualify:				
Family Size	1	2	3	4
You can earn up to:	\$44,450	\$50,800	\$57,150	\$63,500



What types of improvements are eligible?

Any building component with identified lead-based paint is eligible for lead hazard reduction. Lead dust is the cause of most lead poisonings. Most lead dust on older homes is generated from friction and abrasion of lead painted window frames. By using licensed, trained contractors to replace old windows safely, the risk of lead exposure is reduced, the building has increased energy efficiency, and the property value goes up.

Who benefits?

Property Owners

- 0% interest funding available
- No payback if the property complies with the program rules for 3 years.
- Upgrade building with energy-saving improvements, such as windows
- Risk of liability is decreased with lead-safe certificate
- Property value is increased
- Create a safer environment for families

Manchester Residents

- Incidence of lead poisoning among children will be decreased
- The number of lead-safe affordable housing units will be increased

Where can I apply?

To receive more information, or to apply, please call LEAD Program Staff at: (603) 792-6726
Or email at: leadprogram@ManchesterNH.gov

Website: www.LeadSafeManchester.com

Specialists are ready to assist property owners with all steps of the process, including the application, property inspection/lead inspection, creating a work plan, hiring a licensed contractor, and assuring your property passes a lead-safe clearance inspection.

The work that provided the basis for this publication was supported by funding under a grant with the U.S. Department of Housing and Urban Development.



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management
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Zoning Board of Adjustment

Leon L. LaFreniere, AICP
Director

Pamela H. Goucher, AICP
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Michael J. Landry, PE, Esq.
Deputy Director - Building Regulations

MEMORANDUM

To: Alderman William Shea,
Chairman, CIP Committee

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

Date: November 25, 2016

Re: CIP Project Extensions

Existing Funding

Various Departments have been working with the Finance Department to address older projects and close them out. In order to close these projects out, they must be extended to allow for a final reconciliation and close out.

Respectfully, I request that the Committee recommend the extension of this account to the full Board.

Daniel A. Goonan
Chief of Department



Richard P. McGahey
Assistant Chief

City of Manchester
Fire Department

TO: Kerrie Poplin
FROM: Lisa Sorenson
Date: November 22, 2016
RE: Project Extensions

Hi Kerrie,

We are requesting project extensions to June 30, 2017 for the following:

Year	Fund Type	Project	Project Name - Department	As of October 2016 Balance	Reason
2015	Other	412015	Smoke Detector Program - Fire	\$ 9,045.77	Project clean up
2014	State	412213	Radiological Emergency Response - Fire	\$ 162.46	Project clean up
2014	State	412313	Hazardous Material Emergency - Fire	\$ 583.99	Project clean up
2010	State	412407	Public Safety Interoperability - Fire	\$ 1,334.25	Project clean up

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

Timothy J. Clougherty
Deputy Public Works Director

Kevin J. O'Maley
Chief Facilities Manager



Commission
Hal Sullivan
Rick Rothwell
Bill Skouteris
Toni Pappas
Patrick Robinson

CITY OF MANCHESTER
Department of Public Works
Facilities Division

Memo:

To: Ald. William Shea, Chairman CIP Committee
From: Eric Krueger
CC: Michelle Duhaime; Tim Clougherty
Subject: School Building Energy Efficiency CIP 310410

Please extend the deadline for the CIP 310410 for the School Building energy efficiency project by 6 months. The Facilities division is in the final closeout stages of this project and needs the extended time to complete.

Please add to the project extension list for the December meeting.

Sincerely

Eric Krueger
Facilities Superintendent
City of Manchester
Facilities Division
475 Valley Street
Manchester, NH 03103
603-792-5316 Direct
email, ekrueger@manchesternh.gov



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

Timothy J. Clougherty
Deputy Public Works Director

Kevin J. O'Maley
Chief Facilities Manager



Commission
Hal Sullivan
Rick Rothwell
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Toni Pappas
Patrick Robinson

CITY OF MANCHESTER
Department of Public Works
Facilities Division

Memo:

To: Ald. William Shea, Chairman CIP Committee
From: Eric Krueger
CC: Michelle Duhaime; Tim Clougherty
Subject: Extension Animal Shelter CIP 712616

Please extend the deadline for the Animal Shelter CIP 712616. The Facilities division is working with the Animal Shelter folks to continue to use the remaining funds on additional related projects.

Sincerely

Eric Krueger
Facilities Superintendent
City of Manchester
Facilities Division
475 Valley Street
Manchester, NH 03103
603-792-5316 Direct
email, ekrueger@manchesternh.gov

