

AGENDA

BOARD OF MAYOR AND ALDERMEN

December 20, 2016
Mayor and all Aldermen

7:30 p.m.
Aldermanic Chambers
City Hall (3rd Floor)

1. Mayor Gatsas calls the meeting to order.
2. The Clerk calls the roll.

CONSENT AGENDA (ITEMS 3-21)

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

Accept BMA Minutes

4. Minutes from the June 28, 2016 Public Participation and Board of Mayor and Aldermen meeting.

Accept and Remand Funds

5. Donation from Comcast to the Office of Youth Services for the children of Manchester.

Information to be Received and Filed

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

7. Communication from Comcast regarding programming changes.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

8. Resolutions:

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

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

"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 FY 2016 CIP 810316 HMIS Data System."

"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 FY 2017 CIP 810217 HMIS Data System."

REPORTS OF COMMITTEES

COMMITTEE ON COMMUNITY IMPROVEMENT

9. Recommending that the amending resolution and budget authorization providing for the transfer and expenditure of funds in the amount of \$65,000 for CIP 211717 CBDO Special Activities be approved.
(Unanimous vote with the exception of Alderman Shaw who was late)
10. Recommending that the 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 be approved.
(Unanimous vote with the exception of Alderman Shaw who was late)

11. Recommending that the amending resolution and budget authorization providing for the transfer and expenditure of funds in the amount of \$1,616.90 and \$253.60 for CIP 810217 and 810316 HMIS Data System be approved.
(Unanimous vote with the exception of Alderman Shaw who was late)
12. Recommending that the revisions to policies and procedures for the Housing Rehabilitation Program be approved.
(Unanimous vote with the exception of Alderman Shaw who was late)
13. Recommending that the request from Families in Transition to restructure their loan for CIP 611417 267 Wilson Street-3rd Floor Phase II Recovery Housing be approved.
(Unanimous vote)
14. Recommending that the request from Leon LaFreniere, Planning & Community Development Director, to extend various CIP projects through June 30, 2017 be approved.
(Unanimous vote)

COMMITTEE ON HUMAN RESOURCES/INSURANCE

15. Recommending that the request for a reorganization of the Central Fleet Services Department, adding one equipment maintenance superintendent and one administrative assistant I (part-time) be approved.
(Unanimous vote)
16. Recommending that one meter reader I position be eliminated and one public service worker II position be added to the Water Works Complement.
(Unanimous vote)
17. Recommending that the City partner with Judge Brown and the Hillsborough County North Drug Court in accepting job applications from drug court participants, which will be contain a letter from the court.
(Unanimous vote)

COMMITTEE ON PUBLIC SAFETY, HEALTH AND TRAFFIC

18. Recommending that the following traffic regulations be adopted:

RESCIND PARKING TWO HOURS

On Middle Street, north side, from Canal Street to a point 40 feet east

On Middle Street, north side, from a point 80 feet east of Canal Street to a point 90 feet west of Franklin Street

On Middle Street, south side, from Canal Street to Franklin Street

Alderman Long

PARKING TEN HOURS

On Middle Street, north side, from Canal Street to a point 40 feet east

On Middle Street, north side, from a point 80 feet east of Canal Street to a point 90 feet west of Franklin Street

On Middle Street, south side, from Canal Street to Franklin Street

Alderman Long

NO PARKING ANYTIME

On Parker Avenue, both sides, from Parker Street to south dead end

Alderman Barry

On High Street, north side, from Pine Street to a point 35 feet west

On High Street, north side, from a point 123 west of Pine Street to a point 92 feet west

Alderman Long

CROSSWALK

On Notre Dame Avenue, north of Putnam Street

On Notre Dame Avenue, south of Putnam Street

On Putnam Street, west of Notre Dame Avenue

On Notre Dame Avenue north of Wayne Street

Alderman Gamache

RESCIND METERS – 10 HOURS

On High Street, north side, from Chestnut Street to Pine Street (Ord. 10029)

Alderman Long

METERS – 10 HOURS

On High Street, north side, from a point 215 west of Pine Street to a point 78 feet west

Alderman Long

PICK-UP AND DROP-OFF ONLY, 6:00 AM-6:00 PM

On High Street, north side, from a point 35 feet west of Pine Street to a point 88 feet west

Alderman Long

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

19. Recommending that the request from Christine Lewis of TI Event Services for the use of the Arms Parking Lot on Sunday, February 5, 2017 for their annual Super Bowl “Chili” 5K from 10:30 AM until noon be approved.
(Unanimous vote with the exception of Alderman Katsiantonis who was absent)

20. Recommending that the request from Christine Lewis of TI Event Services for the use of the Arms Parking Lot on Sunday, April 30, 2017 for their annual TI 10 Miler & 10K from 9:30 AM until 2:00 PM be approved.
(Unanimous vote with the exception of Alderman Katsiantonis who was absent)

SPECIAL COMMITTEE ON RIVERFRONT ACTIVITIES AND BASEBALL

21. Advising that pursuant to the City’s Management and Operations Agreement Paragraph 2, with NH Triple Play, LLC, K&M Fire Protection Services has been awarded the contract for the replacement of the fire suppression system at a cost of \$338,632.
(On a vote conducted via phone poll on November 28, 2016; Aldermen Long, Ludwig, Shaw and Barry voted yea; Alderman Levasseur abstained.)

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 Jacqueline Verville advising the Board of her resignation from the Board of Directors of the Office of Youth Services.
Ladies and Gentlemen, what is your pleasure?

23. Communication from NaBeela Washington advising the Board of her resignation from the Arts Commission.
Ladies and Gentlemen, what is your pleasure?

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

25. Confirmation of Melanie Sanuth as Economic Development Director.
Ladies and Gentlemen, what is your pleasure?

26. Confirmations to the Manchester Public Television (MPTS) Board of Directors:
Robert Baines, term to expire July 1, 2018
William Cashin term to expire July 1, 2019
Sylvio Dupuis term to expire July 1, 2020
Raymond Wieczorek term to expire July 1, 2019
David Wihby term to expire July 1, 2020
Ladies and Gentlemen, what is your pleasure?

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

Board of Recount
William Houghton to succeed Mark Roy (resignation) as a member, term to expire October 1, 2017
Highway Commission
James Burkush to succeed Richard Rothwell (term-limited) as a member (Labor Rep.) term to expire January 15, 2020
Fire Commission
Scott Cairns to succeed Timothy Divenuti (resignation) as a member term to expire May 1, 2019
Water Commission
Omer Beaudoin to succeed Phillip Sapienza (term-limited) as a member (Labor Rep.) term to expire January 1, 2020
Ladies and Gentlemen, what is your pleasure?

28. Legislative Update, if available.

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

30. **Report of the Committee on Human Resources/Insurance**
Recommending that the Manager, Airport Operations and Facilities position be added to the list of exempt employees eligible for overtime pay.
(Unanimous vote with the exception of Alderman Katsiantonis who was absent)
Ladies and Gentlemen, what is your pleasure?

31. **Report of the Committee on Human Resources/Insurance**
Recommending that two exempt positions; Parks Operations Manager and Facilities Maintenance Supervisor be eligible for overtime pay.
(Unanimous vote with the exception of Alderman Katsiantonis who was absent)
Ladies and Gentlemen, what is your pleasure?

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

33. Mayor Gatsas calls the meeting back to order.

34. Report(s) of the Committee on Finance, if available.
Ladies and Gentlemen, what is your pleasure?

35. Report(s) of the Committee on Accounts, Enrollment & Revenue Administration, if available.
Ladies and Gentlemen, what is your pleasure?

36. Report(s) of the Committee on Administration/Information Systems, if available.
Ladies and Gentlemen, what is your pleasure?

37. Report(s) of the Committee on Lands and Buildings, if available.
Ladies and Gentlemen, what is your pleasure?

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

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

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

"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 FY 2016 CIP 810316 HMIS Data System."

"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 FY 2017 CIP 810217 HMIS Data System."

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

39. Request from Kevin Sheppard, Public Works Director, to waive the City's winter parking ordinances during the Christmas and New Year's Holidays at his discretion.
Ladies and Gentlemen, what is your pleasure?
40. Proposed agreement between Manchester Welfare Department Staff and the City.
If the Board so desires, a motion is in order to ratify and layover.
41. Proposed agreement between the Manchester Airport Maintenance and the City.
If the Board so desires, a motion is in order to ratify and layover.
42. Proposed agreement between the Manchester Association of Fire Supervisors and the City.
If the Board so desires, a motion is in order to ratify and layover.
43. **A motion is in order to recess the meeting to discuss strategy or negotiations with respect to collective bargaining and to meet with legal counsel pursuant to the provisions of RSA 91-A:2 I(a) and RSA 91-A:2 I(b).**

NEW BUSINESS

TABLED ITEMS

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

44. Report of the Committee on Lands and Buildings

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)

(Tabled 12/6/16; Revocable License Agreement submitted by the City Solicitor's Office is attached.)

ADJOURNMENT

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



William E. Sanders
Finance Officer

Sharon Y. Wickens
Deputy Finance Officer

CITY OF MANCHESTER
Finance Department

December 5, 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 \$217.60, received by the Office of Youth Services to use for the benefit of the Children of Manchester.

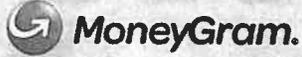
I request that you accept the funds and remand them for the purpose intended.

Respectfully submitted,

Sharon Y. Wickens
Deputy Finance Officer

Cc: Jon Donovan

Valid Money Order includes: 1. Heat sensitive, red stop sign AND 2. Contains a True Watermark hold up to light to view.



INTERNATIONAL MONEY ORDER

86-186
1031

08/17/2016

To Validate: Touch the stop sign,
then watch it fade and reappear



20661047667
MONEY ORDER -- MM

MONEY ORDER NUMBER
R2066 10476677

CALL 1-800-542-3590 TO VERIFY

PAY TO THE
ORDER OF/
PAGAR A LA
ORDEN DE:

City of Manchester
IMPORTANT - SEE BACK BEFORE CASHING

Jenny Pauter
PURCHASER, SIGNER FOR DRAWER / COMPRADOR, FIRMA DEL LIBRADOR
PURCHASER, BY SIGNING YOU AGREE TO THE SERVICE CHARGE AND OTHER TERMS ON THE REVERSE SIDE

ADDRESS:
DIRECCIÓN: 818 Elm St # 202, Manch, NH

Payable Through
BOKF, NA
Enid, OK

ISSUER/DRAWER:
MONEYGRAM PAYMENT SYSTEMS, INC.

PAY EXACTLY

20661047667
TWO HUNDRED ****
SEVENTEEN *****
DOLLARS 60 CENTS

60528169811698
1752900230189667

⑆103101864⑆2066 10476677⑆ 90



September 12, 2016

City of Manchester
Office of Youth Services
848 Elm Street, Suite 302
Manchester, NH 03101

Enclosed please find a money order in the amount of \$217.60. The members of the Loss Prevention/Collections Department at Comcast sell "Jean Day Certificates" for \$1.00 a day and we then donate the money raised to organizations that helps our community.

This month we chose the Office of Youth Services in Manchester. Please use this money any way you feel fit, to brighten the lives of the Children of Manchester. Thank you for the wonderful work that you do.

Sincerely,

The Loss Prevention Department
Comcast
676 Island Pond Rd
Manchester, NH 03109

**MANCHESTER
TRANSIT AUTHORITY**

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



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

**MICHAEL WHITTEN
EXECUTIVE DIRECTOR**

November 30, 2016

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

Dear Matthew,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, November 29, 2016. Enclosed are the approved Minutes of the October 2016 Meeting, October 2016 Financial Report, and October 2016 Ridership Report.

The next Commission Meeting is scheduled for Tuesday, January 31, 2017.

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

Very truly yours,

Mike

Michael Whitten
Executive Director

Enclosures

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



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

MICHAEL WHITTEN
EXECUTIVE DIRECTOR

Manchester Transit Authority

Minutes From October 25, 2016 Commission Meeting

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

PERSONNEL PRESENT: Michael Whitten, Executive Director
William J. Cantwell, Asst. Director - Finance
Ryan Renaul-Smith, Asst. Director- Transit
Paul Beaugard, -Asst. Director-Maintenance
Karen Holden, -Asst.-Director-School

OTHERS PRESENT Adam Hlasny- Principal Transportation Planner
SNHPC

1. a. **Meeting to Order:** Chairman LAUDER called the meeting to order at 5:00pm.
- b. **Holiday Light Tour:** Mark Ampuja to get approval for the use of buses for the Annual Senior Lights Tour on December 5th, 2016 @ 5:30PM. LAUDER made a motion to approve use of the buses Keegan seconded the motion. All Commissioners present were in favor.

- c. **Approved Minutes of September 2016 commission Meeting:** Commissioner GOODE made a motion to approve the September 2016 minutes as presented. KEEGAN seconded the motion. All Commissioners present were in favor.

MANAGEMENT REPORTS

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

Transit Division

Revenues: CANTWELL: For the month of September 2016 revenues were \$222,746; \$9,382 more than budget. Farebox was behind budget this month, but fare media sales were on budget. Passengers continue to use fare media to maximize ridership.

Expenses: CANTWELL: For the month of September 2016 total transit expenses were \$345,903; \$15,814 more than budget. For the month, the expenditures largely followed the budget with the most significant variance in Outside Advertising which was MTA “buying” the ad shelters frames. The expenditure should be mitigating against higher advertising revenue under the new ATA contract going into effect.

School Division

Revenues: CANTWELL: For the month of September 2016 revenues were \$270,449; \$27,207 less than budget. Once the routes settle down, He will analysis the budget to actuals. School Charter and Athletics were both close to budget, and we received proceeds from the sale of school buses.

Expenses: CANTWELL: For the month of September 2016 school expenses were \$291,381; \$42,503 less than budget. Similar to the contract revenue, less billable school buses is offset will less driver labor and fuel cost.

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

Transit Ridership Statistics and Operations: RENAULD-SMITH reported that the overall for the month of September Ridership was down -10% for the month and- 5% for the year.

There were 39,803 passenger trips on the fixed route and 860 passenger trips along the demand response. On time performance was good for September 91 trips arriving on time out of 96 trips sampled. There were only 2 vehicle collisions in September with 1 collision reported to insurance. A total of 13 passenger/public complaints came in for September. All complaints were looked into and addressed with the operator and letter of advice was issued to the drivers.

School Operating Report: HOLDEN reported that the month of September was good. Started the month with 80 active drivers, 3 drivers left voluntarily and new drivers in Training at the ending the month with 77 drivers. In the month of September there were 109,383 School passenger boarding's and 365 trips on school charters. September had 2 vehicle collisions with 1 being reported to

insurance. A total of 6 comment/complaints came in for September. Complaint were looked into and address with the operator.

Maintenance Report:

Transit: BEAUREGUARD: In the month of September there were 4 Transit road calls, 1 road call resulted in needing a tow. There was 1 demand response call. August there were 21 vehicle inspections complete with a total of 17 scheduled.

School: BEAUREGUARD: In the month of September there were 6 school road calls, September there were 20 inspections complete with a total of 23 scheduled.

NEW BUSINESS

3. **Procurement Manual Update**

WHITTEN: Between the Triennial Review and the NTI training, it was clear that our procurement manual, locally titled the Purchasing Policies & Procedures Manual was in need of an update. The Manual was originally approved in 2002 and has not been revised since 2010. We need to make changes to account for two subsequent Transportation Reauthorizations from Congress, namely, MAP-21 and FAST.

The major changes include:

1. Revising the FTA defined Small Purchase threshold to 150,000. This is the Federal threshold at which procurements must be solicited competitively. This was listed at \$100,000.
2. Revising the FTA defined Micro Purchase threshold to \$3500. This was Incorrectly listed as \$5,000 which in non-compliant.

3. Revising approval levels for various purchases and removing the requirement to bid purchases over \$25,000. MTA may still elect to bid or RFP these but the required threshold should be the FTA figure of \$150,000. This requires complete evaluation of the full procurement not just the individual purchase. The old figure would require much more time and cost and include many purchases not well suited for IFB/RFP.
4. He's included a Board approval level of \$50,000. While these procurements won't require formal bids or RFPs, he believes it's important that the Board review them prior to award. This threshold has been elevated from the former \$25,000 to screen out repeat purchases like fuel while still providing a level well below the \$150,000 ceiling. The Board will continue to review all purchases through the monthly financial statements.
5. Added discussion on Micro Purchases, an FTA defined procurement level up to \$3,500 which was missing from the manual.
6. Added Section 11.0 to outline Protests Procedures.

This Manual applies to both Transit and School related purchases but only the Transit related purchases require FTA compliance so much more of the document is tailored to Transit with regard to specific steps. It should be noted that other than FTA Region 1 notifications, the process for School purchases is in all cases the same.

Commissioner STEWART made a motion to approve the Procurement Manual revision. Motion was seconded by Commissioner GOODE. All Commissioners present were in favor.

Old Business

4. **Triennial Review Response- Info Only:** WHITTEN: Attached is the Executive Summary of our Triennial Review Response. It outlines the corrective actions MTA will take to address any areas of deficiency identified by the reviewers.

No action is needed tonight on these elements. We'll bring several policies before the Board as we receive approval from FTA so that they can be fully implemented.

Other Business

5. a. **Date for Next Meeting:** Tuesday November 29, 2016

With no further business to come before the Board, LAUDER made a motion to adjourn the meeting at 6:20pm. Motion was seconded by KEEGAN. All Commissioners present were in favor.



Transit

October 2016

Manchester Transit Authority
Income Statement Transit
For the Four Months Ending October 31, 2016

	Current	Budget	YTD	YTD	YTD
				Budget	Net Change
Farebox Revenue					
Farebox Revenue	27,331.37	27,040.00	95,704.28	108,160.00	(12,455.72)
Full Fares and Passes	10,186.00	11,362.00	42,119.00	45,448.00	(3,329.00)
Monthly Full Passes	2,520.00	4,524.00	14,735.00	18,096.00	(3,361.00)
Reduced Fares and Passes	2,488.50	2,158.00	10,238.50	8,632.00	1,606.50
Monthly Reduced Passes	1,860.00	2,392.00	7,710.00	9,568.00	(1,858.00)
Paratransit Fare and Tickets	3,304.00	3,068.00	13,160.00	12,272.00	888.00
Monthly Student Fares	360.00	780.00	1,215.00	1,530.00	(315.00)
Total Farebox and Tickets	48,049.87	51,324.00	184,881.78	203,706.00	(18,824.22)
Shuttle and Excursions					
Shopping Shuttle	19,544.35	2,425.00	37,659.70	9,700.00	27,959.70
Excursion Revenue	-	-	-	-	-
Total Shuttle and Excursions	19,544.35	2,425.00	37,659.70	9,700.00	27,959.70
Other Revenue					
Sale of Fuel to City Departments	1,488.14	-	5,765.45	-	5,765.45
Maintenance Service to City	-	-	81.16	-	81.16
Advertising Revenue-Bus	9,177.35	7,200.00	37,582.78	28,800.00	8,782.78
Sale of Vehicles and Equipment	-	-	-	-	-
Sale of Scrap Materials	-	-	115.00	-	115.00
Insurance Repair Reimbursement	-	-	-	-	-
Interest Income	1.26	3.00	18.94	12.00	6.94
Photo Picture ID Revenue	10.00	20.00	50.00	80.00	(30.00)
Total Other Revenue	10,676.75	7,223.00	43,613.33	28,892.00	14,721.33
Total Operational Income	78,270.97	60,972.00	266,154.81	242,298.00	23,856.81
Operating Assistance					
City of Manchester	11,000.00	-	1,186,724.00	1,175,724.00	11,000.00
Private/Public Partnerships	-	-	-	-	-
Federal Operating Subsidy	137,583.00	155,742.00	680,542.00	631,835.00	48,707.00
Total Operating Assistance	148,583.00	155,742.00	1,867,266.00	1,807,559.00	59,707.00
Total Revenue	226,853.97	216,714.00	2,133,420.81	2,049,857.00	83,563.81
Labor					
Transit Operator Wages	70,492.07	64,271.00	280,693.04	265,002.00	15,691.04
Transit Operator Overtime Wages	7,111.35	9,455.00	31,033.08	38,424.00	(7,390.92)
CMAQ Operator Wages	3,388.16	6,056.00	14,878.46	24,801.00	(9,922.54)
CMAQ Operator Overtime Wage	125.31	100.00	569.77	400.00	169.77
StepSaver Operator Wages	10,906.12	12,346.00	46,280.64	50,183.00	(3,902.36)
StepSaver Operator Overtime Wages	1,659.14	2,695.00	7,955.92	10,951.00	(2,995.08)
Mechanic Wages	12,020.69	14,206.00	59,640.54	58,206.00	1,434.54
Mechanic Overtime Wages	149.16	300.00	962.73	1,200.00	(237.27)
Transp. Admin Wages	21,205.25	19,619.00	87,756.09	80,345.00	7,411.09
Transp. Admin Overtime Wages	16.71	-	125.93	-	125.93
Maint. Admin Wages	7,127.47	6,185.00	27,610.76	25,329.00	2,281.76

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Manchester Transit Authority
Income Statement Transit
For the Four Months Ending October 31, 2016

	Current	Budget	YTD	YTD	YTD
				Budget	Net Change
General Admin Wages	10,263.11	9,739.00	44,449.37	39,883.00	4,566.37
Gen. Admin Overtime Wages	-	-	-	-	-
Payroll Transaction	-	-	-	-	-
Total Labor	144,464.54	144,972.00	601,956.33	594,724.00	7,232.33
Fringe Benefits					
Health Insurance Expense	49,069.06	53,076.00	306,059.65	320,308.00	(14,248.35)
Dental Insurance Expense	1,528.21	1,784.00	6,186.22	7,136.00	(949.78)
Life Insurance Expense	(192.26)	2,527.00	5,216.44	10,108.00	(4,891.56)
Pension Expense	6,048.00	7,488.00	26,352.00	29,952.00	(3,600.00)
FICA Expense	11,973.29	14,514.00	53,827.24	58,795.00	(4,967.76)
Worker's Compensation	16,519.00	21,241.00	66,084.90	84,964.00	(18,879.10)
Unemployment Compensation	994.00	1,464.00	3,983.70	5,856.00	(1,872.30)
Transit Operator Vacation Wages	5,237.21	5,465.00	21,123.03	21,860.00	(736.97)
Transit Operator Holiday Wages	6,690.34	5,465.00	22,569.98	21,860.00	709.98
Transit Operator Sick Wages	1,227.75	3,279.00	10,184.30	13,116.00	(2,931.70)
Mechanic Vacation Wages	1,345.00	2,077.00	5,885.20	8,308.00	(2,422.80)
Mechanic Holiday Wages	2,014.28	2,049.00	7,451.52	8,196.00	(744.48)
Mechanic Sick Wages	384.30	410.00	3,140.16	1,640.00	1,500.16
Transp. Admin Vacation Wages	1,853.96	2,193.00	7,461.90	8,772.00	(1,310.10)
Transp. Admin Holiday Wages	2,859.65	2,926.00	9,469.06	11,704.00	(2,234.94)
Transp. Admin Sick Wages	300.07	439.00	595.05	1,756.00	(1,160.95)
Maint. Admin Vacation Wages	1,016.08	993.00	3,558.35	3,972.00	(413.65)
Maint. Admin Holiday Wages	784.36	984.00	2,987.40	3,936.00	(948.60)
Maint. Admin Sick Wages	301.44	155.00	724.80	620.00	104.80
Gen Admin. Vacation Wages	1,452.91	1,385.00	5,817.09	5,540.00	277.09
Gen. Admin Holiday Wages	1,764.47	1,464.00	5,228.56	5,856.00	(627.44)
Gen. Admin Sick Wages	596.99	214.00	1,206.43	856.00	350.43
Transit Uniform Allowance	113.44	476.00	1,657.63	3,799.00	(2,141.37)
Maintenance Uniform Allowance	243.41	200.00	2,184.26	3,927.00	(1,742.74)
Tool Allowance	-	75.00	1,863.98	2,175.00	(311.02)
License Reimbursement	-	18.00	50.00	72.00	(22.00)
Burden Adjustment	(22,167.96)	(31,453.00)	(82,163.26)	(125,392.00)	43,228.74
Total Fringe Benefits	91,957.00	100,908.00	498,705.59	519,692.00	(20,986.41)
Services					
Management Consultant	1,000.00	800.00	2,468.75	3,900.00	(1,431.25)
Commissioner Expense	-	-	500.00	500.00	-
Auditing Expense	-	-	5,700.00	7,220.00	(1,520.00)
Legal Expense	-	83.00	-	332.00	(332.00)
Service and Support	1,354.60	804.00	4,920.55	3,216.00	1,704.55
Security Service	94.64	190.00	1,557.17	760.00	797.17
Outside Advertising	780.00	83.00	24,034.34	332.00	23,702.34
Driver and Criminal Record Check	-	-	-	-	-
Drug & Alcohol Testing	72.00	125.00	560.00	500.00	60.00
Pre-Employment Medical	-	212.00	481.50	848.00	(366.50)
Janitorial Service and Supplies	987.44	833.00	3,238.26	3,332.00	(93.74)
Bank Service Charges	814.10	792.00	3,007.87	3,168.00	(160.13)
Marketing Expense	-	-	-	-	-
Total Services	5,102.78	3,922.00	46,468.44	24,108.00	22,360.44
Materials and Supplies					

Manchester Transit Authority
Income Statement Transit
For the Four Months Ending October 31, 2016

	Current	Budget	YTD	YTD	YTD
				Budget	Net Change
Fuel Operations	20,169.16	23,308.00	97,740.59	94,326.00	3,414.59
Sale of Fuel to City Departments	1,457.15	-	5,659.39	-	5,659.39
Maintenance Parts	13,269.16	8,358.00	53,950.17	33,824.00	20,126.17
Purchase Discounts	(16.88)	-	(226.51)	-	(226.51)
Tires Expense	1,698.83	1,593.00	14,486.24	6,446.00	8,040.24
Oil and Grease	564.83	512.00	2,798.53	2,070.00	728.53
Maintenance Supplies	656.91	638.00	2,414.33	2,552.00	(137.67)
Body Shop Supplies	277.58	338.00	2,064.37	1,352.00	712.37
Hazardous Materials	-	19.00	-	76.00	(76.00)
Outside Parts and Labor	200.00	63.00	454.00	252.00	202.00
Repairs-Building and Grounds	3,563.38	1,175.00	14,794.27	4,700.00	10,094.27
Repairs-Shop Equipment	238.48	150.00	1,820.96	600.00	1,220.96
Repairs-Radio Equipment	-	167.00	358.19	668.00	(309.81)
Repairs-Office Equipment	229.20	380.00	876.36	1,520.00	(643.64)
Office Supplies	1,041.48	523.00	3,629.70	2,092.00	1,537.70
Transit Schedules and Tickets	-	500.00	3,100.00	2,000.00	1,100.00
Total Materials and Supplies	43,349.28	37,724.00	203,920.59	152,478.00	51,442.59
Utilities					
Electricity	1,708.57	1,710.00	6,555.09	6,840.00	(284.91)
Natural Gas	92.27	75.00	303.87	300.00	3.87
Telephone	861.95	1,380.00	3,208.33	5,520.00	(2,311.67)
Water	152.77	166.00	619.26	664.00	(44.74)
Total Utilities	2,815.56	3,331.00	10,686.55	13,324.00	(2,637.45)
Insurance					
Public Liability Insurance	11,451.00	14,000.00	45,814.00	56,000.00	(10,186.00)
Other Liability	1,256.00	1,254.00	5,030.00	5,016.00	14.00
Total Insurance	12,707.00	15,254.00	50,844.00	61,016.00	(10,172.00)
Other Expenses					
Dues and Memberships	625.00	-	1,004.50	500.00	504.50
Tolls	-	-	-	-	-
Training and Meetings	96.86	83.00	3,496.67	332.00	3,164.67
Grievance Expense	-	42.00	-	168.00	(168.00)
Depreciation	17,000.00	17,000.00	68,000.00	68,000.00	-
Total Other Expenses	17,721.86	17,125.00	72,501.17	69,000.00	3,501.17
Total Expenses	318,118.02	323,236.00	1,485,082.67	1,434,342.00	50,740.67
Net Income (Loss)	(91,264.05)	(106,522.00)	648,338.14	615,515.00	32,823.14



School

October 2016

Manchester Transit Authority
Income Statement School
For the Four Months Ending October 31, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Student Transportation					
Pupil Transportation Contract	284,100.92	284,174.00	596,101.48	567,806.00	28,295.48
Manchester School of Technology	9,110.40	23,360.00	17,520.00	44,384.00	(26,864.00)
Total Student Transportation	293,211.32	307,534.00	613,621.48	612,190.00	1,431.48
School Charter					
Student Athletics	22,897.30	25,000.00	44,521.70	47,400.00	(2,878.30)
Student Fieldtrips	20,430.00	24,000.00	43,527.25	40,000.00	3,527.25
Total School Charters	43,327.30	49,000.00	88,048.95	87,400.00	648.95
Other Revenue					
Sale of Vehicles and Equipment	-	-	6,390.00	-	6,390.00
Insurance Repair Reimbursement	-	-	2,104.33	-	2,104.33
Interest Income	2.44	-	7.84	-	7.84
Total Other Revenue	2.44	-	8,502.17	-	8,502.17
Total Operational Income	336,541.06	356,534.00	710,172.60	699,590.00	10,582.60
Labor					
School Operator Wages	137,599.01	147,029.00	287,994.83	321,832.00	(33,837.17)
School Operator Overtime Wages	2,605.09	3,556.00	3,809.55	4,056.00	(246.45)
Transit Operator Wages	649.06	395.00	899.64	736.00	163.64
Transit Operator Overtime Wages	1,824.52	-	3,460.05	-	3,460.05
Mechanic Wages	14,054.73	17,323.00	49,395.18	70,961.00	(21,565.82)
Mechanic Overtime Wages	122.18	200.00	245.42	800.00	(554.58)
Transp. Admin Wages	16,726.76	15,011.00	59,919.86	61,474.00	(1,554.14)
Transp. Admin Overtime Wages	378.10	-	462.38	-	462.38
Maint. Admin Wages	5,310.39	5,152.00	20,234.42	21,099.00	(864.58)
General Admin Wages	8,611.47	7,233.00	33,798.21	29,620.00	4,178.21
Total Labor	187,881.31	195,899.00	460,219.54	510,578.00	(50,358.46)
Fringe Benefits					
Health Insurance Expense	241.80	-	483.60	-	483.60
Dental Insurance Expense	(28.75)	-	181.29	-	181.29
FICA Expense	11,896.20	14,412.00	27,591.65	34,908.00	(7,316.35)
Worker's Compensation	10,255.00	17,689.00	41,020.10	37,219.00	3,801.10
School Operator Vacation Wages	-	-	-	-	-
School Operator Holiday Wages	773.18	500.00	1,700.56	1,000.00	700.56
School Uniform Allowance	212.50	160.00	401.07	910.00	(508.93)
License Reimbursement	80.00	38.00	140.00	76.00	64.00
Burden Adjustment	22,167.96	31,453.00	82,163.26	125,392.00	(43,228.74)
Total Fringe Benefits	45,597.89	64,252.00	153,681.53	199,505.00	(45,823.47)
Services					
Management Consultant	1,000.00	833.00	2,468.75	3,332.00	(863.25)
Commissioner Expense	-	-	500.00	500.00	-
Auditing Expense	-	-	4,300.00	5,447.00	(1,147.00)
Legal Expense	-	83.00	-	332.00	(332.00)

Manchester Transit Authority
Income Statement School
For the Four Months Ending October 31, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Service and Support	1,021.90	579.00	3,195.08	2,316.00	879.08
Security Service	71.40	143.00	1,174.73	572.00	602.73
Outside Advertising	-	333.00	1,400.23	1,332.00	68.23
Driver and Criminal Record	235.00	-	633.00	-	633.00
Drug & Alcohol Testing	774.00	375.00	1,710.00	1,500.00	210.00
Pre-Employment Medical	540.00	417.00	2,322.00	1,668.00	654.00
Janitorial Service and Supplies	987.44	833.00	3,238.26	3,332.00	(93.74)
Bank Service Charges	8.38	-	22.58	-	22.58
Total Services	4,638.12	3,596.00	20,964.63	20,331.00	633.63
Materials and Supplies					
Fuel Operations	24,694.22	28,452.00	49,845.10	57,395.00	(7,549.90)
Maintenance Parts	5,000.94	8,894.00	16,640.87	27,519.00	(10,878.13)
Tires Expense	1,623.64	1,569.00	5,275.15	3,165.00	2,110.15
Oil and Grease	429.47	798.00	1,084.91	1,611.00	(526.09)
Maintenance Supplies	849.95	779.00	3,880.59	3,116.00	764.59
Body Shop Supplies	339.25	413.00	2,821.42	1,652.00	1,169.42
Hazardous Materials	-	23.00	-	92.00	(92.00)
Repairs-Building and Grounds	4,018.30	1,325.00	18,436.96	5,300.00	13,136.96
Repairs-Shop Equipment	291.47	183.00	2,225.62	732.00	1,493.62
Repairs-Radio Equipment	-	417.00	63.49	1,668.00	(1,604.51)
Repairs-Office Equipment	172.91	287.00	731.63	1,148.00	(416.37)
Office Supplies	711.39	394.00	2,933.16	1,576.00	1,357.16
School Schedules and Tickets	-	-	-	500.00	(500.00)
Total Materials and Supplies	38,271.54	43,534.00	104,078.90	105,474.00	(1,395.10)
Utilities					
Electricity	1,288.93	1,290.00	4,945.07	5,160.00	(214.93)
Natural Gas	104.06	100.00	342.63	400.00	(57.37)
Telephone	292.30	538.00	1,219.56	2,152.00	(932.44)
Water	115.24	125.00	467.14	500.00	(32.86)
Total Utilities	1,800.53	2,053.00	6,974.40	8,212.00	(1,237.60)
Insurance					
Public Liability Insurance	16,018.00	14,175.00	64,070.00	56,700.00	7,370.00
Other Liability	936.00	893.00	3,748.56	3,572.00	176.56
Total Insurance	16,954.00	15,068.00	67,818.56	60,272.00	7,546.56
Other Expenses					
Dues and Memberships	-	-	1,514.50	1,400.00	114.50
Tolls and Parking	22.50	-	27.75	-	27.75
Training and Meetings	181.43	125.00	629.72	500.00	129.72
Grievance Expense	-	42.00	-	168.00	(168.00)
Depreciation	39,000.00	39,000.00	156,000.00	156,000.00	-
Total Other Expenses	39,203.93	39,167.00	158,171.97	158,068.00	103.97
Total Expenses	334,347.32	363,569.00	971,909.53	1,062,440.00	(90,530.47)
Net Income (Loss)	2,193.74	(7,035.00)	(261,736.93)	(362,850.00)	101,113.07

Commissioners Memorandum

To: Commissioners
 From: Ryan Renaud-Smith, Assistant Director: Transit Operations
 Date: November 22, 2016
 Re: Transit Ridership Report – October 2016



Routes	Oct-16			FYTD		
	Weekdays	FY 2016	FY 2017	FY 2016	FY 2017	% Change
	Saturdays	21	20	86	85	
	5	5		17	18	
Healthcare Shuttle Route #1		2,178	1,389	8,669	6,199	-28%
Hanover-E Industrial Park Route #2		3,409	2,813	12,939	11,378	-12%
Brown Ave-Airport Route #3		1,829	1,890	7,351	7,330	0%
Concord Express #4		961	961	4,011	3,827	-5%
River Rd- SNHU #5		6,190	4,048	19,601	15,984	-18%
Bremer-Mast Rd Route #6		4,289	3,947	16,347	15,863	-3%
Green DASH #7		3,586	2,373	15,202	12,138	-20%
So. Willow- Mall of NH Route #8		5,486	4,507	20,323	18,041	-11%
Nashua Express Route #9		942	852	3,816	3,263	-15%
Valley St- Mall of NH Route #10		4,797	4,113	17,640	16,631	-6%
Front St. Route #11		3,501	2,920	11,833	10,361	-12%
So. Beech- Mall of NH Route #12		4,383	3,333	16,949	15,040	-11%
Bedford Grove Plaza Route #13		3,486	2,734	13,690	10,900	-20%
Elliot Hospital/E.Side Plaza Route #14		0	755	0	2,726	#DIV/0!
Goffstown Shuttle		79	88	171	339	98%
Route #1 & Route #14		2,178	2,144	8,669	8,925	3%
Hanover St- East Side Plaza #2S		111	190	361	783	117%
UPass Riders - MCC		1,166	741	3,883	2,791	-28%
UPass Riders - UNH		167	96	988	300	-70%
UPass Riders - SNHU		3,314	2,462	9,276	9,175	-1%
UPass Riders - INSTITUTE OF ART		242	106	558	289	-48%
Hannaford Shuttle		288	263	1,124	1,067	-5%
Market Basket Shuttle		206	222	863	800	-7%
Hooksett Market Basket Shuttle		79	54	295	227	-23%
Hannaford Bedford- Goffstown		14	16	65	72	11%
Hannaford Bedford- Bedford		7	2	63	12	-81%
Senior Shuttle		0	26	0	153	#DIV/0!
Weekday Fixed Route Totals		40,879	33,558	156,020	142,620	-9%
Saturday Fixed Route Totals		4,876	3,818	15,549	14,162	-9%
Fixed Route Weekday Average		1,947	1,678	1,814	1,678	-8%
Fixed Route Saturday Average		975	764	915	787	-14%
Special Service		45	70	617	902	46%
Total Transit Passengers Served		46,755	37,376	171,569	156,782	-9%
Total StepSaver Passengers Served		765	822	2,947	3,286	12%

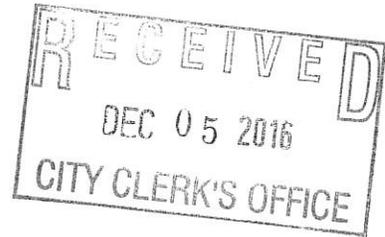
Ryan Renaud-Smith

020 Ryan Renaud-Smith



November 30, 2016

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



Dear Mr. Normand:

As part of our ongoing commitment to keep you informed, we want to let you know that Comcast's right to continue carrying:

- Fox College Sports Atlantic;
- Fox College Sports Central; and
- Fox College Sports Pacific

(collectively referred to as "Fox College Sports") will expire on December 31, 2016. At that time, we lose authorization to continue carrying Fox College Sports signals, so we must remove the programming from our lineup on January 1, 2017.

We are committed to keeping you and our customers abreast of the expiration of upcoming programming agreements. We regularly inform our customers in their bills, and our customers and franchising authorities in our annual notices, that we maintain a website (www.xfinitytv.com/contractrenewals) and toll free number ((866) 216-8634) that are updated regularly to reflect the programming contracts that are set to expire each month and the channels we might lose the rights to continue to carry.

Sincerely,

A handwritten signature in cursive script that reads "Timothy Murnane".

Timothy Murnane, Vice President
Government & Regulatory Affairs
Greater Boston Region

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 Hundred 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 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 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 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.

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorization providing for the transfer and expenditure of funds in the amount of \$65,000 for CIP 211717 CBDO Special Activities be approved.

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

Respectfully submitted,

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

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

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

Leon L. LaFreniere, AICP
Director

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

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

MEMORANDUM

To: Alderman William Shea,
Chairman, CIP Committee

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

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

Line Item Budget	CDBG			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="\$523,350.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$523,350.00"/>
TOTAL	<input type="text" value="\$523,350.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$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.
----------------------	--

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"/> <input type="text"/>
4.	<input type="text"/> <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.

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$4,500 for CIP 714217 Road Repairs for Glen Forest and Lone Pine Drives be approved.

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

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 & 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

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:	These funds will be spent to repair the road surface of sections of Glen Forest Drive and Lone Pine Drive. The repairs will be necessary due in part to the trucking of fill to the site of a subdivision at the end of Glen Forest Drive.
----------------------	--

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 <input type="text" value="12/20/16"/>
2.	Project Completion <input type="text" value="12/30/22"/>
3.	<input type="text"/>
4.	<input type="text"/>
5.	<input type="text"/>
<input type="text" value="12/30/2022"/>	

Line Item Budget	OTHER	<input type="text"/>	<input type="text"/>	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:	<input type="text"/>
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Comments:	Other funds collected from the home builder, Hampshire Centures, Inc.
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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.

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the amending resolution and budget authorization providing for the transfer and expenditure of funds in the amount of \$1,616.90 and \$253.60 for CIP 810217 and 810316 HMIS Data System be approved.

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

Respectfully submitted,

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

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

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

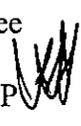
Leon L. LaFreniere, AICP
Director

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

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

MEMORANDUM

To: Alderman William Shea,
Chairman, CIP Committee

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

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

Project Description:

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

Critical Events

1	Project Initiation	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.

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the revisions to policies and procedures for the Housing Rehabilitation Program be approved.

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

Respectfully submitted,

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

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

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

Leon L. LaFreniere, AICP
Director

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

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

MEMORANDUM

To: Alderman Bill Shea,
Chairman, CIP Committee

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

Date: 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.

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from Families in Transition to restructure their loan for CIP 611417 267 Wilson Street-3rd Floor Phase II Recovery Housing be approved.

(Unanimous vote)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a prominent initial "M".

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

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

Leon L. LaFreniere, AICP
Director

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

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

MEMORANDUM

To: Alderman Bill Shea,
Chairman, CIP Committee

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

Date: 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

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

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

(Unanimous vote)

Respectfully submitted,

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

Clerk of Committee



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

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

Leon L. LaFreniere, AICP
Director

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

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

MEMORANDUM

To: Alderman William Shea,
Chairman, CIP Committee

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

Date: 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
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: 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



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

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the request for a reorganization of the Central Fleet Services Department, adding one equipment maintenance superintendent and one administrative assistant I (part-time) be approved.

(Unanimous vote)

Respectfully submitted,

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

Clerk of Committee

Kevin J. O'Maley, P.E.
Central Fleet Services Director



CITY OF MANCHESTER
Central Fleet Management Department

November 17, 2016

To: Alderman Keith Hirschmann, Chairman Human Resources and Insurance Committee

From: Kevin O'Maley

Subject: Fleet Reorganization

After spending a number weeks in the Fleet Department it is apparent to me that we need to restructure the team in the Fleet Department. Making some of these minor organizational adjustments will help us deliver services more effectively.

As a result of the organization audit by the City's Auditor a recommendation was made to have fire equipment apparatus maintained only by fire department mechanics. This recommendation was supported and accepted by the Board of Mayor and Aldermen. As a result of this the Fleet Department lost a supervisory position to the Fire Department. We now need to replace that supervision required to manage the remaining mechanics formerly supervised by the fire superintendent. This new plan involves having a Superintendent I on both the first shift and the second shift. Until the recent changes with the fire mechanics we had two superintendents on the first shift and one on the second shift. We currently have one superintendent II on the day shift and a plus rated interim Superintendent I responsible for the evening shift. Currently, when there is an absence in supervision we are pulling mechanics off the floor. This event occurs multiple times each week, practically each day. We cannot afford pulling in mechanics from the garage and maintain an adequate level of productivity to keep the majority of our vehicles operational. I propose we add an additional superintendent I for the day shift. The two Superintendent I's would report to the Superintendent II. Another reason we require some additional overhead positions is because we lack an asset management program. Without a system of this type there is substantial paperwork and administrative burden that carries an extensive amount of additional human effort. Rearranging these positions will put the right level of supervision and administrative time in the department.

I also need to bring on some part-time administrative assistance. We currently have one Administrative Services Manager. When I was asked to step into the director's position on an interim basis this position had already been vacant for a number weeks. The amount of administrative burden to run a department of this size is significant. We are dealing with large amounts of information in multiple city software programs. I am looking to hire a person part-time for 15 hours each week. The recommended job classification is attached. This will also provide us reasonable continuity should this Administrative Services Manager position become vacant again in the future. During the last transition we pulled in about 5 different people from 2 departments just to make sure the basics of getting people paid and bills paid were accomplished. In the last four years four people

have been through this position. It seriously disrupts the overall operation of the fleet department and burdens the resources of other departments when this work is not getting accomplished.

At this point I believe this reorganization will not require any salary budget increases. This is accomplished because:

- A recent retirement of a highly paid superintendent
- Overtime reduction opportunity with all the administrative work
- Assigning only one mechanic to each maintenance bay

It is my hope that this committee can support this request. The overall goal is to provide or improve service delivery for rolling equipment in the city of Manchester. Should you have any questions please let me know.

CC: Jane Gile
Kathy Ferguson

Jane Gile
Human Resources Director



CITY OF MANCHESTER Human Resources Department

November 17, 2016

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

RE: *Central Fleet Maintenance Dept. Re-Org and Additions to Complement*

Dear HRIC Members:

Kevin O'Maley requests the addition of 2 positions to Central Fleet Maintenance's complement in order to accommodate a reorganization of the department. The additions are as follows:

One (1) Equipment Maintenance Superintendent I, grade 20

The new position will supervise the first shift. The need arises from the BMA action that approved the Fire Equipment Maintenance Superintendent II, grade 22, be assigned exclusively to the oversight of fire apparatus and the (1) fire mechanic. He formerly supervised other non-fire mechanics.

Further, the Equipment Maintenance Superintendent II, grade 21, originally the assigned supervisor to the second shift, now oversees the first and second shifts, and also the parts team (see attached organizational charts). Without the re-org, there is no assigned supervisor to the first shift.

One (1) Administrative Assistant I (part-time, 15 hours/week), grade 12

The 15 hour/week position will assist with department administrative functions and provide back-up to the Administrative Services Manager (ASM). Any absence of the ASM seriously impacts day to day administrative functions. The new position will help alleviate any disruption in service.

Director O'Maley reports sufficient Central Fleet funding to support the addition of the two positions (see attached calculations report). Please note: The addition of the second Equipment Maintenance Superintendent I position will result in two Superintendent I vacancies (1st and 2nd shifts). Should an employee(s) be hired from within to fill the position(s); the starting rates for the Equipment Maintenance Superintendent I's could be considerably higher than Step 1 (\$52,834). Promoted employees receive at least a 10% increase to their existing pay. O'Maley acknowledges that an internal promotion will create a mechanic vacancy, which potentially may need to remain vacant to offset the increased personnel cost.

Respectfully submitted,

Jane E. Gile, Human Resources Director

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

E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov

Financial Calculations

Salary Savings

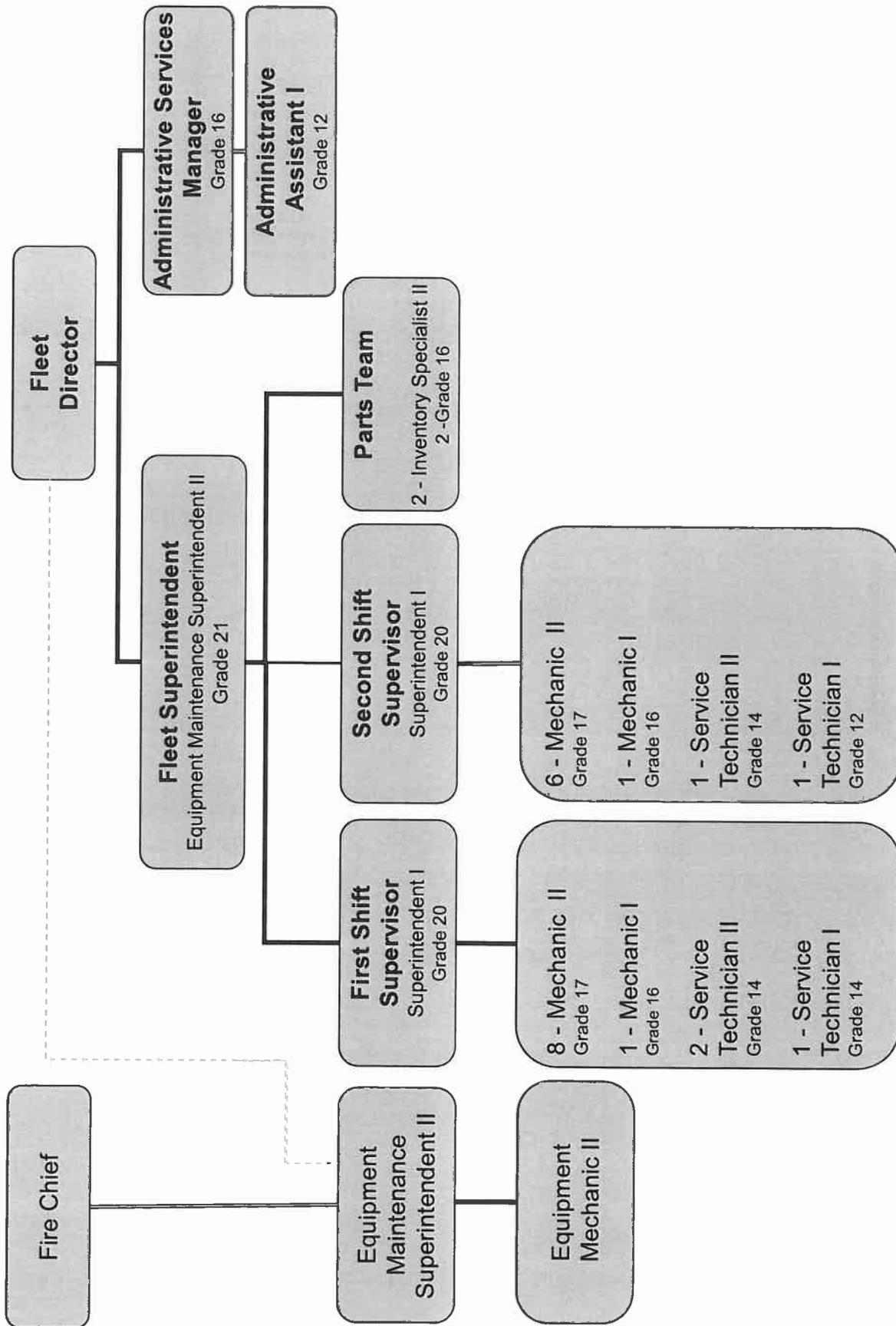
Previous Superintendent II	\$113,394	
Promoted Superintendent II	<u>(68,028)</u>	
Superintendent II Savings	\$45,366	\$45,366
Previous Superintendent I	\$60,392	
New Superintendent I	<u>(52,825)</u>	
Superintendent I Savings	\$7,567	7,567
Overtime Reduction	\$16,000	<u>16,000</u>
Total Salary Reduction		\$68,933

Proposed New Salary Expenses

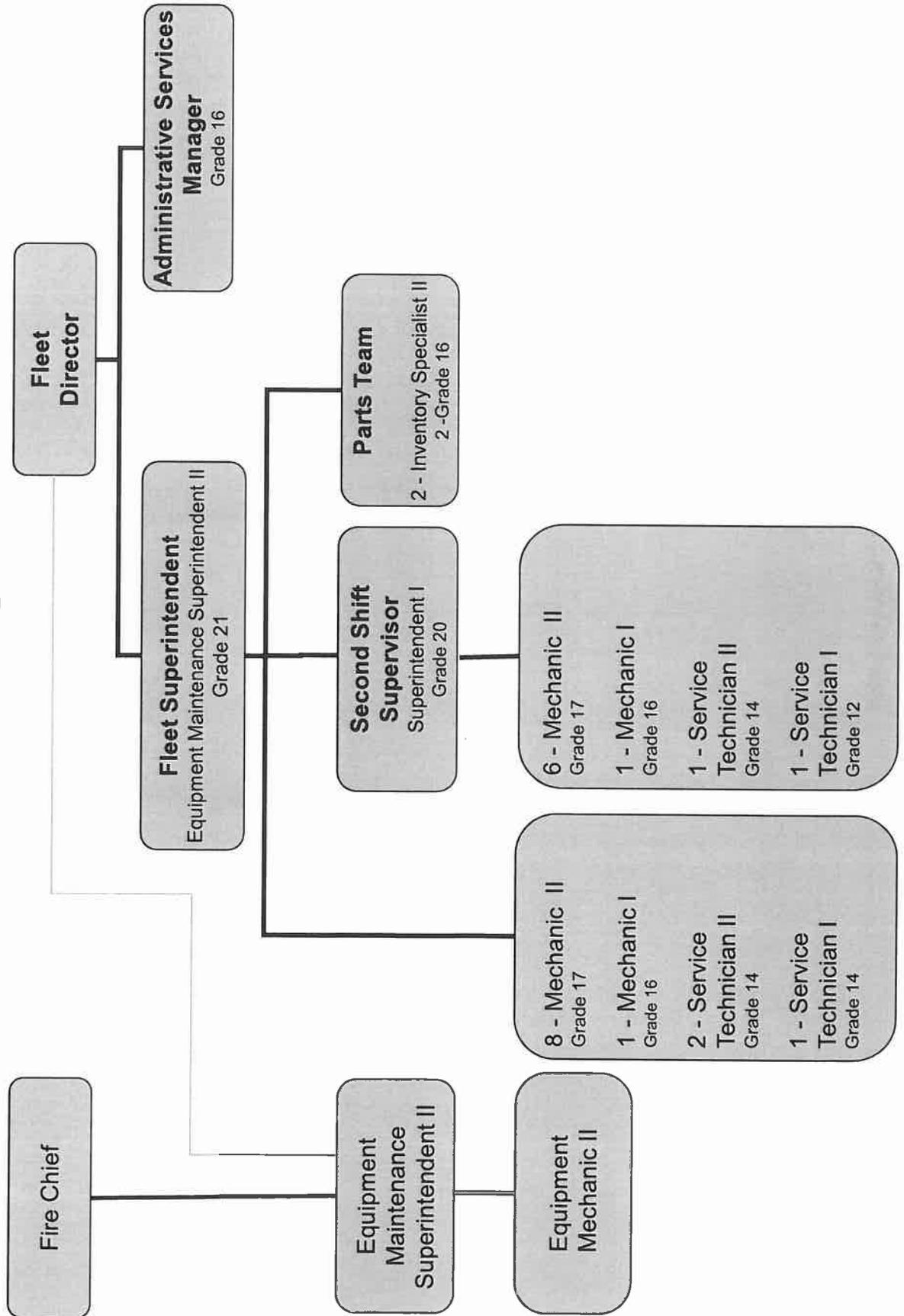
Superintendent I (Day Shift)	\$52,825
Part Time Administrative Assistant I	<u>11,528</u>
Total Reorganizational Expense	\$64,353
Net Difference	\$4,580

Note: Plan on keeping Mechanic II position open until all positions are filled as a contingency. (Grade 17 – Step 1: \$43,128.55)

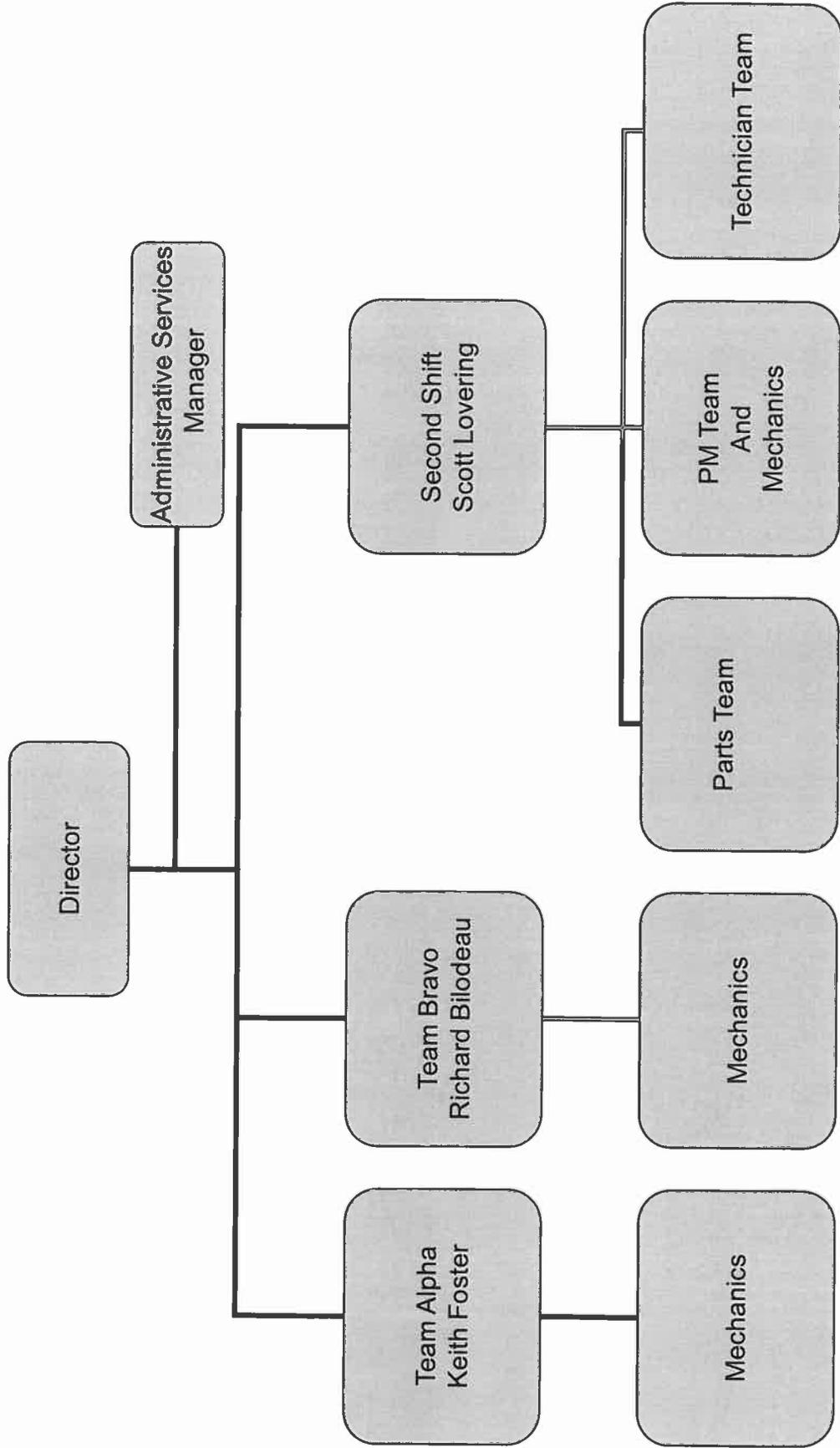
Recommended Organization



Current Organization



Previously Approved Organization





City of Manchester, New Hampshire

Class Specification

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

Class Title	Administrative Assistant I
Class Code Number	1050-12

General Statement of Duties

Performs a variety of general office clerical and administrative support duties; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide clerical support to key office personnel in addition to customer service to the public. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Office Assistant by a greater scope and depth of work, including responsibility for financial and/or specialized department or division records and interaction with key department or division personnel concerning technical program requirements. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

**Examples of Essential Work
(illustrative only)**

- Prepares correspondences, reports, lists and other documents as instructed and requested by designated office personnel;
- Interprets and applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
- Transcribes or prepares letters, minutes, reports, statements, grant applications, specifications, contracts, memoranda, notices, resolutions, budgets, financial and statistical tables, requisitions and other related materials, including confidential correspondences and reports;
- Copies, packages and distributes a variety of written materials as requested by other designated office personnel;
- Prepares special reports as required;
- Answers Department telephone calls, receives and greets visitors to the Department and provides information to or refers callers and visitors to other appropriate Departments or City personnel;
- Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested using traditional filing systems or databases as necessary;
- Processes accounts payable, accounts receivable and/or payroll as necessary;
- Handles and secures cash and checks;
- Screens visitors, telephone calls, faxes, mail and messages directed to office personnel;
- Listens to and directs comments and complaints from the public relating to department operations and takes appropriate action to resolve and refer such complaints;
- Requisitions supplies and materials for the Department as requested;
- Opens and distributes mail throughout the Department;
- Provides needed information and demonstrations concerning how to perform certain work tasks to other employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Notarizes important documents and receipts;
- Performs other directly related duties as required;

Required Knowledge, Skills and Abilities

(at time of appointment)

- Substantial knowledge of modern office procedures, practices and equipment;
- Substantial knowledge of modern office filing systems and procedures;
- Substantial knowledge of modern standard bookkeeping principles, practices and procedures;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City activities or policies;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type correspondences, reports and memorandum;
- Ability to complete financial processing procedures;
- Ability to learn City policies and Departmental rules, procedures, practices and objectives;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in general office operations including experience with public contact; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

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

Class Title	Equipment Maintenance Superintendent I
Class Code Number	5570-20

General Statement of Duties

Supervises mechanical repair and maintenance work on City vehicles, equipment and related facilities; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure City vehicles and related equipment are kept in operable condition. The work is performed under the supervision and direction of an assigned supervisor but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Equipment Mechanic I and related support personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in a maintenance shop and at various work sites throughout the City, including repairing equipment at field work locations. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

Examples of Essential Work (illustrative only)

- Supervises, trains, evaluates and coordinates the work of Equipment Mechanics in the repair and maintenance of all assigned vehicles, equipment and related;
- Provides technical advice to maintenance staff in complex repair situations;
- Develops and implements a preventative maintenance program for all vehicles and equipment;
- Writes specifications for vehicles, equipment, outside repairs and related supplies;
- Participates in budget process by providing information relating to vehicle and equipment maintenance, repair and purchasing;

- Demonstrates proper safety methods and practices and oversees shop operations to ensure adherence to all guidelines;
- Maintains thorough and accurate records of all repair activities;
- Performs complete repair and maintenance of City vehicles, including routine service, engine overhauls, transmission, electrical system diagnostic, heating and air systems, body work, brake and frame maintenance, suspension, tires and related;
- Documents identified problems and diagnoses basic mechanical problems and repairs or replaces defective parts;
- Discusses vehicle problems with operators in order to identify problems and explain what work may be required;
- Inspects, tests and repairs vehicle electrical charging systems such as alternators, regulators and batteries;
- Performs service calls for stalled vehicles as needed;
- Completes a schedule of preventative maintenance by testing equipment to ensure readiness for use;
- Prioritizes repairs to be completed based on adequate coverage of services to ensure that there is minimal disruption to work services;
- Performs structural and equipment repair and maintenance at related facilities;
- Maintains records on maintenance activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p>Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Comprehensive knowledge of the modern principles, practices, methods, tools, materials and diagnostic equipment associated with the maintenance and repair of vehicles;
- Comprehensive knowledge of the principles, practices and operations of internal combustion engines, both gasoline and diesel;
- Comprehensive knowledge of electronics and computer systems in automotive vehicles and equipment;
- Comprehensive knowledge of the principles and practices of automotive hydraulics and hydraulic systems repair;
- Comprehensive knowledge of the servicing and repair of air brakes and systems;
- Comprehensive knowledge of power steering and automotive air conditioning controls and systems;
- Comprehensive knowledge of both manual and automatic transmission operations and repair;
- Comprehensive knowledge of differential assembly repair and maintenance;
- Comprehensive knowledge of repair methods of suspension systems;

- Comprehensive knowledge of safety precautions and procedures relating to mechanical equipment repair and maintenance operations;
- Skill in the use and maintenance of tools employed in all phases of vehicle maintenance and repair;
- Ability to train, supervise, evaluate and coordinate the work of others;
- Ability to diagnose mechanical and automotive malfunctions and determine appropriate maintenance and repair needed;
- Ability to read and follow wiring and related diagrams;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School, supplemented by training in automotive repair; and
- Considerable experience in vehicle and equipment maintenance and repair; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire CDL B; (Must obtain license within six months of employment)
- Various ASE Certifications preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor equipment and vehicles;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all tools associated with equipment maintenance;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various works sites throughout the City.

Approved by: BMA Date: 8/4/2015

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	
GRADE 20	Ex	52,834.30	54,419.31	56,051.89	57,733.49	59,465.49	61,249.45	63,086.94	64,979.55	66,928.92	68,936.78	71,004.90	73,135.03	75,329.10
(6R0)	H	25.41	26.15	26.95	27.79	28.62	29.48	30.35	31.28	32.20	33.18	34.16	35.17	36.25
	O	38.115	39.225	40.425	41.685	42.930	44.220	45.525	46.920	48.300	49.770	51.240	52.755	54.375
GRADE 12	Ex	30,750.06	31,672.52	32,622.71	33,601.39	34,609.47	35,647.73	36,717.17	37,818.65	38,953.25	40,121.86	41,325.48	42,565.26	43,842.22
(6J0)	H	14.78	15.23	15.68	16.17	16.63	17.16	17.66	18.21	18.74	19.30	19.87	20.46	21.10
	O	22.170	22.845	23.520	24.255	24.945	25.740	26.490	27.315	28.110	28.950	29.805	30.690	31.650

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

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that one meter reader I position be eliminated and one public service worker II position be added to the Water Works Complement.

(Unanimous vote)

Respectfully submitted,

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

Clerk of Committee



MANCHESTER WATER WORKS
281 LINCOLN ST., MANCHESTER, NEW HAMPSHIRE 03103-5093 Tel. (603) 624-6484

BOARD OF WATER COMMISSIONERS

KIMBERLEY L. GRISWOLD
President

MATTHEW GREENWOOD
Clerk

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

Ex Officio
HON. THEODORE L. GATSAS
Mayor

PHILIP W. CROASDALE
Director

November 18, 2016

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

RE: Compliment Change of Positions

Dear Jane:

I respectfully request authorization to fill the open Meter Reader I (MR I) position currently vacant with a Public Service Worker II (PSW II). The MR I position is listed in MWW's compliment of approved positions. We ask to eliminate that position from our compliment and add an additional PSW II. The MR I is funded in the FY2017 Budget. The PSW II position was approved by the Board of Water Commissioners and also funded in MWW's FY2017 Budget. The net budget savings from filling only one position will be \$30,896.

Our current compliment carries two (2) MR I's. Management feels that there is a need for only one position and that MWW and its rate payers are better served with the addition of a PSW II in our distribution division construction group.

We would therefore respectfully request that authorization be given to eliminate a Meter Reader I and add a Public Service Worker II to our current compliment and to allow us to fill this position immediately.

Should you have any questions with regard to the above request or need further clarification or information, please do not hesitate to contact me at 792-2800.

Sincerely,

Philip Croasdale, Director

PC:md

Jane Gile
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

November 18, 2016

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

RE: *Change in Manchester Water Works Complement*

Dear HRIC Members:

Phil Croasdale, MWW Director, requests a change in his department complement. He recommends replacing a Meter Reader I (4150), grade 11 with a Public Services Worker II (5350), grade 13.

According to Croasdale both positions are currently funded in the Manchester Water Works operating budget. Croasdale reports that the department has a higher need for a Public Services Worker II than the Meter Reader I.

The Public Services Worker II currently is not in his authorized complement. This position needs to be added to the complement in order for Croasdale to recruit and subsequently fill it.

Net savings from filling only one of the two funded positions is \$30,896.

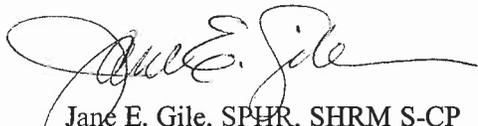
The recommendation should be as follows:

Approve the following changes to the Manchester Water Works complement:

Eliminate one (1) Meter Reader I (4150), grade 11

Add one (1) Public Services Worker II (5350), grade 13

Respectfully submitted,


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

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13
GRADE 13 Ex	32,576.77	33,554.11	34,560.73	35,597.52	36,665.45	37,765.43	38,898.38	40,065.33	41,267.28	42,505.32	43,780.51	45,093.87	46,446.74
(6K0) H	15.69	16.14	16.61	17.14	17.62	18.17	18.72	19.29	19.84	20.46	21.06	21.7	22.34
O	23.535	24.21	24.915	25.71	26.43	27.255	28.08	28.935	29.76	30.69	31.59	32.55	33.51
GRADE 11 Ex	28,453.82	29,307.43	30,186.67	31,092.26	32,025.04	32,985.79	33,975.38	34,994.61	36,044.44	37,125.77	38,239.57	39,386.78	40,568.35
(610) H	13.70	14.10	14.52	14.96	15.39	15.87	16.35	16.84	17.32	17.87	18.39	18.95	19.52
O	20.550	21.150	21.780	22.440	23.085	23.805	24.525	25.260	25.980	26.805	27.585	28.425	29.280



City of Manchester, New Hampshire

Class Specification

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

Class Title	Public Services Worker II
Class Code Number	5350-13

General Statement of Duties

Performs maintenance work on large scale municipal projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform construction, repair and maintenance duties in streets, sewers, water operations, sidewalks, bridges and related common areas. The work is performed under the supervision and direction of a Public Works Crew Chief, Waterworks Supervisor or other assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Public Services Worker I by the performance of all skilled maintenance functions within assigned work areas. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards. A Public Services Worker may be asked to work in either the Streets or Sewer Division within the Highway Department or within the Water Department.

Examples of Essential Work (illustrative only)

- Performs sewer construction, maintenance and repair functions, including breaking out concrete, building forms for new inlets, cleaning sewers using hand devices, slushing sewers with high pressure hoses, digging ditches and trenches, laying pipe and new sanitary and

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

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in water, streets and/or sewer construction; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On-call status;
- Class B CDL.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools continuously and to lift and carry, through a full range of motion, up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds continuously;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment and to be able to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by: _____

Date: _____



City of Manchester, New Hampshire

Class Specification

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

Class Title	Meter Reader I
Class Code Number	4150-11

General Statement of Duties

Reads meters of Manchester Waterworks customers; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all data pertinent to water service is collected. The work is performed under the supervision and direction of the Meter Operations Supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment, involving the use of vehicles and walking to cover up to ten miles of roadways per day.

Examples of Essential Work (illustrative only)

- Reads meters electronically on assigned route to collect water consumption information used in customer billing operations;
- Walks, drives or rides assigned route, as expedient, to read water meters on the inside or outside of homes and businesses;
- Explains Water Department policies and procedures to home and business owners as requested;
- Notifies appropriate Waterworks personnel of any damages/broken meters;

- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in related operations, preferably with some customer service component; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor activities in assigned area;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to drive a vehicle, operate a hand held meter reading machine and use related equipment;
- Sufficient strength to lift objects weighing 50 pounds on occasion; and objects weighing 25 pounds frequently;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to walk long distances and operate a vehicle and have access to all areas of the City and surrounding service area.

Approved by: BMA Date: Feb 21, 2006

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

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the City partner with Judge Brown and the Hillsborough County North Drug Court in accepting job applications from drug court participants, which will be contain a letter from the court.

(Unanimous vote)

Respectfully submitted,

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

Clerk of Committee



CITY OF MANCHESTER

Theodore L. Gatsas
Mayor

November 1, 2016

Honorable Board of Aldermen
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Honorable Board of Aldermen,

Please be advised that this afternoon I met with Judge Ken Brown and was informed that Hillsborough County Drug Court will be operational at Hillsborough County North in two weeks. Judge Brown will preside over the court.

It is my hope that we can work together and make the drug court at Hillsborough County North a success by developing strong, meaningful relationships between the court, the city, the greater Manchester community and local businesses. To meet this goal the court currently has the following needs:

- 1) Community service projects for program participants (local clean-up initiatives, graffiti removal etc.;
- 2) Local businesses to participate in an employment partnership program for participants;
- 3) Gift card donations for good behavior incentives.

At this time I would also request that we, as a city, take the following first steps to begin a meaningful partnership with Judge Brown and Hillsborough County North Drug court. These action items include:

- 4) Donations of MTA bus tickets;
- 5) Temporary employment opportunities within the city for program, participants.

Thank you for your consideration and for helping to make drug court a success at Hillsborough County North.

Regards,

Theodore L. Gatsas
Mayor

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

The Committee on Public Safety, Health, and Traffic respectfully recommends, after due and careful consideration, that the following traffic regulations be adopted:

RESCIND PARKING TWO HOURS

On Middle Street, north side, from Canal Street to a point 40 feet east

On Middle Street, north side, from a point 80 feet east of Canal Street to a point 90 feet west of Franklin Street

On Middle Street, south side, from Canal Street to Franklin Street

Alderman Long

PARKING TEN HOURS

On Middle Street, north side, from Canal Street to a point 40 feet east

On Middle Street, north side, from a point 80 feet east of Canal Street to a point 90 feet west of Franklin Street

On Middle Street, south side, from Canal Street to Franklin Street

Alderman Long

NO PARKING ANYTIME

On Parker Avenue, both sides, from Parker Street to south dead end

Alderman Barry

On High Street, north side, from Pine Street to a point 35 feet west

On High Street, north side, from a point 123 west of Pine Street to a point 92 feet west

Alderman Long

CROSSWALK

On Notre Dame Avenue, north of Putnam Street

On Notre Dame Avenue, south of Putnam Street

On Putnam Street, west of Notre Dame Avenue

On Notre Dame Avenue, north of Wayne Street

Alderman Gamache

RESCIND METERS – 10 HOURS

On High Street, north side, from Chestnut Street to Pine Street (Ord. 10029)

Alderman Long

METERS – 10 HOURS

On High Street, north side, from a point 215 west of Pine Street to a point 78 feet west

Alderman Long

Page 2.

PICK-UP AND DROP-OFF ONLY, 6:00 AM-6:00 PM

On High Street, north side, from a point 35 feet west of Pine Street to a point 88 feet west

Alderman Long

(Unanimous vote with the exception of Alderman Katsiantonis 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

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

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the request from Christine Lewis of TI Event Services for the use of the Arms Parking Lot on Sunday, February 5, 2017 for their annual Super Bowl “Chili” 5K from 10:30 AM until noon be approved.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is written in a cursive style with a prominent initial "M".

Clerk of Committee



City of Manchester Parking Division

Denise Boutilier
Parking Manager
dboutilier@manchesternh.gov

November 22, 2016

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

RE: Request to use Arms Lot
Sunday, February 5, 2017
Super Bowl "Chili" 5K

Dear Chairman:

I have received the following request for the Committee's review. The Parking Division has no issues with this and respectfully requests approval.

Christine Lewis of Total Image Event Services is requesting the use of the Arms parking lot for the Super Bowl "Chili" 5K run at 10:30am on Sunday, February 5, 2017.

Cotton and Milly's have no issues with this request.

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

Sincerely,

Denise Boutilier
Parking Manager

cc: Bill Sanders, Finance Director



November 5, 2016

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

Dear Denise,

I'm requesting the approval to use Arms Park in Manchester on Sunday, February 5, 2017 for our 3rd annual event, the Super Bowl "Chili" 5k. The event begins at 10:30 a.m. and will run till a 12:00 p.m.

We request to place our start/finish line right on Arms Street closest to the small parking lot across from the Stark Brewing Company (formerly Milly's Tavern) entrance. Runners will be turning left onto Commercial Street on the outbound and returning down Commercial, taking a left on Stark and a quick right on Arms Street finishing where we started. Enclosed is the course map for your review.

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

Sincerely,


Christine Lewis

83 Hanover Street
Manchester, NH 03103
603-860-6275
www.totalimagept.com



RED ARROW – 1st Loop



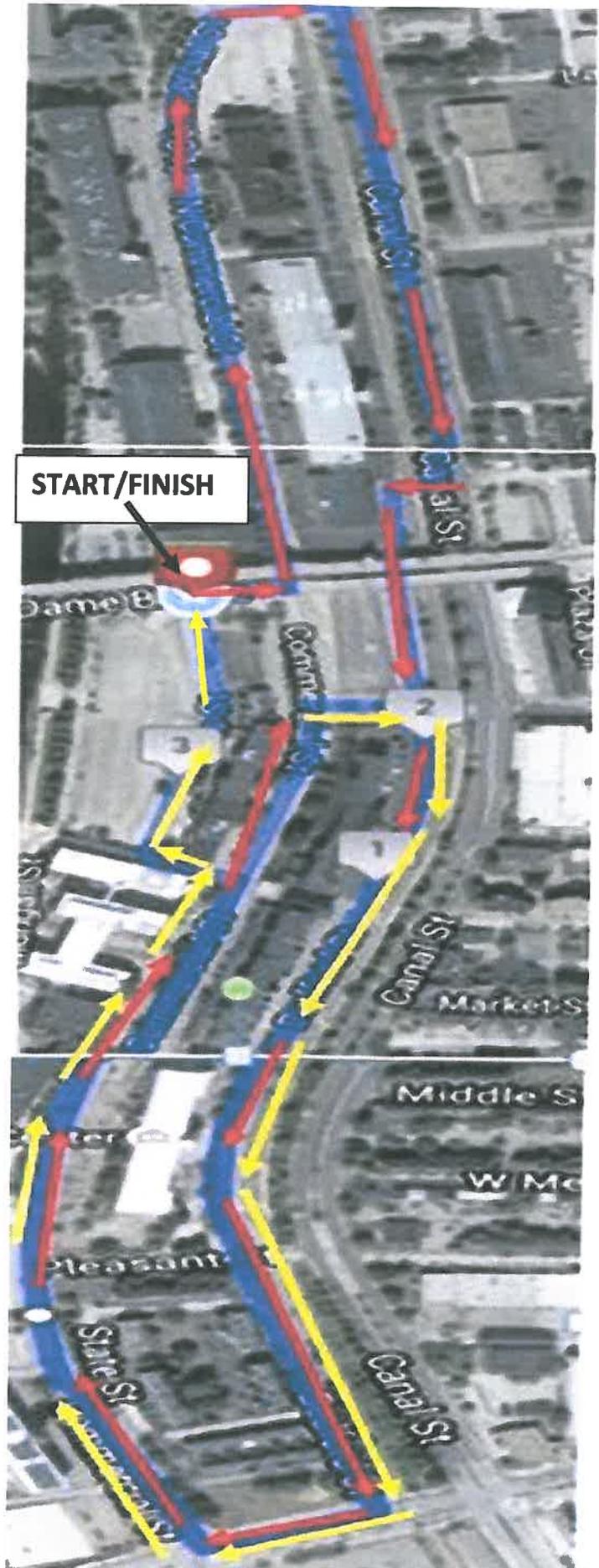
YELLOW ARROW – 2nd Loop

COURSE:

START – Arms Park
 L on Commercial St.
 R on Canal St
 R Kidder St.
 L Bedford St
 R Granite St
 R Commercial St
 R Spring St
 R Bedford St
 R Granite St
 R Commercial St
 L Stark St
 1st R thru Arms Park
 Finish – Arms Park



CHILI 5K



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

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the request from Christine Lewis of TI Event Services for the use of the Arms Parking Lot on Sunday, April 30, 2017 for their annual TI 10 Miler & 10K from 9:30 AM until 2:00 PM be approved.

(Unanimous vote with the exception of Alderman Katsiantonis 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 Parking Division

Denise Boutilier
Parking Manager
dboutilier@manchesternh.gov

November 22, 2016

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

RE: Request to use Arms Lot
Saturday, April 30th, 2017
T1 10 Miler and 10K

Dear Chairman Katsiantonas:

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

Christine Lewis, coordinator for the T110 Miler and 10K Walk is requesting the use of the Arms Lot as start/finish for their event, which is scheduled for Sunday, April 30th, 2017.

Cotton and Milly's Tavern have been notified and have no issues other than there are enough porta-potties brought in for the event.

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

Sincerely,



Denise Boutilier
Parking Manager

cc: Bill Sanders, Finance Director
Alderman Pat Long, Ward 3

25 Vine Street, Manchester, New Hampshire 03101
Telephone: 603-624-6580 Fax: 603-665-6623
Web: www.manchesternh.gov



November 5, 2016

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

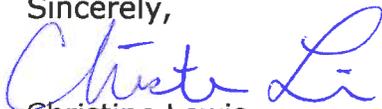
Dear Denise,

I'm requesting the approval to use Arms Park in Manchester on Sunday, April 30, 2017 for our 2nd annual event, the TI 10 Miler and 10k. The event begins at 9:30 a.m. and will run till a 2:00 p.m.

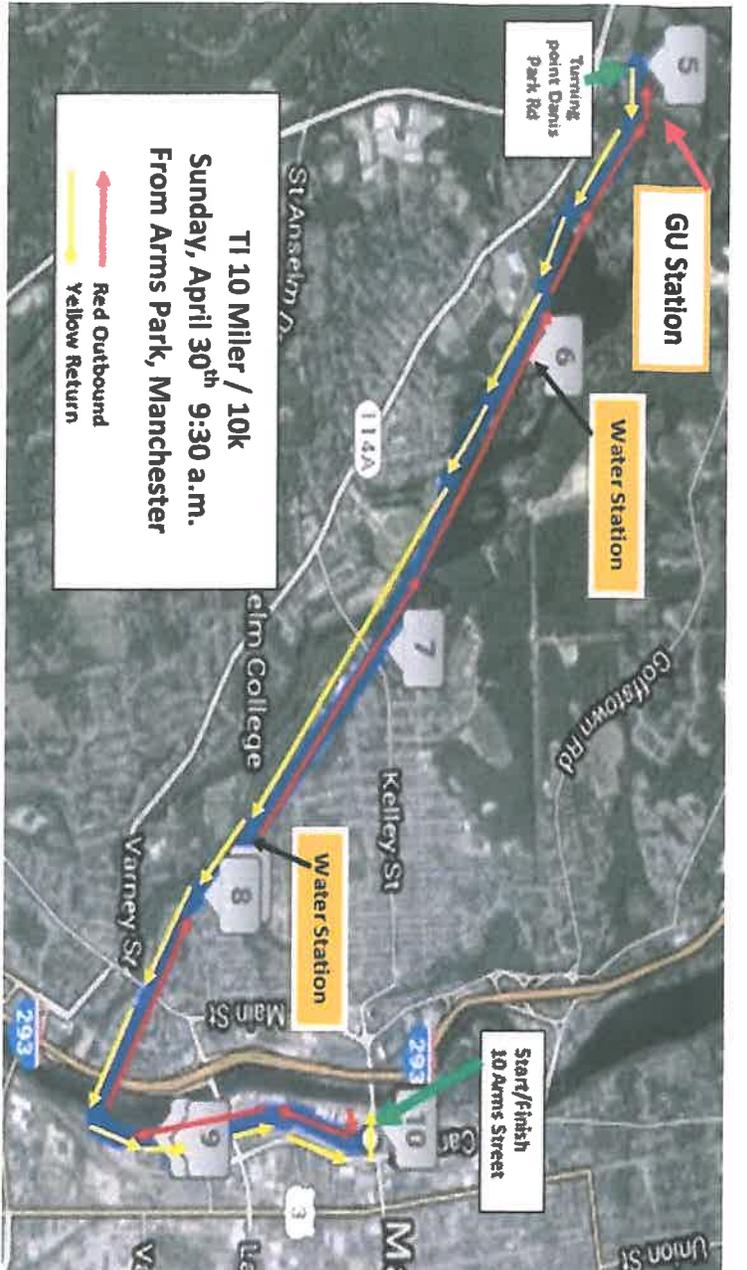
We request to place our start/finish line right on Arms Street closest to the small parking lot across from the Stark Brewing Company (formerly Milly's Tavern) entrance. Both routes will return turning left onto Arms Street via Commercial St. Enclosed are course maps for your review.

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

Sincerely,


Christine Lewis

83 Hanover Street
Manchester, NH 03103
603-860-6275
www.totalimagept.com

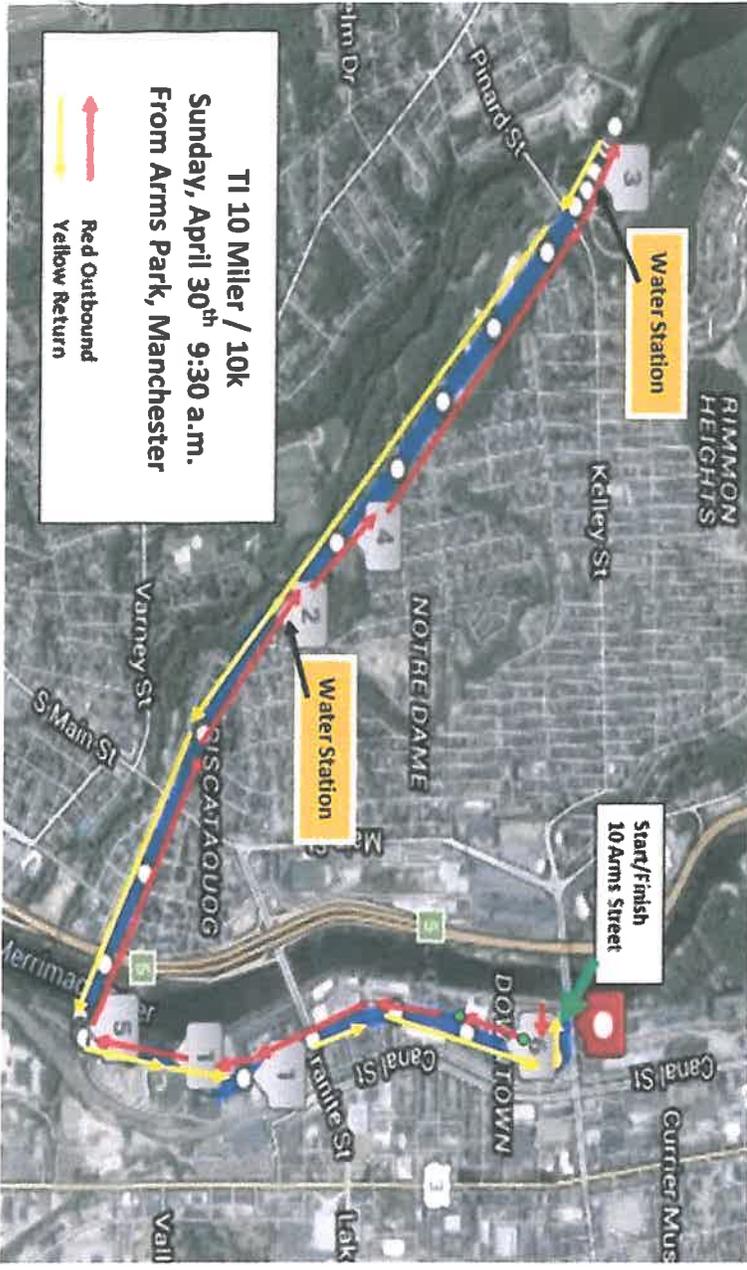


TI 10 Miller / 10K
Sunday, April 30th 9:30 a.m.
From Arms Park, Manchester

GU Station
Water Station

**Start/finish
10 Arms Street**

- 10 Mile Route**
- Out of Arms Park
 - Ron Commercial St
 - Ron Line Drive
 - Onto Manchester Rail Trail
 - Across foot bridge
 - All the way to West Side Arena
 - Over new Rail Trail Bridge
 - Loop back at 5 mile mark – At Danis Park Rd in Goffstown



TI 10 Miller / 10K
Sunday, April 30th 9:30 a.m.
From Arms Park, Manchester

Water Station

Water Station

**Start/finish
10 Arms Street**

- 10K Route**
- Out of Arms Park
 - Ron Commercial St
 - Ron Line Drive
 - Onto Manchester Rail Trail
 - Across foot bridge
 - All the way to West Side Arena
 - Over new Rail Trail Bridge
 - Loop back at 3.1 mile mark

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

The Special Committee on Riverfront Activities and Baseball respectfully advises, after due and careful consideration, that pursuant to the City's Management and Operations Agreement Paragraph 2, with NH Triple Play, LLC, K&M Fire Protection Services has been awarded the contract for the replacement of the fire suppression system at a cost of \$338,632.

(On a vote conducted via phone poll on November 28, 2016; Aldermen Long, Shaw and Barry voted yea; Alderman Levasseur abstained and Alderman Ludwig could not be reached.)

Respectfully submitted,

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

Clerk of Committee

**2016 AMENDMENT TO THE AMENDED AND
RESTATED
MANAGEMENT AND OPERATIONS AGREEMENT**

This 2016 Amendment to the Restated Management and Operations Agreement (“2016 Amendment”) is made and entered into on this 7th day of June, 2016 by and between the City of Manchester, New Hampshire (the “City”), and New Hampshire Triple Play, LLC (the “Manager”).

WHEREAS an Amended and Restated Management and Operations Agreement (“2005 Agreement”) was entered into on January 25, 2005, by and between the City and 6 TO 4 TO 3, LLC; and

WHEREAS the Manager then became the successor in interest to 6 TO 4 TO 3, LLC; and

WHEREAS a Third Amendment to the 2005 Agreement was then made and entered into on October 20, 2009 by and between Manager and the City; and

WHEREAS an “Amendment Number 2” to the 2005 Agreement was then made and entered into on March 6, 2014 by and between Manager and the City; and

WHEREAS the City and the Manager, once again, have agreed to terms to further amend the 2005 Agreement;

NOW THEREFORE, the City and the Manager agree as follows:

1. **Replacement of Field:** The City will pay up to

\$573,000.00 for replacement of the playing field, which may include replacement of the playing surface, underlying substrate, drainage system, and/or other elements necessary to construct a first-rate playing surface for professional baseball. This work will be performed and supervised by a contractor expert in the construction of professional baseball playing fields and who has significant experience constructing such fields in the Northeastern United States who will (1) be selected after joint consultation and agreement between the City of Manchester's Public Works Director and Manager; and (2) be approved by the Special Committee of Riverfront Activities and Baseball. Any savings realized against the \$573,000.00 directed for field replacement will be applied to Manager's side of the financial obligation for another capital project pursuant to, and as defined by the 2005 Agreement.

2. **Replacement of Fire Suppression System:** The City will pay up to \$350,000.00 for replacement of the stadium's fire suppression system. This work will be performed and supervised by a contractor expert in the field who will (1) be selected after joint consultation and agreement between the City of Manchester's Public Works Director and Manager; and (2) be approved by the Special Committee of Riverfront Activities and Baseball. Any savings realized against the \$350,000.00 directed for replacement of the stadium's fire suppression system will be applied to Manager's side of the financial

obligation for another capital project pursuant to, and as defined by the 2005 Agreement.

3. **Testing of Stadium Envelope:** The City will pay up to \$25,000.00 for inspection and testing of the stadium's building envelope, and the generation of a report proposing the repairs necessary to remedy the problems identified by this inspection and testing. This work will be performed and supervised by a contractor expert in the field who will (1) be selected after joint consultation and agreement between the City of Manchester's Public Works Director and Manager; and (2) be approved by the Special Committee of Riverfront Activities and Baseball. Any savings realized against the \$25,000.00 directed for this work will be applied to Manager's side of the financial obligation for another capital project pursuant to, and as defined by the 2005 Agreement.

4. **Not to Exceed Aggregate Cost:** Total City funding for these three projects is not to exceed \$948,000.00 (\$573,000.00 plus \$350,000.00 plus \$25,000.00), however, cost savings on any of these projects can be applied against cost overruns on any of the other(s) so long as the total cumulative City funding for the three projects does not exceed \$948,000.00 in the aggregate. Any aggregate savings realized against this \$948,000.00 aggregate amount will be applied to Manager's side of the financial obligation for another capital project pursuant to, and as defined by the 2005 Agreement.

5. **Correction of Stadium Envelope Issues:**

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Separate from and in addition to the City expenditures itemized in Paragraphs 1-3 above, the City and Manager will evenly divide up to \$150,000.00 (\$75,000.00 each to the City and the Manager) of any and all aggregate costs associated with correcting the stadium envelope issues specifically identified by the process detailed in Paragraph 3 above.

Manager shall be solely responsible for any and all building envelope costs associated with correcting building envelope issues specifically identified during the testing referenced in Paragraph 3 that exceed \$150,000.00 in the aggregate. Work needed to correct all building envelope issues specifically identified in Paragraph 3 shall be performed immediately by a contractor expert in the field who will (1) be selected after joint consultation and agreement between the City of Manchester's Public Works Director and Manager; and (2) be approved by the Special Committee of Riverfront Activities and Baseball. Any building envelope issues that might arise or be identified in future years of the Term shall be dealt with as capital expenditures as provided for in the 2005 Agreement.

6. **Additional Parking:** The City will prepare the City-owned parcel between the Stadium and the railroad tracks, as more specifically described by the map attached as Appendix 1, for "Additional Parking." Manager will manage the Additional Parking, and all revenue (net of Manager's expenses for managing the Additional Parking) derived from the Additional Parking will, at the end of

each season, be deposited into the Stadium's Capital Reserve Fund ("Capital Reserve Fund").

7. **Three-year Capital Plan Required:** Beginning in 2017 and continuing for the duration of the Term, Manager shall annually, in collaboration with the City's Public Works Director, jointly prepare a three-year capital plan for the Stadium to be reviewed and approved by the Board of Mayor and Aldermen.

8. **Increase in Capital Reserve Fund**

Contributions by Manager: Manager will increase its annual contribution to the Stadium capital reserve fund from \$35,000 to \$100,000 commencing in 2016 and for the 13 years remaining on the City's Stadium bonds, with the final payment being owed in 2028. This \$100,000 annual contribution by Manager to the Capital Reserve Fund shall be *in addition* to any deposits made into the Capital Reserve Fund derived from the Additional Parking revenue referenced in Paragraph 6 above.

9. **Manager to Self-Fund up to the \$100,000**

Deductible on Stadium in the Event of a Catastrophic Loss: At all times beginning in 2016 and continuing for the duration of the Term, Manager agrees to self-fund up to the full amount of the City's \$100,000 insurance deductible (1) in the event of a fire, flood, or other catastrophic loss to the Stadium that is covered by insurance; and (2) in the event that there is insufficient funding available in the Capital Reserve Fund to cover this first

\$100,000 of losses, which in all events, shall be exhausted first before Manager shall be required to gap-fill. The City agrees that, for the duration of the Term, it shall (a) annually provide copies of all current policies of insurance covering the Stadium to Manager; and (b) maintain and pay the premiums on all such policies of insurance on the Stadium with no larger than a \$100,000 deductible. The intent of this provision is to protect the City against any foreseeable catastrophic event that would require an unexpected draw on an insufficient Capital Reserve Fund and trigger the City's obligation to pay one-half of such expenses, but to limit Manager's liability in the event of such an event to no more than \$100,000.

10. **Manager to Fund any Further Capital Expenditures from 2016-2020:** With the exception of the City Payments detailed in Paragraphs 1-5 above, for the first five years of the amended Term (2016-2020), Manager will be solely responsible to fund 100 percent of any annual capital expenditures made that exceed the funding available in the Capital Reserve Fund. This period of self-funding by Manager will conclude on December 31, 2020.

11. **City and Manager to Split Additional Capital Funding Requirements from 2021-2035:** Beginning on January 1, 2021 and continuing until the end of the Term on December 31, 2035, the City and Manager will divide equally (50 percent to each) any annual capital expenditures made that exceed the funding

available in the Capital Reserve Fund. In the event that the Capital Reserve Fund is exhausted or insufficient to cover proposed additional capital expenditures requested by Manager, such capital expenditures, the cost of which is to be divided equally between the City and the Manager (50 percent to each), will require the joint approval of the Manager and the Board of Mayor and Aldermen.

12. **Manager Responsible for Routine**

Maintenance Costs: Manager will continue to be responsible for routine maintenance costs during the Term. What constitutes a routine maintenance costs as opposed to a capital expenditure is defined in the 2005 Agreement.

13. **Term of Agreement to Run Through 2035:**

The Term of this Amended Agreement between the City and the Manager is hereby clarified and extended to run through December 31, 2035. During the last 7 years of the Term, from 2029 to 2035, Manager will make an annual payment of \$500,000, which annual payment shall be deposited into the Capital Reserve Fund.

14. **Security for Remainder of Bond Payments in**

Event Team is Moved: Pursuant to the most current bond amortization schedule attached as Appendix 2, there currently remains approximately \$18 million of principal balance on the City's bond for the project. Pursuant to the 2005 Agreement, half of this principal balance (currently approximately \$9M) is to be paid from Manager's annual payments to the

City. Arthur Solomon has secured the remaining \$9M of bond payments to be funded from Manager's annual payments to the City by providing the City with a Security Agreement (attached as Appendix 3), collateralized by Arthur Solomon's financial interest in the team, and stating that Manager's remaining financial obligation to the City of Manchester will be paid off should Mr. Solomon attempt to move the team out of Manchester prior to the bond being paid off in 2028. The City of Manchester shall, at all times, be in the first position with respect to this security interest in the team. Mr. Solomon hereby represents and warrants that he owns 100 percent of the Team, and that the Team's valuation exceeds Manager's remaining financial obligations to the City. It is understood by all parties that the required amount of this security to be maintained pursuant to this Security Agreement shall, at all times between the time of the execution of this 2016 Amendment and the time of the loan payoff in 2028, be one-half of the then-remaining bond principal balance pursuant to the bond amortization schedules attached hereto as Appendix 2.

15. **End of Term Division of Capital Reserve Fund.** Unless the current 2005 Agreement is extended, or a new agreement between the City and the Manager is executed on or prior to December 31, 2035, any amounts remaining in the stadium capital reserve account at the end of the Term shall be divided 50/50 between the City and the Manager or its successor or

assignee.

16. **Manager's Right of Assignment.** Manager shall have the right to assign all of its obligations under the 2005 Agreement (as amended by this 2016 Amendment) to any member of Arthur Solomon's family (defined as spouse, children, grandchildren) without the need for written consent from the City, so long as such assignee shall provide financial security to the City sufficient to cover Manager's obligations under this Agreement.

With the exception of the aforementioned assignment to the family members of Arthur Solomon, Manager may otherwise assign this Agreement only with the written consent of the City, which consent shall not be unreasonably withheld assuming that any such assignee shall provide sufficient financial assurances and security to the City to cover Manager's obligations under this Agreement, and that the City shall be given a 60-day due diligence period to evaluate the new ownership. No such assignment shall in any way relieve or excuse Manager from any of its obligations under the 2005 Agreement or the 2016 Amendment existing prior to the effective date of the assignment. Following any such assignment, Manager shall be released of any and all liability arising under the Amended Agreement after the date of such assignment, unless such liability was proximately caused by Manager's direct, intentional, reckless or negligent acts or omissions occurring prior to the date of such assignment.

17. **Sale of Team.** Manager shall be entitled to sell the Team and assign the 2005 Agreement (as amended by this 2016 Amendment), at any time, to any third party approved by the National Association, so long as such new owner agrees in writing to assume all of the Manager's rights and obligations remaining under the Agreement, provides sufficient financial assurances and security to the City to cover Manager's obligations under this Agreement, and that the City shall be given a 60-day due diligence period to evaluate the new ownership. Manager agrees to notify City of any such sale within thirty (30) days of the execution of any option to purchase or purchase agreement. Following the sale, Manager shall thereafter be released from any liability arising under this Agreement after the date of such sale, unless such liability was proximately caused by the Manager's direct, intentional, reckless or negligent acts or omissions occurring prior to the date of such assignment.

18. Notwithstanding the foregoing, Manager shall, at all times during the Term of this Agreement, be entitled to sell a minority interest in the Team to any qualified and interested party or parties without consent from the City so long as, notwithstanding the sale of such minority interest, in the event that the Team is moved out of the City of Manchester during the Term, Manager, and not such new party or parties, shall retain the entirety of the bond repayment obligation described in Paragraph 14 above. Manager agrees, however, that for purposes of

ensuring that the City's security interest in Manager's financial interest in the Team is not eroded below one-half of the then-remaining bond principal balance pursuant to the bond amortization schedules attached hereto as Appendix 2:

- a. at the time of the sale by Manager of any such minority interest in the Team, Manager may, at his sole discretion, elect to have the value of the Team and/or the minority interest being sold appraised by a certified appraiser experienced in the valuation of professional baseball teams in the northeastern United States and approved by Minor League Baseball ("Appraised Valuation"); or
- b. notwithstanding the fact that this method may be inexact and underestimate the actual value of the Team, Manager may, at his sole discretion, elect to sell a minority interest in the Team without a formal appraisal, in which case the valuation of the percentage of such minority interest sold shall be extrapolated on a straight-line basis, ignoring the value premium attendant to the majority interest, to derive an informal valuation of the Team ("Informal Valuation"); and
- c. Manager agrees that for as long as there remains a principal balance on the bond, Manager will sell no minority interest(s) in the Team that would cause the City's security interest in Manager's remaining financial interest in the Team to be eroded below one-half of the then-remaining bond

principal balance pursuant to the bond amortization schedules attached hereto as Appendix 2; and

If, while there remains a principal balance on the bond, if an Informal Valuation of the Team was used and reveals that the total value of the Team is less than one-half of the then-remaining bond principal balance pursuant to the bond amortization schedules attached hereto as Appendix 2, then, within 30 days of the completion of such valuation, a formal appraisal of the Team shall be conducted and paid for by Manager, and if such Formal Appraisal still reveals that the total value of the Team is less than one-half of the then-remaining bond principal balance pursuant to the bond amortization schedules attached hereto as Appendix 2, Manager will then, within 30 days of the completion of such Formal Appraisal, pledge such additional personal assets as is necessary to make up the difference in valuation necessary to fully secure the City for one-half of the then-remaining bond principal balance.

19. **MLB/MiLB Required Language:** The parties hereby acknowledge and agree that all rights granted under both this Agreement and the Security Agreement attached hereto as Appendix 3 are expressly subject to, and must conform with, all baseball rules and regulations, including, without limitation: (1) all rules, regulations, constitutions and bylaws of the league of which the club is a member; (2) all rules and regulations of The National Association of Professional Baseball Leagues, Inc. d/b/a Minor League Baseball, including

the National Association Agreement; (3) the Professional Baseball Agreement; (4) the Major League Rules; and (5) any rule, regulation, restriction, guideline, resolution or other requirement issued from time to time by any baseball authority (e.g., the League President, the NAPBL President, the NAPBL Board of Trustees or the Commissioner of Baseball) including the NAPBL Gambling Guidelines. Art Solomon represents that to the best of his knowledge, at the time of this Amended Agreement, Art Solomon, NH Triple Play and the City of Manchester are in compliance with all of these requirements, and that he will promptly notify the City of Manchester if the Team should fall out of compliance with these requirements prior to 2028.

The Lenders and Secured Parties agree to be bound by the Major League Rule regarding Regulation of Minor League Franchises (“Rule 54”), a copy of which is attached as Appendix 4 hereto (all capitalized terms used in this Section 10.22 and not otherwise defined herein or in the Pledge and Security Agreement have the meanings given such terms in Rule 54). The Lenders and Secured Parties acknowledge that Rule 54 does not permit a Club to pledge its Franchise as security for any Indebtedness and requires that the transfer or pledge of any interest in such Club is subject to the approval of the President of MiLB and review of the Commissioner in their sole and absolute discretion and the applicable League in accordance with such League’s Constitution and Bylaws. Accordingly, the Lenders and Secured Parties

acknowledge that such approval would be required for (i) the sale of a participation in a loan or an assignment of any loan, note or security agreement, other than any such sale(s), participation(s) or assignment (s) to any Pre-Approved Assignee (for which no such approval shall be required provided that written notice of such sale or assignment is provided to the MiLB President at the time of the sale or assignment) and (ii) any foreclosure, sale or transfer of the Collateral to a third party as well as to any Secured Party. Any such sale, assignment, foreclosure, sale or transfer of Collateral to a third party or a Secured Party (other than, in the case of clause (i) of the immediately preceding sentence, to a Pre-Approved Assignee) without such prior approvals or the approvals required by Rule 54 will be null and void. Further, any Lien granted hereunder and/or under the Pledge and Security Agreement shall specifically exclude all membership interests in any professional baseball league and other baseball organizations, any Affiliation Agreements, all present and future territorial rights that any Club may have under applicable Baseball Rules, all uniforms, bats, balls and other baseball and training equipment, including, without limitations, machinery and equipment to maintain the field and all other agreements, rights, benefits and interests determined by MiLB in its sole discretion to comprise the applicable Franchise. Any Lien granted hereunder and/or under the Pledge and Security Agreement shall specifically exclude the Stadium Leases, but shall include the rights to payment and proceeds in respect thereof, in each case, unless the Secured Party has received the express prior written approval of any exception

thereto by the applicable League(s), the President of MiLB and the Commissioner. Secured Parties shall promptly notify the President of MiLB, the Commissioner and the applicable League of any taking by Secured Parties of any remedies under this Agreement or any other Credit Document to the extent required by Rule 54. Secured Parties acknowledge that any temporary or permanent management of the Collateral by the Secured Parties or any receiver or trustee shall be subject to prior approval by the President of MiLB and review of the Commissioner in their sole and absolute discretion and the applicable League in accordance with its Constitution and Bylaws. In the event that Secured Parties desire to operate any Franchise for their own account on a temporary or permanent basis, Secured Parties shall obtain the prior written approval of the President of MiLB in accordance with Rule 54 as well as the approval of the applicable League. Nothing contained in this Section 10.22 shall be deemed to limit the obligations of any Credit Party to any Agent, Lender or Secured Party under any Credit Documents and the rights of the Agents, Lenders and Secured Parties thereunder which, in either case, are not inconsistent with the provisions of this Section 10.22. As used herein, "Pre-Approved Assignee" means (a) any Lender, (b) any Affiliate of any Lender, (c) any Related Fund, (d) any federally- or state-chartered or licensed commercial bank, savings and loan association or savings bank that is insured by the Federal Deposit Insurance Corporation provided that the total assets of such entity equals or exceeds \$2,000,000,000.00; and (e) any insurance company duly licensed under state and federal law.

20. **Other terms of 2005 Agreement Unchanged:**

Unless amended in this 2016 Amendment and presented to the Board of Mayor and Aldermen for their approval, all terms and conditions of the 2005 Agreement currently in place (and as previously amended) shall remain in effect through 2035. In the event that any ambiguity has been introduced by this 2016 Amendment such that one or more terms of this 2016 Amendment conflict or create ambiguity with respect to one or more terms of the 2005 Agreement or any of its prior amendments, the term(s) of this 2016 Agreement shall control.

Nothing about any of the foregoing shall be interpreted to prevent the City and Manager from further amending the 2005 Agreement by mutual agreement, in writing, at any time during the remainder of the Term.

21. **Definitions:** All capitalized terms used herein and not otherwise defined herein shall have the meanings ascribed to such terms in the 2005 Agreement.

22. **Authority:** The City and the Manager each certifies to the other that the persons executing this 2016 Amendment on its behalf are duly authorized to execute and deliver this Amendment.

23. **Choice of Law:** This 2016 Amendment shall be construed and enforced in accordance with the laws of the State of New Hampshire, without regard to conflict of laws rules or

principles.

IN WITNESS WHEREOF, the undersigned have executed
this 2016 Amendment as of the date first written above.

THE CITY OF MANCHESTER, NH
HAMPSHIRE TRIPLE PLAY, LLC

NEW

By: Theodore Gatsas

By: Arthur Solomon

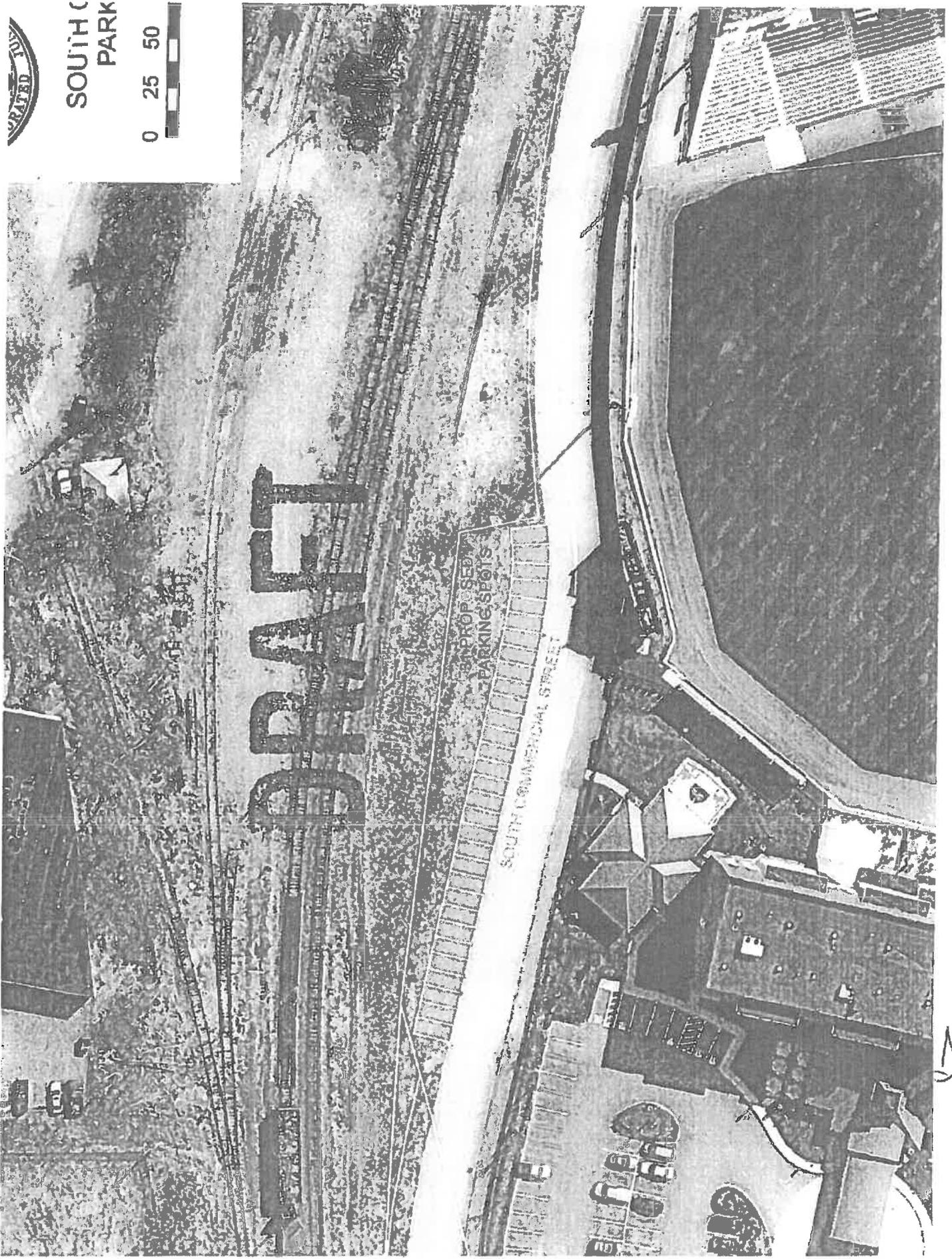
Theodore L. Gatsas, Mayor
Solomon, Managing Director

Arthur

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APPENDIX 2

DEBT SERVICE BY PROJECT
 MINOR LEAGUE STADIUM & GILL REHAB (BASEBALL)
 BASEBALL STADIUM LOAN (BASEBALL_LOAN)
 From Jul 1, 2016 to Jun 30, 2029

Date	Principal	Interest	Debt Service	Annual Debt Service
12/1/2016	1,120,033.59	355,228.73	1,475,262.32	
6/1/2017		327,082.79	327,082.79	
6/30/2017				1,802,345.11
12/1/2017	1,178,101.80	327,082.79	1,505,184.59	
6/1/2018		297,469.88	297,469.88	
6/30/2018				1,802,654.47
12/1/2018	1,237,469.62	297,469.88	1,534,939.50	
6/1/2019		266,355.96	266,355.96	
6/30/2019				1,801,295.46
12/1/2019	1,301,000.66	266,355.96	1,567,356.62	
6/1/2020		233,628.81	233,628.81	
6/30/2020				1,800,985.43
12/1/2020	1,372,546.05	233,628.81	1,606,174.86	
6/1/2021		199,093.05	199,093.05	
6/30/2021				1,805,267.91
12/1/2021	1,441,019.45	199,093.05	1,640,112.50	
6/1/2022		169,680.13	169,680.13	
6/30/2022				1,809,792.63
12/1/2022	1,503,664.86	169,680.13	1,673,344.99	
6/1/2023		138,960.18	138,960.18	
6/30/2023				1,812,305.17
12/1/2023	1,565,638.51	138,960.18	1,704,598.69	
6/1/2024		106,918.17	106,918.17	
6/30/2024				1,811,516.86
12/1/2024	1,017,812.27	106,918.17	1,124,730.44	
6/1/2025		85,448.70	85,448.70	
6/30/2025				1,210,179.14
12/1/2025	1,014,105.83	85,448.70	1,099,554.53	
6/1/2026		65,079.16	65,079.16	
6/30/2026				1,164,633.69
12/1/2026	1,010,412.73	65,079.16	1,075,491.89	
6/1/2027		43,613.34	43,613.34	
6/30/2027				1,119,105.23
12/1/2027	1,011,067.21	43,613.34	1,054,680.55	
6/1/2028		22,063.07	22,063.07	
6/30/2028				1,076,743.62
12/1/2028	1,006,745.45	22,063.07	1,028,808.52	
6/30/2029				1,028,808.52
	15,779,618.03	4,266,015.21	20,045,633.24	20,045,633.24

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DEBT SERVICE BY PROJECT
 MINOR LEAGUE STADIUM & GILL REHAB (BASEBALL)
 BASEBALL STADIUM LOAN (BASEBLLOAN_2)

From Jul 1, 2016 to Jun 30, 2029

Date	Principal	Interest	Debt Service	Annual Debt Service
12/1/2016	94,364.43	37,398.95	131,763.38	
6/1/2017		35,027.62	35,027.62	
6/30/2017				166,791.00
12/1/2017	100,238.45	35,027.62	135,266.07	
6/1/2018		32,508.02	32,508.02	
6/30/2018				167,774.09
12/1/2018	106,232.04	32,508.02	138,740.06	
6/1/2019		29,837.01	29,837.01	
6/30/2019				168,577.07
12/1/2019	112,584.16	29,837.01	142,421.17	
6/1/2020		27,004.92	27,004.92	
6/30/2020				169,426.09
12/1/2020	119,447.84	27,004.92	146,452.76	
6/1/2021		23,999.39	23,999.39	
6/30/2021				170,452.15
12/1/2021	126,451.53	23,999.39	150,450.92	
6/1/2022		21,418.36	21,418.36	
6/30/2022				171,869.28
12/1/2022	132,809.23	21,418.36	154,227.59	
6/1/2023		18,705.06	18,705.06	
6/30/2023				172,932.65
12/1/2023	139,170.42	18,705.06	157,875.48	
6/1/2024		15,856.83	15,856.83	
6/30/2024				173,732.31
12/1/2024	142,187.73	15,856.83	158,044.56	
6/1/2025		12,857.55	12,857.55	
6/30/2025				170,902.11
12/1/2025	145,894.17	12,857.55	158,751.72	
6/1/2026		9,927.09	9,927.09	
6/30/2026				168,678.81
12/1/2026	149,587.27	9,927.09	159,514.36	
6/1/2027		6,749.16	6,749.16	
6/30/2027				166,263.52
12/1/2027	153,932.79	6,749.16	160,681.95	
6/1/2028		3,468.18	3,468.18	
6/30/2028				164,150.13
12/1/2028	158,254.55	3,468.18	161,722.73	
6/30/2029				161,722.73
	1,681,154.61	512,117.33	2,193,271.94	2,193,271.94

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SECURITY AGREEMENT

This SECURITY AGREEMENT (the "Agreement"), dated June 7, 2016, is between Arthur P. Solomon, an individual domiciled at 63 Manning Street, Providence, Rhode Island (hereinafter "Debtor"), and the City of Manchester, New Hampshire, a municipal corporation with its principal place of business at 1 City Hall Plaza, Manchester, New Hampshire (hereinafter called "Secured Party").

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound hereby, the parties hereto agree as follows:

1. **Obligor's Payment Obligations and Grant of Security Interest.**

(a) **Obligor's Payment Obligations.** Debtor hereby agrees to pay, but solely from the Collateral referred to in Section 1(b) hereof, one-half of any then-remaining bond principal balance pursuant to the bond amortization schedules attached to the 2016 Amendment as Appendix 2 in the sole event that Mr. Solomon or his successor(s) or assign(s) should attempt to move the Team out of the City of Manchester prior to the bond on the Stadium being paid off in 2028 (the "Obligations").

(b) **Obligor's Grant of Security Interest.** In order to secure the Obligor's Obligations referred to in Section 1(a) above, Obligor hereby grants to the Secured Party a lien on, pledge of and security interest in, and mortgages to Secured Party, the following described property and interests in property of Debtor (hereinafter called the "Collateral"):

Mr. Solomon's ownership interest in the Eastern League Professional Baseball Franchise known as New Hampshire Fisher Cats Baseball Club

This security interest is not granted and shall not be operative for any other breach of the Revised Management and Operations Agreement (the "Operating Agreement") or the 2016 Amendment by NH Triple Play, LLC or its successor(s) or assign(s).

2. **Warranties and Covenants of Debtor.** Debtor warrants and covenants that:

(a) The Debtor shall immediately notify the Secured Party in writing of any change in name, address, identity or corporate structure from that shown in this Agreement.

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(b) Debtor will not sell or offer to sell, assign, pledge, lease or otherwise transfer or encumber the Collateral or any interest therein, including all revenues, receipts, accounts, proceeds, intangibles and Revenues, as defined in the Operating Agreement (collectively the "Pledged Revenues"), without the prior written consent of Secured Party except as permitted for sales or transfers of Obligor's ownership interest as provided in the Operating Agreement as amended by the 2005 Agreement or 2016 Amendment; provided, however, that any sale, assignment, pledge, or other transfer or encumbrance of the Pledge Revenues other than as part of such a sale or transfer of a portion of such ownership interest shall be subject to the prior written consent of Secured Party.

(c) Debtor will keep the Collateral free from any other adverse lien, security interest or encumbrance and in good order and repair, shall not waste or destroy the Collateral or any part thereof, and shall immediately notify the Secured Party, in writing, should Debtor become aware that the Collateral has been involuntarily subjected to any other adverse lien, security interest or encumbrance.

(d) Debtor will pay promptly when due all taxes and assessments upon the Collateral or for its use or operation or upon this Agreement or upon any note or notes evidencing the Obligations.

3. **Events of Default.** Debtor shall be in default under this agreement upon the occurrence of any of the following events or conditions, namely: (a) default in the payment or performance of any of the Obligations or of any covenants or liabilities contained or referred to herein; (b) any warranty, representation or statement made or furnished to Secured Party by or on behalf of Debtor proving to have been false in any material respect when made or furnished and which has caused actual and material damage to the Secured Party's interests hereunder, "actual and material damage" being further defined as existing financial damage to the Secured Party's interests hereunder which is neither hypothetical nor contingent on the occurrence of any additional or subsequent event and which can be calculated to exceed 10 percent of Debtor's remaining payment obligation as defined by 1(a) above and; (c) any sale or encumbrance to the Collateral in violation of this Agreement (other than as permitted by the 2005 Agreement or the 2016 Amendment); or (d) dissolution, termination of existence, filing by Debtor or by any third party against Debtor of any petition under any Federal bankruptcy statute, insolvency, business failure, appointment of a receiver of any part of the property of, or assignment for the benefit of creditors by, Debtor.

5. **Remedies.** In the event of a Default under this agreement, Secured Party shall provide the Debtor with written notice of the Default mailed, postage prepaid, to the address of Debtor shown at the beginning of this agreement, and **ten business days to cure** any such Default. At any time thereafter, if such default is not cured by the Debtor to the satisfaction of the Secured Party or if such Default is not otherwise excused by the Secured Party, the Secured Party may declare all obligations secured hereby immediately due and payable and shall have the following specifically permitted remedies: (1) the Secured Party shall be entitled to place this Agreement into the hands of a judge in the United States District Court for the District of New Hampshire for enforcement; and (2) the United States District Court shall then consult with the President of the Eastern League for the purposes of designating and appointing a qualified Receiver with knowledge and experience in selling professional baseball teams at the Double-A

or higher level; and (3) said Receiver shall assist the Secured Party in holding, maintaining, preserving, and preparing the Collateral for sale, until disposed of in a properly noticed sale that receives the approval of the Eastern League. The net proceeds realized upon any such disposition, after deduction for the expenses of retaking, holding, preparing for sale or lease, selling, leasing and the like and the reasonable attorney's fees and legal expenses incurred by Secured Party, shall be applied in satisfaction of the Obligations secured hereby. The Secured Party will account to the Debtor for, and release to the Debtor any surplus realized on such disposition, and the Debtor shall remain liable for any deficiency.

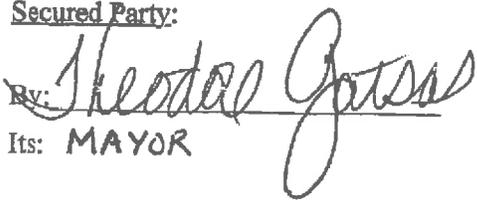
Given the unusual nature of the Collateral granted herein, and the liquidation restrictions imposed upon that Collateral by the Eastern League, the remedies of the Secured Party hereunder are by the express agreement of the Parties hereto, specifically limited to those remedies provided for herein, and other remedies not mentioned herein but provided to secured parties generally under the Uniform Commercial Code of New Hampshire shall not be applicable to the Secured Party herein.

6. **General.** No waiver by Secured Party of any Default shall operate as a waiver of any other default or of the same default on a future occasion. All rights of Secured Party hereunder shall inure to the benefit of its successors and assigns; and all obligations of Debtor shall bind its successors or assigns. This agreement shall become effective when it is signed by Debtor. It is understood by all parties that this Security Agreement, and the 2016 Amendment, are expressly subject to, and must conform with, all baseball rules and regulations, including, without limitation, MLR 54 as described in Paragraph 19 of the 2016 Amendment and Appendix 4 thereto.

If any provision of this agreement shall be prohibited by or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this agreement.

This Agreement shall be governed by the laws of the State of New Hampshire without respect to choice of law principles.

Secured Party:

By: 

Its: MAYOR

Debtor:

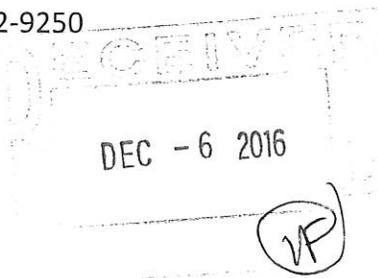
By: 

Its:



Holy Cross Family Learning Center

438 Dubuque Street
Manchester, NH 03102-3546
603-622-9250



November 29, 2016

Jon Donovan
OYS
848 Elm Street
Suite 302
Manchester, NH 03102

Dear Mr. Donovan,

This letter is to express my resignation from the Board of Directors, of the Office of Youth Services. It has been quite an experience to be part of this Board over the last four years. I have learned a lot about the City and have been exposed to a multitude of services available to at-risk students.

With my full time involvement at Holy Cross Family Learning Center and the increase in my age and health problems, it is imperative that I begin to relinquish much of my responsibility.

Please accept my resignation as of this date. It has been an honor to serve on this Board.

Sincerely yours,

A handwritten signature in cursive script that reads "JR Verville, CSC, Ed. D." is written above the typed name.

Jacqueline R. Verville, CSC, Ed. D.
Executive Director

Ferraro, Vicki

From: beelawashington@gmail.com
Sent: Monday, December 05, 2016 6:27 PM
To: Daniel Bérubé
Cc: Ferraro, Vicki
Subject: Committee Membership

Good Evening,

I hope all is well with you all.

First, Daniel I'd like to apologize for not updating slack with my ideas for social, I've been very overwhelmed with work & I'm moving to a new & larger apartment with my partner. I understand that projects cannot ever reach completion if they are neglected or not even begun, so I apologize.

Secondly, I just want to thank the City of Manchester for selecting me as an Alternate member of the Arts Committee. It's been a real honor & pleasure so far & I've enjoyed the meetings.

Unfortunately I have realized that I will not be able to pursue my commitment as Alternate member of the Arts Commission further as I have experienced increased responsibilities at work, on previous side projects & with different life changes that are affecting my time allotment.

With that being said, I would like to resign from the committee & can draft a formal resignation if necessary.

I apologize for any inconvenience & an early resignation. Please let me know next steps in this process.

I wish you & the committee well.

Best,

--

NaBeela Washington



CITY OF MANCHESTER

Theodore L. Gatsas
Mayor

December 6, 2016

Honorable Board of Aldermen
c/o City Clerk
One City Hall Plaza
Manchester, NH 03101

RE: Economic Development Director Nomination

Dear Honorable Board of Aldermen,

It gives me great pleasure to nominate Melanie Sanuth for the Economic Development Director position within the City of Manchester. Melanie currently serves in a supporting role within the department and has proven to be a valuable addition to the department and the city.

I have the utmost confidence that Ms. Sanuth is committed to the future success of the City of Manchester and the Office of Economic Development. She brings with her a wealth of industry experience and an understanding of the inner-workings and needs of the MEDO office. I have no doubt that with Melanie's leadership in the Director role within MEDO that the department, and the city, will continue to achieve great things.

Ms. Sanuth will officially assume the role of Economic Development Director upon confirmation by the Board of Aldermen. Per ordinance her salary will move to a Grade 24, Step 1 ((\$69,254.99). This confirmation will layover to the next Board of Mayor and Aldermen meeting on Tuesday, December 20, 2016.

Thank you in advance for your consideration.

Regards,

Theodore L. Gatsas
Mayor

cc: Jane Gile, Human Resources Director



CITY OF MANCHESTER, NH
EMPLOYMENT APPLICATION



Submit Application To:
HUMAN RESOURCES DEPARTMENT
ONE CITY HALL PLAZA
MANCHESTER, NH 03101-4000
Tel: (603) 624-6543 TTY/Voice
Fax: (603) 628-6065

All information provided by applicants for employment on this application form may be verified for accuracy. Inaccurate information may be grounds for disqualification for, or dismissal from, employment. We offer equal employment opportunity to all persons without regard to race, color, religion, age, gender, national origin, disability, sexual orientation, marital or veteran's status or any other legally protected status.

NAME: Melanie Sanuth DATE: November 9, 2016
ADDRESS: 82 Maple Avenue PHONE: 603-497-7964
CITY/STATE: Goffstown, NH ZIP: 03045 EMAIL: melaniesanuth@comcast.net
Position Title: Economic Development Director Full-time Part-time Temporary/Seasonal

Are you a US citizen? Yes No If not, do you have the legal right to work in the US? Yes No (Visa type _____)
Are you at least 18 years of age? Yes No
Have you ever worked for the City of Manchester? Yes No If yes, When? Current
What Department? Economic Development Supervisor Mayor Gatsas
Are you currently employed? Yes No If employed, why do you wish to change positions?
I seek a new challenge and feel I can have a valuable impact in this role.

Type of School	Name/Address	Course/Major	Last Yr Completed	Graduate?	List Degree
High School	West High School Manchester, NH	General Studies	9 10 11 <input checked="" type="checkbox"/> 12	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Diploma
Trade/Technical			1 2 3 4	<input type="checkbox"/> Y <input type="checkbox"/> N	
College	University of New Hampshire Manchester, NH	Business	1 2 3 <input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	BA Business
Post Graduate			5 6 7 8	<input type="checkbox"/> Y <input type="checkbox"/> N	

Provide additional information such as special skills, equipment operation, languages, supervisory experience, training or other qualifications helpful to us in considering you for this position.

I am highly motivated and accutely organized. Most of my working experience has been in and around Manchester including the past three years working directly for the Director of the Department. I know the City well and have built relationships within the community which I feel will serve well in this position.

List volunteer experience you have as it relates to this position.

Agency Name _____ From _____ To _____
Address N/A Hours per week _____
Duties _____

Have you ever been convicted of any violation of the law (misdemeanor or felony) that has not been officially annulled? Yes _____ No If yes, state date, place and nature of conviction (a conviction will not necessarily disqualify an applicant from employment, as each case is considered individually) _____

Valid Motor Vehicle Operator's License? Yes No _____ What State? NH
Do you possess a Commercial Driver's License? Yes _____ No Type? _____ What State? _____
List other valid licenses, registrations or certificates you possess Notary Public, & Homeland Security Clearance

PRIOR WORK RECORD (start with most recent or current employer and work back at least **ten years**). Resumes may be attached, **but not in lieu of completing this section**. Incomplete employment history and/or statements such as "refer to resume" will be cause for disqualification. If more space is needed, please complete and attach a separate page.

Application must be signed and dated on Page 3 to be considered valid and complete.

Current Employer City of Manchester Tel. # 603-624-6500 Part time Full Time
Address One City Hall Plaza, Manchester, NH 03101 Date Hired 11/2013 Date Left N/A
Supervisor (Name/Position) Mayor Gatsas Number of People You Supervise 0
Job Title Administrative Assistant Duties include and are not limited to overseeing special event permit process, serve as staff to Manchester Development Corp., administer Brownfields grant program, administer all dept. financial and payroll processing, and department customer service Reason for leaving N/A

Previous Employer Brady Sullivan Properties Tel. # 603-622-6223 Part time Full Time
Address 670 N. Commercial St., Manchester, NH 03101 Date Hired 7/2005 Date Left 7/2013
Supervisor (Name/Position) Arthur Sullivan Number of People You Supervise 10+
Job Title Commercial Property Manager Duties oversee real estate operations, manage client relationships, budget preparation for 1.5 million sq. ft. of commercial property, direct vendor negotiations, oversee capital projects, and condominium Boards. Reason for leaving seek new opportunities

Previous Employer Stewart Title & Trust of Phoenix Tel. # 602-462-8000 Part time Full Time
Address 244 W. Osborn Rd., Phoenix, AZ 85013 Date Hired 6/2003 Date Left 11/2004
Supervisor (Name/Position) Craig Leonard Number of People You Supervise 0
Job Title Title Examiner Duties title examination and preparation, time share project managing, title policy preparation, and customer service. Reason for leaving moved back to New Hampshire

Previous Employer Stewart Title n/k/a Phenix Title Tel. # 603-625-0033 Part time Full Time
Address 165 S. River Rd., Bedford, NH 03101 Date Hired 9/2000 Date Left 5/2003
Supervisor (Name/Position) Brenda Butkus Number of People You Supervise 0
Job Title Title Assistant Duties assist title underwriter with title defects, work with registry of deeds throughout the state, post closing, title commitment preparation, and customer service. Reason for leaving moved to Arizona

Previous Employer Walmart Tel. # 603-626-6733 Part time Full Time
Address 17 Colby Court, Bedford, NH 03101 Date Hired 4/1995 Date Left 5/2000
Supervisor (Name/Position) Store Manager, Bill Moeglin Number of People You Supervise 0
Job Title Marketing Specialist Duties managing company marketing programs in store, work with department teams to execute special projects and seasonal set up, company database work, customer service, and cashier experience. Reason for leaving seek new opportunities

Melanie Sanuth
82 Maple Avenue
Goffstown, NH 03045
(603) 497-7964
melaniesanuth@comcast.net

December 6, 2016

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

Re: Manchester Residency

Dear Mayor Gatsas,

Please let this letter serve as an acknowledgement of my intention to relocate to Manchester within six months of a signed job offer letter from the City of Manchester for the position of Economic Development Director. Should I be unable to full fill this requirement within the aforementioned time I will submit my resignation accordingly.

I am grateful for the opportunity to be considered for this position. If you should have any questions, please do not hesitate to contact me.

Respectfully,



Melanie Sanuth



CITY OF MANCHESTER

Theodore L. Gatsas

Mayor

December 6, 2016

The Hon. Board of Aldermen
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

RE: Manchester Public Television Service (MPTS) Board of Directors

Dear Honorable Members of the Board of Aldermen,

I am pleased to re-nominate the following members to the Board of Directors of Manchester Public Television Service for an additional term:

The Hon. Raymond J. Wiczorek, 1060 Ray Street, Manchester, NH (term to expire July 1, 2019)
The Hon. David Wihby, 540 Kearney Circle, Manchester, NH (term to expire July 1, 2020)

Regards,

Theodore L. Gatsas
Mayor

cc: Bradford E. Cook, Sheehan Phinney Bass + Green, PA
Jason Cote, Executive Director, MPTS



CITY OF MANCHESTER

Board of Aldermen

12/6/16 BMA Nominated



December 6, 2016

The Hon. Board of Aldermen
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

RE: Manchester Public Television Service (MPTS) Board of Directors

Dear Honorable Members of the Board of Aldermen,

I am pleased to re-nominate the following members to the Board of Directors of Manchester Public Television Service to additional terms as specified in their by-laws:

The Hon. Robert Baines, 70 Rosemont Avenue, Manchester, NH (term to expire July 1, 2018)

The Hon. William Cashin, 151 Winter Street, Manchester, NH (term to expire July 1, 2019)

The Hon. Sylvio Dupuis, 451 Coolidge Ave, Manchester, NH (term to expire July 1, 2020)

Sincerely,

Patrick Long
Chairman of the Board of Aldermen

cc: Bradford E. Cook, Sheehan Phinney Bass + Green, PA
Jason Cote, Executive Director, MPTS



CITY OF MANCHESTER

Theodore L. Gatsas
Mayor

December 6, 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 Houghton to succeed Mark Roy (resignation) as a member of the Board of Recount term to expire October 1, 2017;
- (2.) James Burkush to succeed Richard Rothwell (term-limited) as a member of the Highway Commission (Labor Rep.) term to expire January 15, 2020;
- (3.) Scott Cairns to succeed Timothy Divenuti (resignation) as a member of the Fire Commission term to expire May 1, 2019;
- (4.) Omer Beaudoin to succeed Phillip Sapienza (term-limited) as a member of the Water Commission (Labor Rep.) term to expire January 1, 2020.

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 F. Houghton Jr.
218 Kenberma Street
Manchester, New Hampshire 03103
(603) 623-4466
wfhkc135@comcast.net

PERSONAL

Date of Birth: July 28, 1956
Health: Excellent
Marital Status: Married, Two Children

WORK EXPERIENCE

June 1978 – Present

NEW HAMPSHIRE AIR NATIONAL GUARD
Pease ANGB, Newington, New Hampshire
State Military Reservation, Concord, New Hampshire

Duties: Assignments have ranged from Nuclear, Chemical, Biological Instructor, to Homeland Defense Operations NCOIC to Liaison State NH Homeland Security Emergency Management to Counterdrug NCOIC to the Senior Enlisted Advisor for the NH Air National Guard.

May 1985 – Present

UNITED STATES POST OFFICE
Manchester, New Hampshire

Duties: City Letter Carrier. Responsible for sorting and delivering mail to customers throughout the city. In the twenty-six years employed, have held many union positions to include, union steward, branch vice-president and state association secretary-treasurer.

December 1979 – December 1984

VELCRO GROUP USA
Manchester, New Hampshire

Duties: Computer programming and advisor to computer operations.

June 1978 – December 1979

BANK of NEW HAMPSHIRE
Manchester, New Hampshire

Duties: Hired as a computer operator and was promoted to a computer programmer.

July 1975 – June 1978

UNITED STATES AIR FORCE

Duties: During tour of duty, worked as an administration specialist at Loring AFB, Maine. Jobs performed included Alert Force Controller and Bombing and Navigation Division Clerk.

AWARDS AND ACHIEVEMENTS

Reached the highest enlisted grade, (Chief Master Sergeant) in the United States Air Force, Air National Guard.

Served two tours of duty overseas during the War Against Terrorism. The last tour, served as the Senior Enlisted Advisor at a Multi National Installation.

Awarded many medals and ribbons to include The Bronze Star, Two AF Meritorious Service Medals and Two AF Commendation Medals.

COMMUNITY SERVICE

Served two terms on the City of Manchester Highway Commission. Chairman the last two years.

Served two terms on the City of Manchester Fire Commission. Chairman for the last year.

Was a member of the initial FOR MANCHESTER group, serving on the Spirit of Manchester Award Committee for three years.

Past president for the Manchester Memorial High School Booster Club.

HOBBIES

Have been on the board of directors or coach for the Manchester Regional Youth Hockey Association for the past thirty years.

Past board member and coach for youth soccer.

Past coach for Little League Baseball.

References furnished upon request

Commission Name: Board of Recount
Name: William Houghton Jr.
Address: 218 Kenberma Street
Manchester, NH 03103 ward 9
Phone: 623-4466
E-mail: WFhKC135@comcast.net
Department Head: Matt Normand

James A. Burkush

87 Randall Street, Ward 9

Married 35 years to Anne Gill

Fire Department Experience

- Manchester Fire Explorers, 1974-1977
- Appointed to Manchester Fire, May 8, 1977
- Lieutenant, February 13, 1983; (Engine Company 11)
- Captain, August 9, 1987; (Rescue 1)
- District Chief, February 16, 1992; (City-wide Fire and Emergency Commander)
- Deputy Chief, February 25, 2007 (Fire Prevention/Investigations/Code Enforcement)
- Fire Chief/Emergency Management Director, February 19, 2008, May 1 2016
- Hooksett Fire-Rescue, Fire Chief/ Emergency Management Director

Management Experience

- 225 Employees; Safety, Training and Development
- Manage \$20 million dollar Operating Budget
- Develop annual Capital Budget for Fire facilities and Apparatus
- Maintaining Insurance Service Office(ISO), Class II rating
- Collective Bargaining Agreements (CBA) for 2 IAFF Units
- Emergency Management Director/EOC operations

Education

- Bachelor of Science, Fire and Emergency Management, Granite State College
- Commission on Professional Accreditation, *Chief Fire Officer*
- National Fire Academy, *Executive Fire Officer*
- Associates of Arts, General Studies, College for Lifelong Learning
- Leadership Greater Manchester
- Numerous State and National Fire Academy Certifications

Merit Awards

- NH Fire Service Committee of Merit; Unit Citations, 1992, 1996 and 2003
- Chief's Letter of Commendation, 1978, 1985 and 1989
- Manchester Police Chief, Letter of Commendation, 1978

Additional Experience

- Manchester Firemen's Relief Association, (*Past- President 12 years*)
- NH House of Representatives (1998-2000); Executive Departments and Administration
- Manchester Association of Fire Supervisors IAFF; (*Past-President*)
- International Association of Firefighters(IAFF) 39 years
- Past Member; American Red Cross, Board of Directors
- Manchester South Soccer, youth coach (10 Years)
- Members First Credit Union, Board of Directors
- 100 Club of New Hampshire, Member
- NH Association of Fire Chiefs ,Member

James A. Burkush

Commission Name: Highway Commission

Name: James Burkush

Address: 87 Randall St

Manchester, NH 03103 ward
9

Phone: 625-4761

E-mail: jBurkush@HooksettFire.org

Department Head: Kevin Sheppard

May 19, 2016

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

MAY 23 2016

RE: Police or Fire Commission

Dear Mayor Gatsas:

I am writing to express my interest in serving as a citizen member of the boards of either the Police or Fire Commission. My wife, Sharon, and I have been residents of Manchester for the last three years although I personally lived in the city since 2009 before our marriage in 2013.

For background information, I am a Director of Information Technology for Fidelity Investments in Merrimack, NH. I have worked in the business world since my graduation from the State University College of New York (Buffalo) in 1984. After working for two years on Wall Street, I then pursued an MBA degree in Finance and Accounting from the City University of New York. In sum total, I have 32 years of experience in the financial services world including the municipal finance department of Fidelity.

My interest in serving on either commission is related to my wife's unenviable position as a LODD (Line of Duty Death) survivor. She was the former fiancée of Franconia (NH) Police Cpl. Bruce McKay (EOW 5/11/2007). Through her numerous connections to the "thin blue line", I have become connected to dozens of members of the local law enforcement community as well as the firefighters of Manchester, Concord and elsewhere in the state. Those connections have led me to my second career as a bagpiper with the Professional Firefighters of NH Pipes and Drums (PFFNH). At MFD Chief Burkush's retirement party at the Radisson, I was the one who piped him into the event.

I have also completed the Manchester Police Department's Citizens Police Academy (Fall 2014) course offered by the department. We are on a personal name basis with over two dozen police officers on the department (Chief Willard knows Sharon well from the incident in 2007) and several of the members of the fire department as well. In my honorary position as a piper on the PFFNH band and in my relationship to Sharon, I'm both honored and humbled to be called "brother" by members of both communities (fire and police) even though I have not worn the badge or been "on the job" in recognition of the numerous memorials, funerals and other first responder recognition events that I have played at.

In closing, I look forward to the opportunity to serve on either commission although I am sure if Sharon had a say in it, she would prefer the Police commission for obvious reasons. I am confident that my long career in financial services, technology and business management coupled with my recently acquired knowledge of the inner workings of the police and fire departments will be an asset to the City of Manchester.

Thank you for your consideration, and if you have any questions, please feel free to contact me using the email address or phone number noted below.

Regards,



Scott Cairns

116 Everett Street Manchester, NH 03104
sdcairns44@gmail.com 603.854.0204

SCOTT D. CAIRNS

116 Everett Street • Manchester, NH 03054 • 603-854-0204 • sdcairns44@gmail.com

PROFILE & SUMMARY

VICE PRESIDENT/DIRECTOR FINANCIAL TECHNOLOGY

Results-oriented IT and Applications Professional with extensive experience designing and managing capital markets and finance systems that enhance corporate strategic and financial goals. Specialist in middle office, compliance, accounting/finance, operations, program/project management, problem identification, front-line support, transformation of legacy systems and keeping projects on track. Skilled at aligning technology with business strategy. Excels in leveraging technology assets towards streamlining long- and short-term business goals, including utilization offshore infrastructures to benefit operational and support functions. Technical experience in wide range of programming languages, databases and supporting tools.

Selected Highlights

- Redesigned entire portfolio order and trading workflow for the Fixed Income Division based on Bloomberg AIM (POMS) Order Management System. *[Fidelity Investments]*
- Streamlined main position/P&L system platform in Equity Derivatives which was based on Imagine Software, cutting support costs by \$3MM/year and reported number of Severity One (highest) problems to near zero. *[Wachovia Investment Bank]*
- Spearheaded complete A to Z overhaul of Convertible Bond desk systems from problematic legacy system to best-of-breed Order Management (Alta) and P&L/Risk (Imagine) and adding straight-thru-processing (STP) of all orders and trades. Reduced overhead of support personnel down to one resource resulting in \$1MM/year in cost savings. *[Wachovia Bank]*
- Introduced use of ETL software (Informatica) to health care and pharmaceutical data management company reducing time to market for adding new data vendors to product feed. *[Solucient]*
- Built and designed compliance oriented "scorecard" for TRACE reporting utilizing Business Intelligence (BI) software suite from Cognos. *[NASD/FINRA]*
- Assisted in building start-up software firm from founder's basement and implementing first end-to-end eServices system management software suite. Helped to guide company through multiple rounds of venture capital (VC) investment and assisted in acquisition of early adopter customers including Fidelity, BEA and K12.com. *[Panacya/Boxtone]*
- Designed and implemented financial reporting data warehouse as one of first five IT employees of start-up consumer credit company the success of which ultimately enabled firm to go public in 1998. *[CompuCredit/VSI]*
- Directed and led application development for financial products firm specializing in municipal and interest-rate derivative products. Reporting to the CIO, took IT environment from ground zero to fully functional and operational state. *[TMG]*

AREAS OF EXPERTISE

Fixed Income	Equities	Equity/Interest Rate/Credit Derivatives
DBMS (Sybase, MS SQL, Oracle)	Data Warehousing/ETL	Business Intelligence (Cognos, Oracle)
Software Development/Programming	IT Organization/Management	Business Analysis/Workflow
Outsourcing/Offshore Management	Technology Architecture/Integration	Legacy System Transformation
Project/Program Management	Budgeting/Financial Cost Estimation	Straight-Thru Processing

PROFESSIONAL EXPERIENCE

Fidelity Management & Research

Fixed Income, High Yield and Equity Portfolio Management Division of Fidelity Investments.

Merrimack, NH

2009 to Present

Director / Delivery Team Lead

Delivery Lead for Trade & Order Distribution Platform

2014 to Present

- ✓ Project management, business analysis and system design for a multi-year, multi-million dollar project to implement a trade and order event real-time distribution platform as key part of firm wide initiative to retire the legacy AS/400 mainframe platform.

- ✓ Lead 20+ member team working in multiple global locations (Merrimack, NH / Westlake, TX / Boston, MA / Bangalore, India / London, UK / Galway, Ireland). Travel extensively to all locations to insure effective delivery and manage project goals.

Director / Database Engineering

2012 to 2014

Director of Mortgage Derived Data Engineering

- ✓ Led business analysis and system enterprising for the US Agency Mortgage Desk proprietary data warehouse key initiative.
- ✓ Implemented multi-terabyte data warehouse on the Netezza platform for collecting, computing and aggregating dozens of statistics for the entire universe of agency mortgage-backed securities (MBS) dating back to 1990.
- ✓ Performed all vendor data analysis (Bloomberg Back Office, EMBS & Intex) and acted as subject matter expert (SME) for all questions related to agency mortgages with FMRCo.

Director / Business Analysis

2009 to 2012

Business Engagement Manager for Bond Trading & Portfolio Management.

- ✓ Led business analysis and workflow redesign for the implementation of Bloomberg's AIM order management system on the Fixed Income trading desks (*US/Canadian Governments, US Municipal Finance, US Corporate, Mortgage and Asset Backed*).
- ✓ Interacted extensively with Traders, Portfolio Managers, Operations, Back Office, Accounting and Compliance to understand business requirements and translate those requirements into actionable technical specifications for internal technology groups as well as external groups within Bloomberg.
- ✓ Provide front-line support for a number of internal and external vendor systems (Bloomberg AIM, TradeWeb, Appix, eMBS) used by Fixed Income traders and other personnel.
- ✓ Designed Bloomberg AIM's TO (Trade Order) screen which allows portfolio managers the ability to enter multiple concurrent orders allocated across a large number of accounts based on any combination of CTD (contribution to duration), PMV (percentage of market value) and other methodologies. Order screen also supported cross-currency scenarios and hedging scenarios such as Duration Neutral.

Wachovia Capital Markets

New York, NY

Equity-linked and cash equity trading, structuring and underwriting desk of the Corporate & Investment Bank of Wachovia Bank (now Wells Fargo).

Vice President / Project Manager

2004 to 2009

Managed all aspects of system implementation schedules for extremely complex division wide IT environment.

Solucient

Baltimore, MD

A specialized provider of post-clinical trial data to select healthcare insurance and pharmaceutical companies since acquired by Thompson Reuters Healthcare.

Data Architecture Consultant

2003

FINRA/NASD

Rockville, MD

The self-regulating compliance arm of the National Association of Securities Dealers.

Business Intelligence Consultant

2003

Panacea/Boxtone

Columbia, MD

Founding employee of this software company specializing in real-time management of mobile user products specifically BlackBerry infrastructures (acquired by Good Technology in 2014 for \$100M).

Senior Applications Engineer

1999 - 2003

CompuCredit

Atlanta, GA

A leading provider of financial services and credit products to consumers underserved by traditional financial institutions.

Senior Database Engineer

1997 - 1999

TMG Financial Products

Greenwich, CT

A boutique investment firm started by Canada's largest insurance firm (Mutual Life of Canada) specializing in the trading and structuring of interest rate derivative products.

IT Applications Manager

1993 - 1997

Fusion Systems Group

New York, NY

A boutique consulting firm that centered on providing expertise in the then newly emerging technologies of Sun Unix and Sybase in the financial systems arena.

Senior Consultant

1991 - 1993

Principal Sybase consultant for Fusion System's capital markets and financial system consulting practice.

Client Consulting Experience

- TMG Financial Products, Greenwich CT:
- Morgan Stanley, New York:
- Mitsubishi Bank, London:

Citibank, N.A.

New York, NY

Member of IT applications team supporting the Treasury desk which provided liquidity and funding for the bank's U.S. Card Products division.

Assistant Vice President, Card Products Treasury

1990 - 1991

Salomon Brothers

New York, NY

Member of IT applications team supporting the Equity Index Arbitrage trading desk.

Senior Programmer, Equity Trading Systems

1988 - 1990

Dean Witter Reynolds

New York, NY

Technology associate on the CMO (Collateralized Mortgage Obligation) trading and structuring team.

Associate, CMO Structuring/Trading

1988

Salomon Brothers

New York, NY

Senior programmer supporting the agency mortgage-backed trading desk.

Senior Programmer, Mortgage-Backed Systems

1985 - 1988

JP Morgan / The Morgan Bank

New York, NY

Programmer

1984 - 1985

EDUCATION & PROFESSIONAL DEVELOPMENT

Baruch College, City University of New York, NY
MBA Program | Finance & Investments 1988 - 1991

Buffalo State College, State University of New York
BS | Management Information Systems 1980 - 1984

REFERENCES

Extensive personal references many from the New Hampshire Police, Fire and EMS community available by request.

CIVIC ASSOCIATIONS

City of Manchester Police Department - Citizen Police Academy 2014
Bagpiper - Professional Firefighters of New Hampshire Pipes & Drums 2015-2016
Bagpiper - New Hampshire Police Association Pipes & Drums 2016-Present
Civilian Observer - Lakes Region Mutual Fire Dispatch & Emergency Communications 2016
Member - Manchester Historic Association
Member - Currier Museum of Art

Commission Name: Fire Commission

Name: Scott Cairns

Address: 116 Everett St. WARD 1

Manchester, NH 03104

Phone: 854-0204

E-mail: sdcairns44@gmail.com

Department Head: Lisa Sorenson

Omer F. Beaudoin LL.B.
835 River Road
Manchester, NH 03104
Tel. 668-7280

DEC - 1 2014



Resume as requested by Mayor Ted Gatsas

Work experience 14 years at the Manchester Police Department retiring at 14 years of service as Detective Sergeant retired because of changes of retirement plans by the State Legislature. 25 years service with United Parcel Service retiring at age 61 and lifelong member of Teamsters Local 633.

Civic duties:

Past president St Raphael's Parish

Past president Southwest Little League

Governor John Sununu appointed me to the American French Canadian Council

Appointed by Governor Benson to the Employment Security Council 2 terms labor representative.

Presently member for the Sununu Juvenile Center task force appointed by Governor Councilor Ray Wiecezorek.

Appointed to the Manchester Fire Commission by Mayor Frank Guinta.

Currently in my 10th year on the NH Mechanical Licensing Board as a public Member.

Voted as the Finance Officer for American Legion Post 79, 6 years in a row term ending March 2015.

Voted as Post 79 Canteen Manager where I instituted a complete revision of personnel and standard orders of procedures.

Omer Beaudoin
Omer Beaudoin

Commission Name: Water Commission

Name: Omer Beaudoin

Address: 835 River Rd. Ward 1

Manchester, NH 03103

Phone: 668-7280

E-mail: _____

Department Head: Monique Dodd

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

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the Manager, Airport Operations and Facilities position be added to the list of exempt employees eligible for overtime pay.

(Unanimous vote with the exception of Alderman Katsiantonis 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



Mark P. Brewer, A.A.E.
Airport Director

One Airport Road
Suite 300
Manchester, NH
03103-7450
Tel: 603-624-6539
Fax: 603-666-4101
www.flymanchester.com

21 November 2016

Alderman Hirschmann
Chairman, Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Housekeeping confirmation regarding pay for Manager, Operations & Facilities

Chairman Hirschmann:

In recent weeks, the Board of Mayor and Alderman (BMA) has discussed overtime eligibility for certain exempt employees throughout the City. The job classifications in this category (exempt employees receiving overtime), were identified in the YDA Final Report in 1998.

Effective February 20, 2001, the Board of Mayor and Alderman approved a supervisory position at the Airport entitled; Manager Operations and Facilities. This single position is the Airport's frontline manager during snow removal and other "after hour" emergencies. Since this position's inception, each incumbent has received overtime consistent with the 1998 action for similar positions city-wide.

We would like to reaffirm that this position remains eligible for overtime - consistent with the Airport's intent and the BMA vote of November 4, 1998. To be clear, the Airport is not requesting any new authority or changes in pay status for this individual, merely affirming the current status.

In an attempt to provide total clarity for the HR Department, Airport Management, the incumbent and our personnel records, we respectfully request that your Committee, and subsequently the full BMA, affirm the intent for this position to receive overtime pay during emergencies; consistent with the practice followed for similar positions.

The Airport Enterprise Fund has the resources available to fund this position, including overtime pay. Concurrence with this long-standing past practice will have no impact on the City of Manchester property tax rate.

Thank you for your willingness to address and clarify the status for this critical position.

Sincerely,

A handwritten signature in black ink that reads 'MPB' followed by a horizontal line extending to the right.

Mark Paul Brewer, A.A.E.
Airport Director

MPB/cm

C: J. Gile, HR
C. Braley/MHT
M. Legere/MHT
C. Keefe/MHT

Jane Gile
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

November 21, 2016

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

RE: *Manager, Airport Operations and Facilities and Overtime*

Dear HRIC Members:

Over the past several months, HR audited city positions in preparation for changes to the Fair Labor Standards Act (FLSA), which take effect on December 1, 2016. In the course of HR's audit, one airport exempt position was identified as receiving overtime pay (1.5 X hourly rate for hours worked over 40), for which there is no written documentation authorizing the payment.

The approved 1998 Yarger-Decker (Y-D) list of exempt employees eligible for overtime (OT) did not include the position. The position of Manager, Airport Operations and Facilities, grade 23, exempt, was first authorized by the BMA in February 2001, three years after the (Y-D) list was established.

In researching payroll files, the position has received overtime pay since its inception. Neither HR nor the Airport can locate any written documents/minutes that support the OT payment.

However, OT pay for the Manager, Airport Operations and Facilities has been a long-standing practice over several years. It is reasonable to speculate that an agreement may have been reached with the then Airport Director (Dillon) that was never reduced to writing. Within days after the 2001 BMA action adding the new position to the Airport complement, OT was authorized for the employee in the position.

The position is similarly situated as other exempt positions currently on the original Y-D list. It responds to airport emergencies after hours, including snow removal operations, and is responsible for the management of such. The Airport always has funded OT for this position.

Recommendation: Approve that the Manager, Airport Operations and Facilities be added to the list of exempt employees eligible for overtime pay.

Respectfully submitted,


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

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

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13
GRADE 23 Ex	64,083.46	66,005.96	67,986.17	70,025.71	72,126.52	74,290.28	76,519.00	78,814.59	81,179.01	83,614.40	86,122.82	88,706.50	91,367.69
(6U0) H	30.78	31.75	32.68	33.67	34.69	35.73	36.80	37.89	39.04	40.20	41.41	42.64	43.95
O	46.170	47.625	49.020	50.505	52.035	53.595	55.200	56.835	58.560	60.300	62.115	63.960	65.925

9. **Implementation Cost.** Using the above methodology, the implementation cost to the City would be approximately \$1,428,514 or 3.14% of the City's current pay costs. This percentage increase compares favorably to the percentage increases reported by compensation survey respondents for average pay increases last fiscal year. Most respondents in the public sector reported average pay increases of approximately 3% for both exempt and non-exempt positions. Private sector respondents reported slightly higher increases which ranged from 8% to 3% with most in the 4% to 5% range.

10. **Fair Labor Standards Act (FLSA) Designations.** As a part of this Final Report, YDA has provided the City with its recommendations regarding the FLSA designation for each class of positions. YDA found that approximately 53 classes of positions that have been designated as non-exempt by the City but that should be designated as exempt and that 1 class that has been designated as exempt that should be designated as non-exempt. Employees that are in classes of positions that are designed as non-exempt must be paid overtime for hours worked beyond 40 hours per week. Non-exempt employees may choose to accept compensatory time off for overtime but it is the employee's choice to accept or not accept compensatory time in lieu of paid overtime. Employees that are in classes of positions that are designated as exempt are not entitled to paid overtime or compensatory time off for hours worked beyond 40 hours per week. However, the City may provide paid overtime or compensatory time off for such employees at the City's option for reasons and under terms and conditions determined by the City. It is YDA's recommendation that those employees designated as non-exempt be provided with paid overtime for hours worked beyond 40 hours per week as required by FLSA and that those employees designated as exempt not be paid overtime or provided with compensatory time off except as provided below:
 - A. For employees in those exempt classes of positions whose duties and responsibilities require them to regularly work with non-exempt employees over whom they have direct supervision and where such employees are paid overtime on a frequent basis to the extent that such non-exempt employees may receive a greater amount of gross annual pay than the exempt supervisor and/or where the payment of overtime to an employee in an exempt class was a part of the employee's original employment agreement or is a part of the employee's collective bargaining agreement, the City may wish to pay overtime to such exempt employees for as long as they remain with the City or as long as such provision remains in the employee's collective bargaining agreement. YDA recommends that employees in the following exempt classes be paid overtime if and when such paid overtime is recommended by the department head and approved by the Mayor:
 1. Airport Building Maintenance and Structure Superintendent;
 2. Assistant Airport Maintenance Superintendent;
 3. Airport Maintenance Superintendent;
 4. Airport Operations Superintendent;
 5. Distribution Operations Superintendent;

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

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

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



City of Manchester, New Hampshire

Class Specification

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

Class Title	Manager, Airport Operations and Facilities
Class Code Number	3135-23

General Statement of Duties

Manages Airport Operations and Facilities for safety and efficiency of operations and in compliance with FAA and other federal, state, and local rules and regulations; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure the safe and efficient operation of the Airport facilities and grounds, airside, terminal, and landside. The work is performed under the supervision and direction of the Assistant Airport Director assigned to Operations and Facilities, but considerable leeway is granted for the exercise of independent judgement and initiative. An employee in this class directs the work of employees in the classes of Airport Operations Superintendent, Airport Maintenance Superintendent, Airport Building and Structural Superintendent, and Equipment Maintenance Superintendent II, as well as employees in a variety of technical, clerical, and/or skilled and unskilled workers positions. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Airport employees, Federal, State, and City officials, Airport tenants, law enforcement, other City employees and the public. The principal duties of this class are performed throughout the Airport premises, often in extreme weather conditions.

Examples of Essential Work
(illustrative only)

- Supervises and coordinates activities related to operations and facilities;
- Monitors Airport activities for safety, security and compliance with State and Federal regulations;
- Monitors airline operations, tenant operations, construction and maintenance activities on the Airport complex for compliance with all regulations;
- Manages airport operations to ensure compliance with all FAA, Federal, State and local regulations;
- Participates in the development of the annual budget for operations and facilities;
- Manages coordination of operations of an Airport Law Enforcement Unit, Communications Center and Airport Rescue and Firefighting (ARFF) Department;
- Directs and participates in the inspection of airfield facilities for compliance with FAA rules, regulations and operating procedures;
- Prepares detailed reports, correspondence, and notices;
- Assigns ramp fees and landing fees;
- Directs assignments of parking positions for aircraft diverted to Manchester;
- Ensures enforcement of airport rules and regulations;
- Monitors, reviews, and makes suggestions to the Airport emergency plan, Airport security plan, Airport certification manual, snow and ice control plan, driver training program, storm water pollution prevention plan and Airport safety and training programs;
- Develops and administers safety and training programs;
- Responds to emergency situations occurring at the Airport;
- Participates in the implementation of the Airport's emergency plan and determines action to be taken in response to emergency situations;
- Administers, oversees and participates in training, testing and evaluation of personnel seeking special permits, licenses and identification media for operation at the Airport;
- Closes and/or restricts operations on runways, taxiways and airport facilities based on conditions and public safety considerations;
- Serves as alternate Airport Security Coordinator at the Airport, responsible for compliance with FAA security regulations, coordination of security requirements with airlines, tenants and law enforcement agencies;
- Serves in the place of the Assistant Airport Director – Operations and Facilities during an absence;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;

- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Thorough knowledge of all State and Federal rules, regulations, and procedures regarding the operation of a certificated air carrier Airport;
- Thorough knowledge of Airport operations, policies, and procedures;
- Thorough knowledge of airport and facility maintenance procedures and practices;
- Thorough knowledge of safety and security procedures;
- Thorough knowledge of Airport maintenance practices;
- Thorough knowledge of building operating systems;
- Thorough knowledge of acceptable conditions for the safe operation of an aircraft;
- Thorough knowledge of winter operations appropriate to Airport duties, including snow and ice removal techniques;
- Ability to organize and administer various programs;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to make decisions in emergency situations;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in a related field; and
- Considerable experience in airport field maintenance and airport operations, including a minimum of one (1) year in a supervisory capacity; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On call status.

Essential Physical Abilities

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

Approved by: BMA Date: 2/20/01

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

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that two exempt positions; Parks Operations Manager and Facilities Maintenance Supervisor be eligible for overtime pay.

(Unanimous vote with the exception of Alderman Katsiantonis 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

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

Timothy J. Clougherty
Deputy Public Works Director



Commission
Hal Sullivan
Rick Rothwell
Bill Skouteris
Toni Pappas
Patrick Robinson

CITY OF MANCHESTER
Department of Public Works

November 30, 2016

Human Resources Committee
c/o City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

Re: Exempt Over Time

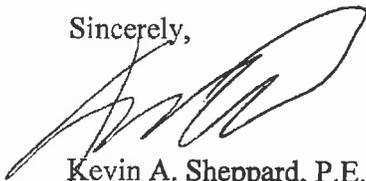
Dear Committee Members,

Recently Ms. Gile brought to my attention that two exempt Public Works positions have been receiving overtime pay and as of November 27th they will no longer be eligible for overtime. I am hereby requesting that due to the nature of their work and responsibilities, we be allowed to pay overtime to the Parks Operations Manager and Facilities Maintenance Supervisor positions. Both positions lead day-to-day operations of our field crews as well as 24/7 emergencies and after hour events.

If approved, these positions would receive overtime only during emergency situations, which are times where each is responsible for leading affiliated/non-exempt employees. By no means would the intent be to pay overtime for performing their normal (day to day) duties.

Your consideration of this request would be greatly appreciated.

Sincerely,



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

Cc: Jane Gile
Timothy Clougherty
Tiffany Lucas

Jane Gile
Human Resources Director



CITY OF MANCHESTER Human Resources Department

November 30, 2016

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

RE: *Exempt positions and Overtime*

Dear HRIC Members:

As a result of the HR audit of all city positions conducted over the last several months, two positions in the Public Works Department were identified as being exempt positions (not subject to overtime), but have been receiving overtime pay for a number of years. In both cases, the two original exempt positions were in place at the time of the Yarger-Decker (Y-D) study, but were never listed on the select group of exempt employees eligible to receive overtime.

Parks Operations Manager, grade 21

According to HR payroll records, the position, while under the Parks and Recreation Department, was considered exempt and did not receive overtime pay. However, subsequent to the position transitioning from Parks and Recreation to the Public Works Department, the position began to earn overtime pay starting in FY 13. There is no documentation to support this pay; therefore Public Works is seeking approval to continue this practice.

Facilities Maintenance Supervisor, grade 20

According to HR and BMA records, the original position was called Building Maintenance Supervisor. Y-D classed it as a grade 19, exempt position. The Building Maintenance Supervisor was recognized in the AFSCME union, which made it subject to overtime pay. In 2007, the position was negotiated out of the Facilities collective bargaining unit and became non-affiliated. At this time, overtime pay should have ceased. The position was reclassified on February 16, 2010 to Facilities Maintenance Supervisor, grade 20. It continues to receive overtime pay as a non-affiliated, exempt position, although there is no documentation that supports this payment.

In order to continue to pay overtime for the exempt positions, HR will need BMA authorization to do so.

Respectfully submitted,

Jane E. Gile, SPHR, SHRM C-SP
Human Resources Director

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2017) - 1%

GRADE	2016 STEP 1	2016 STEP 2	2016 STEP 3	2016 STEP 4	2016 STEP 5	2016 STEP 6	2016 STEP 7	2016 STEP 8	2016 STEP 9	2016 STEP 10	2016 STEP 11	2016 STEP 12	2016 STEP 13
GRADE 20	Ex	52,834.30	54,419.31	56,051.89	57,733.49	59,465.49	61,249.45	63,086.94	64,979.55	66,928.92	68,936.78	71,004.90	73,135.03
	H	25.41	26.15	26.95	27.79	28.62	29.48	30.35	31.28	32.20	33.18	34.16	35.17
	O	38.115	39.225	40.425	41.685	42.930	44.220	45.525	46.920	48.300	49.770	51.240	52.755
GRADE 20A	Ex	54,683.51	56,324.01	58,013.75	59,754.17	61,546.78	63,393.19	65,294.95	67,253.81	69,271.44	71,349.56	73,490.07	75,694.77
	H	26.32	27.11	27.90	28.73	29.59	30.49	31.41	32.36	33.34	34.32	35.35	36.41
	O	39.480	40.665	41.850	43.095	44.385	45.735	47.115	48.540	50.010	51.480	53.025	54.615
GRADE 21	Ex	56,532.70	58,228.67	59,975.56	61,774.83	63,628.05	65,536.92	67,503.01	69,528.09	71,613.94	73,762.36	75,975.25	78,254.49
	H	27.17	27.99	28.86	29.70	30.59	31.54	32.48	33.44	34.46	35.47	36.52	37.63
	O	40.755	41.985	43.290	44.550	45.885	47.310	48.720	50.160	51.690	53.205	54.780	56.445
GRADE 21A	Ex	58,511.35	60,266.70	62,074.71	63,936.94	65,855.04	67,830.70	69,865.60	71,961.60	74,120.44	76,344.06	78,634.37	80,993.42
	H	28.15	29.01	29.88	30.77	31.68	32.65	33.63	34.63	35.68	36.75	37.84	38.98
	O	42.225	43.515	44.820	46.155	47.520	48.975	50.445	51.945	53.520	55.125	56.760	58.470
													60.225

9. **Implementation Cost.** Using the above methodology, the implementation cost to the City would be approximately \$1,428,514 or 3.14% of the City's current pay costs. This percentage increase compares favorably to the percentage increases reported by compensation survey respondents for average pay increases last fiscal year. Most respondents in the public sector reported average pay increases of approximately 3% for both exempt and non-exempt positions. Private sector respondents reported slightly higher increases which ranged from 8% to 3% with most in the 4% to 5% range.

10. **Fair Labor Standards Act (FLSA) Designations.** As a part of this Final Report, YDA has provided the City with its recommendations regarding the FLSA designation for each class of positions. YDA found that approximately 53 classes of positions that have been designated as non-exempt by the City but that should be designated as exempt and that 1 class that has been designated as exempt that should be designated as non-exempt. Employees that are in classes of positions that are designed as non-exempt must be paid overtime for hours worked beyond 40 hours per week. Non-exempt employees may choose to accept compensatory time off for overtime but it is the employee's choice to accept or not accept compensatory time in lieu of paid overtime. Employees that are in classes of positions that are designated as exempt are not entitled to paid overtime or compensatory time off for hours worked beyond 40 hours per week. However, the City may provide paid overtime or compensatory time off for such employees at the City's option for reasons and under terms and conditions determined by the City. It is YDA's recommendation that those employees designated as non-exempt be provided with paid overtime for hours worked beyond 40 hours per week as required by FLSA and that those employees designated as exempt not be paid overtime or provided with compensatory time off except as provided below:
 - A. For employees in those exempt classes of positions whose duties and responsibilities require them to regularly work with non-exempt employees over whom they have direct supervision and where such employees are paid overtime on a frequent basis to the extent that such non-exempt employees may receive a greater amount of gross annual pay than the exempt supervisor and/or where the payment of overtime to an employee in an exempt class was a part of the employee's original employment agreement or is a part of the employee's collective bargaining agreement, the City may wish to pay overtime to such exempt employees for as long as they remain with the City or as long as such provision remains in the employee's collective bargaining agreement. YDA recommends that employees in the following exempt classes be paid overtime if and when such paid overtime is recommended by the department head and approved by the Mayor:
 1. Airport Building Maintenance and Structure Superintendent;
 2. Assistant Airport Maintenance Superintendent;
 3. Airport Maintenance Superintendent;
 4. Airport Operations Superintendent;
 5. Distribution Operations Superintendent;

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

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

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



City of Manchester, New Hampshire

Class Specification

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

Class Title	Parks Operations Manager
Class Code Number	6150-21

General Statement of Duties

Manages construction and maintenance functions within the Parks and Recreation Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee the work of the Parks, Cemetery and Forestry Divisions. The work is performed under the supervision and direction of the Parks and Recreation Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all maintenance, construction and operational personnel within the Parks, Cemetery and Forestry Divisions. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, vendors, business and community organizations and the public. The principal duties of this class are performed in a general office environment with occasional field visits.

Examples of Essential Work (illustrative only)

- Plans, organizes and schedules all maintenance activities on City parks, cemeteries and related areas within the Parks system;
- Supervises, trains, evaluates, motivates and coordinates the work of construction and maintenance personnel;
- Schedules Park's facility and athletic field use;
- Schedules work crews according to daily, weekly, monthly and long term needs of the Parks system and makes daily prioritization on needed tasks;

- Participates in personnel actions with assigned employees, including interviewing, training, safety programs, grievances, contract negotiations and related;
- Performs budget planning in assigned area;
- Plans methods for improving employee safety awareness and the safety of their working environment;
- Determines equipment needs and develops plans for pre-maintenance, repair, replacement and equipment acquisition;
- Maintains, coordinates and monitors maintenance contracts for capital projects;
- Develops plans for the maintenance of playground equipment, fences and other components of City parks;
- Assigns areas of responsibilities to different work crews;
- Writes specification sheets and procures equipment needed for athletic fields and facilities maintenance, including coordinating efforts with outside vendors to secure the best equipment and supplies at a competitive cost;
- Oversees work sites at different locations within the City at any given time;
- Provides advice to Parks maintenance personnel in the best methods, procedures and practices for achieving desired goals;
- Ensures effectiveness and efficiency in Parks, Forestry and Cemeteries maintenance and operations;
- Responds to requests from the public regarding maintenance activities and schedules and works to resolve complaints and/or conflicts as they occur;
- Investigates any accidents involving work crews and maintains all related documentation for review by the Risk Control Manager;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Comprehensive knowledge of current practices and procedures involved in civic construction and maintenance;
- Comprehensive knowledge of Forestry operations within public or common areas;
- Comprehensive knowledge of current practices and procedures involved in cemetery construction and maintenance;
- Comprehensive knowledge of the skilled trades areas of carpentry, plumbing and electrical operations;
- Comprehensive knowledge of all safety procedures involved in parks maintenance operations;

- Thorough knowledge of the purposes and policies of the Parks and Recreation Department;
- Substantial knowledge of budgetary principles within a municipality;
- Ability to plan and implement comprehensive construction and maintenance programs within a large scale Parks system;
- Ability to train, supervise, evaluate and coordinate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Engineering or related; and
- Considerable experience in civic maintenance and construction operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor large scale construction projects ;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

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

Class Title	Facilities Maintenance Supervisor
Class Code Number	5030 - 20

General Statement of Duties

Manages the facilities maintenance functions within schools and municipal buildings; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to manage facilities maintenance operations to ensure the reliability and performance of all facilities and equipment in the schools and municipal buildings and to provide for a healthy, safe and pleasant public environment. Failure to properly execute these responsibilities can cause health problems for students and city staff, or even cause buildings or school to be shut down. The work is performed under the supervision and direction of the Building Maintenance Superintendent but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees in the maintenance trades. There are five different trade skills he/she is required to supervise to include HVAC, controls, electrical, plumbing, and structural. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with Federal, State and local governmental officials, outside contractors, other City employees and the public. The principal duties of this class are performed in both an indoor general office environment and an outdoor work environment, including time in confined spaces and access to electrical and heating systems with potential personal hazards.

Examples of Essential Work (illustrative only)

- Manages and supervises personnel of the mechanical and structural maintenance trades, including delegation of responsibility, prioritizing, assignment and review of routine and emergency work, providing technical assistance, administering discipline, evaluating performance and making hiring and termination recommendations;

- Evaluates maintenance performance, activities and systems and implements necessary changes to programs, personnel assignments and equipment in order to increase efficiency and effectiveness within assigned operations and towards reaching the goal of healthy, clean and safe municipal buildings;
- Trains personnel for compliance with safety rules and regulations as directed by City and State policy and OSHA;
- Plans, prepares and administers maintenance and service contracts, including specification development, review of work to ensure compliance and managing the cost of contracts;
- Plans and organizes work activities, including prioritizing and delegating work and projects to each trade based on the nature of the work required, available staff time and expertise to perform required work;
- Reviews and approves work schedules and inspects completed work;
- Collects information to maintain records of each employees activities; All this information to be used in employee development and appraisals
- Plans for and maintains state of the art facility maintenance systems;
- Monitors inventories, orders parts and maintains supplies and equipment used in building maintenance operations;
- Completes tests of fire safety systems;
- Prepares accurate reports and correspondence and reviews information prepared by staff relating to maintenance activities;
- Coordinates maintenance work with other sections as necessary;
- Manages budget for all repair work and gathers information used in budget preparation;
- Provides technical assistance in purchasing of equipment and supplies;
- Utilizes the Maximo computer aided maintenance management system to track and manage all incoming work requests to the Facilities Division.
- Oversees the Johnson Controls Building Automation System. This system controls the working and public environment of more than 2,000,000 square feet.
- Works with other software programs to efficiently monitor the City's utility spend. The City currently spends more than \$5,000,000 annually on utilities.
- Provides direct supervision for the Facilities Division's activities during emergencies and weather related events;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to internal and external customers questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Comprehensive knowledge of the proper operation, maintenance and repair of HVAC, electrical, refrigeration, plumbing, steam generation, roofing, structural and other related building systems and the equipment required to repair those systems;
- Comprehensive knowledge of programmable controls and automatic operating systems;
- Comprehensive knowledge of proper and safe procedures, methods and techniques of installing, maintaining, and repairing electrical equipment and systems;
- Comprehensive knowledge of Federal, State and local codes and guidelines affecting the operation of heating, ventilation, refrigeration systems, mechanical, plumbing and electrical systems;
- Thorough knowledge of the skilled trades areas of welding, carpentry and related;
- Ability to read blueprints;
- Ability to supervise, train, evaluate, develop and coordinate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Knowledge of applicable tools used in building maintenance activities;
- Ability to recognize problems and create solutions without supervision or assignment as necessary;
- Ability to manage the procurement and financial requirements of the job.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate of Applied Science Degree or related field; and
- Extensive experience in building maintenance operations and equipment and some supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On-call status;
- Valid New Hampshire Driver's License;
- Master Electrician's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform supervisory and management functions;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to perform maintenance and repair functions as needed and operate hand and power tools associated with building maintenance;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the City at heights, on ladders, roofs and outside during extreme summer and winter conditions.

Approved by: _____ BMA _____ Date 2/16/10

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 Hundred 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 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 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 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.

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

Timothy J. Clougherty
Deputy Public Works Director



Commission
Hal Sullivan
Rick Rothwell
Bill Skouteris
Toni Pappas
Patrick Robinson

CITY OF MANCHESTER
Department of Public Works

December 12, 2016

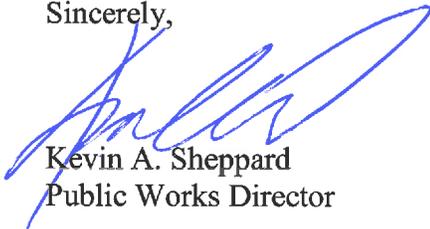
Board of Mayor and Aldermen
c/o City Clerk's Office
One City Hall Plaza
Manchester, NH 03103

Re: Waiver of City Ordinance 71.13 (Winter/Odd Even Parking)

Honorable Board of Mayor and Alderman,

I hereby request the Board of Mayor and Aldermen to authorize the Public Works Director, at his discretion, to waive the City's Winter Parking Ordinance during the Christmas and New Year's Holidays.

Sincerely,



Kevin A. Sheppard
Public Works Director

TENTATIVE AGREEMENT

Manchester Welfare Department Staff And The City of Manchester

The undersigned representatives of the Manchester Welfare Staff/Teamsters Local Union No. 633 and the City of Manchester agree to the following terms:

1. A one year contract from July 1, 2016 – June 30, 2017.
2. One percent (1%) COLA for the one year term of the contract retroactive to July 1, 2016.
3. Merit steps and longevity steps will be granted from July 1, 2016 – June 30, 2017.
4. Elimination of the, "Me Too", clause in the contract.



For the Union
Richard Laughton – Business Agent



For the Manchester Welfare Staff
Daniel Cocuzzo, Chief Negotiator

Date 10/21/16

Date 10-21-16

TEAMSTERS WELFARE PROPOSED CONTRACT - SALARY COSTS

9 Positions Used for Estimates

	1%	FY 2017	
	COLA	Merit	Long
Salary	\$5,522	\$3,422	\$0
Retirement (23.74%)	\$1,311	\$812	\$0
Social Security & Medicare	\$422	\$262	\$0
Total	\$7,255	\$4,497	\$0
Grand Total	\$11,752		

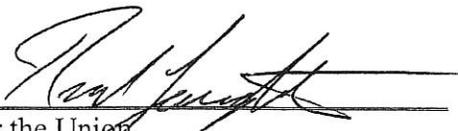
Note: Retirement rates may increase for FY 2018

TENTATIVE AGREEMENT

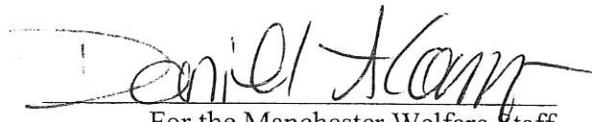
Manchester Airport Maintenance And The City of Manchester

The undersigned representatives of the Manchester Airport Maintenance/Teamsters Local Union No. 633 and the City of Manchester agree to the following terms:

1. A one year contract from July 1, 2016 – June 30, 2017
2. One percent (1%) COLA for the one year term of the contract retroactive to July 1, 2016.
3. Merit steps and longevity steps will be granted from July 1, 2016 – June 30, 2017.
4. Elimination of the, "Me Too", clause in the contract.



For the Union
Richard Laughton – Business Agent



For the Manchester Welfare Staff
Daniel Cocuzzo, Chief Negotiator

Date 10/21/16

Date 10-21-2016

TEAMSTERS AIRPORT PROPOSED CONTRACT - SALARY COSTS

34 Positions Used for Estimates

	FY 2017		
	1% COLA	Merit	Long
Salary	\$18,886	\$10,245	\$2,256
Retirement (23.74%)	\$4,484	\$2,432	\$536
Social Security & Medicare	\$1,445	\$784	\$173
Total	\$24,814	\$13,461	\$2,965
Grand Total	\$41,240		

Note: Retirement rates may increase for FY 2018

November 15, 2016

Tentative Agreement

The Manchester Association of Fire Supervisors IAFF Local 3820 makes the following proposal as a tentative agreement to the City of Manchester:

Term: One year covering July 1, 2016 through June 30, 2017

Wages: 1% COLA including merit and longevity steps retroactive to July 1, 2016

Other: Eliminate any and all "Me Too" clauses

Continue Negotiations on a long term Agreement.

For the Union:

For the City:

X 
James Michael
President IAFF 3820

X 
Daniel Cocuzzo
Chief Negotiator

X 
Michael Gamache
Vice President IAFF 3820

X _____
Daniel Goonan
Chief of the Department

MAFS PROPOSED CONTRACT - SALARY COSTS

11/18/2016 12:55 PM

7 Positions Used for Estimates

	1.00% COLA	FY 2017 Merit	Long
Salary	\$7,399	\$2,557	\$3,110
Retirement (29.16%)	\$2,158	\$746	\$907
Medicare	\$107	\$37	\$45
Total	\$9,664	\$3,339	\$4,062
Grand Total	\$17,065		

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.

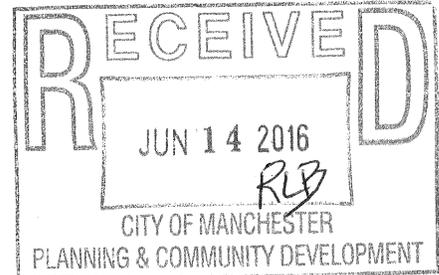
Clerk of Committee



TRINITY HIGH SCHOOL

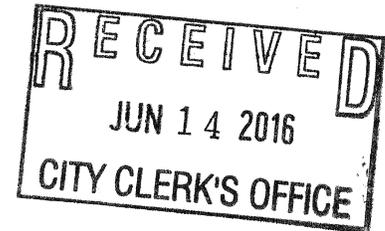
581 BRIDGE STREET • MANCHESTER, NEW HAMPSHIRE 03104-5395
TEL. (603) 668-2910 • FAX (603) 668-2910 • WWW.TRINITY-HS.ORG

Ext. 211



June 6, 2016

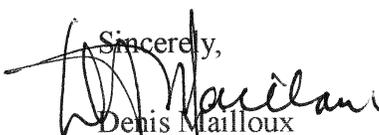
Mr. Matthew Normand
Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

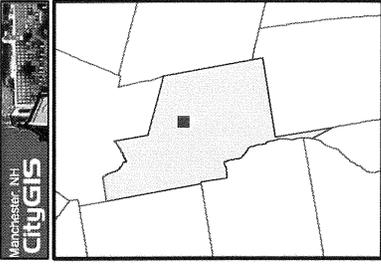


Dear Mr. Normand:

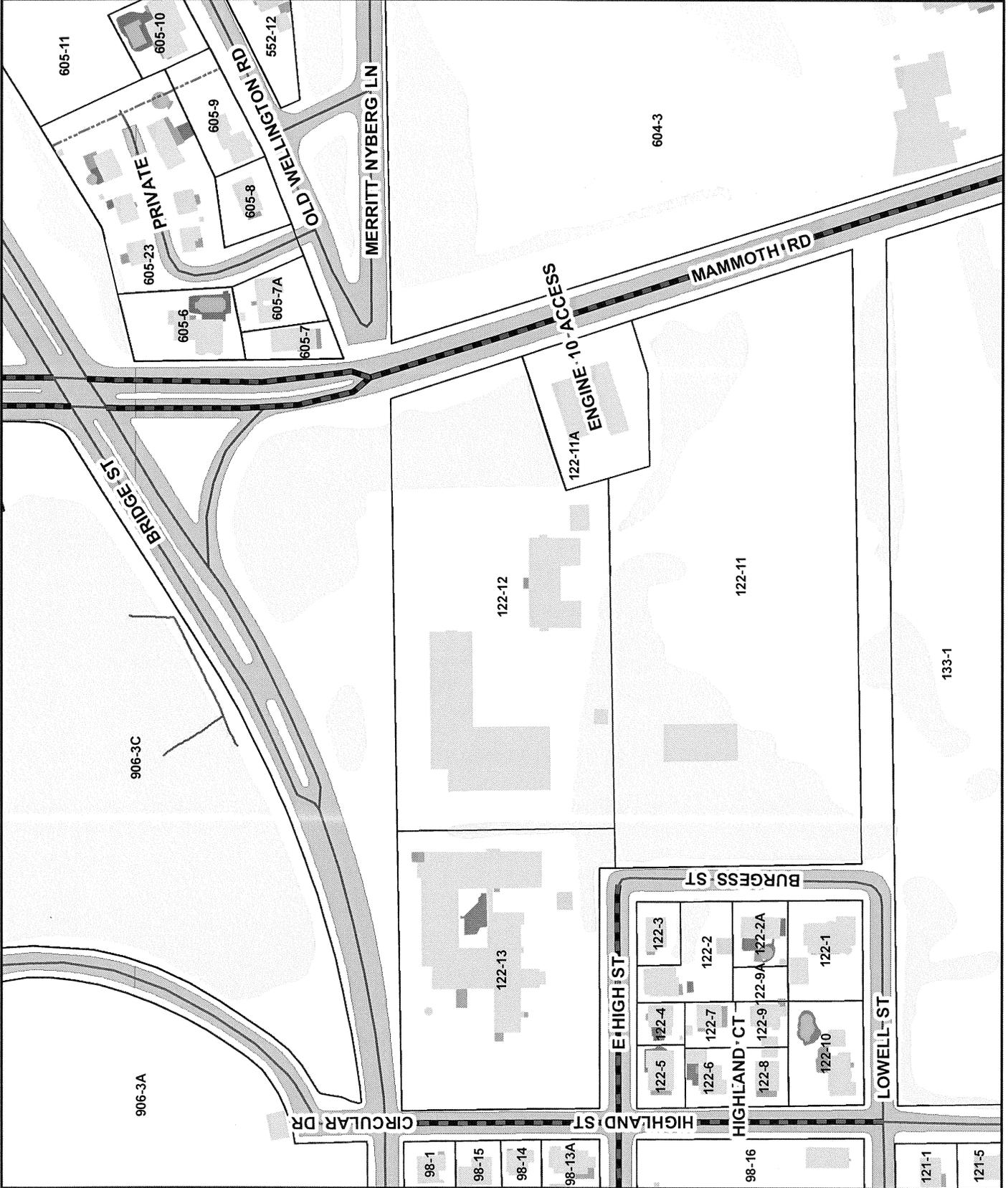
I am writing to request permission to install an electronic sign on the "island" directly in front of our school. At this time, we have not developed a detail plan for the size of the sign nor for the nature of the installation. Should we be allowed to proceed with this project, we would certainly work 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

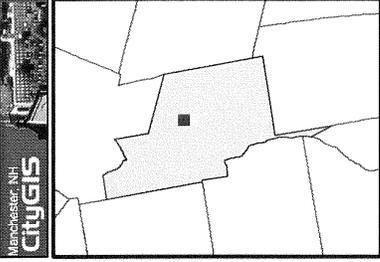


Area Map Showing Extent Of Map At Left

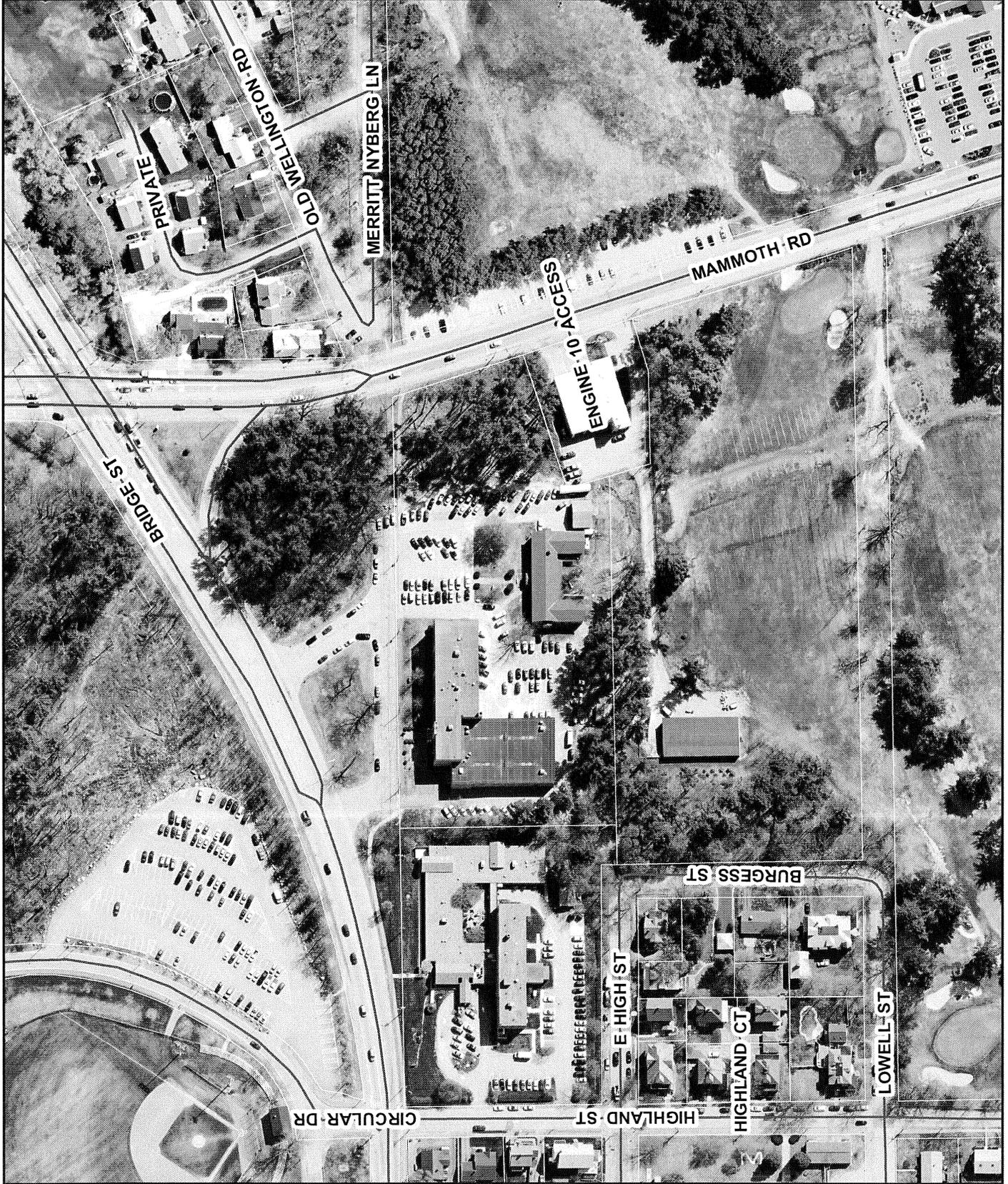


DISCLAIMER

The information appearing on this map is for the convenience of the user and is not intended to be used as a legal document. The City of Manchester, NH (the "City") does not warrant the accuracy, reliability, or completeness of the information. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or availability of the information. The City assumes no liability whatsoever for any damages or misuse of this information. The official public records from which this information was compiled are kept in the offices of various City, County, and State government agencies and departments, and are available for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.



Area Map Showing Extent Of Map At Left



City of Manchester, New Hampshire - CityGIS Map Print

DISCLAIMER

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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

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

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.

REVOCABLE LICENSE AGREEMENT

Agreement made this ____ day of December, 2016, by and between the City of Manchester, New Hampshire (“Licensor”) of One City Hall Plaza, Manchester, New Hampshire 03101 and Denis Mailloux acting on behalf of the Roman Catholic Bishop of Manchester (“Licensee”) a corporate sole with a place of business at 581 Bridge Street, Manchester, New Hampshire.

In consideration of the mutual promises contained in this agreement the parties agree as follows:

1. A revocable license having been granted by the Manchester Board of Mayor and Aldermen on December 20, 2016, Licensor grants to the Licensee a revocable license solely to construct, reconstruct, maintain and repair or reconstruct a sign with a masonry footing and surround substantially similar to the sign illustrated in Exhibit A attached hereto to the following specifications:
 - A. Total size approximately 12’ x 10’
 - B. LED display area 2’6” x 2’7” x 8’ 10’

2. The sign’s LED display shall be operated in accordance with the following:
 - A. The LED display shall be turned off from 11:00 PM to 6:00 AM daily.
 - B. No images or pictures shall be displayed
 - C. No advertising shall be displayed other than for Trinity High School events or messages or for St. Joseph Regional Jr. High School events or messages
 - D. Any message on the LED display shall be displayed for a minimum of five (5) seconds

3. The sign shall be erected on the green space in front of Trinity High School which abuts Bridge Street being marked with a red dash line on Exhibit B attached hereto. The exact location of the sign shall be approved, in writing, by the Manchester Department of Public Works prior to construction. The Licensee shall obtain all permits required of a private landowner prior to construction.

4. Licensee hereby agrees to protect, defend, indemnify and hold the City of Manchester and its employees, agents, officers, and servants free and harmless from losses, claims liens, demands and causes of action due to the construction maintenance and use of the former railroad right of way area of every kind and character including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the City arising in favor of any party including claims, liens, debts, personal injuries including injuries sustained by employees of the City, death or damages to property (including property of the City), and without limitation by enumeration, claims or demands occurring, or in any way incident to, in connection with, or arising directly or indirectly out of this Revocable License Agreement. The Licensee agrees to investigate, handle, respond to, provide defense for and defend such claims, demands, or suits at the sole expense of the Licensee. The Licensee also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, fake or fraudulent. The provision is not intended to create any cause of action in force or of any third party against Licensee or the City or to enlarge in any way the Licensee’s liability, but is intended solely to provide for indemnification of the City from liability for damages or injuries to third persons or property arising from Licensee performance hereunder.

5. The Licensor, in its sole and unfettered discretion, may revoke this license at any time, for any reason, with or without cause.
6. The Licensee shall maintain Comprehensive General Liability Insurance written on occurrence form, including completed operations coverage, personal injury liability coverage, broad form property damage liability coverage and contractual liability coverage. The minimum limits of liability carried on such insurance shall be \$500,000 each occurrence and, where applicable, in the aggregate combined single limit for bodily injury and property damage liability; \$500,000 annual aggregate personal injury liability.

Insurance companies utilized must be admitted to do business in New Hampshire or be on the Insurance Commissioner's list of approved non-admitted companies and shall have a rating of (A) or better in the current edition of Best's Key Rating Guide.

Licensee agrees to furnish certificate(s) of the above mentioned insurance to the City of Manchester within thirty (30) days from the date of this Agreement and, with respect to the renewals of the current insurance policies, at least thirty (30) days in advance of each renewal date. Such certificates shall name the City of Manchester as an additional insured and with respect to all policies shall state that in the event of cancellation or material change, written notice shall be given to the City of Manchester, Office of Risk Management, One City Hall Plaza West, Manchester, New Hampshire, 03101 at least thirty (30) days in advance of such cancellation or change.

6. Licensee shall be responsible to pay all properly assessed real estate taxes on the parcel, as well as any improvements added by the licensee thereon, and failure of the licensee to pay the duly assessed personal and real estate taxes when due shall be cause to terminate the license. RSA 72:23.
7. Upon revocation of this license by the City the Licensee shall remove any and all structures or other improvements constructed under the terms of this revocable licensee along with all appurtenances and materials related thereto and shall return the land to the condition it was in immediately prior to the granting of this Revocable License
8. This Revocable License is not transferrable.

Roman Catholic Bishop of Manchester

Date

By: Denis Mailloux

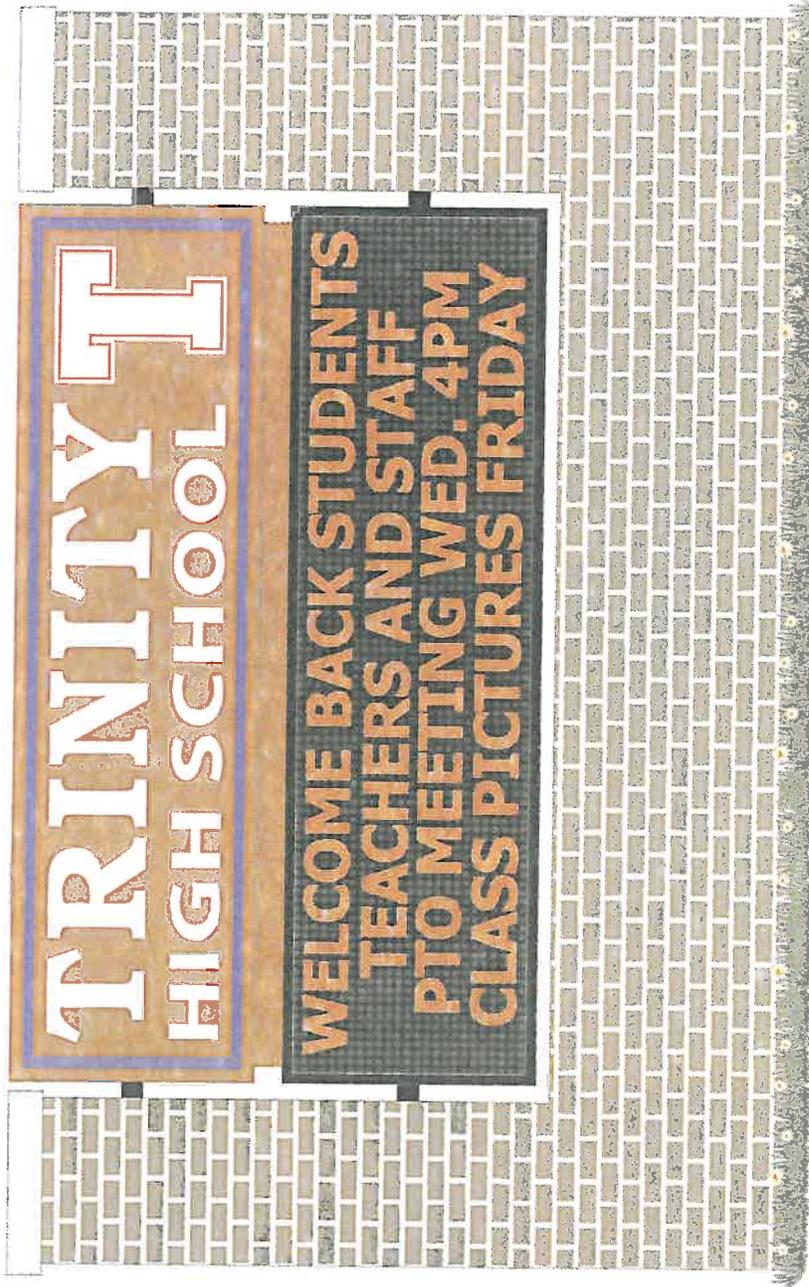
City of Manchester, NH

Date

Hon. Theodore L. Gatsas
Mayor

HI DEF LED, Model #20mm-32x128-GV
 2'6" x 8'10" ID Cabinet, 2'7" x 8'10" LED Cabinet

**Warranted Against
 125mph Winds!**



Reference #: 130264
 Sketch #: 1

Date: October 20, 2016

SPECIFICATIONS

Cabinet/Leg: RAL3002 Red
 (LED Cabinet Black)
 Sign Face: 438W White
 ID Letters: 403W White
 LED Letters: Red
 Draft: 462B Blue
 Fonts: Bookman Bold, Myriad Bold
 Mascot/Symbol: #130264
 Mascot/Symbol Colors:
 403W White, 438R Red outline

SIGN CAPABILITIES

# of Lines	Character Size (in)	# of Characters per Line
4	5.5	21
3	7.1	16
2	11.8	10
1	24.4	5



APPROVAL

DATE

PRINT NAME

SIGNATURE

A FAX SIGNATURE IS BINDING UPON BOTH PARTIES

800-848-4262
 signsplussigns.com



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Exhibit B



BRIDGE STREET



Data from City of Manchester GIS
Produced on December 14, 2016, by the City of Manchester