AGENDA

BOARD OF MAYOR AND ALDERMEN

February 07, 2017 **7:30 p.m.**
Mayor and all Aldermen **Aldermanic Chambers**
City Hall (3rd Floor)

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

2. The Clerk calls the roll.

Board of Aldermen
Aldermen Cavanaugh, Ludwig, Long, Herbert, Sapienza, Pappas, O'Neil, Levasseur, Shea, Katsiantonis, Shaw, Barry, Gamache, Hirschmann
Library Trustees
Marsha Beecy, Joanne Barrett, Patricia Cornell, Steven Solomon, James Craig, Robert Lord

3. Mayor Gatsas advises that a nomination is in order to appoint Robert M. Walsh, term to expire December 2023.

4. Mayor Gatsas advises that a motion is in order to close nominations.

5. Mayor Gatsas advises that unless the Board desires to suspend the rules, the nominations will layover until the next meeting.

6. If there is no further business to come before the joint session, a motion is in order to adjourn.

7. Mayor Gatsas calls the regular meeting to order.

8. The Clerk calls the roll.

9. City of Manchester: Response to the Opioid Crisis 2016 Annual Report Presentation.

CONSENT AGENDA (ITEMS 10-32)

10. 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

11. Minutes from the August 2, 2016, Public Participation meeting.

Information to be Received and Filed

12. Communication from Xfinity regarding annual customer notices.

13. Communication from the Board of School Committee requesting the Board of Mayor and Aldermen give the Manchester School District their fiscal year 2018 budget by March 31, 2017.

14. Communication from Mark Gomez, Environmental Programs Manager, regarding the City's recycling contract with Pinard Waste Systems.

REFERRALS TO COMMITTEES

15. PUBLIC HEARING AND COMMITTEE ON BILLS ON SECOND READING

"Amending the Zoning Map of the City of Manchester by rezoning an area currently zoned Residential Multi-Family (R-2) to General Business (B-2); with the area situated on parcel TPK 1, Lots 3 & 4, which is situated off the eastern side of Second Street at the intersection of Master Street and Hill Street."

COMMITTEE ON FINANCE

16. Resolutions:

"Amending the FY 2016 and 2017 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Three Thousand One Hundred Ninety Nine Thousand Dollars and Fifty Four Cents ($3,199.54) for the FY 2016 CIP 810716 Manchester Conservation Commission Operational Budget."

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Two Thousand Dollars ($22,000) for the FY 2017 CIP 411517 Safe Station - Overnight Coverage."

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Five Thousand Dollars ($25,000) for the FY 2017 CIP 212417 2016 RWJF Culture of Health Prize."

REPORTS OF COMMITTEES

COMMITTEE ON ACCOUNTS, ENROLLMENT & REVENUE ADMINISTRATION

17. Advising that the MDC Revolving Loan Fund summary has been accepted.
(Unanimous vote)

18. Advising that the Finance Department reports:

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

have been accepted.
(Unanimous vote)

19. Advising that the City's Monthly Financial Report (unaudited) for the first six months of fiscal year 2017, submitted by the Finance Director, has been accepted.
(Unanimous vote)

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

20. Advising that the Fire Department be permitted to look into opportunities to sell old radio equipment.
(Unanimous vote)

21. Advising that the discussion regarding taxi rates and regulations has been received and filed.
(Unanimous vote)

COMMITTEE ON BILLS ON SECOND READING

22. Recommending that Ordinance Amendment:

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

ought to pass and be referred to the Committee on Accounts, Enrollment and Revenue Administration.
(Unanimous vote)

COMMITTEE ON COMMUNITY IMPROVEMENT

23. Recommending that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of $3,199.54 for CIP 810716 Manchester Conservation Commission's Operational Account be approved.
(Unanimous vote with the exception of Alderman Sapienza who was absent)

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

25. Recommending that the amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of $22,000 for CIP 411517 Safe Station Overnight Coverage be approved.
(Unanimous vote with the exception of Alderman Sapienza who was absent)

26. Recommending that request from the Chief of Parks, Recreation & Cemetery for acceptance of a grant awarded to the City in the amount of $800,000 for the Rockingham Rail Trail Project be approved and that the mayor be authorized to execute all related documents.

The Committee further recommends that the required matching funds be referred to the CIP budget process for consideration.
(Unanimous vote with the exception of Alderman Sapienza who was absent)

27. Recommending that the request from the Police Department for $45,574.75 for a proposed vehicle impound lot be approved and that the funding be transferred from the City's contingency account.
(Unanimous vote with the exception of Alderman Sapienza who was absent)

COMMITTEE ON LANDS AND BUILDINGS

28. Advising that the communication from the Tax Collector regarding the sale of City-owned property located at Map 218 Lot 21/Crescent Lane has been received and filed.
(Unanimous vote)

29. Recommending that the proposal from the Police Department to use City-owned property on Dunbarton Road for an impound lot be approved.
(Unanimous vote)

30. Recommending that the Purchase and Sale agreement for property located at 31 & 39 Manchester Road, Auburn, NH be approved.
(Unanimous vote)

31. Recommending that the Manchester Police Department Community Room be named in honor of Nabil Migalli.
(Unanimous vote)

32. Advising that the request to purchase City-owned property located at Tax Map 356, Lot1A, behind 399 Silver Street has been received and filed.
(Unanimous vote)

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

REGULAR BUSINESS

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

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

Arts Commission
Mariana Rosas-Beer to succeed Nabil Migalli as a member term to expire December 1, 2018

Heritage Commission
Kevin McCue to succeed June Trisciani (term-limited) moving from an alternate to full member term to expire July 1, 2019

Highway Commission
Phil Hebert to succeed Vasilios Skouteras (term-limited) as a member term to expire January 15, 2020

Police Commission
Dan Riedy to succeed Mark Roy (resignation) as a member of the term to expire September 15, 2018

Ladies and Gentlemen, what is your pleasure?

35. Legislative Update, if available.

36. Communication from Mayor Gatsas regarding funding for the City Hall renovation project.
If the Board so desires, a motion would be in order to refer the resolutions and budget authorization to the Committee on Finance.

37. Communication from Michael Ramshaw, NH Fisher Cats President, requesting approval of a proposed capital improvements project to the Northeast Delta Dental Stadium.
Ladies and Gentlemen, what is your pleasure?

38. Proposed agreement between the Manchester Board of School Committee and the Association of Manchester Principals.
If the board so desires, a motion is in order to ratify the agreement.

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

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

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

42. Mayor Gatsas calls the meeting back to order.

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

44. Report(s) of the Committee on Human Resources/Insurance, if available.
Ladies and Gentlemen, what is your pleasure?

45. Report(s) of the Committee on Public Safety, Health and Traffic, if available.
Ladies and Gentlemen, what is your pleasure?

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

"Amending the FY 2016 and 2017 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Three Thousand One Hundred Ninety Nine Thousand Dollars and Fifty Four Cents ($3,199.54) for the FY 2016 CIP 810716 Manchester Conservation Commission Operational Budget."

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Two Thousand Dollars ($22,000) for the FY 2017 CIP 411517 Safe Station - Overnight Coverage."

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Five Thousand Dollars ($25,000) for the FY 2017 CIP 212417 2016 RWJF Culture of Health Prize."

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

NEW BUSINESS

ADJOURNMENT

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

xfinity™

City Clerk's Office

JAN 24 2017

RECEIVED

January 23, 2017

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

Re: Annual Customer Notice

Dear Mr. Normand:

Each year Comcast provides its customers with annual notices, including such information as Comcast's customer privacy policy, payment procedures, equipment compatibility and billing dispute and complaint procedures.

In accordance with RSA 53-C:3-d, enclosed please find a copy of the inserts received by customers in their bills during **2016**. In addition, please find a copy of the Affidavit submitted to the Attorney General's Office certifying the inclusion of such documents into customer bills during the **2016** calendar year.

Should you have any questions, please do not hesitate to contact me at 603-224-1871, ext. 202.

Very truly yours,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government & Regulatory Affairs

AFFIDAVIT

Customer Annual Notice

I, Ronni Summerton, certify that Comcast of Connecticut/Georgia/Massachusetts/New Hampshire/New York/North Carolina/Virginia/Vermont, LLC, Comcast of Maine/New Hampshire, Inc., Comcast of Massachusetts/New Hampshire, LLC and Comcast of New Hampshire, Inc. compiled with New Hampshire RSA 53-C:3-d (Notices to Subscribers Regarding Quality of Service) by providing each customer located in the communities attached hereto an insert regarding 1) ***Customer Privacy Notice,*** 2) ***Notice to Customers Regarding Equipment Compatibility & Important Information.*** Each notice was submitted with subscriber bills in February and September of 2016 respectively.

Ronni Summerton
Signature

Ronni Summerton
Print Name

January 23, 2017
Date

Attachments

COMCAST

X64199

Comcast Customer Privacy Notice For Cable Video, High-Speed Internet, Phone, and Home Security Services

Why is Comcast providing this notice to me?

As a subscriber to cable service or other services provided by Comcast, you are entitled under Section 631 of the federal Cable Communications Policy Act of 1984, as amended, (the "Cable Act") to know the following:

- the limitations imposed by the Cable Act upon cable operators in the collection and disclosure of personally identifiable information about subscribers;
- the nature of personally identifiable information we collect;
- the nature of the use of personally identifiable information;
- under what conditions and circumstances we may disclose personally identifiable information and to whom;
- the period during which we maintain personally identifiable information;
- the times and places at which you may have access to your personally identifiable information; and
- your rights under the Cable Act concerning personally identifiable information and its collection and disclosure.

Personally identifiable information is information that identifies a particular person; it does not include de-identified, anonymous, or aggregate data that does not identify a particular person or persons. This notice is also provided to you in accordance with applicable California law, which only applies to our customers located in California who are served by a cable television corporation.

In addition, Section 222 of the Communications Act of 1934, as amended, (the "Communications Act") provides additional privacy protections for certain information related to our phone and Internet services:

- information about the quantity, technical configuration, type, destination, location, and amount of your use of the phone and Internet services; and
- information contained on your bill concerning the type of phone and Internet services and features you receive.

That information is known as customer proprietary network information or CPNI for short. This notice, which includes our CPNI Policy, describes what CPNI information we obtain, how we protect it, and how it may be used. If you are a customer of our phone and Internet services, you have the right, and Comcast has a duty, under the Communications Act and applicable state law, to protect the confidentiality of CPNI. In addition, the FCC's rules provide additional privacy protections specific to our phone services that we describe in this notice.

We explain below under "HOW DO I GIVE OR WITHHOLD MY APPROVAL FOR COMCAST TO USE CPNI TO MARKET ADDITIONAL PRODUCTS AND SERVICES TO ME?" how you can approve our use of CPNI or withdraw your approval in the event Comcast decides to use CPNI for marketing purposes.

Special Note: Our CPNI Policy applies to the voice and Internet communications-related services provided by the applicable Comcast operating company that delivers those services to our customers.

In this notice, the terms "Comcast," "we," "us," or "our" refer to the operating company subsidiary or subsidiaries of Comcast Corporation that (i) owns and/or operates the cable television system in your area pursuant to a cable television franchise with the local franchising authority, or (ii) is the operating company that delivers voice services in your area. The term "you" refers to you as a subscriber to one or more of our cable service and other services.

I. Collection

What kind of information does this notice apply to?

The Cable Act applies to personally identifiable information that you have furnished to Comcast, or that Comcast has collected using the cable system, in connection with the provision of cable service or other services. The Communications Act applies to CPNI related to our regulated phone and Internet services, and certain orders of the Federal Communications Commission apply the CPNI rules to our interconnected voice over Internet protocol communications services.

Special Note: This notice only applies to our cable video service, our high-speed Internet service, our phone and communications services, and our home security service. It applies to you as a subscriber to one or more of these services as provided for by applicable law and except as otherwise noted. It does not cover information that may be collected through any other products, services, or websites, even if you access them through our cable services and even if they are co-branded with Comcast brands or the brands or logos of our affiliated companies. You should read the privacy policies for these other products, services, and

websites to learn how they handle your personal information. You can read the privacy policy for Comcast's web services at http://xfinity.comcast.net/privacy/.

For what purposes may Comcast collect personally identifiable information and CPNI?

The Cable Act authorizes Comcast as a cable operator to use the cable system to collect personally identifiable information concerning any subscriber for the following purposes:

- to obtain information necessary to render our cable service or other services to our subscribers; and
- to detect unauthorized reception of cable communications.

The Cable Act prohibits us from using the cable system to collect personally identifiable information concerning any subscriber for any purposes other than those listed above without the subscriber's prior written or electronic consent.

The Communications Act authorizes us to use, disclose, or permit access to individually identifiable CPNI in our provision of:

- the telecommunications services from which this information is derived; or
- services necessary to, or used in, the provision of these services, including the publishing of directories.

The Communications Act prohibits us from using CPNI for any purposes other than those listed above except as permitted or required by law or with your approval.

What kind of personally identifiable information and CPNI does Comcast collect?

Comcast collects information from you at several different points when you request, turn on, and use our services under an account we create for you. Some of this information is personally identifiable information, but much of it is not. We collect certain personally identifiable information that our subscribers furnish to us in connection with the provision of cable service or other services. In order to provide reliable, high quality service to you, we keep regular business records containing information about you that may constitute personally identifiable information. These account records include some, but typically not all, of the following information:

- your name;
- service address;
- billing address;
- e-mail address;
- telephone number;
- driver's license number;
- social security number;
- bank account number; and
- credit card number.

With respect to phone services, examples of CPNI include information typically available from telephone-related details on your monthly bill:

- location of service;
- technical configuration of service;
- type of service;
- quantity of service;
- amount of use of service; and
- calling patterns

CPNI does not include your name, address, and telephone number because the Communications Act classifies that information as "subscriber list information" which is not subject to the CPNI protections. However, that information is also subject to certain protections as described below under "To whom may Comcast disclose personally identifiable information?" The FCC has not yet adopted specific rules or definitions regarding CPNI as it relates to Internet access.

We also collect and maintain certain other information about your account. For example, this information may include:

- your account number;
- billing, payment, and deposit history;
- additional service information;
- customer correspondence and communications records;
- maintenance and complaint information;
- the device identifiers and network addresses of equipment used with your account;
- records indicating the number of television sets, set-top boxes, modems, telephones, home security and automation devices, or other devices connected to our cable system; and
- additional information about the service options you have chosen.

Some of our services permit you to establish secondary accounts, and if you do so we collect similar information in order to establish and service the secondary accounts. During the initial provisioning of our services, and during any subsequent changes or updates to our services, Comcast may collect technical information about your televisions, any set-top boxes, computer hardware and software, cable modems, telephones, other cable or other service-related devices, home security and automation devices, and customization settings and preferences. Additionally, if you rent your residence, we may have a record of whether landlord permission was required prior to installing our cable services as well as your landlord's name and address.

What kind of information does Comcast collect if I use cable video services?

When you use cable video services, our cable system automatically

generates information about your use of the services and their features, and we collect much of this information as part of providing services to you. For example, we receive information about the use of set-top boxes, remote controls, electronic program guides, video players, applications, and other devices and software connected to our cable system. This information includes which channels, programs, and advertisements are viewed and for how long, for example. It may also include information about navigation through program guides and applications, and use of devices like remote controls and tablets. Except as described below, we collect this *activity data* without names and addresses or other personally identifiable information and we consider it *de-identified* data.

Our system may collect activity data with personally identifiable information for particular requests or transactions like when you order a pay-per-view program or purchase a product. This information typically consists of account and billing-related information such as the programs or other products, services, or features ordered so that you may be properly billed for them. Follow your program guide commands or any special instructions on your screen when you make these transactional requests. These commands and instructions will explain your choices so that you can complete or cancel your requests as you wish.

What kind of information do you collect and use to improve your cable services and deliver relevant advertising?

Comcast's cable system, set-top boxes, and other equipment generate activity data that we collect and store. We use this information for a number of purposes including to determine which programs are most popular, how many people watch a program to its conclusion, and whether people are watching commercials. As described below under "How does Comcast use personally identifiable information and CPNI?," we may also provide information like subscriber lists or certain de-identified, anonymous, and/or aggregate information (such as activity data) to third parties working on our behalf -- such as audience measurement or market research firms. We, or these firms, working as our service providers, may combine this information with aggregated or non-aggregated demographic information (such as census records) and other audience attributes, such as purchasing data, demonstrated interests (for example, in sports programs or movies), loyalty programs, organizational affiliations, advertiser customer lists, and the like to provide us with audience analysis data. We require third parties working on our behalf to treat all information we provide as confidential and to use it only for Comcast's business purposes. We may also work with academic or research interest groups to analyze de-identified, anonymous, and/or aggregate information we provide to them for specific purposes or projects.

We use this information and analysis to improve our cable video service and other services and make programming and advertising more relevant to our subscribers. We may also use this information to distribute and deliver relevant programming and advertising to you without disclosing personally identifiable information about you to programmers or advertisers. In addition to this privacy notice, we may provide additional notices to you regarding specific advertising or other initiatives. These notices will describe the initiatives in greater detail and may, as appropriate, contain information you can use to choose to participate, or not participate, in these initiatives.

II. Use

How does Comcast use personally identifiable information and CPNI?

We collect, maintain, and use personally identifiable information and CPNI as permitted by the Cable Act and the Communications Act and other applicable laws. We use this information primarily to conduct business activities related to providing you with our cable service and other services, and to help us detect theft of service. Generally speaking, we use personally identifiable information in connection with:

- billing and invoicing;
- administration;
- surveys;
- collection of fees and charges;
- marketing;
- service delivery and customization;
- maintenance and operations;
- technical support;
- hardware and software upgrades; and
- fraud prevention.

More specifically, we also use personally identifiable information to:

- install, configure, operate, provide, support, and maintain our cable service and other services;
- confirm you are receiving the level(s) of service requested and are properly billed;
- identify you when changes are made to your account or services;
- make you aware of new products or services that may be of interest to you;
- understand the use of, and identify improvements to, our services;
- detect unauthorized reception, use, or abuse of our services;
- determine whether there are violations of any applicable policies and terms of service;
- manage the network supporting our services;

- configure cable service and other service-related devices; and
- comply with law.

The Communications Act further permits Comcast to use, disclose, and permit access to CPNI obtained from our customers, either directly or indirectly, to:

- initiate, render, bill, and collect for telecommunications services;
- protect our rights and property, and protect our users of these services and other carriers from fraudulent, abusive, or unlawful use of, or subscription to, these services;
- provide any inbound telemarketing, referral, or administrative services to you for the duration of the call, if you initiated the call and you approve of the use of this information to provide these services; and
- to provide call location information concerning the user of a commercial mobile phone service.

Comcast may not use CPNI to market products and services to you other than enhancements to services you already have without your approval in accordance with our policies described below.

Comcast transmits, and may collect and store for a period of time, personally identifiable and non-personally identifiable information about you when you use our high-speed Internet and phone services to:

- send and receive e-mail, video mail, and instant messages;
- transfer and share files;
- make files accessible;
- visit websites;
- place or receive calls;
- leave and receive voice mail messages;
- use the applicable communications center or voice center;
- establish custom settings or preferences;
- communicate with us for support; or
- otherwise use the services and their features.

Comcast transmits, collects, and stores comparable information when you use our home security service. Our transmission, collection, and storage of this information is necessary to render the services. In certain situations, third-party service providers may transmit, collect, and store this information on our behalf to provide features of our services. These third parties are not permitted to use your personally identifiable information except for the purpose of providing these features.

How does Comcast use activity data and other data in connection with cable video service?

We associate activity data with particular devices such as set-top boxes, portable devices, and other supported devices so that we know where to deliver the services and how to troubleshoot them. In general, Comcast uses de-identified and aggregate activity information to understand better how our customers use our products and services so that we can improve them, including by delivering more relevant content and advertising. We may try to determine how well our products and services deliver value to our customers, for example, by determining which programs are most popular, how many people watch a program to its conclusion, and whether and how often people are watching commercials. As discussed below, we may also combine activity data with other non-personally identifying demographic and similar information from our business records.

When we collect activity data, we may also use it to determine how many people view commercials (impressions) and to provide de-identified or aggregate reports to third-party advertisers. When we do this reporting on advertising impressions we do not provide any personally identifiable information about our subscribers to third-party advertisers. We, or our service providers, may combine de-identified activity data with other data to determine and report how an advertiser's messages are viewed, including on other platforms and services.

We may also use activity data to help us learn how popular certain programs are and how our customers as a whole generally prefer to view certain kinds of programming using cable video service (such as whether they like to watch certain programs live, or they prefer to view them when we offer them on demand, on mobile devices, or online). As described below, this may require us to compare or combine activity data on our cable system with online activity data. We may also use activity data to determine whether promoting content and services in certain ways helps attract a larger audience and more customers. While we may provide aggregate reports on these observations to programmers or others, we do not provide any personally identifiable information about our subscribers, or the activities of individual subscribers, to those programmers and others.

We may also use, or combine information about, your use of our cable services with other information we obtain from our business records (such as your Comcast account number or device identifiers), or from third parties, to deliver better and more relevant products, services and advertising. However, we do not store or share your activity data in association with your name or address, except as necessary to render or bill for our services. We may try to determine, using aggregated data, which groups of our customers use which of our products and services and how they use them. To do this we, or third parties working on our behalf, may combine demographic and other generally available information, or advertiser information, including purchasing data and membership in loyalty programs, with our subscriber lists.

From this information, we or our third party providers prepare de-identified and aggregated reports about how groups of customers with common characteristics – such as age and gender, or a demonstrated interest in a particular third party product – use our services and respond to the programming and advertising that we distribute. We may use this information to improve and communicate with you about our own products and services, and also to help us deliver relevant information and advertising on behalf of other companies and advertisers to certain subscriber groups – known as *ad groups* – who may be most interested in this information and advertising. When we do this, we do not share your personally identifiable information with these advertisers, unless you provide your express consent.

We may also combine personally identifiable information, which we collect as described in this notice as part of our regular business records, with personally identifiable information obtained from third parties for the purpose of creating an enhanced database or business records. We may use this database and these business records for marketing, advertising, and other activities related to our cable service and other services. We also maintain records of research concerning subscriber satisfaction and viewing habits, which are obtained from subscriber interviews, questionnaires, and surveys or panels.

How does Comcast use information about use of cable video services on other platforms like websites or mobile applications?

We may compare or combine information such as *activity data* we receive when you use cable video services to view content or advertising with information about your use of content and advertising that we deliver on other platforms, such as on our Xfinity websites and mobile applications. We may also compare or combine this information or data with that generated by your viewing of advertising placed or sold by Comcast on other websites and mobile applications. We do this to better understand, among other things, how our customers access and use our products and services in all of the places that we offer them.

III. Disclosure

Under what circumstances may Comcast disclose personally identifiable information to others?

Comcast considers the personally identifiable information contained in our business records to be confidential. The Cable Act authorizes Comcast as a cable operator to disclose personally identifiable information concerning any subscriber if the disclosure is:

- necessary to render, or conduct a legitimate business activity related to, the cable service or other services provided to the subscriber;
- required by law or legal process (described below under "When is Comcast required by law to disclose personally identifiable information and CPNI by law?"); or
- of the names and addresses of subscribers for "mailing list" or other purposes (subject to each subscriber's right to prohibit or limit this disclosure and the CPNI Policy described below under "How do I place myself on Comcast's 'do not call' and 'do not mail' lists?").

The Cable Act prohibits us as a cable operator from disclosing personally identifiable information concerning any subscriber for any purposes other than those listed above without the subscriber's prior written or electronic consent.

To whom may Comcast disclose personally identifiable information?

We may disclose personally identifiable information as provided for in the Cable Act when it is necessary to render, or conduct a legitimate business activity related to, the cable service or other services we provide to you. These kinds of disclosures typically involve billing and collections, administration, surveys, marketing, service delivery and customization, maintenance and operations, incident verification and response, service notifications, fraud prevention, and services to improve our programming and advertising offerings, for example. We may also collect, use, and disclose information about you in de-identified, anonymous, or aggregate formats, such as ratings surveys and service usage and other statistical reports, which do not personally identify you, your particular viewing habits, or the nature of any transaction you have made over the cable system. The frequency of any disclosure of personally identifiable information varies in accordance with our business needs and activities.

The Cable Act authorizes Comcast as a cable operator to disclose limited personally identifiable information to others, such as charities, marketing organizations, or other businesses, for cable or non-cable "mailing list" or other purposes. From time to time we may disclose your name and address for these purposes. However, you have the right to prohibit or limit this kind of disclosure by contacting us by telephone at 1-800-XFINITY or by sending us a written request as described below under "How do I contact Comcast?" Any "mailing list" and related disclosures that we may make are limited by the Cable Act to disclosures of subscriber names and addresses where the disclosures do not reveal, directly or indirectly, (i) the extent of any viewing or other use by the subscriber of a cable service or other service provided by us; or (ii) the nature of any transaction made by the subscriber over our cable system.

We may sometimes disclose personally identifiable information about you to our affiliates or to others who work for us. We

may also disclose personally identifiable information about you to outside auditors, professional advisors, service providers and vendors, potential business merger, acquisition, or sale partners, and regulators. We make these disclosures as provided for in the Cable Act. Typically, we make these disclosures when the disclosure is necessary to render, or conduct a legitimate business activity related to, the cable service or other services we provide to you. We may be required by law or legal process to disclose certain personally identifiable information about you to lawyers and parties in connection with litigation and to law enforcement personnel.

If we (or our parent company) enter into a merger, acquisition, or sale of all or a portion of our assets, subscribers' personally identifiable information will, in most instances, be one of the items transferred as part of the transaction. If this notice will be changed as a result of a transaction like that, you should refer below under "Will Comcast notify me if it changes this notice?"

We may also use or disclose personally identifiable information about you without your consent to protect our customers, employees, or property, in emergency situations, to enforce our rights under our terms of service and policies, in court or elsewhere, and as otherwise permitted by law.

When may Comcast disclose personal information to others in connection with phone service?

Comcast may disclose to others personally identifiable information in connection with features and services such as Caller ID, 911/E911, and directory services as follows:

- We may transmit your name and/or telephone number to be displayed on a Caller ID device unless you have elected to block such information. Please note that Caller ID blocking may not prevent the display of your name and/or telephone number when you dial certain business or emergency numbers, 911, 900 numbers, or toll-free 800, 888, 877, 866 or 855 numbers.
- We may provide your name, address, and telephone number to public safety authorities and their vendors for inclusion in E911 databases and records, inclusion in "reverse 911" systems, or to troubleshoot 911/E911 record errors.
- We may publish and distribute, or cause to be published and distributed, telephone directories in print, on the Internet, and on disks. Those telephone directories may include subscriber names, addresses, and telephone numbers, without restriction to their use.
- We may also make subscriber names, addresses, and telephone numbers available, or cause such subscriber information to be made available, through directory assistance operators.
- We may provide subscribers' names, addresses, and telephone numbers to unaffiliated directory publishers and directory assistance providers for their use in creating directories and offering directory assistance services.
- Once our subscribers' names, addresses, and telephone numbers appear in telephone directories or directory assistance, they may be sorted, packaged, repackaged and made available again in different formats by anyone.

We take reasonable precautions to ensure that non-published and unlisted numbers are not included in our telephone directories or directory assistance services, but we cannot guarantee that errors will never occur.

When is Comcast required to disclose personally identifiable information and CPNI by law?

We make every reasonable effort to protect subscriber privacy as described in this notice. Nevertheless, we may be required by law to disclose personally identifiable information or individually identifiable CPNI about a subscriber. These disclosures may be made with or without the subscriber's consent, and with or without notice, in compliance with the terms of valid legal process such as a subpoena, court order, or search warrant.

For subscribers to our cable video service, Comcast may be required as a cable operator to disclose personally identifiable information to a third-party or governmental entity in response to a court order. If the court order is sought by a non-governmental entity, we are required under the Cable Act to notify the subscriber of the court order. If the court order is sought by a governmental entity, the Cable Act requires that the cable subscriber be afforded the opportunity to appear and contest in a court proceeding relevant to the court order any claims made in support of the court order. At the proceeding, the Cable Act requires the governmental entity to offer clear and convincing evidence that the subject of the information is reasonably suspected of engaging in criminal activity and that the information sought would be material evidence in the case.

For subscribers to our high-speed Internet, phone, and home security services, Comcast may be required to disclose personally identifiable information and individually identifiable CPNI to a private third party in response to a court order, and, if so, we are required to notify the subscriber of the court order. Comcast may also be required to disclose personally identifiable information and individually identifiable CPNI about subscribers to high-speed Internet, phone, and home security services to a government entity in response to a subpoena, court order, or search warrant, for example. We are usually prohibited from notifying the subscriber of any disclosure of personally identifiable information to a government entity by the terms of the subpoena, court order, or search warrant.

How does Comcast protect personally identifiable information?

We follow industry-standard practices to take such actions as are necessary to prevent unauthorized access to personally identifiable information by a person other than the subscriber or us. However, we cannot guarantee that these practices will prevent every unauthorized attempt to access, use, or disclose personally identifiable information.

How long does Comcast maintain personally identifiable information?

Comcast maintains personally identifiable information about you in our regular business records while you are a subscriber to our cable service or other services. We also maintain this information for a period of time after you are no longer a subscriber if the information is necessary for the purposes for which it was collected or to satisfy legal requirements. These purposes typically include business, legal, or tax purposes. If these purposes no longer apply, we will destroy, de-identify, or anonymize the information according to our internal policies and procedures.

IV. Customer Access and Choice

How can I see my personally identifiable information or CPNI and correct it, if necessary?

You may examine and correct, if necessary, the personally identifiable information regarding you that is collected and maintained by Comcast in our regular business records. In most cases, the personally identifiable information contained in these records consists solely of billing and account information. We will correct our records if you make a reasonable showing that any of the personally identifiable information we have collected about you is inaccurate.

If you have Internet access, you can view and change certain information yourself by going to www.comcast.com/myaccount and signing in with your Comcast username and password to access the My Account feature. If you are a home security customer, you can go to the subscriber portal at www.xfinity.com/xhportal.

You may also examine the records containing your personally identifiable information at your local Comcast office upon reasonable prior notice to us and during our regular business hours. If you wish to examine these records, please contact us by mail or telephone at 1-800-XFINITY, giving us a reasonable period of time to locate and, if necessary, prepare the information for review, and to arrange an appointment. You will only be permitted to examine records that contain personally identifiable information about your account and no other account.

If you make an affirmative, written request for a copy of your CPNI, we will disclose the relevant information we have to you at your account address of record, or to any person authorized by you, if we reasonably believe the request is valid. However, subscribers to our phone services should be aware that we generally do not provide them with records of any inbound or outbound calls or other records that we don't furnish in the ordinary course of business (for example, as part of a bill) or which are available only from our archives, without valid legal process such as a court order. In addition, we cannot correct any errors in customer names, addresses, or telephone numbers appearing in, or omitted from, our or our vendors' directory lists until the next available publication of those directory lists. Further, we may have no control over information appearing in the directory lists or directory assistance services of directory publishers or directory assistance providers that are not owned by our subsidiaries or us.

Comcast reserves the right to charge you for the reasonable cost of retrieving and photocopying any documents that you request.

How do I manage or opt out of uses of information about my Comcast account?

You may opt out of receiving more relevant advanced advertising delivered with programs made available through our cable video service by going to http://www.comcast.com/adservices. Even if you opt out, you will still receive advertising and we will continue to send you Comcast marketing messages based on the way you use our products and services and the information we have collected about you.

How do I give or withhold my approval for Comcast to use CPNI to market additional products and services to me?

Various direct and indirect subsidiaries of Comcast Corporation offer many communications-related and non-communications related services, such as high-speed Internet and home security services. From time to time we may like to use the CPNI information we have on file to provide you with information about our communications-related products and services or special promotions. Our use of CPNI may also enhance our ability to offer products and services tailored to your specific needs. In addition, Comcast also offers various other services that are not related to the services to which you subscribe. Under the CPNI rules, some of those services, such as Comcast cable video services, are considered to be non-communications related products and services. Therefore, you may be asked during a telephone call with one of our representatives for your oral consent to Comcast's use of your CPNI for the purpose of providing you with an offer for communications related or non-communications related products and services. If you provide your oral consent for Comcast to do so, Comcast may use your CPNI only for the duration of that telephone call in order to offer you additional services.

If you deny or restrict your approval for us to use your CPNI, you

will suffer no effect, now or in the future, on how we provide any services to which you subscribe.

How do I place myself on Comcast's "do not call" and "do not mail" lists?

You may contact Comcast at 1-800-XFINITY to ask us to put your name on our internal company "do not call" and "do not mail" lists so that you do not receive marketing or promotional telephone calls or postal mail from us or made at our request. You also have the right to prohibit or limit disclosure of your personally identifiable information for "mailing list" or other purposes as described above in this notice by contacting us at 1-800-XFINITY.

If you prefer to contact Comcast in writing instead of by telephone, you may send a written request to the address listed below under "How do I contact Comcast?" Be sure to include your name and address, your Comcast account number, and a daytime telephone number where you can be reached in the event we have any questions about your request. The person who is identified in our billing records as the subscriber should sign the written request. If you have a joint account, a request by one party will apply to the entire account. If you have multiple accounts, your notice must separately identify each account covered by the request.

What email communications will Comcast send to me and how do I manage them?

We may send a welcome email and sometimes other information to new subscribers to our cable service and other services (including each new secondary account holder, where applicable). We may also send service-related announcements to our subscribers from time to time. For example, we may send you an email announcement about a pricing change, a change in operating policies, a service appointment, or new features of one or more of the cable service or other services you receive from us. You may not opt-out of these service-related communications. If you fail to check your primary email address for service-related announcements, you may miss important information about our services, including legal notices, for example.

We reserve the right to send you promotional or commercial email as permitted by applicable law. You can manage the promotional or commercial emails Comcast may send to you by following the instructions contained in the emails or by going to the Web page located at www.comcast.com/preferences and following the directions there. We may ask for additional information on this preferences page such as your zip code, for example. By providing this additional information to us we will be able to better inform you of the availability of special offers and promotions in your area. If you no longer wish to receive these emails you may opt-out of receiving them by going to the same page and changing your contact preferences.

What can I do if I think my privacy rights have been violated?

If you believe that you have been aggrieved by any act of ours in violation of the Cable Act or other applicable laws, we encourage you to contact us directly as described below in "How do I contact Comcast?" in order to resolve your question or concern. You may also enforce the limitations imposed on us by the Cable Act as applicable with respect to your personally identifiable information through a civil lawsuit seeking damages, attorneys' fees, and litigation costs. Other rights and remedies may be available to you under federal or other applicable laws as well. This customer privacy notice neither supersedes nor modifies any arbitration agreement to which you may be bound relating to the provision of our cable video service, our high-speed Internet service, our phone and communications services, or our home security service to you as a subscriber to one or more of these services.

Will Comcast notify me if it changes this notice?

As required by the Cable Act, we will provide you with a copy of this customer privacy notice at the time we enter into an agreement to provide any cable service or other service to you, and annually afterwards, or as otherwise permitted by law. You can view the most current version of this notice by going to www.comcast.com/Corporate/Customers/Policies/CustomerPrivacy.html

We may modify this notice at any time. We will notify you of any material changes through written, electronic, or other means and as otherwise permitted by law. If you find the changes to this notice unacceptable, you have the right to cancel your service. If you continue to use the service following notice of the changes, we will deem that to be your acceptance of and consent to the changes in the revised privacy notice. This includes your consent for any personally identifiable information that we may collect and use starting on the effective date of the revised notice, as well as for any personally identifiable information that we have collected prior to the effective date of the revised notice. However, we will only deem your continued use of the service to be your acceptance of and consent to changes in the revised privacy notice for changes made after December 31, 2006.

How do I contact Comcast?

If you have any questions or suggestions regarding this privacy notice, or wish to contact us about your personal information, please reach us as follows:

Phone: 1-800-XFINITY
Website: http://customer.comcast.com/contact-us
Mail: Comcast Cable Communications, LLC
Attn: Law Department - Customer Privacy Notice
One Comcast Center
Philadelphia, PA 19103-2838

Revised and effective: August 1, 2015

Important Notices To Our Customers

How to Use Your Cable Service
Notice to Customers Regarding
Equipment Compatibility & Important Information

X37648 8773-1000, 2000, 3000, 8633-0100, 0110, 0120 (ALL)

How To Use Your Cable Service

Congratulations on your choice of one of the world's best entertainment and information media - cable TV! We have designed our XFINITY TV service to be as simple to use as it is exciting to explore!

This information is provided to enable you to be more knowledgeable about your service and to answer any questions you may have about it.

Complaint Procedures

If you have a complaint regarding your cable television service or your bill, please call the local customer service number listed below or our toll-free telephone number which is available 24 hours a day, seven days a week. You can also visit our local business office listed on your billing statement. Alternatively, if you wish to put your comments in writing, your letter should be addressed to Comcast at the local address listed on your billing statement. We will promptly try to resolve your complaint. If we are unable to resolve your complaint, we will notify you that we are unable to do so and explain the reason why. If you are dissatisfied with our resolution of your complaint, or we are unable to resolve your complaint, you may contact the local franchising authority to discuss your complaint. Please refer to your monthly cable bill or call the local customer service number listed below for the name and address of your local franchising authority.

General Do's and Don'ts

We have installed cable in your home in a manner that is consistent with Federal Communications Commission ("FCC") rules. Here are a few tips to keep it operating safely and reliably:

1. During severe electrical storms you should unplug your television set and cable converter to avoid damage. Comcast and your set manufacturer are not responsible for damage which occurs due to acts of nature.

2. Your cable converter operates on 110 volts. Please take all the same precautions you would for any small appliance, such as checking the cord to make sure it is not worn or damaged.

3. For your own safety, do not attempt to open or otherwise tamper with your cable converter.

4. If you have someone other than Comcast install the inside wiring in your home, or if you do it yourself, you are responsible for ensuring that the installation

   a. complies with all applicable governmental regulations (FCC signal leakage rules, for example), and

   b. does not interfere with the normal operations of the cable system or any other communications systems, such as those used by police and fire departments.

COMCAST

Billing

Your monthly cable bill not only gives you a listing of your current charges, payments and credits, but it may also contain special messages to our customers. Take time to review your bill to make sure your name, address and other information are correct. You generally will be billed at the same time each month unless you are notified otherwise.

Your first statement will include a monthly charge for the upcoming month. It may also include:

1. Your installation charge,
2. A partial charge for your first month's service if you are connected in the middle of a billing cycle; for example, if your monthly cable fee is $24.00 and you connect to cable on the tenth day of a 30-day month, you would be billed for 2/3 of a month. The amount shown next to the line entry "prorate" or "partial month" would be $16.00,
3. Your payment due date,
4. An address to send any written requests in a separate letter to Comcast, and
5. All prices for services (these may be subject to applicable franchise fees and taxes).

Theft Of Service

The Cable Act (47 USC § 533) created both civil and criminal penalties for manufacturers, suppliers and users of unauthorized cable devices. This federal theft-of-service law supplements any existing state or local laws, and provides a federal remedy against any person who, without authorization, intercepts or receives any communication service which is provided over a cable system.

This federal law prohibits the unauthorized interception or receipt of any communications service over a cable system. This would include the theft of audio, video, textual data or other service, including data transmitted to or from a customer over a system that has interactive capability. The law applies to both manufacturers and distributors of equipment, as well as individual subscribers.

The Cable Act provides both civil and criminal penalties for theft of cable services. Under this federal legislation, a cable operator may seek substantial monetary damages for the theft of its cable services. In addition, if the violations are willful and for commercial advantage or private financial gain, the court may award damages of up to $50,000 in civil cases and a maximum of $100,000 for certain criminal violations, in addition to a maximum of five years imprisonment for subsequent offenses.

Theft of service creates unfair burdens on cable subscribers who are forced to subsidize the benefits that other individuals are getting by receiving cable service without paying for it.

About Your Converter/CableCARD

In order to receive XFINITY TV, as well as to descramble certain optional premium or pay-per-view services, you may require an electronic channel selection device called a "converter" or a CableCARD activated device. A converter and a remote control or a CableCARD are available from Comcast on a lease basis or converters or remotes may be purchased at certain retail outlets, including consumer appliance or electronics stores.

Some television components like DVD players, DVD recorders, cable-ready sets and remote-control devices may not be compatible with your cable television service. We encourage you to make certain components you purchase are compatible with your cable television service prior to making a purchase. For further information, please refer to the Equipment Compatibility section of this notification, or call your local Comcast office.

Converters that unscramble services also provide our customers with the option to use "parental control" to block channels they wish not to view.

It is easy to watch your television after connecting to cable using a converter. Just turn on both your television set and the converter. Make sure that your television is tuned to the output channel of your converter (Ch. 2, 3 or 4), and then select the channel you want to watch by using the controls on either the converter or the hand-held remote control device. To ensure reliable operation, make sure the converter is plugged into a "live" electrical outlet, rather than one controlled by a light switch. Loss of power to some converters may result in a temporary loss of cable service, even after the power is restored.

IF YOUR CONVERTER IS PROVIDED TO YOU BY COMCAST, YOU MUST RETURN IT ONCE YOU ARE NO LONGER A CUSTOMER.

If You Have Problems

If you experience a problem with picture or signal quality, you should review your television, DVD player and/or DVD recorder owner's manual for proper adjustment or please try the troubleshooting information below. If your service problem does not clear up you should call the local customer service number listed below and describe the problem to a customer service representative.

In order to correct the problem, we may need access to your premises. If required, a service call will be scheduled at a time convenient to you. We will make all reasonable efforts to resolve any complaints you have concerning the quality of our signals promptly and efficiently. Excluding conditions beyond our control, we will respond to a service interruption no later than twenty-four hours after receipt of notification. We respond to other service problems no later than the next business day after notification. If our service technician is unable to correct the problem to your satisfaction we will, at your request, schedule a second service appointment. If we remain unable to correct the problem you will be notified of this fact and the reason why. If you are dissatisfied with our resolution of your service problem, you may contact the local franchising authority to discuss the problem with your service. Please refer to your monthly cable bill or call the local customer service number listed below for the name and address of your local franchising authority.

Wrong Channel

- Check television set dial and converter for channel setting. Try channel 2, 3, or 4.

Snow on Screen

- Check to make sure converter is plugged into a working outlet.

No Picture, No Sound

- Make sure the television set is plugged into a "live" electrical outlet, and not controlled by a wall switch.

Picture Shrinks

- May be an overloaded circuit in your television set, or
- Electric company power cutback.

No Picture

- Check channel setting on converter and television set.
- Check listing to make sure channel is broadcasting during this time slot.
- Check other channels to compare reception.

DVD Player, DVD Recorder-Cable Hookups

1. Additional equipment, such as coaxial cables, signal splitters or A/B switches, may cause picture distortion if it does not meet Comcast systems' standards. Please call our repair department before you purchase additional hookup equipment.

2. We recommend against cutting cable wire connectors. An improperly cut cable may cause picture distortion.

3. All cable connections must be fitted "wrench tight."

True Cable Compatibility

Please refer to the Equipment Compatibility section in this notice regarding cable compatibility, or call your Comcast office if you have questions.

Installing Digital Cable Service

Digital TV self-installation kits and manuals are available from your local Comcast cable office for a separate charge.

A Brief Note About The Services We Offer

Not all services are available in all areas. Please call your local Comcast office for details.

Limited Basic

Limited Basic Service is one of our most viewed levels of service. Limited Basic may include off-air broadcast stations and franchise-required public, educational and government access channels. All such programming varies on a community-by-community basis and is subject to change at any time. Currently, our cable customers must subscribe to Limited Basic in order to subscribe to any tiers of video service offered by Comcast.

Digital Service Tiers

Our Digital Service tiers generally carry all non-premium cable channels, such as The Discovery Channel, Lifetime, ESPN, A&E, USA, TNT and, where available, regional sports services. All such programming varies on a community-by-community basis and is subject to change at any time.

A customer must receive Limited Basic Service in order to be eligible to receive a Digital Service Tier.

Premium Services

Premium Services are generally available to customers who receive Limited Basic Service. Premium channels generally include Home Box Office (HBO), Showtime, Cinemax, STARZ!, and Encore. All premium services may not be available in all areas. There is a separate monthly charge for each premium channel a customer receives.

Other Optional Services

In addition to these programming services, we may also offer our customers the option of renting converters or remotes for an additional monthly charge; Pay-Per-View or other services, including ordering and downloading pay-per-view services; and optional interactive television services, such as e-mail and access to the Internet.

We may also have available XFINITY Internet Service for personal computers that offers content-enhanced access to the Internet; full motion video; national, regional, and local content; e-mail; personalized browsers; and other exciting features at unprecedented speed and convenience. XFINITY Internet service may not be available in all areas and is subject to certain terms and conditions.

A Note About Programming

We receive programming from various non-cable and cable networks. We are not responsible for the content of programs aired by these networks. Programming complaints or questions should be directed to the particular cable or broadcast networks.

Moving

BEFORE YOU MOVE, please call Comcast. This is the best way for us to disconnect your service, recover your converter and arrange for cable television service in your new home. Call us in advance, and we will schedule a new installation if your new home is in our service area.

If you decide to disconnect your service, converters, remote control devices and any other equipment provided by Comcast should be returned to us immediately. Customers are liable for these items and will continue to be billed until the equipment is returned, or, if you have lost it or are otherwise unable to return it, paid for.

Emergencies

Emergencies such as fallen utility lines, violent storms or sub-freezing weather may interfere with reception of your service. We will promptly have one of our crews correct an emergency situation as soon as it is safely possible.

Important Notice To Our Customers Regarding Equipment Compatibility

"Cable Ready" and "Cable Compatible Equipment"

Many subscribers currently rent or own converters to receive our cable services. Because a converter functions as the channel tuner on your television, DVD player or DVD recorder, it may prevent you from using some of the special features and functions of your television, DVD player or DVD recorder. For example, you may not be able to view one program while recording another, record two or more consecutive programs that appear on different channels, use advanced picture generation and display features such as "picture in picture," channel review or use other features that necessitate channel selection by the television set. Some of these problems may be resolved by the use of A/B switches, signal splitters, and/or other supplemental equipment that can be purchased from Comcast or at electronic stores. Please call us if you would like to discuss the type of special equipment needed to resolve individual compatibility problems or if you have any questions regarding other equipment compatibility issues.

In order to enable you to utilize special features, which your television may have, we will make available, upon your request, equipment which will allow for simultaneous reception of two or more scrambled or encrypted signals and for tuning to alternative channels on a pre-programmed schedule. This equipment could include for example, converters and multiple descrambler/decoders and/or timers (or if such devices are not available, multiple devices will be provided), and signal bypass switches.

If you plan to purchase cable services that we scramble or encrypt, such as premium, pay-per-view or digital services, you should make sure that any converter, or navigation device or Digital-cable-ready television (which can receive digital cable services using a device that we must provide called CableCARD in place of a converter) that you purchase from a retail outlet is compatible with our system or Note: CableCARD will not support two-way, interactive services such as On Demand, pay-per-view and the Comcast interactive program guide. Sets capable of supporting two-way services will be available in the future, and Comcast is committed to supporting that technology when it becomes available.

Upon your request, we will provide you with the necessary technical parameters necessary for any converter rented or acquired from retail outlets to operate with our cable system. If you see advertisements for converters that have descramblers in them, you should understand that these devices may be illegal to use. Because of the need to protect our scrambled services, we will not authorize the use of any converter/descrambler which does not conform to all required signal security specifications. People who use illegal converters/descramblers may be subject to prosecution for theft of cable service. It is unlawful to alter or tamper with any device belonging to a cable operator in order to receive, intercept or assist in receiving or intercepting any communications service offered over a cable system. People who take such actions may be subject to fines or imprisonment.

Availability Of Special By-Pass Equipment

Some of the channels offered on the Comcast cable system may also be scrambled and viewed only if a set-top converter is used. However, as described above, a converter may limit your ability to use certain advanced features on your television set, DVD Player or DVD Recorder. If you use a converter and you have problems using the special features, additional special equipment may be necessary to regain some or all of these features. Comcast will consult with you in order to determine what specific equipment may be available to solve your particular situation. This equipment may include an additional converter, or, if you have a receiver that can tune our cable channels, possibly a switch (or a special converter with a switch) that will enable you to by-pass the converter and tune all unscrambled channels with your television set, DVD player or DVD recorder.

Pay-Per-View Programming

Comcast may not have the right to distribute pay-per-view programming to commercial establishments, and you may not order or request pay-per-view programming for receipt, exhibition or taping in a commercial establishment. You may neither exhibit nor assist in the exhibition of pay-per-view programming in a commercial establishment unless explicitly authorized to do so in advance, by Comcast and our program provider. If you fail to abide by this restriction, you will be held liable for any claims made against you or Comcast on account of any unauthorized commercial exhibition.

Remote Controls

If you use a converter with remote control capability, Comcast provides remote control devices for a monthly charge. In some areas, you may also be able to buy them from us. It is also possible the remote control that came with your TV, DVD player or DVD recorder is capable of controlling the converter box. In that case, please feel free to use it. Finally, you may choose to buy a "universal" remote control device capable of working with our converters at retail outlets, including many appliance or consumer electronics stores. Examples of compatible universal remote control devices include: Zenith, including Gemini's "Rabbit" series; the Mac-10 and the Mac-20; Mentek Memorex CP-8; Universal Electronics One Four All III; and Tandy Corporation 15902. Others may be available as well.

Any or all of the above remote control devices may not be compatible with the converters required for optional services voluntarily requested by you.

We hope this information has been useful. If you have any questions, please contact us. The phone number of your Comcast office is contained on your monthly bill, or in your monthly billing mailing.

Important Information

Service Areas
MA, NH & ME

Phone Numbers

Billing/Repair
1-800-COMCAST (266-2278)

New Services/Sales
1-800-COMCAST (266-2278)

After-Hours Repair
1-800-COMCAST (266-2278)

Mailing/Office Address
Comcast
1 Comcast Center
Philadelphia, PA 19102

Local Franchising Authorities

Consumer Division of the
Department of Telecommunications and Cable
1-800-392-6066
1000 Washington Street, Suite 820
Boston, MA 02118

Office of the Attorney General
Consumer Protection and Antitrust Bureau
33 Capital Street
Concord, NH 03301

Office of the Attorney General
Consumer Information and Mediation Service
6 State House Station
Augusta, ME 04333

City Clerk's Office
JAN 25 2017
RECEIVED

MANCHESTER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT NO. 37
195 McGregor Street, Suite 201
Manchester, NH 03102
Telephone: 603.624.6300 • Fax: 603.624.6337

Bolgen Vargas, Ed.D.
Superintendent of Schools

David M. Ryan	**Christine D. Martin, Ed.D**	**Karen DeFrancis**	**Pamela Hogan**
Assistant Superintendent	Assistant Superintendent	Business	Director of Human
Curriculum & Instruction	Elementary Education	Administrator	Resources

January 24, 2017

Sent Via Email

Board of Mayor and Aldermen
% City Clerk's Office
One City Hall Plaza
Manchester, NH 03101

Re: FY18 Budget

Dear Board of Mayor and Aldermen,

At the January 23, 2017 Board of School Committee meeting a vote was taken to respectfully request that the fiscal year 2018 budget for the Manchester School District be given to the district by March 31, 2017.

By having the budget in our hands earlier than in past years, we are able to plan for the upcoming school year in a more timely fashion so we are serving our students and staff to the best extent.

Thank you for your consideration of this request.

Respectfully submitted,

Arthur J. Beaudry
Vice Chairman of the Board of School Committee

Cc: Dr. Bolgen Vargas, Superintendent of Schools

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

Timothy J. Clougherty
Deputy Public Works Director

Commission
Hal Sullivan
Toni Pappas
Patrick Robinson
James Burkush

CITY OF MANCHESTER
Department of Public Works

January 30, 2017

Honorable Mayor Theodore Gatsas:

With your leadership and assistance, the Department of Public Works and Pinard Waste Systems have negotiated an amendment to the contract for recycling and yard waste services that will provide significant financial savings to the City in FY 2018 and beyond.

Negotiated concessions include benefits to both the expenditure and revenue sides of the ledger. For FY 2018, the financial benefits to the City are:

- Pinard Waste will forego $72,500 in monies attributable to contract cost accelerators
- Pinard Waste will refund to the City $71,000 in "unspent" fuel costs, in recognition of historically low diesel rates over the past few years

Pinard Waste was not contractually obligated to agree to these concessions. We are gratified that they have consented to them in a sign of good will and corporate partnership.

Sincerely,

Mark Gomez
Environmental Programs Manager

475 Valley Street • Manchester, New Hampshire 03103 • (603) 624-6444 • FAX: (603) 624-6487
E-mail: hiway@manchesternh.gov • Website: www.manchesternh.gov

Proposed Amendment to the Zoning Map
at
Tax Map TPK1, Lots 3 & 4

364 Hill Street
Manchester, New Hampshire

Submitted To:

The Honorable Board of Mayor and Alderman
City of Manchester, New Hampshire

Prepared On:
October 13, 2016

KNA Project No. 15-0422-5

Prepared For: Stanley Holdings, LLC
PO Box 10490
Bedford, New Hampshire 03110

Prepared By: Keach-Nordstrom Associates, Inc.
10 Commerce Park North, Suite 3
Bedford, New Hampshire 03110
(603) 627-2881
(603) 627-2915 (fax)
bcole@keachnordstrom.com

KNA KEACH-NORDSTROM ASSOCIATES, INC.

Civil Engineering *Land Surveying* *Landscape Architecture*

Table of Contents:

Cover Letter
Owner Affidavit

I.	Description of Area	1
II.	Purpose and Intent	2 to 3
III.	Impact to the Neighborhood	5 to 5
IV.	Impact to the City's Economy	6 to 7
V.	Owner, Applicant and Abutter Addresses	8

Attachments:

- Area Map Exhibit — Exhibit A
- Existing Zoning Map — Exhibit B
- Existing Tax Map — Exhibit C
- Conceptual Master Plan — Exhibit D
- Conceptual Landscape Buffer Plan — Exhibit E

KNA KEACH-NORDSTROM ASSOCIATES, INC.

October 17, 2016

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

Subject: Proposed Amendment to the Zoning Map
Tax Map TPK1, Lots 3 & 4
364 Hill Street
Manchester, New Hampshire

Dear Honorable Board of Mayor and Alderman:

On behalf of Stanley Holdings, LLC (the Applicant and Owner), we are hereby submitting this request for a proposed amendment to the Official Zoning Map of the City of Manchester for the purpose of rezoning portions of Tax Map TPK1, Lot 3 and the entirety of Tax Map TPK1, Lot 4.

Tax Map TPK1 Lot 4 is located at 364 Hill Street in the northeast corner of the intersection of Master Street and Hill Street. This parcel is located entirely within the R-2 zoning district. Tax Map TPK1 Lot 3 abuts Lot 4 to the north and is split zoned containing land situated in the B-2 and R-2 zoning districts.

The applicant owns the adjacent property located at 800 Second Street which is currently developed with the Manchester Subaru Pre-Owned Center. The intent is to merge TPK1 Lots 3 & 4 with the property at 800 Second Street (TPK1 Lot 69) for the purpose of expanding the existing Pre-Owned Center. In order to accommodate the proposed improvements and comply with the City's regulations, a merger of Lots 3 and 4 with Lot 69 would need to occur. The scope of the proposed project would entail the construction of a building addition containing four (4) additional service bays. The land area associated with existing lots 3 and 4 will be used for additional vehicle parking and display.

The Applicant is requesting that the Zoning Map be amended to expand the B-2 zoning district to include all land that defines Lots 3 and 4. The proposed amendment will allow the Applicant to successfully expand the Manchester Subaru Pre-Owned Center.

The Applicant will observe the City's regulations that require a landscape buffer between the development and the R-2 zoning district. A landscape buffer will be installed parallel to a portion of the Master Street right-of-way, Hill Street right-of-way, and along the southernmost property boundary of Lot 4. The landscape buffer will include a combination of evergreen trees

and shrubs backed by a 6' high solid stockade fence (see Exhibit E). This landscape buffer will provide a visual barrier for the adjacent residential district (see Exhibit D).

In accordance with Section 16.02.A of the City of Manchester Zoning Ordinance, we have enclosed the following material for consideration by the City:

1. Proposed Amendment Report including exhibits;
2. Executed Owner Affidavit;
3. Current abutters list;
4. Appropriate fee for abutter notifications;
5. One CD containing the above material in a pdf format.

We trust that you will find this material to be suitable for the intended purpose and that you will recognize the rationale and appropriateness of this proposed amendment. We thank you in advance for your consideration of this request.

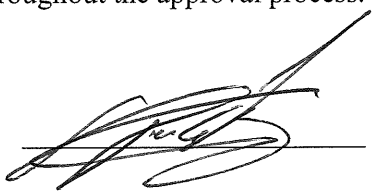
Sincerely,

Jeffrey Merritt, P.E.
Project Manager
Keach-Nordstrom Assoc. Inc.

Owner Affidavit

I Todd Berkowitz, authorized representative of Stanley Holdings, LLC, owner of the property referenced as Tax Map TPK1; Lots 3 and 4 located at 364 Hill Street, Manchester, New Hampshire, hereby verify that we have authorized Keach-Nordstrom Associates, Inc., to submit on our behalf, any and all applicable State, Federal and local permit applications as they pertain to improvements on said property required by or otherwise associated with the redevelopment of the property.

Additionally, we authorize Keach-Nordstrom Associates to aid in the representation of these applications throughout the approval process.

Signature of Owner: 

Address of Owner: P.O. Box 10490
Bedford, NH 03110

Date: 10/19/16

I. Description of Area

Proposed amendment to the Official Zoning Base District Map for portions of land in the City of Manchester, New Hampshire, described as follows:

Subject Parcels being known as City of Manchester Tax Map TPK1 Lots 3 & 4 owned by Stanley Holdings, LLC. The subject parcels are bounded as follows:

Tax Map TPK1, Lot 3 (located on Hill Street)

To the north by Map TPK1 Lot 67A, owned by Stanley Holdings, LLC;

To the west by the former Hill Street right-of-way, now Map TPK1 Lot 69, owned by ASJ Holdings, LLC;

To the south by Tax Map TPK1 Lot 4 (364 Hill Street), owned by Stanley Holdings, LLC;

To the east by Route 293 right-of-way, owned by the State of New Hampshire;

Subject parcel is 6,750-sf in area; 1,485-sf zoned R-2 and 5,265-sf zoned B-2.

Subject land more specifically illustrated on Exhibit A attached hereto.

Tax Map TPK1, Lot 4 (located at 364 Hill Street)

To the north by Tax Map TPK1 Lot 3 (Hill Street), owned by Stanley Holdings, LLC;

To the west by the former Hill Street right-of-way, now Map TPK1 Lot 69, owned by ASJ Holdings, LLC, and the Hill Street right-of-way;

To the south by Tax Map TPK1 Lot 5 (372 Hill Street), owned by Christine L. Weber;

To the east by Route 293 right-of-way, owned by the State of New Hampshire;

Subject parcel is 6,149-sf in area; 6,149-sf zoned R-2.

Subject land more specifically illustrated on Exhibit A attached hereto.

II. Purpose and Intent

A portion of the land associated with Tax Map TPK1 Lot 3 is currently zoned Residential Two Family District (R-2) and the balance of the land is zoned General Business District (B-2). All of the land associated with Tax Map TPK1 Lot 4 is currently zoned Residential Two Family District (R-2). The purpose of this proposed amendment is to change the zoning classification of the subject parcels to strictly General Business District (B-2).

The proposed amendment will allow the merger of TPK1 Lots 3 and 4 with TPK1 Lot 69 and the expansion of the Manchester Subaru Pre-Owned Center located at 800 Second Street.

The configuration of the current zoning district boundary bifurcates Lot 3 into two separate zoning districts, one of which does not allow commercial uses. Lots 3 and 4 have been purchased by the applicant and the existing residential home on it has been razed. In order for the Pre-Owned Center to expand its use, the merger of the three aforementioned lots is necessary. The merger will allow for the construction of a four (4) bay garage addition on Lot 69, while providing additional required parking and display area on Lots 3 and 4.

Historically, Lots 3 and 4 contained a single family home which was constructed straddling the mutual property line. This arrangement allowed for the residential structure to extend into the B-2 zoning district. Although Lots 3 and 4 are separate tracts of land, based on the historic use of the property, they have essentially acted as one single property. The subject properties are located between a commercial property (Manchester Subaru Pre-Owned Center) and the F.E Everett Turnpike. Additionally, abutting land located to the north is developed with a commercial use (Manchester Subaru). In essence, these properties are surrounded on three of four sides by existing commercial development or state highway, providing for a less than desirable residential property. Given the situation of the property and the surrounding land uses, it is the Applicants opinion that it would be more appropriate to include the subject properties within the B-2 Zoning District.

The proposed zoning district amendment will shift the official zoning district boundary to southernmost property line of Lot 4 and in line with the northern limits of the Master Street right-of-way. In order to buffer the adjacent residential district from the future commercial use a landscape buffer will be installed parallel to a portion of the Master Street right-of-way, Hill Street right-of-way, and along the southernmost property boundary of Lot 4. The landscape buffer will include a combination of evergreen trees and shrubs backed by a 6' high solid stockade fence (see Exhibit E). In addition, the Manchester Zoning Ordinance requires a limited activity buffer for parcels located in non-residential districts that abut the boundary of a residential district. In part this limited activity buffer prohibits certain activities and improvements within fifty (50) feet of the closest adjacent residential property boundary. Within that buffer, certain improvements such as lighting fixtures, ventilators, and dumpsters are prohibited, thereby further protecting the adjacent residential uses. The amendment as proposed will provide a distinct and logical boundary between the General Business District (B-2) and the Residential Two Family District (R-2). Both

the Master Street and Hill Street right-of-way will continue to serve as a distinct separation between the two zoning districts, lending the width of the existing city right-of-way as an additional buffer between the two zones.

III. Impact to the Affected Districts and to the Neighborhood

The following is an "<u>Evaluation of the impact of the proposed amendment within the affected district(s) and on the existing adjacent neighborhoods,</u>" as required by the City of Manchester Zoning Ordinance under Article 16 Section 16.02(A), item No. 4 – *Proposed Amendments to the Zoning Map.*

The small portion of land zoned R-2 is located at 364 Hill Street at the northeast corner of the intersection of Master Street and Hill Street. As illustrated on Exhibit B, attached hereto, the local residential neighborhood is situated entirely south of the subject parcels. The residential neighborhood is bounded to the east by the F.E. Everett Turnpike, to the south by the Town of Bedford, to the west by the B-2 zoning district along Second Street, and to the north by the subject parcels.

Section 4.01.A.4 of the City of Manchester Zoning Ordinance states that the purpose of the R-2 district is to "*form a loose band around the densely developed inner city area, representing a traditional district between lower development densities of the single family district and the maximum densities of the inner city. The district was established to maintain the integrity of existing moderate density neighborhoods that area nearly fully developed with a mix of single family and two family structures, but which are close to the Central Business District*".

The Applicant maintains that should the zoning classification of the subject land area be rezoned to the B-2 District, that the integrity of the abutting moderate density neighborhood will be maintained. Specifically, the integrity of the R-2 district will be maintained given the remote location of the subject land area at the northeast corner of the R-2 district. If the current neighborhood and those properties which abut the subject parcels all border the B-2 zoning district to some extent, then the removal of this remote land from the zoning district cannot adversely affect the R-2 district or this existing neighborhood.

Furthermore, the City requires a 15' foot landscaped buffer between the two districts. The landscape buffer will include a combination of evergreen trees and shrubs backed by a 6' high solid stockade fence (see Exhibit E). In addition to the landscape buffer, a 50' limited activity buffer shall be established along the proposed zone line. This buffer will specifically prevent exterior lighting fixtures in excess of 10' in height, dumpsters, speakers, and illuminated signs.

In contrast to the definition of the R-2 District, Section 4.01.A.8 of the City of Manchester Zoning Ordinance states that purpose of the B-2 district is "*to provide appropriate locations in the city for development and operation of a mixture of commercial uses and personal and business services that have a community-wide or regional market and which require access from major city streets and proximity to arterial highways, including automotive orientated uses, larger scale retail, and shopping centers. The variety, scale and intensity of the permitted commercial uses in the B-2 zone are intended to be greater than those permitted in the B-1 neighborhood business zone*".

Undoubtedly, a portion of the subject parcels as well as the main corridor of Second Street have been designated as the B-2 Zoning District because of the direct access to the surrounding arterial highway system. Second Street allows straightforward access to the F.E. Everett Turnpike as well as reasonable access to NH Route 101. The portion of Lot 3 and all of Lot 4, which are the focus of this Amendment, are situated such that they enjoy a similar ease of access as the land currently zoned B-2. Further, the B-2 district was specifically designed to support "automotive oriented uses". As previously discussed, the proposed amendment will allow for the expansion of the Manchester Subaru Pre-Owned Center located at 800 Second Street. The purpose and intent of the B-2 District will be maintained as result of this amendment in that the land being reclassified is located in close proximity to major City streets and arterial highways, and will be used for operations associated with a use permitted in the base zoning district.

Rezoning of the subject land area from R-2 to B-2 is a logical choice given the location of the land in relation to the abutting R-2 district as well as in relation to the surrounding roadway network.

IV. Impact to the City

The following is a "statement of the impact of the proposed amendment on the City's economy, environment, municipal services, and municipal facilities" as required by the City of Manchester Zoning Ordinance under Article 16 Section 16.02(A), item No. 5 – *Proposed Amendments to the Zoning Map.*

City Economy:
The obvious beneficial impact to the City's economy would be the increase in the property tax base. Presently, the property at 364 Hill Street (Lots 3 and 4) is undeveloped as the prior residential home was razed recently. However, should the current zoning classification change, the property could be developed for commercial purposes thereby providing an increase in tax revenue. Further, the proposed amendment will provide a means for the expansion of the Manchester Subaru Pre-Owned Center located at 800 Second Street. Again, this amendment will provide an increase in tax revenue.

It terms of employment, the expansion of the Manchester Subaru Pre-Owned Center has the potential to generate additional jobs in the City. Although small, this amendment could have a positive impact on the City's employment rate.

Municipal Facilities:
The impact of the proposed amendment on the City's facilities (i.e. water, sewer, highways and public buildings) would be considered normal. Further commercial development in this area will require additional water consumption, and a slight increase in sewer discharge. Adequate city water and sewer lines currently exist within the Second Street right-of-way to service additional commercial development in this area. Given that the existing utilities were designed specifically for the density associated with the B-2 district, no major impact to the existing utilities is expected. No highway improvements would be required as the subject parcels would be accessed by utilizing the existing curb cuts along Second Street. The referenced curb cuts are illustrated on Exhibit D attached hereto.

The proposed amendment will convert a residential property to commercial property. As such, the amendment will decrease the potential for enrollment in the City's school system.

Municipal Services:
A commercial development would consume less municipal services than a typical developed residential property. Services such as trash and yard waste removal, snow plowing, maintenance of onsite utilities such as water, sewer and street lights would be funded by the property owner and would not burden the existing municipal services of the City.

Environment:
The subject parcels are not located within any designated environmentally sensitive areas. The subject properties are not known nor expected to be part of any wildlife corridor since they are primarily situated between the F.E Everett Turnpike and Second Street and because the existing properties were once developed. If any endangered wildlife exists

near the area, proper protocol will be conducted during the City's site plan process as the project will be reviewed by the Planning Board and the Conversation Commission.

The property itself is located outside the Shoreland Protection Area of the nearby Merrimack River.

As stated above, the development of the subject parcels will require approval from the City of Manchester. If designed in accordance with local and State development regulations, the development of the subject parcels will not contribute excessively to noise, air, light, or water pollution.

A portion of the subject parcels are located within Flood Zone 'A' as shown on Flood Insurance Rate Map (FIRM) Map Number 3301690376d, preliminary effective date September 25, 2009. Flood Zone 'A' is defined as a special flood hazard area subject to flooding by the 1% annual chance flood. Base flood elevations have not been determined. The remaining portions of the subject parcels are located within Zone 'X'. Zone 'X' is defined as areas of 0.2% annual flood chance; areas of 1% annual flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual flood chance. Based on a hydraulic analysis performed by this office, a base flood elevation for Zone 'A' has been determined that is lower than the proposed development. The owner is seeking a letter of map change (LOMC) from FEMA to exclude those portions of the property above the determined flood elevation.

The proposed zoning amendment should have no significant impact on the City's environment.

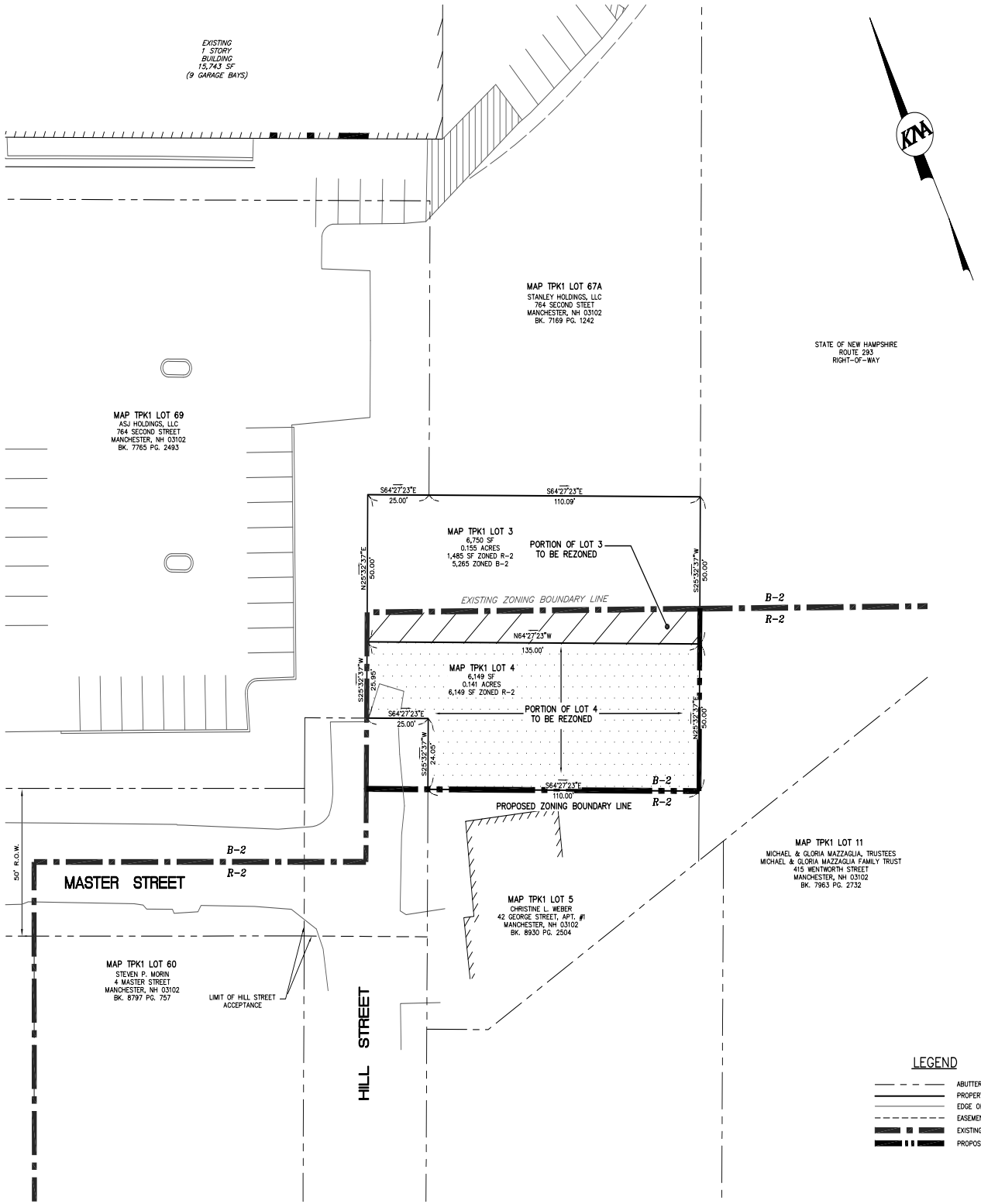
Abutter's List
Manchester Subaru
Manchester, NH
KNA#15-0422-5
Updated 10-14-16

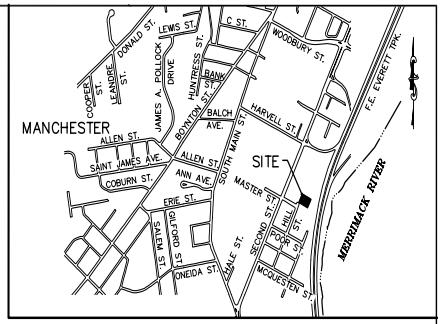
Tax Map	Lot	Owner/Applicant
TPK1	3 & 4	Stanley Holdings, LLC PO Box 10490 Bedford, NH 03110
TPK1	67A	Stanley Holdings, LLC 764 Second Street Manchester, NH 03102
TPK1	69	ASJ Holdings LLC 764 Second Street Manchester, NH 03102

Tax Map	Lot	Abutter
TPK1	5	Christine L. Weber 42 George Street, Apt. 1 Manchester, NH 03102
TPK1	60	Steven P. Morin 4 Master Street Manchester, NH 03102
F.E. Everett Turnpike		NHDOT Bureau of Turnpikes P.O. Box 2950 Concord, NH 03302

Professionals to be notified:

Engineer & Surveyor
Keach-Nordstrom Associates Inc.
10 Commerce Park North, Suite 3
Bedford, NH 03110





LOCATION PLAN
SCALE: 1" = 1,000'

GENERAL NOTES:

1. THE PURPOSE OF THIS PLAN IS TO DEPICT THE CONFIGURATION OF LOTS 3 AND 4 IN RELATION TO THE EXISTING ZONING BOUNDARY AND THE PROPOSED ZONING BOUNDARY.

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

EXHIBIT A
AREA MAP EXHIBIT
MANCHESTER SUBARU PRE-OWNED CENTER

MAP TPK1 LOTS 3 & 4
364 HILL STREET
MANCHESTER, NEW HAMPSHIRE
HILLSBOROUGH COUNTY

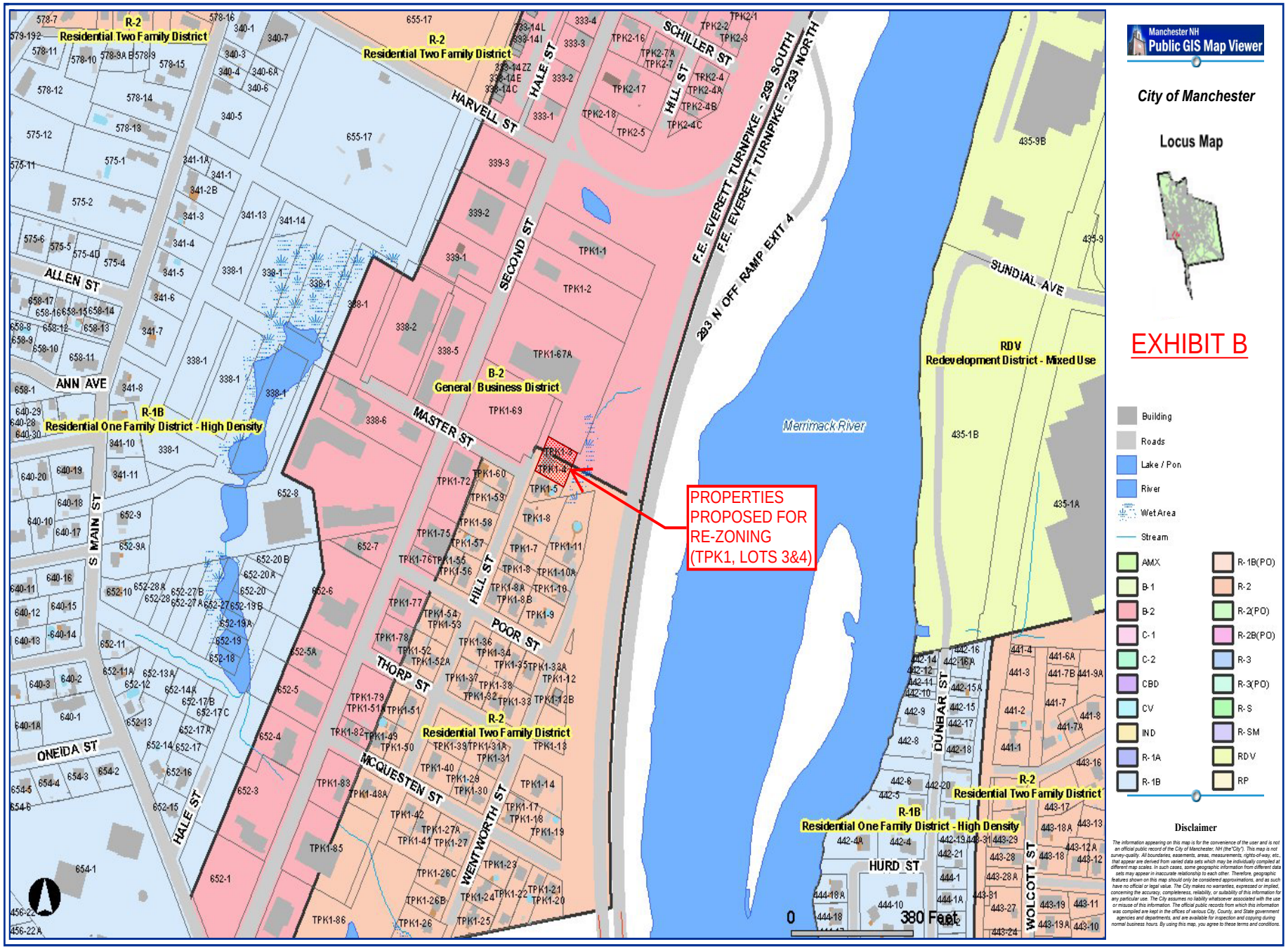
OWNER/APPLICANT OF RECORD:
STANLEY HOLDINGS, LLC
PO BOX 10490
BEDFORD, NH 03110
BK. 8818 PG. 2258

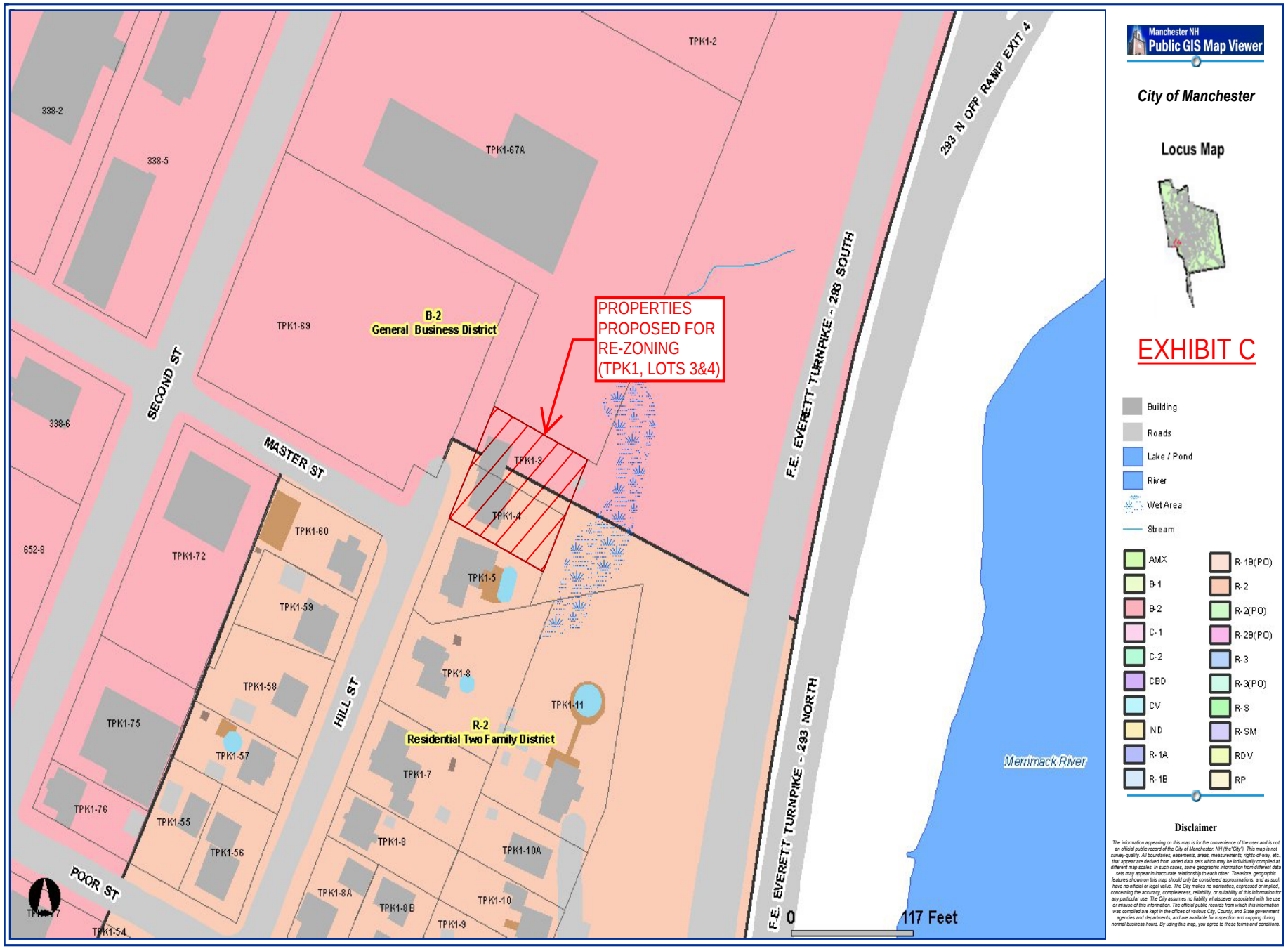
KNA KEACH-NORDSTROM ASSOCIATES, INC.
Civil Engineering Land Surveying Landscape Architecture
10 Commerce Park North, Suite 3B, Bedford, NH 03110 Phone (603) 627-2881

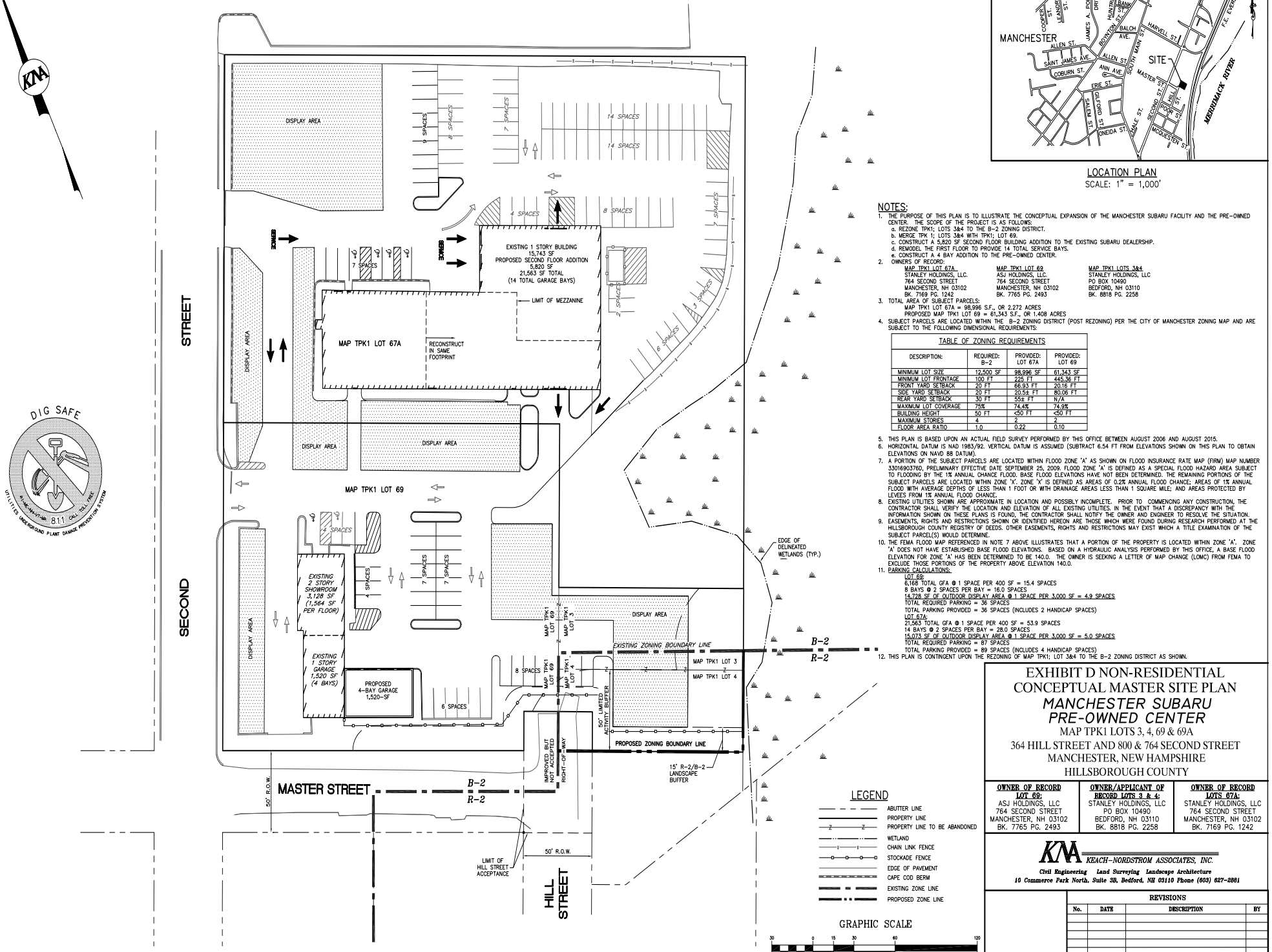
REVISIONS			
No.	DATE	DESCRIPTION	BY

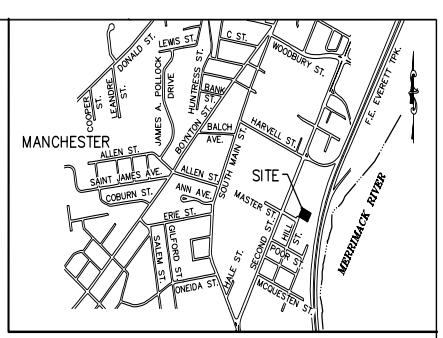
DATE: OCTOBER 13, 2016	SCALE: 1" = 20'
PROJECT NO: 15-0422-5	SHEET 1 OF 1

15.14


Manchester NH
Public GIS Map Viewer
City of Manchester
Locus Map
EXHIBIT B
PROPERTIES PROPOSED FOR RE-ZONING (TPK1, LOTS 3&4)
R-2
Residential Two Family District
B-2
General Business District
R-1B
Residential One Family District - High Density
RDV
Redevelopment District - Mixed Use
Merrimack River
F.E. EVERETT TURNPIKE - 293 SOUTH
F.E. EVERETT TURNPIKE - 293 NORTH
293 N OFF RAMP EXIT 4
HARVELL ST
SECOND ST
HALE ST
SCHILLER ST
HILL ST
ALLEN ST
ANN AVE
S MAIN ST
MASTER ST
POOR ST
THORP ST
ONEIDA ST
MCQUESTEN ST
WENTWORTH ST
SUNDIAL AVE
DUNBAR ST
HURD ST
WOLCOTT ST
Building
Roads
Lake / Pon
River
Wet Area
Stream
AMX
B-1
B-2
C-1
C-2
CBD
CV
IND
R-1A
R-1B
R-1B(PO)
R-2
R-2(PO)
R-2B(PO)
R-3
R-3(PO)
R-S
R-SM
RDV
RP
0
380 Feet
Disclaimer


Manchester NH
Public GIS Map Viewer
City of Manchester
Locus Map
EXHIBIT C
PROPERTIES PROPOSED FOR RE-ZONING (TPK1, LOTS 3&4)
B-2
General Business District
R-2
Residential Two Family District
SECOND ST
MASTER ST
HILL ST
POOR ST
F.E. EVERETT TURNPIKE - 293 SOUTH
F.E. EVERETT TURNPIKE - 293 NORTH
293 N OFF RAMP EXIT 4
Merrimack River
TPK1-2
TPK1-67A
TPK1-69
TPK1-3
TPK1-4
TPK1-5
TPK1-60
TPK1-59
TPK1-58
TPK1-57
TPK1-72
TPK1-75
TPK1-76
TPK1-55
TPK1-56
TPK1-8
TPK1-11
TPK1-7
TPK1-10A
TPK1-8A
TPK1-8B
TPK1-10
TPK1-9
TPK1-54
338-2
338-5
338-6
652-8
Building
Roads
Lake / Pond
River
Wet Area
Stream
AMX
B-1
B-2
C-1
C-2
CBD
CV
IND
R-1A
R-1B
R-1B(PO)
R-2
R-2(PO)
R-2B(PO)
R-3
R-3(PO)
R-S
R-SM
RDV
RP
Disclaimer
0
117 Feet





LOCATION PLAN
SCALE: 1" = 1,000'

NOTES:

1. THE PURPOSE OF THIS PLAN IS TO ILLUSTRATE THE CONCEPTUAL EXPANSION OF THE MANCHESTER SUBARU FACILITY AND THE PRE-OWNED CENTER. THE SCOPE OF THE PROJECT IS AS FOLLOWS:
   a. REZONE TPK1; LOTS 3&4 TO THE B-2 ZONING DISTRICT.
   b. MERGE TPK 1; LOTS 3&4 WITH TPK1; LOT 69.
   c. CONSTRUCT A 5,820 SF SECOND FLOOR BUILDING ADDITION TO THE EXISTING SUBARU DEALERSHIP.
   d. REMODEL THE FIRST FLOOR TO PROVIDE 14 TOTAL SERVICE BAYS.
   e. CONSTRUCT A 4 BAY ADDITION TO THE PRE-OWNED CENTER.
2. OWNERS OF RECORD:

MAP TPK1 LOT 67A	MAP TPK1 LOT 69	MAP TPK1 LOTS 3&4
STANLEY HOLDINGS, LLC.	ASJ HOLDINGS, LLC.	STANLEY HOLDINGS, LLC
764 SECOND STREET	764 SECOND STREET	PO BOX 10490
MANCHESTER, NH 03102	MANCHESTER, NH 03102	BEDFORD, NH 03110
BK. 7169 PG. 1242	BK. 7765 PG. 2493	BK. 8818 PG. 2258

3. TOTAL AREA OF SUBJECT PARCELS:
   MAP TPK1 LOT 67A = 98,996 S.F., OR 2.272 ACRES
   PROPOSED MAP TPK1 LOT 69 = 61,343 S.F., OR 1.408 ACRES
4. SUBJECT PARCELS ARE LOCATED WITHIN THE B-2 ZONING DISTRICT (POST REZONING) PER THE CITY OF MANCHESTER ZONING MAP AND ARE SUBJECT TO THE FOLLOWING DIMENSIONAL REQUIREMENTS:

TABLE OF ZONING REQUIREMENTS

DESCRIPTION:	REQUIRED: B-2	PROVIDED: LOT 67A	PROVIDED: LOT 69
MINIMUM LOT SIZE	12,500 SF	98,996 SF	61,343 SF
MINIMUM LOT FRONTAGE	100 FT	225 FT	445.36 FT
FRONT YARD SETBACK	20 FT	66.93 FT	20.16 FT
SIDE YARD SETBACK	20 FT	20.54 FT	80.06 FT
REAR YARD SETBACK	30 FT	55± FT	N/A
MAXIMUM LOT COVERAGE	75%	74.4%	74.9%
BUILDING HEIGHT	50 FT	<50 FT	<50 FT
MAXIMUM STORIES	4	2	2
FLOOR AREA RATIO	1.0	0.22	0.10

5. THIS PLAN IS BASED UPON AN ACTUAL FIELD SURVEY PERFORMED BY THIS OFFICE BETWEEN AUGUST 2006 AND AUGUST 2015.
6. HORIZONTAL DATUM IS NAD 1983/92. VERTICAL DATUM IS ASSUMED (SUBTRACT 6.54 FT FROM ELEVATIONS SHOWN ON THIS PLAN TO OBTAIN ELEVATIONS ON NAVD 88 DATUM).
7. A PORTION OF THE SUBJECT PARCELS ARE LOCATED WITHIN FLOOD ZONE 'A' AS SHOWN ON FLOOD INSURANCE RATE MAP (FIRM) MAP NUMBER 33016903760, PRELIMINARY EFFECTIVE DATE SEPTEMBER 25, 2009. FLOOD ZONE 'A' IS DEFINED AS A SPECIAL FLOOD HAZARD AREA SUBJECT TO FLOODING BY THE 1% ANNUAL CHANCE FLOOD. BASE FLOOD ELEVATIONS HAVE NOT BEEN DETERMINED. THE REMAINING PORTIONS OF THE SUBJECT PARCELS ARE LOCATED WITHIN ZONE 'X'. ZONE 'X' IS DEFINED AS AREAS OF 0.2% ANNUAL FLOOD CHANCE; AREAS OF 1% ANNUAL FLOOD WITH AVERAGE DEPTHS OF LESS THAN 1 FOOT OR WITH DRAINAGE AREAS LESS THAN 1 SQUARE MILE; AND AREAS PROTECTED BY LEVEES FROM 1% ANNUAL FLOOD CHANCE.
8. EXISTING UTILITIES SHOWN ARE APPROXIMATE IN LOCATION AND POSSIBLY INCOMPLETE. PRIOR TO COMMENCING ANY CONSTRUCTION, THE CONTRACTOR SHALL VERIFY THE LOCATION AND ELEVATION OF ALL EXISTING UTILITIES. IN THE EVENT THAT A DISCREPANCY WITH THE INFORMATION SHOWN ON THESE PLANS IS FOUND, THE CONTRACTOR SHALL NOTIFY THE OWNER AND ENGINEER TO RESOLVE THE SITUATION.
9. EASEMENTS, RIGHTS AND RESTRICTIONS SHOWN OR IDENTIFIED HEREON ARE THOSE WHICH WERE FOUND DURING RESEARCH PERFORMED AT THE HILLSBOROUGH COUNTY REGISTRY OF DEEDS. OTHER EASEMENTS, RIGHTS AND RESTRICTIONS MAY EXIST WHICH A TITLE EXAMINATION OF THE SUBJECT PARCEL(S) WOULD DETERMINE.
10. THE FEMA FLOOD MAP REFERENCED IN NOTE 7 ABOVE ILLUSTRATES THAT A PORTION OF THE PROPERTY IS LOCATED WITHIN ZONE 'A'. ZONE 'A' DOES NOT HAVE ESTABLISHED BASE FLOOD ELEVATIONS. BASED ON A HYDRAULIC ANALYSIS PERFORMED BY THIS OFFICE, A BASE FLOOD ELEVATION FOR ZONE 'A' HAS BEEN DETERMINED TO BE 140.0. THE OWNER IS SEEKING A LETTER OF MAP CHANGE (LOMC) FROM FEMA TO EXCLUDE THOSE PORTIONS OF THE PROPERTY ABOVE ELEVATION 140.0.
11. PARKING CALCULATIONS:
    LOT 69:
    6,168 TOTAL GFA @ 1 SPACE PER 400 SF = 15.4 SPACES
    8 BAYS @ 2 SPACES PER BAY = 16.0 SPACES
    14,728 SF OF OUTDOOR DISPLAY AREA @ 1 SPACE PER 3,000 SF = 4.9 SPACES
    TOTAL REQUIRED PARKING = 36 SPACES
    TOTAL PARKING PROVIDED = 36 SPACES (INCLUDES 2 HANDICAP SPACES)
    LOT 67A:
    21,563 TOTAL GFA @ 1 SPACE PER 400 SF = 53.9 SPACES
    14 BAYS @ 2 SPACES PER BAY = 28.0 SPACES
    15,073 SF OF OUTDOOR DISPLAY AREA @ 1 SPACE PER 3,000 SF = 5.0 SPACES
    TOTAL REQUIRED PARKING = 87 SPACES
    TOTAL PARKING PROVIDED = 89 SPACES (INCLUDES 4 HANDICAP SPACES)
12. THIS PLAN IS CONTINGENT UPON THE REZONING OF MAP TPK1; LOT 3&4 TO THE B-2 ZONING DISTRICT AS SHOWN.

LEGEND

- ABUTTER LINE
- PROPERTY LINE
- PROPERTY LINE TO BE ABANDONED
- WETLAND
- CHAIN LINK FENCE
- STOCKADE FENCE
- EDGE OF PAVEMENT
- CAPE COD BERM
- EXISTING ZONE LINE
- PROPOSED ZONE LINE

GRAPHIC SCALE
30 0 15 30 60 120
(IN FEET)
1 inch = 30 ft.

EXHIBIT D NON-RESIDENTIAL CONCEPTUAL MASTER SITE PLAN
MANCHESTER SUBARU PRE-OWNED CENTER
MAP TPK1 LOTS 3, 4, 69 & 69A
364 HILL STREET AND 800 & 764 SECOND STREET
MANCHESTER, NEW HAMPSHIRE
HILLSBOROUGH COUNTY

OWNER OF RECORD LOT 69:	OWNER/APPLICANT OF RECORD LOTS 3 & 4:	OWNER OF RECORD LOTS 67A:
ASJ HOLDINGS, LLC	STANLEY HOLDINGS, LLC	STANLEY HOLDINGS, LLC
764 SECOND STREET	PO BOX 10490	764 SECOND STREET
MANCHESTER, NH 03102	BEDFORD, NH 03110	MANCHESTER, NH 03102
BK. 7765 PG. 2493	BK. 8818 PG. 2258	BK. 7169 PG. 1242

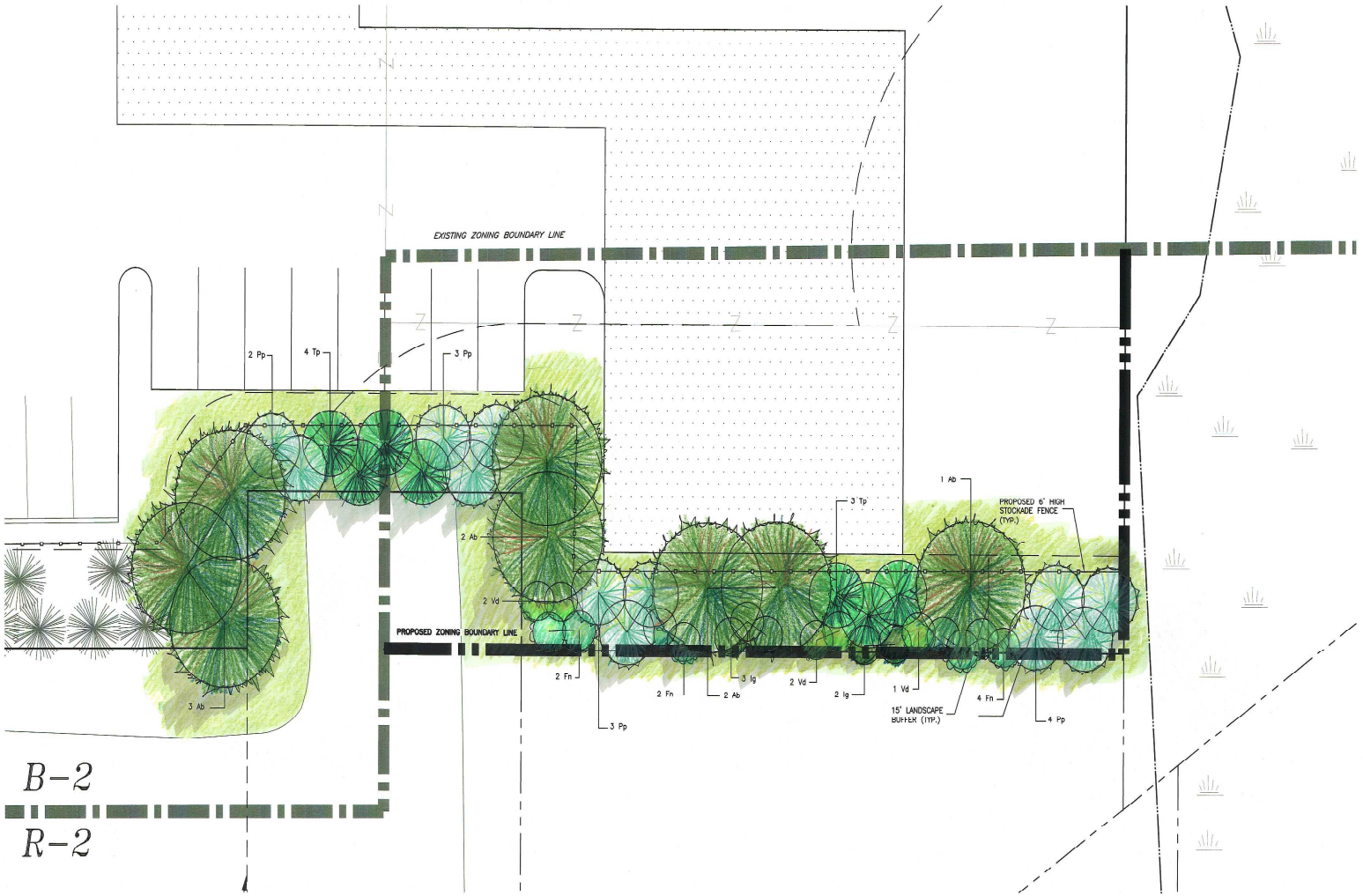
KEACH-NORDSTROM ASSOCIATES, INC.
Civil Engineering Land Surveying Landscape Architecture
10 Commerce Park North, Suite 3B, Bedford, NH 03110 Phone (603) 627-2881

REVISIONS

No.	DATE	DESCRIPTION	BY

DATE: OCTOBER 13, 2016 | SCALE: 1" = 30'
PROJECT NO: 15-0422-5 | SHEET 1 OF 2

15.17



LEGEND

- ABUTTER LINE
- PROPERTY LINE
- PROPERTY LINE TO BE ABANDONED
- WETLAND
- CHAIN LINK FENCE
- STOCKADE FENCE
- EDGE OF PAVEMENT
- CAPE COD BERM
- EXISTING ZONE LINE
- PROPOSED ZONE LINE

PLANT LIST

SYMBOL	QTY	BOTANICAL NAME	COMMON NAME	SIZE	MATURE HEIGHT
TREES					
Ab	8	ABIES CONCOLOR	WHITE FIR	6-7' B&B	30-40'
Pp	12	PICEA PUNGENS 'BIZON BLUE'	BIZON BLUE SPRUCE	6-7' B&B	30-40
SHRUBS					
Fn	8	FORSYHTIA 'N.H. GOLD'	NEW HAMPSHIRE GOLD FORSYTHIA	2-2.5'	5-6'
Ig	5	ILEX GLABRA 'COMPACTA'	COMPACT INKBERRY	2-2.5'	5-6'
Tp	7	THUJA OCCIDENTALIS 'NIGRA'	DARK AMERICAN ARBORVITAE	5-6' B&B	20-30'
Vd	5	VIBURNUM DENTATUM 'AUTUMN JAZZ'	AUTUMN JAZZ VIBURNUM	2-3' B&B	8-10'

DIG SAFE
811
UTILITIES UNDERGROUND PLANT DAMAGE PREVENTION SYSTEM

GRAPHIC SCALE

10 0 5 10 20 40

(IN FEET)
1 inch = 10 ft.

EXHIBIT D CONCEPTUAL LANDSCAPE BUFFER PLAN

MANCHESTER SUBARU PRE-OWNED CENTER

MAP TPK1 LOTS 3 & 4
364 HILL STREET
MANCHESTER, NEW HAMPSHIRE
HILLSBOROUGH COUNTY

OWNER OF RECORD LOT 69:	OWNER/APPLICANT OF RECORD LOTS 3 & 4:	OWNER OF RECORD LOTS 67A:
ASJ HOLDINGS, LLC 764 SECOND STREET MANCHESTER, NH 03102 BK. 7765 PG. 2493	STANLEY HOLDINGS, LLC PO BOX 10490 BEDFORD, NH 03110 BK. 8818 PG. 2258	STANLEY HOLDINGS, LLC 764 SECOND STREET MANCHESTER, NH 03102 BK. 7169 PG. 1242

KNA KEACH-NORDSTROM ASSOCIATES, INC.
Civil Engineering Land Surveying Landscape Architecture
10 Commerce Park North. Suite 3B. Bedford. NH 03110 Phone (603) 627-2881

REVISIONS

No.	DATE	DESCRIPTION	BY

DATE: OCTOBER 13, 2016 | SCALE: 1" = 10'
PROJECT NO: 15-0422-5 | SHEET 2 OF 2

15.18

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

November 16, 2016

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

Re: Technical Report, Rezoning Petition, Hill Street

Dear Mr. Normand:

In accordance with City Policy, the following is provided in consideration of an application for rezoning recently submitted by Keach-Nordstrom Associates, Inc. on behalf of Stanley Holdings, LLC. The parcels involved in this rezoning request, are associated with Manchester Subaru Pre-Owned Center (TPK 1/ Lots 3 & 4) and are privately-owned land situated along the northeastern side of Hill and Masters Streets. The proposed area to be rezoned is comprised of the entirety of Lot 4 which is 6,149 SF, and approximately 1,485 SF of lot 3 for a total of 7,634 SF (.175 acres) as shown on Exhibit A of the submission materials dated 10/13/2016 (see attached map). The subject parcels are bound by Single-Family Residential structures to the south, Manchester Subaru Pre-Owned Center to the north, State of New Hampshire Right-Of-Way of the F.E. Everett Turnpike to the east and Manchester Subaru to the west.

At present, the parcels submitted for rezoning consideration are located within two separate and distinct zones, the B-2 (General Business) and the R-2 (Residential Multi-Family). In essence, the petitioners are requesting that a portion of parcel TPK 1/ Lot 3 and the entirety of parcel TPK 1 / Lot 4, be rezoned B-2. Based on documents included with the applicant's rezoning petition and statements provided to the Planning and Community Development Department, the main intent in seeking this adjustment in zoning boundary lines is to expand of the use of the Pre-Owned Center on to lots 3 and 4 in conjunction with the construction of a new four (4) bay garage addition on lot 69 with additional parking and display provided on lots 3 and 4.

Past Zoning:

In February 2009, the Board of Mayor and Alderman reviewed and ultimately approved a rezoning request for two parcels of privately-owned land at 3 Master Street (TM TPK1, Lot 61) and 800 Second Street (TM TPK1, Lot 69), and a portion of the city-owned Master and Hill Streets ROW to allow for the expansion of the use associated with the automobile dealership business located at 764 and 800 Second Street (Subaru of Manchester) onto a portion of the abutting 3 Master Street property where such commercial activities were previously prohibited.

The 2009 BMA action to rezone Lots 69 and 61 from residential to commercial is reflected on the current City of Manchester Official Zoning Map (see attached Rezoning Petition Map prepared by the Planning & Community Development Office).

Impact on City Services:

Neighborhoods
Although the area under review is zoned R-2 for residential two-family, the subject lots and existing neighborhood are part of a well-established single-family neighborhood located off of the Second Street Corridor. The R-2 District was "*established to maintain the integrity of existing moderate density neighborhoods that are nearly fully developed with a mix of single family and two family structures, but which are close to the Central Business District*". If approved, the zoning change will extend existing commercial uses associated with the car dealership into the existing single-family neighborhood along Hill and Master Streets. The city has seen similar situations occur along South Willow Street, where commercially zoned areas begin to creep into established single family neighborhoods.

City Economy
At present, the property is zoned and assessed for single-family residential. Should the Board of Mayor and Alderman grant the rezoning request, the property could be developed for commercial purposes thereby providing an increase in property tax base and increased tax revenue from the site.

In terms of employment, the expansion of the Manchester Subaru Pre-Owned Center has the potential to generate additional jobs in the City.

Municipal Facilities and Services
Historically lots 3 and 4 contained a single-family home, serviced by municipal water and sewer. The single-family structure was razed in June 2016. Thus, the impact of the proposed amendment on the City's services and facilities (i.e. trash, plowing, water, sewer and public buildings) would be considered minor in nature given the proposed reuse of the existing developed site and merging of the property with existing Manchester Subaru. If approved, any city services would continue to be paid by the property owner.

Environment
The site is located within a highly developed commercial and residential area. A majority of the subject parcels are located within Flood Zone 'A' as shown on Flood Insurance Rate Map, (FIRM) Map Number 3301690376D. The remaining portions of the subject parcels are located within Zone 'X'. The rezoning may bring additional noise and light impacts to the site following expansion of the proposed commercial car dealership. However, it is not expected to have a significant impact on the city's environment or wetlands, considering the location and pre-developed state of the subject property.

The subject parcel is not located within any designated, environmentally sensitive areas according to NHDES. The properties are located outside the Shoreland Protection Area of the nearby Merrimack River. The property is not known or expected to be part of any wildlife

corridor and, per NH Fish and Game, there are no known endangered or threatened plant or animal species onsite that would be affected by a rezoning.

Compliance with City Master Plan:

The City of Manchester Planning Board, through the Future Land Use Map in their Master Plan (adopted on December 10, 2009), envisions that the area included in the petitioner's rezoning request would become part of the General Business (B-2) District.

Given the location of the petitioner's abutting property along Second Street in a highly developed commercial corridor, and also given market demands affecting this particular use along Second Street, the petitioner's request to rezone the involved R-2 to B-2 may not be an unreasonable request.

Street Discontinuance (Hill Street):

Improved Hill Street terminates approximately 20 feet past the southern lot line of TPK1-4. The remaining frontage of TPK1-4 and the frontage of TPK1-3 is along the unimproved right-of-way. The improved portion of Hill Street north of Master Street will not be discontinued as it contains a sewer manhole. Petitioner's predecessor has quieted title to the western half of unimproved Hill Street. While the City claims no interest to the eastern half of unimproved Hill Street, there are private easement rights across the eastern half of unimproved Hill Street that should be extinguished. The Petitioner has filed a quiet title action with Superior Court to resolve the issue.

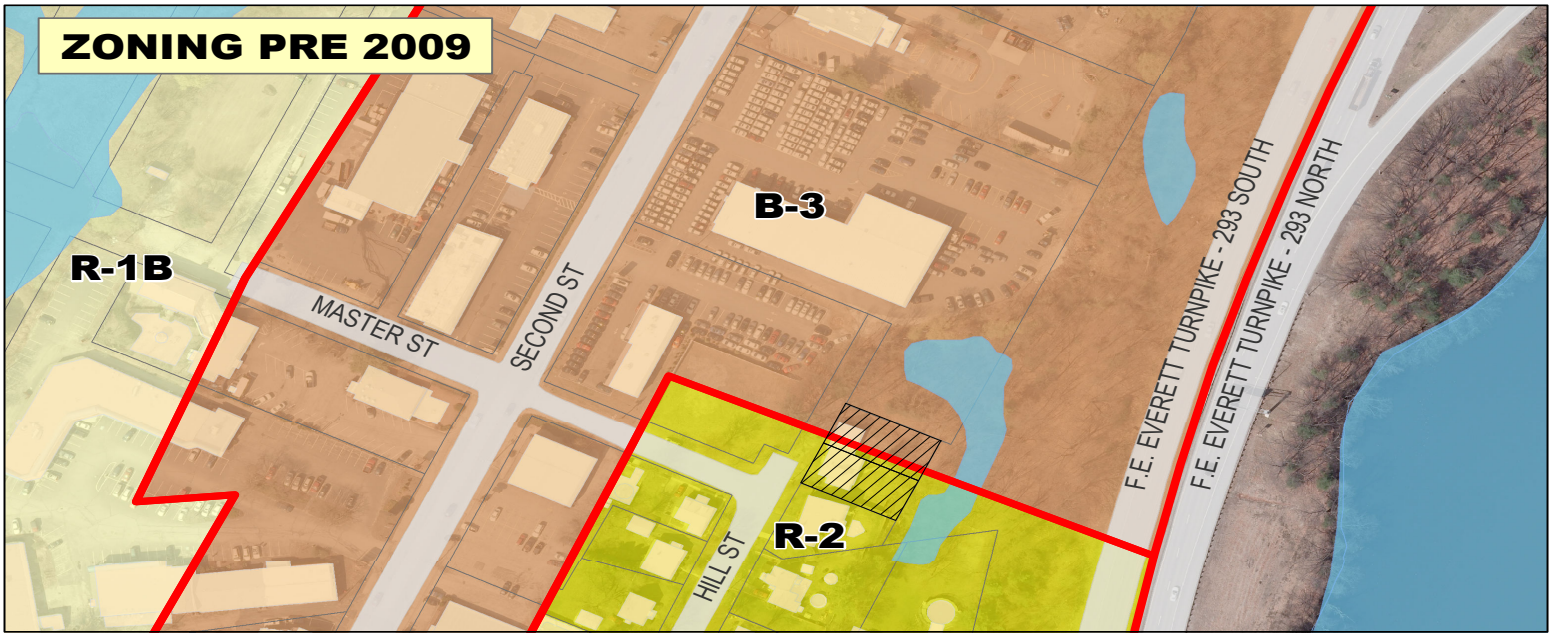
Technical Compliance with Article 16:

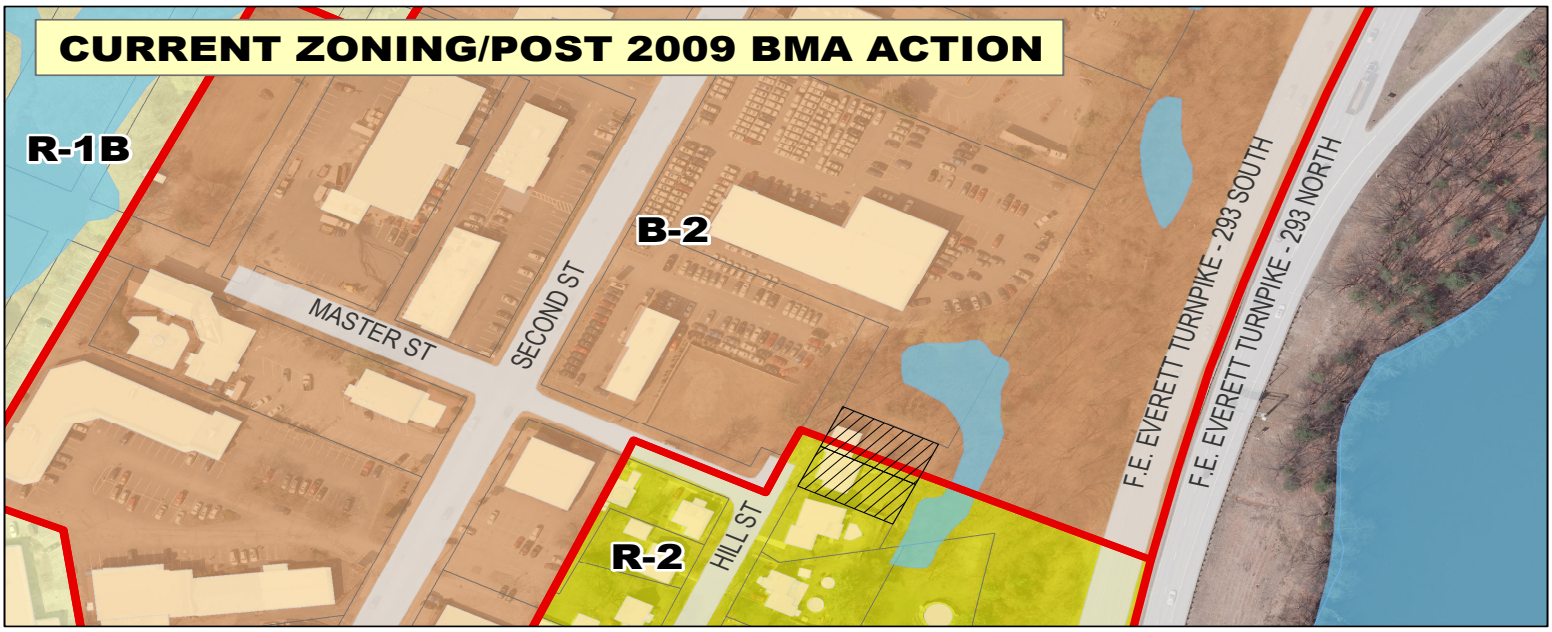
From a technical perspective, the applicant's rezoning petition contains the necessary documents and statement's required by the City's ordinances and policies and may now be forwarded to the Board of Mayor and Alderman for their review and consideration at the required public hearing. Toward this end, and consistent with the policy for rezoning petitions, the Planning staff is forwarding a copy of this report, map and rezoning petition to the Planning Board and to the Office of the City Solicitor for their review and comment.

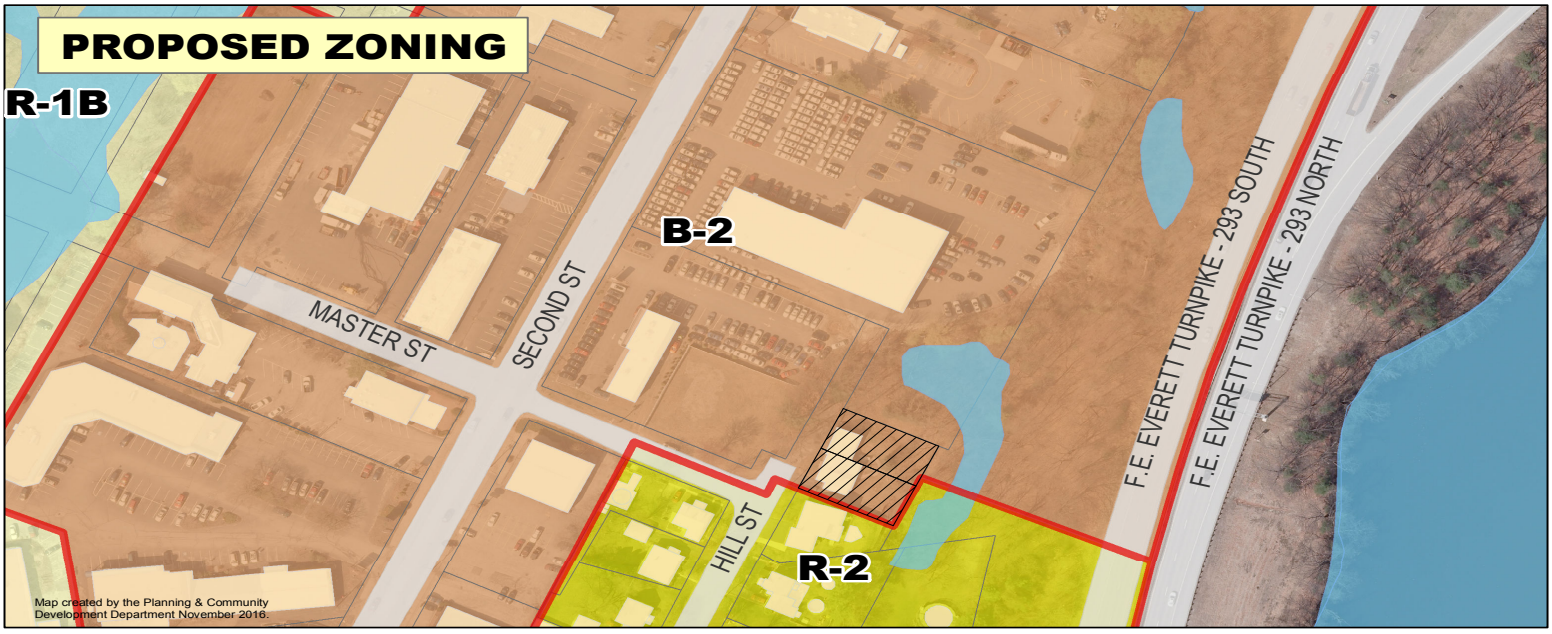
Jodie Levandowski
Planner II

Cc: Planning Board
Thomas Clark, Esq., City Solicitor

Attachment







Subject Lot
Parcel Boundary
Zone Boundary

R-2 Residential Two-Family
B-2 General Business
R-1B Residential Single-Family

REZONING PETITION
364 Hill Street Manchester, NH

City of Manchester
New Hampshire

In the year Two Thousand and Seventeen

AN ORDINANCE

"Amending the Zoning Map of the City of Manchester by rezoning an area currently zoned Residential Multi-Family (R-2) to General Business (B-2); with the area situated on parcel TPK 1, Lots 3 & 4, which is situated off the eastern side of Second Street at the intersection of Master Street and Hill Street."

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

SECTION 1. Amending the Zoning Map of the City of Manchester by rezoning a certain tract or parcel of land being part of the easterly side of the former Hill Street and part of Assessors Map TPK1 Lot 3 and all of Map TPK1 Lot 4 lying northerly of Assessors Map TPK1 lot 5 in the City of Manchester, County of Hillsborough and State of New Hampshire. More particularly bounded and described as follows:

Commencing at a point lying at the intersection of the centerline of Master Street with the centerline of Hill Street, thence;

Northerly along the centerline of Hill Street a distance of 25 feet more or less to the point of beginning. Beginning at a point on the centerline of Hill Street at the extension of the southerly lot line of Assessors Map TPK1 Lot 4 and the northerly lot line of Assessors Map TPK1 Lot 5, thence;

Northerly along the centerline of Hill Street a distance of 24.05 feet more or less to a point on the northerly limit of Hill Street at the centerline of the former Hill Street, thence;

Northerly along the centerline of the former Hill Street a distance of 35.95 feet more or less to a point (lying a distance of 10 feet northerly of the northerly lot line of Assessors Map TPK1 Lot 4), thence;

Turning and running southeasterly through Assessors Map TPK1 Lot 3 a distance of 135.24 feet more or less to a point (lying a distance of 12 feet northerly of the northerly lot line of Assessors Map TPK1 Lot 4) on the easterly lot line thereof, thence;

Turning and running southerly along the easterly lot line of Assessors Map TPK1 Lot 3 and Map TPK1 Lot 4 a distance of 62 feet more or less to the southeasterly lot corner of Assessors Map TPK1 Lot 4 at Assessors Map TPK1 Lot 5, thence;

Turning and running northwesterly along the southerly lot line of Assessors Map TPK1 Lot 4 and the northerly lot line of Assessors Map TPK1 Lot 5 a distance of 110 feet more or less to a point on the westerly sideline of Hill Street, thence;

Continuing northwesterly on a projection of the southerly lot line of Assessors Map TPK1 Lot 4 and the northerly lot line of Assessors Map TPK1 Lot 5 a distance of 25 feet more or less to the point of beginning.

Said parcel consists of 8,325 square feet more or less.

SECTION II. Resolve this ordinance shall take effect upon passage.

City of Manchester
New Hampshire

In the year Two Thousand and Seventeen

A Resolution

"Amending the FY 2016 and 2017 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Three Thousand One Hundred Ninety Nine Thousand Dollars and Fifty Four Cents ($3,199.54) for the FY2016 CIP 810716 Manchester Conservation Commission Operational Budget."

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 2016 and 2017 CIPs as contained in the 2016 and 2017 CIP budgets; and

WHEREAS, the 2016 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 the remaining donations from the Bike Tour accounts to the Conservation Commission's Operational Account;

NOW, THEREFORE, be it resolved that the 2016 and 2017 CIPs be amended as follows:

By transferring:
FY2016 CIP 810616 – 2015 Bike Tour - $2,274.71 Other
FY2017 CIP 811117 – 2016 Bike Tour - $924.83 Other

By increasing:
FY2016 CIP 810716 – Manchester Conservation Commission Operational Budget - $3,199.54 Other

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

City of Manchester
New Hampshire

In the year Two Thousand and Seventeen

A RESOLUTION

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Two Thousand Dollars ($22,000) for the FY 2017 CIP 411517 Safe Station - Overnight Coverage."

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 allocate funds from the Contingency Account for Safe Station overnight support;

WHEREAS, the Board of Mayor and Aldermen wishes to accept donations for Safe Station overnight support;

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

By adding:

2017 CIP 411517 – Safe Station - Overnight Coverage - $20,000 Contingency; $2,000 Other

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

City of Manchester
New Hampshire

In the year Two Thousand and Seventeen

A RESOLUTION

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Five Thousand Dollars ($25,000) for the FY2017 CIP 212417 2016 RWJF Culture of Health Prize."

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

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

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

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds from the Robert Wood Johnson Foundation to implement community health initiatives;

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

By increasing:

FY2017 CIP 212417 – 2016 RWJF Culture of Health Prize - $25,000 Other
(from $25,000 to $50,000)

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

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

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the MDC Revolving Loan Fund summary has been accepted. *(Unanimous vote)*

Respectfully submitted,

Clerk of Committee

William E. Sanders
Finance Officer

Sharon Y. Wickens
Deputy Finance Officer

CITY OF MANCHESTER

Finance Department

January 6, 2017

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

Dear Honorable Committee Members,

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

Respectfully submitted,

Sharon Y. Wickens
Deputy Finance Director

Enc.

Revolving Loans
Balances as of 1/6/17

Loan #	Revolving Loan - City	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
1	Maax Inc	5/29/2007	5/1/2019	$210,000.00	$105,354.61	$0.00	
2	Lazy Nicks	10/30/2009	10/30/2030	$40,000.00	$29,250.47	$0.00	
3	Mary's Closet	2/19/2010	4/15/2017	$60,000.00	$32,443.16	$0.00	
4	Delisle Market	1/28/2010	10/15/2020	$43,500.00	$27,667.42	$0.00	
5	Delisle Market - Energy Loan	1/28/2010	8/15/2020	$20,000.00	$14,590.35	$0.00	
6	OLK12	10/29/2010	3/1/2017	$50,000.00	$25,836.84	$69.93	
7	Cedar & Oak	9/25/2008	1/1/2018	$41,000.00	$31,697.39	$0.00	
				$464,500.00	$266,840.24	$69.93	

SUMMARY NOTES:

Loans 1 thru 5 - Status current and in good standing.
Loan 6 - Over 60 days past due.
Loan 7 - With the Solicitor's Office.

Loan #	Revolving Loan - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
8	844 Elm St	12/12/2003	11/12/2018	$250,000.00	$133,167.34	$499.38	
9	Germania Front	1/20/2012	12/20/2022	$500,000.00	$329,294.89	$1,372.06	
				$750,000.00	$462,462.23	$1,871.44	

SUMMARY NOTES:

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

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

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

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

have been accepted.

(Unanimous vote)

Respectfully submitted,

Clerk of Committee

William E. Sanders
Finance Officer

Sharon Y. Wickens
Deputy Finance Officer

CITY OF MANCHESTER

Finance Department

January 9, 2017

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

Dear Honorable Committee Members,

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

In summary outstanding receivables over 90 days totals $975,882 out of $4,096,156 billed. December's outstanding receivables totaled $1,202,326 out of $4,242,266 billed.

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

Respectfully submitted,

Michele Bogardus
Financial Analyst II

Enc.

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

	Dept Code	1/7/2017 Over 90 Days	12/9/2016 Over 90 Days
Airport	25	$ 85,467.08	$ 288,701.78
EPD	27	$ 862.64	$ 862.64
Parking Department	52	$ 16,394.05	$ 16,488.60
Total Enterprise Funds		$ 102,723.77	$ 306,053.02
CIP/Planning	20	$ -	$ 4,545.93
Central Fleet Management	23	$ 5,401.63	$ 3,011.66
Fire Department	30	$ 18,646.03	$ 19,119.07
Health Department	41	$ -	$ -
Highway	50, 51	$ 762,625.48	$ 785,753.16
Human Resources	19	$ 3,447.55	$ 3,447.19
MWW	29	$ 3,486.17	$ 3,251.75
Parks & Recreation	65	$ 3,037.04	$ 2,977.48
Code Enforcement	CE	$ 50,768.25	$ 46,426.89
Police Department	33,34,35,36	$ 25,745.68	$ 27,739.45
Total General Fund		$ 873,157.83	$ 896,272.58
Grand Totals		$ 975,881.60	$ 1,202,325.60
General Fund receivables over $10,000 by customer			
Corcoran Environmental	50	$ 24,182.43	$ 24,182.43
National Grid	50	$ 641,082.50	$ 641,082.50
State of NH	50	$ 84,406.61	$ 101,354.35
Totals		$ 749,671.54	$ 766,619.28
Total General Fund receivables over 90 days less over $10,000		$ 123,486.29	$ 129,653.30

Explanation of Charges
Landfill Lease Payments - Refer to Solicitor
Roadway Degradation Fees - In Litigation - Refer to Solicitor
State Grants

City of Manchester NH - Receivables
Over 90 Days as of 1/7/17

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	17600	211-213 WOODBURY ST CON	$ 170.79	$ -	$ 1.43	$ 1.43	$ 1.43	$ 166.50
CE	23856	261 BELMONT STREET LLC	$ 777.95	$ -	$ 9.53	$ 9.53	$ 9.53	$ 749.36
CE	17588	385 MANCHESTER STREET T	$ 108.23	$ -	$ 0.91	$ 0.91	$ 0.91	$ 105.50
CE	26081	43-45 ELM ST, LLC	$ 238.52	$ -	$ 3.38	$ 3.38	$ 3.38	$ 228.38
CE	26165	ABBAS, SAGLAIN	$ 182.89	$ -	$ 2.63	$ 2.63	$ 2.63	$ 175.00
CE	21622	ADEKOYA, EMMANUEL	$ 222.86	$ -	$ 2.34	$ 2.34	$ 2.34	$ 215.84
CE	17009	AHMEDAMIN, SANDRA	$ 315.92	$ -	$ 2.56	$ 2.56	$ 2.56	$ 308.24
CE	21986	ALHAMIS, INNOCENTUS	$ 118.54	$ -	$ 1.29	$ 1.29	$ 1.29	$ 114.67
CE	22250	ALHAMIS, INNOCENTUS	$ 234.00	$ -	$ 2.56	$ 2.56	$ 2.56	$ 226.32
CE	24482	BELAND, BRENDA	$ 145.68	$ -	$ 1.88	$ 1.88	$ 1.88	$ 140.04
CE	26003	BERGMANN, ROBERT C	$ 461.12	$ -	$ 6.53	$ 6.53	$ 6.53	$ 441.53
CE	18280	BERLINGUETTE, RICHARD B	$ 694.49	$ -	$ 6.01	$ 6.01	$ 6.01	$ 676.46
CE	23134	BURANT, STEPHANIE	$ 1,001.20	$ -	$ 11.56	$ 11.56	$ 11.56	$ 966.52
CE	25636	CASSIDY, KRISTIN E	$ 1,209.40	$ -	$ 16.88	$ 16.88	$ 16.88	$ 1,158.76
CE	19401	CATANO, EDMUNDO	$ 839.40	$ -	$ 7.60	$ 7.60	$ 7.60	$ 816.60
CE	23363	CAYER, NORMAN	$ 796.45	$ -	$ 10.00	$ 10.00	$ 10.00	$ 766.45
CE	24685	CAYER, NORMAN ROGER	$ 312.17	$ -	$ 4.13	$ 4.13	$ 4.13	$ 299.78
CE	26189	CHRISTIAN, NEVILLE	$ 156.75	$ -	$ 2.25	$ 2.25	$ 2.25	$ 150.00
CE	24977	CHURCH, TIMOTHY	$ 3.73	$ -	$ 0.05	$ 0.05	$ 0.05	$ 3.58
CE	23196	CORDERO, MARIA	$ 1,144.20	$ -	$ 13.21	$ 13.21	$ 13.21	$ 1,104.57
CE	25866	CORREA, DAVID M	$ 161.25	$ -	$ 2.25	$ 2.25	$ 2.25	$ 154.50
CE	20689	CRUZ, MARIA	$ 366.35	$ -	$ 3.61	$ 3.61	$ 3.61	$ 355.52
CE	17978	DAHL, THOMAS A	$ 574.90	$ -	$ 4.90	$ 4.90	$ 4.90	$ 560.20
CE	21469	DEJESUS, JAN P	$ 137.90	$ -	$ 1.43	$ 1.43	$ 1.43	$ 133.61
CE	25737	DELISLE HAVEE, VIVIAN L	$ 161.25	$ -	$ 2.25	$ 2.25	$ 2.25	$ 154.50
CE	21559	DEL-WES REALTY LLC	$ 428.20	$ -	$ 4.44	$ 4.44	$ 4.44	$ 414.88
CE	21467	DROUIN, JOHN	$ 210.40	$ -	$ 2.18	$ 2.18	$ 2.18	$ 203.86
CE	26346	DUVAL, MICHAEL J	$ 1,055.76	$ -	$ 15.38	$ 15.38	$ -	$ 1,025.00
CE	24786	EAGAN, SCOTT T	$ 141.92	$ -	$ 1.88	$ 1.88	$ 1.88	$ 136.28
CE	24619	FALLAH, ELAINE B	$ 368.92	$ -	$ 4.88	$ 4.88	$ 4.88	$ 354.28
CE	23494	FORD, JONATHAN	$ 156.96	$ -	$ 1.88	$ 1.88	$ 1.88	$ 151.32
CE	19099	FRANCIS, RANDALL	$ 276.60	$ -	$ 2.48	$ 2.48	$ 2.48	$ 269.16
CE	21427	FULLER, JASON L	$ 528.02	$ -	$ 5.42	$ 5.42	$ 5.42	$ 511.76
CE	24991	GAGNON, DENIS M	$ 140.04	$ -	$ 1.88	$ 1.88	$ 1.88	$ 134.40
CE	24393	GAGNON, RAYMOND C JR	$ 460.23	$ -	$ 5.93	$ 5.93	$ 5.93	$ 442.44
CE	26291	GARNEAU, GEORGE A	$ 458.36	$ -	$ 6.68	$ 6.68	$ -	$ 445.00
CE	21269	GEORGIADIS, JAMES	$ 251.92	$ -	$ 2.56	$ 2.56	$ 2.56	$ 244.24
CE	18654	GICHANA, DENNIS O	$ 520.73	$ -	$ 4.59	$ 4.59	$ 4.59	$ 506.96
CE	25648	GODZYK, COREY A	$ 134.40	$ -	$ 1.88	$ 1.88	$ 1.88	$ 128.76
CE	20234	GRADY, ALEXANDER	$ 388.52	$ -	$ 3.68	$ 3.68	$ 3.68	$ 377.48
CE	17490	GRAMA, MARIAN	$ 953.47	$ -	$ 7.99	$ 7.99	$ 7.99	$ 929.50
CE	26528	GRANT, MICHAEL P	$ 152.25	$ -	$ 2.25	$ -	$ -	$ 150.00
CE	16919	GRIMARD, MICHELE M	$ 176.51	$ -	$ 1.43	$ 1.43	$ 1.43	$ 172.22
CE	19147	HAMMERSTROM, PAUL III	$ 473.32	$ -	$ 4.28	$ 4.28	$ 4.28	$ 460.48
CE	20867	HAWKES, DANA M	$ 445.62	$ -	$ 4.43	$ 4.43	$ 4.43	$ 432.33
CE	16740	HEWETT, DANIEL H	$ 655.66	$ -	$ 5.27	$ 5.27	$ 5.27	$ 639.85
CE	25031	HUNZELMAN, ALBERT C	$ 140.04	$ -	$ 1.88	$ 1.88	$ 1.88	$ 134.40
CE	19981	JACOBY, VALERIE A	$ 256.40	$ -	$ 2.41	$ 2.41	$ 2.41	$ 249.17

City of Manchester NH - Receivables
Over 90 Days as of 1/7/17

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	18785	JGDB REALTY, LLC	$ 27.02	$ -	$ 0.28	$ 0.28	$ 0.28	$ 26.18
CE	17486	JOHNS, JOSEPH	$ 728.30	$ -	$ 6.10	$ 6.10	$ 6.10	$ 710.00
CE	26469	JORDAN, TYLER	$ 231.76	$ -	$ 3.38	$ 3.38	$ -	$ 225.00
CE	23236	KABAMBA, MPESAMONJI	$ 968.60	$ -	$ 11.18	$ 11.18	$ 11.18	$ 935.06
CE	25727	KALATHAKIS, ALEXANDER	$ 440.75	$ -	$ 6.15	$ 6.15	$ 6.15	$ 422.30
CE	23408	KAROUTSOS, GEORGE FAM T	$ 79.52	$ -	$ -	$ -	$ -	$ 79.52
CE	24440	KEEFE, CASEY	$ 576.73	$ -	$ 7.43	$ 7.43	$ 7.43	$ 554.44
CE	17507	KICKHAM, CHARLES	$ 853.42	$ -	$ 7.14	$ 7.14	$ 7.14	$ 832.00
CE	25115	KICKHAM, CHARLES	$ 1,353.66	$ -	$ 18.38	$ 18.38	$ 18.38	$ 1,298.52
CE	17437	KICKHAM, CHARLES	$ 1,463.72	$ -	$ 12.24	$ 12.24	$ 12.24	$ 1,427.00
CE	18372	KILGORE, SCOTT C	$ 1,050.90	$ -	$ 9.10	$ 9.10	$ 9.10	$ 1,023.60
CE	16825	KIM BERLINGUETTE	$ 721.98	$ -	$ 5.81	$ 5.81	$ 5.81	$ 704.55
CE	22034	KROCHMAL, MARC A	$ 52.95	$ -	$ 0.68	$ 0.68	$ 0.68	$ 50.91
CE	24287	KROL, WALTER	$ 171.16	$ -	$ 2.18	$ 2.18	$ 2.18	$ 164.62
CE	17454	LACROIX, RUDOLPH	$ 639.08	$ -	$ 5.36	$ 5.36	$ 5.36	$ 623.00
CE	19634	LANDER, DIANE R	$ 212.32	$ -	$ 1.96	$ 1.96	$ 1.96	$ 206.44
CE	26513	LANE, PRISCILLA A	$ 304.50	$ -	$ 4.50	$ -	$ -	$ 300.00
CE	26520	LASELLA, KEVIN M	$ 228.38	$ -	$ 3.38	$ -	$ -	$ 225.00
CE	23116	LEBREAULT, REBECA	$ 409.60	$ -	$ 4.73	$ 4.73	$ 4.73	$ 395.41
CE	26472	LEMIRE, DAVID B REV TR	$ 2.25	$ -	$ -	$ -	$ -	$ 2.25
CE	24271	LEMIRE, ROBERT	$ 206.56	$ -	$ 2.63	$ 2.63	$ 2.63	$ 198.67
CE	26481	LEONARD, MICHAEL J	$ 437.76	$ -	$ 6.38	$ 6.38	$ -	$ 425.00
CE	19453	LOCKE, CHRISTINE	$ 257.96	$ -	$ 2.34	$ 2.34	$ 2.34	$ 250.94
CE	17105	LORTIE, RONALD	$ 654.60	$ -	$ 5.35	$ 5.35	$ 5.35	$ 638.55
CE	18413	LOUGEE, JILLIAN M	$ 103.68	$ -	$ 0.91	$ 0.91	$ 0.91	$ 100.95
CE	19191	MARQUIS, LINDA J	$ 159.35	$ -	$ 1.43	$ 1.43	$ 1.43	$ 155.06
CE	26193	MARTIN, MARKIEKE S	$ 209.00	$ -	$ 3.00	$ 3.00	$ 3.00	$ 200.00
CE	24593	MATEO, ERNESTO B	$ 1,316.80	$ -	$ 17.18	$ 17.18	$ 17.18	$ 1,265.26
CE	23041	MCCARTHY, STEVEN L	$ 227.60	$ -	$ 2.63	$ 2.63	$ 2.63	$ 219.71
CE	23511	MCCARTHY, STEVEN L	$ 370.31	$ -	$ 4.43	$ 4.43	$ 4.43	$ 357.02
CE	19052	MERETE, JOSE	$ 159.35	$ -	$ 1.43	$ 1.43	$ 1.43	$ 155.06
CE	18309	MILLER, SAUL B	$ 69.40	$ -	$ 0.71	$ 0.71	$ 0.71	$ 67.27
CE	21083	NGALAKULONDI, PIERRE K	$ 523.91	$ -	$ 5.27	$ 5.27	$ 5.27	$ 508.10
CE	24866	NORMAN CAYER	$ 993.17	$ -	$ 13.13	$ 13.13	$ 13.13	$ 953.78
CE	17176	OKELLO, JAMES	$ 286.04	$ -	$ 2.34	$ 2.34	$ 2.34	$ 279.02
CE	24175	OKELLO, JAMES	$ 292.84	$ -	$ 3.68	$ 3.68	$ 3.68	$ 281.80
CE	17257	PAPPAS, ROBERT A	$ 374.95	$ -	$ 3.09	$ 3.09	$ 3.09	$ 365.68
CE	26017	PARK, CHRIS H	$ 3.00	$ -	$ -	$ -	$ -	$ 3.00
CE	25156	PATTERSON, JOYCE L	$ 138.16	$ -	$ 1.88	$ 1.88	$ 1.88	$ 132.52
CE	25759	PINARD, DAVID A JR	$ 241.90	$ -	$ 3.38	$ 3.38	$ 3.38	$ 231.76
CE	24338	POIRIER, THOMAS	$ 203.93	$ -	$ 2.63	$ 2.63	$ 2.63	$ 196.04
CE	21496	POND, DEBORAH A	$ 370.50	$ -	$ 3.85	$ 3.85	$ 3.85	$ 358.95
CE	23900	POTTER, ANTHONY	$ 153.20	$ -	$ 1.88	$ 1.88	$ 1.88	$ 147.56
CE	26325	POULIOT, SERGE B	$ 278.10	$ -	$ 4.05	$ 4.05	$ -	$ 270.00
CE	21152	PRINCE, JOHN G	$ 329.23	$ -	$ 3.31	$ 3.31	$ 3.31	$ 319.30
CE	16956	RAKIS-LAMBROULIS, POTOU	$ 668.37	$ -	$ 5.41	$ 5.41	$ 5.41	$ 652.14
CE	17306	RICARD, ERNEST H	$ 371.86	$ -	$ 3.09	$ 3.09	$ 3.09	$ 362.59
CE	22940	RODRIGUEZ, WALTER J	$ 644.98	$ -	$ 7.38	$ 7.38	$ 7.38	$ 622.84

City of Manchester NH - Receivables
Over 90 Days as of 1/7/17

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	22939	RODRIGUEZ, WALTER J	$ 1,263.03	$ -	$ 14.43	$ 14.43	$ 14.43	$ 1,219.74
CE	26196	ROURK, STEPHEN	$ 209.00	$ -	$ 3.00	$ 3.00	$ 3.00	$ 200.00
CE	25344	ROUSSEAU, DONALD	$ 463.28	$ -	$ 6.38	$ 6.38	$ 6.38	$ 444.14
CE	24798	ROY, MARC	$ 141.92	$ -	$ 1.88	$ 1.88	$ 1.88	$ 136.28
CE	21899	SANBORN, KARI R	$ 133.61	$ -	$ 1.43	$ 1.43	$ 1.43	$ 129.32
CE	24913	SCANLON, PATRICK	$ 141.92	$ -	$ 1.88	$ 1.88	$ 1.88	$ 136.28
CE	25286	SCHEFER, DAVID	$ 138.16	$ -	$ 1.88	$ 1.88	$ 1.88	$ 132.52
CE	26250	SCHEYS, DANIEL	$ 156.75	$ -	$ 2.25	$ 2.25	$ 2.25	$ 150.00
CE	18542	SILVA, FRANCISCA	$ 749.40	$ -	$ 6.55	$ 6.55	$ 6.55	$ 729.75
CE	23016	SIMON, LESLIE	$ 1,047.00	$ -	$ 12.10	$ 12.10	$ 12.10	$ 1,010.70
CE	25444	SOLONA, EVELYN A	$ 583.18	$ -	$ 8.03	$ 8.03	$ 8.03	$ 559.09
CE	21061	SOULIOS, STAVROS	$ 143.62	$ -	$ 1.43	$ 1.43	$ 1.43	$ 139.33
CE	25757	ST PIERRE, DELIA E	$ 161.25	$ -	$ 2.25	$ 2.25	$ 2.25	$ 154.50
CE	26228	TAYLOR, MEGAN K	$ 78.39	$ -	$ 1.13	$ 1.13	$ 1.13	$ 75.00
CE	26352	TEAS, CHARLES G RV TR	$ 2,961.26	$ -	$ 43.13	$ 43.13	$ -	$ 2,875.00
CE	22896	TIMBAS, GREGORY S	$ 136.56	$ -	$ 1.66	$ 1.66	$ 1.66	$ 131.58
CE	25424	TIMBAS, GREGORY S LIV T	$ 81.78	$ -	$ 1.13	$ 1.13	$ 1.13	$ 78.39
CE	23114	TOMES, KAREN E	$ 526.60	$ -	$ 6.08	$ 6.08	$ 6.08	$ 508.36
CE	18687	TORRES, JOSE A	$ 162.21	$ -	$ 1.43	$ 1.43	$ 1.43	$ 157.92
CE	24962	TREMBLAY, TAMMIE S	$ 196.04	$ -	$ 2.63	$ 2.63	$ 2.63	$ 188.15
CE	26321	TRONGEAU, STEPHANIE J	$ 206.00	$ -	$ 3.00	$ 3.00	$ -	$ 200.00
CE	26244	TYLER FAM REV TR	$ 156.75	$ -	$ 2.25	$ 2.25	$ 2.25	$ 150.00
CE	23112	VERMILYEA, SETH R	$ 292.60	$ -	$ 3.38	$ 3.38	$ 3.38	$ 282.46
CE	26169	VITALE, ANTHONY G	$ 809.89	$ -	$ 11.63	$ 11.63	$ 11.63	$ 775.00
CE	20970	WALLACE, JOHN W	$ 302.68	$ -	$ 3.02	$ 3.02	$ 3.02	$ 293.62
CE	26008	WENNERS, VINCENT A JR	$ 159.00	$ -	$ 2.25	$ 2.25	$ 2.25	$ 152.25
CE	25630	WILSON, DAWN P	$ 188.15	$ -	$ 2.63	$ 2.63	$ 2.63	$ 180.26
CE	21287	WINZELER, MARK L	$ 140.76	$ -	$ 1.43	$ 1.43	$ 1.43	$ 136.47
CE	23988	WOOD, KENNETH A III TRU	$ 0.07	$ -	$ -	$ -	$ -	$ 0.07
CE	19821	ZAMOR, WOLF R	$ 638.95	$ -	$ 5.95	$ 5.95	$ 5.95	$ 621.10
CE	21151	ZEBROWSKI, LYNN A	$ 216.94	$ -	$ 2.18	$ 2.18	$ 2.18	$ 210.40
CE - CODE ENFORCEMENT TOTALS			**$ 52,460.05**	**$ -**	**$ 598.02**	**$ 587.89**	**$ 505.89**	**$ 50,768.25**
19	20865	SCHWARTZ, BETH	$ 3,418.15	$ -	$ -	$ -	$ -	$ 3,418.15
19	2453	UNION LEADER CORP	$ 30.48	$ 0.36	$ -	$ 0.36	$ 0.36	$ 29.40
19 - HR TOTALS			**$ 3,448.63**	**$ 0.36**	**$ -**	**$ 0.36**	**$ 0.36**	**$ 3,447.55**
23	5385	ARAMARK MANAGEMENT SERV	$ 198.38	$ -	$ -	$ -	$ -	$ 198.38
23	21988	CORNWELL TOOL FRANCHISE	$ 97.00	$ -	$ -	$ -	$ -	$ 97.00
23	2536	MANCHESTER CEMETERY DEP	$ 3,114.79	$ -	$ -	$ 724.82	$ -	$ 2,389.97
23	2573	MANCHESTER EPD	$ 228.78	$ -	$ -	$ -	$ -	$ 228.78
23	2507	MANCHESTER HOUSING AUTH	$ 4,876.15	$ 1,635.36	$ -	$ 2,072.18	$ -	$ 1,168.61
23	11485	MANCHESTER PARKING DIVI	$ 1,073.64	$ -	$ -	$ -	$ -	$ 1,073.64
23	3124	PINARD WASTE SYSTEM INC	$ 359.25	$ -	$ -	$ 191.60	$ -	$ 167.65
23	21088	VINCENT WHITE SNAP ON T	$ 77.60	$ -	$ -	$ -	$ -	$ 77.60
23 - CENTRAL FLEET TOTALS			**$ 10,025.59**	**$ 1,635.36**	**$ -**	**$ 2,988.60**	**$ -**	**$ 5,401.63**
25	26408	ABOOD TRANSPORTATION	$ 50.00	$ -	$ -	$ -	$ -	$ 50.00
25	20311	ADVANTAGE RENT A CAR	$ 1.00	$ -	$ -	$ -	$ -	$ 1.00
25	4908	ALL POINTS AIRPORT SERV	$ 50.00	$ -	$ -	$ -	$ -	$ 50.00

City of Manchester NH - Receivables
Over 90 Days as of 1/7/17

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
25	24841	ASSET CAR SERVICE	$ 50.00	$ -	$ -	$ -	$ -	$ 50.00
25	4825	BEST WESTERN EXECUTIVE	$ 0.40	$ -	$ -	$ -	$ -	$ 0.40
25	20771	CENTRIX BANK	$ 8,000.00	$ -	$ -	$ -	$ -	$ 8,000.00
25	7026	CHAUFFERED OCCASIONS IN	$ 50.00	$ -	$ -	$ -	$ -	$ 50.00
25	3624	CORPORATE LIMOUSINE SER	$ 50.00	$ -	$ -	$ -	$ -	$ 50.00
25	7519	DOT-FAA/TSA-AMZ-110	$ 76,825.00	$ 19,050.00	$ -	$ 19,685.00	$ 18,405.00	$ 19,685.00
25	19916	DTG OPERATIONS, INC	$ 6,821.64	$ 2,258.88	$ -	$ 1,129.44	$ 1,129.44	$ 2,303.88
25	22188	DTG OPERATIONS, INC (TH	$ 4,277.15	$ 1,222.04	$ -	$ 611.02	$ 611.02	$ 1,833.07
25	19269	EXPRESSJET DBA DELTA CO	$ 17,933.52	$ 2,919.17	$ -	$ 14,759.14	$ -	$ 255.21
25	3736	HERTZ CORP-PROP & CONCE	$ 528,899.74	$ 128,698.27	$ -	$ 186,408.12	$ 165,055.40	$ 48,737.95
25	1878	JOHNSON CONTROLS	$ 269.00	$ -	$ -	$ -	$ 16.00	$ 253.00
25	4805	MERMAID TRANSPORTATION	$ 50.00	$ -	$ -	$ -	$ -	$ 50.00
25	14944	NH AUTO RENTAL, INC (PA	$ 2,464.38	$ -	$ -	$ -	$ -	$ 2,464.38
25	16045	PARAGON LIVERY	$ 50.00	$ -	$ -	$ -	$ -	$ 50.00
25	10101	QUALITY AIRPORT SHUTTLE	$ 50.00	$ -	$ -	$ -	$ -	$ 50.00
25	6775	SEACOAST AIRPORT SERVIC	$ 50.00	$ -	$ -	$ -	$ -	$ 50.00
25	3973	SHEA JR, EDMUND J	$ 405.00	$ -	$ -	$ 270.00	$ -	$ 135.00
25	18168	TOM-N-TOM DELIVERY LLC	$ 3,135.59	$ 513.16	$ -	$ 574.30	$ 761.74	$ 1,286.39
25	3874	VANGUARD CAR RENTAL/ NA	$ 61.80	$ -	$ -	$ -	$ -	$ 61.80
25 - AIRPORT TOTALS			**$ 649,544.22**	**$ 154,661.52**	**$ -**	**$ 223,437.02**	**$ 185,978.60**	**$ 85,467.08**
27	12798	ANYTIME SEPTIC SERVICES	$ 762.64	$ -	$ -	$ -	$ -	$ 762.64
27	10064	SERVPRO OF MANCHESTER/D	$ 100.00	$ -	$ -	$ -	$ -	$ 100.00
27 - EPD TOTALS			**$ 862.64**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 862.64**
29	725	PARK CONSTRUCTION CORP	$ 3,333.53	$ -	$ -	$ -	$ -	$ 3,333.53
29	26065	PROULX, DENNIS	$ 152.64	$ -	$ -	$ -	$ -	$ 152.64
29 - MWW TOTALS			**$ 3,486.17**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,486.17**
30	287	200 ELM STREET REALTY,	$ 1,538.50	$ 545.10	$ -	$ 5.10	$ 5.10	$ 983.20
30	21341	AVERILL, JENNY	$ 569.86	$ 5.84	$ -	$ 5.84	$ 5.84	$ 552.34
30	9662	BRIDGEWELL FARMS CONDO	$ 1,579.90	$ 751.10	$ -	$ 11.10	$ 11.10	$ 806.60
30	1378	CHARLES TSIATSIOS TRUST	$ 3,319.88	$ 564.49	$ -	$ 24.49	$ 24.49	$ 2,706.41
30	25885	CLARK, ISABELLE	$ 51.20	$ 3.81	$ -	$ 3.81	$ 3.81	$ 39.77
30	18213	COLE-BRUCE, PAMELA	$ 1,439.75	$ 12.45	$ -	$ 12.45	$ 12.45	$ 1,402.40
30	24709	FRANCOEURS CAFE	$ 213.50	$ 101.50	$ -	$ 1.50	$ 1.50	$ 109.00
30	21771	GAMACHE INVESTMENT PROP	$ 785.00	$ 543.00	$ -	$ 3.00	$ 3.00	$ 236.00
30	8937	GIRL'S INC.	$ 1,152.90	$ 548.10	$ -	$ 8.10	$ 8.10	$ 588.60
30	24374	HANNAFORD, ANDREW	$ 740.11	$ 9.53	$ -	$ 9.53	$ 9.53	$ 711.52
30	21670	HARNUM, DAVID	$ 519.73	$ 5.43	$ -	$ 5.43	$ 5.43	$ 503.44
30	24452	INLAND AMERICAN CFG POR	$ 2,519.30	$ 1,197.70	$ -	$ 17.70	$ 17.70	$ 1,286.20
30	1255	INTERGRATED HEALTH SVC	$ 1,243.20	$ 547.20	$ -	$ 7.20	$ 7.20	$ 681.60
30	16305	JOSEPH EQUIPMENT CO	$ 2,487.20	$ 555.60	$ -	$ 15.60	$ 15.60	$ 1,900.40
30	17861	LACROIX, LUCIEN D	$ 542.24	$ 4.57	$ -	$ 4.57	$ 4.57	$ 528.53
30	24375	LORANGER, AMANDA	$ 431.02	$ 5.55	$ -	$ 5.55	$ 5.55	$ 414.37
30	17580	MAHMOTORIC, MUHAREM	$ 4,202.10	$ 577.80	$ -	$ 37.80	$ 37.80	$ 3,548.70
30	19639	MANCHESTER CHRISTIAN CH	$ 21.24	$ 0.16	$ -	$ 0.16	$ 1.50	$ 19.42
30	17794	MITCHELL, JOHN F	$ 623.00	$ 5.25	$ -	$ 5.25	$ 5.25	$ 607.25
30	14129	MPBUH HOLDING LLC	$ 336.00	$ 4.50	$ -	$ 4.50	$ 4.50	$ 322.50
30	4719	PAGE STREET REALTY	$ 662.90	$ 548.10	$ -	$ 8.10	$ 8.10	$ 98.60
30	19541	RYDER	$ 122.50	$ 1.50	$ -	$ 1.50	$ 1.50	$ 118.00

City of Manchester NH - Receivables
Over 90 Days as of 1/7/17

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
30	22445	WILSON, ELIZABETH	$ 497.65	$ 5.49	$ -	$ 5.49	$ 5.49	$ 481.18
30 - FIRE TOTALS			**$ 25,598.68**	**$ 6,543.77**	**$ -**	**$ 203.77**	**$ 205.11**	**$ 18,646.03**
33	19086	GOOD STILL	$ 2,865.71	$ 661.77	$ -	$ 311.02	$ 14.84	$ 1,878.08
33	19151	LEVEL UP GAMING	$ 824.84	$ 8.95	$ -	$ 8.95	$ 8.95	$ 797.99
33	4303	MANCHESTER POLICE - OBE	$ 466.80	$ -	$ -	$ -	$ -	$ 466.80
33	5800	NEW ENGLAND HIDTA	$ 3,647.49	$ 2,736.19	$ -	$ -	$ -	$ 911.30
33	19952	THRIFTY'S SECOND HAND S	$ 104.30	$ 41.30	$ -	$ 20.00	$ 23.00	$ 20.00
33	25653	U.S. CELLULAR	$ 55.49	$ 23.32	$ -	$ 3.17	$ 8.00	$ 21.00
34	85	ASPLUNDH TREE EXPERT CO	$ 32,063.21	$ 14,679.89	$ -	$ 13,125.04	$ 448.24	$ 3,810.04
34	14470	CIRCUS AMERICA INC.	$ 666.72	$ -	$ -	$ -	$ -	$ 666.72
34	25987	DANABRY CONSTRUCTION	$ 364.20	$ -	$ -	$ -	$ -	$ 364.20
34	22797	DB PERRY LLC	$ 672.36	$ -	$ -	$ -	$ -	$ 672.36
34	10987	ERNIE'S EXCAVATION	$ 5,084.78	$ 896.48	$ -	$ 532.29	$ -	$ 3,656.01
34	14517	EVERSOURCE	$ 1,793.00	$ -	$ -	$ -	$ -	$ 1,793.00
34	2094	EVERSOURCE ENERGY (HOOK	$ 18,827.65	$ 18,821.46	$ -	$ -	$ -	$ 6.19
34	15274	FAIRPOINT COMMUNICATION	$ 6,523.20	$ 5,122.45	$ -	$ -	$ -	$ 1,400.75
34	15275	FAIRPOINT PROACT	$ 6,359.42	$ 2,997.61	$ -	$ 1,820.98	$ 980.53	$ 560.30
34	17534	GAMACHE, D	$ 1,026.42	$ 8.58	$ -	$ 8.58	$ 8.58	$ 1,000.68
34	7093	MILLYS TAVERN	$ 224.12	$ -	$ -	$ -	$ -	$ 224.12
34	20725	NEW YORK BITUMINOUS	$ 6,365.11	$ 14.86	$ -	$ 14.86	$ 14.86	$ 6,320.53
34	11710	PHOENIX COMMUNICATIONS	$ 1,344.73	$ 1,344.72	$ -	$ -	$ -	$ 0.01
34	4430	R.D. EDMUNDS & SON	$ 6,877.97	$ 6,135.36	$ -	$ -	$ 742.45	$ 0.16
34	23373	S&S VIKING MECHANICAL	$ 224.12	$ -	$ -	$ -	$ -	$ 224.12
34	26223	SKR SITE SERVICES	$ 224.12	$ -	$ -	$ -	$ -	$ 224.12
34	22219	USA CHICKEN	$ 1,119.97	$ -	$ -	$ 224.12	$ 448.25	$ 447.60
34	10381	WALMART	$ 4,936.04	$ 4,930.64	$ -	$ -	$ 2.70	$ 2.70
35	20156	INJURY LAW CENTER	$ 10.45	$ 0.15	$ -	$ 0.15	$ 0.15	$ 10.00
35	25990	STREETDELIVERY	$ 10.60	$ 0.15	$ -	$ 0.15	$ 0.15	$ 10.15
36	26341	BODKIN & MASON, LLP	$ 5.16	$ 0.08	$ -	$ 0.08	$ -	$ 5.00
36	26488	CLICKNER, BRYAN W.	$ 1.78	$ 0.03	$ -	$ -	$ -	$ 1.75
36	26040	CNN/CNN.COM	$ 252.36	$ 3.68	$ -	$ 3.68	$ -	$ 245.00
36	26213	INJURY LAW CENTER	$ 5.24	$ 0.08	$ -	$ 0.08	$ 0.08	$ 5.00
33, 34, 35, & 36 - POLICE TOTALS			**$ 102,947.36**	**$ 58,427.75**	**$ -**	**$ 16,073.15**	**$ 2,700.78**	**$ 25,745.68**
50	17145	3R'S HOME REPAIR	$ 170.90	$ 1.15	$ -	$ 1.15	$ 1.15	$ 167.45
50	26069	ALCUS, DONALD W	$ 454.54	$ 6.01	$ -	$ 6.01	$ 6.01	$ 436.51
50	24772	BEAN, VICTORIA L.	$ 88.52	$ 0.78	$ -	$ 0.78	$ 0.78	$ 86.18
50	7936	BIRON III, WILFRED	$ 271.64	$ 3.29	$ -	$ 3.29	$ 3.29	$ 261.77
50	23559	BISSONNETTE, VICKI	$ 23.26	$ 0.28	$ -	$ 0.28	$ 0.28	$ 22.42
50	20926	BUTLER CONSTRUCTION	$ 188.72	$ 1.58	$ -	$ 1.58	$ 1.58	$ 183.98
50	22297	CALEY, JEFF	$ 160.60	$ 1.75	$ -	$ 1.75	$ 1.75	$ 155.35
50	6321	CERTIFIED MAINTENANCE I	$ 15.30	$ 13.50	$ -	$ -	$ -	$ 1.80
50	23943	CIOLINO, DOMENIC	$ 79.86	$ 0.99	$ -	$ 0.99	$ 0.99	$ 76.89
50	6360	CLATANOFF, THOMAS	$ 10.89	$ -	$ -	$ 10.73	$ -	$ 0.16
50	19436	COCHRAN, ROBERT W	$ 242.36	$ 2.19	$ -	$ 2.19	$ 2.19	$ 235.79
50	10626	CORCORAN ENVIRONMENTAL	$ 24,182.43	$ -	$ -	$ -	$ -	$ 24,182.43
50	22806	CROCKER, ROBERT	$ 109.78	$ 1.24	$ -	$ 1.24	$ 1.24	$ 106.06
50	24710	CROWELL, WILLIAM R	$ 300.03	$ 3.17	$ -	$ 3.17	$ 3.17	$ 290.52
50	25706	DAVIS, LONNIE	$ 24.75	$ 0.35	$ -	$ 0.35	$ 0.35	$ 23.70

City of Manchester NH - Receivables
Over 90 Days as of 1/7/17

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	22210	DEMERS, JOSHUA	$ 161.00	$ 1.76	$ -	$ 1.76	$ 1.76	$ 155.72
50	3187	DEVONSHIRE VILLAGE APAR	$ 42.32	$ 42.00	$ -	$ -	$ -	$ 0.32
50	20433	DION, ROLAND	$ 105.74	$ 1.02	$ -	$ 1.02	$ 1.02	$ 102.68
50	22650	DUSSAULT, STEPHAN W	$ 39.12	$ 0.44	$ -	$ 0.44	$ 0.44	$ 37.80
50	26109	DYDO, STEPHEN F	$ 0.54	$ -	$ -	$ -	$ -	$ 0.54
50	10987	ERNIE'S EXCAVATION	$ 6,230.40	$ 6,217.82	$ -	$ -	$ 6.29	$ 6.29
50	11616	FAIRPOINT COMMUNICATION	$ 6.00	$ -	$ -	$ -	$ -	$ 6.00
50	8273	FAMILY OUTFITTERS	$ 746.83	$ 745.50	$ -	$ -	$ -	$ 1.33
50	19406	FIRST FORD, INC.	$ 3,418.00	$ -	$ -	$ -	$ -	$ 3,418.00
50	21814	FIRSTMARK ADVANTAGE LLC	$ 10.23	$ 6.00	$ -	$ -	$ 3.00	$ 1.23
50	16882	FORTIN, BENJAMIN J	$ 120.11	$ 0.73	$ -	$ 0.73	$ 0.73	$ 117.92
50	24151	FRENCH'S RENOVATION	$ 184.60	$ 2.41	$ -	$ 2.41	$ 2.41	$ 177.37
50	25932	GLENN INDELICATO PAINTI	$ 14.30	$ 0.20	$ -	$ 0.20	$ 0.20	$ 13.70
50	24305	GROVER, DONALD	$ 156.70	$ 1.85	$ -	$ 1.85	$ -	$ 153.00
50	21889	GUILD, JAMES	$ 74.60	$ 0.80	$ -	$ 0.80	$ 0.80	$ 72.20
50	21816	HEINEKE, SARAH	$ 19.88	$ 0.21	$ -	$ 0.21	$ 0.21	$ 19.25
50	25408	HERRON, DUSTIN	$ 15.26	$ 0.21	$ -	$ 0.21	$ 0.21	$ 14.63
50	23942	HOBBS, KRISTOPHER	$ 56.94	$ 0.71	$ -	$ 0.71	$ 0.71	$ 54.81
50	20706	JJ & P GENERAL MAINTENA	$ 60.50	$ 0.30	$ -	$ 0.30	$ 0.30	$ 59.60
50	18338	JOHNSON, CARL	$ 92.20	$ 0.80	$ -	$ 0.80	$ 0.80	$ 89.80
50	10391	JUNGLE JIM'S	$ 4.74	$ -	$ -	$ -	$ -	$ 4.74
50	19405	JUZA III, JOSEPH J	$ 75.04	$ 0.41	$ -	$ 0.41	$ 0.41	$ 73.81
50	16998	KENNEY, JAMES	$ 130.17	$ 0.81	$ -	$ 0.81	$ 0.81	$ 127.74
50	19226	KIMBALL, JUSTIN	$ 61.27	$ 0.55	$ -	$ 0.55	$ 0.55	$ 59.62
50	19255	KONDZIELASKI, MICHAEL L	$ 229.70	$ 2.06	$ -	$ 2.06	$ 2.06	$ 223.52
50	18378	KUBA, NICHOLAS G	$ 258.76	$ 2.24	$ -	$ 2.24	$ 2.24	$ 252.04
50	25935	LACOURSE, PETER	$ 55.66	$ 0.79	$ -	$ 0.79	$ 0.79	$ 53.29
50	22018	LACROIX, LUCIEN	$ 48.78	$ 0.53	$ -	$ 0.53	$ 0.53	$ 47.19
50	7772	LAMBERT, MICHAEL	$ 0.75	$ -	$ -	$ -	$ -	$ 0.75
50	8860	LAVENTURE, MICHAEL	$ 34.49	$ 0.37	$ -	$ 0.37	$ 0.37	$ 33.38
50	18549	LEPINE, WILLIAM	$ 54.08	$ 0.21	$ -	$ 0.21	$ 0.21	$ 53.45
50	18609	LIBERTY UTILITIES, INC	$ 2,172,270.84	$ 2,170,243.13	$ -	$ 737.00	$ -	$ 1,290.71
50	20997	LINBLOOM, JAMES D	$ 271.80	$ 2.70	$ -	$ 2.70	$ 2.70	$ 263.70
50	25802	LITTLEFIELD, ERIC J	$ 125.15	$ 1.33	$ -	$ 1.33	$ 1.33	$ 121.16
50	24199	LOPEZ, JESUS M	$ 112.96	$ 1.42	$ -	$ 1.42	$ 1.42	$ 108.70
50	26489	LUK TRUCKING	$ 64.94	$ 0.95	$ -	$ -	$ -	$ 63.99
50	18394	MACLEAN, KURT P	$ 184.28	$ 1.61	$ -	$ 1.61	$ 1.61	$ 179.45
50	16860	MARTE, JUAN JOSE GONZAL	$ 78.60	$ 0.55	$ -	$ 0.55	$ 0.55	$ 76.95
50	24638	MASSENGALE, CASSIDY	$ 66.42	$ 0.88	$ -	$ 0.88	$ 0.88	$ 63.78
50	21606	MCCORMICK, BRENDAN C	$ 28.64	$ 0.41	$ -	$ 0.41	$ 0.41	$ 27.41
50	21815	MILES, WILLIE J	$ 36.92	$ 0.39	$ -	$ 0.39	$ 0.39	$ 35.75
50	23844	MIRANDA, JULIE	$ 204.65	$ 2.51	$ -	$ 2.51	$ 2.51	$ 197.12
50	26070	MONNIE, WILLIAM T	$ 117.46	$ 1.24	$ -	$ 1.24	$ 1.24	$ 113.74
50	23923	MURRAY, MATTHEW T	$ 14.15	$ 0.19	$ -	$ 0.19	$ 0.19	$ 13.58
50	3109	NATIONAL GRID	$ 923,077.50	$ 281,995.00	$ -	$ -	$ -	$ 641,082.50
50	21824	NELSON, BRUCE	$ 323.76	$ 3.42	$ -	$ 3.42	$ 3.42	$ 313.50
50	22211	NOHELTY, JOSEPH	$ 95.50	$ 1.04	$ -	$ 1.04	$ 1.04	$ 92.38
50	25411	PARADIS, KEVIN	$ 1.68	$ -	$ -	$ -	$ -	$ 1.68

City of Manchester NH - Receivables
Over 90 Days as of 1/7/17

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	8728	PELOQUIN, PIERRE J	$ 104.80	$ 102.50	$ -	$ -	$ -	$ 2.30
50	17279	PEREZ, ENRIQUE	$ 80.30	$ 0.66	$ -	$ 0.66	$ 0.66	$ 78.32
50	12185	POMEROY, STEVE A	$ 189.50	$ 1.70	$ -	$ 1.70	$ 1.70	$ 184.40
50	24129	REED, KENNETH	$ 136.86	$ 1.72	$ -	$ 1.72	$ 1.72	$ 131.70
50	8908	REMILLARD, RONALD L	$ 2.18	$ 0.07	$ -	$ -	$ -	$ 2.11
50	16772	RICARD, DUANE	$ 277.12	$ 1.88	$ -	$ 1.88	$ 1.88	$ 271.48
50	19085	RIDA MOHSIN AIZA, LLC	$ 641.96	$ 5.44	$ -	$ 5.44	$ 5.44	$ 625.64
50	19437	ROBSON, SCOTT M	$ 453.90	$ 4.10	$ -	$ 4.10	$ 4.10	$ 441.60
50	7617	RONDEAU DEVELOPMENT, LL	$ 7.61	$ -	$ -	$ 7.50	$ -	$ 0.11
50	23023	SACCO, ANNA	$ 57.20	$ 0.66	$ -	$ 0.66	$ 0.66	$ 55.22
50	25622	SENECAL, DAVID	$ 2.12	$ -	$ -	$ -	$ 1.06	$ 1.06
50	26178	SHAH, IMRAN	$ 76.14	$ 1.63	$ -	$ 1.63	$ 1.63	$ 71.25
50	22509	SMITH, JOSEPH	$ 58.45	$ 0.65	$ -	$ 0.65	$ 0.65	$ 56.50
50	26209	SPRINGS, GARY	$ 21.64	$ 0.32	$ -	$ 0.32	$ -	$ 21.00
50	8277	ST CYR, JOSEPH	$ 7.56	$ -	$ -	$ -	$ -	$ 7.56
50	23616	STANCZAK, PETER W.	$ 61.34	$ 0.74	$ -	$ 0.74	$ 0.74	$ 59.12
50	4091	STATE OF NEW HAMPSHIRE	$ 84,406.61	$ -	$ -	$ -	$ -	$ 84,406.61
50	21030	STONE, KEVIN G	$ 99.66	$ 0.99	$ -	$ 0.99	$ 0.99	$ 96.69
50	8041	SYKES, WILLIAM	$ 41.10	$ 31.50	$ -	$ -	$ -	$ 9.60
50	19866	T & T PLUMBING & HVAC L	$ 68.76	$ 0.36	$ -	$ 0.36	$ 0.36	$ 67.68
50	18806	THERRIEN, MAURICE	$ 50.70	$ 0.45	$ -	$ 0.45	$ 0.45	$ 49.35
50	18766	VARELA, OSCAR A. AVINA	$ 69.52	$ 0.62	$ -	$ 0.62	$ 0.62	$ 67.66
50	19620	VEILLEUX, DAVID	$ 494.44	$ 342.00	$ -	$ 129.00	$ 1.24	$ 22.20
50	16995	VEINOTTE, BRETT A	$ 37.10	$ 0.30	$ -	$ 0.30	$ 0.30	$ 36.20
50	11935	WHYTE, CRAIG A	$ 10.68	$ 0.14	$ -	$ 0.14	$ 0.14	$ 10.26
50	20369	WINTLE, MARKUS A	$ 38.56	$ 0.37	$ -	$ 0.37	$ 0.37	$ 37.45
50	19084	YOU, ERNIE	$ 18.65	$ 0.17	$ -	$ 0.17	$ 0.17	$ 18.14
50	17215	ZAJAC, JONATHAN S	$ 87.60	$ 0.72	$ -	$ 0.72	$ 0.72	$ 85.44
50 & 51 - HIGHWAY TOTALS			**$ 3,223,509.60**	**$ 2,459,823.47**	**$ -**	**$ 967.73**	**$ 92.92**	**$ 762,625.48**
52	23497	AUBIN, KRISTEN	$ 147.00	$ 1.80	$ -	$ 1.80	$ 1.80	$ 141.60
52	22750	AUDETTE, CHRISTOPHER	$ 152.40	$ 1.80	$ -	$ 1.80	$ 1.80	$ 147.00
52	24001	BECERRIL, MARTIN	$ 129.09	$ 1.66	$ -	$ 1.66	$ 1.66	$ 124.11
52	22817	BERKLUND, RICHARD	$ 134.40	$ 1.80	$ -	$ 1.80	$ 1.80	$ 129.00
52	7639	BOISVERT, ROLAND	$ 60.00	$ -	$ -	$ -	$ -	$ 60.00
52	24168	BOUVIER, SAMANTHA	$ 303.69	$ 120.93	$ -	$ 60.93	$ 60.03	$ 61.80
52	5810	BROCHU, MARIE	$ 260.00	$ 121.12	$ -	$ 61.12	$ 1.12	$ 76.64
52	21568	BROWN, MITCHELL	$ 68.75	$ 0.75	$ -	$ 0.75	$ 0.75	$ 66.50
52	24614	BURNHEIMER, KATIE	$ 124.11	$ 1.66	$ -	$ 1.66	$ 1.66	$ 119.13
52	25983	COULOMBE, CRAIG	$ 55.00	$ -	$ -	$ -	$ -	$ 55.00
52	23190	DAVISON, CYNTHIA	$ 2.25	$ -	$ -	$ -	$ -	$ 2.25
52	24228	ECHEVERRIA, OLIMPIA	$ 64.96	$ 0.83	$ -	$ 0.83	$ 0.83	$ 62.47
52	23302	ENRIGHT, JOSHUA	$ 6.83	$ 1.50	$ -	$ 1.50	$ 1.50	$ 2.33
52	24179	GOMEZ, KIMBERLY	$ 136.20	$ 1.80	$ -	$ 1.80	$ 1.80	$ 130.80
52	23262	HATCH, JEFF	$ 76.20	$ 0.90	$ -	$ 0.90	$ 0.90	$ 73.50
52	25067	HILL, JAMIE	$ 117.47	$ 1.66	$ -	$ 1.66	$ 1.66	$ 112.49
52	25520	IDEAL CONSTRUCTION	$ 680.00	$ 85.00	$ -	$ 85.00	$ 85.00	$ 425.00
52	21350	IGO, ERIC	$ 148.70	$ 1.80	$ -	$ 1.80	$ 1.80	$ 143.30
52	24372	JOY, MATT	$ 64.96	$ 0.83	$ -	$ 0.83	$ 0.83	$ 62.47

City of Manchester NH - Receivables
Over 90 Days as of 1/7/17

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
52	26326	KELLY, DARIUS	$ 170.00	$ 85.00	$ -	$ -	$ -	$ 85.00
52	8232	LAROCQUE, LISA	$ 165.00	$ -	$ -	$ -	$ 55.00	$ 110.00
52	18567	LAVOIE, NOELLE	$ 166.75	$ 1.50	$ -	$ 1.50	$ 1.50	$ 162.25
52	21917	LESSARD, JEFFREY	$ 120.00	$ -	$ -	$ -	$ -	$ 120.00
52	18327	MCLOUGHLIN, AMANDA	$ 258.75	$ 2.25	$ -	$ 2.25	$ 2.25	$ 252.00
52	23489	MILLER, BONNIE	$ 147.00	$ 1.80	$ -	$ 1.80	$ 1.80	$ 141.60
52	24055	NORSE, LAURA	$ 129.09	$ 1.66	$ -	$ 1.66	$ 1.66	$ 124.11
52	5187	NOT SO PLAIN JANE'S	$ 12,874.60	$ 1,100.00	$ -	$ 550.00	$ 550.00	$ 10,674.60
52	25985	ORTIZ, LISANDRA	$ 120.00	$ -	$ -	$ -	$ -	$ 120.00
52	23381	PARADAS, RODOLFO	$ 136.20	$ 1.80	$ -	$ 1.80	$ 1.80	$ 130.80
52	22954	PERKINS, GINA	$ 155.10	$ 1.80	$ -	$ 1.80	$ 1.80	$ 149.70
52	25609	PETERSON, TANJA	$ 21.65	$ 0.30	$ -	$ 0.30	$ 0.15	$ 20.90
52	24843	RAUGH, CIJI	$ 120.79	$ 1.66	$ -	$ 1.66	$ 1.66	$ 115.81
52	19918	RESIDE, ROBERT	$ 170.00	$ -	$ -	$ -	$ -	$ 170.00
52	24106	ROBY-PALMER, PAULA	$ 123.60	$ 1.80	$ -	$ 1.80	$ -	$ 120.00
52	24229	RODRIGUEZ PEREZ, MAELIE	$ 51.50	$ 0.75	$ -	$ 0.75	$ -	$ 50.00
52	2814	ROL RITE PAVING	$ 101.50	$ 1.50	$ -	$ -	$ -	$ 100.00
52	23938	ROY, CARRISSA	$ 124.94	$ 1.66	$ -	$ 1.66	$ 1.66	$ 119.96
52	24399	SANTIAGO, MIGUEL	$ 113.32	$ 1.66	$ -	$ 1.66	$ -	$ 110.00
52	25931	SEARLES, AMANDA	$ 180.00	$ 60.00	$ -	$ -	$ -	$ 120.00
52	24148	SMITH, SIDNEY	$ 124.11	$ 1.66	$ -	$ 1.66	$ 1.66	$ 119.13
52	21310	SOUCY, DAN	$ 90.00	$ -	$ -	$ -	$ -	$ 90.00
52	23590	VEXED LLC	$ 266.20	$ 3.30	$ -	$ 3.30	$ 3.30	$ 256.30
52	25600	WAGNER, JAMES	$ 170.00	$ -	$ -	$ -	$ -	$ 170.00
52	25066	WALDEN, TIM	$ 113.32	$ 1.66	$ -	$ 1.66	$ -	$ 110.00
52	19477	WALKER, NICOLE	$ 246.60	$ 2.70	$ -	$ 2.70	$ 2.70	$ 238.50
52	7529	WESTELL	$ 1,815.00	$ 605.00	$ -	$ 605.00	$ 320.00	$ 285.00
52	21460	ZGHOUL, OSAMA	$ 137.50	$ 1.50	$ -	$ 1.50	$ 1.50	$ 133.00
52 - PARKING TOTALS			**$ 21,144.53**	**$ 2,226.80**	**$ -**	**$ 1,410.30**	**$ 1,113.38**	**$ 16,394.05**
65	26406	AWARENESS IS HEALING	$ 287.00	$ 4.13	$ -	$ 7.87	$ -	$ 275.00
65	17188	IM THIRSTY ENTERTAINMEN	$ 1,113.00	$ 9.00	$ -	$ 9.00	$ 9.00	$ 1,086.00
65	23924	MAGGIE'S BEAT	$ 11.25	$ -	$ -	$ -	$ -	$ 11.25
65	26011	NE TITANS	$ 111.32	$ 1.58	$ -	$ 1.58	$ 1.58	$ 106.58
65	24471	PINARD, RAYMOND	$ 233.00	$ 3.00	$ -	$ 3.00	$ 3.00	$ 224.00
65	19252	SOUTHERN NH PAGAN PRIDE	$ 1,283.50	$ 12.75	$ -	$ 12.75	$ 12.75	$ 1,245.25
65	3004	SOUTHERN NH SKATING	$ 88.96	$ -	$ -	$ -	$ -	$ 88.96
65 - PARKS & REC TOTALS			**$ 3,128.03**	**$ 30.46**	**$ -**	**$ 34.20**	**$ 26.33**	**$ 3,037.04**
GRAND TOTALS			**$ 4,096,155.50**	**$ 2,683,349.49**	**$ 598.02**	**$ 245,703.02**	**$ 190,623.37**	**$ 975,881.60**

City of Manchester
Accounts Receivable
Submissions for Solicitor's Review

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

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

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

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

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

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

Respectfully submitted,

Clerk of Committee

William E. Sanders
Finance Officer

Sharon Y. Wickens
Deputy Finance Officer

CITY OF MANCHESTER

Finance Department

January 6, 2016

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

Dear Honorable Committee Members,

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

***Expenditures*:**

The average unobligated balance percentage after six months should be 50% as a benchmark. All departments with the exception of Information Systems, Facilities Division and Highway are within 10% of this benchmark. The overall unobligated percentage after six months is 45.8% for 2017 compared to 48.57% a year ago. Health insurance costs for 2017 are unfavorably tracking the budget through December. The severance reserve of $1,500,000 has an unexpended balance of $1,213,698. A comparison of severance payouts thru December for FY 2017 and 2016 is as follows:

	2017	2016
Payments	$ 286,302	$306,961
Retirements		
Fire	0	5
Police	4	2
Public Works	0	0
Other	5	1
Total	9	8

Revenues:

Revenues for the first six months of fiscal year 2017 are about $282 thousand more than the same period a year ago. Overall sales and services are $366 thousand higher than last year mainly due to additional revenues from the Parks & Recreation department. This increase is offset by lower auto registrations and licenses of $177 thousand and intergovernmental revenues of $229 thousand. The increase in school chargebacks of $345 thousand is mainly due to less timely billing in FY 2016. The Municipal Transportation Improvement fund balance at 12/31/16 is $775,086.

Sincerely,

William E. Sanders
Finance Officer

CITY OF MANCHESTER
NEW HAMPSHIRE

FINANCIAL REPORTS

FOR THE SIX MONTHS ENDED
DECEMBER 31, 2016

UNAUDITED

CITY OF MANCHESTER, NEW HAMPSHIRE

PRELIMINARY FINANCIAL STATEMENTS

TABLE OF CONTENTS

FOR THE SIX MONTHS ENDED DECEMBER 31, 2016

(UNAUDITED)

Page	Title
1	Budget vs Actual Expenditures - General Fund Fiscal Year 2017
2	Budget vs Actual Expenditures - General Fund Fiscal Year 2016
3	Non-Property Tax Revenues - General Fund Budget vs Actual by Department - Fiscal Year 2017
4	Non-Property Tax Revenues - General Fund Budget vs Actual by Type - Fiscal Year 2017
5	Non-Property Tax Revenues - General Fund Budget vs Actual by Type - Comparative Actual Fiscal Year 2016 vs Budget Fiscal Year 2017
6	Non-Property Tax Revenues - General Fund Budget vs Actual by Type - Fiscal Years 2016 vs 2017
7	Parking Division Account Balances Fiscal Year 2017

City of Manchester, New Hampshire
Budget vs Actual Expenditures - General Fund
By Department Without Restricted Items
For The Six Months Ended December 31, 2016
(UNAUDITED)
Budget Basis
QT2BUDNBN1

	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	$ 70,000.00	$ 35,000.00	$ 35,000.00	50.00
ASSESSORS	608,477.00	291,204.19	317,272.81	52.14
CITY CLERK	992,301.00	527,526.03	464,774.97	46.84
MEDO	139,500.00	56,104.99	83,395.01	59.78
CITY SOLICITOR	1,287,479.00	587,258.25	700,220.75	54.39
FINANCE	955,242.00	453,836.71	501,405.29	52.49
CENTRAL FLEET MANAGEMENT	3,163,824.00	1,550,654.28	1,613,169.72	50.99
INFORMATION SYSTEMS	1,541,651.00	987,302.34	554,348.66	35.96
MAYOR	230,375.00	113,371.10	117,003.90	50.79
OFFICE OF YOUTH SERVICES	592,714.00	282,274.59	310,439.41	52.38
HUMAN RESOURCES	778,710.00	383,964.29	394,745.71	50.69
PLANNING & COMMUNITY DEVELOPMENT	2,021,178.12	953,997.37	1,067,180.75	52.80
FACILITIES DIVISION	6,683,829.00	5,557,185.94	1,126,643.06	16.86
TAX COLLECTOR	494,043.00	238,513.94	255,529.06	51.72
FIRE	19,604,585.00	10,075,048.75	9,529,536.25	48.61
POLICE	22,014,760.00	11,572,564.76	10,442,195.24	47.43
HEALTH	2,809,822.00	1,255,288.34	1,554,533.66	55.32
HIGHWAY	16,165,972.00	10,196,409.21	5,969,562.79	36.93
WELFARE	1,014,240.00	447,115.45	567,124.55	55.92
PARKS & RECREATION	4,254,109.00	2,274,889.96	1,979,219.04	46.52
LIBRARY	2,003,162.00	1,009,684.93	993,477.07	49.60
SENIOR SERVICES	241,489.00	102,756.80	138,732.20	57.45
TOTAL AGENCIES	87,667,462.12	48,951,952.22	38,715,509.90	44.16
RESTRICTED ITEMS-				
SEVERANCE PAY	1,500,000.00	286,302.09	1,213,697.91	80.91
WORKERS COMPENSATION - SALARY	684,000.00	238,310.81	445,689.19	65.16
WORKERS COMPENSATION - MEDICAL	1,658,108.00	1,171,984.50	486,123.50	29.32
HEALTH INSURANCE	12,356,967.88	6,860,067.13	5,496,900.75	44.48
DENTAL INSURANCE	712,791.20	281,432.31	431,358.89	60.52
DEATH BENEFIT	72,601.00	25,925.35	46,675.65	64.29
DISABILITY INSURANCE	61,821.00	24,634.84	37,186.16	60.15
CITY RETIREMENT	7,473,224.13	3,551,158.50	3,922,065.63	52.48
FIRE STATE PENSION	5,074,398.00	2,678,860.73	2,395,537.27	47.21
POLICE STATE PENSION	4,614,192.00	2,538,120.75	2,076,071.25	44.99
FICA	3,074,875.67	1,433,626.70	1,641,248.97	53.38
UNEMPLOYMENT	50,000.00	1,500.42	48,499.58	97.00
TUITION	50,000.00	33,738.73	16,261.27	32.52
CGL INSURANCE	668,342.00	424,268.91	244,073.09	36.52
TOTAL RESTRICTED ITEMS	38,051,320.88	19,549,931.77	18,501,389.11	48.62

City of Manchester, New Hampshire
Budget vs Actual Expenditures - General Fund
By Department Without Restricted Items
For The Six Months Ended December 31, 2016
(UNAUDITED)
Budget Basis
QT2BUDNBN1

	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	751,000.00	-	751,000.00	100.00
MPTS	451,253.00	451,253.00	-	-
CIVIC CONTRIBUTIONS	162,286.00	147,543.00	14,743.00	9.08
NON-CITY PROGRAMS	69,107.00	68,947.83	159.17	.23
STREET LIGHTING	840,000.00	445,401.28	394,598.72	46.98
COMMUNITY IMPROVEMENT PROGRAM	1,091,036.00	1,091,036.00	-	-
TRANSIT SUBSIDY	1,165,724.00	1,165,724.00	-	-
EMPLOYEE MEDICAL SERVICES	40,000.00	13,319.56	26,680.44	66.70
MATURING DEBT	11,863,203.00	5,603,114.85	6,260,088.15	52.77
INTEREST ON MATURING DEBT	5,849,442.00	2,727,540.50	3,121,901.50	53.37
TOTAL NON-DEPARTMENTAL ITEMS	22,283,051.00	11,713,880.02	10,569,170.98	47.43
TOTAL GENERAL FUND	$ 148,001,834.00	$ 80,215,764.01	$ 67,786,069.99	45.80

1
2 OF 2

City of Manchester, New Hampshire
Budget vs Actual Expenditures - General Fund
By Department Without Restricted Items
For The Six Months Ended December 31, 2015
(UNAUDITED)
Budget Basis
QT2BUDNBN2

	FY 2016 MODIFIED BUDGET	FY 2016 OBLIGATIONS TO DATE	FY 2016 UNOBLIGATED BALANCE	FY 2016 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	$ 70,000.00	$ 35,000.00	$ 35,000.00	50.00
ASSESSORS	609,277.00	276,968.61	332,308.39	54.54
CITY CLERK	994,701.00	439,443.00	555,258.00	55.82
MEDO	140,000.00	67,274.29	72,725.71	51.95
CITY SOLICITOR	1,378,379.00	569,457.01	808,921.99	58.69
FINANCE	956,042.00	409,281.96	546,760.04	57.19
CENTRAL FLEET MANAGEMENT	3,164,824.00	1,487,229.85	1,677,594.15	53.01
INFORMATION SYSTEMS	1,490,151.00	957,757.74	532,393.26	35.73
MAYOR	230,680.61	111,811.66	118,868.95	51.53
OFFICE OF YOUTH SERVICES	595,714.00	237,819.97	357,894.03	60.08
HUMAN RESOURCES	779,910.00	367,319.17	412,590.83	52.90
PLANNING & COMMUNITY DEVELOPMENT	1,980,662.00	915,798.31	1,064,863.69	53.76
FACILITIES DIVISION	6,645,168.51	5,431,749.14	1,213,419.37	18.26
TAX COLLECTOR	494,283.00	205,891.70	288,391.30	58.35
FIRE	19,624,585.00	9,700,399.15	9,924,185.85	50.57
POLICE	22,236,206.71	10,916,549.99	11,319,656.72	50.91
HEALTH	2,813,322.00	1,213,639.46	1,599,682.54	56.86
HIGHWAY	16,780,145.00	9,854,689.74	6,925,455.26	41.27
WELFARE	1,028,240.00	443,392.17	584,847.83	56.88
PARKS & RECREATION	3,161,937.36	1,538,230.60	1,623,706.76	51.35
LIBRARY	2,004,662.00	910,501.15	1,094,160.85	54.58
SENIOR SERVICES	241,639.00	70,187.04	171,451.96	70.95
TOTAL AGENCIES	87,420,529.19	46,160,391.71	41,260,137.48	47.20
RESTRICTED ITEMS-				
SEVERANCE PAY	730,510.59	306,961.20	423,549.39	57.98
WORKERS COMPENSATION - SALARY	684,000.00	302,536.76	381,463.24	55.77
WORKERS COMPENSATION - MEDICAL	2,314,178.77	1,266,946.16	1,047,232.61	45.25
HEALTH INSURANCE	12,250,000.00	5,261,811.92	6,988,188.08	57.05
DENTAL INSURANCE	706,004.00	251,503.84	454,500.16	64.38
DEATH BENEFIT	72,101.00	23,170.39	48,930.61	67.86
DISABILITY INSURANCE	61,321.00	22,034.56	39,286.44	64.07
CITY RETIREMENT	6,600,000.00	3,122,433.85	3,477,566.15	52.69
FIRE STATE PENSION	5,127,639.59	2,595,890.42	2,531,749.17	49.37
POLICE STATE PENSION	4,731,657.08	2,257,961.23	2,473,695.85	52.28
FICA	2,872,475.92	1,301,879.88	1,570,596.04	54.68
UNEMPLOYMENT	50,000.00	2,205.31	47,794.69	95.59
TUITION	50,000.00	24,575.30	25,424.70	50.85
CGL INSURANCE	1,211,390.64	386,612.03	824,778.61	68.09
TOTAL RESTRICTED ITEMS	37,461,278.59	17,126,522.85	20,334,755.74	54.28

2
10F2

City of Manchester, New Hampshire
Budget vs Actual Expenditures - General Fund
By Department Without Restricted Items
For The Six Months Ended December 31, 2015
(UNAUDITED)
Budget Basis
QT2BUDNBN2

	FY 2016 MODIFIED BUDGET	FY 2016 OBLIGATIONS TO DATE	FY 2016 UNOBLIGATED BALANCE	FY 2016 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
MPTS	451,253.00	451,253.00	-	-
CIVIC CONTRIBUTIONS	160,514.00	146,261.00	14,253.00	8.88
NON-CITY PROGRAMS	69,214.32	69,214.32	-	-
STREET LIGHTING	910,835.00	407,259.02	503,575.98	55.29
COMMUNITY IMPROVEMENT PROGRAM	474,500.00	374,500.00	100,000.00	21.07
TRANSIT SUBSIDY	1,153,560.00	1,153,560.00	-	-
EMPLOYEE MEDICAL SERVICES	46,576.69	23,042.14	23,534.55	50.53
MATURING DEBT	11,626,329.00	6,070,802.11	5,555,526.89	47.78
INTEREST ON MATURING DEBT	5,345,835.21	2,653,495.39	2,692,339.82	50.36
TOTAL NON-DEPARTMENTAL ITEMS	20,238,617.22	11,349,386.98	8,889,230.24	43.92
TOTAL GENERAL FUND	$ 145,120,425.00	$ 74,636,301.54	$ 70,484,123.46	48.57

2
2 of 2

City of Manchester, New Hampshire
Budget vs Actual Revenue By Department - General Fund
Non-Property Tax Revenues
For The Six Months Ended December 31, 2016
(UNAUDITED)
Budget Basis
QT2REVAGEN

	FY 2017 MODIFIED BUDGET	FY 2017 REVENUE RECOGNIZED	FY 2017 UNRECOGNIZED BALANCE	FY 2017 PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	755,000.00	742,214.38	12,785.62	1.69
CITY CLERK	2,476,687.00	596,841.79	1,879,845.21	75.90
MEDO	10,000.00	50.00	9,950.00	99.50
CITY SOLICITOR	627,500.00	357,500.00	270,000.00	43.03
FINANCE	6,300,282.00	717,268.54	5,583,013.46	88.62
INFORMATION SYSTEMS	217,000.00	152,574.85	64,425.15	29.69
HUMAN RESOURCES	6,000.00	6,438.84	(438.84)	(7.31)
PLANNING & COMMUNITY DEVELOPMENT	2,350,000.00	1,620,541.59	729,458.41	31.04
FACILITIES DIVISION	5,969,189.00	2,816,868.69	3,152,320.31	52.81
TAX COLLECTOR	19,036,795.00	9,472,894.16	9,563,900.84	50.24
CENTRAL FLEET MANAGEMENT	130,000.00	29,816.51	100,183.49	77.06
FIRE	838,363.00	242,387.11	595,975.89	71.09
POLICE	1,200,344.00	244,242.16	956,101.84	79.65
HEALTH	2,453,613.00	587,903.86	1,865,709.14	76.04
HIGHWAY	4,448,404.00	2,151,397.30	2,297,006.70	51.64
WELFARE	15,000.00	10,706.74	4,293.26	28.62
CEMETERY, PARKS & RECREATION	3,052,310.00	979,140.53	2,073,169.47	67.92
SENIOR SERVICES	8,500.00	1,830.77	6,669.23	78.46
TOTAL AGENCIES	$ 49,894,987.00	$ 20,730,617.82	$ 29,164,369.18	58.45

City of Manchester, New Hampshire
Budget vs Actual Revenue By Type - General Fund
Non-Property Tax Revenues
For The Six Months Ended December 31, 2016
(UNAUDITED)
Budget Basis
QT2REVNPRP

	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	20,000.00	10,661.34	9,338.66	46.69
INTEREST AND PENALTIES	1,140,000.00	453,890.60	686,109.40	60.19
CABLE FRANCHISE FEES	1,915,842.00	473,621.61	1,442,220.39	75.28
TOTAL TAXES, INTEREST AND PENALTIES	3,075,842.00	938,173.55	2,137,668.45	69.50
LICENSES AND PERMITS				
AUTO REGISTRATIONS	17,581,086.00	8,869,800.41	8,711,285.59	49.55
LICENSES	430,050.00	64,308.45	365,741.55	85.05
PERMITS	2,253,787.00	1,578,094.00	675,693.00	29.98
TOTAL LICENSES AND PERMITS	20,264,923.00	10,512,202.86	9,752,720.14	48.13
INTERGOVERNMENTAL				
FEDERAL REVENUES	350,000.00	179,815.82	170,184.18	48.62
PAYMENTS IN LIEU OF TAXES	717,300.00	737,744.96	(20,444.96)	(2.85)
STATE REVENUES	2,555,459.00	1,197,902.18	1,357,556.82	53.12
TOTAL INTERGOVERNMENTAL	3,622,759.00	2,115,462.96	1,507,296.04	41.61
SALES AND SERVICES				
GENERAL REVENUES	159,725.00	75,080.59	84,644.41	52.99
PUBLIC SAFETY	172,450.00	69,766.00	102,684.00	59.54
HIGHWAY	943,258.00	434,761.87	508,496.13	53.91
HEALTH	13,500.00	5,995.00	7,505.00	55.59
CEMETERY, PARKS & RECREATION	1,836,302.00	728,406.23	1,107,895.77	60.33
ZONING BOARD	72,500.00	34,230.00	38,270.00	52.79
PARKING VIOLATIONS	7,500.00	950.00	6,550.00	87.33
COURT FINES	12,000.00	4,184.52	7,815.48	65.13
FEES	1,152,117.00	378,478.06	773,638.94	67.15
WITNESS FEES	75,000.00	39,797.98	35,202.02	46.94
TOTAL SALES AND SERVICES	4,444,352.00	1,771,650.25	2,672,701.75	60.14
OTHER REVENUE SOURCES				
INTEREST INCOME	305,000.00	113,716.53	191,283.47	62.72
FUND TRANSFERS	4,033,100.00	37,301.36	3,995,798.64	99.08
REIMBURSEMENTS	3,535,783.00	1,519,696.48	2,016,086.52	57.02
RENTALS & LEASES	1,115,760.00	170,888.62	944,871.38	84.68
SCHOOL CHARGEBACKS	9,459,818.00	3,544,188.56	5,915,629.44	62.53
MISCELLANEOUS	2,650.00	7,336.65	(4,686.65)	(176.85)
TOTAL OTHER REVENUE SOURCES	18,452,111.00	5,393,128.20	13,058,982.80	70.77
TOTAL	$ 49,859,987.00	$ 20,730,617.82	$ 29,129,369.18	58.42

City of Manchester, New Hampshire
Budget vs Actual Revenue By Type -
Non-Property Tax Revenues
For The Year Ended June 30, 2016 And
Modified Budget FY 2017
(UNAUDITED)
Budget Basis
QT2REVCOM1

	ACTUAL FY 2016	MODIFIED BUDGET FY 17	DIFFERENCE ACTUAL 16 VS BUDGET 17	PERCENTAGE DIFFERENCE OF FY16 VS FY17
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	87,687	20,000	(67,687)	(77.19)
INTEREST AND PENALTIES	1,179,845	1,140,000	(39,845)	(3.38)
CABLE FRANCHISE FEES	1,870,203	1,915,842	45,639	2.44
TOTAL TAXES, INTEREST AND PENALTIES	3,137,735	3,075,842	(61,893)	(1.97)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	19,731,177	17,581,086	(2,150,091)	(10.90)
LICENSES	561,044	430,050	(130,994)	(23.35)
PERMITS	3,056,908	2,253,787	(803,121)	(26.27)
TOTAL LICENSES AND PERMITS	23,349,129	20,264,923	(3,084,206)	(13.21)
INTERGOVERNMENTAL				
FEDERAL REVENUES	451,620	350,000	(101,620)	(22.50)
PAYMENTS IN LIEU OF TAXES	713,674	717,300	3,626	.51
STATE REVENUES	2,605,366	2,555,459	(49,907)	(1.92)
TOTAL INTERGOVERNMENTAL	3,770,660	3,622,759	(147,901)	(3.92)
SALES AND SERVICES				
GENERAL REVENUES	226,432	159,725	(66,707)	(29.46)
PUBLIC SAFETY	167,527	172,450	4,923	2.94
HIGHWAY	1,150,435	943,258	(207,177)	(18.01)
HEALTH	7,070	13,500	6,430	90.95
CEMETERY, PARKS & RECREATION	186,086	1,836,302	1,650,216	886.80
ZONING BOARD	74,415	72,500	(1,915)	(2.57)
PARKING VIOLATIONS	2,350	7,500	5,150	219.15
COURT FINES	14,197	12,000	(2,197)	(15.48)
OTHER FINES	3,452	-	(3,452)	(100.00)
FEES	1,255,290	1,152,117	(103,173)	(8.22)
WITNESS FEES	76,174	75,000	(1,174)	(1.54)
TOTAL SALES AND SERVICES	3,163,428	4,444,352	1,280,924	40.49
OTHER REVENUE SOURCES				
INTEREST INCOME	225,040	305,000	79,960	35.53
FUND TRANSFERS	3,923,089	4,033,100	110,011	2.80
REIMBURSEMENTS	3,661,245	3,535,783	(125,462)	(3.43)
RENTALS & LEASES	983,713	1,115,760	132,047	13.42
SCHOOL CHARGEBACKS	9,379,584	9,459,818	80,234	.86
MISCELLANEOUS	5,075	2,650	(2,425)	(47.78)
TOTAL OTHER REVENUE SOURCES	18,177,746	18,452,111	274,365	1.51
TOTAL	$ 51,598,698	$ 49,859,987	$ (1,738,711)	(3.37)

City of Manchester, New Hamphire
Budget vs Actual Revenue By Type -
Non-Property Tax Revenues
For The Six Months Ended December 31, 2016 and 2015
(UNAUDITED)
Budget Basis
QT2REVCOM2

	6 MONTH ACTUAL FY 2016	6 MONTH ACTUAL FY 2017	DIFFERENCE ACTUAL 16 VS ACTUAL 17	PERCENTAGE DIFFERENCE OF FY16 VS FY17
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	26,217	10,661	(15,555)	(59.33)
INTEREST AND PENALTIES	434,973	453,890	18,917	4.35
CABLE FRANCHISE FEES	449,580	473,621	24,041	5.35
TOTAL TAXES, INTEREST AND PENALTIES	910,770	938,173	27,403	3.01
LICENSES AND PERMITS				
AUTO REGISTRATIONS	9,012,786	8,869,800	(142,985)	(1.59)
LICENSES	97,914	64,308	(33,605)	(34.32)
PERMITS	1,424,829	1,578,094	153,265	10.76
TOTAL LICENSES AND PERMITS	10,535,529	10,512,202	(23,326)	(.22)
INTERGOVERNMENTAL				
FEDERAL REVENUES	304,465	179,815	(124,649)	(40.94)
PAYMENTS IN LIEU OF TAXES	713,674	737,744	24,070	3.37
STATE REVENUES	1,326,309	1,197,902	(128,406)	(9.68)
TOTAL INTERGOVERNMENTAL	2,344,448	2,115,462	(228,985)	(9.77)
SALES AND SERVICES				
GENERAL REVENUES	122,278	75,080	(47,197)	(38.60)
PUBLIC SAFETY	97,401	69,766	(27,635)	(28.37)
HIGHWAY	552,651	434,761	(117,889)	(21.33)
HEALTH	3,640	5,995	2,355	64.70
CEMETERY, PARKS & RECREATION	103,971	728,406	624,435	600.59
ZONING BOARD	45,190	34,230	(10,960)	(24.25)
PARKING VIOLATIONS	700	950	250	35.71
COURT FINES	9,792	4,184	(5,607)	(57.27)
FEES	438,751	378,478	(60,272)	(13.74)
WITNESS FEES	30,848	39,797	8,949	29.01
TOTAL SALES AND SERVICES	1,405,222	1,771,650	366,428	26.08
OTHER REVENUE SOURCES				
INTEREST INCOME	85,515	113,716	28,201	32.98
FUND TRANSFERS	100	37,301	37,201	37,201.36
REIMBURSEMENTS	1,832,711	1,519,696	(313,014)	(17.08)
RENTALS & LEASES	130,447	170,888	40,441	31.00
SCHOOL CHARGEBACKS	3,199,582	3,544,188	344,606	10.77
MISCELLANEOUS	3,873	7,336	3,463	89.43
TOTAL OTHER REVENUE SOURCES	5,252,228	5,393,128	140,900	2.68
TOTAL	$ 20,448,197	$ 20,730,617	$ 282,420	1.38

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

(unaudited)

Object Code Description	2017 Revised Budget	July-December 2016 Activity	2017 Balance
Intergovernmental Total	-	-	-
Charges for Services Total	1,786,150	746,554	1,039,596
Licenses & Permits Total	3,192,000	1,554,010	1,637,990
Interest Total	3,500	367	3,133
Other Revenue Total	985,053	401,288	583,765
Grand Total	5,966,703	2,702,220	3,264,483
Salaries & Wages Total	657,729	294,605	363,124
Employee Benefits Total	331,737	169,197	162,540
Purchased Professional Services Total	14,400	7,072	7,328
Purchased Property Services Total	661,294	363,641	297,653
Other Purchased Services Total	46,850	39,670	7,180
Supplies & Materials Total	122,159	47,483	74,676
Capital Outlay Total	-	-	-
Miscellaneous Total	200,000	101,398	98,602
Non-Departmental Total	409,534	313,092	96,442
Miscellaneous-Reimburse City Total	3,523,000	37,251	3,485,749
Grand Total	5,966,703	1,373,410	4,593,293
Excess (deficit) of revenues over expenditures	-	1,328,810	(1,328,810)

City of Manchester
Health Care Cost Summary

November - 2016

	Current Year		Prior Year			2 Years Prior		
	November 2016	YTD FY 17	November 2015	YTD FY 16	Total FY 16	November 2014	YTD FY 15	Total FY 15
Medical Claims and Fixed Costs								
Retiree (Pre - 65)	$ 128,677	$ 1,187,281	$ 180,421	$ 1,357,322	$ 2,772,268	$ 215,156	$ 959,437	$ 2,583,961
Active	$ 1,308,511	$ 6,190,039	$ 977,929	$ 5,334,109	$ 13,406,245	$ 1,083,527	$ 5,880,750	$ 14,182,845
Total	$ 1,437,188	$ 7,377,320	$ 1,158,350	$ 6,691,431	$ 16,178,513	$ 1,298,683	$ 6,840,187	$ 16,766,806

Prescription Drugs	November 2016	YTD FY 17	November 2015	YTD FY 16	Total FY 16	November 2014	YTD FY 15	Total FY 15
Retiree (Pre - 65)	$ 51,925	$ 268,100	$ 53,673	$ 256,504	$ 671,354	$ 52,268	$ 226,202	$ 607,008
Active	$ 318,498	$ 1,514,003	$ 250,276	$ 1,260,686	$ 3,198,977	$ 272,631	$ 1,323,645	$ 3,190,603
Total	$ 370,423	$ 1,782,103	$ 303,949	$ 1,517,190	$ 3,870,331	$ 324,899	$ 1,549,847	$ 3,797,611

Headcount	November - 2016		November - 2015			November - 2014		
Retiree (Pre - 65)	189		201			178		
Active	1,050		1,027			1,049		
Total	1,239		1,228			1,227		

Premium Paid	November 2016	YTD FY 17	November 2015	YTD FY 16	Total FY 16	'November - 2014	YTD FY 15	Total FY 15
Retiree (Pre - 65)	$ 199,038	$ 1,010,134	$ 212,748	$ 1,078,669	$ 2,554,233	$ 186,526	$ 941,892	$ 2,251,773
Active	**$ 246,917**	**$ 1,354,477**	**$ 302,639**	**$ 1,308,369**	**$ 3,156,565**	**$ 295,642**	**$ 1,301,417**	**$ 3,095,600**
Total	$ 445,955	$ 2,364,611	$ 515,387	$ 2,387,038	$ 5,710,798	$ 482,168	$ 2,243,309	$ 5,347,373

Portion of claims subject to Stop Loss	$ -	$ -	$ -	$ -	$ 294,696	$ 23,523	$ 23,523	$ 227,930

City of Manchester
Claims Cost By Plan
FY 2017
Five Months
November 2016

	Active				
	Head Count of Employees	Covered Members **	Claims*	FY 2017 Annualized Claims per Covered Member	FY 2016 Annualized Claims per Covered Member
HMO	874		$ 6,086,946		
POS	15		220,004		
HSA	119		461,229		
HDHP	42		352,978		
TOTAL	1,050	2,772	$ 7,121,157	$ 6,904	$ 5,406

	Retirees				
	Head Count of Retirees	Covered Members **	Claims***	FY 2017 Annualized Claims per Covered Member	FY 2016 Annualized Claims per Covered Member
HMO	104		$ 1,094,589		
HDHP	85		267,536		
TOTAL	189	296	$ 1,362,125	$ 11,800	$ 13,142

* Includes medical claims and prescription drugs. Does not include ER contributions to HSA Fund of $269,835 and fixed costs of $582,886.

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

*** Includes medical claims and prescription drugs. Does not include fixed costs of $93,257.

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

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the Fire Department be permitted to look into opportunities to sell old radio equipment.
(Unanimous vote)

Respectfully submitted,

Clerk of Committee

Daniel A. Goonan
Chief of Department

Richard P. McGahey
Assistant Chief

City of Manchester
Fire Department

To: Honorable Board of Mayor and Aldermen

From: Chief Daniel Goonan

Date: January 5, 2017

RE: Sale of Radios

The Citywide Radio Replacement project is nearly complete and we have removed all of our old equipment. We would like permission from the Board to look into opportunities to sell this equipment. Any funds collected from the sale will be submitted to the City Finance Department as revenue collected.

100 Merrimack Street • Manchester, NH 03101 • Telephone (603) 669-2256 • Fax: (603) 669-7707
www.ManchesterNH.gov

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

The Committee on Administration/Information Systems respectfully advising, after due and careful consideration, that the discussion regarding taxi rates and regulations has been received and filed.

(Unanimous vote)

Respectfully submitted,

Clerk of Committee

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

The Committee on Bills on Second Reading respectfully Recommends, after due and careful consideration, that Ordinance Amendment:

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

ought to pass and be referred to the Committee on Accounts, Enrollment and Revenue Administration.

(Unanimous vote)

Respectfully submitted,

Clerk of Committee

CITY OF MANCHESTER
PLANNING AND COMMUNITY DEVELOPMENT

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

Leon L. LaFreniere, AICP
Director

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

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

In Board of Mayor and Aldermen
Date: 10/18/16
On motion of Ald. Long
Seconded by Ald. Ludwig
Voted to refer to the Committee on Administration/Information Systems.

City Clerk

Date: October 7, 2016

To: Honorable Board of Mayor and Alderman

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

Subject: Proposed Amendments to the Housing Code

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

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

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

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

Thank you for your consideration of this request.

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

City of Manchester
New Hampshire

In the year Two Thousand and *Sixteen*

AN ORDINANCE

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

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

I. Amending the Housing Code, Chapter 150 of the City of Manchester Code of Ordinances as follows:

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

§ 150.*091 POSTING OF EMERGENCY CONTACT INFORMATION*

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

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

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

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

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

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

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

§ 150.091 DEFINITIONS

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

II. Resolve this ordinance shall take effect upon passage.

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

The Committee on 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 $3,199.54 for CIP 810716 Manchester Conservation Commission's Operational Account be approved.
(Unanimous vote with the exception of Alderman Sapienza who was absent)

Respectfully submitted,

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: January 9, 2017

Re: CIP #810716 – Conservation Commission's Operational Account

Existing Funding

Annually, the Conservation Commission holds a Bike Tour to generate revenue through donations to the Manchester Conservation Commission. The 2015 and 2016 Bike Tour accounts have met their expenses for the events and have remaining Conservation Commission donations in them needing to be transferred to the Operational Account for future use.

Respectfully, I request that the Committee recommend the transfer of these funds to the full Board.

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

CIP BUDGET AUTHORIZATION

CIP#:	810716	Project Year:	2016	CIP Resolution:	6/9/2015
Title:	Manchester Conservation Commission Operational Budget			Amending Resolution:	2/7/2017
Administering Department	Planning and Community Development			Revision:	#1

Project Description: To potentially draft an amendment to the City Site Plan regulations to include Conservation Easement signage in appropriate areas, maintain membership in the State Association of Conservation Commissions, Advertising, Training and Development and general supplies.

Federal Grants

Federal Grant:

Grant Executed:

Environmental

Review Required: No

Completed:

Critical Events

1.	Program Initiation	9/1/15
2.	Program Completion	6/30/20
3.		
4.		
5.		
		6/30/2020

Line Item Budget

	OTHER			TOTAL
Salaries and Wage	$0.00	$0.00	$0.00	$0.00
Fringes	$0.00	$0.00	$0.00	$0.00
Design/Engineering	$0.00	$0.00	$0.00	$0.00
Planning	$0.00	$0.00	$0.00	$0.00
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Construction Admin	$0.00	$0.00	$0.00	$0.00
Land Acquisition	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Overhead	$0.00	$0.00	$0.00	$0.00
Construction Contracts	$0.00	$0.00	$0.00	$0.00
Other	$5,699.54	$0.00	$0.00	$5,699.54
TOTAL	**$5,699.54**	**$0.00**	**$0.00**	**$5,699.54**

Revisions: #1 - Adds $3,199.54 of revenue generated from 2015 and 2016 Bike Tours.

Comments: Other funds to be taken from the Contingency account. Project completion date extended.

Planning Department/Startup Form - 06/25/15

$5,699.54

CIP BUDGET AUTHORIZATION

CIP#:	811117	Project Year:	2017	CIP Resolution:	5/17/2016
Title:	2016 Manchester Bike Tour			Amending Resolution:	2/7/2017
Administering Department	Planning/Conservation Commission			Revision:	#1

Project Description: To accept donations for the 2016 Bike Tour and pay for realted expenses.

Federal Grants

Federal Grant: No

Grant Executed: N/A

Environmental

Review Required: No

Completed:

Critical Events

1.	Program Initiation	9/20/16
2.	Program Completion	12/30/16
3.		
4.		
5.		
		12/30/2016

Line Item Budget

	OTHER			TOTAL
Salaries and Wage	$0.00	$0.00	$0.00	$0.00
Fringes	$0.00	$0.00	$0.00	$0.00
Design/Engineering	$0.00	$0.00	$0.00	$0.00
Planning	$0.00	$0.00	$0.00	$0.00
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Construction Admin	$0.00	$0.00	$0.00	$0.00
Land Acquisition	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Overhead	$0.00	$0.00	$0.00	$0.00
Construction Contracts	$0.00	$0.00	$0.00	$0.00
Other	$1,612.75	$0.00	$0.00	$1,612.75
TOTAL	**$1,612.75**	**$0.00**	**$0.00**	**$1,612.75**

Revisions:

#1 - Reduces budget to reflect actual expenses incurred and transfers $924.83 to CIP Project #810716.

Project Closed.

Comments: Other funds will be derived from event donations - expenses will be paid as event donations are collected. Upon project completion, remaining balance will be transferred to the Commission's Operational Account.

Planning Department/Startup Form - 03/31/16

$1,612.75

CIP BUDGET AUTHORIZATION

CIP#:	810616	Project Year:	2016	CIP Resolution:	6/9/2015
Title:	2015 Bike Tour			Amending Resolution:	2/7/2017
Administering Department	Planning/Conservation Commission			Revision:	#1

Project Description: To accept donations for the 2015 Bike Tour and to pay for related expenses.

Federal Grants

Federal Grant: No

Grant Executed: N/A

Environmental

Review Required: No

Completed:

Critical Events

1.	Program Initiation	8/4/15
2.	Program Completion	12/30/15
3.		
4.		
5.		
		12/30/15

Line Item Budget

	OTHER			TOTAL
Salaries and Wage	$0.00	$0.00	$0.00	$0.00
Fringes	$0.00	$0.00	$0.00	$0.00
Design/Engineering	$0.00	$0.00	$0.00	$0.00
Planning	$0.00	$0.00	$0.00	$0.00
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Construction Admin	$0.00	$0.00	$0.00	$0.00
Land Acquisition	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Overhead	$0.00	$0.00	$0.00	$0.00
Construction Contracts	$0.00	$0.00	$0.00	$0.00
Other	$1,445.29	$0.00	$0.00	$1,445.29
TOTAL	**$1,445.29**	**$0.00**	**$0.00**	**$1,445.29**

Revisions:

#1 - Reduces budget to reflect actual expenses incurred and transfers $2,274.71 to CIP Project #810716.

Project Closed.

Comments: Other funds will be derived from event donations -- expenses will be paid as event donations are collected.

Planning Department/Startup Form - 06/25/15

$1,445.29

City of Manchester
New Hampshire

In the year Two Thousand and Seventeen

A Resolution

"Amending the FY 2016 and 2017 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Three Thousand One Hundred Ninety Nine Thousand Dollars and Fifty Four Cents ($3,199.54) for the FY2016 CIP 810716 Manchester Conservation Commission Operational Budget."

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 2016 and 2017 CIPs as contained in the 2016 and 2017 CIP budgets; and

WHEREAS, the 2016 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 the remaining donations from the Bike Tour accounts to the Conservation Commission's Operational Account;

NOW, THEREFORE, be it resolved that the 2016 and 2017 CIPs be amended as follows:

By transferring:
FY2016 CIP 810616 – 2015 Bike Tour - $2,274.71 Other
FY2017 CIP 811117 – 2016 Bike Tour - $924.83 Other

By increasing:
FY2016 CIP 810716 – Manchester Conservation Commission Operational Budget - $3,199.54 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 summary of abatement requests submitted by Fred McNeill, Chief Engineer, be approved.

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

Respectfully submitted,

Clerk of Committee

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

Commission
Hal Sullivan
Rick Rothwell
Bill Skouteris
Toni Pappas
Patrick Robinson

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

Memo

Date: 12/29/16 16-169

To: CIP Committee

Cc: Lisa Hynes – EPD
June George – EPD
Matthew Normand – City Clerks Office

From: Frederick McNeill

RE: EPD Abatement Requests

The attached table summarizes the 24 abatements reviewed by the Highway Commission at their monthly meeting on December 12, 2016.

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

Please let me know if you need any additional information.

City of Manchester
Environmental Protection Division
Summary of Abatement Requests
December 8, 2016 to Highway Commission
December 29, 2016 to CIP/City Clerk

Number	Customer Acct #	Customer	Property Address	Abatement Request Rec'd	Request Reason	EPD Recommendation			Highway Commission Recommendation
1	150151-12162	Webster Dental Assoc.	Webster St. 40	09/01/16	toilet leak	above threshold 505%	Abate	281.07	**Abate**
2	176507-50852	P.J.Elgin LLC	Front St. 312	09/09/16	Hot water tank burst	above threshold 265%	Abate	263.72	**Abate**
3	85919-64668	Beechmont Realty LLC	Walnut St. 31-33	09/12/16	toilet leak	below threshold 210%	Deny	-	**Deny**
4	78419-59868	Marolaros Rev. Tr, 2012	Webster St. 293	09/12/16	toilet leak	above threshold 382%	Abate	215.14	**Abate**
5	63535-44788	Sanborn, Robert	S. Mammoth Rd. 235	09/19/16	toilet leak	above threshold 411%	Abate	194.32	**Abate**
6	66649-46986	Lachance, Donald	Candia Rd. 1031	09/19/16	unknown	below threshold 148%	Deny	-	**Deny**
7	130929-203630	McGraw, Lisa	Filips Glen Dr. 61	09/19/16	outside watering	above threshold 508%	Abate	694.00	**Abate**
8	92883-68152	Girard, Violette	Varney St. 3	09/22/16	toilet leak	above threshold 331%	Abate	128.39	**Abate**
9	133701-16664	Karpyuk Yakov	McCarthy St. 210	09/30/16	outside watering	above threshold 503%	Abate	405.99	**Abate**
10	129077-37990	Bridgewell Farms Condo	Mammoth Rd. 721	10/03/16	outside spicket leak	above threshold 576%	Abate	909.14	**Abate**
11	165715-69328	Sullivan, Brady	Roysan St. 154-156	10/07/16	toilet broken line in cellar	above threshold 382%	Abate	596.84	**Abate**
12	126133-57856	Bresnahan, Brian	Rockland Ave. 426	10/10/16	outside watering	above threshold 11900%	Abate	409.46	**Abate**
13	136537-27420	Byam, Scott	Calef Rd. 174	10/14/16	toilet leak	above threshold 294%	Abate	208.20	**Abate**
14	132979-11160	Dime Investments	Cartier St. 298	10/17/16	toilet leak	above threshold 262%	Abate	281.07	**Abate**
15	58067-40534	Lareau, Jacques	Gold St. 505	10/20/16	toilet leak	above threshold 351%	Abate	409.46	**Abate**
16	126133-57856	Joyce, Theresa	S. Mammoth Rd. 556	10/21/16	toilet leak	above threshold 425%	Abate	180.44	**Abate**
17	82373-62214	Makris, Mary	Day St. 324	10/21/16	leaking pipe	below threshold 130%	Deny	-	**Deny**
18	86355-64886	Michalopoulos, Aspasia	E. High St. 471-473	10/24/16	Hot water tank	below threshold 191%	Deny	-	**Deny**
19	76069-58362	Lavers, Kenneth	Megan Dr. 177	10/29/16	leaking toilet	above threshold 259%	Abate	149.21	**Abate**
20	41285-29352	Creeden, John	Woodland Ave. 267	11/01/16	unknown	below threshold 228%	Deny	-	**Deny**
21	179719-204398	Morris, Dawn	Madison Way, 28	11/03/16	outside water use	below threshold 145%	Deny	-	**Deny**
22	125025-67092	Choquette, Gaston	Rimmon St. 58-62	11/07/16	Hot water tank burst	above threshold 597%	Abate	655.83	**Abate**
23	69023-50536	Greenview III Condo Ass.	Golfview Dr. 92	11/07/16	toilet leak	above threshold 389%	Abate	923.02	**Abate**
24	148839-52930	Janelle, Kirt	Vandora Dr. 185	11/25/16	toilet leak	above threshold 336%	Abate	204.73	**Abate**

Total Abatements $ 7,110.03

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

Date Received: 9/1/2016

Customer Name: Webster Dental Associates **Account #:** 150151-12162
Combined Billing

Property Address: 40 Webster St.

Reason for Request: toilet leak

Service Dates: 5/24/16 - 8/24/16 **Bill Date:** 9/28/2016

Consumption: 101 **ccf** **% Increase from Average:** **505%**

Average Consumption: 20 **ccf** **Based on:** 5 yr average

Difference: 81 **ccf**

Other Comments:

EPD Recommendation: Grant Abatement - exceeds 250% threshold

Approved

Abatement Total: **81** **ccf** **at $** 3.47 **$** **281.07**

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

RECEIVED
SEP 1 2016
CITY OF MANCHESTER EPD

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

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Webster Dental Associates - Mohammad Golparvar, D.M.D.

Address: 40 Webster Street (Street)

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

Phone Number: 603-669-4252

Customer Account Number: 150151-12162

Address of Property for which Abatement is Requested:

40 Webster Street (Street)

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

Billing Period: Month of August 2016 (5-24-16 — 8-24-16)

Amount of Abatement Request: $333.12

Reason for Abatement Request: 2 upstairs Abandon toilets - slow leak.

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

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

____ Yes X No

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

(Signature) 8/30/16 (Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

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

Date Received: 9/9/2016

Customer Name: P.J. Elgin LLC **Account #:** 176507-50852
Combined Billing

Property Address: 312 Front St.

Reason for Request: Hot water tank burst

Service Dates: 4/18/16 - 7/19/16 **Bill Date:** 8/24/2016

Consumption: 122 **ccf** **% Increase from Average:** **265%**

Average Consumption: 46 **ccf** **Based on:** 3 Quarter Average
Limited ownership history

Difference: 76 **ccf**

Other Comments:

EPD Recommendation: Grant Abatement - exceeds 250% threshold

Approved EJM

Abatement Total: **76 ccf** **at $** 3.47 **$** **263.72**

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

RECEIVED
SEP 2016
CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: James Normand - PJ Elgin LLC

Address: 312 FRONT ST (Street) — Mailing Address: 35 Farmer Lane Manchester NH 03102.

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

Phone Number: 603-494-2355

Customer Account Number: 176507-50852.

Address of Property for which Abatement is Requested:

312 FRONT ST. (Street)

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

Billing Period: 4-18-16 to 7-19-16

Amount of Abatement Request: 319.24

Reason for Abatement Request: Hot water Tank blown flooded cellar.

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

Flooded Tank in basement - Concrete

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

____ Yes ____ No

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

James Normand (Signature)

9-6-16. (Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

√

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

Date Received: 9/12/2016

Customer Name: Beechmont Realty LLC **Account #:** 85919-64668
Combined Billing

Property Address: 31-33 Walnut St.

Reason for Request: toilet leak

Service Dates: 6/01/16 - 8/31/16 **Bill Date:** 10/5/2016

Consumption: 128 **ccf** **% Increase from Average:** **210%**

Average Consumption: 61 **ccf** **Based on:** 5 yr average

Difference: 67 **ccf**

Other Comments:

EPD Recommendation: Deny Abatement - does not exceed 250% threshold

Deny EJM

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

Highway Recommendation: Deny **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

RECEIVED
SEP 12 2016
CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Beechmont Realty LLC

Address: 71 Walnut St (Street) (Unit)

Manchester (City) NH (State) 03104 (Zip)

Phone Number: 603 361 1053

Customer Account Number: 85919 646168

Address of Property for which Abatement is Requested: 33 Walnut St (Street) 1 (Unit)

Manchester (City) NH (State) 03104 (Zip)

Billing Period: 6-1-16 - 8-31-16

Amount of Abatement Request: 301.89

Reason for Abatement Request: Toilet Leak | running
Jerard had a toilet running for several weeks and did report it to us. We feel this had been a problem for at least 4 weeks. We replaced the toilet.

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

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

____ Yes ____ No

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

(Signature) 9/9/16 (Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

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

Date Received: 9/12/2016

Customer Name: Manolaros Rev Tr 2012 **Account #:** 78419-59868
Combined Billing

Property Address: 293 Webster St.

Reason for Request: toilet leak

Service Dates: 5/24/16 - 8/24/16 **Bill Date:** 9/28/2016

Consumption: 84 **ccf** **% Increase from Average:** **382%**

Average Consumption: 22 **ccf** **Based on:** 5 yr average

Difference: 62 **ccf**

Other Comments:

EPD Recommendation: Grant Abatement - exceeds 250% threshold

Approved

Abatement Total: **62** **ccf** **at $** 3.47 **$** **215.14**

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

RECEIVED
SEP 19 2016
CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Elsie Manolaros

Address: 293 Webster St (Street) (Unit)

Manchester (City) NH (State) 03104 (Zip)

Phone Number: 603 623-0868

Customer Account Number: 78419-59868

Address of Property for which Abatement is Requested:

293 Webster St (Street) (Unit)

Manchester (City) NH (State) 03104 (Zip)

Billing Period: 5-24-16 Thru 8-24-16

Amount of Abatement Request: $ 208.20

Reason for Abatement Request: Toilet leak

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

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

_____ Yes _____ No

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

E. Manolaros (Signature)

9/16/16 (Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

Maria Manolaros
On Behalf Of
Elsie Manolaros
293 Webster St.
Manchester, NH 03104
(603)623-0868

RECEIVED
SEP 19 2016
CITY OF MANCHESTER EPD

City of Manchester-EPD
300 Winston Street
Manchester, NH 03103
Attn: Abatement Request

September 16, 2016

Dear Abatement Committee;

In August I received a call from the Water Department, on behalf of my mother, regarding the extreme increase in usage at her 293 Webster Street address. Your department suggested several scenarios, but it was Heritage Plumbing that confirmed that our toilets were leaking and they needed to be replaced. My Mom is seventy-eight years old, is on a fixed income and also has Parkinsons disease. As a long time resident and home owner of Manchester I speak for my Mother and ask that you consider an abatement of $208.20, which was correctly calculated by your department. I have enclosed a completed Abatement Request form. I have also enclosed copies of a Heritage Plumbing estimate, check amount to Heritage Plumbing for the completed job, a Home Depot customer invoice and Home Depot sales slip.

Please let me know if you are in need of any other information I may have missed. I Thank you for your consideration.

Sincerely,

Maria Manolaros
On Behalf Of
Elsie Manolaros

Enclosures: (5)

√

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

Date Received: 9/19/2016

Customer Name: Sanborn, Robert **Account #:** 63535-44788
Combined Billing

Property Address: 235 S. Mammoth Rd.

Reason for Request: Toilet leak

Service Dates: 6/06/16 - 9/06/16 **Bill Date:** 10/12/2016

Consumption: 74 ccf **% Increase from Average:** 411%

Average Consumption: 18 ccf **Based on:** 5 yr average

Difference: 56 ccf

Other Comments:

EPD Recommendation: Grant Abatement - exceeds 250 % threshold

Approved

Abatement Total: 56 ccf at $ 3.47 $ 194.32

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

RECEIVED
SEP 19 2016
CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Mark D. Sanborn

Address: 235 So. Mammoth Rd (Street)

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

Phone Number: 603-669-6419

Customer Account Number: 63535-44788

Address of Property for which Abatement is Requested:

235 So Mammoth Rd (Street)

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

Billing Period: 6-6-16 thru 9-7-16

Amount of Abatement Request: $197.79

Reason for Abatement Request: Toilet Leak

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

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

_____ Yes _____ No

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

Mark D. Sanborn
(Signature)

9-14-16
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

√

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

Date Received: 9/19/2016

Customer Name: Lachance, Donald **Account #:** 66649-46986
Combined Billing

Property Address: 1037 Candia Rd

Reason for Request: unknown

Service Dates: 6/8/16 - 9/08/16 **Bill Date:** 10/12/2016

Consumption: 90 ccf **% Increase from Average:** 148%

Average Consumption: 61 ccf **Based on:** 5 yr average

Difference: 29 ccf

Other Comments:

EPD Recommendation: Deny Abatement - does not exceed 250% threshold

Deny HJM

Abatement Total: ccf at $ 3.47 $ -

Highway Recommendation: Deny **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

RECEIVED
SEP 19 2016
CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Donald E LaChance

Address: 789 Beech St
(Street)

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

Phone Number: 603-6695796

Customer Account Number: 166649-419986

Address of Property for which Abatement is Requested:

1037 Candia Rd
(Street)

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

Billing Period: 6/8/16 8/30/16

Amount of Abatement Request: $76.34

Reason for Abatement Request: Water work Employee & Myself Checked Toilets & found Not leaking.

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

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

____ Yes ✓ No

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

Donald E LaChance
(Signature)

Sept 12/16
(Date)

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

Date Received: 9/19/2016

Customer Name: McGraw, Lisa **Account #:** 130929-203630
Combined Billing

Property Address: 61 Filips Glen Dr.

Reason for Request: outside watering

Service Dates: 6/7/16 - 9/7/19 **Bill Date:** 10/12/2016

Consumption: 249 **ccf** **% Increase from Average:** **508%**

Average Consumption: 49 **ccf** **Based on:** 5 yr average

Difference: 200 **ccf**

Other Comments: Homeowner will purchase deduct in the spring
Abatement exceeds 250% threshold

EPD Recommendation:

Approved HJM

Abatement Total: **200** **ccf** **at $** 3.47 **$** **694.00**

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

RECEIVED
SEP 19 2016
CITY OF MANCHESTER EPD

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

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Cell - 233-0062
Work - 880-1707

Name: Lisa M. McGraw

Address: 146 New Boston Rd. (Street)
Candia (City) NH (State) 03034 (Zip) (Unit)

Phone Number: 603-233-0062

Customer Account Number: 130929-203630

Address of Property for which Abatement is Requested: 61 filips Glen Dr (Street)
Manchester (City) NH. (State) 0 (Zip) (Unit)

Billing Period: 6-7-16 - 9-7-16

Amount of Abatement Request: * Attached Copy.

Irrigation Leak. - Reason for Abatement Request: Billing period 6/7/16 - 9/7/16 - Amount 697.47 - Irrigation Leak. This years bill is 1,278.74. 20% of the usage outside for Sewer is 697.47
Had the irrigation Run Normal. - "Rainmaker" irrigation Co. Had to dig a hole and find leak. (9) Heads have been replaced. The first two services were done incorrectly with irrigation co. -

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

All water was under the Grass outside. -

* Patty from Water Co. Called me on 9/9/16 - I went & Shut H2O OFF. Re-checked on Monday 9/12/16 - Rainmaker came back out on 9/14/16 - Again. - Replaced a head that was "Already replaced" by another Tech.

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

____ Yes ✓ No - When It was Not It was Broken - H2O Running Into Ground.

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

Lisa McG (Signature)

9/17/16 (Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

√

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

Date Received: 9/22/2016

Customer Name: Girard, Violette **Account #:** 92883-68152
Combined Billing

Property Address: 3 Varney St.

Reason for Request: Toilet leak

Service Dates: 4/14/16 - 7/14/16 - 10/14/16 **Bill Date:** 8/17/2016 & 11/16/16

Consumption: 53 ccf **% Increase from Average:** 331%

Average Consumption: 16 ccf **Based on:** 5 yr average

Difference: 37 ccf

Other Comments:

EPD Recommendation: Grant Abatement - exceeds 250 % threshold

Approved

Abatement Total: 37 ccf at $ 3.47 $ 128.39

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

RECEIVED
SEP 22 2016
CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Violette Girard

Address: 3 Varney St. (Street)

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

Phone Number: 603-622-0282

Customer Account Number: 92883-68152

Address of Property for which Abatement is Requested:

3 Varney St. (Street)

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

Billing Period: 4/14/16 - 7/14/16

Amount of Abatement Request: $97.16

Reason for Abatement Request: Toilet leak

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

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

_____ Yes _____ No

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

(Signature)

9/19/16
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

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

Date Received: 9/30/2016

Customer Name: Karpyuk, Yakov **Account #:** 133701-16664
Combined Billing

Property Address: 210 McCarthy St.

Reason for Request: outside watering

Service Dates: 5/17/16 - 8/16/16 **Bill Date:** 9/21/2016

Consumption: 146 **ccf** **% Increase from Average:** **503%**

Average Consumption: 29 **ccf** **Based on:** 5 yr average

Difference: 117 **ccf**

Other Comments: Homeowner will purchase deduct in the spring
Abatement exceeds 250% threshold

EPD Recommendation:

Approved EJM

Abatement Total: **117** **ccf** **at $** 3.47 **$** **405.99**

Highway Recommendation: Abate **Date:** 12/12/16

Rec'd email 9-30-16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Yakov Karpyuk & Valentina Karpyuk

Address: 210 Mc Carthy St.
(Street)

Manchester (City) NH (State) 03104-1547 (Zip) (Unit)

Phone Number: 603-625-9020 Cell 603-785-4683

Customer Account Number: 133701-16664

Address of Property for which Abatement is Requested:

210 Mc Carthy St (Street)

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

Billing Period: 5/17/16 - 8/16/16

Amount of Abatement Request: $440-

Reason for Abatement Request: Built new garden unaware of consequence. Will purchase deduct meter in the spring.

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

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

____ Yes __✓__ No

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

(Signature)

09/29-2016
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

√

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

Date Received: 10/3/156

Customer Name: Bridgewell Farms Condo Assoc **Account #:** 129077-37990
Combined Billing

Property Address: 721 Mammoth Rd

Reason for Request: leaking spicket

Service Dates: 5/11/16 - 8/10/16 **Bill Date:** 9/14/2016

Consumption: 317 **ccf** **% Increase from Average:** **576%**

Average Consumption: 55 **ccf** **Based on:** 5 yr average

Difference: 262 **ccf**

Other Comments: The leaking spicket has not been fixed. They just shut it off.

EPD Recommendation:

Approved TJM

Abatement Total: **262** **ccf** **at $** 3.47 **$** **909.14**

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

RECEIVED
OCT - 3 2016
CITY OF MANCHESTER EPD

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

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Bridgewell Farms Condo Assoc

Address: 721 Mammoth Rd unit 8
(Street)
Manchester NH 03104
(City) (State) (Unit) (Zip)

Phone Number: 978 729 0427

Customer Account Number: 129077-37990

Address of Property for which Abatement is Requested:
721 Mammoth Rd
(Street)
Manchester NH 03104
(City) (State) (Unit) (Zip)

Billing Period: 9-14-16 for service 5/11/16 - 8/10/16

Amount of Abatement Request: $1400.00

Reason for Abatement Request: We turned on outside spicket valve water to allow us to use spicket, there is a leak in the pipe in the ground. It slow leaked for 3 month - we have now shut off water completely

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.
It was discharged outside under the lawn in a 5X5 spot near spicket (judging by only green grass in the entire development)

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

_____ Yes _____ No

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

(Signature) 9-29-16 (Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

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

Date Received: 10/7/2016

Customer Name: Brady Sullivan **Account #:** 165715-69328
Combined Billing

Property Address: 154-156 Roysan St.

Reason for Request: Toilet leak sewer line break in cellar

Service Dates: 3/8/16 - 6/6/16 - 9/6/16 **Bill Date:** 7/13/16 & 10/12/16

Consumption: 233 **ccf** **% Increase from Average:** **382%**

Average Consumption: 61 **ccf** **Based on:** 5 yr average

Difference: 172 **ccf**

Other Comments:

EPD Recommendation: Grant Abatement - exceeds 250% threshold

Approved

Abatement Total: **172 ccf** **at $** 3.47 **$** **596.84**

Highway Recommendation: Abate **Date:** 12/12/16

RECEIVED
OCT 31 2016
CITY OF MANCHESTER

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Brady Sullivan G + R, LLC

Address: 670 N. Commercial St (Street) Suite 303 (Unit)

Manchester (City) NH (State) 03101 (Zip)

Phone Number: 603-622-6223

Customer Account Number: 165715-69328

Address of Property for which Abatement is Requested:

154-156 Roysan St (Street)

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

Billing Period: 6-6-16 – 9-6-16

Amount of Abatement Request: $471.92

Reason for Abatement Request: Toilet leak, toilets running, Sewer back up

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

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

____ Yes ✓ No

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

(Signature)

10-7-16 (Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

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

Date Received: 10/10/2016

Customer Name: Bresnahan, Brian **Account #:** 126133-57856
Combined Billing

Property Address: 426 Rockland Ave

Reason for Request: outside watering

Service Dates: 4/14/16 - 7/14/16 **Bill Date:** 8/17/1611/16/16

Consumption: 119 ccf **% Increase from Average:** 11900%

Average Consumption: 1 ccf **Based on:** 5 yr average

Difference: 118 ccf

Other Comments: no deduct

EPD Recommendation:

Approved

Abatement Total: 118 ccf at $ 3.47 $ 409.46 -

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: BRIAN BRESNAHAN

Address: 93 BLANFORD PLACE (Street)

BEDFORD (City) NH (State) 03110 (Zip)

Phone Number: 603-582-8598

Customer Account Number: 59811 - 42040

Address of Property for which Abatement is Requested:

426 ROCKLAND AVENUE (Street)

MANCHESTER (City) NH (State) 03102 (Zip)

Billing Period: 4/14/16 - 7/14/16

Amount of Abatement Request: $409.46 (119-1) units X $3.47/unit

Reason for Abatement Request: AS PART OF A MAJOR REMODEL I WAS GROWING GRASS IN THE BACKYARD USING A TIMER AND SPRINKLERS. TWO TIMES, THE HOSE FROM THE HOUSE TO THE TIMER BURST

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.
WHEN I WAS NOT AT THE PROPERTY. DURING THESE TIMES THE WATER WENT INTO THE GROUND IN THE BACKYARD, NOT INTO THE SEWAGE SYSTEM.

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

_____ Yes _____ No (NO METER)

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

Brian P. Bresnahan
(Signature)

10/10/16
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

√

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

Date Received: 10/14/2016

Customer Name: Byam, Scott **Account #:** 136537-27420
Combined Billing

Property Address: 174 Calef Rd

Reason for Request: Toilet leak

Service Dates: 12/31/15 - 3/30/16 **Bill Date:** 5/4/2016

Consumption: 91 **ccf** **% Increase from Average:** **294%**

Average Consumption: 31 **ccf** **Based on:** 5 yr average

Difference: 60 **ccf**

Other Comments: Customer thinks he sent a form in earlier.
Did not request abatement in a timely fashion

EPD Recommendation:

Approve TJM

Abatement Total: 60 **ccf** **at $** 3.47 **$** 208.20 -

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

Commission
Raymond Hebert
Harold Sullivan
Rick Rothwell
Bill Skouteris
Andrew Provencher

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Scott Byam

Address: 70 Lincoln Dr.
(Street) (Unit)

New Boston NH 03070
(City) (State) (Zip)

Phone Number: 603 - 487 - 1331

Customer Account Number: 136537 - 27420

Address of Property for which Abatement is Requested:
174 Calef Rd.
(Street) (Unit)

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

Billing Period: Jan - April 2016

Amount of Abatement Request: $400 (or whatever can be done)

Reason for Abatement Request: 2 toilets leaking. I called about this in the Spring, and it is noted on my account. I submitted an abatement form during this time, but it was not received.

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

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

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

Scott W. Byam
(Signature)

10/14/16
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

J

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

Date Received: 10/17/2016

Customer Name: Dime Investments **Account #:** 132979-11160
Combined Billing

Property Address: 298 Cartier St.

Reason for Request: Toilet leak

Service Dates: 4/19/16 - 7/20/16 **Bill Date:** 8/24/2016

Consumption: 131 ccf **% Increase from Average:** 262%

Average Consumption: 50 ccf **Based on:** 5 yr average

Difference: 81 ccf

Other Comments:

EPD Recommendation: Grant Abatement - exceeds 250% threshold

Approved TJM

Abatement Total: 81 ccf at $ 3.47 $ 281.07

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

RECEIVED
OCT 17 2016
MANCHESTER EPD

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

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: DMF INVESTMENTS

Address: 22 MANOR VIEW DR
(Street)

RAYMOND (City) NH (State) 03077 (Unit) (Zip)

Phone Number: 603-303-6660.

Customer Account Number: 132 979 — 11160.

Address of Property for which Abatement is Requested:
298 CARTIER ST
(Street)

MANCHESTER (City) NH (State) 03102 (Unit) (Zip)

Billing Period: 8/23/2016 April 19 — July 20th.

Amount of Abatement Request: $ 260.

Reason for Abatement Request: Running Toilet While the Unit (2nd floor) was Vacant.

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

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

____ Yes X No

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

(Signature) 10/6/16 (Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

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

Date Received: 10/20/2016

Customer Name: Lareau, Jacques **Account #:** 58067-40534
Combined Billing

Property Address: 505 Gold St.

Reason for Request: Toilet leak

Service Dates: 4/11/16 - 7/11/16 - 10/07/16 **Bill Date:** 8/10/16 & 11/09/16

Consumption: 165 **ccf** **% Increase from Average:** **351%**

Average Consumption: 47 **ccf** **Based on:** 5 yr average

Difference: 118 **ccf**

Other Comments:

EPD Recommendation: Grant Abatement - exceeds 250% threshold

Approved EJM

Abatement Total: **118** **ccf** **at $** 3.47 **$** **409.46**

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

RECEIVED
OCT 02 REC'D

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

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Jacques Lareau

Address: 505 Gold street (Street)

Manchester (City) New Hampshire (State) 03103 (Zip) (Unit)

Phone Number: 603

Customer Account Number: 58067-40534

Address of Property for which Abatement is Requested:

505 Gold street (Street)

Manchester (City) New Hampshire (State) 03103 (Zip) (Unit)

Billing Period: Cycle - route 09-03

Amount of Abatement Request: $381.70

Reason for Abatement Request: Leaking toilet has been changed.

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

The main water valve in basement had a leak, there was water damage. The floor is concrete, water accumulated in the basement.

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

X Yes ____ No

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

(Signature)

October 13, 2016 (Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

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

Date Received: 10/21/2016

Customer Name: Joyce, Theresa **Account #:** 126133-57856
Combined Billing

Property Address: 556 S. Mammoth Rd

Reason for Request: Toilet leak

Service Dates: 6/7/16 - 9/7/16 **Bill Date:** 10/12/2016

Consumption: 68 ccf **% Increase from Average:** 425%

Average Consumption: 16 ccf **Based on:** 5 yr average

Difference: 52 ccf

Other Comments:

EPD Recommendation: Grant Abatement - exceeds 250% threshold

Approved HJ

Abatement Total: 52 ccf at $ 3.47 $ 180.44

Highway Recommendation: Abate **Date:** 12/12/16

Scott FYI

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

RECEIVED
OCT 21 REC'D

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

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Theresa Joyce

Address: 556 S Mammoth Road
(Street)

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

Phone Number: 603-858-4054

Customer Account Number: 126113-57856

Address of Property for which Abatement is Requested:

556 S Mammoth Rd
(Street)

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

Billing Period: 6/7/16 - 9/7/16

Amount of Abatement Request: _____

Reason for Abatement Request: Leaking toilet

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

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

✓ Yes ____ No

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

Theresa Joyce
(Signature)

10/21/16
(Date)

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

Date Received: 10/21/2016

Customer Name: Makris, Mary

Account #: 82373-62214
Combined Billing

Property Address: 324 Day St.

Reason for Request: leaking pipe

Service Dates: 5/19/16 - 8/19/16

Bill Date: 9/21/2016

Consumption: 52 **ccf**

% Increase from Average: **130%**

Average Consumption: 40 **ccf**

Based on: 5 yr average

Difference: 12 **ccf**

Other Comments:

EPD Recommendation: Deny Abatement - does not exceed 250% threshold

Deny [illegible]

Abatement Total: **ccf** **at $** 3.47 **$** -

Highway Recommendation: Deny

Date: 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

RECEIVED
OCT 21 2016
CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Mary Makris

Address: 324 Day St. (Street)

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

Phone Number: 603-232-2178

Customer Account Number: 82373-62214

Address of Property for which Abatement is Requested: 324 Day St. (Street)

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

Billing Period: 5/19/16 - 8/19/16

Amount of Abatement Request: $97.16

Reason for Abatement Request: Pipe leak; problem verified and recified by MWW.

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

N/A

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

____ Yes ✓ No

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

Mary Makris (Signature)

10/18/16 (Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

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

Date Received: 10/24/2016

Customer Name: Michalopoulos, Aspasia **Account #:** 86355-64886
Combined Billing

Property Address: 471-473 E High St.

Reason for Request: hot water tank failure

Service Dates: 6/02/16 - 9/01/16 **Bill Date:** 10/5/2016

Consumption: 101 **ccf** **% Increase from Average:** **191%**

Average Consumption: 53 **ccf** **Based on:** 5 yr average

Difference: 48 **ccf**

Other Comments:

EPD Recommendation: Deny Abatement - does not exceed 250% threshold

Deny TJM

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

Highway Recommendation: Deny **Date:** 12/12/16

Scott FYI

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

RECEIVED
OCT 24 2016
OF MANCHESTER EPD

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

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Aspasia Michalopoulos

Address: 471-473 E. High st (Street)

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

Phone Number: 603-626-6109

Customer Account Number: 86355-64886

Address of Property for which Abatement is Requested:

SAME ~~AS~~ ABOVE (Street) (Unit)

(City) (State) (Zip)

Billing Period: 6-2-16 to 9-1-16.

Amount of Abatement Request: $232.08

Reason for Abatement Request: hot water tank failure in basement and the floor is concrete.

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

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

_____ Yes _____ No

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

Aspasia Michalopoulos (Signature)

10-20-16 (Date)

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

Date Received: 10/29/2016

Customer Name: Lavers, Kenneth **Account #:** 76069-58362
Combined Billing

Property Address: 177 Megan Dr.

Reason for Request: leaking toilet

Service Dates: 6/9/16 - 9/9/16 **Bill Date:** 10/12/2016

Consumption: 70 ccf **% Increase from Average:** 259%

Average Consumption: 27 ccf **Based on:** 5 yr average

Difference: 43 ccf

Other Comments:

EPD Recommendation: Grant Abatement - exceed 250% threshold

Approved FJM

Abatement Total: 43 ccf at $ 3.47 $ 149.21

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

RECEIVED
NOV 17 2016
CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Kenneth W Lavers JR

Address: 177 Megan Dr.
(Street)
Manchester NH 03109
(City) (State) (Unit) (Zip)

Phone Number: 603-626-6254 Cell 603-493-0346

Customer Account Number: 76069-58362 Wife Valerie

Address of Property for which Abatement is Requested:
177 Megan Dr
(Street)
Manchester NH 03109
(City) (State) (Unit) (Zip)

Billing Period: 6-8-16 - 9-9-16

Amount of Abatement Request: 145.74

Reason for Abatement Request: Toilet Leak
Repaired Toilet leak
outside faucets leaked as well - replaced

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

N/A

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

____ Yes ✓ No

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

x Kenneth W Lavers JR
(Signature)

x 11/15/16
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

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

Date Received: 11/1/2016

Customer Name: Creeden, John **Account #:** 41285-29352
Combined Billing

Property Address: 267 Woodland Ave

Reason for Request: unknown

Service Dates: 6/13/16 - 9/13/16 **Bill Date:** 10/19/2016

Consumption: 73 ccf **% Increase from Average:** 228%

Average Consumption: 32 ccf **Based on:** 5 yr average

Difference: 41 ccf

Other Comments:

EPD Recommendation: Deny Abatement - does not exceed 250% threshold

Deny

Abatement Total: 0 ccf at $ 3.47 $ -

Highway Recommendation: Deny **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

RECEIVED
NOV - 1 2016
CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: John Creeden

Address: 267 Woodland Ave
(Street)

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

Phone Number: 603-668-1595

Customer Account Number: 41285-29352

Address of Property for which Abatement is Requested:
267 Woodland Ave
(Street)

Manchester (City) N.H. (State) 03109 (Zip) (Unit)

Billing Period: 6/13/16 to 9/13/16

Amount of Abatement Request: value of 53 units

Reason for Abatement Request: Past history is 18-20 water usage. No leaks from toilets or faucets. Reason unknown for this usage.

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

No events NO irrigation system

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

_____ Yes _____ No

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

John Creeden
(Signature)

10/31/16
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

√

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

Date Received: 11/3/2016

Customer Name: Morris, Dawn **Account #:** 179719-204398
Combined Billing

Property Address: 28 Madison Way

Reason for Request: outside water use

Service Dates: 6/15/16 - 9/08/16 **Bill Date:** 10/12/2016

Consumption: 197 **ccf** **% Increase from Average:** **145%**

Average Consumption: 136 **ccf** **Based on:** 5 yr average

Difference: 61 **ccf**
New owner-no history used prior owner.

Other Comments:

EPD Recommendation: Deny Abatement - does not exceed 250% threshold

Deny

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

Highway Recommendation: Deny **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

RECEIVED
NOV - 3 2016
CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Dawn & Kraig Morris

Address: 28 Madison Way
(Street) (Unit)

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

Phone Number: 603-738-1148

Customer Account Number: 137073-204398

Address of Property for which Abatement is Requested:

28 Madison Way (Street) Manchester, NH 03109 (Unit)
(City) (State) (Zip)

Billing Period: 6-15-16 - current

Amount of Abatement Requested: I honestly don't know. I called before we moved here and was told told average bill would be $250 for both. We are just sick →

Reason for Abatement Request: ① We didn't close or move in this address until 6/30/16
② On 10/10/16 we found out that there were 3 broken heads in the sprinkler system.
③ We also took 3 wks vacation in Aug so were not here. I am so upset about the water / sewer bill! There are only 3 people living here. All of our neighbors have a bill between 250-300 total.

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

Renters were living here 5 yrs prior to our purchase. We were told by our realtor that the irrigation system was serviced. It was not - all they did was turn the system on. I am sure that prior bills were still higher than the norm b/c neighbors told us the always ran the sprinklers.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place. 10/18/16 not yet - we were just told about a deduct meter when I called.
____ Yes ____ No We have never used one before. The sprinkler system has been shut down and our new plumber said he would help in spring before

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

Dawn Morris
(Signature)

10/21/16
(Date)

over this. I have 2 children in school and simply can't afford this bill. I am happy to be responsible for my bills but I also feel the renters / their realtor was not honest and now we are stuck. I would truly appreciate help. Thank you

We also have yet to received bill from plumber when this system is repaired prior to water being turned on. We also know a deduct meter is over $500. Yikes.

I have also spoken to Carl @ Accurate title because we did not close on this house until 6/30/16 Yet Carl had the meter read on 6/15/16. That's an additional 15 days on the bill when we didn't even live here.

√

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

Date Received: 11/7/2016

Customer Name: Choquette, Gaston **Account #:** 125025-67092
Combined Billing

Property Address: 58-62 Rimmon St.

Reason for Request: Hot Water Tank

Service Dates: 7/20/16-10/20/16 **Bill Date:** 11/23/2016

Consumption: 227 **ccf** **% Increase from Average:** **597%**

Average Consumption: 38 **ccf** **Based on:** 5 yr average

Difference: 189 **ccf**

Other Comments:

EPD Recommendation: Grant Abatement - exceeds 250% threshold

Approved JM

Abatement Total: **189** **ccf** **at $** 3.47 **$** **655.83**

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

RECEIVED
NOV - 7 2016
CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: GASTON CHOQUETTE

Address: 10 ROY STREET
(Street)

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

Phone Number: (603) 627-2877

Customer Account Number: #125025-67092

Address of Property for which Abatement is Requested:
58/62 RIMMON ST
(Street)

MANCHESTER, (City) N.H. (State) 03102 (Zip) (Unit)

Billing Period: July 20, 2016 – Oct 20, 2016

Amount of Abatement Request: $452.36

Reason for Abatement Request: Hot water tank

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

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

____ Yes ✓ No

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

Gaston Choquette
(Signature)

Oct 28, 2016
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

J

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

Date Received: ~~2/16/2203~~ 11-7-16

Customer Name: Greenview **Account #:** 69023-50536
Combined Billing

Property Address: 92 Golfview Dr.

Reason for Request: Toilet leak

Service Dates: 4/18/16 - 7/19/16 **Bill Date:** 8/17/2016

Consumption: 358 **ccf** **% Increase from Average:** **389%**

Average Consumption: 92 **ccf** **Based on:** 5 yr average

Difference: 266 **ccf**

Other Comments:

EPD Recommendation: Grant Abatement - exceeds 250% threshold

Approved TJM

Abatement Total: **266** **ccf** **at $** 3.47 **$** **923.02**

Highway Recommendation: Abate **Date:** 12/12/16

24.50

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

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

RECEIVED
NOV - 7 2016
CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Greenview III Condo Association

Address: 1106 Hooksett Rd, Ste 9
(Street) (Unit)

Hooksett NH 03106
(City) (State) (Zip)

Phone Number: 603-627-7368

Customer Account Number: 69023-50536

Address of Property for which Abatement is Requested:
92 Golfview Dr.
(Street)

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

Billing Period: 10/21/15 - 7/19/16 3/24/16-9/14/16

Amount of Abatement Request:

Reason for Abatement Request: Meter was replaced and Unit toilet (invoice attached) was leaking. GV III requested meter to be changed. Usuage has decreased since above items were addressed.

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

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

_____ Yes _____ No

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

D. A. Wall
(Signature)

11/2/16
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

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

Date Received: 11/25/2016

Customer Name: Janelle, Kirt **Account #:** 148839-52930
Combined Billing

Property Address: 185 Vandora Dr.

Reason for Request: toilet leak

Service Dates: 7/6/16 - 10/04/16 **Bill Date:** 11/4/2016

Consumption: 84 **ccf** **% Increase from Average:** **336%**

Average Consumption: 25 **ccf** **Based on:** 5 yr average

Difference: 59 **ccf**

Other Comments:

EPD Recommendation: Grant Abatement - exceeds 250% threshold

Approved EJM

Abatement Total: **59** **ccf** **at $** 3.47 **$** **204.73**

Highway Recommendation: Abate **Date:** 12/12/16

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Ruhpell
Bill Stouteris

RECEIVED
NOV 25 2016
CITY OF MANCHESTER EPD

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Kist Janelle

Address: 185 Vandora dr.
(Street)

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

Phone Number: 603-913-4406

Customer Account Number: 148839-52930

Address of Property for which Abatement is Requested:
185 Vandora dr.
(Street)

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

Billing Period: 7/6/16 - 10/4/16

Amount of Abatement Request: $235.96

Reason for Abatement Request: Toilet Leak
Fix it once I realized it when got water bill (it was my 2nd Bathroom that i never use)

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

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

____ Yes ____ No

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

Kist Janelle
(Signature)

11/19/16
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

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 $22,000 for CIP 411517 Safe Station Overnight Coverage be approved.

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

Respectfully submitted,

Clerk of Committee

Daniel A. Goonan
Chief of Department

Richard P. McGahey
Assistant Chief

City of Manchester
Fire Department

TO: Alderman Shea, CIP Committee Chair

FROM: Chief Daniel A. Goonan

Date: 1/4/17

RE: Safe Station – CIP Project 411517

In September I requested that a Safe Station project be set up and $25,000 be transferred from contingency to cover after hours Safe Station transport costs provided by Serenity Place. The Board approved the project and moved $10,000 from contingency.

During the months of September through December 22nd the number of individuals seeking assistance after hours, between 8 PM and 8 AM, totaled 240. Costs incurred during this timeframe were $12,000. I am requesting additional funding of $20,000 to cover the ongoing expenses of providing credentialed staff members to do initial intake consultation and transport individuals using Safe Station services.

Additionally, this program has generated interest from members of the community and we would like the ability to take in donations for this purpose. We anticipate maximum donations not to exceed $2,000.

I appreciate your consideration of this request and will be available should the Committee have any questions.

CIP BUDGET AUTHORIZATION

CIP#:	411517	Project Year:	2017	CIP Resolution:	5/17/2016
Title:	Safe Station - Overnight Coverage			Amending Resolution:	2/7/2017
Administering Department	Fire Department			Revision:	#1

Project Description: To provide credentialed staff members to transport individuals who are using Safe Station between the hours of 8:00 pm - 8:00 am.

Federal Grants

Federal Grant: No

Grant Executed: N/A

Environmental

Review Required: No

Completed:

Critical Events

1.	Program Initiation	10/18/16
2.	Program Completion	6/30/17
3.		
4.		
5.		
		6/30/17

Line Item Budget

	Contingency	OTHER		TOTAL
Salaries and Wage	$0.00	$0.00	$0.00	$0.00
Fringes	$0.00	$0.00	$0.00	$0.00
Design/Engineering	$0.00	$0.00	$0.00	$0.00
Planning	$0.00	$0.00	$0.00	$0.00
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Construction Admin	$0.00	$0.00	$0.00	$0.00
Land Acquisition	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Overhead	$0.00	$0.00	$0.00	$0.00
Construction Contracts	$0.00	$0.00	$0.00	$0.00
Other	$30,000.00	$2,000.00	$0.00	$32,000.00
TOTAL	**$30,000.00**	**$2,000.00**	**$0.00**	**$32,000.00**

Revisions: #1 - Increases budget by $20,000 Contingency and $2,000 Other.

Comments: Other funds from Donations.

Planning Department/Startup Form - 03/31/16

$32,000.00

City of Manchester
New Hampshire

In the year Two Thousand and Seventeen

A Resolution

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Two Thousand Dollars ($22,000) for the FY 2017 CIP 411517 Safe Station - Overnight Coverage."

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 allocate funds from the Contingency Account for Safe Station overnight support;

WHEREAS, the Board of Mayor and Aldermen wishes to accept donations for Safe Station overnight support;

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

By adding:

2017 CIP 411517 – Safe Station - Overnight Coverage - $20,000 Contingency; $2,000 Other

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

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that request from the Chief of Parks, Recreation & Cemetery for acceptance of a grant awarded to the City in the amount of $800,000 for the Rockingham Rail Trail Project be approved and that the mayor be authorized to execute all related documents.

The Committee further recommends that the required matching funds be referred to the CIP budget process for consideration.
(Unanimous vote with the exception of Alderman Sapienza who was absent)

Respectfully submitted,

Clerk of Committee

Kevin A. Sheppard, P.E
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Donald Pinard
Chief of Parks, Recreation & Cemetery

Commission
Joseph T. Gallagher, Clerk
Stephen Connors
Sara Beaudry
Kenneth O'Shaughnessey
Michael Dimos

CITY OF MANCHESTER

Department of Public Works
Parks, Recreation & Cemetery Division

January 9, 2017

Ms. Kerrie Poplin
Office of Planning and
Community Development
One City Hall Plaza
Manchester, NH 03103

Subject: NHDOT Transportation Alternatives Program Funding
Rockingham Rail Trail Project

Dear Kerrie:

The Department of Public Works submitted a request for approval to apply for a federal Transportation Alternatives Program grant. The CIP Committee subsequently approved the request and advised the BMA who also approved the request. I am happy to inform you that the City has been awarded the grant with an application that was #1 in the state.

The City wishes to continue its pedestrian and bicycle rail trail system initiative. The proposed project will be designed to improve local and regional connectivity and advance the overall connectivity of the City's rail trail and bike route system to points east of Manchester. Plans and sketches that were submitted with the application are attached.

We estimate that the cost of the project will be approximately $1,000,000. The Grant will proved 80% of the cost or about $800,000 and the City will need to provide the remaining $200,000 for the matching funds. This amount has been included in our Parks and Recreation Division CIP request to the Mayor. We anticipate the project to begin the engineering phase in FY 2018 and construction in FY 2019. The project is expected to span over three years.

We plan to be at the next meeting of the CIP Committee to answer any questions that arise. In the meantime, if you have any questions or comments, please do not hesitate to call.

Yours truly,

Donald Pinard

475 Valley Street • Manchester, New Hampshire 03103 • (603) 624-6444 • FAX: (603) 624-6487
Cemetery Division • 765 Brown Avenue • Manchester, New Hampshire 03103• (603) 624-6514
E-mail: parks@manchesternh.gov • Website: www.manchesternh.gov

MANCHESTER TAP PROJECT				
Preliminary Engineering (PE)				
Engineering - 15% of Construction				**$114,567**
Right of Way (ROW)				**$30,000**
Construction:				
Description	**Quantity**		**Cost**	
	Unit	**Amount**	**Unit**	**Total**
Common Excavation	CY	7187	$8	$57,493
Clearing and Grubbing	AC	5.9	$7,000	$41,300
Crushed Gravel	CY	6721.8	$25	$168,045
Hot Bituminous Pavement, Machine Method	Ton	2606	$100	$260,600
12" HDPE Drainage Pipe	LF	120	$47	$5,640
6" Bollards - Concrete Filled	Ea	11	$500	$5,500
Wood Guardrail	LF	220	$70	$15,400
42" High Wood Railing	LF	100	$55	$5,500
Traffic Sign, Type C	SF	210	$50	$10,500
City Standard Crosswalk	EA	2	$600	$1,200
Stormwater Pollution Prevention Plan	U	1	$5,000	$5,000
Monitoring SWPPP and Erosion and Sediment Controls	LS	1	$5,000	$5,000
Turf establishment with mulch, tackifiers and loam	SY	28,650	$4	$114,600
Misc. temp erosion and sedimentation control	$	1	$3,000	$3,000
Lighting	LS	1	$20,000	$20,000
Roadway Crossings:	LS	1	$25,000	$25,000
Wetlands Issues	LS	1	$20,000	$20,000
			Subtotal (Construction):	**$763,778**
Construction Engineering (12% of construction):				**$91,653**
TOTAL COST:				**$999,998**

FILE COPY

TRANSPORATION ALTERNATIVES PROGRAM - FINAL RANKING Jan 5, 2017

APP-ID	SponsorName	Score	Description	Final Order	RPC	RPC Ranking	MATCH%	Population Regions	FED$	TOTAL$	FUNDED	NOTES
16-34TAP	City of Manchester	0.77	Construct Rail Trail along the abandoned railroad bed from Mammoth Road to Lake Shore Avenue	1	SouthernNHPC	2	80.00%	5,000 - 200,000	$799,998.40	$999,998.00	Y	
16-17TAP	Town of Littleton	0.76	Construct sidewalks along Cottage Street, Mill Street, South Street, Meadow Street, Mt. Eustis Road, Bronson Street and connection to Suspension Bridge	2	North Country Council	2	80.00%	<5,000	$800,000.00	$1,000,000.00	Y	
16-37TAP	City of Somersworth	0.75	Construct sidewalks on High Street, upgrade pedestrian crosswalk across High Street, construct sidewalks on Memorial Drive and Cemetery Road and construct multi-use path between elementary and middle school	3	StraffordRPC	1	80.00%	5,000 - 200,000	$789,200.00	$986,500.00	Y	
16-10TAP	Town of Brookline	0.73	2 segments: Construct Sidewalk from Route 130 to the recently created rail trail off South Main Street and Construct a 60-foot pedestrian bridge over the Nissitissit River near the Town Beach, plus approximately 100 feet of sidewalk.	4	NashuaRPC	2	80.00%	<5,000	$580,000.00	$725,000.00	Y	
16-07TAP	Town of Hinsdale	0.71	Construct Sidewalks along Brattleboro Road.	5	SouthWestRPC	2	80.00%	<5,000	$437,682.00	$547,103.00	Y	
16-25TAP	City of Lebanon	0.71	Construct bicycle and pedestrian improvements along Lahaye Drive from NH Route 120 to Mount Support Road	6	UpperValleyRPC	1	80.00%	5,000 - 200,000	$640,000.00	$800,000.00	Y	
16-18TAP	City of Berlin	0.7	Construct multi-use path along the Androscoggin River from the Service Credit Union Heritage Park to the 12th Street Bridge	7	North Country Council	3	80.00%	5,000 - 200,000	$688,000.00	$860,000.00	Y	
16-29TAP	Town of Hillsborough	0.69	Construct approximatly 4,600 feet of sidewalk along NH Route 149	8	CentralNHRPC	4	80.00%	<5,000	$530,765.00	$663,456.00	Y	
16-02TAP	University of New Hampshire	0.68	Construct sidewalks, crosswalks, lighting, and landscaping along Main Street in Durham on UNH Campus	9	StraffordRPC	3	80.00%	5,000 - 200,000	$368,158.00	$460,198.00	Y	
16-23TAP	Ashland	0.68	Reconstruct sidewalks to ADA compliance and construct new sidewalks on Main Street US Rte 3/25	10	LakesRPC	2	80.00%	<5,000	$320,000.00	$400,000.00	Y	
16-42TAP	Town of Merrimack	0.61	Construct sidewalks along Daniel Webster Highway, and Woodbury Street	11	NashuaRPC	1	80.00%	>200,000	$520,000.00	$650,000.00	Y	Reprioritized to allocate >200,000 funds
16-13TAP	Town of Exeter	0.62	Construct sidewalks on Epping Road, Winter Street, and Spring Street	12	RockinghamPC	3	80.00%	5,000 - 200,000	$433,009.00	$541,261.00	Y	Reprioritized to include project from Rockingham PC
16-09TAP	City of Dover	0.68	Imporove existing path from Knox Marsh Rd. to Bellamy Rd. Construct new multi-use path from Bellamy Rd. to Dover Middle School, and construct sidewalks along Duram Rd.	13	StraffordRPC	2	80.00%	5,000 - 200,000	$320,000.00	$400,000.00	N	These projects are approved but unfunded. If additional TAP funds become available projects from this list will be considered for funding.
16-35TAP	Town of Bradford	0.67	Construct sidewalk, crosswalks and bike lane along West Main St., beginning at the intersection of Rte. 103 and West Main St., traveling west for a total distance of 1,160 ft.	14	CentralNHRPC	2	80.00%	<5,000	$480,000.00	$600,000.00	N	
16-19TAP	City of Concord	0.67	Construct Multi-Use path along Merrimack River from existing trail near Manchester Street to Loudon Road	15	CentralNHRPC	1	80.00%	5,000 - 200,000	$800,000.00	$1,000,000.00	N	
16-15TAP	Town of Jaffrey	0.67	Construct sidewalks andbike lanes on Stratton Road and Peterborough Street and complete the town Rail Trail	16	SouthWestRPC	3	80.00%	<5,000	$498,120.00	$622,650.00	N	

16-04TAP	Town of Northumberland	0.67	Replacement of approximately 4,000 LF of village sidewalk	17	NorthCountryCouncil	7	80.00%	<5,000	$640,000.00	$800,000.00	N
16-01TAP	Town of Auburn	0.66	Construct Multi-use path on west side of Hooksett Road and Chester Road (NH Rte. 121)	18	SouthernNHPC	3	80.00%	>200,000	$543,341.00	$679,176.00	N
16-43TAP	Town of Plymouth	0.66	Construct sidewalk in two locations on Highland Street and construct sidewalks on Avery Street and Cummings Street.	19	NorthCountryCouncil	4	80.00%	<5,000	$402,101.00	$502,626.00	N
16-38TAP	City of Keene	0.65	Construct bicycle lane on both sides of Marlborough Street and Bartholomew Court and sidewalk and street scape improvements along both roads.	20	SouthWestRPC	1	80.00%	5,000 - 200,000	$784,000.00	$979,962.00	N
16-20TAP	Town of Bristol	0.64	Construct sidewalks along Union Street, North Main Street, Central Street and Spring Street	21	LakesRPC	1	80.00%	<5,000	$437,660.00	$547,100.00	N
16-22TAP	Town of New Ipswich	0.64	Construct sidewalks along King Road, NH 123/124, Temple Road and Boynton Middle School driveway	22	SouthWestRPC	4	80.00%	<5,000	$325,747.00	$407,184.00	N
16-11TAP	Town of Peterborough	0.61	Construct the middle section of the Common Pathway through downtown Peterborough	23	SouthWestRPC	6	80.00%	<5,000	$800,000.00	$1,000,000.00	N
16-26TAP	Town of Bedford	0.61	Construct multi-use path along Nashua Road. Construct pedestrian bridge over Route 101 to a spiral ramp. Construct multi-use path from spiral ramp to the Town Common	24	SouthernNHPC	1	50.00%	5,000 - 200,000	$800,000.00	$1,597,075.00	N
16-41TAP	Town of Hampton	0.6	Construct sidewalks and bicycle lanes along Winnacunnet Road and High Street	25	RockinghamPC	2	80.00%	5,000 - 200,000	$800,000.00	$1,000,000.00	N
16-08TAP	Town of Colebrook	0.6	Reconstruct 4,300 feet of sidewalk to improve safety and make sidewalks ADA compliant.	26	NorthCountryCouncil	6	80.00%	<5,000	$640,000.00	$80,000.00	N
16-28TAP	Town of Conway	0.6	Construct multi-use path from Thompson Road to Skimobile Road	27	NorthCountryCouncil	1	80.00%	<5,000	$482,918.00	$603,648.00	N
16-36TAP	Town of Plaistow	0.6	Construct sidewalks along NH Route 121A in two locations	28	RockinghamPC	1	80.00%	>200,000	$787,692.00	$984,615.00	N
16-47TAP	Town of Jaffrey	0.59	Construct sidewalks and bike lanes on Stratton Road and Peterborough Street	29	SouthWestRPC	5	80.00%	<5,000	$624,040.00	$780,050.00	N
16-40TAP	Town of Windham	0.58	Construct Rail Trail for approximately 2.27 miles from Meetinghouse Road to North Lowell Road	30	SouthernNHPC	6	80.00%	>200,000	$720,000.00	$900,000.00	N
16-06TAP	Town of Salem	0.58	Construct sidewalks and bicycle lanes along Veterans Memorial Parkway (NH Route 28)	31	RockinghamPC	6	80.00%	>200,000	$800,000.00	$1,000,000.00	N
16-33TAP	Town of Goffstown	0.58	Construct sidewalks along NH Route 114, Church Street, Warren Avenue, Eden Street, Daniel Plummer Road, and St. Anslem Drive.	32	SouthernNHPC	4	80.00%	5,000 - 200,000	$532,160.00	$665,200.00	N
16-27TAP	Town of Whitefield	0.57	Construct sidewalks and curbing along Elm Street, Jefferson Road, Main Street, School Street, Highland Drive, and King Square.	33	NorthCountryCouncil	9	80.00%	<5,000	$576,285.00	$720,356.00	N
16-45TAP	Town of Moultonborough	0.57	Construct multi-use path along Moultonborough Neck Road from Kona Farm Road to Ferry Road	34	LakesRPC	3	80.00%	<5,000	$428,000.00	$535,000.00	N
16-32TAP	Town of Pembroke	0.57	Construct sidewalks along driveway to Three Rivers School. Construct multi-use path between US Route 3 and Three Rivers School.	35	CentralNHRPC	3	80.00%	<5,000	$364,744.00	$455,930.00	N

These projects are approved but unfunded. If additional TAP funds become available projects from this list will be considered for funding.

16-46TAP	Town of Gorham	0.55	Construct 500' of sidewalk along US Route 2 and rehabilitate the entire sidewalk network in the town.	36	NorthCountryCouncil	8	80.00%	<5,000	$496,210.00	$620,263.00	N
16-12TAP	City of Nashua	0.54	Construct a cantilevered bridge for approximately 150 to 200 LF through Parc De Notre Renaissance Francais.	37	NashuaRPC	3	80.00%	>200,000	$688,000.00	$860,000.00	N
16-14TAP	Town of Stratham	0.54	Construct sidewalks along NH Route 33 and Winnicutt Road	38	RockinghamPC	7	80.00%	5,000 - 200,000	$516,000.00	$645,000.00	N
16-31TAP	Town of New Castle	0.51	Construct sidewalks along Wentworth Road (NH 1B). Construct 2' bicycle shoulders in two segments along NH 1B	39	RockinghamPC	5	80.00%	5,000 - 200,000	$604,000.00	$755,000.00	N
16-21TAP	Town of Henniker	0.5	Construct sidewalks along Western Avenue	40	CentralNHRPC	5	80.00%	<5,000	$388,865.00	$486,081.00	N
16-30TAP	Town of Waterville Valley	0.45	Construct multi-use path along Boulder Path Road, and Village Road. Construct multi-use path along Corcoran's Pond	41	NorthCountryCouncil	5	80.00%	<5,000	$680,000.00	$850,000.00	N
16-39TAP	Town of Londonderry	0.45	Construct sidwalk along south side of Pillsbury Road from Ash Street Bridge over I-93 to Gilcreast Road	42	SouthernNHPC	5	80.00%	>200,000	$799,941.00	$999,926.00	N
16-44TAP	Town of Milford	0.44	Rehabilitate the historic Swing Bridge for pedestrian use	43	NashuaRPC	4	80.00%	>200,000	$451,593.00	$564,491.00	N
16-03TAP	Town of Freedom	0.41	The project purpose is to excavate and pave a bikeway/pedestrian path using the FHWA design for 4 feet paved, attached to a paved roadway.	44	LakesRPC	4	80.00%	<5,000	$493,360.00	$616,700.00	N
16-16TAP	Portsmouth	0.4	Construct sidwalk widening, bike lanes, crosswalks and traffic calming measures.	45	RockinghamPC	4	80.00%	5,000 - 200,000	$600,800.00	$751,000.00	N
16-05TAP	Town of Harrisville	0.37	Bicycle and pedestrian improvements around the Harrisville Village	46	SouthWestRPC	7	80.00%	<5,000	$416,000.00	$520,000.00	N

These projects are approved but unfunded. If additional TAP funds become available projects from this list will be considered for funding.

Approved: _____ Commissioner

Date: 1/6/17

2016 - 2017
Board of Aldermen

Yeas and Nays

Meeting: Phone Poll

Date: 8/18/2016

Action: Approval to apply for a grant from NIPC to improve the Rail Trail from Mammoth Rd to Lake Shore Rd.

Alderman	Yea	Nay	Absent	Pass
Ward 1 - Cavanaugh				
Ward 2 - Ludwig				
Ward 3 - Long				
Ward 4 - Herbert		✓		
Ward 5 - Sapienza	✓			
Ward 6 - Pappas				
At Large - O'Neil				
At Large - Levasseur				
Ward 7 - Shea	✓			
Ward 8 - Katsiantonis				
Ward 9 - Shaw	✓			
Ward 10 - Barry				
Ward 11 - Gamache	✓			
Ward 12 - Hirschmann	✓			
TOTAL:				

2016 - 2017
Board of Aldermen

Yeas and Nays

Meeting:

Date:

Action:

Alderman	Yea	Nay	Absent	Pass
Ward 1 - Cavanaugh				
Ward 2 - Ludwig				
Ward 3 - Long				
Ward 4 - Herbert				
Ward 5 - Sapienza				
Ward 6 - Pappas				
At Large - O'Neil				
At Large - Levasseur				
Ward 7 - Shea				
Ward 8 - Katsiantonis				
Ward 9 - Shaw				
Ward 10 - Barry				
Ward 11 - Gamache				
Ward 12 - Hirschmann				
TOTAL:				

2016 - 2017
Board of Aldermen

Yeas and Nays

Meeting:

Date:

Action:

Alderman	Yea	Nay	Absent	Pass
Ward 1 - Cavanaugh				
Ward 2 - Ludwig				
Ward 3 - Long				
Ward 4 - Herbert				
Ward 5 - Sapienza				
Ward 6 - Pappas				
At Large - O'Neil				
At Large - Levasseur				
Ward 7 - Shea				
Ward 8 - Katsiantonis				
Ward 9 - Shaw				
Ward 10 - Barry				
Ward 11 - Gamache				
Ward 12 - Hirschmann				
TOTAL:				

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

August 17, 2016

Alderman William P. Shea
C.I.P. Committee of the
Honorable Board of Mayor and Aldermen
CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Re: Request to Apply for Transportation Improvement Program (TAP) Funding
For Rail Trail Project

Dear Alderman Shea:

The Manchester Department of Public Works is planning to apply for Transportation Improvement Program (TAP) funding to improve the rail trail that spans from Candia Road (just north of the CVS pharmacy) to Lake Shore Road (see attached Locus Map and Concept Plan).

The grant will be in the form of an 80% match with the City providing 20%. The maximum cost of the project will be $1,000,000, therefore if the City received the maximum amount (80%), the State's share would be $800,000 and the City's share would be $200,000. The deadline for the grant application to the State is September 2, 2016. We need the CIP Committee and the Board of Mayor and Aldermen to grant approval for the Department of Public Works to apply for this funding.

Unfortunately, we were not able to attend your last CIP meeting. Since the next CIP meeting is after the application deadline, we are asking you to poll the CIP Committee to obtain their approval as soon as possible to allow us to apply for the grant.

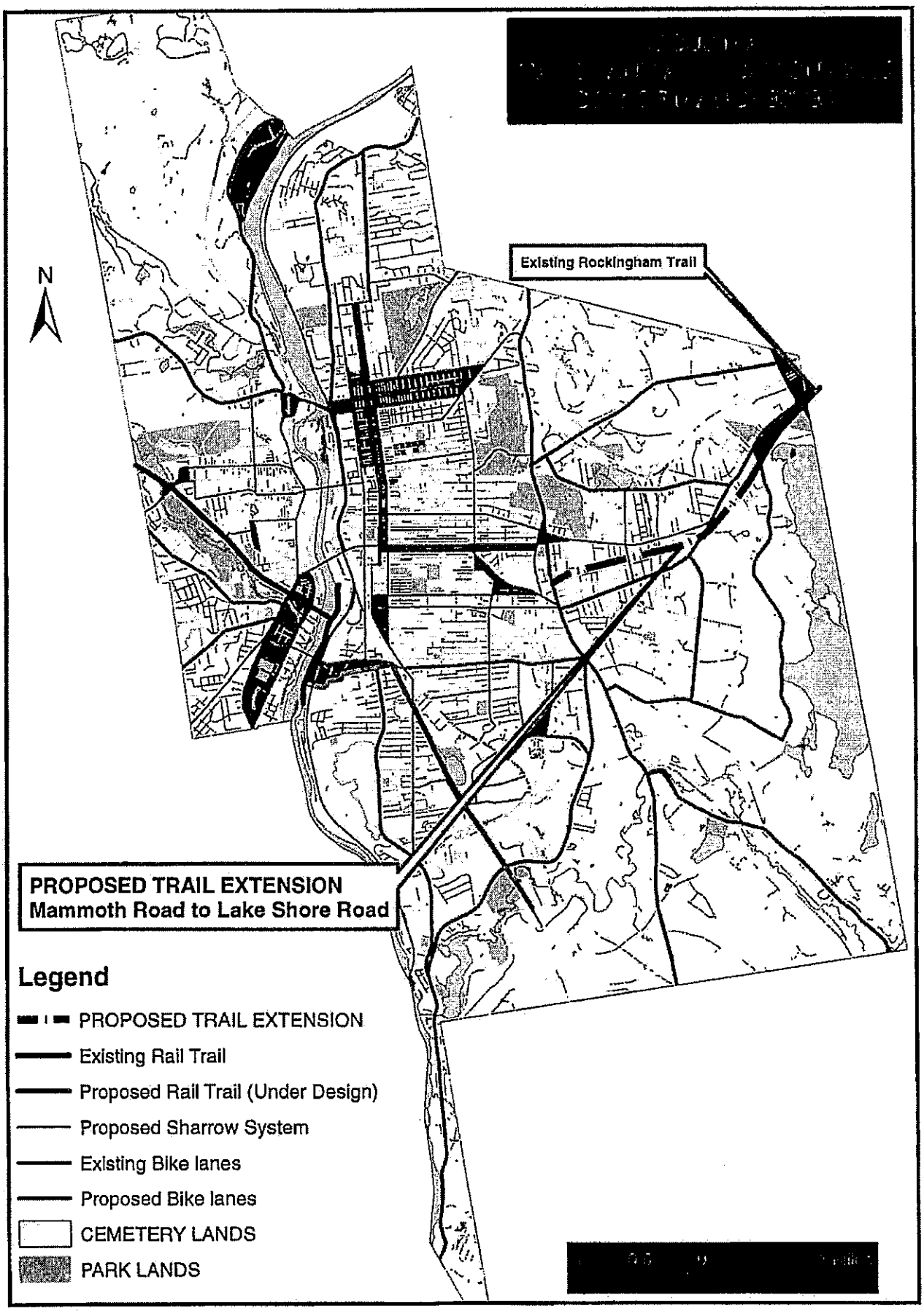
Thank you for your consideration in this matter. If you have any questions or comments, or if I can be of further assistance, please do not hesitate to call.

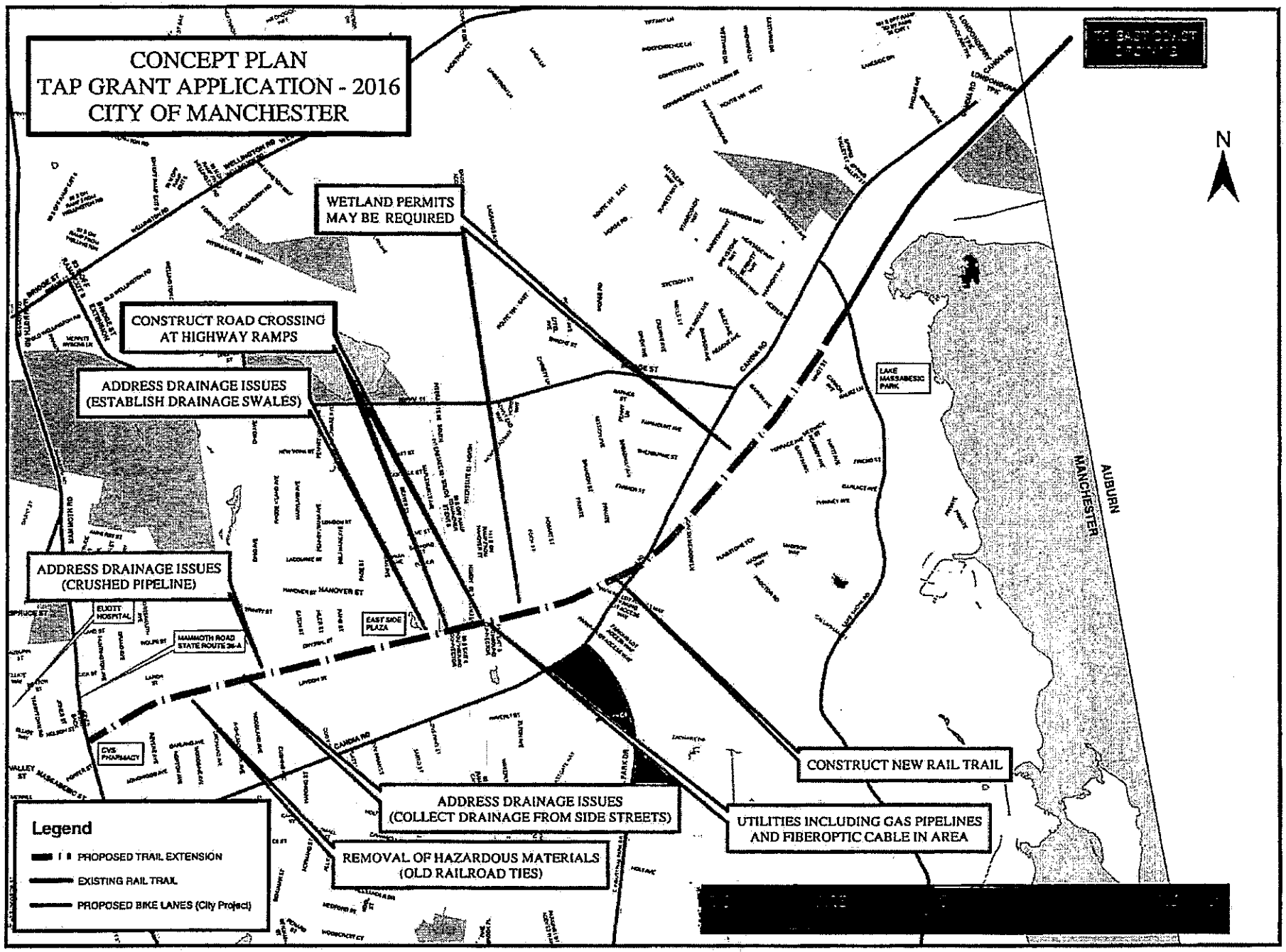
Very truly yours,

Todd D. Connors, P.E.
Engineering Manager

c/Kevin A. Sheppard, P.E.

475 Valley Street • Manchester, New Hampshire 03103 • (603) 624-6444 • FAX: (603) 624-6487
E-mail: hiway@manchesternh.gov • Website: www.manchesternh.gov


Existing Rockingham Trail
N
PROPOSED TRAIL EXTENSION
Mammoth Road to Lake Shore Road
Legend
PROPOSED TRAIL EXTENSION
Existing Rail Trail
Proposed Rail Trail (Under Design)
Proposed Sharrow System
Existing Bike lanes
Proposed Bike lanes
CEMETERY LANDS
PARK LANDS


CONCEPT PLAN
TAP GRANT APPLICATION - 2016
CITY OF MANCHESTER
WETLAND PERMITS MAY BE REQUIRED
CONSTRUCT ROAD CROSSING AT HIGHWAY RAMPS
ADDRESS DRAINAGE ISSUES (ESTABLISH DRAINAGE SWALES)
ADDRESS DRAINAGE ISSUES (CRUSHED PIPELINE)
ADDRESS DRAINAGE ISSUES (COLLECT DRAINAGE FROM SIDE STREETS)
REMOVAL OF HAZARDOUS MATERIALS (OLD RAILROAD TIES)
CONSTRUCT NEW RAIL TRAIL
UTILITIES INCLUDING GAS PIPELINES AND FIBEROPTIC CABLE IN AREA
Legend
PROPOSED TRAIL EXTENSION
EXISTING RAIL TRAIL
PROPOSED BIKE LANES (City Project)
N
AUBURN
MANCHESTER
LAKE MASSABESIC PARK
EAST SIDE PLAZA
ELLIOTT HOSPITAL
MAMMOTH ROAD STATE ROUTE 28-A
CVS PHARMACY
HANOVER ST
CANDIA RD

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

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the request from the Police Department for $45,574.75 for a proposed vehicle impound lot be approved and that the funding be transferred from the City's contingency account.

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

Respectfully submitted,

Clerk of Committee

Chief of Police
Enoch F. Willard

Assistant Chief
Carlo T. Capano

Commission
Scott R. Spradling, *Chairman*
Eva Castillo-Turgeon
Steven J. Spain
Charlie Sherman

CITY OF MANCHESTER

Police Department

January 10, 2017

Chairman William P. Shea
Committee on Community Improvement
1 City Hall Plaza
Manchester, NH 03101

RE: Proposed Vehicle Impound Lot

Dear Chairman Shea:

The Manchester Police Department requests funds in the amount of $45,574.75 for a proposed police department vehicle impound lot. Currently, the Manchester Police Department has a contract with five tow companies that provide storage for vehicles that are impounded. Due to the amount of impounded vehicles, which are kept for evidence, we are close to reaching the maximum capacity. The Manchester Police Department proposes utilizing 536 Dunbarton Rd. as a vehicle impound lot. This piece of property is located on the southwest corner of the City of Manchester transfer station. Security Manager Kevin Kincaid and Public Utility Coordinator Chris Proulx have provided the attached quotes. I have also attached pictures of the proposed site. The Manchester Police Department respectfully requests the approval of the Committee on Community Improvement.

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

Sincerely,

Lt. Jamie Gallant
Traffic Unit
Manchester Police Department
405 Valley Street
Manchester, NH 03103

I.T. Insiders
Professional Computer Solutions

Quote

Computer Hut of N.E.Inc
d/b/a I.T.Insiders

12/14/2016

To: Eric Levesque
City of Manachester
Email Address: elevesque@manchesternh.gov
Telephone # 603-624-6519 X2323
Fax # 603-624-6320

Quote #			Terms	
			Net 30	

Qty	Item #	Description	Unit Price	Line Total
1	SA5506-K9	Cisco 5506 firewall	$ 579.95	$579.95
1		Cisco Catalyst 8-port switch	365.80	$365.80
		Manufacturer Part Number: WS-C2960C-8TC-S		
		Manufacturer Website Address: www.cisco.com		
		Brand Name: Cisco		
		Product Line: Catalyst		
		Product Series: 2960-C		
		Product Name: Catalyst 2960-C Ethernet Switch		
		Marketing Information:		
1	ASA5506-SEC-BUN-K9	ASA5506-SEC-BUN-K9	979.95	
				$945.75

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below:
Warranty is from MFG per their Terms and Conditions
Open Boxes are not eligible for Returns unless DOA.
No Returns accepted after 30 days of Invoice Date.
State of NH Vendor # 155697.

Thank you for your business!

358 Main Street, Suite 2. Nashua, NH 03060.info@itinh.com

PELMAC INDUSTRIES
INCORPERATED

PROPOSAL

Number 016Q5867
Date Dec 7, 2016

Salesperson
Dan Boyce

Proposal Submitted to:
Manchester Police Department
Mr. Kevin Kincaid
405 Valley Street
Manchester, NH 03103

Title
Security Manager
Email Address
kkincaid@manchesternh.gov

Phone
(603)628-6132
Fax

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

Site Contact Person
Mr. Kevin Kincaid
Site Phone
(603)628-6132

Site Fax

Qty	Code	Description	Unit Price	Ext. Price
2	Q3708	AXIS 180 Degree Exterior Cameras	$2,460.00	$4,920.00
2	T91A67	Pole Mount for 180 Degree Camera	$136.00	$272.00
1	NB201611	Exterior Enclosure	$1,069.00	$1,069.00
1	US8GT8POEH	Exterior PoE Switch	$501.00	$501.00
2	GSC-Om-E-1C	Genetec Camera Connection	$250.00	$500.00
12	ADV-CAM-E-1M	Genetec Monthly SMA	$4.25	$51.00

This Proposal to Include: Remote Lot CCTV

Total Investment: $7,313.00

Applicable Sales Tax and Permit Fees Not Included

Warranty: The above equipment and installation carries our **12 Month** warranty covering all PARTS, LABOR and TRAVEL. This warranty does not apply to equipment failure or services rendered due to misuse, tampering, operator error or Acts of God.

Terms
Deposit: Equipment Deposit Due Upon Approval: **$0.00**
Balance: Due Upon Job Completion: **$7,313.00**

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers fully covered by Workmen's Compensation insurance.

Note: This proposal may be withdrawn by us if not accepted by: 1/11/2017

PELMAC Ind, Inc. Authorized Signature

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payment will be made as outlined above.

Date:_____ **Customer Signature:**_____ **Title:** _____

12 Commercial Court Auburn, NH 03032 800-244-5916 603-623-5916 FAX 603-647-7712
www.pelmac.com e-mail: sales@pelmac.com

"Modern Technology...Old Fashioned Service"

PROPOSAL

PELMAC INDUSTRIES
INCORPERATED

Number 016Q5928
Date Jan 4, 2017

Proposal Submitted to:

Manchester City Hall

Mr. Kevin Kincaid
One City Hall Plaza
Manchester, NH 03101-2799
U.S.A.

Title
Security Manager
Email Address
kkincaid@manchesternh.gov
Phone
(603)792-6810
Fax
(603)628-6065

Salesperson
Dan Boyce

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

Site Contact Person
Mr. Kevin Kincaid
Site Phone
(603)628-6132
Site Fax

Qty	Code	Description	Unit Price	Ext. Price
1	XR150DNL-G	DMP Intrusion Panel	$438.00	$438.00
1	XR150 Aux PKG	DMP Auxiliary Package	$55.00	$55.00
1	7063N-I	DMP Keypad w/Prox Reader	$170.00	$170.00
1	695-I	DMP Keypad Backbox	$25.00	$25.00
1	734	DMP Weigand Module	$137.00	$137.00
1	6005BGBOO	HID Prox Reader	$114.00	$114.00
1	M490G	Locknetics Exterior Mag Lock	$512.00	$512.00
1	PS2B PKG	Lock Power Supply Package	$252.00	$252.00
1	NB201611	Exterior Enclosure	$1,069.00	$1,069.00
1	727310VNQ	18-4 Exterior Rated Cable	$465.00	$465.00
1	MCARMOR	MC Armor No Wrap	$735.00	$735.00
1	Fabrication	Gate Maglock Fabrication	$334.00	$334.00
1	CCE	Cable, Connectors & Electrical	$110.00	$110.00
1	Install	Installation	$2,240.00	$2,240.00

This Proposal to Include: Intrusion/Access

Total Investment: $6,656.00

Applicable Sales Tax and Permit Fees Not Included

Monitoring:

24 Hr Central Sta. Monitoring $16 Per Month: Payable in Advance: Annually
Monitoring Incl: Standard Digital Dial-in Alarm Monitoring

Warranty: The above equipment and installation carries our **12 Month** warranty covering all PARTS, LABOR and TRAVEL. This warranty does not apply to equipment failure or services rendered due to misuse, tampering, operator error or Acts of God.

Terms
Deposit: Equipment Deposit Due Upon Approval: **$0.00**
Balance: Due Upon Job Completion: **$6,656.00**

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers fully covered by Workmen's Compensation insurance.

Note: This proposal may be withdrawn by us if not accepted by: 2/8/2017

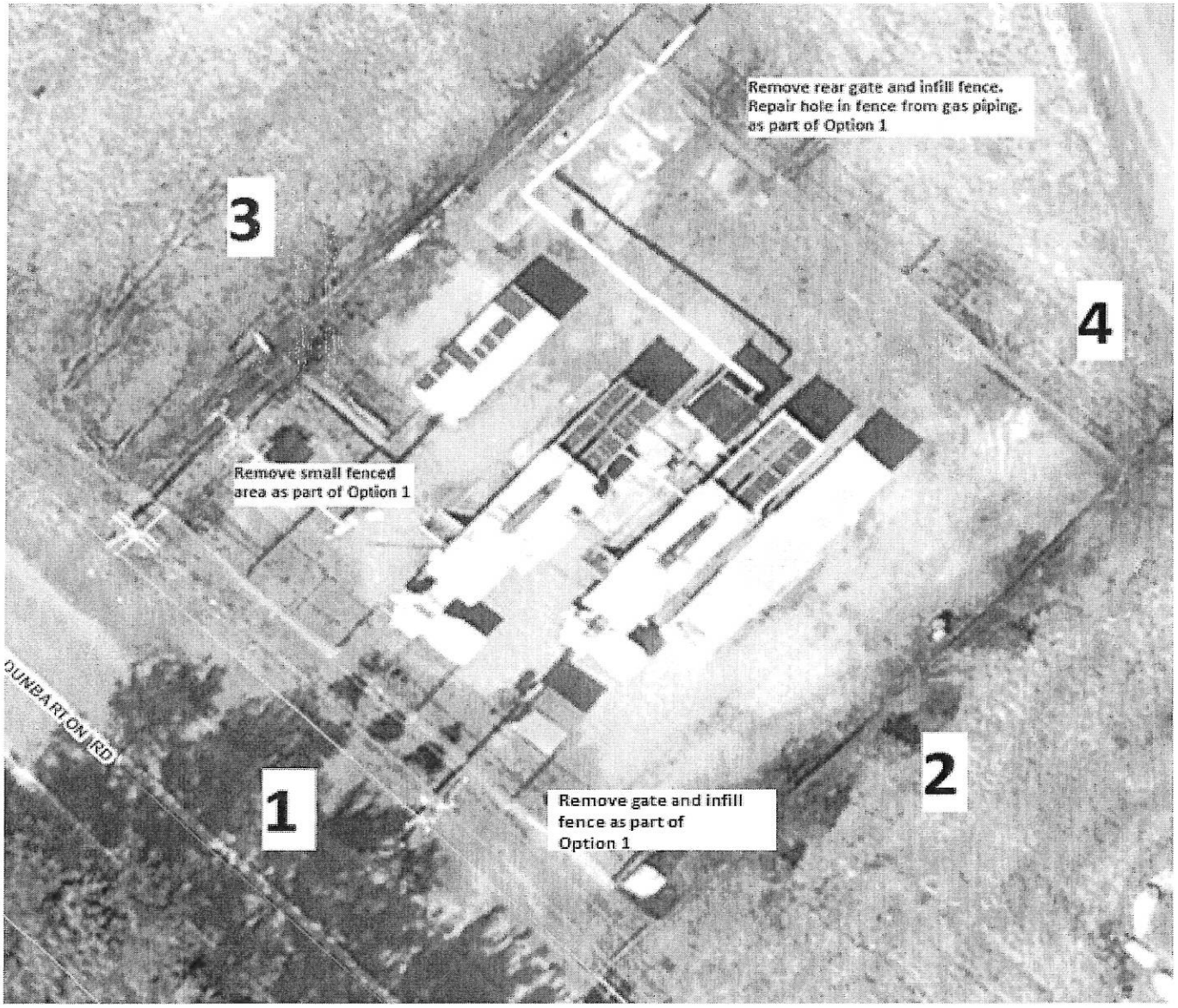
PELMAC Ind, Inc. Authorized SIgnaure

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payment will be made as outlined above.

Date:_____ **Customer Signature:**_____ **Title:** _____

Manchester Police Department Impound Yard Dunbarton Rd

Long Champs		
1.00	Demo existing service	
1.01	Provide new 100 amp service on the existing pole	
1.02	f/l new 100 amp panel	
1.03	wire an outlet for convenience	
1.04	provide 3 LED flood lights brackets to be mounted to pole	
1.05	Excavate for card reader conduit	
1.06	Install power required for card reader	
1.07	f/l (3)LED light brackets to be mounted to pole	
1.08	Bucket Truck	$ 5,800.00
Siemens		
2.00	Install one area light and two flood lights	$ 3,300.00
AQ Fence		
3.00	Repair 2 gates along Dunbarton Rd.	
3.01	Replace 10'x20' damaged section of chain link fabric along Dunbarton Rd.	
3.02	Remove small enclosed section of 8' chain link fence	
3.03	Remove rear gate and install center fence post and chain link fabric along Side #4	
3.04	Patch 5'x10' section of Chain Ling Fabric along Side #4	
3.05	Install WINGED DOUBLE WALL 90% PRIVACY 5000 Series Privacy Slats along Dunbarton Rd. Side # 1 (8' x 100')	
3.06	Remove Front gate and install center fence post and chain link fabric along rear fence	
3.07	Replace 10'x50' damaged section of chain link fabric Side # 2	
3.08	Install WINGED DOUBLE WALL 90% PRIVACY 5000 Series Privacy Slats along Side #2 (8' x 100')	
3.09	Replace 10'x50' damaged section of chain link fabric Side # 3	
3.10	Install WINGED DOUBLE WALL 90% PRIVACY 5000 Series Privacy Slats along side #3 (8' x 100')	$ 17,800.00
DPW Parks		
4.00	Brush Trimming along Sides 1,2,3	$ 1,500.00
Misc.	Contengency 10%	$ 2,260.00
	Budget Estimate	***$ 30,660.00***


Remove rear gate and infill fence. Repair hole in fence from gas piping. as part of Option 1
3
4
Remove small fenced area as part of Option 1
DUNBARTON RD
1
2
Remove gate and infill fence as part of Option 1

27.8

DUNBARTON ROAD IMPOUND YARD

IMG_3627.JPG

IMG_3628.JPG

1 / 5

DUNBARTON ROAD IMPOUND YARD

IMG_3629.JPG

IMG_3630.JPG

2 / 5

27.10

DUNBARTON ROAD IMPOUND YARD

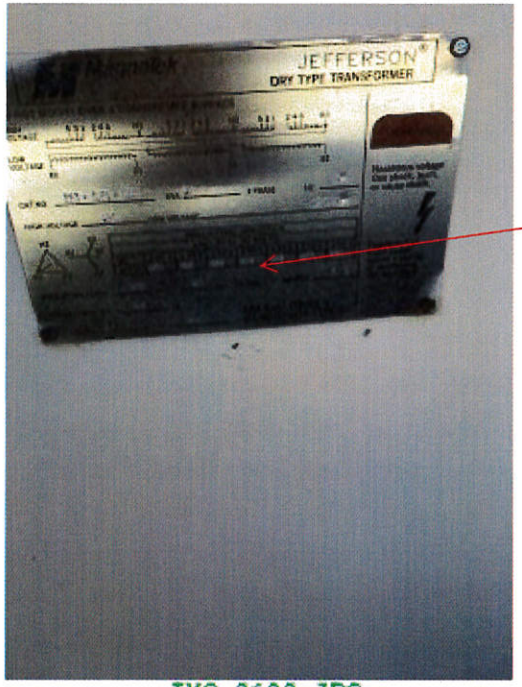
IMG_3631.JPG

IMG_3632.JPG

3 / 5

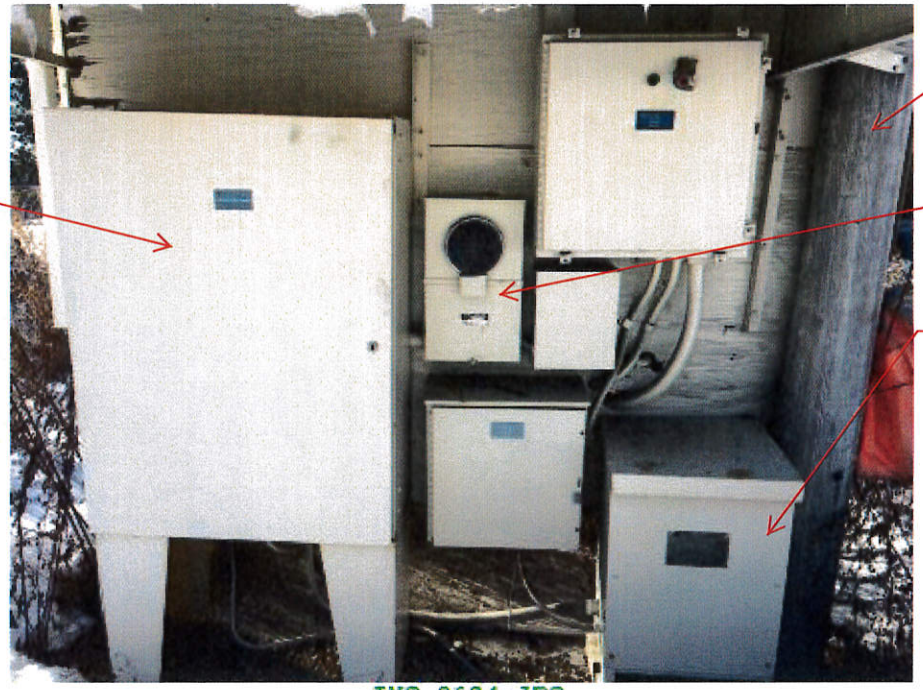
27.11

DUNBARTON ROAD IMPOUND YARD



Remove Existing step down transformer

IMG_3633.JPG



Reuse Service pole / site lighting pole

Remove Existing heated relay cabinet

Remove Existing Assumed Net Meter

Remove Existing step down transformer

IMG_3634.JPG

4 / 5

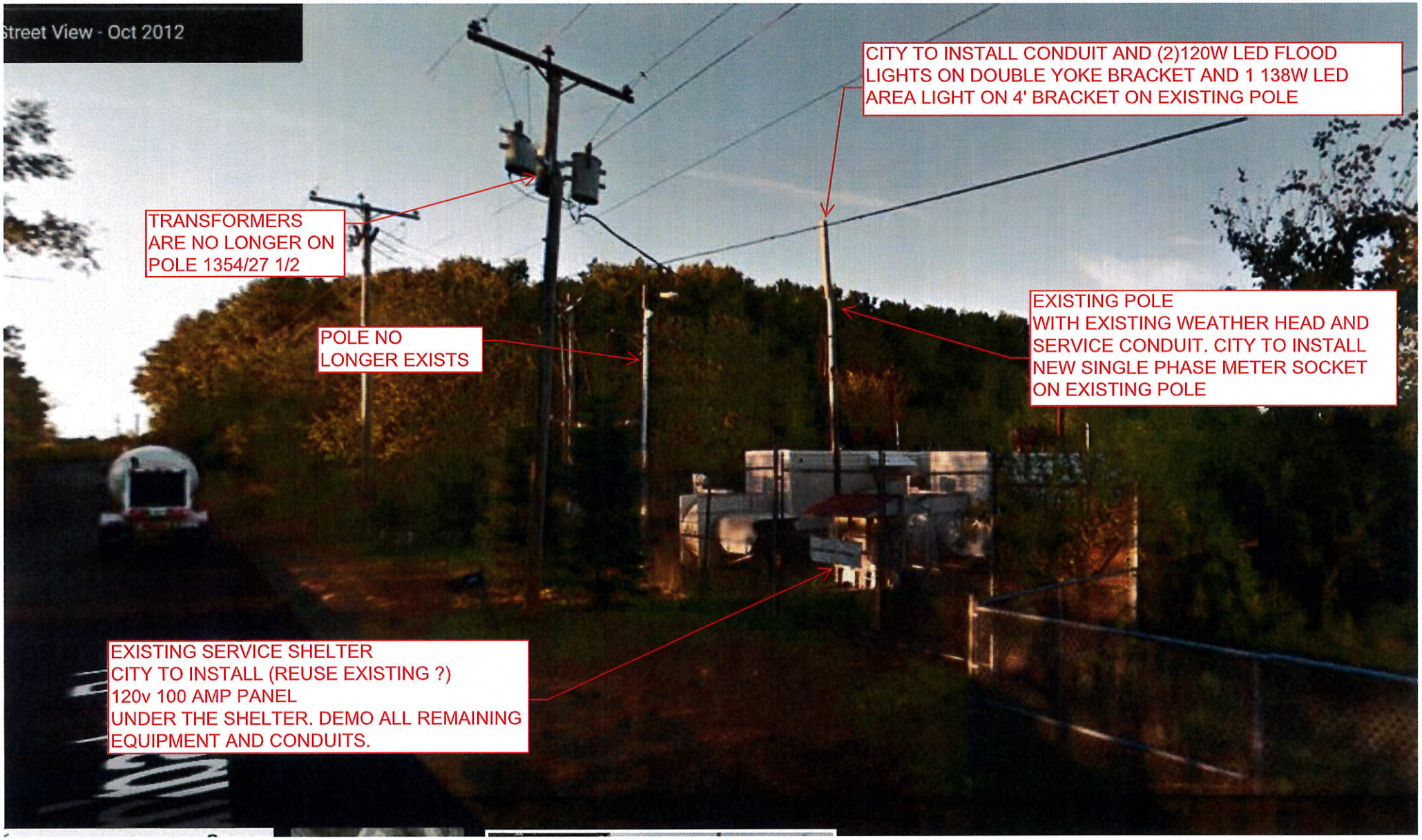
27.12

DUNBARTON ROAD IMPOUND YARD

IMG_3635.JPG

27.13

536 Dunbarton Rd
Manchester, New Hampshire
Street View - Oct 2012
Remove Existing Gate
Repair Gate Install Card Access
Remove Trees
Hide imagery


Street View - Oct 2012
CITY TO INSTALL CONDUIT AND (2)120W LED FLOOD LIGHTS ON DOUBLE YOKE BRACKET AND 1 138W LED AREA LIGHT ON 4' BRACKET ON EXISTING POLE
TRANSFORMERS ARE NO LONGER ON POLE 1354/27 1/2
POLE NO LONGER EXISTS
EXISTING POLE WITH EXISTING WEATHER HEAD AND SERVICE CONDUIT. CITY TO INSTALL NEW SINGLE PHASE METER SOCKET ON EXISTING POLE
EXISTING SERVICE SHELTER
CITY TO INSTALL (REUSE EXISTING ?)
120v 100 AMP PANEL
UNDER THE SHELTER. DEMO ALL REMAINING EQUIPMENT AND CONDUITS.

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

The Committee on Lands and Buildings respectfully advises, after due and careful consideration, that the communication from the Tax Collector regarding the sale of City-owned property located at Map 218 Lot 21/Crescent Lane has been received and filed.
(Unanimous vote)

Respectfully submitted,

Clerk of Committee

Brenda Masewic Adams, CTC
Tax Collector

Barbara Emery, CDTC
Deputy Tax Collector

Terry Hodgman
Administrative Services Manager

CITY OF MANCHESTER
TAX COLLECTOR

Memorandum

DATE: January 10, 2017

TO: Committee on Lands and Buildings

FROM: Brenda Masewic Adams, Tax Collector

RE: Map 0218 Lots 0021, Crescent Ln

SEALED BID UPDATE: MINIMUM ACCEPTABLE BID - $12,000
SEALED BID DEADLINE: Thursday, December 29, 2016

On November 1, 2016, the Board of Mayor and Aldermen directed the Tax Collector to initiate the sale of City-owned property located at Map-0218 Lot-0021, Crescent Ln, by sealed bid with a minimum bid set at $12,000, with the restriction that the parcels be merged.

Sealed bid invitations, along with Bid Specifications and Terms and Conditions of Sale (copies attached) were sent certified mail return receipt on November 28, 2016 to the following abutters of Map 0218 Lot 0021, Crescent Ln. See abutters list attached.

John and Sandra Marchwicz

Michael and Tina Demers

Fernand and Madeline Deshaies

Donald and Constance Roy
Roy Family Rev Tr

Hampshire Ventures Inc

Shawn Corson

The Tax Collector's Office did not receive sealed bids from any of the abutters listed above.

1 City Hall Plaza West • Manchester, New Hampshire 03101 • (603) 624-6575 • FAX: (603) 628-6162
E-mail: taxcollector@ManchesterNH.gov • Website: www.manchesternh.gov

Notice of property sale was advertised in the Union Leader on the following days: Thursday, December 8, 2016 & Sunday, December 11, 2016.

Notice of sale was also posted on the City's website at www.manchesternh.gov from Wednesday, November 30 to Thursday, December 29, 2016.

I am available to answer any questions you may have.

Sincerely,

Brenda Masewic Adams
Tax Collector

cc: Thomas Clark, City Solicitor
Leon LaFreniere, Director of Planning & Community Development
Robert Gagne, Assessor

1 City Hall Plaza West • Manchester, New Hampshire 03101 • (603) 624-6575 • FAX: (603) 628-6162
E-mail: taxcollector@ManchesterNH.gov • Website: www.manchesternh.gov

SEALED BID SPECIFICATION

PROPERTY LOCATION: MAP- 0218 LOT- 0021, Crescent Ln

SEALED BID DEADLINE: Thursday, December 29, 2016 at 2:00 PM

SPECIAL INSTRUCTIONS: Bids along with 10% deposit must be securely sealed in an envelope and marked on the outside in BOLD print as follows:

"SEALED BID FOR MAP- 218 LOT- 21, 12/29/16, 2:00 PM"

Property	Minimum Bid
Map- 218 Lot 21	$12,000.00

6 CERTIFIED MAIL RETURN RECEIPT MAILED TO ABUTTERS ON 11/28/16

WEBSITE ADVERTISEMENT: 11/30 to 12/28

UNION LEADER ADVERTISEMENT: Thursday, 12/8 and Sunday, 12/11

SEALED BID LIST OF ABUTTERS TO MAP 0218 LOT 0021

NAME	MAP & LOT	ADDRESS
MARCHWICZ, JOHN MARCHWICZ, SANDRA L	0218/0050	51 Crescent Ln
DESHAIES, FERNAND A DESHAIES, MADELINE G ROY, DONALD, TEE ROY, CONSTANCE, TEE ROY FAMILY REV TR	0506A/0003	523 Bodwell Rd
HAMPSHIRE VENTURES INC	0506A/0005B	Glen Forest Dr **
DEMERS, MICHAEL T DEMERS, TINA M	0863/0032	79 Grove Ave
CORSON, SHAWN T	0863/0040	Crescent Ln ***

** Mailing Address: 317 S RIVER RD, BEDFORD NH 03110
*** Mailing Address: 77 GROVE AVE, MANCHESTER NH 03109

CERTIFIED MAIL WITH RETURN RECEIPT MAILED TO ALL ABUTTING PROPERTY OWNERS ON 11/28/16
TO THE LAST KNOWN MAILING ADDRESS ON FILE.

Brenda Masewic Adam, CTC
Tax Collector

Barbara Emery, CDTC
Deputy Tax Collector

Terry Hodgman
Administrative Services Manager

CITY OF MANCHESTER
TAX COLLECTOR

November 28, 2016

John Marchwicz
Sandra L. Marchwicz
51 Crescent Ln
Manchester, NH 03109

Re: Map- 0218 Lot- 0021, Crescent Ln

Dear Mr. and Mrs. Marchwicz,

On November 1, 2016, the Board of Mayor and Aldermen directed the Tax Collector to initiate the sale of City-owned property located at Map-0218 Lot-0021, Crescent Ln, via sealed bid with a minimum bid set at $12,000.00, with the restriction that the parcels be merged. The property will be offered for sale to the highest bidder among all abutters and interested parties.

Please accept this letter as an invitation to submit your "highest offer" sealed bid for the purchase of Map-218 Lot-21, Crescent Ln.

The sealed bid must be received at the Office of the Tax Collector, 1 City Hall Plaza West, Manchester, New Hampshire, before or at 2:00 PM prevailing time of December 29, 2016. No bids will be accepted after the time and date specified.

Attached are the Sealed Bid Specification, Terms and Conditions of sale and GIS Map Print.

Respectfully,

Brenda Masewic Adams, CTC
Tax Collector

1 City Hall Plaza West • Manchester, New Hampshire 03101 • (603) 624-6575 Ext 5304• FAX: (603) 628-6162
E-mail: taxcollector *a* ManchesterNH.gov • Website: www.manchesternh.gov

7015 1520 0000 4681 2077

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at *www.usps.com®*.

OFFICIAL USE

Certified Mail Fee	$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
☑ Return Receipt (hardcopy)	$ 2.70
☐ Return Receipt (electronic)	$
☐ Certified Mail Restricted Delivery	$
☐ Adult Signature Required	$
☐ Adult Signature Restricted Delivery	$
Postage	$ .47
Total Postage and Fees	$ 6.47

Postmark Here
MANCHESTER, NH 03101
NOV 28 2016
USPS DOWNTOWN STATION

Sent To JOHN & SANDRA MARCHWICZ
Street and Apt. No., or PO Box No. 51 CRESCENT LN
City, State, ZIP+4® MANCHESTER NH 03109

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: *COMPLETE THIS SECTION*

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

JOHN MARCHWICZ
SANDRA L. MARCHWICZ
51 CRESCENT LN
MANCHESTER NH 03109

9590 9403 0257 5155 5697 40

2. Article Number *(Transfer from service label)*
7015 1520 0000 4681 2077

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X John Marchwicz ☐ Agent ☐ Addressee

B. Received by *(Printed Name)* John Marchwicz C. Date of Delivery 12/2/16

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Insured Mail Restricted Delivery (over $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, April 2015 PSN 7530-02-000-9053 Domestic Return Receipt

7015 1520 0000 4681 2084

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee
$ 3.30

Extra Services & Fees (check box, add fee as appropriate)
- [x] Return Receipt (hardcopy) $ 2.70
- [ ] Return Receipt (electronic) $
- [ ] Certified Mail Restricted Delivery $
- [ ] Adult Signature Required $
- [ ] Adult Signature Restricted Delivery $

Postage
$ .47

Total Postage and Fees
$ 6.47

Postmark Here
MANCHESTER, NH 03101
USPS DOWNTOWN STATION

Sent To FERNAND & MADELINE DESHAIES
Street and Apt. No., or PO Box No. 523 BODWELL RD
City, State, ZIP+4® MANCHESTER NH 03109

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

FERNAND A. DESHAIES
MADELINE G. DESHAIES
523 BODWELL RD
MANCHESTER NH 03109

9590 9403 0257 5155 5697 57

2. Article Number (Transfer from service label)
7015 1520 0000 4681 2084

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X [signature]
- [ ] Agent
- [ ] Addressee

B. Received by (Printed Name) F. DESHAIES
C. Date of Delivery 12-1-16

D. Is delivery address different from item 1? If YES, enter delivery address below:
- [ ] Yes
- [ ] No

3. Service Type
- [ ] Adult Signature
- [ ] Adult Signature Restricted Delivery
- [ ] Certified Mail®
- [ ] Certified Mail Restricted Delivery
- [ ] Collect on Delivery
- [ ] Collect on Delivery Restricted Delivery
- [ ] ... Mail
- [ ] ... Mail Restricted Delivery
- [ ] ... 0)
- [ ] Priority Mail Express®
- [ ] Registered Mail™
- [ ] Registered Mail Restricted Delivery
- [ ] Return Receipt for Merchandise
- [ ] Signature Confirmation™
- [ ] Signature Confirmation Restricted Delivery

PS Form 3811, April 2015 PSN 7530-02-000-9053 Domestic Return Receipt

Brenda Masewic Adam, CTC
Tax Collector

Barbara Emery, CDTC
Deputy Tax Collector

Terry Hodgman
Administrative Services Manager

CITY OF MANCHESTER
TAX COLLECTOR

November 28, 2016

Fernand A. Deshaies
Madeline G. Deshaies
523 Bodwell Rd
Manchester, NH 03109

Re: Map- 0218 Lot- 0021, Crescent Ln

Dear Mr. and Mrs. Deshaies,

On November 1, 2016, the Board of Mayor and Aldermen directed the Tax Collector to initiate the sale of City-owned property located at Map-0218 Lot-0021, Crescent Ln, via sealed bid with a minimum bid set at $12,000.00, with the restriction that the parcels be merged. The property will be offered for sale to the highest bidder among all abutters and interested parties.

Please accept this letter as an invitation to submit your "highest offer" sealed bid for the purchase of Map-218 Lot-21, Crescent Ln.

The sealed bid must be received at the Office of the Tax Collector, 1 City Hall Plaza West, Manchester, New Hampshire, before or at 2:00 PM prevailing time of December 29, 2016. No bids will be accepted after the time and date specified.

Attached are the Sealed Bid Specification, Terms and Conditions of sale and GIS Map Print.

Respectfully,

Brenda Masewic Adams, CTC
Tax Collector

1 City Hall Plaza West • Manchester, New Hampshire 03101 • (603) 624-6575 • FAX: (603) 628-6162
E-mail: taxcollector@ManchesterNH.gov • Website: www.manchesternh.gov

7015 1520 0000 4681 2121

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at *www.usps.com®*.

OFFICIAL USE

Certified Mail Fee
$ 3.30

Extra Services & Fees *(check box, add fee as appropriate)*
- ☑ Return Receipt (hardcopy) $ 2.70
- ☐ Return Receipt (electronic) $
- ☐ Certified Mail Restricted Delivery $
- ☐ Adult Signature Required $
- ☐ Adult Signature Restricted Delivery $

Postage
$ .47

Total Postage and Fees
$ 6.47

Postmark Here

MANCHESTER, NH 03101 USPS DOWNTOWN STATION

Sent To
DONALD & CONSTANCE ROY

Street and Apt. No., or PO Box No.
523 BODWELL RD

City, State, ZIP+4®
MANCHESTER NH 03109

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: *COMPLETE THIS SECTION*

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
DONALD ROY
CONSTANCE ROY
ROY FAMILY REV. TR.
523 BODWELL RD
MANCHESTER NH 03109

9590 9403 0257 5155 5697 64

2. Article Number *(Transfer from service label)*
7015 1520 0000 4681 2121

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X [signature]
☐ Agent
☐ Addressee

B. Received by *(Printed Name)*
F. DESHAIES

C. Date of Delivery
12-1-16

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Mail
- ☐ Mail Restricted Delivery (over $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, April 2015 PSN 7530-02-000-9053 Domestic Return Receipt

Brenda Masewic Adam, CTC
Tax Collector

Barbara Emery, CDTC
Deputy Tax Collector

Terry Hodgman
Administrative Services Manager

CITY OF MANCHESTER
TAX COLLECTOR

November 28, 2016

Donald Roy
Constance Roy
Roy Family Rev Tr
523 Bodwell Rd
Manchester, NH 03109

Re: Map- 0218 Lot- 0021, Crescent Ln

Dear Mr. and Mrs. Roy,

On November 1, 2016, the Board of Mayor and Aldermen directed the Tax Collector to initiate the sale of City-owned property located at Map-0218 Lot-0021, Crescent Ln, via sealed bid with a minimum bid set at $12,000.00, with the restriction that the parcels be merged. The property will be offered for sale to the highest bidder among all abutters and interested parties.

Please accept this letter as an invitation to submit your "highest offer" sealed bid for the purchase of Map-218 Lot-21, Crescent Ln.

The sealed bid must be received at the Office of the Tax Collector, 1 City Hall Plaza West, Manchester, New Hampshire, before or at 2:00 PM prevailing time of December 29, 2016. No bids will be accepted after the time and date specified.

Attached are the Sealed Bid Specification, Terms and Conditions of sale and GIS Map Print.

Respectfully,

Brenda Masewic Adams, CTC
Tax Collector

7015 1520 0000 4681 2114

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at *www.usps.com®*.

OFFICIAL USE

Certified Mail Fee	$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
☑ Return Receipt (hardcopy)	$ 2.70
☐ Return Receipt (electronic)	$
☐ Certified Mail Restricted Delivery	$
☐ Adult Signature Required	$
☐ Adult Signature Restricted Delivery	$
Postage	$ .47
Total Postage and Fees	$ 6.47

Postmark Here
MANCHESTER, NH 03101
NOV 23 2016
USPS DOCUMENT STATE INC

Sent To HAMPSHIRE VENTURES STATE INC
Street and Apt. No., or PO Box No. 317 S. RIVER RD
City, State, ZIP+4® BEDFORD NH 03110

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

HAMPSHIRE VENTURES INC
317 S RIVER RD
BEDFORD NH 03110

9590 9403 0257 5155 5697 71

2. Article Number (Transfer from service label)
7015 1520 0000 4681 2114

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X [signature] ☐ Agent ☐ Addressee

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Insured Mail
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, April 2015 PSN 7530-02-000-9053 Domestic Return Receipt

Brenda Masewic Adam, CTC
Tax Collector

Barbara Emery, CDTC
Deputy Tax Collector

Terry Hodgman
Administrative Services Manager

CITY OF MANCHESTER
TAX COLLECTOR

November 28, 2016

Hampshire Ventures Inc.
317 S. River Rd
Bedford, NH 03110

Re: Map- 0218 Lot- 0021, Crescent Ln

To Whom It May Concern,

On November 1, 2016, the Board of Mayor and Aldermen directed the Tax Collector to initiate the sale of City-owned property located at Map-0218 Lot-0021, Crescent Ln, via sealed bid with a minimum bid set at $12,000.00, with the restriction that the parcels be merged. The property will be offered for sale to the highest bidder among all abutters and interested parties.

Please accept this letter as an invitation to submit your "highest offer" sealed bid for the purchase of Map-218 Lot-21, Crescent Ln.

The sealed bid must be received at the Office of the Tax Collector, 1 City Hall Plaza West, Manchester, New Hampshire, before or at 2:00 PM prevailing time of December 29, 2016. No bids will be accepted after the time and date specified.

Attached are the Sealed Bid Specification, Terms and Conditions of sale and GIS Map Print.

Respectfully,

Brenda Masewic Adams, CTC
Tax Collector

1 City Hall Plaza West • Manchester, New Hampshire 03101 • (603) 624-6575 • FAX: (603) 628-6162
E-mail: taxcollector@ManchesterNH.gov • Website: www.manchesternh.gov

7015 1520 0000 4681 2107

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at *www.usps.com®*.

OFFICIAL USE

Certified Mail Fee	$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
✓ Return Receipt (hardcopy)	$ 2.70
☐ Return Receipt (electronic)	$
☐ Certified Mail Restricted Delivery	$
☐ Adult Signature Required	$
☐ Adult Signature Restricted Delivery	$
Postage	$ .47
Total Postage and Fees	$ 6.47

Postmark Here
MANCHESTER NH 03101
NOV 28 2016
USPS DOWNTOWN STATION

Sent To MICHAEL & TINA DEMERS
Street and Apt. No., or PO Box No. 79 GROVE AVE
City, State, ZIP+4® MANCHESTER NH 03109

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

MICHAEL T. DEMERS
TINA M. DEMERS
79 GROVE AVE
MANCHESTER NH 03109

9590 9403 0257 5155 5697 88

2. Article Number (Transfer from service label)
7015 1520 0000 4681 2107

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X Michael T Demers ☐ Agent ☐ Addressee

B. Received by (Printed Name) Michael T Demers
C. Date of Delivery 12/2/16

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Mail
- Mail Restricted Delivery (over $500)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, April 2015 PSN 7530-02-000-9053 Domestic Return Receipt

Brenda Masewic Adam, CTC
Tax Collector

Barbara Emery, CDTC
Deputy Tax Collector

Terry Hodgman
Administrative Services Manager

CITY OF MANCHESTER
TAX COLLECTOR

November 28, 2016

Michael T. Demers
Tina M. Demers
79 Grove Ave
Manchester NH 03109

Re: Map- 0218 Lot- 0021, Crescent Ln

Dear Mr. and Mrs. Demers,

On November 1, 2016, the Board of Mayor and Aldermen directed the Tax Collector to initiate the sale of City-owned property located at Map-0218 Lot-0021, Crescent Ln, via sealed bid with a minimum bid set at $12,000.00, with the restriction that the parcels be merged. The property will be offered for sale to the highest bidder among all abutters and interested parties.

Please accept this letter as an invitation to submit your "highest offer" sealed bid for the purchase of Map-218 Lot-21, Crescent Ln.

The sealed bid must be received at the Office of the Tax Collector, 1 City Hall Plaza West, Manchester, New Hampshire, before or at 2:00 PM prevailing time of December 29, 2016. No bids will be accepted after the time and date specified.

Attached are the Sealed Bid Specification, Terms and Conditions of sale and GIS Map Print.

Respectfully,

Brenda Masewic Adams, CTC
Tax Collector

1 City Hall Plaza West • Manchester, New Hampshire 03101 • (603) 624-6575 • FAX: (603) 628-6162
E-mail: taxcollector@ManchesterNH.gov • Website: www.manchesternh.gov

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at *www.usps.com®*.

7015 1520 0000 4681 2091

Certified Mail Fee	$ 3.30
Extra Services & Fees (check box, add fee as appropriate)	
☑ Return Receipt (hardcopy)	$ 2.70
☐ Return Receipt (electronic)	$
☐ Certified Mail Restricted Delivery	$
☐ Adult Signature Required	$
☐ Adult Signature Restricted Delivery	$
Postage	$ .47
Total Postage and Fees	$ 6.47

MANCHESTER, NH 03101 USPS DOWNTOWN STATION
Postmark Here
NOV 28 2016

Sent To SHAWN T. CORSON
Street and Apt. No., or PO Box No. 77 GROVE AVE
City, State, ZIP+4® MANCHESTER NH 03109

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

---

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

SHAWN T. CORSON
77 GROVE AVE
MANCHESTER NH 03109

9590 9403 0257 5155 5697 95

2. Article Number (Transfer from service label)
7015 1520 0000 4681 2091

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X S. Corson ☐ Agent ☐ Addressee

B. Received by (Printed Name) CORSON
C. Date of Delivery 12/2

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

Restricted Delivery

PS Form 3811, April 2015 PSN 7530-02-000-9053 Domestic Return Receipt

Brenda Masewic Adam, CTC
Tax Collector

Barbara Emery, CDTC
Deputy Tax Collector

Terry Hodgman
Administrative Services Manager

CITY OF MANCHESTER
TAX COLLECTOR

November 28, 2016

Shawn T. Corson
77 Grove Ave
Manchester NH 03109

Re: Map- 0218 Lot- 0021, Crescent Ln

Dear Mr. Corson,

On November 1, 2016, the Board of Mayor and Aldermen directed the Tax Collector to initiate the sale of City-owned property located at Map-0218 Lot-0021, Crescent Ln, via sealed bid with a minimum bid set at $12,000.00, with the restriction that the parcels be merged. The property will be offered for sale to the highest bidder among all abutters and interested parties.

Please accept this letter as an invitation to submit your "highest offer" sealed bid for the purchase of Map-218 Lot-21, Crescent Ln.

The sealed bid must be received at the Office of the Tax Collector, 1 City Hall Plaza West, Manchester, New Hampshire, before or at 2:00 PM prevailing time of December 29, 2016. No bids will be accepted after the time and date specified.

Attached are the Sealed Bid Specification, Terms and Conditions of sale and GIS Map Print.

Respectfully,

Brenda Masewic Adams, CTC
Tax Collector

1 City Hall Plaza West • Manchester, New Hampshire 03101 • (603) 624-6575 • FAX: (603) 628-6162
E-mail: taxcollector@ManchesterNH.gov • Website: www.manchesternh.gov

SEALED BID SPECIFICATION

PROPERTY LOCATION: MAP- 0218 LOT- 0021, Crescent Ln

SEALED BID DEADLINE: Thursday, December 29, 2016 at 2:00 PM

SPECIAL INSTRUCTIONS: Bids along with 10% deposit must be securely sealed in an envelope and marked on the outside in BOLD print as follows:

"SEALED BID FOR MAP- 218 LOT- 21, 12/29/16, 2:00 PM"

The undersigned, as Bidder, hereby declares he/she has carefully read and agrees with the terms and conditions as spelled out in this Sealed Bid Invitation.

Property	Minimum Bid	Purchase Price Offer
Map- 218 Lot 21	$12,000.00	_____

Total Price in Words: _____

This form must be signed. All signatures must be original and not photocopied.

_____

Abutter's Signature

_____

Abutter's Name Printed or Typed

_____

Address

_____

City, State, Zip

Date: _____ Telephone Number: _____

Acceptance of the bid is subject to the review and approval of the Board of Mayor and Aldermen.

TERMS AND CONDITIONS OF SALE

- The City shall deliver a deed without covenants or representation as to the title to the successful bidder.

- Property sale is conditioned upon the merger of Map- 0218 Lot- 0021 with the successful bidder's abutting parcel.

- The sale will also be subject to the review and approval of the Board of Mayor and Aldermen and the passing of an ordinance that authorizes the disposition of the City-owned tax deeded property to the successful bidder.

- A deposit of 10% of the bid, in the form of Cashier's Check, Certified Check or Money Order made out to the City of Manchester, must be enclosed with the bid. **Personal or business checks shall not be acceptable.**

- In the event the successful bidder fails to pay the balance of the purchase price at the time of closing, the successful bidder's deposit shall be forfeited to and retained by the City of Manchester as liquidated damages for such failure.

- The prospective bidders/purchasers are responsible for making appropriate title examination, determinations as to the availability of access and the compliance of the property with any applicable State or local law, regulation or ordinance.

- In the event two (2) or more bidders submit bids equaling the highest bid, the property shall be re-advertised for sale by sealed bid and all deposits shall be returned to the bidders.

- Deposits submitted by unsuccessful bidders will be returned to said bidders.

- The City of Manchester reserves the right to reject any and all bids.

- The closing will be held within fourteen (14) days of the award to the highest bidder.

- The balance of the purchase price shall be paid by the successful bidder at closing in the form of Cashier's Check, Certified Check or Money Order made payable to the City of Manchester.

1 City Hall Plaza West • Manchester, New Hampshire 03101 • (603) 624-6575 • FAX: (603) 628-6162
E-mail: taxcollector@ManchesterNH.gov • Website: www.manchesternh.gov

Amendments folder on the Planning Board page. Please feel free to contact Casey Wolfe at (603) 895-3200 X 17 or at fremontpz@comcast.net with any questions.
(UL - Dec. 11)

Legal Notice

CITY OF MANCHESTER, NH
TAX DEEDED PROPERTY SALE

The City of Manchester will accept Sealed bids on the following property:

Crescent Ln Map 0218 Lot 0021

Conditions include a minimum Bid of $12,000, and merger with abutting lot. 10% deposit required.

Sealed Bid Deadline: Thursday, December 29, 2016 at 2:00 PM. Bid forms and conditions are available at www.manchesternh.gov/taxes or contact the Tax Collector's Office at 603-624-6575
(UL - Dec. 8, 11)

Legal Notice

Public Notice
Community College System of NH
Request for Proposal

Request for proposal for the Community College System, who is requesting proposals for Independent Audit Services from qualified public accounting firms for financial and compliance audits and single audits of federal funds.

Details can be found on the Community College System website by downloading the bid document at http://www.ccsnh.edu/open-bids and clicking on BID #CHA17-05.
(UL - Dec. 8, 9, 11)

Legal Notice

PUBLIC NOTICE

The State of New Hampshire Disabil-

of Aleppo in the country's multi-sided civil war.

The additional U.S. troops will include special operations forces, explosive ordnance disposal teams and trainers.

"This latest commitment of additional forces within Syria is another important step in enabling our partners to deal (Islamic State) a lasting defeat," Carter said.

The planned rebel offensive on Raqqa comes as Iraqi forces backed by the U.S.-led coalition are weeks into an assault on Mosul, the militants' declared capital in Iraq and the largest city under its control anywhere.

Victory in either country would deal a considerable blow to Islamic State's declared caliphate and eliminate a vital propaganda tool used to lure foreign fighters.

Obama would like to see the militants ejected from Mosul or Raqqa before he leaves office on Jan. 20, but it's unclear whether either is likely. In any case, the militants still hold considerable territory in both countries outside those cities.

In recent weeks, advancing U.S.-backed rebel ground forces have retaken towns and cities around Raqqa and

By CARRIE TEEGARDIN
The Atlanta Journal-Constitution

ATLANTA — In Minneso state law affords zero tole ance for doctors who a convicted of felony sex c fenses: They are banne from practicing medicin In 36 other states, no suc ban exists.

In Iowa, state law sa women get half the seats c the board that licenses ar disciplines physicians. B in most states men contr medical boards, and on half the states give consun ers a strong voice in deci ing whether doctors wh have hurt patients shoul be allowed to stay in pra tice.

In Texas, state law d mands that doctors ur dergo rigorous crimin background checks befo they're licensed and whil they're practicing too. B 14 states still do not requi criminal checks before gi ing a license to someon who can prescribe powe ful drugs and ask patien to strip down and submit t being touched.

Oakland of

Fill in the puzzle so that every row, every column and every 3x3 grid contains the digits 1 through 9. That means that no number is repeated in any row, column or grid. Shown at right is the answer to yesterday's puzzle.

9	3	2	1	6	8	4	5	7
6	8	5	7	4	9	2	1	3
7	4	1	5	3	2	8	9	6
8	5	4	9	2	6	7	3	1
3	6	9	4	7	1	5	2	8
2	1	7	3	8	5	6	4	9
5	2	8	6	1	3	9	7	4
4	9	3	8	5	7	1	6	2
1	7	6	2	9	4	3	8	5

Legal Notice

CITY OF MANCHESTER, NH
TAX DEEDED PROPERTY SALE

The City of Manchester will accept Sealed bids on the following property:

Crescent Ln Map 0218 Lot 0021

Conditions include a minimum Bid of $12,000, and merger with abutting lot. 10% deposit required.

Sealed Bid Deadline: Thursday, December 29, 2016 at 2:00 PM. Bid forms and conditions are available at www.manchesternh.gov/taxes or contact the Tax Collector's Office at 603-624-6575

(UL - Dec. 8, 11)

Legal Notice

NOTICE OF TRUST PURSUANT TO THE UNIFORM TRUST CODE OF NEW HAMPSHIRE RSA 564-B:5-508

Charles J. Michie died on November 21, 2016. At the time of his death, Charles J. Michie was residing at 16 Schoolhouse Road, Amherst, New Hampshire 03031. Charles J. Michie was the Grantor of the Charles J. Michie Revocable Trust of 2002, dated November 14, 2002 (the "Trust"). The

Legal Notice

THE STATE OF NEW HAMPSHIRE
JUDICIAL BRANCH
SUPERIOR COURT

Sullivan Superior Court
22 Main St.
Newport NH 03773
Telephone: 1-855-212-1234
TTY/TDD Relay: (800) 735-2964
http://www.courts.state.nh.us

CITATION FOR PUBLICATION
Superior Court Rule 4(d)

Case Name: **Peter R Gillings, JR v Freeport Development, Inc**
Case Number: **220-2016-CV-00100**

The above entitled action is now pending in this Court. The original pleading is on file and may be examined by interested parties. The Court has issued an Order for Service by Publication on defendant(s) Freeport Development, Inc.

The Court ORDERS:

Peter R Gillings Jr shall give notice to Freeport Development, Inc of this action by publishing a verified copy of this Citation for Publication once a week for three successive weeks in the Union Leader, a newspaper of general circulation. The last publication shall be on or before December 31, 2016

Also, **ON OR BEFORE 30 days after**

P N D R Y E L

© 2016 Universal Uclick www.wonderword.com

Assorted, Banana, Bean Gum, Coffee, Corn Syrup, Double, Freezer, Frozen, Fructose, F Gum, Ice Cream, Joe, Lemon Melt, Moist, Mold, Orange, Purple, Red, Solid, Sweet,
Yesterday's Answer: Aces

Cry

The cryptoquip is a simple substi stands for another. If you think th the puzzle. Single letters, short wo give you clues to locating vowels. S

Q R Z B S O
S O O H I H Z U U N
M K S S J H K E
I S C K G X H R
Y H K H M G R X

Yesterday's Crypto
WALKING ALONG T
SO STUCK-UP. IT'S H

Today's Crypt

B

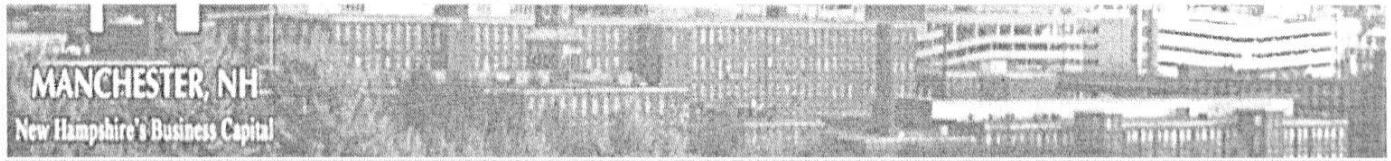
S

In notrump contracts, decla frequently refuses to win the first trick even though he has ace. This refusal to win the tri called a holdup play, usually

components of a contra | Access Your Tax Account | Tax Announcements

www.manchesternh.gov Department_Tax Collector/Tax Announcements

Apps | Document Manager | Free Hotmail | USPS.com® - ZIP Co | Welcome NH Depar | Imported From IE | New Tab | LIGHT HOUSE LOCK | taxpinneyboxes/regu | Chapter 8 Household



Site Navigation

+ Home
+ Leisure and Entertainment
+ City Calendars
Emergency Center
+ eServices
+ Mayor and Aldermen
+ Transportation
+ Departmental Expenditures
− Departments
+ Airport
+ Assessors
+ Cemeteries
+ Central Fleet Management
+ City Clerk
+ Economic Development
+ Environmental Protection
+ Finance
+ Fire
+ Health
+ Human Resources
+ Independent City Auditor
+ Information Systems
+ Library
+ Parking
+ Parks and Recreation

Tax Announcements

LAND FOR SALE ON CRESCENT LANE, MANCHESTER, NEW HAMPSHIRE

Published 12/30/2016 7:00 AM

LAND FOR SALE
CRESCENT LANE
MANCHESTER, NEW HAMPSHIRE

City of Manchester, Tax Collector's Office will accept sealed bids for the disposition of tax deeded property located at Map 0218 Lot 0021, CRESCENT LN, MANCHESTER NH.

Bid conditions include a minimum bid of $12,000.

SEALED BID DEADLINE: Thursday, December 29, 2016 at 2:00 PM

Bid Specifications and Conditions of Sale

GIS LOCATION IMAGE

Any questions contact the Tax Collector's Office at (603)624-6525 or email us at taxcollector@manchesternh.gov

Get ADOBE READER

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 proposal from the Police Department to use City-owned property on Dunbarton Road for an impound lot be approved.
(Unanimous vote)

Respectfully submitted,

Clerk of Committee

Chief of Police
Enoch F. Willard

Assistant Chief
Carlo T. Capano

Commission
Scott R. Spradling, *Chairman*
Eva Castillo-Turgeon
Steven J. Spain
Charlie Sherman

CITY OF MANCHESTER

Police Department

City Clerk's Office

JAN 10 2017

RECEIVED

January 10, 2017

Chairman Patrick Long
Committee on Lands and Buildings
1 City Hall Plaza
Manchester, NH 03101

RE: Use of City Owned Land

Dear Chairman Long:

The Manchester Police Department requests the use of city owned land at 536 Dunbarton Rd. for a proposed police department vehicle impound lot. DPW Director Kevin Sheppard has agreed to allow the police department to utilize the lot that is located at the southwest corner of the City of Manchester transfer station. The Manchester Police Department respectfully requests the approval of the Committee of Lands and Buildings.

I have attached a picture of the proposed site. If you have any questions, please don't hesitate to ask.

Sincerely,

Lt. Jamie Gallant
Traffic Unit
Manchester Police Department
405 Valley Street
Manchester, NH 03103

29.3

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 Purchase and Sale agreement for property located at 31 & 39 Manchester Road, Auburn, NH be approved.
(Unanimous vote)

Respectfully submitted,

Clerk of Committee

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

MANCHESTER WATER WORKS

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

January 6, 2017

Alderman Patrick Long, Chairman
Committee on Lands and Buildings
C/o Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

Re: Watershed Property Purchase – 31 & 39 Manchester Road, Auburn, NH

Dear Chairman Long,

Manchester Water Works (MWW) respectfully requests of the Committee on Lands and Buildings to support a property purchase of 31 & 39 Manchester Road in Auburn, NH in the amount of $470,000 for the purpose of watershed protection. The property abuts both Sucker Brook which feeds directly into Lake Massabesic as well as a significant wetland complex at the inlet of the Lake from the aforementioned Sucker Brook.

The 2.5 acre parcel (known as the Babin Property) includes a farmhouse and barn, a welding shop, a residential home, parking area, and a 'junkyard'. The property is located within the Village Zoning District of Auburn which would allow this property to be subdivided into two commercial lots.

The property is the only remaining land on the lake side of Route 121 not currently owned by MWW. The welding/repair shop and junkyard has been in operation in excess of 25 years and has been a constant source of minor chemical spills requiring environmental monitoring and oversight by both Manchester Water Works staff and the New Hampshire Department of Environmental Services (NHDES). A Phase I Environmental Assessment was completed on the property recently and confirmed that significant cleanup is not required however it is of an on-going concern in the long-term. Attached for your review is our contracted real estate appraisal indicating a market value of the property of $450,000 'as is' or $520,000 subdivided. The City Assessor has reviewed the appraisal for reasonableness and accuracy.

This purchase was approved by the Board of Water Commissioners at the December 22, 2016 Regular Board Meeting.

John O'Neil, Watershed Forester and I will be available at the next Committee on Lands and Buildings Meeting to answer questions you or the Committee may have. Please feel free to contact me at 792-2800 prior to the meeting should you have immediate questions and I will be happy to discuss them with you.

Respectfully submitted,

Philip W. Croasdale, CPA
Director

Cc: Committee on Lands and Buildings
Attachments

PURCHASE AND SALE AGREEMENT

PURCHASE AND SALE AGREEMENT made the 14th day of November, 2016 (the "Effective Date") by the Estate of Stephen Charles Babin, Michael Babin, Executor, 241 Sandown Road, Chester, NH 03036 ("Seller") and the City of Manchester, a New Hampshire municipal corporation acting by and through the Manchester Water Works, having a mailing address of 281 Lincoln Street, Manchester, New Hampshire 03103 ("Buyer"). In consideration of the mutual undertakings and covenants herein contained, Seller and Buyer hereby covenant and agree as follows:

SECTION 1

SALE OF PROPERTY AND ACCEPTABLE TITLE

1.01 Agreement to Buy and to Sell; Property.Seller shall sell to Buyer, and Buyer shall purchase from Seller at the price and upon the terms and conditions set forth in this Agreement the following:

(a) A certain tract or parcel of land, containing approximately 2.5 acres of land located in the Town of Auburn, being known as 31 & 39 Manchester Road, Tax Map 26, Lot 2 (the "Land") more particularly described as follows:

> Beginning at the corner of E. Preston's land at the highway; thence West by said highway 14 rods and 14 links to a stake and stones; thence 83° E 22 rods, 15 links to a stone bound; thence S 39° E 5 rods to a stone bound; thence N 63° E 2 rods and 10 links; thence N 50° E 16 rods and 5 links to a stake and stones; thence due North 14 Rods and 20 links to the point of beginning

together with all buildings, improvements thereon and fixtures (such buildings, improvements, and fixtures together with the Land. Meaning and intending to convey the same premises conveyed to Stephen C. Babin by quitclaim deed of June A Childs f/k/a June A Babin dated June 7, 2002 and recorded in the Rockingham County Registry of Deeds at Book 3782, Page 2276 and the same premises conveyed to June A. Babin and Stephen C. Babin by Warranty Deed of Alice A. Bouley and Norman E. Bouley, Sr. dated December 19, 1986 and recorded in the Rockingham County Registry of Deeds at Book 2650, Page 1191.

(b) all right, title and interest of Seller in and to any alleys, strips or gores adjoining the Land, and any easements, rights-of-way or other interests in, on, under or to, any land, highway, street, road, right-of-way or avenue, open or proposed, in, on, under, across, in front of, abutting or adjoining the Land, and all right, title and interest of Seller in and to any awards for damage thereto by reason of a change of grade thereof;

(c) all right, title and interest of Seller in and to all permits, licenses, variances, approvals and authorizations issued by any governmental authority in connection with the Real Property;

(d) the accessions, appurtenant rights, privileges, appurtenances and all the estate and rights of Seller in and to the Land, as applicable, or otherwise appertaining to any of the property described in the immediately preceding clauses (a), (b) and (c); and

(e) all of the items described in subparagraphs (a), (b), (c), and (d) above are collectively the "Property."

1.02 Title and Survey.

(a) The Estate of Stephen Charles Babin, Michael Babin, Executor, shall covey to Buyer by Fiduciary Deed and Buyer shall accept from the Estate of Stephen Charles Babin, Michael Babin, Executor, the fee simple title to the Property.

(b) Buyer may, from the Effective Date through March 31, 2017 ("Title Review Period"), obtain, at Buyer's expense, (i) a commitment for title insurance for an ALTA Owner's Form B Title Insurance Policy and legible copies of all instruments and plans mentioned therein as exceptions to title (all of such items are hereinafter collectively referred to as the "Commitment"), and (ii) a survey of the Real Property prepared by a licensed surveyor or engineer hired by Buyer (the "Survey"). Should such Commitment or Survey contain any title exceptions or survey matters which are not acceptable to Buyer, in its sole discretion, Buyer may, on or prior to the expiration date of the Title Review Period, notify Seller in writing if any such title exceptions or survey matters are unacceptable. Unless Buyer shall notify Seller in writing that all of the title exceptions shown in the Commitment and all survey matters shown on the Survey are not acceptable on or before the expiration of the Title Review Period, the exceptions set forth in the Commitment and the matters shown on the Survey shall be deemed to be acceptable to Buyer. If any title exceptions or survey matters are unacceptable to Buyer, then Seller shall either (a) use best efforts to cure such unacceptable matters within thirty (30) days after the date that Buyer gives notices thereof to Seller; or (b) Seller shall notify Buyer in writing that Seller intends to terminate this Agreement,in which event the Deposit (as hereinafter defined) (and any interest earned thereon) shall be returned to Buyer and this Agreement shall be null and void and of no further force or effect; provided, however, that if such unacceptable matter is a lien which can be bonded or removed by the payment of a monetary amount, then Seller shall bond such lien or otherwise cause its discharge and Seller shall not exercise the rights set forth in subparagraph (b) above. If Seller, after exercising such best efforts, fail to either (A) cure said unacceptable title exceptions and survey matters or (B) make other arrangements and assurances satisfactory to Buyer to cure said unacceptable title exceptions or survey matters (as evidenced by Buyer's written approval thereof, which may be withheld in Buyer's sole discretion) within the applicable cure period above provided, Buyer may terminate this Agreement by notice given to Seller within seven (7) days after the expiration of the applicable cure period, in which event the Deposit (as hereinafter defined) (and any interest earned thereon) shall be returned to Buyer and this Agreement shall be null and void and of no further force or effect.

(c) As used herein, the term "Permitted Exceptions" shall mean:

1. those matters that Buyer has elected to accept in writing or have been deemed to accept pursuant to the terms of Section 1.02(b); and

2. the lien of all ad valorem real estate taxes and assessments not yet due and payable as of the date of Closing (as hereinafter defined), subject to adjustment as herein provided.

1.03 Due Diligence Inspection.

(a) Buyer and its authorized agents and representatives may from time to time, from the Effective Date through March 31, 2017, inspect all conditions and aspects of the Property (including, without limitation, physical inspection, hazardous waste review, and review of all other legal matters not addressed otherwise herein) for the purpose of examining the same and conducting such tests, including environmental tests and observations and compiling such information as Buyer, in its sole discretion may deem appropriate ("Inspection Period").

(b) After its inspections are completed, the Buyer shall restore the Premises, at the Buyer's sole cost and expense, substantially to its condition immediately prior to the Buyer's inspections. In the event Buyer discovers any matter in the course of its inspections which Buyer believes may be reportable to government authorities or others under applicable law, Buyer acknowledges and agrees that it shall not undertake any such reporting (unless affirmatively required to do so by applicable law), but shall notify Seller immediately of any such discovery. Seller assumes the obligation, if any, to report any matter as to which it receives such notice from Buyer, to the extent reportable under applicable law, and hereby indemnifies and shall hold Buyer harmless from any fines, penalties or charges assessed against Buyer for not reporting any such condition to governmental authorities, to include all of Buyer's reasonable attorneys' fees and costs in addressing any such assessment or charge by a governmental authority under this Section.

(c) Notwithstanding the foregoing, or any other provision of this Agreement to the contrary, if Buyer concludes, in Buyer's sole and absolute discretion, that the Property is not satisfactory to Buyer for any reason, then Buyer shall have the right to terminate this Agreement by giving written notice of its election to do so to Sellers at any time on or before the expiration of the Inspection Period, and upon the giving of such notice, the Deposit, and all interest earned thereon, shall be returned to Buyer and this Agreement shall be null and void and of no further force or effect. Without limiting the foregoing, if Buyer fails to give written notice to Sellers on or before the expiration of the Inspection Period that Buyer intends to terminate this Agreement, then this inspection contingency shall be waived.In the event Buyer elects to timely terminate this Agreement in accordance herewith, upon receipt of the Deposit and all interest earned thereon, Buyer shall promptly deliver to Sellers all reports, evaluations and inspection reports prepared by Buyer's consultants pertaining to the Property and assign to Seller all of Buyer's rights therein, without representation or warranty by Buyer of any kind whatsoever.

1.04 Deposit. Unless this Agreement is timely terminated in accordance with the provisions of this Agreement on or before March 31, 2017, then the Deposit shall become non-refundable, except in the event of a material breach of this Agreement by the Seller or in the event any new objectionable title matters arise between the date of the Title Commitment and the Closing Date that were not of public record at the time the Title Commitment was issued.

SECTION 2

PURCHASE PRICE, ACCEPTABLE FUNDS, DEPOSIT AND ESCROW OF DEPOSIT

2.01 Purchase Price. The purchase price ("Purchase Price") to be paid by Buyer to Seller for the Property is a total of Four Hundred and Seventy Thousand Dollars ($470,000.00), subject to the prorations and adjustments provided in this Agreement.

2.02 Payment of Monies. All monies payable under this Agreement, unless otherwise specified in this Agreement, shall be paid by wire transfer or certified or cashier's check or in such other manner as may be acceptable to Buyer and Sellers.

2.03 Payment of Purchase Price; Deposit.

The Purchase Price, subject to the prorations and adjustments set forth herein, shall be paid as follows:

(a) Five Thousand Dollars ($5,000.00) shall be paid by Buyer to Escrow Agent (as hereinafter defined) upon approval of this Agreement by the Board of Water Commissioners of the Manchester Water Works (such amount being referred to herein as the "Deposit").

(c) The balance of the Purchase Price shall be paid at closing.

2.04 Escrow Agent. The Escrow Agent hereunder shall be the Law Office of R. John Roy, 573 Maple Street, Manchester, NH 03104 (the "Escrow Agent"). The Deposit shall be held by Escrow Agent. If the Closing occurs, then Escrow Agent shall release the Deposit to the Estate of Stephen Charles Babin, Michael Babin, Executor, which Deposit shall be credited against the balance of the Purchase Price owed by Buyer to the Estate of Stephen Charles Babin, Michael Babin, Executor.

2.05 Escrow Provisions.

(a) Escrow Agent hereby acknowledges receipt by Escrow Agent of the Deposit paid by Buyer to be applied to the Purchase Price of the Property under the terms hereof. Escrow Agent agrees to hold, keep and deliver said Deposit and all other sums delivered to it pursuant hereto in accordance with the terms and provisions of this Agreement. Escrow Agent shall not be entitled to any fees or compensation for its services hereunder. Escrow Agent shall be liable only to hold said sums and deliver the same to the parties named herein in accordance with the provisions of this Agreement, it being expressly understood that by acceptance of this Agreement Escrow Agent is acting in the capacity of a depository only and shall not be liable or responsible to anyone for any damages, losses or expenses unless same shall have been caused by the gross negligence or willful malfeasance of Escrow Agent. In the event of any disagreement between Buyer and Seller resulting in any adverse claims and demands being made in connection with or for the monies involved herein or affected hereby, Escrow Agent shall refuse to comply with any such claims or demands so long as such disagreement may continue; and in so refusing Escrow Agent shall make no delivery or other disposition of any of the monies

then held by it under the terms of this Agreement, and in so doing Escrow Agent shall not become liable to anyone for such refusal; and Escrow Agent shall continue to refrain from acting until (a) the rights of the adverse claimants shall have been finally adjudicated in a court of competent jurisdiction of the monies involved herein or affected hereby, or (b) all differences shall have been adjusted by agreement between Seller and Buyer, and Escrow Agent shall have been notified in writing of such agreement signed by the parties hereto. Escrow Agent shall not disburse any of the monies held by it under this Agreement unless in accordance with either a joint written instruction of Buyer and Seller or an Escrow Demand from either Buyer or Seller in accordance with the provisions hereinafter set forth. Upon receipt by Escrow Agent from either Buyer or Seller (the "Notifying Party") of any notice or request (the "Escrow Demand") to perform any act or disburse any portion of the monies held by Escrow Agent under the terms of this Agreement, Escrow Agent shall give written notice to the other party (the "Notified Party"). If within ten (10) days after the giving of such notice, Escrow Agent does not receive any written objection to the Escrow Demand from the Notified Party, Escrow Agent shall comply with the Escrow Demand. If Escrow Agent does receive written objection from the Notified Party in a timely manner, Escrow Agent shall take no further action until the dispute between the parties has been resolved pursuant to either clause (a) or (b) above. Further, Escrow Agent shall have the right at all times to pay all sums held by it into any court of competent jurisdiction after a dispute between or among the parties hereto has arisen, whereupon Escrow Agent's obligations hereunder shall terminate.

SECTION 3

THE CLOSING

3.01 Closing. Except as otherwise provided in this Agreement, the delivery of all documents necessary for the closing of this transaction pursuant to this Agreement (the "Closing") shall be consummated at the offices of Buyer's counsel or such other place as Seller and Buyer shall mutually agree, at 10:00 A.M. on April 30, 2017 (the "Closing Date"). The "Time of Closing" shall be at such time as all recordable instruments necessary for the Closing of this transaction shall be placed on record in both the Rockingham County Registries of Deeds. TIME BEING OF THE ESSENCE.

SECTION 4

CONDITIONS TO CLOSING

4.01 Specific Buyer Conditions. The obligations of Buyer to consummate the transaction hereunder shall be subject to the fulfillment on or before the respective dates set forth below of all the following conditions, any or all of which may be waived by Buyer in writing at its sole discretion. In the event that any of such conditions shall not be satisfied or waived by Buyer on or before the respective dates set forth below, Buyer shall have the right to terminate this Agreement by written notice given to Seller on or before the applicable dates set forth below, in which event the Deposit and all interest accrued thereon shall be returned to Buyer (subject to the provisions set forth below) and this Agreement shall be null and void and of no further force or effect. Buyer's failure to timely terminate this Agreement in accordance with the

terms hereof or Sections 1.02 and 1.03, shall cause the Deposit and all accrued interest thereon to become non-refundable, subject only to either Seller's material breach of this Agreement.

(a) Approval by the Board of Water Commissioners.The Board of Water Commissioners of the Manchester Water Works shall have approved of this Agreement and the purchase of the Property. The Board of Water Commissioners may approve or not approve of this Agreement and the purchase of the Property in its sole and unfettered discretion.

(b) No Default By Seller. As of the Time of Closing, Seller shall have performed all of Sellers' covenants, agreements and obligations under this Agreement, and all of Sellers' representations and warranties set forth in this Agreement shall be true, correct and complete as of the date hereof and as of the Time of Closing.

(c) No Material Adverse Change. As of the Time of Closing, no material adverse change with respect to the condition of the Property including, without limitation, the physical, environmental or title thereof shall have occurred since the Effective Date.

(d) Title. As of March 31, 2017, Buyer shall have obtained an irrevocable written commitment from a national title insurance company acceptable to Buyer at its sole discretion (the "Title Company"), for an owner's title insurance policy covering the Property consistent with the Commitment (as defined in Section 1.02(b) hereof), in the full amount of the Purchase Price, insuring Buyer's fee simple ownership interest in the Property, subject only to the Permitted Exceptions and there shall have been no new objectionable title matters arising between the date of the title commitment and the date of closing that were not of public record at the time of the Title Commitment.

SECTION 5

REPRESENTATIONS AND WARRANTIES OF SELLERS

Seller represents and warrants to Buyer as of the Effective Date (which representations and warranties shall also be true as of the Time of Closing) as follows:

5.01 Authority. Seller has full power to execute, deliver and carryout the terms and provisions of this Agreement and has taken all necessary action to authorize the execution, delivery and performance of this Agreement. This Agreement constitutes the legal, valid and binding obligation of the Seller enforceable in accordance with its terms. No additional order, permission, consent, approval, license, authorization, registration or validation of, or filing with, or exemption by, any governmental agency, court, commission, board or public authority is required to authorize, or is required in connection with, the execution, delivery and performance of this Agreement by Seller or the taking by Seller of any action contemplated by this Agreement.

5.02 No Conflict. The execution and delivery of, and consummation of the transactions contemplated by this Agreement are not prohibited by, and will not conflict with, constitute grounds for termination of, or result in the breach of any of the agreements or instruments to which Seller is now a party or by which it or the Property is bound, or any order, rule or regulation of any court or other governmental agency or official.

5.03 Ownership of Property.The Estate of Stephen Charles Babin, Michael Babin, Executoris fee simple titleholder of the Real Property and has good, marketable and insurable (at normal rates) title thereto. Seller, at its sole cost and expense, has obtained all required consents, releases and permissions and will have complied with all applicable statutes, laws, ordinances and regulations of every kind and nature, to the extent necessary and/or required, in order to convey to Buyer title to the Property subject only to the Permitted Exceptions.

5.04 Rights in Others. No person or other entity has any right or option to acquire, lease or occupy all or any portion of the Property.

5.05 Leases. There are no leases, subleases, licenses or other rental agreements or occupancy agreements (written or verbal) in force or effect which grant any possessory interest in or to any space situated on or in the Property or that otherwise give rights with regard to use of the Property.

5.06 Other Covenants, Restrictions and Encumbrances. There are no restrictive covenants, assessments, pending assessments, "no protest" agreements, developer extension agreements, notices of lispendens, notices of lease, notices of contract, notices of sale or option agreements, attachments, mortgages or similar covenants, encumbrances or restrictions affecting or encumbering the Property.

5.07 Service Contracts. There are no service, maintenance, supply or management contracts affecting the Property.

5.08 Compliance with Law. Neither the Seller nor the Property is in violation of any zoning, building, health, traffic, environmental, flood control, or other applicable laws, regulations, ordinances and rulings of any local, state and federal authorities or any other governmental entity having jurisdiction over the Property.

5.09 No Violation Notice. Seller has not received notice:

(a) from any federal, state, county or municipal authority alleging any fire, health, safety, building, pollution, environmental, zoning or other violation of law in respect of the Property or any part thereof;

(b) concerning the possible or anticipated condemnation of any part of the Property, or the widening, change of grade or limitation on use of streets abutting the same or concerning any special taxes or assessments levied or to be levied against the Property or any part thereof;

(c) from any insurance company or bonding company of any defects or inadequacies in the Property or any part thereof, which would adversely affect the insurability of the same or cause the imposition of extraordinary premiums or charges therefor or of any termination or threatened termination of any policy of insurance or bond; and

(d) from the grantor or holder of any easement or license with respect to the Property, alleging any default or breach by Seller of the applicable provisions thereof.

5.10 Public Improvements. To the best of Seller's knowledge, there are no written or proposed plans to widen, modify or realign any street or highway, or any existing or proposed eminent domain proceedings, which would affect the Property in any way whatsoever. To the best of Seller's knowledge, there are no presently planned public improvements which would result in the creation of a special assessment or similar lien upon the Property.

5.11 Assessments. No assessments for public improvements have been made against the Property which are unpaid, including, without limitation, those for construction of sewer or water lines, streets, sidewalks or curbs nor, to the best of Seller's knowledge, are any such assessments pending or threatened.

5.12 Utilities.Neither Seller nor any of its agents have entered into any agreements in connection with any utilities for the Property, other than as may already exist of record. Neither Seller, or to the best of its knowledge, any prior owner of the Property has received notice of any fact or condition existing would or could result in the termination or reduction of the current access from the Property to existing roads and highways, or to sewer or other utility services available to the Property.

5.13 Hazardous Substances.

Seller (i) has not ever generated, stored or disposed of any Hazardous Material (as defined below) on the Property, (ii) has any knowledge of the generation, storage or disposal of any Hazardous Material on the Property by any other person or entity, and (iii) has received notice from any governmental authority, and has any knowledge, regarding the presence or alleged presence of any Hazardous Material on the Property. Seller has no knowledge of the existence of, and has not obtained or had performed on its behalf, any hazardous waste or environmental report, geotechnic study, soil report or other engineering report or study with respect to the Property.

(a) To the best of Seller's knowledge, there is not now, nor has there ever been, any underground storage tank located on or under the Property.

(b) Seller nor, to the best of its knowledge, any other owner of the Property has filed any notice under any federal or state law indicating past or present treatment, storage, release or disposal of any Hazardous Material on the Real Property. Seller nor, to the best of its knowledge, any other owner of the Property, has received any notice to the effect that it may be liable as a result of a release or threatened release of a Hazardous Material from, the Real Property and Seller nor, to the best of its knowledge, any other owner of the Property has material contingent liability in connection with any such release or threatened release. To the Seller's knowledge, there have been no past, and there are no present, pending or threatened actions or proceedings by any governmental agency or any other entity regarding public health risks with respect to the environmental condition of the Property, or the disposal or presence of Hazardous Material or regarding any Environmental Law. Except as set forth in the Reports, there is no lien, encumbrance or preferential arrangement of any kind in favor of any governmental entity for: (i) any liability under any Environmental Laws, or (ii) damages arising from, or costs incurred by such governmental entity in response to, a release or threatened release of a Hazardous Material from the Property.

(c) The term "Environmental Laws" means all federal, state or local laws, ordinances, requirements and regulations (including consent decrees and administrative orders) relating to health, safety, wetlands, industrial hygiene, waste disposal, or the protection of the environment, including, without limitation: the federal Comprehensive Environmental Response, Compensation and Liability Act of 1980, the federal Superfund Amendments and Reauthorization Act of 1986, the federal Resource Conservation and Recovery Act of 1976, the federal Clean Air Act, the federal Water Pollution Control Act and the federal Clean Water Act of 1977, the federal Insecticide, Fungicide and Rodenticide Act, the federal Pesticide Act of 1978, the federal Toxic Substances Control Act, the federal Safe Drinking Water Act, the federal Hazardous Materials Transportation Act and all amendments thereto and regulations adopted and publications promulgated pursuant thereto.

(d) The term "Hazardous Material" includes, without limitation, oil and petroleum products, asbestos, asbestos-containing materials, polychlorinated biphenyls, radon, urea formaldehyde, radioactive materials, pesticides and all other materials classified or regulated as hazardous or toxic under any Environmental Law.

5.14 Litigation. There is no pending or, to Seller's knowledge, threatened action, litigation or governmental proceeding affecting or relating to Seller or the Property that could result in any encumbrance to the Property, affect the validity or enforceability of this Agreement or any other instrument or document to be delivered by Seller in connection with the transactions contemplated hereby or the performance of Seller under this Agreement or under any of such other instruments or documents, or the ability of Buyer to acquire, own and develop the Property, and Seller is not aware of any basis for any such action, litigation or governmental proceeding.

5.15 Governmental Actions. To the best of Seller's knowledge, there are no threatened, pending or proposed (i) proceedings or governmental actions to modify the zoning classification of, or to condemn, or to purchase in lieu thereof, all or any part of the Property, (ii) reassessments or special assessments or penalties or interest with respect to the Land or any other assessments applicable to the Property, (iii) proceedings before any court or administrative agency, the adverse resolution of which would have an adverse effect on the value or operations of the Property, (iv) rent controls or governmental moratoria affecting the Property, or (v) any other impediments that could significantly interfere with the Buyer's use or disposition of the Property or the value or operations of the Property.

5.16 Bankruptcy Matters. Seller has not made a general assignment for the benefit of creditors, filed any voluntary petition in bankruptcy or suffered the filing of an involuntary petition by its creditors, suffered the appointment of a receiver to take possession of all or substantially all of its assets, suffered the attachment or other judicial seizure of all or substantially all of its assets, admitted its inability to pay its debts as they come due, or made an offer of settlement, extension or composition to its creditors generally.

5.17 Full Disclosure. None of the representations or warranties in this Agreement by Seller, nor any descriptive information concerning the Property set forth in this Agreement, nor any document, statement, certificate, schedule or other information furnished or to be furnished to Buyer by Seller on its behalf in connection with this Agreement, contains any untrue statement of a material fact or omits to state a material fact necessary to make the statements of fact contained therein not misleading.

5.18 Maintenance of Property. Seller shall maintain the Property through the time of closing in the same condition or repair that exists on the date of this Agreement, reasonable wear and tear accepted.

SECTION 6

REPRESENTATIONS AND WARRANTIES OF BUYER

Buyer represents and warrants to Seller as of the Effective Date (which representations and warranties shall also be true as of the Time of Closing) as follows:

6.01 Organization and Authority. Buyer is a validly existing municipal corporation under the laws of the State of New Hampshire. Subject to the approval of the Board of Water Commissioners of the Manchester Water Works Buyer has full power to execute, deliver and carry out the terms and provisions of this Agreement and the execution, delivery and performance of this Agreement.

6.02 No Conflict. The execution and delivery of, and consummation of the transactions contemplated by this Agreement are not prohibited by, and will not conflict with, constitute grounds for termination of, or result in the breach of any of the agreements or instruments to which Buyer is now a party or by which is bound, or any under, rule or regulation of any court or other governmental agency or official.

SECTION 7

SELLER'S OBLIGATIONS PRIOR TO CLOSING

Seller covenants that between the date of this Agreement and the Time of Closing:

7.01 Insurance. Until the Time of Closing, Seller shall maintain their present liability insurance on the Property and shall maintain fire and extended coverage casualty insurance on the Property on a full replacement cost basis. The risk of loss in and to the Property shall remain vested in Seller until the Time of Closing. In the event that the improvements on the Property are destroyed or materially damaged by fire or other casualty between the Effective Date and the Time of Closing, Buyer shall take such improvements as exist and Seller shall deliver an assignment of any and all insurance proceeds to which Seller may be entitled. For the purposes of this Agreement, the term "materially damaged" means that the cost of repair or restoration shall be reasonably estimated to exceed the sum of One Hundred Thousand Dollars ($10,000).

7.02 Condemnation. If prior to the Time of Closing, all or any portion of the Property is taken by eminent domain by any governmental entity or if any eminent domain proceeding shall have been noticed or otherwise commenced, then Buyer shall have the option, exercisable by written notice given to Seller within thirty (30) days of receipt of written notification from Seller of the proceeding either to (a) terminate this Agreement, whereupon all obligations of all parties hereto shall cease, the Deposit, and all interest earned thereon, shall be returned to Buyer, except for any non-refundable portions of said Deposit and this Agreement shall be null and void and of no further force or effect; or (b) proceed with the purchase of the Property, and in such case, Seller shall pay over or assign to Buyer all amounts received or due from, and all claims

against any governmental entity as a result of such taking. Without limitation of the foregoing, Seller shall notify Buyer in writing within five (5) days after Seller receives notice that any condemnation or eminent domain proceedings with respect to the Property are pending or threatened, and Buyer shall have the right to participate with Seller in the negotiation and settlement of any condemnation award relating to the Property if the Buyer elects to proceed with the Purchase of the property.

7.03 Liens. Seller agrees to keep the Property free from mechanics' and materialmen's liens or other liens or encumbrances and to indemnify and save Buyer harmless from any such liens or encumbrances which may exist at the Closing Date and all attorneys' fees and other costs and expenses incurred by reason thereof, other than those liens or encumbrances arising from actions of Buyer.

7.04 Change of Circumstance. Seller shall promptly notify Buyer if Seller becomes aware of any transaction, occurrence or circumstance prior to the Time of Closing which would make any of the representations or warranties of Seller contained in this Agreement untrue, materially incorrect or materially incomplete in any respect.

7.05 No Contracts. Seller shall not enter into any new lease, contract, easement or other agreement affecting the Property prior to Closing without Buyer's prior written approval.

SECTION 8

SELLER'S CLOSING OBLIGATIONS

8.01 Closing Deliveries and Obligations. At the Closing, Seller shall deliver the following to Buyer:

(a) Deed. A fiduciary deed to the Property in form and substance acceptable to Buyer, duly executed and acknowledged by Seller, conveying the Real Property to Buyer, subject only to the Permitted Exceptions.

(b) Evidence of Tax Payments. Evidence that all real estate taxes and personal property taxes affecting the Property which are payable at the Time of Closing have been paid.

(c) Title Affidavits. Such affidavits and indemnities as the Title Company may reasonably and customarily require, including, without limitation, such affidavits and indemnities as may be required in order to omit from Buyer's title insurance policy all exceptions for (i) parties in possession, and (ii) mechanics' liens.

(d) Authority.Evidence of the existence, organization and authority of Seller and of the authority of the persons executing documents on behalf of Seller reasonably satisfactory to the Title Company and Buyer.

(e) Certificate as to Representations and Warranties. A certificate by Seller to the effect that all of the representations and warranties of Seller set forth herein remain true, correct and complete as of the Time of Closing.

(f) Non-Foreign Affidavit. An affidavit to show compliance by Seller with the Foreign Investment and Real Property Tax Act, IRC Section 1445(b)(2), as amended.

(g) State Law Disclosures.Declaration of Transfer Tax as required by applicable state law in connection with the conveyance of real property.

(h) Settlement Statement.A settlement statement, duly executed by Seller.

(i) Other Documents and Instruments. Such other documents, instruments, agreements, indemnities and affidavits as may be reasonably necessary or customarily required of sellers in order to effectuate transactions of this nature in the municipality in which the Property is located.

8.02 Possession. At the Time of Closing, Seller shall deliver full possession of the Property (i) free of all tenants or occupants and personal property of any nature and type whatsoever, and (ii) not in violation of any applicable law or regulation of any governmental authority or of any encumbrance to title to the Property except for Permitted Encumbrances.

SECTION 9

BUYER'S CLOSING OBLIGATIONS

9.01 Closing Deliveries and Obligations. At the time of Closing, Buyer shall deliver the following to Seller:

(a) Payment of Purchase Price. The Purchase Price as set forth in Section 2.01.

(b) Authority Documents. Such documents and evidence of the existence, organization, authority and good standing of Buyer and the authority of the persons executing the documents at the Closing on behalf of Buyer, as may be reasonably required by Seller.

(c) Certificate as to Representations and Warranties. A certificate by Buyer to the effect that all of the representations and warranties of Buyer set forth herein remain true, correct and complete as of the Time of Closing.

(d) Settlement Statement.A settlement statement, duly executed by Buyer.

(e) Other Documents and Instruments. Such other documents, instruments, agreements, indemnities and affidavits as may be reasonably necessary or customarily required of buyers in order to effectuate transactions of this nature in the municipality in which the Property is located.

SECTION 10

APPORTIONMENTS, ADJUSTMENTS TO PURCHASE PRICE; CLOSING COSTS

10.01 Seller's Expenses. Seller shall pay (i) the transfer taxes applicable to Seller payable in connection with the conveyance of the Property, (ii) its own counsel fees in connection with this transaction, and (iii) such other closing costs as are customarily paid by a seller in transactions of this nature.

10.02 Buyer's Expenses. Buyer shall pay (1) the transfer taxes, if any, applicable to Buyer in connection with the conveyance, (ii) its own counsel fees, and (iii) such other closing costs as are customarily paid by a buyer in transactions of this nature.

SECTION 11

FAILURE TO PERFORM

11.01 Seller's Default. If at the Time of Closing Seller fails to give title or to make conveyance, or to deliver possession of the Property, or to satisfy all of the terms and conditions precedent to Closing as set forth in this Agreement, or if Seller shall materially breach any covenant of such Seller set forth herein, all as herein stipulated, or if on such date the Property does not conform with the provisions hereof due to any material breach by Seller of its obligations under this Agreement, and Buyer does not elect to take title, as is, Seller shall be in default under this Agreement, and, upon demand by Buyer, all Deposits made hereunder, together with all interest earned thereon, shall be forthwith returned to Buyer (notwithstanding any provision of this Agreement to the contrary as to the non-refundability thereof), or Buyer may pursue the remedy of specific performance, in which event any Deposit made hereunder, and all interest earned thereon, shall be credited against the Purchase Price. In addition, if Buyer does not pursue specific performance and Seller's default under this Agreement is knowing and intentional, then Seller shall, within five (5) days after demand from Buyer, reimburse Buyer for all of Buyer's out-of-pocket costs and expenses (including, without limitation, reasonable fees for Buyer's attorneys, architects, engineers and consultants) in connection with the preparation and negotiation of this Agreement and Buyer's due diligence review of the Property.

11.02 Buyer's Default. The parties acknowledge that in the event of Buyer's material failure to fulfill its obligations hereunder it is impossible to compute exactly the damages which would accrue to Seller in such event. The parties have taken these facts into account in setting the amount of the Deposit, and hereby agree that: (i) such amount together with the interest earned thereon is the pre-estimate of such damages which would accrue to Seller; (ii) such amount represents damages and not any penalty against Buyer; and (iii) if this Agreement shall be terminated by Seller by reason of Buyer's material failure to fulfill Buyer's obligations hereunder, the Deposit together with the interest thereon shall be Seller's full and liquidated damages in lieu of all other rights and remedies which Seller may have against Buyer at law or in equity.

SECTION 12

BROKERAGE

12.01 Brokerage Fees. Seller and Buyer represents and warrants to the other that it has not dealt with any real estate broker in connection with this transaction and neither knows of any broker who may claim or may have the right to claim a commission in connection with this transaction. Seller and Buyer shall indemnify and defend each other against any costs, claims or expenses, including reasonable attorneys' fees, arising out of the breach on their respective parts of their respective representations, warranties or agreements contained in this Section. The representations and obligations under this Section shall survive the Closing or, if the Closing does not occur, the termination of this Agreement.

SECTION 13

NOTICES

13.01 Effective Notices. All notices under this Agreement shall be in writing and shall be delivered personally or shall be sent by: (i) hand, (ii) recognized overnight mail service (e.g., Federal Express, Tiger or DHL), (iii) facsimile, or (iv) prepaid registered or certified mail, return receipt requested, addressed as follows:

If to Buyer:	Manchester Water Works 281 Lincoln Street Manchester, New Hampshire 03103 Attention: Philip Croasdale Director Telephone Number: 603-624-6494 pcroasdale@manchesternh.gov
With a copy to:	City Solicitor One City Hall Plaza Manchester, NH 03101 Attention: Thomas Arnold, Esq. Telephone Number: 603-624-6523 tarnold@manchesternh.gov
If to Seller:	the Estate of Stephen Charles Babin, Michael Babin, Executor 241 Sandown Road Chester, New Hampshire 03036
With a copy to:	Law Offices of R. John Roy 573 Maple StreetStreet Manchester, New Hampshire 03104

Notices shall be deemed effective if delivered by 5:00 PM by: (i) hand, when so delivered, (b) recognized overnight mail courier service, when deposited with such service, (c) facsimile, when the sender thereof has received electronic confirmation of delivery of such facsimile, or (d) prepaid registered or certified mail, when deposited with the U.S. Postal Service. Any party

hereto may change its address for purposes of receipt of notices under this Agreement by notice given to the other parties hereto in accordance with the foregoing provisions of this Section. Notwithstanding the foregoing, the parties hereby agree that notice delivered by or to counsel for either party shall be deemed to constitute notice to or from the respective parties.

SECTION 14

MISCELLANEOUS PROVISIONS

14.01 Survival. The representations and warranties of Seller and Buyer set forth in this Agreement shall survive the Closing.

14.02 Integration. This Agreement embodies and constitutes the entire understanding between the parties with respect to the transaction contemplated herein, and all prior agreements, understandings, representations and statements, oral or written, are merged into this Agreement. Neither this Agreement nor any provision hereof may be waived, modified, amended, discharged or terminated except by an instrument signed by the party against whom the enforcement of such waiver, modification, amendment, discharge or termination is sought, and then only to the extent set forth in such instrument.

14.03 Governing Law. This Agreement shall be governed by, and construed in accordance with the laws of the State of New Hampshire in which the Property is located.

14.04 Captions. The captions in this Agreement are inserted for convenience of reference only and in no way define, describe or limit the scope or intent of this Agreement or any of the provisions hereof.

14.05 Bind and Inure. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

14.06 Number and Gender. As used in this Agreement, the masculine shall include the feminine and neuter, the singular shall include the plural and the plural shall include the singular, as the context may require.

14.07 Marketing of Property. Unless and until the obligations of Buyer and Seller to proceed to Closing pursuant to this Agreement are duly terminated pursuant to the terms hereof, Seller shall not enter into any negotiations, understandings or agreements with any party other than Buyer relating to the sale, transfer or other disposition of the Property or any portion thereof, and Seller shall not market or offer the Property or any portion thereof for sale to any other party.

14.08 Time of the Essence. Time shall be of the essence with respect to the provisions of this Agreement.

14.09 Counterparts. This Agreement may be executed in counterparts, all of which executed counterparts shall be considered the same agreement, and the signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart.

14.10 Business Day. In the event that the date for delivery of any notice or for performance by any party of any obligation of such party under this Agreement, including, without limitation, the expiration date of the Title Review Period, Inspection Period or the Closing Date, shall occur on a Saturday, Sunday or other legal holiday recognized in the state, county or municipality in which the Property is located (a "Non-Business Day"), the time for delivery of such notice or performance of such obligation shall be the next day which is not a Non-Business Day.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement under seal as of the date first above written.

SELLER:

The Estate of Stephen Charles Babin,
Michael Babin, Executor

By: _____
Michael Babin, Executor

BUYER:

City of Manchester
Manchester Water Works

By: _____
Philip Croasdale
Duly Authorized Director

RECEIPT

The Purchase and Sale Agreement has been received by the Escrow Agent on this the 14th day of November, 2016 and the Escrow Agent acknowledges the terms thereof and agrees to perform as Escrow Agent in accordance therewith and further acknowledges that unless the parties are provided written notice otherwise.

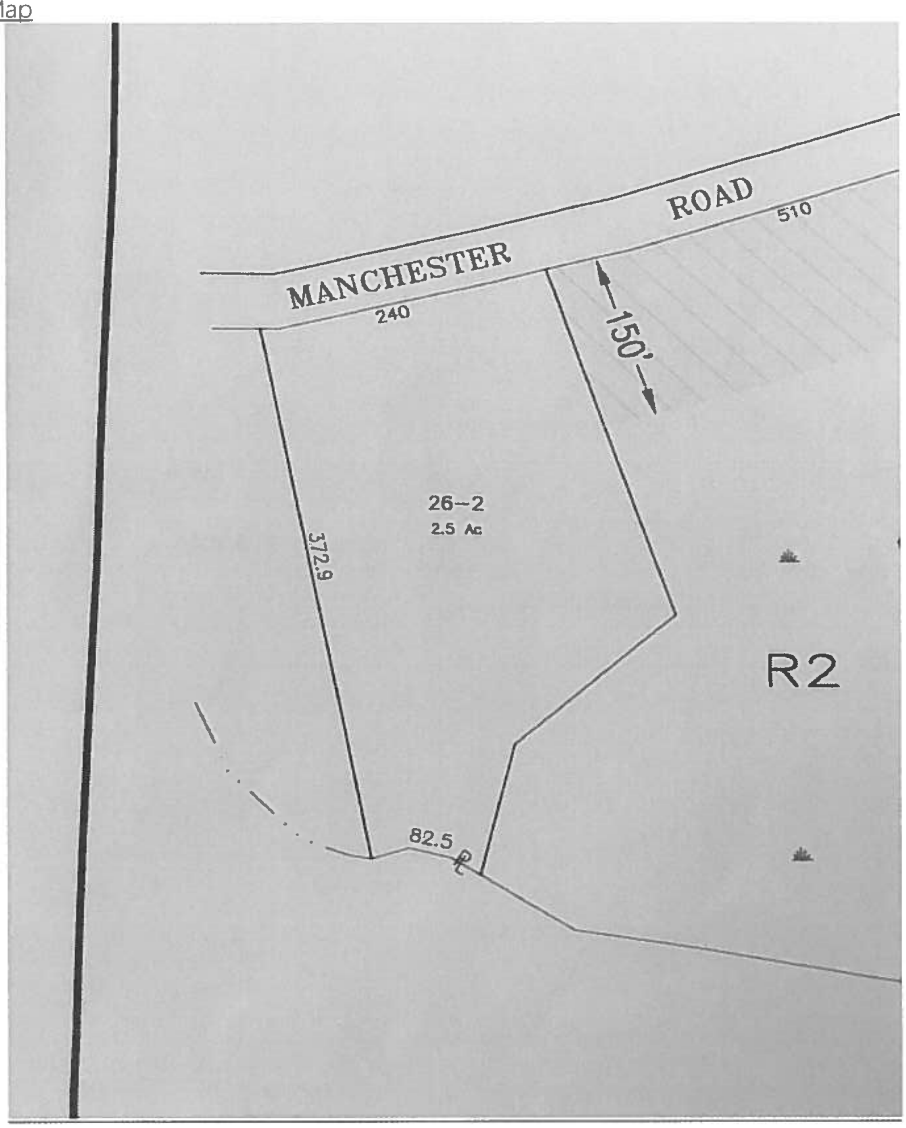
ESCROW AGENT:

Law Offices of R. John Roy

By: _____ FOR RJR
R. John Roy

Manchester Rd
Raymond Rd
Chester Rd
Fire Road 48
1
2
3
4
5
10-2
11
13
15
16
17
18
19
19-1
20
21
22
23
24
25
26
27
28
28A
29-1
30
31

Tax Assessor Map

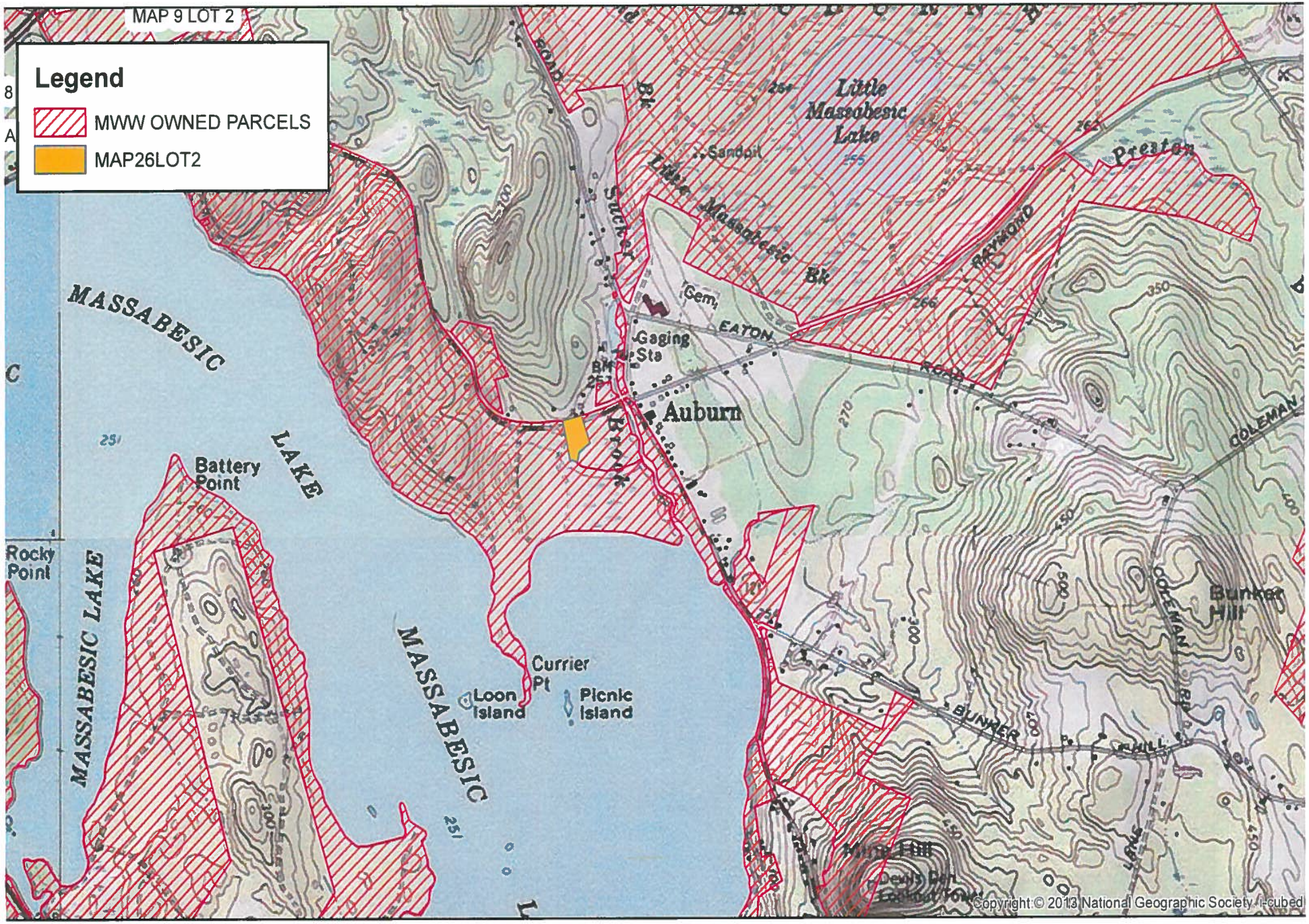


Aerial View of Subject

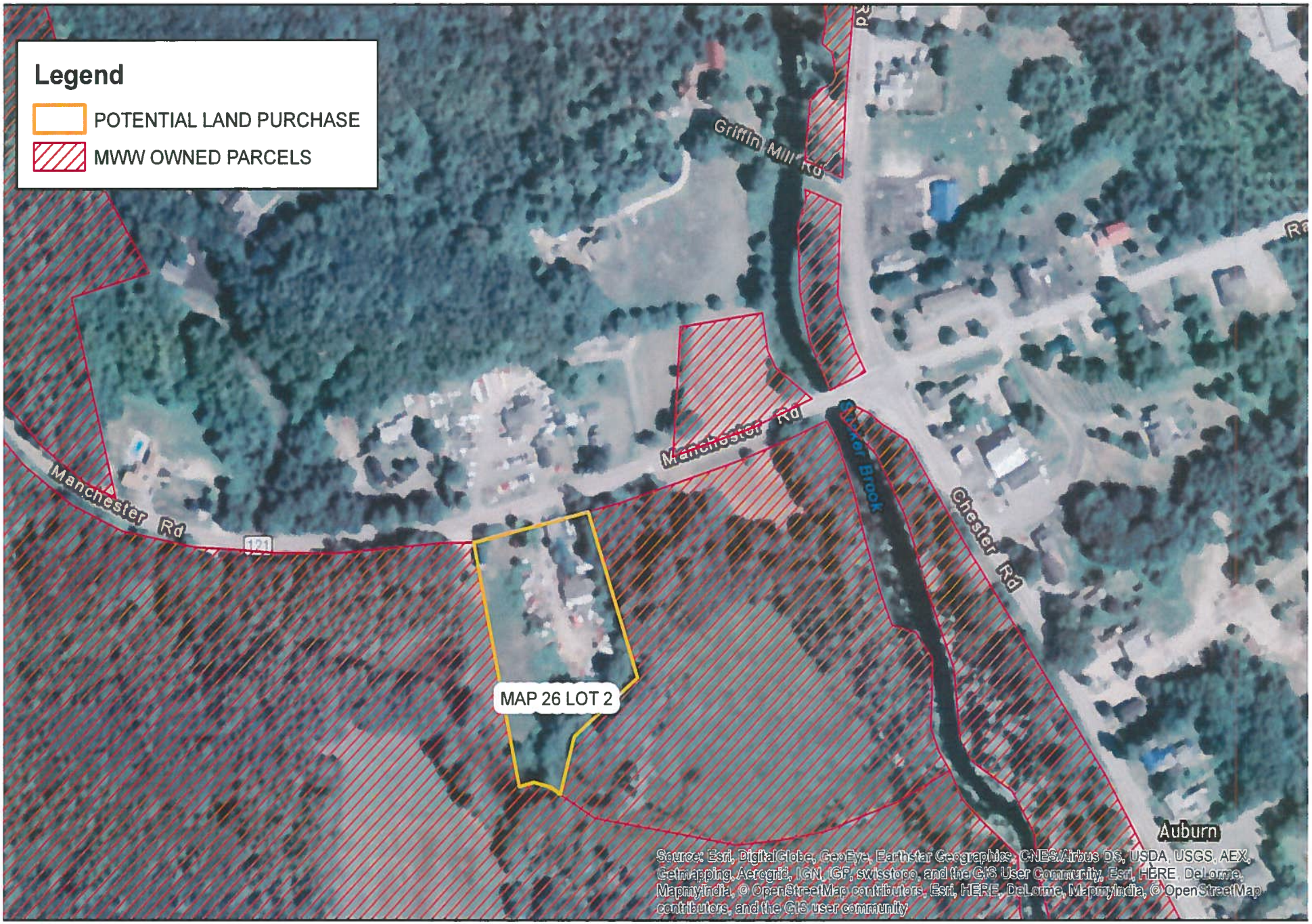
POTENTIAL AUBURN, NH LAND PURCHASES
MAP 26 LOT 2 - BABIN LAND

N

30.22



POTENTIAL AUBURN, NH LAND PURCHASES
MAP 26 LOT 2 - BABIN LAND



Appraisal Report

2 Residences and Industrial Building
31 & 39 Manchester Road
Auburn, NH 03032

Date of Report: March 16, 2016
Date of Value: February 12, 2016

Prepared For:
Michael Babin
241 Sandown Street
Chester, NH 03036

Prepared By:
Sean Brennan & Stephen Bullock, MAI, FRICS
P.O. Box 182
Windham, NH 03087

March 16, 2016

Michael Babin
241 Sandown Road
Chester, NH 03036

RE: Appraisal Report
31 & 39 Manchester Road
Auburn, NH 03032

Dear Mr. Babin:

In accordance with your request, we have prepared a real property appraisal of the above-referenced property, presented in appraisal report format. This appraisal report sets forth the pertinent data gathered, the techniques employed, and the reasoning leading to our value opinions.

The property is located at 31 & 39 Manchester Road, Auburn, Rockingham County, New Hampshire, 03032. The subject is further identified as Assessor's Map 26, Lot 2. The site measures 2.5 acres per assessor map and has approximately 240' of frontage along the south side of Manchester Road. The following chart presents a summary of the improvements on the lot:

Improvement Summary

#	Address	Land Ac	Yr Blt	GBA	Comment
1	31 Manchester Road	N/A	1920	1,042	2-bedroom, 1-bath, cape style home
2	39 Manchester Road	N/A	1880	2,096	5-bedroom, 1-bath farmhouse
3	Welding Shop	N/A	N/A	2,456	Wood frame garage, 3 overhead doors, 12.5' clear height, approx. 50 years

The property is leased to three tenants-at-will as follows:

Rent Roll

#	Address	GBA	Mo. Rent	$/sf	Annual	$/sf
1	31 Manchester Road	1,042	$1,500	$1.44	$18,000	$17.27
2	39 Manchester Road	2,096	$1,300	$0.62	$15,600	$7.44
3	Welding Shop	2,456	$1,500	$0.61	$18,000	$7.33
					$51,600	

We have developed our analyses, opinions, and conclusions and prepared this report in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation; the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA); the Interagency Appraisal and Evaluation Guidelines; the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute; and the requirements of our client as we understand them.

Mr. Michael Babin is the client and sole intended user in this assignment. The intended use is to assist in establishing a sales price. The value opinions reported herein are subject to the definitions, assumptions and limiting conditions, and certification contained in this report.

The subject is valued based on AS IS condition and AS SUBDIVIDED condition. The AS SUBDIVIDED value is based on the **extraordinary assumption** that a lot-split is completed which subdivides 31 Manchester Road (improved with single family home) from 39 Manchester (improved with single family home and welding shop). This appraisal assignment and appraisal report submitted herewith is not contingent on or subject to any other extraordinary assumptions and/or hypothetical conditions.

Based on the analysis contained in the following report, our value conclusions are as follows:

Value Type	Value Premise	Value	Interest	Effective	Value
Market Value	As Is	Current	Fee	2/12/2016	$450,000

Value Type	Value Premise	Value	Interest	Effective	Value
Market Value	As Subdivided	Current	Fee	2/12/2016	$520,000

Respectfully submitted,

Sean Brennan

Stephen Bullock, MAI, FRICS

Aerial View of Subject

Highest and Best Use Analysis

Highest and best use, as applied in this appraisal, is defined as follows:

"The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value."

The subject property is located in the Commercial Two (C-2) - Village Overlay District. The subject parcel zoning was amended in 2013 from a residential zone to the C2/Village Overlay zone. Uses allowed include low density local commercial and light industrial use. Single and multifamily is not explicitly permitted and therefore is a legal-non-conforming use. In the Village Overlay District, the minimum lot area is 1 acre and minimum lot frontage is 100 feet; therefore, it appears that the single family known as 31 Manchester Road could be subdivided and sold separately.

The highest and best use "as vacant" is would be for a commercial, mixed-use or light industrial use. Given the limited size of the site, a small owner-user commercial and/or light industrial use is the most likely use "as vacant".

Overall, the existing improvements and current "mixed" use as two single family homes and a welding shop is considered the highest and best use "as improved". This mixed use are legal, nonconforming uses permitted via grandfathering. Land value has not reached the point where demolition of the improvements and redevelopment of the site is likely as the improvements continue to contribute value. While acquisition, demolition and redevelopment of the subject by an adjacent or abutting property owner may be feasible, this is not maximally productive for the subject property owner.

The estimated exposure time period is four to six months based on the marketing time of similar properties.

General Notes

Legend:

- Monitoring Well
- Boring

No.	Revision/Issue	Date

COMPREHENSIVE ENVIRONMENTAL INCORPORATED

21 DEPOT STREET
MERRIMACK, NH 03054

FIGURE 1. MONITORING WELL AND BORING LOCATIONS
39 MANCHESTER ROAD
AUBURN, NEW HAMPSHIRE

Date: DEC. 19, 2016
DESIGNED BY: JM
CHECKED BY: RB
NOTE: NOT TO SCALE

Sheet: 1 OF 1

30.30

30.33

30.34

30.35

30.37

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 Manchester Police Department Community Room be named in honor of Nabil Migalli.
(Unanimous vote)

Respectfully submitted,

Clerk of Committee

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

The Committee on Lands and Buildings respectfully advises, after due and careful consideration, that the request to purchase City-owned property located at Tax Map 356, Lot1A, behind 399 Silver Street has been received and filed.
(Unanimous vote)

Respectfully submitted,

Matthew Normand

Clerk of Committee

New Hampshire DOT
Department of Transportation

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

William Cass, P.E.
Assistant Commissioner

July 29, 2016

RECEIVED
AUG - 4 2016

Mayor Theodore Gatsas and City Alderman
1 City Hall Plaza
Manchester, NH 03101-2097

Re: City of Manchester – Land Sale, Provencher (399 Silver St.)
Portsmouth Branch Railroad Corridor

Dear Mayor and Alderman:

This letter is in response to correspondence from Ben Nardi at TRR Commercial (5 Heartwood Lane, Suite, Concord, NH) who has represented himself as the buyer's agent and indicated that the City of Manchester seeks the State's approval to sell a parcel (map 356-lot 1A) of the Portsmouth Branch Railroad corridor to his client.

It is understood that the City proposes the sale of this parcel that the State sold to the City in 2001 and was recorded as part of the 2001 Deed, Book 6561, Pages 1308-1310. Additionally, as noted in the recorded deed, as part of this sale the State retained the right of approval for any future disposal and the State retained a transportation easement. Therefore, the State would not object to the City's sale of this parcel contingent on the following requirements being met:

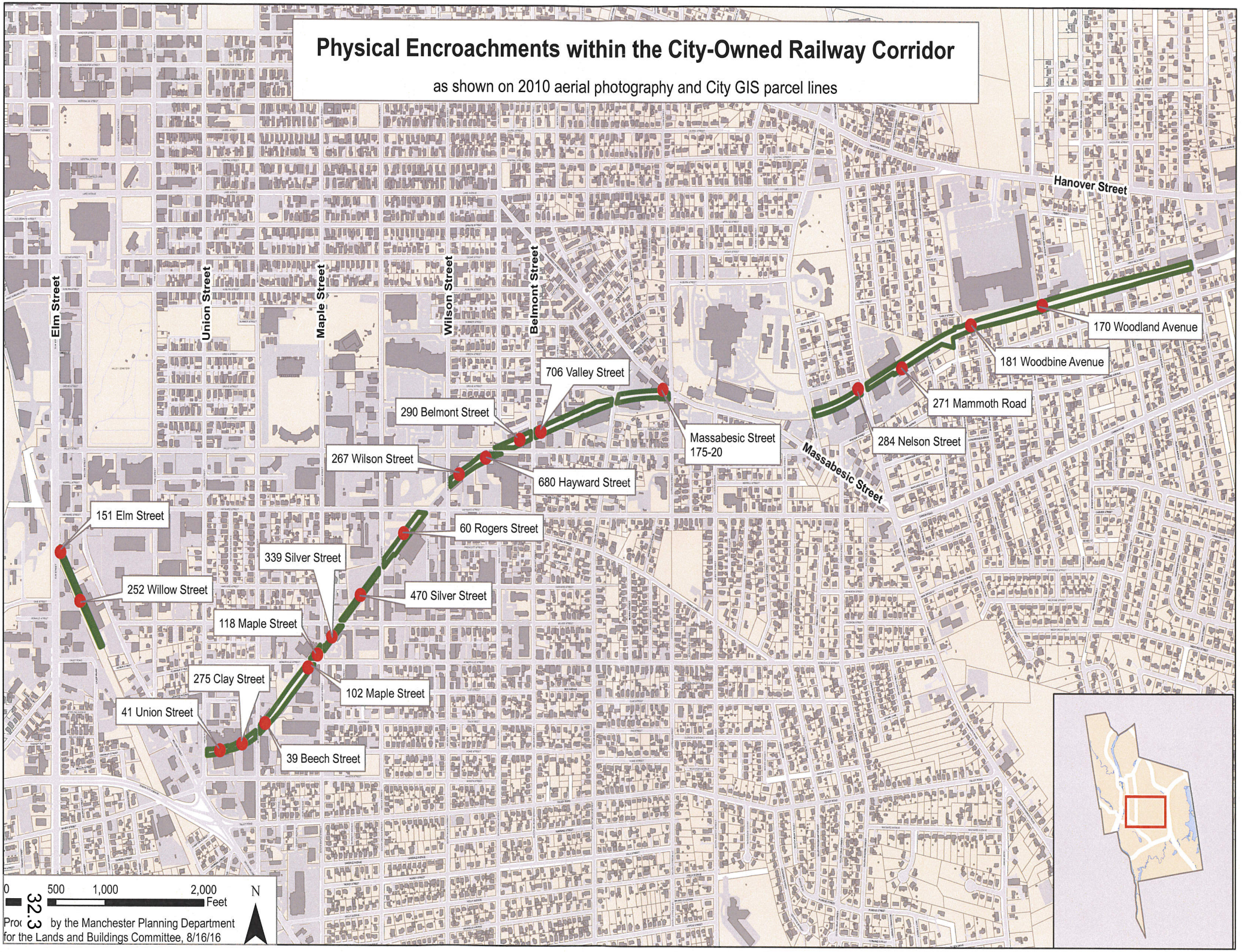
1. The State's transportation easement on the subject parcel must remain in effect and run with the land.
2. The buyer must agree to restrictions on excavation within the parcel or, if alterations to the current conditions are to undertaken as stipulated in the aforementioned deed, the buyer submit a request for review by the Federal Highway Administration relative to Section 106 of the National Environmental Policy Act.
3. The City shall provide to the State a copy of the proposed deed for review prior to the Sale Closing.

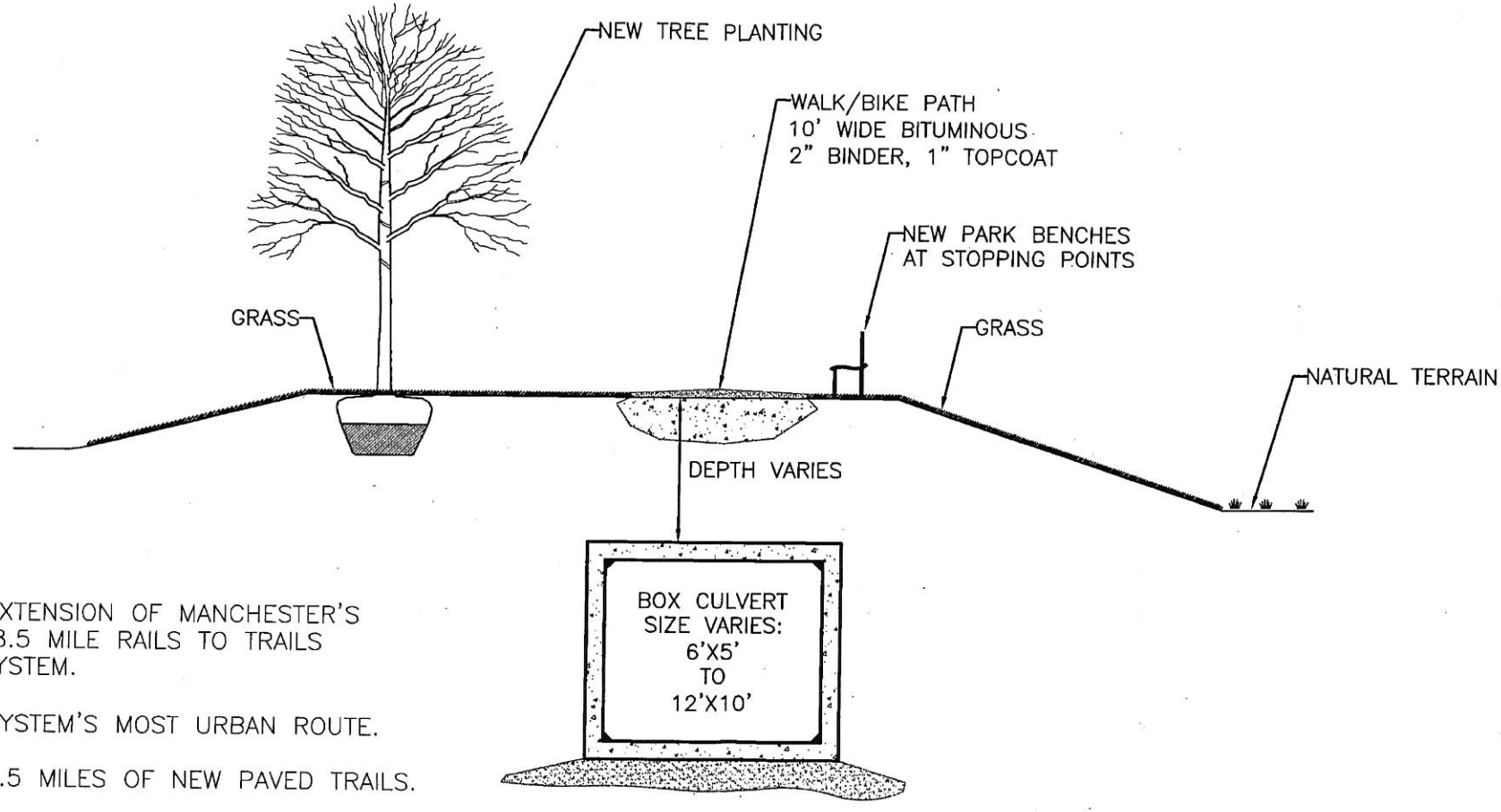
Contingent on the above noted requirements being met, the State would not object to the sale of the subject parcel. If the City has additional questions or concerns relative to this parcel, please contact NHDOT Railroad Planner Louis Barker at 271-2425 or lbarker@dot.state.nh.us.

Sincerely,

Patrick Herlihy
Director
Division of Aeronautics, Rail & Transit

Cc: Ben Nardi


Physical Encroachments within the City-Owned Railway Corridor
as shown on 2010 aerial photography and City GIS parcel lines
Elm Street
Union Street
Maple Street
Wilson Street
Belmont Street
Hanover Street
Massabesic Street
151 Elm Street
252 Willow Street
275 Clay Street
41 Union Street
39 Beech Street
118 Maple Street
339 Silver Street
102 Maple Street
60 Rogers Street
470 Silver Street
267 Wilson Street
290 Belmont Street
706 Valley Street
680 Hayward Street
Massabesic Street 175-20
284 Nelson Street
271 Mammoth Road
181 Woodbine Avenue
170 Woodland Avenue
0
500
1,000
2,000
Feet
N
32.3
by the Manchester Planning Department
for the Lands and Buildings Committee, 8/16/16



1. EXTENSION OF MANCHESTER'S 18.5 MILE RAILS TO TRAILS SYSTEM.
2. SYSTEM'S MOST URBAN ROUTE.
3. 1.5 MILES OF NEW PAVED TRAILS.

(NOT TO SCALE)

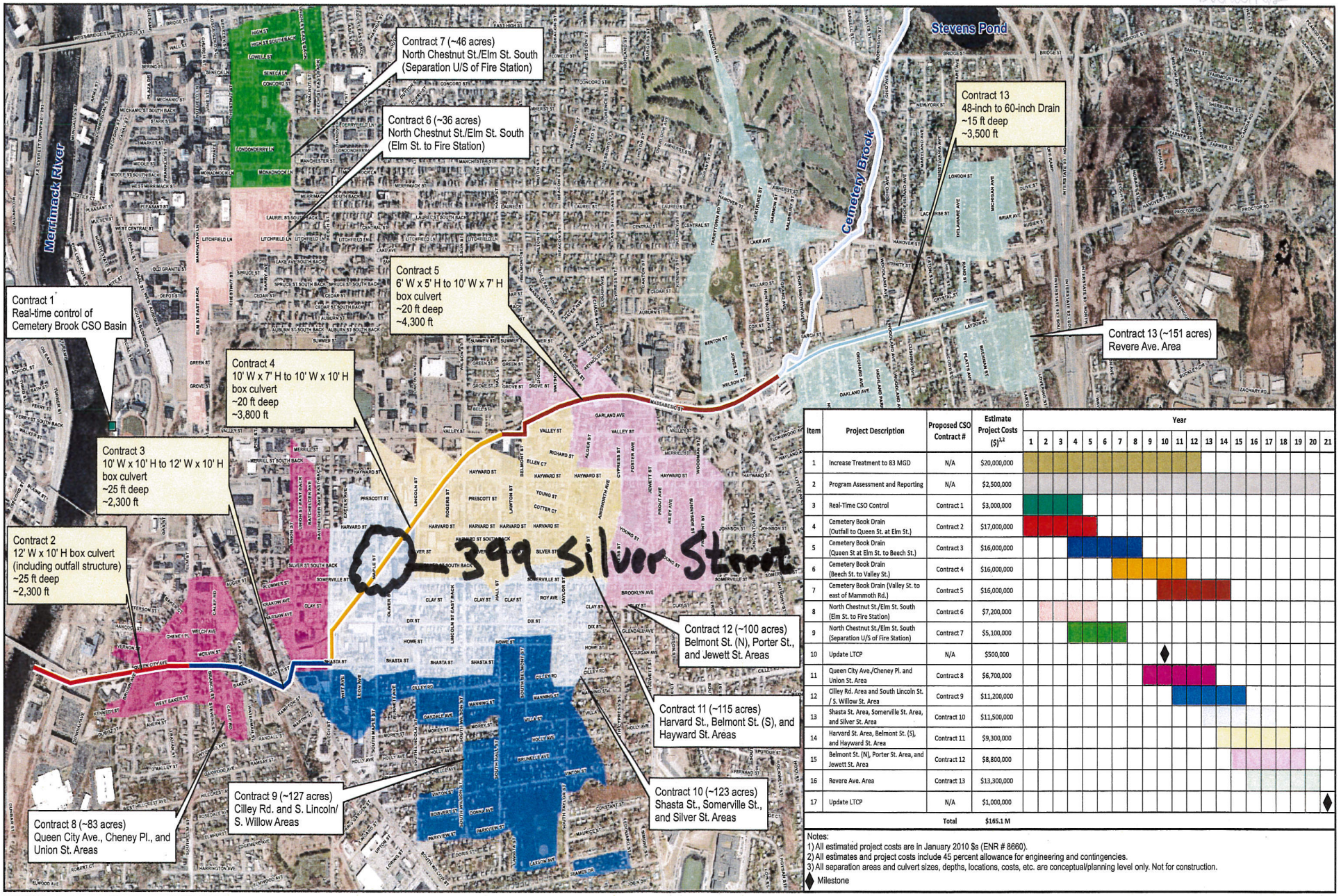
CDM

GREEN INFRASTRUCTURE
PROPOSED BIKE PATH/BOX CULVERT CROSS SECTION

CITY OF MANCHESTER, NEW HAMPSHIRE
REVISED LONG-TERM CONTROL PLAN
JUNE 2011

FIGURE NO. 3

8/16/16 Committee on Lands & Buildings



Item	Project Description	Proposed CSO Contract #	Estimate Project Costs ($)[1,2]
1	Increase Treatment to 83 MGD	N/A	$20,000,000
2	Program Assessment and Reporting	N/A	$2,500,000
3	Real-Time CSO Control	Contract 1	$3,000,000
4	Cemetery Book Drain (Outfall to Queen St. at Elm St.)	Contract 2	$17,000,000
5	Cemetery Book Drain (Queen St at Elm St. to Beech St.)	Contract 3	$16,000,000
6	Cemetery Book Drain (Beech St. to Valley St.)	Contract 4	$16,000,000
7	Cemetery Book Drain (Valley St. to east of Mammoth Rd.)	Contract 5	$16,000,000
8	North Chestnut St./Elm St. South (Elm St. to Fire Station)	Contract 6	$7,200,000
9	North Chestnut St./Elm St. South (Separation U/S of Fire Station)	Contract 7	$5,100,000
10	Update LTCP	N/A	$500,000
11	Queen City Ave./Cheney Pl. and Union St. Area	Contract 8	$6,700,000
12	Cilley Rd. Area and South Lincoln St. / S. Willow St. Area	Contract 9	$11,200,000
13	Shasta St. Area, Somerville St. Area, and Silver St. Area	Contract 10	$11,500,000
14	Harvard St. Area, Belmont St. (S), and Hayward St. Area	Contract 11	$9,300,000
15	Belmont St. (N), Porter St. Area, and Jewett St. Area	Contract 12	$8,800,000
16	Revere Ave. Area	Contract 13	$13,300,000
17	Update LTCP	N/A	$1,000,000
		Total	$165.1 M

Notes:
1) All estimated project costs are in January 2010 $s (ENR # 8660).
2) All estimates and project costs include 45 percent allowance for engineering and contingencies.
3) All separation areas and culvert sizes, depths, locations, costs, etc. are conceptual/planning level only. Not for construction.
◆ Milestone

CDM

Cemetery Brook Drainage Culvert Legend

Contract 2, Contract 4, Contract 3, Contract 5, Contract 13

Sewer Separation Areas Legend

Contract 6, Contract 9, Contract 12, Contract 7, Contract 10, Contract 13, Contract 8, Contract 11

N W E S

0 600 1,200 Feet

City of Manchester, New Hampshire
Revised Long-Term CSO Control Plan
June 2011

Proposed Phase II CSO Program
Figure No. 1

32.5

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

From: Ben Nardi
Tower Residential Realty Commercial
69 Brook Street
Manchester, NH 03104

PROPOSAL TO SELL PORTIONS OF THE ABANDONED PORTSMOUTH BRANCH RAILROAD CORRIDOR

Now comes Ben Nardi a licensed real estate broker in the State of New Hampshire and states as follows in support of this Proposal.

1. That in January of 2002 the State of New Hampshire by way of quitclaim deed transferred all of its interest in and to a portion of the abandoned Portsmouth Branch railroad corridor.

2. That the quitclaim deed states that the City of Manchester agrees to the following;

1.) The City of Manchester shall use and manage the abandoned railroad corridor as a recreational trail for use by the general public.

2.) Any future alterations by the City of Manchester to the abandoned railroad corridor shall necessitate review by the Federal Highway Administration relative to Section 106 historic review process.

3.) The City of Manchester must obtain approval from the New Hampshire Department of Transportation before selling any portion of the abandoned railroad corridor.

3. That the property is identified by the City Assessor as being Map 0473 Lot 0046 consisting of approximately 603,742 SF or 13.86 acres.

4. That this railroad corridor has been modified from its original use and form by many of the abutters of said land.

5. That many of these abutters have properly obtained Revocable License Agreements from the City for use of this land subject to the City Policy regarding Private Sector Use of the Former Portsmouth Branch Railroad Line Right of Way.

6. That I have been actively involved in dealing with the Department of Transportation Railroad Division and the Federal Historic Section 106 Review Process regarding portions of this abandoned Portsmouth Branch railroad corridor land.

7. That it has been found that portions of this corridor have been altered which does not now necessitate formal review in conformity with the 106 Review Process. An informal review is usually done and a waiver from the formal review process is granted.

8. That the Department of Transportation has given its consent to sell portions of this corridor land and are mainly concerned that its 30 ft wide transportation easement be preserved.

9. That it has been this writers experience that the private sector licensees are only using a portion of the licensed land which taken as a whole usually is of sufficient size to satisfy the transportation easement concerns of the Department of Transportation.

10. That TRR Commercial is recommending that it be retained by the City to identify all current abutters and licensees using said former railroad land and negotiate with potential purchasers for the sale of each parcel.

11. That each abutter, licensee shall be given the right to purchase said land subject to the Department of Transportations right of way and further subject the conditions as outlined in the deed to the City referred to in paragraph 2 of this proposal.

12. That all interested purchasers shall bear all costs related to said purchase.

13. That the City Assessor shall make recommendation of a current market value of said property per square foot and set a sale price for the land per square foot.

14. That recently the City Assessor set a value for similar former rail road land at $5.00 per square foot.

15. That the former railroad corridor consists of over 603,742 SF and thus a minimum return on the sale of said land assuming all is sold would generate $3,018,710.00 in revenue for the city.

16. That all property sold would now be subject to property Tax and generate tax revenue on an annual basis.

17. That TRR Commercial shall be paid a consulting fee to identify and negotiate with potential purchasers for the sale of this land. Said consulting fee to be agreed to by and between the City and TRR Commercial.

18. That any and all land identified will have to be declared surplus land by the Board of Mayor and Alderman in order to effectuate the sale of same.

19. That TRR Commercial in addition to its consulting fee shall be paid a commission equal to 10% of the purchase price for bringing about the sale of each parcel to be paid by the purchaser at closing.

Respectfully submitted
TRR Commercial

_____ Dated: June 3, 2016

Ben Nardi
Broker

CITY OF MANCHESTER

Theodore L. Gatsas
Mayor

January 17, 2017

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.) Mariana Rosas-Beer to succeed Nabil Migalli as a member of the Arts Commission term to expire December 1, 2018;

(2.) Dan Reidy to succeed Mark Roy (resignation) as a member of the Police Commission term to expire September 15, 2018;

(3.) Kevin McCue to succeed June Trisciani (term-limited) moving from an alternate to full member of the Heritage Commission term to expire July 1, 2019.

These nominations will layover to the next meeting of the Board pursuant to Rule 20 of the Board of Mayor and Aldermen.

Regards,

Ted Gatsas

Theodore L. Gatsas
Mayor

cc: Matthew Normand, City Clerk

Daniel Bérubé

Chair/Arts Commissioner

Manchester Arts Commission

DEC 12 2016

Dear Dan,

Thank you for giving me the opportunity to join the Manchester Arts Commission. I know you recently had a tremendous loss in Commissioner Migalli and I can only hope to have some degree of his vision and inspiration.

As you already know, I'm a fairly new resident of Manchester but what I lack in history I make up for in love for my new hometown and a passion for the arts. Through my work with the Latino community as a Spanish Interpreter and the national arts community as manager of Vivian Beer Studio Works, I believe I am uniquely qualified to join M|A|C and be an integral member.

There are many great craftspeople, artists, designers and creative thinkers in Manchester that establish their businesses out of their kitchen tables and garages, and operate only online; it is my wish to help bring these "Art-trepreneurs" out of the isolated online platforms and into the light (or Gaslight) of a new vibrant arts community within the city.

I hope to hear from you soon,

Mariana Rosas.

Mariana Rosas-Beer
211 Ash St. Apt 2
Manchester, NH 03104
mrosasgarcia@gmail.com
(603)858-9494

Professional Experience

Rosas Translation Services Spanish Interpreter/Translator July 2014–Current

-Independent Spanish interpreter for New Hampshire and northern Massachusetts. Relevant to medical consultations and legal/insurance.
-Associate member of American Translators Association

Vivian Beer Studio Works Studio Manager September 2013–

Current

-Social Media Coordinator. New product launch campaign, news and events.
-Studio Assistant. Site visits, material managing, shipping and logistics.

SeaWorld San Diego Sales Coordinator June 2009 – September 2013

-Monthly account attendance analysis and ticket product performance reviews for senior management. SAP Business Intelligence
-Project lead for new annual consumer event that includes live concerts and in-park festivals, coordinated talent meet-and-greet, on-site interpreting and interviews for radio remote broadcasts
-Transportation and logistics for Mexico sales mission showcasing exotic animals and in-studio visits to Televisa stations
-Ongoing update and review of Spanish translations in ticket kiosks in cooperation with the IT department
-On-site interpreter, translator for Advertising, Media and Brand team during in-park and on-location film shoot
-FAM Tour coordinator for international corporate visitors and travel industry leaders

SeaWorld San Diego Administrative Assistant December 2007 – June 2009

-Part of the strategic action team to work in conjunction with Sesame Workshop for new attraction opening
-Reporting Task Force for the improvement of admission and revenue reporting, ticket cancellation and
fulfillment
-Created and translated into Spanish sales materials and informational pieces for international partners and promotions in cooperation with the Advertising, Media and Brand team
-Internal expense and budget monitoring for all Group Sales disciplines

SeaWorld San Diego Staff Assistant August 2006 –

December 2007

-Trade show coordination for sales managers in local and nearby markets
-Ticket order process improvement for Business Sales and Travel Industry
-Event lead during planning, logistics, fulfillment and recap for in-park VIP events

Education

Universidad Autónoma de Baja California August 2001 – May 2005

Studies in International Relations and Conflict Resolution

Southern New Hampshire University Expected in 2018

BS in Marketing

Commission Name: Arts Commission

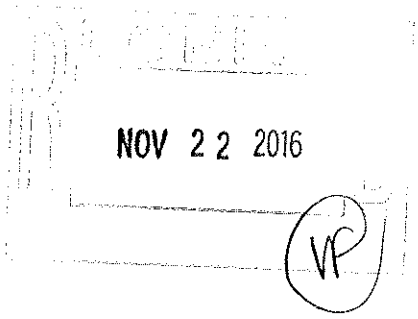
Name: Mariana Rosas-Beer

Address: 211 Ash St. Apt. 2 ward 2
Manchester, NH 03104

Phone: (603) 858-9494

E-mail: MRosasgarcia@gmail.com

Department Head: Dan Berube / Matt Normand



City of Manchester

Mayor's Office

One City Hall Plaza

Manchester, NH 03101

November 22, 2016

Dear Mayor Gatsas,

I am writing to express my interest in the Police Commission of our City.

As a native of Manchester, I've recently moved back to my child hood home on the West Side and noticed some recent press on two openings for the Police Commission. I think you'll see by my resume I've spent many years working in the city, and continue to do so in my current capacity for the University of NH Cooperative Extension.

While I'd say, I've not thought of serving in such capacity in the past, knowing the chief since his early days as a bike patrol officer in the center city, and having also been in the same Chamber of Commerce Leadership class as his Deputy Chief, as well as having extended family members in law enforcement, I hold the duties of police in the highest regard.

You'll see by my enclosed resume I have a long history of public and community service in Manchester, Goffstown and regionally as well.

I'm glad to be back in my home town, and look forward to discussing my interest, should it match your needs.

Respectfully submitted,

Dan Reidy

Dan Reidy

36 Fenton Street

860-3721

Daniel F. Reidy

36 Fenton Street
Manchester, NH 03102
(603) 860-3721
dan.reidy@unh.edu

Experience

County Relations Manager — University of NH, Cooperative Extension
March, 2015 – Present

- Facilitate the development and implementation of county and regional public affairs and government relations activities in coordination with Extension county office managers, county councils and the Extension administrative team.

County Office Administrator — University of NH, Cooperative Extension
October, 1998 - Present — Hillsborough County, New Hampshire
June, 2014 – Present — Rockingham County, New Hampshire

- Secure funding of about .75 million dollars annually through county government appropriations.
- Hire, manage, evaluate and support six administrative support staff, and manage two offices of 18 professional staff.
- Plan and conduct monthly county staff and county Advisory Council meetings, keeping staff and council informed on all significant issues.
- Develop & maintain strong relations with County Commissioners, Delegation, Executive Committee, and Department Heads, keeping them informed of Extension Programs in both Counties.
- Prepare and/or coordinate periodic and annual reports to County Commissioners, the Advisory Council, and Cooperative Extension administration as appropriate.
- Provided leadership in the planning and coordination of special events such as County Conversations with the University President and leaders in County Government.

Field Specialist, — University of NH, Cooperative Extension
Community & Economic Development — Hillsborough County, New Hampshire
February1997 - present

- Develop, with Hillsborough County leaders a Design Charrette for the County Farm in Goffstown, facilitating the process and producing a 45-page full color guiding document for County Government.
- Served as lead advisor to a youth led Rally Around Manchester designed to raise awareness of youth issues, and attended by more than 100 young people representing more than 20 schools in the Greater Manchester area.
- Provide leadership in drafting with local stakeholders, as well as site management of a five year *Children, Youth and Families At Risk (CYFAR)* grant of about $235,000.
- As Team Leader, and in cooperation with staff in Hillsborough county and partners in the Citizen Planner Initiative, we secured a $6,000 Outreach Scholars Grant to support the design of a training curriculum for local community leaders.
- Provide leadership and or coordination for about 30 civic engagement programs in Hillsborough County and across NH, including Community Profiles, Master Plan Updates, Recreation, and Library forums.

Outreach Center Director — Rockingham Community Action
1996 — Portsmouth, NH

- Managed, plan, implement, monitor and evaluate all operations conducted through the Outreach Center.
- Implement, with staff participation, improved client intake, data collection and management systems that improved client services and improved staff morale.

Executive Director — Manchester Area Housing Trust, Inc.
1995 — Manchester, NH

- Managed the day to day operations of this small non-profit housing developer.
- Guided an internal assessment process that concluded with an orderly transition and suspension of development activities for the Trust.

Home Ownership Coordinator & — Manchester Neighborhood Housing Services
Development Coordinator — & Neighborhood Reinvestment Corporation
1991-1994 — Manchester, NH

- Conceived (with volunteers), developed, implemented and managed the *Home Ownership Works Center* providing home ownership curriculum, enhanced with support from UNH Cooperative Extension and Credit Bureau Services of NH.
- Mortgage loan origination, processing, underwriting and management.
- Conceived and implemented the Adopt-a-Block neighborhood clean-up program, and supported a successful neighborhood effort that brought mountain bike patrols to Manchester, closed two troublesome neighborhood bars and implemented with support from elected officials a municipal bar ordinance.

Real Estate Salesman & Broker — **Riley Enterprises**
1986-2000 — **Lewis Realty**
Daniel F. Reidy, Buyer Broker

- Residential and commercial real estate sales and brokerage

Management Coordinator — **Manchester Housing Authority**
Administrative Coordinator — **Manchester, NH**
Social Services Coordinator
1977 - 1986

- Co-managed 1200 units of public housing supported by a maintenance and clerical staff of twenty.
- Monitor numerous projects for federal compliance.

Education

Master of Education - 1977 — Plymouth State College, Plymouth, NH

Bachelor of Science - 1976 — Plymouth State College, Plymouth, NH

Continuing Education & In- Service Programs

- Strengthening NH Communities Institute: Community Development, New Trends in Theory & Practice (1997)
- SNHC Institute: Getting the Help Your Community Needs (1997)
- Public Policy Institute: Building Communities Through Deliberation (2000)
- Building Communities from the Grassroots (2000)
- How to Work With The Media (2001)
- Issues Framing Workshop (2001)
- Facilitation Training (2001-2002)
- Web Tools for Socio-economic Analysis (2002)
- Excelling As A First Time Manager (2002)
- Ensuring Successful Work Teams (2004)
- Dollars & Sense of Saving Special Places (2004)
- NH Conservation Conference, Landscape & People (2004)
- Project Design & Evaluation (2004)
- Revenue Generation (2004)
- Developing & Evaluating Outcome Based Education Programs (2004)
- Enhancing Communication Thru Web Based Technologies (2006)
- Annual Children, Youth and Families At Risk Conference (2004 - 2008)

Professional & Civic

- Goffstown Zoning Board of Adjustment (1988-1990)
- UNH Task Force on Extension's Presence at UNH Manchester (1998)
- Goffstown Main Street Program Board of Directors (2000-2001)
- Committee to Revue UNH CE Administrative Structure (2002)
- Strengthening NH Communities Team (2002-06)
- Supervising @ UNH (2006)
- Community Profiles Implementation Team (2004-7)
- Civic Engagement & Leadership Team (2006-07)
- Community Asset Team, Main Street Program (2006-08)
- Goffstown Rail Trail Committee (2006-10)
- NH DOT, Community Technical Assistance Steering Committee (2006-08)
- Goffstown Economic Development Council, (2007-10) (Chair 2010)
- Goffstown Ethics Policy Study Committee, Chair (2007)
- John Stark Regional Byway Council, (2008-10) (Chair 2009-10)
- Southern NH Planning Commission, Regional Economic Development Council (2010)
- Goffstown Historical Society, Curator (2012-2015)
- Leadership Greater Manchester, Class of 2013

Commission Name: Police Commission

Name: Daniel Reidy

Address: 36 Fenton Street Ward 10
Manchester, NH 03102

Phone: (603) 860-3721

E-mail: dan.reidy@unh.edu

Department Head: Kim Demers

Kevin A. McCue

60 Gurtner Street Manchester NH 03104
mccutest@gmail.com
603-674-6596

Highlights

- Certified
  - O.S.H.A Regulations
  - Hazardous Material Trainer
  - Level IV Solid Waste Facility Manager/Operator
  - Forklift Trainer
  - Heart Saver First Aid
- Licensed
  - Public Weighmaster
  - Justice of the Peace

Software Experience

MS Word — MS Excel
MS Power Point — MS Outlook
G-mail — G-docs
Windows Mail

Education

University of Scranton, Scranton, PA
Candidate for M.B.A.
Northeastern University, Boston, MA
Bachelor of Science

Activities & Interests

Currently serve on the Manchester Planning Board
Past served as Chairman of both the Manchester Zoning and Planning Boards

Member of the N.H.M.T.A. Worker's Compensation Trust Committee and Safety Board

Served as Chairman of the Manchester Master Plan Steering Committee

Served as a member of the Southern N.H. Planning Commission

Served on the N.H. Real Estate Appraisal Board

Coached for North Little League
Instructional and Minors
Volunteer chaperon Cub Scout Pack 104
Volunteer chaperon Smyth Road School
Coached Youngsville Baseball
Co-Chairman St. Catherine's Holiday Fair
Guest Writer for Hippo Press

Professional Experience

Director of Safety and Compliance/Director of Warehouse and Re-Load Facilities

2010 – 2014 WTG/Atlantic Distribution Services Exeter NH

Design, promote and maintain a proactive safety culture. Maintain all required compliance programs including Federal and State D.O.T., O.S.H.A. and Worker's Compensation. Driver recruitment and hiring. Chair of Safety Committee.

Multimodal coordination of warehouse services for both rail and truck. Oversee the daily operations of three facilities along with developing new business while maintaining operational budgets.

Logistics Manager

2008 - 2010 American BioMass Corp. Goffstown NH

Coordinate all transportation and warehousing services including pricing, inventory control, wholesale deliveries and all supply chain requirements. Local Facility Manager, Chair of Safety and Labor Management Oversight Committees.

Site Manager

2007 - 2008 Bestway Disposal Belmont NH

Complete responsibility for company operation including P&L, operation revenues in excess of $5,000,000 a year, human resource functions, sales, facility and equipment maintenance, safety, transfer station operation, risk management and equipment purchases.

Division Manager

2000 – 2007 WTG/Atlantic Distribution Services Exeter NH

Total responsibility for company distribution operation including all human resource functions, sales, trucking, household goods and warehousing, facility and equipment maintenance, safety, risk management and equipment purchases.

Location Manager

1997 – 2000 Furst-McNess Company Merrimack NH

Sole responsibility for company distribution operation including all human resource functions, sales, dispatch, maintenance, safety and risk management in a union environment.

Director of Operations/Safety Management

1996 – 1997 Cargo Transport, Inc. Billerica MA

Responsible for operations, safety and risk management, driver recruitment, training and discipline.

Commission Name: Heritage Commission

Name: Kevin McCue Ward 1

Address: 60 Gurtner St.
Manchester, NH 03104

Phone: 674-0596

E-mail: Mccutest@gmail.com

Department Head: Jonathan Golden

CITY OF MANCHESTER

Theodore L. Gatsas
Mayor

January 31, 2017

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

Re: City Hall Renovation Project

Dear Honorable Board of Aldermen,

Attached for your consideration is a request from City Clerk Matthew Normand for funding to complete the City Hall renovation project. After review of the project status and the remaining needs to complete City Hall East I am in full support of this request and I hope you will look favorably upon it.

Regards,

Ted Gatsas

Theodore L. Gatsas
Mayor

Enclosure(s)

Matthew Normand
City Clerk

Heather Freeman
Assistant City Clerk

JoAnn Ferruolo
Assistant City Clerk

CITY OF MANCHESTER

Office of the City Clerk

MEMORANDUM

TO: Mayor Gatsas

FROM: Matthew Normand, City Clerk
Tim Clougherty, Deputy Public Works Director

CC: William Sanders, Finance Director

DATE: January 30, 2017

RE: City Hall Renovation Project

Phase 2 of the City Hall renovation project concluded on Friday, January 27th. We have completed external building envelope issues including the repair and repainting of casings and trim work for ninety-six (96) windows, repaired and reseated the granite steps at the main entrance, and selected the contractor and committed the funds to repair the main roof this spring. Internally, we engaged local planning professionals to create a comprehensive design and construction plan allowing us to complete the majority of the customer-facing areas.

The common corridors and grand staircase on all four levels have been completed, a new mayor's office and customer-friendly lobby in the Clerk's Office as well as each of the eight public and staff bathrooms and conference rooms have all been renovated. Space renovations include repairing structural issues, installing new flooring, upgrading to efficient LED lighting and controls, millwork, improved way-finding signage and paint finishes. To date, we have spent or encumbered approximately $750,000 over the past three fiscal years.

The balance of the project in the City Hall building entails completing the Aldermanic Chambers and adjoining suite, Finance, MEDO, the remainder of the City Clerk's Office and selective furnishings for these spaces. We have been able to identify and select thirty percent (30%) of the existing furnishings to be redistributed and reused. We believe that an additional appropriation of $500,000 in the form of a bond will complete this building in its entirety and provide the comprehensive design and construction proposal for the City Hall annex for final phases. The Finance Director has agreed with this as a suitable funding mechanism.

A proposed 10-yr bond resolution has been attached for your consideration and approval.

City of Manchester
New Hampshire

In the year Two Thousand and Seventeen

A RESOLUTION

"Authorizing Bonds, Notes or Lease Purchases in the amount of Five Hundred Thousand Dollars ($500,000) for the 2017 CIP 811017 City Hall Renovations."

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

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Five Hundred Thousand Dollars ($500,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2017 CIP 811017 – City Hall Renovations	$500,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life not to exceed 10 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester
New Hampshire

In the year Two Thousand and Seventeen

A RESOLUTION

"Authorizing Bonds, Notes or Lease Purchases in the amount of Five Hundred Thousand Dollars ($500,000) for the 2017 CIP 811017 City Hall Renovations."

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

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

City of Manchester
New Hampshire

In the year Two Thousand and Seventeen

A Resolution

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Five Hundred Thousand Dollars ($500,000) for the FY 2017 CIP 811017 City Hall Renovations."

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

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

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

WHEREAS, the Board of Mayor and Aldermen wishes to allocate funding for the continued renovations occurring at City Hall;

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

By increasing:

2017 CIP 811017 – City Hall Renovations- $500,000 Bond

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

CIP BUDGET AUTHORIZATION

CIP#:	811017	Project Year:	2017	CIP Resolution:	5/17/2016
Title:	City Hall Renovations			Amending Resolution:	2/7/2017
Administering Department	City Clerk			Revision:	#2

Project Description:	Renovations to possibly include the following improvements to City Hall: various replacement flooring; various interior painting, ceilings, LED lighting and design and construction proposal for City Hall Annex

Federal Grants	Federal Grant:		**Environmental**	Review Required:	No
	Grant Executed:			Completed:	

Critical Events

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

Line Item Budget

	CASH	BOND		TOTAL
Salaries and Wage	$0.00	$0.00	$0.00	$0.00
Fringes	$0.00	$0.00	$0.00	$0.00
Design/Engineering	$0.00	$0.00	$0.00	$0.00
Planning	$0.00	$0.00	$0.00	$0.00
Consultant Fees	$0.00	$0.00	$0.00	$0.00
Construction Admin	$0.00	$0.00	$0.00	$0.00
Land Acquisition	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Overhead	$0.00	$0.00	$0.00	$0.00
Construction Contracts	$0.00	$0.00	$0.00	$0.00
Other	$321,036.00	$500,000.00	$0.00	$821,036.00
TOTAL	**$321,036.00**	**$500,000.00**	**$0.00**	**$821,036.00**

Revisions:	#1 - Transfers $20,000 Cash to CIP Project# 811217
	#2 - Increases budget by $500,000 Bond.

Comments:

Planning Department/Startup Form - 03/31/16

$821,036.00

AA Affiliate of the
Toronto Blue Jays

January 18, 2017

RECEIVED
JAN 18 2017
CITY CLERK'S OFFICE

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

Dear Mr. Normand,

As the attached documentation indicates, the New Hampshire Fisher Cats intend to make a significant capital improvement to Northeast Delta Dental Stadium on the Plaza area at the top of the main stairs by the Hood Milk Bottle, as well as to the concrete Patio area in front of the Sam Adams Bar and Grill. These improvements have an anticipated cost of $951,700.00, all of which will be borne entirely by NH Triple Play, LLC.

Keeping in line with recent capital improvement projects the Fisher Cats have previously made to the Stadium, (the Sam Adams Bar and Grill and the LED sign on the LF Wall), the above work seeks to continue to maintain the state-of-the art-status of the facility, as well as continue to provide a top notch experience for our fans.

As a courtesy, The Team would like to offer the Special Committee on Riverfront Activities and Baseball an opportunity to review and approve the proposed project before we proceed with the work. Please advise as to any questions regarding the project.

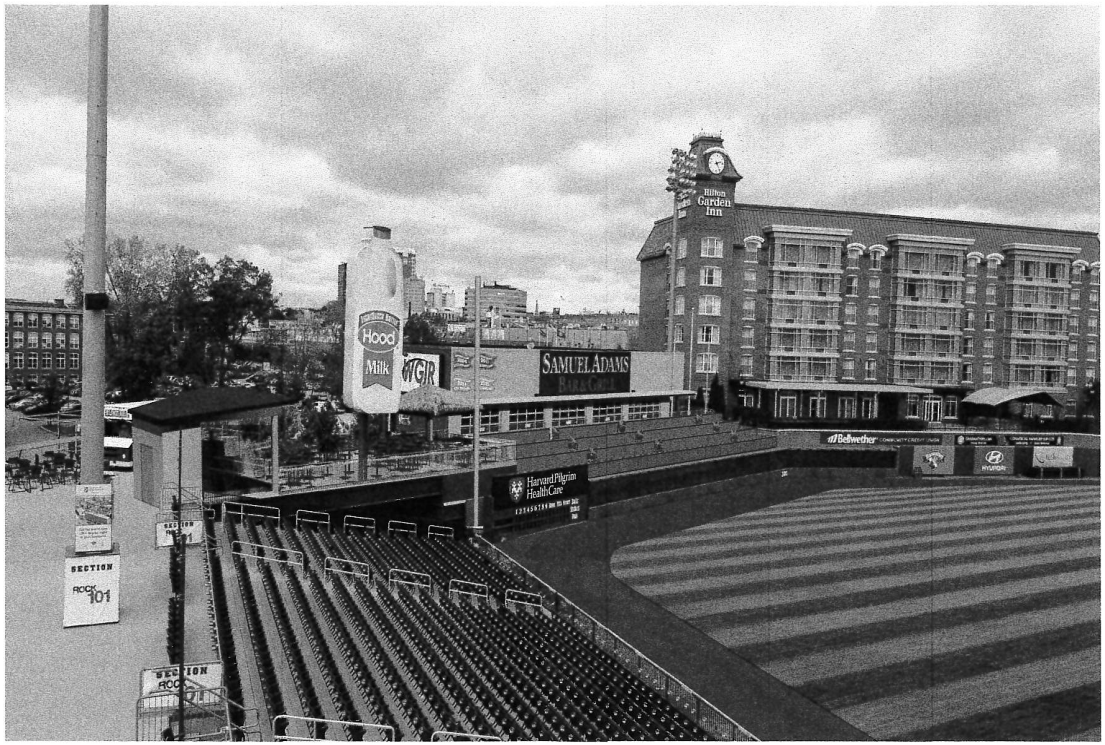
Sincerely Yours,

Michael Ramshaw
President
New Hampshire Fisher Cats

NORTHEAST DELTA DENTAL STADIUM
One Line Drive • Manchester, NH 03101 • Tel: (603) 641-2005 • Fax: (603) 641-2055 • www.NHFisherCats.com

NH FISHER CATS

ONE LINE DRIVE
MANCHESTER, NH 03101



OWNER:	GENERAL CONTRACTOR:	CIVIL ENGINEER:	ARCHITECT:	STRUCTURAL ENGINEER:	MEP/FP ENGINEER:
ONE LINE DRIVE MANCHESTER, NH 03101	5 TECH CIRCLE AMHERST, NH 03031 PH: 603.673.3200	ADDRESS	104 CONGRESS ST. STE 203 PORTSMOUTH, NH 03801 PH: 603.501.0202 www.marketsquarearchitects.com	424 FORE STREET PORTLAND, ME 04101 PH: 207.842.2800	ADDRESS

PERMIT SET

DECEMBER 01, 2016

© 2016 Market Square Architects

11/29/2016 12:30:21 PM

NOT FOR CONSTRUCTION

NH FISHER CATS

ONE LINE DRIVE
MANCHESTER, NH 03101

MARKET SQUARE ARCHITECTS

Revisions:
Description Date

Scale: 1/8" = 1'-0"
Drawn By: SNH
Checked By: ALW
Project No.: 2016026
Date: OCTOBER 25, 2016

Title: FLOOR PLANS

A1.00

©2016 Market Square Architects
11/29/2016 12:30:11 PM

3 DETAIL AT PLANTER, TYP.
1 1/2" = 1'-0"

2 ELEVATION- ACCORDIAN DOOR
1/4" = 1'-0"

1 CONCOURSE PLAN
1/4" = 1'-0"

MARKET SQUARE ARCHITECTS

NOT FOR CONSTRUCTION

NH FISHER CATS

ONE LINE DRIVE
MANCHESTER, NH 03101

Revisions:
Description Date

Scale: As indicated
Drawn By: Author
Checked By: Checker
Project No.: 20160126
Date: 10/21/16

Title: FLOOR PLAN

A1.01

© 2016 Market Square Architects
11/29/2016 12:30:12 PM

MARKET SQUARE ARCHITECTS

NOT FOR CONSTRUCTION

NH FISHER CATS

ONE LINE DRIVE
MANCHESTER, NH 03101

Revisions:		
#	Description	Date

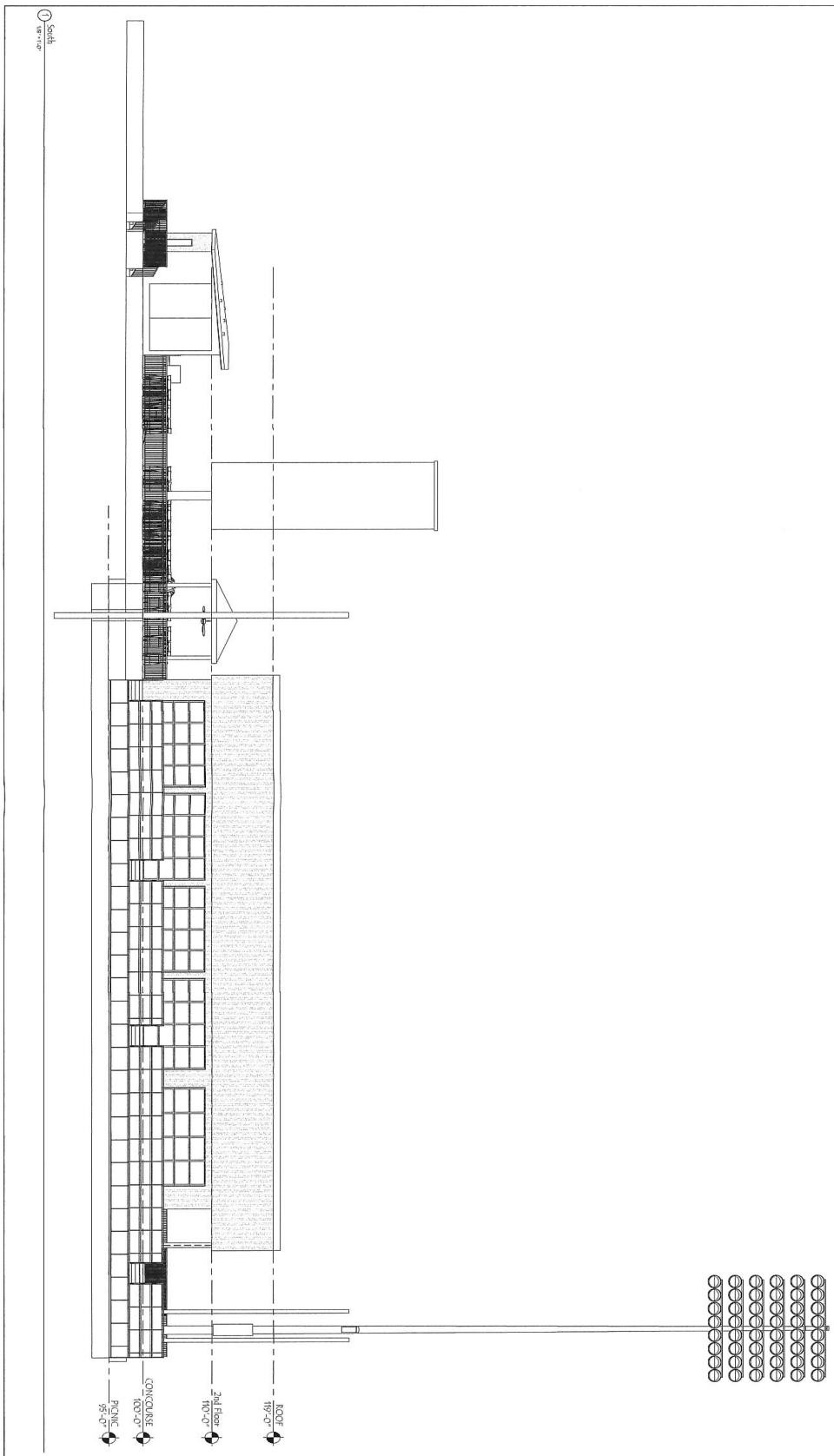
Scale:	As indicated
Drawn By:	Author
Checked By:	Checker
Project No.:	2016026
Date:	10/21/16

Title: FLOOR PLAN

A1.02

© 2016 Market Square Architects

11/29/2016 12:30:14 PM



Title: BUILDING ELEVATIONS A2.00	Scale: 1/8" = 1'-0" Drawn By: Author Checked By: Checker Project No.: 2016026 Date: MARCH 28, 2016	Revisions: # Description Date	NH FISHER CATS ONE LINE DRIVE MANCHESTER, NH 03101	NOT FOR CONSTRUCTION	MARKET SQUARE ARCHITECTS

© 2016 Market Square Architects 11/29/2016 12:30:17 PM

1 SECTION AT TIERED SEATING
3/4" = 1'-0"

NOT FOR CONSTRUCTION

MARKET SQUARE ARCHITECTS

NH FISHER CATS

ONE LINE DRIVE
MANCHESTER, NH 03101

Revisions:	
#	Description Date

Scale:	3/4" = 1'-0"
Drawn By:	SNH
Checked By:	AW
Project No.:	2016026
Date:	MARCH 28, 2016

Title: SECTIONS

A3.00

© 2016 Market Square Architects

11/29/2016 12:30:18 PM

4 SECTION AT TIKI HUT
1/2" = 1'-0"

2 REFLECTED CEILING PLAN- TIKI HUT
1/2" = 1'-0"

3 ROOF PLAN- TIKI HUT
1/2" = 1'-0"

1 ENLARGED TIKI BAR
1/2" = 1'-0"

6 DETAIL AT REMOVABLE FOOT RAIL
11/2" = 1'-0"

5 DETAIL AT TIKI HUT POST
1" = 1'-0"

MARKET SQUARE ARCHITECTS

NOT FOR CONSTRUCTION

NH FISHER CATS

ONE LINE DRIVE
MANCHESTER, NH 03101

Revisions:
Description Date

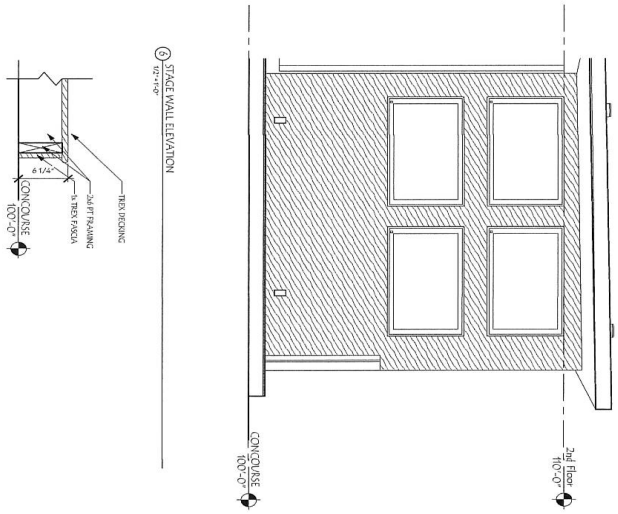
Scale: As indicated
Drawn By: Author
Checked By: Checker
Project No.: 2016026
Date: MARCH 28, 2016

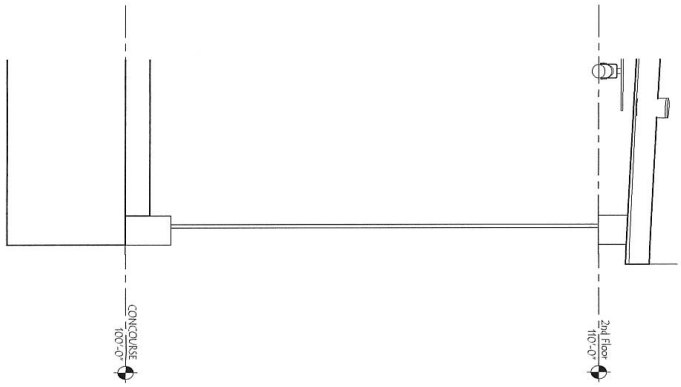
Title: ENLARGED FLOOR PLANS

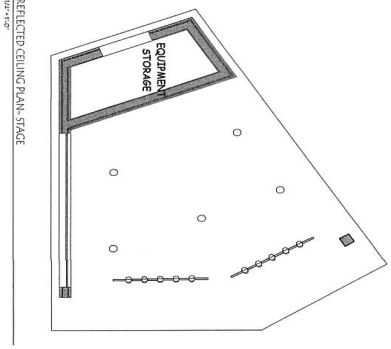
A4.00

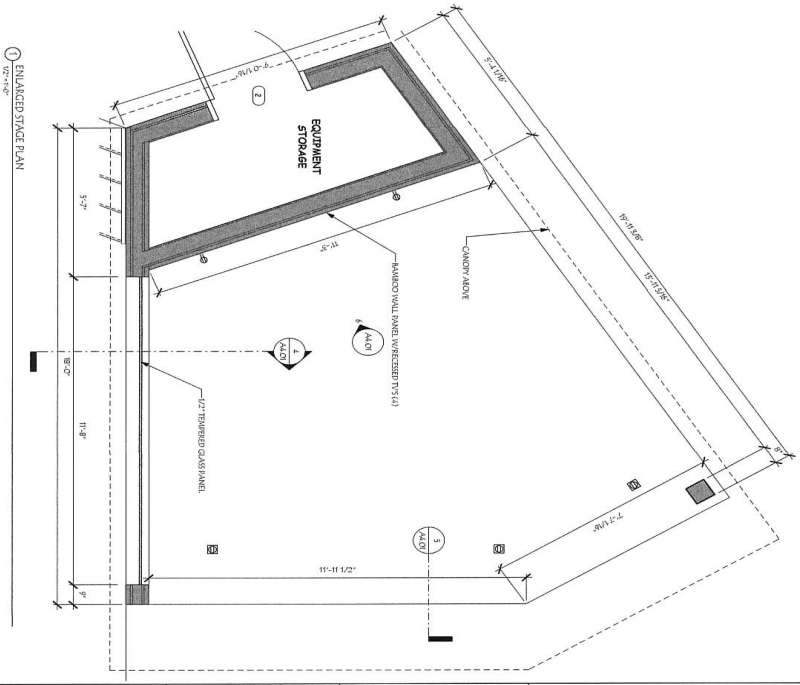
© 2016 Market Square Architects

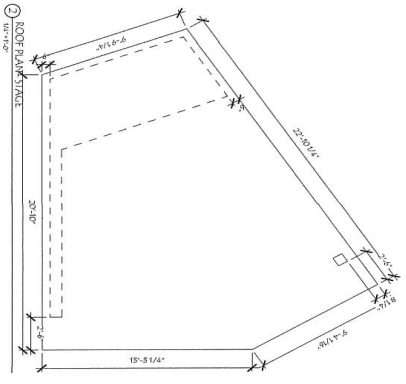
11/29/2016 12:30:20 PM











Title: ENLARGED FLOOR PLANS	Scale: As indicated Drawn By: Author Checked By: Checker Project No.: 2016026 Date: 10/21/16	Revisions: # Description Date	NH FISHER CATS ONE LINE DRIVE MANCHESTER, NH 03101	NOT FOR CONSTRUCTION
A4.01				MARKET SQUARE ARCHITECTS

© 2016 Market Square Architects 11/29/2016 12:30:20 PM

AGREEMENT

BETWEEN THE

MANCHESTER
BOARD OF SCHOOL COMMITTEE

AND THE

ASSOCIATION of
MANCHESTER PRINCIPALS
Affiliated with Teamsters Local 633 of NH

ON BEHALF OF PRINCIPALS AND
ASSISTANT PRINCIPALS

~~2013 – 2015~~
2016 - 2019

At the January 9, 2017 Board of School Committee meeting, on motion of Committee Member Avard, duly seconded by Committee Member Terrio, it was voted to approve the agreement.

Clerk of the Board of School Committee

TABLE OF CONTENTS

PREAMBLE
ARTICLE ONE RECOGNITION
ARTICLE TWO NEGOTIATIONS PROCEDURE
ARTICLE THREE STRIKES, SANCTIONS, RESIGNATIONS AND LOCKOUTS
ARTICLE FOUR MANAGEMENT CLAUSE
ARTICLE FIVE SALARIES
ARTICLE SIX INSURANCE
ARTICLE SEVEN PROFESSIONAL DEVELOPMENT
ARTICLE EIGHT RETIREMENT SUPPLEMENT
ARTICLE NINE EMPLOYMENT
ARTICLE TEN ASSIGNMENT
ARTICLE ELEVEN INDIVIDUAL CONTRACTS
ARTICLE TWELVE INVOLUNTARY TRANSFER
ARTICLE THIRTEEN VACANCIES AND PROMOTIONS
ARTICLE FOURTEEN EVALUATION
ARTICLE FIFTEEN PERSONAL AND ACADEMIC FREEDOM
ARTICLE SIXTEEN ASSOCIATION PRIVILEGES
ARTICLE SEVENTEEN DUES DEDUCTION
ARTICLE EIGHTEEN SICK LEAVE AND LONG TERM DISABILITY
ARTICLE NINETEEN TEMPORARY LEAVES OF ABSENCE
ARTICLE TWENTY EXTENDED LEAVES OF ABSENCE
ARTICLE TWENTY-ONE SABBATICAL LEAVE
ARTICLE TWENTY-TWO GRIEVANCE PROCEDURE
ARTICLE TWENTY-THREE GENERAL
ARTICLE TWENTY-FOUR DURATION
APPENDIX A SALARY SCHEDULE ~~2013- 2014~~ 2016 - 2017
APPENDIX B LONG TERM DISABILITY INCOME PLAN
APPENDIX C INDIVIDUAL CONTRACTS
APPENDIX D LUMENOS REGIONAL HIGH DEDUCTIBLE HEALTH SAVING ACCOUNT
APPENDIX D LUMENOS NATIONAL HIGH DEDUCTIBLE HEALTH SAVING ACCOUNT
APPENDIX D BLUE CROSS/BLUE SHIELD HMO ACCESS BLUE NEW ENGLAND
APPENDIX D BLUE CROSS/BLUE SHIELD POS BLUE CHOICE NEW ENGLAND
APPENDIX D DELTA DENTAL

PREAMBLE

The Manchester Board of School Committee and the Association of Manchester Principals affiliated with Teamsters (Local 633) recognize that the development of a quality educational program for the children attending the public schools of Manchester is a joint responsibility that can be best achieved by agreement that all parties work toward common goals. The Manchester Board of School Committee and the Association enter into this Agreement with mutual dedication, recognizing that the experience, creativity and judgment of all parties are necessary to reach the educational needs of the community. The parties agree that this Preamble shall not be subject to any grievance or arbitration provisions hereinafter set forth.

The Manchester Board of School Committee (referred to hereinafter as the "Board") and the Association of Manchester Principals (referred to hereinafter as the "Association") agree as follows:

ARTICLE ONE
RECOGNITION

The Board hereby recognizes the Association as the exclusive bargaining representative pursuant to provisions of New Hampshire RSA 273-A for all Secondary School Principals, Assistant Secondary School Principals, Middle School Principals, Assistant Middle School Principals, Elementary School Principals, and full-time Elementary School Assistant Principals of the Manchester School District, hereinafter referred to as "bargaining unit members". Excluded from recognition or coverage under this Agreement are the Superintendent, Assistant Superintendents, all administrative personnel, temporary help, attendance officers, social workers, all full-time workers on general projects and all other job classifications and employees of the Manchester School District, SAU No. 37. It is specifically agreed by the parties hereto that the terms of this Agreement shall apply only to those bargaining unit members in the job classifications set forth in the first sentence of this Article. Unless otherwise indicated, references to males include females.

ARTICLE TWO
NEGOTIATIONS PROCEDURE

A. The parties agree, in the interest of good faith effort to reach agreement, to negotiate on wages, hours and conditions of employment, other than those managerial policies referred to in RSA 273-A:I,XI, which are the exclusive prerogative of the Board.

B. On or before ~~December 1 of the year~~ **January 31** preceding the expiration date of this Agreement, either party may notify the other party of its intent to negotiate the terms of a successor agreement. By ~~February~~ **March** 15 of the year of the expiration date of the contract, the parties shall meet to begin the collective bargaining process.

C. The Board will, upon written request of the Association, within a reasonable period of time, make available to the Association such information as may be allowed by law, which is necessary for negotiations and the resolution of grievances.

D. Any agreement reached which requires the expenditure of additional public funds for its implementation shall not be binding upon the Board unless, and until, the necessary appropriations have been made by the Board of Mayor and Aldermen.

E. Disagreements over interpretations and applications of this Article shall be resolved either by arbitration, the PELRB or a court of competent jurisdiction. Use of one forum precludes use of the others by the party which makes the initial choice. Either party to this Agreement may exercise any right of appeal to a forum of competent jurisdiction.

ARTICLE THREE
STRIKES, SANCTIONS, RESIGNATIONS AND LOCKOUTS

The Board and the Association desire uninterrupted services and, therefore, it is agreed that during the term of this Agreement hiatus, the Board shall not cause or sponsor any lockout, and the Association shall not cause, sponsor, encourage or condone any strikes, sanctions, wholesale resignations, job actions or any curtailment or interruption of the operations of the Manchester School District. Both parties agree that they will immediately disavow any such activity. If, at the expiration of the Agreement, the Board and the Association have not reached agreement on a Master Agreement for the following school year, the Association may engage in any activity which is not unlawful in the State of New Hampshire.

ARTICLE FOUR
MANAGEMENT CLAUSE

The Association agrees that, except as specifically abridged or limited by the provisions of this Agreement or any agreement that may hereafter be made, all of the rights, powers and authority of the Board and its agents to manage, direct or supervise all of the operations of the Manchester School District and its employees in all its phases and details shall be retained by the Board and its agents and the exercise of any such right as set forth in this Article shall not be subject to the grievance or arbitration provisions of this Agreement.

The parties agree that neither the Board nor the Superintendent may lawfully delegate powers, discretions and authority which by law are vested in them.

ARTICLE FIVE
SALARIES

A. ~~For the 2013-2014 work year, employees will receive a 2.17% percent wage increase in lieu of all other salary increases.~~

For the 2016-2017 contract year, employees will receive a wage increase equal to the c.p.i. tax cap percentage as calculated by the Finance Officer of the City of Manchester prorated from October 1, 2016 in lieu of all other salary increases. For the ~~2014-2015~~ **2017-2018** work year, and any additional work year covered by this Agreement, employees will receive a wage increase equal to the c.p.i. tax cap percentage ~~utilized by~~ **as calculated by the Finance Officer of** the City of Manchester **for that fiscal year** in lieu of all other salary increases. **Any such tax cap increase shall not include any tax cap override designated for a specific purpose.**

Effective in 2017-2018 work year all employees who have been employed in their position for one full calendar year or more shall receive a one time salary adjustment equal to their number of years employed as a member of this bargaining unit times $100. In addition, eligible employees shall receive a one-time longevity wage adjustment of $150 after ten (10) years of service to the District as a member of this bargaining unit.

Effective July 1, 2017, the salary for all newly hired employees in this bargaining unit shall be calculated as the difference of the 2016-2017 veteran employee salary minus $10,000 for each of the salary scale cells. For the 2018-2019 work year, and any additional work year covered by this Agreement, the starting salary for all newly hired individuals shall increase by an amount equal to ½ of the c.p.i. tax cap percentage as calculated by the Finance Officer of the City Of Manchester for that fiscal year in lieu of any other increases.

(See ~~2013-2014~~ wage schedule attached as Appendix A.)

~~It is agreed that if any other group of District employees receives a salary benefit during the term of this Agreement, it shall be offered to the members of this bargaining unit on the same basis as it is given to the other employee group(s) that negotiated a successor 2013-2015 collective bargaining agreement.~~

B. All bargaining unit members shall be paid in twenty-six (26) equal installments each fiscal year beginning with the second Thursday in July.

C. Bargaining unit members who may be required to use their own automobile in the performance of their duties shall be reimbursed at the IRS rate for all driving done by them outside the Manchester City limits. The distance shall be computed by the Superintendent or the Superintendent's designee.

D. A bargaining unit member, who serves in another administrative capacity, for twenty (20) consecutive days or more, shall receive the base salary for that capacity, providing that the base salary for that capacity is higher.

E. Bargaining unit members, qualifying for a salary adjustment because of the attainment of additional college credit, shall be paid on the new scale effective July 1st of each year, and will have until that date to submit documentation of completion of courses. Bargaining unit members, qualifying for a higher scale at the close of the fall or winter semester, will be paid on that scale effective February 1st each year and will have until that date to submit documentation.

~~F. It is agreed that the Association and the Board will enter into discussions relative to the concept of compensation based on performance. These discussions will take place during the 2013-2014 school year between no fewer than three representatives of the Board and three representatives of the Association. The results of these discussions shall be reported to the Board and to the Association on or before June 30, 2014.~~

ARTICLE SIX
INSURANCE

A. The School District will pay eighty-five (85%) percent of the following District HSA health plans.

1. Lumenos Regional High ~~d~~**D**eductible Health Saving Account (HSA) Plan;
   or
2. Lumenos National High ~~d~~**D**eductible Health Saving Account (HSA) Plan.

For those employees electing to take either plan specified in Section 1 above, they shall receive from the School District annually $1**,**500 for those on the single plan and $3**,**000 for those on the two-person or family plan that shall be deposited into a Health Savings Account (HSA). Said contributions and funds shall be governed by the applicable federal law. Half of the School District's annual contribution amount shall be deposited in the HSA at the beginning of the plan year with the second half being deposited over the course of the remaining plan year. Provided however, if the employee experiences a catastrophic illness during the plan year that results in the employee incurring medical bills that exceed the amount of the funds then in the HSA, upon presentation of an explanation of benefits form, the School District shall contribute additional funds up to the maximum annual contribution by the School District.

B. The School District will pay eighty percent (80%) of the following District health plans:

1. Blue Cross/Blue Shield HMO Access Blue New England ~~(Higher Copay Plan)~~ **with $250.00 deductible as set forth in the attached Appendix**;
   or

2. Blue Cross/Blue Shield POS Blue Choice New England ~~(Higher Copay Plan)~~ **with $300.00 deductible as set forth in the attached Appendix**;

Also, the Manchester School District may, in its sole discretion, obtain such insurance from a different carrier, provided the benefits are comparable with those benefits of the aforementioned health insurance plan, and provided that such change does not exceed the amount set forth above. It is further agreed that the Manchester School District may make available, in addition to Blue Cross Blue Shield Choice Plan, health, health insurance plans from other vendors, provided that such plans have been approved by the Association, and participation is voluntary.

C. All bargaining unit members shall be covered from the first day of employment, provided the bargaining unit member has been hired and has completed and returned to the Administration the application forms for such coverage at least thirty (30) days prior to the first day of contracted employment. The Administration shall send to all new employees covered by this contract, immediately upon hiring, all necessary forms for health insurance coverage.

D. The Manchester School District agrees to establish a fund to provide for the payment of Fifty Thousand Dollars ($50,000) to the named beneficiary or estate of any member of the bargaining unit who dies from any cause while employed by the Manchester School District or who dies within sixty (60) calendar days of separation from service with the Manchester School District because of paid retirement, disability retirement or resignation due to health reasons. There shall be no right to the Fifty Thousand Dollar benefit under this provision beyond the sixty (60) calendar day period referred to in the preceding sentence. It is agreed by the parties that the Board and/or the Manchester School District shall have the sole right to determine whether the Manchester School District will make the payment referred to above from the fund established by the Manchester School District or contract with an insurance carrier or another company of the Manchester School District's choosing to provide this benefit.

E. ~~It is agreed that if any other group of District employees receive a paid health or dental benefit during the term of this Agreement, it shall be offered to the members of this bargaining unit on the same basis as it is given to the other employee group(s) that negotiated successor 2013-2015 collective bargaining agreements.~~

The Board agrees to continue coverage under Delta Dental Insurance Plan Coverage A, B and C as agreed to by the parties. The Board shall pay an amount not to exceed eighty percent (80%) for the coverage selected by the bargaining unit member. The annual maximum dental allowance will continue to be $1,500.00 per person, per year.

See Appendix ~~F~~ **D**

F. Liability insurance coverage, and/or self-insurance, and indemnification for any deductible amount of the liability coverage shall be maintained for bargaining unit members under the same terms and conditions as for other employees of the City.

G. The Board agrees to create a Salary Reduction Dependent Care Assistance Plan in accordance with current Federal laws and regulations. The DCAP will be maintained for the exclusive benefit of the members of the bargaining unit as long as it is approved by the Internal Revenue Service and in compliance with applicable Federal laws and regulations.

H. ~~Effective on the date of ratification of this Agreement,~~ The District will pay one thousand five hundred dollars ($1,500.00) to any bargaining unit member who terminates his/her existing health insurance coverage under the District's plans and who also provides satisfactory evidence that he/she has valid alternative health insurance coverage elsewhere. This is a taxable benefit.

ARTICLE SEVEN
PROFESSIONAL DEVELOPMENT

A. The Board will pay ninety percent (90%) of the cost of seminars, workshops, conference fees, tuition for courses, textbooks and required course fees taken upon the written approval of the Superintendent.

B. If a specific course for the purpose of acquiring additional skills is required of a bargaining unit member by the Superintendent, the Board will pay the cost of tuition, required course textbooks and required fees for such courses.

C.1. The annual expenditure shall not exceed Eighteen Thousand Dollars ($18,000.00).

C.2. If at the end of a contract year on June 30, the total amount specified in Section C.1. has not been spent, the amount that remains will be used to reimburse those bargaining unit members whose professional development expenses exceeded $3,000.00 during the contract year. The funds will be divided equally except in no case will a bargaining unit member be reimbursed for more than the actual cost incurred for professional development.

~~D. Annually, the Board shall pay 100% of the dues for state and national association memberships for bargaining unit members to the following associations: The Association of Supervision and Curriculum Development (ASCD), National Association of Elementary/Secondary School Principals (NAESP/NASSP) and the New Hampshire Association of School Principals (NHASP), or equivalent professional organization(s) approved by the Superintendent.~~

~~E.~~**D.** Each administrator shall be allowed to attend the annual meeting of the NHASP and at least one-third, on a rotating basis, shall be able to attend the applicable annual meeting of the NASSP, NAESP and ASCD. The Board shall pay the reasonable travel costs and expenses incurred while attending the aforementioned meetings; payment to be charged against the dollar amount provided in Article Seven (C) above.

~~F.~~**E.** The Board will pay the State recertification fee for each administrator upon presentation of proof of payment.

ARTICLE EIGHT
RETIREMENT SUPPLEMENT

A. Bargaining unit members who retire with fifteen (15) years of service in the Manchester School District, and who are taking benefits from the New Hampshire Retirement System at the time of separation shall receive at the time of separation a payment of Seven Thousand Five Hundred Dollars ($7,500.00), provided they give notice of their intention to retire by the preceding March 31st, except in the case of disability retirement.

B. Retirees are entitled to benefits in accordance with State and Federal Laws.

ARTICLE NINE
EMPLOYMENT

A. The work year of bargaining unit members shall be July 1 through June 30 and shall be implemented as follows:

A.1. Bargaining unit members recognize the importance of their administrative functions in the educational process and they agree that they must expend additional time each work day in order to fulfill all routine and innovative duties.

A.2. The contractual work year for secondary and middle school principals shall be two hundred twenty-six (226) days. The contractual work year for secondary and middle school assistant principals shall be two hundred twenty-four (224) days. **Effective July 1, 2017, the** ~~The~~ contractual work year for elementary school principals shall be two hundred ~~fourteen~~ **eighteen** (~~214~~ **218**) days. **Effective July 1, 2018 the contractual work year for elementary school principals shall be two hundred twenty-two (222) days. Effective June 30, 2019 the contractual work year for elementary school principals shall be two hundred twenty-six (226) days.** The contractual work year for elementary school assistant principals shall be two hundred nine (209) days. **Any member whose work year increases under this provision will receive an increase in**

their base pay equivalent to one per diem per additional day of work stipulated herein.

Should this agreement be extended beyond June 30, 2020 as provided for under Article 24 of this Agreement, the length of the work year for elementary assistant principals will increase by four (4) additional days of work per year for each year so extended until such time that the work year for elementary assistant principals equals two hundred and twenty four (224) days. Any member whose work year increases under this provision will receive an increase in their base pay equivalent to one per diem for each additional day of work stipulated herein.

Up to one half of the additional days added to the contract each year may be specifically scheduled by the Superintendent. The remaining days will be used at the discretion of the bargaining unit member provided that all days are worked within the work year as defined in Section A above. A work day may be completed on a weekend or holiday.

The Superintendent may require bargaining unit members to work additional days, not to exceed three (3) per contractual work year; however, in such cases the bargaining unit member affected will be paid on a per diem basis. In no event will any bargaining unit member be required to work additional days unless they have received at least two (2) weeks advance notice from the Superintendent or his designee.

B.1. All newly employed or reinstated bargaining unit members shall be compensated in accordance with Appendix A.

B.2. Any bargaining unit member hired for a full contract year shall receive full contract benefits. Any bargaining unit member who works for more than one half contract year in the same position shall also receive full contract benefits on a prorated basis for salary and fringe benefits. Any bargaining unit member, who works in the same position for more than thirty (30) calendar days, but less than one half contract year, shall be paid the per diem rate for that position.

B.3. Any bargaining unit member who is hired to fill a specific vacancy will be so advised in writing that they are hired for a limited period of time by letter and will, in all probability, receive a notice on or before April 15th that their contracts will not be renewed for the following year.

C. If it becomes necessary to decrease the number of bargaining unit members, the governing body of the school system may layoff the necessary number based on their seniority in accordance with the guidelines and procedures set forth below:

C.1. The length of actual service of bargaining unit members in the Manchester School System in the following classifications shall be used to determine seniority, provided the bargaining unit member holds certification in that classification.

a. Secondary School Principal
b. Middle School Principal
c. Elementary School Principal
d. Assistant Secondary School Principal
e. Assistant Middle School Principal
f. Assistant Elementary Principal (Full-Time)

C.2. In the event of a layoff of personnel in any classification, the bargaining unit member laid off shall be notified in writing on or before April 15th prior to the contract year in which the layoff becomes effective. If a bargaining unit member has previously worked in another classification in the bargaining unit, that bargaining unit member will be placed in that member's former classification. When placed in the former classification, that bargaining unit member's seniority shall include the total years in service in the bargaining unit.

C.3. In the event of the layoff of any bargaining unit member in the classifications set forth above, the governing body of the school system shall layoff the necessary number of bargaining unit members in the inverse order of their seniority ranking in such classification. When seniority is equal, the layoff shall be determined by lottery. Seniority shall accrue from the first day of employment as a bargaining unit member. Any bargaining unit member on layoff shall not be prevented from securing employment during the period of the layoff.

C.4. Seniority lists within the classification set forth above shall be established by the Administration by February 1 of each year. Such lists shall be promptly transmitted to the Association. A bargaining unit member's position on the seniority list shall remain unchanged during military and maternity leave of absence.

C.5. If a vacancy occurs, a laid off bargaining unit member with the highest seniority in that classification shall be recalled first. Such notice shall be in hand or by restricted signature certified mail, postage prepaid, to the last address given to the Administration by the employee. If a bargaining unit member rejects the offer or fails to respond to the Superintendent within ten (10) calendar days after receipt of the above notice of recall, the employee will be deemed to have refused the position offered and the Superintendent may strike that bargaining unit member's name from the various seniority lists and shall then notify the bargaining unit member with the next highest seniority.

C.6. Seniority shall be broken by:

a. Discharge for just cause;
b. Voluntary resignation;
c. Failure to respond to a notice of recall as specified in the preceding Section 5;
d. Remaining on layoff for more than twenty-four (24) months.

C.7. A bargaining unit member who is laid off will remain on the recall lists for twenty-four (24) months after the effective date of said employee's layoff unless that bargaining unit member:

a. Waives recall rights;
b. Resigns;
c. Fails to accept recall to the position that the bargaining unit member held immediately prior to layoff or to a substantially equivalent position; or,
d. Fails to report to work in a position that said bargaining unit member has accepted within thirty (30) days after receipt of the notice of recall.

C.8. No new bargaining unit member shall be employed while there are certified , laid off and available bargaining unit members to fill the vacancies.

D.1. A bargaining unit member who is subject to layoff and has the appropriate certification shall be allowed to assume a teaching position before any new staff is hired to fill an existing vacancy. The parties agree that this Section shall not have precedence over rights contained in any other collective bargaining agreement within the Manchester School District.

D.2. An AMP bargaining unit member who assumes a new teaching position shall be treated as laid off for the purpose of recall rights under Sections C.5, 6 and 7, above.

ARTICLE TEN
ASSIGNMENT

A. All bargaining unit members will be given written notice of their salaries and building assignments for the forthcoming year not later than June 30 of the preceding year, which will be adhered to, except in unusual circumstances. In the event that changes in such schedules are proposed after June 30th, the Association and all bargaining unit members affected will be notified promptly, in writing and upon the request within five (5) days from the bargaining unit member and the Association, the changes will be promptly reviewed between the Superintendent or the Superintendent's representative and the Association.

ARTICLE ELEVEN
INDIVIDUAL CONTRACTS

A. The Board and the individual bargaining unit members will enter into individual contracts as set forth in Appendix C attached hereto and incorporated herein by reference.

B. The following terms and conditions shall apply with respect to the employment of each bargaining unit member:

B.1. The contract shall be renewed annually, automatically, during the period of said bargaining unit member's first three (3) years of continuous employment by said Board, unless the bargaining unit member has been notified, in writing, prior to April 15 that the contract will not be renewed for the following year. If a bargaining unit member receives a notice of non-renewal set forth in the preceding sentence, the parties agree that the bargaining unit member shall not be entitled to a statement of reasons relating to any such notice except as may be required by law. For each year for which this contract is renewed, the annual salary of the bargaining unit member shall be in accordance with the provisions of the prevailing Master Agreement between the Board and the Association.

B.2. After three (3) years of continuous employment by said Board, the contract shall continue in force from year to year, subject to the following conditions:

a. It may be terminated by mutual consent at any time.

b. The bargaining unit member may resign by submitting written notice to the Board not later than March 31 of the bargaining unit member's intention not to return for the ensuing year.

c. The Board may terminate this contract at any time for one or more of the following reasons: (1) inefficiency or incompetence; (2) insubordination against reasonable rules of the Board; (3) moral misconduct; (4) disability, as shown by competent medical evidence; (5) elimination of the position to which the bargaining unit member was appointed, if no other position exists to which the bargaining unit member may be appointed, if qualified, or (6) other due and sufficient cause, provided prior to terminating the contract, that Board shall give the bargaining unit member a written notice that termination of that bargaining unit member's contract is under consideration and upon written request filed by the bargaining unit member with the Board within five (5) days after receipt of such notice, the Board shall within the next succeeding five (5) days give the bargaining unit member a statement, in writing, of its reasons therefore. Within twenty (20) days after receipt from the Board of written notice that contract termination is under consideration, the bargaining unit member may file with the Board a written request for a hearing, which the Board shall hold within fifteen (15) days after receipt of such request. Such hearing shall be public if the bargaining unit member so requests or the Board so designates. The bargaining unit member shall have the right to appear with counsel of the bargaining unit member's choice at such hearing, whether public or private. The Board shall give the bargaining unit member its written decision within fifteen (15) days after such

hearing. Nothing herein contained shall deprive the Board of the power to suspend the bargaining unit member from duty immediately when serious misconduct is charged, without prejudice to the rights of the bargaining unit member as otherwise provided herein.

C. The contract will automatically terminate upon the termination of the Master Agreement.

D. Pay will be terminated at the time services are terminated.

E. This Article shall not be subject to the grievance or arbitration provisions of this Agreement with respect to the dismissal or non-renewal of any bargaining unit member hired after the effective date of this Agreement who has not been a Principal or Assistant Principal for three (3) consecutive years or more in the Manchester School District.

ARTICLE TWELVE
INVOLUNTARY TRANSFER

A. When a transfer is required and the bargaining unit member does not wish to accept the transfer voluntarily, the superintendent may implement the change as an involuntary transfer. The bargaining unit member shall be notified as soon as practicable that a transfer is being considered and shall be notified of the reason for the transfer by the appropriate administrator(s) involved.

B. An involuntary transfer will be implemented only after a meeting between the bargaining unit member involved and the Superintendent if such meeting is requested by the bargaining unit member transfer.

C. When an involuntary transfer is necessary, a bargaining unit member's area of competence and major or minor field of study will be considered.

D.1. Bargaining unit members being involuntarily transferred will be informed of appropriate vacancies known and existing at the time the transfer decision is being made. Bargaining unit members will be able to indicate their preference of assignment to the appropriate administrator involved and this preference will be given consideration.

D.2. A bargaining unit member being involuntarily transferred will be granted time to visit the new assignment prior to reassignment.

E. Whenever involuntarily transferred, a bargaining unit member may resign by giving written notice to the Superintendent within fifteen (15) workdays of receipt of notice of the transfer or after the grievance procedure, subject to the provisions of Section F of this Article, has been exhausted.

F. The final decision regarding the implementation of the transfer shall rest with the Superintendent and the actual transfer and its implementation shall not be subject to the grievance procedure provided that the transfer has not been arbitrary or capricious. Failure to follow the procedure leading up to the involuntary transfer, as outlined in Sections A, B, C, and 0 of this Article, shall be grievable.

ARTICLE THIRTEEN
VACANCIES AND PROMOTIONS

A. Promotional positions are:

A.1. Non-Unit Positions
- Superintendent
- Assistant Superintendents
- Directors

A.2. Unit Positions
- Principals
- Assistant Principals

A.3. Newly created promotional positions (for one (1) full year; i.e., July through June) which have a salary above the minimum salary set forth in Appendix A for the year in which the position becomes effective. The Board has the right to add, delete or modify the promotional positions as in their sole judgment they may decide.

A.4. Bargaining unit members interested in lateral transfers shall notify the Superintendent in writing. Whenever a vacancy occurs, the Superintendent will give due weight to the professional background and attainments, length of time in administrative positions, and other relevant factors for all unit members requesting transfers. Transfer requests will be acted upon prior to the posting of positions outlined in Section A.2. of this article.

B. All vacancies in promotional positions specified in Section A of this Article will be adequately publicized by the Superintendent in accordance with the following procedure:

1. When school is in session, a notice shall be posted on a bulletin board in each school as far in advance as practicable, ordinarily at least 15 school days before the final date when applications must be submitted, and in no event fewer than 10 school days before such date. Bargaining unit members who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice.

2. During the summer vacation period, the Superintendent shall notify, in writing, on or about July 10th, each bargaining unit member who, on the basis of credentials, would qualify for such vacancies. The list of such qualified bargaining unit members for promotional positions shall be furnished in writing to the Superintendent. Bargaining unit members who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice (which shall in no event be fewer than fifteen (15) days after the date the notice was deposited in the United States Mail). In addition, the Superintendent shall, within the same time periods, post a list of promotional positions to be filled during the summer vacation period on a bulletin board at the Administration Office and shall send such list of positions to the Association.

C. In both situations set forth in Section B above, the qualifications for the position, its duties and the rates of compensation will be clearly set forth. All qualified bargaining unit members will be given adequate opportunity to make application for such positions. Appointments will be made no later than sixty (60) days after the notice is posted in the schools or the giving of notification to the interested bargaining unit members. If a vacancy occurs in a promotional position specified in Section A above during June or July, appointments will be made not later than ninety (90) days after the giving of notification required by Section B(2) above. The Association recognizes that the Board has the right to repost the position.

D. The Board agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system and other relevant factors. In filling such vacancies, preference will be given to qualified bargaining unit members already employed by the Board. This section shall not be subject to the grievance procedure.

E. Bargaining unit members shall have a Master's Degree as a mandatory qualification for appointment.

ARTICLE FOURTEEN
EVALUATION

A.1. All monitoring or observation of the work performance of a bargaining unit member will be conducted openly and with full knowledge of the bargaining unit member.

A.2. Bargaining unit members will be given a copy of any report prepared by their superiors immediately upon completion of such report. No such report shall be submitted to the School District Administration, placed in the bargaining unit member's file or otherwise acted upon without a prior conference with the bargaining unit member, who may

comment on the contents of such report on a separate document which shall be attached to the report and placed in the bargaining unit member's file. There shall be no obligation on the part of the School District Administration or Board to respond to the bargaining unit member's comments and if no response is made, it shall not be considered an acceptance of or agreement with the bargaining unit member's comments. A bargaining unit member shall sign a separate statement that the bargaining unit member has been given any such report referred to in the first sentence of this paragraph and if the bargaining unit member refuses to sign the separate statement, that refusal shall be noted on the statement. The Report referred to in the first sentence of this paragraph and the statement relating to the refusal may then be submitted to School District Administration, placed in the bargaining unit member's file and otherwise acted upon.

A.3. Access to a bargaining unit member's personnel file shall be limited to the bargaining unit member, the Administration (defined as the Superintendent of Schools, Assistant Superintendents of Schools) and members of the School Board or the bargaining unit member's designated representatives. A bargaining unit member shall be able to make copies of documents contained therein.

A.4. If after evaluation, deficiencies are observed in school management, administrative skills and/or professional preparation, such deficiencies shall immediately be brought to the attention of the bargaining unit member.

The bargaining unit member's immediate supervisor, Superintendent and/or Assistant Superintendents shall determine appropriate affirmative action designed to help correct such deficiencies and shall provide assistance to implement such action.

B. No bargaining unit members will be disciplined or reprimanded without just cause. This Section B shall not be subject to the grievance or arbitration provisions of this Agreement with respect to the dismissal or non-renewal of any bargaining unit member hired after the effective date of this Agreement who has not been a Principal or Assistant Principal for three (3) consecutive years or more in the Manchester School District.

C.1. A bargaining unit member's personnel file will be cleared of written reprimands after a period of thirty-six (36) months from the date of the reprimand, provided that there are no infractions committed during the intervening period.

C.2. A bargaining unit member's personnel file will be cleared of suspensions after a period of five (5) years from the date of the suspension provided there are no infractions during the intervening period.

ARTICLE FIFTEEN
PERSONAL AND ACADEMIC FREEDOM

A. The personal life of a bargaining unit member shall be the concern of and warrant the attention of the Board only as it may, directly or indirectly, prevent the bargaining unit member from properly performing the bargaining unit member's assigned functions during duty hours or be in violation of local or state law.

B. Religious or lawful political activities of a bargaining unit member conducted off school property shall not be grounds for disciplinary action or for discrimination with respect to the bargaining unit member's professional employment. The Association and the Board agree that they will not take any action against any bargaining unit members for their participation in any lawful activities conducted off school property with regard to religious, political or bargaining unit member organizations.

C. The Board and the Association agree that academic freedom is basic to the attainment of the educational goals of the Manchester Public Schools.

ARTICLE SIXTEEN
ASSOCIATION PRIVILEGES

A. There will be no reprisals of any kind taken against any bargaining unit member by reason of membership in the Association or participation in its lawful activities.

B.1. The agenda of regular School Board meetings and the minutes of same shall be placed in the Association's mailbox when completed. The Board will, upon request, provide the Association with any non-confidential and non-personal documents which will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the bargaining unit members and the students in their schools, together with any other non-confidential information which may be necessary for the Association to formulate programs or process grievances under this Agreement.

B.2. The Administration will, upon request, provide the Association with new or revised forms used to administer benefits arising out of this Agreement.

C. The Association will have the right to place notices, circulars, and other material in bargaining unit member's mailboxes, provided that such materials shall not relate to local, state or national political matters. Copies of all such material will be given to the Superintendent or Superintendent's designee, but the latter's advance approval will not be required.

ARTICLE SEVENTEEN
DUES DEDUCTION

A. The Board agrees to deduct from the salaries of bargaining unit members' dues for the Association of Manchester Principals affiliated with Teamsters Local No. 633 as said bargaining unit members individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to the Secretary-Treasurer of Teamsters Local No. 633. Bargaining unit member authorizations will be in writing in the form set below.

"DUES AUTHORIZATION CARD"
ASSOCIATION OF MANCHESTER PRINCIPALS
AFFILIATED WITH TEAMSTERS LOCAL 633

NAME: _____

ADDRESS: _____

I hereby request and authorize the Manchester Board of School Committee to deduct from my earnings in accordance with the procedure set forth in Article Seventeen of the Master Agreement between the Board and the Association and transmit to the Secretary-Treasurer of Teamsters Local No. 633 an amount sufficient to provide for regular payment of the membership dues, as certified by the Association for the present school year and for succeeding school years. I understand that if I wish to discontinue such deductions for any school year, I must notify the Board and the Association in writing to do so no later than sixty (60) days prior to the commencement of the school year. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the Board and all of its officers from any liability therefore.

Bargaining Unit Member's Signature: _____

Dated: _____

B. The Association will certify to the Board. in writing, the current rate of its membership dues and will give the Board thirty (30) days written notice, prior to July 1 of the year of any such change.

C. Dues deduction procedure will be as follows:

C.1. One half (1/2) of the monthly dues will be deducted from 24 paychecks each contract year, beginning with July through June of that year. The months having three (3) paychecks will not have a dues deduction on the third paycheck.

C.2. The Board will not be required to honor any authorizations that are delivered to it later than October 15.

C.3. Excepted from the July 1 cut-off date will be new bargaining unit members hired after June 30. If such new bargaining unit members submit a Dues Authorization Card to the School Board within thirty (30) days of their appointment, they shall have the current month's dues deducted for the remainder of the contract year.

C.4. All retroactive amounts will be paid directly to the Teamsters by the bargaining unit member.

D. Any employee who is in the bargaining unit and is not a member of the Association but wishes to be represented by the Association in grievances shall assume full financial responsibilities as to the actual costs of processing the grievances. Collection of such fees shall be the sole responsibility of Teamsters Local 633. Should there be a dispute between an employee and the Association and/or the City or the Board, relating to such grievances or costs, the Association agrees to defend, indemnify and hold the City and/or the Board harmless in any such dispute.

E. The District agrees to a D.R.I.V.E. check off for bargaining unit members. Upon written authorization by the employee, the District shall deduct the amount specified by the employee on a bi-weekly basis to the Granite State Teamsters' D.R.I.V.E. account. The employee shall provide written authorization in the form required by law.

ARTICLE EIGHTEEN
SICK LEAVE AND LONG TERM DISABILITY

A. A bargaining unit member shall earn sick leave at the rate of one and one-half (1 1/2) days at the beginning of each month commencing from when employed to start work through and including the last month of that bargaining unit member's work year, provided, however, that a bargaining unit member shall not accumulate more than fifteen (15) sick leave days during the entire work year. Sick leave days, for members hired into the bargaining unit prior to September 1, 2009, may be accumulated from year to year with a maximum limit of one hundred and twenty (120) days. Members hired after September 1, 2009, may only accumulate a maximum of sixty (60) sick leave days. Sick leave shall be used by a bargaining unit member only for actual personal illness, including pregnancy, and to care for sick family members for up to five days, which prevent that bargaining unit member from performing his/her normal duties. Any

bargaining unit member who is absent from school for three (3) days or more on any one occasion may be required by the Superintendent or the Superintendent's designee to produce a certificate from a physician certifying to the actual sickness of the bargaining unit member and inability to perform that bargaining unit member's normal duties resulting therefrom.

If there is evidence that the bargaining unit member's absence is due to other than legitimate illness and inability to perform that bargaining unit member's normal duties resulting therefrom, that bargaining unit member may be required to provide proof of such illness and inability to perform normal duties.

If the Superintendent or the Superintendent's designated representative questions a physician's certificate of proof of a bargaining unit member's illness and/or inability to perform normal duties submitted pursuant to the first two paragraphs of this Article, the bargaining unit member (or, at the option of the Superintendent, the bargaining unit member's documentation or medical record pertaining to the period of time, and the specific illness in question only) may be required to be examined by a physician other than the bargaining unit member's treating physician, which examination shall be paid for by the School District.

B. Bargaining unit members, hired into the bargaining unit prior to September 1, 2009 who retire under the New Hampshire Retirement System and receive retirement benefits from same at the time of separation from the Manchester School District and who has fifteen (15) consecutive years of service with the Manchester School District shall receive a payment for unused accrued sick leave up to a maximum of ninety (90) days. Consecutive years of service will not be broken by absences covered under this Article or by leaves granted under Articles Nineteen, Twenty or Twenty-one.

Bargaining unit members hired after September 1, 2009, shall be entitled to payment for accrued sick leave, under the conditions specified above; provided however, that payment shall not exceed sixty (60) days.

C. Bargaining unit members shall be given a written accounting of their accumulative sick leave during July of each year.

D. The Board shall provide a long term disability income plan for each bargaining unit member who enrolls in said plan. The schedule of benefits of such plan is set forth in Appendix B. The Board may, in its sole discretion, obtain such benefits from a source of its choice, provided that the schedule of benefits is equivalent to that schedule of benefits set forth in Appendix B.

ARTICLE NINETEEN
TEMPORARY LEAVES OF ABSENCE

Bargaining unit members will be entitled to the following temporary leaves of absence, with full pay, each work year:

A. Three (3) days of personal leave will be available to bargaining unit members. No reason is required; however, written notice must be given to the Superintendent a reasonable time in advance except in an emergency when verbal notice will be adequate. When verbal notice is given, it will be followed by a written notice to the Superintendent. The Superintendent's approval is only required in order to maintain sufficient administrative coverage. If during a school year, a bargaining unit member uses one or fewer personal leave days, that member shall receive one bonus day's pay the following school year. If during a school year, a bargaining unit member uses two (2) or fewer personal leave days, that member shall receive one bonus day's pay the following school year. The payment shall be made in September of the following school year.

B. Officers of the Association will be granted leave for one (1) day to attend the annual meeting of the Association, provided, however, that the total number of leave days under this section shall not exceed two (2) bargaining unit members.

C. An Association member, designated by the Association President, shall be granted a one (1) day leave of absence in order to conduct preplanned official Association business such as attending meetings, workshops and conferences. The Association shall pay the costs of any substitute for the day used.

D. Five (5) consecutive calendar days, excluding weekends and holiday weekends only, leave of absence because of death in the immediate family of the bargaining unit member. Immediate family is hereby defined to mean spouse, parents, children, brothers, sisters, mother-in-law or father-in-law, or a blood relative or ward residing in the same house. In addition to the leave of absence provided for the immediate family as defined herein, the bargaining unit member is entitled to one (1) day of leave to attend the funeral of a relative not listed in the preceding sentence.

E. Military Reserve Training Leave - Military reserve training leave, with pay, will be available to a bargaining unit member up to a maximum of ten (10) working days during the contract year if such training is unavoidable and required by the military. The bargaining unit members shall be paid the difference between their salary and the payment received for military reserve training.

F. Jury Duty - The Board recognizes the civic responsibility of its bargaining unit members, who are randomly selected to serve on a jury or subpoenaed to appear in court. Bargaining unit members shall notify in writing the Superintendent immediately after

being summoned to appear for jury duty or a court appearance. The bargaining unit member shall be paid the difference between the bargaining unit member's salary and the payment received for serving as a juror or witness. The bargaining unit member shall make a written request to the Clerk of Court for a waiver. If the clerk does not grant the waiver, then the Superintendent shall grant a paid jury duty leave. If a bargaining unit member is dismissed from Court prior to 1 :00 p.m., the bargaining unit member shall return to work.

G. One (1) day leave of absence, deducted from sick leave, may be used for the observation of a religious holiday which is celebrated when school is in session.

ARTICLE TWENTY
EXTENDED LEAVES OF ABSENCE

A. All benefits to which a bargaining unit member was entitled at the time the bargaining unit member's leave of absence commenced, including unused accumulated sick leave, will be restored to the bargaining unit member, provided said member signs and complies with the memo required under Section J of this Article. Further, provided said member signs and complies with said memo, that bargaining unit member will be assigned to the same position held at the time said leave commenced, unless the position no longer exists in which case the bargaining unit member will be assigned to a similar position, if available.

B. Military leave shall be governed by existing law.

C. A leave of absence, without pay or any other benefits, of up to one (1) year will be granted for the purpose of caring for a sick member of the bargaining unit member's immediate family. Additional leave may be granted at the discretion of the Board.

D.1. A bargaining unit member who has worked for two (2) full contract years with the Manchester School District under an individual contract as set forth in Appendix C and who is pregnant, shall be entitled to a leave of absence without pay, provided that such bargaining unit member notifies the Superintendent in writing of such pregnancy and the anticipated delivery date within one (1) month of the determination of such pregnancy and, provided further, that such bargaining unit member, except in the case of an emergency, gives the Superintendent no less than thirty (30) days prior written notice of: (1) a specific date for the commencement of the leave, and (2) a specific date when the bargaining unit member intends to return to work. In the event the anticipated delivery date falls within the first month of a new work year, leave requested pursuant to this Section shall commence at the beginning of that new work year. Notwithstanding the provisions of the first sentence of this Section D (1), a bargaining unit member in her second year of employment with the Manchester School District may apply for a leave

pursuant to this Section, but only if such leave is to commence during the third year of employment with said District D.2. Subject to the provisions of the first paragraph of this Section D (1), a bargaining unit member who is actually working during the contract year and takes maternity leave for part of that year shall, if the leave commences no more than three (3) weeks before the anticipated delivery date, be eligible, pursuant to the provisions of Article Eighteen, for unused accumulated sick leave, but (1) only to the extent that such bargaining unit member has any unused accumulated sick leave, and (2) only for the period of actual personal medical disability resulting from the pregnancy which prevents the bargaining unit member from performing the member's duties.

To be eligible for sick leave under Article Eighteen, a bargaining unit member must furnish to the Superintendent a certificate from a physician certifying to the dates of the period of such actual disability of the bargaining unit member and the specific nature of the medical disability resulting from the pregnancy. If the Superintendent or the Superintendent's designated representative questions a physician's certificate or proof of a bargaining unit member's disability and/or inability to perform normal duties submitted pursuant to this Section, then, after the bargaining unit member has been absent for three (3) days or more on anyone occasion, the bargaining unit member (or, at the option of the Superintendent, the bargaining unit member's documentation or medical record pertaining to the period of time and the specific medical disability resulting from the pregnancy) may be required to be examined by a physician other than the bargaining unit member's treating physician, which examination shall be paid for by the School District.

Also, the Superintendent may, in his discretion, require certificates from the bargaining unit member's physician certifying to either (1) the pregnant bargaining unit member's ability to continue to work, or (2) the bargaining unit member's ability to return to work after such leave. If the Superintendent, after consultation with the bargaining unit member's immediate supervisor, questions either the period of actual disability, or the specific nature of the disability, the Superintendent may require the bargaining unit member to be examined by a physician, other than the bargaining unit member's treating physician who is mutually acceptable to the bargaining unit member and the Superintendent. In the event the Superintendent determines, after obtaining such certificates and after consultation with the bargaining unit member's immediate supervisor, that the bargaining unit member is either not able to continue to work or is not able to return to work, said bargaining unit member shall commence a leave of absence or continue same. If the Superintendent requires a certificate concerning the bargaining unit member's disability or ability to continue to work or return to work from a physician other than the bargaining unit member's own physician, the School District shall pay the cost of obtaining the same.

D.3. A leave of absence taken pursuant to this Section D shall not extend longer than twelve (12) months from the time said leave commences. If, however, this twelve (12) month period ends during the last quarter of a work year, the Superintendent, in his discretion and at the request of the bargaining unit member, may extend the leave to the beginning

of the next work year. Upon return, a bargaining unit member shall be assigned to the same position which he/she held at the time the leave commenced.

D.4. Days absent while on leave shall not be counted to determine if a bargaining unit member has worked "one or more" or "three or more" years as set forth in New Hampshire RSA 189: 14-a, and nothing in this Section D shall be construed to exclude or in any way limit the Board's or the Superintendent's rights under RSA Chapter 189 or any other provision of the Revised Statutes Annotated.

E. Other leaves of absence (including child rearing and adoption leave), without pay or other benefits, may be granted by the Board for any good reason and for such period as the Board may determine, provided, however, that prior to the granting of any such leave, a suitable replacement must be hired for the period of the leave.

F. Except in the case of a bona fide emergency beyond the control of the bargaining unit member, all leaves taken pursuant to this Article Twenty must commence at a time mutually agreed upon by the Superintendent and the bargaining unit member returning from a leave of absence shall return only at the beginning of a work year unless otherwise provided by the Board.

G. Except in emergencies, all requests under this Article for leaves of absence for the following work year shall be made no later than December 1. All requests for extensions or renewals of leaves will be applied for and granted in writing. Such requests shall be made by December 1.

H. A bargaining unit member on leave of absence without pay shall not be denied the opportunity to substitute in the School District by reason of the fact that the bargaining unit member is on such leave of absence.

I. Persons on leave of absence shall notify the Superintendent, in writing, between December 1 and February 1 of their intent to return to work at the start of the following work year in order to qualify for assignments for a position for the following school year.

J. Before an extended leave commences, bargaining unit members will be given and sign, within twenty-one (21) days from receipt, a memo describing the terms of any extended leave set forth in this Article and failure by the bargaining unit member to comply with such terms shall immediately terminate any and all obligations, contractual and otherwise of the Manchester School District.

ARTICLE TWENTY-ONE
SABBATICAL LEAVE

A. Upon recommendation by the Superintendent of Schools, sabbatical leaves may be granted to a member of the bargaining unit by the Board for full-time study in the United States at any regionally accredited graduate school or at a foreign school approved by the Superintendent, including study in another area of specialization, subject to the following conditions:

A.1. The bargaining unit member has completed at least seven (7) consecutive full work years of service in the Manchester School System.

A.2. All sabbatical leaves shall be for a full Manchester work year (i.e., July 1 through June 30) and bargaining members will be paid by the Board at fifty percent (50%) of the salary rate which they would have received if they had remained on active duty. The salary rate shall only include the compensation set forth in Appendix A. Also, bargaining unit members will receive a payment not to exceed one-half (1/2) of what the District shall be required to pay for Hospital/Medical Insurance pursuant to the provisions of Article Six (entitled Insurance), Section A.

A.3. A request for sabbatical leave must be received by the Superintendent of Schools, in writing, in such form as may be required by the Superintendent, no later than November 15 of the year preceding the school year for which the sabbatical leave is requested.

The Superintendent shall inform each applicant, in writing, of the action to be recommended on the request for sabbatical leave no later than January 15 of the school year preceding the school year for which the sabbatical is requested. The Board shall notify the bargaining unit member of its intent relative to the request for sabbatical leave by February 15.

A.4. Each bargaining unit member must agree to return to service in the Manchester Public Schools immediately upon termination of sabbatical leave and to continue in such service for a period of two (2) years, unless physical disability makes this impossible or there is mutual agreement to the contrary. A signed statement in the format of a promissory note shall stipulate that failure of the bargaining unit member to provide such service shall result in the obligation to reimburse the City of Manchester a proportional part of the salary paid to that bargaining unit member during sabbatical leave determined by the fraction of the two (2) years not served following the leave.

A.5. A complete and detailed outline of work and/or study to be performed during the period of leave shall be provided in the request for leave.

A.6. Approval of leave shall specify the work and/or study to be performed and failure to abide by the terms and conditions of such approval shall automatically result in pro rata

adjustment or cancellation of salary, or reimbursement to the Board of all or part of salary paid to date.

B. The Board agrees to fund one (1) sabbatical leave each year.

ARTICLE TWENTY-TWO
GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim based upon the interpretation, meaning or application of any of the provisions of this Agreement. Only claims based upon the interpretation, meaning or application of any of the provisions of this Agreement shall constitute grievances under this Article.

2 An "aggrieved person" is the person or persons making the claim. A "party in interest' is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

3. A "work day" means Monday through Friday, excluding holidays when school is not in session.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise affecting the welfare or working conditions of bargaining unit members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

2. Nothing herein contained will be construed as limiting the right of any bargaining unit member having a grievance to discuss the matter informally with any appropriate member of the Administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedure

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the work year, and if left unresolved until the beginning of the following work year could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be exhausted prior to the end of the work year or as soon thereafter as is practicable.

1. Level One

a. Individual Grievances

(1) An aggrieved person must file the grievance, in writing, with the Chairperson of the Member Rights Committee. Within five (5) work days after receiving the written grievance, the Chairperson of the Member Rights Committee will refer it to the Superintendent of Schools.

(2) Within ten (10) work days after the receipt of the written grievance by the Superintendent, the Superintendent will meet with the aggrieved person in an effort to resolve it.

(3) If a bargaining unit member does not file a grievance, in writing, with the Chairperson of the Member Rights Committee and the written grievance is not forwarded to the Superintendent within thirty (30) work days after the bargaining unit member knew or should have known of the act or condition on which the grievance is based, then the grievance will be considered as waived. A dispute as to whether a grievance has been waived under this paragraph will be subject to arbitration pursuant to Level Three.

b. Class Grievances

(1) If, in the judgment of the Member Rights Committee, a grievance affects a group or class of bargaining unit members, the Member Rights Committee may submit such grievance in writing to the Superintendent directly and the processing of such grievance will be commenced at Level One. The Member Rights Committee may process such a grievance through all levels of the grievance procedure, even though the aggrieved person does not wish to do so.

(2) In the event the Member Rights Committee files a grievance which affects a group or class of bargaining unit members, such grievance must specify the names of all of the bargaining unit members who claim there has been a violation or misapplication of

a provision of this contract as to them, the specific contract provision(s) involved and the date(s) of the alleged violation(s) or misapplication(s).

(3) A class grievance filed pursuant to this Section must be filed by the Member Rights Committee at Level One with the Superintendent within forty-five (45) work days after the date of the first alleged violation or misapplication of any provision of this contract claimed by a bargaining unit member. Any alleged violation or misapplication occurring prior to forty-five (45) workdays from the date the class grievance is filed with the Superintendent will be considered as waived.

2. Level Two

If the aggrieved person is not satisfied with the disposition of the aggrieved person's grievance at Level One, or if no decision has been rendered within ten (10) work days after that person has first met with the Superintendent, that person may file the grievance, in writing, with the Chairperson of the Member Rights Committee within five (5) work days after a decision by the Superintendent, or fifteen (15) work days after the aggrieved person has first met with the Superintendent, whichever is sooner. Within five (5) work days after receiving the written grievance, the Member Rights Committee may refer it to the Board, if it determines that the grievance is meritorious and that appealing it is in the best interests of the school system. Within ten (10) workdays after receiving the written grievance, the Board will meet with the aggrieved person for the purpose of resolving the grievance.

3. Level Three

a. If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) work days after the meeting with the Board, the aggrieved person may, within five (5) work days after a decision by the Board, or fifteen (15) work days after the meeting with the Board, whichever is sooner, request, in writing, that the Chairperson of the Member Rights Committee submit that grievance to arbitration. If the Member Rights Committee determines that the grievance is meritorious and that submitting it to arbitration is in the best interests of the school system, it may submit the grievance, in writing, to arbitration within fifteen (15) workdays after receipt of a request by the aggrieved person.

b. Within ten (10) workdays after such written notice of submission to arbitration, the Board and the Member Rights Committee will agree upon a mutually acceptable arbitrator and will obtain a commitment from said

arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties will then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

c. The arbitrator so selected will confer with representatives of the Board and the Member Rights Committee and hold hearings promptly and will issue a decision not later than twenty (20) days from the date of the close of the hearings, or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to the arbitrator. The arbitrator's decision will be in writing and will set forth findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision, which requires the commission of an act, which changes or amends this Agreement.

d. The decision of the arbitrator shall be binding upon both parties. However, both parties shall have a right to appeal to the New Hampshire Superior Court under the provision of Revised Statutes Annotated, Chapter 542, as amended. It is hereby specifically agreed by the Board and the Association that this contract and grievance procedure clause are subject to the provisions of New Hampshire Revised Statutes Annotated, Chapter 542, as amended.

e. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, will be borne equally by the Board and the Association. The parties agree that the party which requests a postponement of any arbitration hearing shall be obligated to pay any costs or fees submitted by the arbitrator and/or the American Arbitration Association which result from the postponement.

D. Rights of Parties to Representation

1. No reprisals of any kind will be taken by the Board or by any member of the Administration against any party in interest, any Association Representative, any member of the Member Rights Committee or any other participant in the grievance procedure by reason of such participation.

2. Parties in interest may be represented at all stages of the grievance procedure by themselves, or at their option, by counsel and/or by a representative selected by the Association. When a bargaining unit member is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

E. Miscellaneous

1. Decisions rendered at Levels One and Two of the grievance procedure will be in writing, setting forth the decision and the reasons therefore, and will be transmitted promptly to all parties in interest and to the Chairperson of the Member Rights Committee. Decisions rendered at Level Three will be in accordance with the procedures set forth in Section C, Paragraph 3(c).

2. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.

3. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be jointly prepared by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

4. If a grievance is not reported and/or processed by the grieving party and/or the Member Rights Committee within the time limits set forth in this Article, the matter shall be dismissed and no further action will be taken with respect to such grievance.

5. The term "Superintendent" as used in this Article shall mean the Superintendent or an Assistant Superintendent.

ARTICLE TWENTY-THREE
GENERAL

A. If any provisions of this Agreement or any application of the Agreement to any bargaining unit member or group of bargaining unit members shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or application will continue in full force and effect.

B. The Board will amend its rules and policies and take such other action as may be necessary in order to give full force and effect to this Agreement.

Copies of this Agreement will be printed at Board expense and a copy given to each bargaining unit member.

C. The Board agrees not to negotiate with any bargaining unit member's group or organization other than the Association in regard to any matter subject to negotiation under Article Two of this Agreement, provided, however, that this shall not prevent the Board from Communicating or consulting with any individual bargaining unit member or

group of bargaining unit members for any purpose the Board shall deem desirable in the discharge of its responsibilities, nor shall it preclude any bargaining unit member from appearing before the Board on matters relating to the bargaining unit member's employment by the Board.

D. The parties understand that neither the Board nor the Superintendent may lawfully delegate the power or authority which, by law, are vested in them, and this Agreement shall not be construed so as to constitute a delegation of said power or authority.

E. This Agreement represents the entire agreement between the parties hereto and may not be modified in whole or in part except by an instrument, in writing, duly executed by both parties.

F. If the parties disagree as to the meaning or interpretation of any of the provisions of this Agreement, except those provisions expressly excepted from the grievance procedure, either party may utilize the grievance procedure set forth in Article Twenty-Two in order to resolve said dispute.

G. No bargaining unit member will be required to Chair more than one (1) District-wide committee during the life of this Agreement.

ARTICLE TWENTY-FOUR
DURATION

The provisions of this Agreement shall be effective as of July 1, ~~2013~~ **2016** and will continue and remain in full force and effect until June 30, ~~2015~~ **2019**. Automatic one year extensions of this Agreement will commence on June 30, 2019, and shall continue for consecutive annual terms (effective each 30th of June) unless written notice is given by either party by January 31 of that year to bargain a successor agreement. Once notice of intent to bargain a successor agreement is given, this process of automatic extensions shall cease and the Agreement shall terminate on the following 30th of June.

This contract is formally agreed to and signed this date: _____ by the following who hereby declare they are duly authorized to sign.

For the Board of School Committee:

By: _____, ~~Vice Chair~~ Date: _____

For the Association of Manchester Principals:

By: _____, President Date: _____

By: _____, C-Chair Date: _____

For Teamsters Local 633 of NH:

By: _____, Business Agent Date: _____

By: _____, Secretary Date: _____

APPENDIX A
SALARY SCHEDULE ~~2013 – 2014~~ 2016 -2017

Effective July 1,~~2013~~ **2016**through June 30, ~~2014~~ **2017**

2016 - 2017 Veteran* Employee Salary Scale (pro-rated to 10/01/2016)

	MA	MA+30	CAGS (30 Cr.)	Doctor**	# of days
Assist. Elementary Principal	**$ 82,531**	**$ 85,638**	**$ 86,414**	**$ 90,541**	**209**
Assist. Middle School Principal	**$ 89,325**	**$ 92,700**	**$ 93,536**	**$ 97,633**	**224**
Assist. Secondary Principal	**$ 96,789**	**$100,127**	**$101,970**	**$106,097**	**224**
Elementary Principal	**$ 93,891**	**$ 97,433**	**$ 98,287**	**$106,783**	**214**
Middle School Principal	**$100,795**	**$104,199**	**$105,049**	**$109,176**	**226**
High School Principal	**$109,295**	**$112,703**	**$113,551**	**$117,678**	**226**

2017 - 2018 New Hire Salary Scale

	MA	MA+30	CAGS (30 Cr.)	Doctor**	# of days
Assist. Elementary Principal	**$ 72,531**	**$ 75,638**	**$ 76,414**	**$ 80,541**	**209**
Assist. Middle School Principal	**$ 79,325**	**$ 82,700**	**$ 83,536**	**$ 87,633**	**224**
Assist. Secondary Principal	**$ 86,789**	**$ 90,127**	**$ 90,960**	**$ 96,097**	**224**
Elementary Principal	**$ 85,646**	**$ 89,254**	**$ 90,124**	**$ 98,779**	**218**
Middle School Principal	**$ 90,795**	**$ 94,199**	**$ 95,049**	**$ 99,176**	**226**
High School Principal	**$ 99,295**	**$102,703**	**$103,551**	**$107,678**	**226**

***For the purpose of the attached scale, a "Veteran" employee is defined as any employee in this bargaining unit that was hired into this bargaining unit position prior to July 1, 2017.**
****Doctoral degree must be in an approved Ed.D. or Ph.D. program/discipline.**

APPENDIX B
LONG TERM DISABILITY INCOME PLAN

Monthly Benefit 66 2/3%, of salary* less offsets**

Elimination Period Accumulated sick leave or 30 consecutive calendar days, whichever is greater

Maximum Benefit Period for Accident and Sickness Is Based On Attained Age:

Prior to age 61 - The date of attainment of age 65. (But not less than four years)
Age 61 through 62 - 4 years.
Age 63 through 64 - 3 years.
Age 65 and over - 2 years, but not beyond the date of attainment of Age 70.

Maternity Benefits
Coverage for disabilities due to maternity will be covered the same as any other sickness.

*Salary means one-twelfth of the annual wage, salary or compensation the Insured is receiving for performing the duties of his regular occupation at the time total disability starts. This does not include bonuses and overtime earnings.

If premiums are on a level premium basis, salary means that salary which was used to calculate premium. This does not include bonuses and overtime earnings.

** "Offsets"

The monthly disability benefit shall be reduced by the following income sources which the insured, or any member of his immediate family due to his disability, is entitled to receive.

(a) Any amounts paid or payable by reason of disability under Workmen's Compensation or any similar law;

(b) Any amounts paid or payable by reason of disability under Social Security (Primary and Family Benefits) or any other private, state or federal government disability plans. After a period of disability has been established, increases in benefits paid or payable through Social Security (Primary and Family Benefit), will not reduce benefits currently payable under this plan for the period of disability.

(c) Any disability benefits paid or payable under any other group disability income plan;

(d) Any amounts paid or payable under any retirement plan;

(e) Any wages, salary or other compensation received for performing any work or service, except as provided for in Rehabilitation Provisions.

APPENDIX C
INDIVIDUAL CONTRACTS

ANNUAL CONTRACT FOR SCHOOL ADMINISTRATIVE UNIT 37
PRINCIPALS AND ASSISTANT PRINCIPALS

AGREEMENT made this _____day of, 20_____, by and between the MANCHESTER BOARD OF SCHOOL COMMITTEE of School Administrative Unit 37, hereinafter called the "Board", and , hereinafter called the (insert "Principal" or "Assistant Principal").

I. The Board agrees to employ the (insert "Principal" or "Assistant Principal") for School Administrative Unit 37 for the work year, 20 __ through and including, 20 __ .

II. The (insert "Principal" or "Assistant Principal") agrees to administer and supervise the school designated by the Board or its agents in accordance with all applicable Federal and State of New Hampshire laws and regulations, the rules and regulations of the State Board of Education and the rules and regulations of the Manchester Board of School Committee.

III. It is mutually agreed that:

A. The (insert "Principal's" or "Assistant Principal's") work year shall be days.

B. In the event any term or provision of this Contract is declared to be unenforceable by a court of competent jurisdiction or by action of the New Hampshire State Legislature, that provision shall be renegotiated but all other terms and provisions of this Contract shall remain in full force and effect

C. Grounds for termination include, but are not limited to, the following:

1. By the Board:

(a) For immorality, incompetence, insubordination, failure to conform to the rules and regulations of the State Board of Education or the Manchester Board of School Committee or upon revocation of the Professional Administrator's license, or

(b) Pursuant to the provisions of Article Eleven, Individual Contracts, of the Master Agreement between the

Manchester Board of School Committee and the Association of Manchester Principals, on behalf of the Principals and Assistant Principals.

2. By mutual agreement of the (insert "Principal" or "Assistant Principal") and the Board.

D. If the Board does not intend to seek renewal of this Contract, it will notify the insert "Principal" or "Assistant Principal") in writing on or before March 31 of the year in which this Contract expires. If the (insert "Principal" or "Assistant Principal") does not intend to seek renewal of this Contract, he/she will similarly notify the Board in writing on or before March 31 of the year in which this Contract expires. Failure to provide the notice required by this paragraph shall entitle the other party to an automatic renewal of this Contract for one year upon the same terms and conditions herein set forth.

SCHOOL ADMINISTRATIVE UNIT #37

By: _____
Chairman,
Manchester Board of School Committee

By: _____
PRINCIPAL OR ASSISTANT PRINCIPAL
(Insert "Principal" or "Assistant Principal")

Principal Contract
Tentative Agreement
11/8/16

	FY17	FY18	FY19	Total
Increases:				
Increase Costs for Salary Adjustments:				
CPI Increase 1% (FY17 effective 10/1/16)	45,505	62,120	63,612	171,238
Longevity $100 for each year of service (one time increase)	-	51,379	-	51,379
Longevity $150 at 10 years of service	-	3,188	188	3,375
Increase of 4 Days for Elementary Principals	-	32,452	32,777	65,229
Salary/Benefit Increase	45,505	149,140	96,576	291,221
Funding Source:				
Budget FY17	(61,915)	-	-	(61,915)
Savings from 4.5 new positions hired at lower rate	-	(56,255)	(56,255)	(112,509)
Savings from elimination of District contribution for professional dues	-	(40,935)	-	(40,935)
Total Cost/(Savings)	**(16,410)**	**51,950**	**40,322**	**75,862**

Anthem BlueCross BlueShield

LUMENOS® Health Savings Account (HSA) - BlueChoice® New England with HSA Cost Sharing Schedule

COST SHARING SCHEDULE

This Cost Sharing Schedule is an important part of your Subscriber Certificate. Please keep this schedule with your Certificate, because it contains important information about coverage and limitations.

Cost Sharing Summary	Your Cost	
	Network Benefits *Benefits are limited to the Maximum Allowable Benefit**	**Out-of-Network Benefits** *Benefits are limited to the Maximum Allowable Benefit**
Standard Deductible If you have a single membership, the Deductible amount is: If you have a family membership, the Deductible amount is:	$2,000 per Member, per Contract Year $4,000 per family, per Contract Year	
Standard Coinsurance	not applicable	30%
Coinsurance Maximum If you have a single membership, the Coinsurance Maximum is: If you have a family membership, the Coinsurance Maximum is:		$2,000 per Member, per Contract Year $4,000 per family, per Contract Year
Out of Pocket Limit If you have a single membership, the Out-of-Pocket Limit is: If you have a family membership, the Out-of-Pocket Limit is:	$2,000 per Member, per Contract Year $4,000 per family, per Contract Year	$4,000 per Member, per Contract Year $8,000 per family, per Contract Year
Pharmacy Benefit Cost Sharing. You may purchase up to a 90-day supply of a covered prescription drug at one time, provided that the drug is a Covered Service, the quantity is ordered by your physician and the drug does not require Prerertification from Anthem. Please see your Pharmacy Rider for complete information about your share of the cost for Covered Services purchased at a pharmacy.		
At a Retail Pharmacy or by Mail Order -	Deductible applies	Deductible and Coinsurance apply

* Benefits are limited to the Maximum Allowable Benefit (MAB). If you receive services from an Out-of-Network Provider, you may be responsible for paying the difference between the MAB and charge.

† Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.

COVERAGE OUTLINE

The following is an outline of your coverage. Do not rely on this outline alone. Please read your Subscriber Certificate carefully, because important terms and limitations apply.

Coverage Outline	Your Cost	
	Network Benefits*	Out-of-Network Benefits*
Medical/Surgical Care		
I. Inpatient Services		
In a Short Term General Hospital (Facility charges for medical, surgical and maternity admissions)	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
In a Skilled Nursing Facility (Facility charges) Up to 100 Inpatient days per Member, per Calendar Year†		
In a Physical Rehabilitation Facility (Facility charges) Up to 100 Inpatient days per Member, per Calendar Year†		
Inpatient physician and professional services (Such as physician visits, consultations, surgery, anesthesia, delivery of a baby, therapy, laboratory and x-ray tests) For Skilled Nursing or Physical Rehabilitation Facility admissions: limited to the number of Inpatient days stated above†		
II. Outpatient Services		
Preventive Care		
Preventive Care services include, but are not limited to: Immunizations for babies, children and adults Cancer screenings such as mammograms and pap smears, Lead-screening,	You Pay $0	Standard Deductible and Coinsurance, plus any balances
Routine physical exams for babies, children and adults, including an annual gynecological exam Cancer screenings such as routine colonoscopy and sigmoidoscopy screening including fecal occult blood tests, barium enema, and related prep kit and CT colonography (as appropriate) Routine hearing and vision screenings and other preventive care and screenings for infants, children, adolescents and women as provided for in the comprehensive guidelines supported by the health Resources and Services Administration. Any other screening with and "A" or "B" rating from the United States Preventive Services Task Force including, but not limited to: screenings for breast cancer, cervical cancer, colorectal cancer, high blood pressure, type 2 diabetes mellitus, cholesterol, child and adult obesity. Outpatient/office contraceptive services as required by law Nutrition counseling including nutrition counseling for eating disorders		

* Benefits are limited to the Maximum Allowable Benefit (MAB). If you receive services from an Out-of-Network Provider, you may be responsible for paying the difference between the MAB and charge.

† Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.

Coverage Outline	Your Cost	
	Network Benefits*	Out-of-Network Benefits*
Other preventive care: Travel and Rabies immunizations Prostatic specific antigen (PSA) screening	You pay $0	Standard Deductible and Coinsurance, plus any balances
Routine hearing exams (One exam per Member, per Contract Year) **Routine vision exams** (One exam per Member, per Calendar Year)		
Prescription Eyewear - Anthem covers $100 per Member every other Contract Year toward the cost of prescription eyewear (frames, lenses and contact lenses).	You pay any amount that exceeds Anthem's $100 allowance.	
Diabetes management program	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Medical/Surgical Care in a Physician's Office or Walk-In Center or furnished by an Independent Ambulatory Surgical Center, or Independent Infusion Therapy Provider, or Independent Laboratory Provider or Independent Radiology Provider (in addition to the Preventive Care above)		
Medical exams, consultations, office surgery and anesthesia, injections (including allergy injections), medical treatments, telemedicine visits and physician services at a Walk-In Center	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Laboratory and x-ray tests (including allergy testing and ultrasound)		
MRA, MRI, PET, SPECT, CT Scan, CTA Chemotherapy, drugs, medical supplies, including one hearing aid per ear each time a hearing aid prescription changes		
Contraceptive drugs and devices that must be administered in a provider's office (such as IUDs)	You pay $0	
Maternity Care (prenatal and postpartum visits) Please see your Subscriber Certificate for information about total maternity care.	Your share of the cost for delivery of a baby is the same as shown for "Inpatient Services" (above) and "Outpatient Facility Care" (below).	
Outpatient Facility Care; in the Outpatient Department of a Hospital, a Short Term General Hospital's Ambulatory Surgical Center, or a Short Term General Hospital's Hemodialysis Center or a Birthing Center (in addition to the Preventive Care above)		
Medical exams and consultations by a physician and telemedicine visits	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Operating room for surgery or delivery of a baby		
Physician and professional services: surgery, anesthesia, delivery of a baby or management of therapy Hemodialysis, chemotherapy, radiation therapy, infusion therapy, MRA, MRI, PET, SPECT, CT Scan, CTA Facility charges, drugs, medical supplies, other ancillaries, observation		
Laboratory and x-ray tests (including ultrasounds)		

* Benefits are limited to the Maximum Allowable Benefit (MAB). If you receive services from an Out-of-Network Provider, you may be responsible for paying the difference between the MAB and charge.

† Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.

Coverage Outline	Your Cost	
	Network Benefits*	Out-of-Network Benefits*
Emergency Room Visits and Urgent Care Facility Visits		
Use of the emergency room Emergency room physician's fee, surgery, laboratory and x-ray tests, MRA, MRI, PET, SPECT, CT Scan, CTA, medical supplies and drugs.	Standard Deductible*	Same as Network Benefits*
Use of a licensed hospital urgent care facility Physician's fee, surgery, laboratory and x-ray tests, MRA, MRI, PET, SPECT, CT Scan, CTA, medical supplies and drugs	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Ambulance Services Transport by ambulance must be Medically Necessary.	Standard Deductible*	Same as Network Benefits*
III. Outpatient Physical Rehabilitation Services		
Physical Therapy and Occupational Therapy and Speech Therapy (Up to a combined maximum of 60 visits per Member, per Contract Year†)	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Cardiac Rehabilitation Visits		
Early Intervention Services Available from birth to a covered child's third birthday.		
Chiropractic Care • Office Visits • Laboratory and x-ray tests furnished by a chiropractor		
IV. Home Care (in addition to the Preventive Care listed in subsection II above)		
Physician Services Medical exams, injections, medical treatments, surgery and anesthesia and telemedicine visits	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Home Health Agency services (Up to 100 visits per Member, per Calendar Year†)		
Hospice		
Infusion Therapy		
Medical Equipment, Medical Supplies and Prosthetics		

* Benefits are limited to the Maximum Allowable Benefit (MAB). If you receive services from an Out-of-Network Provider, you may be responsible for paying the difference between the MAB and charge.

† Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.

Coverage Outline	YOUR COST	
	Network Benefits*	Out-of-Network Benefits*
V. Behavioral Health Care (Mental Health and Substance Abuse Care)		
To receive Network Benefits, you must obtain Covered Services from an Eligible Mental Health or Substance Abuse Provider in the Network. **Out-of-Network Benefit,** are available when you obtain Covered Services from any Out-of-Network Eligible Mental Health or Substance Abuse Provider.		
Outpatient/office visits and telemedicine visits		
Mental Health Visits - Unlimited Medically Necessary visits. **Substance Abuse Visits -** (Including detoxification and substance abuse rehabilitation) – Unlimited Medically Necessary visits	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Partial Hospitalization and Intensive Outpatient Treatment Programs		
Mental Disorders - Unlimited Medically Necessary care **Substance Abuse Conditions -** Unlimited Medically Necessary care for rehabilitation.	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Inpatient Care		
Mental Disorders: - Unlimited Medically Necessary Inpatient days. **Substance Abuse Conditions:** Unlimited Medically Necessary Inpatient days.(includes detoxification and substance abuse rehabilitation) –	Standard Deductible	Standard Deductible and Coinsurance, plus any balances
Scheduled Ambulance Transport - Limited to Medically necessary transport from one facility to another.	Standard Deductible*	Same as Network Benefits*

* Benefits are limited to the Maximum Allowable Benefit (MAB). If you receive services from an Out-of-Network Provider, you may be responsible for paying the difference between the MAB and charge.

† Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.

Anthem

Lumenos National HDHP Plan Summary

Plan Year

Manchester School District 7/1/15 SISA258PN9 (core SISA258PN7)

The Lumenos ® with HSA plan is designed to empower you to take control of your health, as well as the dollars you spend on your health care. This plan gives you the benefits you would receive from a typical health plan, plus health care dollars to spend your way.

Your Lumenos HDHP Plan

First - Use your HSA to pay for covered services:

Health Savings Account

With a Health Savings Account (HSA), you can **contribute pre-tax dollars to your HSA**. Others may also contribute dollars to your account. You can use these dollars to help meet your annual deductible responsibility. Unused dollars can be saved or invested and accumulate through retirement.

Contributions to Your HSA

The annual contribution maximum set by the U.S. Treasury and IRS:

2015
$3,350 Individual coverage
$6,650 family coverage

Note: Rollover funds are not subject to these limits.

Plus - To help you stay healthy, use:

Preventive Care

100% coverage for nationally recommended services.

Preventive Care

No out-of-pocket costs for you as long as you receive your preventive care from a network provider. If you choose to go to an out-of-network provider, your deductible or traditional health coverage benefits will apply.

Then -

Your Deductible

The deductible is the amount you pay – using your HSA dollars or out of your pocket – before your reach the traditional health coverage portion of the plan.

.

Annual Deductible Responsibility

$2,000 individual coverage
$4,000 family coverage*

* This plan includes a family deductible, which means that the medical expenses of all family members count toward the deductible. Once the full deductible has been satisfied, all family members are covered under the Traditional Health Coverage portion of the plan.

If needed -

Traditional Health Coverage

Similar to a PPO, once the deductible has been met, you pay coinsurance (a percentage of the provider's charges) when visiting an out-of-network provider. When visiting network providers, you and your family members are covered at 100% once your deductible and coinsurance have been satisfied.

Traditional Health Coverage

After your deductible, the plan pays:

100% for network providers	70% for out-of-network providers

After your deductible, your coinsurance responsibility is:

0% for network providers	30% for out-of-network providers

Additional protection:

For your protection, the total amount you spend out of your pocket is limited. Once you spend that amount, the **plan pays 100% of the cost for covered services** for the remainder of the plan year.

Annual Out-of-Pocket Maximum

Network Providers	Out-of-Network Providers
$2,000 individual coverage	$4,000 individual coverage
$4,000 family coverage	$8,000 family coverage

Your annual out-of-pocket maximum consists of your annual deductible responsibility and your coinsurance amounts.

If you have questions, please call toll-free 1-888-224-4896

.

Anthem

Lumenos HDHP Plan Summary

Manchester School District 7/1/14 SISA258PN9 (core SISA258PN7)

Earn Rewards

You can earn reward dollars to redeem for gift cards at select retailers. See below for details:

Future Moms: Individualized obstetric support for expectant high-risk and non-high-risk mothers. Members can earn up to a $200 Future Mom's incentive. This includes three milestones: $100 initial enrollment, $50 interim, and $50 postpartum; timing and rules apply.

Healthy Lifestyles Online: Each adult family member can earn up to $150 each year. Members earn a $50 incentive at each 3,000, 5,000 and 10,000 point milestone. Members can quickly achieve their first milestone of 3,000 points by completing the Well-Being Assessment and setting up their Well-Being Plan.

Enroll in ConditionCare: (Incentive $100) Disease management for prevalent, high-cost conditions (asthma, diabetes, chronic obstructive pulmonary disease, coronary artery disease and heart failure) . Each family member can get one incentive per year. In the first year and later years, members must stay qualified to enroll and earn incentives. Members who have more than one health problem will enroll in one combined program — not separate ones for each condition.

Graduate from ConditionCare: (Incentive $200) There's no limit to the number of family members that can graduate and earn the incentive. Each family member can earn one credit per year. In the first year and later years, members must stay qualified to enroll, graduate and earn incentives. Members who have more than one health problem will graduate from one combined program — not separate ones for each condition.

Summary of Covered Services

Preventive Care

Anthem's Lumenos with HSA plan covers preventive services recommended by the U.S. Preventive Services Task Force, the American Cancer Society, the Advisory Committee on Immunization Practices and the American Academy of Pediatrics. The Preventive Care benefit includes screening tests, immunizations and counseling services designed to detect and treat medical conditions to help prevent avoidable premature injury, illness and death.

All preventive services received from a network provider are covered at 100%, are not deducted from your HSA and do not apply to your deductible. If you see an out-of-network provider, then your deductible or out-of-network coinsurance responsibility will apply. If you receive any of these services for diagnostic purposes — for example, a colonoscopy when symptoms are present — the appropriate plan deductible and coinsurance will apply and available account dollars may be used to cover costs.

The following is an overview of the types of preventive services covered:

Child Preventive Care

Office Visits for preventive services
Screening Tests for vision, hearing, and lead exposure. Also includes pelvic exam and Pap test for females who are age 18, or have been sexually active.
Immunizations:
- Hepatitis A
- Hepatitis B
- Diphtheria, Tetanus, Pertussis (DtaP)
- Varicella (chicken pox)
- Influenza – flu shot
- Pneumococcal Conjugate (pneumonia)
- Human Papilloma Virus (HPV) – cervical cancer
- H. Influenza type b
- Polio
- Measles, Mumps, Rubella (MMR)

Adult Preventive Care

Office Visits for preventive services
Screening Tests for coronary artery disease, colorectal cancer, prostate cancer, diabetes, and osteoporosis. Also includes mammograms, as well as pelvic exams and Pap test.
Immunizations:
- Hepatitis A
- Hepatitis B
- Diphtheria, Tetanus, Pertussis (DtaP)
- Varicella (chicken pox)
- Influenza – flu shot
- Pneumococcal Conjugate (pneumonia)
- Human Papilloma Virus (HPV) – cervical cancer

If you have questions, please call toll-free 1-888-224-4896.

Summary of Covered Services (Continued)

Medical Care

Anthem's Lumenos with HSA plan covers a wide range of medical services to treat an illness or injury. You can use your available HSA funds to pay for these covered services. Once you spend up to your deductible amount shown on Page 1 for covered services, you will have traditional health coverage with the coinsurance listed on Page 1 to help pay for additional covered services.

The following is a summary of covered medical services under Anthem's Lumenos with HSA plan:

- Physician Office Visits
- Inpatient Hospital Services
- Outpatient Surgery Services
- Diagnostic X-rays/Lab Tests
- Emergency Hospital Services (network coinsurance applies to both network and out-of-network)
- Inpatient and Outpatient Mental Health and Substance Abuse Services
- Maternity Care
- Chiropractic Care
- Prescription Drugs
- Home Health Care and Hospice Care
- Physical, Speech, and Occupational Therapy Services
- Durable Medical Equipment

Some covered services may have limitations or other restrictions.* With Anthem's Lumenos with HSA plan, the following services are limited:

- Skilled nursing facility services limited to 100 days per calendar year.
- Home health care services are limited to 100 visits per calendar year.
- Durable Medical Equipment: unlimited per member per contract year.
- Chiropractic Visits: unlimited per member per contract year.
- Physical Therapy, Occupational Therapy, and Speech Therapy, up to a combined maximum of 60 visits per member per contract year.
- Nutritional Counseling: Unlimited visits per member per contract year (in-network benefit only).
- Inpatient hospitalizations require authorizations.
- Routine Vision: Limited to one per member per calendar year.
- Fitness Club Reimbursement $200 maximum (limited to one member per enrolled household per plan year).
- Vision Hardware (per member every two plan years) $100 maximum reimbursement for frames and lenses.

Your Lumenos HSA plan includes a lifetime maximum of unlimited.

Specific state mandates regarding limitations may apply.

*For a complete list of exclusions and limitations, please refer to your Certificate of Coverage.

Please note: This summary is intended to be a brief outline of coverage and is not intended to be a legal contract. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail. This summary is for a full year in the Lumenos plan. If you join the plan mid-year or have a qualified change of status, your actual benefit levels may vary.

Additional limitations and exclusions may apply.

The information included does not constitute legal, tax, or benefit plan design advice. Anthem strongly encourages consultation with a tax advisor before establishing a Health Savings Account. Any Health Savings Account will be established between the individual account holder and the HSA custodian or trustee. Anthem is responsible for the administration of the health plan, and the custodian is responsible for the administration of the HSA.

Anthem Blue Cross and Blue Shield is the trade name of: In Colorado: Rocky Mountain Hospital and Medical Service, Inc. In Connecticut: Anthem Health Plans, Inc. In Georgia: Blue Cross and Blue Shield of Georgia, Inc. In Indiana: Anthem Insurance Companies, Inc. In Kentucky: Anthem Health Plans of Kentucky, Inc. In Maine: Anthem Health Plans of Maine, Inc. In most of Missouri (excluding 30 counties in the Kansas City area): RightCHOICE® Managed Care, Inc. (RIT), Healthy Alliance® Life Insurance Company (HALIC), and HMO Missouri, Inc. RIT and certain affiliates administer non-HMO benefits underwritten by HALIC and HMO benefits underwritten by HMO Missouri, Inc. RIT and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. In Nevada: Rocky Mountain Hospital and Medical Service, Inc. In New Hampshire: Anthem Health Plans of New Hampshire, Inc. In Ohio: Community Insurance Company. In most of Virginia (serving Virginia excluding the city of Fairfax, the town of Vienna and the area east of State Route 123.): Anthem Health Plans of Virginia, Inc. In Wisconsin: Blue Cross Blue Shield of Wisconsin ("BCBSWi") underwrites or administers the PPO and indemnity policies; Compcare Health Services Insurance Corporation ("Compcare") underwrites or administers the HMO policies; and Compcare and BCBSWi collectively underwrite or administer the POS policies. Independent licensees of the Blue Cross Blue Shield Association. ® ANTHEM and Lumenos are registered trademarks of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.

HMO Access Blue® New England†

$250 HMO Access Blue Plan Design

Anthem

Summary of Benefits – Plan Year

This is only a brief summary of your coverage. Benefits apply when care is ***medically necessary.*** *Services are covered up to the Maximum Allowable Benefit (MAB). Network providers agree to accept the MAB as payment in full.*

Service Received	Your Share of the Cost
You do not need a referral from your Primary Care Provider, however you must receive covered services in the Access Blue Network.	
Preventive Care • Immunization, lead screening, PSA (prostate screening), mammograms, and PAP smears • Routine physical exam for babies, children and adults including family planning visits • Routine hearing exam • Routine vision exam *(one exam per calendar year under age 19, one exam every two calendar years for age 19 and over)*	Covered in full
Other Outpatient Care • Medical exam, office surgery and anesthesia • Early Childhood Intervention therapy services for children up to age 3	$20 per visit to your PCP $30 per visit to any Specialist
• Lab, X-ray, ultrasound, injections • Short term rehabilitative therapy- physical*, occupational, or speech (up to 60 visits, any combination, per member, per plan year)* • CT scan, MRI,PET Scan, MRA, outpatient facility fees	Covered in full
• Surgery in hospital outpatient department or ambulatory surgery center	$250 copayment per surgery
Inpatient Care (as a bed patient in an acute care hospital) • Semi-private room and board	$250 copayment per admission
• Physician in-hospital care, surgery, delivery, anesthesia, lab, X-ray, CT scan, MRI, medical supplies, medication and physical, occupational and speech therapy	Covered in full
Skilled Nursing Facility and Rehabilitation Facility Care *(limited to 100 days for each per member, per calendar year)*	$250 copayment per admission
Durable Medical Equipment (DME) *Unlimited*	Covered in full
Other Services • OB/GYN care *(performed by an OB/GYN provider)* - Exam - Maternity care (routine prenatal, delivery and postpartum) • Chiropractic visit (*unlimited visits)* • Chiropractic X-ray	$20 per visit $250 copayment per admission $30 per visit Covered in full
Emergency Room or Urgent Care Center Visit • ER facility charge *(copayment waived if admitted)* • Urgent Care facility charge • ER/Urgent Care physician fee, CT Scan, MRI, medical supplies, etc.	$100 per visit $50 per visit Covered in full
Ambulance *(medically necessary emergency transport only)*	Covered in full

† Access Blue New England is administered by Anthem Blue Cross and Blue Shield and underwritten by Matthew Thornton Health Plan

An independent licensee of the Blue Cross and Blue Shield Association.
Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans of New Hampshire.
® SM Registered marks of the Blue Cross and Blue Shield Association.

Service Received	Your Share of the Cost
You do not need a referral from your Primary Care Provider, however you must receive covered services in the Access Blue Network.	
Mental Health and Substance Abuse • Outpatient services - Visit/consultation	$20 copayment per visit
• Inpatient services - Semi-private room & board - Physician visit	$250 copayment per admission Covered in full
Prescription Drugs	
Covered medications, diabetic supplies and contraceptive devices purchased at a network pharmacy • Copayment applies to each fill, up to a 30-day supply for retail • Includes maintenance drugs at a retail or mail order pharmacy • Only certain drugs are considered "maintenance" and are available for a supply greater than 30 days. Important notes: • Whenever available, your prescription will be filled generically. If you **choose** to buy a brand drug, you pay the generic copay, plus the difference in cost between the brand and generic drug. • If, **due to medical necessity**, your physician must prescribe a brand drug, you pay the brand copay. Refer to your prescription drug program flyer for details.	**Retail** (*30 day supply):* $10 copay /tier 1 $30 copay / tier 2 $50 copay / tier 3 90 day supply at retail for 3 copayments **Mail Order** (*90 day supply):* $20 copay /tier 1 $60 copay / tier 2 $100 copay / tier 3
Maximum for Services Subject to $250 Copayment	
Individual Maximum Family Maximum	$250 per member per plan year $500 per family per plan year
Out of Pocket Limitations	
Medical Out-of-Pocket Limitation The Out-of-Pocket Limit includes all Deductibles, Coinsurance, and Copayments you pay during a Calendar Year. It does not include your Premium, amounts over the Maximum Allowable Benefit, or charges for non-covered services.	Once the Out-of-Pocket Limit is satisfied, you will not have to pay additional Deductibles, Coinsurance or Copayments for the rest of the Plan Year. $6,350 per Member, per Plan Year $12,700 per family, per Plan Year
Other	
Fitness Club Reimbursement Vision Hardware (per member every two plan years	$200 maximum reimbursement (limited to one member per enrolled household per plan year) $100 maximum reimbursement for frames and lenses.

An independent licensee of the Blue Cross and Blue Shield Association.
Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans of New Hampshire, Inc.
® SM Registered marks of the Blue Cross and Blue Shield Association.

Exclusions and Limitations

The services listed below are not covered by this plan. Please review your Subscriber Certificate for complete details on exclusions and limitations.

Services Not Covered

•Any service that is not medically necessary • Any service required by a third party (court ordered services are covered if all of the other terms of the plan are met) • Claims for services received more than 12 months ago • Complementary and Alternative Therapies/Medicine • Cosmetic surgery • Custodial or convalescent care • Educational testing and therapy • Experimental and/or investigational services • Hospitalization for conditions that are not covered • Human organ transplants other than those listed in the subscriber certificate as covered benefits • Mental health services which do not usually result in favorable modification through short-term therapy • Miscellaneous devices, materials, and supplies, including, but not limited to, hearing aids, eyeglasses, contact lenses (except after cataract surgery), dentures and support devices for the feet and corrective shoes • Permanent dental restoration, orthognathic and most oral surgery • Personal comfort items • Radial keratotomy or other surgery to correct vision • Routine podiatry • Services covered by government programs to the extent permitted by law • Services for work-related illness or injury • Sex changes • Sterilization reversal

Anthem Blue Cross and Blue Shield has the right to recover its costs for care of:

• Injuries which are the responsibility of other parties • Services for which another insurance carrier or Medicare is primary • Services related to illegal conduct

This is only a brief summary of your coverage.

This summary of benefits is not a contract. It is a general description of the benefits and exclusions of this plan. Complete information about all benefits, limitations and exclusions is in the Subscriber Certificate, which will be mailed to you after you enroll. If you need further information, call Customer Service at 1-800-870-3122

An Independent licensee of the Blue Cross and Blue Shield Association.
Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans of New Hampshire, Inc.
® SM Registered marks of the Blue Cross and Blue Shield Association.

POS BlueChoice® New England†

Higher Copay Plan

Anthem

Summary of Benefits

This is only a brief summary of your coverage. Benefits apply when care is ***medically necessary****. Services are covered up to the Maximum Allowable Benefit (MAB). Network providers agree to accept the MAB as payment in full. However, if you receive services from a non-network provider, under Self Referred benefits, it is your responsibility to pay the difference between the MAB and the provider's charge.*

Service Received	Your Share of the Cost	
You do not need a referral from your Primary Care Provider. Your benefit is determined by whether you choose a provided in your designated network or an out-of-network provider.		
Preventive Care • Immunization, lead screening, PSA (prostate screening), mammograms and PAP smears • Routine physical exam for babies, children and adults including family planning visits • Routine hearing exam • Routine vision exam *(one exam per calendar year under age 19, one exam every two calendar years for age 19 and over)*	**In Network Benefits** Covered in full	**Out of Network Benefits**∴ Covered up to MAB Subject to: $100 deductible per member, no more than $300 per family per plan year and 20% coinsurance up to $400 per member, no more than $1,200 per family per plan year Out-of-pocket maximum $500 per member, no more than $1,500 per family per plan year Some benefits are subject to precertification requirements. Refer to your Subscriber Certificate for details. Call 1-800-531-4450 to precertify.
Other Outpatient Care • Medical exam, office surgery, and anesthesia • Early Childhood Intervention therapy services for children up to age 3 *(limited to $3,200 per member, per plan year and $9,600 per member's lifetime)*	$25 per visit to your PCP $35 per visit to any specialist	
• Lab, X-ray, ultrasound, injections • Short term rehabilitative therapy - physical, occupational, or speech *(unlimited,* per member, per plan year)ϑ • CT scan, MRI, PET scan, MRA outpatient facility fees	Covered in full	
• Surgery in hospital outpatient department or ambulatory surgery center	$300 copayment per surgery	
Inpatient Care (as a bed patient in an acute care hospital) • Semi-private room and board • Physician in-hospital care, surgery, delivery, anesthesia, lab, X-ray, CT scan, MRI, medical supplies, medication and physical, occupational and speech therapy.	$300 copayment per admission Covered in full	
Skilled Nursing Facility and Rehabilitation Facility Care *(limited to 100 days for each per member, per calendar year)*ϑ	$300 copayment per admission	
Durable Medical Equipment (DME) *(Unlimited)*ϑ	Covered in full	
Other Services • Chiropractic visit *(12 visits per member per plan year)* • Chiropractic X-ray • OB/GYN care (performed by an OB/GYN provider) - Exam - Maternity care (routine prenatal, delivery and postpartum)	$35 per visit Covered in full $25 per visit $300 copayment per admission	
Emergency Room or Urgent Care Visit • ER facility charge *(copayment waived if admitted)* • Urgent Care facility charge • ER/Urgent Care physician fee, CT Scan, MRI, medical supplies, etc.	$150 per visit $75 per visit Covered in full	Same as Network Benefits
Ambulance (medically necessary emergency transport only)	Covered in full	Covered in full up to MAB

ϑ Any combination of benefits from either column count toward this maximum.

∴ Services are covered up to the MAB. Out of network providers may bill you for amounts that exceed the MAB.

† *BlueChoice New England is administered by Anthem Blue Cross and Blue Shield and underwritten by Matthew Thornton Health Plan*

An independent licensee of the Blue Cross and Blue Shield Association.
Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans of New Hampshire, Inc.
® Registered marks of the Blue Cross and Blue Shield Association.

Service Received	Your Share of the Cost	
	In Network Benefits	Out of Network Benefits**
Mental Health and Substance Abuse • Outpatient services - Visit/consultation	$25 copayment per visit	Subject to deductible and coinsurance
• Inpatient services - Semi-private room & board - Physician visit	$300 copayment per admission Covered in full	

Prescription Drugs		
	Network Benefits	**Out-of-Network Benefits****
Covered medications, diabetic supplies and contraceptive devices purchased at a network pharmacy • Copayment applies to each fill, up to a 30-day supply for retail • Includes maintenance drugs at a retail or mail order pharmacy • Only certain drugs are considered "maintenance" and are available for a supply greater than 30 days. • Important notes: - If you choose to buy a brand drug, you pay the brand copay Refer to your prescription drug program flyer for details.	**Retail** (*30 day supply):* $10 copay /tier 1 $30 copay / tier 2 $50 copay / tier 3 90 day supply available at retail for 3 copays **Mail Order** (*90 day supply):* $20 copay /tier 1 $60 copay / tier 2 $100 copay / tier 3	Same as network benefits

Maximums for Services Subject to $300 Copayment		
Individual Maximum Family Maximum	$300 per member per plan year $600 per family per plan year	Not applicable. All services subject to out of network deductible and coinsurance.

Other	
Fitness Club Reimbursement	$200 maximum reimbursement (limited to one member per enrolled household per plan year)
Vision Hardware (per member every two plan years)	$100 maximum reimbursement for frames and lenses

Exclusions and Limitations

The services listed below are not covered by this plan. Please review your Subscriber Certificate for complete details on exclusions and limitations.

Services Not Covered

•Any service that is not medically necessary • Any service required by a third party (court ordered services are covered if all of the other terms of the plan are met) • Claims for services received more than 12 months ago • Complementary and Alternative Therapies/ Medicine • Cosmetic surgery • Custodial or convalescent care • Educational testing and therapy • Experimental and/or investigational services • Hospitalization for conditions that are not covered • Human organ transplants other than those listed in the Subscriber Certificate as covered benefits • Mental health services which do not usually result in favorable modification through short-term therapy • Miscellaneous devices, materials, and supplies, including, but not limited to, hearing aids (except for children under 19), eyeglasses, contact lenses (except after cataract surgery), dentures and support devices for the feet and corrective shoes • Permanent dental restoration, orthognathic and most oral surgery • Personal comfort items • Radial keratotomy or other surgery to correct vision • Routine podiatry • Services covered by government programs to the extent permitted by law • Services for work-related illness or injury • Sex changes • Sterilization reversal

Anthem Blue Cross and Blue Shield has the right to recover its costs for care of:

• Injuries which are the responsibility of other parties • Services for which another insurance carrier or Medicare is primary • Services related to illegal conduct

This is only a brief summary of your coverage.

This summary of benefits is not a contract. It is a general description of the benefits and exclusions of this plan. Complete information about all benefits, limitations and exclusions is in the Subscriber Certificate, which will be mailed to you after you enroll. If you need further information, call Customer Service at 1-800-870-3122.

An independent licensee of the Blue Cross and Blue Shield Association.
Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans of New Hampshire, Inc.
® Registered marks of the Blue Cross and Blue Shield Association.

Manchester School District

Effective: 7/1/2015
Group Number: 0163

Outline of Coverage
Delta Dental PPO plus Premier Network

Read Your Policy Carefully—This Outline of Coverage provides a very brief description of the important features of your policy. This is not the insurance contract, and only the actual policy provisions will control. The policy itself sets forth in detail the rights and obligations of both you and your insurance company. It is therefore important that you ***READ YOUR POLICY CAREFULLY!*** *Not all time limitations and exclusions are shown herein. Benefit percentages shown are based on the actual charges submitted up to the Maximum Allowable Charge for participating dentists, or Delta Dental's allowance for non-participating dentists.*

Diagnostic / Preventive (Coverage A)	**Basic Restorative** (Coverage B)	**Major Restorative** (Coverage C)
DIAGNOSTIC: Oral evaluations once in a 6-month period X-rays (complete series or panoramic film) once in a 3-year period Bitewing x-rays once in a 12-month period X-rays of individual teeth as necessary Brush biopsy once in a 12-month period **PREVENTIVE:** Cleanings once in a 6-month period Fluoride once in a 12-month period to age 19 Space maintainers to age 16 Sealant application to permanent molars, once in a 3-year period per tooth, for children to age 19	**RESTORATIVE:** Amalgam (silver) fillings; Composite (white) fillings (on anterior teeth only) **ORAL SURGERY:** Surgical and routine extractions **ENDODONTICS:** Root canal therapy **PERIODONTICS:** Periodontal maintenance (cleaning) **Note:** *Cleanings are limited to one in a 6-month period; these may be routine (Coverage A) or periodontal (Coverage B), or a combination of each.* Treatment of gum disease Clinical crown lengthening once in a lifetime per site **DENTURE REPAIR:** Repair of a removable denture to its original condition **EMERGENCY PALLIATIVE TREATMENT**	**PROSTHODONTICS:** Removable and fixed partial dentures (bridge); complete dentures Rebase and reline (dentures) Crowns Onlays Implants
Delta Dental Pays: 100%	**Delta Dental Pays: 60%**	**Delta Dental Pays: 50%**
Calendar Year Maximum: $1500 per Person		

Rev. 5/15/2015

Delta Dental PPO plus Premier Network

You will get the best value from your Delta Dental Plan when you receive your dental care from one of our PPO (greatest savings) or Premier network participating dentists:

- ✓ **No Balance Billing:** Because participating dentists accept Northeast Delta Dental's allowed fees for services, you will typically pay less when you visit a participating dentist.
- ✓ **No Claims Paperwork:** Participating dentists will prepare and submit claims for you.
- ✓ **Direct Payment:** Northeast Delta Dental pays participating dentists directly, so you don't have to pay the covered amount up front and wait for a reimbursement check.

To find out if your dentist participates in our PPO or Premier network, you can: call your dentist, visit our website at **nedelta.com**, or call **Customer Service at 1-800-832-5700**.

Claim Process for Participating Dentists

Your participating dentist will submit your claim to Northeast Delta Dental (claims for any of your covered dependents should be submitted under *your* Subscriber ID number). Northeast Delta Dental will produce an Explanation of Benefits (available through our Benefit Lookup site at **nedelta.com**) detailing what has been processed under your plan's coverage. You are responsible to pay any outstanding balance directly to the dentist.

Non-Participating Dentists

If you visit a non-participating dentist, you may be required to submit your own claim and pay for services at the time they are provided. Claim forms are available by calling Northeast Delta Dental or visiting **nedelta.com**. Payment will be made to you, the Subscriber, unless the state in which the services are rendered requires that assignments of benefits be honored and Northeast Delta Dental receives written notice of such assignment. Payment for treatment performed by a non-participating dentist will be limited to the lesser of the dentist's actual submitted charge or Delta Dental's allowance for non-participating dentists in the geographic area in which services are provided. It is your responsibility to make full payment to the dentist.

Predetermination of Benefits

Northeast Delta Dental recommends that you ask your dentist to submit a *pre-treatment estimate* for any dental work involving costly or extensive treatment plans. Predeterminations helps avoid any potential confusion and enable us to help you estimate any out-of-pocket expenses you may incur.

Coordination of Benefits

When an individual covered under this plan has additional group coverage, the Coordination of Benefits (COB) provision described in your Dental Plan Description booklet will determine the sequence and extent of payment. If you have any questions about COB, please contact our **Customer Service Department at 1-800-832-5700**.

Identification Cards

Two identification cards will be produced and distributed shortly after your initial enrollment. Both cards are issued in your name but can be used by any family member covered under your plan. Any future cards will be issued electronically via our Benefit Lookup site accessible through **nedelta.com**. You can also use our smartphone app and enjoy access to dentist search, claims and coverage, and your ID card. Simply scan the QR code to the right.

Dental Plan Description Booklet

A Dental Plan Description booklet will be made available shortly after your enrollment. This benefit booklet describes your dental benefits and explains how to use them. Please read it carefully to understand the benefits and provisions of your Northeast Delta Dental plan.

Who is Eligible?

You, your spouse, your children up to age 26, regardless of student status, and any incapacitated dependent children, regardless of age. If enrolling one eligible dependent, all of your eligible dependents must be enrolled, unless they are covered under another dental program.

MANCHESTER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT NO. 37
195 McGregor Street, Suite 201
Manchester, NH 03102
Telephone: 603.624.6300 • Fax: 603.624.6337

Insurance Rates 07/01/2016 - 06/30/2017

AMP

(26 weeks= 12 month enrollment)

POS Blue Choice New England	One Person	Two Person	Family
Total Monthly Premium	$919.97	$1,791.58	$2,402.53
Monthly District Share	$735.98	$1,433.26	$1,922.02
Monthly Employee Share	$183.99	$358.32	$480.51
District Share Per Pay Period	$339.68	$661.51	$887.09
Employee Share Per Pay Period	$84.92	$165.38	$221.77

HMO Access Blue New England	One Person	Two Person	Family
Total Monthly Premium	$826.79	$1,612.08	$2,161.83
Monthly District Share	$661.43	$1,289.66	$1,729.46
Monthly Employee Share	$165.36	$322.42	$432.37
District Share Per Pay Period	$305.28	$595.23	$798.21
Employee Share Per Pay Period	$76.32	$148.81	$199.55

Anthem Lumenos with HSA	One Person	Two Person	Family
Total Monthly Premium	$772.91	$1,513.30	$1,944.08
Monthly District Share	$656.97	$1,286.31	$1,652.47
Monthly Employee Share	$115.94	$227.00	$291.61
District Share Per Pay Period	$303.22	$593.68	$762.68
Employee Share Per Pay Period	$53.51	$104.77	$134.59

Anthem Lumenos without HSA	One Person	Two Person	Family
Total Monthly Premium	$647.91	$1,263.30	$1,694.08
Monthly District Share	$550.72	$1,073.81	$1,439.97
Monthly Employee Share	$97.19	$189.50	$254.11
District Share Per Pay Period	$254.18	$495.60	$664.60
Employee Share Per Pay Period	$44.86	$87.46	$117.28

Northeast Delta Dental	One Person	Two Person	Family
Total Monthly Premium	$46.62	$90.43	$173.76
Monthly District Share	$37.30	$72.34	$139.01
Monthly Employee Share	$9.32	$18.09	$34.75
District Share Per Pay Period	$17.21	$33.39	$64.16
Employee Share Per Pay Period	$4.30	$8.35	$16.04

City of Manchester
New Hampshire

In the year Two Thousand and Seventeen

A RESOLUTION

"Amending the FY 2016 and 2017 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of Three Thousand One Hundred Ninety Nine Thousand Dollars and Fifty Four Cents ($3,199.54) for the FY2016 CIP 810716 Manchester Conservation Commission Operational Budget."

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 2016 and 2017 CIPs as contained in the 2016 and 2017 CIP budgets; and

WHEREAS, the 2016 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 the remaining donations from the Bike Tour accounts to the Conservation Commission's Operational Account;

NOW, THEREFORE, be it resolved that the 2016 and 2017 CIPs be amended as follows:

By transferring:
FY2016 CIP 810616 – 2015 Bike Tour - $2,274.71 Other
FY2017 CIP 811117 – 2016 Bike Tour - $924.83 Other

By increasing:
FY2016 CIP 810716 – Manchester Conservation Commission Operational Budget - $3,199.54 Other

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

City of Manchester
New Hampshire

In the year Two Thousand and Seventeen

A RESOLUTION

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Twenty Two Thousand Dollars ($22,000) for the FY 2017 CIP 411517 Safe Station - Overnight Coverage."

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 allocate funds from the Contingency Account for Safe Station overnight support;

WHEREAS, the Board of Mayor and Aldermen wishes to accept donations for Safe Station overnight support;

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

By adding:

2017 CIP 411517 – Safe Station - Overnight Coverage - $20,000 Contingency; $2,000 Other

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