

AGENDA

BOARD OF MAYOR AND ALDERMEN

September 20, 2016
Mayor and all Aldermen

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

1. Mayor Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by Amy Allen, Parker Varney Principal, regarding Summer Reading Initiative.
4. Presentation by Philip Croasdale regarding water tests in the City.

CONSENT AGENDA (ITEMS 5-27)

5. 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

6. Minutes of the May 2, 2016 Special BMA meeting and the May 3, 2016 Public Participation meeting.

Accept and Remand Funds

7. Accept and remand funds in the amount of \$750.00 from FIRST for the K-9 account.

Approve under supervision of the Department of Highways

8. Pole Petitions:

11-1523 (1) Tarrytown Road

Approve under supervision of the Department of Highways, subject to funding availability

9. Sidewalk Petitions:

62 Parkview Street
22 Almond Street
1300 Union Street
63 Parkview Street
65 Hubbard Street
45 Dubuque Street
31 Woodland Avenue
73 Buzzell Street

Information to be Received and Filed

- 10.** Communication from Bryan Christiansen of Comcast regarding Comcast Set-top Boxes.
- 11.** Minutes from the July and August 2016 MTA Commission meetings, the June and July 2016 Financial reports and the June and July 2016 Ridership reports submitted by Michael Whitten, MTA Executive Director.

REFERRALS TO COMMITTEES

COMMITTEE ON FINANCE

12. Bond Resolutions:

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Two Hundred Ten Thousand Dollars (\$1,210,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Two Hundred Fifty Thousand Dollars (\$2,250,000) for the 2017 CIP 711817 Equipment-Pumping.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of Three Million Nine Hundred Thousand Dollars (\$3,900,000) for the 2017 CIP 711617 Equipment-Watershed.”

13. Resolutions:

“Authorizing the Finance Officer to effect a transfer of Seven Hundred Twenty Nine Thousand Dollars (\$729,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

“Authorizing the Finance Officer to effect a transfer of Forty Eight Thousand Dollars (\$48,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

“Authorizing the Finance Officer to effect a transfer of Four Hundred Thirty Three Thousand Dollars (\$433,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

“Amending the FY 2015 and FY 2017 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Million Two Hundred Ten Thousand Dollars (\$1,210,000) for the FY2017 CIP 310217 Deferred Maintenance in Manchester School District.”

“Amending the FY 2016 and 2017 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Million Two Hundred Thousand Dollars (\$1,200,000) for the FY 2017 CIP 611217 267 Wilson Street Recovery Housing Project.”

REPORTS OF COMMITTEES

COMMITTEE ON ACCOUNTS, ENROLLMENT & REVENUE ADMINISTRATION

14. Recommending that the request from 844 Elm Street, LLC for a loan modification be approved.
(Unanimous vote with the exception of Aldermen Katsiantonis and Sapienza who were absent)

15. Advising that the MDC Revolving Loan Fund summary has been accepted.
(Unanimous vote with the exception of Aldermen Katsiantonis and Sapienza who were absent)

16. Advising that the Finance Department reports:
 - Accounts Receivable over 90 days
 - Aging Report
 - Outstanding Receivableshave been accepted.
(Unanimous vote with the exception of Aldermen Katsiantonis and Sapienza who were absent)

17. Advising that the finance charges associated with property at 200 Elm Street be sent through the collections agency.
(Unanimous vote with the exception of Alderman Hirschmann who voted in opposition, and Aldermen Katsiantonis who was absent)

18. Advising that the City's Monthly Financial Report (unaudited) for the first month of fiscal year 2017, submitted by the Finance Director, has been accepted.
(Unanimous vote with the exception of Aldermen Katsiantonis who was absent)

19. Recommending that ordinance amendment:

“Municipal and Transportation Improvement Fund”

ought to pass and be enrolled.
(Unanimous vote with the exception of Alderman Katsiantonis who was absent)

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

20. Advising that the following banner applications have been approved:

From the American Red Cross for a banner to be hung on Elm Street from August 22, 2016 through September 1, 2016.

From the Manchester Police Athletic League for a banner to be hung on Elm Street from September 19, 2016 through October 02, 2016.

From Easter Seals for a banner to be hung on Elm Street from October 3, 2016 through October 16, 2016.

From the Palace Theatre for a banner to be hung on Elm Street from October 17, 2016 through November 14, 2016.

From the Palace Theatre for a banner to be hung on Elm Street from November 25, 2016 through December 23, 2016.

From the Palace Theatre for a banner to be hung on Elm Street from January 13, 2017 through February 13, 2017.

From the Palace Theatre for a banner to be hung on Elm Street from February 27, 2017 through March 27, 2017.

From the Palace Theatre for a banner to be hung on Elm Street from April 10, 2017 through May 8, 2017.

From the Palace Theatre for a banner to be hung on Elm Street from May 26, 2017 through June 26, 2017.

From the Animal Shelter for a banner to be hung on Elm Street from July 10, 2017 through July 24, 2017.

From Hope for New Hampshire Recovery for banners to be hung on Hanover Street and Kelley Street from September 5, 2016 through September 17, 2016.

(Unanimous vote)

21. Recommending that a committee be established to develop a proposal for a new City flag and submit the proposal to the Committee on Administration/Information Systems for review.
(Unanimous vote)
22. Recommending that the lease with US Cellular to operate telecommunications antennas and equipment at 220 Hackett Hill Road be extended.
(Unanimous vote)
23. Advising that the request on behalf of Sprint to extend its lease at 230 Hackett Hill Road has been received and filed.
(Unanimous vote)

COMMITTEE ON COMMUNITY IMPROVEMENT

24. Advising that the communication from South Jr. Deb Softball requesting funding for repairs to their clubhouse has been received and filed.
(Unanimous vote)

COMMITTEE ON LANDS AND BUILDINGS

25. Advising that the City Solicitor be authorized to negotiate the sale of City-owned property located on Beech Street, Map 278 Lot 2A abutting Dunkin Donuts and return to the committee with a recommendation.
(Unanimous vote with the exception of Alderman Cavanaugh who voted in opposition)

COMMITTEE ON PUBLIC SAFETY, HEALTH AND TRAFFIC

26. Recommending that the request from Intown Manchester for free parking on Elm Street and adjoining side streets off of Elm Street, as well as the Victory parking garage, on Wednesday, September 14, 2016 from 5: 00 p.m. until 8:00 p.m. for their annual Taste of Downtown event be approved.
(Phone poll conducted on 8/30/2016 - Unanimous vote)

**REPORTS OF THE SPECIAL COMMITTEE ON
ESTABLISHING A PUBLIC BANK**

27. Recommending that the Public Banking Institute prepare a bank funding proposal for the City, based on the June 30, 2015 CAFR, at a cost of \$1,000 with a funding source to be identified by the Board.
(Unanimous vote with the exception of Alderman Barry who was absent)

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

REGULAR BUSINESS

28. Communication from Martha Frontiero advising the board of her resignation from the Arts Commission.
Ladies and Gentlemen, what is your pleasure?

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

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

Parks, Recreation & Cemetery Commission

Kenneth O'Shaughnessy to succeed himself as a member term to expire July 1, 2019

Michael Dimos to succeed George "Butch" Joseph as a member, term to expire July 1, 2019

Ladies and Gentlemen, what is your pleasure?

31. Proposal to the City from IAFF Local 856.
If the Board so desires, a motion would be in order to ratify the agreement.
32. Contract with the Manchester Police Patrolman's Association and the City of Manchester.
If the board so desires, a motion would be in order to ratify and layover.

33. Tentative Agreements from AFSCME Local 298 Central Fleet Services Division, Facilities Division and the Health Department.
(Note: Attached are proposed agreement salary costs submitted by the Chief Negotiator.)
Ladies and Gentlemen, what is your pleasure?

34. Communication from Tim Soucy, Public Health Director, submitting a draft resolution and Certificate of Authorization for the proposed regional Integrated Delivery Network formally designating Catholic Medical Center as the lead.
Ladies and Gentlemen, what is your pleasure?

35. Communication from Fred McNeill, Chief Engineer, requesting the use of specialized legal services to assist with contesting the draft MS-4 Stormwater permit being implemented by the EPA.
Ladies and Gentlemen, what is your pleasure?

36. Communication from Daniel Goonan, Fire Chief, requesting \$25,000 to cover expenses related to night and weekend support for the Safe Station program.
Ladies and Gentlemen, what is your pleasure?

37. Communication from Peter Flotz, Lansing Melbourne Group, LLC, regarding stakeholder input on a Parking Assessment District for the millyard.
Ladies and Gentlemen, what is your pleasure?

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

39. Legislative Update, if available.

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

41. Mayor Gatsas calls the meeting back to order.

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

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

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

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

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

47. Report(s) of the Special Committee on Alcohol, Other Drugs, and Youth Services, if available.
Ladies and Gentlemen, what is your pleasure?

48. Report(s) of the Special Committee on Riverfront Activities and Baseball, if available.
Ladies and Gentlemen, what is your pleasure?

49. Ordinance: **(A motion is in order to read by title only)**

“Municipal and Transportation Improvement Fund”

A motion is in order that the ordinance pass to be ordained.

50. Bond Resolutions: (A motion is in order to read by titles only.)

“Authorizing Bonds, Notes or Lease Purchases in the amount of Five Hundred Eighty Nine Thousand Six Hundred Eighty Five Dollars (\$589,685) for the 2017 CIP 310117 FY 2017 Buses.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Dollars (\$2,000,000) for the 2017 CIP 714017 FY 2017 Deferred Maintenance.”

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

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

“Authorizing the Finance Officer to effect a transfer of Seven Hundred Twenty Nine Thousand Dollars (\$729,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

“Authorizing the Finance Officer to effect a transfer of Forty Eight Thousand Dollars (\$48,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

“Authorizing the Finance Officer to effect a transfer of Four Hundred Thirty Three Thousand Dollars (\$433,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

“Amending the FY 2015 and FY 2017 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Million Two Hundred Ten Thousand Dollars (\$1,210,000) for the FY2017 CIP 310217 Deferred Maintenance in Manchester School District.”

“Amending the FY 2016 and 2017 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Million Two Hundred Thousand Dollars (\$1,200,000) for the FY 2017 CIP 611217 267 Wilson Street Recovery Housing Project.”

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

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

NEW BUSINESS

TABLED ITEMS

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

- 53.** Motion to reinstate the follow ordinance sections regarding non-affiliated pay increases effective July 1, 2015:
33.048 Advancements Within Pay
33.050 Longevity Rates Positions
33.062 Part-time Employees
33.063 Temporary and Seasonal Employees
(Note: Tabled 8/2/16)
- 54.** Communication from the City Solicitor related to the citizen complaint of alleged charter violations dated September 8, 2015.
(Note: Tabled 12/15/15)

ADJOURNMENT

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

Daniel A. Goonan
Chief of Department



Richard P. McGahey
Assistant Chief

City of Manchester
Fire Department

TO: Board of Mayor and Aldermen
FROM: Chief Daniel A. Goonan
CC: Sharon Wickens
DATE: August 3, 2016
RE: K-9 Donation

I am seeking approval from the Board of Mayor and Aldermen to allow the Manchester Fire Department to accept a donation in the amount of \$750.00 from FIRST to be deposited into the K-9 account.



July 26, 2016

City of Manchester Fire Department
100 Merrimack Street
Manchester, NH 03101

To Whom It May Concern:

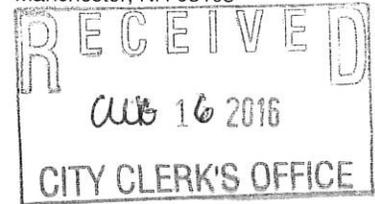
Enclosed please find an unrestricted \$750.00 contribution from *FIRST*. The Manchester Fire Department may use these funds for any need which you determine would make the best use of our contribution. As has been our practice in past years, this is an unrestricted gift made at *FIRST*'s fiscal year-end.

Thank you for your outstanding service and responsiveness when called. We, at *FIRST*, sincerely appreciate it.

Best regards,

Terry Durkin
VP, Finance
FIRST

Cc: Linda Tenda
Facility Manager
FIRST



August 15, 2016

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

Dear City Clerk,

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

Enclosed for your review find three copies of PSNH Petition and Pole License number 11-1523 for City of Manchester review.

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

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

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

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

Thank you.

Lisa-Marie Pinkes

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

Enclosure(s)

POLE LOCATION LICENSE

POLE LOCATION
FORM NO.2

In the Board of Mayor and Aldermen of the City of Manchester, New Hampshire,
on September 20, 2016. It appearing that the public good requires it, it is hereby

ORDERED

That **Public Service Company of New Hampshire, dba Eversource Energy AND Northern New England Telephone Operations LLC dba FairPoint Communications-NNE** be and hereby are granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary in the public way, or ways, hereinafter referred to as requested in the petition of said Companies dated the 15th day of August, 2016.

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

The maximum and minimum length of said poles shall be 60 feet and 25 feet; height of structure 52 feet and 20 feet. The approximate locations of poles and structures, including where applicable the approximate distance thereof from the edge of the traveled roadway, or of the side-walk, and of underground conduits and cables are designated or defined as shown upon a plan marked "**POLE LOCATION PLAN- EVERSOURCE AND Northern New England Telephone Operations LLC dba FairPoint Communications-NNE**" No. 11-1523, dated 8/15/2016 attached to and made a part of this order. All of said wires and cables except such as are vertically attached to poles and structures shall be placed in accordance with the National Electrical Safety Code in effect at the time of petition and/or license is granted.

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

This license is granted as to the following public ways or parts of ways in Manchester, New Hampshire.
License one (1) pole(s), 1151/17X located on Tarrytown Road in the City of Manchester.

Granted By Vote of Board of Mayor and Aldermen, subject to approval of Public Works Director or his designee, at meeting of said Board held 9/20/16

Approved
Dept. of Highways
BY: _____

ATTEST -----
Matthew Normand, City Clerk

Received 8/16/16 at Manchester and recorded in Records of Pole Location Licenses. Vol., 2016, Page MA, filed and an attested copy delivered to the said Public Service Company of New Hampshire, dba Eversource Energy and Northern New England Telephone Operations LLC dba FairPoint Communications-NNE

ATTEST -----
Matthew Normand, City Clerk

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

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

POLE LOCATION PLAN

EVERSOURCE and

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

DATE 08/15/2016
 MUNICIPALITY: Manchester
 STREET / ROAD: Tarrytown Road
 PSNH OFFICE: Hooksett
 PSNH ENGINEER: Marc Gagnon
 TELCO ENGINEER: Roberto Diaz

LICENSE NO. 11-1523
 STATE HWY. DIV. NO. 5
 STATE LICENSE NO. _____
 WORK REQUEST# 2571696
 WORK FINANCIAL # 9Y520920
 TELCO PROJECT # _____

Pole Numbers		Pole Sz-CI	Eq BH	INSTALL POLE	REMOVE PB	REF	100% LTS	J/O	100% TEL	Span	DIST FROM EOP	Remarks	DOC REQ
LTS	TEL												
<u>1151</u> 18	<u>403</u> 20	50-3		○	●	⊕	∧	⋈	↓	+/- 92'	+/- 8'	Reference only	M
NOT TO SCALE													
Auburn St													
Tarrytown Road													
Elliot Hospital Parking													
<u>1151</u> 17X		55-2		○						+/- 30'	+/- 8'	Install Jt pole by LTS	M
<u>1151</u> 17	<u>403</u> 19	55-2		○						+/- 100'	+/- 8'	Reference only	M
<u>1151</u> 16	<u>403</u> 14	45-3		○							+/- 8'	Reference only	M
Benton Street													



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

RECEIVED
JUL 29 2016
CITY CLERK'S OFFICE

I/we, BARBARA WEAVER, the
Name(s)

owner(s) of the real estate abutting upon 62 PARKVIEW ST
Street Address

Manchester, NH 03103

Description (including footage): 44 FOOT FRONT - NO CURB

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Barbara Weaver
Owner

Owner

62 PARKVIEW ST MANCHESTER N.H. 03103
Mailing Address

Phone #: 603-669-1353

Date: 7/29/2016



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

RECEIVED
JUL 28 2016
CITY CLERK'S OFFICE

I/we, Matthew Linxweiler, the
Name(s)

owner(s) of the real estate abutting upon 22 Almond St.
Street Address
Manchester, NH 03102

Description (including footage): Residential single family home,
light blue Ranch style with 200 ft. of road frontage.

The installment of a curb would help to eliminate
erosion caused by water run off and snow melt.

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Matthew Linxweiler
Owner

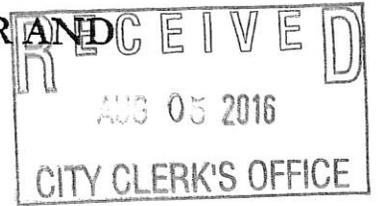
22 Almond St. Manchester NH 03102
Mailing Address

Phone #: 603-370-0629

Date: 7/28/16



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:



I/we, August G. Fromuth, the
Name(s)

owner(s) of the real estate abutting upon 1300 Union St
Street Address

Manchester, NH 03104

Description (including footage): 300 feet of FRONTAGE

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: August G. Fromuth
Owner

1300 Union St Owner Manchester NH 03104
Mailing Address

Phone #: 603 661 0094 Date: July 27 2016



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

RECEIVED
AUG 05 2016
CITY CLERK'S OFFICE

I/we, Mary L. Nelson the

owner(s) of the Real Estate abutting 63 Parkview St
Street Address
Manchester NH 03103

Description (including footage): curbing be installed
35' 6" frontage at the above address,

- I desire that
- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made I/we will pay one-half the same cost. I/we the undersigned request Honorable Board to grant this petition and direct Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as SPECIFIED ABOVE.

Signed: Mary L. Nelson
owner
255 Greentown Rd Georgetown SC 29440

Phone #: 603-785-2286 mailing address Date 2 Aug 2016



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

RECEIVED
AUG 13 2016
CITY CLERK'S OFFICE

I/we, Adam Paprocki, Danielle Paprocki, the
Name(s)

owner(s) of the real estate abutting upon 65 Hubbard St
Street Address

Manchester, NH 03104
Zip Code

Description (including footage): 110 ft of curbing & sidewalk
on the North side of property / Lamont St.
120 ft of sidewalk on west side / Hubbard
125 ft of sidewalk and reset curbing on south side
of Amherst St.

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Adam Paprocki
Owner

Danielle Paprocki
Owner

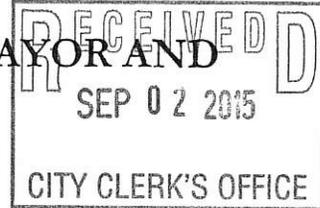
65 Hubbard St. Manchester NH 03104
Mailing Address

Phone #: 603-486-8500

Date: 8-17-16



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:



I/we, Bertrand Bergeron, the
Name(s)

owner(s) of the real estate abutting upon 45 Dubuque Street
Street Address

Manchester, NH 03102

Description (including footage): 50 feet x 8 feet

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Bertrand Bergeron
Owner

Owner

Mailing Address

Phone #: 603 666 0021

Date: 09/2/2016



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

I/we, Moe Bilodeau, the
Name(s)

owner(s) of the real estate abutting upon 31 Woodland Ave.
Street Address

Manchester, NH
Zip Code

Description (including footage): I would like curbing
Replaced in front of house 38'
38 FT

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage 38 FT
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Mannual Bilodeau
Owner

31 Woodland Ave
Owner
Manchester NH Mailing Address 03109

Phone #: 603-627-4821 Date: 8-15-16
cell = 540-5301



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

I/we, GARY EAGER, the
Name(s)

owner(s) of the real estate abutting upon 73 BUZZELL ST
Street Address

Manchester, NH
Zip Code

Description (including footage):
New curbing and resurface existing sidewalk
(clearing a grass border between the sidewalk +
the curbing).

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- Curbing be installed along said frontage
- Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: [Signature]
Owner

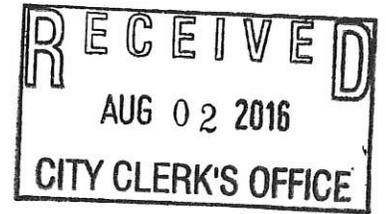
1019 Union St ^{Owner} Manchester NH 03104
Mailing Address

Phone #: 603-315-5205 Date: 8/18/16



July 29, 2016

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



Important Information about Comcast Set-top Boxes

Dear Mr. Normand:

As part of our continuing effort to keep you informed, I wanted to let you know about an upcoming change affecting certain models of Comcast's set-top boxes. Beginning September 27, 2016 some customers in your community will be asked to upgrade their set-top boxes so that they are compatible with our new enhanced HD service. With this system enhancement, customers will enjoy improved HD picture quality and be able to record and store more shows on their DVR.

To continue to view all of their current favorite HD channels and enjoy these upcoming improvements, some customers will need to upgrade their set-top boxes. We have included instructions for upgrading their cable boxes in our notification to customers. These instructions are:

"To see which set-top boxes need to be replaced, go to channel 1995 on each of your TVs and follow the on-screen instructions. You can order a new box right from your TV and have it shipped to your home."

While we know replacing equipment can be inconvenient for customers, this change will pave the way for more enhanced services.

We are informing our customers of this upcoming change through letters to their homes and set-top box messaging. Sample notifications are attached for your reference. We will continue to notify customers on an ongoing basis about this change, including any deadlines for action, and will keep you informed as well.

If you have any questions, please visit xfinity.com/HDenhanced or you may contact me at 603-224-1871, ext. 202.

Sincerely,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government & Regulatory Affairs

**MANCHESTER
TRANSIT AUTHORITY**

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



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

MICHAEL WHITTEN
EXECUTIVE DIRECTOR

August 31, 2016

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

Dear Matthew,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, August 30, 2016. Enclosed are the approved Minutes of the July 2016 Meeting, July 2016 Financial Report, and July 2016 Ridership Report.

The next Commission Meeting is scheduled for Tuesday, September 27, 2016.

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

Very truly yours,

Mike

Michael Whitten
Executive Director

Enclosures

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MICHAEL WHITTEN
EXECUTIVE DIRECTOR

Manchester Transit Authority

Minutes From July 26, 2016 Commission Meeting

MEMBERS PRESENT: Vice Chairman Alan P. Goode
Commissioner Alexandra Horton
Commissioner Kim Keegan

MEMBERS ABSENT: Chairman Michelle Lauder
Commissioner Will Stewart

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

OTHERS PRESENT: Adam Hlasny-Transportation Planner SNHPC

1. a. **Meeting to Order:** Vice Chairman Goode called the meeting to order at 5:00pm.
- b. **Approve Minutes of the June 2016 Commission Meeting:** Commissioner KEEGAN made a motion to approve the June 2016 minutes as presented. HORTON seconded the motion. All Commissioners present were in favor.

MANAGEMENT REPORTS

Financial Report for June 2016 Commissioner GOODE made a motion to accept the June 2016 Financial Report as presented. Motion was seconded by HORTON. All Commissioners present were in favor.

TRANSIT OPERATION:

Revenues: CANTWELL: The month of June 2016 revenues were \$216,024; \$220 less than budget. Farebox and Fare media were behind budget for June, and have followed a pattern we have seen all year. Ridership level has been declining and Revenue follows that pattern. Day and Weekly passes came close to budget for the year.

Expenses: CANTWELL: The month of June 2016 total transit expenses were \$359,393; \$7,667 more than budget. Overall expenditures were close to budget, printing of the new Transit Schedules were the most significant expense.

School Operation:

Revenues: CANTWELL: The month of June 2016 revenues were \$89,128.59; \$119,971 less than budget. This was a result of the 5 less school days for this school year and also there turn of the fuel credit owed to the district as fuel cost were lower than the fuel clause. School Charter service was behind the budget by \$8,117 and we ended the year ahead by approximately \$16,400.

Expenses: CANTWELL: The month of June 2016 school expenses were \$219,399; \$46,208 less than budget. Overall the Expenditures mirrored revenue with expenditures lower due to the 5 less School days. Preparing for the external audit and will be making adjusting entries to the accounts.

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

Transit Ridership Statistics and Operations: RENAULD-SMITH reported that the overall for the month of June ridership was down 5% and down 1% for the year.

There were 39,435 passenger trips on the fixed route and 933 passenger trips along the demand response. On time performance was good for June with 63 trips arriving on time out of 63 trips sampled. There was only 1 vehicle collisions in June did not have to be reported to insurance. A Total of 3 passenger/public

complaints came in for June. All complaints were looked into and addressed with the operators and letter of advice was issued to the drivers.

School Operating Report: HOLDEN reported that the month of June was good and we were off the 2nd week. Started month with 81 active school drivers, We lost a driver due to coming to work late on to many occasion and accumulated too many points and was terminated according to our attendance policy, ending the month with 80 total school operators. In the month of June there were 24,556 passenger trips on school bus and 4,258 passenger trips on school charters ,charters are low dues to only a couple of weeks in June. June had 1 minor vehicle collision with 0 being reported to the insurance. A total of 5 comments/complaints came in for June. All complaints were looked into and addressed with the operators.

Maintenance Report:

Transit: BEAUREGUARD: In the month of June there were 9 transit road calls, 1 road call resulted in needing a tow. There were 0 demand response road calls. June there were 17 vehicle inspections completed with a total of 17 inspections scheduled.

School: Beauregard: In the month of June there were 1 school road call, 0 road calls resulted in a tow. June there were 25 inspections completed with a total of 11 scheduled.

New Business

- A **RPF 16-07A:** Whitten: MTA had a formal bid opening for RFP 16-07A on Friday July 22, 2016. This was a rerelease of RFP16-07. MTA received bids from two vendors. The solicitation was for a single vehicle with options for up to 16 more over the next four years. Staff has evaluated the bids and recommends awarding the RFP16-07A for one low floor MiDi transit bus to New Flyer at the total cost of \$324,884.62 and reserve the sixteen option vehicles as presented for evaluation of need and funding ability in each of the next four years.

GOODE made the motion to approve the purchase 1 low floor MiDi transit bus. The motion was seconded by KEEGAN all commissioners present were in favor.

KEEGAN made a motion to reserve the sixteen option vehicles as presented for evaluation of need and funding ability in each of the next four years. The motion was seconded by GOODE all commissioners present were in favor.

GOODE made the motion to approved the purchase and to make it part of RFP16-07A New tool and Diagnostic requirement for new bus. The motion was seconded by KEEGAN all commissioners present were in favor.

- b. WHITTEN: brought to the attention of the Republican and democrats wanting to phasing out Federal Mass-Transit funding and will keep his eye out for more information to come in the future.

Date for Next Meeting: August 30, 2016.



Transit

July 2016

Manchester Transit Authority
Income Statement Transit
For the One Month Ending July 31, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Farebox Revenue					
Farebox Revenue	26,682.05	28,080.00	26,682.05	28,080.00	(1,397.95)
Full Fares and Passes	11,135.00	11,799.00	11,135.00	11,799.00	(664.00)
Monthly Full Passes	3,420.00	4,698.00	3,420.00	4,698.00	(1,278.00)
Reduced Fares and Passes	2,745.00	2,241.00	2,745.00	2,241.00	504.00
Monthly Reduced Passes	1,785.00	2,484.00	1,785.00	2,484.00	(699.00)
Paratransit Fare and Tickets	2,988.00	3,186.00	2,988.00	3,186.00	(198.00)
Monthly Student Fares	135.00	-	135.00	-	135.00
Total Farebox and Tickets	48,890.05	52,488.00	48,890.05	52,488.00	(3,597.95)
Shuttle and Excursions					
Shopping Shuttle	16,840.35	2,425.00	16,840.35	2,425.00	14,415.35
Excursion Revenue	-	-	-	-	-
Total Shuttle and Excursions	16,840.35	2,425.00	16,840.35	2,425.00	14,415.35
Other Revenue					
Sale of Fuel to City Departments	1,294.86	-	1,294.86	-	1,294.86
Maintenance Service to City	-	-	-	-	-
Advertising Revenue-Bus	7,497.10	7,200.00	7,497.10	7,200.00	297.10
Sale of Vehicles and Equipment	-	-	-	-	-
Sale of Scrap Materials	-	-	-	-	-
Insurance Repair Reimbursement	-	-	-	-	-
Interest Income	7.57	3.00	7.57	3.00	4.57
Photo Picture ID Revenue	18.00	20.00	18.00	20.00	(2.00)
Total Other Revenue	8,817.53	7,223.00	8,817.53	7,223.00	1,594.53
Total Operational Income	74,547.93	62,136.00	74,547.93	62,136.00	12,411.93
Operating Assistance					
City of Manchester	1,175,724.00	1,175,724.00	1,175,724.00	1,175,724.00	-
Private/Public Partnerships	-	-	-	-	-
Federal Operating Subsidy	223,504.00	163,670.00	223,504.00	163,670.00	59,834.00
Total Operating Assistance	1,399,228.00	1,339,394.00	1,399,228.00	1,339,394.00	59,834.00
Total Revenue	1,473,775.93	1,401,530.00	1,473,775.93	1,401,530.00	72,245.93
Labor					
Transit Operator Wages	71,873.27	72,449.00	71,873.27	72,449.00	(575.73)
Transit Operator Overtime Wages	4,660.50	10,110.00	4,660.50	10,110.00	(5,449.50)
CMAQ Operator Wages	4,688.91	6,633.00	4,688.91	6,633.00	(1,944.09)
CMAQ Operator Overtime Wage	150.60	100.00	150.60	100.00	50.60
StepSaver Operator Wages	12,854.67	13,297.00	12,854.67	13,297.00	(442.33)
StepSaver Operator Overtime Wages	1,341.46	2,880.00	1,341.46	2,880.00	(1,538.54)
Mechanic Wages	17,622.89	15,588.00	17,622.89	15,588.00	2,034.89
Mechanic Overtime Wages	42.67	300.00	42.67	300.00	(257.33)
Transp. Admin Wages	23,928.81	21,488.00	23,928.81	21,488.00	2,440.81
Transp. Admin Overtime Wages	-	-	-	-	-
Maint. Admin Wages	6,394.97	6,774.00	6,394.97	6,774.00	(379.03)

Manchester Transit Authority
Income Statement Transit
For the One Month Ending July 31, 2016

	Current	Budget	YTD	YTD	YTD
				Budget	Net Change
General Admin Wages	11,556.95	10,666.00	11,556.95	10,666.00	890.95
Gen. Admin Overtime Wages	-	-	-	-	-
Payroll Transaction	-	-	-	-	-
Total Labor	155,115.70	160,285.00	155,115.70	160,285.00	(5,169.30)
Fringe Benefits					
Health Insurance Expense	169,159.55	161,080.00	169,159.55	161,080.00	8,079.55
Dental Insurance Expense	5,427.94	1,784.00	5,427.94	1,784.00	3,643.94
Life Insurance Expense	4,088.54	2,527.00	4,088.54	2,527.00	1,561.54
Pension Expense	7,956.00	7,488.00	7,956.00	7,488.00	468.00
FICA Expense	13,411.53	15,256.00	13,411.53	15,256.00	(1,844.47)
Worker's Compensation	18,952.90	21,241.00	18,952.90	21,241.00	(2,288.10)
Unemployment Compensation	1,001.70	1,464.00	1,001.70	1,464.00	(462.30)
Transit Operator Vacation Wages	5,555.77	5,465.00	5,555.77	5,465.00	90.77
Transit Operator Holiday Wages	6,222.48	5,465.00	6,222.48	5,465.00	757.48
Transit Operator Sick Wages	851.10	3,279.00	851.10	3,279.00	(2,427.90)
Mechanic Vacation Wages	1,615.00	2,077.00	1,615.00	2,077.00	(462.00)
Mechanic Holiday Wages	2,510.20	2,049.00	2,510.20	2,049.00	461.20
Mechanic Sick Wages	504.48	410.00	504.48	410.00	94.48
Transp. Admin Vacation Wages	1,988.84	2,193.00	1,988.84	2,193.00	(204.16)
Transp. Admin Holiday Wages	2,472.76	2,926.00	2,472.76	2,926.00	(453.24)
Transp. Admin Sick Wages	-	439.00	-	439.00	(439.00)
Maint. Admin Vacation Wages	759.36	993.00	759.36	993.00	(233.64)
Maint. Admin Holiday Wages	1,137.43	984.00	1,137.43	984.00	153.43
Maint. Admin Sick Wages	-	155.00	-	155.00	(155.00)
Gen Admin. Vacation Wages	1,454.58	1,385.00	1,454.58	1,385.00	69.58
Gen. Admin Holiday Wages	1,764.47	1,464.00	1,764.47	1,464.00	300.47
Gen. Admin Sick Wages	456.66	214.00	456.66	214.00	242.66
Transit Uniform Allowance	986.49	1,796.00	986.49	1,796.00	(809.51)
Maintenance Uniform Allowance	674.68	527.00	674.68	527.00	147.68
Tool Allowance	1,713.98	1,800.00	1,713.98	1,800.00	(86.02)
License Reimbursement	50.00	18.00	50.00	18.00	32.00
Burden Adjustment	(17,528.80)	(31,243.00)	(17,528.80)	(31,243.00)	13,714.20
Total Fringe Benefits	233,187.64	213,236.00	233,187.64	213,236.00	19,951.64
Services					
Management Consultant	1,468.75	1,500.00	1,468.75	1,500.00	(31.25)
Commissioner Expense	500.00	500.00	500.00	500.00	-
Auditing Expense	-	-	-	-	-
Legal Expense	-	83.00	-	83.00	(83.00)
Service and Support	3,060.40	804.00	3,060.40	804.00	2,256.40
Security Service	255.76	190.00	255.76	190.00	65.76
Outside Advertising	254.34	83.00	254.34	83.00	171.34
Driver and Criminal Record Check	-	-	-	-	-
Drug & Alcohol Testing	488.00	125.00	488.00	125.00	363.00
Pre-Employment Medical	373.50	212.00	373.50	212.00	161.50
Janitorial Service and Supplies	797.46	833.00	797.46	833.00	(35.54)
Bank Service Charges	732.43	792.00	732.43	792.00	(59.57)
Marketing Expense	-	-	-	-	-
Total Services	7,930.64	5,122.00	7,930.64	5,122.00	2,808.64
Materials and Supplies					

Manchester Transit Authority
Income Statement Transit
For the One Month Ending July 31, 2016

	Current	Budget	YTD	YTD	YTD
				Budget	Net Change
Fuel Operations	28,778.80	24,820.00	28,778.80	24,820.00	3,958.80
Sale of Fuel to City Departments	1,272.57	-	1,272.57	-	1,272.57
Maintenance Parts	14,938.20	8,900.00	14,938.20	8,900.00	6,038.20
Purchase Discounts	(150.00)	-	(150.00)	-	(150.00)
Tires Expense	2,355.54	1,696.00	2,355.54	1,696.00	659.54
Oil and Grease	539.81	544.00	539.81	544.00	(4.19)
Maintenance Supplies	330.99	638.00	330.99	638.00	(307.01)
Body Shop Supplies	717.75	338.00	717.75	338.00	379.75
Hazardous Materials	-	19.00	-	19.00	(19.00)
Outside Parts and Labor	60.00	63.00	60.00	63.00	(3.00)
Repairs-Building and Grounds	4,384.05	1,175.00	4,384.05	1,175.00	3,209.05
Repairs-Shop Equipment	134.01	150.00	134.01	150.00	(15.99)
Repairs-Radio Equipment	-	167.00	-	167.00	(167.00)
Repairs-Office Equipment	229.12	380.00	229.12	380.00	(150.88)
Office Supplies	1,216.79	523.00	1,216.79	523.00	693.79
Transit Schedules and Tickets	3,100.00	500.00	3,100.00	500.00	2,600.00
Total Materials and Supplies	57,907.63	39,913.00	57,907.63	39,913.00	17,994.63
Utilities					
Electricity	1,559.87	1,710.00	1,559.87	1,710.00	(150.13)
Natural Gas	72.13	75.00	72.13	75.00	(2.87)
Telephone	751.77	1,380.00	751.77	1,380.00	(628.23)
Water	152.77	166.00	152.77	166.00	(13.23)
Total Utilities	2,536.54	3,331.00	2,536.54	3,331.00	(794.46)
Insurance					
Public Liability Insurance	11,461.00	14,000.00	11,461.00	14,000.00	(2,539.00)
Other Liability	1,262.00	1,254.00	1,262.00	1,254.00	8.00
Total Insurance	12,723.00	15,254.00	12,723.00	15,254.00	(2,531.00)
Other Expenses					
Dues and Memberships	(45.00)	-	(45.00)	-	(45.00)
Tolls	-	-	-	-	-
Training and Meetings	1,561.78	83.00	1,561.78	83.00	1,478.78
Grievance Expense	-	42.00	-	42.00	(42.00)
Depreciation	17,000.00	17,000.00	17,000.00	17,000.00	-
Total Other Expenses	18,516.78	17,125.00	18,516.78	17,125.00	1,391.78
Total Expenses	487,917.93	454,266.00	487,917.93	454,266.00	33,651.93
Net Income (Loss)	985,858.00	947,264.00	985,858.00	947,264.00	38,594.00



School

July 2016

Manchester Transit Authority
Income Statement School
For the One Month Ending July 31, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Student Transportation					
Pupil Transportation Contract	-	-	-	-	-
Manchester School of Technology	-	-	-	-	-
Total Student Transportation	-	-	-	-	-
School Charter					
Student Athletics	(146.25)	-	(146.25)	-	(146.25)
Student Fieldtrips	8,818.50	9,000.00	8,818.50	9,000.00	(181.50)
Total School Charters	8,672.25	9,000.00	8,672.25	9,000.00	(327.75)
Other Revenue					
Sale of Vehicles and Equipment	-	-	-	-	-
Interest Income	0.02	-	0.02	-	0.02
Total Other Revenue	0.02	-	0.02	-	0.02
Total Operational Income	8,672.27	9,000.00	8,672.27	9,000.00	(327.73)
Labor					
School Operator Wages	18,738.75	18,304.00	18,738.75	18,304.00	434.75
School Operator Overtime Wages	-	-	-	-	-
Transit Operator Wages	-	-	-	-	-
Transit Operator Overtime Wages	-	-	-	-	-
Mechanic Wages	12,521.35	18,992.00	12,521.35	18,992.00	(6,470.65)
Mechanic Overtime Wages	6.16	200.00	6.16	200.00	(193.84)
Transp. Admin Wages	11,953.11	16,441.00	11,953.11	16,441.00	(4,487.89)
Transp. Admin Overtime Wages	-	-	-	-	-
Maint. Admin Wages	4,553.07	5,643.00	4,553.07	5,643.00	(1,089.93)
General Admin Wages	7,848.65	7,921.00	7,848.65	7,921.00	(72.35)
Total Labor	55,621.09	67,501.00	55,621.09	67,501.00	(11,879.91)
Fringe Benefits					
Health Insurance Expense	241.80	-	241.80	-	241.80
Dental Insurance Expense	487.84	-	487.84	-	487.84
FICA Expense	2,648.87	3,437.00	2,648.87	3,437.00	(788.13)
Worker's Compensation	10,255.10	1,430.00	10,255.10	1,430.00	8,825.10
School Operator Vacation Wages	-	-	-	-	-
School Operator Holiday Wages	-	-	-	-	-
School Uniform Allowance	68.57	50.00	68.57	50.00	18.57
License Reimbursement	-	-	-	-	-
Burden Adjustment	17,528.80	31,243.00	17,528.80	31,243.00	(13,714.20)
Total Fringe Benefits	31,230.98	36,160.00	31,230.98	36,160.00	(4,929.02)
Services					
Management Consultant	1,468.75	833.00	1,468.75	833.00	635.75
Commissioner Expense	500.00	500.00	500.00	500.00	-
Auditing Expense	-	-	-	-	-
Legal Expense	-	83.00	-	83.00	(83.00)
Service and Support	2,308.73	579.00	2,308.73	579.00	1,729.73

Manchester Transit Authority
Income Statement School
For the One Month Ending July 31, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Security Service	192.94	143.00	192.94	143.00	49.94
Outside Advertising	-	333.00	-	333.00	(333.00)
Driver and Criminal Record	149.25	-	149.25	-	149.25
Drug & Alcohol Testing	684.00	375.00	684.00	375.00	309.00
Pre-Employment Medical	648.00	417.00	648.00	417.00	231.00
Janitorial Service and Supplies	797.45	833.00	797.45	833.00	(35.55)
Bank Service Charges	-	-	-	-	-
Total Services	6,749.12	4,096.00	6,749.12	4,096.00	2,653.12
Materials and Supplies					
Fuel Operations	2,789.20	2,346.00	2,789.20	2,346.00	443.20
Maintenance Parts	2,526.11	10,000.00	2,526.11	10,000.00	(7,473.89)
Tires Expense	1,337.20	129.00	1,337.20	129.00	1,208.20
Oil and Grease	4.68	66.00	4.68	66.00	(61.32)
Maintenance Supplies	420.56	779.00	420.56	779.00	(358.44)
Body Shop Supplies	875.57	413.00	875.57	413.00	462.57
Hazardous Materials	-	23.00	-	23.00	(23.00)
Outside Parts and Labor	-	-	-	-	-
Repairs-Building and Grounds	6,652.77	1,325.00	6,652.77	1,325.00	5,327.77
Repairs-Shop Equipment	163.79	183.00	163.79	183.00	(19.21)
Repairs-Radio Equipment	-	417.00	-	417.00	(417.00)
Repairs-Office Equipment	172.84	287.00	172.84	287.00	(114.16)
Office Supplies	978.10	394.00	978.10	394.00	584.10
School Schedules and Tickets	-	-	-	-	-
Total Materials and Supplies	15,920.82	16,362.00	15,920.82	16,362.00	(441.18)
Utilities					
Electricity	1,176.74	1,290.00	1,176.74	1,290.00	(113.26)
Natural Gas	81.32	100.00	81.32	100.00	(18.68)
Telephone	342.13	538.00	342.13	538.00	(195.87)
Water	115.24	125.00	115.24	125.00	(9.76)
Total Utilities	1,715.43	2,053.00	1,715.43	2,053.00	(337.57)
Insurance					
Public Liability Insurance	16,016.00	14,175.00	16,016.00	14,175.00	1,841.00
Other Liability	940.56	893.00	940.56	893.00	47.56
Total Insurance	16,956.56	15,068.00	16,956.56	15,068.00	1,888.56
Other Expenses					
Dues and Memberships	1,415.00	1,400.00	1,415.00	1,400.00	15.00
Tolls and Parking	-	-	-	-	-
Training and Meetings	206.29	125.00	206.29	125.00	81.29
Grievance Expense	-	42.00	-	42.00	(42.00)
Depreciation	39,000.00	39,000.00	39,000.00	39,000.00	-
Total Other Expenses	40,621.29	40,567.00	40,621.29	40,567.00	54.29
Total Expenses	168,815.29	181,807.00	168,815.29	181,807.00	(12,991.71)
Net Income (Loss)	(160,143.02)	(172,807.00)	(160,143.02)	(172,807.00)	12,663.98

Commissioners Memorandum



To: Commissioners
 From: Ryan Renauld-Smith, Assistant Director: Transit Operations
 Date: August 31, 2016
 Re: Transit Ridership Report – July 2016

Routes	Jul-16			FYTD		
	Weekdays	FY 2016	FY 2017	FY 2016	FY 2017	% Change
	Saturdays	23	20	23	20	
		3	5	3	5	% Change
Healthcare Shuttle Route #1		2,232	1,771	2,232	1,771	-21%
Hanover-E Industrial Park Route #2		3,212	2,855	3,212	2,855	-11%
Brown Ave-Airport Route #3		1,993	1,653	1,993	1,653	-17%
Concord Express #4		1,115	905	1,115	905	-19%
River Rd- SNHU #5		3,927	3,080	3,927	3,080	-22%
Bremer-Mast Rd Route #6		3,906	3,697	3,906	3,697	-5%
Green DASH #7		4,140	3,230	4,140	3,230	-22%
So. Willow- Mall of NH Route #8		5,109	4,016	5,109	4,016	-21%
Nashua Express Route #9		890	681	890	681	-23%
Valley St- Mall of NH Route #10		4,079	4,006	4,079	4,006	-2%
Front St. Route #11		2,132	2,056	2,132	2,056	-4%
So. Beech- Mall of NH Route #12		4,412	4,112	4,412	4,112	-7%
Bedford Grove Plaza Route #13		3,414	2,635	3,414	2,635	-23%
Elliot Hospital/E.Side Plaza Route #14		0	282	0	282	#DIV/0!
Goffstown Shuttle		15	69	15	69	360%
Hanover St- East Side Plaza #2S		58	210	58	210	262%
UPass Riders - MCC		672	599	672	599	-11%
UPass Riders - UNH		478	51	478	51	-89%
UPass Riders - SNHU		1,434	1,821	1,434	1,821	27%
UPass Riders - INSTITUTE OF ART		64	28	64	28	-56%
Hannaford Shuttle		335	251	335	251	-25%
Market Basket Shuttle		219	206	219	206	-6%
Hooksett Market Basket Shuttle		86	38	86	38	-56%
Hannaford Bedford- Goffstown		23	14	23	14	-39%
Hannaford Bedford- Bedford		15	8	15	8	-47%
Senior Shuttle		0	52	0	52	#DIV/0!
Weekday Fixed Route Totals		38,882	35,845	38,882	35,845	-8%
Saturday Fixed Route Totals		2,693	3,860	2,693	3,860	43%
Fixed Route Weekday Average		1,691	1,792	1,691	1,792	6%
Fixed Route Saturday Average		898	772	898	772	-14%
Special Service		321	88	321	176	-45%
Total Transit Passengers Served		41,575	39,705	41,575	39,705	-4%
Total StepSaver Passengers Served		681	743	681	743	9%

Ryan Renauld-Smith

Ryan Renauld-Smith

**MANCHESTER
TRANSIT AUTHORITY**

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



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

MICHAEL WHITTEN
EXECUTIVE DIRECTOR

July 28, 2016

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

Dear Matthew,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, July 26, 2016. Enclosed are the approved Minutes of the June 2016 Meeting, June 2016 Financial Report, and June 2016 Ridership Report.

The next Commission Meeting is scheduled for Tuesday, August 30, 2016.

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

Very truly yours,

Mike

Michael Whitten
Executive Director

Enclosures

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MICHAEL WHITTEN
EXECUTIVE DIRECTOR

Manchester Transit Authority

Minutes From June 28, 2016 Commission Meeting

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

MEMBERS ABSENT:

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

OTHERS PRESENT: Adam Hlasny –Transportation Planner SNHPC

1. a. **Meeting to Order:** Chairman LAUDER called the meeting to order at 5:00pm.

- b. **Approve Minutes of the May 2016 Commission Meeting:** Commissioner KEEGAN made a motion to approve the May 2016 minutes as presented. GOODE seconded the motion. All Commissioners present were in favor.

MANAGEMENT REPORTS

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

Transit Operation:

Revenues: CANWELL: The month of May 2016 revenues were \$201,735; \$8,923 less than budget. Farebox and Fare media were all behind budget this month, which is due a timing correction since April was higher than normal.

Expenses: CANTWELL: The month of May 2016 total transit expenses were \$349,541; \$5,738 more than budget. Overall the Expenditures in almost all the categories were close to budget with an increase in Materials and Supplies for Maintenance Parts and Building/Grounds related to well testing.

School Operation:

Revenues: CANTWELL: The month of May 2016 revenues were \$380,653; 40,331 more than budget. School Charters were ahead of budget by \$14,000 and we are ahead for the year by approximately \$24,500.

Expenses: CANTWELL: The month of May 2016 school expenses were \$330,547; \$19,479 more than budget. The Expenditures followed the budget this month with additional expenditures related to the increase in Charters and ground well testing.

- b. **Operations Reports for May 2016:**

Transit Ridership Statistics and Operations: RENAULD-SMITH reported that overall for the month of May ridership was down 8% and down 1% for the year. There were 37,636 passenger trips on the fixed route and 841 passenger trips

along the demand response. On time performance was good for May with 53 trips arriving on time out of 59 trips sampled. There were 2 vehicle collisions in May with 1 being reported to insurance. A total of 3 passenger/public complaints came in for May. All complaints were looked into and addressed with the operators.

School Operating Report: HOLDEN reported that the month of May started with 79 active school drivers with 2 new operators licensed, ending the month with 81 total school operators. In the month of May there were 125,764 passenger trips on the school bus and 15,864 passenger trips on school charters. May had 4 minor vehicle collisions with 0 being reported to insurance. A total of 4 comments/complaints came in for May. All complaints were looked into and addressed with the operators.

Maintenance Report:

Transit: BEAUREGUARD: In the month of May there were 3 transit road calls, 0 road calls resulted in needing a tow. There were 0 demand response road calls. May there were 16 vehicle inspections completed with a total of 17 inspections scheduled.

School: BEAUREGUARD: In the month of May there were 4 school road calls, 0 road calls resulted in a tow. May there were 25 vehicle inspections completed with a total of 34 scheduled. In April, maintenance completed more than the scheduled amount of inspections on school.

NEW BUSINESS

3. a. **Animal Transportation policy on School Buses:** HOLDEN presented a potential new policy before the Board about transporting animals on a school bus. HOLDEN reported that a month back a student boarded one of the school buses with a bearded dragon in a cat carrier and during transport students were sticking their fingers into the cage to pet the animal. HOLDEN asked for the Boards approval to ban all non-service related animals from the school buses for the safety of the students. Commissioner STEWART made a motion to approve the new policy of banning all non-service related animals from the school buses. GOODE seconded the motion. All Commissioners present were in favor.

- b. **Unaffiliated Wage Increase:** WHITTEN presented before the board a proposal for wage increases for all unaffiliated employees. WHITTEN explained how the current scale works and that for all new hires, the system is working great. There is an issue with long tenured employees who transitioned from the old step system to the scale not correctly falling in place. For example, one employee has 25+ years at MTA but isn't at the top of the pay scale though he is clearly fully competent that this point. The proposed new scale would bring employees who have been with the MTA longer than 8 years towards the top of the pay scale where they should be provided they have met all goals. The pay increase would be split between two fiscal years and is already built into this current fiscal year's budget. In percentage terms, the adjustment is 2.75% which is slightly less than the 3.0% affiliated school bus operators received in the current labor contract.

Commissioner STEWART made the motion to approve the wage increase over two fiscal years for unaffiliated employees. KEEGAN seconded the motion. All Commissioners present were in favor.

OLD BUSINESS

4. a. **Auction Results:** WHITTEN informed the board of the auction results from the sale of the 6 school buses. James St. Jean auctioneer sold the buses at the state auction for a total of \$7,129.50.

b. **FY 17 Service Changes:** WHITTEN informed the board that after the public comment period had ended the following adjustments are recommended.

Route #6 will no longer service old Shaws plaza. Route will now terminate at Hannaford plaza. This was withdrawn, Route #6 will continue to operate as is, with no changes to the route.

Route #7 (Green DASH) service will have defined time points and run continuously from 9:00 AM to 5:00 PM.

WHITTEN also asked the Board to approve pushing the service change date from July 5, 2016 to July 18, 2016 to give time for schedules to be printed and distributed. Chairman LAUDER made a motion to approve the service changes as well as the July 18, 2016 service date change. STWEART seconded the motion. All Commissioners present were favor.

OTHER BUSINESS

5. a. **RFP 16-05A Low Floor Cutaway Vehicle:** WHITTEN informed the Board of the formal bid opening for RFP 16-05A on Friday, June 24, 2016. This was a rerelease of RFP 16-05 which MTA chose not to award under earlier this year. MTA received bids from two vendors. The solicitation was for a single vehicle. MTA awards based on a high value metric which takes into account four key elements of the procurement. Purchase price accounts for 40%, warranty for 20%, delivery date for 15%, and lifetime operating cost for 25%. Each procurement is awarded point based on the above weighted values. Upon the final evaluation of the bid staff had determined that the Champion vehicle from Dattco for a total cost of \$127,372 was the best value and vehicle. This was also the low bid by \$400. Commissioner STEWART made a motion to purchase one low floor cutaway from Dattco for the total price of \$127,372. KEEGAN seconded the motion. All Commissioners present were in favor.

- b. **Renewal of Cross Insurance:** WHITTEN presented the Board, after meeting with representatives from Cross insurance, the final proposal for the renewal of our policy with Philadelphia for vehicle and liability insurance is \$354,296.56. WHITTEN explained the rates were held flat. Commissioner STEWART made the motion to pay the \$354,296.56 to renew with Philadelphia via Cross. GOODE seconded the motion. All commissioners present were in favor.

- d. **Date for Next Meeting.** Tuesday July 26, 2016.

With no further business to come before the Board, GOODE made a motion to adjourn the meeting at 6:17pm. Motion was seconded by LAUDER. All Commissioners present were in favor.



Transit

June 2016

Manchester Transit Authority
Income Statement Transit
For the Twelve Months Ending June 30, 2016

	Current	Budget	YTD	YTD	
				Budget	Net Change
Farebox Revenue					
Farebox Revenue	20,115.92	25,378.00	286,026.50	296,048.00	(10,021.50)
Full Fares and Passes	11,933.00	11,518.00	132,330.00	134,442.00	(2,112.00)
Monthly Full Passes	3,560.00	5,018.00	45,160.00	58,672.00	(13,512.00)
Reduced Fares and Passes	2,642.50	2,158.00	25,635.00	25,232.00	403.00
Monthly Reduced Passes	1,725.00	2,392.00	23,160.00	27,968.00	(4,808.00)
Paratransit Fare and Tickets	3,708.00	4,210.00	36,364.00	49,904.00	(13,540.00)
Monthly Student Fares	180.00	300.00	7,830.00	11,295.00	(3,465.00)
Total Farebox and Tickets	43,864.42	50,974.00	556,505.50	603,561.00	(47,055.50)
Shuttle and Excursions					
Shopping Shuttle	600.00	2,425.00	66,469.85	29,100.00	37,369.85
Excursion Revenue	-	-	860.26	-	860.26
Total Shuttle and Excursions	600.00	2,425.00	67,330.11	29,100.00	38,230.11
Other Revenue					
Sale of Fuel to City Departments	1,280.79	-	14,100.71	-	14,100.71
Maintenance Service to City	-	-	148.55	-	148.55
Advertising Revenue-Bus	14,994.20	7,200.00	129,611.44	86,400.00	43,211.44
Sale of Vehicles and Equipment	-	-	-	-	-
Sale of Scrap Materials	-	-	446.77	-	446.77
Insurance Repair Reimbursement	-	-	-	-	-
Interest Income	1.39	3.00	40.94	36.00	4.94
Photo Picture ID Revenue	18.00	20.00	254.00	240.00	14.00
Total Other Revenue	16,294.38	7,223.00	144,602.41	86,676.00	57,926.41
Total Operational Income	60,758.80	60,622.00	768,438.02	719,337.00	49,101.02
Operating Assistance					
City of Manchester	-	-	1,196,560.00	1,198,560.00	(2,000.00)
Private/Public Partnerships	-	-	20,000.00	28,500.00	(8,500.00)
Federal Operating Subsidy	155,265.00	155,622.00	1,793,134.00	1,839,284.00	(46,150.00)
Total Operating Assistance	155,265.00	155,622.00	3,009,694.00	3,066,344.00	(56,650.00)
Total Revenue	216,023.80	216,244.00	3,778,132.02	3,785,681.00	(7,548.98)
Labor					
Transit Operator Wages	61,942.83	65,085.00	787,898.52	753,941.00	33,957.52
Transit Operator Overtime Wages	8,752.34	9,368.00	65,155.02	107,331.00	(42,175.98)
CMAQ Operator Wages	5,539.08	6,190.00	69,168.13	70,878.00	(1,709.87)
CMAQ Operator Overtime Wage	300.52	300.00	1,123.14	3,600.00	(2,476.86)
StepSaver Operator Wages	14,097.21	12,430.00	157,512.44	143,300.00	14,212.44
StepSaver Operator Overtime Wages	1,624.03	2,727.00	10,565.53	31,288.00	(20,722.47)
Mechanic Wages	12,648.35	15,289.00	163,164.81	174,868.00	(11,703.19)
Mechanic Overtime Wages	95.38	500.00	2,058.89	6,000.00	(3,941.11)
Transp. Admin Wages	20,644.62	19,387.00	220,032.30	222,071.00	(2,038.70)
Transp. Admin Overtime Wages	-	-	345.90	-	345.90
Maint. Admin Wages	7,092.59	5,396.00	73,266.31	61,798.00	11,468.31

Manchester Transit Authority
Income Statement Transit
For the Twelve Months Ending June 30, 2016

	Current	Budget	YTD	YTD	YTD
				Budget	Net Change
General Admin Wages	10,122.70	11,800.00	129,320.92	135,219.00	(5,898.08)
Gen. Admin Overtime Wages	-	-	-	-	-
Payroll Transaction	-	-	-	-	-
Total Labor	142,859.65	148,472.00	1,679,611.91	1,710,294.00	(30,682.09)
Fringe Benefits					
Health Insurance Expense	51,596.22	53,834.00	732,102.40	765,757.00	(33,654.60)
Dental Insurance Expense	1,731.13	1,706.00	21,914.86	20,516.00	1,398.86
Life Insurance Expense	2,358.68	2,398.00	16,891.05	28,776.00	(11,884.95)
Pension Expense	5,940.00	7,176.00	83,052.00	86,112.00	(3,060.00)
FICA Expense	12,115.16	14,121.00	162,365.73	166,759.00	(4,393.27)
Worker's Compensation	15,703.00	15,262.00	149,057.93	183,100.00	(34,042.07)
Unemployment Compensation	-	1,458.00	-	17,562.00	(17,562.00)
Transit Operator Vacation Wages	4,439.74	5,064.00	50,364.37	60,680.00	(10,315.63)
Transit Operator Holiday Wages	5,060.48	5,125.00	70,857.19	61,500.00	9,357.19
Transit Operator Sick Wages	348.36	3,075.00	44,103.79	36,900.00	7,203.79
Mechanic Vacation Wages	1,829.66	1,799.00	21,964.70	21,566.00	398.70
Mechanic Holiday Wages	1,399.21	1,996.00	25,730.73	23,985.00	1,745.73
Mechanic Sick Wages	1,314.55	397.00	11,875.93	4,797.00	7,078.93
Transp. Admin Vacation Wages	1,826.45	1,949.00	26,353.18	23,366.00	2,987.18
Transp. Admin Holiday Wages	1,947.84	2,707.00	25,315.54	32,473.00	(7,157.46)
Transp. Admin Sick Wages	56.91	417.00	7,023.65	4,982.00	2,041.65
Maint. Admin Vacation Wages	442.73	919.00	10,182.24	11,083.00	(900.76)
Maint. Admin Holiday Wages	762.24	916.00	8,191.87	11,014.00	(2,822.13)
Maint. Admin Sick Wages	-	144.00	285.22	1,739.00	(1,453.78)
Gen Admin. Vacation Wages	2,080.76	1,597.00	24,086.51	20,397.00	3,689.51
Gen. Admin Holiday Wages	1,228.75	1,619.00	18,730.78	19,384.00	(653.22)
Gen. Admin Sick Wages	538.74	256.00	3,036.47	3,061.00	(24.53)
Transit Uniform Allowance	627.36	572.00	6,487.57	6,875.00	(387.43)
Maintenance Uniform Allowance	852.66	530.00	4,642.02	6,327.00	(1,684.98)
Tool Allowance	-	-	2,087.80	2,175.00	(87.20)
License Reimbursement	-	17.00	70.00	204.00	(134.00)
Burden Adjustment	(21,070.34)	(28,876.00)	(294,521.05)	(346,029.00)	51,507.95
Total Fringe Benefits	93,130.29	96,178.00	1,232,252.48	1,275,061.00	(42,808.52)
Services					
Management Consultant	125.00	1,437.00	5,019.50	20,000.00	(14,980.50)
Commissioner Expense	-	-	500.00	1,000.00	(500.00)
Auditing Expense	-	-	9,661.50	11,340.00	(1,678.50)
Legal Expense	-	212.00	14,045.75	2,500.00	11,545.75
Service and Support	1,439.25	813.00	14,194.28	9,800.00	4,394.28
Security Service	-	152.00	2,052.35	1,890.00	162.35
Outside Advertising	-	163.00	765.53	2,000.00	(1,234.47)
Driver and Criminal Record Check	479.55	-	479.55	-	479.55
Drug & Alcohol Testing	72.00	125.00	830.00	1,500.00	(670.00)
Pre-Employment Medical	162.00	113.00	1,805.69	1,400.00	405.69
Janitorial Service and Supplies	848.51	682.00	9,741.21	8,250.00	1,491.21
Bank Service Charges	702.44	688.00	10,221.09	8,300.00	1,921.09
Marketing Expense	-	-	-	-	-
Total Services	3,828.75	4,385.00	69,316.45	67,980.00	1,336.45
Materials and Supplies					

Manchester Transit Authority
Income Statement Transit
For the Twelve Months Ending June 30, 2016

	Current	Budget	YTD	YTD	
				Budget	Net Change
Fuel Operations	29,764.50	24,727.00	290,183.37	286,421.00	3,762.37
Sale of Fuel to City Departments	1,258.91	-	13,780.09	-	13,780.09
Maintenance Parts	12,142.96	5,553.00	93,551.18	96,095.00	(2,543.82)
Purchase Discounts	(43.94)	-	(479.92)	-	(479.92)
Tires Expense	2,704.22	1,630.00	19,137.02	18,886.00	251.02
Oil and Grease	468.21	524.00	8,203.59	6,062.00	2,141.59
Maintenance Supplies	975.62	760.00	8,506.81	9,120.00	(613.19)
Body Shop Supplies	357.54	248.00	4,137.01	2,976.00	1,161.01
Hazardous Materials	-	40.00	-	480.00	(480.00)
Outside Parts and Labor	60.00	87.00	720.00	1,000.00	(280.00)
Repairs-Building and Grounds	761.54	837.00	16,554.91	10,000.00	6,554.91
Repairs-Shop Equipment	26.65	340.00	7,686.36	4,080.00	3,606.36
Repairs-Radio Equipment	390.97	413.00	986.42	5,000.00	(4,013.58)
Repairs-Office Equipment	229.12	417.00	3,660.34	4,960.00	(1,299.66)
Office Supplies	296.99	572.00	4,314.76	6,820.00	(2,505.24)
Transit Schedules and Tickets	9,700.00	1,337.00	13,392.05	16,000.00	(2,607.95)
Total Materials and Supplies	59,093.29	37,485.00	484,333.99	467,900.00	16,433.99
Utilities					
Electricity	1,430.31	1,680.00	20,224.27	20,160.00	64.27
Natural Gas	107.65	750.00	11,642.46	14,500.00	(2,857.54)
Telephone	621.01	1,455.00	11,070.00	17,460.00	(6,390.00)
Water	169.41	181.00	2,002.26	2,205.00	(202.74)
Total Utilities	2,328.38	4,066.00	44,938.99	54,325.00	(9,386.01)
Insurance					
Public Liability Insurance	13,268.00	16,657.00	159,223.00	199,862.00	(40,639.00)
Other Liability	126.00	1,058.00	2,631.00	12,663.00	(10,032.00)
Total Insurance	13,394.00	17,715.00	161,854.00	212,525.00	(50,671.00)
Other Expenses					
Dues and Memberships	141.55	1,300.00	2,566.17	2,000.00	566.17
Tolls	-	-	-	-	-
Training and Meetings	2,616.88	87.00	9,067.44	1,000.00	8,067.44
Grievance Expense	-	38.00	2,075.00	500.00	1,575.00
Depreciation	42,000.00	42,000.00	504,000.00	504,000.00	-
Total Other Expenses	44,758.43	43,425.00	517,708.61	507,500.00	10,208.61
Total Expenses	359,392.79	351,726.00	4,190,016.43	4,295,585.00	(105,568.57)
Net Income (Loss)	(143,368.99)	(135,482.00)	(411,884.41)	(509,904.00)	98,019.59



School

June 2016

Manchester Transit Authority
Income Statement School
For the Twelve Months Ending June 30, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Student Transportation					
Pupil Transportation Contract	67,932.47	168,219.00	2,502,114.66	2,551,218.00	(49,103.34)
Manchester School of Technology	2,312.60	13,876.00	93,429.04	208,136.00	(114,706.96)
Total Student Transportation	70,245.07	182,095.00	2,595,543.70	2,759,354.00	(163,810.30)
School Charter					
Student Athletics	766.50	1,500.00	136,503.95	132,000.00	4,503.95
Student Fieldtrips	18,117.00	25,500.00	179,891.03	168,000.00	11,891.03
Total School Charters	18,883.50	27,000.00	316,394.98	300,000.00	16,394.98
Other Revenue					
Sale of Vehicles and Equipment	-	-	20,931.50	-	20,931.50
Interest Income	0.02	5.00	50.70	60.00	(9.30)
Total Other Revenue	0.02	5.00	20,982.20	60.00	20,922.20
Total Operational Income	89,128.59	209,100.00	2,932,920.88	3,059,414.00	(126,493.12)
Labor					
School Operator Wages	51,178.51	81,692.00	1,089,527.08	1,213,293.00	(123,765.92)
School Operator Overtime Wages	665.59	2,000.00	13,869.78	13,248.00	621.78
Transit Operator Wages	320.67	209.00	14,425.01	3,006.00	11,419.01
Transit Operator Overtime Wages	376.21	-	36,766.85	-	36,766.85
Mechanic Wages	13,882.27	16,843.00	189,189.05	192,717.00	(3,527.95)
Mechanic Overtime Wages	2.12	400.00	2,501.10	4,800.00	(2,298.90)
Transp. Admin Wages	14,130.38	14,071.00	175,042.03	161,184.00	13,858.03
Transp. Admin Overtime Wages	-	-	999.91	-	999.91
Maint. Admin Wages	4,406.62	5,683.00	61,001.68	65,088.00	(4,086.32)
General Admin Wages	6,372.54	7,608.00	92,058.93	87,199.00	4,859.93
Total Labor	91,334.91	128,506.00	1,675,381.42	1,740,535.00	(65,153.58)
Fringe Benefits					
Health Insurance Expense	-	-	667.20	-	667.20
Dental Insurance Expense	111.89	-	498.55	-	498.55
FICA Expense	8,574.81	9,993.00	117,971.04	128,861.00	(10,889.96)
Worker's Compensation	9,754.00	8,694.00	93,285.85	104,095.00	(10,809.15)
School Operator Vacation Wages	2,835.60	5,019.00	22,684.80	24,019.00	(1,334.20)
School Operator Holiday Wages	22,342.19	17,630.00	55,722.71	52,542.00	3,180.71
School Uniform Allowance	55.71	250.00	2,127.78	3,200.00	(1,072.22)
License Reimbursement	-	34.00	480.00	375.00	105.00
Burden Adjustment	21,070.34	28,876.00	294,521.09	346,029.00	(51,507.91)
Total Fringe Benefits	64,744.54	70,496.00	587,959.02	659,121.00	(71,161.98)
Services					
Management Consultant	125.00	837.00	5,019.50	10,000.00	(4,980.50)
Commissioner Expense	-	-	500.00	1,000.00	(500.00)
Auditing Expense	-	-	7,288.50	6,660.00	628.50
Legal Expense	-	212.00	-	2,500.00	(2,500.00)
Service and Support	1,085.75	513.00	10,232.42	6,200.00	4,032.42

Manchester Transit Authority
Income Statement School
For the Twelve Months Ending June 30, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Security Service	-	87.00	1,510.67	1,110.00	400.67
Outside Advertising	-	337.00	2,781.35	4,000.00	(1,218.65)
Driver and Criminal Record	1,346.15	-	2,008.40	-	2,008.40
Drug & Alcohol Testing	225.00	375.00	3,339.00	4,500.00	(1,161.00)
Pre-Employment Medical	378.00	413.00	5,014.11	5,000.00	14.11
Janitorial Service and Supplies	848.51	682.00	9,741.20	8,250.00	1,491.20
Bank Service Charges	46.49	-	28.68	-	28.68
Total Services	4,054.90	3,456.00	47,463.83	49,220.00	(1,756.17)
Materials and Supplies					
Fuel Operations	11,440.40	15,385.00	251,665.73	236,416.00	15,249.73
Maintenance Parts	5,017.97	4,816.00	104,740.31	85,239.00	19,501.31
Tires Expense	424.06	817.00	21,063.71	12,577.00	8,486.71
Oil and Grease	377.05	415.00	6,740.87	6,401.00	339.87
Maintenance Supplies	1,257.74	827.00	10,802.58	9,880.00	922.58
Body Shop Supplies	473.33	265.00	6,052.01	3,224.00	2,828.01
Hazardous Materials	-	47.00	-	520.00	(520.00)
Outside Parts and Labor	-	57.00	-	750.00	(750.00)
Repairs-Building and Grounds	858.76	837.00	16,005.20	10,000.00	6,005.20
Repairs-Shop Equipment	32.57	372.00	8,883.44	4,420.00	4,463.44
Repairs-Radio Equipment	114.14	913.00	4,064.98	11,000.00	(6,935.02)
Repairs-Office Equipment	172.84	257.00	2,584.24	3,040.00	(455.76)
Office Supplies	224.19	352.00	3,377.07	4,180.00	(802.93)
School Schedules and Tickets	-	-	981.08	3,000.00	(2,018.92)
Total Materials and Supplies	20,393.05	25,360.00	436,961.22	390,647.00	46,314.22
Utilities					
Electricity	1,079.00	983.00	14,650.59	11,840.00	2,810.59
Natural Gas	113.46	250.00	13,102.63	14,500.00	(1,397.37)
Telephone	243.49	457.00	3,303.27	5,550.00	(2,246.73)
Water	127.80	107.00	1,454.69	1,295.00	159.69
Total Utilities	1,563.75	1,797.00	32,511.18	33,185.00	(673.82)
Insurance					
Public Liability Insurance	13,507.00	12,392.00	162,077.00	148,759.00	13,318.00
Other Liability	881.00	774.00	10,570.22	9,299.00	1,271.22
Total Insurance	14,388.00	13,166.00	172,647.22	158,058.00	14,589.22
Other Expenses					
Dues and Memberships	18.45	500.00	1,718.08	2,500.00	(781.92)
Tolls and Parking	-	-	70.80	-	70.80
Training and Meetings	901.87	288.00	4,056.65	3,500.00	556.65
Grievance Expense	-	38.00	-	500.00	(500.00)
Depreciation	22,000.00	22,000.00	264,000.00	264,000.00	-
Total Other Expenses	22,920.32	22,826.00	269,845.53	270,500.00	(654.47)
Total Expenses	219,399.47	265,607.00	3,222,769.42	3,301,266.00	(78,496.58)
Net Income (Loss)	(130,270.88)	(56,507.00)	(289,848.54)	(241,852.00)	(47,996.54)

Commissioners Memorandum



To: Commissioners
 From: Ryan Renauld-Smith, Assistant Director: Transit Operations
 Date: July 22, 2016
 Re: Transit Ridership Report – June 2016

Routes	Jun-16			FYTD		
	Weekdays	FY 2015	FY 2016	FY 2015	FY 2016	% Change
	Saturdays	22	22	251	253	
		4	4	52	51	% Change
Healthcare Shuttle Route #1		2,447	2,341	28,452	25,840	-9%
Hanover-E Industrial Park Route #2		3,311	3,215	39,272	36,905	-6%
Brown Ave-Airport Route #3		1,795	2,000	18,642	20,765	11%
Concord Express #4		1,309	929	11,517	10,452	-9%
River Rd- SNHU #5		4,419	3,611	49,201	55,338	12%
Bremer-Mast Rd Route #6		3,585	3,864	47,212	46,841	-1%
Green DASH #7		3,881	3,963	43,984	41,254	-6%
So. Willow- Mall of NH Route #8		5,116	4,150	59,550	57,010	-4%
Nashua Express Route #9		949	697	11,006	10,123	-8%
Valley St- Mall of NH Route #10		4,293	3,825	53,551	50,306	-6%
Front St. Route #11		2,186	2,158	31,902	32,617	2%
So. Beech- Mall of NH Route #12		4,054	4,606	47,493	49,477	4%
Bedford Grove Plaza Route #13		3,492	3,049	41,879	38,407	-8%
Goffstown Shuttle		0	99	0	884	#DIV/0!
Bridge St / VA Hospital #1S		93	69	1,260	1,024	-19%
Hanover St- East Side Plaza #2S		269	168	2,807	2,773	-1%
UPass Riders - MCC		714	634	14,216	11,657	-18%
UPass Riders - UNH		116	45	2,756	1,654	-40%
UPass Riders - SNHU		1,971	2,193	19,209	28,202	47%
UPass Riders - INSTITUTE OF ART		62	26	459	1,636	256%
Hannaford Shuttle		283	301	3,309	3,266	-1%
Market Basket Shuttle		186	245	2,122	2,444	15%
Hooksett Market Basket Shuttle		65	70	866	656	-24%
Hannaford Bedford- Goffstown		22	23	244	211	-14%
Hannaford Bedford- Bedford		21	6	230	193	-15%
Senior Shuttle		0	10	0	121	#DIV/0!
Weekday Fixed Route Totals		38,181	36,200	448,252	440,261	-2%
Saturday Fixed Route Totals		3,557	3,235	43,319	44,191	2%
Fixed Route Weekday Average		1,736	1,645	1,786	1,740	-3%
Fixed Route Saturday Average		889	809	833	866	4%
Special Service		324	273	1,732	2,964	71%
Total Transit Passengers Served		41,738	39,435	491,571	484,474	-1%
Total StepSaver Passengers Served		861	933	8,876	9,109	3%

Ryan Renauld-Smith

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Two Hundred Ten Thousand Dollars (\$1,210,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

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 One Million Two Hundred Ten Thousand Dollars (\$1,210,000) 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,

<u>Purpose</u>	<u>Amount</u>
2017 – 310217 Deferred Maintenance in Manchester School District	\$1,210,000

It is hereby declared that the maintenance to be financed by said bonds, notes or lease purchases have a useful life in excess of 20 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 Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Two Hundred Ten Thousand Dollars (\$1,210,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

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 Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Two Hundred Fifty Thousand Dollars (\$2,250,000) for the 2017 CIP 711817 Equipment-Pumping.”

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 Two Million Two Hundred Fifty Thousand Dollars (\$2,250,000) 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,

<u>Purpose</u>	<u>Amount</u>
2016 CIP 711817 – Equipment-Pumping	\$2,250,000

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 20 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 Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Two Hundred Fifty Thousand Dollars (\$2,250,000) for the 2017 CIP 711817 Equipment-Pumping.”

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 Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Three Million Nine Hundred Thousand Dollars (\$3,900,000) for the 2017 CIP 711617 Equipment-Watershed.”

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 Three Million Nine Hundred Thousand Dollars (\$3,900,000) 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,

<u>Purpose</u>	<u>Amount</u>
2016 CIP 711617 – Equipment-Watershed	\$3,900,000

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 20 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 Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Three Million Nine Hundred Thousand Dollars (\$3,900,000) for the 2017 CIP 711617 Equipment-Watershed.”

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 Sixteen

A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Seven Hundred Twenty Nine Thousand Dollars (\$729,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

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

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Seven Hundred Twenty Nine Thousand Dollars from the balance of bonds authorized as follows:

Section 1.

From:

CIP 310815, Manchester School of Technology Phase 1

Amount Transferred: \$729,000

Original Resolution Adopted: March 3, 2015

Original Amount: \$1,800,000

To: CIP 310217, Deferred Maintenance in Manchester School District
\$729,000

Section 2. Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Forty Eight Thousand Dollars (\$48,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

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

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Forty Eight Thousand Dollars from the balance of bonds authorized as follows:

Section 1.

From:

CIP 310715, Webster St. School Open Classroom Elimination

Amount Transferred: \$48,000

Original Resolution Adopted: March 3, 2015

Original Amount: \$675,000

To: CIP 310217, Deferred Maintenance in Manchester School District
\$48,000

Section 2. Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Four Hundred Thirty Three Thousand Dollars (\$433,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

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

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Four Hundred Thirty Three Thousand Dollars from the balance of bonds authorized as follows:

Section 1.

From:

CIP 310615, Beech St. School Open Classroom Elimination

Amount Transferred: \$433,000

Original Resolution Adopted: March 3, 2015

Original Amount: \$4,590,000

To: CIP 310217, Deferred Maintenance in Manchester School District
\$433,000

Section 2. Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Amending the FY 2015 and FY 2017 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Million Two Hundred Ten Thousand Dollars (\$1,210,000) for the FY2017 CIP 310217 Deferred Maintenance in Manchester School District.”

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

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

WHEREAS, the Board of Mayor and Aldermen wishes to transfer of unused Bond funding from FY15 projects to be used for deferred maintenance items;

NOW, THEREFORE, be it resolved that the 2015 and 2017 CIPs be amended as follows:

By decreasing:

FY2015 CIP 310615 – Beech St. School Open Classroom Elimination - \$433,000 Bond
FY2015 CIP 310715 – Webster St. School Open Classroom Elimination - \$48,000 Bond
FY2015 CIP 310815 – Manchester School of Technology Phase 1 - \$729,000 Bond

By adding:

FY2017 CIP 310217 – Deferred Maintenance in Manchester School District - \$1,210,000 Bond

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

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Amending the FY 2016 and 2017 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Million Two Hundred Thousand Dollars (\$1,200,000) for the FY 2017 CIP 611217 267 Wilson Street Recovery Housing Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 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 set-aside project balances from previous years;

WHEREAS, the Board of Mayor and Aldermen wishes to transfer two HOME Housing Initiatives project balances from previous years;

WHEREAS, the Board of Mayor and Aldermen wishes to transfer unprogrammed HOME funds;

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

By transferring:

FY2016 CIP 610716 HOME CHDO Set-Aside - \$69,900 HOME
FY2017 CIP 610317 HOME CHDO Set-Aside - \$70,907 HOME
FY2016 CIP 610816 HOME Housing Initiatives - \$298,946 HOME
FY2017 CIP 610517 HOME Housing Initiatives -\$370,802 HOME
FY2017 Unprogrammed HOME Funds - \$389,445 HOME

By adding:

FY 2017 CIP 611217 267 Wilson Street Recovery Housing Project - \$1,200,000 HOME

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 recommends, after due and careful consideration, that the request from 844 Elm Street, LLC for a loan modification be approved.

(Unanimous vote with the exception of Aldermen Katsiantonis and Sapienza who were absent)

Respectfully submitted,

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

Clerk of Committee



In Board of Mayor and Aldermen
Date: 08/02/16
On motion of Ald. O'Neil
Seconded by Ald. Long
Voted to refer to the Committee on Accounts, Enrollment & Revenue
Administration.

City Clerk

July 19, 2016

The Honorable Board of Mayor and Aldermen
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: 844 Elm Street, LLC. Loan Modification Request

Dear Board of Mayor and Aldermen,

In response to a request from 844 Elm Street, LLC ["Borrower"] to modify the existing Loan Agreement dated November 12th, 2003, the MDC Board and Borrower have agreed to modify the following terms:

The fixed interest rate will initially be lowered from 6% to 4.5% until June 12, 2021 ["Rate Reset Date"]. The rate will then be reset at the Wall Street Journal Prime Rate as of the Rate Reset Date plus 1.0%. The fixed interest rate at the Rate Reset Date can be no lower than 4.5%.

The Maturity Date of the loan will be extended from November 12, 2018 to June 12, 2025.

Amortization will be modified in order to fully amortize the loan by the new Maturity Date.

The MDC Board recommends approval of this request on the basis of Borrower's satisfactory payment history and financial capacity. We deem no additional risk because of the recommended modification and see benefit for maintaining a performing loan on the books. Borrower will be responsible for all legal costs to close the transaction.

Sincerely,

Joseph Wichert
Chair
Manchester Development Corporation

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

The Committee on Accounts, Enrollment & Revenue Administration respectfully advises, after due and careful consideration, that the MDC Revolving Loan Fund summary has been accepted.
(Unanimous vote with the exception of Aldermen Katsiantonis and Sapienza who were absent)

Respectfully submitted,

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

Clerk of Committee



*William E. Sanders
Finance Officer*

*Sharon Y. Wickens
Deputy Finance Officer*

CITY OF MANCHESTER
Finance Department

September 9, 2016

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

Dear Honorable Committee Members,

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

In addition, we submit for your consideration the following request by Aviation Technology to waive delinquency charges (Exhibit I).

Respectfully submitted,

Kim A. LeBlanc
Financial Analyst

Enc.

**Revolving Loans
Balances as of 9/9/16**

Loan #	Revolving Loan - City	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
1	Maax Inc	5/29/2007	5/1/2019	\$210,000.00	\$106,254.61	\$0.00	
2	Mary's Closet	2/19/2010	4/15/2017	\$60,000.00	\$33,243.16	\$0.00	
3	Aviation Technology	5/23/2011	7/1/2017	\$75,000.00	\$23,464.19	\$97.77	
4	Lazy Nicks	10/30/2009	10/30/2030	\$40,000.00	\$30,500.47	\$0.00	Made two payments 9/1.
5	Delisle Market	1/28/2010	10/15/2020	\$43,500.00	\$28,162.42	\$0.00	
6	Delisle Market - Energy Loan	1/28/2010	8/15/2020	\$20,000.00	\$14,845.35	\$0.00	
7	Cedar & Oak	9/25/2008	1/1/2018	\$41,000.00	\$31,697.39	\$0.00	
8	OLK12	10/29/2010	3/1/2017	\$50,000.00	\$26,277.02	\$237.21	\$500.00 payment being made 9/15
				\$539,500.00	\$294,444.61	\$334.98	

SUMMARY NOTES:

Loans 1 thru 3 - Status current and in good standing.

Loans 4 thru 6 - Over 30 days past due.

Loans 7 & 8 - Over 60 days past due.

Loan #	Revolving Loan - MDC	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
9	844 Elm St	12/12/2003	11/12/2018	\$250,000.00	\$137,396.04	\$686.98	
10	Germania Front	1/20/2012	12/20/2022	\$500,000.00	\$344,857.31	\$1,436.91	
				\$750,000.00	\$482,253.35	\$2,123.89	

SUMMARY NOTES:

Loans 9 & 10 - Status current and in good standing.

(Exhibit I)

Leblanc, Kim

From: Wickens, Sharon
Sent: Wednesday, September 07, 2016 1:33 PM
To: 'dan@tolandassociates.com'
Cc: John Verderame (jv@avitechusa.com); Leblanc, Kim
Subject: RE: Aviation Closing Wednesday, August 17th

I would need to request waiver of delinquency charges from our Committee on Accounts and their next meeting is September 20th. I can let you know if this request was approved or denied the next day.

Sharon

From: dan@tolandassociates.com [mailto:dan@tolandassociates.com]
Sent: Wednesday, September 07, 2016 1:26 PM
To: Wickens, Sharon
Cc: John Verderame (jv@avitechusa.com); Leblanc, Kim
Subject: Re: Aviation Closing Wednesday, August 17th

Considering the dire circumstances at Aviation, including non payment of payroll for John for a good part of the last year, please consider waiving the delinquency charges.

Appreciate your help on this.

Thanks,

Dan

Sent from my iPhone
Dan Toland
Cell 603 860 9142
E Mail: dan@tolandassociates.com

On Sep 7, 2016, at 1:21 PM, Wickens, Sharon <SWICKENS@manchesternh.gov> wrote:

Hello John,

The statement you received does not show the \$636.92 in delinquency charges (\$70.77 a month for nine months). I will mention to Kim that this needs to be updated.

Sorry for the confusion.

Sharon

From: John Verderame [mailto:jv@avitechusa.com]
Sent: Wednesday, September 07, 2016 1:14 PM
To: Wickens, Sharon; Dan
Subject: RE: Aviation Closing Wednesday, August 17th

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

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

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

have been accepted.

(Unanimous vote with the exception of Aldermen Katsiantonis and Sapienza who were absent)

Respectfully submitted,

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

Clerk of Committee



*William E. Sanders
Finance Officer*

*Sharon Y. Wickens
Deputy Finance Officer*

CITY OF MANCHESTER
Finance Department

August 8, 2016

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

Dear Honorable Committee Members,

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

In summary outstanding receivables over 90 days total \$1,443,400 out of \$7,973,077 billed. June's outstanding receivables totaled \$1,695,830 out of \$6,255,282 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**

	8/8/2016	6/10/2016
	Over 90 Days	Over 90 Days
Airport	\$ 645,572.89	\$ 838,184.10
EPD	\$ 842.64	\$ 842.64
Parking Department	\$ 11,405.99	\$ 6,477.56
Total Enterprise Funds	\$ 657,821.52	\$ 845,504.30
Assessors	\$ -	\$ 64,028.38
Central Fleet Management	\$ 9,243.77	\$ 9,222.66
Fire Department	\$ 20,962.19	\$ 23,097.39
Highway	\$ 676,699.49	\$ 676,372.95
Human Resources	\$ 3,445.75	\$ 3,445.39
Information Systems	\$ -	\$ 680.00
Parks & Recreation	\$ 2,436.68	\$ 2,409.68
Code Enforcement	\$ 40,432.41	\$ 39,453.24
Police Department	\$ 32,357.93	\$ 31,615.53
Total General Fund	\$ 785,578.22	\$ 850,325.22
Grand Totals	\$ 1,443,399.74	\$ 1,695,829.52
<u>General Fund receivables over \$10,000 by customer</u>		
Birch Hill Terrace	\$ -	\$ 64,028.38
Corcoran Environmental	\$ 24,182.43	\$ 24,182.43
National Grid	\$ 641,082.50	\$ 641,082.50
Totals	\$ 665,264.93	\$ 729,293.31
Total General Fund receivables over 90 days less over \$10,000	\$ 120,313.29	\$ 121,031.91

Explanation of Charges

Housing in Lieu of Taxes - Payment was received mid-June
Landfill Lease Payments - Refer to Solicitor
Roadway Degradation Fees - In Litigation - Refer to Solicitor

City of Manchester NH - Receivables
Over 90 Days as of 8/8/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	24997	196 LOWELL ST LLC	\$ 291.52	\$ 4.13	\$ 4.13	\$ 4.13	\$ 4.13	\$ 275.00
CE	17600	211-213 WOODBURY ST CON	\$ 165.07	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 159.35
CE	23856	261 BELMONT STREET LLC	\$ 739.83	\$ 9.53	\$ 9.53	\$ 9.53	\$ 9.53	\$ 701.71
CE	17588	385 MANCHESTER STREET T	\$ 104.59	\$ 0.91	\$ 0.91	\$ 0.91	\$ 0.91	\$ 100.95
CE	21622	ADEKOYA, EMMANUEL	\$ 213.50	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 204.14
CE	17009	AHMEDAMIN, SANDRA	\$ 305.68	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 295.44
CE	23956	AIDA VELEZ	\$ 143.80	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 136.28
CE	21986	ALHAMIS, INNOCENTUS	\$ 113.38	\$ 1.29	\$ 1.29	\$ 1.29	\$ 1.29	\$ 108.22
CE	22250	ALHAMIS, INNOCENTUS	\$ 223.76	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 213.52
CE	24482	BELAND, BRENDA	\$ 138.16	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 130.64
CE	18280	BERLINGUETTE, RICHARD B	\$ 670.45	\$ 6.01	\$ 6.01	\$ 6.01	\$ 6.01	\$ 646.41
CE	25111	BOUCHARD, BRYAN C	\$ 182.89	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 175.00
CE	23134	BURANT, STEPHANIE	\$ 954.96	\$ 11.56	\$ 11.56	\$ 11.56	\$ 11.56	\$ 908.72
CE	19401	CATANO, EDMUNDO	\$ 809.00	\$ 7.60	\$ 7.60	\$ 7.60	\$ 7.60	\$ 778.60
CE	23363	CAYER, NORMAN	\$ 756.45	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 716.45
CE	24685	CAYER, NORMAN ROGER	\$ 295.65	\$ 4.13	\$ 4.13	\$ 4.13	\$ 4.13	\$ 279.13
CE	24977	CHURCH, TIMOTHY	\$ 3.53	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 3.38
CE	23196	CORDERO, MARIA	\$ 1,091.36	\$ 13.21	\$ 13.21	\$ 13.21	\$ 13.21	\$ 1,038.52
CE	20689	CRUZ, MARIA	\$ 351.91	\$ 3.61	\$ 3.61	\$ 3.61	\$ 3.61	\$ 337.47
CE	17978	DAHL, THOMAS A	\$ 555.30	\$ 4.90	\$ 4.90	\$ 4.90	\$ 4.90	\$ 535.70
CE	21469	DEJESUS, JAN P	\$ 132.18	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 126.46
CE	21559	DEL-WES REALTY LLC	\$ 410.44	\$ 4.44	\$ 4.44	\$ 4.44	\$ 4.44	\$ 392.68
CE	21467	DROUIN, JOHN	\$ 201.68	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 192.96
CE	24786	EAGAN, SCOTT T	\$ 134.40	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 126.88
CE	24619	FALLAH, ELAINE B	\$ 349.40	\$ 4.88	\$ 4.88	\$ 4.88	\$ 4.88	\$ 329.88
CE	17791	FORAND, JEANNINE	\$ 163.64	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 157.92
CE	23494	FORD, JONATHAN	\$ 149.44	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 141.92
CE	19099	FRANCIS, RANDALL	\$ 266.68	\$ 2.48	\$ 2.48	\$ 2.48	\$ 2.48	\$ 256.76
CE	21427	FULLER, JASON L	\$ 506.34	\$ 5.42	\$ 5.42	\$ 5.42	\$ 5.42	\$ 484.66
CE	24991	GAGNON, DENIS M	\$ 132.52	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 125.00
CE	24393	GAGNON, RAYMOND C JR	\$ 436.51	\$ 5.93	\$ 5.93	\$ 5.93	\$ 5.93	\$ 412.79
CE	21289	GEORGIADIS, JAMES	\$ 241.68	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 231.44
CE	18654	GICHANA, DENNIS O	\$ 502.37	\$ 4.59	\$ 4.59	\$ 4.59	\$ 4.59	\$ 484.01
CE	24542	GLADYSZ, DANIEL J	\$ 136.28	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 128.76
CE	23902	GOODEN, WENDY L	\$ 203.93	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 193.41
CE	25019	GOOLBIS, RANDY F	\$ 344.52	\$ 4.88	\$ 4.88	\$ 4.88	\$ 4.88	\$ 325.00
CE	20234	GRADY, ALEXANDER	\$ 373.80	\$ 3.68	\$ 3.68	\$ 3.68	\$ 3.68	\$ 359.08
CE	24579	GRAHAM, BRIAN J	\$ 136.28	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 128.76
CE	17490	GRAMA, MARIAN	\$ 921.51	\$ 7.99	\$ 7.99	\$ 7.99	\$ 7.99	\$ 889.55
CE	16919	GRIMARD, MICHELE M	\$ 170.79	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 165.07
CE	19147	HAMMERSTROM, PAUL III	\$ 456.20	\$ 4.28	\$ 4.28	\$ 4.28	\$ 4.28	\$ 439.08

City of Manchester NH - Receivables
Over 90 Days as of 8/8/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	20867	HAWKES, DANA M	\$ 427.90	\$ 4.43	\$ 4.43	\$ 4.43	\$ 4.43	\$ 410.18
CE	16740	HEWETT, DANIEL H	\$ 634.58	\$ 5.27	\$ 5.27	\$ 5.27	\$ 5.27	\$ 613.50
CE	25031	HUNZELMAN, ALBERT C	\$ 132.52	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 125.00
CE	19981	JACOBY, VALERIE A	\$ 246.76	\$ 2.41	\$ 2.41	\$ 2.41	\$ 2.41	\$ 237.12
CE	18785	JGDB REALTY, LLC	\$ 25.90	\$ 0.28	\$ 0.28	\$ 0.28	\$ 0.28	\$ 24.78
CE	17486	JOHNS, JOSEPH	\$ 703.90	\$ 6.10	\$ 6.10	\$ 6.10	\$ 6.10	\$ 679.50
CE	23236	KABAMBA, MPESAMONJI	\$ 923.88	\$ 11.18	\$ 11.18	\$ 11.18	\$ 11.18	\$ 879.16
CE	23747	KAROUTSOS, GEORGE	\$ 145.68	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 138.16
CE	23748	KAROUTSOS, GEORGE	\$ 145.68	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 138.16
CE	23408	KAROUTSOS, GEORGE FAM T	\$ 90.82	\$ 1.13	\$ 1.13	\$ 1.13	\$ 1.13	\$ 86.30
CE	24617	KAROUTSOS, GEORGE FAM T	\$ 317.15	\$ 4.43	\$ 4.43	\$ 4.43	\$ 4.43	\$ 299.43
CE	24440	KEEFE, CASEY	\$ 547.01	\$ 7.43	\$ 7.43	\$ 7.43	\$ 7.43	\$ 517.29
CE	17507	KICKHAM, CHARLES	\$ 824.86	\$ 7.14	\$ 7.14	\$ 7.14	\$ 7.14	\$ 796.30
CE	25115	KICKHAM, CHARLES	\$ 1,280.14	\$ 18.38	\$ 18.38	\$ 18.38	\$ 18.38	\$ 1,225.00
CE	17437	KICKHAM, CHARLES	\$ 1,414.76	\$ 12.24	\$ 12.24	\$ 12.24	\$ 12.24	\$ 1,365.80
CE	18372	KILGORE, SCOTT C	\$ 1,014.50	\$ 9.10	\$ 9.10	\$ 9.10	\$ 9.10	\$ 978.10
CE	16825	KIM BERLINGUETTE	\$ 698.74	\$ 5.81	\$ 5.81	\$ 5.81	\$ 5.81	\$ 675.50
CE	22034	KROCHMAL, MARC A	\$ 50.23	\$ 0.68	\$ 0.68	\$ 0.68	\$ 0.68	\$ 47.51
CE	24287	KROL, WALTER	\$ 162.44	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 153.72
CE	17454	LACROIX, RUDOLPH	\$ 617.64	\$ 5.36	\$ 5.36	\$ 5.36	\$ 5.36	\$ 596.20
CE	19634	LANDER, DIANE R	\$ 204.48	\$ 1.96	\$ 1.96	\$ 1.96	\$ 1.96	\$ 196.64
CE	23116	LEBREAU, REBECA	\$ 390.68	\$ 4.73	\$ 4.73	\$ 4.73	\$ 4.73	\$ 371.76
CE	24271	LEMIRE, ROBERT	\$ 196.04	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 185.52
CE	25337	LIRIANO, SUNILDA	\$ 128.76	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 125.00
CE	19453	LOCKE, CHRISTINE	\$ 248.60	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 239.24
CE	17105	LORTIE, RONALD	\$ 633.20	\$ 5.35	\$ 5.35	\$ 5.35	\$ 5.35	\$ 611.80
CE	18413	LOUGEE, JILLIAN M	\$ 100.04	\$ 0.91	\$ 0.91	\$ 0.91	\$ 0.91	\$ 96.40
CE	19191	MARQUIS, LINDA J	\$ 153.63	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 147.91
CE	24593	MATEO, ERNESTO B	\$ 1,248.08	\$ 17.18	\$ 17.18	\$ 17.18	\$ 17.18	\$ 1,179.36
CE	23041	MCCARTHY, STEVEN L	\$ 217.08	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 206.56
CE	23511	MCCARTHY, STEVEN L	\$ 352.59	\$ 4.43	\$ 4.43	\$ 4.43	\$ 4.43	\$ 334.87
CE	19052	MERETE, JOSE	\$ 153.63	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 147.91
CE	24677	MERRILL, DAWN	\$ 134.40	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 126.88
CE	18309	MILLER, SAUL B	\$ 66.56	\$ 0.71	\$ 0.71	\$ 0.71	\$ 0.71	\$ 63.72
CE	21083	NGALAKULONDI, PIERRE K	\$ 502.83	\$ 5.27	\$ 5.27	\$ 5.27	\$ 5.27	\$ 481.75
CE	24866	NORMAN CAYER	\$ 940.65	\$ 13.13	\$ 13.13	\$ 13.13	\$ 13.13	\$ 888.13
CE	24175	OKELLO, JAMES	\$ 278.12	\$ 3.68	\$ 3.68	\$ 3.68	\$ 3.68	\$ 263.40
CE	17176	OKELLO, JAMES	\$ 276.68	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 267.32
CE	24974	OUELLETTE, MICHAEL R	\$ 132.52	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 125.00
CE	17257	PAPPAS, ROBERT A	\$ 362.59	\$ 3.09	\$ 3.09	\$ 3.09	\$ 3.09	\$ 350.23
CE	25156	PATTERSON, JOYCE L	\$ 130.64	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 125.00

City of Manchester NH - Receivables
Over 90 Days as of 8/8/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	24338	POIRIER, THOMAS	\$ 193.41	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 182.89
CE	21496	POND, DEBORAH A	\$ 355.10	\$ 3.85	\$ 3.85	\$ 3.85	\$ 3.85	\$ 339.70
CE	23900	POTTER, ANTHONY	\$ 145.68	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 138.16
CE	21152	PRINCE, JOHN G	\$ 315.99	\$ 3.31	\$ 3.31	\$ 3.31	\$ 3.31	\$ 302.75
CE	16956	RAKIS-LAMBROULIS, POTOU	\$ 646.73	\$ 5.41	\$ 5.41	\$ 5.41	\$ 5.41	\$ 625.09
CE	17306	RICARD, ERNEST H	\$ 359.50	\$ 3.09	\$ 3.09	\$ 3.09	\$ 3.09	\$ 347.14
CE	24793	RIVERS, KORRAN	\$ 1.94	\$ 0.03	\$ 0.03	\$ -	\$ -	\$ 1.88
CE	22940	RODRIGUEZ, WALTER J	\$ 615.46	\$ 7.38	\$ 7.38	\$ 7.38	\$ 7.38	\$ 585.94
CE	22939	RODRIGUEZ, WALTER J	\$ 1,205.31	\$ 14.43	\$ 14.43	\$ 14.43	\$ 14.43	\$ 1,147.59
CE	25344	ROUSSEAU, DONALD	\$ 437.76	\$ 6.38	\$ 6.38	\$ -	\$ -	\$ 425.00
CE	24798	ROY, MARC	\$ 134.40	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 126.88
CE	23526	S PANOURGIAS FAMILY LLC	\$ 1,033.74	\$ 12.98	\$ 12.98	\$ 12.98	\$ 12.98	\$ 981.82
CE	21899	SANBORN, KARI R	\$ 127.89	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 122.17
CE	24913	SCANLON, PATRICK	\$ 134.40	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 126.88
CE	25286	SCHEFER, DAVID	\$ 130.64	\$ 1.88	\$ 1.88	\$ 1.88	\$ -	\$ 125.00
CE	18542	SILVA, FRANCISCA	\$ 723.20	\$ 6.55	\$ 6.55	\$ 6.55	\$ 6.55	\$ 697.00
CE	23016	SIMON, LESLIE	\$ 998.60	\$ 12.10	\$ 12.10	\$ 12.10	\$ 12.10	\$ 950.20
CE	21061	SOULIOS, STAVROS	\$ 137.90	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 132.18
CE	22896	TIMBAS, GREGORY S	\$ 129.92	\$ 1.66	\$ 1.66	\$ 1.66	\$ 1.66	\$ 123.28
CE	23114	TOMES, KARENE	\$ 502.28	\$ 6.08	\$ 6.08	\$ 6.08	\$ 6.08	\$ 477.96
CE	18687	TORRES, JOSE A	\$ 156.49	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 150.77
CE	24962	TREMBLAY, TAMMIE S	\$ 185.52	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 175.00
CE	23112	VERMILYEA, SETH R	\$ 279.08	\$ 3.38	\$ 3.38	\$ 3.38	\$ 3.38	\$ 265.56
CE	25301	WALLACE, JOHN J	\$ 339.64	\$ 4.88	\$ 4.88	\$ 4.88	\$ -	\$ 325.00
CE	20970	WALLACE, JOHN W	\$ 290.60	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 278.52
CE	21287	WINZELER, MARK L	\$ 135.04	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 129.32
CE	23988	WOOD, KENNETH A III TRU	\$ 0.07	\$ -	\$ -	\$ -	\$ -	\$ 0.07
CE	19821	ZAMOR, WOLF R	\$ 615.15	\$ 5.95	\$ 5.95	\$ 5.95	\$ 5.95	\$ 591.35
CE	21151	ZEBROWSKI, LYNN A	\$ 208.22	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 199.50
CE - CODE ENFORCEMENT TOTALS			\$ 42,277.93	\$ 472.95	\$ 472.95	\$ 464.66	\$ 434.96	\$ 40,432.41
19	20865	SCHWARTZ, BETH	\$ 3,418.15	\$ -	\$ -	\$ -	\$ -	\$ 3,418.15
19	2453	UNION LEADER CORP	\$ 29.04	\$ 0.72	\$ -	\$ 0.36	\$ 0.36	\$ 27.60
19 - HR TOTALS			\$ 3,447.19	\$ 0.72	\$ -	\$ 0.36	\$ 0.36	\$ 3,445.75
23	13236	G & K SERVICES	\$ 2,037.00	\$ 776.00	\$ -	\$ -	\$ 776.00	\$ 485.00
23	22506	LIBERTY ENERGY UTILITIE	\$ 232.80	\$ -	\$ -	\$ -	\$ -	\$ 232.80
23	29	MANCHESTER CITY SOLICIT	\$ 3,505.25	\$ -	\$ -	\$ -	\$ -	\$ 3,505.25
23	2539	MANCHESTER HIGHWAY DEPT	\$ 34.20	\$ -	\$ -	\$ -	\$ -	\$ 34.20
23	2541	MANCHESTER PARKS & RECR	\$ 1,845.64	\$ -	\$ -	\$ -	\$ -	\$ 1,845.64
23	58	MANCHESTER PLANNING DEP	\$ 456.76	\$ -	\$ -	\$ -	\$ -	\$ 456.76
23	3124	PINARD WASTE SYSTEM INC	\$ 2,677.12	\$ 167.65	\$ -	\$ -	\$ 167.65	\$ 2,341.82
23	17451	RYAN, MICHAEL	\$ 1,548.04	\$ 1,205.74	\$ -	\$ -	\$ -	\$ 342.30

City of Manchester NH - Receivables
Over 90 Days as of 8/8/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
23 - CENTRAL FLEET TOTALS								
			\$ 12,336.81	\$ 2,149.39	\$ -	\$ -	\$ 943.65	\$ 9,243.77
25	20311	ADVANTAGE RENT A CAR	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ 1.00
25	3814	BAE SYSTEMS	\$ 336.00	\$ 45.00	\$ -	\$ 243.00	\$ -	\$ 3.00
25	3651	DELTA AIRLINES INC	\$ 391,949.48	\$ 135,335.53	\$ -	\$ 115,160.77	\$ 110,644.76	\$ 30,808.42
25	19517	DELTA GLOBAL SERVICES-D	\$ 1,488.00	\$ 461.00	\$ -	\$ 726.00	\$ -	\$ 301.00
25	19916	DTG OPERATIONS, INC	\$ 3,433.32	\$ 1,129.44	\$ -	\$ 1,129.44	\$ 1,129.44	\$ 45.00
25	22188	DTG OPERATIONS, INC (TH	\$ 2,444.09	\$ 611.02	\$ -	\$ 611.02	\$ 611.02	\$ 611.03
25	19269	EXPRESSJET DBA DELTA CO	\$ 58,916.09	\$ 13,994.10	\$ -	\$ 39,057.53	\$ 5,609.25	\$ 255.21
25	5143	FEDERAL GRANTS 1999	\$ 4,201,528.49	\$ 1,965,702.67	\$ -	\$ 1,614,626.86	\$ 14,963.08	\$ 606,235.88
25	14944	NH AUTO RENTAL, INC (PA	\$ 2,464.38	\$ -	\$ -	\$ -	\$ -	\$ 2,464.38
25	3973	SHEA JR, EDMUND J	\$ 135.00	\$ -	\$ -	\$ -	\$ -	\$ 135.00
25	4001	STATE GRANTS	\$ 201,232.05	\$ 107,664.06	\$ -	\$ 89,701.49	\$ -	\$ 3,866.50
25	18168	TOM-N-TOM DELIVERY LLC	\$ 3,245.99	\$ 1,054.80	\$ -	\$ 703.26	\$ -	\$ 784.67
25	3874	VANGUARD CAR RENTAL/NA	\$ 61.80	\$ -	\$ -	\$ -	\$ -	\$ 61.80
25 - AIRPORT TOTALS								
			\$ 4,867,235.69	\$ 2,225,997.62	\$ -	\$ 1,861,959.37	\$ 133,705.81	\$ 645,572.89
27	12798	ANYTIME SEPTIC SERVICES	\$ 762.64	\$ -	\$ -	\$ -	\$ -	\$ 762.64
27	10064	SERVPRO OF MANCHESTER/D	\$ 100.00	\$ 20.00	\$ -	\$ -	\$ -	\$ 80.00
27 - EPD TOTALS								
			\$ 862.64	\$ 20.00	\$ -	\$ -	\$ -	\$ 842.64
30	287	200 ELM STREET REALTY,	\$ 2,678.10	\$ 61.20	\$ -	\$ 30.60	\$ 30.60	\$ 2,555.70
30	21341	AVERILL, JENNY	\$ 546.50	\$ 11.68	\$ -	\$ 5.84	\$ 5.84	\$ 523.14
30	10400	BRADY SULLIVAN COMPANY	\$ 4.57	\$ 0.07	\$ -	\$ -	\$ -	\$ 4.50
30	9662	BRIDGEWELL FARMS CONDO	\$ 795.50	\$ 22.20	\$ -	\$ 11.10	\$ 11.10	\$ 751.10
30	2104	CENTRALARM	\$ 435.03	\$ 433.28	\$ -	\$ -	\$ -	\$ 1.75
30	1378	CHARLES TSIATSIOS TRUST	\$ 2,681.92	\$ 48.98	\$ -	\$ 24.49	\$ 24.49	\$ 2,583.96
30	20020	CHILDREN OF NICHOLAS PE	\$ 580.50	\$ 16.20	\$ -	\$ 8.10	\$ 8.10	\$ 548.10
30	18213	COLE-BRUCE, PAMELA	\$ 1,389.95	\$ 24.90	\$ -	\$ 12.45	\$ 12.45	\$ 1,340.15
30	23173	F.W. WEBB	\$ 72.90	\$ -	\$ -	\$ -	\$ -	\$ 72.90
30	11414	FARLEY WHITE MANCHESTER	\$ 6.09	\$ 0.09	\$ -	\$ -	\$ -	\$ 6.00
30	24709	FRANCOEURS CAFE	\$ 107.50	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 101.50
30	5427	GC FRIDAYS BOSTON LLC	\$ 580.50	\$ 16.20	\$ -	\$ 8.10	\$ 8.10	\$ 548.10
30	8937	GIRL'S INC.	\$ 580.50	\$ 16.20	\$ -	\$ 8.10	\$ 8.10	\$ 548.10
30	24374	HANNAFORD, ANDREW	\$ 701.99	\$ 19.06	\$ -	\$ 9.53	\$ 9.53	\$ 663.87
30	21670	HARNUM, DAVID	\$ 498.01	\$ 10.86	\$ -	\$ 5.43	\$ 5.43	\$ 476.29
30	24452	INLAND AMERICAN CFG POR	\$ 1,268.50	\$ 35.40	\$ -	\$ 17.70	\$ 17.70	\$ 1,197.70
30	1255	INTERGRATED HEALTH SVC	\$ 674.40	\$ 14.40	\$ -	\$ 7.20	\$ 7.20	\$ 645.60
30	16305	JOSEPH EQUIPMENT CO	\$ 1,884.80	\$ 31.20	\$ -	\$ 15.60	\$ 15.60	\$ 1,822.40
30	17861	LACROIX, LUCIEN D	\$ 523.96	\$ 9.14	\$ -	\$ 4.57	\$ 4.57	\$ 505.68
30	24375	LORANGER, AMANDA	\$ 408.82	\$ 11.10	\$ -	\$ 5.55	\$ 5.55	\$ 386.62
30	17580	MAHMOTORIC, MUHAREM	\$ 3,510.90	\$ 75.60	\$ -	\$ 37.80	\$ 37.80	\$ 3,359.70
30	19639	MANCHESTER CHRISTIAN CH	\$ 107.50	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 101.50
30	325	MICHAELS ARTS AND CRAFT	\$ 89.10	\$ -	\$ -	\$ -	\$ -	\$ 89.10

City of Manchester NH - Receivables
Over 90 Days as of 8/8/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
30	17794	MITCHELL, JOHN F	\$ 602.00	\$ 10.50	\$ -	\$ 5.25	\$ 5.25	\$ 581.00
30	7532	MORGAN SELF STORAGE	\$ 8.10	\$ -	\$ -	\$ -	\$ -	\$ 8.10
30	14129	MPBUH HOLDING LLC	\$ 318.00	\$ 9.00	\$ -	\$ 4.50	\$ 4.50	\$ 300.00
30	4719	PAGE STREET REALTY	\$ 580.50	\$ 16.20	\$ -	\$ 8.10	\$ 8.10	\$ 548.10
30	19541	RYDER	\$ 116.50	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 110.50
30	24774	VELAGALA LLC	\$ 131.12	\$ 3.82	\$ -	\$ -	\$ -	\$ 127.30
30	22445	WILSON, ELIZABETH	\$ 475.69	\$ 10.98	\$ -	\$ 5.49	\$ 5.49	\$ 453.73
30 - FIRE TOTALS			\$ 22,359.45	\$ 917.26	\$ -	\$ 240.00	\$ 240.00	\$ 20,962.19
33	19290	COIN & STAMP SHOP	\$ 73.46	\$ 17.43	\$ -	\$ 7.49	\$ 7.49	\$ 46.20
33	19086	GOOD STILL	\$ 2,890.73	\$ 778.35	\$ -	\$ 516.19	\$ 495.19	\$ 1,101.00
33	19151	LEVEL UP GAMING	\$ 789.04	\$ 17.90	\$ -	\$ 8.95	\$ 8.95	\$ 753.24
33	19031	MANCHESTER METALS INC.	\$ 701.68	\$ 17.18	\$ -	\$ -	\$ 224.00	\$ 460.50
33	4303	MANCHESTER POLICE - OBE	\$ 466.80	\$ 100.00	\$ -	\$ -	\$ -	\$ 366.80
34	14470	CIRCUS AMERICA INC.	\$ 666.72	\$ -	\$ -	\$ -	\$ -	\$ 666.72
34	2726	CARRIER MUSEUM OF ART	\$ 728.39	\$ -	\$ -	\$ -	\$ -	\$ 728.39
34	22797	DB PERRY LLC	\$ 672.36	\$ -	\$ -	\$ -	\$ -	\$ 672.36
34	14517	EVERSOURCE	\$ 1,793.00	\$ -	\$ -	\$ -	\$ -	\$ 1,793.00
34	2094	EVERSOURCE ENERGY (HOOK	\$ 52,465.10	\$ 48,429.59	\$ -	\$ -	\$ -	\$ 4,035.51
34	15276	FAIRPOINT COMMUNICATION	\$ 5,308.87	\$ 4,384.37	\$ -	\$ -	\$ -	\$ 924.50
34	15274	FAIRPOINT COMMUNICATION	\$ 6,527.50	\$ 784.42	\$ -	\$ -	\$ -	\$ 5,743.08
34	17534	GAMACHE, D	\$ 992.10	\$ 17.16	\$ -	\$ 8.58	\$ 8.58	\$ 957.78
34	4376	INTOWN MANCHESTER MANAG	\$ 1,344.95	\$ 1,120.60	\$ -	\$ -	\$ -	\$ 224.35
34	10391	JUNGLE JIM'S	\$ 861.46	\$ -	\$ -	\$ 392.21	\$ -	\$ 469.25
34	16209	MCGUINNESS TREE	\$ 1,652.89	\$ -	\$ -	\$ 448.24	\$ -	\$ 1,204.65
34	857	MEMORIAL HIGH SCHOOL	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	6267	MEMORIAL HS BOOSTER CLU	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	20725	NEW YORK BITUMINOUS	\$ 6,305.67	\$ 29.72	\$ -	\$ 14.86	\$ 14.86	\$ 6,246.23
34	23373	S&S VIKING MECHANICAL	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	24664	UNIVERSAL PROTECTION SE	\$ 5,266.86	\$ -	\$ -	\$ -	\$ -	\$ 5,266.86
35	4313	EVERSOURCE ENERGY (BEDF	\$ 40.90	\$ 20.45	\$ -	\$ 10.15	\$ 0.15	\$ 10.15
35	826	PROGRESSIVE INSURANCE C	\$ 20.15	\$ 10.15	\$ -	\$ -	\$ -	\$ 10.00
36	826	PROGRESSIVE INSURANCE C	\$ 5.16	\$ 0.16	\$ -	\$ -	\$ -	\$ 5.00
33, 34, 35, & 36 - POLICE TOTALS			\$ 90,245.15	\$ 55,727.48	\$ -	\$ 1,406.67	\$ 754.07	\$ 32,357.93
50	17145	3R'S HOME REPAIR	\$ 166.30	\$ 2.30	\$ -	\$ 1.15	\$ 1.15	\$ 161.70
50	24874	ACCUWORX USA	\$ 25.31	\$ -	\$ -	\$ -	\$ -	\$ 25.31
50	8018	AHRENT, JEFFREY	\$ 610.46	\$ 608.59	\$ -	\$ -	\$ -	\$ 1.87
50	24772	BEAR, VICTORIA L.	\$ 85.40	\$ 1.56	\$ -	\$ 0.78	\$ 0.78	\$ 82.28
50	3196	BEL-AIR HOMES	\$ 0.54	\$ -	\$ -	\$ -	\$ -	\$ 0.54
50	7936	BIRON III, WILFRED	\$ 258.48	\$ 6.58	\$ -	\$ 3.29	\$ 3.29	\$ 245.32
50	23559	BISSONNETTE, VICKI	\$ 22.14	\$ 0.56	\$ -	\$ 0.28	\$ 0.28	\$ 21.02
50	15005	BOOTH, AMY & MARK	\$ 2.52	\$ -	\$ -	\$ -	\$ -	\$ 2.52

City of Manchester NH - Receivables
Over 90 Days as of 8/8/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	20926	BUTLER CONSTRUCTION	\$ 182.40	\$ 3.16	\$ -	\$ 1.58	\$ 1.58	\$ 176.08
50	22297	CALEY, JEFF	\$ 153.60	\$ 3.50	\$ -	\$ 1.75	\$ 1.75	\$ 146.60
50	24277	CASEY, BENJAMIN	\$ 2.52	\$ -	\$ -	\$ -	\$ -	\$ 2.52
50	6321	CERTIFIED MAINTENANCE I	\$ 66.30	\$ 64.50	\$ -	\$ -	\$ -	\$ 1.80
50	23943	CIOLINO, DOMENIC	\$ 75.90	\$ 1.98	\$ -	\$ 0.99	\$ 0.99	\$ 71.94
50	6360	CLATANOFF, THOMAS	\$ 0.16	\$ -	\$ -	\$ -	\$ -	\$ 0.16
50	19436	COCHRAN, ROBERT W	\$ 233.60	\$ 4.38	\$ -	\$ 2.19	\$ 2.19	\$ 224.84
50	10626	CORCORAN ENVIRONMENTAL	\$ 24,182.43	\$ -	\$ -	\$ -	\$ -	\$ 24,182.43
50	22806	CROCKER, ROBERT	\$ 104.82	\$ 2.48	\$ -	\$ 1.24	\$ 1.24	\$ 99.86
50	24710	CROWELL, WILLIAM R	\$ 287.35	\$ 6.34	\$ -	\$ 3.17	\$ 3.17	\$ 274.67
50	22210	DEMERS, JOSHUA	\$ 153.96	\$ 3.52	\$ -	\$ 1.76	\$ 1.76	\$ 146.92
50	20433	DION, ROLAND	\$ 101.66	\$ 2.04	\$ -	\$ 1.02	\$ 1.02	\$ 97.58
50	22650	DUSSAULT, STEPHAN W	\$ 37.36	\$ 0.88	\$ -	\$ 0.44	\$ 0.44	\$ 35.60
50	8273	FAMILY OUTFITTERS	\$ 253.33	\$ 252.00	\$ -	\$ -	\$ -	\$ 1.33
50	19406	FIRST FORD, INC.	\$ 3,418.00	\$ -	\$ -	\$ -	\$ -	\$ 3,418.00
50	21814	FIRSTMARK ADVANTAGE LLC	\$ 17.73	\$ 16.55	\$ -	\$ -	\$ -	\$ 1.18
50	16882	FORTIN, BENJAMIN J	\$ 117.19	\$ 1.46	\$ -	\$ 0.73	\$ 0.73	\$ 114.27
50	24151	FRENCH'S RENOVATION	\$ 174.96	\$ 4.82	\$ -	\$ 2.41	\$ 2.41	\$ 165.32
50	21889	GUILD, JAMES	\$ 71.40	\$ 1.60	\$ -	\$ 0.80	\$ 0.80	\$ 68.20
50	21816	HEINEKE, SARAH	\$ 19.04	\$ 0.42	\$ -	\$ 0.21	\$ 0.21	\$ 18.20
50	23942	HOBBS, KRISTOPHER	\$ 54.10	\$ 1.42	\$ -	\$ 0.71	\$ 0.71	\$ 51.26
50	20706	JJ & P GENERAL MAINTENA	\$ 59.30	\$ 0.60	\$ -	\$ 0.30	\$ 0.30	\$ 58.10
50	18338	JOHNSON, CARL	\$ 89.00	\$ 1.60	\$ -	\$ 0.80	\$ 0.80	\$ 85.80
50	10391	JUNGLE JIM'S	\$ 163.00	\$ 4.74	\$ -	\$ -	\$ -	\$ 158.26
50	19405	JUZA III, JOSEPH J	\$ 73.40	\$ 0.82	\$ -	\$ 0.41	\$ 0.41	\$ 71.76
50	16998	KENNEY, JAMES	\$ 126.93	\$ 1.62	\$ -	\$ 0.81	\$ 0.81	\$ 123.69
50	19226	KIMBALL, JUSTIN	\$ 59.07	\$ 1.10	\$ -	\$ 0.55	\$ 0.55	\$ 56.87
50	19255	KONZIELASKI, MICHAEL L	\$ 221.46	\$ 4.12	\$ -	\$ 2.06	\$ 2.06	\$ 213.22
50	18378	KUBA, NICHOLAS G	\$ 249.80	\$ 4.48	\$ -	\$ 2.24	\$ 2.24	\$ 240.84
50	22018	LACROIX, LUCIEN	\$ 46.66	\$ 1.06	\$ -	\$ 0.53	\$ 0.53	\$ 44.54
50	8860	LAVENTURE, MICHAEL	\$ 33.01	\$ 0.74	\$ -	\$ 0.37	\$ 0.37	\$ 31.53
50	18549	LEPINE, WILLIAM	\$ 53.24	\$ 0.42	\$ -	\$ 0.21	\$ 0.21	\$ 52.40
50	18609	LIBERTY UTILITIES, INC	\$ 1,952,474.34	\$ 1,938,121.52	\$ -	\$ 13,466.09	\$ -	\$ 886.73
50	20997	LINBLOOM, JAMES D	\$ 261.00	\$ 5.40	\$ -	\$ 2.70	\$ 2.70	\$ 250.20
50	24199	LOPEZ, JESUS M	\$ 107.28	\$ 2.84	\$ -	\$ 1.42	\$ 1.42	\$ 101.60
50	5399	LUCIER, KEITH B	\$ 170.50	\$ 4.90	\$ -	\$ 2.45	\$ 2.45	\$ 162.50
50	18394	MACLEAN, KURT P	\$ 177.84	\$ 3.22	\$ -	\$ 1.61	\$ 1.61	\$ 171.40
50	16860	MARTE, JUAN JOSE GONZAL	\$ 76.40	\$ 1.10	\$ -	\$ 0.55	\$ 0.55	\$ 74.20
50	24638	MASSENGALE, CASSIDY	\$ 62.90	\$ 1.76	\$ -	\$ 0.88	\$ 0.88	\$ 59.38
50	21815	MILES, WILLIE J	\$ 35.36	\$ 0.78	\$ -	\$ 0.39	\$ 0.39	\$ 33.80
50	23844	MIRANDA, JULIE	\$ 194.61	\$ 5.02	\$ -	\$ 2.51	\$ 2.51	\$ 184.57

City of Manchester NH - Receivables
Over 90 Days as of 8/8/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	24130	MOULISON NORTH	\$ 17.90	\$ -	\$ -	\$ -	\$ -	\$ 17.90
50	23923	MURRAY, MATTHEW T	\$ 13.39	\$ 0.38	\$ -	\$ 0.19	\$ 0.19	\$ 12.63
50	3109	NATIONAL GRID	\$ 923,077.50	\$ 281,995.00	\$ -	\$ -	\$ -	\$ 641,082.50
50	21824	NELSON, BRUCE	\$ 310.08	\$ 6.84	\$ -	\$ 3.42	\$ 3.42	\$ 296.40
50	22211	NOHELTY, JOSEPH	\$ 91.34	\$ 2.08	\$ -	\$ 1.04	\$ 1.04	\$ 87.18
50	8728	PELOQUIN, PIERRE J	\$ 648.30	\$ 646.00	\$ -	\$ -	\$ -	\$ 2.30
50	17279	PEREZ, ENRIQUE	\$ 77.66	\$ 1.32	\$ -	\$ 0.66	\$ 0.66	\$ 75.02
50	12185	POMEROY, STEVE A	\$ 182.70	\$ 3.40	\$ -	\$ 1.70	\$ 1.70	\$ 175.90
50	24129	REED, KENNETH	\$ 129.98	\$ 3.44	\$ -	\$ 1.72	\$ 1.72	\$ 123.10
50	16772	RICARD, DUANE	\$ 269.60	\$ 3.76	\$ -	\$ 1.88	\$ 1.88	\$ 262.08
50	19085	RIDA MOHSIN AIZA, LLC	\$ 620.20	\$ 10.88	\$ -	\$ 5.44	\$ 5.44	\$ 598.44
50	19437	ROBSON, SCOTT M	\$ 437.50	\$ 8.20	\$ -	\$ 4.10	\$ 4.10	\$ 421.10
50	23023	SACCO, ANNA	\$ 54.56	\$ 1.32	\$ -	\$ 0.66	\$ 0.66	\$ 51.92
50	22509	SMITH, JOSEPH	\$ 55.85	\$ 1.30	\$ -	\$ 0.65	\$ 0.65	\$ 53.25
50	23616	STANCZAK, PETER W.	\$ 58.38	\$ 1.48	\$ -	\$ 0.74	\$ 0.74	\$ 55.42
50	23895	STANLEY, WAYNE	\$ 0.20	\$ -	\$ -	\$ -	\$ -	\$ 0.20
50	21030	STONE, KEVIN G	\$ 95.70	\$ 1.98	\$ -	\$ 0.99	\$ 0.99	\$ 91.74
50	8041	SYKES, WILLIAM	\$ 99.60	\$ 90.00	\$ -	\$ -	\$ -	\$ 9.10
50	19866	T & T PLUMBING & HVAC L	\$ 67.32	\$ 0.72	\$ -	\$ 0.36	\$ 0.36	\$ 65.88
50	18806	THERRIEN, MAURICE	\$ 48.90	\$ 0.90	\$ -	\$ 0.45	\$ 0.45	\$ 47.10
50	24450	UPDATED HOMES LLC	\$ 3.87	\$ -	\$ -	\$ -	\$ -	\$ 3.87
50	18766	VARELA, OSCAR A. AVINA	\$ 67.04	\$ 1.24	\$ -	\$ 0.62	\$ 0.62	\$ 64.56
50	19620	VEILLEUX, DAVID	\$ 104.70	\$ 82.50	\$ -	\$ -	\$ -	\$ 22.20
50	16995	VEINOTTE, BRETT A	\$ 35.90	\$ 0.60	\$ -	\$ 0.30	\$ 0.30	\$ 34.70
50	11935	WHYTE, CRAIG A	\$ 10.12	\$ 0.28	\$ -	\$ 0.14	\$ 0.14	\$ 9.56
50	20369	WINTLE, MARKUS A	\$ 37.08	\$ 0.74	\$ -	\$ 0.37	\$ 0.37	\$ 35.60
50	19084	YOU, ERNIE	\$ 17.97	\$ 0.34	\$ -	\$ 0.17	\$ 0.17	\$ 17.29
50	17215	ZAJAC, JONATHAN S	\$ 84.72	\$ 1.44	\$ -	\$ 0.72	\$ 0.72	\$ 81.84
50 & 51 - HIGHWAY TOTALS			\$ 2,912,332.12	\$ 2,222,024.62	\$ -	\$ 13,537.70	\$ 70.31	\$ 676,699.49
52	23497	AUBIN, KRISTEN	\$ 139.80	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 132.60
52	22750	AUDETTE, CHRISTOPHER	\$ 145.20	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 138.00
52	24001	BECERRIL, MARTIN	\$ 122.45	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 115.81
52	22817	BERKLUND, RICHARD	\$ 127.20	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 120.00
52	21568	BROWN, MITCHELL	\$ 65.75	\$ 1.50	\$ -	\$ 0.75	\$ 0.75	\$ 62.75
52	24614	BURNHEIMER, KATIE	\$ 117.47	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 110.83
52	24057	COUGHLIN, RICK	\$ 131.70	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 124.50
52	17364	DANCING LION CHOCOLATE	\$ 125.45	\$ 1.85	\$ -	\$ -	\$ -	\$ 123.60
52	24228	ECHEVERRIA, OLIMPIA	\$ 61.64	\$ 1.66	\$ -	\$ 1.66	\$ 1.66	\$ 56.66
52	23302	ENRIGHT, JOSHUA	\$ 104.54	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 99.37
52	24244	GARGONE, SAMANTHA	\$ 61.80	\$ 1.80	\$ -	\$ -	\$ -	\$ 60.00
52	24179	GOMEZ, KIMBERLY	\$ 129.00	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 121.80

City of Manchester NH - Receivables
Over 90 Days as of 8/8/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
52	23262	HATCH, JEFF	\$ 72.60	\$ 1.80	\$ -	\$ 0.90	\$ 0.90	\$ 69.00
52	21350	IGO, ERIC	\$ 141.50	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 134.30
52	24372	JOY, MATT	\$ 61.64	\$ 1.66	\$ -	\$ 1.66	\$ 1.66	\$ 56.66
52	22706	KIROUAC, MICHAEL	\$ 61.80	\$ 1.80	\$ -	\$ -	\$ -	\$ 60.00
52	24744	LAVALLIERE, RENE	\$ 121.80	\$ 1.80	\$ -	\$ -	\$ -	\$ 120.00
52	18567	LAVOIE, NOELLE	\$ 160.75	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 154.75
52	21917	LESSARD, JEFFREY	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	18327	MCLOUGHLIN, AMANDA	\$ 249.75	\$ 4.50	\$ -	\$ 2.25	\$ 2.25	\$ 240.75
52	23489	MILLER, BONNIE	\$ 139.80	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 132.60
52	24055	NORSE, LAURA	\$ 122.45	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 115.81
52	5187	NOT SO PLAIN JANE'S	\$ 14,945.40	\$ 3,346.20	\$ -	\$ 1,650.00	\$ 2,585.00	\$ 7,364.20
52	23381	PARADAS, RODOLFO	\$ 129.00	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 121.80
52	22954	PERKINS, GINA	\$ 147.90	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 140.70
52	24869	POISSON, CATHERINE	\$ 61.80	\$ 1.80	\$ -	\$ -	\$ -	\$ 60.00
52	24843	RAUGH, CIJI	\$ 114.15	\$ 3.32	\$ -	\$ 0.83	\$ -	\$ 110.00
52	24415	REDDY, M. RAHUL	\$ 170.97	\$ 165.09	\$ -	\$ -	\$ -	\$ 5.88
52	19918	RESIDE, ROBERT	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	5790	RICHARDSON, KAREN	\$ 61.80	\$ 1.80	\$ -	\$ -	\$ -	\$ 60.00
52	23938	ROY, CARRISSA	\$ 118.30	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 111.66
52	24399	SANTIAGO, MIGUEL	\$ 111.67	\$ 0.84	\$ -	\$ 55.00	\$ 55.00	\$ 0.83
52	24148	SMITH, SIDNEY	\$ 117.47	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 110.83
52	21310	SOUICY, DAN	\$ 90.00	\$ -	\$ -	\$ -	\$ -	\$ 90.00
52	23590	VEXED LLC	\$ 253.00	\$ 6.60	\$ -	\$ 3.30	\$ 3.30	\$ 239.80
52	19477	WALKER, NICOLE	\$ 235.80	\$ 5.40	\$ -	\$ 2.70	\$ 2.70	\$ 225.00
52	21460	ZGHOUL, OSAMA	\$ 131.50	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 125.50
52 - PARKING TOTALS			\$ 19,422.85	\$ 3,607.42	\$ 1,748.05	\$ 2,681.39	\$ 11,405.99	
65	15087	EAGLES POP WARNER	\$ 2.93	\$ -	\$ -	\$ -	\$ -	\$ 2.93
65	17188	IM THIRSTY ENTERTAINMEN	\$ 1,077.00	\$ 18.00	\$ -	\$ 9.00	\$ 9.00	\$ 1,041.00
65	10764	MANCHESTER BEARS	\$ 2.25	\$ -	\$ -	\$ -	\$ -	\$ 2.25
65	24471	PINARD, RAYMOND	\$ 221.00	\$ 6.00	\$ -	\$ 3.00	\$ 3.00	\$ 209.00
65	19252	SOUTHERN NH PAGAN PRIDE	\$ 1,232.50	\$ 25.50	\$ -	\$ 12.75	\$ 12.75	\$ 1,181.50
65 - PARKS & REC TOTALS			\$ 2,535.68	\$ 49.50	\$ 24.75	\$ 24.75	\$ 24.75	\$ 2,436.68
GRAND TOTALS			\$ 7,973,076.51	\$ 4,510,966.96	\$ 472.95	\$ 1,879,381.56	\$ 138,855.30	\$ 1,443,399.74

**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 finance charges associated with property at 200 Elm Street be sent through the collections agency.

(Unanimous vote with the exception of Alderman Hirschmann who voted in opposition, and Aldermen Katsiantonis who was absent)

Respectfully submitted,

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

Clerk of Committee



*William E. Sanders
Finance Officer*

CITY OF MANCHESTER
Finance Department

August 8, 2016

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

Dear Honorable Committee Members,

Attached for your review is a finance charge write off request for the accounts receivable module. Mr. Scott Schubert the agent for 200 Elm Street Property has requested their finance charges be waived. The total amount requested for the finance charge write off is \$638.10.

Respectfully submitted,

Michele A. Bogardus
Financial Analyst II

Enc.

Bogardus, Michele

Subject: FW: Master Box Invoices
Attachments: 20160713154644344.pdf; ATT00001.htm

From: Hirschmann,Keith
Sent: Thursday, July 14, 2016 12:09 AM
To: Paulhamus, Melissa; Sanders,William; Scott Schubert
Subject: Fwd: Master Box Invoices

I have spoken with Mr. Scott Schubert agent for the 200 Elm Street Property , he has agreed to pay for the four years of open invoices . Apparently the Fire Department and Tax Collectors property owner of record databases aren't merged so these invoices were mailed to a bankrupt company even after there was a new owner of record on or about 2013. Mr Schubert is asking that finance charges be waived only and that the circumstances were unusual and not their fault as he was just made aware of these open accruing invoices. These finance charge amounts should be sent to the committee on Accounts for disposition or write-off . Once resolved could your department write to the customer affirming that the account is rectified and in good standing.

Sincerely Yours , Keith D. Hirschmann Alderman

Sent from my iPad

Begin forwarded message:

From: "Goonan, Daniel" <DGoonan@manchesternh.gov>
Date: July 13, 2016 at 3:59:48 PM EDT
To: "Hirschmann,Keith" <khirschmann@manchesternh.gov>
Subject: Master Box Invoices

Alderman as you requested....

Daniel A. Goonan
Chief of Department
100 Merrimack Street
Manchester, New Hampshire 03101
Telephone 603-669-2256 ext. 3201

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

Daniel A. Goonan
Chief of Department



Richard P. McGahey
Assistant Chief

City of Manchester
Fire Department

July 13, 2016

Customer# 287

200 Elm St LLC
1662 Elm St
Manchester NH 03101

Re: Overdue Master Box Invoices

According to our records, your account in the amount of \$2647.50 is outstanding and more than 90 days past due. The breakdown of the charges on your account are as follows:

Invoice #9952892- Amount Due \$746.40 (billed 1/1/2013)
Invoice #9965165- Amount Due \$667.20 (billed 1/1/2014)
Invoice #9977394- Amount Due \$661.50 (billed 1/1/2015)
Invoice #9989510- Amount Due \$556.20 (billed 1/1/2016)

This account is currently in collections. Finance charges will continue to accrue until account is paid in full.

Also, please let us know if we need to update your contact information.

If you have any questions, please feel free to contact me.

Sincerely,

Melissa Paulhamus
Administrative Assistant II



CITY OF MANCHESTER, NH

Departmental Invoice

INVOICE NO: 9989510

To: 200 ELM STREET REALTY, LLC
1662 ELM ST LLC
MANCHESTER, NH 03101

Invoice Date: 1/01/16
Due Date*: 2/01/16

Customer No: 287/296
Customer Type: 30

Terms:

Please remit your payment in the amount of \$540.00
to the address shown at right on or before 2/01/16 .
Return the Remittance Copy with your payment.

Make checks payable to "City of Manchester, NH".

Remit payment to:

CITY OF MANCHESTER
FIRE DEPARTMENT
100 MERRIMACK STREET
MANCHESTER NH 03101
(603) 669-2256

Table with 4 columns: Quantity, Description, Unit Price, Extended Price. Includes rows for Fire Alarm User Fee and Finance Charges.

*A finance charge of 18%, annual percentage rate, will be added to any amount on this invoice unpaid after the Due Date shown above.

TOTAL DUE: \$540.00

\$ 572.40

FILE COPY



CITY OF MANCHESTER, NH

Departmental Invoice

INVOICE NO: 9977394

To: 190 ELM STREET REALTY, LLC
PO BOX 907
LONDONDERRY, NH 03053

Invoice Date: 1/01/15
Due Date*: 2/02/15

Customer No: 287/296
Customer Type: 30

Terms:

Please remit your payment in the amount of \$540.00
to the address shown at right on or before 2/02/15 .
Return the Remittance Copy with your payment.

Remit payment to:

CITY OF MANCHESTER
FIRE DEPARTMENT
100 MERRIMACK STREET
MANCHESTER NH 03101
(603) 669-2256

Make checks payable to "City of Manchester, NH".

Table with 4 columns: Quantity, Description, Unit Price, Extended Price. Includes rows for Fire Alarm User Fee and Finance Charges.

MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT

*A finance charge of 18%, annual percentage rate, will be added to
any amount on this invoice unpaid after the Due Date shown above.

TOTAL DUE: \$540.00

4661.50



CITY OF MANCHESTER, NH

Departmental Invoice

INVOICE NO: 9965165

To: 190 ELM STREET REALTY, LLC
PO BOX 907
LONDONDERRY, NH 03053

Invoice Date: 1/01/14
Due Date*: 1/31/14

Customer No: 287/296
Customer Type: 30

Terms:

Please remit your payment in the amount of \$480.00
to the address shown at right on or before 1/31/14 .
Return the Remittance Copy with your payment.

Make checks payable to "City of Manchester, NH".

Remit payment to:

CITY OF MANCHESTER
FIRE DEPARTMENT
100 MERRIMACK STREET
MANCHESTER NH 03101
(603) 669-2256

Table with 4 columns: Quantity, Description, Unit Price, Extended Price. Includes rows for Fire Alarm User Fee and Finance Charges.

*A finance charge of 18%, annual percentage rate, will be added to any amount on this invoice unpaid after the Due Date shown above.

TOTAL DUE: \$467.20

\$467.20

FILE COPY



CITY OF MANCHESTER, NH

Departmental Invoice

INVOICE NO: 9952892

To: 190 ELM STREET REALTY, LLC
PO BOX 907
LONDONDERRY, NH 03053

Invoice Date: 1/01/13
Due Date*: 1/31/13
Customer No: 287/296
Customer Type: 30

Terms:

Please remit your payment in the amount of \$480.00 to the address shown at right on or before 1/31/13. Return the Remittance Copy with your payment.

Make checks payable to "City of Manchester, NH".

Remit payment to:

CITY OF MANCHESTER
FIRE DEPARTMENT
100 MERRIMACK STREET
MANCHESTER NH 03101
(603) 669-2256

Table with 4 columns: Quantity, Description, Unit Price, Extended Price. Includes rows for 'Fire Alarm User Fee' and 'FINANCE CHARGES 3/31/13-6/30/14'. A note at the bottom says '* MANCHESTER THANKS YOU FOR YOUR PROMPT PAYMENT *'.

*A finance charge of 18%, annual percentage rate, will be added to any amount on this invoice unpaid after the Due Date shown above.

TOTAL DUE: \$480.00-

\$ 746.40

FILE COPY

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 month of fiscal year 2017, submitted by the Finance Director, has been accepted.

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

Respectfully submitted,

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

Clerk of Committee



*William E. Sanders
Finance Officer*

*Sharon Y. Wickens
Deputy Finance Officer*

CITY OF MANCHESTER
Finance Department

August 9, 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 month of fiscal year 2017.

Expenditures:

The average unobligated balance percentage after one month should be 91.66% 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 one month is 82.31% for 2017 compared to 81.95% a year ago.

Revenues:

Revenues for the first month of fiscal year 2017 are about \$188.3 thousand less than the same period a year ago. Interest and penalties are \$111 thousand lower, overall sales and service are \$51 thousand lower and federal revenues received are \$48 thousand lower than last year. This overall decrease is offset by an increase in Auto registrations, licenses and permits of \$65 thousand and Cemetery, Parks and Recreation increase of \$41 thousand.

Sincerely,

William E. Sanders
Finance Officer

**CITY OF MANCHESTER
NEW HAMPSHIRE**



FINANCIAL REPORTS

**FOR THE ONE MONTH ENDED
JULY 31, 2016**

UNAUDITED

CITY OF MANCHESTER, NEW HAMPSHIRE
PRELIMINARY FINANCIAL STATEMENTS
TABLE OF CONTENTS
FOR THE ONE MONTH ENDED JULY 31, 2016
(UNAUDITED)

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4	Non-Property Tax Revenues - General Fund Budget vs Actual by Type - Fiscal Year 2017
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7	Parking Division Account Balances Fiscal Year 2017

City of Manchester, New Hampshire
 Budget vs Actual Expenditures - General Fund
 By Department Without Restricted Items
 For The One Month Ended July 31, 2016

8/09/1
 11:01 A
 1. 1

(UNAUDITED)
 Budget Basis
 MNTBUDNBN1

	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	-	\$ 70,000.00	100.00
ASSESSORS	608,477.00	44,285.11	564,191.89	92.72
CITY CLERK	992,301.00	110,284.14	882,016.86	88.89
MEDO	139,500.00	21,712.89	117,787.11	84.44
CITY SOLICITOR	1,287,479.00	86,414.98	1,201,064.02	93.29
FINANCE	955,242.00	61,269.24	893,972.76	93.59
CENTRAL FLEET MANAGEMENT	3,163,824.00	250,471.89	2,913,352.11	92.08
INFORMATION SYSTEMS	1,541,651.00	448,233.53	1,093,417.47	70.93
MAYOR	230,375.00	17,814.54	212,560.46	92.27
OFFICE OF YOUTH SERVICES	592,714.00	51,982.33	540,731.67	91.23
HUMAN RESOURCES	778,710.00	60,552.53	718,157.47	92.22
PLANNING & COMMUNITY DEVELOPMENT	1,977,662.00	150,199.30	1,827,462.70	92.41
FACILITIES DIVISION	6,678,829.00	4,620,670.79	2,058,158.21	30.82
TAX COLLECTOR	494,043.00	41,958.10	452,084.90	91.51
FIRE	19,604,585.00	1,674,961.54	17,929,623.46	91.46
POLICE	22,014,760.00	1,900,018.38	20,114,741.62	91.37
HEALTH	2,809,822.00	128,310.10	2,681,511.90	95.43
HIGHWAY	16,165,972.00	5,713,950.21	10,452,021.79	64.65
WELFARE	1,019,240.00	72,335.64	946,904.36	92.90
PARKS & RECREATION	4,254,109.00	650,246.19	3,603,862.81	84.71
LIBRARY	2,003,162.00	224,832.96	1,778,329.04	88.78
SENIOR SERVICES	241,489.00	15,818.90	225,670.10	93.45
<hr/>				
TOTAL AGENCIES	87,623,946.00	16,346,323.29	71,277,622.71	81.34
<hr/>				
RESTRICTED ITEMS-				
SEVERANCE PAY	1,500,000.00	-	1,500,000.00	100.00
WORKERS COMPENSATION - SALARY	684,000.00	11,867.00	672,133.00	98.27
WORKERS COMPENSATION - MEDICAL	1,658,108.00	165,052.27	1,493,055.73	90.05
HEALTH INSURANCE	12,336,587.00	1,269,436.58	11,067,150.42	89.71
DENTAL INSURANCE	711,253.00	43,502.30	667,750.70	93.88
DEATH BENEFIT	72,601.00	4,383.10	68,217.90	93.96
DISABILITY INSURANCE	61,821.00	4,171.55	57,649.45	93.25
CITY RETIREMENT	7,471,024.00	978,960.09	6,492,063.91	86.90
FIRE STATE PENSION	5,074,398.00	421,974.17	4,652,423.83	91.68
POLICE STATE PENSION	4,614,192.00	387,712.12	4,226,479.88	91.60
FICA	3,071,511.00	225,530.16	2,845,980.84	92.66
UNEMPLOYMENT	50,000.00	-	50,000.00	100.00
TUITION	50,000.00	7,079.45	42,920.55	85.84
CGL INSURANCE	668,342.00	147,387.64	520,954.36	77.95
<hr/>				
TOTAL RESTRICTED ITEMS	38,023,837.00	3,667,056.43	34,356,780.57	90.36
<hr/>				

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

8/09/1
 11:01 A
 2. 1

	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	912,000.00	-	912,000.00	100.00
MPTS	451,253.00	451,253.00	-	-
CIVIC CONTRIBUTIONS	162,286.00	50,750.00	111,536.00	68.73
NON-CITY PROGRAMS	69,107.00	68,947.83	159.17	.23
STREET LIGHTING	840,000.00	80,361.96	759,638.04	90.43
COMMUNITY IMPROVEMENT PROGRAM	1,001,036.00	1,001,036.00	-	-
TRANSIT SUBSIDY	1,165,724.00	1,165,724.00	-	-
EMPLOYEE MEDICAL SERVICES	40,000.00	2,530.96	37,469.04	93.67
MATURING DEBT	11,863,203.00	2,019,093.17	9,844,109.83	82.98
INTEREST ON MATURING DEBT	5,849,442.00	1,328,341.38	4,521,100.62	77.29

TOTAL NON-DEPARTMENTAL ITEMS	22,354,051.00	6,168,038.30	16,186,012.70	72.41

TOTAL GENERAL FUND	\$ 148,001,834.00	\$ 26,181,418.02	\$ 121,820,415.98	82.31
	=====			

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City of Manchester, New Hampshire
 Budget vs Actual Expenditures - General Fund
 By Department Without Restricted Items
 For The One Month Ended July 31, 2015
 (UNAUDITED)
 Budget Basis
 MNTBUDNBN2

8/09/1
 11:01 A
 1. 1

	FY 2016 MODIFIED BUDGET	FY 2016 OBLIGATIONS TO DATE	FY 2016 UNOBLIGATED BALANCE	FY 2016 PERCENT UNOBLIGATED
AGENCIES-				
ALDERMEN	\$ 70,000.00	-	\$ 70,000.00	100.00
ASSESSORS	609,277.00	45,130.97	564,146.03	92.59
CITY CLERK	994,701.00	52,656.22	942,044.78	94.71
MEDO	140,000.00	19,616.09	120,383.91	85.99
CITY SOLICITOR	1,378,379.00	76,914.40	1,301,464.60	94.42
FINANCE	956,042.00	47,597.65	908,444.35	95.02
CENTRAL FLEET MANAGEMENT	3,164,824.00	318,574.33	2,846,249.67	89.93
INFORMATION SYSTEMS	1,490,151.00	405,329.86	1,084,821.14	72.80
MAYOR	230,525.00	16,230.49	214,294.51	92.96
OFFICE OF YOUTH SERVICES	595,714.00	40,710.68	555,003.32	93.17
HUMAN RESOURCES	779,910.00	42,939.26	736,970.74	94.49
PLANNING & COMMUNITY DEVELOPMENT	1,980,662.00	111,077.09	1,869,584.91	94.39
FACILITIES DIVISION	6,526,441.00	4,439,092.12	2,087,348.88	31.98
TAX COLLECTOR	494,283.00	28,980.06	465,302.94	94.14
FIRE	19,624,585.00	1,394,023.86	18,230,561.14	92.90
POLICE	22,001,760.00	1,546,430.18	20,455,329.82	92.97
HEALTH	2,813,322.00	95,287.83	2,718,034.17	96.61
HIGHWAY	16,780,145.00	6,710,696.15	10,069,448.85	60.01
WELFARE	1,028,240.00	71,235.24	957,004.76	93.07
PARKS & RECREATION	3,132,812.00	457,146.87	2,675,665.13	85.41
LIBRARY	2,004,662.00	191,542.48	1,813,119.52	90.45
SENIOR SERVICES	241,639.00	2,985.67	238,653.33	98.76
TOTAL AGENCIES	87,038,074.00	16,114,197.50	70,923,876.50	81.49
RESTRICTED ITEMS-				
SEVERANCE PAY	1,650,000.00	-	1,650,000.00	100.00
WORKERS COMPENSATION - SALARY	684,000.00	40,005.98	643,994.02	94.15
WORKERS COMPENSATION - MEDICAL	1,900,000.00	298,893.32	1,601,106.68	84.27
HEALTH INSURANCE	12,250,000.00	1,144,078.39	11,105,921.61	90.66
DENTAL INSURANCE	706,004.00	52,691.01	653,312.99	92.54
DEATH BENEFIT	72,101.00	2,591.31	69,509.69	96.41
DISABILITY INSURANCE	61,321.00	2,484.00	58,837.00	95.95
CITY RETIREMENT	6,600,000.00	477,424.60	6,122,575.40	92.77
FIRE STATE PENSION	5,074,398.00	342,495.85	4,731,902.15	93.25
POLICE STATE PENSION	4,614,192.00	322,244.95	4,291,947.05	93.02
FICA	2,920,109.00	189,516.75	2,730,592.25	93.51
UNEMPLOYMENT	50,000.00	-	50,000.00	100.00
TUITION	50,000.00	1,410.75	48,589.25	97.18
CGL INSURANCE	647,131.00	161,470.08	485,660.92	75.05
TOTAL RESTRICTED ITEMS	37,279,256.00	3,035,306.99	34,243,949.01	91.86

2
 1 OF 2

City of Manchester, New Hampshire
 Budget vs Actual Expenditures - General Fund
 By Department Without Restricted Items
 For The One Month Ended July 31, 2015

8/09/1
 11:01 A
 2. 1

(UNAUDITED)
 Budget Basis
 MNTBUDNBN2

	FY 2016 MODIFIED BUDGET	FY 2016 OBLIGATIONS TO DATE	FY 2016 UNOBLIGATED BALANCE	FY 2016 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
MPTS	451,253.00	451,253.00	-	-
CONTINGENCY	241,678.00	-	241,678.00	100.00
CIVIC CONTRIBUTIONS	160,514.00	103,261.00	57,253.00	35.67
NON-CITY PROGRAMS	69,107.00	-	69,107.00	100.00
STREET LIGHTING	910,835.00	1,477,595.41	(566,760.41)	(62.22)
COMMUNITY IMPROVEMENT PROGRAM	474,500.00	372,000.00	102,500.00	21.60
TRANSIT SUBSIDY	1,153,560.00	1,153,560.00	-	-
EMPLOYEE MEDICAL SERVICES	40,000.00	987.62	39,012.38	97.53
MATURING DEBT	11,626,329.00	2,496,846.30	9,129,482.70	78.52
INTEREST ON MATURING DEBT	5,675,319.00	988,657.05	4,686,661.95	82.58

TOTAL NON-DEPARTMENTAL ITEMS	20,803,095.00	7,044,160.38	13,758,934.62	66.14

TOTAL GENERAL FUND	\$ 145,120,425.00	\$ 26,193,664.87	\$ 118,926,760.13	81.95
	=====			

2
 2 of 2

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Department - General Fund
 Non-Property Tax Revenues
 For the One Month Ended July 31, 2016
 (UNAUDITED)
 Budget Basis
 MNTREVAGEN

8/08/1
 2:57 P
 1. 1

	FY 2017 MODIFIED BUDGET	FY 2017 REVENUE RECOGNIZED	FY 2017 UNRECOGNIZED BALANCE	FY 2017 PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	755,000.00	3,306.42	751,693.58	99.56
CITY CLERK	2,546,687.00	22,155.10	2,524,531.90	99.13
MEDO	10,000.00	-	10,000.00	100.00
CITY SOLICITOR	627,500.00	-	627,500.00	100.00
FINANCE	6,300,282.00	360,376.72	5,939,905.28	94.28
INFORMATION SYSTEMS	217,000.00	-	217,000.00	100.00
HUMAN RESOURCES	6,000.00	2,560.47	3,439.53	57.33
PLANNING & COMMUNITY DEVELOPMENT	2,350,000.00	206,000.10	2,143,999.90	91.23
FACILITIES DIVISION	5,969,189.00	3,464.26	5,965,724.74	99.94
TAX COLLECTOR	19,036,795.00	1,447,022.25	17,589,772.75	92.40
CENTRAL FLEET MANAGEMENT	130,000.00	831.24	129,168.76	99.36
FIRE	838,363.00	32,822.19	805,540.81	96.08
POLICE	1,200,344.00	47,114.43	1,153,229.57	96.07
HEALTH	2,478,613.00	7,210.00	2,471,403.00	99.71
HIGHWAY	4,928,404.00	128,738.42	4,799,665.58	97.39
WELFARE	15,000.00	4,111.09	10,888.91	72.59
CEMETERY, PARKS & RECREATION	3,052,310.00	80,517.98	2,971,792.02	97.36
SENIOR SERVICES	8,500.00	1,320.00	7,180.00	84.47

TOTAL AGENCIES	\$ 50,469,987.00	\$ 2,347,550.67	\$ 48,122,436.33	95.35
=====				

City of Manchester, New Hampshire
 Budget vs Actual Revenue By Type - General Fund
 Non-Property Tax Revenues
 For The One Month Ended July 31, 2016
 (UNAUDITED)
 Budget Basis
 MNTREVNPRP

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	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	20,000.00	8,431.76	11,568.24	57.84
INTEREST AND PENALTIES	1,140,000.00	32,687.97	1,107,312.03	97.13
CABLE FRANCHISE FEES	1,915,842.00	-	1,915,842.00	100.00
<hr style="border-top: 1px dashed black;"/>				
TOTAL TAXES, INTEREST AND PENALTIES	3,075,842.00	41,119.73	3,034,722.27	98.66
LICENSES AND PERMITS				
AUTO REGISTRATIONS	18,061,086.00	1,429,718.42	16,631,367.58	92.08
LICENSES	500,050.00	15,783.92	484,266.08	96.84
PERMITS	2,253,787.00	236,368.85	2,017,418.15	89.51
<hr style="border-top: 1px dashed black;"/>				
TOTAL LICENSES AND PERMITS	20,814,923.00	1,681,871.19	19,133,051.81	91.92
INTERGOVERNMENTAL				
FEDERAL REVENUES	350,000.00	-	350,000.00	100.00
PAYMENTS IN LIEU OF TAXES	717,300.00	-	717,300.00	100.00
STATE REVENUES	2,555,459.00	-	2,555,459.00	100.00
<hr style="border-top: 1px dashed black;"/>				
TOTAL INTERGOVERNMENTAL	3,622,759.00	-	3,622,759.00	100.00
SALES AND SERVICES				
GENERAL REVENUES	159,725.00	9,270.05	150,454.95	94.20
PUBLIC SAFETY	172,450.00	6,043.10	166,406.90	96.50
HIGHWAY	943,258.00	50,222.54	893,035.46	94.68
HEALTH	13,500.00	520.00	12,980.00	96.15
CEMETERY, PARKS & RECREATION	1,836,302.00	62,524.05	1,773,777.95	96.60
ZONING BOARD	72,500.00	5,050.00	67,450.00	93.03
PARKING VIOLATIONS	7,500.00	100.00	7,400.00	98.67
COURT FINES	12,000.00	791.94	11,208.06	93.40
FEES	1,152,117.00	45,228.48	1,106,888.52	96.07
WITNESS FEES	75,000.00	12,744.62	62,255.38	83.01
<hr style="border-top: 1px dashed black;"/>				
TOTAL SALES AND SERVICES	4,444,352.00	192,494.78	4,251,857.22	95.67
OTHER REVENUE SOURCES				
INTEREST INCOME	305,000.00	16,049.05	288,950.95	94.74
FUND TRANSFERS	4,033,100.00	-	4,033,100.00	100.00
REIMBURSEMENTS	3,535,783.00	391,589.91	3,144,193.09	88.92
RENTALS & LEASES	1,150,760.00	24,246.16	1,126,513.84	97.89
SCHOOL CHARGEBACKS	9,484,818.00	-	9,484,818.00	100.00
MISCELLANEOUS	2,650.00	179.85	2,470.15	93.21
<hr style="border-top: 1px dashed black;"/>				
TOTAL OTHER REVENUE SOURCES	18,512,111.00	432,064.97	18,080,046.03	97.67
<hr style="border-top: 1px dashed black;"/>				
TOTAL	\$ 50,469,987.00	\$ 2,347,550.67	\$ 48,122,436.33	95.35
<hr style="border-top: 3px double black;"/>				

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
 MNTREVCOM1

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	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	1,867,751	1,915,842	48,091	2.57
	-----	-----	-----	-----
TOTAL TAXES, INTEREST AND PENALTIES	3,135,283	3,075,842	(59,441)	(1.90)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	19,731,171	18,061,086	(1,670,085)	(8.46)
LICENSES	557,111	500,050	(57,061)	(10.24)
PERMITS	3,056,573	2,253,787	(802,786)	(26.26)
	-----	-----	-----	-----
TOTAL LICENSES AND PERMITS	23,344,855	20,814,923	(2,529,932)	(10.84)
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	224,705	159,725	(64,980)	(28.92)
PUBLIC SAFETY	167,507	172,450	4,943	2.95
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	1,255,592	1,152,117	(103,475)	(8.24)
WITNESS FEES	76,174	75,000	(1,174)	(1.54)
	-----	-----	-----	-----
TOTAL SALES AND SERVICES	3,161,983	4,444,352	1,282,369	40.56
OTHER REVENUE SOURCES				
INTEREST INCOME	255,835	305,000	49,165	19.22
FUND TRANSFERS	500,200	4,033,100	3,532,900	706.30
REIMBURSEMENTS	3,547,705	3,535,783	(11,922)	(.34)
RENTALS & LEASES	983,713	1,150,760	167,047	16.98
SCHOOL CHARGEBACKS	9,379,584	9,484,818	105,234	1.12
MISCELLANEOUS	5,116	2,650	(2,466)	(48.20)
	-----	-----	-----	-----
TOTAL OTHER REVENUE SOURCES	14,672,153	18,512,111	3,839,958	26.17
	-----	-----	-----	-----
TOTAL	\$ 48,084,934	\$ 50,469,987	\$ 2,385,053	4.96
	=====	=====	=====	=====

For The One Month Ended July 31, 2016 and 2015

(UNAUDITED)

Budget Basis

MNTREVCOM2

	1 MONTH ACTUAL FY 2016	1 MONTH ACTUAL FY 2017	DIFFERENCE ACTUAL 16 VS ACTUAL 17	PERCENTAGE DIFFERENCE OF FY16 VS FY17
TAXES, INTEREST AND PENALTIES				
MISCELLANEOUS TAXES	17,026	8,431	(8,594)	(50.48)
INTEREST AND PENALTIES	135,099	32,687	(102,411)	(75.80)
TOTAL TAXES, INTEREST AND PENALTIES	152,125	41,119	(111,005)	(72.97)
LICENSES AND PERMITS				
AUTO REGISTRATIONS	1,389,026	1,429,718	40,692	2.93
LICENSES	27,241	15,783	(11,457)	(42.06)
PERMITS	200,439	236,368	35,929	17.93
TOTAL LICENSES AND PERMITS	1,616,706	1,681,871	65,165	4.03
INTERGOVERNMENTAL				
FEDERAL REVENUES	48,466	-	(48,466)	(100.00)
TOTAL INTERGOVERNMENTAL	48,466	-	(48,466)	(100.00)
SALES AND SERVICES				
GENERAL REVENUES	30,703	9,270	(21,432)	(69.81)
PUBLIC SAFETY	12,811	6,043	(6,767)	(52.83)
HIGHWAY	88,541	50,222	(38,318)	(43.28)
HEALTH	570	520	(50)	(8.77)
CEMETERY, PARKS & RECREATION	20,920	62,524	41,604	198.87
ZONING BOARD	10,075	5,050	(5,025)	(49.88)
PARKING VIOLATIONS	50	100	50	100.00
COURT FINES	1,490	791	(698)	(46.85)
FEES	72,501	45,228	(27,272)	(37.62)
WITNESS FEES	6,274	12,744	6,470	103.13
TOTAL SALES AND SERVICES	243,935	192,494	(51,440)	(21.09)
OTHER REVENUE SOURCES				
INTEREST INCOME	17,792	16,049	(1,742)	(9.80)
REIMBURSEMENTS	434,468	391,589	(42,878)	(9.87)
RENTALS & LEASES	22,212	24,246	2,034	9.16
MISCELLANEOUS	214	179	(34)	(15.96)
TOTAL OTHER REVENUE SOURCES	474,686	432,064	(42,621)	(8.98)
TOTAL	\$ 2,535,918	\$ 2,347,550	\$ (188,367)	(7.43)

6

City of Manchester, New Hampshire
 Parking Division
 Budgetary basis
 For the one month ended July 31, 2016

(unaudited)

Object Code Description	2017 Revised Budget	July 2016 Activity	2017 Balance
Intergovernmental Total	-	-	-
Charges for Services Total	1,786,150	90,646	1,695,504
Licenses & Permits Total	3,192,000	250,351	2,941,649
Interest Total	3,500	(51)	3,551
Other Revenue Total	985,053	58,157	926,896
Grand Total	5,966,703	399,103	5,567,600
Salaries & Wages Total	657,729	41,945	615,784
Employee Benefits Total	331,737	25,766	305,971
Purchased Professional Services Total	14,400	292	14,108
Purchased Property Services Total	661,294	49,127	612,167
Other Purchased Services Total	46,850	9,807	37,043
Supplies & Materials Total	122,159	1,431	120,728
Capital Outlay Total	-	-	-
Miscellaneous Total	200,000	17,320	182,680
Non-Departmental Total	409,534	-	409,534
Miscellaneous-Reimburse City Total	3,523,000	-	3,523,000
Grand Total	5,966,703	145,688	5,821,015
Excess (deficit) of revenues over expenditures	-	253,415	(253,415)

City of Manchester Health Care Cost Summary

June - 2016

	Current Year		Prior Year			2 Years Prior		
	`June 2016	YTD FY 16	`June 2015	YTD FY 15	Total FY 15	`June 2014	YTD FY 14	Total FY 14
Medical Claims and Fixed Costs								
Retiree (Pre - 65)	\$ 238,053	\$ 2,772,268	\$ 230,333	\$ 2,304,771	\$ 2,304,771	\$ 238,519	\$ 2,826,029	\$ 2,826,029
Active	\$ 1,441,685	\$ 13,406,245	\$ 1,542,346	\$ 14,517,316	\$ 14,517,316	\$ 1,164,956	\$ 13,730,939	\$ 13,730,939
Total	\$ 1,679,738	\$ 16,178,513	\$ 1,772,679	\$ 16,822,087	\$ 16,822,087	\$ 1,403,475	\$ 16,556,968	\$ 16,556,968

	`June 2016	YTD FY 16	`June 2015	YTD FY 15	Total FY 15	`June 2014	YTD FY 14	Total FY 14
Prescription Drugs								
Retiree (Pre - 65)	\$ 58,241	\$ 671,354	\$ 43,994	\$ 886,198	\$ 886,198	\$ 72,852	\$ 573,721	\$ 573,721
Active	\$ 289,825	\$ 3,198,977	\$ 227,946	\$ 2,911,412	\$ 2,911,412	\$ 281,586	\$ 2,758,261	\$ 2,758,261
Total	\$ 348,066	\$ 3,870,331	\$ 271,940	\$ 3,797,610	\$ 3,797,610	\$ 354,438	\$ 3,331,982	\$ 3,331,982

Headcount	`June 2016		`June 2015			`June 2014		
Retiree (Pre - 65)	193		189			170		
Active	1,048		1,016			1,016		
Total	1,241		1,205			1,186		

	`June 2016	YTD FY 16	`June 2015	YTD FY 15	Total FY 15	`June 2014	YTD FY 14	Total FY 14
Premium Paid								
Retiree (Pre - 65)	\$ 207,531	\$ 2,554,233	\$ 198,387	\$ 2,251,773	\$ 2,251,773	\$ 167,323	\$ 2,092,888	\$ 2,092,888
Active	\$ 244,625	\$ 3,156,565	\$ 233,756	\$ 3,095,600	\$ 3,095,600	\$ 273,131	\$ 2,832,384	\$ 2,832,384
Total	\$ 452,156	\$ 5,710,798	\$ 432,143	\$ 5,347,373	\$ 5,347,373	\$ 440,454	\$ 4,925,272	\$ 4,925,272

Portion of claims subject to Stop Loss	\$ 98,483	\$ 294,696	\$ 18,678	\$ 227,930	\$ 227,930	\$ 191,975	\$ 378,908	\$ 378,908
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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Accounts, Enrollment & Revenue Administration respectfully recommends, after due and careful consideration, that ordinance amendment:

“Municipal and Transportation Improvement Fund”

ought to pass and be enrolled.

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

Respectfully submitted,

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

Clerk of Committee

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:

“Municipal and Transportation Improvement Fund”

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

(Unanimous vote)

Respectfully submitted,



Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held August 2, 2016, on a motion of Alderman O’Neil, duly seconded by Alderman Long, the report of the Committee was accepted and its recommendations adopted.



City Clerk

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

The Committee on Accounts, Enrollment & Revenue Administration respectfully recommends, after due and careful consideration, that the proposed ordinance establishing a municipal and transportation improvement fund be approved and referred to the Committee on Bills on Second Reading for technical review.

(Aldermen Hirschmann, Katsiantonis and Sapienza voted yea; Aldermen Levasseur and Ludwig were absent)

Respectfully submitted,



Clerk of Committee

At a meeting of the Board of Mayor and Aldermen held June 7, 2016, on a motion of Alderman O'Neil, duly seconded by Alderman Long, the report of the Committee was accepted and its recommendations adopted.



City Clerk

City of Manchester New Hampshire

In the year Two Thousand and

AN ORDINANCE

MUNICIPAL AND TRANSPORTATION IMPROVEMENT FUND

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

1. Pursuant to the provisions of RSA 261:153 VI (a) and RSA 34, there is hereby established a municipal and transportation improvement fund. This fund shall be comprised of the additional motor vehicle registration fees authorized by the Board of Mayor and Aldermen on June 2, 1998.
2. This fund is to be used for the purposes set forth in RSA 261.
3. This fund shall be non-lapsing, kept in a separate account and shall not be intermingled with other funds of the City. Any interest earned shall accrue to and become a part of the fund.
4. These funds shall be appropriated by the City through the annual budget process.

This ordinance shall be effective July 1, 2016.

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

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that the following banner applications have been approved:

From the American Red Cross for a banner to be hung on Elm Street from August 22, 2016 through September 1, 2016.

From the Manchester Police Athletic League for a banner to be hung on Elm Street from September 19, 2016 through October 02, 2016.

From Easter Seals for a banner to be hung on Elm Street from October 3, 2016 through October 16, 2016.

From the Palace Theatre for a banner to be hung on Elm Street from October 17, 2016 through November 14, 2016.

From the Palace Theatre for a banner to be hung on Elm Street from November 25, 2016 through December 23, 2016.

From the Palace Theatre for a banner to be hung on Elm Street from January 13, 2017 through February 13, 2017.

From the Palace Theatre for a banner to be hung on Elm Street from February 27, 2017 through March 27, 2017.

From the Palace Theatre for a banner to be hung on Elm Street from April 10, 2017 through May 8, 2017.

From the Palace Theatre for a banner to be hung on Elm Street from May 26, 2017 through June 26, 2017.

From the Animal Shelter for a banner to be hung on Elm Street from July 10, 2017 through July 24, 2017.

From Hope for New Hampshire Recovery for banners to be hung on Hanover Street and Kelley Street from September 5, 2016 through September 17, 2016.

(Unanimous vote)

Respectfully submitted,

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

Clerk of Committee

SECTION X. MUNICIPAL BANNER LICENSE APPLICATION

Event: Hiring Event Date: _____

Sponsoring Organization: Easter Seals

Contact Person for Event: Sarah Johnson

Contact's Phone #: 603-264-7999 Email: shjohnson@eastersealsnh.org

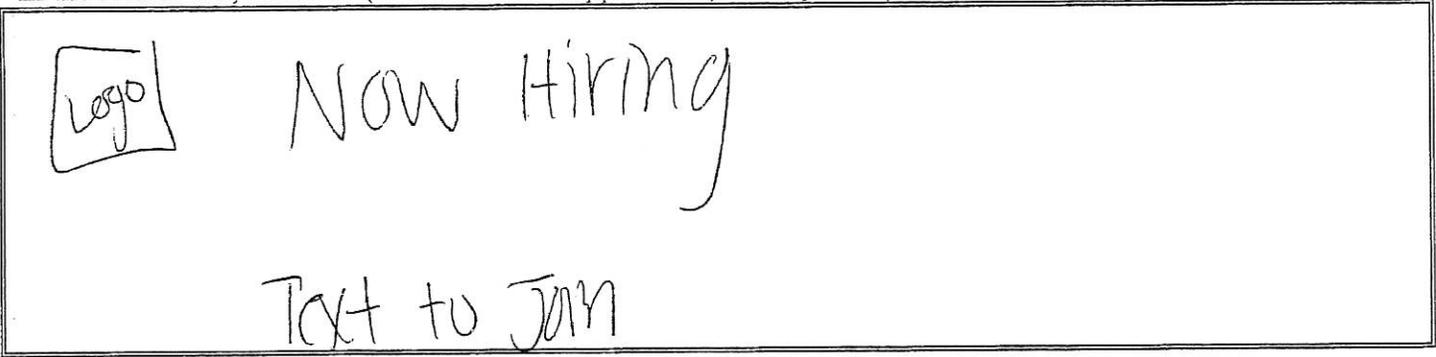
Time Period Requested: 10-3 / 10-16

Number of cross-street banners (max of two at any given time): 1

BANNER LOCATION(S) FEES

<input checked="" type="checkbox"/> <u>AVT</u>	Elm and Bridge Streets	\$500.00
<input checked="" type="checkbox"/>	Elm and Pleasant Streets	\$500.00
	Hanover and Chestnut Streets	\$125.00
	Kelley and Dubuque Streets	\$125.00

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



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

Signature: _____

Date: 7/1/16

Office Use Only

Date Received: 7.1.16 Committee Review: 7.5.16 Committee Action: _____
 Insurance Carrier: SEE ATTACHMENT Fee Submitted: SEE FILE

DESCRIPTIONS (Continued from Page 1)

General Liability policy includes a Blanket Automatic Additional Insured Endorsement that provides Additional Insured and a Blanket Waiver of Subrogation status to the Certificate Holder, only when there is a written contract or written agreement between the named insured and the certificate holder that requires such status, and only with regard to the above referenced on behalf of the named insured. The General Liability policy contains a special endorsement with "Primary and Non-Contributory" wording.



BUSINESS LICENSE APPLICATION

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

Date: 7/1/16

Instructions

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

SECTION I. IDENTIFICATION

- (A) Applicant:
- Business Name: Easter Seals NH
- Business Address: 555 Auburn St.
(No PO Box) Manchester NH 03103
- Telephone #: 603-3439 Federal Tax ID #: 02-0272825
- Manager's Name(s): Sarah Johnson
- Email Address(es): shjohnson@eastersealsnh.org
- (B) Property Owner's Name: Jame
- Property Owner's Address: _____
(No PO Box)
- Property Owner's Phone #: _____
- (C) As part of the application process, some city departments may need to contact your business to schedule an interview or an inspection. Please identify the person to be contacted and the best time(s) to call.
- Contact Person: Sarah Johnson
- Time(s): 8-5 Email Address: shjohnson@eastersealsnh.org

SECTION II. BUSINESS INFORMATION

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

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

SECTION X. MUNICIPAL BANNER LICENSE APPLICATION

Event: Foot race for the Fallen Event Date: 10-2-16

Sponsoring Organization: MPAL

Contact Person for Event: John Levasseur

Contact's Phone #: 603-626-0211 Email: JLevasse@Manchester.nh.gov

Time Period Requested: 9-19-16 - 10-02-16

Number of cross-street banners (max of two at any given time): 1 Elm/Bridge St.

BANNER LOCATION(S) FEES	
Elm and Bridge Streets	\$500.00
Elm and Pleasant Streets	\$500.00
Hanover and Chestnut Streets	\$125.00
Kelley and Dubuque Streets	\$125.00

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

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

Signature: John Levasseur Date: 5-11-16

Office Use Only

Date Received: 5-16-16 Committee Review: 6-30-16 Committee Action: _____
 Insurance Carrier: SEE ATTACHMENT Fee Submitted: 5-16-16

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)
6/29/16

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	K & K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, In 46801	CONTACT NAME:	SMALL COMMERCIAL UNIT		
		PHONE (A/C, No. Ext):	877-783-1161	FAX (A/C, No):	260-459-5870
		E-MAIL ADDRESS:	SCU@KANDKINSURANCE.COM		
		INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURED	MANCHESTER POLICE ATHLETIC LEAGUE C/O PAUL BEAUDOIN 300 VARNEY STREET MANCHESTER, NH 03102	INSURER A:	NATIONWIDE LIFE INSURANCE COMP		66869
		INSURER B:	NATIONAL CASUALTY COMPANY		11991
		INSURER C:			
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

1859817

REVISION NUMBER:

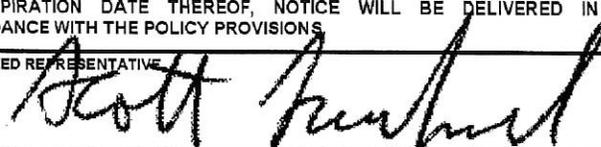
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. NC=NOT COVERED

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <u>Owners & Contractors</u> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		Y	KKO006433000	12:01AM 6/15/16	12:01AM 6/15/17	EACH OCCURRENCE 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) 300000 MED EXP (Any one person) 5000 PERSONAL & ADV INJURY 1000000 GENERAL AGGREGATE NONE PRODUCTS-COMP/OP AGG 1000000 Part Lgl Liab 1000000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea Accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input type="checkbox"/>	N/A			PER-STATUS OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	Participant Accident			SPX0027634200	12:01AM 6/15/16	12:01AM 6/15/17	AD&D 10000 Primary Medical NC Excess Medical 25000 Weekly Indemnity NC

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE CITY OF MANCHESTER IS ADDED AS AN ADDITIONAL INSURED, BUT ONLY FOR LIABILITY CAUSED, IN WHOLE OR IN PART, BY THE ACTS OR OMISSIONS OF THE NAMED INSURED. RE:"FOOTRACE FOR THE FALLEN" BANNER DATES:09/16-10/02/16

CERTIFICATE HOLDER**CANCELLATION**

CITY OF MANCHESTER ONE CITY HALL PLAZA MANCHESTER, OH 03101	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---



BUSINESS LICENSE APPLICATION

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

Date: 5-20-16 #7027

Instructions

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

SECTION I. IDENTIFICATION

(A) Applicant: John Levasseur
 Business Name: Manchester Police Athletic League
 Business Address: 409 Beech St Manchester, NH 03103
 (No PO Box)

Telephone #: 603-626-0211 Federal Tax ID #: 02-0459470

Manager's Name(s): John Levasseur

Email Address(es): JLevasse@ManchesterNH.Gov

(B) Property Owner's Name: John Levasseur (MPAL)

Property Owner's Address: 409 Beech St. Manchester, NH 03103
(No PO Box)

Property Owner's Phone #: 603-626-0211

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

Contact Person: John Levasseur

Time(s): 0800 - 1600 Email Address: JLevasse@ManchesterNH.Gov

SECTION II. BUSINESS INFORMATION

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

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

SECTION X. MUNICIPAL BANNER LICENSE APPLICATION

Event: Saturday Night Fever Event Date: 4/14/17-5/6/17

Sponsoring Organization: Palace Theatre

Contact Person for Event: David Rousseau

Contact's Phone #: 668-5588x110 c:603-620-6025 Email: davidrousseau@palacetheatre.org

Time Period Requested: 4/10/17-5/8/17

Number of cross-street banners (max of two at any given time): 1 Elm & Pleasant Sts

BANNER LOCATION(S) FEES

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

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



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

Signature: David Rousseau Date: 6/28/16

Office Use Only

Date Received: 6-29-16 Committee Review: 7-18-16 Committee Action: _____
Insurance Carrier: SEE ATTACHMENT Fee Submitted: 6-30-16



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/11/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER		CONTACT NAME: Pamela Bennett	
FIAI/Cross Insurance		PHONE (A/C, No, Ext): (603) 669-3218	FAX (A/C, No): (603) 645-4331
1100 Elm Street		E-MAIL ADDRESS: pbennett@crossagency.com	
Manchester NE 03101		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Citizens Ins Co of America	NAIC # 31534
INSURED		INSURER B: Allmerica Financial Benefit	41840
The Palace Theatre Trust		INSURER C: Hanover Insurance Group, Inc.	22292
80 Hanover Street		INSURER D: FirstComp Ins Co	27626
Manchester NE 03101		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: 15/16 Liability REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		ZBV9752967	11/1/2015	11/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included Employee Benefits Liability \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		AWV9764392	11/1/2015	11/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		UEV9752968	11/1/2015	11/1/2016	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N/A	WC0100588-07 (3a.) NH Officers Excluded - see below	11/1/2015	11/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: The Palace Theatre Banners hung over streets in City of Manchester.

Refer to policy for exclusionary endorsements and special provisions.

Proprietors/Partners/Executive Officers/Members Excluded: Alexander Walker, Chairperson; Wayne Robinson, Vice Chairperson; Mark Laprade, Treasurer, Michael Perrella, Secretary

CERTIFICATE HOLDER

pallard2@manchesternh.gov

City of Manchester
One City Hall Plaza
Manchester, NH 03101

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Pamela Bennett/PXB



BUSINESS LICENSE APPLICATION

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

Date: 6/28/16

#7077

Instructions

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

SECTION I. IDENTIFICATION

(A) Applicant: Palace Theatre-David Rousseau
Business Name: Palace Theatre
Business Address: 80 Hanover Street
(No PO Box) Manchester NH 03101
Telephone #: 668-5588 x110 Federal Tax ID #: 23-7356019
Manager's Name(s): Peter Ramsey
Email Address(es): peterramsey@palacetheatre.org
davidrousseau@palacetheatre.org

(B) Property Owner's Name: _____
Property Owner's Address: _____
(No PO Box) _____
Property Owner's Phone #: _____

(C) As part of the application process, some city departments may need to contact your business to schedule an interview or an inspection. Please identify the person to be contacted and the best time(s) to call.
Contact Person: David Rousseau
Time(s): 8am-5pm Email Address: same as above

SECTION X. MUNICIPAL BANNER LICENSE APPLICATION

Event: Hairspray Event Date: 3/3/17-3/25/17

Sponsoring Organization: Palace Theatre

Contact Person for Event: David Rousseau

Contact's Phone #: 668-5588 x110 c: 603-620-6025 Email: davidrousseau@palacetheatre.org

Time Period Requested: 2/27/17-3/27/17

Number of cross-street banners (max of two at any given time): Elm & Pleasant Sts.

BANNER LOCATION(S) FEES

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

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

Hairspray

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

Signature: David Rousseau Date: 6/28/16

Office Use Only

Date Received: 6-29-16 Committee Review: 7-18-16 Committee Action: _____
 Insurance Carrier: SEE ATTACHMENT Fee Submitted: 6-30-16



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/11/2016

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PRODUCER		CONTACT NAME: Pamela Bennett	
FIAI/Cross Insurance		PHONE (A/C, No, Ext): (603) 669-3218	FAX (A/C, No): (603) 645-4331
1100 Elm Street		E-MAIL ADDRESS: pbennett@crossagency.com	
Manchester NH 03101		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Citizens Ins Co of America	NAIC # 31534
		INSURER B: Allmerica Financial Benefit	41840
		INSURER C: Hanover Insurance Group, Inc.	22292
		INSURER D: FirstComp Ins Co	27626
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: 15/16 Liability REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL ISURR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		ZBV9752967	11/1/2015	11/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ Included Employee Benefits Liability \$ 1,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		AWV9764392	11/1/2015	11/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		UEV9752968	11/1/2015	11/1/2016	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N/A	WC0100588-07 (3a.) NE Officers Excluded - see below	11/1/2015	11/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: The Palace Theatre Banners hung over streets in City of Manchester.
 Refer to policy for exclusionary endorsements and special provisions.
 Proprietors/Partners/Executive Officers/Members Excluded: Alexander Walker, Chairperson; Wayne Robinson, Vice Chairperson; Mark Laprade, Treasurer, Michael Perrella, Secretary

CERTIFICATE HOLDER	CANCELLATION
pallard2@manchesternh.gov	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
City of Manchester One City Hall Plaza Manchester, NH 03101	AUTHORIZED REPRESENTATIVE Pamela Bennett/PXB



BUSINESS LICENSE APPLICATION

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

Date: 6/28/16

#7076

Instructions

- (1) Please return all pages of this application with all applicable information completed.
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- (3) Please make checks payable to the "City of Manchester".
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SECTION I. IDENTIFICATION

(A) Applicant: Palace Theatre-David Rousseau

Business Name: Palace Theatre

Business Address:
(No PO Box) 80 Hanover St
Manchester NH 03101

Telephone #: 668-5588 x110 Federal Tax ID #: 23-7356019

Manager's Name(s): Peter Ramsey

Email Address(es): peterramsey@palacetheatre.org
davidrousseau@palacetheatre.org

(B) Property Owner's Name: _____

Property Owner's Address:
(No PO Box) _____

Property Owner's Phone #: _____

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

Contact Person: David Rousseau

Time(s): 8am-5pm Email Address: same as above

SECTION X. MUNICIPAL BANNER LICENSE APPLICATION

Event: Smokey Joes Cafe Event Date: 1/20/17-2/11/17

Sponsoring Organization: Palace Theatre

Contact Person for Event: David Rousseau

Contact's Phone #: 668-5588 x110 c:603-620-6025 Email: davidrousseau@palacetheatre.org

Time Period Requested: 1/13/17-2/13/17

Number of cross-street banners (max of two at any given time: 1 @ Elm & Bridge Sts.

BANNER LOCATION(S) FEES

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

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

Smokey Joe's Cafe

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

Signature: David Rousseau Date: 6/28/16

Office Use Only

Date Received: 6.29.16 Committee Review: 7.18.16 Committee Action: _____
 Insurance Carrier: SEE ATTACHMENT Fee Submitted: 6.30.16



BUSINESS LICENSE APPLICATION

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

Date: 6/28/16 REVISED

#7075

Instructions

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

SECTION I. IDENTIFICATION

(A) Applicant: Palace Theatre-David Rousseau

Business Name: Palace Theatre

Business Address:
(No PO Box) 80 Hanover St
Manchester NH 03101

Telephone #: 668-5588 x110 Federal Tax ID #: 23-7356019

Manager's Name(s): Peter Ramsey

Email Address(es): peterramsey@palacetheatre.org
davidrousseau@palacetheatre.org

(B) Property Owner's Name: _____

Property Owner's Address:
(No PO Box) _____

Property Owner's Phone #: _____

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

Contact Person: David Rousseau

Time(s): 8am-5pm Email Address: same as above

SECTION X. MUNICIPAL BANNER LICENSE APPLICATION

Event: to be announced Event Date: 1/20/17-2/11/17

Sponsoring Organization: Palace Theatre

Contact Person for Event: David Rousseau

Contact's Phone #: 668-5588 x110 c:603-620-6025 Email: davidrousseau@palacetheatre.org

Time Period Requested: 5/26/17-6/26/17

Number of cross-street banners (max of two at any given time): 1 @ Elm & Pleasant Sts

BANNER LOCATION(S) FEES

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

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

To be Announced

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

Signature: David Rousseau Date: 6/28/16

Office Use Only

Date Received: 6.29.16 Committee Review: 7.18.16 Committee Action: _____
 Insurance Carrier: SEE ATTACHMENT Fee Submitted: 6.30.16



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/11/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101		CONTACT NAME: Pamela Bennett PHONE (A/C No, Ext): (603) 669-3218 E-MAIL ADDRESS: pbennett@crossagency.com FAX (A/C, No): (603) 645-4331	
INSURED The Palace Theatre Trust 80 Hanover Street Manchester NH 03101		INSURER(S) AFFORDING COVERAGE INSURER A: Citizens Ins Co of America NAIC # 31534 INSURER B: Allmerica Financial Benefit 41840 INSURER C: Hanover Insurance Group, Inc. 22292 INSURER D: FirstComp Ins Co 27626 INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 15/16 Liability

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		ZBV9752967	11/1/2015	11/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included Employee Benefits Liability \$ 1,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		AWV9764392	11/1/2015	11/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0		UHV9752968	11/1/2015	11/1/2016	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y N/A	WC0100588-07 (3a.) NH Officers Excluded - see below	11/1/2015	11/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: The Palace Theatre Banners hung over streets in City of Manchester.

Refer to policy for exclusionary endorsements and special provisions.

Proprietors/Partners/Executive Officers/Members Excluded: Alexander Walker, Chairperson; Wayne Robinson, Vice Chairperson; Mark Laprade, Treasurer, Michael Perrella, Secretary

CERTIFICATE HOLDER

pallard2@manchesternh.gov

 City of Manchester
 One City Hall Plaza
 Manchester, NH 03101
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Pamela Bennett/PXB

Pamela Bennett

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BUSINESS LICENSE APPLICATION

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

Date: 6/28/16 REVISED #7078

Instructions

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

SECTION I. IDENTIFICATION

(A) Applicant: Palace Theatre-David Rousseau

Business Name: Palace Theatre

Business Address: 80 Hanover St.
(No PO Box)

Manchester NH 03101

Telephone #: 668-5588 x110 Federal Tax ID #: 23-7356019

Manager's Name(s): Peter Ramsey

Email Address(es): peterramsey@palacetheatre.org
davidrousseau@palacetheatre.org

(B) Property Owner's Name: _____

Property Owner's Address: _____
(No PO Box)

Property Owner's Phone #: _____

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

Contact Person: David Rousseau

Time(s): 8am-5pm Email Address: same as above

SECTION X. MUNICIPAL BANNER LICENSE APPLICATION

Event: A Christmas Carol Event Date: 12/2/16-12/23/16

Sponsoring Organization: Palace Theatre

Contact Person for Event: David Rousseau

Contact's Phone #: 668-5588 x110 603-620-6025 Email: davidrousseau@palacethatre.org

Time Period Requested: 11/25/16-12/23/16

Number of cross-street banners (max of two at any given time): 1 @ Elm & Pleasant Sts.

BANNER LOCATION(S) FEES

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

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



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

Signature: David Rousseau Date: 6/28/16

Office Use Only

Date Received: 6-29-16 Committee Review: 7-18-16 Committee Action: _____
 Insurance Carrier: SEE ATTACHMENT Fee Submitted: 6-30-16



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/11/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FIAI/Cross Insurance 1100 Elm Street Manchester NH 03101		CONTACT NAME: Pamela Bennett PHONE (A/C, No, Ext): (603) 669-3218 FAX (A/C, No): (603) 645-4331 E-MAIL ADDRESS: pbennett@crossagency.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Citizens Ins Co of America	31534
		INSURER B: Allmerica Financial Benefit	41840
		INSURER C: Hanover Insurance Group, Inc.	22292
		INSURER D: FirstComp Ins Co	27626
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: 15/16 Liability REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			ZBV9752967	11/1/2015	11/1/2016	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							MED EXP (Any one person)	\$ 10,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000	
	OTHER:						GENERAL AGGREGATE	\$ 3,000,000	
							PRODUCTS - COMP/OP AGG	\$ Included	
							Employee Benefits Liability	\$ 1,000,000	
B	AUTOMOBILE LIABILITY			AWV9764392	11/1/2015	11/1/2016	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$	
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$	
							Medical payments	\$ 5,000	
C	<input checked="" type="checkbox"/> UMBRELLA LIAB			UBV9752968	11/1/2015	11/1/2016	EACH OCCURRENCE	\$ 4,000,000	
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$ 4,000,000	
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$		0					\$	
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC0100588-07 (3a.) NH Officers Excluded - see below	11/1/2015	11/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$ 500,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 500,000	
							E.L. DISEASE - POLICY LIMIT	\$ 500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: The Palace Theatre Banners hung over streets in City of Manchester.
 Refer to policy for exclusionary endorsements and special provisions.
 Proprietors/Partners/Executive Officers/Members Excluded: Alexander Walker, Chairperson; Wayne Robinson, Vice Chairperson; Mark Laprade, Treasurer, Michael Perrella, Secretary

CERTIFICATE HOLDER pallard2@manchesternh.gov City of Manchester One City Hall Plaza Manchester, NH 03101	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Pamela Bennett/PXB <i>Pamela Bennett</i>
---	--

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BUSINESS LICENSE APPLICATION

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

Date: 6/28/16 REVISED #7074

Instructions

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

SECTION I. IDENTIFICATION

(A) Applicant: Palace Theatre-David Rousseau

Business Name: Palace Theatre

Business Address:
(No PO Box) 80 Hanover St.
Manchester NH 03101

Telephone #: 668-5588 x110 Federal Tax ID #: 23-7356019

Manager's Name(s): Peter Ramsey

Email Address(es): peterramsey@palacetheatre.org
davidrousseau@palacetheatre.org

(B) Property Owner's Name: _____

Property Owner's Address:
(No PO Box) _____

Property Owner's Phone #: _____

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

Contact Person: David Rousseau

Time(s): 8am-5pm Email Address: same as above

SECTION X. MUNICIPAL BANNER LICENSE APPLICATION

Event: Best Little Whorehouse in Texas Event Date: 10/21/16-11/12/16

Sponsoring Organization: Palace Theatre

Contact Person for Event: David Rousseau

Contact's Phone #: 668-5588 x110 c:603-620-6025 Email: davidrousseau@palacetheatre.org

Time Period Requested: 10/17/16-11/14/16

Number of cross-street banners (max of two at any given time): 1 @Elm & Pleasant Sts

BANNER LOCATION(S) FEES

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

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

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

Signature: David Rousseau Date: 6/27/16

Office Use Only

Date Received: 6.29.16 Committee Review: 7.18.16 Committee Action: _____
 Insurance Carrier: SEE ATTACHMENT Fee Submitted: 6.30.16



BUSINESS LICENSE APPLICATION

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

Date: 6/28/16 # 7073

Instructions

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

SECTION I. IDENTIFICATION

(A) Applicant: David Rousseau

Business Name: Palace Theatre

Business Address:
(No PO Box) 80 Hanover St.
Manchester NH 03101

Telephone #: 603-668-5588 c:603-620-6025 Federal Tax ID #: 23-7356019

Manager's Name(s): Peter Ramsey

Email Address(es): davidrousseau@palacetheatre.org

(B) Property Owner's Name: _____

Property Owner's Address:
(No PO Box) _____

Property Owner's Phone #: _____

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

Contact Person: David Rousseau

Time(s): 8am-5pm Email Address: davidrousseau@palacetheatre.org

SECTION II. BUSINESS INFORMATION

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

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

SECTION X. MUNICIPAL BANNER LICENSE APPLICATION

Event: Gaul Singer Memorial Blood Drive Event Date: August 30 & 31, 2016

Sponsoring Organization: American Red Cross

Contact Person for Event: Amanda Abbott

Contact's Phone #: 603-695-9284 Email: amandaabbott@merchantsfleet.com

Time Period Requested: 7/5/16 AMENDED TO August 17-31, 2016 August 22 - SEPTEMBER 1, 2016

Number of cross-street banners (max of two at any given time): 1

BANNER LOCATION(S) FEES

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

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

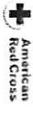
Signature of responsible party indicating that you have read the City of Manchester Municipal Banner Policy (available at www.manchesternh.gov/banner):

Signature: Amanda Abbott Date: 6/28/16

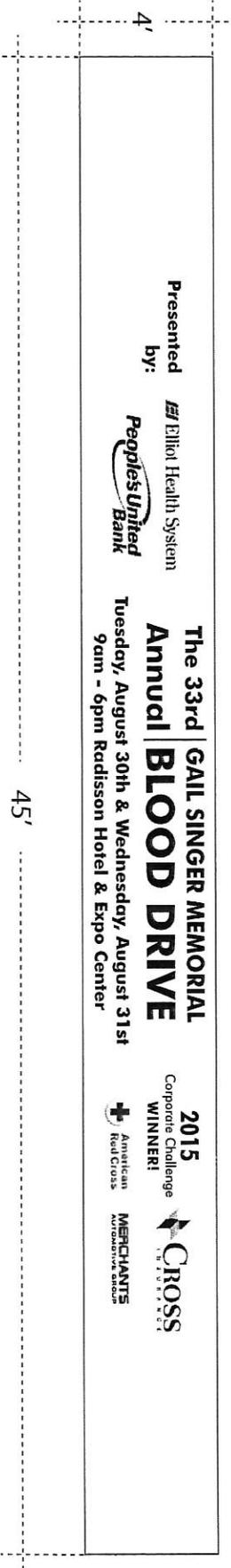
<i>Office Use Only</i>			
Date Received: <u>7.5.16</u>	Committee Review: <u>7.5.16</u>	Committee Action: _____	
Insurance Carrier: <u>SEE ATTACHMENT</u>	Fee Submitted: <u>7.5.16</u>		_____

Presented
by:  Elliott Health System
 Peoples United Bank

The 33rd | GAIL SINGER MEMORIAL
Annual **BLOOD DRIVE**
Tuesday, August 30th & Wednesday, August 31st
9am - 6pm Radisson Hotel & Expo Center

2015
Corporate Challenge
WINNER!
 American Red Cross

 CROSS
MERCHANTS
AUTOMOTIVE GROUP




SPECTRUM
MARKETING COMPANIES
Amark property of Spectrum Marketing Companies
95 Eddy Road, Manchester, NH 03102 603.627.0042
www.spectrummarketing.com

Client Name: Merchants Fleet Management		
Location:		
Date: 6-6-2016	Revision: 4	Drawn By: Brandon
Notes: Futura BT- Bold & Medium GSMBD Banner-540" x 48" 13oz vinyl double sided banner with reinforced stitching, grommets, and wind slits		
		Central logo on both sides



BUSINESS LICENSE APPLICATION

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

Date: 6/28/16

Instructions

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

SECTION I. IDENTIFICATION

- (A) Applicant: Fiona Wolthers
 Business Name: American Red Cross
 Business Address: 425 Reservoir Avenue
 (No PO Box) Manchester, NH 03104
 Telephone #: 603-512-5058 Federal Tax ID #: 53-0196605
 Manager's Name(s): _____
 Email Address(es): fiona.wolthers@redcross.org
- (B) Property Owner's Name: _____
 Property Owner's Address: _____
 (No PO Box) _____
 Property Owner's Phone #: _____
- (C) As part of the application process, some city departments may need to contact your business to schedule an interview or an inspection. Please identify the person to be contacted and the best time(s) to call.
 Contact Person: Amanda Abbott
 Time(s): 8am-5pm Email Address: amandaabbott@merchantsfleet.com

SECTION II. BUSINESS INFORMATION

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

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



BUSINESS LICENSE APPLICATION

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

Date: _____

Instructions

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SECTION I. IDENTIFICATION

- (A) Applicant: JON THOMAS
 Business Name: LIVE FREE OR DIE TATTOO EXPO
 Business Address: 179 ELM ST
 (No PO Box) Manchester NH 03101
 Telephone #: 603-661-3449 Federal Tax ID #: 20-8486887
 Manager's Name(s): _____
 Email Address(es): INFO@LIVEFREEORDIE.TATTOO.COM
- (B) Property Owner's Name: SAME AS ABOVE
 Property Owner's Address: _____
 (No PO Box) _____
 Property Owner's Phone #: _____
- (C) As part of the application process, some city departments may need to contact your business to schedule an interview or an inspection. Please identify the person to be contacted and the best time(s) to call.
- Contact Person: JON THOMAS
 Time(s): 10AM TO 10PM Email Address: INFO@LIVEFREEORDIE.TATTOO.COM

SECTION II. BUSINESS INFORMATION

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

	AMUSEMENT DEVICE VENDOR-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D) & V
	AMUSEMENT DEVICE VENDOR (OUT OF TOWN)-Sections I, II(A), II(D), III, IV(C)& V
	AMUSEMENT DEVICE-Sections I, II(A), II(C), III, IV(C) & V
	ARCADES (6 OR MORE DEVICES)-Sections I, II(A), II(B), II(C), III, IV(A), IV(C), IV(D)& V
	BANNERS-Sections I(A), II(A) & X
	CHRISTMAS TREES / FUEL WOOD-Sections I, II(A), II(F), III, IV(A) & IV(D)
	DANCE/DANCE HALLS/EPOA CLASS I-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D)& V
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	KIOSK-Sections I, II(A), II(B), III & IV(B) (food only)
	NOISE PERMIT-Sections I, II(A), II(F) & III
	PEDDLERS/HAWKERS-Sections I, II(A), II(E), III, IV(A), IV(B), IV(C), IV(D)& VIII
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	PETTY GROCERS/BUTCHERS-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
	RAFFLE/TAG DAY-Sections I(A), II(A) & XI
	RESTAURANTS / FOOD SERVICE-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
	SECONDHAND DEALERS AND AUCTION HOUSES-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D) & V
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	SIDEWALK SIGNS-Sections I, II(A), II(F), III, IV(A), IV(F) & VII
	SUNDAY ACTIVITIES-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
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	TAXICAB COMPANY (OUT OF TOWN)-Sections I, II(A), II(D), II(F), III, IV(C), & IX
	TOWING-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D)& V
	TOWING (OUT OF TOWN)-Sections I, II(A), II(D), III & IV(C)
	TRANSFER OF BUSINESS (Name Change)-Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D) & V
	TRANSFER OF BUSINESS (Location Change) -Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D)& V
	TRANSFERS OF BUSINESS (Ownership Change) -Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D)& V
	OTHER _____

SECTION X. MUNICIPAL BANNER LICENSE APPLICATION

Event: Live Free or Die TATTOO EXPO Event Date: 7/21/17 - 7/23/17

Sponsoring Organization: ANIMAL SHELTER

Contact Person for Event: ION THOMAS

Contact's Phone #: 603-661-3449 Email: INFO@LIVEFREEORDIE

Time Period Requested: 7/19/17 7/24/17
TATTOO.COM

Number of cross-street banners (max of two at any given time): 1

BANNER LOCATION(S) FEES

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

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

See Attachment

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

Signature: [Handwritten Signature]

Date: 8/3/16

Office Use Only

Date Received: _____ Committee Review: _____ Committee Action: _____
 Insurance Carrier: _____ Fee Submitted: _____

The Banner will be the same just the date will
be different

11th August Jay 21st and 23rd 2017



9th August
LIVE FREE OR DIE TATTOO
JULY 24TH, 25TH & 26TH 2015
Radisson Hotel
700 Elm St.
Manchester, NH 03101



SPINAL CORD INJURY
MANCHESTER
ANIMAL SHELTER



BUSINESS LICENSE APPLICATION

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

Date: 08-01-16

Instructions

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SECTION I. IDENTIFICATION

(A) Applicant: Hope for New Hampshire Recovery
 Business Name: Hope for New Hampshire Recovery
 Business Address: 140 central st. manchester, NH
 (No PO Box) 03103
 Telephone #: 603-935-7524 Federal Tax ID #: _____
 Manager's Name(s): Kelly Riley, melissa crews
 Email Address(es): Kelly@recoverynh.org, Nate Bolter@recoverynh.org
melissa.crews@recoverynh.org

(B) Property Owner's Name: Helping Hands
 Property Owner's Address: 50 Lowell St. manchester, NH 03103
 (No PO Box)
 Property Owner's Phone #: 603-275-1757

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

Contact Person: Nate Bolter / Kelly Riley
 Time(s): M-F (8am - 4pm) Email Address: Nate Bolter@recovery NH.org

SECTION II. BUSINESS INFORMATION

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

<input type="checkbox"/>	AMUSEMENT DEVICE VENDOR-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D) & V
<input type="checkbox"/>	AMUSEMENT DEVICE VENDOR (OUT OF TOWN)-Sections I, II(A), II(D), III, IV(C)& V
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<input type="checkbox"/>	KIOSK-Sections I, II(A), II(B), III & IV(B) (food only)
<input type="checkbox"/>	NOISE PERMIT-Sections I, II(A), II(F) & III
<input type="checkbox"/>	PEDDLERS/HAWKERS-Sections I, II(A), II(E), III, IV(A), IV(B), IV(C), IV(D)& VIII
<input type="checkbox"/>	PEDDLERS/HAWKERS (CIVIC CENTER)-Sections I, II(A), II(E), III, IV(A), IV(B), IV(C), IV(D)& VIII
<input type="checkbox"/>	PETTY GROCERS/BUTCHERS-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
<input type="checkbox"/>	RAFFLE/TAG DAY-Sections I(A), II(A) & XI
<input type="checkbox"/>	RESTAURANTS / FOOD SERVICE-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
<input type="checkbox"/>	SECONDHAND DEALERS AND AUCTION HOUSES-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D) & V
<input type="checkbox"/>	SECONDHAND DEALERS AND AUCTION HOUSES (OUT OF TOWN)-Sections I, II(A), II(D), III, & IV(C)
<input type="checkbox"/>	SIDEWALK ENCUMBRANCE-Sections I, II(A), II(F), III, IV(A), IV(C), IV(F) & VI
<input type="checkbox"/>	SIDEWALK SIGNS-Sections I, II(A), II(F), III, IV(A), IV(F) & VII
<input type="checkbox"/>	SUNDAY ACTIVITIES-Sections I, II(A), II(B), III, IV(A), IV(B), IV(C), IV(D) & V
<input type="checkbox"/>	TAXICAB COMPANY-Sections I, II(A), II(B), II(F), III, IV(A), IV(C), IV(D), V & IX
<input type="checkbox"/>	TAXICAB COMPANY (OUT OF TOWN)-Sections I, II(A), II(D), II(F), III, IV(C), & IX
<input type="checkbox"/>	TOWING-Sections I, II(A), II(B), III, IV(A), IV(C), IV(D)& V
<input type="checkbox"/>	TOWING (OUT OF TOWN)-Sections I, II(A), II(D), III & IV(C)
<input type="checkbox"/>	TRANSFER OF BUSINESS (Name Change)-Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D) & V
<input type="checkbox"/>	TRANSFER OF BUSINESS (Location Change) -Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D)& V
<input type="checkbox"/>	TRANSFERS OF BUSINESS (Ownership Change) -Sections I, II(A), II(G), III, IV(A), IV(B), IV(C), IV(D)& V
<input type="checkbox"/>	OTHER _____

SECTION X. MUNICIPAL BANNER LICENSE APPLICATION

Event: 2016 Rally 4 Recovery - New Hampshire Event Date: 09-17-16

Sponsoring Organization: Hope for New Hampshire Recovery

Contact Person for Event: Melissa Crews/Nate Bolter

Contact's Phone #: 603-935-7524 Email: melissa.crews@recoverynh.org

Time Period Requested: 09-05-16 / 09-17-16

Number of cross-street banners (max of two at any given time): Hanover 3 Kelley

BANNER LOCATION(S) FEES

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

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

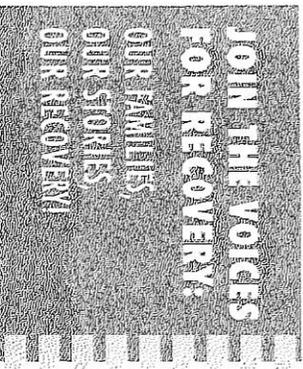
Signature of responsible party indicating that you have read the City of Manchester Municipal Banner Policy (available at www.manchesternh.gov/banner):

Signature: 

Date: 08-01-16

Office Use Only

Date Received: _____ Committee Review: _____ Committee Action: _____
Insurance Carrier: _____ Fee Submitted: _____



**JOIN THE VOICES
FOR RECOVERY.**

**OUR FAMILIES,
OUR STORIES,
OUR RECOVERY!**

3RD ANNUAL

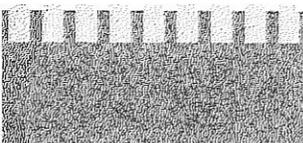
WALLY 4 RECOVERY NH

Saturday, September 17, 2016

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



An affiliate of
FACE IT TOGETHER



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 a committee be established to develop a proposal for a new City flag and submit the proposal to the Committee on Administration/Information Systems for review.

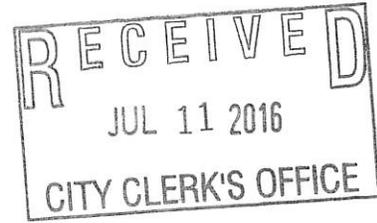
(Unanimous vote)

Respectfully submitted,

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

Clerk of Committee

Manchester City Clerk
Matthew Normand
One City Hall Plaza
Manchester, NH 03101



Re: New Manchester Flag

July 11, 2016

Dear Clerk Normand,

I would like the attached documents forwarded to the Committee on Administration. After meeting with a constituent and discussing the possibility of creating a simplified and unique Manchester Flag, I was persuaded that this would be a unifying exercise for all who treasure our great city.

I would make myself available at the Administration Committee to discuss further this exciting and unifying initiative.

Best,

A handwritten signature in cursive script, appearing to read "Pat Long".

Pat Long

Alderman Ward 3

Manchester Waves

A new flag design movement for NH's largest city

Why a new flag?

- To help enhance the city's marketing efforts & benefit economic development endeavors
- Encourage increased economic activity by using the new design on promotional materials for business (brochures, websites) and tourism (stickers, t-shirts, etc.)
- Encourage community involvement by inviting residents to submit their best designs
- Attract positive media attention statewide, and possibly beyond
- Better adhere to the "5 basic rules for good flag design" as put forth by the North American Vexillological Association (NAVA)
- Unify all residents under an iconic flag that will become a source of Manchester pride

Why now?

- Cities nationwide have begun to recognize the economic potential of new flag designs, bringing communities together in the process
- In a 2004 survey, Manchester's flag ranked 118th of 150 US city flags
- South Bend, IN (similar population to Manchester), just completed a contest that saw significant community involvement, and a new flag:
- Other cities considering flag redesigns include Milwaukee, Portland (ME) and Lowell (MA).



Where do we go from here?

- As of April 2016, I've been working to get buy-in from city stakeholders; so far, leaders from the Historic Association, C of C, and NH Institute of Art have expressed support.
- With the backing of the Board of Mayor and Aldermen, my hope is to hold a flag design contest sometime in 2016; the ultimate goal is to enhance Manchester's visibility under a fresh flag design that better symbolizes our extraordinary city!

For more information, please visit www.mhtflag.weebly.com

Or contact Adam Hlasny at ahlasny@yahoo.com

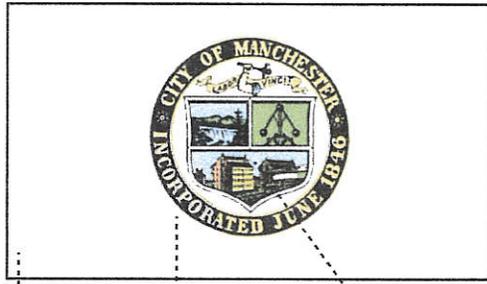


Manchester Waves

Help design a **better flag** for New Hampshire's largest city!

1. Sketch an idea in the space provided. A good flag should be simple and intuitive enough that a child could hand-draw it!
2. Send your ideas (including descriptions!) to ahlasny@yahoo.com
3. Read more or watch for updates at mhtflag.com

Current Flag

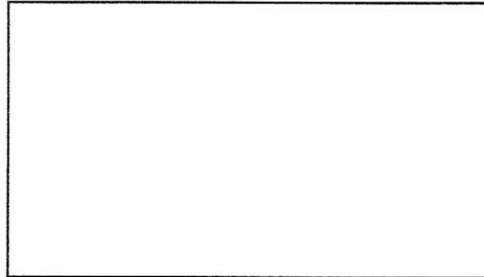


White field that lacks meaning

Text that is illegible at a distance, & with a number of interpretations

Seal with hard to decipher or dated imagery.

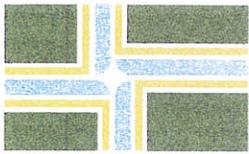
Your Flag Idea



Guidelines

1. **Keep it Simple:** A flag should be so simple that it can be drawn from memory.
2. **Use Meaningful Symbolism:** A flag's images, colors, or patterns should relate to what it symbolizes
3. **Use 2-3 Basic Colors:** Limit the number of colors on the flag to three, which contrast well and come from the standard color set
4. **No Lettering or Seals:** Never use writing of any kind or an organization's seal. These can't be understood at a distance.
5. **Be Distinctive or Related:** Avoid duplicating other flags, but use similarities to show connections

Colors



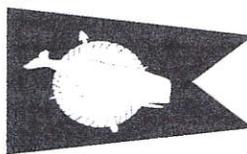
Colors should reflect the region & represent or convey emotion. **Portland, OR's** flag has green for forest, blue for rivers and yellow for wheat.

Shapes



Shapes such as stars and stripes are very common in flag design. **Lawrence, MA's** flag has white stripes to represent the Spicket, Merrimack and Shawshen Rivers and their respective courses.

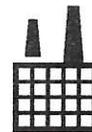
Symbols



Symbols can be anything related to a city. Just keep it simple and easy to recognize! **Nantucket, MA's** flag has a whale and harpoon shown prominently to show the town's whaling industry history.

What is Manchester to you?

What do you see as Manchester's most prominent or notable features? How would you design a flag, keeping in mind that simpler is better? Here are a few example symbols...



Millyard



Spindles



Textiles



City Hall



Merrimack River



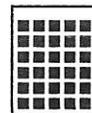
Manchvegas



Combined Cultures



French Heritage



Brady Sullivan Tower



Amoskeag Falls/Fishing



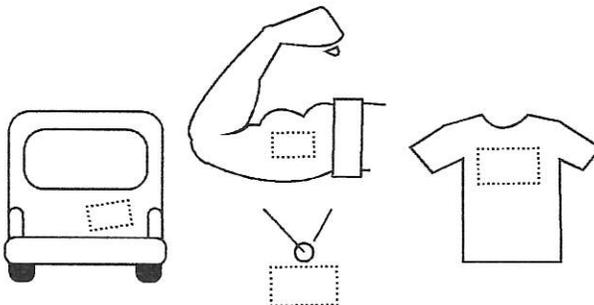
Adam Sandler



Arts & Tech

Beyond the Flagpole

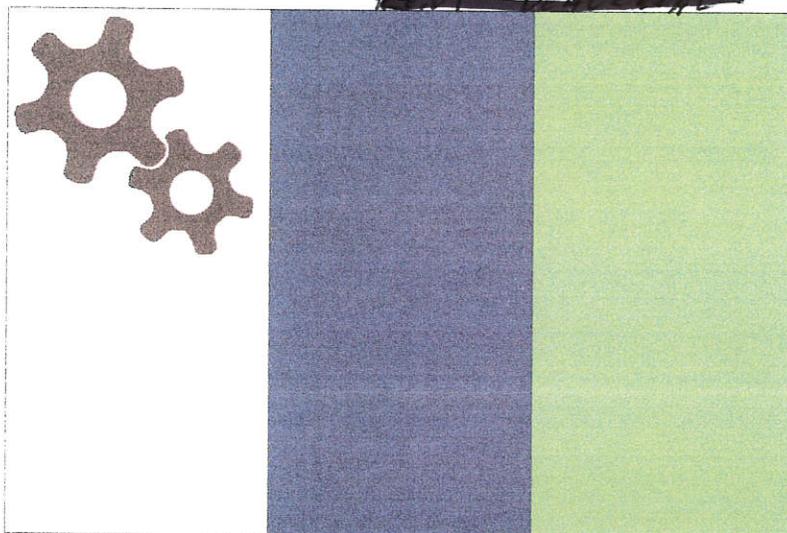
A flag is successful when people want it on things they own...or even themselves!



Facebook:
[Facebook.com/mhtflag](https://www.facebook.com/mhtflag)

Email:
ahlasny@yahoo.com

By submitting your ideas, you are donating concepts to the Manchester Waves project. No concepts will be copyrighted. Any final design will be open to use for anyone who wants to do so.



This proposed flag pays respect to Manchester's attributes, highly symbolic despite its simplicity.

- The vertical tricolor design is a tribute to Manchester's French, French-Canadian, and Irish heritage.
- The brick-colored gears represent the industry and hard work that made (and continue to make) Manchester great. They each have six teeth, in sum representing Manchester's 12 wards, working in cooperation to propel the city forward.
- The blue center stripe represents the Merrimack River running through the city, centrally important historically and today. The blue shade is very similar to that of New Hampshire's flag.
- The green stripe represents the city's 900+ acres of parks & green spaces, and its appreciation for and preservation of natural areas.
- In addition to symbolizing Manchester's past, present, and future, it also meets all five criteria of successful flag design, according to the North American Vexillological Association (NAVA).

Five Basic Principles of Great Flag Design

1. **Keep It Simple.** The flag should be so simple that a child can draw it from memory...
2. **Use Meaningful Symbolism.** The flag's images, colors, or patterns should relate to what it symbolizes...
3. **Use 2 or 3 Basic Colors.** Limit the number of colors on the flag to three which contrast well and come from the standard color set...
4. **No Lettering or Seals.** Never use writing of any kind or an organization's seal...
5. **Be Distinctive or Be Related.** Avoid duplicating other flags, but use similarities to show connections...

<http://www.ausflag.com.au/assets/images/Good-Flag-Bad-Flag.pdf>

Municipal Flag Improvement (as of May 2016)

Thanks in large part to a popular 2015 TED talk by Roman Mars (and Ted Kaye) on the shortcomings of many city flag designs, there are efforts in many US (and one Canadian) cities, towns, or other municipalities to improve their flag designs — or to adopt flags for the first time.

Here are the 42 efforts we know about so far:

Albany, OR;	Fargo, ND;	Portland, ME;
Albuquerque, NM;	Grand Rapids, MI;	Provo, UT;
Atlanta, GA;	Hunstville, AL;	Raleigh, NC;
Austin, TX;	Lancaster, PA;	Rochester, MN;
Bath, ME;	Liberty, TX;	Salem, OR;
Billings, MT;	Los Angeles, CA;	San Francisco, CA;
Birmingham, AL;	Lowell, MA;	San Marcos, TX;
Bloomington, IN;	Manchester, NH;	Sioux Falls, SD;
Boston, MA;	Manlius, NY;	South Bend, IN;
Bowling Green, KY;	Milwaukee, WI;	Springfield, MO;
Columbia, MO;	Minneapolis, MN;	Sunnyvale, TX;
Columbus, OH;	Naperville, IL;	Syracuse, NY;
Dallas, TX;	Oklahoma City, OK;	Tampa, FL; and
El Paso, TX;	Pocatello, ID;	Victoria, BC.

Thirty-seven of these efforts are ongoing. For Bath, Liberty, Provo, South Bend, and Sunnyvale efforts have succeeded in new flags being adopted.

For links to these cities' improvements:

<https://portlandflag.org/municipal-flag-improvement/>

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 lease with US Cellular to operate telecommunications antennas and equipment at 220 Hackett Hill Road be extended.

(Unanimous vote)

Respectfully submitted,

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

Clerk of Committee

KJK WIRELESS

8 Providence Avenue
Falmouth, ME 04105

Site Acquisition, Leasing and Zoning

Phone: 207-899-8544
Fax: 603-386-6106

Honorable Board of Mayor and Aldermen
One City Hall Plaza
Manchester, NH 03101
July 21, 2016

RE: US Cellular's Request to Extend its Lease to Operate Telecommunications Antennas and Equipment at the Hackett Hill Water Tank, 220 Hackett Hill Road

Dear Honorable Board of Mayor and Aldermen:

NH #1 Rural Cellular, Inc. ("US Cellular") proposes to extend its lease with the City of Manchester to continue operating its cell site at the Hackett Hill Water Tank.

Since 1997, US Cellular has operated a cell site including antennas, cables and an equipment shelter at the water tank pursuant to its lease with the City of Manchester. The lease is expiring soon so US Cellular simply proposes to extend the lease 20-years, similar to the original lease term, and to clarify a 3% annual rent increase. All other terms in the original lease will remain unchanged.

The proposed extension will be pursuant to the attached *Amendment Three to Lease Agreement* which has been approved by city staff.

Accordingly, US Cellular requests the City of Manchester to execute, notarize and return to the above address two (2) copies of *Amendment Three to Lease Agreement*.

Thank you for your consideration.

Sincerely,



Bob Gashlin
For US Cellular

cc: William Craig, Director, Economic Development Office
Ken Kozyra, KJK Wireless

**AMENDMENT NUMBER THREE
to Lease Agreement**

THIS AMENDMENT, made the ____ day of _____, 2016, modifies that certain Lease Agreement (“Lease”) dated the 18th day of December 1997, by and between the **City of Manchester**, successor in interest to the University of New Hampshire of the University System of New Hampshire and the Manchester Housing and Redevelopment Corporation, having an address of One City Hall Plaza, Manchester, New Hampshire 03101, hereinafter referred to as “Lessor,” and **NH #1 Rural Cellular, Inc.**, a New Hampshire corporation, successor in interest to Manchester-Nashua Cellular Telephone, L.P., having an address at Attention: Real Estate Lease Management, 8410 West Bryn Mawr Avenue, Chicago, Illinois 60631, hereinafter referred to as “Lessee.”

WHEREAS, Lessor and Lessee entered into this Lease to allow Lessee to locate a telecommunications facility at Lessor’s water tank located in the City of Manchester, Hillsborough County, State of New Hampshire, at Latitude 43-1-53 and Longitude 71-29-42 (NAD 83) (the “Premises”) and;

WHEREAS, Lessor and Lessee entered into Amendment Number One dated May 15, 2003 and Amendment Number Two dated April 13, 2012 which modified the lease and;

WHEREAS, the Lease expires on December 18, 2017 and both parties have determined that the Lease needs to be amended to extend the lease and;

NOW THEREFORE, in consideration of these presents, the parties hereby agree that the Lease is now modified as follows:

I. Section 2, Term, is hereby supplemented with the following language:

The Term shall be extended for five years commencing on December 18, 2017. Lessee shall have the option to renew this Lease for three (3) additional terms of five years each; and each such option shall be presumed to have been exercised by Lessee unless it provides Lessor written notice stating its election not to renew this lease for such additional term at least thirty (30) days prior to the commencement of such renewal term.

II. Section 4a, Rent, is hereby supplemented with the following language:

Beginning December 18, 2017, and thereafter on every anniversary of the Commencement Date, throughout the duration the Lease as renewed and extended, the rent shall be increased by three percent (3%) over the previous year’s rent.

III. In all other respects the Lease is hereby ratified and affirmed without change.

[END OF AMENDMENT - SIGNATURE PAGE FOLLOWS]

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

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that the request on behalf of Sprint to extend its lease at 230 Hackett Hill Road has been received and filed.

(Unanimous vote)

Respectfully submitted,

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

Clerk of Committee



Sprint – Property Services

Mailstop: KSOPHT0101-Z2650

6391 Sprint Parkway

Overland Park, KS 66251

(800) 357 – 7641

LandlordSolutions@Sprint.com

July 11, 2016

City of Manchester

Board of Mayor and Aldermen

One City Hall Plaza

Manchester, NH 03101

Attn. Matthew Normand, City Clerk & William Craig, Director of Economic Development

Re: Agreement: Lease Agreement between University of New Hampshire (“Lessor”) and Sprint Spectrum L.P. (“Sprint/Nextel” or “Tenant”), dated August 29, 1997.
Landlord/Lessor/Owner: University of New Hampshire
Tenant/Lessee (“Sprint”): Sprint Spectrum Realty, L.P.
Sprint Site ID: NM03XC009
Landlord/Lessor/Owner Site ID: 230 Hackett Hill Road Manchester, NH (Water tower)

Dear Honorable Board of Mayor and Aldermen:

Sprint would like to thank you for your continued support and partnership in delivering Mobile Data and Voice from Sprint’s wireless network.

Our records indicate that the above referenced Agreement expires on August 29, 2017. I have been in contact with Mr. Craig to discuss extending the term of the Agreement. During our conversation Mr. Craig had indicated that a proposal must be presented to the Board of Mayor and Aldermen, please find our initial proposal to the city of Manchester to extend the existing Lease Agreement dated August 29, 1997.

Term: Per section 2 of the Lease Agreement: The renewal term of this lease shall be five (5) years and commence on August 29, 2017. The Lessee shall have the option to renew the term for three (3) additional terms of five (5) years each; and each such option shall be presumed to have been exercised by the Lessee unless it provides the City of Manchester written noticing stating its election not to renew this agreement for such additional term at least thirty (30) days prior to the commencement of such renewal term.

Termination: per Section 3A of the Agreement is amended by adding the following: Sprint may terminate this Agreement without further liability upon 30 days prior written notice to Owner if Sprint determines, in Sprint’s sole and absolute discretion, that the Site is neither appropriate or necessary for its intended operations for technological reasons.

At this time all other terms and conditions shall remain the same unless Sprint or the City of Manchester indicates they wish to discuss further.

Please advise if the City of Manchester will provide the amendment template for Sprint’s review and consideration and subsequent legal review. I can be reached at 781-494-0503 should we need to discuss this further. I look forward with working with the City of Manchester on securing a new Agreement on behalf of Sprint.

Sincerely,

Thomas J. Shevlin

Thomas Shevlin

Network Project Manager-Boston/VT, NH, Maine Markets

O: 781-494-0503 / M: 203-885-5036

thomas.shevlin@sprint.com

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

The Committee on Community Improvement respectfully advises, after due and careful consideration, that the communication from South Jr. Deb Softball requesting funding for repairs to their clubhouse has been received and filed.

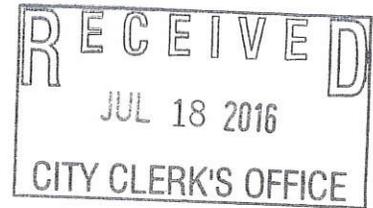
(Unanimous vote)

Respectfully submitted,

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

Clerk of Committee

July 14, 2016



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

Dear Mr. Norman,

I am writing on behalf of South Jr. Deb Softball, an organization that is allowed to use the Manchester city fields located at 103 Gay Street, off of Brown Ave. Let me begin by saying that our organization is grateful to have a fine location for our girls to practice and play softball. We serve more than 250 girls age 4 to 18 years old and their families. All coaches, concession workers, field maintenance workers and Board members are volunteers.

We do have a problem with the concession/clubhouse roof. It is very old and in need of replacement. Our organization has received three quotes, varying in price from \$7,800 to \$10,000 to complete the work. South Jr. Deb has raised about \$2,000 to help fund the project and there are some other funds in our savings that we are willing to put towards the project. We are asking the city to help out with a monetary contribution to assist in completing the project.

South Jr. Deb Softball is a self-funded 501(c)(3) non-profit organization which has asked for very little from the city of Manchester over the years, beyond turning the water on and off. The Manchester families we serve would appreciate your consideration of this project.

Thank you for considering our request. Please inform us via mail or phone if this item will be approved.

Sincerely,

A handwritten signature in blue ink that reads "Peter Gustafson".

Peter Gustafson
South Jr. Deb Softball
207 Cottage Road
Manchester, NH 03103
603-289-0741

*Matt -
Thought you might be able
to help get this request
considered!*

Thanks,

Pete @ SEE Science Center

cc: Mr. Don Pinard, Chief of Parks
Tom Mattson, Parks Operations Manager
Thomas Katsiantonis, Ward 8 Alderman
Sara Beaudry, Parks, Recreation and Cemetery Commission
Stephen Connors, Parks Recreation and Cemetery Commission

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 City Solicitor be authorized to negotiate the sale of City-owned property located on Beech Street, Map 278 Lot 2A abutting Dunkin Donuts and return to the committee with a recommendation.

(Unanimous vote with the exception of Alderman Cavanaugh who voted in opposition)

Respectfully submitted,

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

Clerk of Committee

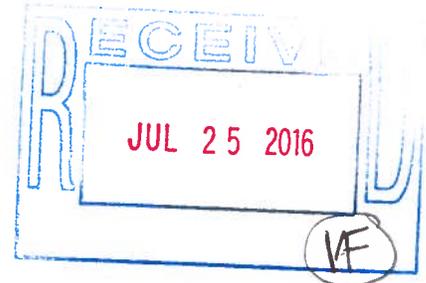
In Board of Mayor and Aldermen
Date: 08/02/16
On motion of Ald. O'Neil
Seconded by Ald. Long
Voted to refer to the Committee on Lands and Buildings.


City Clerk

Matnec, LLC
3 Pluff Avenue
North Reading, MA 01864

July 14, 2016

Mayor Ted Gatsas
City of Manchester
Board of Mayor and Aldermen
1 City Hall Plaza
Manchester, NH 03101



RE: Dunkin' Donuts – 921 Beech Street – Parcel 278/1

Dear Mayor Gatsas,

I am writing to you on behalf of Matnec, LLC to express our continued interest in purchasing this 0.17 acre parcel of land.

Pursuant to a licensing agreement with the City of Manchester dated August 31, 1981, our Dunkin Donuts store is using this parcel for parking and to provide additional access for our patrons.

We would like to come before the Committee of Lands and Buildings to continue our discussions on our original offer of \$50,000.00.

We thank you for your time and consideration of this matter. I look forward to hearing from you.

Sincerely,



Constantine G. Scrivanos
Managing Member

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

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the request from Intown Manchester for free parking on Elm Street and adjoining side streets off of Elm Street, as well as the Victory parking garage, on Wednesday, September 14, 2016 from 5: 00 p.m. until 8:00 p.m. for their annual Taste of Downtown event be approved.

(Phone poll conducted on 8/30/2016 - Unanimous vote)

Respectfully submitted,

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

Clerk of Committee



City of Manchester Parking Division

Denise Boutilier
Parking Manager
dboutilier@manchesternh.gov

August 17, 2016

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

RE: Intown Manchester
Taste of Downtown
Free Parking – Victory Garage, Elm St. and adjoining side street
Wednesday, Sept. 14, 2016 5pm to 8pm

Dear Chairman Katsiantonas:

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

Sara Beaudry, Executive Director of Intown Manchester, is requesting free parking on Elm St. and adjoining side streets off Elm St., as well as the Victory parking garage on Wednesday, Sept. 14, 2016 between the hours of 5pm and 8pm for their Annual Taste of Downtown event.

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

Sincerely,



Denise Boutilier
Parking Manager

cc: Bill Sanders, Finance Director



August 17, 2016
Denise Boutilier
Parking Division – City of Manchester
25 Vine Street
Manchester, NH 03101

Re: Taste of Downtown

Request for free parking on Elm and adjoining side streets as well as Victory Garage between the hours of 5-8pm during the annual Taste of Downtown Manchester event on Wednesday, September 14, 2016.

Dear Denise,

This is a request for free parking on Elm and adjoining side streets off of Elm Street (Orange Street to Lake Avenue) during the annual Taste of Downtown Manchester event between the hours of 5-8pm on the evening of September 14, 2016. We would also like to request that parking at the Victory Garage at 25 Vine Street be offered for free during these hours as well.

This is our twelfth year running a wonderful cross promotional event designed to spotlight the very best of what downtown Manchester has to offer. People will walk along Elm, Hanover, Lowell, Chestnut and Stark streets and will be going in and out of businesses enjoying great food inside of host retail locations. Musicians and artists will be set up at various locations along the route. We will again limit ticket sales to 1,000. This event sells out each year and is a crucial marketing tool for downtown.

Being able to offer our guest's free parking would help them to better enjoy the event without fear of parking violation.

We would also like to offer all city staff tickets at \$10 per ticket (reg. price \$15 in advance and \$15 at door).

Please call me directly with any questions at 645.6285.
Thank you for your consideration of this request.

Sara Beaudry
Executive Director
Intown Manchester
1000 Elm St. PO Box 659
Manchester, NH 03105-0659
sbeaudry@intownmanchester.com

cc: Melanie Sanuth, Manchester Economic Development

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

The Special Committee on Establishing a Public Bank respectfully recommends, after due and careful consideration, that the Public Banking Institute prepare a bank funding proposal for the City, based on the June 30, 2015 CAFR, at a cost of \$1,000 with a funding source to be identified by the Board.

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

Respectfully submitted,

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

Clerk of Committee

8/10/2016

Dear Manchester Art Commission,

Currently I am super busy with family, business, and school. I don't feel as though I am giving the Manchester Art Commission the quality this organization needs in a commissioner. I would still like to stay in communication and volunteer where needed but my commitment to MAC right now is not in the cards.

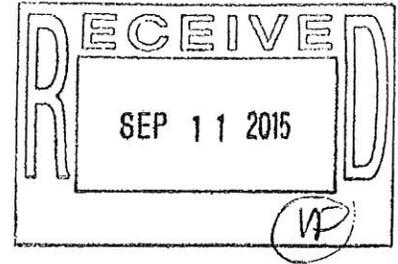
I am requesting a suspension as a commissioner until further notice.

My apologies but this is currently unfair to both myself and the commission.

Thank you.

Sincerely,

Martha Frontiero



RESUME

Kenneth J. O'Shaughnessy
1599 Belmont Street
Manchester, NH 03104
603-669-4426
e-mail: kenosh1599@yahoo.com

EDUCATION

Bentley College
Waltham, MA

Batchelor's Degree: Business Administration
Graduated: 1966

Memorial High School
Manchester, NH
Graduated : 1961

WORK EXPERIENCE

Southern New Hampshire University-2014-2015
Shuttle Bus Driver

NH Department of Labor- 1991 to 2014
Chief Labor Inspector
-Conducted labor and safety inspections
-Trained new employees
-Trained approximately 2000 employers per year

City of Manchester, NH - 1983-1991
Deputy City Coordinator and Budget Director
Responsible for all capital projects

Commission Name: Parks, Rec + Cemetery
Name: Kenneth O'Shaughnessy
Address: 1599 Belmont St.
Manchester, NH 03104
Phone: 609-4426
E-mail: Kenosh1599@yahoo.com
Department Head: Ann Marie Curry

Michael Dimos

473 Campbell St ▪ Manchester ▪ NH ▪ 03104
(603)314-1138 ▪ mdimos@baystatefinancial.com

Financial Planner/Investment Specialist

Savvy and skilled financial professional with 14 years of comprehensive investment expertise. Maintains a record of successfully developing customized financial strategies to meet the needs of clients. Manages multiple portfolios with diligent attention and continual analysis of economic trends to determine appropriate asset allocation.

Professional Experience

Financial Advisor – Baystate Financial ▪ Manchester, NH August 2001 – Present
A subsidiary of Metropolitan Life Insurance Company

Possess in-depth knowledge of industry products, services, and best practices. Adept at evaluating data and delivering sound advice based on risk tolerance, financial goals, and individual circumstances.

Work with Individual and Corporate clients, designing and implementing Employee Benefit, Financial, Investment, Estate and Succession Plans.

Skills

- Develop and manage investment portfolios
- Financial analysis
- Business planning and development
- Formulate asset allocation strategies and develop proprietary investment models
- Advise clients quarterly and annually on portfolio performance ensuring clients' needs are aligned with projected results.

Certifications

- Leaders Conference Award 10 years in a row for superior revenues and client management.
 - Recipient of the 5 Star Wealth Management Award 5 consecutive years
 - Series 6, 63, 65 Securities Licensed
 - Life and Health Licensed
-

Education

University of New Hampshire – Durham, NH 1997 – 2001
Bachelor of Science – Liberal Arts

Affiliations

- New Hampshire Medical Society ▪ Leadership Greater Manchester Chamber of Commerce
- Manchester Crime Line ▪ Manchester North Soccer League
 - Manchester YMCA Advisory Board

Commission Name: Parks, Rec. + Cemetery

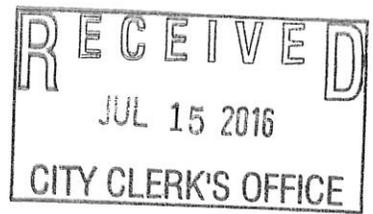
Name: Michael Dimos

Address: 473 Campbell St.
Manchester, NH 03104

Phone: 314-1138

E-mail: mdimos@baystatefinancial.com

Department Head: Ann Marie Curry



July 7, 2016

IAFF Local 856, The Manchester Professional Fire Fighters Association makes the following proposal to the City of Manchester.

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

Wages: 1% COLA.

Other: Eliminate any "me too" clauses.

Continue Negotiations without interruption on a long term Agreement.


For the City


For the Union

Manchester Police Patrolman's

Association

To Board of Mayor and Alderman

Dated 8/30/16

Proposal #1 – Salaries – Effective July 1, 2016 the salary schedule shall be increased by 1%; 3% effective July 1, 2017; and 3% effective July 1, 2018.

Parking control officers one labor grade adjustment (upward) step by step placement effective July 1, 2016.

Proposal #2 – Critical Incident Duty Pay – January 1, 2017 \$40.00 per week for sworn officers and animal control officers. Effective January 1, 2018 \$50.00 per week for sworn officers and animal control officers .

Proposal #3 – Insurance – Status quo, but the City can offer a high deductible plan with a negotiated HSA Effective July 1, 2017, employees paying 15 will increase to 16.%

Provide 5 payroll slot provided the receiving entity will accept electronic fund transfers.

Proposal #4 – Severance benefit of \$10,000 for twenty years of service, ten of which is with Manchester PD.

Proposal #5 – Holiday – Include Fast Day.

Proposal #6-Appendix A Revisions Attached.

MPPA PROPOSAL

SALARIES

Article 13

Current Contract Language:

13.2 Effective July 1, 2016, Salary Schedules shall be increased by one percent (1%).

13.3 Effective July 1, 2017, Salary Schedules shall be increased by three percent (3%).

13.4 Effective July 1, 2018, the salary schedule will be increased by three percent (3%)

Article 13.8—Effective July 1, 2016 all parking control officers will receive a one (1) labor grade adjustment upward. The adjustment shall be step for step. Thereafter new hires will enter the system at the higher labor grade (LG 12)

MPPA PROPOSAL
CRITICAL INCIDENT PAY
NEW Article

In recognition of the increasingly hazardous working conditions, including but not limited to, the proliferation of violence against police officers, increased frequency of critical incidents, and the heroin and other illegal drugs epidemic, each sworn officers and animal control officers shall receive an additional fifty (\$50) dollars a week as critical incident/hazardous duty pay effective January 1, 2017. The critical incident/hazardous duty pay shall be increase to \$50 per week effective January 1, 2018.

MPPA PROPOSAL

HEALTH INSURANCE

ARTICLE 20

Replace first paragraph of 20.1 with the following:

20.1 Effective July 1, 2017, the City will pay 84% of the premium for the Blue Choice New England POS Plan or the Access Blue New England Plan family, two person or single plan for employees hired before July 1, 2012.

Current contract language thereafter

Add paragraph at end of article:

20.?????? The City will make available up to 5 slots on the payroll for deductions requested by the employee. The City will not discriminate in the uses of these payroll deduction slots.

MPPA PROPOSAL

SEVERANCE PAY

Article 31- Severance benefits

Add language

In recognition of prior service any bargaining unit member with twenty years of service, of which ten (10) must be with the City of Manchester, who retires after July 1 , 2017 will be paid a severance benefit of \$10,000. The City may withhold from this benefit such amounts that are necessary for contributions to the New Hampshire Retirement System

MPPA PROPOSAL

**ARTICLE 10
HOLIDAYS**

10.1 The following days shall be paid holidays for the bargaining unit members:

New Years' Day	Labor Day	Civil Rights Day
Columbus Day	Washington's Birthday	Veteran's Day
Memorial Day	Election Day	Independence Day
Thanksgiving Day	Christmas Day	<i>Fast Day</i>

10.2 Employees, assigned to the uniformed ranks of the Department or those whose functions require twenty-four (24) hours per day, seven (7) days per week operations, shall be compensated for the above holidays in lieu of being allowed time off on holidays. Such compensation shall be at straight time pay of one-fifth (1/5) of a regular week's pay.

10.3 Those employees who are assigned on a straight work week Monday through Friday on day shifts shall, whenever applicable, be allowed time off on the above holidays. In such instances, the employee shall receive his regular pay and shall not receive additional pay in lieu of the holiday.

10.4 If a holiday occurs within an employee's scheduled vacation period, the employee shall be given an extra day's pay

10.5 For the purpose of this Article, the holiday shall be the twenty-four (24) hour period commencing at 12:01 AM of that day.

10.6 Longevity steps shall be included in the payment for holidays, which are paid for in lieu of employees being allowed time off.

10.7.1 ~~Commencing on January 1, 1993, Bargaining unit members who are entitled to be compensated for holidays in lieu of being allowed time off,~~ **except parking control officers,** will be paid twice a year on the basis of the pay rate that was in effect on the date of the holidays involved. Payment will be made each year in the first pay period of June, to include New Year's Day, Civil Rights Day (Fast Day in 1993), Washington's Birthday and Memorial Day. The second pay period shall be the first pay period of December, including all remaining holidays. The Christmas holiday shall be paid in the employees Regular check following Christmas Day.

Appendix A

Qualifications for Achievement Steps

Current members of the MPPA bargaining unit will be grandfathered to assure those presently holding an A-Step status keep it at their current rank.

Upon ratification of the contract members ^{will} need to obtain ~~their criteria progressively with the exception being formal education~~ Post Secondary Education (degrees +) will carry forward through the ranks as outlined in Appendix A.

Bargaining unit members who attain any of the following shall be deemed to have achieved the "A-STEP."

Any certification or experience in a specialized area that brings added benefit to the assigned duties of the member's position (as solely determined by the Chief of Police).

Police Officer:

- An Associates Degree or higher in, Criminal Justice; Social Services; Business Management/Administration; Public Administration or Medical Sciences, i.e., RN, P.A., Paramedic, EMT (All employees currently having the EMT A-Step shall retain such A-Step whether or not licensed by the State of New Hampshire or by any other agency. New EMT's, after August 3, 2004, must be licensed by the State of New Hampshire).
- Certified Polygraph Examiners
- Certified Accident Reconstructionist
- 30 Continuing Education Units (CEU) from the NH Police Standards and Training Council [Courses required for Police Officers Certification shall not count]

Animal Control Officer I&II:

- An Associates Degree or higher in, Criminal Justice; Veterinary Sciences; Social Services; Business Management/Administration; Public Administration or Medical Sciences, ie, RN, P.A., Paramedic.

7/1/10 to 6/30/13

- or completes (pre-approved) six courses, six workshops or six seminars appropriate to assigned duties.

Parking Control Officer:

- An Associates Degree or higher in , Criminal Justice; Social Services; Business Management/Administration; Public Administration or Medical Sciences, i.e., RN, P.A., Paramedic
- or completes (pre-approved) six courses, six workshops or six seminars appropriate to assigned duties.

[NOTE]The following paragraph shall apply only to bargaining unit members who are hired after the date of ratification of this Agreement:

Achievement Pay Standards for each class of positions are grouped into three different kinds of categories:

1. Qualifying Additional Formal Education;
2. Qualifying Additional Specialized Training; and
3. Qualifying Additional Skills.

In order for an employee to advance into an Achievement Pay Grade, the employee must successfully complete ~~the required items within two (2) of the three (3) categories. One completed category of required items will~~ suffice to achieve an A-STEP provided the required items are proposed by the employee and/or bargaining unit representative and approve by the department head ~~and the Human Resources Director.~~ All employees shall be provided equal opportunity to pursue completion of Achievement Pay Standards appropriate to their assigned duties and responsibilities.

C

MPPA _____
City _____
Date _____

MPPA PROPOSAL

ARTICLE 7 GRIEVANCE PROCEDURE

7.1(A) A grievance is defined as a claim or dispute arising out of the application or interpretation of this Agreement, under express provisions of the Agreement, and shall be processed by following the steps described in this article.

7.1(B) For the purpose of this article, a "BUSINESS DAY" shall be defined as Monday through Friday with Holidays excluded.

7.2 STEP ONE: A member of the bargaining unit must first take up the grievance with his immediate supervisor. The immediate supervisor shall give his answer within ~~two (2)~~ **five (5)** business days.

7.3 STEP TWO: Failing adjustment by these parties, the grievant may, within ~~three (3)~~ **five (5)** business days, submit the grievance, which must be in writing and which must list the article and section violated and the specific grievance, to the Supervisor in charge of the Administration Division, *or in the case of a Parking Control Officer, to the Parking Division Supervisor*. The Supervisor in charge of Administration will render his decision within ~~three (3)~~ **five (5)** business days.

7.4 STEP THREE: Failing adjustment by these parties, the Supervisor in charge of Administration will:

1. Automatically forward the grievance referred to in Step 2 above, to the Chief of Police *or Finance Director, depending on chain of command*.
2. Forward a letter to MPPA notifying them of same;
3. The Chief *or Finance Director* will render his decision within seven (7) business days from the date on the above letter from the Supervisor in charge of Administration.

7.5(A) STEP FOUR: If the decision of the Chief of Police *or Finance Director* is not acceptable to the aggrieved member of the bargaining unit, the grievant and the union may submit the grievance to the City of Manchester's Chief Negotiator/Labor Contract Administrator for the scheduling of a pre-arbitration meeting. The grievance must be submitted to the Chief Negotiator/Labor Contract Administrator

within ten (10) business days from the date that the Chief of Police *or Finance Director* rendered his decision. The pre-arbitration meeting must be held within thirty (30) business days from the date that the Chief rendered his decision. This time limit may be extended upon mutual agreement of the parties.

In the event that the City does not respond within the allotted time period, absent an extension, it will be deemed denied

MPPA _____

City _____

Date _____

MPPA PROPOSAL

3/10/16

9.7

It is understood and agreed that the management of the department may schedule employees for less than six (6) days of training on off-duty days and the employees will only be paid for actual hours of training time, provided that employees shall be paid for a minimum of four (4) hours at ~~overtime~~ ~~straight tie-rate~~ for each training session.

MPPA PROPOSAL

Extra Duty Details

ARTICLE 12

EXTRA DETAILS

12.8(A) The hourly rate for an extra duty detail will be set at \$43.36 (pensionable) or \$54.33 (non-pensionable) per hour or any fraction of an hour with a minimum of four hours, ~~except~~ *including* for scholastic events ~~wherein the minimum will be three hours~~. The rate of pay for establishments serving alcohol after midnight and mandated by the Department to hire a detail for that event will be one and one half (1.5) times the normal rate of Yarger *Decker* salary schedule Grade 18 Step 13, plus twelve dollars (\$12.00) per hour. Any hours worked in excess of eight (8) hours on details shall be compensated for at one and one half (1.5) times the extra details rate as described above. Extra details performed on Christmas Eve, Christmas Day, New Years Eve, New Years day shall be paid at double the normal Extra Detail hourly rate as described above. Extra details performed on Thanksgiving Day, Memorial Day, July 4th, and Labor Day shall be paid at double the normal Extra Detail hourly rate as described above except for City athletic events.

The rate of pay for Extra Details in cases of declared strikes (company requests police presence during a labor dispute) shall be one and one half (1.5) times the normal Extra Details rate as specified above. It is expressly understood and agreed that declared strikes, by location, may be deemed priority Extra details and must *be* filled before any other Extra Details.

The City may deduct from the Extra Detail rates, paid to the bargaining unit member, as specified above *such* amounts as are necessary to pay the employer and the employee contributions to the New Hampshire Retirement System.

During peak detail season from May 1 to December 1 the detail cap will be raised to 30 hours per week. Emergency overtime, Training, and Court Time will not be

included in the cap. The definition of emergency overtime is overtime work in a division to fill a regular or mandatory work assignment. ,

MPPA PROPOSAL SUMMARY

	2017	2018	2019	Grand Total
COLA Salary	\$160,350	\$510,263	\$542,666	\$1,213,279
Merit Salary	\$220,661	\$212,888	\$158,003	\$591,552
Longevity Salary	\$44,431	\$78,607	\$50,971	\$174,009
Hazardous Duty Pay	\$263,228	\$336,885	\$67,377	\$667,490
Health Insurance	(\$27,233)			(\$27,233)
Severance Pay		\$287,936	\$26,176	\$314,112
Fast Day Holiday Pay	\$63,922	\$4,155	\$3,405	\$71,482
A-Steps	?	?	?	?
Overtime Pay	?	?	?	?
Extra Detail Pay	?	?	?	?
Effect on OT of COLA, Merit, Long	\$36,048	\$62,491	\$62,491	\$161,030
GRAND TOTAL	\$761,407	\$1,493,225	\$911,089	\$3,165,721

SUMMARY SALARY MERIT, LONGEVITY, COLA MPPA PROPOSAL

General Fund:

	2017	2018	2019	Grand Total
Police Budget Salaries	– \$611,723	\$911,582	\$666,058	\$2,189,363
Retirement	\$161,373	\$268,279	\$196,021	\$625,673
Medicare	\$8,870	\$13,218	\$9,657	\$31,745
Total Police Budget	\$781,966	\$1,193,079	\$871,736	\$2,846,781

Parking Enterprise:

Parking Salaries	\$19,947	\$9,326	\$10,061	\$39,334
Retirement	\$4,735	\$2,214	\$2,388	\$9,337
Social Security & Medicare	\$1,526	\$713	\$769	\$3,008
Total Parking Budget	\$26,208	\$12,253	\$13,218	\$51,679

GRAND TOTAL	\$808,174	\$1,205,332	\$884,954	\$2,898,460
--------------------	------------------	--------------------	------------------	--------------------

MPPA PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

198 Positions Used for Estimates - 196 Sworn Officers and 2 Animal Control Officers (Excluding PCO's Funded by Enterprise)

	FY 2017						TOTAL
	Fast Day	COLA - 1%	Hazardous Duty Pay-\$40	Merit	Long	OT	
Salary	\$49,068	\$123,092	\$205,920	\$170,806	\$34,637	\$28,200	\$611,723
Retirement (26.38%)	\$12,944	\$32,472	\$54,322	\$45,059	\$9,137	\$7,439	\$161,373
Medicare	\$711	\$1,785	\$2,986	\$2,477	\$502	\$409	\$8,870
Total	\$62,724	\$157,349	\$263,228	\$218,342	\$44,276	\$36,048	\$781,966
Grand Total	\$781,966						

NOTE: Retirement Rates Based Upon Actual Rates.

NOTE: Police Officer Complement includes grant salaries due to grant expiration and supplemental costs not covered by the COPS grant.

	FY 2018						TOTAL
	Fast Day	COLA - 3%	Hazardous Duty Pay-\$50	Merit	Long	OT	
Salary	\$3,124	\$382,733	\$257,400	\$160,947	\$59,598	\$47,780	\$911,582
Retirement (29.43%)	\$919	\$112,638	\$75,753	\$47,367	\$17,540	\$14,062	\$268,279
Medicare	\$45	\$5,550	\$3,732	\$2,334	\$864	\$693	\$13,218
Total	\$4,089	\$500,921	\$336,885	\$210,648	\$78,002	\$62,534	\$1,193,079
Grand Total	\$1,193,079						

NOTE: Retirement Rates Based Upon Preliminary Projections and are estimates.

NOTE: Police Officer Complement includes grant salaries due to grant expiration and supplemental costs not covered by the COPS grant.

MPPA PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

198 Positions Used for Estimates - 196 Sworn Officers and 2 Animal Control Officers (Excluding PCO's Funded by Enterprise)

	FY 2019							TOTAL
	Fast Day	COLA - 3%	Hazardous Duty Pay-\$50	Merit	Long	OT		
Salary	\$2,556	\$407,098	\$51,480	\$118,920	\$38,224	\$47,780	\$666,058	
Retirement (29.43%)	\$752	\$119,809	\$15,151	\$34,998	\$11,249	\$14,062	\$196,021	
Medicare	\$37	\$5,903	\$746	\$1,724	\$554	\$693	\$9,657	
Total	\$3,345	\$532,810	\$67,377	\$155,643	\$50,028	\$62,534	\$871,736	
Grand Total	\$871,736							

NOTE: Retirement Rates Based Upon Preliminary Projections and are estimates.

NOTE: Police Officer Complement includes grant salaries due to grant expiration and supplemental costs not covered by the COPS grant.

MPPA PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

198 Positions Used for Estimates - 196 Sworn Officers and 2 Animal Control Officers (Excluding PCO"s Funded by Enterprise)

FY 2017	Eligible for Possible Retirement - 10 yrs
Salary	
Retirement (26.38%)	
Medicare	
Total	\$0

Note: Retirement calculations are based upon actual rates.

FY 2018	Eligible for Possible Retirement - 10 yrs
Salary	\$50,000
Retirement (29.43%)	\$14,715
Medicare	\$725
Total	\$65,440

NOTE: Retirement Rates Based Upon Preliminary Projections and are estimates.

NOTE: Cost estimates do not include sick and vacation pay out for retirements. Sick and Vacation hours usually amount to 1,118 hours that get multiplied by employee's hourly rate.

MPPA PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

198 Positions Used for Estimates - 196 Sworn Officers and 2 Animal Control Officers (Excluding PCO's Funded by Enterprise)

FY 2019	Eligible for Possible Retirement - Retirement - 10 20 yrs yrs
Salary	\$20,000
Retirement (29.43%)	\$0 \$5,886
Medicare	\$0 \$290
Total	\$0 \$26,176

NOTE: Retirement Rates Based Upon Preliminary Projections and are estimates.

NOTE: Cost estimates do not include sick and vacation pay out for retirements. Sick and Vacation hours usually amount to 1,118 hours that get multiplied by employee's hourly rate.

MPPA PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

6 Parking Control Officers Covered Under MPPA But Budgeted and Paid by Parking Enterprise

	FY 2017					Total
	7% Grade Increase	Fast Day	COLA - 1%	Merit	Long	
Salary	\$14,868	\$912	\$2,284	\$1,765	\$118	\$19,947
Retirement (23.74%)	\$3,530	\$216	\$542	\$419	\$28	\$4,735
Social Security & Medicare	\$1,137	\$70	\$175	\$135	\$9	\$1,526
Total	\$19,535	\$1,198	\$3,001	\$2,319	\$155	\$26,208
Grand Total						\$26,208

NOTE: Retirement Rates Based Upon Actual Rates.

	FY 2018					Total
	Fast Day	COLA - 3%	Merit	Long	Total	
Salary	\$50	\$7,110	\$1,705	\$461	\$9,326	
Retirement (23.74%)	\$12	\$1,688	\$405	\$109	\$2,214	
Social Security & Medicare	\$4	\$544	\$130	\$35	\$713	
Total	\$66	\$9,342	\$2,240	\$605	\$12,253	
Grand Total						\$12,253

NOTE: Retirement Rates Will Increase

MPPA PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

6 Parking Control Officers Covered Under MPPA But Budgeted and Paid by Parking Enterprise

	FY 2019					Total
	Fast Day	COLA - 3%	Merit	Long	Total	
Salary	\$46	\$7,501	\$1,796	\$718	\$10,061	
Retirement (23.74%)	\$11	\$1,781	\$426	\$170	\$2,388	
Social Security & Medicare	\$3	\$574	\$137	\$55	\$769	
Total	\$60	\$9,856	\$2,360	\$943	\$13,218	
Grand Total	\$13,218					

NOTE: Retirement Rates Based Upon Preliminary Projections and are estimates.

AFSCME FACILITIES PROPOSED CONTRACT - SALARY COSTS

13 Positions Used for Estimates

	1%	FY 2017	
	COLA	Merit	Long
Salary	\$7,285	\$3,429	\$2,937
Retirement (23.74%)	\$1,730	\$814	\$697
Social Security & Medicare	\$557	\$262	\$225
Total	\$9,572	\$4,505	\$3,858
Grand Total	\$17,935		

Note: Retirement rates may increase for FY 2018

AFSCME HEALTH PROPOSED CONTRACT - SALARY COSTS

43 Positions Used for Estimates

	1%	FY 2017	
	COLA	Merit	Long
Salary	\$19,809	\$18,537	\$4,630
Retirement (23.74%)	\$4,703	\$4,401	\$1,099
Social Security & Medicare	\$1,515	\$1,418	\$354
Total	\$26,027	\$24,355	\$6,083
Grand Total	\$56,466		

Note: Retirement rates may increase for FY 2018

AFSCME FLEET PROPOSED CONTRACT - SALARY COSTS

17 Positions Used for Estimates

	1%	FY 2017	
	COLA	Merit	Long
Salary	\$8,886	\$5,340	\$1,465
Retirement (23.74%)	\$2,109	\$1,268	\$348
Social Security & Medicare	\$680	\$409	\$112
Total	\$11,675	\$7,017	\$1,925
Grand Total	\$20,617		

Note: Retirement rates may increase for FY 2018



Local 298

Highway, EPD, Traffic, Parks, Health,
Housing, Central Fleet Garage
And Facilities

Tentative Agreement

September 7, 2016

AFSCME Local 298 makes the following proposal for the Central Fleet Services Division to the City of Manchester:

- Term:** One year covering July 1, 2016 through June 30, 2017
- Wages:** 1% COLA including merit and longevity steps retroactive to July 1, 2016
- Other:** Eliminate any and all "Me Too" clauses

Continue Negotiations on a long term Agreement.

A handwritten signature in blue ink, appearing to read 'Dennis Bourgeois', is written over a horizontal line.

Dennis Bourgeois

President

AFSCME Local 298

A handwritten signature in blue ink, appearing to read 'Daniel Cocuzzo', is written over a horizontal line.

Daniel Cocuzzo

Chief Negotiator

City of Manchester



Local 298

Highway, SPD, Traffic, Parks, Health,
Housing, Central Fleet Garage
And Facilities

Tentative Agreement

September 7, 2016

AFSCME Local 298 makes the following proposal for the Facilities Division to the City of Manchester:

- Term:** One year covering July 1, 2016 through June 30, 2017
- Wages:** 1% COLA including merit and longevity steps retroactive to July 1, 2016
- Other:** Eliminate any and all "Me Too" clauses

Continue Negotiations on a long term Agreement.

A handwritten signature in blue ink that reads "Dennis Bourgeois". The signature is written in a cursive style and is positioned above a horizontal line.

Dennis Bourgeois
President
AFSCME Local 298

A handwritten signature in blue ink that reads "Daniel Cocuzzo". The signature is written in a cursive style and is positioned above a horizontal line.

Daniel Cocuzzo
Chief Negotiator
City of Manchester



Local 298

Highway, EPD, Traffic, Parks, Health,
Housing, Central Fleet Garage
And Facilities

Tentative Agreement

September 7, 2016

AFSCME Local 298 makes the following proposal for the Health Department to the City of Manchester:

- Term:** One year covering July 1, 2016 through June 30, 2017
- Wages:** 1% COLA including merit and longevity steps retroactive to July 1, 2016
- Other:** Eliminate any and all "Me Too" clauses

Continue Negotiations on a long term Agreement.

Dennis Bourgeois

President

AFSCME Local 298

Daniel Cocuzzo

Chief Negotiator

City of Manchester

Timothy M. Soucy, MPH, REHS
Public Health Director



Anna J. Thomas, MPH
Deputy Public Health Director

CITY OF MANCHESTER
Health Department

September 2, 2016

Mayor Ted Gatsas and Board of Aldermen
One City Hall Plaza
Manchester, New Hampshire 03101

RE: New Hampshire's Section 1115 Research and Demonstration Transformation Waiver

Dear Mayor Gatsas and Board of Aldermen

The Manchester Health Department has been an active participant in the Region Four 1115 Research and Demonstration Transformation Waiver project. The purposes of the Transformation Waiver are to deliver integrated physical and behavioral health care that better addresses the needs of the community; expand access to behavioral health care in the most appropriate setting; reduce gaps in care during transitions across care settings by improving coordination across providers and linking patients with community supports; to prompt resources for addressing the on-going opioid addiction crisis impacting the State of New Hampshire and to strengthen the State's strained mental health care delivery system.

The State of New Hampshire is requiring that the Board of each organization that wants to be part of the proposed regional Integrated Delivery Network (IDN) complete a Certificate of Authorization stating such, and formally designating Catholic Medical Center as the lead.

I have included a draft resolution and Certificate of Authorization for your review and am available to answer any questions that the Board may have.

Sincerely,

Timothy Soucy, MPH, REHS
Public Health Director

Attachments (2)

WHEREAS, on January 5, 2016, the Centers for Medicare and Medicaid Services (“CMS”) approved New Hampshire’s Section 1115 Research and Demonstration Transformation Waiver, #11-W-00301/1 (the “Transformation Waiver”) to access new federal funding to help transform its behavioral health delivery system; and

WHEREAS, the purposes of the Transformation Waiver are to deliver integrated physical and behavioral health care that better addresses the needs of the community; expand access to behavioral health care in the most appropriate setting; reduce gaps in care during transitions across care settings by improving coordination across providers and linking patients with community supports; to prompt resources for addressing the on-going opioid addiction crisis impacting the State of New Hampshire (the “State”) and to strengthen the State’s strained mental health care delivery system; and

WHEREAS, the City of Manchester desires to participate as a member of the Region 4 Integrated Delivery Network (“IDN”), which includes the greater Derry and Manchester areas; and

WHEREAS, the State has selected Catholic Medical Center (“CMC”) to serve as the Administrative Lead Organization for the Region 4 IDN and as part of the contract process obtain from each member entity in the Region 4 IDN a Certificate of Authorization.

NOW THEREFORE, the Board of Mayor and Aldermen of the City of Manchester adopts the following resolutions:

RESOLVED: That participating in the Region 4 IDN is in the best interests of the City of Manchester and the community it serves, and that the City of Manchester is hereby authorized to participate.

RESOLVED: That the Board of Mayor and Aldermen of the City of Manchester is authorized to execute a Certificate of Authorization confirming its participation in the Region 4 IDN and authorizing CMC, as the Administrative Lead Organization, to enter into contracts with the State, receive and distribute funds, and perform all other actions required as the Administrative Lead Organization for the Region 4 IDN.

RESOLVED: That the Board of Mayor and Aldermen of the City of Manchester is authorized to negotiate, execute and deliver on behalf of the City of Manchester, the Certificate of Authorization and such other documentations, agreements, other instruments, and any amendments, revisions, or modifications thereto, as deemed necessary, desirable, and appropriate, as well as to make such actions as are necessary, desirable, and appropriate in their discretion, to effect the foregoing resolutions.

RESOLVED: To ratify, confirm and approve all of the actions of the Board of Mayor and Aldermen of the City of Manchester performed for and on behalf of the City of Manchester in connection with the foregoing resolutions.

RESOLVED: That a copy of these resolutions be entered with the minutes and corporate records of the City of Manchester.

CERTIFICATE OF AUTHORIZATION
Integrated Delivery Network: Member Entity

- 1) I, _____, hereby certify that I am the
(Name of individual signing on behalf of Member Entity)
duly elected/appointed _____ of _____.
(Title/Position of individual) (Member Entity)
- 2) I hereby certify that _____, as a member of the
(Member Entity)

Region 4 Integrated Delivery Network (“IDN”) hereby authorizes Catholic Medical Center to act on our behalf as the Administrative Lead for the Region 4 IDN and further authorizes Catholic Medical Center to enter into contracts, receive and distribute funds, and perform all other actions required as the Administrative Lead for Region 4 IDN pursuant to the Building Capacity for Transformation Section 1115(2) Medicaid Waiver, #11-W-00301/1 Integrated Delivery Network Administrative Lead contract.

- 3) The statements in this authorization are accurate and binding, and remain in full force and effect as of the date of this document.
- 4) The undersigned entity, as a member of the Region 4 IDN understands and agrees that the State of New Hampshire will rely on these statements when contracting with Catholic Medical Center. This grant of authorization to Catholic Medical Center shall be binding through the life of the Building Capacity for Transformation Section 1115(2) Medicaid Waiver, #11-W-00301/1 Integrated Delivery Network Administrative Lead contract and shall survive its termination.

Signature of Elected/Appointed Officer _____

State of _____

County of _____

On this ____ day of _____, 2016, before the undersigned officer personally appeared the person identified as _____ or
(Name of individual signing on behalf of Member Entity)

satisfactorily proven to be _____ and
(Name of individual signing on behalf of Member Entity)

acknowledged that s/he executed the foregoing instrument in the capacity indicated above.

Notary Public/Justice of the Peace

My Commission Expires: _____

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

September 8, 2016

Board of Mayor and Alderman
c/o City Clerk
One City Hall Plaza
Manchester, NH 03101

Subject: Request for Legal Services

Dear Mayor and Board of Alderman,

EPD respectfully requests the use of specialized legal services to assist us with contesting the draft MS-4 Stormwater permit being implemented by EPA. Administrative Ordinance 30.06 requires Board of Mayor and Alderman approval to utilize outside legal services.

A coalition of 40 NH communities has been contesting the MS-4 permit dating back to 2008. This overly regulated stormwater permit could potentially cost the City tens of millions of dollars in compliance costs. We propose to use Sheehan Phinney Bass + Green as our local firm partnered with Hall & Associates from Washington, DC to assist us with contesting this permit. Hall & Associates have provided specialized environmental legal services in over 35 states. They assisted Manchester in 2011 in reviewing our inter-municipal wastewater agreements. We used Hall & Associates again in 2013 partnered with Sheehan Phinney Bass + Green to assist with the coalition's initial MS4 permit comments. We anticipate their legal costs will be under \$15,000 and EPD has sufficient funds in our budget to pay for these services. We have reviewed this proposal for legal services with the City Solicitor and have received their conditional approval.

If you have any questions regarding this request to use outside legal services, or require any additional information, please feel free to contact me at your convenience.

Sincerely,

Frederick J. McNeill, P.E.
Chief Engineer

Cc: Mr. Thomas R. Clark, Esq.

*Daniel A. Goonan
Chief of Department*



*Richard P. McGahey
Assistant Chief*

City of Manchester
Fire Department

September 9, 2016

Honorable Board of Mayor and Aldermen
Alderman Long, Chairman
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester NH 03101

RE: Request for Safe Station funding

Dear Chairman Long and Honorable Members:

I am writing to request funding to cover expenses related to night and weekend support for the Safe Station program. These funds will be used to support a Credentialed Social Worker provided by Serenity Place to do initial intake, crisis intervention and transportation to the Helping Hands Respite.

In our first 4 months of operating Safe Station we have had over 450 people participate in the program with approximately 200 seeking assistance between the hours of 8pm and 8am. This timeframe is outside normal business hours for Serenity Place and requires on-call staffing response.

Attached is a letter from Stephanie Bergeron, Interim CEO of Serenity Place that will outline the program.

We are anticipating an annual cost of approximately \$25,000. I am requesting that a Safe Station project be set up to support this program.

Respectfully,

Daniel A. Goonan, Chief



September 9, 2016

Safe Station Afterhours Protocol

Serenity Place is currently providing an outpatient day treatment program which includes case management services through its Wrap program from 9:00 AM – 3:00 PM to individuals seeking assistance through Safe Station. Serenity Place is also providing credentialed staff members to pick up individuals at the designated station to transport the individual to Serenity Place for the day Wrap program or to Helping Hands for afterhours calls. The Serenity Place staff member will provide a brief informed consent to the individual outlining how the program works as well as crisis intervention services if necessary. The Wrap program staff picking individuals up from a station beyond Wrap operating hours will receive a stipend for the pickup. The stipend will be \$50 per after hours pick up. These hours are 8:00 PM – 8:00 AM.



September 8, 2016

Mr. William Sanders
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Parking Assessment District
STAKEHOLDER INPUT

Dear Mr. Sanders:

We have recently completed our work on behalf of the city in connection with the exploration of a Parking Assessment District for the Millyard. This letter will summarize our work to date, recommendations, and understanding of the consensus of the stakeholders. Under separate cover, we will transmit copies of our August 30 presentation to stakeholders. We have previously transmitted the model we developed for the assessment in Excel format to your office and to the stakeholder group. We have also transmitted a copy of the assessment plan in draft form.

At the June 28 BMA meeting, we made a presentation of the proposed assessment calculations based on a hypothetical improvement program to demonstrate how the formula might work and how relative assessment calculations might be derived. We were directed by the Board to return to the stakeholders and present our findings. We organized a meeting for August 30 that was attended by representatives of 82% of the property ownership in the proposed assessment district along with a number of City staff representatives.

We presented our findings to the stakeholder group, along with proposed calculation methods. The comments we received indicated that the group in general felt:

- that the data from the assessor's office had some inherent weaknesses when applied to the parking assessment, particularly with respect to land use designations.
- that the high relative cost of \$30,000 per space is not acceptable. The stakeholders are willing to consider an assessment if an alternate could be developed at \$15,000 per space. (LMG's opinion is that the probability of achieving this as an "all in" cost for "new" parking would be low).
- that until an incremental analysis was completed to make certain that "low hanging fruit" and low cost on street or surface parking space efficiencies were considered, a high cost garage solution was premature. The stakeholders have requested that LMG coordinate a work program with local engineers to undertake an inventory of opportunities in the Millyard.
- we should create options that would assess based on the number of users of new facilities rather than building square footage or land use.
- most importantly, that the Millyard property owners would like to propose an alternative plan and contribute financially to a solution. However, they feel that expanding businesses in the Millyard is economic development for the City and the City should contribute as well.

The BMA was represented by Alderman Long at the meeting, who indicated that there was a desire from the BMA to more clearly understand the commitment from the Millyard owners before the City would act. He encouraged the owners to present a proposal for the BMA to consider. The consensus of the group as a whole was to stop any further action on the assessment district in deference to consideration of a proposal by the Stakeholder group. Therefore,



2420 E. Sunrise Blvd. #90
Fort Lauderdale, FL 33304

C: (321) 302-2930
O: (954) 990-7510

Website: lansingmelbournegroup.com
Email: PFlotz@LMGroup.us



this letter will conclude our scope of work and complete this assignment.

Regrettably I am unable to attend the meeting of the Mayor and Aldermen on September 20 but if requested I can make myself available for the October 4. We look forward to continued service to the Mayor and Aldermen in the future.

Sincerely,
LANSING MELBOURNE GROUP, LLC

A handwritten signature in black ink that reads 'Peter Flotz'. The signature is fluid and cursive, with the first and last names clearly legible.

Peter Flotz
Managing Member

Cc: Alderman Pat Long
Mr. Robert Tuttle



2420 E. Sunrise Blvd. #90
Fort Lauderdale, FL 33304

C: (321) 302-2930
O: (954) 990-7510

Website: lansingmelbournegroup.com
Email: PFlotz@LMGroup.us

City of Manchester New Hampshire

In the year Two Thousand and

AN ORDINANCE

MUNICIPAL AND TRANSPORTATION IMPROVEMENT FUND

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

1. Pursuant to the provisions of RSA 261:153 VI (a) and RSA 34, there is hereby established a municipal and transportation improvement fund. This fund shall be comprised of the additional motor vehicle registration fees authorized by the Board of Mayor and Aldermen on June 2, 1998.
2. This fund is to be used for the purposes set forth in RSA 261.
3. This fund shall be non-lapsing, kept in a separate account and shall not be intermingled with other funds of the City. Any interest earned shall accrue to and become a part of the fund.
4. These funds shall be appropriated by the City through the annual budget process.

This ordinance shall be effective July 1, 2016.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Five Hundred Eighty Nine Thousand Six Hundred Eighty Five Dollars (\$589,685) for the 2017 CIP 310117 FY2017 Buses.”

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 Eighty Nine Thousand Six Hundred Eighty Five Dollars (\$589,685) 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,

<u>Purpose</u>	<u>Amount</u>
2017 – 310117 FY2017 Buses	\$589,685

It is hereby declared that the maintenance to be financed by said bonds, notes or lease purchases have a useful life in excess of 7 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 Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Five Hundred Eighty Nine Thousand Six Hundred Eighty Five Dollars (\$589,685) for the 2017 CIP 310117 FY2017 Buses.”

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 Sixteen

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Dollars (\$2,000,000) for the 2017 CIP 714017 FY2017 Deferred Maintenance.”

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 Two Million Dollars (\$2,000,000) 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,

<u>Purpose</u>	<u>Amount</u>
2017 – 714017 FY2017 Deferred Maintenance	\$2,000,000

It is hereby declared that the maintenance to be financed by said bonds, notes or lease purchases have a useful life in excess of 15 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 Sixteen

A RESOLUTION

"Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Dollars (\$2,000,000) for the 2017 CIP 714017 FY2017 Deferred Maintenance."

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 Sixteen

A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Seven Hundred Twenty Nine Thousand Dollars (\$729,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

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

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Seven Hundred Twenty Nine Thousand Dollars from the balance of bonds authorized as follows:

Section 1.

From:

CIP 310815, Manchester School of Technology Phase 1

Amount Transferred: \$729,000

Original Resolution Adopted: March 3, 2015

Original Amount: \$1,800,000

To: CIP 310217, Deferred Maintenance in Manchester School District
\$729,000

Section 2. Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Forty Eight Thousand Dollars (\$48,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

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

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Forty Eight Thousand Dollars from the balance of bonds authorized as follows:

Section 1.

From:

CIP 310715, Webster St. School Open Classroom Elimination

Amount Transferred: \$48,000

Original Resolution Adopted: March 3, 2015

Original Amount: \$675,000

To: CIP 310217, Deferred Maintenance in Manchester School District
\$48,000

Section 2. Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Authorizing the Finance Officer to effect a transfer of Four Hundred Thirty Three Thousand Dollars (\$433,000) for the 2017 CIP 310217 Deferred Maintenance in Manchester School District.”

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

That: Pursuant to RSA 33:33-a there is hereby authorized to be expended for purposes stated in Section 3 of the Municipal Finance Act, the sum of Four Hundred Thirty Three Thousand Dollars from the balance of bonds authorized as follows:

Section 1.

From:

CIP 310615, Beech St. School Open Classroom Elimination

Amount Transferred: \$433,000

Original Resolution Adopted: March 3, 2015

Original Amount: \$4,590,000

To: CIP 310217, Deferred Maintenance in Manchester School District
\$433,000

Section 2. Resolved, that this Resolution shall take effect upon its passage.

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Amending the FY 2015 and FY 2017 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Million Two Hundred Ten Thousand Dollars (\$1,210,000) for the FY2017 CIP 310217 Deferred Maintenance in Manchester School District.”

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

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

WHEREAS, the Board of Mayor and Aldermen wishes to transfer of unused Bond funding from FY15 projects to be used for deferred maintenance items;

NOW, THEREFORE, be it resolved that the 2015 and 2017 CIPs be amended as follows:

By decreasing:

FY2015 CIP 310615 – Beech St. School Open Classroom Elimination - \$433,000 Bond
FY2015 CIP 310715 – Webster St. School Open Classroom Elimination - \$48,000 Bond
FY2015 CIP 310815 – Manchester School of Technology Phase 1 - \$729,000 Bond

By adding:

FY2017 CIP 310217 – Deferred Maintenance in Manchester School District - \$1,210,000 Bond

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

City of Manchester New Hampshire

In the year Two Thousand and Sixteen

A RESOLUTION

“Amending the FY 2016 and 2017 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Million Two Hundred Thousand Dollars (\$1,200,000) for the FY 2017 CIP 611217 267 Wilson Street Recovery Housing Project.”

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

WHEREAS, the Board of Mayor and Aldermen has approved the 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 set-aside project balances from previous years;

WHEREAS, the Board of Mayor and Aldermen wishes to transfer two HOME Housing Initiatives project balances from previous years;

WHEREAS, the Board of Mayor and Aldermen wishes to transfer unprogrammed HOME funds;

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

By transferring:

FY2016 CIP 610716 HOME CHDO Set-Aside - \$69,900 HOME
FY2017 CIP 610317 HOME CHDO Set-Aside - \$70,907 HOME
FY2016 CIP 610816 HOME Housing Initiatives - \$298,946 HOME
FY2017 CIP 610517 HOME Housing Initiatives -\$370,802 HOME
FY2017 Unprogrammed HOME Funds - \$389,445 HOME

By adding:

FY 2017 CIP 611217 267 Wilson Street Recovery Housing Project - \$1,200,000 HOME

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

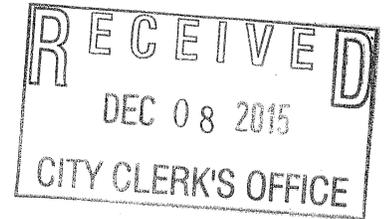
Thomas R. Clark
City Solicitor



Peter R. Chiesa
Gregory T. Muller
John G. Blanchard
Jeremy A. Harmon

Thomas I. Arnold, III
Deputy City Solicitor

CITY OF MANCHESTER
Office of the City Solicitor



December 8, 2015

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

Re: Michael S. Olszta Allegation of a Violation of the City Charter

Ladies and Gentlemen:

On September 8, 2015 Michael s. Olszta delivered to the City Clerk a letter addressed to the City of Manchester, Attention: Mayor Ted Gatsas alleging that Aldermen Ron Ludwig and Barbara Shaw “violated their oaths by violating the Charter Provision Section 9.03 Standards of Conduct Letter (e).” On September 10, 2015 the Mayor referred the allegation to the City Solicitor, pursuant to Charter Section 8.15(c). Charter Section 8.15(c) requires that the chief legal officer of the City report findings on the allegation to the Mayor and Board of Aldermen within ninety days.

The substance of Mr. Olszta’s allegation is that Alderman Ludwig and Alderman Shaw violated the Charter’s Standards of Conduct when they voted in favor of the “Teacher’s Contract.” The City Solicitor’s findings on the allegation are as follows:

The pertinent facts involved are well known. As set forth in the attached August 4, 2015 minutes of the Board of Mayor and Aldermen and the attached draft minutes of the September 1, 2015 minutes of the Board of Mayor and Aldermen, Aldermen Ludwig and Shaw abstained from or participated in a number of votes regarding the ratification of a Tentative Agreement between the Manchester Board of School Committee and the Manchester Certified Instructors NEA-NH Association.

Alderman Ludwig has publicly acknowledged that his wife is employed as a teacher by the Manchester School District. Alderman Shaw has also publicly acknowledged that her daughter is employed by the Manchester School District as a teacher.

One City Hall Plaza • Manchester, New Hampshire 03101 • (603) 624-6523 • FAX: (603) 624-6528
TTY: 1-800-735-2964

E-Mail: solicitor@manchesternh.gov • Website: www.manchesternh.gov

Section 9.03(e) of the Manchester City Charter in pertinent part provides:

Conflict of Interest. No City official shall participate in the decision – making process of any matter in which the official or a member of the official’s immediate family has a direct personal or financial interest. Any official who believes such an interest exists shall disclose such interest and shall not participate in the matter further ...

Manchester City Charter Section 9.02(b) defines City official to include alderman. Section 9.02(d) of the Charter, in pertinent part provides “Financial interest. A monetary or pecuniary interest in a ... matter, whether direct or indirect, not shared by the public at large. A City official shall have a financial interest in the affairs of immediate family members ...”

Alderman Ludwig’s wife and Aldermen Shaw’s daughter, being teachers in the Manchester School District, had a monetary or pecuniary interest in the ratification of the Tentative Agreement between the Manchester Board of School Committee and the Manchester Certified Instructors NEA-NH Association that is not shared by the public at large. A spouse or a daughter is an immediate family member as defined by the Charter. As a result Aldermen Ludwig and Alderman Shaw had immediate family members with a direct pecuniary interest in the Tentative Agreement.

Respectfully,



Thomas I. Arnold, III
Deputy City Solicitor

8/4/15 BMA

- 22.** Ratification of a tentative agreement between the Manchester Board of School Committee and the Manchester Education Association.
(Note: Attached is a three-year financial analysis of the contract submitted by the Finance Director.)

Heather Freeman, Assistant City Clerk, answered the motion is to ratify the contract between the MEA and the Board of School Committee.

Aldermen O'Neil, Katsiantonis, Barry, Craig, Long, Sapienza, and Corriveau voted yea. Aldermen Levasseur, Hirschmann, and Roy voted nay. Aldermen Shea, Shaw, and Ludwig abstained. The motion carried.

Mayor vetoed.

***Alderman O'Neil** moved to override the veto. **Alderman Craig** duly seconded the motion.*

***Alderman O'Neil** requested a roll call vote on the motion to override the veto and encouraged the three who abstained or voted against to consider joining the override. Aldermen O'Neil, Katsiantonis, Barry, Craig, Long, Sapienza, and Corriveau voted yea. Aldermen Levasseur, Shea, Hirschmann, and Roy voted nay. Aldermen Shaw and Ludwig abstained. The motion failed.*

9/1/15 BMA

Alderman Long moved for reconsideration of ratification of the teacher's contract. **Alderman O'Neil** duly seconded the motion. Alderman Long requested a roll call vote. Aldermen Long, Roy, Sapienza, Corriveau, O'Neil, Levasseur, Shea, Katsiantonis, Shaw, Barry, Gamache, Hirschmann, Craig, and Ludwig voted yea.

Alderman Long moved to ratify the contract between the teachers and the Board of School Committee. **Alderman Craig** duly seconded the motion.

Mayor Gatsas called for a vote on the motion to ratify the teacher contract. Alderman Long requested a roll call vote. Aldermen Long, Sapienza, Corriveau, O'Neil, Katsiantonis, Shaw, Barry, Gamache, Craig and Ludwig voted yea. Aldermen Roy, Levasseur and Shea voted nay. Alderman Hirschmann abstained. The motion carried.

Alderman O'Neil moved to override the veto and requested a roll call vote. **Alderman Craig** duly seconded the motion.

Mayor Gatsas called for a vote. Aldermen O'Neil, Levasseur, Katsiantonis, Barry, Gamache, Craig, Ludwig, Long, Sapienza and Corriveau voted yea. Aldermen Shea and Roy voted nay. Alderman Hirschmann abstained. The motion carried.