

# AGENDA

## BOARD OF MAYOR AND ALDERMEN

November 01, 2016  
Mayor and all Aldermen

7:30 p.m.  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)

1. Mayor Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Presentation by Anthem on medical and pharmacy claim utilization.

### **CONSENT AGENDA (ITEMS 4-18)**

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

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

5. Sidewalk Petitions:  
  
376 N Bend Drive  
395 N Bend Drive

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

6. Communication from Xfinity regarding program and service changes.

## **REFERRALS TO COMMITTEES**

### **COMMITTEE ON FINANCE**

7. "Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Seventy Thousand Dollars (\$70,000) for the FY 2017 CIP 611517 Hazardous Building Demolition Project."

"A Resolution "Rescinding \$1,210,000 of Bonds, Notes or Lease Purchases of a Bond Resolution for 2017 CIP 310217 which authorized \$1,210,000 of Bonds, Notes or Lease Purchases, so as to endorse the issuance of a bond authorization in the amount of \$1,210,000.""

## **REPORTS OF COMMITTEES**

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

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

12. Advising that the reports submitted regarding Amber's Place Operating Support project have been accepted.  
*(Unanimous vote with the exception of Alderman Levasseur who was absent)*

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

13. Advising that the discussion regarding rental of single family homes has been received and filed.  
*(Unanimous vote with the exception of Alderman Levasseur who was absent)*
14. Advising that the request to appeal restrictions placed on KC's Rib Shack's business license has been received and filed.  
*(Aldermen Sapienza, Shea and Cavanaugh voted yea, Alderman Pappas voted nay and Alderman Levasseur was absent)*
15. Recommending that the request from the Human Resources Director to use the City seal for materials to be distributed to City employees produced by Manchester Community College and UNH be approved.  
*(Unanimous vote with the exception of Alderman Levasseur was absent)*
16. Recommending that the Lease Agreement between the City and Sprint for 230 Hackett Hill Road be approved.  
*(Unanimous vote with the exception of Alderman Levasseur was absent)*

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

17. Recommending that the City-owned property known as Tax Map 218, Lot 21, Crescent Lane, be deemed surplus; the Tax Collector seek sealed bids; with a minimum bid set \$12,000; and with the restriction that the parcels be merged.  
*(Unanimous vote)*
18. Recommending that the JFK Arena locker room #2 be named after former commissioner George "Butch" Joseph.  
*(Unanimous vote)*

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

**REGULAR BUSINESS**

19. Nomination(s) to be presented by Mayor Gatsas, if available.
20. Legislative Update, if available.
21. Community Revitalization Tax Relief Incentive Application for property located at 922 Elm Street.  
**Ladies and Gentlemen, what is your pleasure?**
22. Report(s) of the Committee on Community Improvement, if available.  
**Ladies and Gentlemen, what is your pleasure?**
23. A motion is in order to recess the meeting to allow the Committee on Finance to meet.
24. Mayor Gatsas calls the meeting back to order.
25. Report(s) of the Committee on Finance, if available.  
**Ladies and Gentlemen, what is your pleasure?**
26. Report(s) of the Committee on Human Resources/Insurance, if available.  
**Ladies and Gentlemen, what is your pleasure?**
27. Report(s) of the Committee on Public Safety, Health and Traffic, if available.  
**Ladies and Gentlemen, what is your pleasure?**

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

"Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Seventy Thousand Dollars (\$70,000) for the FY 2017 CIP 611517 Hazardous Building Demolition Project."

"A Resolution "Rescinding \$1,210,000 of Bonds, Notes or Lease Purchases of a Bond Resolution for 2017 CIP 310217 which authorized \$1,210,000 of Bonds, Notes or Lease Purchases, so as to endorse the issuance of a bond authorization in the amount of \$1,210,000.""

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

**29. 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.)*

- 30.** Proposed Agreement between the City and the Manchester Association of Police Supervisors.  
*If the Board so desires, a motion would be in order to ratify and layover.  
(Note: Tabled 10/18/16)*

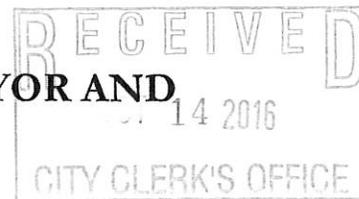
- 31.** Communication from the Board of School Committee requesting that funds in the amount of \$148,375 from the Candia settlement agreement be applied to the healthcare expendable trust.  
*(Note: Tabled 10/4/16)*

**ADJOURNMENT**

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



TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:



I/we, Michael and Caroline Delaney, the  
*Name(s)*

owner(s) of the real estate abutting upon 376 N. Bend Drive  
*Street Address*

Manchester, NH  
*Zip Code*

Description (including footage): Our street is under construction and curb has been removed. We would like to participate in the 50/50 program and split cost with the city to install granite curbing. Our curbing is approximately 210 sq feet with a break in the curb for our driveway.

desire that:

- A sidewalk be constructed along said frontage
- A sidewalk be reconstructed along said frontage
- <sup>(granite)</sup> 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: Michael Delaney  
*Owner*

Carrie Delaney  
*Owner*

376 N. Bend Drive, Manchester, NH 03104  
*Mailing Address*

Phone #: 674 4036

Date: 10/14/16

Received

OCT 24 2016



City Clerk's Office

TO THE HONORABLE BOARD OF MAYOR AND ALDERMEN:

Received

I/we, JIM & DARLENE CONLEY, the  
Name(s)

owner(s) of the real estate abutting upon 395 N. BEND DRIVE  
Street Address

Manchester, NH 03104  
Zip Code

Description (including footage): 93 LINEAR FEET OF STRAIGHT GRANITE CURB. ALSO, ADD 7.0 LINEAR FEET OF 1/2 HEIGHT GRANITE CURB IN FRONT OF WALKWAY. WE WILL RAISE WALKWAY TO BE LEVEL W/ 1/2 HEIGHT 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: James A Conley  
Owner

D. L. Conley  
Owner

\_\_\_\_\_  
Mailing Address

Phone #: (603) 622-5572

Date: 22 OCT 2016



**City Clerk's Office**

**OCT 20 2016**

**RECEIVED**

October 19, 2016

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

Dear Mr. Normand:

In our effort to keep you informed, we are writing to share with you the following information:

- On October 31, 2016, Pivot ch 231 will cease operation and no longer be available.
- Beginning November 29, the following XFINITY TV changes will occur: FYI ch 243/HD 797 will move from Expanded Basic to Digital Preferred; Tennis Channel ch 266/HD 838 will move from Sports Entertainment Package to Digital Preferred; TV One ch 214/HD 912 will move from Digital Preferred to Expanded Basic; and Viceland ch 242/HD 910 will move from Expanded Basic and Digital Economy to Digital Preferred.
- We've simplified your In-Home Service Visit charge. Starting January 1, 2017, you'll get everything you need for your In-Home Service Visit at a flat rate of \$40.00 per visit. This includes installation, activation, and relocation of additional outlets installed after the initial installation, as well as in-home service changes. This rate does not include in-home visits relating to XFINITY Home. Taxes and fees may apply.

Customers are receiving this information via bill message. Should you have questions, please do not hesitate to contact me at 603-224-1871, ext. 202.

Very truly yours,

*Bryan Christiansen*

Bryan Christiansen, Sr. Manager  
Government Affairs

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Seventy Thousand Dollars (\$70,000) for the FY 2017 CIP 611517 Hazardous Building Demolition 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 2017 CIP as contained in the 2017 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen wishes to commit Contingency funds for the demolition and removal of hazardous buildings;

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

**By adding:**

FY 2017 CIP 611517 Hazardous Building Demolition Project - \$70,000 Other

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

A Resolution "Rescinding \$1,210,000 of Bonds, Notes or Lease Purchases of a Bond Resolution for 2017 CIP 310217 which authorized \$1,210,000 of Bonds, Notes or Lease Purchases, so as to endorse the issuance of a bond authorization in the amount of \$1,210,000."

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

Section 1: That the authorization for the following bond in the amount of \$1,210,000 is no longer needed and is hereby rescinded:

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"

Date of Approval: October 4, 2016  
Amount Rescinded: \$1,210,000  
Purpose: Deferred Maintenance items in Manchester Schools.

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

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

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

*(Unanimous vote with the exception of Alderman Levasseur 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*

October 7, 2016

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

Dear Honorable Committee Members,

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

Respectfully submitted,

Kim A. LeBlanc  
Financial Analyst

Enc.

**Revolving Loans  
Balances as of 10/7/16**

Loan #	Revolving Loan - City	Original Loan Date	Loan Maturity Date	Original Loan Amount	Current Principal Balance	Current Interest Balance	Loan Activity
1	Maax Inc	5/29/2007	5/1/2019	\$210,000.00	\$105,954.61	\$0.00	
2	Lazy Nicks	10/30/2009	10/30/2030	\$40,000.00	\$30,000.47	\$0.00	
3	Mary's Closet	2/19/2010	4/15/2017	\$60,000.00	\$33,043.16	\$0.00	
4	Delisle Market	1/28/2010	10/15/2020	\$43,500.00	\$28,162.42	\$0.00	
5	Delisle Market - Energy Loan	1/28/2010	8/15/2020	\$20,000.00	\$14,845.35	\$0.00	
6	Cedar & Oak	9/25/2008	1/1/2018	\$41,000.00	\$31,697.39	\$0.00	
7	OLK12	10/29/2010	3/1/2017	\$50,000.00	\$26,186.95	\$76.44	
8	Aviation Technology	5/23/2011	7/1/2017	\$75,000.00	\$0.00	\$0.00	Paid off 10/4
				\$539,500.00	\$269,890.35	\$76.44	

**SUMMARY NOTES:**

Loans 1 thru 3 - Status current and in good standing.  
 Loans 4 & 5 - Over 30 days past due.  
 Loans 6 & 7 - Over 60 days past due.  
 Loan 8 - Paid off.

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	\$136,291.93	\$686.98	
10	Germania Front	1/20/2012	12/20/2022	\$500,000.00	\$340,990.94	\$1,420.80	
				\$750,000.00	\$477,282.87	\$2,107.78	

**SUMMARY NOTES:**

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

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

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

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

have been accepted.

*(Unanimous vote with the exception of Alderman Levasseur 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*

October 11, 2016

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

Dear Honorable Committee Members,

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

In summary outstanding receivables over 90 days totals \$970,166 out of \$4,132,164 billed. September's outstanding receivables totaled \$915,987 out of \$4,207,053 billed.

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

Respectfully submitted,

Michele Bogardus  
Financial Analyst II

Enc.

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

	<u>Dept Code</u>	<u>10/10/2016</u>	<u>9/9/2016</u>
		Over 90 Days	Over 90 Days
Airport	25	\$ 166,869.36	\$ 62,676.14
EPD	27	\$ 842.64	\$ 842.64
Parking Department	52	\$ 13,178.07	\$ 11,595.19
<b>Total Enterprise Funds</b>		<b>\$ 180,890.07</b>	<b>\$ 75,113.97</b>
Central Fleet Management	23	\$ 3,402.48	\$ 3,478.85
City Solicitor	7	\$ -	\$ 39,593.00
Fire Department	30	\$ 19,428.35	\$ 19,497.04
Highway	50, 51	\$ 676,894.29	\$ 676,673.39
Human Resources	19	\$ 3,446.47	\$ 3,446.11
Parks & Recreation	65	\$ 2,481.00	\$ 2,461.43
Code Enforcement	CE	\$ 45,525.06	\$ 45,644.18
Police Department	33,34,35,36	\$ 38,098.37	\$ 50,078.98
<b>Total General Fund</b>		<b>\$ 789,276.02</b>	<b>\$ 840,872.98</b>
<b>Grand Totals</b>		<b>\$ 970,166.09</b>	<b>\$ 915,986.95</b>
<u>General Fund receivables over \$10,000 by customer</u>			<u>Explanation of Charges</u>
Manchester Boston Regional Airport	7	\$ -	\$ 39,593.00
Midway Utilities	34	\$ 15,016.16	\$ -
Corcoran Environmental	50	\$ 24,182.43	\$ 24,182.43
National Grid	50	\$ 641,082.50	\$ 641,082.50
<b>Totals</b>		<b>\$ 680,281.09</b>	<b>\$ 704,857.93</b>
<b>Total General Fund receivables over 90 days less over \$10,000</b>		<b>\$ 108,994.93</b>	<b>\$ 136,015.05</b>

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	17600	211-213 WOODBURY ST CON	\$ 167.93	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 162.21
CE	23856	261 BELMONT STREET LLC	\$ 758.89	\$ 9.53	\$ 9.53	\$ 9.53	\$ 9.53	\$ 720.77
CE	17588	385 MANCHESTER STREET T	\$ 106.41	\$ 0.91	\$ 0.91	\$ 0.91	\$ 0.91	\$ 102.77
CE	21622	ADEKOYA, EMMANUEL	\$ 218.18	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 208.82
CE	17009	AHMEDAMIN, SANDRA	\$ 310.80	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 308.56
CE	21986	ALHAMIS, INNOCENTUS	\$ 115.96	\$ 1.29	\$ 1.29	\$ 1.29	\$ 1.29	\$ 110.80
CE	22250	ALHAMIS, INNOCENTUS	\$ 228.88	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 218.64
CE	24482	BELAND, BRENDA	\$ 141.92	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 134.40
CE	18280	BERLINGUETTE, RICHARD B	\$ 682.47	\$ 6.01	\$ 6.01	\$ 6.01	\$ 6.01	\$ 658.43
CE	23134	BURANT, STEPHANIE	\$ 978.08	\$ 11.56	\$ 11.56	\$ 11.56	\$ 11.56	\$ 931.84
CE	25715	BUTT, ARTHUR J	\$ 932.96	\$ 13.59	\$ 13.59	\$ -	\$ -	\$ 905.78
CE	25636	CASSIDY, KRISTIN E	\$ 1,175.64	\$ 16.88	\$ 16.88	\$ 16.88	\$ -	\$ 1,125.00
CE	19401	CATANO, EDMUNDO	\$ 824.20	\$ 7.60	\$ 7.60	\$ 7.60	\$ 7.60	\$ 793.80
CE	23363	CAYER, NORMAN	\$ 776.45	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 736.45
CE	24685	CAYER, NORMAN ROGER	\$ 303.91	\$ 4.13	\$ 4.13	\$ 4.13	\$ 4.13	\$ 287.39
CE	24977	CHURCH, TIMOTHY	\$ 3.63	\$ 0.05	\$ 0.05	\$ 0.05	\$ 0.05	\$ 3.43
CE	23196	CORDERO, MARIA	\$ 1,117.78	\$ 13.21	\$ 13.21	\$ 13.21	\$ 13.21	\$ 1,064.94
CE	25866	CORREA, DAVID M	\$ 156.75	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 150.00
CE	20689	CRUZ, MARIA	\$ 359.13	\$ 3.61	\$ 3.61	\$ 3.61	\$ 3.61	\$ 344.69
CE	17978	DAHL, THOMAS A	\$ 565.10	\$ 4.90	\$ 4.90	\$ 4.90	\$ 4.90	\$ 545.50
CE	21469	DEJESUS, JAN P	\$ 135.04	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 129.32
CE	25737	DELISLE HAVEE, VIVIAN L	\$ 156.75	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 150.00
CE	21559	DEL-WES REALTY LLC	\$ 419.32	\$ 4.44	\$ 4.44	\$ 4.44	\$ 4.44	\$ 401.56
CE	25406	DESRISSAUX, LOUISE	\$ 190.20	\$ 2.81	\$ -	\$ -	\$ -	\$ 187.39
CE	21467	DROUIN, JOHN	\$ 206.04	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 197.32
CE	24786	EAGAN, SCOTT T	\$ 138.16	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 130.64
CE	24619	FALLAH, ELAINE B	\$ 359.16	\$ 4.88	\$ 4.88	\$ 4.88	\$ 4.88	\$ 339.64
CE	25954	FLEWELLING, MATTHEW	\$ 228.38	\$ 3.38	\$ -	\$ -	\$ -	\$ 225.00
CE	17791	FORAND, JEANNINE	\$ 166.50	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 160.78
CE	23494	FORD, JONATHAN	\$ 153.20	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 145.68
CE	19099	FRANCIS, RANDALL	\$ 271.64	\$ 2.48	\$ 2.48	\$ 2.48	\$ 2.48	\$ 261.72
CE	21427	FULLER, JASON L	\$ 517.18	\$ 5.42	\$ 5.42	\$ 5.42	\$ 5.42	\$ 495.50
CE	24991	GAGNON, DENIS M	\$ 136.28	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 128.76
CE	24393	GAGNON, RAYMOND C JR	\$ 448.37	\$ 5.93	\$ 5.93	\$ 5.93	\$ 5.93	\$ 424.65
CE	21269	GEORGIADIS, JAMES	\$ 246.80	\$ 2.56	\$ 2.56	\$ 2.56	\$ 2.56	\$ 236.56
CE	18654	GICHANA, DENNIS O	\$ 511.55	\$ 4.59	\$ 4.59	\$ 4.59	\$ 4.59	\$ 493.19
CE	24542	GLADYSZ, DANIEL J	\$ 140.04	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 132.52
CE	25648	GODZYK, COREY A	\$ 130.64	\$ 1.88	\$ 1.88	\$ 1.88	\$ -	\$ 125.00
CE	25019	GOOLBIS, RANDY F	\$ 354.28	\$ 4.88	\$ 4.88	\$ 4.88	\$ 4.88	\$ 334.76
CE	20234	GRADY, ALEXANDER	\$ 381.16	\$ 3.68	\$ 3.68	\$ 3.68	\$ 3.68	\$ 366.44
CE	24579	GRAHAM, BRIAN J	\$ 140.04	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 132.52
CE	17490	GRAMA, MARIAN	\$ 937.49	\$ 7.99	\$ 7.99	\$ 7.99	\$ 7.99	\$ 905.53
CE	16919	GRIMARD, MICHELE M	\$ 173.65	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 167.93
CE	25970	GUAY, JACQUELINE P RT 2	\$ 444.32	\$ 6.57	\$ -	\$ -	\$ -	\$ 437.75

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	19147	HAMMERSTROM, PAUL III	\$ 464.76	\$ 4.28	\$ 4.28	\$ 4.28	\$ 4.28	\$ 447.64
CE	20867	HAWKES, DANA M	\$ 436.76	\$ 4.43	\$ 4.43	\$ 4.43	\$ 4.43	\$ 419.04
CE	16740	HEWETT, DANIEL H	\$ 645.12	\$ 5.27	\$ 5.27	\$ 5.27	\$ 5.27	\$ 624.04
CE	25031	HUNZELMAN, ALBERT C	\$ 136.28	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 128.76
CE	19981	JACOBY, VALERIE A	\$ 251.58	\$ 2.41	\$ 2.41	\$ 2.41	\$ 2.41	\$ 241.94
CE	18785	JGDB REALTY, LLC	\$ 26.46	\$ 0.28	\$ 0.28	\$ 0.28	\$ 0.28	\$ 25.34
CE	17486	JOHNS, JOSEPH	\$ 716.10	\$ 6.10	\$ 6.10	\$ 6.10	\$ 6.10	\$ 691.70
CE	23236	KABAMBA, MPESAMONJI	\$ 946.24	\$ 11.18	\$ 11.18	\$ 11.18	\$ 11.18	\$ 901.52
CE	25727	KALATHAKIS, ALEXANDER	\$ 428.45	\$ 6.15	\$ 6.15	\$ 6.15	\$ -	\$ 410.00
CE	23408	KAROUTSOS, GEORGE FAM T	\$ 93.08	\$ 1.13	\$ 1.13	\$ 1.13	\$ 1.13	\$ 88.56
CE	24440	KEEFE, CASEY	\$ 561.87	\$ 7.43	\$ 7.43	\$ 7.43	\$ 7.43	\$ 532.15
CE	17507	KICKHAM, CHARLES	\$ 839.14	\$ 7.14	\$ 7.14	\$ 7.14	\$ 7.14	\$ 810.58
CE	25115	KICKHAM, CHARLES	\$ 1,316.90	\$ 18.38	\$ 18.38	\$ 18.38	\$ 18.38	\$ 1,243.38
CE	17437	KICKHAM, CHARLES	\$ 1,439.24	\$ 12.24	\$ 12.24	\$ 12.24	\$ 12.24	\$ 1,390.28
CE	18372	KILGORE, SCOTT C	\$ 1,032.70	\$ 9.10	\$ 9.10	\$ 9.10	\$ 9.10	\$ 996.30
CE	16825	KIM BERLINGUETTE	\$ 710.36	\$ 5.81	\$ 5.81	\$ 5.81	\$ 5.81	\$ 687.12
CE	22034	KROCHMAL, MARC A	\$ 51.59	\$ 0.68	\$ 0.68	\$ 0.68	\$ 0.68	\$ 48.87
CE	24287	KROL, WALTER	\$ 166.80	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 158.08
CE	17454	LACROIX, RUDOLPH	\$ 628.36	\$ 5.36	\$ 5.36	\$ 5.36	\$ 5.36	\$ 606.92
CE	19634	LANDER, DIANE R	\$ 208.40	\$ 1.96	\$ 1.96	\$ 1.96	\$ 1.96	\$ 200.56
CE	23116	LEBREAULT, REBECA	\$ 400.14	\$ 4.73	\$ 4.73	\$ 4.73	\$ 4.73	\$ 381.22
CE	24271	LEMIRE, ROBERT	\$ 201.30	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 190.78
CE	19453	LOCKE, CHRISTINE	\$ 253.28	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 243.92
CE	17105	LORTIE, RONALD	\$ 643.90	\$ 5.35	\$ 5.35	\$ 5.35	\$ 5.35	\$ 622.50
CE	18413	LOUGEE, JILLIAN M	\$ 101.86	\$ 0.91	\$ 0.91	\$ 0.91	\$ 0.91	\$ 98.22
CE	19191	MARQUIS, LINDA J	\$ 156.49	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 150.77
CE	24593	MATEO, ERNESTO B	\$ 1,282.44	\$ 17.18	\$ 17.18	\$ 17.18	\$ 17.18	\$ 1,213.72
CE	23041	MCCARTHY, STEVEN L	\$ 222.34	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 211.82
CE	23511	MCCARTHY, STEVEN L	\$ 361.45	\$ 4.43	\$ 4.43	\$ 4.43	\$ 4.43	\$ 343.73
CE	19052	MERETE, JOSE	\$ 156.49	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 150.77
CE	18309	MILLER, SAUL B	\$ 67.98	\$ 0.71	\$ 0.71	\$ 0.71	\$ 0.71	\$ 65.14
CE	21083	NGALAKULONDI, PIERRE K	\$ 513.37	\$ 5.27	\$ 5.27	\$ 5.27	\$ 5.27	\$ 492.29
CE	24866	NORMAN CAYER	\$ 966.91	\$ 13.13	\$ 13.13	\$ 13.13	\$ 13.13	\$ 914.39
CE	24175	OKELLO, JAMES	\$ 285.48	\$ 3.68	\$ 3.68	\$ 3.68	\$ 3.68	\$ 270.76
CE	17176	OKELLO, JAMES	\$ 281.36	\$ 2.34	\$ 2.34	\$ 2.34	\$ 2.34	\$ 272.00
CE	17257	PAPPAS, ROBERT A	\$ 368.77	\$ 3.09	\$ 3.09	\$ 3.09	\$ 3.09	\$ 356.41
CE	25156	PATTERSON, JOYCE L	\$ 134.40	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 126.88
CE	25759	PINARD, DAVID A JR	\$ 235.14	\$ 3.38	\$ 3.38	\$ 3.38	\$ -	\$ 225.00
CE	24338	POIRIER, THOMAS	\$ 198.67	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 188.15
CE	21496	POND, DEBORAH A	\$ 362.80	\$ 3.85	\$ 3.85	\$ 3.85	\$ 3.85	\$ 347.40
CE	23900	POTTER, ANTHONY	\$ 149.44	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 141.92
CE	21152	PRINCE, JOHN G	\$ 322.61	\$ 3.31	\$ 3.31	\$ 3.31	\$ 3.31	\$ 309.37
CE	16956	RAKIS-LAMBROULIS, POTOU	\$ 657.55	\$ 5.41	\$ 5.41	\$ 5.41	\$ 5.41	\$ 635.91
CE	17306	RICARD, ERNEST H	\$ 365.68	\$ 3.09	\$ 3.09	\$ 3.09	\$ 3.09	\$ 353.32

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
CE	22940	RODRIGUEZ, WALTER J	\$ 630.22	\$ 7.38	\$ 7.38	\$ 7.38	\$ 7.38	\$ 600.70
CE	22939	RODRIGUEZ, WALTER J	\$ 1,234.17	\$ 14.43	\$ 14.43	\$ 14.43	\$ 14.43	\$ 1,176.45
CE	25344	ROUSSEAU, DONALD	\$ 450.52	\$ 6.38	\$ 6.38	\$ 6.38	\$ 6.38	\$ 425.00
CE	24798	ROY, MARC	\$ 138.16	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 130.64
CE	23526	S PANOURGIAS FAMILY LLC	\$ 1,059.70	\$ 12.98	\$ 12.98	\$ 12.98	\$ 12.98	\$ 1,007.78
CE	21899	SANBORN, KARI R	\$ 130.75	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 125.03
CE	24913	SCANLON, PATRICK	\$ 138.16	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 130.64
CE	25286	SCHEFER, DAVID	\$ 134.40	\$ 1.88	\$ 1.88	\$ 1.88	\$ 1.88	\$ 126.88
CE	25398	SHATTUCK, DANIEL J	\$ 344.52	\$ 4.88	\$ 4.88	\$ 4.88	\$ 4.88	\$ 325.00
CE	18542	SILVA, FRANCISCA	\$ 736.30	\$ 6.55	\$ 6.55	\$ 6.55	\$ 6.55	\$ 710.10
CE	23016	SIMON, LESLIE	\$ 1,022.80	\$ 12.10	\$ 12.10	\$ 12.10	\$ 12.10	\$ 974.40
CE	25444	SOLONA, EVELYN A	\$ 567.12	\$ 8.03	\$ 8.03	\$ 8.03	\$ 8.03	\$ 535.00
CE	21061	SOULIOS, STAVROS	\$ 140.76	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 135.04
CE	25757	ST PIERRE, DELIA E	\$ 156.75	\$ 2.25	\$ 2.25	\$ 2.25	\$ 2.25	\$ 150.00
CE	25390	SVEND FILBY	\$ 927.52	\$ 13.13	\$ 13.13	\$ 13.13	\$ 13.13	\$ 875.00
CE	22896	TIMBAS, GREGORY S	\$ 133.24	\$ 1.66	\$ 1.66	\$ 1.66	\$ 1.66	\$ 126.60
CE	25424	TIMBAS, GREGORY S LIV T	\$ 79.52	\$ 1.13	\$ 1.13	\$ 1.13	\$ 1.13	\$ 75.00
CE	23114	TOMES, KAREN E	\$ 514.44	\$ 6.08	\$ 6.08	\$ 6.08	\$ 6.08	\$ 490.12
CE	18687	TORRES, JOSE A	\$ 159.35	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 153.63
CE	24962	TREMBLAY, TAMMIE S	\$ 190.78	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 180.26
CE	25964	VANDENBERGH, SCOTT A	\$ 231.76	\$ 3.38	\$ 3.38	\$ 3.38	\$ 3.38	\$ 225.00
CE	23112	VERMILYEA, SETH R	\$ 285.84	\$ 3.38	\$ 3.38	\$ 3.38	\$ 3.38	\$ 272.32
CE	20970	WALLACE, JOHN W	\$ 296.64	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 284.56
CE	25630	WILSON, DAWN P	\$ 182.89	\$ 2.63	\$ 2.63	\$ 2.63	\$ 2.63	\$ 175.00
CE	21287	WINZELER, MARK L	\$ 137.90	\$ 1.43	\$ 1.43	\$ 1.43	\$ 1.43	\$ 132.18
CE	23988	WOOD, KENNETH A III TRU	\$ 0.07	\$ -	\$ -	\$ -	\$ -	\$ 0.07
CE	19821	ZAMOR, WOLF R	\$ 627.05	\$ 5.95	\$ 5.95	\$ 5.95	\$ 5.95	\$ 603.25
CE	21151	ZEBROWSKI, LYNN A	\$ 212.58	\$ 2.18	\$ 2.18	\$ 2.18	\$ 2.18	\$ 203.86
<b>CE - CODE ENFORCEMENT TOTALS</b>			<b>\$ 47,565.21</b>	<b>\$ 537.51</b>	<b>\$ 524.75</b>	<b>\$ 507.78</b>	<b>\$ 470.11</b>	<b>\$ 45,525.06</b>
19	20865	SCHWARTZ, BETH	\$ 3,418.15	\$ -	\$ -	\$ -	\$ -	\$ 3,418.15
19	2453	UNION LEADER CORP	\$ 29.76	\$ 0.72	\$ -	\$ 0.36	\$ 0.36	\$ 28.32
<b>19 - HR TOTALS</b>			<b>\$ 3,447.91</b>	<b>\$ 0.72</b>	<b>\$ -</b>	<b>\$ 0.36</b>	<b>\$ 0.36</b>	<b>\$ 3,446.47</b>
23	5385	ARAMARK MANAGEMENT SERV	\$ 198.38	\$ -	\$ -	\$ -	\$ -	\$ 198.38
23	2536	MANCHESTER CEMETERY DEP	\$ 5,033.22	\$ 2,432.52	\$ -	\$ 210.73	\$ 1,332.29	\$ 1,057.68
23	2573	MANCHESTER EPD	\$ 9,740.30	\$ 9,343.20	\$ -	\$ 168.32	\$ 218.78	\$ 10.00
23	2507	MANCHESTER HOUSING AUTH	\$ 5,304.17	\$ 1,796.77	\$ -	\$ 2,338.79	\$ -	\$ 1,168.61
23	11485	MANCHESTER PARKING DIVI	\$ 2,089.05	\$ 510.07	\$ -	\$ 505.34	\$ 273.48	\$ 800.16
23	3124	PINARD WASTE SYSTEM INC	\$ 479.00	\$ -	\$ -	\$ 143.70	\$ 167.65	\$ 167.65
<b>23 - CENTRAL FLEET TOTALS</b>			<b>\$ 22,844.12</b>	<b>\$ 14,082.56</b>	<b>\$ -</b>	<b>\$ 3,366.88</b>	<b>\$ 1,992.20</b>	<b>\$ 3,402.48</b>
25	20311	ADVANTAGE RENT A CAR	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ 1.00
25	4908	ALL POINTS AIRPORT SERV	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	5577	ANDREWS LIMOUSINE	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	24841	ASSET CAR SERVICE	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
25	3814	BAE SYSTEMS	\$ 237.00	\$ 144.00	\$ -	\$ 45.00	\$ 45.00	\$ 3.00

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
25	4825	BEST WESTERN EXECUTIVE	\$ 0.40	-	-	-	-	\$ 0.40
25	4915	CELEBRITY EXPRESS	\$ 50.00	-	-	-	-	\$ 50.00
25	7026	CHAUFFERED OCCASIONS IN	\$ 50.00	-	-	-	-	\$ 50.00
25	5086	CHELMSFORD LIMOUSINE SE	\$ 50.00	-	-	-	-	\$ 50.00
25	3624	CORPORATE LIMOUSINE SER	\$ 50.00	-	-	-	-	\$ 50.00
25	3651	DELTA AIRLINES INC	\$ 523,699.73	\$ 216,499.77	\$ 123,426.77	\$ 135,335.53	\$ 48,437.66	\$ 48,437.66
25	21389	DLS TRANSPORTATION, LLC	\$ 50.00	-	-	-	-	\$ 50.00
25	22188	DTG OPERATIONS, INC (TH	\$ 2,444.09	\$ 1,222.04	\$ 611.02	\$ 611.02	\$ 0.01	\$ 0.01
25	1878	JOHNSON CONTROLS	\$ 269.00	\$ 16.00	\$ 237.00	-	-	\$ 16.00
25	10006	L-3 COMMUNICATIONS SECU	\$ 135.00	\$ 90.00	-	-	-	\$ 45.00
25	4805	MERMAID TRANSPORTATION	\$ 50.00	-	-	-	-	\$ 50.00
25	7594	MISCELLANEOUS CUSTOMER	\$ 14,556.00	\$ 11,346.00	\$ 423.00	\$ 648.00	\$ 2,139.00	\$ 2,139.00
25	14944	NH AUTO RENTAL, INC (PA	\$ 2,464.38	-	-	-	-	\$ 2,464.38
25	16045	PARAGON LIVERY	\$ 50.00	-	-	-	-	\$ 50.00
25	10101	QUALITY AIRPORT SHUTTLE	\$ 50.00	-	-	-	-	\$ 50.00
25	10361	REPUBLIC AIRLINES (USA	\$ 276,672.20	\$ 82,608.61	\$ 81,097.48	-	\$ 112,966.11	\$ 112,966.11
25	6775	SEACOAST AIRPORT SERVIC	\$ 50.00	-	-	-	-	\$ 50.00
25	3973	SHEA JR, EDMUND J	\$ 135.00	-	-	-	-	\$ 135.00
25	3874	VANGUARD CAR RENTAL/ NA	\$ 61.80	-	-	-	-	\$ 61.80
<b>25 - AIRPORT TOTALS</b>			<b>\$ 821,275.60</b>	<b>\$ 311,926.42</b>	<b>\$ 205,840.27</b>	<b>\$ 136,639.55</b>	<b>\$ 166,869.36</b>	
27	12798	ANYTIME SEPTIC SERVICES	\$ 762.64	-	-	-	-	\$ 762.64
27	10064	SERVPRO OF MANCHESTER/D	\$ 100.00	-	-	-	\$ 20.00	\$ 80.00
<b>27 - EPD TOTALS</b>			<b>\$ 862.64</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20.00</b>	<b>\$ 842.64</b>	
30	287	200 ELM STREET REALTY,	\$ 988.30	\$ 10.20	\$ 30.60	\$ 30.60	\$ 916.90	
30	21341	AVERILL, JENNY	\$ 558.18	\$ 11.68	\$ 5.84	\$ 5.84	\$ 534.82	
30	9662	BRIDGEWELL FARMS CONDO	\$ 817.70	\$ 22.20	\$ 11.10	\$ 11.10	\$ 773.30	
30	1378	CHARLES TSIATSIOS TRUST	\$ 2,730.90	\$ 48.98	\$ 24.49	\$ 24.49	\$ 2,632.94	
30	25885	CLARK, ISABELLE	\$ 261.73	\$ 7.62	-	-	\$ 254.11	
30	18213	COLE-BRUCE, PAMELA	\$ 1,414.85	\$ 24.90	\$ 12.45	\$ 12.45	\$ 1,365.05	
30	24709	FRANCOEURS CAFE	\$ 110.50	\$ 3.00	\$ 1.50	\$ 1.50	\$ 104.50	
30	21771	GAMACHE INVESTMENT PROP	\$ 239.00	\$ 36.00	-	-	\$ 203.00	
30	5427	GC FRIDAYS BOSTON LLC	\$ 596.70	\$ 16.20	\$ 8.10	\$ 8.10	\$ 564.30	
30	8937	GIRL'S INC.	\$ 596.70	\$ 16.20	\$ 8.10	\$ 8.10	\$ 564.30	
30	24374	HANNAFORD, ANDREW	\$ 721.05	\$ 19.06	\$ 9.53	\$ 9.53	\$ 682.93	
30	21670	HARNUM, DAVID	\$ 508.87	\$ 10.86	\$ 5.43	\$ 5.43	\$ 487.15	
30	24452	INLAND AMERICAN CFG POR	\$ 1,303.90	\$ 35.40	\$ 17.70	\$ 17.70	\$ 1,233.10	
30	1255	INTERGRATED HEALTH SVC	\$ 688.80	\$ 14.40	\$ 7.20	\$ 7.20	\$ 660.00	
30	16305	JOSEPH EQUIPMENT CO	\$ 1,916.00	\$ 31.20	\$ 15.60	\$ 15.60	\$ 1,853.60	
30	17861	LACROIX, LUCIEN D	\$ 533.10	\$ 9.14	\$ 4.57	\$ 4.57	\$ 514.82	
30	24375	LORANGER, AMANDA	\$ 419.92	\$ 11.10	\$ 5.55	\$ 5.55	\$ 397.72	
30	17580	MAHMOTORIC, MUHAREM	\$ 3,586.50	\$ 75.60	\$ 37.80	\$ 37.80	\$ 3,435.30	
30	19639	MANCHESTER CHRISTIAN CH	\$ 110.50	\$ 3.00	\$ 1.50	\$ 1.50	\$ 104.50	
30	17794	MITCHELL, JOHN F	\$ 612.50	\$ 10.50	\$ 5.25	\$ 5.25	\$ 591.50	
30	14129	MPBUH HOLDING LLC	\$ 327.00	\$ 9.00	\$ 4.50	\$ 4.50	\$ 309.00	

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
30	4719	PAGE STREET REALTY	\$ 596.70	\$ 16.20	\$ -	\$ 8.10	\$ 8.10	\$ 564.30
30	19541	RYDER	\$ 119.50	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 113.50
30	24774	VELAGALA LLC	\$ 109.00	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 103.00
30	22445	WILSON, ELIZABETH	\$ 486.67	\$ 10.98	\$ -	\$ 5.49	\$ 5.49	\$ 464.71
<b>30 - FIRE TOTALS</b>			<b>\$ 20,354.57</b>	<b>\$ 459.42</b>	<b>\$ -</b>	<b>\$ 233.40</b>	<b>\$ 233.40</b>	<b>\$ 19,428.35</b>
33	19086	GOOD STILL	\$ 2,188.92	\$ 798.19	\$ -	\$ 368.83	\$ 409.52	\$ 612.38
33	19151	LEVEL UP GAMING	\$ 806.94	\$ 17.90	\$ -	\$ 8.95	\$ 8.95	\$ 771.14
33	19031	MANCHESTER METALS INC.	\$ 722.22	\$ 20.54	\$ -	\$ 10.27	\$ 6.91	\$ 684.50
33	4303	MANCHESTER POLICE - OBE	\$ 36,305.49	\$ 35,838.69	\$ -	\$ -	\$ 100.00	\$ 366.80
34	14470	CIRCUS AMERICA INC.	\$ 666.72	\$ -	\$ -	\$ -	\$ -	\$ 666.72
34	22797	DB PERRY LLC	\$ 672.36	\$ -	\$ -	\$ -	\$ -	\$ 672.36
34	14517	EVERSOURCE	\$ 1,793.00	\$ -	\$ -	\$ -	\$ -	\$ 1,793.00
34	2094	EVERSOURCE ENERGY (HOOK	\$ 41,442.75	\$ 41,217.28	\$ -	\$ -	\$ -	\$ 1,35
34	15274	FAIRPOINT COMMUNICATION	\$ 8,489.00	\$ 2,745.92	\$ -	\$ -	\$ -	\$ 5,743.08
34	25101	FIRE & ICE	\$ 868.47	\$ 644.35	\$ -	\$ -	\$ -	\$ 224.12
34	17534	GAMACHE, D	\$ 1,009.26	\$ 17.16	\$ -	\$ 8.58	\$ 8.58	\$ 974.94
34	4376	INTOWN MANCHESTER MANAG	\$ 1,793.19	\$ 448.24	\$ -	\$ 672.36	\$ 448.24	\$ 224.35
34	18609	LIBERTY UTILITIES, INC	\$ 22,258.16	\$ 19,512.69	\$ -	\$ -	\$ -	\$ 2,745.47
34	19260	MIDWAY UTILITIES	\$ 119,793.03	\$ 79,815.39	\$ -	\$ 11,093.96	\$ 13,867.52	\$ 15,016.16
34	20725	NEW YORK BITUMINOUS	\$ 6,335.39	\$ 29.72	\$ -	\$ 14.86	\$ 14.86	\$ 6,275.95
34	1917	NHSB BOOSTER CLUB	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	23373	S&S VIKING MECHANICAL	\$ 224.12	\$ -	\$ -	\$ -	\$ -	\$ 224.12
34	10381	WALMART	\$ 863.16	\$ 5.40	\$ -	\$ 2.70	\$ 2.70	\$ 852.36
35	4313	EVERSOURCE ENERGY (BEDF	\$ 21.50	\$ 0.60	\$ -	\$ 0.30	\$ 0.15	\$ 20.45
36	826	PROGRESSIVE INSURANCE C	\$ 5.32	\$ 0.16	\$ -	\$ 0.08	\$ 0.08	\$ 5.00
<b>33, 34, 35, &amp; 36 - POLICE TOTALS</b>			<b>\$ 246,483.12</b>	<b>\$ 181,112.23</b>	<b>\$ -</b>	<b>\$ 12,180.89</b>	<b>\$ 15,091.63</b>	<b>\$ 38,098.37</b>
50	17145	3R'S HOME REPAIR	\$ 168.60	\$ 2.30	\$ -	\$ 1.15	\$ 1.15	\$ 164.00
50	8018	AHRENT, JEFFREY	\$ 1,151.83	\$ 541.37	\$ -	\$ 372.00	\$ 236.59	\$ 1.87
50	24772	BEAN, VICTORIA L.	\$ 86.96	\$ 1.56	\$ -	\$ 0.78	\$ 0.78	\$ 83.84
50	7936	BIRON III, WILFRED	\$ 265.06	\$ 6.58	\$ -	\$ 3.29	\$ 3.29	\$ 251.90
50	23559	BISSONNETTE, VICKI	\$ 22.70	\$ 0.56	\$ -	\$ 0.28	\$ 0.28	\$ 21.58
50	20926	BUTLER CONSTRUCTION	\$ 185.56	\$ 3.16	\$ -	\$ 1.58	\$ 1.58	\$ 179.24
50	22297	CALEY, JEFF	\$ 157.10	\$ 3.50	\$ -	\$ 1.75	\$ 1.75	\$ 150.10
50	6321	CERTIFIED MAINTENANCE I	\$ 31.80	\$ 30.00	\$ -	\$ -	\$ -	\$ 1.80
50	23943	CIOLINO, DOMENIC	\$ 77.88	\$ 1.98	\$ -	\$ 0.99	\$ 0.99	\$ 73.92
50	6360	CLATANOFF, THOMAS	\$ 15.16	\$ 15.00	\$ -	\$ -	\$ -	\$ 0.16
50	19436	COCHRAN, ROBERT W	\$ 237.98	\$ 4.38	\$ -	\$ 2.19	\$ 2.19	\$ 229.22
50	10626	CORCORAN ENVIRONMENTAL	\$ 24,182.43	\$ -	\$ -	\$ -	\$ -	\$ 24,182.43
50	22806	CROCKER, ROBERT	\$ 107.30	\$ 2.48	\$ -	\$ 1.24	\$ 1.24	\$ 102.34
50	24710	CROWELL, WILLIAM R	\$ 293.69	\$ 6.34	\$ -	\$ 3.17	\$ 3.17	\$ 281.01
50	25706	DAVIS, LONNIE	\$ 24.05	\$ 0.70	\$ -	\$ 0.35	\$ -	\$ 23.00
50	22210	DEMERS, JOSHUA	\$ 157.48	\$ 3.52	\$ -	\$ 1.76	\$ 1.76	\$ 150.44
50	20433	DION, ROLAND	\$ 103.70	\$ 2.04	\$ -	\$ 1.02	\$ 1.02	\$ 99.62
50	22650	DUSSAULT, STEPHAN W	\$ 38.24	\$ 0.88	\$ -	\$ 0.44	\$ 0.44	\$ 36.48

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	7965	EAST COAST SIGNALS	\$ 85.13	\$ 2.16	\$ -	\$ 10.65	\$ 4.72	\$ 67.60
50	11616	FAIRPOINT COMMUNICATION	\$ 716.00	\$ 710.00	\$ -	\$ -	\$ -	\$ 6.00
50	8273	FAMILY OUTFITTERS	\$ 200.83	\$ 199.50	\$ -	\$ -	\$ -	\$ 1.33
50	19406	FIRST FORD, INC.	\$ 3,418.00	\$ -	\$ -	\$ -	\$ -	\$ 3,418.00
50	21814	FIRSTMARK ADVANTAGE LLC	\$ 19.23	\$ 18.00	\$ -	\$ -	\$ 0.05	\$ 1.18
50	16882	FORTIN, BENJAMIN J	\$ 118.65	\$ 1.46	\$ -	\$ 0.73	\$ 0.73	\$ 115.73
50	24151	FRENCH'S RENOVATION	\$ 179.78	\$ 4.82	\$ -	\$ 2.41	\$ 2.41	\$ 170.14
50	25933	GILE, CLAYTON D	\$ 35.02	\$ 1.02	\$ -	\$ -	\$ -	\$ 34.00
50	25932	GLENN INDELICATO PAINTI	\$ 13.90	\$ 0.40	\$ -	\$ -	\$ -	\$ 13.50
50	21889	GUILD, JAMES	\$ 73.00	\$ 1.60	\$ -	\$ 0.80	\$ 0.80	\$ 69.80
50	21816	HEINEKE, SARAH	\$ 19.46	\$ 0.42	\$ -	\$ 0.21	\$ 0.21	\$ 18.62
50	25408	HERRON, DUSTIN	\$ 14.84	\$ 0.42	\$ -	\$ 0.21	\$ 0.21	\$ 14.00
50	23942	HOBBS, KRISTOPHER	\$ 55.52	\$ 1.42	\$ -	\$ 0.71	\$ 0.71	\$ 52.68
50	20706	JJ & P GENERAL MAINTENA	\$ 59.90	\$ 0.60	\$ -	\$ 0.30	\$ 0.30	\$ 58.70
50	18338	JOHNSON, CARL	\$ 90.60	\$ 1.60	\$ -	\$ 0.80	\$ 0.80	\$ 87.40
50	19405	JUZA III, JOSEPH J	\$ 74.22	\$ 0.82	\$ -	\$ 0.41	\$ 0.41	\$ 72.58
50	16998	KENNEY, JAMES	\$ 128.55	\$ 1.62	\$ -	\$ 0.81	\$ 0.81	\$ 125.31
50	19226	KIMBALL, JUSTIN	\$ 60.17	\$ 1.10	\$ -	\$ 0.55	\$ 0.55	\$ 57.97
50	19255	KONDZIELASKI, MICHAEL L	\$ 225.58	\$ 4.12	\$ -	\$ 2.06	\$ 2.06	\$ 217.34
50	18378	KUBA, NICHOLAS G	\$ 254.28	\$ 4.48	\$ -	\$ 2.24	\$ 2.24	\$ 245.32
50	25935	LACOURSE, PETER	\$ 54.08	\$ 1.58	\$ -	\$ -	\$ -	\$ 52.50
50	22018	LACROIX, LUCIEN	\$ 47.72	\$ 1.06	\$ -	\$ 0.53	\$ 0.53	\$ 45.60
50	8860	LAVENTURE, MICHAEL	\$ 33.75	\$ 0.74	\$ -	\$ 0.37	\$ 0.37	\$ 32.27
50	18549	LAPINE, WILLIAM	\$ 53.66	\$ 0.42	\$ -	\$ 0.21	\$ 0.21	\$ 52.82
50	18609	LIBERTY UTILITIES, INC	\$ 1,986,152.67	\$ 1,985,063.95	\$ -	\$ 201.99	\$ -	\$ 886.73
50	20997	LINBLOOM, JAMES D	\$ 266.40	\$ 5.40	\$ -	\$ 2.70	\$ 2.70	\$ 255.60
50	25802	LITTLEFIELD, ERIC J	\$ 122.49	\$ 2.66	\$ -	\$ 1.33	\$ -	\$ 118.50
50	24199	LOPEZ, JESUS M	\$ 110.12	\$ 2.84	\$ -	\$ 1.42	\$ 1.42	\$ 104.44
50	18394	MACLEAN, KURT P	\$ 181.06	\$ 3.22	\$ -	\$ 1.61	\$ 1.61	\$ 174.62
50	16860	MARTE, JUAN JOSE GONZAL	\$ 77.50	\$ 1.10	\$ -	\$ 0.55	\$ 0.55	\$ 75.30
50	24638	MASSENGALE, CASSIDY	\$ 64.66	\$ 1.76	\$ -	\$ 0.88	\$ 0.88	\$ 61.14
50	21815	MILES, WILLIE J	\$ 36.14	\$ 0.78	\$ -	\$ 0.39	\$ 0.39	\$ 34.58
50	23844	MIRANDA, JULIE	\$ 199.63	\$ 5.02	\$ -	\$ 2.51	\$ 2.51	\$ 189.59
50	23923	MURRAY, MATTHEW T	\$ 13.77	\$ 0.38	\$ -	\$ 0.19	\$ 0.19	\$ 13.01
50	3109	NATIONAL GRID	\$ 923,077.50	\$ 281,995.00	\$ -	\$ -	\$ -	\$ 641,082.50
50	21824	NELSON, BRUCE	\$ 316.92	\$ 6.84	\$ -	\$ 3.42	\$ 3.42	\$ 303.24
50	22211	NOHELY, JOSEPH	\$ 93.42	\$ 2.08	\$ -	\$ 1.04	\$ 1.04	\$ 89.26
50	8728	PELOQUIN, PIERRE J	\$ 706.80	\$ 704.50	\$ -	\$ -	\$ -	\$ 2.30
50	17279	PEREZ, ENRIQUE	\$ 78.98	\$ 1.32	\$ -	\$ 0.66	\$ 0.66	\$ 76.34
50	12185	POMEROY, STEVE A	\$ 186.10	\$ 3.40	\$ -	\$ 1.70	\$ 1.70	\$ 179.30
50	24129	REED, KENNETH	\$ 133.42	\$ 3.44	\$ -	\$ 1.72	\$ 1.72	\$ 126.54
50	16772	RICARD, DUANE	\$ 273.36	\$ 3.76	\$ -	\$ 1.88	\$ 1.88	\$ 265.84
50	19085	RIDA MOHSIN AIZA, LLC	\$ 631.08	\$ 10.88	\$ -	\$ 5.44	\$ 5.44	\$ 609.32
50	19437	ROBSON, SCOTT M	\$ 445.70	\$ 8.20	\$ -	\$ 4.10	\$ 4.10	\$ 429.30

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
50	23023	SACCO, ANNA	\$ 55.88	\$ 1.32	\$ -	\$ 0.66	\$ 0.66	\$ 53.24
50	25622	SENECAL, DAVID	\$ 103.68	\$ 2.12	\$ -	\$ 1.06	\$ -	\$ 100.50
50	22509	SMITH, JOSEPH	\$ 57.15	\$ 1.30	\$ -	\$ 0.65	\$ 0.65	\$ 54.55
50	23616	STANCZAK, PETER W.	\$ 59.86	\$ 1.48	\$ -	\$ 0.74	\$ 0.74	\$ 56.90
50	21030	STONE, KEVIN G	\$ 97.68	\$ 1.98	\$ -	\$ 0.99	\$ 0.99	\$ 93.72
50	8041	SYKES, WILLIAM	\$ 57.60	\$ 48.00	\$ -	\$ -	\$ -	\$ 9.60
50	19866	T & T PLUMBING & HVAC L	\$ 68.04	\$ 0.72	\$ -	\$ 0.36	\$ 0.36	\$ 66.60
50	18806	THERRIEN, MAURICE	\$ 49.80	\$ 0.90	\$ -	\$ 0.45	\$ 0.45	\$ 48.00
50	18766	VARELA, OSCAR A. AVINA	\$ 68.28	\$ 1.24	\$ -	\$ 0.62	\$ 0.62	\$ 65.80
50	19620	VEILLEUX, DAVID	\$ 291.94	\$ 187.24	\$ -	\$ 82.50	\$ -	\$ 22.20
50	16995	VEINOTTE, BRETT A	\$ 36.50	\$ 0.60	\$ -	\$ 0.30	\$ 0.30	\$ 35.30
50	11935	WHYTE, CRAIG A	\$ 10.40	\$ 0.28	\$ -	\$ 0.14	\$ 0.14	\$ 9.84
50	20369	WINTLE, MARKUS A	\$ 37.82	\$ 0.74	\$ -	\$ 0.37	\$ 0.37	\$ 36.34
50	19084	YOU, ERNIE	\$ 18.31	\$ 0.34	\$ -	\$ 0.17	\$ 0.17	\$ 17.63
50	17215	ZAJAC, JONATHAN S	\$ 86.16	\$ 1.44	\$ -	\$ 0.72	\$ 0.72	\$ 83.28
<b>50 &amp; 51 - HIGHWAY TOTALS</b>			<b>\$ 2,947,606.21</b>	<b>\$ 2,269,661.94</b>	<b>\$ -</b>	<b>\$ 739.25</b>	<b>\$ 310.73</b>	<b>\$ 676,894.29</b>
52	23497	AUBIN, KRISTEN	\$ 143.40	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 136.20
52	22750	AUDETE, CHRISTOPHER	\$ 148.80	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 141.60
52	24001	BECERRIL, MARTIN	\$ 125.77	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 119.13
52	22817	BERKLUND, RICHARD	\$ 130.80	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 123.60
52	24168	BOUVIER, SAMANTHA	\$ 121.83	\$ 120.03	\$ -	\$ -	\$ -	\$ 1.80
52	5810	BROCHU, MARIE	\$ 77.76	\$ 2.24	\$ -	\$ 1.12	\$ -	\$ 74.40
52	21568	BROWN, MITCHELL	\$ 67.25	\$ 1.50	\$ -	\$ 0.75	\$ 0.75	\$ 64.25
52	24614	BURNHEIMER, KATIE	\$ 120.79	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 114.15
52	23588	CONSTANT, RYAN	\$ 181.81	\$ 60.91	\$ -	\$ 60.00	\$ 60.00	\$ 0.90
52	24057	COUGHLIN, RICK	\$ 135.30	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 128.10
52	22507	DANDENEAU, BRONTE	\$ 302.70	\$ 122.70	\$ -	\$ 60.00	\$ 60.00	\$ 60.00
52	23741	DIONNE, KAYLIA	\$ 111.66	\$ 1.66	\$ -	\$ 0.83	\$ 0.83	\$ 55.00
52	24228	ECHVERRIA, OLIMPIA	\$ 63.30	\$ 1.66	\$ -	\$ 0.83	\$ 0.83	\$ 59.98
52	23302	ENRIGHT, JOSHUA	\$ 107.54	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 101.54
52	5453	EVERSOURCE	\$ 61.80	\$ 1.80	\$ -	\$ -	\$ -	\$ 60.00
52	20875	GILLESPIE, PAUL	\$ 61.80	\$ 1.80	\$ -	\$ -	\$ -	\$ 60.00
52	24179	GOMEZ, KIMBERLY	\$ 132.60	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 125.40
52	23262	HATCH, JEFF	\$ 74.40	\$ 1.80	\$ -	\$ 0.90	\$ 0.90	\$ 70.80
52	25067	HILL, JAMIE	\$ 114.15	\$ 3.32	\$ -	\$ 0.83	\$ -	\$ 110.00
52	25520	IDEAL CONSTRUCTION	\$ 510.00	\$ 170.00	\$ -	\$ 85.00	\$ 85.00	\$ 170.00
52	21350	IGO, ERIC	\$ 145.10	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 137.90
52	24078	ILYADIS, MICHELLE	\$ 121.80	\$ 1.80	\$ -	\$ -	\$ -	\$ 60.00
52	24372	JOY, MATT	\$ 63.30	\$ 1.66	\$ -	\$ 0.83	\$ 0.83	\$ 59.98
52	22706	KIROUAC, MICHAEL	\$ 63.60	\$ 1.80	\$ -	\$ 0.90	\$ 0.90	\$ 60.00
52	24744	LAVALLIERE, RENE	\$ 3.65	\$ 0.05	\$ -	\$ -	\$ -	\$ 3.60
52	18567	LAVOIE, NOELLE	\$ 163.75	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 157.75
52	21917	LESSARD, JEFFREY	\$ 120.00	\$ -	\$ -	\$ -	\$ -	\$ 120.00
52	24053	MASSON, ALLIE	\$ 56.66	\$ 1.66	\$ -	\$ -	\$ -	\$ 55.00

City of Manchester NH - Receivables  
Over 90 Days as of 10/10/16

TYPE	CUST ID	NAME	TOTAL	CURRENT	0-30 DAYS DUE	31-60 DAYS DUE	61-90 DAYS DUE	OVER 90 DAYS DUE
52	21217	MCGANN, MICHAEL	\$ 62.70	\$ 1.80	\$ -	\$ 0.90	\$ -	\$ 60.00
52	18327	MCLOUGHLIN, AMANDA	\$ 254.25	\$ 4.50	\$ -	\$ 2.25	\$ 2.25	\$ 245.25
52	23489	MILLER, BONNIE	\$ 143.40	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 136.20
52	25552	NAIL AND SPA	\$ 36.00	\$ -	\$ -	\$ -	\$ -	\$ 36.00
52	24055	NORSE, LAURA	\$ 125.77	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 119.13
52	5187	NOT SO PLAIN JANE'S	\$ 12,285.00	\$ 1,119.80	\$ -	\$ 1,650.00	\$ 1,650.00	\$ 7,865.20
52	23381	PARADAS, RODOLFO	\$ 132.60	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 125.40
52	22954	PERKINS, GINA	\$ 151.50	\$ 3.60	\$ -	\$ 1.80	\$ 1.80	\$ 144.30
52	25609	PETERSON, TANJA	\$ 21.05	\$ 11.05	\$ -	\$ -	\$ -	\$ 10.00
52	24869	POISSON, CATHERINE	\$ 63.60	\$ 1.80	\$ -	\$ 0.90	\$ 0.90	\$ 60.00
52	24843	RAUGH, CIJI	\$ 117.47	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 110.83
52	19918	RESIDE, ROBERT	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	24106	ROBY-PALMER, PAULA	\$ 121.80	\$ 1.80	\$ -	\$ -	\$ -	\$ 120.00
52	24229	RODRIGUEZ PEREZ, MAELIE	\$ 166.66	\$ 56.66	\$ -	\$ -	\$ 55.00	\$ 55.00
52	23938	ROY, CARRISSA	\$ 121.62	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 114.98
52	24399	SANTIAGO, MIGUEL	\$ 111.66	\$ 1.66	\$ -	\$ -	\$ -	\$ 110.00
52	25608	SHATO, LINA	\$ 170.00	\$ -	\$ -	\$ -	\$ 85.00	\$ 85.00
52	24148	SMITH, SIDNEY	\$ 120.79	\$ 3.32	\$ -	\$ 1.66	\$ 1.66	\$ 114.15
52	21310	SOUICY, DAN	\$ 90.00	\$ -	\$ -	\$ -	\$ -	\$ 90.00
52	25595	TSERONIS, ERIN	\$ 230.25	\$ -	\$ -	\$ -	\$ 85.00	\$ 145.25
52	23590	VEXED LLC	\$ 259.60	\$ 6.60	\$ -	\$ 3.30	\$ 3.30	\$ 246.40
52	25600	WAGNER, JAMES	\$ 170.00	\$ -	\$ -	\$ -	\$ -	\$ 170.00
52	25066	WALDEN, TIM	\$ 111.66	\$ 1.66	\$ -	\$ -	\$ 55.00	\$ 55.00
52	19477	WALKER, NICOLE	\$ 241.20	\$ 5.40	\$ -	\$ 2.70	\$ 2.70	\$ 230.40
52	21460	ZGHOUL, OSAMA	\$ 134.50	\$ 3.00	\$ -	\$ 1.50	\$ 1.50	\$ 128.50
<b>52 - PARKING TOTALS</b>			<b>\$ 19,144.40</b>	<b>\$ 1,770.44</b>	<b>\$ -</b>	<b>\$ 1,901.87</b>	<b>\$ 2,294.02</b>	<b>\$ 13,178.07</b>
65	17188	IM THIRSTY ENTERTAINMEN	\$ 1,095.00	\$ 18.00	\$ -	\$ 9.00	\$ 9.00	\$ 1,059.00
65	24471	PINARD, RAYMOND	\$ 227.00	\$ 6.00	\$ -	\$ 3.00	\$ 3.00	\$ 215.00
65	19252	SOUTHERN NH PAGAN PRIDE	\$ 1,258.00	\$ 25.50	\$ -	\$ 12.75	\$ 12.75	\$ 1,207.00
<b>65 - PARKS &amp; REC TOTALS</b>			<b>\$ 2,580.00</b>	<b>\$ 49.50</b>	<b>\$ -</b>	<b>\$ 24.75</b>	<b>\$ 24.75</b>	<b>\$ 2,481.00</b>
<b>GRAND TOTALS</b>			<b>\$ 4,132,163.78</b>	<b>\$ 2,779,600.74</b>	<b>\$ 524.75</b>	<b>\$ 224,795.45</b>	<b>\$ 157,076.75</b>	<b>\$ 970,166.09</b>

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

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

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

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

**\*Requested an update from Solicitors on Corcoran Environmental Services for the October 2016 COA Meeting**

\*\*National Grid/Liberty Utilities is presently pending before the New Hampshire Supreme Court. Liberty Utilities must file their opening brief by June 6, 2016.

We must file our opposing brief by July 21, 2016. Liberty can file an answering brief by August 22, 2016. After August 22nd the Supreme Court will, most likely, schedule oral arguments. It is expected that oral arguments will take place this fall with a decision from the Court late this year or early next year.

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

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

*(Unanimous vote with the exception of Alderman Levasseur 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*

October 11, 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 three months of fiscal year 2017.

***Expenditures:***

The average unobligated balance percentage after three months should be 75% 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 three months is 70.09% for 2017 compared to 70.02% a year ago. Health insurance costs for 2017 are unfavorably tracking the budget through September. The severance reserve of \$1,500,000 has an unexpended balance of \$1,359,386. A comparison of severance payouts thru September for FY 2017 and 2016 is as follows:

	2017	2016
Payments	\$ 140,614	\$168,677
Retirements		
Fire	0	3
Police	2	1
Public Works	0	0
Other	2	0
<b>Total</b>	<b>4</b>	<b>4</b>

***Revenues:***

Revenues for the first three months of fiscal year 2017 are about \$155 thousand less than the same period a year ago. Auto registrations, licenses and permits are \$198 thousand higher than last year. Intergovernmental revenues are \$62 thousand higher than last year. Sales and service revenues are \$194 thousand higher than last year mainly due to additional revenues from the Parks & Recreation department. These increases are offset by lower interest and penalties of \$91 thousand, reimbursements of \$102 thousand, and school chargebacks of \$420 thousand. The decrease in school chargebacks and reimbursements is a result of less timely billing in FY 2017. The Municipal Transportation Improvement fund balance at 9/30/16 is \$660,055.

Sincerely,

William E. Sanders  
Finance Officer

**CITY OF MANCHESTER  
NEW HAMPSHIRE**



**FINANCIAL REPORTS**

**FOR THE THREE MONTHS ENDED  
SEPTEMBER 30, 2016**

**UNAUDITED**

CITY OF MANCHESTER, NEW HAMPSHIRE  
PRELIMINARY FINANCIAL STATEMENTS  
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FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2016  
(UNAUDITED)

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City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Three Months Ended September 30, 2016

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(UNAUDITED)  
 Budget Basis  
 QT1BUDNBN1

	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
<b>AGENCIES-</b>				
ALDERMEN	\$ 70,000.00	\$ 17,500.00	\$ 52,500.00	75.00
ASSESSORS	608,477.00	137,841.67	470,635.33	77.35
CITY CLERK	992,301.00	264,118.57	728,182.43	73.38
MEDO	139,500.00	39,898.31	99,601.69	71.40
CITY SOLICITOR	1,287,479.00	279,685.80	1,007,793.20	78.28
FINANCE	955,242.00	190,527.40	764,714.60	80.05
CENTRAL FLEET MANAGEMENT	3,163,824.00	792,405.90	2,371,418.10	74.95
INFORMATION SYSTEMS	1,541,651.00	689,136.61	852,514.39	55.30
MAYOR	230,375.00	50,917.15	179,457.85	77.90
OFFICE OF YOUTH SERVICES	592,714.00	136,449.71	456,264.29	76.98
HUMAN RESOURCES	778,710.00	177,255.12	601,454.88	77.24
PLANNING & COMMUNITY DEVELOPMENT	2,021,178.12	441,290.72	1,579,887.40	78.17
FACILITIES DIVISION	6,678,829.00	5,049,302.46	1,629,526.54	24.40
TAX COLLECTOR	494,043.00	103,480.32	390,562.68	79.05
FIRE	19,604,585.00	4,463,303.28	15,141,281.72	77.23
POLICE	22,014,760.00	5,150,040.17	16,864,719.83	76.61
HEALTH	2,809,822.00	456,767.15	2,353,054.85	83.74
HIGHWAY	16,165,972.00	7,193,089.01	8,972,882.99	55.50
WELFARE	1,019,240.00	213,182.99	806,057.01	79.08
PARKS & RECREATION	4,254,109.00	1,344,607.75	2,909,501.25	68.39
LIBRARY	2,003,162.00	510,005.34	1,493,156.66	74.54
SENIOR SERVICES	241,489.00	47,127.04	194,361.96	80.48
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TOTAL AGENCIES	87,667,462.12	27,747,932.47	59,919,529.65	68.35
	-----			
<b>RESTRICTED ITEMS-</b>				
SEVERANCE PAY	1,500,000.00	140,613.58	1,359,386.42	90.63
WORKERS COMPENSATION - SALARY	684,000.00	82,470.84	601,529.16	87.94
WORKERS COMPENSATION - MEDICAL	1,658,108.00	559,424.48	1,098,683.52	66.26
HEALTH INSURANCE	12,356,967.88	3,408,151.75	8,948,816.13	72.42
DENTAL INSURANCE	712,791.20	166,094.73	546,696.47	76.70
DEATH BENEFIT	72,601.00	11,811.94	60,789.06	83.73
DISABILITY INSURANCE	61,821.00	11,236.04	50,584.96	81.82
CITY RETIREMENT	7,473,224.13	1,691,968.27	5,781,255.86	77.36
FIRE STATE PENSION	5,074,398.00	1,175,158.69	3,899,239.31	76.84
POLICE STATE PENSION	4,614,192.00	1,100,950.73	3,513,241.27	76.14
FICA	3,074,875.67	651,805.19	2,423,070.48	78.80
UNEMPLOYMENT	50,000.00	1,000.00	49,000.00	98.00
TUITION	50,000.00	23,048.43	26,951.57	53.90
CGL INSURANCE	668,342.00	243,463.84	424,878.16	63.57
	-----			
TOTAL RESTRICTED ITEMS	38,051,320.88	9,267,198.51	28,784,122.37	75.65
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Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Three Months Ended September 30, 2016

(UNAUDITED)  
 Budget Basis  
 QT1BUDNBN1

	FY 2017 MODIFIED BUDGET	FY 2017 OBLIGATIONS TO DATE	FY 2017 UNOBLIGATED BALANCE	FY 2017 PERCENT UNOBLIGATED
NON-DEPARTMENTAL ITEMS-				
CONTINGENCY	841,000.00	-	841,000.00	100.00
MPTS	451,253.00	451,253.00	-	-
CIVIC CONTRIBUTIONS	162,286.00	129,543.00	32,743.00	20.18
NON-CITY PROGRAMS	69,107.00	68,947.83	159.17	.23
STREET LIGHTING	840,000.00	220,134.58	619,865.42	73.79
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	4,599.22	35,400.78	88.50
MATURING DEBT	11,863,203.00	2,680,151.47	9,183,051.53	77.41
INTEREST ON MATURING DEBT	5,849,442.00	1,525,495.41	4,323,946.59	73.92
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TOTAL NON-DEPARTMENTAL ITEMS	22,283,051.00	7,246,884.51	15,036,166.49	67.48
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TOTAL GENERAL FUND	\$ 148,001,834.00	\$ 44,262,015.49	\$ 103,739,818.51	70.09
	=====	=====	=====	=====

City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Three Months Ended September 30, 2015

8:24 A  
 1. 1

(UNAUDITED)

Budget Basis

QT1BUDNBN2

	FY 2016 MODIFIED BUDGET	FY 2016 OBLIGATIONS TO DATE	FY 2016 UNOBLIGATED BALANCE	FY 2016 PERCENT UNOBLIGATED
<b>AGENCIES-</b>				
ALDERMEN	\$ 70,000.00	\$ 17,500.00	\$ 52,500.00	75.00
ASSESSORS	609,277.00	139,004.90	470,272.10	77.19
CITY CLERK	994,701.00	214,059.83	780,641.17	78.48
MEDO	140,000.00	39,223.67	100,776.33	71.98
CITY SOLICITOR	1,378,379.00	280,629.18	1,097,749.82	79.64
FINANCE	956,042.00	196,724.87	759,317.13	79.42
CENTRAL FLEET MANAGEMENT	3,164,824.00	785,058.83	2,379,765.17	75.19
INFORMATION SYSTEMS	1,490,151.00	650,375.58	839,775.42	56.36
MAYOR	230,525.00	55,413.65	175,111.35	75.96
OFFICE OF YOUTH SERVICES	595,714.00	116,783.42	478,930.58	80.40
HUMAN RESOURCES	779,910.00	220,087.83	559,822.17	71.78
PLANNING & COMMUNITY DEVELOPMENT	1,980,662.00	430,464.09	1,550,197.91	78.27
FACILITIES DIVISION	6,526,441.00	4,906,800.39	1,619,640.61	24.82
TAX COLLECTOR	494,283.00	94,566.89	399,716.11	80.87
FIRE	19,624,585.00	4,584,914.56	15,039,670.44	76.64
POLICE	22,001,760.00	5,024,769.97	16,976,990.03	77.16
HEALTH	2,813,322.00	510,532.17	2,302,789.83	81.85
HIGHWAY	16,780,145.00	8,142,056.03	8,638,088.97	51.48
WELFARE	1,028,240.00	224,952.07	803,287.93	78.12
PARKS & RECREATION	3,132,812.00	930,601.07	2,202,210.93	70.30
LIBRARY	2,004,662.00	479,400.00	1,525,262.00	76.09
SENIOR SERVICES	241,639.00	26,197.73	215,441.27	89.16
<hr/>				
TOTAL AGENCIES	87,038,074.00	28,070,116.73	58,967,957.27	67.75
<hr/>				
<b>RESTRICTED ITEMS-</b>				
SEVERANCE PAY	1,650,000.00	168,676.90	1,481,323.10	89.78
WORKERS COMPENSATION - SALARY	684,000.00	75,143.50	608,856.50	89.01
WORKERS COMPENSATION - MEDICAL	1,900,000.00	545,933.38	1,354,066.62	71.27
HEALTH INSURANCE	12,250,000.00	2,718,793.03	9,531,206.97	77.81
DENTAL INSURANCE	706,004.00	152,721.77	553,282.23	78.37
DEATH BENEFIT	72,101.00	11,699.41	60,401.59	83.77
DISABILITY INSURANCE	61,321.00	11,163.51	50,157.49	81.79
CITY RETIREMENT	6,600,000.00	1,666,825.77	4,933,174.23	74.75
FIRE STATE PENSION	5,074,398.00	1,222,999.78	3,851,398.22	75.90
POLICE STATE PENSION	4,614,192.00	1,092,800.45	3,521,391.55	76.32
FICA	2,920,109.00	642,072.87	2,278,036.13	78.01
UNEMPLOYMENT	50,000.00	2,298.38	47,701.62	95.40
TUITION	50,000.00	18,386.09	31,613.91	63.23
CGL INSURANCE	647,131.00	290,157.17	356,973.83	55.16
<hr/>				
TOTAL RESTRICTED ITEMS	37,279,256.00	8,619,672.01	28,659,583.99	76.88
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City of Manchester, New Hampshire  
 Budget vs Actual Expenditures - General Fund  
 By Department Without Restricted Items  
 For The Three Months Ended September 30, 2015  
 (UNAUDITED)  
 Budget Basis  
 QT1BUDNBN2

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	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	146,261.00	14,253.00	8.88
NON-CITY PROGRAMS	69,107.00	69,214.32	(107.32)	(.16)
STREET LIGHTING	910,835.00	242,479.99	668,355.01	73.38
COMMUNITY IMPROVEMENT PROGRAM	474,500.00	374,500.00	100,000.00	21.07
TRANSIT SUBSIDY	1,153,560.00	1,153,560.00	-	-
EMPLOYEE MEDICAL SERVICES	40,000.00	9,950.80	30,049.20	75.12
MATURING DEBT	11,626,329.00	3,157,904.60	8,468,424.40	72.84
INTEREST ON MATURING DEBT	5,675,319.00	1,210,455.33	4,464,863.67	78.67
-----				
TOTAL NON-DEPARTMENTAL ITEMS	20,803,095.00	6,815,579.04	13,987,515.96	67.24
-----				
TOTAL GENERAL FUND	\$ 145,120,425.00	\$ 43,505,367.78	\$ 101,615,057.22	70.02
=====				

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Non-Property Tax Revenues

For The Three Months Ended September 30, 2016

(UNAUDITED)

Budget Basis

QT1REVAGEN

	FY 2017 MODIFIED BUDGET	FY 2017 REVENUE RECOGNIZED	FY 2017 UNRECOGNIZED BALANCE	FY 2017 PERCENTAGE UNRECOGNIZED
AGENCIES-				
ASSESSORS	755,000.00	3,486.42	751,513.58	99.54
CITY CLERK	2,546,687.00	66,437.30	2,480,249.70	97.39
MEDO	10,000.00	-	10,000.00	100.00
CITY SOLICITOR	627,500.00	-	627,500.00	100.00
FINANCE	6,300,282.00	469,605.89	5,830,676.11	92.55
INFORMATION SYSTEMS	217,000.00	10,000.00	207,000.00	95.39
HUMAN RESOURCES	6,000.00	6,353.37	(353.37)	(5.89)
PLANNING & COMMUNITY DEVELOPMENT	2,350,000.00	802,768.28	1,547,231.72	65.84
FACILITIES DIVISION	5,969,189.00	1,090,824.48	4,878,364.52	81.73
TAX COLLECTOR	19,036,795.00	4,941,983.92	14,094,811.08	74.04
CENTRAL FLEET MANAGEMENT	130,000.00	11,586.73	118,413.27	91.09
FIRE	838,363.00	100,633.65	737,729.35	88.00
POLICE	1,200,344.00	129,465.24	1,070,878.76	89.21
HEALTH	2,478,613.00	43,689.00	2,434,924.00	98.24
HIGHWAY	4,928,404.00	1,258,151.13	3,670,252.87	74.47
WELFARE	15,000.00	6,233.39	8,766.61	58.44
CEMETERY, PARKS & RECREATION	3,052,310.00	533,334.11	2,518,975.89	82.53
SENIOR SERVICES	8,500.00	1,710.00	6,790.00	79.88
-----				
TOTAL AGENCIES	\$ 50,469,987.00	\$ 9,476,262.91	\$ 40,993,724.09	81.22
=====				

Non-Property Tax Revenues

For The Three Months Ended September 30, 2016

(UNAUDITED)

Budget Basis

QT1REVNPRP

	MODIFIED BUDGET	REVENUE RECOGNIZED	UNRECOGNIZED BALANCE	PERCENTAGE UNRECOGNIZED
<b>TAXES, INTEREST AND PENALTIES</b>				
MISCELLANEOUS TAXES	20,000.00	10,661.34	9,338.66	46.69
INTEREST AND PENALTIES	1,140,000.00	190,800.18	949,199.82	83.26
CABLE FRANCHISE FEES	1,915,842.00	-	1,915,842.00	100.00
-----				
TOTAL TAXES, INTEREST AND PENALTIES	3,075,842.00	201,461.52	2,874,380.48	93.45
<b>LICENSES AND PERMITS</b>				
AUTO REGISTRATIONS	18,061,086.00	4,797,256.74	13,263,829.26	73.44
LICENSES	500,050.00	37,116.45	462,933.55	92.58
PERMITS	2,253,787.00	742,021.21	1,511,765.79	67.08
-----				
TOTAL LICENSES AND PERMITS	20,814,923.00	5,576,394.40	15,238,528.60	73.21
<b>INTERGOVERNMENTAL</b>				
FEDERAL REVENUES	350,000.00	115,763.82	234,236.18	66.92
PAYMENTS IN LIEU OF TAXES	717,300.00	-	717,300.00	100.00
STATE REVENUES	2,555,459.00	622,088.16	1,933,370.84	75.66
-----				
TOTAL INTERGOVERNMENTAL	3,622,759.00	737,851.98	2,884,907.02	79.63
<b>SALES AND SERVICES</b>				
GENERAL REVENUES	159,725.00	34,406.61	125,318.39	78.46
PUBLIC SAFETY	172,450.00	32,343.69	140,106.31	81.24
HIGHWAY	943,258.00	176,146.46	767,111.54	81.33
HEALTH	13,500.00	2,865.00	10,635.00	78.78
CEMETERY, PARKS & RECREATION	1,871,302.00	381,068.69	1,490,233.31	79.64
ZONING BOARD	72,500.00	18,185.00	54,315.00	74.92
PARKING VIOLATIONS	7,500.00	200.00	7,300.00	97.33
COURT FINES	12,000.00	2,689.52	9,310.48	77.59
FEES	1,152,117.00	197,805.04	954,311.96	82.83
WITNESS FEES	75,000.00	22,349.49	52,650.51	70.20
-----				
TOTAL SALES AND SERVICES	4,479,352.00	868,059.50	3,611,292.50	80.62
<b>OTHER REVENUE SOURCES</b>				
INTEREST INCOME	305,000.00	40,504.23	264,495.77	86.72
FUND TRANSFERS	4,033,100.00	-	4,033,100.00	100.00
REIMBURSEMENTS	3,535,783.00	785,826.60	2,749,956.40	77.78
RENTALS & LEASES	1,115,760.00	81,422.10	1,034,337.90	92.70
SCHOOL CHARGEBACKS	9,484,818.00	1,184,159.02	8,300,658.98	87.52
MISCELLANEOUS	2,650.00	583.56	2,066.44	77.98
-----				
TOTAL OTHER REVENUE SOURCES	18,477,111.00	2,092,495.51	16,384,615.49	88.68
-----				
TOTAL	\$ 50,469,987.00	\$ 9,476,262.91	\$ 40,993,724.09	81.22
=====				

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  
 QT1REVC0M1

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	ACTUAL FY 2016	MODIFIED BUDGET FY 17	DIFFERENCE ACTUAL 16 VS BUDGET 17	PERCENTAGE DIFFERENCE OF FY16 VS FY17
<b>TAXES, INTEREST AND PENALTIES</b>				
MISCELLANEOUS TAXES	87,687	20,000	(67,687)	(77.19)
INTEREST AND PENALTIES	1,179,845	1,140,000	(39,845)	(3.38)
CABLE FRANCHISE FEES	1,870,203	1,915,842	45,639	2.44
<b>TOTAL TAXES, INTEREST AND PENALTIES</b>	<b>3,137,735</b>	<b>3,075,842</b>	<b>(61,893)</b>	<b>(1.97)</b>
<b>LICENSES AND PERMITS</b>				
AUTO REGISTRATIONS	19,731,177	18,061,086	(1,670,091)	(8.46)
LICENSES	561,044	500,050	(60,994)	(10.87)
PERMITS	3,056,908	2,253,787	(803,121)	(26.27)
<b>TOTAL LICENSES AND PERMITS</b>	<b>23,349,129</b>	<b>20,814,923</b>	<b>(2,534,206)</b>	<b>(10.85)</b>
<b>INTERGOVERNMENTAL</b>				
FEDERAL REVENUES	451,620	350,000	(101,620)	(22.50)
PAYMENTS IN LIEU OF TAXES	713,674	717,300	3,626	.51
STATE REVENUES	2,605,366	2,555,459	(49,907)	(1.92)
<b>TOTAL INTERGOVERNMENTAL</b>	<b>3,770,660</b>	<b>3,622,759</b>	<b>(147,901)</b>	<b>(3.92)</b>
<b>SALES AND SERVICES</b>				
GENERAL REVENUES	226,432	159,725	(66,707)	(29.46)
PUBLIC SAFETY	167,527	172,450	4,923	2.94
HIGHWAY	1,150,435	943,258	(207,177)	(18.01)
HEALTH	7,070	13,500	6,430	90.95
CEMETERY, PARKS & RECREATION	186,086	1,871,302	1,685,216	905.61
ZONING BOARD	74,415	72,500	(1,915)	(2.57)
PARKING VIOLATIONS	2,350	7,500	5,150	219.15
COURT FINES	14,197	12,000	(2,197)	(15.48)
OTHER FINES	3,452	-	(3,452)	(100.00)
FEES	1,255,290	1,152,117	(103,173)	(8.22)
WITNESS FEES	76,174	75,000	(1,174)	(1.54)
<b>TOTAL SALES AND SERVICES</b>	<b>3,163,428</b>	<b>4,479,352</b>	<b>1,315,924</b>	<b>41.60</b>
<b>OTHER REVENUE SOURCES</b>				
INTEREST INCOME	225,040	305,000	79,960	35.53
FUND TRANSFERS	3,923,089	4,033,100	110,011	2.80
REIMBURSEMENTS	3,547,754	3,535,783	(11,971)	(.34)
RENTALS & LEASES	983,713	1,115,760	132,047	13.42
SCHOOL CHARGEBACKS	9,379,584	9,484,818	105,234	1.12
MISCELLANEOUS	5,075	2,650	(2,425)	(47.78)
<b>TOTAL OTHER REVENUE SOURCES</b>	<b>18,064,255</b>	<b>18,477,111</b>	<b>412,856</b>	<b>2.29</b>
<b>TOTAL</b>	<b>\$ 51,485,207</b>	<b>\$ 50,469,987</b>	<b>\$ (1,015,220)</b>	<b>(1.97)</b>

## Non-Property Tax Revenues

For The Three Months Ended September 30, 2016 and 2015

(UNAUDITED)

Budget Basis

QT1REVCOM2

	3 MONTH ACTUAL FY 2016	3 MONTH ACTUAL FY 2017	DIFFERENCE ACTUAL 16 VS ACTUAL 17	PERCENTAGE DIFFERENCE OF FY16 VS FY17
<b>TAXES, INTEREST AND PENALTIES</b>				
MISCELLANEOUS TAXES	17,559	10,661	(6,897)	(39.28)
INTEREST AND PENALTIES	274,774	190,800	(83,973)	(30.56)
<b>TOTAL TAXES, INTEREST AND PENALTIES</b>	<b>292,333</b>	<b>201,461</b>	<b>(90,871)</b>	<b>(31.08)</b>
<b>LICENSES AND PERMITS</b>				
AUTO REGISTRATIONS	4,529,001	4,797,256	268,255	5.92
LICENSES	60,842	37,116	(23,725)	(39.00)
PERMITS	788,832	742,021	(46,810)	(5.93)
<b>TOTAL LICENSES AND PERMITS</b>	<b>5,378,675</b>	<b>5,576,394</b>	<b>197,719</b>	<b>3.68</b>
<b>INTERGOVERNMENTAL</b>				
FEDERAL REVENUES	92,282	115,763	23,481	25.45
STATE REVENUES	583,291	622,088	38,797	6.65
<b>TOTAL INTERGOVERNMENTAL</b>	<b>675,573</b>	<b>737,851</b>	<b>62,278</b>	<b>9.22</b>
<b>SALES AND SERVICES</b>				
GENERAL REVENUES	75,711	34,406	(41,304)	(54.56)
PUBLIC SAFETY	43,126	32,343	(10,782)	(25.00)
HIGHWAY	258,451	176,146	(82,304)	(31.85)
HEALTH	1,820	2,865	1,045	57.42
CEMETERY, PARKS & RECREATION	61,106	381,068	319,962	523.62
ZONING BOARD	28,760	18,185	(10,575)	(36.77)
PARKING VIOLATIONS	400	200	(200)	(50.00)
COURT FINES	4,439	2,689	(1,749)	(39.41)
FEES	184,834	197,805	12,971	7.02
WITNESS FEES	15,849	22,349	6,500	41.02
<b>TOTAL SALES AND SERVICES</b>	<b>674,496</b>	<b>868,059</b>	<b>193,563</b>	<b>28.70</b>
<b>OTHER REVENUE SOURCES</b>				
INTEREST INCOME	48,252	40,504	(7,747)	(16.06)
FUND TRANSFERS	100	-	(100)	(100.00)
REIMBURSEMENTS	887,889	785,826	(102,062)	(11.49)
RENTALS & LEASES	68,450	81,422	12,972	18.95
SCHOOL CHARGEBACKS	1,604,526	1,184,159	(420,366)	(26.20)
MISCELLANEOUS	1,004	583	(420)	(41.88)
<b>TOTAL OTHER REVENUE SOURCES</b>	<b>2,610,221</b>	<b>2,092,495</b>	<b>(517,725)</b>	<b>(19.83)</b>
<b>TOTAL</b>	<b>\$ 9,631,298</b>	<b>\$ 9,476,262</b>	<b>\$ (155,035)</b>	<b>(1.61)</b>

City of Manchester, New Hampshire  
 Parking Division  
 Budgetary basis  
 For the three months ended September 30, 2016

(unaudited)

Object Code Description	2017 Revised Budget	July- September 2016 Activity	2017 Balance
Intergovernmental Total	-	-	-
Charges for Services Total	1,786,150	369,729	1,416,421
Licenses & Permits Total	3,192,000	769,109	2,422,891
Interest Total	3,500	72	3,428
Other Revenue Total	985,053	198,569	786,484
<b>Grand Total</b>	<b>5,966,703</b>	<b>1,337,479</b>	<b>4,629,224</b>
Salaries & Wages Total	657,729	129,844	527,885
Employee Benefits Total	331,737	78,306	253,431
Purchased Professional Services Total	14,400	3,532	10,869
Purchased Property Services Total	661,294	120,779	540,515
Other Purchased Services Total	46,850	16,830	30,020
Supplies & Materials Total	122,159	11,767	110,392
Capital Outlay Total	-	-	-
Miscellaneous Total	200,000	51,630	148,370
Non-Departmental Total	409,534	-	409,534
Miscellaneous-Reimburse City Total	3,523,000	-	3,523,000
<b>Grand Total</b>	<b>5,966,703</b>	<b>412,688</b>	<b>5,554,015</b>
Excess (deficit) of revenues over expenditures	-	924,791	(924,791)

**City of Manchester  
Health Care Cost Summary**

**August - 2016**

	Current Year		Prior Year		2 Years Prior	
	August 2016	YTD FY 17	August 2015	YTD FY 16	August 2014	YTD FY 15
<b>Medical Claims and Fixed Costs</b>						
Retiree (Pre - 65)	\$ 280,493	\$ 562,356	\$ 263,817	\$ 663,719	\$ 212,583	\$ 400,256
Active	\$ 1,316,536	\$ 2,322,285	\$ 771,022	\$ 1,997,121	\$ 1,085,876	\$ 2,334,522
<b>Total</b>	<b>\$ 1,597,029</b>	<b>\$ 2,884,641</b>	<b>\$ 1,034,839</b>	<b>\$ 2,660,840</b>	<b>\$ 1,298,459</b>	<b>\$ 2,734,778</b>

	Current Year		Prior Year		2 Years Prior	
	August 2016	YTD FY 17	August 2015	YTD FY 16	August 2014	YTD FY 15
<b>Prescription Drugs</b>						
Retiree (Pre - 65)	\$ 41,006	\$ 97,414	\$ 38,774	\$ 112,551	\$ 47,717	\$ 89,999
Active	\$ 180,499	\$ 551,441	\$ 186,730	\$ 512,436	\$ 312,981	\$ 524,133
<b>Total</b>	<b>\$ 221,505</b>	<b>\$ 648,855</b>	<b>\$ 225,504</b>	<b>\$ 624,987</b>	<b>\$ 360,698</b>	<b>\$ 614,132</b>

	Current Year		Prior Year		2 Years Prior	
	August 2016	YTD FY 17	August 2015	YTD FY 16	August 2014	YTD FY 15
<b>Headcount</b>						
Retiree (Pre - 65)	191		206		178	
Active	1,045		999		1,043	
<b>Total</b>	<b>1,236</b>		<b>1,205</b>		<b>1,221</b>	

	Current Year		Prior Year		2 Years Prior	
	August 2016	YTD FY 17	August 2015	YTD FY 16	August 2014	YTD FY 15
<b>Premium Paid</b>						
Retiree (Pre - 65)	\$ 202,884	\$ 412,239	\$ 217,884	\$ 436,129	\$ 187,291	\$ 378,006
Active	\$ 239,469	\$ 551,460	\$ 287,091	\$ 528,040	\$ 286,298	\$ 531,286
<b>Total</b>	<b>\$ 442,353</b>	<b>\$ 963,699</b>	<b>\$ 504,975</b>	<b>\$ 964,169</b>	<b>\$ 473,589</b>	<b>\$ 909,292</b>

	Current Year	Prior Year	2 Years Prior
	August 2016	YTD FY 17	YTD FY 15
Portion of claims subject to Stop Loss	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Manchester  
Claims Cost By Plan  
FY 2017  
Two Months  
August 2016**

Active					
	Head Count of Employees	Covered Members **	Claims*	FY 2017 Annualized Claims per Covered Member	FY 2016 Annualized Claims per Covered Member
HMO	871		\$ 2,293,383		
POS	15		88,581		
HSA	117		265,649		
HDHP	42		-		
<b>TOTAL</b>	<b>1,045</b>	<b>2,771</b>	<b>\$ 2,647,613</b>	<b>\$ 6,615</b>	<b>\$ 5,356</b>

Retirees					
	Head Count of Retirees	Covered Members **	Claims***	FY 2017 Annualized Claims per Covered Member	FY 2016 Annualized Claims per Covered Member
HMO	107		\$ 522,643		
HDHP	84		100,355		
<b>TOTAL</b>	<b>191</b>	<b>303</b>	<b>\$ 622,998</b>	<b>\$ 13,065</b>	<b>\$ 14,644</b>

\* Includes medical claims and prescription drugs. Does not include ER contributions to HSA Fund of \$181,140 and fixed costs of \$226,114.

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

\*\*\* Includes medical claims and prescription drugs. Does not include fixed costs of \$36,772.

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

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

*(Unanimous vote with the exception of Alderman Levasseur 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*

September 30, 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,

This letter is submitted in accordance with the City's Travel Policy. On September 11<sup>th</sup> through September 14<sup>th</sup>, 2016 Michele Bogardus and Sharon Wickens attended the New England States Government Financial Officers Association's Annual Fall Conference. The following sessions were attended;

- Overview of Moody's Investors Service's Local Government General Obligation Debt Rating Methodology
- Governmental Accounting Standards Board Update
- Data Security, Fraud Prevention and PCI Compliance
- Financial Forecasting
- The Ethical Administration of Governmental Financial Resources
- Uniform Guidance, the Sophomore Year
- New England Economic Update
- City of the Future: A Call to Action

This conference provided us with the opportunity to stay current in State and Federal accounting changes, as well as new rules and regulations. We are very appreciative of the opportunity to maintain and advance our professional skills which in turn benefits the City of Manchester.

Respectfully submitted,

Michele Bogardus  
Financial Analyst II

Sharon Wickens  
Deputy Finance Director

**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 reports submitted regarding Amber's Place Operating Support project have been accepted.

*(Unanimous vote with the exception of Alderman Levasseur 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

**SPECIAL COMMITTEE ON ALCOHOL, OTHER DRUGS, AND YOUTH SERVICES**

**June 28, 2016**

**5:00 p.m.**

Chairman Barry called the meeting to order.

The Clerk called the roll.

Present: Aldermen Barry, Ludwig, O'Neil, Shaw

Absent: Alderman Pappas

Messrs.: T. Fleming, L. LaFreniere, T. Soucy, D. Goonan, C. Stawasz,  
D. Ryan

3. Community Improvement Program Subrecipient Agreement between the City and Granite United Way for Amber's Place.

Todd Fleming, CIP Planner, stated as per the direction of the BMA I drafted a sub recipient agreement for Granite United Way and Amber's Place. I have provided them with a copy of that agreement and they have already signed it. I am looking for direction from the committee on whether it meets your needs as far as the reporting points and everything within the agreement.

Alderman O'Neil stated to me the most important thing in the agreement is the 16 beds. I don't know if you agree with that or not but that is pretty important because I think they are going from 6 or 8 currently to committing to the 16. Am I right on that?

Mr. Fleming responded to be honest with you I am not too familiar with the project. What I did is I modeled the agreement somewhat after the agreement that was put together for the Serenity Place Wrap program because it was another cash project.

Leon LaFreniere, Planning & Community Development Director, stated in Attachment A under item A it says that Amber's place is an on-site 16 bed emergency respite facility. It is in the pro forma.

Alderman O'Neil asked do we know whether if it is not permitted if it can be permitted as far as building regulations and all of that?

Mr. LaFreniere answered it is consistent with the way the building has been used so I would say yes.

Alderman O'Neil stated the only other question I have and I don't know where this number came from but it under item C beneficiaries. It says a minimum of 242 individuals in a three month period. Where did that number come from and is it measurable?

Mr. Fleming responded that number was provided by Amber's Place and Granite United Way based on past use of the facility.

Alderman O'Neil asked I think there was a similar number and it was extremely high with Serenity Place but do we have any way of measuring? If it is 195 that is still a good thing but I get worried sometimes that these numbers are high and not reasonable and I would rather be operating with what is reasonable. If it is 25 it is 25 but what is reasonable? Do we have any idea how to measure this?

Mr. LaFreniere answered as part of the reporting requirements in Attachment C, they are responsible for providing a beneficiary report and the first number is the number of clients served. We probably don't have any way to audit that if that is the question.

Alderman O'Neil replied it is.

Mr. LaFreniere stated that is part of the reason why we were comfortable working through Granite United Way because they are a long established agency that we have a lot of history with. I am anticipating that they will provide some assistance in monitoring the reporting. We don't have the same history with Amber's Place specifically. I don't know how we would audit that beyond their reporting.

Alderman O'Neil stated I had the same feeling about Serenity Place. I thought their numbers were extremely high. I don't think it is a bad thing if they are actually helping that many people. I just don't know if that is in fact what is being done. I don't know if Alderman Long has any comment on that.

Alderman Long stated that has been my concern also but I think they could qualify it through Chief Goonan or Mr. Hickey because they have those same numbers. Amber's Place isn't involved in the Wrap Program are they? We need to verify that. I was thinking that there may be some duplication here because the Wrap Program is kind of on the edge of this Safe Station. I don't know if Serenity gets someone in at 3 AM...actually maybe Mr. Soucy can help answer that.

Tim Soucy, Public Health Director, stated there are two things we can look at. One is we can verify the numbers of people coming from Safe Station into Amber's Place. Others are going to go into Amber's Place beyond Safe Station so

whatever the Safe Station number is that will be your minimum. It will be up to Amber's Place and Granite United Way to capture the rest of them. Everyone who is at Amber's Place is currently doing two hours of IOP at Serenity everyday so they would be involved in the Wrap services as well.

Alderman Long stated I think we need to get our hands around that to make sure we are justifying...after tonight's appropriation to the Wilson Street project the City is looking at like \$2.2 million that we are investing in this opiate crisis, not including the resources that the Fire and Police Departments use. That is pretty substantial. I think we need to get verification because those numbers have been bothering me also. How do we justify them? I think with this program we could do that through Safe Station. The only other think I would like to add in here is how many veterans are being served. Let's say 20% of the people we serve are veterans. There may be other grants that we can apply for. Eventually we need to get our hands around the number.

Chairman Barry stated I agree with Alderman Long. I think we really need to start concentrating on the veterans in the City of Manchester and even on the outskirts that we are assisting with their problems. I know in the past when we have gotten information from Serenity Place it doesn't include veterans. It includes people who are associated with Manchester. I think it would be important to add that to their questionnaire. So Todd would Amber's Place report to you monthly?

Mr. Fleming answered yes.

Chairman Barry asked and you will report to us and let us know what is going on?

Mr. Fleming replied right.

Chairman Barry stated so essentially it is similar to Serenity Place.

Mr. LaFreniere stated essentially we would forward their reporting to the committee. This is a little bit of a different animal if you will much like with Wrap in that our involvement is on the periphery of the issue. We can certainly provide all the information that we have to the committee and we can administer the funds per the wishes of the committee but the experts in this particular field obviously are sitting over there instead of in our end of the operation. That is why it makes it a little more difficult for us to respond directly to some of these questions. The other thing is it may be a good idea to have both Granite United Way and Amber's Place representatives in to discuss some of these issues with the committee to provide some level of comfort as to how they are going to achieve these numbers.

Chairman Barry stated Granite United Way was invited to come tonight and I was hoping they would be here.

Alderman Long stated that is understandable, Leon. I am asking you questions and I shouldn't be asking you the questions. My only other concern is this payment goes through August but do we know the sustainability after August? I did talk to Ms. Collettie I believe who said that this would get her through August but I am wondering if there is anything that is going to keep them going after August. Come September what is up?

Mr. Soucy stated they have been working on a sustainability plan. I will be meeting with them I think on Thursday to take a look at that.

Alderman O'Neil stated this is for Chief Goonan or Chris Stawasz. Do we know in Safe Station if they are not medically treated and let's say...Hope for NH is who is called correct? The intent is to look for Amber's Place but what if Amber's Place is full? Are they utilizing other facilities?

Daniel Goonan, Fire Chief, stated when someone comes in we call Amber's Place and they pick them up. If they are full, they will try to reach out to family members or try to get them connected somewhere else. Once they make it to Amber's Place, it is their responsibility. We don't follow them. You are correct about information. We go by the information that we are getting from Cheryl Collettie and Amber's Place and as far as that goes we try to verify it as much as possible. We do talk to them a lot. We do know the numbers are similar going back and forth from Amber's Place to Serenity Place because they do see the same people. We are on it as much as we can be but we are going off their numbers. It is really up to them.

Alderman O'Neil asked so what you are saying is in the Safe Station Program once the firefighters or medics have determined it is not a medical situation, Amber's Place or Hope for NH is called and once that happens you folks don't have any idea if they actually get a bed or are referred to another City or go home? We probably can't track it.

Chief Goonan answered we try to keep the statistics but the statistics we are getting are from Amber's Place or Serenity Place so we are trusting their numbers.

Alderman O'Neil asked Chris I don't know if you have any thoughts on this.

Chris Stawasz, AMR, responded I agree with the chief. Not everybody needs a bed. There are a lot of folks who don't end up at Amber's Place. They may go into other programs. I know that Chris Hickey follows up with Hope on pretty much every one and we get an idea, at least in the beginning, of where they go and what happens to them.

Alderman O'Neil asked is that a question that we should be asking in their reporting?

Chief Goonan responded we do keep some of those statistics. I am looking at it right now. For instance about a week ago we had 163 referrals. They told us 117 were placed, 17 of those were in hospitals and 26 people out of those were placed back with their families into another program.

Alderman O'Neil asked I don't know if you are doing anything in Nashua but is there anything different you are doing that we may want to look at?

Mr. Stawasz answered we don't have Hope for NH Recovery in Nashua so it is difficult for us to duplicate the Safe Station program. We are looking at alternatives with some of the other agencies in the city. The mayor has an opioid task force that I am on but we haven't reached anywhere near the point where we are at here yet.

Alderman Long stated the placements are placements into facilities not Amber's placements. Is that correct?

Chief Goonan answered correct.

Alderman Long asked Mr. Stawasz, are there any times when AMR is called for transportation on these Safe Station issues?

Mr. Stawasz replied yes, and I believe there have been 17 so far. In other words, 17 times we have gone and done our assessment and the folks have required transportation to a hospital rather than going to Hope or Amber's Place.

Alderman Long asked so Hope knows that they are stable before they go pick them up so there is no need for a medical discharge or what have you?

Mr. Stawasz answered correct.

Alderman Long stated if the vitals are no good then you are just bringing them to the hospital correct?

Mr. Stawasz replied yes, and some of the folks may have other medical problems. They may have severe infections or other things going on besides overdoses or things of that nature.

Alderman O'Neil stated Leon and Todd, if we could get a little more detailing in the reporting that would be good.

Alderman Long asked if we could get an average bed stay that would be good. I know they said they don't like going over five days and most of them are under five days but also the average capacity. I want to know throughout the month how many times you had 16. My understanding is Hope has this new software that tracks all of that. They are claiming they are going to be able to give us detailed reports without using names. They have identifiers that they use. I am looking to

see on an average month how many days they were at capacity. That would be helpful.

Mr. LaFreniere stated I would like clarification on two items. We will make those changes to the reporting requirements to include the information that was requested in terms of the tracking of veterans, number of individuals served and needing a bed, the average number of nights and the average number of days the facility is at capacity. Do you want to see the agreement with those changes before we implement and sign?

Chairman Barry answered no I don't think we need to do that.

Mr. LaFreniere stated the only other question I have is in the pro forma under Attachment B you will notice that there is a method of payment and we have some projected dates and this anticipates that the agreement is signed and that the reporting requirements are met to total to the \$100,000. Would it be the committee's wish to approve those invoices, in which case I should build it into the agreement or as the agreement is currently structured as long as they submit the reporting requirements they will get paid. I just need to know how the committee would like that process to be handled.

Chairman Barry asked would that be similar to Serenity Place? I know they have to submit the bills by the 25<sup>th</sup> and they get paid by the 15<sup>th</sup> of the following month.

Mr. LaFreniere answered correct but with Serenity Place when they submit the reporting we review it to see that it meets the terms of the agreement and then we process the payment and forward the information to the committee. We don't see the committee's approval for the payment. I just want to make sure that you want it the same way.

Chairman Barry replied yes that is fine.

Alderman O'Neil asked Leon and Todd could you add one more item to their reporting and that is if they refer someone to someplace else? I don't know if that happens but if they have a limited number of beds I don't know if they are sending people to Serenity or not. That information would be helpful to us as we are trying to get our arms around this whole thing. Thank you.

On motion of Alderman O'Neil, duly seconded by Alderman Ludwig, it was voted to approve the agreement.

Chairman Barry asked do you need this to come to the full board tonight?

Mr. LaFreniere responded under the pro forma the first payment is anticipated for July 15 so the answer would be yes.

Chairman Barry stated I have an item that I would like to address with Alderman Long. Can you give us an update on SATCO and the drug court?

Alderman Long stated the county delegation met last night. SATCO passed. That is the correctional facility program. They took \$70,000 out of the salary.

Regarding the drug court, I made a motion to put in the \$245,000 in case the state didn't pay 100% and I got voted down. If the state is going to fully fund us then we will get a drug court but the requirement in SB 464 is the county has to apply to the feds for federal money which we didn't do. The state did on behalf of north and south and south got the fed money and we didn't. I am being told that is not a problem. I am not feeling all warm and fuzzy about a drug court as of yet and if it

does come to fruition you are probably looking at the end of 2017 or beginning of 2018.

Chairman Barry asked if the state will fully fund it or if they find funding it probably won't take place until at least 2017?

Alderman Long answered correct because in order to get 100% funding you need superior court to implement felony first and north isn't implementing felony first until September 2017. However, the bill does say that you can apply and get the grant a year prior to the implementation as long as you are going to implement it so that would be September of this year. However, meeting the criteria of asking the feds, we haven't done yet. There are a few things in the bill that make me suspect.

Chairman Barry stated Hillsborough county is unique because we have two superior courts and that was kind of a problem when we first addressed the drug court out of Hillsborough county and superior court north. South already had it in place but my understanding is theirs is running out or did they reapply and get it granted? Are we going to have to fund two?

Alderman Long replied south already got approved for another five years I believe. The bill does define the county in Hillsborough as north and south so we are separate entities according to this bill.

Alderman O'Neil asked Alderman Long is there any way we can help...I think the SATCO program is pretty exciting and I think the fact that the superintendent has them for 12 months? Is there anything we can do to help and is there any way to track with that or are there any tracking requirements?

Alderman Long answered there is tracking data for the superintendent and also Serenity and Hope for NH have already been in contact with him. Whether they are going to contract with him or not I am not sure. I know that Serenity has offered. One of the sale points of SATCO is the fact that Manchester is so recovery friendly. That is why this is beautiful. Superintendent Dionne says that if there is a person in there coming from Franklin, they are not going to Franklin when they get out. They are staying right here for whatever they need. I think it is going to help the City out immensely.

Alderman Shaw stated I don't remember but did we have a presentation for the public so they know exactly what SATCO is?

Alderman Long stated I thought this committee had one.

Chairman Barry replied Dave Dionne came in and spoke about it.

Alderman Shaw stated it might be a good idea to do a summary and explain to the public exactly what this is and why it is important. I know there are a lot of misconceptions and a lot of ideas that came up last night about well you can't cure somebody in 90 days but it is the idea of the ongoing support after that and the continuum of support that is important. I think it is a wonderful program and we are not the first. We didn't invent the wheel. Sullivan county has it, Cheshire county and Strafford county. There are other counties that have this.

Chairman Barry stated I can contact Superintendent Dionne and see if he wants to come up and do a presentation at our August meeting.

Alderman Long stated there was a bill passed suggesting that we have some prevention courses or what have you in our schools. Are you aware of that Mr. Ryan? It was mandatory but the word got changed to suggested.

David Ryan, School Superintendent, replied no we are not aware of that.

Alderman Long stated I can get you a copy of that bill. It is just a suggestion. I think it is a great idea like the \$10,000 from the rotary. I think it fits in with that and I think we have a good opportunity in our school district to get some good prevention initiatives in there.

Alderman Shaw asked are you talking about the bill that came out of education? Basically what it says Mr. Ryan is that drug and alcohol prevention is included in the health courses. It had stated at each level appropriately but that was taken out and it was left to be voluntary at whatever level the district decided. I think it is being done right now. I think part of the curriculum does deal with drug and alcohol prevention like the simple lesson of teaching kids not to pick up needles on the ground. There are a lot of ways to incorporate that awareness.

Alderman O'Neil asked Mr. Ryan where are we with the Rotary grant?

Mr. Ryan answered it sounds like we are ahead of the curve on that bill. Last week 25 teachers came together and met for 10 hours and did an amazing job. They did more than we asked them to do. They still needed to finish up some work and we had some money left in the budget so we were able to get them back together on the 18<sup>th</sup>. Of the 25, they selected 3 to put together a final presentation. That will go to the C&I Committee but I would also like to have them come and present it to you here so you can see the fruits of their labor and what they were

able to do with the support you gave them. We are well on our way to making sure that grades 6-12 are taken care of.

*There being no further business, on motion of **Alderman O'Neil**, duly seconded by **Alderman Ludwig**, it was voted to adjourn.*

A True Record. Attest.

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

Clerk of Committee



# CITY OF MANCHESTER

## PLANNING AND COMMUNITY DEVELOPMENT

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

Leon L. LaFreniere, AICP  
Director

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

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

### MEMORANDUM

To: Alderman Joseph Kelly Levasseur,  
Chairman, Committee on Accounts

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

Date: October 7, 2016

Re: CIP #612016 – Amber’s Place Operating Support – Information Request

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At the request of the Board of Mayor and Alderman, planning staff has assembled documentation regarding the Amber’s Place Operating Support project.

Upon approval of this project by the BMA on June 7<sup>th</sup>, 2016, planning staff was directed to draft an Agreement for Services and submit it to the Special Committee on Alcohol, Other Drugs & Youth Services for approval. The Agreement was reviewed by the Committee and approved by the BMA on June 28<sup>th</sup>, 2016. In accordance with the Agreement, \$100,000 of City funding would be used to pay the salaries of staff operating Amber’s place during the months of June, July and August. Documentation of payroll, benefits, taxes etcetera was provided as a part of this process.

Invoices totaling \$53,147 (July) and \$39,860 (August) were processed and submitted to Special Committee on Alcohol, Other Drugs & Youth Services for their review as well as beneficiary reports documenting services provided to 127 individuals. The remaining balance for this project is \$6,993.

Documentation in your package includes; Agreement for Services, Invoices and Beneficiary Reports for June and July, correspondence from the Granite United Way detailing the scope of services and the operating budget, minutes from the 6/7/2016 and 6/28/2016 BMA meetings as well as applicable e-mail correspondence from CIP Staff.

CITY OF MANCHESTER  
COMMUNITY IMPROVEMENT PROGRAM  
AGREEMENT FOR SERVICES  
CASH PROJECT

GRANITE UNITED WAY  
612016 – AMBER’S PLACE OPERATING SUPPORT

THIS AGREEMENT, entered and effective this 5<sup>th</sup> day of July, 2016 by and between the City of Manchester, New Hampshire (herein called the "City") and Granite United Way, (herein called the "Operating Agency").

WITNESSETH THAT:

WHEREAS, the City has approved the fiscal year 2016 Community Improvement Program;

WHEREAS, pursuant to said Program, the City is addressing certain adopted objectives;

WHEREAS, the City desires to engage the Operating Agency to render certain services toward achievement of such objectives;

NOW, THEREFORE, the City and the Operating Agency hereto do mutually agree as follows:

1. **SCOPE OF SERVICES.** Carry out all services specified in the Proposal Amber’s Place Operating Support, as described in more detail in the Scope of Services, which is attached hereto and hereby incorporated by reference. (See Attachment A).

2. **TIME OF PERFORMANCE.** The Operating Agency's performance of this Agreement shall commence on the effective date of the Agreement, and shall continue through and include the 31<sup>st</sup> day of December, 2016 unless continued by agreement of the parties in written amendment executed prior to or after said termination date.

3. **OPERATING PROCEDURES.** The Operating Agency agrees to comply in all respects with all of the duties, responsibilities, and requirements imposed by this Agreement, and further agrees not to discriminate against any employee, applicant for employment, contractor or, vendor or prospective vendor, beneficiary or applicant for benefits under the Program because of political affiliation.

4. **PAYMENTS.**

a) Reimbursement Submissions: The City shall pay to the Operating Agency on account of full and satisfactory performance of services in accordance with this Agreement the amounts set forth in Attachment B, METHOD OF PAYMENTS. Invoices shall be submitted no later than the 25<sup>th</sup> of the month and dated no later than the 25<sup>th</sup> of the month for which payment is desired. Payments will be made on the 15<sup>th</sup> of the following month provided appropriate documentation of expenses are provided in

accordance with subpart (b) following and provided the Operating Agency is in compliance with the reporting requirements as noted in Attachment C. Invoices can be paid on a weekly basis and must be submitted with the appropriate documentation no later than the Friday prior to the week of desired payment. Weekly payments will be made on the following Thursday.

b) Documentation of Costs. All costs shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible. It is expressly understood and agreed that in no event will the total amount paid by the City to the Operating Agency under this Agreement exceed \$ 100,000.00.

5. TERMINATION OF AGREEMENT.

A. Termination of Agreement for Cause. If, through any cause, the Operating Agency shall fail to fulfill in timely and proper manner its obligations under this Agreement, or if the operating Agency shall violate any of the covenants, agreements or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement by giving written notice to the Operating Agency of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In such event, all records, assets, property and the Operating Agency shall be entitled to receive just and equitable compensation for any work satisfactorily completed to the date of termination. Notwithstanding the above, the Operating Agency shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Agreement by the Operating Agency and City may withhold any payments to the Operating Agency for the purpose of set-off until such time as the exact amount of damages to the City from the Operating Agency is determined.

B. Termination for Convenience of City. The City may terminate this Agreement at any time by giving at least thirty (30) days notice in writing to the Operating Agency. If the Agreement is terminated by the City as provided herein, the Operating Agency shall be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Operating Agency covered by this Agreement, less payments of compensation previously made. In the event that the City elects to terminate the contractual relationship with the Operating Agency, but rather because it is no longer feasible for the City to continue the Agreement by reason of the terms of the Agreement, the City may terminate with a request to renegotiate. In this event, it is expected that the parties will renegotiate in good faith in an effort to reach a new Agreement so that the purposes of the program may be carried out.

6. SUBAGREEMENTS. The Operating Agency may not subcontract any of the services required under this Agreement without the prior written approval of the City, provided that the procurement of normal commercial supplies and services under procedures approved by the City under applicable rules and regulations shall not be considered as subcontracting. All such approved

subcontracts shall be in the same form as the Agreement and subject to the same terms, conditions, and covenants contained herein.

7. **ESTABLISHMENT AND MAINTENANCE OF RECORDS.** Records shall be maintained in accordance with requirements prescribed by the City with respect to all matters covered by this Agreement. Records shall be maintained for a period of three (3) years after receipt of the final payment under this Agreement.

8. **REPORTS AND INFORMATION.** The Operating Agency shall submit on a timely basis such reports on expenditures, performance of services, and beneficiaries of said services in the form and manner as required in Attachment C set forth herein, together with such other reports as may be from time to time required by the City.

9. **AUDITS AND INSPECTIONS.** At any time during normal business hours and as often as the City may deem necessary, there shall be made available for examination by the Operating Agency, all of its records with respect to all matters covered by this Agreement. The Operating Agency will permit the City to examine and make excerpts or transcripts from such records, and to make audits of all agreements, invoices, materials, employment and other data relating to all matters covered by this Agreement.

10. **INDEMNIFICATION AND INSURANCE REQUIREMENTS** In consideration of the utilization of City Cash Funds and other valuable consideration, the receipt of which is hereby acknowledged, the Operating Agency agrees that all persons furnished by Operating Agency shall be considered the Operating Agency's employees or agents and that Operating Agency shall be responsible for payment of all unemployment, social security and other payroll taxes including contributions from them when required by law.

OPERATING AGENCY hereby agrees to protect, defend, indemnify, and hold the City of Manchester and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including but not limited to, the amounts of judgments, penalties, interests, court costs, legal fees and all other expenses incurred by the City arising in favor of any party including claims, liens, debts, personal injuries including injuries sustained by employees of the City, death or damages to property (including property of the City) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of this Operating Agency's action which are related to this Agreement. Operating Agency agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, or suits at the sole expense of the Operating Agency. Operating Agency also agrees to bear all other costs and expenses related thereto, even if the claim or

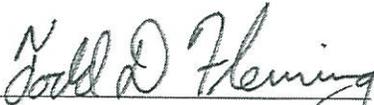
claims alleged are groundless, false or fraudulent. This provision is not intended to create any cause of action in favor of any third party against Operating Agency or the City or to enlarge in any way the Operating Agency's liability but is intended solely to provide for indemnification of the City from liability for damages or injuries to third persons or property arising from Operating Agency's performance hereunder.

11. **GRANTOR RECOGNITION.** The Operating Agency shall recognize the role of the City of Manchester Planning and Community Department's Community Improvement Program (Grantor) in the provision of services, goods and or activities through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Operating Agency will include a reference to the support provided herein in all publications, public advertisements or media announcements regarding the project made possible with the funds available under this Agreement. The Operating Agency also agrees to display in a visible and conspicuous location decals and or banners provided by the City which reference support by the City of the Program made possible through this Agreement.

IN WITNESS WHEREOF, the City and the Operating Agency have respectively caused this Agreement to be duly executed in duplicate as of the day and year first above written.

CITY OF MANCHESTER

ATTEST:

  
Witness: Todd D. Fleming, CIP Coordinator  
Community Improvement Program

BY:

  
Leon LaFreniere, Director  
Planning and Community Development

GRANITE UNITED WAY

ATTEST:

  
Witness:

BY:

  
Patrick Tufts, Executive Director

- ATTACHMENT A-  
SCOPE OF SERVICES  
PRO FORMA

The Operating Agency shall perform all activities required to carry out the following program:

- a. General Description: Funds to provide operating support to Amber's Place. Amber's Place located at 140 Central Street is an on-site 16 bed emergency respite facility where guests transition to the next stage in their recovery. It is a peer run program for those needing treatment for opiate addiction, as well as those at high risk for drug overdose or survivors of overdose to stay for a short term stay while awaiting the next treatment option.
- b. Specific Services/Activities & Objectives/Units of Service:  
The Operating Agency shall perform the following services and activities at the levels indicated:
- Amber's Place (Hope for NH Recovery) staff will answer all *Safe Station* calls for help in Manchester 24/7.
  - Provide substance free accommodations (16 beds), food and peer support to individuals recovering from opiate addiction.
  - Provide clients a direct connection to clinical assessment and follow up with either treatment or recovery housing.
  - Provide support to clients seen in emergency departments that are medically cleared or engaged in the *Safe Station Program*.
  - Refer clients to clinical resources such as medication assisted treatment programs, social detox programs, faith based recovery programs and other recovery housing options.
- c. Beneficiaries:  
In providing such services and activities at the levels set forth hereinbefore, the Operating Agency represents the following beneficiaries of the program:
- Service/Objective 1: Operate 16 bed emergency respite facility to accommodate 242 individuals (three month Period) recovering from opiate addiction
- Service/Objective 2: Perform related support services to a minimum of 242 individuals (three month Period) recovering from opiate addiction.
- Service/Objective 3: Provide client referrals to a minimum of 242 individuals (three month Period).
- d. Performance Targets:  
The Operating Agency shall endeavor to carry out its responsibilities under this Agreement in such a manner so as to achieve the cost and performance targets as set forth on CIP Budget Authorization Form attached hereto.

- ATTACHMENT B-

METHODS OF PAYMENT  
PRO FORMA

Payments and Costs

The City shall pay the Subrecipient the actual costs of providing the services set forth in Attachment A in an amount not to exceed \$ 100,000.00.

Method of Payments

Payments to the Operating Agency shall be made on a lump sum basis, commencing June 28, 2016 and shall be based upon actual costs incurred by the Operating Agency in providing the services under this Agreement during the preceding month. Exceptions to the monthly payment schedule will be made when weekly payments to the Operating Agency are necessary. In such cases, payments shall be processed Friday of the week prior to payment. The payment would then be sent out the following Thursday. Requisitions for payment shall be accompanied by such documentation of incurred capital costs as may be from time to time required by the City, together with evidence of satisfaction of the Reporting Requirements as set forth in Attachment C.

Estimated Cash Requirements

The monthly payments to the Subrecipient by the City are estimated as follows:

July 15, 2016	\$53,147
August 15, 2016	\$39,860
September 15, 2016	\$6,993

**TOTAL \$100,000**

- ATTACHMENT C -  
REPORTING REQUIREMENTS

The Operating Agency shall provide reports to the City in the manner set forth hereinafter:

Narrative progress report monthly commencing on June 2016 with detail project progress and citing any changes or occurrences which significantly or substantially impact the project. The Operating Agency shall include the responses to the following questions in the monthly narratives:

1. The number of clients served?
2. Age Range of Clients being served (21-25, 26-30, 31-35, 41-45, 46-50, 50+)?
3. Residency of the clients within the last 3 years?
4. The number of clients served needing a bed?
5. Average number of nights per stay for clients needing a bed?
6. The number of nights that the facility was at full capacity for overnight stays?
7. Describe the services that were provided?
8. Identify connections that were made with clinical resources such as medication assisted treatment, medical detox, inpatient/outpatient residential treatment programs, social detox programs, faith based recovery programs, other recovery housing options, etc.
9. Number of clients referred to other agencies?
10. Number of veterans served?
11. Other relevant quantitative data analysis that would assist in evaluating program performance.

CIP Beneficiaries Report monthly commencing on June 2016



Granite United Way

www.graniteuw.org

LIVE UNITED™

Project Name: Amber's Place Operating Support

Project Number: 612016

July 14<sup>th</sup>, 2016

City of Manchester  
Community Improvement Program  
Attention: Todd Fleming, CIP Coordinator  
One City Hall Plaza  
Manchester, NH 03101

Date 8-15-2016  
Vendor Code \_\_\_\_\_  
Invoice Total \$ 53,147  
Fund/Org. 20.FGC10968  
Project # 612016  
PO # \_\_\_\_\_  
Approved \_\_\_\_\_

**Invoice Number: 1**

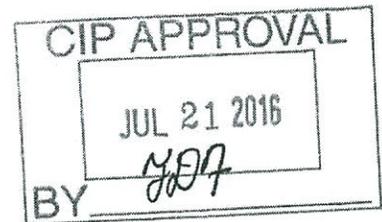
Services Rendered: Amber's Place operation including substance free accommodations, clinical connections and client supports. *Further detailed in program reporting narrative.*

For the Period: June 2016

Dear Todd,

Please accept this invoice for the month of June 2016 in the amount of \$53,147 for payment to Granite United Way for Amber's Place Operation.

<b>Program Budget:</b>	<b>\$100,000</b>
<b>Amount Earned to Date:</b>	<b>\$0,000</b>
<b>Amount Previously Invoiced:</b>	<b>\$0,000</b>
<b>Amount Received:</b>	<b>\$0,000</b>
<b>Amount Requested:</b>	<b>\$53,147</b>
<b>Amount Remaining:</b>	<b>\$46,853</b>



*Candy Reed, CFO*

Merrimack County  
46 South Main Street  
Concord, NH 03301  
603.224.2595

Southern Region  
22 Concord Street  
Manchester, NH 03101  
603.625.6939

North Country  
P.O. Box 311  
Littleton, NH 03561  
603.444.1555

Northern Region  
P.O. Box 614  
Berlin, NH 03570  
603.752.3343

Upper Valley  
21 Technology Drive  
West Lebanon, NH 03784  
603.298.8499

Central Region  
258 Highland Street  
Plymouth, NH 03264  
603.536.3720

## SUMMARY OF BENEFICIARIES REPORT #612016 Amber's Place

### EXECUTIVE SUMMARY

During the period of June 2016 59 clients received substance free accommodations alongside food and peer supports.

All 59 clients also received Hope for NH Recovery Counseling which includes work with a Peer Recovery Coach, who identify personal environmental barriers to getting well and build the clients "recovery capital."

### PROGRAMMATIC SUMMARY

NUMBER OF CLIENTS SERVED NEEDING A BED 59
AVERAGE NUMBER OF NIGHTS PER STAY FOR CLIENTS NEEDING A BED 3.6
NUMBER OF NIGHTS THE FACILITY WAS AT FULL CAPACITY FOR OVERNIGHT STAYS 1
NUMBER OF CLIENTS REFERRED TO OTHER AGENCIES 27

Of the 59 clients receiving care at Amber's Place 18 were discharged to an Inpatient Residential Treatment Program, 6\* were discharged to an Outpatient Residential Treatment Program, 3 were discharged to Other Recovery Housing Options, 2 were discharged to Medical detox, and 1\*\* was discharged to Medicated Assisted Treatment.

\*Client referred after discharged and not accounted in NUMBER OF CLIENTS REFERRED TO OTHER AGENCIES figure

\*\*Client referred after discharged and not account in NUMBER OF CLIENTS REFERRED TO OTHER AGENCIES figure

## DEMOGRAPHIC SUMMARY

MALE 38 FEMALE 21			
FEMALE HEAD OF HOUSEHOLD			
	#TOTAL		#HISPANIC
WHITE	55	and	
BLACK /AFRICAN AMERICAN	1	and	
ASIAN		and	
AMERICAN INDIAN / ALASKAN NATIVE	1	and	
NATIVE HAWAIIAN / OTHER PACIFIC ISLANDER		and	
AMERICAN INDIAN/ ALASKAN NATIVE & WHITE		and	
ASIAN AND WHITE		and	
BLACK/AFRICAN AMERICAN & WHITE	1	and	
AM. INDIAN / ALASKAN NAT. & BLACK / AFRICAN AM.		and	
OTHER MULTI-RACIAL	1	and	

AGE RANGE 18-20_3_	21-25_18_	26-30_19_	31-35_9_	36-40_5_	41-45_4_
46-50_1_	50+_0_				

ELDERLY (≥62 Y.O.)	0	EXTREMELY LOW INCOME	59
DISABLED	0	VERY LOW INCOME	
SMALL FAMILY (1-5)	na	LOW/MODERATE INCOME	
LARGE FAMILY (≥6)	na	> 80% MEDIAN INCOME	
VETERANS	0		

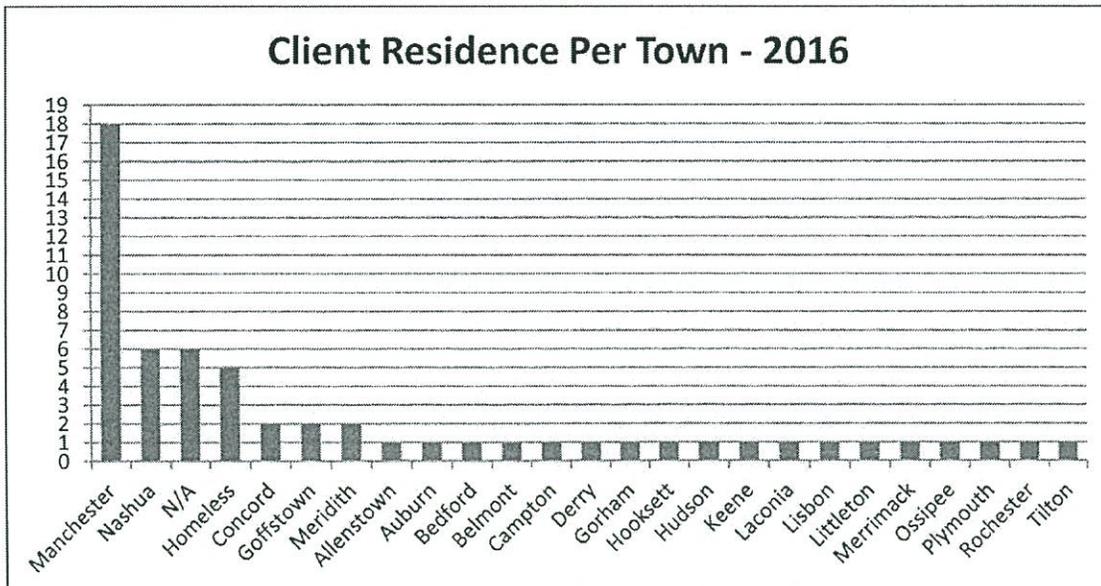


Figure 1: Data for towns was only available for the current year. Working on collection to track prior years.

**Project Name:** Amber's Place Operating Support  
**Project Number:** 612016

August 8<sup>th</sup>, 2016

City of Manchester  
Community Improvement Program  
Attention: Todd Fleming, CIP Coordinator  
One City Hall Plaza  
Manchester, NH 03101

Date 8-11-2016  
Vendor Code \_\_\_\_\_  
Invoice Total \$39,860  
Fund/Org. 20FGC10968  
Project # 612016  
PO # \_\_\_\_\_  
Approved \_\_\_\_\_

**Invoice Number: 2**

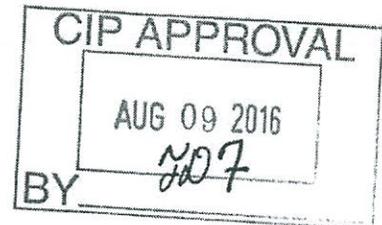
Services Rendered: Amber's Place operation including substance free accommodations, clinical connections and client supports. *Further detailed in program reporting narrative.*

For the Period: July 2016

Dear Todd,

Please accept this invoice for the month of July 2016 in the amount of \$39,860 for payment to Granite United Way for Amber's Place Operation.

<b>Program Budget:</b>	<b>\$100,000</b>
<b>Amount Earned to Date:</b>	<b>\$93,007</b>
<b>Amount Previously Invoiced:</b>	<b>\$53,147</b>
<b>Amount Received:</b>	<b>\$0,000</b>
<b>Amount Requested:</b>	<b>\$39,860</b>
<b>Amount Remaining:</b>	<b>\$6,993</b>



## SUMMARY OF BENEFICIARIES REPORT #612016 Amber's Place

### EXECUTIVE SUMMARY

During the period of July 2016 68 clients received substance free accommodations alongside food and peer supports.

All 68 clients also received Hope for NH Recovery Counseling which includes work with a Peer Recovery Coach, who identify personal environmental barriers to getting well and build the clients' "recovery capital."

### PROGRAMMATIC SUMMARY

NUMBER OF CLIENTS SERVED NEEDING A BED 68
AVERAGE NUMBER OF NIGHTS PER STAY FOR CLIENTS NEEDING A BED 3.7
NUMBER OF NIGHTS THE FACILITY WAS AT FULL CAPACITY FOR OVERNIGHT STAYS 0
NUMBER OF CLIENTS REFERRED TO OTHER AGENCIES 33 Placed in treatment

Of the 68 clients receiving care at Amber's Place 24\* were discharged to an Inpatient Residential Treatment Program, 6\*\* were discharged to an Other Recovery Housing Options, 3 were discharged to Medical Detox, 2 were discharged to Outpatient Residential Treatment 1 was discharged to Faith Based Recovery Programs.

\*Client referred after discharged and not accounted in NUMBER OF CLIENTS REFERRED TO OTHER AGENCIES figure  
\*\*Client referred after discharged and not account in NUMBER OF CLIENTS REFERRED TO OTHER AGENCIES figure

**DEMOGRAPHIC SUMMARY**

MALE 38 FEMALE 21		
FEMALE HEAD OF HOUSEHOLD		
	#TOTAL	#HISPANIC
WHITE	64	and
BLACK /AFRICAN AMERICAN	1	and
ASIAN		and
AMERICAN INDIAN / ALASKAN NATIVE	1	and
NATIVE HAWAIIAN / OTHER PACIFIC ISLANDER		and
AMERICAN INDIAN/ ALASKAN NATIVE & WHITE		and
ASIAN AND WHITE		and
BLACK/AFRICAN AMERICAN & WHITE	1	and
AM. INDIAN / ALASKAN NAT. & BLACK / AFRICAN AM.		and
OTHER MULTI-RACIAL	1	and

AGE RANGE 18-20	8	21-25	16	26-30	17	31-35	15	36-40	3	41-45	5
46-50	2	50+	2								

ELDERLY (≥62 Y.O.)	0	EXTREMELY LOW INCOME	68
DISABLED	0	VERY LOW INCOME	
SMALL FAMILY (1-5)	na	LOW/MODERATE INCOME	
LARGE FAMILY (≥6)	na	> 80% MEDIAN INCOME	
VETERANS	0		

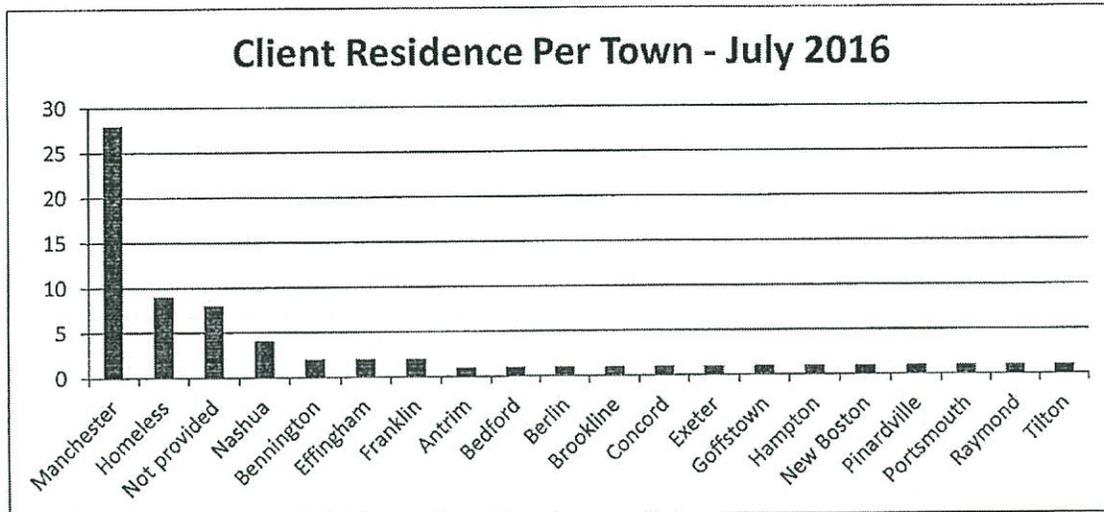


Figure 1: Data for towns was only available for the current year. Working on collection to track prior years.

**Granite United Way**

22 Concord Street  
Floor 2  
Manchester, NH 03101



**Memo**

**TO:** Todd D. Fleming, CIP Coordinator  
**FROM:** Patrick Tufts, President and CEO  
**Cc:** Mayor Gatsas  
**DATE:** 6-15-2016  
**SUBJECT:** Amber's Place

Granite United Way in its role as a convener and fiscal agent for Manchester's very successful *Safe Station* initiative is pleased to share the following information. Granite United Way will be the agency responsible for submitting payment requests, beneficiary reporting, record retention and overall project administration for the City of Manchester's \$100,000 contribution towards funding Amber's Place operating budget. Effective dates are June 20, 2016 until the City funds are exhausted (estimated to be no later than August 20, 2016).

Multiple agencies are working together to make this important initiative successful.

- Amber's Place
- A.M.R
- HOPE for NH Recovery
- Serenity Place
- The Manchester Fire Department
- The Manchester Health Department
- Catholic Medical Center
- Granite United Way
- 2-1-1 NH
- Keystone
- James Vera representing the State of NH
- Alderman Patrick Long

12 Month Cost to Provide Safe Station & Ambers Place

First Month	Months 2-6	Months 7-12	Total Cost
\$53,147.11	\$199,301.55	\$64,917.00	\$317,365.66

This budget assumes that within six months Ambers Place will be in a position to bill for services, either as part of HOPE for NH Recovery or another agency.

#### **Amber's Place Scope of Services –**

Ambers Place is an on site 16 - continually available- bed Emergency Respite facility where guests transition to the next stage in their recovery. Located at 140 Central St in Manchester NH it is a peer run program for those needing treatment for opiate addiction, as well as those at high risk for drug overdose or survivors of overdose to stay for a short term stay while awaiting the next treatment option.

#### **Scope of Services-**

- Ambers Place (Hope for NH Recovery) staff answer all *Safe Station* calls for help in Manchester 24 / 7.
- A free 16 Bed warm, substance free, and welcoming space, food and bedding and peer support.
- Direct connection to clinical assessment and follow up with either treatment or recovery housing.
- Resource for those seen in emergency departments that are medically cleared or engaged in the *Safe Station* program.
- Connection to clinical resources such as medication assisted treatment, Medical detox, inpatient/ out-patient residential treatment programs, social detox programs, faith based recovery programs and other recovery housing options.

#### **Invoicing Schedule-**

- Granite United Way will invoice the City of Manchester monthly based on the actual operating expense for Amber's Place. This is currently \$53,147 per month.

#### **Desired Outcomes-**

- Provide guests a warm, substance free, and welcoming space while engaging them with peer support services.
- Connect guests to the appropriate clinical assessment and follow up with either treatment or recovery housing.
- Guests will follow through with their own plans to lifestyle that is conducive to achieving long lasting remission from substance use.
- As a clearinghouse referral source- our coaches remove barriers to recovery.
- Assist guests in obtaining medical insurance and education about their addiction and recovery.

#### **Reporting-**

Monthly reports will be submitted to the Office of the Mayor by the Granite United: including a narrative on the number of people served, actual services rendered and will include the beneficiary report form. Additional reports may be requested, but that information will need to be generated by the sub-contracted agency. In this case that is HOPE for NH Recovery, not Granite United Way.

<b>211, Ambers, Safe Station</b>		<b>Total Monthly Payroll</b>	<b>Monthly Payroll Taxes</b>	<b>Monthly W/C</b>	<b>Monthly Benefits</b>
1st shift	Safe Station	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.00
	Amber Female	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Male	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Call Center	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
2nd shift	Safe Station	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Female	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Male	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Call Center	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
3rd shift	Safe Station	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Female	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Male	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Call Center	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
1st shift weekend	Safe Station	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Amber Female	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Amber Male	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Call Center	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
2nd shift weekend	Safe Station	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Amber Female	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Amber Male	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Call Center	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
3rd shift weekend	Safe Station	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Amber Female	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Amber Male	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
	Call Center	\$ 969.92	\$ 87.29	\$ 48.16	\$ 160.04
		\$ 40,736.64	\$ 3,666.30	\$ 2,022.72	\$6,721.45
<b>Total Monthly Budget Ambers / Safe Station with phone service</b>				<b>\$ 53,147.11</b>	

<b>Ambers Place and Safe Station</b>		<b>Total Monthly Payroll</b>	<b>Monthly Payroll Taxes</b>	<b>Monthly W/C</b>	<b>Monthly Benefits</b>
1st shift	Safe Station	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.00
	Amber Female	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Male	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
2nd shift	Safe Station	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Female	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Male	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
3rd shift	Safe Station	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09
	Amber Female	\$ 2,424.80	\$ 218.23	\$ 120.40	\$ 400.09

	Amber Male	\$	2,424.80	\$	218.23	\$	120.40	\$	400.09
1st shift weekend	Safe Station	\$	969.92	\$	87.29	\$	48.16	\$	160.04
	Amber Female	\$	969.92	\$	87.29	\$	48.16	\$	160.04
	Amber Male	\$	969.92	\$	87.29	\$	48.16	\$	160.04
2nd shift weekend	Safe Station	\$	969.92	\$	87.29	\$	48.16	\$	160.04
	Amber Female	\$	969.92	\$	87.29	\$	48.16	\$	160.04
	Amber Male	\$	969.92	\$	87.29	\$	48.16	\$	160.04
3rd shift weekend	Safe Station	\$	969.92	\$	87.29	\$	48.16	\$	160.04
	Amber Female	\$	969.92	\$	87.29	\$	48.16	\$	160.04
	Amber Male	\$	969.92	\$	87.29	\$	48.16	\$	160.04
		\$	30,552.48	\$	2,749.72	\$	1,517.04	\$	5,041.07
<b>Total Monthly Expense Ambers / Safe Station without phone service</b>									<b>\$ 39,860.31</b>

Excerpt from 6/7/2016 BMA meeting:

*Alderman Long moved to appropriate \$100,000 from contingency to Granite United Way for Amber's Place. Alderman O'Neil duly seconded the motion.*

**Alderman Long** stated there are different stories going around with respect to Amber's Place and their affiliate with Hope for NH Recovery. My understanding is that they are affiliated. That is what I was told. Others have been told that they are a separate entity. That is the reason this is going to Granite United Way. There are some questions that are not answered and right now they are at half capacity. They can fill 16 beds but they are only doing 8 because that is what they can afford right now. This money will get them back to the 16. With respect to the Safe Station, they have been filling those beds. They are getting four or five a week.

**Mayor Gatsas** asked will you amend your motion so that they have to report back to us on a quarterly basis?

**Alderman Long** responded yes. I spoke with Mr. LaFreniere and Kerrie with respect to getting some reports back from Amber's Place. If anyone on the board has any questions they would like answered, just let me know and I can sit down with Mr. LaFreniere and get those answers.

**Alderman O'Neil** asked as with Serenity Place would it report to the Special Committee on Alcohol and Other Drugs?

**Alderman Long** answered it could.

**Alderman O'Neil** stated we have to try to keep this whole thing under one committee. We leave a meeting thinking we did one thing and...we need a little more control over it.

**Alderman Long** asked okay so you want the report to go to the Special Committee on Alcohol and Other Drugs?

**Alderman O'Neil** replied yes.

**Alderman Hirschmann** stated this money is FY16 money but it is going to be funding a FY17 program and is it going to continue after that?

**Alderman Long** stated it is funding FY16. It is covering them for the rest of this month.

**Alderman Hirschmann** responded \$100,000 is going to fund them into FY17.

**Mayor Gatsas** stated it is going to be multiple months.

**Alderman Long** stated it is going to be part of FY16 and FY17.

**Alderman Hirschmann** asked is it going to continue after that?

**Alderman Long** stated the mayor has been working with a couple of entities to get the funding for the remainder of the year.

**Alderman Hirschmann** asked so how soon will they be coming back for more?

**Mayor Gatsas** answered in a year.

**Alderman Hirschmann** stated so it is for 2017.

**Mayor Gatsas** replied well it is where we are at until next June. There are a couple of other entities that are interested in funding the balance of the year. I think it is important that when you talk about an 89% rate of people staying in shelter for help, that is an incredible number. This program is working. I think we just need to move it along. My understanding is they want to report back monthly, not quarterly so we will have a pretty good understanding of what is happening very quickly.

**Alderman O'Neil** asked do we have any way of finding out, and this is my opinion based on what I know, but if someone in trouble has insurance there is all kinds of opportunities for them but if you don't have insurance you are in some trouble. Can we find out...

**Mayor Gatsas** interjected Medicare from what I understand...I just had two people that were helped out through the Medicare process. They didn't have insurance. There was availability in a couple of places and they got placed.

**Alderman O'Neil** asked would you be able to pass it on to me because you have heard me talk about this young woman who is 31 years old. She is six weeks sober thanks to her family but she still didn't have a bed as of today.

**Mayor Gatsas** answered I will get that to you.

**Alderman O'Neil** stated there is a lot of talk that we take people who don't have insurance but when it comes down to making it happen, that hasn't always been the case.

**Alderman Levasseur** stated I am not sure how we would proceed with this but there is an issue with the Central Fire Station. The back of that fire station has a lot of issues.

**Mayor Gatsas** stated we are still on this motion.

**Alderman Sapienza** stated I have a question about how this money is going to be administered. We are talking about \$100,000.

**Mayor Gatsas** replied it is going to be administered through the United Way. Right now Amber's Place, from what Alderman Long and I were told, are good for about another month and I don't think we can afford to lose that portion of Safe Stations because that is where people are going with 16 beds. As I said, they are in the process of administering care and 89% of the people who go there are still there. I think the number is over 125 that have reported to the stations.

**Alderman Sapienza** responded I understand the need for the beds and I am probably okay with the \$100,000. Giving it to the United Way gives me pause. We have City departments who administer this kind of thing all the time. We approve money and Leon takes care of it. We have the Health Department. I don't understand why we are bringing the United Way into it.

**Mayor Gatsas** answered because the United Way is paying for Amber's Place. They are getting funds directly from the United Way. There are other people who want to make a contribution and they are willing to put it into the United Way so that those funds can be administered through there until they get into a stable position and know where their budget is and what their expenditures are. Again, it is all going to depend on the next 90 days on what happens with the beds that are going to be available at the Hoitt building.

**Alderman Sapienza** so we are going to get reports on what they are spending the money on?

**Mayor Gatsas** replied yes.

**Alderman Sapienza** asked and there will be a way to check that? We are not giving them the money and then find out we don't know what they did with it.

**Mayor Gatsas** answered no. You will see it as they spend it on a monthly basis.

**Alderman Long** stated to Alderman Sapienza's concerns, your concerns are being addressed. Mr. LaFreniere did say that it is coming out of his office. We are going to pose questions and the reporting will go to Mr. LaFreniere and then he will forward the information to us. We still have that arm with the City. Whatever questions we have out of this...I get that because I want to know what \$100,000 is getting us, we will be asking the Planning Department. They will get the reports and forward them to us. We will have staff that normally does the CIP stuff doing this also.

**Alderman Barry** stated I think maybe this will address Alderman O'Neil's concern. It is my understanding that Safe 211 is actually working really well for that many people to come in and I don't care what community they come in from as long as we are there to assist and I hope the other communities will jump on soon. It is my understanding that when a recovery coach shows up and if someone doesn't have insurance they actually walk them through the paperwork so they can get the Medicaid. I think that is great and that is one of the discussions we had with Tim Soucy and some other members of the Health Department. I think it is a great idea that they are there because one of the biggest problems is these people feel that there is no one there to assist them in getting the insurance necessary to get into these treatment centers.

**Mayor Gatsas** stated I think the United Way certainly helps on the business side because these people are trying to help people and certainly I applaud them. I think the United Way will help them work through their budget process and their business side.

**Alderman Levasseur** stated we didn't get a balance on our surplus and how much is contingency. Where is the money coming from?

**Mayor Gatsas** answered it is coming from contingency according to Mr. Sanders.

**Alderman Levasseur** asked how much do we have in there?

**Mr. Sanders** answered about \$370,000.

**Alderman Levasseur** stated I know we have another 23 days but where are we at now with surplus?

**Mr. Sanders** I don't have anything different than what I went over at the last meeting.

**Alderman Levasseur** asked is it \$2.3 million?

**Mr. Sanders** answered it is about \$2.4 million

*Mayor Gatsas called for a vote on the motion to transfer \$100,000 from contingency to the Granite United Way for Amber's Place.*

**Mayor Gatsas** stated I know the people at Amber's Place are going to be very grateful because they were on short shoe strings to get some funding. I think now that we have stepped up as a City and a community you will find that some of the other companies that I have talked to will step up with another \$250,000 so that we can keep them funded for a year and see how well they do and then they can talk to us next year.

Excerpt from 6/28/2016 BMA Meeting

39. Report(s) of the Committee on Lands and Buildings, if available.

There were none.

40. Report(s) of the Special Committee on Solid Waste Activities, if available.

There were none.

Deputy City Clerk Freeman noted that there is one more report from the Special Committee on Alcohol, Other Drugs & Youth Services.

The Special Committee on Alcohol, Other Drugs & Youth Services respectfully recommends, after due and careful consideration, that the Community Improvement Program sub recipient agreement between the City and the Granite United Way for Amber's Place be approved.

*On motion of Alderman Pappas, duly seconded by Alderman Shea, it was voted to accept the report and adopt its recommendation.*

41. Resolution:

"Amending the FY 2016 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thousand Dollars (\$100,000) for the FY 2016 CIP 612016 Amber's Place Operations."

*On motion of Alderman Long, duly seconded by Alderman Ludwig, it was voted to waive the reading by title only.*

*On motion of Alderman Herbert, duly seconded by Alderman Sapienza, it was voted that the resolution ought to pass and be enrolled.*

## Fleming, Todd

---

**From:** Barry, Bill  
**Sent:** Monday, June 13, 2016 4:23 PM  
**To:** Fleming, Todd; Ludwig,Ron; O'Neil, Daniel; Pappas,Nick; Shaw,Barbara; Long,Patrick  
**Cc:** LaFreniere, Leon  
**Subject:** RE: Amber's Place

Thank you Todd. Please keep us informed and let us know if we can be of assistance.

Bill Barry

---

**From:** Fleming, Todd  
**Sent:** Monday, June 13, 2016 3:43 PM  
**To:** Barry, Bill; Ludwig,Ron; O'Neil, Daniel; Pappas,Nick; Shaw,Barbara; Long,Patrick  
**Cc:** LaFreniere, Leon  
**Subject:** FW: Amber's Place

Good Afternoon Aldermen, as you can see from the e-mail below, I am working on drafting the Subrecipient Agreement for the Amber's Place project. Once I have drafted the Agreement, I will provide it to you for your review and comments. If you have questions or concerns, please do not hesitate to contact me. Thank you.

Sincerely,  
Todd

---

**From:** Fleming, Todd  
**Sent:** Monday, June 13, 2016 2:46 PM  
**To:** 'Patrick.Tufts@graniteuw.org'  
**Subject:** Amber's Place

Good Afternoon Mr. Tufts, I am drafting a Subrecipient Agreement for the Amber's Place project. There is specific information that I will need in order to create the agreement for the funding, so I would appreciate it if you could provide the information noted below.

### \$100,000 for Two Months Operational Support Project

- Effective dates (June 28, 2016 – September 30, 2016?) It is my understanding this is emergency funding for two months of operations
- Confirm that Granite United Way will be the operating agency responsible for submitting payment requests, beneficiary reporting, record retention and overall project administration.
- Scope of Services – a detailed explanation of services to be carried out utilizing the funding.
- Outcomes – Specific, measurable outcomes that will be produced by this program.
- Invoicing Schedule – Expenses are based on program beneficiaries or monthly operating costs? What will the invoices be based on – cost per person or set monthly operating costs?
- Reporting Requirements – Report monthly with: accomplishments narrative and attached beneficiary report form. Additional report points may be requested by the Special committee on Alcohol, Other Drugs and Youth Services.

Please return the information to me at your earliest convenience so that I can get the Agreement drafted and reviewed by the Special Committee on Alcohol, Other Drugs and Youth Services. As you know, the City will not be able to expend any funding on this project until the Agreement has been executed. If you have any questions, please do not hesitate to contact me. Thank you

Sincerely,  
Todd

**Todd D. Fleming**

CIP Coordinator  
Planning and Community Development  
Community Improvement Program Division  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101  
T: (603) 624-6450  
F: (603) 624-6529

---

*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.*

# SAFE STATION

*Mayor's Office Haddam I  
Comm. on Accounts  
October 17, 2016*

Announced on May 4, 2016, the Manchester Fire Department began providing a service to those suffering from Substance Misuse Disorder named "Safe Station". The purpose of this program is to provide a starting point to aid in the treatment and recovery from Opiate and Drug Addiction.

- **Number of requests at MFD for Safe Station:** 616
- **Number of participants transported to Hospitals:** 51
- **Number of participants taken to HOPE for NH:** 347
- **Number of participants taken to Serenity Place:** 214
- **Average Length of Time AMR/MFD Company "Not Available":** 12 minutes
- **Number of UNIQUE participants:** 503
- **Number of REPEAT entries:** 115
- **Age Range of Participants:** 18-69
- **Participant Hometown Breakdown (BY UNIQUE PATIENT):**

## NEW HAMPSHIRE

ALLENSTOWN	3
ALTON	2
AMHERST	1
ANTRIM	1
ATKINSON	1
AUBURN	2
BARNSTEAD	1
BEDFORD	4
BELMONT	6
BENNINGTON	2
BERLIN	3
BOSCAWEN	2
BOW	1
BRISTOL	1
CAMPTON	1
CARROL	1
CONCORD	10
CONWAY	3
DALTON	1
DEERFIELD	1
DERRY	10
DOVER	1
DUNBARTON	1
EAST ANDOVER	1
EFFINGHAM	2
ENFIELD	1
EPPING	2
EXETER	2
FARMINGTON	4
FRANKLIN	5
FREMONT	1
GOFFSTOWN	4
GONIC	1
GREENFIELD	1
HAMPTON	1
HENNIKER	1
HILLSBORO	1
HOLLIS	2
HOOKSETT	10
HUDSON	5
JACKSON	1

## OUT OF STATE

BERWICK, ME	1
CAPE NEDDICK, ME	1
KITTERY, ME	1
LIMINGTON, ME	1
LISBON, ME	1
SANFORD, ME	1
AYER, MA	1
BEVERLY, MA	1
BOSTON, MA	1
BOXFORD, MA	1
DRACUT, MA	1
GARDNER, MA	1
GROVELAND, MA	1
HAVERHILL, MA	2
IPSWICH, MA	1
LOWELL, MA	1
LYNN, MA	1
NEW BEDFORD, MA	1
SOUTHWICK, MA	1
BIRMINGHAM, AL	1
MERIDEN, CT	1

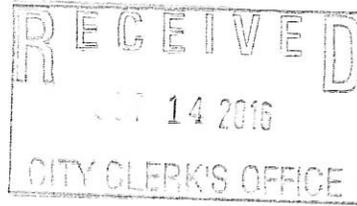
# SAFE STATION

- **Referring MFD Station Breakdown:**

○ CENTRAL	502
○ STATION 6	23
○ STATION 5	19
○ STATION 2	18
○ STATION 10	17
○ STATION 7	12
○ STATION 3	10
○ STATION 9	7
○ STATION 4	6
○ STATION 8	3

- **Number of participants seen for ODs prior to seeking SS Help:** 117

*Mayor's Office Handout #2  
Comm. on Accounts.  
October 17, 2016*



**Granite United Way**

22 Concord Street  
Floor 2  
Manchester, NH 03101

**Memo**

**TO: Mayor Ted Gatsas**  
**FROM: Patrick Tufts**  
**DATE: 10-13-2016**  
**SUBJECT: Safe Station Update**

Granite United Way in its role as a convener and fiscal agent for Manchester's very successful *Safe Station* initiative is pleased to share the following update. Multiple agencies have worked together at your request to make this important initiative successful. To date Safe Stations has served over 500 unique individuals. Safe Station Partners include:

- American Medical Response (AMR)
- HOPE for NH Recovery
- Serenity Place
- The Manchester Fire Department
- The Manchester Health Department
- Catholic Medical Center
- Granite United Way
- 2-1-1 NH
- Keystone
- The State of New Hampshire
  - *Department of Health & Human Services (DHHS) and Bureau of Drug and Alcohol Services (BDAS)*

12 Month Cost to Provide Safe Station & Ambers Place

First Month	Months 2-6	Months 7-12	Total Cost
\$53,147.11	\$199,301.55	\$64,917.00	\$317,365.66

Six Month update

- \$144,007 Safe Station Income (statement attached)
- \$ 93,007 from the City of Manchester (to date)
- \$168,259.44 Safe Station expenses (statement attached)
- In August 2016, Safe Station leaders were notified by HOPE for NH Recovery that they would cease Ambers Place operations when they moved to their new location in the Fall of 2016
- On September 7, 2016 Safe Station Services transitioned from HOPE for NH Recovery to Serenity Place (daytime services) and Helping Hands (overnight / weekends)
- Safe Station operating costs have decreased as N.H. DHHS and BDAS contracts were amended to provide more state of N.H. financial support to Serenity Place and Helping Hands
- Safe Stations is operating under budget and now includes a higher level of clinical and reimbursable care by utilizing Serenity Place Rapid Access Program services
- Specific information on client service demographics (attached) have been provided in reports submitted to City of Manchester Chief of Police

**GRANITE UNITED WAY  
SAFE STATION**

Date prepared: 10/12/16

**Income:**

6/21/16 Catholic Medical Center	25,000.00	
8/6/16 City of Manchester	53,147.00	
8/15/16 Mclane/Middleton	1,000.00	
8/29/16 City of Manchester	39,860.00	
8/29/16 WCHS, Inc (clinic)	15,000.00	
Pending Anthem	10,000.00	
		144,007.00

**Expenses:**

5/23/16 Hope for NH Recovery	(4,867.55)	
6/7/16 Hope for NH Recovery	(6,000.00)	
6/16/16 Hope for NH Recovery	(7,500.00)	
6/23/16 Hope for NH Recovery	(23,915.26)	
6/25/16 Meeting expense	(52.32)	
6/26/16 Wedu-3000 wristbands	(780.00)	
7/12/16 Hope for NH Recovery	(18,014.91)	
7/15/16 Hope for NH Recovery	(20,808.68)	
7/20/16 Hope for NH Recovery	(9,609.73)	
8/8/16 Hope for NH Recovery	(7,721.48)	
8/12/16 Hope for NH Recovery	(8,319.25)	
8/17/16 Hope for NH Recovery	(12,118.03)	
8/20/16 Hope for NH Recovery	(5,689.37)	
8/24/16 Hope for NH Recovery	(7,146.07)	
9/2/16 Hope for NH Recovery	(6,684.21)	
9/12/16 Hope for NH Recovery	(7,745.72)	
9/12/16 Helping Hands Outreach	(7,095.00)	
9/19/16 Helping Hands Outreach	(6,730.77)	
9/29/16 Helping Hands Outreach	(730.32)	
10/7/16 Helping Hands Outreach	(6,730.77)	
		(168,259.44)

**Current cash balance 10/12/16**

**(24,252.44)**

**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 discussion regarding rental of single family homes has been received and filed.

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

Respectfully submitted,

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

Clerk of Committee

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

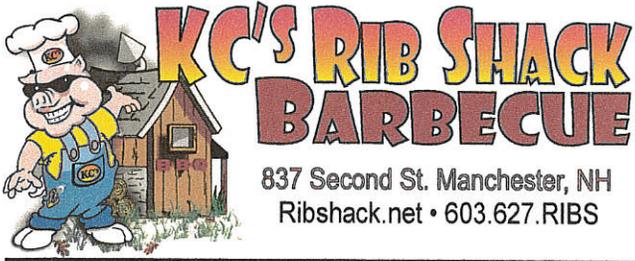
The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that the request to appeal restrictions placed on KC's Rib Shack's business license has been received and filed.

*(Aldermen Sapienza, Shea and Cavanaugh voted yea, Alderman Pappas voted nay and Alderman Levasseur was absent)*

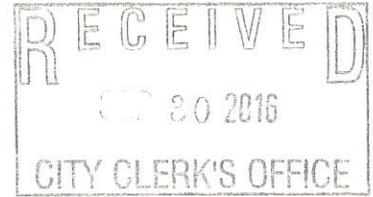
Respectfully submitted,

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

Clerk of Committee



837 Second St. Manchester, NH  
Ribshack.net • 603.627.RIBS



September 19th 2016

RE: Business License Restrictions

Hi my name is Kevin Cornish. I own KC's Rib Shack and I would like to request a hearing before the Committee of Administration to appeal the restrictions on my licence.

Regards ~ Kevin Cornish  
603-858-7427

Matthew Normand  
City Clerk



Heather Freeman  
Assistant City Clerk

JoAnn Ferruolo  
Assistant City Clerk

**CITY OF MANCHESTER**  
*Office of the City Clerk*

September 19, 2016

Kevin Cornish  
Gregory Szabon  
KC's Rib Shack  
837 Second Street  
Manchester, NH 03102

RE: Business License Restrictions

Dear Mr. Cornish/Mr. Szabon:

This letter is intended to be a follow up to our phone conversation on September 15, 2016 in regards to a noise complaint received on August 24<sup>th</sup>, 2016 by our office. The complaint was for a noise issue on Sunday August 21<sup>st</sup> around 7:00 p.m. and the complainant identified your establishment in regards to the referenced issue. After further discussion with you and your manager it was determined that amplified sound had been utilized at the event.

Please be aware that the current restrictions on your license are as follows: ***"All Outdoor Music is limited to Acoustic (unamplified) stringed instruments. All outside entertainment must cease by 10pm. Outdoor Occupancy is limited to 80 occupants. Any complaints or issues arising from this outdoor activity will force the immediate revocation of this privilege by the Manchester Police and City Clerk's Office."*** Please consider this letter a warning in regards to the complaint received and that all outside music will follow the acoustic (unamplified) restriction ceasing at 10:00 p.m. as noted on your current business license.

If you wish to appeal this decision or the current restrictions on your license, you may request, in writing, a hearing before the Committee of Administration within ten days of this notice. Your anticipated compliance is greatly appreciated.

If you have any questions or concerns, please call me at (603) 792-6637.

Sincerely,

Bryan J. Disko  
Licensing, Compliance and Facilities Coordinator  
E-mail: [bdisko@manchesternh.gov](mailto:bdisko@manchesternh.gov)



City of Manchester, NH  
Office of the City Clerk

(603) 624-6455

**LICENSE NO. 17-BUS1810**

*File Copy*

**CITY OF MANCHESTER, STATE OF NEW HAMPSHIRE**

**THIS LICENSE MUST BE CONSPICUOUSLY POSTED ON PREMISES**

PITWORKS INC, doing business as KC'S RIB SHACK at 837 SECOND STREET, has been granted a license/licenses by the Board of Mayor and Aldermen to engage in business as follows:

**SQUARE FOOTAGE: 4,100**

<b><u>LICENSED ACTIVITIES:</u></b>	<b><u>Effective</u></b>	<b><u>#Items</u></b>	<b><u>Fee</u></b>
<b>Business Type: RESTAURANT</b>			
<b>Sunday Activities</b>	<b>Apr 15, 2016</b>		
<b>Food Service / Restaurant</b>	<b>Apr 15, 2016</b>		<b>\$102.00</b>
<b>TOTAL LICENSE FEES:</b>			<b>\$102.00</b>

*License Restrictions:*

Licensee will comply with all state and local laws, ordinances, requirements or conditions set forth by any department of the City of Manchester, NH.  
Dance/Entertainment License issued under the following conditions: \*\* All OUTDOOR music is limited to Acoustic (unamplified) stringed instruments. ALL outside entertainment must CEASE by 10pm. Outdoor Occupancy is limited to 80 occupants. Any complaints or issues arising from this outdoor activity will force the immediate revocation of this privilege by the Manchester Police and Clerk Office.

**Expiration Date: Sunday, April 30, 2017**

The foregoing license/licenses is/are granted subject to the provisions and restrictions of the ordinance sections applicable and the rules, regulations of the Board of Mayor and Aldermen, and enforced by the Manchester Police Department. Licenses shall remain the property of the City of Manchester and are to be returned to the Office of the City Clerk during a period of suspension, after revocation, or if the person, corporation, or association holding the license ceases to operate. This printed license supercedes all previous printed licenses for this business. Licenses issued herein are valid until the stated expiration date, unless otherwise restricted, suspended, or revoked by the City. Licenses issued for video poker machines or any other device, vehicle, or activity which may later be prohibited by action of the State legislature, shall become null and void upon the effective date of such legislation. License fees are nonrefundable, in whole or in part. Licensee will comply with all state and local laws, ordinances, requirements or conditions set forth by any department of the City of Manchester, NH.

Issued: **Thursday, August 25, 2016**

*File Copy*

Attest: 

City Clerk

**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 request from the Human Resources Director to use the City seal for materials to be distributed to City employees produced by Manchester Community College and UNH be approved.

*(Unanimous vote with the exception of Alderman Levasseur 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

*Jane Gile*  
*Human Resources Director*



## **CITY OF MANCHESTER**

### **Human Resources Department**

September 16, 2016

Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, NH 03104

Honorable Board of Mayor and Aldermen:

This is a formal request to use the city seal on materials that will be distributed to employees by Human Resources but are produced by Manchester Community College and the UNH Professional Studies division.

Both entities are partnering with the city in providing staff development opportunities for employees. The city seal along with the respective college logo will be used on program materials. The co-branding markets the training as sponsored by the city and lends credibility to the educational programs being offered.

Thank you for your consideration of this request.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jane E. Gile', is written over a blue circular stamp or watermark.

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

**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 Agreement between the City and Sprint for 230 Hackett Hill Road be approved.

*(Unanimous vote with the exception of Alderman Levasseur 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



**Sprint – Property Services**

Mailstop: KSOPHT0101-Z2650

6391 Sprint Parkway

Overland Park, KS 66251

(800) 357 – 7641

[LandlordSolutions@Sprint.com](mailto:LandlordSolutions@Sprint.com)

September 16, 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.

**Rent:** Section 4.a shall be amended as follows; Beginning on the first (1st) day of first (1st) New Renewal Term, Lessee shall pay Lessor, as rent, Two Thousand two Hundred Twenty Dollars and Two Cents (\$2,220.02) per month (“Rent”). Prior to such date, the Rent amount shall be as set forth in the Agreement. On each anniversary of the Commencement Date, the rent shall be increased by three percent (3%).

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.

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](mailto:thomas.shevlin@sprint.com)

**AMENDMENT NO. 1 TO THE LEASE AGREEMENT**

This Amendment No. 1 to the Lease Agreement (this “**Amendment**”), effective as of August 30, 2017 (“**Effective Date**”), amends a certain Lease Agreement between Sprint Spectrum Realty Company, L.L.C., successor in interest to Sprint Spectrum L.P.” (“**Lessor**”), and The City of Manchester as successor in interest to the University of New Hampshire (“**Lessee**”), dated August 29, 1997, (the “**Agreement**”).

**BACKGROUND**

**AGREEMENT**

For good and valuable consideration the receipt and sufficiency of which are acknowledged, Lessee and Lessor agree as follows:

- 1. **Term.** Section 2 of the Agreement is amended by adding the following:

“Notwithstanding anything set forth in Section 2 to the contrary, the current Term of this Agreement will expire on August 29, 2017. Commencing on August 30, 2017, 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 lease thirty (30) days prior to the commencement of such renewal term.

- 2. **Rent:** Section 4.a shall be amended as follows; Beginning on the first (1st) day of first (1st) New Renewal Term, Lessee shall pay Lessor, as rent, Two Thousand two Hundred Twenty Dollars and Two Cents (\$2,220.02) per month (“Rent”). Prior to such date, the Rent amount shall be as set forth in the Agreement. On each anniversary of the Commencement Date, the rent shall be increased by three percent (3%).

- 3. **Notice Address.**

To Lessor: City of Manchester  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Lessee: Sprint Property Services  
Sprint Site ID: NM03XC009  
Mailstop KSOPHT0101-Z2650  
6391 Sprint Parkway  
Overland Park, Kansas 66251-2650

With a mandatory copy to: Sprint Law Department  
Sprint Site ID: NM03XC009  
Mailstop KSOPHT0101-Z2020  
6391 Sprint Parkway  
Overland Park, Kansas 66251-2020  
Attn.: Real Estate Attorney

4. **General Terms and Conditions.**

a. All capitalized terms used in this Amendment, unless otherwise defined herein, will have the same meaning as the terms contained in the Agreement.

b. In case of any inconsistencies between the terms and conditions contained in the Agreement and the terms and conditions contained in this Amendment, the terms and conditions herein will control. Except as set forth below, all provisions of the Agreement are ratified and remain unchanged and in full force and effect.

c. This Amendment may be executed in duplicate counterparts, each of which will be deemed an original.

d. Each of the parties represents and warrants that it has the right, power, legal capacity and authority to enter into and perform its respective obligations under this Amendment.

**\*\*\*SIGNATURES ON FOLLOWING PAGE\*\*\***

The parties have executed this Amendment as of the Effective Date.

**Lessor:**

City of Manchester

**Lessee:**

Sprint Spectrum Realty Company, L.L.C., successor in interest to Sprint Spectrum L.P.”

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**(Date must be completed)**

By: \_\_\_\_\_

Printed Name: Ronald Hibbard

Title: Regional Site Development Market Manager

Date: \_\_\_\_\_

**(Date must be completed)**

**Exhibit B-2**

**[see attached]**

**SPECIAL CONSTRUCTION NOTE:**

SPRINT TOWER TOP WORK IS CONTINGENT ON THE FOLLOWING:  
 \* COMPLETION OF A GLOBAL STRUCTURAL STABILITY ANALYSIS (PROVIDED BY A&E VENDOR).  
 \* COMPLETION OF AN ANTENNA/RRH MOUNT STRUCTURAL ASSESSMENT (PROVIDED BY A&E VENDOR).  
 \* GC SHALL FURNISH, INSTALL AND COMPLETE ALL REQUIRED STRUCTURAL MODIFICATIONS AS INDICATED IN BEFORE-MENTIONED ANALYSIS AND ASSESSMENT.  
 \* SPRINT CORPORATION SHALL PROVIDE WRITTEN ACCEPTANCE/APPROVAL FOR THE COMPLETION OF ALL TOWER/FOUNDATION STRUCTURAL MODIFICATIONS INCLUDING (AS NECESSARY) CONTROLLED CONSTRUCTION INSPECTIONS, SHOP-DRAWING APPROVALS, MATERIALS TEST RESULTS, AND FINAL ENGINEER'S AFFIDAVIT.



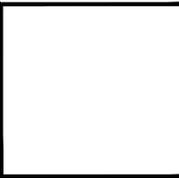
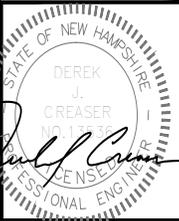
**NOTE:**

OWNER AND TENANT MAY, FROM TIME TO TIME AT TENANT'S OPTION, REPLACE THIS EXHIBIT WITH AN EXHIBIT SETTING FORTH THE LEGAL DESCRIPTION OF THE SITE, OR WITH ENGINEERED OR AS-BUILT DRAWING DEPICTING THE SITE OR ILLUSTRATING STRUCTURAL MODIFICATIONS OR CONSTRUCTION PLANS OF THE SITE. ANY VISUAL OR TEXTUAL REPRESENTATION OF THE EQUIPMENT LOCATED WITHIN THE SITE CONTAINED IN THESE OTHER DOCUMENTS IS ILLUSTRATIVE ONLY, AND DOES NOT LIMIT THE RIGHTS OF SPRINT AS PROVIDED FOR IN THE AGREEMENT. THE LOCATIONS OF ANY ACCESS AND UTILITY EASEMENTS ARE ILLUSTRATIVE ONLY. ACTUAL LOCATIONS MAY BE DETERMINED BY TENANT AND/OR THE SERVICING UTILITY COMPANY IN COMPLIANCE WITH LOCAL LAWS AND REGULATIONS.

**STRUCTURAL NOTE:**

STRUCTURAL INFORMATION TAKEN FROM STRUCTURAL ANALYSIS PERFORMED BY HUDSON DESIGN GROUP LLC DATED: JUNE 18, 2014

**PROJECT:** 2.5 EQUIPMENT DEPLOYMENT  
**SITE NAME:** UNH WATER TANK  
**SITE CASCADE:** NM03XC009  
**MARKET:** VT - NH - ME  
**SITE ADDRESS:** 230 HACKETT HILL ROAD  
 MANCHESTER, NH 03102  
**SITE TYPE:** WATER TANK



CHECKED BY: KB

APPROVED BY: DPH

SUBMITTALS			
REV	DATE	DESCRIPTION	BY
2	06/30/14	ISSUED FOR CONSTRUCTION	KMS
1	06/10/14	ISSUED FOR REVIEW	MAM
0	05/27/14	ISSUED FOR REVIEW	MAM

**SITE NUMBER:** NM03XC009  
**SITE NAME:** UNH WATER TANK  
**SITE ADDRESS:** 230 HACKETT HILL ROAD  
 MANCHESTER, NH 03102

**SHEET TITLE:** TITLE SHEET

**SHEET NUMBER:** T-1

**SITE INFORMATION**

**PROPERTY OWNER:**

CITY OF MANCHESTER  
 ONE CITY HALL PLAZA  
 MANCHESTER, NH 03101

**LATITUDE (NAD83):**

**GOOGLE EARTH 2-C CONFIRMATION**  
 43° 01' 53.7" N  
 43.031583°

**LONGITUDE (NAD83):**

**GOOGLE EARTH 2-C CONFIRMATION**  
 -71° 29' 40.41" W  
 -71.494558°

**COUNTY:**

HILLSBOROUGH COUNTY

**ZONING JURISDICTION:**

CITY OF MANCHESTER, NH

**ZONING DISTRICT:**

RP - RURAL PRESERVATION

**POWER COMPANY:**

PSNH

**AAV PROVIDER:**

FAIRPOINT COMMUNICATIONS

**SPRINT MARKET MANAGER:**

PETER GIARD  
 PHONE: 508-801-0074  
[peter.giard@sprint.com](mailto:peter.giard@sprint.com)

**SPRINT CONSTRUCTION MANAGER:**

PETER CULBERT  
 603-203-6446  
 603-969-0686  
[peter.culbert@sprint.com](mailto:peter.culbert@sprint.com)

**EQUIPMENT SUPPLIER:**

ALCATEL-LUCENT  
 600 MOUNTAIN AVENUE  
 MURRAY HILL, NJ 07974

**AREA MAP**



**PROJECT DESCRIPTION**

SPRINT EQUIPMENT MODIFICATIONS REQUIRED TO SUPPORT MODERNIZATION OF AN EXISTING WIRELESS COMMUNICATIONS FACILITY AND UTILIZATION OF FCC BROADBAND SPECTRUM LICENSE FOR 2.5GHZ FREQUENCY, INCLUDING INSTALLATION OF:

GROUND-LEVEL RAN EQUIPMENT, CONSISTING OF:  
 \* RETROFIT EXISTING MMBTS CABINET WITH (1) RECTIFIER SHELF, (3) RECTIFIERS, 2.5 RADIO ACCESS NETWORK (RAN) EQUIPMENT & BBU KIT  
 \* INSTALL (1) ADDITIONAL BATTERY STRING INSIDE EXISTING BATTERY BACKUP (BBU) CABINET

TOWER-TOP EQUIPMENT, INCLUDING INSTALLATION OF:  
 \* (3) PANEL ANTENNAS  
 \* (3) REMOTE RADIO HEADS (RRH)  
 \* (3) HYBRID CABLE (AND ASSOCIATED FIBER, DC POWER, COAXIAL CABLE JUMPERS AND ANTENNA REMOTE ELECTRICAL-TILT (RET) CABLE

FOR ADDITIONAL DESIGN, SEE FINAL CDS FOR NV PROJECTS PROVIDED BY KMB. DATED: 10/10/12

**SPECIAL ZONING NOTE:**  
 BASED ON INFORMATION PROVIDED BY SPRINT REGULATORY COMPLIANCE PROFESSIONALS AND LEGAL COUNSEL, THIS TELECOMMUNICATIONS EQUIPMENT DEPLOYMENT IS CONSIDERED AND ELIGIBLE FACILITY UNDER THE TAX RELIEF ACT OF 2012, 47 USC 1455(A), AND IS SUBJECT TO AN EXPEDITED ELIGIBLE FACILITIES REQUEST/REVIEW AND ZONING PRE-EMPTION FOR LOCAL DISCRETIONARY PERMITS (VARIANCE, SPECIAL PERMIT, SITE PLAN REVIEW, ADMINISTRATIVE REVIEW).

**GENERAL NOTES**

- THIS IS AN UNMANNED TELECOMMUNICATION FACILITY AND NOT FOR HUMAN HABITATION:  
 - ADA COMPLIANCE: NOT REQUIRED.  
 - POTABLE WATER OR SANITARY SERVICE IS NOT REQUIRED.  
 - NO OUTDOOR STORAGE OR ANY SOLID WASTE RECEPTACLES REQUIRED.
- CONTRACTOR SHALL VERIFY ALL PLANS, EXISTING DIMENSIONS, AND CONDITIONS ON JOB SITE. CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ARCHITECT/ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK. FAILURE TO NOTIFY THE ARCHITECT/ENGINEER PLACE THE RESPONSIBILITY ON THE CONTRACTOR TO CORRECT THE DISCREPANCIES AT THE CONTRACTOR'S EXPENSE.
- NEW CONSTRUCTION WILL CONFORM TO ALL APPLICABLE CODES AND ORDINANCES.  
 BUILDING CODE: 2009 IBC WITH NEW HAMPSHIRE AMENDMENTS  
 ELECTRICAL CODE: 2011 NATIONAL ELECTRICAL CODE  
 STRUCTURAL CODE: TIA/EIA-222-G STRUCTURAL STANDARDS FOR ANTENNA SUPPORTING STRUCTURES AND ANTENNAS.



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**APPROVALS**

THE FOLLOWING PARTIES HEREBY APPROVE AND ACCEPT THESE DOCUMENTS AND AUTHORIZE THE CONTRACTOR TO PROCEED WITH THE CONSTRUCTION DESCRIBED HEREIN. ALL DOCUMENTS ARE SUBJECT TO REVIEW BY THE LOCAL BUILDING DEPARTMENT AND MAY IMPOSE CHANGES OR MODIFICATIONS.

SPRINT:	DATE:
CONSTRUCTION MANAGER:	DATE:
LEASING/ SITE ACQUISITION:	DATE:
RF ENGINEER:	DATE:
LANDLORD/ TOWER OWNER:	DATE:

THESE OUTLINE SPECIFICATIONS IN CONJUNCTION WITH THE SPRINT STANDARD CONSTRUCTION SPECIFICATIONS, INCLUDING CONTRACT DOCUMENTS AND THE CONSTRUCTION DRAWINGS DESCRIBE THE WORK TO BE PERFORMED BY THE CONTRACTOR.

**SECTION 01 100 – SCOPE OF WORK**

**PART 1 – GENERAL**

1.1 **THE WORK:** THESE STANDARD CONSTRUCTION SPECIFICATIONS IN CONJUNCTION WITH THE SPRINT CONSTRUCTION STANDARDS FOR WIRELESS SITES, CONTRACT DOCUMENTS AND THE CONSTRUCTION DRAWINGS DESCRIBE THE WORK TO BE PERFORMED BY THE CONTRACTOR.

**1.2 RELATED DOCUMENTS:**

- A. THE REQUIREMENTS OF THIS SECTION APPLY TO ALL SECTIONS IN THIS SPECIFICATION.
- B. SPRINT "STANDARD CONSTRUCTION DETAILS FOR WIRELESS SITES" ARE INCLUDED IN AND MADE A PART OF THESE SPECIFICATIONS HERewith.

1.3 **PRECEDENCE:** SHOULD CONFLICTS OCCUR BETWEEN THE STANDARD CONSTRUCTION SPECIFICATIONS FOR WIRELESS SITES INCLUDING THE STANDARD CONSTRUCTION DETAILS FOR WIRELESS SITES AND THE CONSTRUCTION DRAWINGS, INFORMATION ON THE CONSTRUCTION DRAWINGS SHALL TAKE PRECEDENCE. NOTIFY SPRINT CONSTRUCTION MANAGER IF THIS OCCURS.

**1.4 NATIONALLY RECOGNIZED CODES AND STANDARDS:**

- A. THE WORK SHALL COMPLY WITH APPLICABLE NATIONAL AND LOCAL CODES AND STANDARDS, LATEST EDITION, AND PORTIONS THEREOF, INCLUDED BUT NOT LIMITED TO THE FOLLOWING:
  1. GR-78-CORE GENERIC REQUIREMENTS FOR THE PHYSICAL DESIGN AND MANUFACTURE OF TELECOMMUNICATIONS EQUIPMENT.
  2. GR-1089 CORE, ELECTROMAGNETIC COMPATIBILITY AND ELECTRICAL SAFETY –GENERIC CRITERIA FOR NETWORK TELECOMMUNICATIONS EQUIPMENT.
  3. NATIONAL FIRE PROTECTION ASSOCIATION CODES AND STANDARDS (NFPA) INCLUDING NFPA 70 (NATIONAL ELECTRICAL CODE – "NEC") AND NFPA 101 (LIFE SAFETY CODE).
  4. AMERICAN SOCIETY FOR TESTING OF MATERIALS (ASTM)
  5. INSTITUTE OF ELECTRONIC AND ELECTRICAL ENGINEERS (IEEE)
  6. AMERICAN CONCRETE INSTITUTE (ACI)
  7. AMERICAN WIRE PRODUCERS ASSOCIATION (AWPA)
  8. CONCRETE REINFORCING STEEL INSTITUTE (CRSI)
  9. AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS (AASHTO)
  10. PORTLAND CEMENT ASSOCIATION (PCA)
  11. NATIONAL CONCRETE MASONRY ASSOCIATION (NCMA)
  12. BRICK INDUSTRY ASSOCIATION (BIA)
  13. AMERICAN WELDING SOCIETY (AWS)
  14. NATIONAL ROOFING CONTRACTORS ASSOCIATION (NRCA)
  15. SHEET METAL AND AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION (SMACNA)
  16. DOOR AND HARDWARE INSTITUTE (DHI)
  17. OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)
  18. APPLICABLE BUILDING CODES INCLUDING UNIFORM BUILDING CODE, SOUTHERN BUILDING CODE, BOCA, AND THE INTERNATIONAL BUILDING CODE.

**1.5 DEFINITIONS:**

- A. WORK: THE SUM OF TASKS AND RESPONSIBILITIES IDENTIFIED IN THE CONTRACT DOCUMENTS.
- B. COMPANY: SPRINT CORPORATION
- C. ENGINEER: SYNONYMOUS WITH ARCHITECT & ENGINEER AND "A&E". THE DESIGN PROFESSIONAL HAVING PROFESSIONAL RESPONSIBILITY FOR DESIGN OF THE PROJECT.
- D. CONTRACTOR: CONSTRUCTION CONTRACTOR; CONSTRUCTION VENDOR; INDIVIDUAL OR ENTITY WHO AFTER EXECUTION OF A CONTRACT IS BOUND TO ACCOMPLISH THE WORK.
- E. THIRD PARTY VENDOR OR AGENCY: A VENDOR OR AGENCY ENGAGED SEPARATELY BY THE COMPANY, A&E, OR CONTRACTOR TO PROVIDE MATERIALS OR TO ACCOMPLISH SPECIFIC TASKS RELATED TO BUT NOT INCLUDED IN THE WORK.
- F. O&C: OWNER FURNISHED, CONTRACTOR INSTALLED EQUIPMENT.
- G. CONSTRUCTION MANAGER – ALL PROJECTS RELATED COMMUNICATION TO FLOW THROUGH SPRINT REPRESENTATIVE IN CHARGE OF PROJECT...

1.6 **SITE FAMILIARITY:** CONTRACTOR SHALL BE RESPONSIBLE FOR FAMILIARIZING HIMSELF WITH ALL CONTRACT DOCUMENTS, FIELD CONDITIONS AND DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE SPRINT CONSTRUCTION MANAGER PRIOR TO THE COMMENCEMENT OF WORK. NO COMPENSATION WILL BE AWARDED BASED ON CLAIM OF LACK OF KNOWLEDGE OR FIELD CONDITIONS.

1.7 **POINT OF CONTACT:** COMMUNICATION BETWEEN SPRINT AND THE CONTRACTOR SHALL FLOW THROUGH THE SINGLE SPRINT CONSTRUCTION MANAGER APPOINTED TO MANAGE THE PROJECT FOR SPRINT.

1.8 **ON-SITE SUPERVISION:** THE CONTRACTOR SHALL SUPERVISE AND DIRECT THE WORK AND SHALL BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES IN ACCORDANCE WITH THE CONTRACT DOCUMENTS. THE CONTRACTOR SHALL EMPLOY A COMPETENT SUPERINTENDENT WHO SHALL BE IN ATTENDANCE AT THE SITE AT ALL TIMES DURING PERFORMANCE OF THE WORK.

1.9 **DRAWINGS, SPECIFICATIONS AND DETAILS REQUIRED AT JOBSITE:** THE CONSTRUCTION CONTRACTOR SHALL MAINTAIN A FULL SET OF THE CONSTRUCTION DRAWINGS, STANDARD CONSTRUCTION DETAILS FOR WIRELESS SITES AND THE STANDARD CONSTRUCTION SPECIFICATIONS FOR WIRELESS SITES AT THE JOBSITE FROM MOBILIZATION THROUGH CONSTRUCTION COMPLETION.

- A. THE JOBSITE DRAWINGS, SPECIFICATIONS AND DETAILS SHALL BE CLEARLY MARKED DAILY IN RED PENCIL WITH ANY CHANGES IN CONSTRUCTION OVER WHAT IS DEPICTED IN THE DOCUMENTS. AT CONSTRUCTION COMPLETION, THIS JOBSITE MARKUP SET SHALL BE DELIVERED TO THE COMPANY OR COMPANY'S DESIGNATED REPRESENTATIVE TO BE FORWARDED TO THE COMPANY'S A&E VENDOR FOR PRODUCTION OF "AS-BUILT" DRAWINGS.
- B. DETAILS ARE INTENDED TO SHOW DESIGN INTENT. MODIFICATIONS MAY BE REQUIRED TO SUIT JOB DIMENSIONS OR CONDITIONS, AND SUCH MODIFICATIONS SHALL BE INCLUDED AS PART OF THE WORK. CONTRACTOR SHALL NOTIFY SPRINT CONSTRUCTION MANAGER OF ANY VARIATIONS PRIOR TO PROCEEDING WITH THE WORK.
- C. DIMENSIONS SHOWN ARE TO FINISH SURFACES UNLESS NOTED OTHERWISE. SPACING BETWEEN EQUIPMENT IS THE REQUIRED CLEARANCE. SHOULD THERE BE ANY QUESTIONS REGARDING THE CONTRACT DOCUMENTS, EXISTING CONDITIONS AND/OR DESIGN INTENT, THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING A CLARIFICATION FROM THE SPRINT CONSTRUCTION MANAGER PRIOR TO PROCEEDING WITH THE WORK.

1.10 **USE OF JOB SITE:** THE CONTRACTOR SHALL CONFINED ALL CONSTRUCTION AND RELATED OPERATIONS INCLUDING STAGING AND STORAGE OF MATERIALS AND EQUIPMENT, PARKING, TEMPORARY FACILITIES, AND WASTE STORAGE TO THE LEASE PARCEL UNLESS OTHERWISE PERMITTED BY THE CONTRACT DOCUMENTS.

1.11 **UTILITIES SERVICES:** WHERE NECESSARY TO CUT EXISTING PIPES, ELECTRICAL WIRES, CONDUITS, CABLES, ETC., OF UTILITY SERVICES, OR OF FIRE PROTECTION OR COMMUNICATIONS SYSTEMS, THEY SHALL BE CUT AND CAPPED AT SUITABLE PLACES OR WHERE SHOWN. ALL SUCH ACTIONS SHALL BE COORDINATED WITH THE UTILITY COMPANY INVOLVED:

1.12 **PERMITS / FEES:** WHEN REQUIRED THAT A PERMIT OR CONNECTION FEE BE PAID TO A PUBLIC UTILITY PROVIDER FOR NEW SERVICE TO THE CONSTRUCTION PROJECT, PAYMENT OF SUCH FEE SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

1.13 CONTRACTOR SHALL TAKE ALL MEASURES AND PROVIDE ALL MATERIAL NECESSARY FOR PROTECTING EXISTING EQUIPMENT AND PROPERTY.

1.14 **METHODS OF PROCEDURE (MOPS) FOR CONSTRUCTION:** CONTRACTOR SHALL PERFORM WORK AS DESCRIBED IN THE FOLLOWING INSTALLATION AND COMMISSIONING MOPS.

- A. TOP HAT
- B. HOW TO INSTALL A NEW CABINET
- C. BASE BAND UNIT IN EXISTING UNIT
- D. INSTALLATION OF BATTERIES
- E. INSTALLATION OF HYBRID CABLE
- F. INSTALLATION OF RRH'S
- G. CABLING
- H. SPRINT TS-0200 (CURRENT VERSION) – ANTENNA LINE ACCEPTANCE STANDARDS
- I. SPRINT CELL SITE ENGINEERING NOTICE – EN 2012-001, REV 1.
- J. COMMISSIONING MOPS
- K. SPRINT CELL SITE ENGINEERING NOTICE – EN-2013-002
- L. SPRINT ENGINEERING LETTER – EL-0504
- M. SPRINT ENGINEERING LETTER – EL-0568
- N. SPRINT TECHNICAL SPECIFICATION – TS-0193

**1.15 USE OF ELECTRONIC PROJECT MANAGEMENT SYSTEMS:**

- A. CONTRACTOR WILL UTILIZE ITS BEST EFFORTS TO WORK WITH SPRINT ELECTRONIC PROJECT MANAGEMENT SYSTEMS. CONTRACTOR UNDERSTANDS THAT SUFFICIENT INTERNET ACCESS, EQUIVALENT TO "BROADBAND" OR BETTER, IS REQUIRED TO TIMELY AND EFFECTIVELY UTILIZE SPRINT DATA AND DOCUMENT MANAGEMENT SYSTEMS AND AGREES TO MAINTAIN APPROPRIATE CONNECTIONS FOR CONTRACTOR'S STAFF AND OFFICES THAT ARE COMPATIBLE WITH SPRINT DATA AND DOCUMENT MANAGEMENT SYSTEMS

**PART 2 – PRODUCTS (NOT USED)**

**PART 3 – EXECUTION**

3.1 **TEMPORARY UTILITIES AND FACILITIES:** THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TEMPORARY UTILITIES AND FACILITIES NECESSARY EXCEPT AS OTHERWISE INDICATED IN THE CONSTRUCTION DOCUMENTS. TEMPORARY UTILITIES AND FACILITIES INCLUDE POTABLE WATER, HEAT, HVAC, ELECTRICITY, SANITARY FACILITIES, WASTE DISPOSAL FACILITIES, AND TELEPHONE/COMMUNICATION SERVICES. PROVIDE TEMPORARY UTILITIES AND FACILITIES IN ACCORDANCE WITH OSHA AND THE AUTHORITY HAVING JURISDICTION. CONTRACTOR MAY UTILIZE THE COMPANY ELECTRICAL SERVICE IN THE COMPLETION OF THE WORK WHEN IT BECOMES AVAILABLE. USE OF THE LESSORS OR SITE OWNER'S UTILITIES OR FACILITIES IS EXPRESSLY FORBIDDEN EXCEPT AS OTHERWISE ALLOWED IN THE CONTRACT DOCUMENTS.

3.2 **ACCESS TO WORK:** THE CONTRACTOR SHALL PROVIDE ACCESS TO THE JOB SITE FOR AUTHORIZED COMPANY PERSONNEL AND AUTHORIZED REPRESENTATIVES OF THE ARCHITECT/ENGINEER DURING ALL PHASES OF THE WORK.

3.3 **TESTING: REQUIREMENTS FOR TESTING BY THIS CONTRACTOR SHALL BE AS INDICATED HERewith, ON THE CONSTRUCTION DRAWINGS, AND IN THE INDIVIDUAL SECTIONS OF THESE SPECIFICATIONS.** SHOULD COMPANY CHOOSE TO ENGAGE ANY THIRD-PARTY TO CONDUCT ADDITIONAL TESTING, THE CONTRACTOR SHALL COOPERATE WITH AND PROVIDE A WORK AREA FOR COMPANY'S TEST AGENCY.

3.4 **DIMENSIONS:** VERIFY DIMENSIONS INDICATED ON DRAWINGS WITH FIELD DIMENSIONS BEFORE FABRICATION OR ORDERING OF MATERIALS. DO NOT SCALE DRAWINGS.

3.5 **EXISTING CONDITIONS:** NOTIFY THE SPRINT CONSTRUCTION MANAGER OF EXISTING CONDITIONS DIFFERING FROM THOSE INDICATED ON THE DRAWINGS. DO NOT REMOVE OR ALTER STRUCTURAL COMPONENTS WITHOUT PRIOR WRITTEN APPROVAL FROM THE ARCHITECT AND ENGINEER.

**SECTION 01 200 – COMPANY FURNISHED MATERIAL AND EQUIPMENT**

**PART 1 – GENERAL**

1.1 **THE WORK:** THESE STANDARD CONSTRUCTION SPECIFICATIONS IN CONJUNCTION WITH THE OTHER CONTRACT DOCUMENTS AND THE CONSTRUCTION DRAWINGS DESCRIBE THE WORK TO BE PERFORMED BY THE CONTRACTOR.

**1.2 RELATED DOCUMENTS:**

- A. THE REQUIREMENTS OF THIS SECTION APPLY TO ALL SECTIONS IN THIS SPECIFICATION.
- B. SPRINT "STANDARD CONSTRUCTION DETAILS FOR WIRELESS SITES" ARE INCLUDED IN AND MADE A PART OF THESE SPECIFICATIONS HERewith.

**PART 2 – PRODUCTS (NOT USED)**

**PART 3 – EXECUTION**

**3.1 RECEIPT OF MATERIAL AND EQUIPMENT:**

- A. COMPANY FURNISHED MATERIAL AND EQUIPMENT IS IDENTIFIED ON THE RF DATA SHEET IN THE CONSTRUCTION DOCUMENTS.
- B. THE CONTRACTOR IS RESPONSIBLE FOR SPRINT PROVIDED MATERIAL AND EQUIPMENT AND UPON RECEIPT SHALL:
  1. ACCEPT DELIVERIES AS SHIPPED AND TAKE RECEIPT.
  2. VERIFY COMPLETENESS AND CONDITION OF ALL DELIVERIES.
  3. TAKE RESPONSIBILITY FOR EQUIPMENT AND PROVIDE INSURANCE PROTECTION AS REQUIRED IN AGREEMENT.
  4. RECORD ANY DEFECTS OR DAMAGES AND WITHIN TWENTY-FOUR HOURS AFTER RECEIPT, REPORT TO SPRINT OR ITS DESIGNATED PROJECT REPRESENTATIVE OF SUCH.
  5. PROVIDE SECURE AND NECESSARY WEATHER PROTECTED WAREHOUSING.
  6. COORDINATE SAFE AND SECURE TRANSPORTATION OF MATERIAL AND EQUIPMENT, DELIVERING AND OFF-LOADING FROM CONTRACTOR'S WAREHOUSE TO SITE.

**3.2 DELIVERABLES:**

- A. COMPLETE SHIPPING AND RECEIPT DOCUMENTATION IN ACCORDANCE WITH COMPANY PRACTICE.
- B. IF APPLICABLE, COMPLETE LOST/STOLEN/DAMAGED DOCUMENTATION REPORT AS NECESSARY IN ACCORDANCE WITH COMPANY PRACTICE, AND AS DIRECTED BY COMPANY.
- C. UPLOAD DOCUMENTATION INTO SPRINT SITE MANAGEMENT SYSTEM (SMS) AND/OR PROVIDE HARD COPY DOCUMENTATION AS REQUESTED.

**SECTION 01 300 – CELL SITE CONSTRUCTION**

**PART 1 – GENERAL**

1.1 **THE WORK:** THESE STANDARD CONSTRUCTION SPECIFICATIONS IN CONJUNCTION WITH THE OTHER CONTRACT DOCUMENTS AND THE CONSTRUCTION DRAWINGS DESCRIBE THE WORK TO BE PERFORMED BY THE CONTRACTOR.

**1.2 RELATED DOCUMENTS:**

- A. THE REQUIREMENTS OF THIS SECTION APPLY TO ALL SECTIONS IN THIS SPECIFICATION.
- B. SPRINT "STANDARD CONSTRUCTION DETAILS FOR WIRELESS SITES" ARE INCLUDED IN AND MADE A PART OF THESE SPECIFICATIONS HERewith.

**1.3 NOTICE TO PROCEED:**

- A. NO WORK SHALL COMMENCE PRIOR TO COMPANY'S WRITTEN NOTICE TO PROCEED AND THE ISSUANCE OF THE WORK ORDER.
- B. UPON RECEIVING NOTICE TO PROCEED, CONTRACTOR SHALL FULLY PERFORM ALL WORK NECESSARY TO PROVIDE SPRINT WITH AN OPERATIONAL WIRELESS FACILITY.

**PART 2 – PRODUCTS (NOT USED)**

**PART 3 – EXECUTION**

**3.1 FUNCTIONAL REQUIREMENTS:**

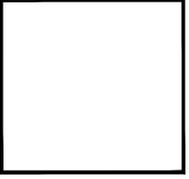
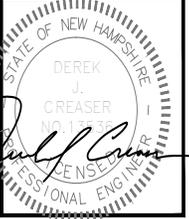
- A. THE ACTIVITIES DESCRIBED IN THIS PARAGRAPH REPRESENT MINIMUM ACTIONS AND PROCESSES REQUIRED TO SUCCESSFULLY COMPLETE THE WORK. THE ACTIVITIES DESCRIBED ARE NOT EXHAUSTIVE, AND CONTRACTOR SHALL TAKE ANY AND ALL ACTIONS AS NECESSARY TO SUCCESSFULLY COMPLETE THE CONSTRUCTION OF A FULLY FUNCTIONING WIRELESS FACILITY AT THE SITE IN ACCORDANCE WITH COMPANY PROCESSES.
- B. SUBMIT SPECIFIC DOCUMENTATION AS INDICATED HEREIN, AND OBTAIN REQUIRED APPROVALS WHILE THE WORK IS BEING PERFORMED.
- C. MANAGE AND CONDUCT ALL FIELD CONSTRUCTION SERVICE RELATED ACTIVITIES
- D. PROVIDE CONSTRUCTION ACTIVITIES TO THE EXTENT REQUIRED BY THE CONTRACT DOCUMENTS, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
  1. PERFORM ANY REQUIRED SITE ENVIRONMENTAL MITIGATION.
  2. PREPARE GROUND SITES: PROVIDE DE-GRUBBING; AND ROUGH AND FINAL GRADING, AND COMPOUND SURFACE TREATMENTS.
  3. MANAGE AND CONDUCT ALL ACTIVITIES FOR INSTALLATION OF UTILITIES INCLUDING ELECTRICAL AND TESCO BACKHAUL.
  4. INSTALL UNDERGROUND FACILITIES INCLUDING UNDERGROUND POWER AND COMMUNICATIONS CONDUITS, AND UNDERGROUND GROUNDING SYSTEM.
  5. INSTALL ABOVE GROUND GROUNDING SYSTEMS.
  6. PROVIDE NEW HVAC INSTALLATIONS AND MODIFICATIONS.
  7. INSTALL H-FRAMES, CABINETS AND SHELTERS AS INDICATED.
  8. INSTALL ROADS, ACCESS WAYS, CURBS AND DRAINS AS INDICATED.
  9. ACCOMPLISH REQUIRED MODIFICATION OF EXISTING FACILITIES.
  10. PROVIDE ANTENNA SUPPORT STRUCTURE FOUNDATIONS.
  11. PROVIDE SLABS AND EQUIPMENT PLATFORMS.
  12. INSTALL COMPOUND FENCING, SIGHT SHIELDING, LANDSCAPING AND ACCESS BARRIERS.
  13. TEST FOR INTERFERENCE AND MATERIAL TESTING AS REQUIRED HEREAFTER.
  14. CONDUCT SITE RESISTANCE TO EARTH TESTING AS REQUIRED HEREAFTER
  15. INSTALL FIXED GENERATOR SETS AND OTHER STANDBY POWER SOLUTIONS.
  16. INSTALL TOWERS, ANTENNA SUPPORT STRUCTURES AND PLATFORMS ON EXISTING TOWERS AS REQUIRED.
  17. INSTALL CELL SITE RADIOS, MICROWAVE, GPS, COAXIAL MAINLINE, ANTENNAS, CROSS BAND COUPLERS, TOWER TOP AMPLIFIERS, LOW NOISE AMPLIFIERS AND RELATED EQUIPMENT.
  18. PERFORM DOCUMENT AND CLOSE OUT ANY CONSTRUCTION CONTROL DOCUMENTS THAT MAY BE REQUIRED BY GOVERNMENT AGENCIES AND LANDLORDS.
  19. PERFORM ANTENNA AND COAX SWEEP TESTING AND MAKE ANY AND ALL NECESSARY CORRECTIONS.
  20. REMAIN ON SITE MOBILIZED THROUGHOUT HAND-OFF AND INTEGRATION TO ASSIST AS NEEDED UNTIL SITE IS DEEMED SUBSTANTIALLY COMPLETE AND PLACED "ON AIR."

**3.2 GENERAL REQUIREMENTS FOR CIVIL CONSTRUCTION:**

- A. CONTRACTOR SHALL KEEP THE SITE FREE FROM ACCUMULATING WASTE MATERIAL, DEBRIS, AND TRASH. AT THE COMPLETION OF THE WORK, CONTRACTOR SHALL REMOVE FROM THE SITE ALL REMAINING RUBBISH, IMPLEMENTS, TEMPORARY FACILITIES, AND SURPLUS MATERIALS.
- B. EQUIPMENT ROOMS SHALL AT ALL TIMES BE MAINTAINED "BROOM CLEAN" AND CLEAR OF DEBRIS.
- C. CONTRACTOR SHALL TAKE ALL REASONABLE PRECAUTIONS TO DISCOVER AND LOCATE ANY HAZARDOUS CONDITION.
  1. IN THE EVENT CONTRACTOR ENCOUNTERS ANY HAZARDOUS CONDITION WHICH HAS NOT BEEN ADEQUATELY OTHERWISE MITIGATED, CONTRACTOR AND ALL OTHER PERSONS SHALL IMMEDIATELY STOP WORK IN THE AFFECTED AREA AND NOTIFY COMPANY IN WRITING. THE WORK IN THE AFFECTED AREA SHALL NOT BE RESUMED EXCEPT BY WRITTEN NOTIFICATION BY COMPANY.
  2. CONTRACTOR AGREES TO USE CARE WHILE ON THE SITE AND SHALL NOT TAKE ANY ACTION THAT WILL OR MAY RESULT IN OR CAUSE THE HAZARDOUS CONDITION TO BE FURTHER RELEASED IN THE ENVIRONMENT, OR TO FURTHER EXPOSE INDIVIDUALS TO THE HAZARD.
- D. CONTRACTOR'S ACTIVITIES SHALL BE RESTRICTED TO THE PROJECT LIMITS. SHOULD AREAS OUTSIDE THE PROJECT LIMITS BE AFFECTED BY CONTRACTOR'S ACTIVITIES, CONTRACTOR SHALL IMMEDIATELY RETURN THEM TO ORIGINAL CONDITION
- E. CONDUCT TESTING AS REQUIRED HEREIN.

**3.3 DELIVERABLES:**

- A. CONTRACTOR SHALL REVIEW, APPROVE, AND SUBMIT TO SPRINT SHOP DRAWINGS, PRODUCT DATA, SAMPLES, AND SIMILAR SUBMITTALS AS REQUIRED HEREAFTER
- B. PROVIDE DOCUMENTATION INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING. DOCUMENTATION SHALL BE FORWARDED IN ORIGINAL FORMAT AND/OR UPLOADED INTO SMS.
  1. ALL CORRESPONDENCE AND PRELIMINARY CONSTRUCTION REPORTS.
  2. PROJECT PROGRESS REPORTS.
  3. CIVIL CONSTRUCTION START DATE (POPULATE FIELD IN SMS AND/OR FORWARD NOTIFICATION).
  4. ELECTRICAL SERVICE COMPLETION DATE (POPULATE FIELD IN SMS AND/OR FORWARD NOTIFICATION).
  5. LINES AND ANTENNA INSTALL DATE (POPULATE FIELD IN SMS AND/OR FORWARD NOTIFICATION).
  6. POWER INSTALL DATE (POPULATE FIELD IN SMS AND/OR FORWARD NOTIFICATION).
  7. TESCO READY DATE (POPULATE FIELD IN SMS AND/OR FORWARD NOTIFICATION).
  8. PPOC (OR SHELTER) INSTALL DATE (POPULATE FIELD IN SMS AND/OR FORWARD NOTIFICATION).
  9. TOWER CONSTRUCTION START DATE (POPULATE FIELD IN SMS AND/OR FORWARD NOTIFICATION).
  10. TOWER CONSTRUCTION COMPLETE DATE (POPULATE FIELD IN SMS AND/OR FORWARD NOTIFICATION).
  11. BTS AND RADIO EQUIPMENT DELIVERED AT SITE DATE (POPULATE FIELD IN SMS AND/OR FORWARD NOTIFICATION).
  12. NETWORK OPERATIONS HANDOFF CHECKLIST (HOC WALK) COMPLETE (UPLOAD FORM IN SMS)
  13. CIVIL CONSTRUCTION COMPLETE DATE (POPULATE FIELD IN SMS AND/OR FORWARD NOTIFICATION).
  14. SITE CONSTRUCTION PROGRESS PHOTOS UNLOADED INTO SMS. **CONTINUE SHEET SP-2**



**SUBMITTALS**

REV	DATE	DESCRIPTION	BY
2	06/30/14	ISSUED FOR CONSTRUCTION	KMS
1	06/10/14	ISSUED FOR REVIEW	MAM
0	05/27/14	ISSUED FOR REVIEW	MAM

SITE NUMBER:  
NMO3XC009  
SITE NAME:  
UNH WATER TANK  
SITE ADDRESS:  
230 HACKETT HILL ROAD  
MANCHESTER, NH 03102

SHEET TITLE  
OUTLINE SPECIFICATIONS

SHEET NUMBER  
SP-1

CONTINUED FROM SP-1:

SECTION 01 400 - SUBMITTALS, TESTS, AND INSPECTIONS

PART 1 - GENERAL

1.1 THE WORK: THESE STANDARD CONSTRUCTION SPECIFICATIONS IN CONJUNCTION WITH THE OTHER CONTRACT DOCUMENTS AND THE CONSTRUCTION DRAWINGS DESCRIBE THE WORK TO BE PERFORMED BY THE CONTRACTOR.

1.2 RELATED DOCUMENTS:

- A. THE REQUIREMENTS OF THIS SECTION APPLY TO ALL SECTIONS IN THIS SPECIFICATION.
B. SPRINT "STANDARD CONSTRUCTION DETAILS FOR WIRELESS SITES" ARE INCLUDED IN AND MADE A PART OF THESE SPECIFICATIONS HEREWITH.

1.3 SUBMITTALS:

- A. THE WORK IN ALL ASPECTS SHALL COMPLY WITH THE CONSTRUCTION DRAWINGS AND THESE SPECIFICATIONS.
B. SUBMIT THE FOLLOWING TO COMPANY REPRESENTATIVE FOR APPROVAL.
1. CONCRETE MIX-DESIGNS FOR TOWER FOUNDATIONS, ANCHORS PIERS, AND CONCRETE PAVING.
2. CONCRETE BREAK TESTS AS SPECIFIED HEREIN.
3. SPECIAL FINISHES FOR INTERIOR SPACES, IF ANY.
4. ALL EQUIPMENT AND MATERIALS SO IDENTIFIED ON THE CONSTRUCTION DRAWINGS.
5. CHEMICAL GROUNDING DESIGN.
C. ALTERNATES: AT THE COMPANY'S REQUEST, ANY ALTERNATIVES TO THE MATERIALS OR METHODS SPECIFIED SHALL BE SUBMITTED TO SPRINT'S CONSTRUCTION MANAGER FOR APPROVAL PRIOR TO BEING SHIPPED TO SITE. SPRINT WILL REVIEW AND APPROVE ONLY THOSE REQUESTS MADE IN WRITING. NO VERBAL APPROVALS WILL BE CONSIDERED. SUBMITTAL FOR APPROVAL SHALL INCLUDE A STATEMENT OF COST REDUCTION PROPOSED FOR USE OF ALTERNATE PRODUCT.

1.4 TESTS AND INSPECTIONS:

- A. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CONSTRUCTION TESTS, INSPECTIONS AND PROJECT DOCUMENTATION.
B. CONTRACTOR SHALL ACCOMPLISH TESTING INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
1. COAX SWEEPS AND FIBER TESTS PER SPRINT TS-0200 (CURRENT VERSION) ANTENNA LINE ACCEPTANCE STANDARDS.
2. AZIMUTH AND DOWNTILT USING ELECTRONIC COMMERCIAL MADE-FOR-THE-PURPOSE ANTENNA ALIGNMENT TOOL.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL CORRECTIONS TO ANY WORK IDENTIFIED AS UNACCEPTABLE IN SITE INSPECTION ACTIVITIES AND/OR AS A RESULT OF TESTING.
C. REQUIRED CLOSEOUT DOCUMENTATION INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:
1. AZIMUTH, DOWNTILT, AGL - UPLOAD REPORT FROM ANTENNA ALIGNMENT TOOL TO SITERRA TASK 465. INSTALLED AZIMUTH, DOWNTILT, AND AGL MUST CONFORM TO THE RF DATA SHEETS. SWEEP AND FIBER TESTS
2. SCANABLE BARCODE PHOTOGRAPHS OF TOWER TOP AND INACCESSIBLE SERIALIZED EQUIPMENT
3. ALL AVAILABLE JURISDICTIONAL INFORMATION
4. PDF SCAN OF REDLINES PRODUCED IN FIELD
5. ELECTRONIC AS-BUILT DRAWINGS IN AUTOCAD AND PDF FORMATS. ANY FIELD CHANGE MUST BE REFLECTED BY MODIFYING THE PLANS, ELEVATIONS, AND DETAILS IN THE DRAWING SETS. GENERAL NOTES INDICATING MODIFICATIONS WILL NOT BE ACCEPTED. CHANGES SHALL BE HIGHLIGHTED AS "CLOUDS" IDENTIFIED AS THE "AS-BUILT" CONDITION.
6. LIEN WAIVERS
7. FINAL PAYMENT APPLICATION
8. REQUIRED FINAL CONSTRUCTION PHOTOS
9. CONSTRUCTION AND COMMISSIONING CHECKLIST COMPLETE WITH NO DEFICIENT ITEMS
10. ALL POST NTP TASKS INCLUDING DOCUMENT UPLOADS COMPLETED IN SITERRA (SPRINTS DOCUMENT REPOSITORY OF RECORD).

1.5 COMMISSIONING: PERFORM ALL COMMISSIONING AS REQUIRED BY APPLICABLE MOPS

1.6 INTEGRATION: PERFORM ALL INTEGRATION ACTIVITIES AS REQUIRED BY APPLICABLE MOPS

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 REQUIREMENTS FOR TESTING:

- A. THIRD PARTY TESTING AGENCY: WHEN THE USE OF A THIRD PARTY INDEPENDENT TESTING AGENCY IS REQUIRED, THE AGENCY THAT IS SELECTED MUST PERFORM SUCH WORK ON A REGULAR BASIS IN THE STATE WHERE THE PROJECT IS LOCATED AND HAVE A THOROUGH UNDERSTANDING OF LOCAL AVAILABLE MATERIALS, INCLUDING THE SOIL, ROCK, AND GROUNDWATER CONDITIONS.
1. THE THIRD PARTY TESTING AGENCY IS TO BE FAMILIAR WITH THE APPLICABLE REQUIREMENTS FOR THE TESTS TO BE DONE, EQUIPMENT TO BE USED, AND ASSOCIATED HEALTH AND SAFETY ISSUES.
2. EXPERIENCE IN SOILS, CONCRETE, MASONRY, AGGREGATE, AND ASPHALT TESTING USING ASTM, AASHTO, AND OTHER METHODS IS NEEDED.
3. EXPERIENCE IN SOILS, CONCRETE, MASONRY, AGGREGATE, AND ASPHALT TESTING USING ASTM, AASHTO, AND OTHER METHODS IS NEEDED.

3.2 REQUIRED TESTS:

- A. CONTRACTOR SHALL ACCOMPLISH TESTING INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
1. CONCRETE CYLINDER BREAK TESTS FOR THE TOWER AND ANCHOR FOUNDATIONS AS SPECIFIED IN SECTION: PORTLAND CEMENT CONCRETE PAVING.
2. ASPHALT ROADWAY COMPACTED THICKNESS, SURFACE SMOOTHNESS, AND COMPACTED DENSITY TESTING AS SPECIFIED IN SECTION: HOT MIX ASPHALT PAVING.
3. FIELD QUALITY CONTROL TESTING AS SPECIFIED IN SECTION: PORTLAND CEMENT CONCRETE PAVING.
4. TESTING REQUIRED UNDER SECTION: AGGREGATE BASE FOR ACCESS ROADS, PADS AND ANCHOR LOCATIONS
5. STRUCTURAL BACKFILL COMPACTION TESTS FOR THE TOWER FOUNDATION.
6. SITE RESISTANCE TO EARTH TESTING PER EXHIBIT: CELL SITE GROUNDING SYSTEM DESIGN.
7. ANTENNA AND COAX SWEEP TESTS PER EXHIBIT: ANTENNA TRANSMISSION LINE ACCEPTANCE STANDARDS.
8. GROUNDING AT ANTENNA MASTS FOR GPS AND ANTENNAS
9. ALL OTHER TESTS REQUIRED BY COMPANY OR JURISDICTION.

3.3 REQUIRED INSPECTIONS:

- A. SCHEDULE INSPECTIONS WITH COMPANY REPRESENTATIVE.
B. CONDUCT INSPECTIONS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
1. GROUNDING SYSTEM INSTALLATION PRIOR TO EARTH CONCEALMENT DOCUMENTED WITH DIGITAL PHOTOGRAPHS BY CONTRACTOR APPROVED BY A&E OR SPRINT REPRESENTATIVE.
2. FORMING FOR CONCRETE AND REBAR PLACEMENT PRIOR TO POUR DOCUMENTED WITH DIGITAL PHOTOGRAPHS BY CONTRACTOR, APPROVED BY A&E OR SPRINT REPRESENTATIVE.
3. COMPACTION OF BACKFILL MATERIALS; AGGREGATE BASE FOR ROADS, PADS, AND ANCHORS; ASPHALT PAVING; AND SHAFT BACKFILL FOR CONCRETE AND WOOD POLES, BY INDEPENDENT THIRD PARTY AGENCY.
4. PRE- AND POST-CONSTRUCTION ROOFTOP AND STRUCTURAL INSPECTIONS ON EXISTING FACILITIES.
5. TOWER ERECTION SECTION STACKING AND PLATFORM ATTACHMENT DOCUMENTED BY DIGITAL PHOTOGRAPHS BY THIRD PARTY AGENCY.
6. ANTENNA AZIMUTH , DOWN TILT AND PER SUNLIGHT TOOL SUNSHINE INSTRUMENTS - ANTENNALIGN ALIGNMENT TOOL (AAT)
7. VERIFICATION DOCUMENTED WITH THE ANTENNA CHECKLIST REPORT, BY A&E, SITE DEVELOPMENT REP. OR RF REP.
8. FINAL INSPECTION CHECKLIST AND HANDOFF WALK (HOC). SIGNED FORM SHOWING ACCEPTANCE BY FIELD OPS IS TO BE UPLOADED INTO SMS.
9. COAX SWEEP AND FIBER TESTING DOCUMENTS SUBMITTED VIA SMS FOR RF APPROVAL
10. SCAN-ABLE BARCODE PHOTOGRAPHS OF TOWER TOP AND INACCESSIBLE SERIALIZED EQUIPMENT
11. ALL AVAILABLE JURISDICTIONAL INFORMATION
12. PDF SCAN OF REDLINES PRODUCED IN FIELD
E. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL CORRECTIONS TO ANY WORK IDENTIFIED AS UNACCEPTABLE IN SITE INSPECTION ACTIVITIES AND/OR AS A RESULT OF TESTING.
F. CONSTRUCTION INSPECTIONS AND CORRECTIVE MEASURES SHALL BE DOCUMENTED BY THE CONTRACTOR WITH WRITTEN REPORTS AND PHOTOGRAPHS. PHOTOGRAPHS MUST BE DIGITAL AND OF SUFFICIENT QUALITY TO CLEARLY SHOW THE SITE CONSTRUCTION. PHOTOGRAPHS MUST CLEARLY IDENTIFY THE PHOTOGRAPHED ITEM AND BE LABELED WITH THE SITE CASCADE NUMBER, SITE NAME, DESCRIPTION, AND DATE.

3.4 DELIVERABLES: TEST AND INSPECTION REPORTS AND CLOSEOUT DOCUMENTATION SHALL BE UPLOADED TO THE SMS AND/OR FORWARDED TO SPRINT FOR INCLUSION INTO THE PERMANENT SITE FILES.

A. THE FOLLOWING TEST AND INSPECTION REPORTS SHALL BE PROVIDED AS APPLICABLE.

- 1. CONCRETE MIX AND CYLINDER BREAK REPORTS.
2. STRUCTURAL BACKFILL COMPACTION REPORTS.
3. SITE RESISTANCE TO EARTH TEST.
4. ANTENNA AZIMUTH AND DOWNTILT VERIFICATION
5. TOWER ERECTION INSPECTIONS AND MEASUREMENTS DOCUMENTING TOWER INSTALLED PER SUPPLIER'S REQUIREMENTS AND THE APPLICABLE SECTIONS HEREIN.
6. COAX CABLE SWEEP TESTS PER COMPANY'S "ANTENNA LINE ACCEPTANCE STANDARDS".
B. REQUIRED CLOSEOUT DOCUMENTATION INCLUDES THE FOLLOWING:
1. TEST WELLS AND TRENCHES: PHOTOGRAPHS OF ALL TEST WELLS; PHOTOGRAPHS SHOWING ALL OPEN EXCAVATIONS AND TRENCHING PRIOR TO BACKFILLING SHOWING A TAPE MEASURE VISIBLE IN THE EXCAVATIONS INDICATING DEPTH.
2. CONDUITS, CONDUCTORS AND GROUNDING: PHOTOGRAPHS SHOWING TYPICAL INSTALLATION OF CONDUCTORS AND CONNECTORS; PHOTOGRAPHS SHOWING TYPICAL BEND RADIUS OF INSTALLED GROUND WIRES AND GROUND ROD SPACING;
3. CONCRETE FORMS AND REINFORCING: CONCRETE FORMING AT TOWER AND EQUIPMENT/SHelter PAD/FOUNDATIONS - PHOTOGRAPHS SHOWING ALL REINFORCING STEEL, UTILITY AND CONDUIT STUB OUTS; PHOTOGRAPHS SHOWING CONCRETE POUR OF SHELTER SLAB/FOUNDATION, TOWER FOUNDATION AND GUY ANCHORS WITH VIBRATOR IN USE; PHOTOGRAPHS SHOWING EACH ANCHOR ON GUYED TOWERS, BEFORE CONCRETE POUR.
4. TOWER, ANTENNAS AND MAINLINE INSPECTION AND PHOTOGRAPHS OF SECTION STACKING; INSPECTION AND PHOTOGRAPHS OF PLATFORM COMPONENT ATTACHMENT POINTS; PHOTOGRAPHS OF TOWER TOP GROUNDING; PHOTOS OF TOWER COAX LINE COLOR CODING AT THE TOP AND AT GROUND LEVEL; INSPECTION AND PHOTOGRAPHS OF OPERATIONAL OF TOWER LIGHTING, AND PLACEMENT OF FAA REGISTRATION SIGN; PHOTOGRAPHS SHOWING ADDITIONAL GROUNDING POINTS FOR TOWERS GREATER THAN 200 FEET; PHOTOS OF ANTENNA GROUND BAR, EQUIPMENT GROUND BAR, AND MASTER GROUND BAR; PHOTOS OF GPS ANTENNA(S); PHOTOS OF EACH SECTOR OF ANTENNAS; ONE PHOTOGRAPH LOOKING AT THE SECTOR AND ONE FROM BEHIND SHOWING THE COVERED AREA; PHOTOS OF COAX WEATHERPROOFING - TOP AND BOTTOM; PHOTOS OF COAX GROUNDING--TOP AND BOTTOM; PHOTOS OF ANTENNA AND MAST GROUNDING; PHOTOS OF COAX CABLE ENTRY INTO SHELTER; PHOTOS OF PLATFORM MECHANICAL CONNECTIONS TO TOWER/MONOPOLE.
5. ROOF TOPS: PRE-CONSTRUCTION AND POST-CONSTRUCTION VISUAL INSPECTION AND PHOTOGRAPHS OF THE ROOF AND INTERIOR TO DETERMINE AND DOCUMENT CONDITIONS; ROOF TOP CONSTRUCTION INSPECTIONS AS REQUIRED BY THE JURISDICTION; PHOTOGRAPHS OF CABLE TRAY AND/OR ICE BRIDGE; PHOTOGRAPHS OF DOGHOUSE/CABLE EXIT FROM ROOF.
6. SITE LAYOUT PHOTOGRAPHS OF THE OVERALL COMPOUND, INCLUDING EQUIPMENT PLATFORM FROM ALL FOUR CORNERS.
7. FINISHED UTILITIES: CLOSE-UP PHOTOGRAPHS OF THE PPC BREAKER PANEL; CLOSE-UP PHOTOGRAPH OF THE INSIDE OF THE TELCO PANEL AND NIU; CLOSE-UP PHOTOGRAPH OF THE POWER METER AND DISCONNECT; PHOTOS OF POWER AND TELCO ENTRANCE TO COMPANY ENCLOSURE; PHOTOGRAPHS AT METER BOX AND/OR FACILITY DISTRIBUTION PANEL.
8. REQUIRED MATERIALS CERTIFICATIONS: CONCRETE MIX DESIGN; MAST CERTIFICATION FOR ALL REINFORCING AND STRUCTURAL STEEL; AND ASPHALT PAVING MIX DESIGN.
9. ANY AND ALL SUBMITTALS BY THE JURISDICTION OR COMPANY.

SECTION 01 500 - PROJECT REPORTING

PART 1 - GENERAL

1.1 THE WORK: THESE STANDARD CONSTRUCTION SPECIFICATIONS IN CONJUNCTION WITH THE OTHER CONTRACT DOCUMENTS AND THE CONSTRUCTION DRAWINGS DESCRIBE THE WORK TO BE PERFORMED BY THE CONTRACTOR.

1.2 RELATED DOCUMENTS:

- A. THE REQUIREMENTS OF THIS SECTION APPLY TO ALL SECTIONS IN THIS SPECIFICATION.
B. SPRINT "STANDARD CONSTRUCTION DETAILS FOR WIRELESS SITES" ARE INCLUDED IN AND MADE A PART OF THESE SPECIFICATIONS HEREWITH.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 WEEKLY REPORTS:

- A. CONTRACTOR SHALL PROVIDE SPRINT WITH WEEKLY REPORTS SHOWING PROJECT STATUS. THIS STATUS REPORT FORMAT WILL BE PROVIDED TO THE CONTRACTOR BY SPRINT. THE REPORT WILL CONTAIN SITE ID NUMBER, THE MILESTONES FOR EACH SITE, INCLUDING THE BASELINE DATE, ESTIMATED COMPLETION DATE AND ACTUAL COMPLETION DATE.

B. REPORT INFORMATION WILL BE TRANSMITTED TO SPRINT VIA ELECTRONIC MEANS AS REQUIRED. THIS INFORMATION WILL PROVIDE A BASIS FOR PROGRESS MONITORING AND PAYMENT.

3.2 PROJECT CONFERENCE CALLS:

- A. SPRINT MAY HOLD WEEKLY PROJECT CONFERENCE CALLS. CONTRACTOR WILL BE REQUIRED TO COMMUNICATE SITE STATUS, MILESTONE COMPLETIONS AND UPCOMING MILESTONE PROJECTIONS, AND ANSWER ANY OTHER SITE STATUS QUESTIONS AS NECESSARY.

3.3 PROJECT TRACKING IN SMS:

- A. CONTRACTOR SHALL PROVIDE SCHEDULE UPDATES AND PROJECTIONS IN THE SMS SYSTEM ON A WEEKLY BASIS.

3.4 ADDITIONAL REPORTING:

- A. ADDITIONAL OR ALTERNATE REPORTING REQUIREMENTS MAY BE ADDED TO THE REPORT AS DETERMINED TO BE REASONABLY NECESSARY BY COMPANY.

3.5 PROJECT PHOTOGRAPHS:

- A. FILE DIGITAL PHOTOGRAPHS OF COMPLETED SITE IN JPEG FORMAT IN THE SMS PHOTO LIBRARY FOR THE RESPECTIVE SITE. PHOTOGRAPHS SHALL BE CLEARLY LABELED WITH SITE NUMBER, NAME AND DESCRIPTION, AND SHALL INCLUDE AT A MINIMUM THE FOLLOWING AS APPLICABLE:
1. SHELTER AND TOWER OVERVIEW.
2. TOWER FOUNDATION(S) - FORMS AND STEEL BEFORE POUR (EACH ANCHOR ON GUYED TOWERS).
3. TOWER FOUNDATION(S) POUR WITH VIBRATOR IN USE (EACH ANCHOR ON GUYED TOWERS).
4. TOWER STEEL AS BEING INSTALLED INTO HOLE (SHOW ANCHOR STEEL ON GUYED TOWERS).
5. PHOTOS OF TOWER SECTION STACKING.
6. CONCRETE TESTING / SAMPLES.
7. PLACING OF ANCHOR BOLTS IN TOWER FOUNDATION.
8. BUILDING WATER TANK FROM ROAD FOR TENANT IMPROVEMENTS OR COMMENTS.
9. SHELTER FOUNDATION--FORMS AND STEEL BEFORE POURING.
10. SHELTER FOUNDATION POUR WITH VIBRATOR IN USE.
11. COAX CABLE ENTRY INTO SHELTER.
12. PLATFORM MECHANICAL CONNECTIONS TO TOWER/MONOPOLE.
13. ROOFTOP PRE AND POST CONSTRUCTION PHOTOS TO INCLUDE PENETRATIONS AND INTERIOR CEILING.
14. PHOTOS OF TOWER TOP COAX LINE COLOR CODING AND COLOR CODING AT GROUND LEVEL.
15. PHOTOS OF ALL APPROPRIATE COMPANY OR REGULATORY SIGNAGE.
16. PHOTOS OF EQUIPMENT BOLT DOWN INSIDE SHELTER.
17. POWER AND TELCO ENTRANCE TO COMPANY ENCLOSURE AND POWER AND TELCO SUPPLY LOCATIONS INCLUDING METER/DISCONNECT.
18. ELECTRICAL TRENCH(S) WITH ELECTRICAL / CONDUIT BEFORE BACKFILL.
19. ELECTRICAL TRENCH(S) WITH FOIL-BACKED TAPE BEFORE FURTHER BACKFILL.
20. TELCO TRENCH WITH TELEPHONE / CONDUIT BEFORE BACKFILL.
21. TELCO TRENCH WITH FOIL-BACKED TAPE BEFORE FURTHER BACKFILL.
22. SHELTER GROUND--RING TRENCH WITH GROUND--WIRE BEFORE BACKFILL (SHOW ALL CAD WELDS AND BEND RADI).
23. TOWER GROUND--RING TRENCH WITH GROUND--WIRE BEFORE BACKFILL (SHOW ALL CAD WELDS AND BEND RADI).
24. FENCE GROUND--RING TRENCH WITH GROUND--WIRE BEFORE BACKFILL (SHOW ALL CAD WELDS AND BEND RADI).
25. ALL BITS GROUND CONNECTIONS.
26. ALL GROUND TEST WELLS.
27. ANTENNA GROUND BAR AND EQUIPMENT GROUND BAR.
28. ADDITIONAL GROUNDING POINTS ON TOWERS ABOVE 200'.
29. HVAC UNITS INCLUDING CONDENSERS ON SPLIT SYSTEMS.
30. GPS ANTENNAS.
31. CABLE TRAY AND/OR WAVEGUIDE BRIDGE.
32. DOGHOUSE/CABLE EXIT FROM ROOF.
33. EACH SECTOR OF ANTENNAS: ONE PHOTOGRAPH LOOKING AT THE SECTOR AND ONE FROM BEHIND SHOWING THE PROJECTED COVERAGE AREA.
34. MASTER BUS BAR.
35. TELCO BOARD AND NIU.
36. ELECTRICAL DISTRIBUTION WALL.
37. CABLE ENTRY WITH SURGE SUPPRESSION.
38. ENTRANCE TO EQUIPMENT ROOM.
39. COAX WEATHERPROOFING--TOP AND BOTTOM OF TOWER.
40. COAX GROUNDING--TOP AND BOTTOM OF TOWER.
41. ANTENNA AND MAST GROUNDING.
42. LANDSCAPING - WHERE APPLICABLE.

3.6 FINAL PROJECT ACCEPTANCE: COMPLETE ALL REQUIRED REPORTING TASKS PER CONTRACT, CONTRACT DOCUMENTS OR THE SPRINT INTEGRATED CONSTRUCTION STANDARDS FOR WIRELESS SITES AND UPLOAD INTO SITERRA.

SECTION 07 500 - ROOF CUTTING, PATCHING AND REPAIR

SUMMARY: THIS SECTION SPECIFIES CUTTING AND PATCHING EXISTING ROOFING SYSTEMS WHERE CONDUIT OR CABLES EXIT THE BUILDING ONTO THE ROOF OR BUILDING-MOUNTED ANTENNAS, AND AS REQUIRED FOR WATERIGHT PERFORMANCE. ROOFTOP ENTRY OPENINGS IN MEMBRANE ROOFTOPS SHALL BE CONSTRUCTED TO COMPLY WITH LANDLORD, ANY EXISTING WARRANTY, AND LOCAL JURISDICTIONAL STANDARDS.

1.4 SUBMITTALS:

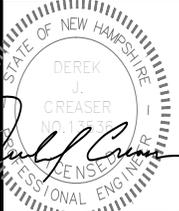
- A. PRE-CONSTRUCTION ROOF PHOTOS: COMPLETE A ROOF INSPECTION PRIOR TO THE INSTALLATION OF SPRINT EQUIPMENT ON ANY ROOFTOP BUILD. AT A MINIMUM INSPECT AND PHOTOGRAPH (MINIMUM 3 EA.) ALL AREAS IMPACTED BY THE ADDITION OF THE SPRINT EQUIPMENT.
B. PROVIDE SIMILAR PHOTOGRAPHS SHOWING ROOF CONDITIONS AFTER CONSTRUCTION (MINIMUM 3 EA.)
C. ROOF INSPECTION PHOTOGRAPHS SHOULD BE UPLOADED WITH CLOSEOUT PHOTOGRAPHS.

SECTION 09 900 - PAINTING

QUALITY ASSURANCE:

- A. COMPLY WITH GOVERNING CODES AND REGULATIONS. PROVIDE PRODUCTS OF ACCEPTABLE MANUFACTURERS WHICH HAVE BEEN IN SATISFACTORY USE IN SIMILAR SERVICE FOR THREE YEARS. USE EXPERIENCED INSTALLERS. DELIVER, HANDLE, AND STORE MATERIALS IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS.
B. COMPLY WITH ALL ENVIRONMENTAL REGULATIONS FOR VOLATILE ORGANIC COMPOUNDS.

CONTINUE SHEET SP-3



CHECKED BY: KB

APPROVED BY: DPH

Table with columns: REV, DATE, DESCRIPTION, BY. Row 1: 2 06/30/14 ISSUED FOR CONSTRUCTION KMS. Row 2: 1 06/10/14 ISSUED FOR REVIEW MAM. Row 3: 0 05/27/14 ISSUED FOR REVIEW MAM.

SITE NUMBER: NMO3XC009, SITE NAME: UNH WATER TANK, SITE ADDRESS: 230 HACKETT HILL ROAD, MANCHESTER, NH 03102

SHEET TITLE: OUTLINE SPECIFICATIONS

SHEET NUMBER: SP-2

CONTINUED FROM SP-2:

**MATERIALS:**

A. MANUFACTURERS: BENJAMIN MOORE, ICI DEVOE COATINGS, PPG, SHERWIN WILLIAMS OR APPROVED EQUAL. PROVIDE PREMIUM GRADE, PROFESSIONAL-QUALITY PRODUCTS FOR COATING SYSTEMS.

**PAINT SCHEDULE:**

A. EXTERIOR ANTENNAE AND ANTENNA MOUNTING HARDWARE: ONE COAT OF PRIMER AND TWO FINISH COATS. PAINT FOR ANTENNAE SHALL BE NON-METALLIC BASED AND CONTAIN NO METALLIC PARTICLES. PROVIDE COLORS AND PATTERNS AS REQUIRED TO MASK APPEARANCE OF ANTENNAE ON ADJACENT BUILDING SURFACES AND AS ACCEPTABLE TO THE OWNER. REFER TO ANTENNA MANUFACTURER'S INSTRUCTIONS WHENEVER POSSIBLE.

B. ROOF TOP CONSTRUCTION: TOUCH UP -- PREPARE SURFACES TO BE REPAIRED. FOLLOW INDUSTRY STANDARDS AND REQUIREMENTS OF OWNER TO MATCH EXISTING COATING AND FINISH.

**PAINTING APPLICATION:**

1. INSPECT SURFACES, REPORT UNSATISFACTORY CONDITIONS IN WRITING; BEGINNING WORK MEANS ACCEPTANCE OF SUBSTRATE.
2. COMPLY WITH MANUFACTURER'S INSTRUCTIONS AND RECOMMENDATIONS FOR PREPARATION, PRIMING AND COATING WORK. COORDINATE WITH WORK OF OTHER SECTIONS.
3. MATCH APPROVED MOCK-UPS FOR COLOR, TEXTURE, AND PATTERN. RE-COAT OR REMOVE AND REPLACE WORK WHICH DOES NOT MATCH OR SHOWS LOSS OF ADHESION.
4. CLEAN UP, TOUCH UP AND PROTECT WORK.

**TOUCHUP PAINTING:**

1. GALVANIZING DAMAGE AND ALL BOLTS AND NUTS SHALL BE TOUCHED UP AFTER TOWER ERECTION WITH "GALVANOX," "DRY GALV," OR "ZINC-IT."
2. FIELD TOUCHUP PAINT SHALL BE DONE IN ACCORDANCE WITH THE MANUFACTURER'S WRITTEN INSTRUCTIONS.
3. ALL METAL COMPONENTS SHALL BE HANDLED WITH CARE TO PREVENT DAMAGE TO THE COMPONENTS, THEIR PRESERVATIVE TREATMENT, OR THEIR PROTECTIVE COATINGS.

**SECTION 11 700 - ANTENNA ASSEMBLY, REMOTE RADIO HEADS AND CABLE INSTALLATION**

**SUMMARY:**

THIS SECTION SPECIFIES INSTALLATION OF ANTENNAS, RRH'S, AND CABLE EQUIPMENT, INSTALLATION, AND TESTING OF COAXIAL FIBER CABLE.

**ANTENNAS AND RRH'S:**

THE NUMBER AND TYPE OF ANTENNAS AND RRH'S TO BE INSTALLED IS DETAILED ON THE CONSTRUCTION DRAWINGS.

**HYBRID CABLE:**

HYBRID CABLE WILL BE DC/FIBER AND FURNISHED FOR INSTALLATION AT EACH SITE. CABLE SHALL BE INSTALLED PER THE CONSTRUCTION DRAWINGS AND THE APPLICABLE MANUFACTURER'S REQUIREMENTS.

**JUMPERS AND CONNECTORS:**

FURNISH AND INSTALL 1/2" COAX JUMPER CABLES BETWEEN THE RRH'S AND ANTENNAS. JUMPERS SHALL BE TYPE LDF 4, FLC 12-50, OR 540, OR FXL 540. SUPER-FLEX CABLES ARE NOT ACCEPTABLE. JUMPERS BETWEEN THE RRH'S AND ANTENNAS OR TOWER TOP AMPLIFIERS SHALL CONSIST OF 1/2 INCH FOAM DIELECTRIC, OUTDOOR RATED COAXIAL CABLE. DO NOT USE SUPERFLEX OUTDOORS. JUMPERS SHALL BE FACTORY FABRICATED IN APPROPRIATE LENGTHS WITH A MAXIMUM OF 4 FEET EXCESS PER JUMPER AND HAVE CONNECTORS AT EACH END, MANUFACTURED BY SUPPLIER. IF JUMPERS ARE FIELD FABRICATED, FOLLOW MANUFACTURER'S REQUIREMENTS FOR INSTALLATION OF CONNECTORS

**REMOTE ELECTRICAL TILT (RET) CABLES:**

**MISCELLANEOUS:**

INSTALL SPLITTERS, COMBINERS, FILTERS PER RF DATA SHEET, FURNISHED BY SPRINT.

**ANTENNA INSTALLATION:**

THE CONTRACTOR SHALL ASSEMBLE ALL ANTENNAS ONSITE IN ACCORDANCE WITH THE INSTRUCTIONS SUPPLIED BY THE MANUFACTURER. ANTENNA HEIGHT, AZIMUTH, AND FEED ORIENTATION INFORMATION SHALL BE A DESIGNATED ON THE CONSTRUCTION DRAWINGS.

- A. THE CONTRACTOR SHALL POSITION THE ANTENNA ON TOWER PIPE MOUNTS SO THAT THE BOTTOM STRUT IS LEVEL. THE PIPE MOUNTS SHALL BE PLUMB TO WITHIN 1 DEGREE.
- B. ANTENNA MOUNTING REQUIREMENTS: PROVIDE ANTENNA MOUNTING HARDWARE AS INDICATED ON THE DRAWINGS.

**HYBRID CABLES INSTALLATION:**

- A. THE CONTRACTOR SHALL ROUTE, TEST, AND INSTALL ALL CABLES AS INDICATED ON THE CONSTRUCTION DRAWINGS AND IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS.
- B. THE INSTALLED RADIUS OF THE CABLES SHALL NOT BE LESS THAN THE MANUFACTURER'S SPECIFICATIONS FOR BENDING RADI.
- C. EXTREME CARE SHALL BE TAKEN TO AVOID DAMAGE TO THE CABLES DURING HANDLING AND INSTALLATION.
  1. FASTENING MAIN HYBRID CABLES: ALL CABLES SHALL BE PERMANENTLY FASTENED TO THE COAX LADDER AT 4"-0" OC USING NON-MAGNETIC STAINLESS STEEL CLIPS.
  2. FASTENING INDIVIDUAL FIBER AND DC CABLES ABOVE BREAKOUT ENCLOSURE (MEDUSA), WITHIN THE MMBTS CABINET AND ANY INTERMEDIATE DISTRIBUTION BOXES:
    - a. FIBER: SUPPORT FIBER BUNDLES USING 1/2" VELCRO STRAPS OF THE REQUIRED LENGTH @ 18" OC. STRAPS SHALL BE UV, OIL, AND WATER RESISTANT AND SUITABLE FOR INDUSTRIAL INSTALLATIONS AS MANUFACTURED BY TEXTOL OR APPROVED EQUAL.
    - b. DC: SUPPORT DC BUNDLES WITH ZIP TIES OF THE ADEQUATE LENGTH. ZIP TIES TO BE UV STABILIZED, BLACK NYLON, WITH TENSILE STRENGTH AT 12,000 PSI AS MANUFACTURED BY NELCO PRODUCTS OR EQUAL.
  3. FASTENING JUMPERS: SECURE JUMPERS TO THE SIDE ARMS OR HEAD FRAMES USING STAINLESS STEEL TIE WRAPS OR STAINLESS STEEL BUTTERFLY CLIPS.
  4. CABLE INSTALLATION:
    - a. INSPECT CABLE PRIOR TO USE FOR SHIPPING DAMAGE, NOTIFY THE CONSTRUCTION MANAGER.
    - b. CABLE ROUTING: CABLE INSTALLATION SHALL BE PLANNED TO ENSURE THAT THE LINES WILL BE PROPERLY ROUTED IN THE CABLE ENVELOP AS INDICATED ON THE DRAWINGS. AVOID TWISTING AND CROSOVERS.
    - c. HOIST CABLE USING PROPER HOISTING GRIPS. DO NOT EXCEED MANUFACTURES RECOMMENDED MAXIMUM BEND RADIUS.

5. GROUNDING OF TRANSMISSION LINES: ALL TRANSMISSION LINES SHALL BE GROUNDED AS INDICATED ON DRAWINGS.
6. HYBRID CABLE COLOR CODING: ALL COLOR CODING SHALL BE AS REQUIRED IN TS 0200 REV 4.
7. HYBRID CABLE LABELING: INDIVIDUAL HYBRID AND DC BUNDLES SHALL BE LABELED ALPHA--NUMERICALLY ACCORDING TO SPRINT CELL SITE ENGINEERING NOTICE -- EN 2012--001, REV 1

**WEATHERPROOFING EXTERIOR CONNECTORS AND HYBRID CABLE GROUND KITS:**

- A. ALL FIBER & COAX CONNECTORS AND GROUND KITS SHALL BE WEATHERPROOFED.
- B. WEATHERPROOFED USING ONE OF THE FOLLOWING METHODS. ALL INSTALLATIONS MUST BE DONE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS AND INDUSTRY BEST PRACTICES.
  1. COLD SHRINK: ENCOMPASS CONNECTOR IN COLD SHRINK TUBING AND PROVIDE A DOUBLE WRAP OF 2" ELECTRICAL TAPE EXTENDING 2" BEYOND TUBING. PROVIDE 3M COLD SHRINK CXS SERIES OR EQUAL.
  2. SELF-AMALGAMATING TAPE: CLEAN SURFACES. APPLY A DOUBLE WRAP OF SELF-AMALGAMATING TAPE 2" BEYOND CONNECTOR. APPLY A SECOND WRAP OF SELF-AMALGAMATING TAPE IN OPPOSITE DIRECTION. APPLY DOUBLE WRAP OF 2" WIDE ELECTRICAL TAPE EXTENDING 2" BEYOND THE SELF-AMALGAMATING TAPE.
  3. 3M SLIM LOCK CLOSURE 716: SUBSTITUTIONS WILL NOT BE ALLOWED.
  4. OPEN FLAME ON JOB SITE IS NOT ACCEPTABLE

**SECTION 11 800 - INSTALLATION OF MULTIMODAL BASE STATIONS (MMBTS) AND RELATED EQUIPMENT**

**SUMMARY:**

- A. THIS SECTION SPECIFIES MMBTS CABINETS, POWER CABINETS, AND INTERNAL EQUIPMENT INCLUDING BY NOT LIMITED TO RECTIFIERS, POWER DISTRIBUTION UNITS, BASE BAND UNITS, SURGE ARRESTORS, BATTERIES, AND SIMILAR EQUIPMENT FURNISHED BY THE COMPANY FOR INSTALLATION BY THE CONTRACTOR (OFC).
- B. CONTRACTOR SHALL PROVIDE AND INSTALL ALL MISCELLANEOUS MATERIALS AND PROVIDE ALL LABOR REQUIRED FOR INSTALLATION EQUIPMENT IN EXISTING CABINET OR NEW CABINET AS SHOWN ON DRAWINGS AND AS REQUIRE BY THE APPLICABLE INSTALLATION MOPS.
- C. COMPLY WITH MANUFACTURERS INSTALLATION AND START-UP REQUIREMENTS

**DC CIRCUIT BREAKER LABELING**

- A. LABEL CIRCUIT BREAKERS ACCORDING TO SPRINT CELL SITE ENGINEERING NOTICE -- EN 2012--001, REV 1.

**SECTION 11 800 - INSTALLATION OF MULTIMODAL BASE TRANSCIEVER STATIONS (MMBTS) AND RELATED EQUIPMENT**

**SUMMARY:**

- A. THIS SECTION SPECIFIES MMBTS CABINETS, POWER CABINETS, AND INTERNAL EQUIPMENT INCLUDING BY NOT LIMITED TO RECTIFIERS, POWER DISTRIBUTION UNITS, BASE BAND UNITS, SURGE ARRESTORS, BATTERIES, AND SIMILAR EQUIPMENT FURNISHED BY THE COMPANY FOR INSTALLATION BY THE CONTRACTOR (OFC).
- B. CONTRACTOR SHALL PROVIDE AND INSTALL ALL MISCELLANEOUS MATERIALS AND PROVIDE ALL LABOR REQUIRED FOR INSTALLATION EQUIPMENT IN EXISTING CABINET OR NEW CABINET AS SHOWN ON DRAWINGS AND AS REQUIRE BY THE APPLICABLE INSTALLATION MOPS.
- C. COMPLY WITH MANUFACTURERS INSTALLATION AND START-UP REQUIREMENTS

**SUPPORTING DEVICES:**

- A. MANUFACTURED STRUCTURAL SUPPORT MATERIALS: SUBJECT TO COMPLIANCE WITH REQUIREMENTS, PROVIDE PRODUCTS BY THE FOLLOWING:
  1. ALLIED TUBE AND CONDUIT
  2. B-LINE SYSTEM
  3. UNISTRUT DIVERSIFIED PRODUCTS
  4. THOMAS & BETTS
- B. FASTENERS: TYPES, MATERIALS, AND CONSTRUCTION FEATURES AS FOLLOWS:
  1. EXPANSION ANCHORS: CARBON STEEL WEDGE OR SLEEVE TYPE.
  2. POWER-DRIVEN THREADED STUDS: HEAT-TREATED STEEL, DESIGNED SPECIFICALLY FOR THE INTENDED SERVICE.
  3. FASTEN BY MEANS OF WOOD SCREWS ON WOOD.
  4. TOGGLE BOLTS ON HOLLOW MASONRY.
  5. CONCRETE INSERTS OR EXPANSION BOLTS ON CONCRETE OR SOLID MASONRY.
  6. MACHINE SCREWS, WELDED THREADED STUDS, OR SPRING-TENSION CLAMPS ON STEEL.
  7. EXPLOSIVE DEVICES FOR ATTACHING HANGERS TO STRUCTURE SHALL NOT BE PERMITTED.
  8. DO NOT WELD CONDUIT, PIPE STRAPS, OR ITEMS OTHER THAN THREADED STUDS TO STEEL STRUCTURES.
  9. IN PARTITIONS OF LIGHT STEEL CONSTRUCTION, USE SHEET METAL SCREWS.

**SUPPORTING DEVICES:**

- A. INSTALL SUPPORTING DEVICES TO FASTEN ELECTRICAL COMPONENTS SECURELY AND PERMANENTLY IN ACCORDANCE WITH NEC.
- B. COORDINATE WITH THE BUILDING STRUCTURAL SYSTEM AND WITH OTHER TRADES.
- C. UNLESS OTHERWISE INDICATED ON THE DRAWINGS, FASTEN ELECTRICAL ITEMS AND THEIR SUPPORTING HARDWARE SECURELY TO THE STRUCTURE IN ACCORDANCE WITH THE FOLLOWING:
  1. ENSURE THAT THE LOAD APPLIED BY ANY FASTENER DOES NOT EXCEED 25 PERCENT OF THE PROOF TEST LOAD.
- E. USE VIBRATION AND SHOCK-RESISTANT FASTENERS FOR ATTACHMENTS TO CONCRETE SLABS.

**ELECTRICAL IDENTIFICATION:**

- A. UPDATE AND PROVIDE TYPED CIRCUIT BREAKER SCHEDULES IN THE MOUNTING BRACKET, INSIDE DOORS OF AC PANEL BOARDS WITH ANY CHANGES MADE TO THE AC SYSTEM.
- B. BRANCH CIRCUITS FEEDING AVIATION OBSTRUCTION LIGHTING EQUIPMENT SHALL BE CLEARLY IDENTIFIED AS SUCH AT THE BRANCH CIRCUIT PANELBOARD.

**SECTION 26 200 - GALVANIZED ELECTRICAL MATERIALS AND EQUIPMENT**

**CONDUIT:**

- A. RIGID GALVANIZED STEEL (RGS) CONDUIT SHALL BE USED FOR EXTERIOR LOCATIONS ABOVE GROUND AND IN UNFINISHED INTERIOR LOCATIONS AND FOR ENCASED RUNS IN CONCRETE. RIGID CONDUIT AND FITTINGS SHALL BE STEEL, COATED WITH ZINC EXTERIOR AND INTERIOR BY THE HOT DIP GALVANIZING PROCESS. CONDUIT SHALL BE PRODUCED TO ANSI SPECIFICATIONS C80.1, FEDERAL SPECIFICATION WW-C-581 AND SHALL BE LISTED WITH THE UNDERWRITERS' LABORATORIES. FITTINGS SHALL BE THREADED -- SET SCREW OR COMPRESSION FITTINGS WILL NOT BE ACCEPTABLE. RGS CONDUITS SHALL BE MANUFACTURED BY ALLIED, REPUBLIC OR WHEATLAND.
- B. UNDERGROUND CONDUIT IN CONCRETE SHALL BE POLYVINYLCHLORIDE (PVC) SUITABLE FOR DIRECT BURIAL AS APPLICABLE. JOINTS SHALL BE BELLED, AND FLUSH SOLVENT WELDED IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS. CONDUIT SHALL BE CARLON ELECTRICAL PRODUCTS OR APPROVED EQUAL.
- C. TRANSITIONS BETWEEN PVC AND RIGID (RGS) SHALL BE MADE WITH PVC COATED METALLIC LONG SWEEP RADIUS ELBOWS.
- D. EMT OR RIGID GALVANIZED STEEL CONDUIT MAY BE USED IN FINISHED SPACES CONCEALED IN WALLS AND CEILINGS. EMT SHALL BE MILD STEEL, ELECTRICALLY WELDED, ELECTRO-GALVANIZED OR HOT-DIPPED GALVANIZED AND PRODUCED TO ANSI SPECIFICATION C80.3, FEDERAL SPECIFICATION WW-C-563, AND SHALL BE UL LISTED. EMT SHALL BE MANUFACTURED BY ALLIED, REPUBLIC OR WHEATLAND, OR APPROVED EQUAL. FITTINGS SHALL BE METALLIC COMPRESSION. SET SCREW CONNECTIONS SHALL NOT BE ACCEPTABLE.
- E. LIQUID TIGHT FLEXIBLE METALLIC CONDUIT SHALL BE USED FOR FINAL CONNECTION TO EQUIPMENT. FITTINGS SHALL BE METALLIC GLAND TYPE COMPRESSION FITTINGS, MAINTAINING THE INTEGRITY OF CONDUIT SYSTEM. SET SCREW CONNECTIONS SHALL NOT BE ACCEPTABLE. MAXIMUM LENGTH OF FLEXIBLE CONDUIT SHALL NOT EXCEED 6- FEET. LFMC SHALL BE PROTECTED AND SUPPORTED AS REQUIRE BY NEC. MANUFACTURERS OF FLEXIBLE CONDUITS SHALL BE CAROL, ANACONDA METAL HOSE OR UNIVERSAL METAL HOSE, OR APPROVED EQUAL.
- F. MINIMUM SIZE CONDUIT SHALL BE 3/4 INCH (21MM).

**HUBS AND BOXES:**

- A. AT ENTRANCES TO CABINETS OR OTHER EQUIPMENT NOT HAVING INTEGRAL THREADED HUBS PROVIDE METALLIC THREADED HUBS OF THE SIZE AND CONFIGURATION REQUIRED. HUB SHALL INCLUDE LOCKNUT AND NEOPRENE O-RING SEAL. PROVIDE IMPACT RESISTANT 105 DEGREE C PLASTIC BUSHINGS TO PROTECT CABLE INSULATION.
- B. CABLE TERMINATION FITTINGS FOR CONDUIT
  1. CABLE TERMINATORS FOR RGS CONDUITS SHALL BE TYPE CRC BY O-Z/GEDNEY OR EQUAL.
  2. CABLE TERMINATORS FOR LFMC SHALL BE ETCO -- CL2075; OR MADE FOR THE PURPOSE PRODUCTS BY REXTEC.
- C. EXTERIOR PULL BOXES AND PULL BOXES IN INTERIOR INDUSTRIAL AREAS SHALL BE PLATED CAST ALLOY, HEAVY DUTY, WEATHERPROOF, DUST PROOF, WITH GASKET, SLATED IRON ALLOY COVER AND STAINLESS STEEL COVER SCREWS, CROUSE-HINDS WAB SERIES OR EQUAL.
- D. CONDUIT OUTLET BODIES SHALL BE PLATED CAST ALLOY WITH SIMILAR GASKETED COVERS. OUTLET BODIES SHALL BE OF THE CONFIGURATION AND SIZE SUITABLE FOR THE APPLICATION. PROVIDE CROUSE-HINDS FORM 8 OR EQUAL.
- E. MANUFACTURER FOR BOXES AND COVERS SHALL BE HOFFMAN, SQUARE "D", CROUSE-HINDS, COOPER, ADALET, APPLETON, O-Z GEDNEY, RACO, OR APPROVED EQUAL.

**SUPPLEMENTAL GROUNDING SYSTEM**

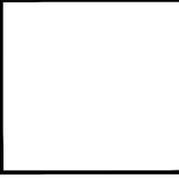
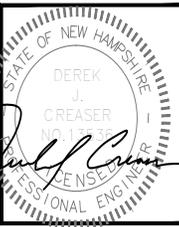
- A. FURNISH AND INSTALL A SUPPLEMENTAL GROUNDING SYSTEM AS INDICATED ON THE DRAWINGS. SUPPORT SYSTEM WITH NON-MAGNETIC STAINLESS STEEL CLIPS WITH RUBBER GROMMETS. GROUNDING CONNECTORS SHALL BE TINNED COPPER WIRE, SIZES AS INDICATED ON THE DRAWINGS. PROVIDE STRANDED OR SOLID BARE OR INSULATED CONDUCTORS AS INDICATED.
- B. SUPPLEMENTAL GROUNDING SYSTEM: ALL CONNECTIONS TO BE MADE WITH CAD WELDS, EXCEPT AT EQUIPMENT USE LUGS OR OTHER AVAILABLE GROUNDING MEANS AS REQUIRED BY MANUFACTURER; AT GROUND BARS USE TWO HOLE SPADES WITH NO OX.
- C. STOLEN GROUND--BARS: IN THE EVENT OF STOLEN GROUND BARS, CONTACT SPRINT CM FOR REPLACEMENT INSTRUCTION USING THREADED ROD KITS.

**EXISTING STRUCTURE:**

- A. EXISTING EXPOSED WIRING AND ALL EXPOSED OUTLETS, RECEPTABLES, SWITCHES, DEVICES, BOXES, AND OTHER EQUIPMENT THAT ARE NOT TO BE UTILIZED IN THE COMPLETED PROJECT SHALL BE REMOVED OR DE-ENERGIZED AND CAPPED IN THE WALL, CEILING, OR FLOOR SO THAT THEY ARE CONCEALED AND SAFE. WALL, CEILING, OR FLOOR SHALL BE PATCHED TO MATCH THE ADJACENT CONSTRUCTION.

**CONDUIT AND CONDUCTOR INSTALLATION:**

- A. CONDUITS SHALL BE FASTENED SECURELY IN PLACE WITH APPROVED NON-PERFORATED STRAPS AND HANGERS. EXPLOSIVE DEVICES FOR ATTACHING HANGERS TO STRUCTURE WILL NOT BE PERMITTED. CLOSELY FOLLOW THE LINES OF THE STRUCTURE. MAINTAIN CLOSE PROXIMITY TO THE STRUCTURE AND KEEP CONDUITS IN TIGHT ENVELOPES. CHANGES IN DIRECTION TO ROUTE AROUND OBSTACLES SHALL BE MADE WITH CONDUIT OUTLET BODIES. CONDUIT SHALL BE INSTALLED IN A NEAT AND WORKMANLIKE MANNER, PARALLEL AND PERPENDICULAR TO STRUCTURE WALL AND CEILING LINES. ALL CONDUIT SHALL BE FISHED TO CLEAR OBSTRUCTIONS. ENDS OF CONDUITS SHALL BE TEMPORARILY CAPPED TO PREVENT CONCRETE, PLASTER OR DIRT FROM ENTERING. CONDUITS SHALL BE RIGIDLY CLAMPED TO BOXES BY GALVANIZED MALLEABLE IRON BUSHING ON INSIDE AND GALVANIZED MALLEABLE IRON LOCKNUT ON OUTSIDE AND INSIDE.
- B. CONDUCTORS SHALL BE PULLED IN ACCORDANCE WITH ACCEPTED GOOD PRACTICE.



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APPROVED BY: DPH

SUBMITTALS			
REV	DATE	DESCRIPTION	BY
2	06/30/14	ISSUED FOR CONSTRUCTION	KMS
1	06/10/14	ISSUED FOR REVIEW	NAM
0	05/27/14	ISSUED FOR REVIEW	NAM

SITE NUMBER:  
NMO3XC009

SITE NAME:  
UNH WATER TANK

SITE ADDRESS:  
230 HACKETT HILL ROAD  
MANCHESTER, NH 03102

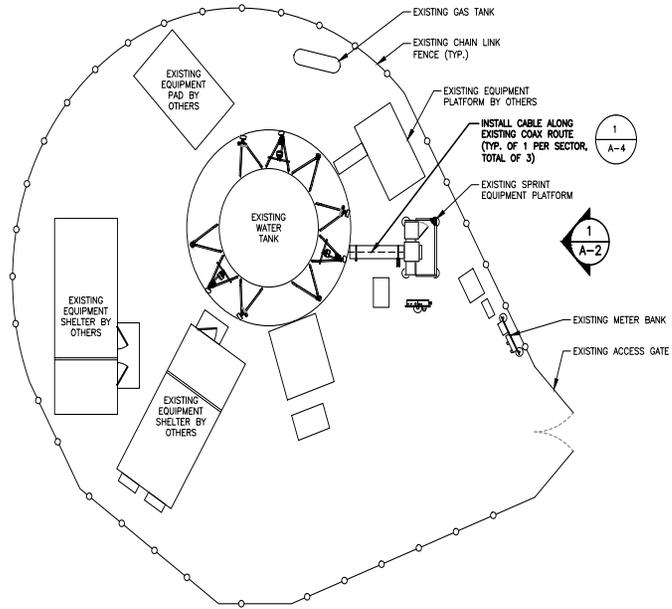
OUTLINE SPECIFICATIONS

SHEET NUMBER  
SP-3

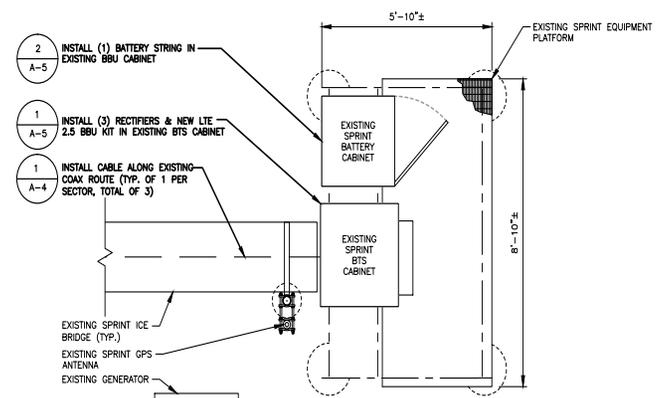
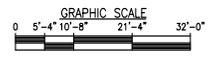
16.10

**NOTE:**  
ADDITIONAL MAPPING AND STRUCTURAL ANALYSIS ARE REQUIRED PRIOR TO CONSTRUCTION. DRAWINGS ARE SUBJECT TO CHANGE PENDING OUTCOME OF STRUCTURAL ANALYSIS.

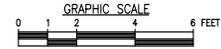
**STRUCTURAL NOTE:**  
STRUCTURAL INFORMATION TAKEN FROM STRUCTURAL ANALYSIS PERFORMED BY HUDSON DESIGN GROUP LLC DATED: JUNE 18, 2014



**COMPOUND PLAN**  
SCALE: 3/32"=1'-0"  
1 A-1



**EQUIPMENT PLAN**  
SCALE: 1/2"=1'-0"  
2 A-1



- 1 A-5 INSTALL (3) RECTIFIERS & NEW LTE 2.5 BBU KIT IN EXISTING BTS CABINET
- 2 A-5 INSTALL (1) BATTERY STRING IN EXISTING BBU CABINET



SOURCE: SPRINT SITE AUDIT 08-07-13

**RAN EQUIPMENT PHOTO DETAIL**  
SCALE: N.T.S.  
3 A-1

**Sprint**  
1 INTERNATIONAL BLVD, SUITE 800  
MORRISVILLE, NC 27560  
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STATE OF NEW HAMPSHIRE  
Derek J. Greaser  
Professional Engineer  
No. 17576

CHECKED BY: KB

APPROVED BY: DPH

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2	06/30/14	ISSUED FOR CONSTRUCTION	KMS
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UNH WATER TANK  
SITE ADDRESS:  
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MANCHESTER, NH 03102

SHEET TITLE  
**COMPOUND & EQUIPMENT PLAN**

SHEET NUMBER  
**A-1**

**SPECIAL CONSTRUCTION NOTE:**  
 SPRINT TOWER TOP WORK IS CONTINGENT ON THE FOLLOWING:  
 • COMPLETION OF A GLOBAL STRUCTURAL STABILITY ANALYSIS (PROVIDED BY A&E VENDOR).  
 • COMPLETION OF AN ANTENNA/RRH MOUNT STRUCTURAL ASSESSMENT (PROVIDED BY A&E VENDOR).  
 • GC SHALL FURNISH, INSTALL AND COMPLETE ALL REQUIRED STRUCTURAL MODIFICATIONS AS INDICATED IN BEFORE-MENTIONED ANALYSIS AND ASSESSMENT.  
 • SPRINT CORPORATION SHALL PROVIDE WRITTEN ACCEPTANCE/APPROVAL FOR THE COMPLETION OF ALL TOWER/FOUNDATION STRUCTURAL MODIFICATIONS INCLUDING (AS NECESSARY) CONTROLLED CONSTRUCTION INSPECTIONS, SHOP-DRAWING APPROVALS, MATERIALS TEST RESULTS, AND FINAL ENGINEER'S AFFIDAVIT.

**STRUCTURAL NOTE:**  
 STRUCTURAL INFORMATION TAKEN FROM STRUCTURAL ANALYSIS PERFORMED BY HUDSON DESIGN GROUP LLC DATED: JUNE 18, 2014

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STATE OF NEW HAMPSHIRE  
 DEREK J. GREASER  
 NO. 178-76  
 PROFESSIONAL ENGINEER

CHECKED BY: KB  
 APPROVED BY: DPH

APPROVED BY: DPH

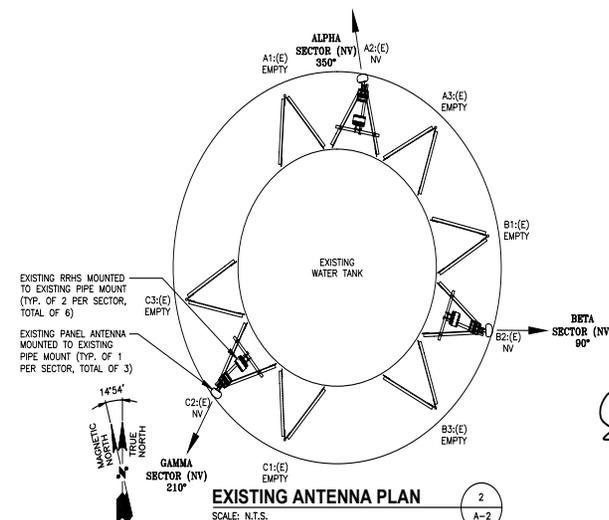
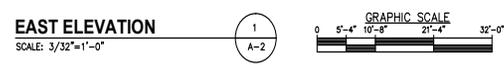
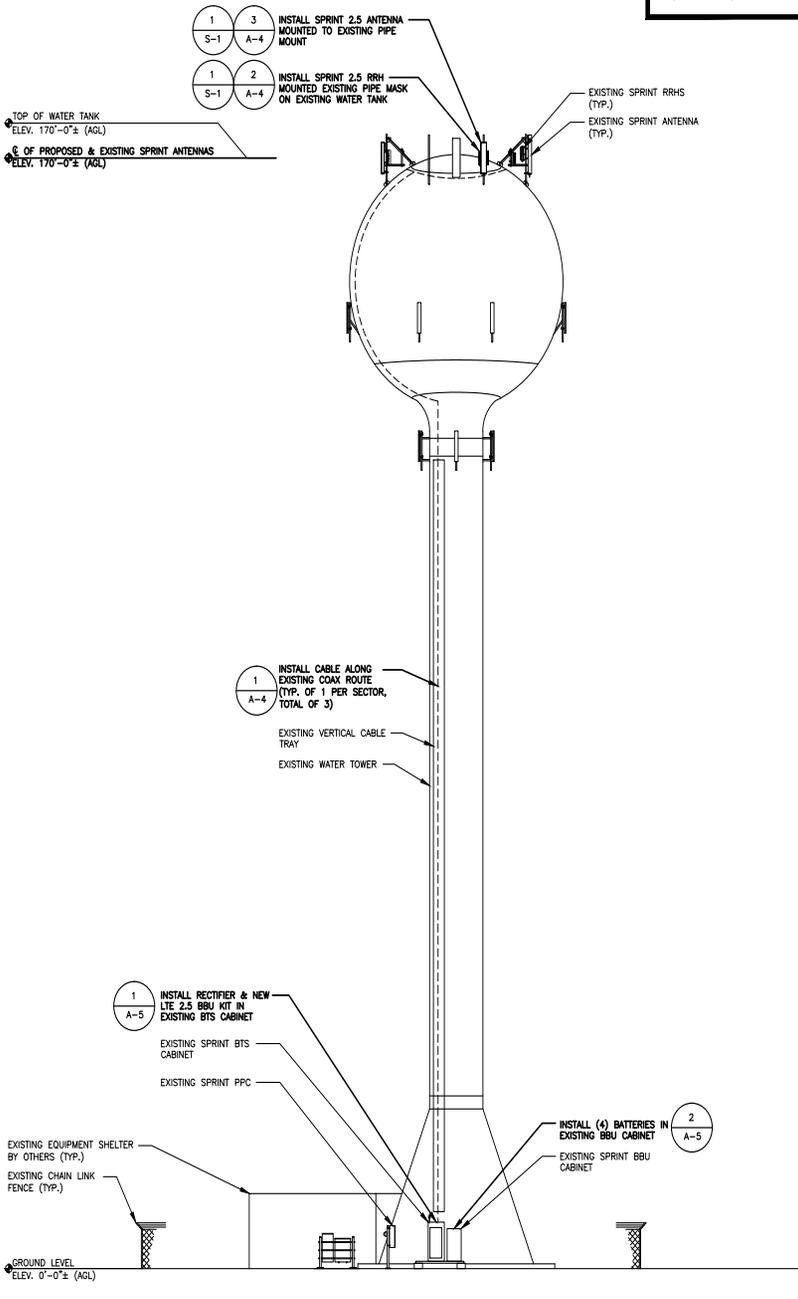
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0	05/27/14	ISSUED FOR REVIEW	MAM

SITE NUMBER: NMO3XC009  
 SITE NAME: UNH WATER TANK  
 SITE ADDRESS: 230 HACKETT HILL ROAD  
 MANCHESTER, NH 03102

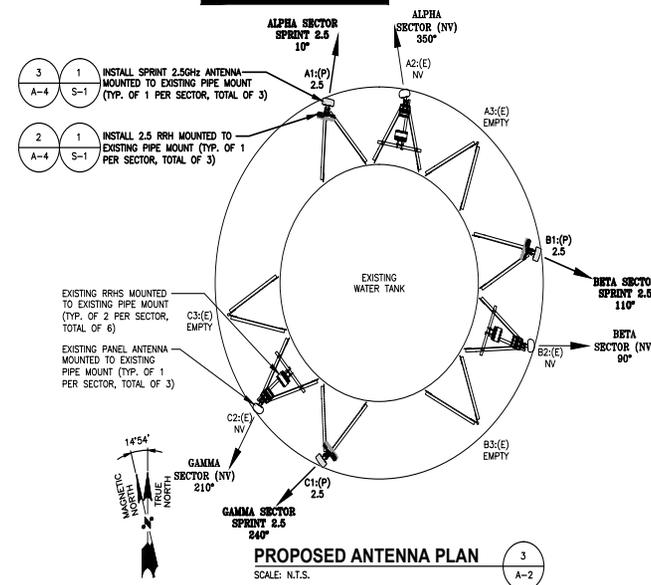
SHEET TITLE  
 ELEVATION & ANTENNA PLANS

SHEET NUMBER  
 A-2

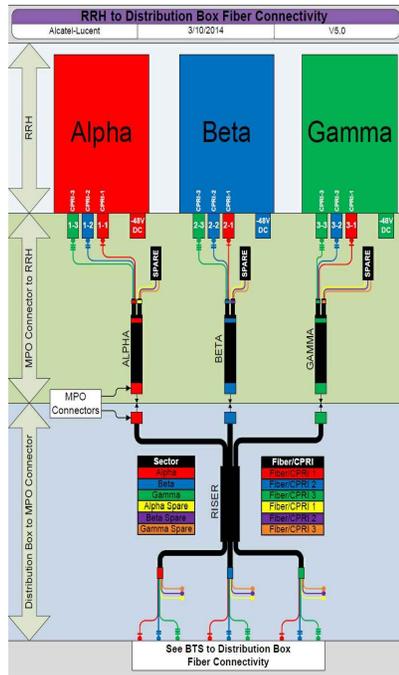


**ANTENNA STATUS LEGEND:**  
 (E) - EXISTING  
 (P) - INSTALL  
 EMPTY - EMPTY PIPE MAST  
 NV - SPRINT ANTENNA  
 2.5 - SPRINT ANTENNA

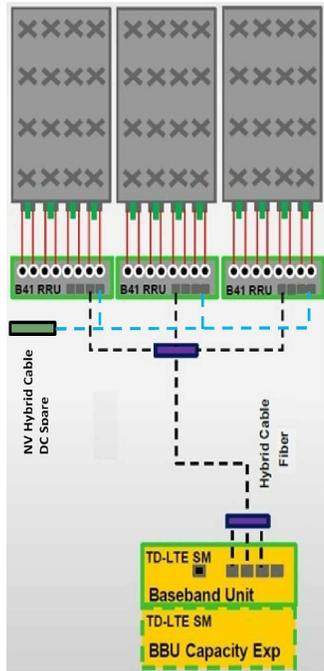
**NOTES:**  
 VERIFY PROPOSED AZIMUTHS WITH RF ENGINEER PRIOR TO INSTALLATION



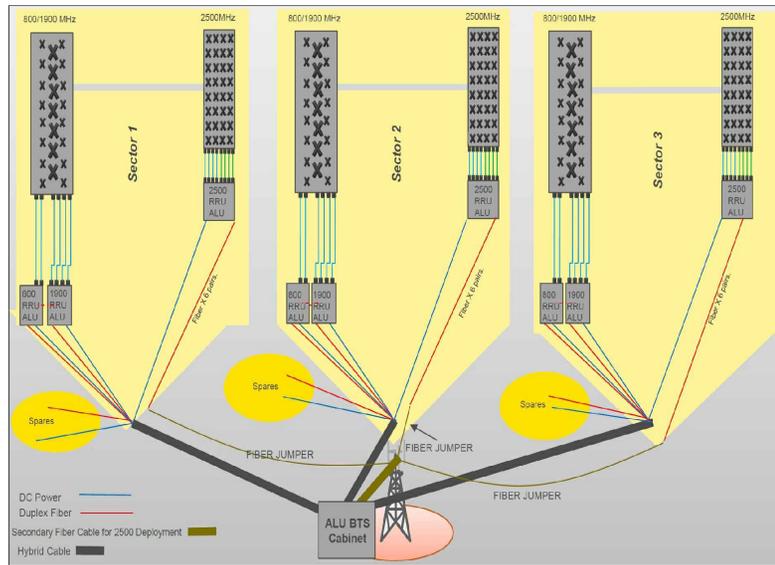
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**CABLE COLOR CODING DIAGRAM**  
SCALE: N.T.S.



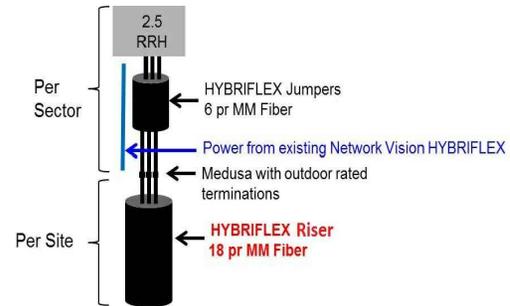
**ALU 2.5 ALU SCENARIO 1**  
SCALE: N.T.S.



**RAN WIRING DIAGRAM: ALU EQUIPMENT**  
SCALE: N.T.S.

**NOTE:**

GENERAL CONTRACTOR/TOWER CREW SHALL VERIFY THAT THE LATEST RF DATA SHEET IS USED FOR EQUIPMENT INSTALLATION.



**RFS 2.5 ALU SCENARIO 1**  
SCALE: N.T.S.

**DC POWER INSTALLATION NOTE (FIBER-ONLY SCENARIO):**

USE SPACE DC CABLES COILED UP AT TOWER TOP NV ARRAY TO POWER UP 2.5 RRH. INSIDE EXISTING FIBER DISTRIBUTION BOX, TIE SPARE DC CONDUCTORS INTO EXISTING DC BREAKER PANEL PER APPROVED DC WIRING CONNECTIVITY OPTION (BASED ON NV HYBRIFLEX CABLE LENGTH). CONSULT WITH SPRINT CM TO DETERMINE APPROPRIATE DC CONNECTIVITY OPTION, PLUMBING DIAGRAM AND DC BREAKER SIZE.

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STATE OF NEW HAMPSHIRE

DEREK J. CREASER  
NO. 175-76

PROFESSIONAL ENGINEER

CHECKED BY: KB

APPROVED BY: DPH

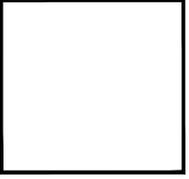
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SITE NUMBER: NMO3XC009  
SITE NAME: UNH WATER TANK  
SITE ADDRESS: 230 HACKETT HILL ROAD MANCHESTER, NH 03102

SHEET TITLE  
**RAN WIRING DIAGRAM**

SHEET NUMBER  
**A-3**



CHECKED BY: **KB**  
 APPROVED BY: **DPH**

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 SITE NAME:  
**UNH WATER TANK**  
 SITE ADDRESS:  
**230 HACKETT HILL ROAD  
 MANCHESTER, NH 03102**

SHEET TITLE  
**EQUIPMENT DETAILS**

SHEET NUMBER  
**A-4**

**HYBRID CABLE DC CONDUCTOR SIZE GUIDELINE**

MANUF:	RFS	CABLE	LENGTH	DC CONDUCTOR	CABLE DIAMETER
FIBER ONLY	VARIES	USE NV	HYBRIFLEX	5/8"	
HYBRIFLEX	<200'	8 AWG		1-1/4"	
HYBRIFLEX	225-300'	6 AWG		1-1/4"	
HYBRIFLEX	325-375'	4 AWG		1-1/4"	

**RFS HYBRIFLEX RISER CABLE SCHEDULE**

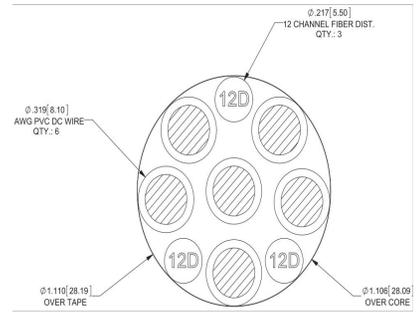
Power Type	Hybrid Cable	Length
Fiber Only (Existing DC Power)	MN: HB058-M12-050F 12x multi-mode fiber pairs, Top: Outdoor protected connectors, Bottom: LC Connectors, 5/8 cable, 50 ft	50 ft
	MN: HB058-M12-075F	75 ft
	MN: HB058-M12-100F	100 ft
	MN: HB058-M12-125F	125 ft
	MN: HB058-M12-150F	150 ft
	MN: HB058-M12-175F	175 ft
8 AWG Power	MN: HB114-08J3M12-050F 3x 8 AWG power pairs, 12x multi-mode fiber pairs, Outdoor rated connectors & LC Connectors, 1 1/4 cable, 50 ft	50 ft
	MN: HB114-08J3M12-075F	75 ft
	MN: HB114-08J3M12-100F	100 ft
	MN: HB114-08J3M12-125F	125 ft
	MN: HB114-08J3M12-150F	150 ft
	MN: HB114-08J3M12-175F	175 ft
6 AWG Power	MN: HB114-13J3M12-225F 3x 6 AWG power pair, 12x multi-mode fiber pairs, Outdoor rated connectors & LC Connectors, 1 1/4 cable, 225 ft	225 ft
	MN: HB114-13J3M12-250F	250 ft
	MN: HB114-13J3M12-275F	275 ft
	MN: HB114-13J3M12-300F	300 ft
4 AWG Power	MN: HB114-21J3M12-325F 3x 4 AWG power pair, 12x multi-mode fiber pairs, Outdoor rated connectors & LC Connectors, 1 1/4 cable, 325 ft	325 ft
	MN: HB114-21J3M12-350F	350 ft
	MN: HB114-21J3M12-375F	375 ft

**RFS HYBRIFLEX JUMPER CABLE SCHEDULE**

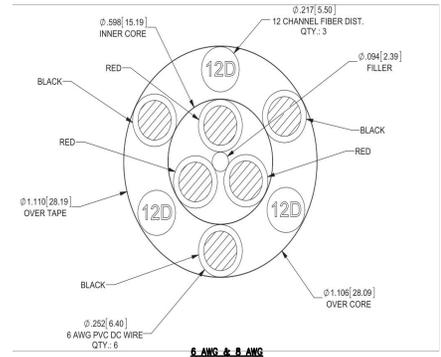
Power Type	Hybrid Jumper Cable	Length
Fiber Only	MN: HBF012-M3-5F1 5 ft, 3x multi-mode fiber pairs, Outdoor & LC connectors, 1/2 cable	5 ft
	MN: HBF012-M3-10F1	10 ft
	MN: HBF012-M3-15F1	15 ft
	MN: HBF012-M3-20F1	20 ft
	MN: HBF012-M3-25F1	25 ft
	MN: HBF012-M3-30F1	30 ft
8 AWG Power	MN: HBF058-08U1M3-5F1 5 ft, 1x 8 AWG power pair, 3x multi-mode fiber pairs, Outdoor & LC Connectors, 5/8 cable	5 ft
	MN: HBF058-08U1M3-10F1	10 ft
	MN: HBF058-08U1M3-15F1	15 ft
	MN: HBF058-08U1M3-20F1	20 ft
	MN: HBF058-08U1M3-25F1	25 ft
	MN: HBF058-08U1M3-30F1	30 ft
6 AWG Power	MN: HBF058-13U1M3-5F1 5 ft, 1x 6 AWG power pair, 3x multi-mode fiber pairs, Outdoor & LC Connectors, 5/8 cable	5 ft
	MN: HBF058-13U1M3-10F1	10 ft
	MN: HBF058-13U1M3-15F1	15 ft
	MN: HBF058-13U1M3-20F1	20 ft
	MN: HBF058-13U1M3-25F1	25 ft
	MN: HBF058-13U1M3-30F1	30 ft
4 AWG Power	MN: HBF078-21U1M3-5F1 5 ft, 1x 4 AWG power pair, 3x multi-mode fiber pairs, Outdoor & LC Connectors, 7/8 cable	5 ft
	MN: HBF078-21U1M3-10F1	10 ft
	MN: HBF078-21U1M3-15F1	15 ft
	MN: HBF078-21U1M3-20F1	20 ft
	MN: HBF078-21U1M3-25F1	25 ft
	MN: HBF078-21U1M3-30F1	30 ft

\* NOTE: SPRINT CM TO CONFIRM HYBRID RISER CABLE AND HYBRID JUMPER CABLE MODEL NUMBERS BEFORE PREPARING BOM.

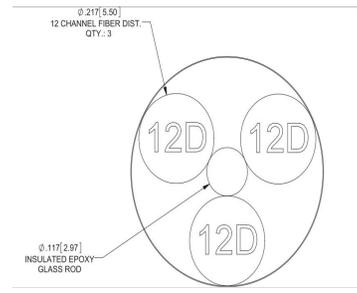
**2.5 HYBRID CABLE X-SECTION AND DATA**



**4 AWG**



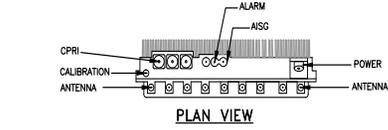
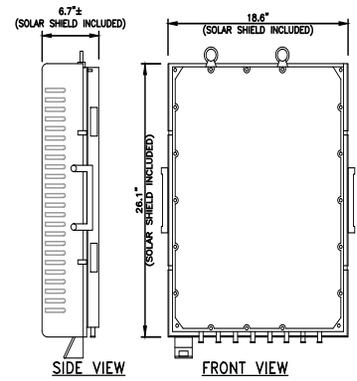
**6 AWG & 8 AWG**



**FIBER ONLY**

**NOTE:**  
 EXPOSED ANTENNA AND RRH FOR SECTOR BETA TO BE PAINTED TO MATCH EXISTING BRICK.

**MANUF:** ALCATEL-LUCENT  
**MODEL:** RRU1 2.5L7EVS 10KM  
**LENGTH:** 26.1  
**WIDTH:** 18.6  
**DEPTH:** 6.7  
**WEIGHT:** 70 LBS  
**AREA:** 3.5 SF

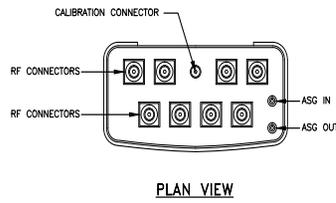


**2.5 RRH'S**

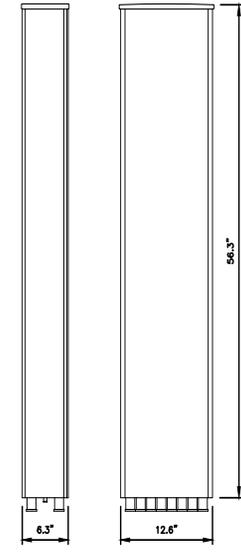
SCALE: N.T.S. 2  
A-4

**NOTE:**  
 EXPOSED ANTENNA AND RRH FOR SECTOR BETA TO BE PAINTED TO MATCH EXISTING BRICK.

**MANUF:** RFS  
**MODEL:** APX95TM14-ALU-120  
**LENGTH:** 56.3  
**WIDTH:** 12.6  
**DEPTH:** 6.3  
**WEIGHT:** 70 LBS  
**AREA:** 4.9 SF

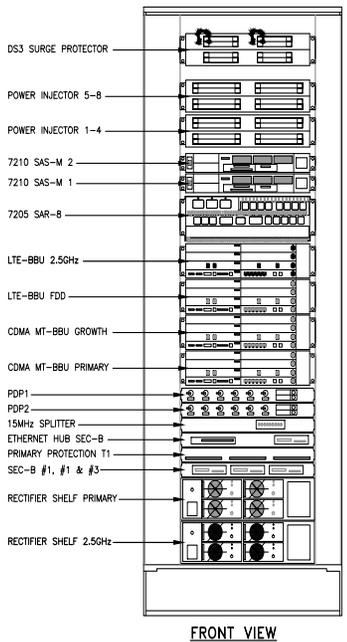


**PLAN VIEW**



**2.5 ANTENNA SPECIFICATIONS**

SCALE: N.T.S. 3  
A-4



**EXISTING MMBTS OUTDOOR CABINET WITH 2.5 EQUIPMENT**  
 SCALE: N.T.S.

1  
A-5



SUFFICIENT SPACE IN EXISTING BBU. INSTALL (1) ADDITIONAL BATTERY STRING IN EXISTING BBU CABINET

SOURCE: SPRINT SITE AUDIT 06-07-13  
**EXISTING 2.5 POWER BBU CABINET**  
 SCALE: N.T.S.

2  
A-5

CHECKED BY: KB

APPROVED BY: DPH

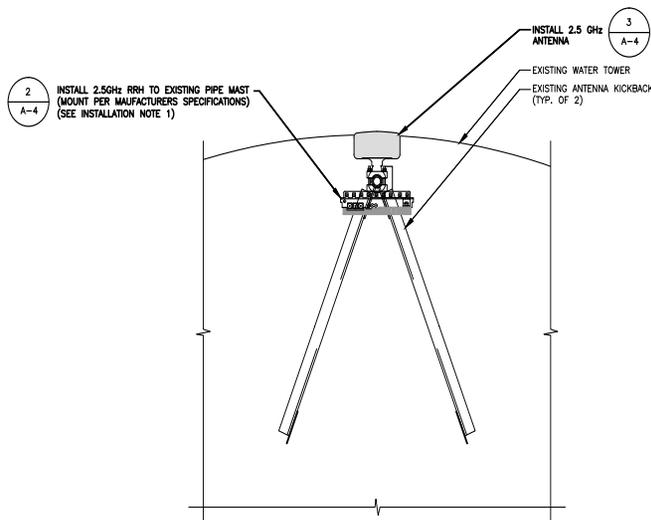
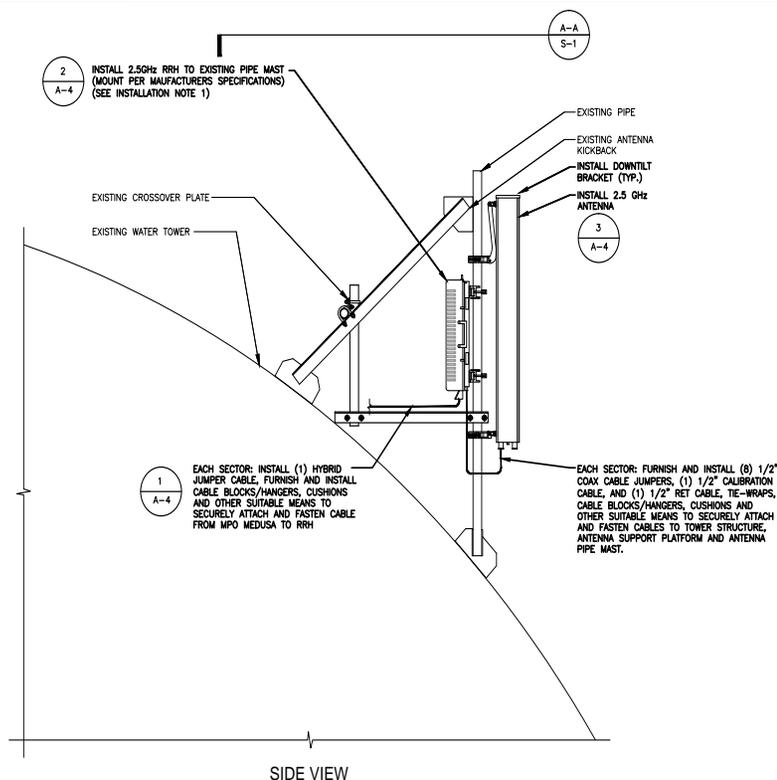
SUBMITTALS

REV	DATE	DESCRIPTION	BY
2	06/30/14	ISSUED FOR CONSTRUCTION	KMS
1	06/10/14	ISSUED FOR REVIEW	MAM
0	05/27/14	ISSUED FOR REVIEW	MAM

SITE NUMBER:  
 NMO3XC009  
 SITE NAME:  
 UNH WATER TANK  
 SITE ADDRESS:  
 230 HACKETT HILL ROAD  
 MANCHESTER, NH 03102

SHEET TITLE  
**EQUIPMENT DETAILS**

SHEET NUMBER  
**A-5**



SIDE VIEW

PLAN A-A

**2.5 ANTENNA AND RRH MOUNTING DETAIL**

SCALE: N.T.S.

1  
S-1



INSTALL 2.5GHz ANTENNA MOUNTED TO EXISTING PIPE MOUNT  
INSTALL 2.5GHz RRH MOUNTED EXISTING PIPE MOUNT

SOURCE: SPRINT SITE AUDIT 08-07-13

ONE SECTOR SHOWN FOR CLARITY

**2.5 ANTENNA AND RRH PHOTO DETAIL**

SCALE: N.T.S.

2  
S-1

**STRUCTURAL NOTE:**  
STRUCTURAL INFORMATION TAKEN FROM STRUCTURAL ANALYSIS PERFORMED BY HUDSON DESIGN GROUP LLC DATED: JUNE 18, 2014

- INSTALLATION NOTES:**
- EXPOSED ANTENNA AND RRH FOR ALL SECTORS TO BE PAINTED TO MATCH EXISTING CONDITIONS.
  - G.C. TO VERIFY EXISTING PIPE MASTS TO BE 2-7/8" - 6'-0" LONG MINIMUM.
  - VERIFY EXACT RRH AND ANTENNA MODEL & AZIMUTHS WITH RF ENGINEER PRIOR TO INSTALLATION.
  - ROTATE EXISTING ANTENNA FRAME AS NEEDED TO ACCOMMODATE INSTALL ANTENNAS.
  - RRH PLACEMENT FOR REFERENCE ONLY. CONTRACTOR SHALL PLACE RRH IN CORRECT ORDER MATCHING INSTALL ANTENNA PLACEMENT AND ENSURE THAT THERE IS ENOUGH CLEARANCE FOR RRHS TO BE PLACED ON THE INSIDE ON THE ANTENNA FRAME.
  - INSTALL EQUIPMENT TO BE MOUNTED PER MANUFACTURERS SPECIFICATIONS.

- SPECIAL CONSTRUCTION NOTE:**  
SPRINT TOWER TOP WORK IS CONTINGENT ON THE FOLLOWING:  
• COMPLETION OF A GLOBAL STRUCTURAL STABILITY ANALYSIS (PROVIDED BY A&E VENDOR).  
• COMPLETION OF AN ANTENNA/RRH MOUNT STRUCTURAL ASSESSMENT (PROVIDED BY A&E VENDOR).  
• GC SHALL FURNISH, INSTALL AND COMPLETE ALL REQUIRED STRUCTURAL MODIFICATIONS AS INDICATED IN BEFORE-MENTIONED ANALYSIS AND ASSESSMENT.  
• SPRINT CORPORATION SHALL PROVIDE WRITTEN ACCEPTANCE/APPROVAL FOR THE COMPLETION OF ALL TOWER/FOUNDATION STRUCTURAL MODIFICATIONS INCLUDING (AS NECESSARY) CONTROLLED CONSTRUCTION INSPECTIONS, SHOP-DRAWING APPROVALS, MATERIALS TEST RESULTS, AND FINAL ENGINEER'S AFFIDAVIT.

**Sprint**  
INTERNATIONAL BLVD, SUITE 800  
MORRISVILLE, NC 27560  
TEL: (800) 537-2541

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(978) 253-4600

**Hudson Design Group**  
11600 DISCOURT STREET  
BUILDING 20 NORTH SUITE 3070  
N. ANDOVER, MA 01845  
TEL: (978) 557-5553  
FAX: (978) 336-5586

STATE OF NEW HAMPSHIRE  
DEREK J. GREASER  
NO. 175-TG  
PROFESSIONAL ENGINEER

CHECKED BY: KB

APPROVED BY: DPH

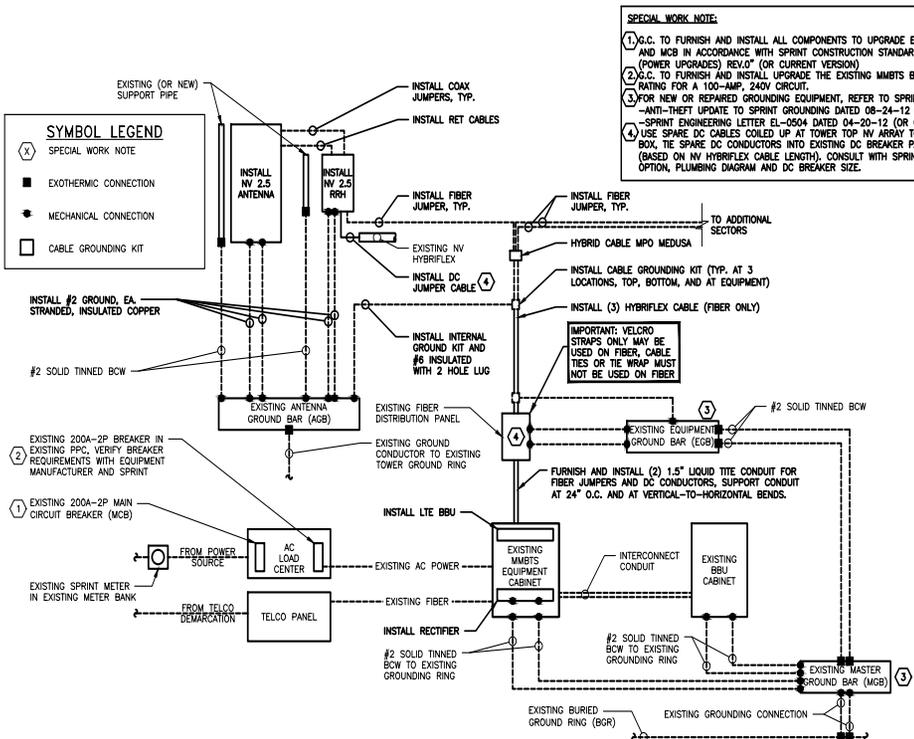
**SUBMITTALS**

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1	06/10/14	ISSUED FOR REVIEW	MAM
0	05/27/14	ISSUED FOR REVIEW	MAM

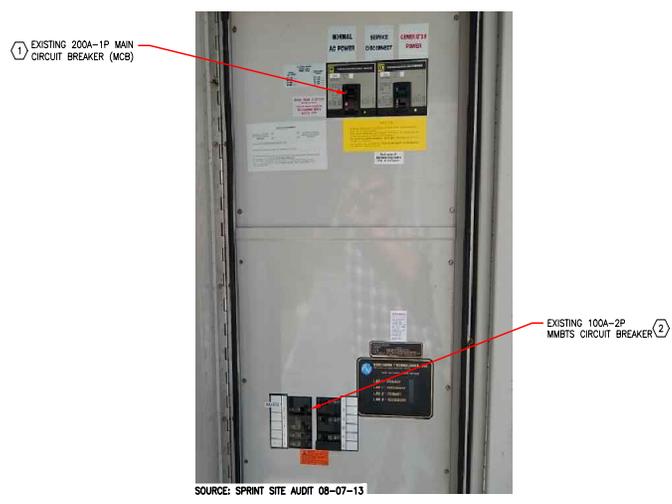
SITE NUMBER:  
NMO3XC009  
SITE NAME:  
UNH WATER TANK  
SITE ADDRESS:  
230 HACKETT HILL ROAD  
MANCHESTER, NH 03102

SHEET TITLE  
STRUCTURAL DETAILS

SHEET NUMBER  
S-1



**TYPICAL POWER AND GROUNDING ONE LINE DIAGRAMS (REV A)** 1  
SCALE: N.T.S. E-1



**EXISTING PPC BREAKER PANEL**  
SCALE: N.T.S.

- ELECTRICAL NOTES**
- 1) ALL ELECTRICAL WORK SHALL CONFORM TO THE REQUIREMENTS OF THE NATIONAL ELECTRICAL CODE (NEC) AS WELL AS APPLICABLE STATE AND LOCAL CODES.
  - 2) THE ELECTRICAL CONTRACTOR SHALL COORDINATE ALL CONDUIT ROUTING WITH LOCAL UTILITY COMPANIES AND SPRINT CONSTRUCTION MANAGER.
  - 3) ALL CONDUITS ROUTED BELOW GRADE SHALL TRANSITION TO RIGID GALVANIZED ELBOWS WITH RIGID GALVANIZED STEEL CONDUIT ABOVE GRADE.
  - 4) ALL METAL CONDUITS SHALL BE PROVIDED WITH GROUNDING BUSHINGS.
  - 5) GENERAL CONTRACTOR SHALL PROVIDE ALL DIRECT BURIED CONDUITS WITH PLASTIC WARNING TAPE IDENTIFYING CONTENTS. TAPE COLORS SHALL BE ORANGE FOR TELEPHONE AND RED FOR ELECTRIC.
  - 6) ALL ELECTRICAL ITEMS SHALL BE U.L. APPROVED OR LISTED AND PROCURED PER SPECIFICATION REQUIREMENTS.
  - 7) THE ELECTRICAL WORK INCLUDES ALL LABOR AND MATERIALS DESCRIBED BY DRAWINGS AND SPECIFICATIONS INCLUDING INCIDENTAL WORK TO PROVIDE COMPLETE OPERATING AND APPROVED ELECTRICAL SYSTEM.
  - 8) GENERAL CONTRACTOR SHALL PAY FEES FOR PERMITS, AND IS RESPONSIBLE FOR OBTAINING SAID PERMITS AND COORDINATION OF INSPECTIONS.
  - 9) ELECTRICAL AND TELCO WIRING OUTSIDE A BUILDING AND EXPOSED TO WEATHER SHALL BE IN WATER TIGHT GALVANIZED RIGID STEEL CONDUITS OR SCHEDULE 80 PVC (AS PERMITTED BY CODE) AND WHERE REQUIRED IN LIQUID TIGHT FLEXIBLE METAL OR NONMETALLIC CONDUITS.
  - 10) BURIED CONDUIT SHALL BE SCHEDULE 40 PVC.
  - 11) ELECTRICAL WIRING SHALL BE COPPER WITH TYPE XHHW, THWN, OR THHN INSULATION.
  - 12) RUN ELECTRICAL CONDUIT OR CABLE BETWEEN ELECTRICAL UTILITY DEMARCATION POINT AND PROJECT OWNER CELL SITE PPC AS INDICATED ON THIS DRAWING. PROVIDE FULL LENGTH PULL ROPE. COORDINATE INSTALLATION WITH UTILITY COMPANY.
  - 13) RUN TELCO CONDUIT OR CABLE BETWEEN TELEPHONE UTILITY DEMARCATION POINT AND PROJECT OWNER CELL SITE TELCO CABINET AND BITS CABINET AS INDICATED ON THIS DRAWING. PROVIDE FULL LENGTH PULL ROPE IN INSTALLED TELCO CONDUIT. PROVIDE GREENLEE CONDUIT MEASURING TAPE AT EACH END.
  - 14) FIBER OPTIC CIRCUITS SHALL BE IN ACCORDANCE WITH NEC ARTICLE 770—OPTICAL FIBER CABLES AND RACEWAYS.
  - 15) COMMUNICATIONS CIRCUITS SHALL BE IN ACCORDANCE WITH NEC ARTICLE 800—COMMUNICATIONS SYSTEMS.

**Sprint**

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N. ANDOVER, MA 01845  
TEL: (978) 557-5553  
FAX: (978) 336-5586

STATE OF NEW HAMPSHIRE  
Derek J. Greaser  
Professional Engineer

CHECKED BY: KB  
APPROVED BY: DPH

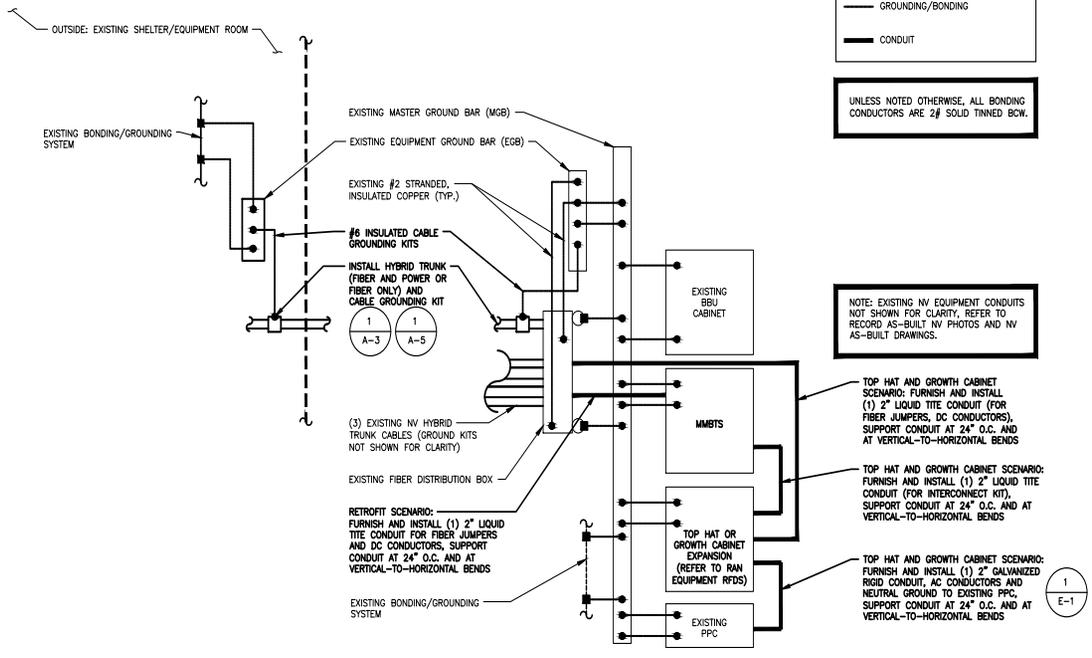
**SUBMITTALS**

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1	06/10/14	ISSUED FOR REVIEW	MAM
0	05/27/14	ISSUED FOR REVIEW	MAM

SITE NUMBER:  
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SITE ADDRESS:  
230 HACKETT HILL ROAD  
MANCHESTER, NH 03102

SHEET TITLE  
ONE LINE DIAGRAM

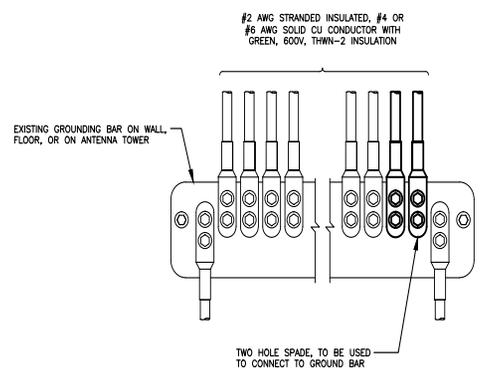
SHEET NUMBER  
E-1



NOTE: HYBRIFLEX (FIBER & POWER) AND HYBRIFLEX (FIBER-ONLY) SHOWN. REFER TO RAN EQUIPMENT RFDs FOR SITE-SPECIFIC SCENARIO.

**2.5 RAN EQUIPMENT GROUNDING SCHEMATIC**  
SCALE: N.T.S.

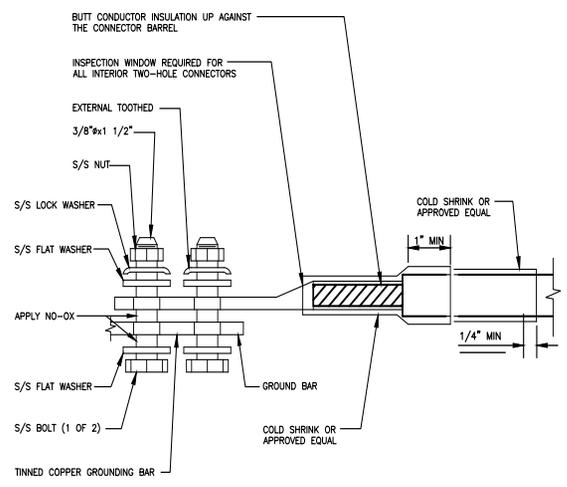
1  
E-2



- NOTES**
1. APPLY NO-OX TO LUG AND BAR CONTACT SURFACE. DO NOT COAT INLINE LUG.
  2. IF STOLEN GROUND BARS ARE ENCOUNTERED, CONTACT SPRINT CM FOR REPLACEMENT THREADED ROD KIT.

**INSTALLATION OF GROUNDING CONDUCTOR TO GROUNDING BAR**  
SCALE: N.T.S.

2  
E-2



**TWO HOLE LUG**  
SCALE: N.T.S.

3  
E-2

- PROTECTIVE GROUNDING SYSTEMS GENERAL NOTES:**
1. GROUNDING SHALL BE IN ACCORDANCE WITH NEC ARTICLE 250-GROUNDING AND BONDING.
  2. GROUNDING SHALL BE IN ACCORDANCE WITH SPRINT SSED DOCUMENTS 3.018.02.004 "BONDING, GROUNDING AND TRANSIENT PROTECTION FOR CELL SITES" AND 3.018.10.002 "SITE RESISTANCE TO EARTH TESTING".
  3. PROVIDE GROUND CONNECTIONS FOR ALL METALLIC STRUCTURES, ENCLOSURES, RACKWAYS AND OTHER CONDUCTIVE ITEMS ASSOCIATED WITH THE INSTALLATION OF CARRIER'S EQUIPMENT.
  4. GROUND CONNECTIONS: CLEAN SURFACES THOROUGHLY BEFORE APPLYING GROUND LUGS OR CLAMPS. IF SURFACE IS COATED, REMOVE THE COATING, APPLY A NON-CORROSIVE APPROVED COMPOUND TO CLEAN SURFACE AND INSTALL LUGS OR CLAMPS. WHERE GALVANIZING IS REMOVED FROM METAL, IT SHALL BE PAINTED OR TOUCHED UP WITH "GALVANOK" OR EQUAL.
  5. ALL GROUNDING WIRES SHALL PROVIDE A STRAIGHT, DOWNWARD PATH TO GROUND WITH GRADUAL BENDS AS REQUIRED. GROUND WIRES SHALL NOT BE LOOPED OR SHARPLY BENT.
  6. ALL CLAMPS AND SUPPORTS USED TO SUPPORT THE GROUNDING SYSTEM CONDUCTORS AND PVC CONDUITS SHALL BE PVC TYPE (NON CONDUCTIVE). DO NOT USE METAL BRACKETS OR SUPPORTS WHICH WOULD FORM A COMPLETE RING AROUND ANY GROUNDING CONDUCTOR.
  7. ALL GROUND WIRES SHALL BE #2 SOLID TINNED BCW UNLESS NOTED OTHERWISE.
  8. PROVIDE DEDICATED #2 AWG COPPER GROUND WIRE FROM EACH ANTENNA MOUNTING PIPE TO ASSOCIATED CIGBE.
  9. GROUND ANTENNA BASES, FRAMES, CABLE RACKS, AND OTHER METALLIC COMPONENTS WITH #2 INSULATED TINNED STRANDED COPPER GROUNDING CONDUCTORS AND CONNECT TO INSULATED SURFACE MOUNTED GROUND BARS. CONNECTION DETAILS SHALL FOLLOW MANUFACTURER'S SPECIFICATIONS FOR GROUNDING.
  10. EACH EQUIPMENT CABINET SHALL BE CONNECTED TO THE MASTER ISOLATION GROUND BAR (MIGB) WITH #2 SOLID TINNED BCW EQUIPMENT CABINETS SHALL HAVE (2) CONNECTIONS.
  11. GROUND HYBRIFLEX SHIELD AT TOP, BOTTOM AND AT TRANSITION TO HYBRIFLEX JUMPER CABLES AT EQUIPMENT CABINET ENTRANCE USING MANUFACTURER'S GUIDELINES. WHEN HYBRIFLEX CABLE EXCEEDS 200', GROUND AT INTERVALS NOT EXCEEDING 100'.
  12. THE CONTRACTOR SHALL VERIFY THAT THE EXISTING GROUND BARS HAVE ENOUGH SPACE/HOLES FOR ADDITIONAL TWO HOLE LUGS.
  13. EXOTHERMIC WELDING IS RECOMMENDED FOR GROUNDING CONNECTION WHERE PRACTICAL. OTHERWISE, THE CONNECTION SHALL BE MADE USING COMPRESSION TYPE-2 HOLES, LONG BARREL LUGS OR DOUBLE CRIMP "C" CLAMP. THE COPPER CABLES SHALL BE COATED WITH AN ANTI-OXIDANT (THOMAS BETTS KOPR-SHILD) BEFORE MAKING THE CRIMP CONNECTIONS. THE CONTRACTOR SHALL FOLLOW MANUFACTURER'S RECOMMENDED TORQUES ON THE BOLT ASSEMBLY TO SECURE CONNECTIONS.
  14. AT ALL TERMINATIONS AT EQUIPMENT ENCLOSURES, PANEL, AND FRAMES OF EQUIPMENT AND WHERE EXPOSED FOR GROUNDING, CONDUCTOR TERMINATION SHALL BE PERFORMED UTILIZING TWO HOLE BOLTED TONGUE COMPRESSION TYPE LUGS WITH STAINLESS STEEL SELF-TAPPING SCREWS.
  15. THE MASTER GROUND BAR (MGB) SHALL BE MADE OF BARE 1/4"x2" COPPER (FOR OUTDOOR APPLICATIONS IT SHALL BE TINNED COPPER) AND LARGE ENOUGH TO ACCOMMODATE THE REQUIRED NUMBER OF GROUND CONNECTIONS. THE HARDWARE SECURING THE MGB SHALL ELECTRICAL INSULATE THE MGB FROM ANY STRUCTURE TO WHICH IT IS FASTENED.
  16. ALL BOLTS, WASHERS, AND NUTS USED ON GROUNDING CONNECTIONS SHALL BE STAINLESS STEEL.
  17. ALL GROUNDING CONNECTIONS SHALL BE COATED WITH A COPPER SHIELD ANTI-CORROSIVE AGENT SUCH AS TAB KOPR SHIELD. VERIFY PRODUCT WITH SPRINT CONSTRUCTION MANAGER.
  18. FOR NEW OR REPAIRED GROUNDING EQUIPMENT, REFER TO SPRINT GROUNDING STANDARDS AND FOLLOWING (SUPPLEMENTS):  
-ANTI-THEFT UPDATE TO SPRINT GROUNDING DATED: 08-24-12 (OR CURRENT VERSION)  
-SPRINT ENGINEERING LETTER EL-0504 DATED: 04-20-12 (OR CURRENT VERSION)

**Sprint**  
INTERNATIONAL BLVD, SUITE 800  
MAYFAH, NJ 07495  
TEL: 800-537-7541

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11600 DISCOURT STREET  
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TEL: (978) 557-5553  
FAX: (978) 536-5586

STATE OF NEW HAMPSHIRE  
Derek J. Creaser  
Professional Engineer  
No. 118-76

CHECKED BY: KB  
APPROVED BY: DPH

CHECKED BY: KB  
APPROVED BY: DPH

**SUBMITTALS**

REV	DATE	DESCRIPTION	BY
2	06/30/14	ISSUED FOR CONSTRUCTION	KMS
1	06/10/14	ISSUED FOR REVIEW	MAM
0	05/27/14	ISSUED FOR REVIEW	MAM

SITE NUMBER:  
NMO3XC009  
SITE NAME:  
UNH WATER TANK  
SITE ADDRESS:  
230 HACKETT HILL ROAD  
MANCHESTER, NH 03102

SHEET TITLE  
GROUNDING DETAILS AND NOTES

SHEET NUMBER  
E-2

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

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the City-owned property known as Tax Map 218, Lot 21, Crescent Lane, be deemed surplus; the Tax Collector seek sealed bids; with a minimum bid set \$12,000; and with the restriction that the parcels be merged.

*(Unanimous vote)*

Respectfully submitted,

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

Clerk of Committee



# CITY OF MANCHESTER

## Board of Assessors

One City Hall Plaza, West Wing  
Manchester, New Hampshire 03101  
Tel: (603) 624-6520 – Fax: (603) 628-6288  
Email: [assessors@ci.manchester.nh.us](mailto:assessors@ci.manchester.nh.us)  
Web: [www.ManchesterNH.Gov](http://www.ManchesterNH.Gov)



Robert J. Gagne, Chairman  
Michael W. Hurley

Lisa Turner  
Assistant to Assessors

To: Chairman Patrick Long, Committee on Lands & Buildings  
From: Board of Assessors  
Date: September 9, 2016  
Re: Map 218, Lot 21 / Crescent Ln / City Owned Vacant Land  
Request to Value Property

The Assessors have completed an analysis of the estimated market value of the above-referenced property. The following is a summary of important facts and the value estimate:

Property Location	Crescent Ln
Assessors Map/Lot	Map 218, Lot 21
Property Owner	City of Manchester
Deed Book/Page	5655/398 (Tax Deed)
Date Acquired	September 8, 1995
Improved/Vacant	Vacant
Total Land Area	27,667 square feet
Current Zoning	Residential R-1A / One Family
Overlay District	N/A
Easements / Restrictions	None known
Estimated Value	To be disclosed in non-public session (RSA 91-A:3 II(d))
Comments	Vacant parcel located in a residential neighborhood off Bodwell Rd near Crystal Lake. The improved portion of Crescent Ln ends roughly 110' short of subject parcel. Additionally, subject parcel depth is shallow, roughly 70', leaving a building envelope depth of approximately 15' after allowing for front setback of 25' and rear setback of 30'.

Respectfully,

A handwritten signature in cursive script, appearing to read "Robert J. Gagne".

Robert J. Gagne, CNHA, NHCG  
Chairman

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

CURRENT OWNER		TOPO.	UTILITIES	STRT./ROAD	LOCATION	CURRENT ASSESSMENT			
CITY OF MANCHESTER TAX COLLECTOR		Unbuildable	7 Electric	8 None	1 Urban	Description	Code	Appraised Value	Assessed Value
908 ELM ST		1 Level				EXM LAND	9500	11,400	11,400
MANCHESTER, NH 03101		<b>SUPPLEMENTAL DATA</b> Other ID: Land Adjust NO RAD OR CADCAD = 753 Voided NO Callback Ltr Total SF 27667 Sketch Note V Zone Land Class T Frontage/Dep No Parcel Zip 03109 GIS ID: 218-21 ASSOC PID#							
Additional Owners:									
						Total	11,400	11,400	

2017  
 MANCHESTER, NH  
**VISION**

RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	q/u	v/i	SALE PRICE	V.C.	PREVIOUS ASSESSMENTS (HISTORY)								
CITY OF MANCHESTER TAX COLLECTOR		5655/ 398	09/08/1995	U		4,000	04	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
BANK OF NEW HAMPSHIRE		5275/1041	08/09/1991	U		25,000	00	2016	9500	76,100	2015	9500	76,100	2014	9500	76,100
COUTURE MARIO P			02/24/1989			0										
GAUTHIER ELEANOR			12/20/1985			0										
SOULE ELIZABETH M						0										
						Total:		76,100	Total:	76,100	Total:	76,100	Total:	76,100		

EXEMPTIONS				OTHER ASSESSMENTS			
Year	Type	Description	Amount	Code	Description	Number	Amount
Total:							

This signature acknowledges a visit by a Data Collector or Assessor

ASSESSING NEIGHBORHOOD			
NBHD/ SUB	NBHD NAME	STREET INDEX NAME	TRACING
400/A			E

APPRAISED VALUE SUMMARY	
Appraised Bldg. Value (Card)	0
Appraised XF (B) Value (Bldg)	0
Appraised OB (L) Value (Bldg)	0
Appraised Land Value (Bldg)	11,400
Special Land Value	0
Total Appraised Parcel Value	11,400
Valuation Method:	C
Adjustment:	0
<b>Net Total Appraised Parcel Value</b>	<b>11,400</b>

**NOTES**  
 ZONED R-1A, 100' & 12,500 SF.  
 25' FRONT & 30' REAR SETBACKS  
 PER GIS PARCEL IS ROUGHLY 70' DEEP AND  
 400' WIDE. BUILDING ENVELOPE APPEARS  
 TO BE TOO NARROW (15') TO BE CONSIDERED  
 BUILDABLE.

BUILDING PERMIT RECORD							
Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.

VISIT/ CHANGE HISTORY					
Date	Type	IS	ID	Cd.	Purpose/Result
09/01/2016			RG	14	Other
09/09/2005			PP	00	Meas & Int Insp.
07/28/2005			KM	00	Meas & Int Insp.
10/31/2000			MT	14	Other
12/07/1990				00	Meas & Int Insp.

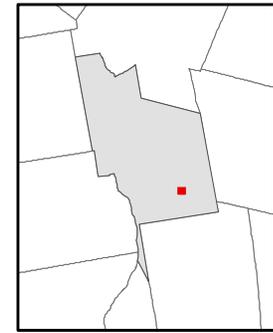
LAND LINE VALUATION SECTION																		
B #	Use Code	Use Description	Zone	Frontage	Depth	Units	Unit Price	I. Factor	S A	C. Factor	ST. Idx	S.I. Adj.	Notes- Adj	Rec Y/N	CU Cond	Special Pricing	Adj. Unit Price	Land Value
1	9500	NON TAX R				27,667 SF	2.75	1.0000	1	0.15	400	1.00	CF=SIZE/SHAPE	N	0.000		0.41	11,400

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Model	00		Vacant				
<b>MIXED USE</b>							
			<i>Code</i>	<i>Description</i>			<i>Percentage</i>
			9500	NON TAX R			100
<b>COST/MARKET VALUATION</b>							
			Adj. Base Rate:				0.00
			Replace Cost				0
			AYB				
			EYB				0
			Dep Code				
			Remodel Rating				
			Year Remodeled				
			Dep %				
			Functional Obslnc				
			External Obslnc				
			Cost Trend Factor				1
			Condition				
			% Complete				
			Overall % Cond				
			Apprais Val				
			Dep % Ovr				0
			Dep Ovr Comment				
			Misc Imp Ovr				0
			Misc Imp Ovr Comment				
			Cost to Cure Ovr				0
			Cost to Cure Ovr Comment				

OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value

BUILDING SUB-AREA SUMMARY SECTION							
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value	
17.4							
<b>Ttl. Gross Liv/Lease Area:</b>		<b>0</b>	<b>0</b>	<b>0</b>			



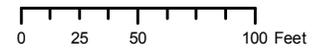


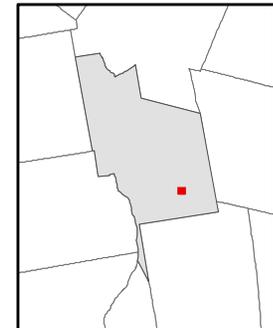
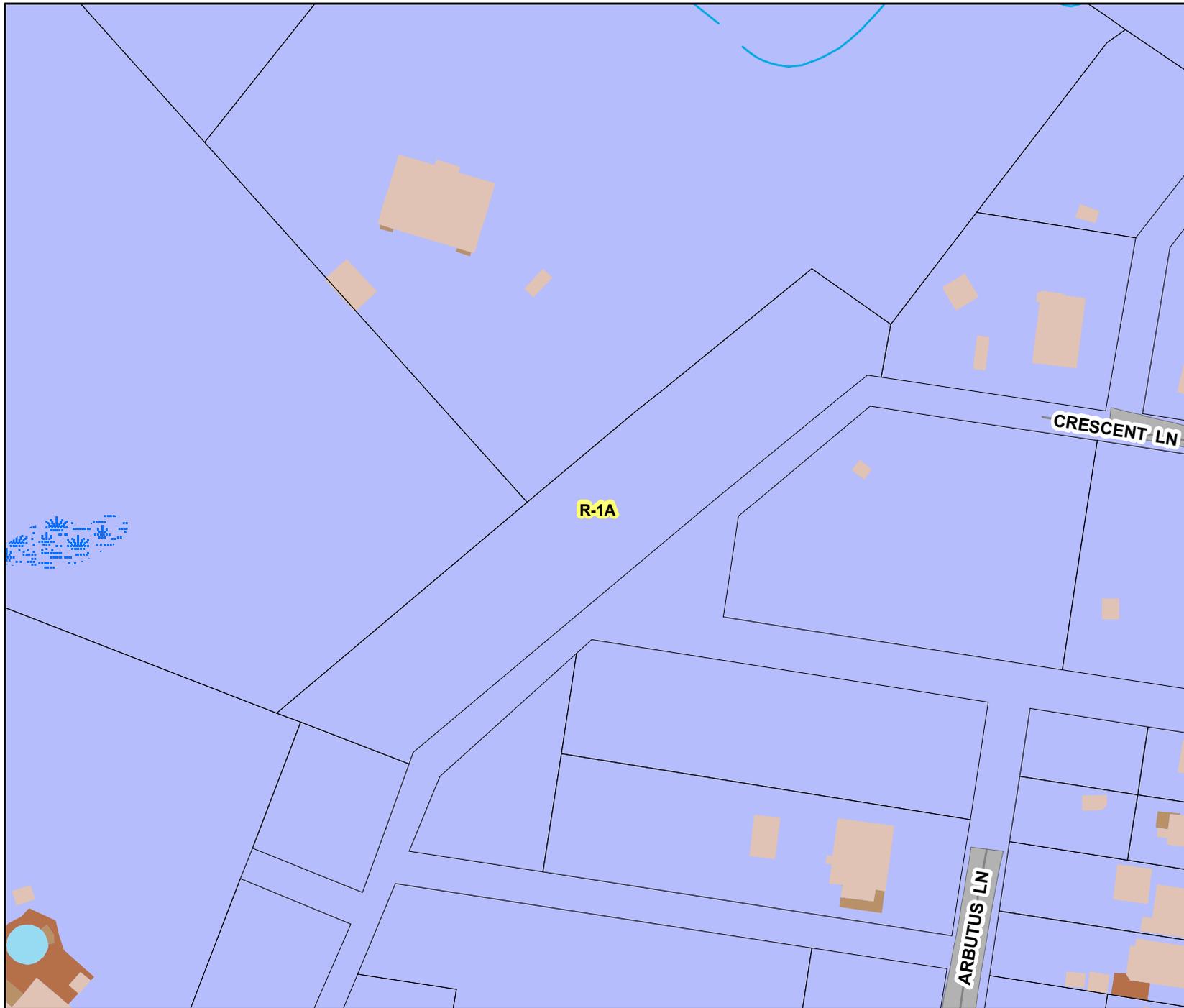
Area Map Showing Extent Of Map At Left



**DISCLAIMER**

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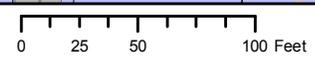


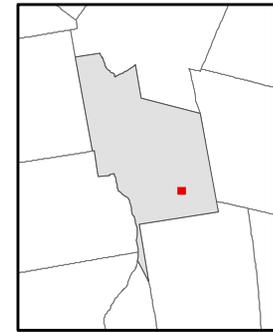
Area Map Showing Extent Of Map At Left



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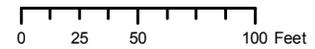


Area Map Showing Extent Of Map At Left



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# WADLEIGH, STARR & PETERS, P.L.L.C.

WILLIAM C. TUCKER  
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JOHN E. FRIBERG, Sr.  
JAMES C. WHEAT  
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JEFFREY H. KARLIN  
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MICHAEL R. MORTIMER  
KATHLEEN C. PEHL  
RICHARD THORNER

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*Serving New Hampshire since 1899*

Direct Dial: (603) 206-7207  
ccleary@wadleighlaw.com

August 26, 2016

## HAND DELIVERED

Board of Mayor and Aldermen  
Committee on Buildings and Lands  
One City Hall Plaza  
Manchester, NH 03101

Re: Tax Map 218 Lot 21, formerly Lots 56 to 65 Crescent Lane

Dear Mayor Gatsas and Aldermen:

This office represents Shawn Corson of 77 Grove Avenue, Manchester, New Hampshire. The Corson family has owned property in this area for more than 75 years. The City of Manchester owns the above-referenced land by reason of Tax Collector's Deed dated September 8, 1995. This land abuts the property of Mr. Corson and he is prepared to pay the City of Manchester the sum of \$500 to purchase such land.

The subject land has no access to a public street. It was foreclosed on in 1991 by Bank of New Hampshire. The Bank did not pay the real estate taxes on such land and the City of Manchester acquired it for the sum of \$424 in 1995. The City has held the land for more than twenty years. Based on the circumstances, including the fact that the City has derived no real estate tax revenue in decades, this offer to purchase such land is a reasonable offer.

Please give this your consideration and advise if there are any questions.

Sincerely,



Charles F. Cleary

CFC/la

cc: Shawn Corson

G:\D53000\53392\Correspondence\Board ltr 8-24-16.docx

CHARLES F. CLEARY  
CHRISTINE GORDON  
JENNIFER L. ST. HILAIRE  
TODD J. HATHAWAY  
STEPHEN J. JUDGE  
ALISON M. MINUTELLI  
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DONNA J. BROWN  
JOSEPH G. MATTSON  
CHRISTOPHER P. MCGOWN  
ABBY TUCKER  
STEPHEN M. BENNETT, Of Counsel  
ALLISON M. FUSCO

RECEIVED

AUG 26 2016

City Clerk's Office



# CITY OF MANCHESTER

## PLANNING AND COMMUNITY DEVELOPMENT

Leon L. LaFreniere, AICP  
Director

Planning & Land Use Management  
Building Regulations  
Code Enforcement Division  
Community Improvement Program  
Zoning Board of Adjustment

Pamela H. Goucher, AICP  
Deputy Director Planning & Zoning  
Michael J. Landry, P.E., Esq.  
Deputy Director Building Regulations

September 19, 2016

Committee on Lands and Buildings  
Honorable Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, New Hampshire 03101

**Re: Request to acquire City-owned, tax-deeded parcel near Crescent Lane,  
Tax Map 218, Lot 21**

Honorable Committee Members:

The City has recently received a request to purchase lot 218-21 by Mr. Shawn Corson, who owns adjacent property. The purpose of this letter is to provide the Committee with a recommendation by the Planning and Community Development Department (PCD) on the request, pursuant to Articles 34.15 – 34.25 of the Manchester Code of Ordinances. As discussed herein, PCD recommends sale of the lot, but requests that the Committee recommend merger of the lot with adjacent lot, 863-40.

### **Background**

Lot 218-21 is located in the southeastern part of the city and is in the R-1A Zoning District. Mr. Corson owns an adjacent lot, 863-40, and two neighboring lots, 863-37 and 863-31. As shown on the attached map, these lots line up in a row from Grove Avenue at the south to lot 218-21 at the north. Mr. Corson owns a house on lot 863-31. The other lots are unimproved. Mr. Corson did not indicate in his application whether he intends to develop the parcels, merge them to become part of the backyard to his house at lot 863-31, or keep them as they are. If he, or someone else, attempted to develop them, there are a few issues that would create difficulty in doing so.

First, the three undeveloped lots are landlocked in that they have no frontage on an accepted street. The Manchester Zoning Ordinance and State Law require frontage for development. Richard Matz, the City's chief of survey, has concluded that the portion of Crescent Lane abutting lot 218-21 has no status as a public street. The same is true for lots 863-40 and 864-37. Thus, for the landlocked lots to be developed, Mr. Corson would need to either obtain a variance or build a public street.

Please also note that the Planning Board recently approved an adjacent lot, 506A-5B, for the development of a 9-lot, residential subdivision. As shown on the attached subdivision plan, the approval allows for an extension of Glen Forest Drive that ends in a cul-de-sac. Thus, frontage for lot 218-21 could not be obtained from the extension of Glen Forest Drive.

Another hurdle for development is the shape of the lots. Lot 218-21 has over 27,000 square feet, which is more than adequate for development in the R-1A District, but the lot is narrow, and variances would be needed for requirements such as setbacks and lot depth. Lots 863-40 and 863-37 have the same issues, and also do not appear to have adequate lot size.

**Recommendation**

PCD recommends that it would be in the City's interest to sell this tax-deeded parcel to the private sector. Whether the parcel is ultimately developed or not, PCD does not foresee any public purpose for which the parcel would likely be used. Further, conveyance of this parcel to the private sector would not conflict with the City's master plan.

PCD would recommend that, if the Committee is inclined to support the request to purchase the property, there be a condition placed on the sale that lot 218-21 shall be merged with the adjacent lot, 863-40. The merger of these two lots would eliminate one nonconforming lot, which is a goal of the Manchester Zoning Ordinance and the Manchester Subdivision and Site Plan Review Regulations.

If the Committee is inclined to return the parcel to the private sector, please note that Section 34.21 of the Ordinance requires that City-owned lots must first be declared "surplus" and then disposed of by general public sale, such as by public auction.

If you have any questions, PCD staff will be available at your next meeting.

Sincerely,



Jeffrey Belanger, AICP  
Senior Planner

Cc: Kevin Sheppard, PE, Director of Public Works  
Richard Matz, Chief of Survey  
File

# Tax Map 218, Lot 21

Parcel Owned by City and Requested for Sale

506A-5B

Approved for 9-lot Subdivision

Crescent Lane

218-21

Property Requested for Purchase

863-40 Property  
863-37 Owned  
863-31 by  
Mr. Corson

Grove Avenue

0 50 100 200 Feet

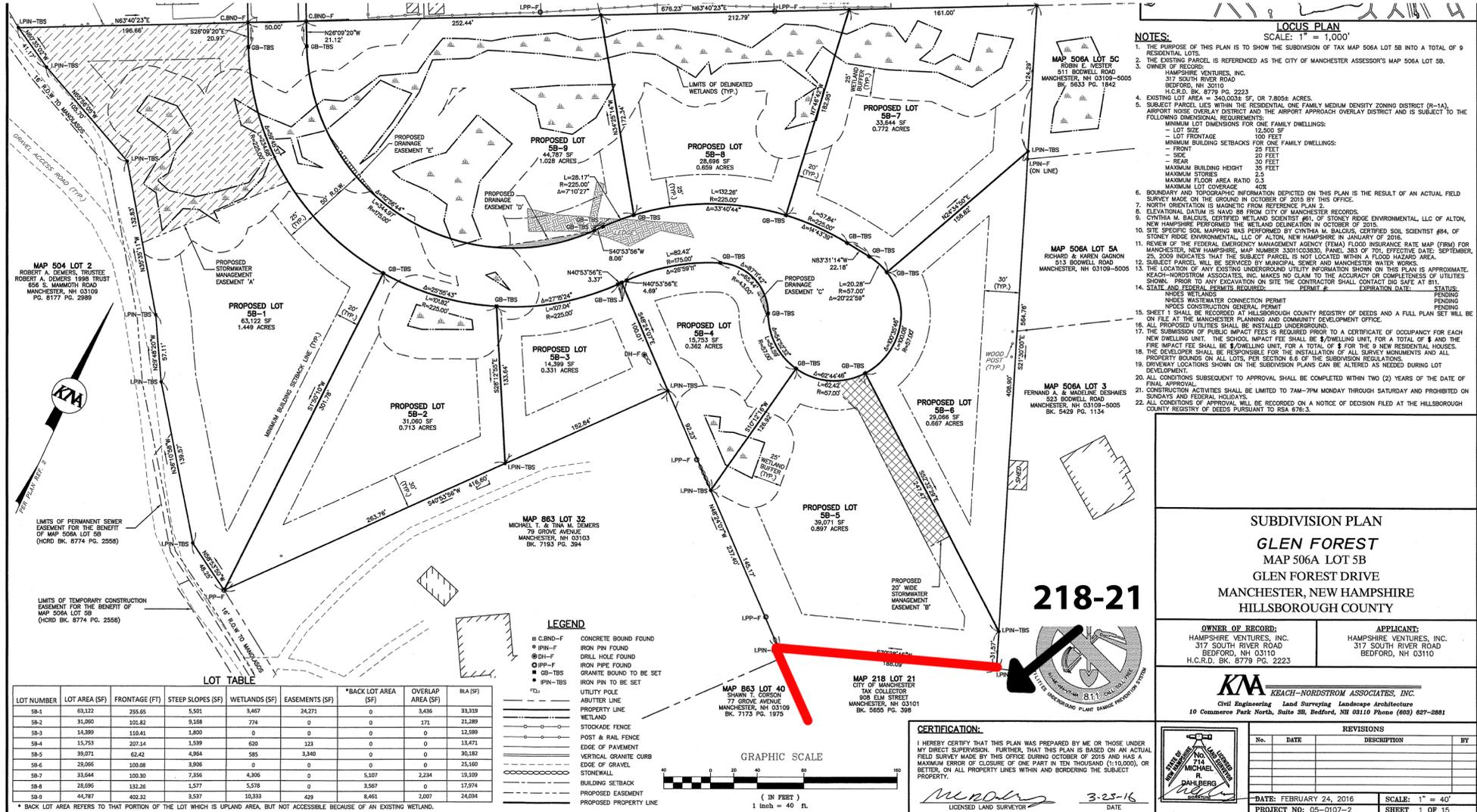


Produced by the Manchester Planning Department for a report to the Lands and Buildings Committee on September 14, 2016.



# Subdivision Plan for 506A-5B

## Showing Approved 9-lot Subdivision



*Brenda Masewic Adams, CTC  
Tax Collector*



*Barbara Emery, CDTC  
Deputy Tax Collector*

*Terry Hodgman  
Administrative Services Manager*

***CITY OF MANCHESTER  
TAX COLLECTOR***

**Memorandum**

**DATE:** September 7, 2016  
**TO:** Land & Building Committee  
**FROM:** Brenda Masewic Adams, Tax Collector  
**RE:** **Map 0218 Lot 0021**

As requested, the following contains information regarding property located at:  
**Crescent Ln, Map 0218 Lot 0021**

Prior Owners: Bank of New Hampshire  
Map/Lot: 0218/0021  
Lien Date: 04/09/1993  
Deed Date: 09/08/1995  
Recorded Date: 09/08/1995  
Book/Page: Book 5655 Page 0398  
Back Taxes: \$2,784.55

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

The Notice to Former Owner to Repurchase (RSA 80:89) does not apply in this case as the duty of the municipality to notify former owners and to distribute proceeds and the former owner's right of repurchase became terminated 3 years after the date of the recording of the deed.

City of Manchester, NH  
 Tax Collector's Office  
 One City Hall Plaza  
 Manchester NH 03101  
 Phone: (603) 624-6575  
 9/02/16

Account description

202722  
 0218                    0021  
 Legal Description  
 CRESCENT LN

CITY OF MANCHESTER TAX COLL  
 1 CITY HALL PLAZA  
 MANCHESTER NH 03101

\* \* D E L I N Q U E N T   T A X   S T A T E M E N T   \* \*

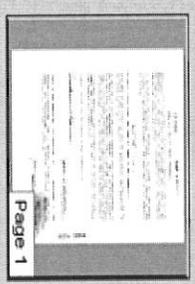
TAX YEAR =====	BASE TAX =====	PENALTY/INT =====	OTHER +/- =====	TOTAL DUE =====
92    DEED	424.02	.00	.00	424.02
93    DEED	802.18	.00	.00	802.18
94    DEED	808.71	.00	.00	808.71
95    DEED	749.64	.00	.00	749.64
Total Due	2,784.55	.00	.00	2,784.55

This is a statement of your delinquent DEEDED PROPERTY ROLL  
 as of 09/02/16.

Images Available  
Books 0449 - 8891  
Plan Numbers: 00001 - 38990

Document Book Document Page  
Plan Number  
Prior Document  
View Document  
Next Document

Page: 100 %



UNKNOWNALD MEN BY THESE PRESENTS, Unofficial Document

537982 95 SEP -8 AM 9:47

Unofficial Document L Crescent Ln Lot# 21

Formerly taxed under the name of Bank of New Hampshire

This deed is the result of the tax lien execution held at the Tax Collector's Office in the City of Manchester, New Hampshire, on the ninth day of April, 1993.

To have and to hold the said Premises, with the appurtenances, to the said City of Manchester, forever. And I do hereby covenant with said City of Manchester, that in making this conveyance, I have in all things complied with the law, and that I have a good right, so far as the right may depend upon the regularity of my own proceedings, to sell and convey the same in manner aforesaid.

In witness whereof, I have hereunto set my hand and seal, the eighth day of September, in the year of our Lord one thousand nine hundred and ninety-five.

Signed, sealed and delivered in the presence of:

Unofficial Document

*Joan A. Gardner* Unofficial Document  
*Joan A. Gardner*  
Tax Collector

STATE OF NEW HAMPSHIRE, HILLSBOROUGH, SS. September 8, 1995

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

Unofficial Document

*James B. ...*  
Notary Public  
State of New Hampshire  
Commission Expires 3/1998

DN5655 P60398

**S** City of Manchester, NH - Tax Miscellaneous Information Inquiry

Functions Help



9/02/2016 9:08:09 AM

**Special Notes**

**Tax account ID**

202722

Account description . . . :

Personal Property Acct. :

0218 0021

**Location address**

CRESCENT LN

**Owner name**

CITY OF MANCHESTER TAX COLL

Code	App	Date	Note	Free-form information
DEED	TX	9/08/95	S	DEEDED TO TAX 9-08-95 VOL 5655 PAGE 0398 DATE DEED RECORDED 09-09-95
DEED	TX	4/09/93	S	00: BANK OF NEW HAMPSHIRE ORIGINAL LIEN DATE: APR 09, 1993 FOR 1992

# WADLEIGH, STARR & PETERS, P.L.L.C.

WILLIAM C. TUCKER  
EUGENE M. VAN LOAN III, Of Counsel  
JOHN E. FRIBERG, Sr.  
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ccleary@wadleighlaw.com

August 26, 2016

## HAND DELIVERED

Board of Mayor and Aldermen  
Committee on Buildings and Lands  
One City Hall Plaza  
Manchester, NH 03101

Re: Tax Map 218 Lot 21, formerly Lots 56 to 65 Crescent Lane

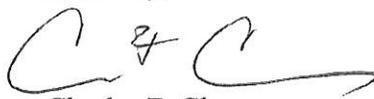
Dear Mayor Gatsas and Aldermen:

This office represents Shawn Corson of 77 Grove Avenue, Manchester, New Hampshire. The Corson family has owned property in this area for more than 75 years. The City of Manchester owns the above-referenced land by reason of Tax Collector's Deed dated September 8, 1995. This land abuts the property of Mr. Corson and he is prepared to pay the City of Manchester the sum of \$500 to purchase such land.

The subject land has no access to a public street. It was foreclosed on in 1991 by Bank of New Hampshire. The Bank did not pay the real estate taxes on such land and the City of Manchester acquired it for the sum of \$424 in 1995. The City has held the land for more than twenty years. Based on the circumstances, including the fact that the City has derived no real estate tax revenue in decades, this offer to purchase such land is a reasonable offer.

Please give this your consideration and advise if there are any questions.

Sincerely,



Charles F. Cleary

CFC/la

cc: Shawn Corson

G:\D53000\53392\Correspondence\Board ltr 8-24-16.docx

CHARLES F. CLEARY  
CHRISTINE GORDON  
JENNIFER L. ST. HILAIRE  
TODD J. HATHAWAY  
STEPHEN J. JUDGE  
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CHRISTOPHER P. MCGOWN  
ABBY TUCKER  
STEPHEN M. BENNETT, Of Counsel  
ALLISON M. FUSCO

RECEIVED

AUG 26 2016

City Clerk's Office

**City of Manchester, NH - CityGIS Map Viewer  
Parcel Information Printable View**

**Print**  
**Close**

**Map-Lot: 218-21**

Parcel Location:	<b>CRESCENT LN</b>
Owner Name:	<b>CITY OF MANCHESTER TAX COLLECTOR</b>
Mailing Address:	<b>908 ELM ST</b>
Mailing City State Zip:	<b>MANCHESTER NH 03101</b>
Assessed Valuation:	<b>11,400</b>
Land Area (acres):	<b>.6351</b>
Land Area (sq ft):	<b>27,666</b>
Land Use:	<b>Non Tax R</b>
Building Style:	
Stories:	
Year Built:	<b>n/a</b>
Exterior Siding:	
Roof Structure:	
Roof Cover:	
Gross Building Area (sq ft):	
Living Area (sq ft):	
Rooms:	
Bedrooms:	
Bathrooms:	
Interior Walls:	
Interior Flooring:	
Heating Fuel:	
Heating System:	
Air Conditioning:	
Sale Date:	<b>Sep 08, 1995</b>
Sale Price:	<b>\$4,000</b>
Book/Page:	<b>5655/ 398</b>
Last Updated Date:	<b>Sep 01, 2016</b>

***Parcel Image***



***Tax Account Information***

**City of Manchester, NH Tax Collector's Office  
Account Summary**

---

Tax Account ID: **12648**  
Owner Name: **CITY OF MANCHESTER TAX COLL**  
Property Address: **CRESCENT LN**  
Map-Lot: **0218-0021**

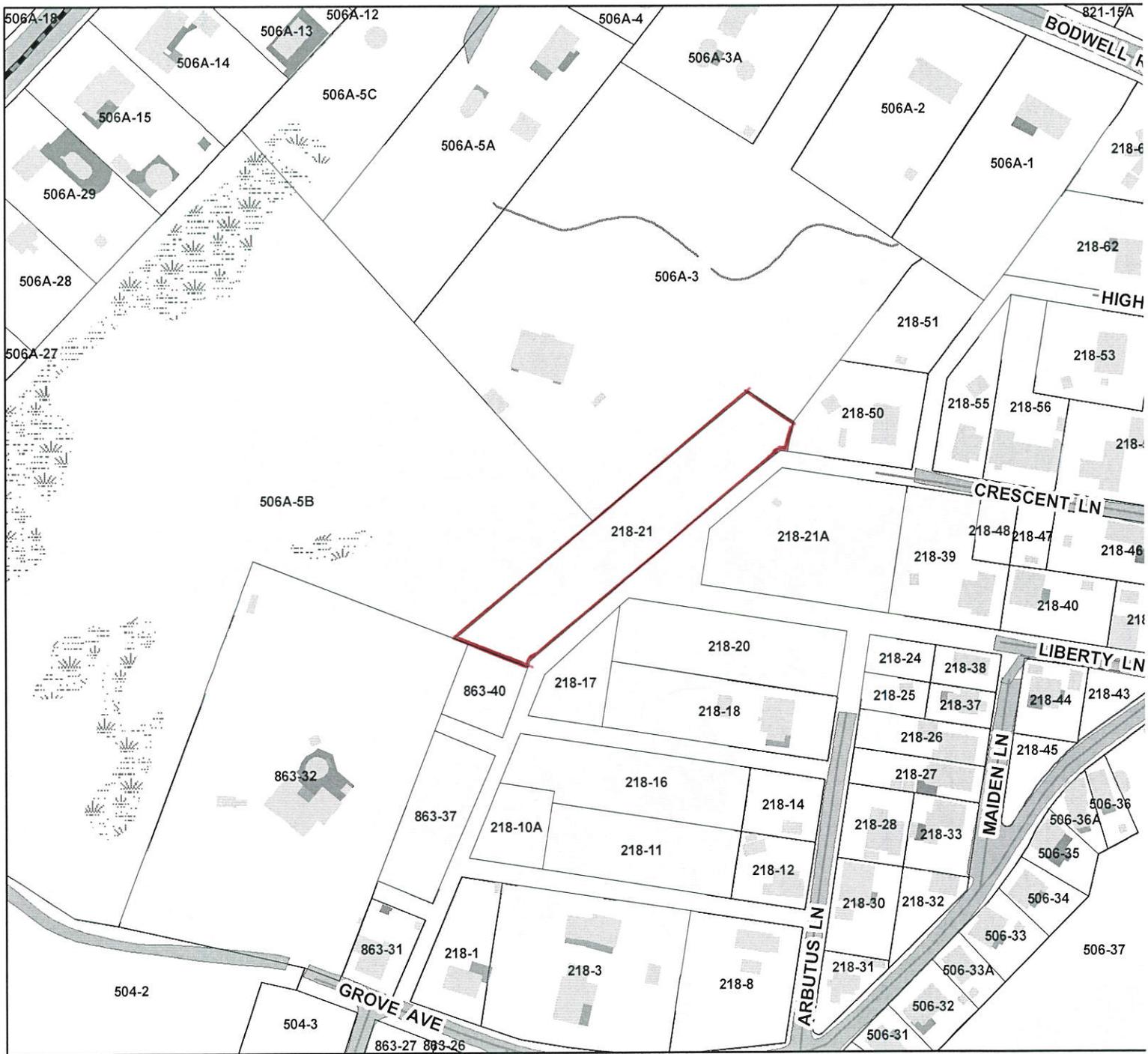
Assessed Value: **\$11,400**

Tax Information for 2016

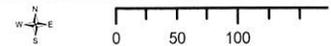
Billed taxes: **\$0.00**  
Current Taxes Due: **\$0.00**  
Interest and Costs: **\$0.00**  
Total Due: **\$0.00**

Type of Tax: **REAL ESTATE TAX**

[Click here for more tax information regarding this parcel.](#)



City of Manchester, New Hampshire - CityGIS Map Print



## City of Manchester, NH - CityGIS Parcel Selection List

Generated 9/2/2016 12:24:11 PM

Print This List

Map Lot	Location Address	Owner Name	Owner Address	Owner City State Zip Code	Sale Date	Sale Price	Book/Page	Land Area (sq ft)	Living Area (sq ft)	Assessed Valuation
218-21	CRESCENT LN	CITY OF MANCHESTER TAX COLLECTOR	908 ELM ST	MANCHESTER, NH 03101	Sep 08, 1995	4000	5655/ 398	27666	0	11400
218-50	51 CRESCENT LN	MARCHWICZ, JOHN	51 CRESCENT LN	MANCHESTER, NH 03109-5013		0		12720	941	150000
506A-3	523 BODWELL RD	DESHAIES, FERNAND A	523 BODWELL RD	MANCHESTER, NH 03109	Sep 14, 2015	0	8805/2706	151451	2400	278500
506A-5B	GLEN FOREST DR	HAMPSHIRE VENTURES INC	317 S RIVER RD	BEDFORD, NH 03110	Aug 11, 2015	100000	8779/2223	332798	0	374400
863-32	79 GROVE AVE	DEMERS, MICHAEL T	79 GROVE AVE	MANCHESTER, NH 03103	Mar 24, 2004	4000	7193/ 394	101260	1517	305400
863-40	CRESCENT LN	CORSON, SHAWN T	77 GROVE AVE	MANCHESTER, NH 03109	Feb 24, 2004	0	7173/1975	5750	0	9400

\* ABUTTERS LIST

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

The Committee on Lands and Buildings respectfully recommends, after due and careful consideration, that the JFK Arena locker room #2 be named after former commissioner George “Butch” Joseph.

*(Unanimous vote)*

Respectfully submitted,

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

Clerk of Committee

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

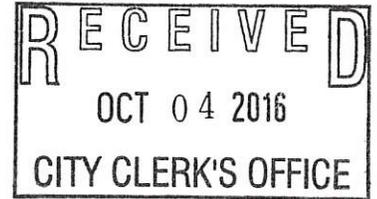
**Timothy J. Clougherty**  
Deputy Public Works Director

**Donald Pinard**  
Chief of Parks, Recreation & Cemetery



**Commission**  
Joseph T. Gallagher  
Stephen Connors  
Sarah Beaudry  
Kenneth O'Shaughnessey  
Michael Dimos

**CITY OF MANCHESTER**  
*Department of Public Works*  
*Parks, Recreation & Cemetery Division*



October 3, 2016

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

Dear Mr. Normand:

I am requesting that, if possible, you move forward a recommendation from the Manchester Parks and Recreation Commission to the Board of Mayor and Aldermen.

The recommendation is to have the JFK Arena's newly renovated/expanded locker room number #1 named after former Parks and Recreation Commissioner George "Butch" Joseph.

At the Parks and Recreation Commissioners monthly meeting on Tuesday, September 27, 2016, a motion was made, seconded, and passed as stated above.

We discussed that Mr. Joseph was a great contributor to the overall sports community of Manchester for many years. He was a strong proponent for this JFK project. Since Manchester can now utilize the newly renovated/expanded locker rooms, it would be a nice gesture to recognize someone who has put in a strong effort into getting this done.

Should you require any further information for this request, please feel free to contact me, Joseph Gallagher, at [guwl@comcast.net](mailto:guwl@comcast.net), 603-948-8161, or 176 Norfolk Street, Manchester, NH 03103. Thank you for your consideration in this matter.

Sincerely,

Joseph T. Gallagher



# CITY OF MANCHESTER

## Economic Development Office



October 12, 2016

Board of Mayor and Aldermen  
c/o Matt Normand, City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Re: Request for Public Hearing regarding the Community Revitalization Tax Relief Incentive, RSA 79-E

Dear Mayor Gatsas and Members of the Board,

My office has received an RSA 79-E application for the property located at 922 Elm Street known also the former Ted Herbert's building. The statute requires that upon receipt of a 79-E application, the governing body shall hold a duly noticed public hearing to take place no later than 60 days from receipt of the application to determine whether the proposed project is eligible for relief.

The statute also requires that the governing body render a decision granting or denying the requested relief within 45 days of the public hearing. In order to keep this important project moving forward, I request that the Board of Mayor and Aldermen schedule a special meeting for purpose of voting on the request for relief immediately following the public hearing.

Respectfully,

William Craig  
Economic Development Director



# CITY OF MANCHESTER

## Economic Development Office



### Community Revitalization Tax Relief Incentive Application

Building Name (if any) <p style="text-align: center; font-size: 1.2em;">The Bell Building</p> Building Address <u>922 Elm Street</u> <p style="text-align: center;">Manchester, NH</p>	Owner Name(s) <p style="text-align: center; font-size: 1.2em;">Chandler St. LLC</p> Applicant Name(s) (if different from owner)
Owner Address (es) <u>411 Main St</u> <u>Nashua, NH 03062</u> Phone # <u>(603) 880-0502</u> Email address <u>ThomasEMonahan@Hotmail.com</u>	Applicant Address (if different from owner)  Phone # Email address
Map# <u>0154</u>  Lot# <u>0001A</u>	Book# <u>8828</u>  Page # <u>1675</u>
Year Built <u>1890</u>  Square Footage of Building <u>42,910</u>	Is the building eligible or listed on the State or National Register of Historic Places or located in a Local, State, or Federal Historic District? Yes ___ No <u>X</u>  <small>(provide historic district name if applicable)</small>
Existing Uses (describe number of units by type and size) <p style="text-align: center; font-size: 1.2em;">Retail/office</p> Proposed Uses (describe number of units by type and size) <p style="text-align: center; font-size: 1.2em;">Residential/Retail/office</p>	Is there a change of use associated with this project? <u>X</u> Yes ___ No ___ If so, please describe: <p style="text-align: center; font-size: 1.2em;">Top 2 floors will be converted from office to residential</p>
Will the project include new residential units? <u>X</u> Yes ___ No ___  If yes, please describe: <p style="text-align: center; font-size: 1.2em;">Top 2 floors. Approx 20 units.</p>	Will the project include new affordable residential units? ___ Yes <u>X</u> No ___  If yes, please describe:

**Note:** Application must be accompanied by a \$50 Application Fee made payable to "City of Manchester"  
 Revised 1.6.15

**Will any state or federal grants or funds be used in this project? If so, describe and detail any terms of repayment (if applicable)**

No

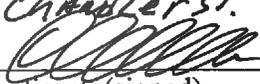
**Describe the work to be done and estimated cost:** please attach additional sheets if necessary and any written construction estimates

Structural: Demo / Framing / re pointing	\$ 110,000
Electrical: re-wire, fire alarm system & upgrade	\$ 220,000
Plumbing/Heating: New furnace, New A/C, New Sprinkler system upgrade plumbing	\$ 320,000
Mechanical: Upgrade Elevator, ventilation	\$ 98,000
Other: Insulation, roofing, Commercial fit-up, paint, windows, doors, trim, cabinets, fixtures engineering, dumpsters	\$ 1,360,000
Total: Note: To qualify for this tax relief incentive, the costs of the project must be at least 15 percent of the pre-rehabilitation assessed valuation or at least \$75,000 whichever is greater.	\$ 2,108,000

Please attach any plot plans, building plans, sketches, renderings or photographs that would help explain this application.

**APPROVAL BY A MAJORITY OF MAYOR AND ALDERMEN REQUIRED**

I have read and understand the Community Revitalization Tax Relief Incentive RSA Ordinance (see following pages) and am aware that this will be a public process including a public hearing to be held to discuss the merits of this application and the subsequent need to enter into a covenant with the City and pay any reasonable expenses associated with the drafting of the covenant.

*Chandler St. LLC*  
  
 Applicant: (signed)

*Thomas F Monahan*  
 (name printed)

*9/13/14*  
 Date

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

“Amending the FY 2017 Community Improvement Program, authorizing and appropriating funds in the amount of Seventy Thousand Dollars (\$70,000) for the FY 2017 CIP 611517 Hazardous Building Demolition 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 2017 CIP as contained in the 2017 CIP budget; and

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

WHEREAS, the Board of Mayor and Aldermen wishes to commit Contingency funds for the demolition and removal of hazardous buildings;

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

**By adding:**

FY 2017 CIP 611517 Hazardous Building Demolition Project - \$70,000 Other

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

# City of Manchester New Hampshire

*In the year Two Thousand and Sixteen*

## A RESOLUTION

A Resolution "Rescinding \$1,210,000 of Bonds, Notes or Lease Purchases of a Bond Resolution for 2017 CIP 310217 which authorized \$1,210,000 of Bonds, Notes or Lease Purchases, so as to endorse the issuance of a bond authorization in the amount of \$1,210,000."

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

Section 1: That the authorization for the following bond in the amount of \$1,210,000 is no longer needed and is hereby rescinded:

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"

Date of Approval: October 4, 2016  
Amount Rescinded: \$1,210,000  
Purpose: Deferred Maintenance items in Manchester Schools.

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



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EXECUTIVE BOARD

SGT. RICHARD BRENNAN, PRESIDENT  
SGT. CHRISTOPHER SANDERS, VICE PRESIDENT  
SGT. ALLEN ALDENBERG, TREASURER  
SGT. BRIAN COSIO, SECRETARY  
SGT. BRIAN CALDWELL, CHIEF STEWARD

September 14, 2016

Disclaimer: This proposed agreement is offered in an effort to complete a successor collective bargaining agreement. If the proposal is not accepted by the City of Manchester the MAPS reserves the right to revert to its previous proposals dated April 2016.

## MAPS PROPOSAL

### **Salary Article 9**

**9.1** Effective July 1, 2016 Salary Schedules shall be increased by one percent (1%). Merit, Longevity, and Salary are retroactive to July 1, 2016.

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

**9.3** Effective July 1, 2018 Salary Schedules shall be increased by three percent (3%)

**9. 11 Severance Pay** In recognition of prior service any bargaining unit member with twenty years of service, of which ten (10) must be with the City of Manchester, who retires after July 1, 2017 will be paid a severance benefit of \$10,000. The City may withhold from this benefit such amounts that are necessary for contributions to the New Hampshire Retirement System. (New Section to Article 9)

**9.12 Critical Incident Pay** In recognition of the increasingly hazardous working conditions, including but not limited to, the proliferation of violence against police officers, increased frequency of critical incidents, and the heroin and other illegal drug epidemic, each sworn supervisor shall receive an additional forty (\$40) dollars a week as critical incident pay effective January 1, 2017. The critical incident pay shall be increased to fifty (\$50) dollars a week effective January 1, 2018. (New Section to Article 9)

### **Hospital-Medical Insurance Article 18**

**18.1** Effective July 1, 2017 the city will pay 84% of the premium for the Blue Choice New England POS Plan or Access Blue New England Plan. Employees will pay 16%. All other language stays the same.

**18.7** "The union agrees that new bargaining unit members subsequent to July 1, 2016 shall pay the health insurance premium contribution as negotiated within this collective bargaining agreement (ex: 16%) unless he/she was a city employee paying a higher premium contribution (Ex: 20%) prior to becoming a member of the bargaining unit. In that scenario the new bargaining unit member shall continue to pay the higher contribution."

### **Temporary Duty in a Higher Rank Article 11**

**11.1** Any police supervisor in the bargaining unit who is assigned to perform the duties of a higher ranking officer upon assumption of duties (Remove: for one full work day) or longer shall be compensated for such higher responsibilities by receiving either the entrance rate of the higher level of pay or 10% (Currently 7%) above his/her rate, whichever is the greater amount. Such assignments will be approved by the department head or personnel director.

### **Hours of Work Article 8**

**8.6 NIGHT SHIFT PREMIUM:** Effective on date of signing of this agreement, any non-sworn bargaining unit member who is assigned to night shifts on a periodic rotating basis shall be paid at a rate which is eight (currently seven) percent (8 %) (currently 7%) higher than his/her normal rate. Such premium shall apply when half or more of the shift is scheduled after 6:00 P.M. or before 8:00 A.M. and shall be paid only while the non-sworn bargaining unit member is actually working on such shift or is authorized vacation or sick leave with pay provided that he/she is so assigned both immediately before and after.

### **SICK LEAVE ACCRUAL Article 16A**

**16.1** All members of the bargaining unit who have satisfactorily completed six months of continuous employment shall be entitled to pay sick leave which shall accrue at the rate of 1 1/4 days (10 hours) per month for each completed month of service.

Remove below language regarding from 16.1

New employees hired into the bargaining unit after July 20, 2004, or the ratification date of this Agreement, whichever comes sooner, shall be entitled to paid sick leave which shall accrue at the rate of one-half (1/2) work day for each completed month of service. Accrual shall include the probationary period, but employees will not be allowed to use sick leave until they have satisfactorily completed the probationary period.

Remove section from Article

**16.6** New employees hired into the bargaining unit after July 20, 2004, or the ratification date of this Agreement, whichever comes sooner, shall be entitled to payment for accrued sick leave, under the conditions specified above; provided however, that payment shall not exceed forty (40) days.

MAPS PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

47 Positions Used for Estimates - 39 Sworn Officers for Hazardous Duty Pay

	FY 2017							TOTAL
	COLA - 1%	Hazardous Duty Pay-\$40	Merit	Long	Plus Rate	Nite Prem		
Salary	\$41,894	\$40,560	\$24,984	\$8,822	\$192	\$146	\$116,597	
Retirement (26.38%)	\$11,052	\$10,700	\$6,591	\$2,327	\$51	\$38	\$30,758	
Medicare	\$607	\$588	\$362	\$128	\$3	\$2	\$1,691	
<b>Total</b>	<b>\$53,553</b>	<b>\$51,848</b>	<b>\$31,937</b>	<b>\$11,277</b>	<b>\$245</b>	<b>\$186</b>	<b>\$149,046</b>	
<b>Grand Total</b>	<b>\$149,046</b>							

NOTE: Retirement Rates Based Upon Actual Rates.

Note: Plus Rates and Nite Premium Projections are Based Upon FY 2016 Actual Costs.

	FY 2018							TOTAL
	COLA - 3%	Hazardous Duty Pay-\$50	Merit	Long	Plus Rate	Nite Prem		
Salary	\$128,460	\$50,700	\$12,204	\$25,671	\$200	\$152	\$217,385	
Retirement (29.43%)	\$37,806	\$14,921	\$3,592	\$7,555	\$59	\$45	\$63,976	
Medicare	\$1,863	\$735	\$177	\$372	\$3	\$2	\$3,152	
<b>Total</b>	<b>\$168,128</b>	<b>\$66,356</b>	<b>\$15,972</b>	<b>\$33,598</b>	<b>\$261</b>	<b>\$198</b>	<b>\$284,514</b>	
<b>Grand Total</b>	<b>\$284,514</b>							

NOTE: Retirement Rates Based Upon Actual Rates.

Note: Plus Rates and Nite Premium Projections are Based Upon FY 2016 Actual Costs.

MAPS PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

47 Positions Used for Estimates - 39 Sworn Officers for Hazardous Duty Pay

	FY 2019							TOTAL
	COLA - 3%	Hazardous Duty Pay-\$50	Merit	Long	Plus Rate	Nite Prem		
Salary	\$134,247	\$10,140	\$3,793	\$14,720	\$197	\$150	\$163,247	
Retirement (29.43%)	\$39,509	\$2,984	\$1,116	\$4,332	\$58	\$44	\$48,043	
Medicare	\$1,947	\$147	\$55	\$213	\$3	\$2	\$2,366	
<b>Total</b>	<b>\$175,702</b>	<b>\$13,271</b>	<b>\$4,965</b>	<b>\$19,266</b>	<b>\$258</b>	<b>\$196</b>	<b>\$213,656</b>	
<b>Grand Total</b>	<b>\$213,656</b>							

NOTE: Retirement Rates Based Upon Actual Rates

Note: Plus Rates and Nite Premium Projections are Based Upon FY 2016 Actual Costs.

MAPS PROPOSED CONTRACT DATED 8/30/16- SALARY COSTS

47 Positions Used for Estimates - 39 Sworn Officers for Hazardous Duty Pay

FY 2018	
	Possible Retirement - 10 yrs
Salary	\$92,714
Retirement (29.43%)	\$27,286
Medicare	\$1,344
<b>Total</b>	<b>\$94,059</b>

FY 2019	
	Possible Retirement - 10 yrs
Salary (\$7,726.18)	\$92,714
Retirement (29.43%)	\$27,286
Medicare	\$1,344
<b>Total</b>	<b>\$94,059</b>

NOTE: Retirement Rates Based Upon Actual Rates

NOTE: Cost estimates do not include sick and vacation pay out for retirements. Sick and Vacation hours usually amount to 1,118 hours that get multiplied by employee's hourly rate.

## MAPS PROPOSAL SUMMARY

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Grand Total</b>
<b>COLA Salary</b>	\$53,553	\$168,128	\$175,702	\$397,383
<b>Merit Salary</b>	\$31,937	\$15,972	\$4,965	\$52,874
<b>Longevity Salary</b>	\$11,277	\$33,598	\$19,266	\$64,141
<b>Hazardous Duty Pay</b>	\$51,848	\$66,356	\$13,271	\$131,475
<b>Health Insurance</b>		(\$9,819)		(\$9,819)
<b>Severance Pay</b>		\$94,059	\$94,059	\$188,118
<b>Nite Premium</b>	\$186	\$198	\$196	\$580
<b>Plus Rate</b>	\$245	\$261	\$258	\$764
<b>GRAND TOTAL</b>	<b>\$149,046</b>	<b>\$368,753</b>	<b>\$307,717</b>	<b>\$825,516</b>



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

**Debra Livingston, Ed.D.**  
Superintendent of Schools

**David M. Ryan**  
Assistant Superintendent  
Curriculum & Instruction

**Christine D. Martin**  
Assistant Superintendent  
Elementary Education

**Karen DeFrancis**  
Business  
Administrator

**Vacant**  
Executive Director of the  
Innovation Zone

To: Board of Mayor and Aldermen

From: Maura Leahy   
Clerk of the Board of School Committee

Date: September 16, 2016

Re: Settlement Agreement Funds

At the September 14, 2016 Board of School Committee meeting it was voted to request that the Board of Mayor and Aldermen allow the Board of School Committee to apply the revenue of \$148,375 from the Candia settlement agreement to the healthcare expendable trust.

The Board of School Committee is respectfully requesting the Board of Mayor and Aldermen support this allocation of funds.

cc: Debra Livingston, Superintendent  
Karen DeFrancis, Business Administrator

TO: Board of School Committee

FROM: Subcommittee on Finance  
Committee Members Girard, Beaudry, Desrochers, Bergeron, Tessier

DATE: September 14, 2016

RE: Expendable Trust Request

At the August 9, 2016 Subcommittee on Finance meeting, it was voted to request that the Board of Mayor and Aldermen allow the Board of School Committee to apply the revenue of \$148,375 from the Candia settlement agreement to the healthcare expendable trust.

The motion passed with Committee Members Girard, Desrochers, Bergeron and Tessier voting in favor. Committee Member Beaudry was absent.

Respectfully submitted,



Maura Leahy

Clerk of the Board of School Committee

**At the September 14, 2016 Special Board of School Committee meeting, on motion of Committee Member Girard, duly seconded by Committee Member Beaudry, it was voted to accept the report of committee and adopt its recommendations.**