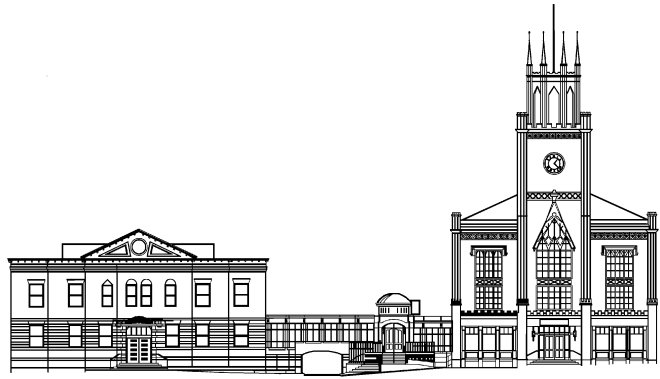




COMMITTEE ON COMMUNITY IMPROVEMENT

February 6, 2024 at 5:30 PM

Aldermanic Chambers, City Hall (3rd Floor)

Members: Aldermen Morgan, Terrio, Kantor, Long, Burkush

AGENDA

The Chairman calls the meeting to order.

The Clerk calls the roll.

1. Summary of abatement requests submitted by Fred McNeill, Chief Engineer.
Ladies and Gentlemen, what is your pleasure?
2. Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$10,000 for CIP 210224 Modernization of Food Protection Program.
Ladies and Gentlemen, what is your pleasure?
3. Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$8,365 for CIP 611723 NAEH Consultancy.
Ladies and Gentlemen, what is your pleasure?
4. Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$62,643.20 for CIP 711118 Traffic Signal Corridor Upgrades.
Ladies and Gentlemen, what is your pleasure?
5. Communication from Phil Croasdale, Water Works Director, requesting approval of the following Bond Resolutions and Budget Authorizations:
 - CIP 713224 Munis ERP Software in the amount of \$1,000,000
 - CIP 713324 Main Relay and Cleaning and Lining Mains (Water Works) in the amount of \$1,500,000
 - CIP 713424 Raw Water Pumps in the amount of \$1,000,000**Ladies and Gentlemen, what is your pleasure?**

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

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan
Andre Parent

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

Memo

Date: 1/24/2024 24-003
To: CIP Committee
Cc: Lisa Hynes – EPD
Matthew Normand – City Clerks Office
From: Frederick McNeill *FJM*
RE: EPD Abatement Requests

The attached table summarizes the 19 sewer abatements reviewed by the Highway Commission at their monthly meeting on January 17, 2024.

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

Please let me know if you need any additional information.

Summary of Abatement Requests
January 10, 2024 to Highway Commission
January 24, 2024 to CIP/City Clerk

Number	Customer Acct #	Customer	Property Address	Abatement Rec'd Date	Request Reason	EPD Recommendation	Justification	Abatement Amount	Highway Recommendation
1	206449-208994	George	260 Lindstrom Ln	09/26/23	Broken deduct meter	Grant	above 250% threshold - 469%	454.75	Grant
2	190477-2882	Muhizi	254 Myrtle St	10/13/23	Toilet leak	Grant	above 250% threshold - 356%	773.50	Grant
3	9177-5884	Robidoux	932 Clay St	11/02/23	Toilet leak	Grant	above 250% threshold - 753%	471.75	Grant
4	184675-20950	Silver Street Manchester LLC	327 Silver St	11/14/23	Toilet leak	Grant	above 250% threshold - 310%	527.00	Grant
5	151067-38842	Barrett	250 Mitchell St	11/21/23	Toilet leak	Grant	above 250% threshold - 353%	204.00	Grant
6	103517-77600	Airpark Business Center Condo	360-370 Harvey Rd	12/01/23	Broken deduct meter	Grant	above 250% threshold - 1336%	2,469.25	Grant
7	198507-32044	Forcier	61 Rosedale Ave	12/08/23	Toilet leak	Grant	above 250% threshold - 580%	408.00	Grant
8	179525-10688	Clegg	478 Dubuque St	12/14/23	Toilet leak	Deny	below 250% threshold - 234%	0.00	Deny
9	205051-11782	Aananda 2 LLC, c/o InterTech Real Estate	294 Dubuque St	12/15/23	Toilet leak	Grant	above 250% threshold - 271%	501.50	Grant
10	165625-40064	Condon	164 Conant St	12/18/23	Toilet leak	Deny	prior abatement granted December 2021	0.00	Deny
11	165579-21570	Robichaud Compound Trust	218 Villa St	12/18/23	Toilet leak	Grant	above 250% threshold - 500%	68.00	Grant
12	90059-66738	Belinda Scarboro / Crystal Ann Seymore	278-280 Somerville St	12/18/23	Faucet and Toilet leak	Grant	above 250% threshold - 771%	599.25	Grant
13	15929-10794	Nakos	440 Hevey St	12/19/23	Broken pipe	Deny	prior abatement granted May 2021	0.00	Deny
14	121261-46822	Lambert	5 Springdale Rd	12/20/23	Toilet leak	Grant	above 250% threshold - 624%	646.00	Grant
15	162733-57026	Idrizovic	41 Tiffany Ln	12/26/23	Toilet leak	Grant	above 250% threshold - 250%	293.25	Grant
16	207719-1740	Guzman	225 Spruce St	12/28/23	Toilet leak and water heater burst	Grant	above 250% threshold - 337%	514.25	Grant
17	15405-10458	Foote	29 Jones St	01/02/24	Pipe burst	Grant	above 250% threshold - 400%	255.00	Grant
18	11951-7812	Wells	540 Maple St	01/04/24	Toilet leak	Deny	below 250% threshold - 242%	0.00	Deny
							below 250% threshold - 178%; prior abatement granted October 2022	0.00	
19	177827-7322	Berthiaume	240 Valley St	01/05/24	Toilet leak	Deny			Deny
Total Abatements								\$8,185.50	

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

Date Received: 9/26/2023

Customer Name: George

Account #: 206449-208994

Combine Billing

Property Address: 260 Lindstrom Ln

Reason for Request: Broken deduct meter

Service Dates: 5/1/2023-7/31/2023

Bill Date: 9/13/2023

Consumption: 136 ccf

% Increase from Average: 469%

Average Consumption: 29 ccf

Based on: 3 quarter average
limited history

Difference: 107 ccf

Other Comments: _____

EPD Recommendation: Grant - abatement exceeds 250% threshold

Approved Jm

Abatement Total: 107 ccf at \$ 4.25 \$ 454.75

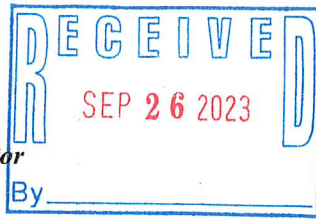
Highway Recommendation: Grant

Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

8/25/22

Name: Casey George / Lindsay Johnson

Address: 260 undstrom lane
Manchester (Street) NH (State) 03104 (Unit)
(City) (State) (Zip)

Email address: lmjohnson1515@gmail.com

Phone Number: 603-660-5811

Customer Account Number: 206449-208994

Address of Property for which Abatement is Requested:
260 undstrom lane
Manchester (Street) NH (State) 03104 (Unit)
(City) (State) (Zip)

Billing Period: \$895.53

Amount of Abatement Request: 5/1-7/31/23 bill date = 9/13/23

Reason for Abatement Request: broken deduct meter, replaced 9/22/23

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

n/a

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

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

(Signature) Casey George (Date) 9/25/23

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

Date Received: 10/13/2023

Customer Name: Muhizi Account #: 190477-2882
Combine Billing

Property Address: 254 Myrtle St

Reason for Request: Toilet leak

Service Dates: 5/15/2023 -8/15/2023 -11/13/2023 Bill Date: 9/27/2023-12/27/2023

Consumption: 253 ccf % Increase from Average: 356%

Average Consumption: 71 ccf Based on: 5 year average

Difference: 182 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds 250% threshold

Approved Jm

Abatement Total: 182 ccf at \$ 4.25 \$ 773.50

Highway Recommendation: Grant Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

Rec'd EPD
10/13/23

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Yvette Marie Muhizi

Address: 254 Myrtle Street

Manchester (City) NH (State) 03104-4315 (Unit)
(Zip)

Email address: _____

Phone Number: 603-785-4255

Customer Account Number: 190477-2882

Address of Property for which Abatement is Requested:

254 Myrtle Street
Manchester (City) NH (State) 03104-4315 (Unit)
(Zip)

Billing Period: 5-15-23 8-15-23

Amount of Abatement Request: 386.75

Reason for Abatement Request: Severe Toilet Leak

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

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

 Yes X No

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

(Signature)

(Date)

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

✓

Date Received: 11/2/2023

Customer Name: Robidoux Account #: 9177-5884
Combine Billing

Property Address: 932 Clay St

Reason for Request: Toilet leak

Service Dates: 6/05/2023-9/05/2023 Bill Date: 10/18/2023

Consumption: 128 ccf % Increase from Average: 753%

Average Consumption: 17 ccf Based on: 5 year average

Difference: 111 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds 250% threshold

Approved Jm

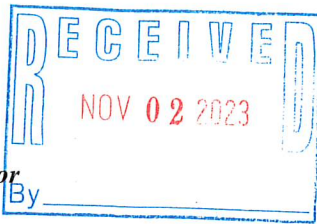
Abatement Total: 111 ccf at \$ 4.25 \$ 471.75

Highway Recommendation: Grant Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Guyline Robidoux

Address: 21 Birch Hill Rd
Hooksett (Street) NH (City) 03106 (Unit) (Zip)

Email address: guyline.robidoux@verani.com

Phone Number: 603 512-6086

Customer Account Number: 9177-5884

Address of Property for which Abatement is Requested:

932 Clay St. (Street) NH (City) 03103 (Unit) (Zip)
3-6-23 to 6-5-23 (Billing Period)

Billing Period: 6-5-23 to 9-5-23 and 10-5-23 to

Amount of Abatement Request: \$433.50 all/15/11/12 \$263.50

Reason for Abatement Request: Tenants never reported that a notice was left @ 932 Clay regarding high water usage. + never reported leaky toilet. We don't live @ 932 Clay + we were not sent a bill properly notice.

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

Not until a bill came that was excessive, did I call + by that time we were into the next billing cycle.

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

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

(Signature) Guyline Robidoux (Date) 10/31/23

603-512-6086

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

Date Received: 11/14/2023

Customer Name: Silver Street Manchester LLC

Account #: 184675-20950
Combine Billing

Property Address: 327 Silver St

Reason for
Request: Toilet leak

Service Dates: 6/05/2023-9/05/2023

Bill Date: 10/18/2023

Consumption: 183 ccf

% Increase
from Average: 310%

Average
Consumption: 59 ccf

Based on: 10 quarter average
Limited History

Difference: 124 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds 250% threshold

Approved Jm

Abatement Total: 124 ccf at \$ 4.25 \$ 527.00

Highway
Recommendation: Grant

Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Silver Street Manchester, LLC

Address: 30 Temple St. 504
(Street) (Unit)
Nashua NH 03060
(City) (State) (Zip)

Email address: ben@benmercurei.com

Phone Number: 603-499-4200

Customer Account Number: 184675-20950

Address of Property for which Abatement is Requested:
327 Silver Street
(Street)
Manchester NH 03103
(City) (State) (Zip)

Billing Period: 6/5/2023 - 9/5/2023

Amount of Abatement Request: \$ 501.50

Reason for Abatement Request: toilet leak - 2 toilet flapper
were replaced 9/19/2023

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

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

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

(Signature)

(Date)

11/14/23

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

Date Received: 11/21/2023

Customer Name: Barrett

Account #: 151067-38842
Combine Billing

Property Address: 250 Mitchell St

Reason for
Request: Toilet leak

Service Dates: 6/28/2023-9/26/2023

Bill Date: 11/15/2023

Consumption: 67 ccf

% Increase
from Average: 353%

Average
Consumption: 19 ccf

Based on: 5 year average

Difference: 48 ccf

Other Comments: _____

EPD
Recommendation: Grant - abatement exceeds 250% threshold

Approved JH

Abatement Total: 48 ccf at \$ 4.25 \$ 204.00

Highway
Recommendation: Grant

Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen F. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Jennifer Barrett

Address: 250 Mitchell Street
(Street)
Manchester (City) NH (State) 03103 (Unit)
(Zip)

Email address: Jebaret1@gmail.com

Phone Number: 603-703-1160

Customer Account Number: 151067-38842

Address of Property for which Abatement is Requested: 250 Mitchell Street
(Street)
Manchester (City) NH (State) 03103 (Unit)
(Zip)

Billing Period: 6-28-23 - 9-26-23

Amount of Abatement Request: 199.75

Reason for Abatement Request: Toilet leak - Unnoticed toilet bowl flapper broken in unoccupied apartment.

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

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

☐ Yes ☐ No

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

Jennifer Barrett
(Signature)

11-21-23
(Date)

acct# 151067-38842

Billing Period

6-28-23 9-26-23

Amount 199.75

Reason Toilet Leak

Takes 5 to 7 months for
approval

Please forward paperwork
to EPD @ manchester.nh.gov

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

Date Received: 12/1/2023

Customer Name: Airpark Business Center Condo

Account #: 103517-77600
Combine Billing

Property Address: 360-370 Harvey Rd

Reason for
Request: Broken deduct meter

Service Dates: 5/22/2023-8/21/2023-11/20/2023

Bill Date: 10/4/2023 - To be billed

Consumption: 628 ccf % Increase
from Average: 1336%

Average
Consumption: 47 ccf Based on: 5 year average

Difference: 581 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds 250% threshold

Approved Jm

Abatement Total: 581 ccf at \$ 4.25 \$ 2,469.25

Highway
Recommendation: Grant

Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Alrpark Business Center

Address: 340-400 Harvey Road
(Street)

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

Email address:
jquintal@jkjqholdings.com

Phone Number: 603-231-7412

Customer Account Number: 103517-77600

Address of Property for which Abatement is Requested:

360-370 Harvey Road
(Street)

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

Billing Period: 5/22/23 - 8/21/23

Amount of Abatement Request: \$2000.00

Reason for Abatement Request: The association replaced the deduct meter about 2 years ago from the city water department. The deduct water meter had stopped working and has since been repaired by the city. The association is looking for abatement due to the broken deduct meter and are asking for a reasonable usage consistent with previous history. The billing period is during outdoor water sprinklers usage period.

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

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

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

(Signature) [Signature]

11.30.23
(Date)

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

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

Date Received: 12/8/2023

Customer Name: Forcier

Account #: 198507-32044
Combine Billing

Property Address: 61 Rosedale Ave

Reason for
Request: Toilet leak

Service Dates: 6/28/2023-9/26/2023

Bill Date: 11/15/2023

Consumption: 116 ccf % Increase
from Average: 580%

Average
Consumption: 20 ccf Based on: 11 quarter average

Difference: 96 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds 250% threshold

Approved Jm

Abatement Total: 96 ccf at \$ 4.25 \$ 408.00

Highway
Recommendation: Grant

Date: 1/17/2024

Timothy J. Clougherty
Public Works Director



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannon

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Steve P. Forcier

Address: Po Box 4837
Manchester (Street) NH (Unit) 03102
(City) (State) (Zip)

Email address: Steveforcier@comcast.net

Phone Number: 603 396 5628

Customer Account Number: 198507-32044

Address of Property for which Abatement is Requested:
61 Rosedale Ave
Manchester (Street) NH (Unit) 03102
(City) (State) (Zip)

Billing Period: 6-28-23 to 9-26-23

Amount of Abatement Request: \$500.00 is my best guess.

Reason for Abatement Request: when I received the extremely high bill I contacted the tenants and both said toilets were continuously running, I hired BKP plumbing to change parts in all toilets, flappers and fill valves. Instructed to tenant to notify me immediately if happening again.

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

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

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

[Signature]

12/8/23

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

Date Received: 12/14/2023

Customer Name: Clegg

Account #: 179525-10688
Combine Billing

Property Address: 478 Dubuque St

Reason for
Request: Toilet leak

Service Dates: 7/10/2023-10/10/2023

Bill Date: 11/29/2023

Consumption: 201 ccf

% Increase
from Average: 234%

Average
Consumption: 86 ccf

Based on: 5 year average

Difference: 115 ccf

Other Comments: _____

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

Deny Jm

Abatement Total: _____ ccf at \$ _____ \$ _____ -

Highway
Recommendation: Deny

Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Richard Clegg c/o InterTech Real Estate LLC (property mgmt co)

Address: 294 Derry Road

Hudson

(City)

(Street)

NH

(State)

03051

(Unit)

(Zip)

Email address: trc@intertechrealestate.com

Phone Number: (603) 260-7485 office

Customer Account Number: 179525-10688

Address of Property for which Abatement is Requested:

478 Dubuque Street

(Street)

Manchester

(City)

NH

(State)

#3

(Unit)

(Zip)

Billing Period: 7/10/23 - 10/10/23

Amount of Abatement Request: \$ 560

Reason for Abatement Request: Toilet repairs - please see attached invoices.

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

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

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

Don Hook

dotloop verified
12/14/23 12:03 PM EST
MREU-QWQZ-1BSL-PZPY

12/14/2023

(Date)

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

Date Received: 12/15/2023

Customer Name: Aananda 2 LLC, C/O InterTech Real Estate Account #: 205051-11782

Property Address: 294 Dubuque St Combine Billing

Reason for Request: Toilet leak

Service Dates: 7/10/2023-10/10/2023 Bill Date: 11/29/2023

Consumption: 187 ccf % Increase from Average: 271%

Average Consumption: 69 ccf Based on: 5 year average

Difference: 118 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds 250% threshold

Approved Jm

Abatement Total: 118 ccf at \$ 4.25 \$ 501.50

Highway Recommendation: Grant Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Aananda II LLC / % InterTech Real Estate LLC (property mgmt co.)

Address: 294 Derry Rd.
(Street)
Hudson NH 03051
(City) (State) (Zip)

Email address: tre@intertechrealestate.com

Phone Number: (603) 260-7485 office

Customer Account Number: 205051-11782

Address of Property for which Abatement is Requested:

294 Dubuque St
(Street)
Manchester NH 03102
(City) (State) (Zip)

Billing Period: 7/10/23 - 10/10/23

Amount of Abatement Request: \$ 600

Reason for Abatement Request: toilet repair / replacement
(see attached invoice)

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

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

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

Don Hook

dotloop verified
12/15/23 10:46 AM EST
20C3-HG8K-HDMC-HR7V

12/15/2023
(Date)

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

Date Received: 12/18/2023

Customer Name: Condon

Account #: 165625-40064
Combine Billing

Property Address: 164 Conant St.

Reason for
Request: Toilet leak

Service Dates: 7/10/2023 -10/10/2023

Bill Date: 11/29/2023

Consumption: 189 ccf

% Increase
from Average: 291%

Average
Consumption: 65 ccf

Based on: 5 year average

Difference: 124 ccf

Other Comments: _____

EPD
Recommendation: Deny - prior abatement granted December 2021

Deny Jm

Abatement Total: 124 ccf at \$ \$ -

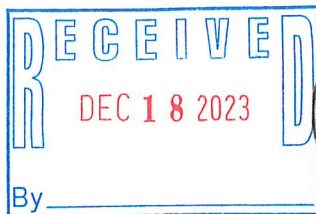
Highway
Recommendation: Deny

Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Robert Condon

Address: 10 Digital Dr. 204
(Street) (Unit)
Nashua NH 03062
(City) (State) (Zip)

Email address: ejackson@ledgeviewcommercial.com

Phone Number: 603.591.1246

Customer Account Number: 165625-40064

Address of Property for which Abatement is Requested:
164 Conant St.
(Street) (Unit)
Manchester NH 03102
(City) (State) (Zip)

Billing Period: 07/10/23-10/10/23

Amount of Abatement Request: \$500.00

Reason for Abatement Request: Crack in the toilet tank, leaking down the outside of the toilet.

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

N/A

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

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

Emily Jackson
(Signature)

12/14/23
(Date)

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

Date Received: 12/18/2023

Customer Name: Robichaud Compound Trust

Account #: 165579-21570
Combine Billing

Property Address: 218 Villa St

Reason for
Request: Toilet leak

Service Dates: 8/31/2023 - 11/30/2023

Bill Date: To be billed

Consumption: 20 ccf

% Increase
from Average: 500%

Average
Consumption: 4 ccf

Based on: 5 year average

Difference: 16 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds 250% threshold

Approved Jm

Abatement Total: 16 ccf at \$ 4.25 \$ 68.00

Highway
Recommendation: Grant

Date: 1/17/2024

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Robichaud Compound Trust

Address: 218 Villa st

Manchester NH 03103 (Street)

(Unit)

Phone Number: 603-345-5169 (City)

(State)

(Zip)

Customer Account Number: _____

Address of Property for which Abatement is Requested:
218 Villa St

Manchester NH 03103 (Street)

(Unit)

(City)

(State)

(Zip)

Billing Period: 8/31/23 through 11/30/23

Amount of Abatement Request: _____

Reason for Abatement Request: Due to a leaky toilet that i replace the toilet flapper

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

Due to a leaky toilet Flapper

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

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

[Signature]
(Signature)

12/18/2023

(Date)

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

Date Received: 12/18/2023

Customer Name: Belinda Scarboro / Crystal Ann Seymore

Account #: 90059-66738
Combine Billing

Property Address: 278-280 Somerville St

Reason for
Request: Faucet and Toilet leak

Service Dates: 6/5/2023 - 8/15/2023

Bill Date: 10/18/2023

Consumption: 162 ccf % Increase
from Average: 771%

Average
Consumption: 21 ccf Based on: 5 year average

Difference: 141 ccf

Other Comments: _____

EPD
Recommendation: Grant - abatement exceeds 250% threshold

Approval Jm

Abatement Total: 141 ccf at \$ 4.25 \$ 599.25

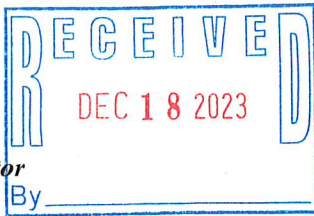
Highway
Recommendation: Grant

Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Belinda Scarboro / Crystal Seymore

Address: 280 Somerville St
Manchester (City) N.H. (State) 03103 (Unit)
(Zip)

Email address: Belindascarboro@gmail.com

Phone Number: 1(603) 664-3282

Customer Account Number: 90059-66738

Address of Property for which Abatement is Requested:
278-280 Somerville St
Manchester (City) N.H. (State) 03103 (Unit)
(Zip)

Billing Period: 6-5-23 - 8-15-23

Amount of Abatement Request: 578.00

Reason for Abatement Request: Over usage of sewage. Bathroom
faucet leaking, toilet need flapper due to leak, replace
flush valve, replace bathroom vanity, and replace bath faucet.
Replace the part on the water that was very loud.

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

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

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

Belinda Scarboro
(Signature)

12-18-2023
(Date)

✓

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

Date Received: 12/19/2023

Customer Name: Nakos

Account #: 15929-10794
Combine Billing

Property Address: 440 Hevey St

Reason for
Request: Broken pipe

Service Dates: 7/10/2023 -10/10/2023

Bill Date: 11/29/2023

Consumption: 111 ccf

% Increase
from Average: 271%

Average
Consumption: 41 ccf

Based on: 5 year average

Difference: 70 ccf

Other Comments: _____

EPD
Recommendation: Deny - prior abatement granted May 2021

Deny Jm

Abatement Total: 70 ccf at \$ \$ -

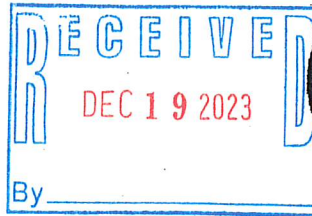
Highway
Recommendation: Deny

Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Billing Period
7-10-23 10/10/23
Amount 284.75

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: KORNELIOS NAKOS

Address: 440 HEVEY STREET.
(Street)
MANCHESTER NH
(City) (State)

Email address: _____

Phone Number: (603) 668-9444

Customer Account Number: 15929-10794

Address of Property for which Abatement is Requested:

440 HEVEY STREET
(Street)
MANCHESTER NH 03102
(City) (State) (Unit)
(Zip)

Billing Period: 7/10/23-10/10/23

Amount of Abatement Request: \$ 284.75

Reason for Abatement Request: BROKEN PIPE.

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

BASEMENT, CONCRETE

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

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

(Signature) [Signature]

(Date) DEC 19-2023

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

Date Received: 12/20/2023

Customer Name: Lambert

Account #: 121261-46822
Combine Billing

Property Address: 5 Springdale Rd

Reason for
Request: Toilet leak

Service Dates: 6/20/2023-9/19/2023

Bill Date: 11/7/2023

Consumption: 181 ccf % Increase
from Average: 624%

Average
Consumption: 29 ccf Based on: 5 year average

Difference: 152 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds 250% threshold

Approved Jm

Abatement Total: 152 ccf at \$ 4.25 \$ 646.00

Highway
Recommendation: Grant

Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatosoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannon

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: MARCIA Lambert

Address: 5 Springdale RD
(Street) Manchester NH (Unit) 03103
(City) (State) (Zip)

Email address: marcialambert124@icloud.com

Phone Number: (603) 624-4846 (Home) or (603) 361-8617 (Cell)

Customer Account Number: 121261-61-46822

Address of Property for which Abatement is Requested:
5 Springdale RD
(Street) Manchester NH (Unit) 03103
(City) (State) (Zip)

Billing Period: 6-20-23 to 9-19-23

Amount of Abatement Request: \$667.25

Reason for Abatement Request: Toilet Leak

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

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

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

Marcia Lambert
(Signature)

12-8-23
(Date)

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

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

✓

Date Received: 12/26/2023

Customer Name: Idrizovic Account #: 162733-57026
Combine Billing

Property Address: 41 Tiffany Ln

Reason for Request: Toilet leak

Service Dates: 7/31/2023 -10/31/2023 Bill Date: 12/13/2023

Consumption: 115 ccf % Increase from Average: 250%

Average Consumption: 46 ccf Based on: 5 year average

Difference: 69 ccf

Other Comments: _____

EPD Recommendation: Grant - abatement exceeds 250% threshold

Approved Fm

Abatement Total: 69 ccf at \$ 4.25 \$ 293.25

Highway Recommendation: Grant Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: ALMIN IDRIZOVIC

Address: 41 TIFFANY LANE

MANCHESTER (Street) NH (Unit) 03104 (Zip)
(City) (State)

Email address: ALDRIZOVIC@VELCRO.COM

Phone Number: 603-867-4024

Customer Account Number: 162733-57026

Address of Property for which Abatement is Requested:

41 TIFFANY LANE
MANCHESTER (Street) NH (Unit) 03104 (Zip)
(City) (State)

Billing Period: 7-31-23 - 10-31-23

Amount of Abatement Request: \$488.75

Reason for Abatement Request: LEAKING TOILET

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

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

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

(Signature)

(Date)

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

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

Date Received: 12/28/2023

Customer Name: Guzman

Account #: 207719-1740
Combine Billing

Property Address: 225 Spruce St

Reason for
Request: Toilet leak and water heater burst

Service Dates: 6/13/2023-9/11/2023

Bill Date: 10/25/2023

Consumption: 172 ccf

% Increase
from Average: 337%

Average
Consumption: 51 ccf

Based on: Prior quarter - 67 days
New owner-limited history

Difference: 121 ccf

Other Comments: _____

EPD
Recommendation: Grant - abatement exceeds 250% threshold

Approved Jm

Abatement Total: 121 ccf at \$ 4.25 \$ 514.25

Highway
Recommendation: Grant

Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannon

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Yamarco Guzman

Address: 225 Spruce St. / 1st
(Street) (Unit)
Manchester NH 03103
(City) (State) (Zip)

Email address: Yamarco7@gmail.com

Phone Number: (978) 914-4418

Customer Account Number: 207719-1740

Address of Property for which Abatement is Requested: 225 Spruce St. / 1st
(Street) (Unit)
Manchester NH 03103
(City) (State) (Zip)

Billing Period: 07-03

Amount of Abatement Request: \$1,000.00

Reason for Abatement Request: I had leaks in toilet the last
billing cycle & on 12/7/23 my 1st floor water heater
burst & flooded basement with 8" of water.

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

Basement and it is a mix of dirt & concrete.

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

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

(Signature)

(Date)

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

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

Date Received: 1/2/2024

Customer Name: Foote

Account #: 15405-10458
Combine Billing

Property Address: 29 Jones St

Reason for
Request: Pipe burst

Service Dates: 8/31/2023-11/30/2023

Bill Date: To be billed

Consumption: 80 ccf

% Increase
from Average: 400%

Average
Consumption: 20 ccf

Based on: 5 year average

Difference: 60 ccf

Other Comments: _____

EPD
Recommendation: Grant - abatement exceeds 250% threshold

Approved Jm

Abatement Total: 60 ccf at \$ 4.25 \$ 255.00

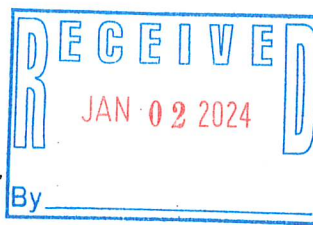
Highway
Recommendation: Grant

Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Dolores & Gary S Foote

Address: 29 Jones St
(Street)
Manchester N.H. 03103
(City) (State) (Zip)

Email address: None

Phone Number: 603-668-6667

Customer Account Number: 15405-10458

Address of Property for which Abatement is Requested:
29 Jones Street
(Street)
Manchester N.H. 03103
(City) (State) (Zip)

Billing Period: 8/31/23 11/30/23

Amount of Abatement Request: 230.00

Reason for Abatement Request: Pipe Burst

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

Pipe below ceiling

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

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

[Signature]
(Signature)

1/21/2024
(Date)

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

✓

Date Received: 1/4/2024

Customer Name: Wells Account #: 11951-7812
Combine Billing

Property Address: 540 Maple St

Reason for Request: Toilet leak

Service Dates: 8/21/2023-12/07/2023 Bill Date: 1/3/2024

Consumption: 75 ccf % Increase from Average: 242%

Average Consumption: 31 ccf Based on: 5 year average

Difference: 44 ccf

Other Comments: _____

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

_____ *Deny Jm*

Abatement Total: 44 ccf at \$ \$ -

Highway Recommendation: Deny Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: DANA WELLS

Address: 540 MAPLE ST. 1
(Street) (Unit)
MANCHESTER N.H. 03104
(City) (State) (Zip)

Email address: DANADW@COMCAST.NET

Phone Number: 603 566 7224

Customer Account Number: 11951-7812

Address of Property for which Abatement is Requested:

540 MAPLE ST 1
(Street) (Unit)
MANCHESTER N.H. 03104
(City) (State) (Zip)

Billing Period: 8-12-23 to 12-7-23

Amount of Abatement Request: \$ 233.75

Reason for Abatement Request: TOILET LEAK. SEE ATTACHED DESCRIPTIONS

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

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

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

(Signature)

Dana Wells

(Date)

1/4/24

Reason for Abatement request: Toilet Leak

acct # 11951-7812

Sometime after 8-12-23 the Tenants toilet water filler valve didn't close completely. Toilet fill water continually discharged into the upper tank overflow tube leading to the toilet bowl sewer drain pipe.

The Tenant thought the discharging water into the bowl was normal operation. At a later date when the toilet bowl became clogged by human waste, the bowl water level overflowed onto the bathroom floor. The Tenant quickly determined the water on the floor and cleared the clogged bowl drain. The landlord was notified of this event and identified that constant running water is not normal operation. The toilet filler valve was replaced on 12-13-23.

✓

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

Date Received: 1/5/2024

Customer Name: Berthiaume

Account #: 177827-7322
Combine Billing

Property Address: 240 Valley St

Reason for Request: Toilet leak

Service Dates: 6/20/2023-9/19/2023

Bill Date: 11/7/2023

Consumption: 180 ccf

% Increase from Average: 178%

Average Consumption: 101 ccf

Based on: 5 year average

Difference: 79 ccf

Other Comments: _____

EPD
Recommendation: Deny - abatement does not exceed 250% threshold
Prior abatement granted October 2022.

Deny JFM

Abatement Total: 79 ccf at \$ \$ -

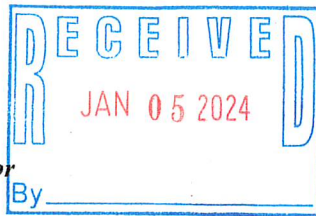
Highway Recommendation: Deny

Date: 1/17/2024

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Edward Berthiaume

Address: 240 Valley St.
(Street)
Manchester N.H. (Unit)
(City) (State) 03103
(Zip)

Email address: eddieberthiaume@yahoo.com

Phone Number: (603) 333-4586

Customer Account Number: 177827-7322

Address of Property for which Abatement is Requested:

Same
(Street) (Unit)
(City) (State) (Zip)

Billing Period: 6/20/23 - 9/19/23

Amount of Abatement Request: (1/2 of Bill) - (Total Bill \$1,210.25)
\$605.12

Reason for Abatement Request: My Normal Bill is +/- \$600 - \$700.
and I bought new water-saver Toilets for all the
Units Bathrooms but one of the tenants kids (or them)
screwed with the inner Float assembly causing it to run
constant
If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

N/A

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

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

Ed Berthiaume
(Signature)

1/5/24
(Date)

Anna J. Thomas, MPH
Public Health Director

Philip J. Alexakos, MPH, REHS
Deputy Public Health Director



BOARD OF HEALTH
Patricia Anglin, BSN, RN, NCSN
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Elizabeth Sailhamer Soukup, M.D., M.M.Sc.
Jenn Wyman, BSN, RN

CITY OF MANCHESTER *Health Department*

To: Alderman Chris Morgan, Chairman, CIP Committee

From: Philip J. Alexakos, MPH, REHS,
Deputy Public Health Director, Manchester Health Department

Date: January 24, 2024

RE: Acceptance of a grant to continue the work of the Department to modernization our Food Protection Program: *NEHA-FDA Retail Flexible Funding Model Grant Program*

I am writing to request the receipt and acceptance of \$10,000 in one-time grant funding to support the next phase of the modernization of our Food Protection Program.

In calendar year 2023 the Department was awarded a \$5,000 grant (Project# 211923) to begin this work (see attached CIP information). This final phase of the project will focus on: 1) Inspection process updates and inspector training and 2) Community education and outreach.

The review of our Food Protection Program was a priority that was identified prior to the pandemic. It has been 13 years since we made any substantive changes to our program and we are overdue to critically and carefully review our work in this area.

The funding will be used to support additional staff time to complete this work (no new staff will be hired), and may be used to conduct data gathering, analysis and dissemination of the findings of this work. Funds may be used to offer food safety training to Manchester food service establishments and also the public.

This is one-time, funding and I have attached a copy of the scope of work as submitted to the funder, the National Environmental Health Association (NEHA), and the Notice of Award.

We respectfully request that the Committee and Board approve the receipt of the additional funding to allow us to bring this important project to completion and assure that food protection program is providing the highest quality service to our businesses, residents and visitors.

1528 Elm Street • Manchester, New Hampshire 03101 • (603) 624-6466
Administrative Fax: (603) 624-6584 ~ Infectious Disease Branch Fax: (603) 665-6894
Environmental Health Branch Fax: (603) 628-6004
E-mail: health@manchesternh.gov • Website: www.manchesternh.gov/health

Thank you for your consideration and I welcome the opportunity to answer any question that you may have.

Respectfully,

Philip J. Alexakos, MPH, REHS

Deputy Public Health Director

Enc: 1) 2023 CIP Memo

2) Notice of Award

CC: Anna Thomas, MPH, Public Health Director

Aaron Krycki, MPH, REHS, HHS, Environmental Health Supervisor

Michael Carr, BS, REHS, Senior Environmental Health Specialist

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Four

A RESOLUTION

“Amending the FY2024 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the FY2024 CIP 210224 Modernization of Food Protection Program.”

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 2024 CIP as contained in the 2024 CIP budget; and

WHEREAS, the 2024 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept funding in the amount of \$10,000 from the FDA RFFM Grant Program to provide funding to FY2024 CIP 210224 Modernization of Food Protection Program.

NOW, THEREFORE, be it resolved that the 2024 CIP be amended as follows:

By adding:

FY 2024 CIP 210224 Modernization of Food Protection Program - \$10,000 Federal

Resolved, that this Resolution shall take effect upon its passage

CIP BUDGET AUTHORIZATION

CIP#:	210224	Project Year:	2024	CIP Resolution:	6/6/2023
Title:	Modernization of Food Protection Program			Amending Resolution:	3/5/2024
Administering Department	Health Department			Revision:	

Project Description: In calendar year 2023 the Department was awarded a \$5,000 grant to begin this work (see CIP #211923). This final phase of the project will focus on: 1) Inspection process updates and inspector training and 2) Community education and outreach. The review of our Food Protection Program was a priority that was identified prior to the pandemic. It has been 13 years since we made any substantive changes to our program and we are overdue to critically and carefully review our work in this area. The funding will be used to support additional staff time to complete this work (no new staff will be hired),

Federal Grants	Federal Grant:	Yes	Environmental	Review Required:	No
	Grant Executed:			Completed:	

Critical Events

1.	Program Initiation	1/1/2024
2.	Program Completion	12/31/2024
3.		
4.		
5.		
		12/31/2024

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$4,000.00	\$0.00	\$0.00	\$4,000.00
Fringes	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$5,000.00	\$0.00	\$0.00	\$5,000.00
TOTAL	\$10,000.00	\$0.00	\$0.00	\$10,000.00

Revisions:

Comments: Funding comes from FDA RFFM Grant Program. Initiation date determined by the grantor.



NEHA-FDA Retail Flexible Funding Model Grant Program Official Notice of Award for One-Year Grants

January 1, 2024

Grant Number: G-BDEV2-202310-04963

Application Type: 2024 Track 2 Development Base

Project Title: Inspection Modification, Promotion of Revising Ordinances and Valuable Education

Project Summary: Our jurisdiction will work in earnest to meet and audit as many standards as possible. We are currently closest to meeting Stds 2 and 7. It is anticipated that we will meet S2 in the first half of 2024 as we formalize amendments to our training processes. We plan to host at least one food safety seminar open to restaurant staff and community stakeholders, completing S7. Simultaneously, work will begin to develop information tracking and development of interventions for S9.

One-Year Award Amount: \$10,000.00

Project Period: 1/1/2024 to 12/31/2024

Unique Federal Award Identification Number (FAIN): U2FFD007358

CFDA Number: 93.103

Michael Carr
Manchester New Hampshire Health Department
1528 Elm St
Manchester, NH 03101

Dear Michael:

Your application has been approved for Inspection Modification, Promotion of Revising Ordinances and Valuable Education as part of the National Environmental Health Association (NEHA)-U.S. Food and Drug Administration (FDA) Retail Flexible Funding Model (RFFM) Grant Program, with funding provided by the FDA. Approval is based on review of the project plan and budget details in your submitted application.

As part of your application, your agency has made an assurance that it will comply with all applicable federal statutes and regulations in effect during the grant period, including applicable parts of 45 CFR Part 75. Acceptance of this award and/or any funds provided by the NEHA-FDA Retail Flexible Funding Model Grant Program acknowledges agreement with all the terms and conditions in this award letter.

The amount of \$10,000.00 represents the full amount of funds to which you are entitled. Grant awards are made with the understanding that NEHA-FDA Retail Flexible Funding Model Grant Program staff may require clarification of information within your application, as necessary, during the application, project, or reporting periods. These inquiries may be necessary to allow us to appropriately carry out our administrative responsibilities.

Specific Conditions of Your Award

In addition to the general Terms and Conditions of your award as listed below, the following are additional conditions specific to your award:

Your application is funded in full, including the Base and Public Health Metric components of your project.

Budget

To review specific details of the approved budget in your grant award, please log into the NEHA-FDA RFFM Grant Portal where you can view and print your grant (including your budget justifications) and your budget worksheets.

Total Award Amount: \$10,000.00

Budget changes are allowable but must be justified and approved in advance and in writing by the NEHA-FDA RFFM Grant Program Support Team. None of the funds in this award shall be used to pay the salary of an individual at a rate in excess of the current Executive Level II of the Federal Executive Pay Scale for any specific funding year.

Terms and Conditions

Your award is based on the project application referenced in this Notice of Award, submitted to and approved by NEHA. Payment is contingent on continued Federal Funding from the United States Food and Drug Administration, and is subject to the following terms and conditions:

The grantee must complete the full scope of work and all tasks outlined in the approved grant application by the Project End Date, unless NEHA grants a written exception. The recipient agrees to comply with the current FDA general terms and conditions (HHS Grant Policy Statement).

Restrictions on the expenditure of funds in federal appropriations acts apply to this award, to the extent those restrictions are applicable to subawards made under federal grants. Please refer to 2 CFR 200.400 for guidance on relevant cost principles.

For the complete Terms and Conditions of this award, including links to all relevant federal guidance, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage (<https://www.neha.org/retail-grants>).

Reporting

Reports with due dates will be accessible by logging into the Grant Portal, found on the NEHA-FDA RFFM webpage. Reminders will be sent to the email address of your organization's Point of Contact regarding upcoming and past due reports.

Interim Progress Reports will be required each year for awards made through this program to assure that each funded project remains on track for timely completion. For one-year awards, an Interim Progress Report will be due halfway through the project period.

When all project objectives have been completed, a Final Project Report must be submitted through the online grant portal no later than 45 days after your Project End Date. As part of the final report, the grantee must provide a full accounting of all expenditures made with funds from this grant award accompanied by the required documentation.

For complete information on required reporting, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

Reimbursement Requests

For one-year awards made through this grant program, payment is normally made on a reimbursement basis at the end of the project, following submission of all required reporting.

Advance payment is available for one-year awards when required by a jurisdiction. To request advance payment, please email an explanation to the **NEHA-FDA RFFM Grant Program Support Team** at retailgrants@neha.org. For additional details, please see the **Reporting and Payments** link on the NEHA-FDA RFFM webpage.

Unless otherwise requested, your first report will be the Interim Progress Report due halfway through the project period.

Recipient FDA Notice

As a reminder, recipients of funding through this program are required to assure that project activities achieve greater conformance with the FDA Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards). For additional information regarding the Retail Program Standards, please visit the

FDA's official webpage at: <https://www.fda.gov/food/retail-food-protection/voluntary-national-retail-food-regulatory-program-standards>.

Allowable and Non-allowable Costs

For information on allowable and non-allowable costs, please refer to the **NEHA-FDA RFFM Grant Guidance** link on the NEHA-FDA RFFM webpage.

Base Grant Requirement

Once awards under the NEHA-FDA RFFM Grant Program have been made, all grantees must have an active Base Grant in place (either a Development Base Grant or a Maintenance and Advancement Base Grant) to remain eligible for open Optional Add-On Grants. During the performance period of open awards, if a Base Grant is cancelled for any reason (at the request of the Grantee or due to non-performance), all open Additional Add-On Grants may also be in jeopardy of cancellation.

For grantees that have been awarded both a Track 2 Development Base Grant (a one-year award) and a Capacity Building Grant (a three-year award), it is the awarded jurisdiction's responsibility to apply for Development Base Grants in years two and three of this grant program, to assure that their Capacity Building Grant remains eligible for continuation.

Travel Costs

Travel costs should adhere to the general guidelines found in the **NEHA-FDA RFFM Grant Guidance**. Contact the NEHA-FDA RFFM Grant Program Support Team with specific travel-related questions not covered in the guidance.

Financial Conflict of Interest

This award is subject to the Financial Conflict of Interest (FCOI) regulation at 42 CFR Part 50 Subpart F.

Contact us for Support

If you have questions about this award, please contact the NEHA-FDA RFFM Grant Program Support Team. Additionally, the FDA Retail Food Safety Specialist assigned to your geographic area is an integral part of your jurisdiction's successful completion of Retail Program Standards activities and is available to assist with your funded project.

NEHA-FDA RFFM Grant Program Support Team

retailgrants@neha.org
1-833-575-2404

FDA Retail Food Safety Specialist Contact Information

<https://www.fda.gov/food/voluntary-national-retail-food-regulatory-program-standards/directory-fda-retail-food-specialists>

We appreciate your ongoing commitment to achieving greater conformance with the Voluntary National Retail Food Regulatory Program Standards.

Sincerely,



David T. Dyjack, DrPH, CIH
NEHA Executive Director



Sharon Y. Wickens
Finance Officer

Michele A. Bogardus
Deputy Finance Officer

CITY OF MANCHESTER
Finance Department

January 26, 2024

To: Alderman Chris Morgan, Chairman CIP Committee
From: Jennifer Heon, Manager Accounting & Reporting

RE: CIP 611723 – NAEH Consultancy, Department of Housing Initiatives

The City received a donation from the New Hampshire Charitable Foundation for the Department of Housing Initiatives in the amount of \$8,365.00 for the NAEH Consultancy project.

I respectfully request that the donation is accepted and remanded to the applicable CIP Project, 611723.

If you have any questions or concerns, please feel free to contact me at 603-792-6612.

Sincerely,

Jennifer Heon
Manager – Accounting & Reporting
Finance

1735 010



CITY OF MANCHESTER, NH
ONE CITY HALL PLAZA
MANCHESTER NH 03101-2025



PAYMENT SUMMARY

GRANT ID: GE-PR23-153607-1

CHECK AMOUNT: 8,365.00
CHECK DATE: 08/31/2023

GRANT PURPOSE:

AMOUNT

see full grant purpose in emailed award letter to Matthew No

1.00-

611723
30F6C14461

PLEASE REFER TO EMAILED GRANT AWARD LETTER FOR DETAILS OF THIS PAYMENT.

By cashing this check you agree to comply with New Hampshire Charitable Foundation's Terms of Award. To view the Foundation's Terms of Award and Frequently Asked Questions, please visit <http://www.nhcf.org/TermsOfAward>. Email checkmint@nhcf.org with updated email addresses or questions that are not answered in the FAQ.

(Detach Here)

NEW HAMPSHIRE
CHARITABLE FOUNDATION
37 Pleasant Street
Concord, NH 03301

54-153/114

CHECK DATE

CHECK NUMBER

08/31/2023

0000281007

EIGHT THOUSAND THREE HUNDRED SIXTY FIVE DOLLARS 00 CENTS

\$*****8,365.00

TO
THE
ORDER
OF:

CITY OF MANCHESTER, NH
ONE CITY HALL PLAZA
MANCHESTER NH 03101-2025

Citizens Bank
875 Elm St
Manchester, NH 03101

Michael S. L.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Four

A RESOLUTION

“Amending the FY2023 Community Improvement Program, authorizing and appropriating funds in the amount of Eight Thousand Three Hundred Sixty-Five Dollars (\$8,365) for FY 2023 CIP 611723 NAEH Consultancy.”

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 2023 CIP as contained in the CIP budget; and

WHEREAS, the 2023 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept funding from the Bean Foundation to obtain consultancy from the National Alliance to End Homelessness to analyze and review the City’s current HUD funded homelessness response system; and

NOW, THEREFORE, be it resolved that the 2023 CIP be amended as follows:

By increasing:

FY 2023 CIP 611723 NAEH Consultancy - \$8,365 OTHER

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

CIP BUDGET AUTHORIZATION

CIP#: 611723

Project Year: 2023

CIP Resolution: 5/17/2023

Title: NAEH Consultancy

Amending Resolution: 3/5/2024

Administering Department: Department of Housing Stability

Revision: #1

Project Description:

Bean Foundation is funding a consultancy project contracted with the National Alliance to End Homelessness (NAEH). The consultancy provides a System Design Clinic for the Homelessness Initiatives Director and Manchester Homeless COC Leadership for a series of off site data analysis and on site technical assistance clinics to provide insights and recommendations for system and funding improvements.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

5/16/2023

6/30/2024

6/30/2024

Line Item Budget

OTHER

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$23,365.00

\$0.00

\$0.00

\$23,365.00

TOTAL**\$23,365.00****\$0.00****\$0.00****\$23,365.00****Revisions:**

#1 - Budget increased \$8,365 (from \$15,000 to \$23,365) due to the receipt of a donation from NH Charitable Foundation

Comments:

Funds come from the Bean Foundation (\$15,000) and NH Charitable Foundation (\$8,365.).

Planning Department/Startup Form - 07/1/20

\$23,365.00

Timothy J. Clougherty
Public Works Director



Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Commission
Kathleen Sullivan, Chair
Arthur Gatzoulis, Co-Chair
Mark MacKenzie
Amber Nicole Cannan
Andre Parent

CITY OF MANCHESTER
Department of Public Works

January 17, 2024

Board of Mayor and Alderman c/o
CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03103

Attention: Alderman Chris Morgan
Chairman, CIP Committee

Subject: Acceptance of Funds to CIP 711118

Dear Alderman Morgan:

The Department of Public Works (DPW) respectfully requests that \$62,643.20 in federal funding through NHDOT be accepted for the CIP 711118 – Traffic Signal Corridor Upgrades project to cover additional construction engineering costs.

The Congestion Mitigation and Air Quality (CMAQ) program is funded with 80% federal share and a 20% local match. Sufficient local funds exist in the current project budget to cover local match.

A DPW representative will be available for discussion at the next Board of Mayor and Alderman meeting. In the meantime, if you have any questions, please do not hesitate to contact me.

Very truly yours,

Kristen Clarke, PE, PTOE
Traffic Engineer

cc/ Caleb Dobbins
Owen Friend-Gray

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Four

A RESOLUTION

“Amending the FY2018 Community Improvement Program, authorizing and appropriating funds in the amount of Sixty-Two Thousand Six Hundred and Forty-Three Dollars and Twenty Cents (\$62,643.20) for the FY2018 CIP 711118 Traffic Signal Corridor Upgrades.”

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 2018 CIP as contained in the 2018 CIP budget; and

WHEREAS, the 2018 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept STATE funds in the amount of \$62,643.20 from the State of New Hampshire to provide funding to FY2018 CIP 711118 Traffic Signal Corridor Upgrades.

NOW, THEREFORE, be it resolved that the 2018 CIP be amended as follows:

By increasing:

FY 2018 CIP 711118 Traffic Signal Corridor Upgrades - \$62,643.20 STATE

Resolved, that this Resolution shall take effect upon its passage

CIP BUDGET AUTHORIZATION

CIP#: 711118	Project Year: 2018	CIP Resolution: 6/13/2017
Title: Traffic Signal Corridor Upgrades	Amending Resolution: 3/5/2024	
Administering Department Public Works	Revision: #5	

Project Description:

Federal Grants	Federal Grant: No	Environmental	Review Required: No
	Grant Executed:		Completed:

Critical Events

1.	Project Initiation	8/15/2017
2.	Project Completion	6/30/2042
3.		
4.		
5.		
		6/30/2042

Line Item Budget

	OTHER	STATE	BOND	TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$45,145.07	\$0.00	\$0.00	\$45,145.07
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$304,854.93	\$1,563,334.90	\$60,000.00	\$1,928,189.83
TOTAL	\$350,000.00	\$1,563,334.90	\$60,000.00	\$1,973,334.90

Revisions: #1 - Increases budget by \$300,000 Other and \$1.2M State.
 #2 - Increase budget by \$360,691.70 (from \$1,550,000 to \$1,910,691.70), \$300,691 from State funds, \$60,000 Bond transferred from CIP #710023. #3 -Extends completion date from 6/30/2023 to 6/30/2042. #4 4-18-23
 Line Item adjustment Other - Moving \$4,854.93 from Design Engineering to Construction

Comments: #5 -3/5/24 Increasing total budget by \$62,643.20 STATE (from \$1,910,691.70 to \$1,973,334.90) 3-5-2024
 \$50,000 Other transferred from CIP Project #713015; \$300,000 Other: Economic Development Account; \$1.2M State of NH Dept. of Transportation (CMAQ). Revision #2 - NHDOT to provide \$300,691.70 in CMAQ and HSIP funds.



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner
Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

January 11, 2024

Kristen Clarke, Traffic Engineer
City of Manchester
Department of Public Works
475 Valley Street
Manchester, NH 03103

RE: MANCHESTER, X-A004(735), #41747
Granite Street and South Willow Street
Congestion Mitigation & Air Quality Improvement Program and
Highway Safety Improvement Program
CONSTRUCTION ENGINEERING CONTRACT AMENDMENT NO. 1 APPROVAL

Dear Ms. Clarke:

The NH Department of Transportation (NHDOT) has reviewed WSP Construction Engineering (CE) Contract Amendment No. 1 dated December 20, 2023, and finds it to be satisfactory **effective December 22, 2023**. This amendment is for the following reasons:

The required backplates need to have physical modifications which will be done by the contractor and were approved in Change Order No. 2. This will require additional inspection time by the CE firm. The estimated additional inspection time is nine weeks.

The Department concurs with the need for construction inspection to oversee Change Order No. 2 and will increase WSP CE Contract in the amount of \$78,304.00. WSP's Indirect Cost Rate (ICR) for CE Contract Amendment No. 1 is at their currently approved rate of **130.51%** office and **93.22%** field. The consultant may continue with the work as described.

Please submit a copy of the executed copy of the CE Amendment No. 1 for our files.

The following table summarizes the approved funding for this project:

Phase	*Participating Cost	Comments
Preliminary Engineering	\$ 295,885.00	Authorized
Construction	\$1,719,153.00	Authorized, includes Construction Engineering, amendment and change orders
Project Total	\$2,015,038.00	

*Participating funds are 80% Federal CMAQ with 20% being Local match.

*Participating funds are 90% Federal HSIP with 10% being Local match.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas Jameson", written over a light gray rectangular background.

Thomas Jameson, PE
Project Manager
Bureau of Planning and Community Assistance
Tel. (603) 271-3462

TEJ/dmp

cc via email: Owen Friend-Gray, City of Manchester, Tyler Fenton, WSP, Inc., C.R. Willeke, NHDOT,
Courtney Collins, NHDOT, Kim Hanson, NHDOT



MANCHESTER WATER WORKS

281 LINCOLN STREET • MANCHESTER, NEW HAMPSHIRE 03103 • (603) 624-6494



BOARD OF WATER COMMISSIONERS

HAROLD R. SULLIVAN
President

GARY HAMER
Clerk

Ex Officio
HON. JAY P. RUAIS
Mayor

PHILIP W. CROASDALE
Director

February 6, 2024

Alderman Chris Morgan, Chairman
Committee on Community Improvement
C/o Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

Re: Bonding FY2024 Projects

Dear Chairman Morgan and Honorable Committee members,

Manchester Water Works (MWW) respectfully request to the Committee on Community Improvement to;

- Approve CIP Project Authorizations for FY2024 for purchase MUNIS Software in the amount \$1,000,000; Replacement of two (2) Raw Water Pumps with motors, \$1,000,000; Cleaning and lining of existing 6-8" of cast iron main, \$1,000,000 and; Relay of existing 6 – 8" cast iron main, \$500,000 and to :
- Authorize bonds, notes or lease purchases in the amount of \$3.5M (20 years).

The Board of Water Commissioners voted to approve the FY2024 projects and bonding at the June 22, 2023 Regular Board Meeting.

I will be available at the next Committee on Community Improvement Meeting to answer questions you or the Committee may have. Please feel free to contact me at 792-2800 prior to the meeting should you have immediate questions and I will be happy to discuss them with you.

Respectfully submitted,

Philip W. Croasdale

Philip W. Croasdale, Director

Cc: Committee on Community Improvement
attachment

City of Manchester
New Hampshire

In the year Two Thousand and Twenty Four

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Dollars (\$1,000,000) for the 2024 CIP 713224 Munis ERP Software (Water Works). ”

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

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of One Million Dollars (\$1,000,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing, including for the purposes of applicable United States Treasury regulations the reimbursement of expenditures heretofore or hereafter made therefore, costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2024 –	
713224 Munis ERP Software; Raw Water Pumps (Water Works)	\$1,000,000

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

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Four

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Dollars (\$1,000,000) for the 2024 CIP 713224 Munis ERP Software; Raw Water Pumps (Water Works) . ”

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

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP#: 713224

Project Year: 2024

CIP Resolution: 6/6/2023

Title: Munis ERP Software

Amending Resolution: 3/5/2024

Administering Department Manchester Water Works

Revision:

Project Description:

Munis ERP Software from Tyler Technologies includes software cost, cost of conversion from HTE and Installation.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	4/01/2022
2.	Project Completion	01/31/2025
3.		
4.		
5.		
		1/31/2025

Line Item Budget

	BOND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
TOTAL	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00

Revisions:**Comments:**

Financing through 20 year general obligation bonds. Project initiation date determined by Water Works

City of Manchester
New Hampshire

In the year Two Thousand and Twenty Four

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Five Hundred Thousand Dollars (\$1,500,000) for the 2024 CIP 713324 Main Relay and Cleaning and Lining Mains (Water Works). ”

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

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of One Million Five Hundred Thousand Dollars (\$1,500,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing, including for the purposes of applicable United States Treasury regulations the reimbursement of expenditures heretofore or hereafter made therefore, costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2024 –	
713324 Main Relay and Cleaning and Lining Mains (Water Works)	\$1,500,000

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

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Four

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Five Hundred Thousand Dollars (\$1,500,000) for the 2024 CIP 713324 Main Relay and Cleaning and Lining Mains (Water Works) . ”

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

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP#: 713324

Project Year: 2024

CIP Resolution: 6/6/2023

Title: Main Relay and Cleaning and Lining Mains

Amending Resolution: 3/5/2024

Administering Department: Water Works

Revision:

Project Description:

Distribution main relay of aprox. 6,000 ft existing old main 6" -12" main. Cleaning and cement mortar lining of approx. 7,500 ft 6" - 8" existing cast iron main

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1. Project Initiation

5/01/2024

2. Project Completion

11/01/2024

3.

4.

5.

11/1/2024

Line Item Budget

BOND

Salaries and Wages

\$75,000.00

\$0.00

\$0.00

\$75,000.00

Fringes

\$33,750.00

\$0.00

\$0.00

\$33,750.00

Design/Engineering

\$5,000.00

\$0.00

\$0.00

\$5,000.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$1,000,000.00

\$0.00

\$0.00

\$1,000,000.00

Other

\$386,250.00

\$0.00

\$0.00

\$386,250.00

TOTAL**\$1,500,000.00****\$0.00****\$0.00****\$1,500,000.00****Revisions:****Comments:**

Financing through bond proceeds of 20 yr. general obligation bonds.

City of Manchester
New Hampshire

In the year Two Thousand and Twenty Four

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Dollars (\$1,000,000) for the 2024 CIP 713424 Raw Water Pumps (Water Works). ”

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

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of One Million Dollars (\$1,000,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing, including for the purposes of applicable United States Treasury regulations the reimbursement of expenditures heretofore or hereafter made therefore, costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2024 –	
713424 Raw Water Pumps (Water Works)	\$1,000,000

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

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Four

A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Million Dollars (\$1,000,000) for the 2024 CIP 713424 Raw Water Pumps (Water Works) . ”

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

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

CIP BUDGET AUTHORIZATION

CIP#: 713424

Project Year: 2024

CIP Resolution: 6/6/2023

Title: Raw Water Pumps

Amending Resolution: 3/5/2024

Administering Department Manchester Water Works

Revision:

Project Description: Replacement, purchase and installation of two (2) raw water pumps and motors.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	6/6/2023
2.	Project Completion	1/31/2025
3.		
4.		
5.		
		1/31/2025

Line Item Budget

	BOND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00

Revisions:**Comments:** Financing through 20 year general obligation bonds. Project initiation date determined by Water Works