COMMITTEE ON HUMAN RESOURCES/INSURANCE

January 7, 2025 at 6:00 PM
Aldermanic Chambers, City Hall (3rd Floor)

Members: Aldermen E. Sapienza, Kantor, Vincent, T. Sapienza, Burkush

AGENDA

The Chairman calls the meeting to order.

The Clerk calls the roll.

1. HR Reports submitted by Lisa Drabik, Human Resources Director:

- Position Summary Report
- Vacancy Requisition Requests and Approvals
- Summary of Arbitrations/Grievances
- Sapphire SmartShopper Report

(Note: Provided for informational purposes only; no action is required.)

2. Communication from the HR Director regarding the issuance of an RFP for Benefits Broker Services in early January 2025.
(Note: Provided for informational purposes only; no action is required.)

3. Communication from Jodie Nazaka, Economic Development Director, requesting the following changes to the department's complement:

- Add one (1) Economic Development Project Coordinator position, grade 17
- Adopt the newly created job classification for the Economic Development Project Coordinator position

Ladies and Gentlemen, what is your pleasure?

4. Communication from Phil Croasdale, Water Works Director, requesting the following changes to the department's complement:

- Add one (1) Financial Analyst I position, grade 19
- Un-fund one (1) Accountant I position, grade 16

Ladies and Gentlemen, what is your pleasure?

TABLED ITEM

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

5. Communication from the Manchester Employee's Contributory Retirement System regarding proposed changes to be introduced during the 2025 NH Legislative Session.
(Note: Tabled on November 18, 2024. The full BMA received a presentation on December 3, 2024.)
If the Committee so desires, a motion would be in order to receive and file.

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

City of Manchester

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101

Tel: (603) 624-6543
Fax: (603) 628-6065

DATE: December 1, 2024

The Honorable Mayor Ruais
And Board of Aldermen
City of Manchester
Manchester, NH 03101

Re: Position Report Summary

Dear Mayor Ruais and Board of Aldermen:
Attached is the authorized position report for the above date. Below is a summary of changes that took place since the last report.

DEPARTMENT	DATE	POSITION	NEW VACANCY	NEW HIRES
Planning	11/22/2024	Customer Service Representative III	1%	
Planning	11/20/2024	Deputy Director – Planning & Zoning		1**
Central Fleet	11/20/2024	Inventory Specialist I	1***	
Aviation	11/19/2024	Airport Maint. Worker I		1*
Water Works	11/19/2024	Customer Service Representative III		1*
Police	11/04/2024	Police Officer		1*
Police	11/25/2024	Police Officer		6*
Police	11/18/2024	Emergency Serv. Dispatcher - Police		3*
Police	11/12/2024	Police Records Specialist I		1*
Health	11/01/2024	Environmental Health Specialist II	1***	
Department of Public Works	11/04/2024	Safety & Training Officer	1%	
Department of Public Works	11/01/2024	Equipment Operator IV	1**	
DPW – Parks, Rec. & Cem.	11/01/2024	Golf Course Maint. Worker	1***	
DPW – Parks, Rec. & Cem.	11/18/2024	Recreation Maint. Worker I		1*
		Total	**6**	**15**

*Due to Internal Promotions/Demotions/Position Control Changes
**Due to Retirement
*** Due to Resignation
# Due to Lay off / % Discharged / &Death

Lisa Drabik
Human Resources Director

CITY OF MANCHESTER
Human Resources Department

December 27, 2024

To: Alderman Edward Sapienza, Chair, Human Resources and Insurance Committee

From: Lisa Drabik, Human Resource Director, INFORMATIONAL ONLY

Re: Summary of Grievances and Arbitrations

Attached is a summary document regarding outstanding and/or settled union grievances and arbitrations as of December 27, 2024.

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

December
2024

Outstanding
Grievances & Arbitrations

Department/ Case Number	**Date Filed**	**GRIEVANCE**	**STATUS**	**ARB. DATE**	**ARBITRATOR COST**	**OUTCOME**
5-MWW-2024	June 2024	Promotion bypass	Arbitration scheduled.	January 10, 2025		

Lisa Drabik
Human Resources Director

CITY OF MANCHESTER
Human Resources Department

December 27, 2024

To:	Alderman Ed Sapienza, Chair Human Resources and Insurance Committee
From:	Lisa Drabik, Human Resources Director
RE:	SmartShopper Report for November 2024

Sapphire SmartShopper Report

Attached is the City of Manchester's SmartShopper monthly results for

November 2024. Total savings was $59,252.

- Monthly claims savings: $59,252
- Activation Rate: 51%
- Monthly Shop Conversion Rate: 84%
- Monthly Member Rewards: $8,125 went to members for 98 incentives paid.

Program to date performance numbers:

- PTD Incentives total number: 7,075
- PTD Incentives total dollar: $55,2945
- PTD Net Claim Savings: $4,751,176
- **PTD Incentive ROI: 5.33**

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Lisa Drabik
Human Resources Director

CITY OF MANCHESTER
Human Resources Department

TO: Alderman Ed Sapienza, Chair
Human Resources and Insurance Committee

FROM: Lisa Drabik, Human Resources Director

DATE: December 27, 2024

SUBJECT: INFORMATIONAL ONLY: Vacancy Requisition Requests and Approvals

Attached is the Requisition Approval Report used to monitor the filling of vacant positions within the City of Manchester. The report reflects the current practice of submitting the request first to the Human Resource Department for verification of the vacancy. Once confirmed, the request to fill the vacancy is forwarded to the Mayor for approval.

LD/caf

1 City Hall Plaza ● Human Resources Department ● Manchester, New Hampshire 03101 • (603) 624-6543 •
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Requistion Report 2024

Received	Req. #	Dept.	Position	Replacing	HR Approved	Sent to Mayor	Mayor Approved
11/25/2024	602-33-24	Police	Police Records Specialist I	Jacqueline Ewing	11/25/2024	11/25/2024	11/25/2024
11/25/2024	603-50-24	DPW	Public Services Worker II	Sean Markey	11/25/2024	11/25/2024	11/25/2024
11/25/2024	604-50-24	DPW	Sewer and Drain Superintendent	Keith Coviello	11/25/2024	11/25/2024	12/5/2024
11/26/2024	605-20-24	Planning	Customer Service Representative III	Deborah Roux	11/26/2024	11/26/2024	12/5/2024
12/2/2024	606-71-24	Library	Libriaian III	Steve Viggiano	12/2/2024	12/2/2024	12/5/2024
12/2/2024	607-71-24	Library	Library Technician	Michelle Planchack	12/2/2024	12/2/2024	12/5/2024
12/2/2024	608-50-24	DPW	Equipment Operator III	Eric Clark	12/2/2024	12/2/2024	12/5/2024
12/2/2024	609-50-24	DPW	Equipment Operator IV	Deigo Andrada	12/2/2024	12/2/2024	12/5/2024
12/2/2024	610-50-24	DPW	Recreation Maintenance Worker I	Finneghan McMinn	12/2/2024	12/2/2024	12/5/2024
12/3/2024	611-07-24	Solicitor	Paralegal	Erin Coyle	12/3/2024	12/3/2024	12/5/2024
12/4/2024	612-21-24	DPW	Facilities Superintendent (Temp)	Eric Kreuger	12/4/2024	12/4/2024	12/5/2024
12/5/2024	613-29-24	Water	WTP Operator II	Jefferson McNeill	12/5/2024	12/5/2024	12/5/2024
12/5/2024	614-07-24	Solicitor	Victim Assistance Coordinator	New Position	12/5/2024	12/5/2024	12/9/2024
12/5/2024	615-60-24	Welfare	Administrative Services Manager	Restored Position	12/5/2024	12/5/2024	12/9/2024
12/6/2024	616-25-24	Aviation	Administrative Services Manager	Jessica Blais	12/6/2024	12/6/2024	12/9/2024
12/9/2024	617-50-24	DPW	Equipment Operator II	Darrel Self	12/9/2024	12/9/2024	12/9/2024
12/9/2024	618-41-24	Health	Community Health Nurse	Sophia Spadafora	12/9/2024	12/9/2024	12/9/2024
12/10/2024	619-50-24	DPW	Equipment Operator II	Joshua Williamson	12/10/2024	12/10/2024	12/10/2024
12/11/2024	620-29-24	Water	WTP Chief Operator	Doug Proulx	12/11/2024	12/11/2024	12/12/2024
12/11/2024	621-10-24	Finance	Accounting Technician	Courtney Trumble	12/11/2024	12/11/2024	12/12/2024
12/16/2024	622-50-24	DPW	Public Service Worker I	Nathan Reed	12/16/2024	12/16/2024	12/16/2024
12/17/2024	623-50-24	DPW	Highway Supervisor III	Timothy Boisvert	12/17/2024	12/17/2024	12/17/2024
12/17/2024	624-50-24	DPW	Graffiti Maintenance Worker	George Chandler	12/17/2024	12/17/2024	12/17/2024
12/18/2024	625-29-24	Water	Utility Inspector II	Kyle St. Pierre	12/18/2024	12/18/2024	12/18/2024
12/18/2024	626-29-24	Water	WTP Operator I	Andrew McKay	12/18/2024	12/18/2024	12/19/2024
12/18/2024	627-54-24	Parking	Parking Control Officer	Dave Benenato	12/19/2024	12/19/2024	12/19/2024
12/23/2024	628-50-24	DPW	Refuse Collector - Full-time	Christian Boucher	12/23/2024	12/23/2024	12/23/2024

Lisa M. Drabik
Human Resources Director

CITY OF MANCHESTER
Human Resources Department

November 22, 2024

Alderman Edward Sapienza, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Request for Proposals, Benefits Broker Services – For Information Only

Dear Chair Sapienza and HRIC Members:

The purpose of this communication is to inform the committee that the Human Resources Department will issue an RFP for Benefits Broker Services in early January 2025. Given the breadth and complexity of this task, HR has engaged the services of an independent third party, Aurora Business Solutions, to assist with the RFP process (contract and scope of work attached).

The projected timeline for the RFP process is as follows:

ACTIVITY	DATE
RFP distribution	1/06/25
RFP responses due	1/31/25
Proposal evaluation	2/03/25 to 2/14/25
Interviews with selected finalists	Between 2/24/25 – 3/07/25
Broker/consultant selection	3/14/25
Relationship effective date	TBD

Respectfully submitted,

Lisa M. Drabik
Human Resources Director

THIS SERVICES AGREEMENT (the Agreement) is made effective 11/10/2024 between The City of Manchester and Aurora Business Solutions address at PO Box 1481, Manchester, NH 03105 THE PARTIES AGREE AS FOLLOWS:

Services:

Aurora Business Solutions will coordinate the request for proposal process for a single broker and as outlined in the scope of services.

Proprietary Rights: Confidential Information

Confidential Information includes all information identified by a disclosing party as proprietary and confidential, which Confidential Information shall remain the sole property of the disclosing party unless the ownership of such Confidential Information is otherwise expressly set forth in the Agreement. Items will not be considered Confidential Information if: (a) available to public other than by a breach of an agreement by the recipient; (b) rightfully received from a third party not in breach of any obligation of any confidentiality; (c) independently developed by one party without access to the Confidential Information of the other; or (d) rightly known to the recipient at the time of disclosure as verified by its written records.

Each party agrees that it shall not use for any purpose or disclose to any third party any Confidential Information of the other party without the express written consent of the other party. Each party agrees to safeguard the Confidential Information of the other party against use or disclosure other than as authorized by or pursuant to this Agreement through measures, and exercising a degree of care, which are at least as protective as those, Aurora Business Solutions or Keolis North America as the case may be, exercises in safeguarding the confidentiality of its own proprietary information, but no less than a reasonable degree of care under the circumstances. Each party shall permit access to the Confidential Information of the other party only to those individuals (a) who have entered into a written nondisclosure agreement with the other party on terms equally as restrictive as those set forth herein, and (b) who require access in performance of their duties to the other party in connection with the other party's rights under this Agreement.

Warranties

Aurora Business Solutions warrants that the Services to be provided under this Agreement shall be performed in a professional manner conforming to generally accepted industry standards and practices. The City of Manchester agrees that Aurora Business Solutions' sole and exclusive obligation with respect to the Services covered by this limited warranty shall be to correct the nonconformity or to refund the Services Fees paid.

General Provisions

The relationship of The City of Manchester and Aurora Business Solutions is that of independent contractors. Personnel of both parties are neither agents nor employees of the other party for federal tax purposes or any other purpose whatsoever, and are not entitled to any employee benefits of the other party.

No delay, failure or default in performance of any obligation by either party, excepting all obligations to make payments hereunder, shall constitute a breach of this Agreement to the extent caused by force majeure.

Any assignment in violation of these terms is void.

Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be conclusively resolved through binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association. Judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Each party shall bear its own costs and attorney fees, unless the arbitration award specifically provides otherwise.

The validity of this Agreement and the rights, obligations and relations of the parties hereunder shall be construed and determined under and in accordance with the laws of the State of NH; provided, however, that if any provision of the Agreement is determined by a court of competent jurisdiction to be in violation of any applicable law or otherwise invalid or unenforceable, such provision shall to such extent as it shall be determined to be illegal, invalid or unenforceable under such law be deemed null and void, but this Agreement shall otherwise remain in full force. After arbitration any suit to enforce any provision of this Agreement, or any right, remedy or other matter arising from the arbitration, will be brought exclusively in the state or federal courts located in NH.

Any modification or amendment of any provision of this Agreement must be in writing and bear the signature of the duly authorized representatives of both parties. The failure of any party to enforce any right it is granted herein, or to require the performance by the other party hereto of any provision of this Agreement, or the waiver by any party of any breach of this Agreement, shall not prevent a subsequent exercise or enforcement of such provisions or be deemed a waiver of any subsequent breach of this Agreement.

Service Fees Agreement:

Services are billed to the client at a bill rate of $190 per hour. Payments outline is as follows:

- Estimated for services outline in the scope of services is 36 hours $6,840
- Out of scope services are billed at the $190 per hour
- Invoices are billed the first of the month for hours worked in the preceding month and payment terms is 14-day. Late payment after 14 days of 12% will be assessed.
- Agreed and Accepted:

BY: Aurora Business Solutions	BY: City of Manchester
DATE: November 10, 2024	DATE: November 11, 2024
NAME: Laurie Glaude, President	NAME: Lisa Drabik, Director of Human Resources
______________________ Signature	________________ Signature

Scope of Work

Aurora Business Solutions

Document: Scope of Services for the coordination of an employee benefits broker selection process. Any changes to the scope will require a revised scope of services.
Date: 11/10/24
Effective Date: January 6, 2025 through (anticipated) March 31, 2025
Client: City of Manchester, NH
Project Sponsor: Lisa Drabik
Consultant: Aurora Business Solutions

1.0 Purpose: Client seeks to issue an RFP and validate the value/services of their current broker or select a new broker that offers a higher level of value/services.

2.0 Scope and Applicability

Aurora Business Solutions (ABS) will support client through the design, coordination and selection of a brokerage firm through a formal request for proposal process. Aurora Business Solutions will coordinate the provider evaluation and selection process.

3.0 RFP Coordination

3.1 Client Needs Assessment

- 3.1.1 **ABS and Client** Arrange stakeholder's monthly project status call (WebEx or client host conference calling)
- 3.1.2 **ABS** develop and maintain the project plan/tracker

3.2 Request for Proposals Design **Target completion date 1/6/205**

- 3.2.1 **Client** Update the RFP document and submit to the BOA HR Committee
- 3.2.2 **Client** Determine the submittal period
- 3.2.3 **ABS and Client** Execute participation invitation for RFP
- 3.2.4 **ABS** Serve as the point of contact for delivery of RFP

4.0 RFP vendor evaluation and selection target completion date 02/20/25

4.1 Candidate Evaluation

- 4.1.1 **ABS** Update vendor selection evaluation criteria based on the client needs (point rating system)
- 4.1.2 **ABS** Review submissions for completeness
- 4.1.3 **ABS** Evaluate the submissions based on initial evaluation scores

4.1.4 **ABS** Review candidate's broker of record or services agreements

4.1.5 **ABS** Contact candidates' professional references

4.1.6 **ABS** Confirm license in good standings of candidates

4.1.7 **ABS** Prepare a candidate profile for the client

4.1.8 **ABS and Client** Coordinate the interview process of candidates

4.1.9 **ABS** Consult with the client on the final selection

4.1.10 **ABS Facilitate broker interviews (virtual)**

5.0 Time line: Project estimate - 90 days

5.1 Dependencies

5.1.1 Stakeholder's scheduling

5.1.2 Broker submissions

5.1.3 Candidate scheduling

5.1.4 Client approval(s)

6.0 Billing:

6.1 Billed at hourly rate of $190 (Municipality discount of $110); project estimate 36 hours. Estimated total project cost: $6,840

Lisa M. Drabik
Human Resources Director

CITY OF MANCHESTER
Human Resources Department

December 27, 2024

Alderman Edward Sapienza, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Manchester Economic Development Office (MEDO) – Complement Change Request to Conform with FY25 Budget

Dear Chair Sapienza and HRIC Members:

Economic Development Director Jodie Nazaka requests a complement change for MEDO as follows:

- The addition of one (1) Economic Development Project Coordinator (1222, grade 17) position to the department's complement.

Director Nazaka identified the need for such position as part of the FY25 budget process, and the addition of and funding for such position (with a planned start date of January 2025) was approved by virtue of adoption of the FY25 budget. Accordingly, this is merely a matter of housekeeping and Human Resources recommends as follows:

- Add one (1) Economic Development Project Coordinator (1222, grade 17) position to the department's complement; and
- Adopt the newly created job classification for the Economic Development Project Coordinator (1222, grade 17) position.

Respectfully submitted,

Lisa M. Drabik
Human Resources Director

Manchester Economic Development Office
Jodie Nazaka, AICP, Director

MEMORANDUM

Date: December 5, 2024

To: Lisa Drabik, Human Resources Director

From: Jodie Nazaka, Economic Development Director

Re: Economic Development Office - Complement Change Request to Conform with FY25 Budget

The Economic Development Office is requesting changes to the office complement to add a new position of an Economic Development Project Coordinator at a grade 17, increasing the team to three full-time employees. This role, included in the FY25 budget approved earlier this year with a planned start date of January 2025, addresses critical gaps in our department's capacity to manage the expanding scope of economic development initiatives. Specifically, it will enhance our efforts in media communication, project coordination, and administrative oversight of the Central Business Service District (CBSD) tax assessment. This request is necessary to obtain the proper board approvals before posting the position.

This position is essential to advancing the Economic Development Office's goal of promoting Manchester as a premier destination for businesses, residents, and visitors. Specifically, this role will focus on:

- **Strengthen Communication Efforts**: This role will spearhead the City's marketing and communication strategies, ensuring consistent messaging across social media, websites, press releases, and other platforms. By promoting Manchester's economic projects and amenities, this position will amplify our ability to attract developers, businesses, and visitors.
- **Facilitate Project Coordination**: The coordinator will be responsible for managing various economic development projects from planning to execution, ensuring alignment with strategic objectives. This includes serving as a liaison between the Economic Development Office, other city departments, external agencies, and the community.
- **Oversee CBSD Operations**: A portion of the role will be dedicated to managing the accounting and administrative responsibilities related to the CBSD tax assessment, ensuring transparency and efficiency.

This position was carefully crafted to address the growing demand for a cohesive communication strategy and effective project coordination within our department. As Manchester continues to expand and evolve, this role will be instrumental in maintaining momentum and supporting sustainable economic growth.

I appreciate your time and consideration in moving this job description forward for approval. Please let me know if additional information is needed or if there are any adjustments required to ensure a smooth process.

Thank you for your continued support, and I look forward to your feedback.

Manchester Economic Development Office (MEDO)
One City Hall Plaza, Manchester, NH 03101
Phone: 603.624.6505 Fax: 603.624.6308

City of Manchester
New Hampshire

In the year Two Thousand and twenty-four

AN ORDINANCE

"Amending Section 33.024, 33.025, & 33.026 (Economic Development Project Coordinator) of the Code of Ordinances of the City of Manchester."

SECTION 33.024 CLASSIFICATION OF POSITIONS to be amended as follows:

Establish Economic Development Project Coordinator, Class Code 1222

SECTION 33.025 COMPENSATION OF POSITIONS to be amended as follows:

Establish Economic Development Project Coordinator, Class Code 1222, Grade 17,

SECTION 33.026 CLASS SPECIFICATIONS to be amended as follows:

Establish Economic Development Project Coordinator, Class Code 1222, Grade 17 (specs attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

City of Manchester, New Hampshire

Class Specification

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

Class Title	**Economic Development Project Coordinator**
Class Code Number	**1222-17**

General Statement of Duties

Oversees the accounting and comprehensive project coordination of the Central Business Service District (CBSD) tax assessment; designs, creates, writes, edits and curates content management related to City marketing strategies; acts as the liaison between the Economic Development Office, city departments, external agencies and the community; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee the accounting and comprehensive project coordination of the CBSD tax assessment; coordination of the City's content management and digital marketing strategies; development and execution of communication strategies related to content management, (specifically: blogs, digital marketing platforms, websites and press releases). Works with local media outlets to promote City economic projects. The work is performed under the supervision of the Economic Development Director but leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective relationships with other City employees, developers, visitors, residents and business owners. The principal duties of this class are performed in a general office environment.

Examples of Essential Work
(illustrative only)

- Oversees the accounting of the Central Business Service District (CBSD) tax assessments;

- Conducts comprehensive project coordination for the Economic Development Office from planning through execution;
- Coordinates and aligns the City's content management and marketing strategies;
- Implements digital marketing campaigns;
- Recommends, contributes, and communicates marketing standards; style guides, policies, social media guidelines to standardize design elements throughout City departments;
- Identifies barriers to content management and marketing and adjusts strategies accordingly;
- Captures and edits photos and video of City functions for content management and marketing campaigns;
- Updates and maintains digital assets;
- Develops and executes communications strategies within social media platforms, websites, press releases and direct working relationships with media platforms;
- Promotes City economic development projects and amenities to developers, visitors, residents and business owners;
- Serves as a liaison to the city departments; external agencies and the community providing assistance to facilitate efficient business/city relationships;
- Promotes proactive community engagement; building relationships with local entities and outreach programs;
- Research, analyze and report on economic and market trends;
- Conducts meetings/workshops with business community; prepares and presents economic development plans and information;
- Monitors economic development legislation;
- Attends small and large business expos, trade shows, and networking events;
- Attends occasional night/weekend events and meetings;
- Registers and joins the membership of business development groups, forums, and associations;
- Keeps immediate supervisor and designated others fully and accurately informed concerning the work progress; including presenting potential work problems and makes suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

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

- Thorough knowledge of the current principles and practices associated with economic development within a municipality;
- Thorough knowledge of business administration and economic principles related to industrial development;
- Knowledge of local business trends and competitors to assist in development of marketing strategies and action plans;
- Knowledge of the principles, techniques, and objectives of public relations and information;
- Knowledge of the principles and techniques of marketing and promotion;
- Ability to organize, conduct and coordinate workshops, meetings and other promotional events;
- Ability to research and analyze economic and market trends;
- Ability to develop financial analysis for projects to increase economic development;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on assigned areas of economic development projects;
- Ability to operate a personal computer utilizing customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Marketing, Public Relations, Communications, Business or a related field; and
- Considerable experience in marketing and/or retention for the economic development of a large municipality; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid NH driver's license or access to transportation;
- Willing to travel.

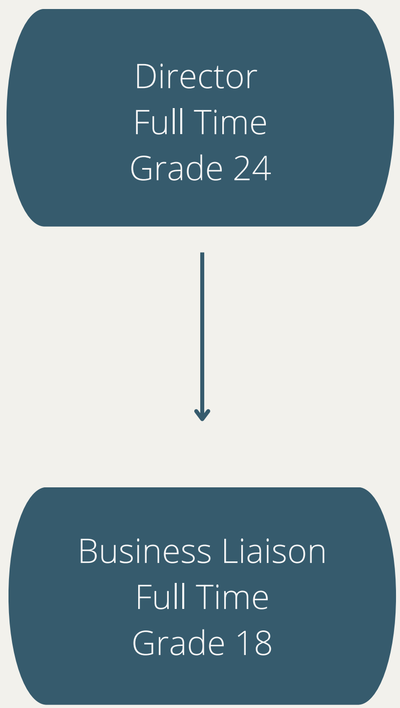
Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.
- Sufficient strength and endurance with or without reasonable accommodations, to lift and carry, through a full range of motion, up to 30 pounds occasionally, 25 pounds frequently and 5 pounds continuously;
- Sufficient mobility and flexibility which allows employees to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by: ____BMA____________________________________ Date: ____________

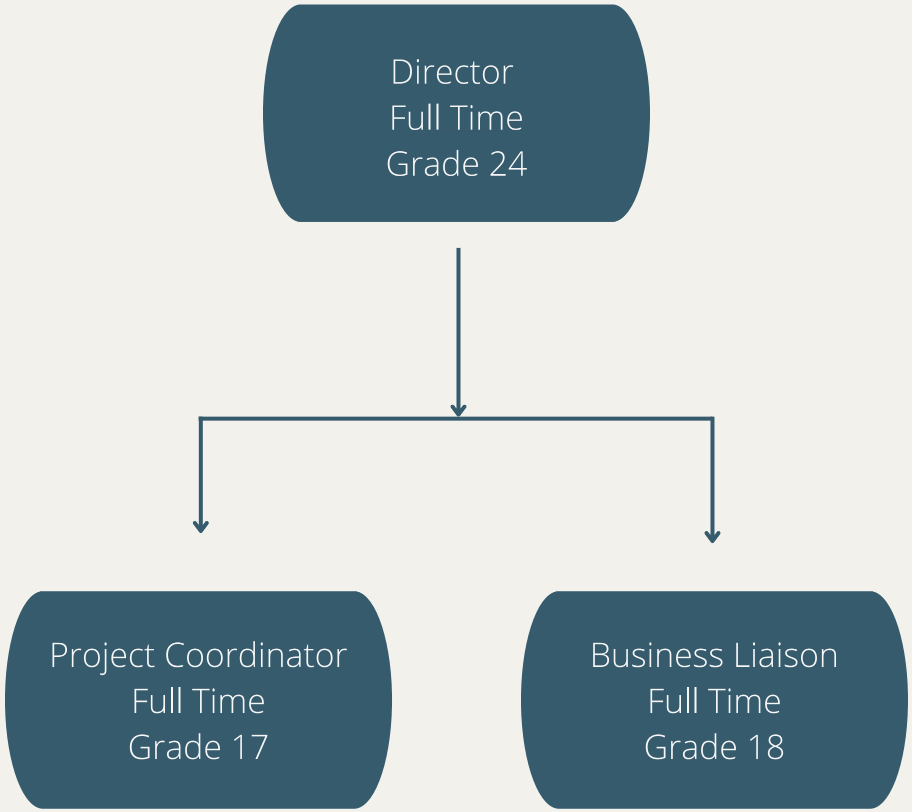
MANCHESTER ECONOMIC DEVELOPMENT OFFICE (MEDO)

Organizational Chart



MANCHESTER ECONOMIC DEVELOPMENT OFFICE (MEDO)

FY2026 Organizational Chart (Proposed)



CITY OF MANCHESTER
Human Resources Department

December 27, 2024

Alderman Edward Sapienza, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Water Works Department Complement Change

Dear Chair Sapienza and HRIC Members:

Water Works Director Phil Croasdale requests the following complement change for his department:

- The addition of one (1) Financial Analyst I (2070, grade 19) position;
- To un-fund one (1) existing Accountant I (2030, grade 16) position.

I have spoken with Director Croasdale about, and support, this request. As the City continues its transition to the MUNIS ERP Financials System (for the City's general ledger) and Water Works, in particular, continues its own implementation of water billing using MUNIS, it has been determined that many of the duties involved in such integration should be vested in a higher level position than an Accountant I. To that end, Director Croasdale seeks to add a higher-level Financial Analyst I position to his department; such position will work in tandem with the MUNIS project managers to ensure a successful integration of applicable MUNIS modules for Water Works.

Director Croasdale confirms that such complement change can be managed within his existing FY25 budget given his intent is to promote from within, this is NOT an add to headcount, and the additional salary costs occasioned by such promotion will be covered by budgeted funds made available with a recent retirement in a position that Director Croasdale does not intend to re-fill in FY25.

Accordingly, Human Resources recommends the following complement change for the Finance Department:

- Add one (1) Financial Analyst I (2070, grade 19) position; and
- Un-fund one (1) Accountant I (2030, grade 16) position.

Respectfully submitted,

Lisa M. Drabik
Human Resources Director

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

December 10, 2024

Ms. Lisa Drabik, Human Resource Director
Human Resource Department
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: MWW Reorganization

Lisa,

Pursuant to Manchester Water Works (MWW) continuing reorganization efforts, I respectfully request that we add a Financial Analyst I (FAI) (Grade 19) position to our complement. This would be a reinstatement of an FAI that we eliminated several years ago.

Funding for this position will come from budgeted funds made available with a recent retirement in a position we will not re-fill this fiscal year. We also anticipate filling the position from within and not backfilling succeeding positions. The above changes will result in a net savings of approximately $102.5K annually (including benefits). See attached schedule.

With the implementation of the new Munis ERP, duties for the FAI will primarily be working closely with the Deputy Director, Finance & Administration to insure a clean transition to the new software and be more analytical in using the software to maximum capabilities.

Secondary advantage of refilling the position will be improved coordinated management resulting in a more efficient department, one critical in providing customer service both to our nearly thirty-thousand (30K) water customers as well as our commercial partners.

Thank you for taking the time to consider this request. I would be happy to meet with you to discuss this further at your convenience.

Sincerely,

Philip W. Croasdale

Philip W. Croasdale, Director

attachments

FINANCE AND ADMINISTRATION

Current

Grade 25	DEPUTY DIRECTOR, FINANCE AND ADMINISTRATION		
Grade 20	UTILITY BILLING SUPERVISOR		BUSINESS ADMINISTRATOR
Grade 16		ACCOUNTANT I	ADMINISTRATIVE SERVICES MANAGER
Grade 14	ACCOUNTING TECHNICIAN		ACCOUNTING TECHNICIAN (2)
Grade 13	CUSTOMER SERVICE REPRESENTATIVE III (3)		

FINANCE AND ADMINISTRATION

Proposed

- Grade 25 — **DEPUTY DIRECTOR, FINANCE AND ADMINISTRATION**
  - Grade 20 — **UTILITY BILLING SUPERVISOR**
    - Grade 14 — **ACCOUNTING TECHNICIAN**
    - Grade 13 — **CUSTOMER SERVICE REPRESENTATIVE III (3)**
  - Grade 19 — **FINANCIAL ANALYST I**
  - Grade 20 — **BUSINESS ADMINISTRATOR**
    - Grade 16 — **ADMINISTRATIVE SERVICES MANAGER**
    - Grade 14 — **ACCOUNTING TECHNICIAN (2)**

CITY OF MANCHESTER EMPLOYEES' CONTRIBUTORY RETIREMENT SYSTEM

September 11, 2024

The Manchester Employees' Contributory Retirement System Board is tasked with a fiduciary responsibility to ensure the health and future stability of the fund. To that end, an undertaking was begun nearly 10 years ago to evaluate the provisions to determine small adjustments that could be made to make a meaningful impact for the future.

The Board looked at various options, including forgoing COLAs for retirees, increasing the normal retirement age, increasing the early retirement reduction, increasing the final average earnings period, and increasing the member contribution rate.

Ultimately the Board agreed to the following changes: increase the retirement age to 62, increase the early retirement reduction, increase the average earnings to 5 years, and increase the member contribution by 2%. All changes were proposed to affect only those employees hired on or after January 1, 2021.

The legislation was introduced in the 2020 legislative session, but it was not successful because of the COVID impact on the State Legislature. The Legislation was reintroduced for the 2021 session, but again it was not supported.

The current Board revisited the issue over the past two years, modifying the changes, adding the change to vesting period, and reducing the increase to the employee contribution to 1%. Union representation was invited to discuss the proposal, which resulted in a change to the proposal to make the increase to the contribution amount for employees to be applicable to all, rather than just new hires, and reduced further to an increase of 0.5%.

A public hearing was posted on August 13th, to be held at the next Board of Trustees meeting on September 17th for the current proposed language which includes the following provisions:

For all members:

- Total employee contribution to 5.5% (4.25% pension) for all, from 5% (3.75%)
  An increase of 0.5% to the employee contribution overall

For members hired on or after July 1, 2026

- Retirement age to 62, from 60
  As of the 2023 valuation, the average age at retirement was 62.1 years

- Early retirement reduction of 7/12 of 1% per month, from 1/6 of 1% per month
  A more accurate reflection of the actuarial impact of early retirement

- 5-year Final Average Earnings, from 3-year
  Reduces the impact of large separation buyouts

- Vesting after 10 years, from 5 years
  Encourages employee longevity

As a comparison, Group I employees joining the NH Retirement System after July 1, 2011 are subject to the following:

Employee contribution of 7.0% (no health subsidy)

Normal retirement age of 65

Early retirement reduction of ¼ of 1% per month

5-year Final Average Earnings (with limitations on earnable compensation)

Vesting after 10 years

FOR INTRODUCTION

2025 SESSION

AN ACT revising certain benefit provisions in the city of Manchester employees' contributory retirement system.

SPONSORS:

COMMITTEE: Executive Departments & Administration

ANALYSIS

This bill establishes new benefit provisions for the contributory retirement system of the City of Manchester originally established in 1973, 218. This bill increases the member contribution for all participants effective on all wages paid on or after July 1, 2026. It increases the normal retirement age and vesting requirement for participants who commence service on or after July 1, 2026. This bill will also mitigate the cost to the Plan for early retirement and adjust the final average earning calculation for participants who commence service on or after July 1, 2026.

- -

Explanation: Matter added to current law appears in ***bold italics.***

Matter removed from current law appears [~~in brackets and struckthrough.~~]

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Twenty-Five

AN ACT revising certain benefit provisions in the city of Manchester employees' contributory retirement system.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 Manchester Retirement System ; Definition; Final average earnings. Amend 1973, 218:4, X as amended by 2002, 194:1 to read as follows:

X. "Final average earnings" ***for members who commenced service before July 1, 2026,*** means the greater of (a) the average annual earnings received by a member during the 3 highest calendar years during the 10 years preceding the member's normal retirement date, date of actual retirement or date of termination of employment, or (b) the average annual earnings received by a member during the highest 36 consecutive calendar months during the 10 years preceding the member's normal retirement date, date of actual retirement or date of termination of employment. The 3 highest years or highest 36 consecutive months shall be selected by the member, it being the intent and purpose of this method of computing final average earnings to afford the highest benefits to the member. If a member has not worked 10 years at the time of the commencement of benefits, the benefit shall be based upon the earnings during the greater of the highest 36 consecutive months or the 3 highest calendar years. ***For members who commenced service on or after July 1, 2026, "Final average earnings" means the greater of (a) the average annual earnings received by a member during the 5 highest calendar years during the 10 years preceding the member's normal retirement date, date of actual retirement or date of termination of employment, or (b) the average annual earnings received by a member during the highest 60 consecutive calendar months during the 10 years preceding the member's normal retirement date, date of actual retirement or date of termination of employment. The 5 highest years or highest 60 consecutive months shall be selected by the member, it being the intent and purpose of this method of computing final average earnings to afford the highest benefits to the member. If a member has not worked 10 years at the time of the commencement of benefits, the benefit shall be based upon the earnings during the greater of the highest 60 consecutive months or the 5 highest calendar years.***

2 Definitions; Normal Retirement Date; Amend 1973, 218:4, XIII as amended by 2002, 194:1 and 2002, 147:4 to read as follows:

XIII. "Normal retirement date" shall mean the first day of the month coinciding with or next following a member's sixtieth birthday ***for members who commenced service before July 1, 2026, otherwise the first day of the month coinciding with or next following a member's sixty-second birthday.***

3 Employees to Whom the Act Applies. Amend 1973, 218:7, III as amended by 2002, 194:1 and 2008, 90:3 to read as follows:

III. Any eligible employee in the employment of the city on January 1, 1974, who elected not to participate shall only be admitted to the retirement system upon completion of an application for participation, majority consent of the retirement board, passing a prescribed physical examination, and completion of a service buyback.

4 Employees to Whom the Act Applies. Amend 1973, 218:7, V as amended by 2002, 194:1 and 2008, 90:3 to read as follows:

V. Any member whose hourly work status is subsequently reduced to a level below the minimum participation standards established in subparagraph IV(a) or (b), shall be ineligible for continued membership participation. Any member ***who commenced service before July 1, 2026,*** who remains in such status for a period of 90 days, and who has less than 5 years' accrued service, shall be entitled to receive a refund of accumulated contributions pursuant to section 11. ***Any member who commenced service on or after July 1, 2026, who remains in such status for a period of 90 days, and who has less than 10 years' accrued service, shall be entitled to receive a refund of accumulated contributions pursuant to section 11.***

5 Employees to Whom the Act Applies. Amend 1973, 218:7, VI as amended by 2002, 194:1 and 2008, 90:3 to read as follows:

VI. Any member ***who commenced service before July 1, 2026*** with ~~more than~~ 5 years ***or more*** of service ***or who commenced service on or after July 1, 2026 with 10 years or more of service***, who continues to be ineligible for participation after the initial 90-day period described in paragraph IV, shall automatically be entitled to a vested deferred retirement allowance, as provided by paragraph II of section II. In lieu of a monthly retirement benefit, such member may elect to receive a refund of accumulated contributions pursuant to paragraph I of section 11.

6 Employees to Whom the Act Applies. Amend 1973, 218:7, VII as amended by 2002, 194:1 and 2008, 90:3 to read as follows:

VII. Any employee who re-qualifies for membership by meeting the minimum participation standards provided in subparagraph IV(a) or (b) and who received a refund of accumulated contributions pursuant to paragraph V, may restore full service credit by reinstating the funds in accordance with paragraph III of section 10. Upon re-qualification for membership ~~by an employee with 5 or more years of service~~, any notice of intention to receive a vested deferred retirement benefit form filed in accordance with paragraph II of section 11, shall be considered invalid.

7 Employees to Whom the Act Applies. Amend 1973, 218:7, IX as amended by 2002, 194:1 and 2008, 90:3 to read as follows:

IX. Employees who commence service on or after July 1, 2026 shall participate under the retirement system statutory provisions in effect for members who commenced service as of that date.

8 Contributions by Employees. Amend 1973, 218:9 I as amended by 2002, 194:1 to read as follows:

I. The rate of contributions by each shall be 3.75 percent of that portion of earnings received during each calendar year or portion thereof. ***Effective for paychecks dated on or after July 1, 2026, the rate of contributions by each member shall be 4.25 percent of that portion of earnings received during each calendar year or portion thereof.***

9 Benefits upon Termination of Employment Prior to Normal Retirement Date. Amend 1973, 218:11,I as amended by 202, 194:1 to read as follows:

I. Any member who has not attained the normal retirement date and whose employment is terminated prior to the completion of 5 years of service ***for those who commenced service before July 1, 2026, or the completion of 10 years of service for those who commenced service on or after July 1, 2026,*** and who is not entitled to a disability retirement pension shall receive a refund of his or her contributions together with regular interest thereon to the date of payment. Such refund shall be in lieu of all other rights and benefits payable to the member under this act. Any member who has attained the normal retirement date, but who wishes to receive a lump sum distribution of accumulated contributions plus interest in lieu of a monthly retirement benefit pursuant to section 12 of this act, may do so upon completion of a waiver of benefits provided by the retirement system.

10 Benefits upon Termination of Employment Prior to Normal Retirement Date. Amend 1973, 218:11,II as amended by 202, 194:1 to read as follows:

II. Any member whose employment is terminated prior to normal retirement date and after the completion of at least 5 years of service ***for those who commenced service before July 1, 2026, or at least 10 years of service for those who commenced service on or after July 1, 2026,*** and who is not entitled to an early retirement pension or a disability retirement pension, and who does not elect to receive a cash refund of the member's contribution together with regular interest, will be entitled to receive, commencing on the normal retirement date, an annual pension computed in accordance with the provisions of section 12 of this act based on the member's total amount of service.

11 Retirement Benefits 218:12, I, as amended by HB 1310 of the 2002 legislative session, is repealed and reenacted to read as follows:

I. Any member ***who commenced service prior to July 1, 2026,*** who either has attained the age of 60 years or having been in the service of the city on January 1, 1974, has completed at least 20 years of service, shall be eligible for a normal retirement benefit under the provisions of this act. ***Any member who commenced service on or after July 1, 2026, who has attained the age of 62 years, shall be eligible for a normal retirement benefit under the provisions of this act.*** Any such member may retire by filing with the retirement board a written statement duly attested setting forth at what time subsequent to the date of filing thereof, the member desires to be retired, or the retirement board may, at its option, retire any such eligible member, furnishing written notice thereof at least 60 calendar days in advance of the specified date of such retirement.

12 Retirement Benefits. Amend 1973, 218:12, V, as amended by 2002, 194:1, to read as follows:

V. Members who qualify for a normal retirement benefit shall receive an annual pension payable during the member's lifetime ***and determined by the Member's initial commencement of service date,*** in an amount equal to the sum of:

(a) One and 1/2 percent of the member's final average earnings multiplied by the number of years, including the fractions of years represented by full months, of service completed prior to January 1, 1999, except that any service credit upgraded to the 2 percent rate pursuant to paragraph VI of this section shall be calculated in accordance with subparagraph (b); plus

(b) Two percent of the member's final average earnings multiplied by the number of years, including the fractions of years represented by full months, of service completed after December 31, 1998.

However, in the case of a member who both was in the employ of the city on January 1, 1974 and has completed not less than 20 years of service at the time of retirement, the annual pension payable during the member's lifetime shall be equal to the greater of the sum of the amounts determined in accordance with (a) and (b) of this paragraph, or 50 percent of final average earnings.

13 Restoration to Service Benefits. Amend 1973, 218:13, I to read as follows:

I. If a formerly disabled member or any other member who has commenced receiving benefits from the retirement system again becomes eligible to participate, the member's benefits shall cease. The member shall resume making contributions to the retirement fund ***at the rates currently in effect*** and the member shall become eligible to receive a normal retirement benefit determined in accordance with this section.

14 Restoration to Service Benefits. Amend 1973, 218:13, II to read as follows:

II. A member whose benefit is governed by this section shall receive a normal retirement benefit equal to the sum of (a) the benefit calculated based on years of service and final average earnings prior to the resumption of service and (b) the benefit calculated based on years of service and final average earnings after the resumption of service. If, ***after a break in service,*** a member has less than ***the required number of years used to calculate final average earnings under the retirement system statutory provisions in effect at the member's initial date of hire*** ~~3 years of service after the break in service~~, the member's benefit after the break in service shall be based upon the earnings of the member for all weeks of service ***after the break in service*** until the retirement date, divided by the number of weeks of service and multiplied by 52.

15 Early Retirement Option. Amend 1973, 218:14, I, as amended by HB 1310 of the 2002 legislative session to read as follows:

I. Each member whose age plus years of service equal 80, or who attains age 55 with a minimum of 20 years of service, may have the option, to be exercised by a written notice to the retirement board, to retire at any time thereafter, prior to the member's normal retirement date. The amount of retirement benefits payable to such retired member shall be computed as provided in section 12 of this act, except that the date of such early retirement shall be used in determining the member's service, and the amount thus obtained will be reduced for each month by which the date on which benefits commence precedes the month after which the member attains 60 years of age by 1/6 of one percent ***for members who commenced service before July 1, 2026 or 62 years of age reduced by 7/12 of one percent per month for members who commenced service on or after July 1, 2026.***

16 Disability Benefits and Their Payment. Amend 1973, 218:15, III to read as follows:

III. If such total disability is shown, to the satisfaction of the retirement board, to have been sustained during the performance of duties pertaining to the member's employment by the city, the member shall be entitled to retirement for disability irrespective of the duration of employment. In order for a member to receive disability benefits under this section, the member shall submit an application for disability benefits within 60 days of termination of employment. However, any member receiving a disability benefit on account of total and permanent disability sustained during the performance of duties pertaining to employment by the city, as provided herein, shall receive a benefit equal to the greater of the sum of the amounts determined in accordance with (a) and (b) of paragraph II, or 50 percent of final average earnings. If a member ***commenced service prior to July 1, 2026 and*** has less than 3 years of service ***or commenced service on or after July 1, 2026 and has less than 5 years of service*** at the time of becoming totally disabled in the performance of duties pertaining to the member's employment by the city, the member's pension shall be based upon the member's annualized disability earnings. The disabled member may also receive his or her disability benefit in the form of a contingent annuity as described in section 17.

17 Benefits Upon Death of a Member. Amend 1973, 218:16, as amended by 2002, 194; 2003, 16.1; and 2007, 45:1, to read as follows:

I. Accidental Death Benefits.

(a) If, upon the receipt by the board of trustees of proper proof of the death of a member in service indicating that such death was the natural and proximate result of an accident occurring while in the performance of duty at some definite time and place, the board decides that death was the result of an accident in the performance of duty and not caused by the member's own gross negligence, recklessness, or willful misconduct, the member's surviving spouse shall be entitled to the larger of an annual benefit equal to 50 percent of the member's final average earnings paid in equal monthly installments or a monthly benefit computed according to the member's creditable service and final average earnings for the 100 percent contingent annuitant option inclusive of the early retirement reduction ~~of 2 percent per year~~ ***set forth in section 14 of this act which corresponds with the member's service commencement date,*** for each year prior to member's normal retirement age. In lieu of either option, the member's surviving spouse may instead elect a lump sum payment as described in paragraph I (c).

(b) If at the time of death, the member is not survived by a spouse and the member has designated their child or children under age 18 as his or her beneficiary/beneficiaries pursuant to section 19 of this act, then the annual benefit described in paragraph I(a) shall be payable to the member's child or children under such age, divided in such manner as the board in its discretion shall determine, to continue for the benefit of such child or children under said age until every child dies or attains age 18. In lieu of this annual benefit, the child or children may instead elect a lump sum payment as described in paragraph I (c). The retirement system shall be fully protected in making any payment hereunder required to be made to a minor if such payment is made to a custodian or guardian for such minor.

(c) If the member does not have a surviving spouse or children, there shall be payable to the beneficiary designated by the member pursuant to section 19 of this act, if living, otherwise to the member's estate, a lump sum equal to the deceased member's annual base salary at the time of death, in addition to a refund of contributions plus regular interest until the date of payment as provided under section 11, paragraph I.

II. Ordinary Death Benefits.

(a) Upon receipt by the board of trustees of proper proof of the death of a member in service indicating that such death was not the result of an accident occurring while in the performance of duty, there shall be a death benefit payable to the member's surviving spouse, if living, otherwise to the member's designated beneficiary or the member's estate.

(b) If at the time of death, the member ***commenced service prior to July 1, 2026 and*** has at least 5 years of creditable service***, commenced service on or after July 1, 2026 and has at least 10 years of creditable service,*** or qualifies to retire under the retirement provisions of section 12 or section 14 of this act, and has a spouse, the member's spouse shall be entitled to receive a monthly lifetime benefit equal to the greater of either 50 percent of the service retirement benefit straight life option without reduction that would have been payable to the member had they been eligible to retire immediately prior to death based upon final average earnings and creditable service or, a monthly benefit computed according to the member's creditable service and final average earnings for the 100 percent contingent annuitant option inclusive of the early retirement reduction ~~of 2 percent per year~~ ***set forth in section 14 of this act which corresponds with the member's service commencement date*** for each year prior to the member's normal retirement age. In lieu of either option, the surviving spouse may instead elect a lump sum equal to the deceased member's annual base salary at the time of death, in addition to a refund of the member's contributions plus regular interest until date of payment as provided under section 11, paragraph I.

(c) If at the time of death, the member ***commenced service prior to July 1, 2026 and*** has at least 5 years of creditable service, ***commenced service on or after July 1, 2026 and has at least 10 years of creditable service,*** or qualifies to retire under the retirement provisions of section 12 or section 14 of this act, but is not survived by a spouse, and has designated his or her child or children under age 18 as his or her beneficiary or beneficiaries, there shall be payable divided in such manner as the board in its discretion shall determine, to continue for the benefit of such child or children under said age until every child dies or attains age 18, the greater of either 50 percent of the service retirement benefit straight life option without reduction that would have been payable to the member had they been eligible to retire immediately prior to death based upon final average earnings and creditable service or, a monthly benefit computed according to the member's creditable service and final average earnings for the 100 percent contingent annuitant option inclusive of the early retirement reduction ~~of 2 percent per year~~ ***set forth in section 14 of this act which corresponds with the member's service commencement date*** for each year prior to member's normal retirement age or, a lump sum equal to the deceased member's annual base salary at the time of death, in addition to a refund of contributions plus regular interest until the date of payment as provided under section 11, paragraph I.

(d) If at the time of death, the member ***commenced service prior to July 1, 2026 and*** has at least 5 years of creditable service, ***commenced service on or after July 1, 2026 and has at least 10 years of creditable service,*** or qualifies to retire under the retirement provisions of section 12 or section 14 of this act but is not survived by a spouse, and the member's beneficiary is a child or children over age 18 or a person other than the member's spouse, then there shall be payable to the beneficiary if living, otherwise to the member's estate, a lump sum equal to the deceased member's annual base salary at the time of death, in additional to a refund of the member's contributions plus regular interest until the date of payment as provided under section 11, paragraph I.

(e) If at the time of death, the member ***commenced service prior to July 1, 2026 but*** did not have at least 5 years of creditable service, ***commenced service on or after July 1, 2026 but did not have at least 10 years of creditable service,*** or did not qualify under the retirement provisions of section 12 or section 14 of this act, there shall be payable to the member's spouse, if living, or the member's designated beneficiary or beneficiaries, if other than the member's spouse, if living, otherwise to the member's estate, a lump sum benefit equal to the deceased member's annual base salary at the time of death in addition to a refund of contributions plus regular interest until the date of payment as provided under section 11, paragraph I.

III. Return of Excess Accumulated Contributions Upon Death of a Member.

Upon the death of a member after his or her retirement allowance payments have commenced, provided the member has not elected an optional allowance that has become effective, any excess of the member's contributions at retirement over the sum of the retirement allowance payments received shall be paid in one sum to the person or persons nominated by the member, if living, otherwise to the member's estate. Upon the death of the survivor of a member and the beneficiary nominated by them under the terms of an option, if an option was elected and had become effective, any excess of the retired member's contributions at retirement over the sum of the retirement allowance payments received by the retired member and such beneficiary shall be paid to the person nominated by the member, if living, otherwise to the estate of the last to survive of the member and such beneficiary. Nomination of a person to receive the return of the member's contributions pursuant to this section shall be made by the member in writing filed with the retirement system prior to retirement. A member may change his or her nomination by a similar writing. A designation, revocation, or change of the person nominated under an optional election may be made only at the time the member retires, and is an irrevocable election.

Referendum:

At the election to be held in the city of Manchester in November 2025, the city clerk then in office shall cause to be included on the ballot the following statement and question: "A contributory retirement plan for city employees was adopted by the voters of Manchester at the November 1973 election. The plan became effective in January 1974, and now, changes effective for future Plan members, along with other changes designed to ensure the sustainability of the Plan are requested. Are you in favor of the passage of an act of the General Court of 2025, amending the city of Manchester employees' contributory retirement system adopting alternative benefit entitlements for enrollees joining the Plan on or after July 1, 2026 and other changes designed to ensure the future sustainability of the Plan, including requiring 10 years of service to earn a vested benefit for new members and increasing the member contribution rate one-half of one percent for all members?"

Beneath this statement and question shall be printed the word "Yes" and the word "No" with an oval immediately opposite such words, in which the voter may indicate his or her choice. If a majority of the voters present and voting on the question signify their approval thereof, this act shall be declared adopted effective July 1, 2026. The city clerk shall, within 10 days after said election, certify to the secretary of state the result of the vote on the question.

METHODOLOGY:

The Manchester Employees' Contributory Retirement System states this bill will reallocate the future cost of operating Manchester's locally controlled and funded employee retirement plan between prospective plan participants and the employer. There will be no fiscal impact on state, county, or other local revenue or expenditures.

The proposed change in contribution rate of 5% (including health subsidy) to 5.5% (including health subsidy) will apply to all plan participants.

All other proposed changes will only apply to those participants who commence service on or after July 1, 2026 and will not impact any existing plan participants. Proposed changes include the following:

- Normal retirement age will increase from 60 to 62;
- Early retirement reduction changes from 1/6 of 1% per month before normal retirement age to 7/12 of 1%;
- Final Average Earnings 3 year period will increase to 5 years;
- Vesting requirement will increase from 5 years to 10 years

The reduction in future benefit entitlements will improve the funded ratio of the system and accelerate the accrued liability amortization period by less than one year, resulting in a projected savings of 1.62% of payroll over the next 19 years, reflecting the reduction in the employer normal cost. The estimates for these calculations are provided from an actuarial report dated August 8, 2024 and based on a valuation as of December 31, 2023, with the following assumptions: rate of return is 6.75%, wage inflation of 2.50%, payroll growth of 2.50%, with a level percent of payroll, 17 year (remaining) closed valuation period, and individual entry age cost method.

218:28 Medical ***or Dental*** Insurance Coverage.

I. The plan shall establish a subtrust pursuant to Internal Revenue Code Section 401(h) for the purposes of funding a flat rate subsidy to assist in the payment of group health ***or dental*** insurance premiums for members. The retirement system shall enact such rules and regulations as the board may deem necessary to implement this section.

II. Member contributions toward this subsidy shall be funded by an increase in the member contribution rate established pursuant to section 218:9, I by 1.25 percent. Notwithstanding any other provisions of chapter 218 to the contrary, members shall not be entitled to a refund of contributions made to the Section 401(h) subtrust. The city shall fund the remaining cost of funding the 401(h) subtrust based on methods and assumptions determined by the board. Any contribution made by the city intended to fund the 401(h) subtrust shall be so designated. Any transfers of retirement system assets to the 401(h) subtrust shall be limited to excess assets as defined in Internal Revenue Code Section 420(e)(2). All such transfers must be made in accordance with Internal Revenue Code Section 420 and all applicable Treasury regulations. ***At such time when the 401(h) subtrust is determined by the system's actuary to have achieved 100% funding of the Unfunded Actuarial Accrued Liability, the Board of Trustees may reduce the member contribution rate below 1.25 percent. The reduced rate shall be in place for a 5 year period subject to the 401(h) subtrust being in compliance with all applicable Treasury regulations governing the operation of a 401(h) subtrust. The Board of Trustees shall enact administrative rules describing the process for the lowering or raising the contribution rate. In no case may the Trustees increase the contribution rate above 1.25 percent.***

VI. Any subsidy made available pursuant to this plan shall be limited to members who participate in the city's group health insurance program. No benefit or subsidy shall be payable directly to a retired member, nor shall any cash equivalent or other form of subsidy be payable for purposes outside of group health coverage provided by the city to its retirees. Any member who has retired before the effective date of this section shall have the option of re-enrollment in the medical or health plan sponsored by the city and of receiving benefits under this section at such re-enrollment date, provided that such retired member shall apply to the city within 90 days of the effective date of this section. Any member who terminated employment before the effective date of this section and later retires and becomes eligible to receive benefits under this section shall have the option of re-enrolling in the medical or health plan sponsored by the city and of receiving benefits at such re-enrollment date, provided that such member shall apply to the city within 90 days of the member's retirement. Such re-enrollment rights to participate in the medical or health plan sponsored by the city shall be available for all members when they retire. Upon receipt of any enrollment application, the city shall enroll such retiree in the city's plan in the same manner and subject to the same conditions as enrollment of a new employee but without any benefit-waiting period which may be applicable to new employees. The 401(h) subtrust, the city and the city's group health plan shall not be liable for any claims incurred prior to the date of enrollment. The retirement system shall notify all retirees of their right to re-enroll in the city's health plan and to receive benefits at their re- enrollment date under this section. Any member who is eligible to receive a subsidy under the provisions of this section, but who does not need and who declines such benefits because they would be duplicative of coverage under any employer-sponsored plan, shall nevertheless continue to be eligible and, upon ceasing to be eligible for the other coverage, shall be permitted to re-enroll in the medical or health plan sponsored by the city without any waiting period and receive the benefits allowable under this section at such re-enrollment date.

VII. All contributions made by the members and by the city to provide medical benefits under this section shall be maintained in a separate account and all such funds shall not be used for or diverted to any purpose other than to provide medical benefits. Similarly, none of the funds accumulated to provide the retirement benefits set forth in chapter 218 may be used or diverted to provide medical benefits through the 401(h) subtrust. The funds, if any, providing medical benefits through the 401(h) subtrust shall be invested pursuant to the provisions of section 218:6. At all times, the aggregate contributions to provide medical benefits through the 401(h) subtrust must not exceed the subordination limits set forth in Internal Revenue Code Section 401(h) and any applicable Treasury regulations. Notwithstanding the foregoing, in the event of the termination of the 401(h) subtrust, upon satisfaction of all liabilities to provide medical benefits, any amount remaining in the subtrust shall be returned to the city.

VIII. The Board of Trustees may expand the use of subsidy provided for in section 218:28, V to pay premiums for the city's group dental insurance program, utilizing the same conditions previously established in this section for retiree health insurance premiums. In the event the Board of Trustees authorizes the expanded use of the subsidy for the city's group dental insurance program, such use shall be in place for a 5 year period subject to the 401(h) subtrust being in compliance with all applicable Treasury regulations governing the operation of a 401(h) subtrust. The Board of Trustees shall enact administrative rules governing the use of the subtrust for the city's group dental insurance program.

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