



COMMITTEE ON COMMUNITY IMPROVEMENT

February 4, 2025 at 5:00 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. Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$52,176.72 for CIP 412225 Emergency Management Administrative Cost Reimbursement.
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 \$0.36 for CIP 610325 Beech Street Programs.
Ladies and Gentlemen, what is your pleasure?
3. Amending Resolution and Budget Authorizations providing for the transfer and expenditure of funds in the amount of \$27,143.13 for CIP 711125 Sidewalk Rehab and Expansion.
Ladies and Gentlemen, what is your pleasure?
4. Amending Resolution and Budget Authorizations providing for the transfer and expenditure of funds in the amount of \$5,331.39 for CIP 712421 FY21 Roadway Improvement.
Ladies and Gentlemen, what is your pleasure?
5. Communication from Matthew Normand, City Clerk, requesting a revised project description for CIP 810024 Election Infrastructure Improvement.
Ladies and Gentlemen, what is your pleasure?

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

Ryan J. Cashin
Chief of Department



Assistant Chiefs:
Matthew A.K. Lamothe
David Flurey
Joshua Guay

City of Manchester *Fire Department*

TO: Alderman Morgan, CIP Chair

FROM: Chief Ryan Cashin 

DATE: January 22, 2025

RE: Emergency Management Administrative Cost Reimbursement

We recently received notification of award from the FEMA Public Assistance Grant Program in the amount of \$52,176.72 for the administrative costs associated with our time (attending meetings, being the liaison between the State and City, etc.) in helping with the mitigation efforts at the airport after the severe flooding that occurred. These funds will be paid out on a reimbursement basis as expenses are incurred. I am writing today for permission to accept this award.

Additionally, I am requesting that these funds are used at the fire department's discretion for emergency management related expenses. As you are aware and because our current level of funding doesn't allow, the fire department does not currently have a line item in our budget solely dedicated to emergency management.

Thank you for your attention to this matter.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Five

A RESOLUTION

“Amending the FY2025 Community Improvement Program, authorizing and appropriating funds in the amount of Fifty-two Thousand One Hundred Seventy-Six Dollars and Seventy-Two Cents (\$52,176.72) for the FY2025 CIP 412225 Emergency Management Administrative Cost Reimbursement”

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 2025 CIP as contained in the 2025 CIP budget; and

WHEREAS, the 2025 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to appropriate FEMA Public Assistance Grant Program funds in the amount of \$52,176.72 for the CIP 412225 Emergency Management Administrative Cost Reimbursement”;

NOW, THEREFORE, be it resolved that the 2025 CIP be amended as follows:

By adding:

FY 2025 CIP 412225 Emergency Management Administrative Cost Reimbursement-
\$52,176.72 STATE

Resolved, that this Resolution shall take effect upon its passage

CIP BUDGET AUTHORIZATION

CIP#: 412225

2025

CIP Resolution: 6/4/2024

Title: Emergency Management Administrative Cost Reimbursement

Amending Resolution: 2/18/2025

Administering Department: Fire Department

Revision:

Project Description: \$52,176.72 for the administrative costs associated with the Fire department's time in mitigation efforts at the airport after the severe flooding that occurred. These funds will be used for emergency management expenses.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

Project Initiation Date

9/14/2023

Project Completion Date

9/14/2027

9/14/2027

Line Item Budget

STATE

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

\$52,176.72

\$0.00

\$0.00

\$52,176.72

TOTAL**\$52,176.72****\$0.00****\$0.00****\$52,176.72****Revisions:**

Comments: Funds in the amount of \$52,176.72 from FEMA Public Assistance Grant Program. Project initiation and completion dates determined by the grantor.



Robert L. Quinn
Commissioner

State of New Hampshire

DEPARTMENT OF SAFETY Division of Homeland Security and Emergency Management

www.nh.gov/hsem



Robert M. Buxton
Director
Megan A. Hoskins
Assistant Director

January 15, 2025

City of Manchester
1 City Hall Plaza
Manchester, NH 03101

RE: FEMA Public Assistance Grant Program Award Notification

Dear City of Manchester,

The New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM) is pleased to provide a notification of award from the Federal Emergency Management Agency (FEMA) Public Assistance Grant Program (Assistance Listing Number and Title 97.036 Disaster Grants – Public Assistance [Presidentially Declared Disasters]). The City of Manchester has a project under the below referenced disaster that has been obligated. Additional details have been provided below in reference to your award:

Federal Award Information			
Disaster:	DR 4740 – July 9-July 17, 2023: Severe Storm and Flooding- Belknap, Carroll, Cheshire, Coos, Grafton, Sullivan, and Rockingham Counties		
Federal Award Date:	1/8/2025		
Federal Award Identification Number (FAIN):	4740DRNHPO0002281		
Federal Awarding Agency:	Federal Emergency Management Agency (FEMA)		
Subaward Information			
Unique Equity Identifier (UEI):	Z93ZBNUC43X8		
Project Title:	City of Manchester Management Costs Project		
Category of Work:	Z - Management Costs		
Federal Award Type:	Category Z - Management Costs (Estimates)		
Period of Performance (POP):	9/14/2023 - 9/14/2027	Budget Period:	7/9/2023 - 1/8/2026
Federal Share:	\$52,176.72	Non-Federal Share:	\$0.00
Total Award:	\$52,176.72		
Eligible for Payment:	☐ YES ☒ NO		
FFATA Required:	Yes		

In accordance with 2 CFR 200.332(a)(1)(xiv) there are no indirect costs associated with this project. Per 2 CFR 200.332(a)(1)(xii) this project is not a Research and Development Project (R&D).

Included in this correspondence are the following documents for your files:

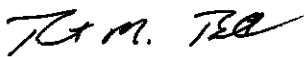
- **Award Notification Fact Sheet**
- **Award Summary Sheet**
- **Project Report**
 - **PW 228 – Grants Portal Project 800096**

In accordance with 2 CFR 200, the State of New Hampshire must complete a risk assessment to determine the level of monitoring required for all entities that receive federal funds. Currently, the City of Manchester is considered a Medium Risk Subrecipient. Risk is based on previous performance in the Public Assistance Grant Program, results of previous audits, staff turnover, project complexity, and cost within the current disaster.

Upon acceptance of this award, the City of Manchester agrees to permit the State of New Hampshire, the pass-through entity, and any auditors access to their records and financial statements, as necessary, within the audit period.

If there are any questions about this letter or required forms, please contact the Mitigation and Recovery Section at (603) 271-2231 or NHPA@dos.nh.gov.

Sincerely,



Robert M. Buxton
Director, HSEM



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use
Building Regulation
Code Enforcement
Community Improvement Program

Jeffrey D. Belanger, AICP
Director

Nicola Strong
Deputy Director – Planning & Zoning

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

MEMORANDUM

To: Alderman Chris Morgan
Chairman, CIP Committee

From: Jeffrey Belanger, AICP
Director, Planning and Community Development

Date: January 27, 2025

Re: CIP #610325 Beech Street Programs - Budget Correction

The Planning and Community Development Department is requesting that \$0.36 of ARPA funds be added to CIP #610325 in order to balance expenditures in the City's financial management system. These funds were intended to be reallocated to this project as a part of the ARPA reallocation that took place on 12/3/2024.

We have prepared the appropriate CIP amending resolution and budget authorization forms necessary to take this action in the event that the Committee and the Board of Mayor and Aldermen approve this request.

Your review of these documents and a recommendation to the full Board is respectfully requested.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Five

A RESOLUTION

“Amending the FY2025 Community Improvement Program, authorizing and appropriating funds in the amount of Thirty-Six Cents (\$0.36) for the FY 2025 CIP 610325 Beech Street Programs .”

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 2025 CIP as contained in the CIP budget; and

WHEREAS, the 2025 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate ARPA funding in the amount of \$0.36 for CIP 610325 Beech Street Programs;

NOW, THEREFORE, be it resolved that the 2025 CIP be amended as follows:

By increasing:

FY 2025 CIP 610325 Beech Street Programs - \$0.36 ARPA

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

CIP BUDGET AUTHORIZATION

CIP#: 610325

2025

CIP Resolution: 6/4/2024

Title: Beech Street Programs

Amending Resolution: 2/18/2025

Administering Department Office of the Mayor

Revision: #2

Project Description: Adult emergency shelter for 40 beds and daytime engagement center for service connection to housing, employment, and health for up to additional 100 people who are primarily unsheltered homeless in Manchester. The costs associated are for the operational costs including rent, staffing and supplies. The programs operates 7 days a week, 365 days a year.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: Yes

Grant Executed:

Completed:

Critical Events

Initiation Date

7/2/2024

Completion Date

6/30/2025

6/30/2025

Line Item Budget

CDBG

ARPA

AHTF

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

\$89,000.00

\$842,239.15

\$0.00

\$931,239.15

TOTAL**\$89,000.00****\$842,239.15****\$0.00****\$931,239.15****Revisions:**

Rev. #1 - 12/3/24 - increases ARPA budget \$409,138.79 (from \$433,100 to \$842,238.79) ARPA funds made available from existing project balances. Rev. #2 - 2/18/25 - increases budget \$0.36 (from \$842,238.79 to \$842,239.15).

Comments:

ARPA
Authorization of Entitlement funds is contingent upon HUD grant execution.

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 20, 2025

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

Attention: Alderman Christopher Morgan
Chairman, CIP Committee

Subject: Transfer of Funds to CIP 711125

Dear Alderman Morgan:

The Department of Public Works (DPW) respectfully requests that \$27,143.13 in funds be transferred from CIP 710322 – Sidewalk Rehab and Expansion into CIP 711125 – Sidewalk Rehab and Expansion.

The transfer of these funds are being done in advance of closing the associated older CIP's and consolidating into the most recent Sidewalk Rehab and Expansion CIP in order for these funds to be made available for this year's program.

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,

Caleb B. Dobbins, P.E.
Highway Chief Engineer

Cc/ Tim Clougherty
Owen Friend-Gray
Melinda Salomone-Abood

City of Manchester
New Hampshire

In the year Two Thousand and Twenty Five

A RESOLUTION

“Amending the FY2022 and FY2025 Community Improvement Program, authorizing, appropriating and transferring funds in the amount of Twenty-Seven Thousand One Hundred Forty-Three Dollars and Thirteen Cents (\$27,143.13) for the FY2025 CIP 711125 Sidewalk Rehab and Expansion.”

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 2022 and 2025 CIP as contained in the 2022 and 2025 CIP budget; and

WHEREAS, the 2022 and 2025 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the reduction and transfer of funds from FY2022 CIP 710322 Sidewalk Rehab and Expansion to FY2025 CIP 711125 Sidewalk Rehab and Expansion .”

NOW, THEREFORE, be it resolved that the 2022 and 2025 CIP be amended as follows:

By decreasing:

FY2022 CIP 710322 - Sidewalk Rehab and Expansion	\$25,385.95 MTF
	\$1,757.18 General

By increasing:

FY2025 CIP 711125 - Sidewalk Rehab and Expansion	\$25,385.95 MTF
	\$1,757.18 General

Resolved, that this Resolution shall take effect upon its passage

CIP BUDGET AUTHORIZATION

CIP#: Project Year: CIP Resolution:
 Title: Amending Resolution:
 Administering Department Revision:

Project Description:

Federal Grants Federal Grant: **Environmental** Review Required:
 Grant Executed: Completed:

Critical Events

1.	Project Initiation	7/1/2021
2.	Project Completion	6/30/2031
3.		
4.		
5.		
		6/30/2031

Line Item Budget

	BOND	MTF	GENERAL	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	\$39,195.12	\$0.00	\$1,039,195.12
TOTAL	 \$1,000,000.00 	 \$39,195.12 	 \$0.00 	 \$1,039,195.12

Revisions: Revision #1-Increase budget by \$250,000 BOND, \$64,581.07 MTF, and \$1,757.18 GENERAL (from \$750,000 to \$1,066,388.25). Funds transferred from CIP Projects #710222, #712420, #712520, #712620, 712721, #712821, and #714920. #2 - 2/18/25 Decrease budget \$27,143.13 (\$1,066,338.25 to \$1,039,195.12) \$25,385.95 MTF (\$64,581.07 to \$39,195.12) and \$1,757.18 General (\$1,757.18 to \$0) transfer to 711125

Comments:

Planning Department/Startup Form - 07/1/20

\$1,039,195.12

CIP BUDGET AUTHORIZATION

CIP#: 711125

2025

CIP Resolution: 6/4/2024

Title: Sidewalk Rehab and Expansion

Amending Resolution: 2/18/2025

Administering Department DPW-Highway

Revision: #4

Project Description: Construction, reconstruction, and/or resurfacing of sidewalks at various locations throughout the City as well as work plan management. Work is prioritized according to the new sidewalk master plan asset management system where surface condition and network priority are used to establish yearly work plans. This project will include any associated work deemed necessary at the identified locations to accomplish the goals of the program.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

Initiation Date	7/2/2024
Completion Date	6/30/2034
	6/30/2034

Line Item Budget

	BOND	MTF	GENERAL	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	\$440,175.00	\$25,385.95	\$1,757.18	\$467,318.13
TOTAL	\$440,175.00	\$25,385.95	\$1,757.18	\$467,318.13

Revisions: #1 - 7/2/24 Decreases BOND Funds by \$375,000 (\$1,000,000 to \$625,000) transfer money to 712325
#2 - 10-15-24 Decrease BOND Funds by \$50,000 (\$625,000 to \$575,000) transfer money to 510416 #3-12-3-24
Decrease BOND Funds by \$134,825 (\$575,000 to \$440,175) money to CIP 711623 #4- 2/18/25 Increase budget
\$27,143.13 (\$440,175 to \$467,318.13) \$25,385.95 MTF (\$0 to \$25,385.95) \$1,757.18 General (\$0 to \$1,757.18) funds

Comments: from 710322

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 20, 2025

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

Attention: Alderman Christopher Morgan
Chairman, CIP Committee

Subject: Transfer of Funds to CIP 712421

Dear Alderman Morgan:

The Department of Public Works (DPW) respectfully requests that \$689.29 in funds be transferred from CIP 711418- FY 18 Alleyway Repairs and \$4,642.10 from CIP 711025- FY 25 Roadway Program into CIP 712421- FY 21 Roadway Improvement (\$5,331.39).

The transfer of these funds are being done in advance of closing the associated older CIP's (711418 & 712421).

In addition, it is requested that the completion dates for 711418 and 712421 be extended to 6/30/2025 to allow for these transfers.

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,

Caleb B. Dobbins, P.E.
Highway Chief Engineer

Cc/ Tim Clougherty
Owen Friend-Gray
Melinda Salomone-Abood

City of Manchester
New Hampshire

In the year Two Thousand and Twenty Five

A RESOLUTION

“Amending the FY2018, FY2021 and FY2025 Community Improvement Program, authorizing, appropriating and transferring funds in the amount of Five Thousand Three Hundred Thirty-One Dollars and Thirty-Nine Cents (\$5,331.39) for the FY2021 CIP 712421 FY21 Roadway Improvement.”

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, 2021 and 2025 CIP as contained in the 2018, 2021 and 2025 CIP budget; and

WHEREAS, the 2018, 2021 and 2025 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the reduction and transfer of funds from FY2018 CIP 711418 FY18 Alleyway Repairs and FY2025 CIP 711025 FY25 Roadway Program to FY2021 CIP 712421 FY21 Roadway Improvement.”

NOW, THEREFORE, be it resolved that the 2018, 2021 and 2025 CIP be amended as follows:

By decreasing:

FY2018 CIP 711418 - FY18 Alleyway Repairs	\$689.29 State
FY2025 CIP 711025 - FY25 Roadway Program	\$4,642.10 Degradation

By increasing:

FY2021 CIP 712421 - FY21 Roadway Improvement	\$689.29 State
	\$4,642.10 Degradation

Resolved, that this Resolution shall take effect upon its passage

CIP BUDGET AUTHORIZATION

CIP#: 711418	Project Year: 2018	CIP Resolution: 6/13/2017
Title: FY18 Alleyway Repair	Amending Resolution: 2/18/2025	
Administering Department Public Works	Revision: #2	

Project Description:

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

Critical Events

1.	Project Initiation	9/5/2017
2.	Project Completion	6/30/2025
3.		
4.		
5.		6/30/2025

Line Item Budget

	State			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$349,310.71	\$0.00	\$0.00	\$349,310.71
TOTAL	 \$349,310.71 	 \$0.00 	 \$0.00 	 \$349,310.71

Revisions:

Comments:

CIP BUDGET AUTHORIZATION

CIP#: 711025 2025 CIP Resolution: 6/4/2024
Title: FY25 Roadway Program Amending Resolution: 2/18/2025
Administering Department DPW-Highway Revision: #2

Project Description: Annual program to preserve, resurface and/or reconstruct streets and associated infrastructure as needed. This is the continuation of a program to maintain paved streets in good condition and upgrade the City's deteriorating infrastructure. Work will include engineering consultations to maintain and update the current asset database of roadway conditions and advise DPW on upcoming paving plans. This project may include engineering.

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

Critical Events

Initiation Date	7/2/2024
Completion Date	6/30/2044
	6/30/2044

Line Item Budget

	BOND	DEGRADATION F	MTF FUNDS	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	\$3,040,049.05	\$1,177,037.03	\$1,200,000.00	\$5,417,086.08
TOTAL	\$3,040,049.05	\$1,177,037.03	\$1,200,000.00	\$5,417,086.08

Revisions: #1- 10/15/24 Increase total budget by \$121,728.18 (\$5,300,000 to \$5,421,728.18) \$40,049.05 BOND (\$3,000,000 to \$3,040,049.05) and \$81,679.13 DEGRADATION (\$1,100,000 to \$1,181,679.13) funds from 710023, 710122 and 710022 #2 2-18-25 Decrease budget \$4,642.10 (\$5,421,728.18 to \$5,417,086.08) degradation (\$1,181,679.13 to \$1,177,037.03)

Comments:

CIP BUDGET AUTHORIZATION

CIP#: 712421 Project Year: 2021 CIP Resolution: 6/9/2020
Title: FY21 Roadway Improvement Amending Resolution: 2/18/2025
Administering Department Public Works-Highway Revision: #3

Project Description: Reconstruct, repair, and resurface public streets that have degraded surface conditions. Work to include pavement, gravel base, drainage, or other repair necessary to improve surface conditions using Degradation Fees deposited into the Roadway Trust Fund.

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

Critical Events

1.	Project Initiation	7/1/2020
2.	Project Completion	6/30/2025
3.		
4.		
5.		
		6/30/2025

Line Item Budget

	RTF	OTHER	STATE	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	\$604,642.10	\$21,806.72	\$689.29	\$627,138.11
TOTAL	\$604,642.10	\$21,806.72	\$689.29	\$627,138.11

Revisions: #1 - 3/16/21 Increase budget \$21,806.72 (from \$0 to \$21,806.72) with funds transferred from CIP #711618.
#2 - 12-5-23 Extend completion date from 6/30/23 to 12/30/24 #3- 2-18-25 Increase funding by \$5,331.39 (\$621,806.72 to \$627,138.11) \$4,642.10 RTF (\$600,000 to \$604,642.10) \$689.29 STATE (\$0 to \$689.29) extend completion date from 12/30/24 to 6/30/2025 funds from 711418 & 711025

Comments: RTF - Roadway Trust Fund

*Matthew Normand
City Clerk*



*Lisa McCarthy
Assistant City Clerk*

*JoAnn Ferruolo
Assistant City Clerk*

CITY OF MANCHESTER
Office of the City Clerk

MEMORANDUM

To: Committee on Community Improvement
Aldermen Morgan, Terrio, Kantor, Long, and Burkush

From: Matthew Normand, City Clerk

Date: January 12, 2025

Subject: Revised Project Description for CIP#810024

On July 11, 2023, the Board of Mayor and Aldermen approved our Election Infrastructure Improvement project (CIP# 810024). This project provides the funding to significantly improve the City's aging election equipment and enhance the voter experience at the polls with new tabulators and electronic checklists. Electronic checklists have been purchased and deployed across the city for several elections with great success. The remaining balance is encumbered and fully funds our new tabulators which we anticipate will be receiving state certification in the next few months.

HB1264 was subsequently signed into law on July 3, 2024, with an effective date of January 1, 2025. This law now requires municipalities to use a separate, accessible voting system (AVS) for voters with disabilities to use at the polls during every election. Operational costs for the devices are extraordinary with preliminary estimates ranging from \$54,000 - \$114,000 for the September 2025 Municipal Primary Election alone, with another \$6,000 - \$30,000 for on-going operational support each election thereafter.

I believe it is prudent to adjust the project description for CIP#810024 Election Infrastructure Improvement now to appropriately acknowledge this new mandate as we pursue legislative remedies and potential funding opportunities through state and federal grant programs to mitigate Manchester's financial exposure.

Thank you for your consideration.

CIP BUDGET AUTHORIZATION

CIP#: 810024

Project Year: 2024

CIP Resolution: 6/6/2023

Title: Election Infrastructure Improvement

Amending Resolution: 9/6/2023

Administering Department: City Clerk

Revision: #2

Project Description: These project funds will be used to replace aging election tabulators, new electronic checklists, a new accessible voting system (AVS) and on-going operational support for voters with disabilities, and trailers for transporting election equipment used in all twelve city wards.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	7/1/2023
2.	Project Completion	6/30/2038
3.		
4.		
5.		
		6/30/2038

Line Item Budget

	CASH	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	\$112,000.00	\$275,000.00	\$0.00	\$387,000.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$112,000.00	\$275,000.00	\$0.00	\$387,000.00

Revisions: #1- 9-5-23 increase BOND by \$25,000 (\$250,000 to \$275,000) money from CIP 811017
#2 - 2-18-25 revises project description to include new language.

Comments: