



SPECIAL MEETING COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

**June 2, 2026 at 4:45 PM
Aldermanic Chambers, City Hall (3rd Floor)**

Members: Aldermen O'Neil, Terrio, Goonan, Burkush, Vincent

AGENDA

The Chairman calls the meeting to order.

The Clerk calls the roll.

1. Communication from Julianne Pelletier, Independent City Auditor, regarding potential cost savings related to data destruction and office supplies.
(Note: Provided for informational purposes only; no action is required.)

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



CITY OF MANCHESTER
Office of the Independent City Auditor

May 22, 2026

Accounts, Enrollment and Revenue Admin

Chairman Dan O’Neil
Alderman Ross Terrio
Alderman Dan Goonan
Alderman Jim Burkush
Alderman Norm Vincent

Dear Committee Members,

For informational purposes, during reviews of monthly expenditures I identified significant variations in pricing among departments for paper shredding services and office supplies. Additional review identified the following opportunities and observations:

Data Destruction:

A review of shredding service expenditures identified substantial pricing differences among departments. One vendor, Securshred/ShredThis!, offers consistent pricing through the State of NH contract at \$15 per bin.

I contacted DPW’s vendor Absolute Data Destruction; and they will now provide the City departments needing shredding service with confidential bins for \$11, with no additional costs, have more flexible pick-up days of Thursday or Fridays, offer smaller confidential boxes at \$4-5, and they are local. Several departments have already provided their estimated service needs for shredding services. Based on just the 8 departments reviewed, transitioning participating departments to Absolute Data Destruction with their pricing structure will result in estimated savings of \$850 per month, or approximately \$10,250 annually.

Paper Shred											
Vendor		HR	SOL	Finance	IT	MPD	Tax	Welfare	Clerk	Monthly Savings	Annual Savings
Iron Mtn	COM Paid	90.41	65.89	169.43	93.21	593.00	59.76	-	148.27		
Absolute Data Destruction		11.00	11.00	11.00	11.00	22.00	11.00	30.25	22.00		
Securshred/ShredThis		15.00	15.00	15.00	15.00	30.00	15.00	15.00	30.00		
ShredThis savings		75.41	50.89	154.43	78.21	281.50	44.76	15.25	118.27	818.71	9824.56
Absolute Data Destruction savings		79.41	54.89	158.43	82.21	285.50	48.76	19.25	126.27	854.71	10256.56

Office Supplies:

Office supply purchasing practices currently vary among city departments, with vendors including WB Mason, Amazon, and Staples.

WB Mason has recently provided a preferred pricing list for commonly purchased items and has extended this pricing structure to all City accounts. Departments have been provided access to the preferred pricing information for comparison purposes.

For example, departments are currently paying between \$4.49 and \$5.99 per ream of copy paper. Based on current volume, WB Mason has offered citywide pricing of approximately \$4.19 per ream. Because departmental purchasing volume varies, a specific projected monthly savings amount has not been calculated at this time.

Please let me know if additional information or clarification would be helpful.

Respectfully,

julianne pelletier

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