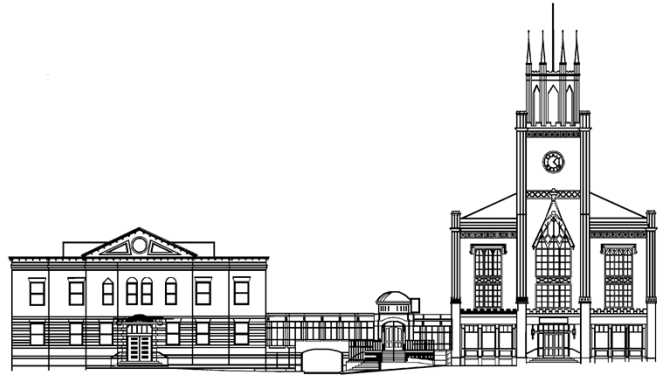




COMMITTEE ON COMMUNITY IMPROVEMENT

March 1, 2022 at 5:00 PM

Aldermanic Chambers, City Hall (3rd Floor)

Members: Aldermen Stewart, Trisciani, E. Sapienza, Cavanaugh, Heath

AGENDA

The Chairman calls the meeting to order.

The Clerk calls the roll.

1. Summary of abatement requests submitted by Fred McNeill, Chief Engineer.
Ladies and Gentlemen, what is your pleasure?
2. Draft policy for subordination of city liens submitted by Leon LaFreniere, Planning and Community Development Director.
Ladies and Gentlemen, what is your pleasure?
3. Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$710,731 for CIP 213022 Workforce Development Grant.
Ladies and Gentlemen, what is your pleasure?
4. Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$10,000 for CIP 511322 Recreation Programming.
Ladies and Gentlemen, what is your pleasure?
5. Amending Resolution and Budget Authorizations providing for the transfer and expenditure of funds in the amount of \$214,598.22 to CIP 711022 CMOM Study, Design and Construction.
Ladies and Gentlemen, what is your pleasure?
6. Amending Resolution and Budget Authorizations providing for the transfer and expenditure of funds in the amount of \$6,750,000 to CIP 711122 CSO Cemetery Brook-Design.
Ladies and Gentlemen, what is your pleasure?

7. Amending Resolution and Budget Authorizations providing for the transfer and expenditure of funds in the amount of \$10,217.74 to CIP 711322 MS4 Study, Design and Construction.
Ladies and Gentlemen, what is your pleasure?
8. Amending Resolution and Budget Authorizations providing for the transfer and expenditure of funds in the amount of \$1,672,765.45 to CIP 811422 ARPA-Revenue Replacement (Budget).
Ladies and Gentlemen, what is your pleasure?
9. Request from Fred McNeill, Chief Engineer, to close out two CIP projects.
Ladies and Gentlemen, what is your pleasure?
10. Communication from Jodie Nazaka, Economic Development Director, requesting line item adjustments to CIP 810922 ARPA-Economic Development Office.
Ladies and Gentlemen, what is your pleasure?
11. Communication from Andre Parent, Fire Chief, requesting extensions for various CIP projects until 6/30/22.
Ladies and Gentlemen, what is your pleasure?
12. Communication from Owen Friend-Gray, Highway Chief Engineer, requesting an extension for CIP 711318 Goffs Falls Road Bridge Replacement until 12/31/22.
Ladies and Gentlemen, what is your pleasure?
13. Communication from Jonathan Hopkins, Central Fleet Director, requesting authorization to accept bids and sign contracts to purchase up to 15 Ford Explorers for the Police Department before approval of the FY23 MER budget.
Ladies and Gentlemen, what is your pleasure?

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

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
James Burkush, Chair
Trixie Dysart
Kathleen Sullivan
Arthur Gatzoulis

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

Memo

Date: 2/16/2021 22-015
To: CIP Committee
Cc: Lisa Hynes – EPD
Matthew Normand – City Clerks Office
From: Frederick McNeill 
RE: EPD Abatement Requests

The attached tables summarize the 12 sewer abatements reviewed by the Highway Commission at their monthly meeting on February 14, 2022.

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

Please let me know if you need any additional information.

Summary of Abatement Requests
February 14, 2022 to Highway Commission
February 16, 2022 to CIP/City Clerk

Number	Customer Acct #	Customer	Property Address	Abatement Rec'd Date	Request Reason	EPD Recommendation	Justification	Abatement Amount	Highway Recommendation
1	162725-64224	531 Front St. LLC/Macdonald	531 Front St.	10/20/21	toilet leak	Grant	above 250% threshold - 417%	263.53	Grant
2	51335-36124	Paul	19 Allen St.	10/25/21	toilet running	Grant	above 250% threshold -1358%	862.79	Grant
3	162857-19260	McCoolle AKA Beech St. Prop	9 Hevey St.	10/27/21	toilet running	Grant	above 250% threshold -589%	830.30	Grant
4	195789-7468	Blue Door Living LLC	363-365 Amherst St.	11/15/21	toilet running	Grant	above 250% threshold -264%	1,906.08	Grant
5	41209-29306	Godzyk	165 Crystal St.	11/16/21	toilet leak	Grant	above 250% threshold - 676%	436.81	Grant
6	195161-18550	Lucas	156 Joilette St.	11/22/22	toilet leak	Grant	above 250% threshold -506%	454.86	Grant
7	86527-64972	Manning	7 Ash St.	12/28/21	hot water tank leak/ toilet leak	Grant	above 250% threshold -300%	462.08	Grant
8	179223-68846	Marion Countryside LP	60 Village Circle Way	12/30/21	Pool pipe leak	Grant	above 250% threshold -1363%	7,292.20	Grant
9	191789-19062	Divine Design LLC	99 Fourth St.	01/04/22	toilet leak	Deny	below 250% threshold - 243%	1,317.65	Deny
10	195199-67604	Maximus Real Estate Invest.	8-10 Derry St.	01/05/22	toilet leak	Deny	above 250% threshold - 562%	999.97	Deny
11	167671-57172	Number 4 Pizza, LLC	2160 Candia Rd.	01/18/22	toilet flapper broke	Grant	Deny 250% threshold - 203%	0.00	Deny
12	190495-65212	Loiselle	201-203 Laurie St.	01/27/22	toilet leak	Deny			

Total Abatements \$14,826.27

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

Date Received: 10/20/2021

Customer Name: 531 Front St. LLC/ Macdonald

Account #: 162725-64224
Combine Billing

Property Address: 531 Front St.

Reason for
Request: toilet leak

Service Dates: 7/7/21-10/5/21

Bill Date: 11/17/2021

Consumption: 96 ccf

% Increase
from Average: 417%

Average
Consumption: 23 ccf

Based on: 5 year average

Difference: 73 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 73 ccf at \$ 3.61 \$ 263.53

Highway
Recommendation: Approved

Date: 2-14-22

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Armstrong Heating & Power Vac Inc

Address: 531 Front Street

Manchester NH 03102
(City) (State) (Zip)

Phone Number: 603-627-7016

Customer Account Number: 162 725 64224

Address of Property for which Abatement is Requested:
Same as above

Manchester NH 03102
(City) (State) (Zip)

Billing Period: 7-7-21 to 10-5-21

Amount of Abatement Request: \$ 296.25

Reason for Abatement Request: Toilet Leak

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

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

Yes No

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

[Signature]
(Signature)

10/18/21
(Date)

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

Date Received: 10/25/2021

Customer Name: Paul

Account #: 51335-36124
Combine Billing

Property Address: 19 Allen St.

Reason for Request: toilet running

Service Dates: 4/2/21-7/1/21-10/15/21

Bill Date: 8/11/21 - 10/16/21

Consumption: 258 ccf

% Increase from Average: 1358%

Average Consumption: 19 ccf

Based on: 5 year average

Difference: 239 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 239 ccf at \$ 3.61 \$ 862.79

Highway Recommendation: Approved

Date: 2-14-22

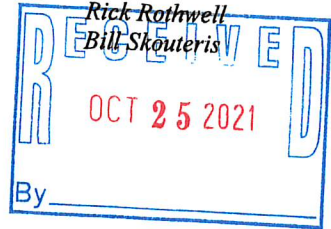
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Public Works Director

Timothy J. Clougherty
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Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris



Acct # 51335-
36124

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: MARY PAUL c/o JOAN SHEA & Cathy Greenspan

Address: 1600 NW 87th LANE
(Street)
PLANTATION FL (Unit)
(City) (State) 33322 (Zip)

Phone Number: 954-625-6584

Customer Account Number: 51335-36124

Address of Property for which Abatement is Requested:
19 ALLEN STREET
(Street)
MANCHESTER N.H. (Unit)
(City) (State) 03102 (Zip)

Billing Period: 4-2-21 7-2-21 / 7/1/2021 - 9/29/2021

Amount of Abatement Request: \$300.00

Reason for Abatement Request: Toilet was running in this vacant home. It was repaired in June 2021. However, unknown to us, it continued to leak. Was repaired on 8/8/2021.

NOT LEAKING NOW
If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

N/A

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

Yes ☒ No This was repaired in May (leaking irrigation system) - repaired 5/24/2021 by Hughes Mechanical

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

Joan Shea
Cathy L. Greenspan x Mary Paul
(Signature)

603-548-0310
10/20/2021
(Date)

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

Date Received: 10/27/2021

Customer Name: McCoole AKA Beech St. Properties

Account #: 162857-19260

Combine Billing

Property Address: 9 Hevey St.

Reason for
Request: toilet running

Service Dates: 7/12/21 - 10/12/21

Bill Date: 11/24/2021

Consumption: 277 ccf

% Increase
from Average: 589%

Average
Consumption: 47 ccf

Based on: 5 year average

Difference: 230 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 230 ccf at \$ 3.61 \$ 830.30

Highway
Recommendation: Approved

Date: 2-14-22

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Kerry McCoole, Beech St Properties, LLC+

Address: 5 Mill Stone Terrace
(Street)
Bedford NH 03110
(City) (State) (Zip)

Phone Number: 603-231-1414

Customer Account Number: _____

Address of Property for which Abatement is Requested:
9 Hevey St. Manchester, NH unit 1
(Street) (Unit)
Manchester NH 03102
(City) (State) (Zip)

Billing Period: Sept - December, 2021

Amount of Abatement Request: \$1,350.00

Reason for Abatement Request: Tenant Let a toilet run continuously without telling me. During this same time I replaced a floor and treated the unit for roaches.

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

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

Yes no No

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

(Signature) 10/26/21
(Date)

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

Date Received: 11/15/2021

Customer Name: Blue Door Living LLC

Account #: 195789-7468
Combine Billing

Property Address: 363-365 Amherst St

Reason for Request: toilet running

Service Dates: 5/3/21-8/2/21-11/1/21

Bill Date: 9/8/21-12/10/21

Consumption: 849 ccf

% Increase from Average: 264%

Average Consumption: 321 ccf

Based on: limited history
used some from prior owner

Difference: 528 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 528 ccf at \$ 3.61 \$ 1,906.08

Highway Recommendation: Approved

Date: 2-14-22

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: 363 Amherst Manager LLC

Address: 16 Hampton St.
(Street)
Manchester (City) NH (State) 03103 (Unit)
(Zip)

Phone Number: 603-965-2131

Customer Account Number: 195789-71110

Address of Property for which Abatement is Requested: 363-365 Amherst St.
(Street)
Manchester (City) NH (State) 03103 (Unit)
(Zip)

Billing Period: 5/3/21 - 8/2/21

Amount of Abatement Request: \$2,040.69

Reason for Abatement Request: Found two running toilets that inflated water bill for months and months.

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

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

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

[Signature]
(Signature)

11/11/2021
(Date)

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

Date Received: 11/16/2021

Customer Name: Godzyk

Account #: 41209-29306
Combine Billing

Property Address: 165 Crystal St

Reason for Request: toilet leak

Service Dates: 8/2/21-11/1/21

Bill Date: 12/9/2021

Consumption: 142 ccf

% Increase from Average: 676%

Average Consumption: 21 ccf

Based on: 5 year average

Difference: 121 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved J/n

Abatement Total: 121 ccf at \$ 3.61 \$ 436.81

Highway Recommendation: Approved

Date: 2-14-22

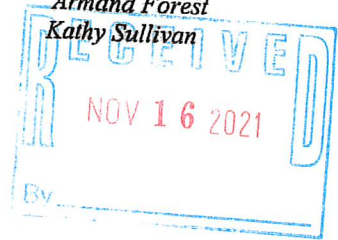
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Gayle A. Godzyk / Robert Godzyk

Address: 165 Crystal Street

Manchester

(Street)

NH

(State)

03109-4601

(Unit)

Phone Number: 603-669-3588

(Zip)

Customer Account Number: #41209-29306

Address of Property for which Abatement is Requested:

165 Crystal Street

(Street)

Manchester

(City)

NH

(State)

03109-4601

(Unit)

(Zip)

Billing Period: 08-02-2021 to 11-01-2021

Amount of Abatement Request: \$450.00

Reason for Abatement Request: Toilet leak in half bath had a leaky seal in the tank. The toilet ran continuously since July. I did not realize that the water from the toilet was running through the meter. My son Brian Godzyk replaced the Kohler Flush Seal to resolve the issue. 11/10/2021 New Seal.

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

ABATEMENT NOT DUE TO AN "EXTRAORDINARY EVENT."

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

☐ Yes ☒ No

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

Gayle A. Godzyk
(Signature)

November 14, 2021
(Date)

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

Date Received: 11/22/2022

Customer Name: Lucas, Felix

Account #: 195161-18550
Combine Billing

Property Address: 156 Joliette St.

Reason for Request: toilet leak

Service Dates: 7/12/21 - 10/12/21

Bill Date: 11/24/2021

Consumption: 157 ccf

% Increase from Average: 506%

Average Consumption: 31 ccf

Based on: 6 quarter average
limited history

Difference: 126 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approve Jm

Abatement Total: 126 ccf at \$ 3.61 \$ 454.86

Highway Recommendation: Approved

Date: 2-14-22

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Felix Lucas

Address: 4 Farnham Ave.
Peabody (City) MA (State) 01960 (Unit)
351-201-1258 (Phone Number) 01960 (Zip)

Customer Account Number: 195161-18550

Address of Property for which Abatement is Requested:

156 Juliette St.
Manchester (City) NH (State) 03102 (Unit)
03102 (Zip)

Billing Period: 7-12-21 - 10-12-21

Amount of Abatement Request: 438.75

Reason for Abatement Request: Toilet leak

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

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

Yes No

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

Felix Lucas
(Signature)

11-14-21
(Date)

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

Date Received: 12/28/2021

Customer Name: Manning

Account #: 86527-64972

Combine Billing

Property Address: 7 Ash St

Reason for Request: hot water tank leak/toilet leak

Service Dates: 8/2/21-11/01/21

Bill Date: 12/8/2021

Consumption: 192 ccf

% Increase from Average: 300%

Average Consumption: 64 ccf

Based on: 5 year average

Difference: 128 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved JFM

Abatement Total: 128 ccf at \$ 3.61 \$ 462.08

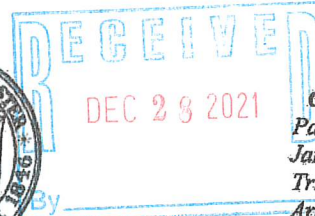
Highway Recommendation: Approved

Date: 2-14-22

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER Sewer Fee Abatement Request Form

Name: John K. Manning
Address: 154 Linden ST.
Manchester NH 03104-3803
(City) (State) (Zip)
Phone Number: (603) 622-3721 Home (603) 867-0824 cell
Customer Account Number: 86527-64972
Address of Property for which Abatement is Requested: 7A Ash 304 AMHERST 306 AMHERST UNIT
Manchester NH 03104 Bldg
(City) (State) (Zip)
Billing Period: 8/02/21 to 11/01/21
Amount of Abatement Request: \$ 393.75
Reason for Abatement Request: Two hot water tanks leaked and one
toilet Flap valve leaked. Replaced both hot water
tanks and the toilet Flap Valve.

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

Water accumulated in basement. Basement
Floor is partially concrete and partially
dirt.

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

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

John K. Manning
(Signature)

12-23-21
(Date)

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

Date Received: 12/30/2021

Customer Name: Marion Countryside LP

Account #: 179223-68846
Combine Billing

Property Address: 60 Village Circle Way

Reason for Request: Pool pipe leak

Service Dates: 7/5/21-10/5/21

Bill Date: 11/17/2021

Consumption: 2180 ccf

% Increase from Average: 1363%

Average Consumption: 160 ccf

Based on: 5 year average

Difference: 2020 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approve JFM

Abatement Total: 2020 ccf at \$ 3.61 \$ 7,292.20

Highway Recommendation: Approved

Date: 2-14-22

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

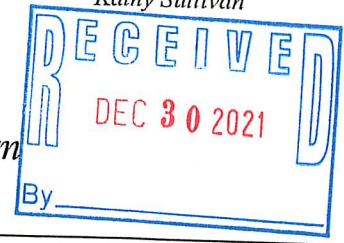
Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
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Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form



Name: Countryside Village Apartments

Address: 60 Village Circle Way

Manchester (Street) NH (Unit)
(City) (State) 03102
Phone Number: 603-666-0222 (Zip)

Customer Account Number: 179223-68846

Address of Property for which Abatement is Requested:
60 Village Circle Way

Manchester (Street) NH (Unit)
(City) (State) 03102
(Zip)

Billing Period: 7/05/2021 - 10/05/2021

Amount of Abatement Request: \$8,250.00

Reason for Abatement Request: Pool Pipe leak underneath concrete deck

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

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

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

Dustin Gibbons
(Signature)

12/27/2021
(Date)

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

Date Received: 1/4/2022

Customer Name: Divine Design LLC

Account #: 191789-19062
Combine Billing

Property Address: 99 Fourth St

Reason for Request: toilet leak

Service Dates: 9/29/21-12/27/21

Bill Date: 2/10/2022

Consumption: 550 ccf

% Increase from Average: 297%

Average Consumption: 185 ccf

Based on: 10 quarter average
limited history

Difference: 365 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 365 ccf at \$ 3.61 \$ 1,317.65

Highway Recommendation: Approved

Date: 2-14-22

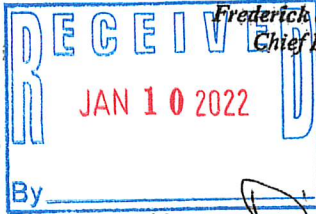
Kevin A. Sheppard, P.E.
Public Works Director

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Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Divine Design LLC / Stephen Carey
Address: 100 Harkett Hill Rd
(Street) Hooksett (City) NH (State) 03106 (Unit) (Zip)
Phone Number: 603 210 2286
Customer Account Number: 19178919062

Address of Property for which Abatement is Requested:
99 Fourth St.
(Street) Manchester (City) NH (State) 03101 (Unit) (Zip)

Billing Period: 9/29/21 — 12/27/21

Amount of Abatement Request: 1425

Reason for Abatement Request: Toilet Leak

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

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

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

(Signature)

1/4/22
(Date)

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

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

Date Received: 1/27/2022

Customer Name: Loiselle

Account #: 190495-65212
Combine Billing

Property Address: 201-203 Laurel St

Reason for
Request: toilet leaks

Service Dates: 6/14/21-9/14/21

Bill Date: 10/27/2021

Consumption: 360 ccf

% Increase
from Average: 203%

Average
Consumption: 177 ccf

Based on: limited history
used last 10 quarters

Difference: 183 ccf

Other Comments: _____

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

Deny Jm

Abatement Total: 0 ccf at \$ 3.61 \$ -

Highway
Recommendation: *Deny*

Date: 2-14-22

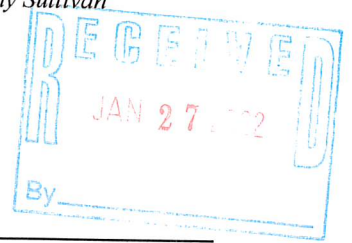
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Dysart
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Robert Laiselle

Address: 145 Budget Ave
(Street)
Medford (City) MA (State) 02155 (Unit)
(Zip)

Phone Number: 508-717-4206

Customer Account Number: 190495-65212

Address of Property for which Abatement is Requested:
201-203 Laurel St
(Street)
Manchester (City) NH (State) 03103 (Unit)
(Zip)

Billing Period: 6/14/21 - 9/14/21

Amount of Abatement Request: _____

Reason for Abatement Request: Two different tenants had toilets that were leaking and we weren't notified about it for quite some time.

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

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

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

[Signature]
(Signature)

1/24/22
(Date)

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

Date Received: 1/5/2022

Customer Name: Maximus Real Estate Invest.

Account #: 195199-67604

Combine Billing

Property Address: 8-10 Derry St

Reason for Request: toilet leak

Service Dates: 8/2/21-11/1/21

Bill Date: 12/8/2021

Consumption: 119 ccf

% Increase from Average: 243%

Average Consumption: 49 ccf

Based on: 6 quarter average
limited history

Difference: 70 ccf

Other Comments: _____

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

Deny *[Signature]*

Abatement Total: ccf at \$ 3.61 \$ -

Highway Recommendation: *Deny*

Date: 2-14-22

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER

Sewer Fee Abatement Request Form



Name: Maximus Real Estate Investments LLC

Address: 129 County Rd

Bedford (City) NH (State) 03110 (Unit)

Phone Number: 603-264-5155 nguyennh80@yahoo.com (Zip)

Customer Account Number: 195199-67604

Address of Property for which Abatement is Requested:

8-10 Derry Street (Street)
Manchester (City) NH (State) 03104 (Unit)
(Zip)

Billing Period: 8-2-2021 to 11-1-2021

Amount of Abatement Request: 303.75

Reason for Abatement Request: toilet leak

* Note I got a notice at front door from water work about high usage. I inspected all 6 units & one unit had toilet leak constantly.

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

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

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

Manager (Signature)

12/30/2021 (Date)

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

Date Received: 1/18/2022

Customer Name: Number 4 Pizza, LLC

Account #: 167671-57172

Combine Billing

Property Address: 2160 Candia Rd

Reason for Request: toilet flapper broke

Service Dates: 8/2/21-11/1/21

Bill Date: 12/8/2021

Consumption: 337 ccf

% Increase from Average: 562%

Average Consumption: 60 ccf

Based on: 5 year average

Difference: 277 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approve JN

Abatement Total: 277 ccf at \$ 3.61 \$ 999.97

Highway Recommendation: Approved

Date: 2-14-22

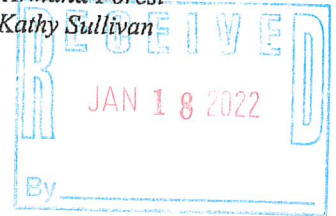
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Number 4 Pizza, LLC

Address: 373 S. Willow St Box # 136
(Street) (Unit)

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

Phone Number: (603) 666-7332

Customer Account Number: 167671-57172

Address of Property for which Abatement is Requested:

2160 Candia Rd
(Street)

Manchester NH 03109-5703
(City) (State) (Zip)

Billing Period: 8/2/21 11/1/21

Amount of Abatement Request: \$1505 This bill \$1,875 Less normal bill \$370.

Reason for Abatement Request: The flapper on our toilet broke
causing it to run for an extended period. Normal bill
is \$370 per yr this bill was \$1,875. Copy of
repair bill attached

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

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

Yes No N/A

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

[Signature]
(Signature)

1/13/22
(Date)



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

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

Leon L. LaFreniere, AICP
Director

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

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

MEMORANDUM

To: Alderman Will Stewart,
Chairman, CIP Committee

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

Date: February 18, 2022

Re: Draft CIP Committee Subordination Policy

It is a common occurrence for the City to receive requests for the subordination of City liens placed upon properties as a result of City loans. These subordinations are required when property owners seek to refinance existing mortgages with primary lenders, or open Home Equity Lines of Credit. As a formal Subordination Policy is not currently in place, CIP Staff has drafted the attached document for your consideration.

A draft of the Subordination Policy has been included for your review, Planning Staff is available to provide a brief overview of the document.

CIP Committee Subordination Policy **DRAFT**

Requests for Mortgage Subordination from liens held by the City of Manchester's Community Improvement Program (CIP) will be evaluated by the Committee on Community Improvement and the Board of Mayor and Aldermen. The CIP Committee is not legally required to subordinate the City's lien on a given property. However, upon request, the Committee may approve subordination for refinancing proposals that will not have a significant negative impact on the affordability of the property or the security of the City's lien, and will have a positive impact on the economic viability of the property.

In all cases the total mortgage debt must not exceed the appraised value of the property.

Subordination requests may be considered in the following cases:

1. Subordination requests in which the property owner or landlord intends to refinance their property mortgage loan in order to **reduce mortgage rate or increase term affordability** that increases the economic viability of the property, and no cash equity is withdrawn; and/or
2. Subordination requests in which the property owner intends to refinance their property mortgage loan in order to **withdraw cash equity** to make capital improvements to the property. No proceeds from the refinance may be used for uses other than improvements to the property. These improvements must comply with all applicable City Codes and Ordinances; and/or
3. Owner occupied properties, or rental properties up to 4 rental units are also eligible for subordination requests in which the property owner intends to refinance their property mortgage loan in order to **withdraw cash equity** to offset extenuating financial circumstances. Examples of extenuating financial circumstances may include medical expenses, emergency home repairs, or other justifiable hardships; and/or
4. Other circumstances as deemed appropriate by the Committee on Community improvement; And
5. The new loan must be a Fixed Rate Mortgage, not an Adjustable Rate Mortgage; and
6. Property must have a clear deed and property insurance, and be up-to-date on water, sewer, property tax payments, and all applicable city fees.

Procedure for submitting a Mortgage Subordination Request to the Committee on Community Improvement:

1. The property owner shall submit a letter addressed to the Chairman of the Committee on Community Improvement that includes a settlement statement from the lender confirming the amount of the old mortgage, the amount of the new mortgage, the appraised value of the property, closing costs and a statement indicating that the city will remain in the same position after the subordination.
2. For cash equity loans, a statement from the lender that confirms that cash is being taken out for an eligible use is required.
3. Requests must be submitted to City of Manchester's Planning and Community Development Department:
Planning and Community Development Department
Attn: CIP Coordinator
One City Hall Plaza
Manchester, New Hampshire 03101
Phone: (603) 624-6450 or (603) 624-6475
Fax: (603) 624-6529 or (603) 624-6324
E-Mail: pcd@manchesternh.gov
Website: www.manchesternh.gov
4. Requests for Mortgage Subordinations will be included on the next available in the agenda for the Committee on Community Improvement. A final vote on the request will be held on a subsequent meeting of the Board of Mayor and Aldermen.
5. The subordination document provided by the owner will be mailed to the property owner or available for pick-up within two business days of final approval from the Board of Mayor and Aldermen.
6. There are no charges or fees to request or receive the subordination document.

If you have any questions, please contact:

Kimberly Roy, CIP Planning Technician - kroy@manchesternh.gov or (603) 792-6721
Julia Vieira, Planner - jvieira@manchesternh.gov or (603) 792-6722
Teddy Campbell, Planner - tcampbell2@manchesternh.gov or (603) 792-6726

Anna J. Thomas, MPH
Public Health Director

Philip J. Alexakos, MPH, REHS
Chief Operations Officer

Jaime L. Hoebeke, MPH, MCHES
Chief Strategy Officer



BOARD OF HEALTH

Reverend Richard D. Clegg
Stephanie P. Hewitt, MSN, FNP-BC
Robert G. Ross, DDS
Ellen Tourigny, MEd
Tanya A. Tupick, DO

CITY OF MANCHESTER
Health Department

To: Alderman Will Stewart
Chairman, CIP Committee

From: Anna Thomas, MPH
Director, Manchester Health Department

Date: February 15, 2022

Re: New funding – Workforce Development Grant

The Manchester Health Department will be receiving funding in the amount of \$710,731 from the CDC foundation (passed through the State) to support employee development through public health and emergency preparedness training and credentialing as well as relaunch the NH Institute for Local Public Health Practice. This will also support community needs assessment of neighborhood health.

As such, we have requested that the Planning and Community Development prepare the appropriate CIP Amending Resolution and Budget Authorization Forms necessary for the implementation of this program.

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

Thank you.

CIP BUDGET AUTHORIZATION

CIP#: 213022

Project Year: 2022

CIP Resolution: 6/8/2021

Title: Workforce Development Grant

Amending Resolution: 3/15/2022

Administering Department: Health Dept.

Revision:

Project Description:

This funding will support employee development through public health and emergency preparedness training and credentialing as well as relaunch the NH Institute for Local Public Health Practice. This will also support community needs assessment of neighborhood health.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	3/01/2022
2.	Project Completion	6/30/2024
3.		
4.		
5.		
		6/30/2024

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$84,500.00	\$0.00	\$0.00	\$84,500.00
Fringes	\$6,231.00	\$0.00	\$0.00	\$6,231.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$260,000.00	\$0.00	\$0.00	\$260,000.00
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	\$360,000.00	\$0.00	\$0.00	\$360,000.00
TOTAL	\$710,731.00	\$0.00	\$0.00	\$710,731.00

Revisions:**Comments:**

Funding Source: NH DHHS, Bureau of Emergency Preparedness, Response, and Recovery

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Two

A RESOLUTION

“Amending the FY2022 Community Improvement Program, authorizing and appropriating funds in the amount of Seven Hundred Ten Thousand Seven Hundred Thirty One Dollars (\$710,731) for the FY 2022 CIP 213022 Workforce Development Grant.”

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 CIP as contained in the 2022 CIP budget; and

WHEREAS, the 2022 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 STATE funding from the NH Department of Health and Human Services, Bureau of Emergency Preparedness, Response and Recovery to provide one-time funding to support employee development and training as well as relaunching the NH Institute for Local Public Health Practice;

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

By adding:

FY 2022 CIP 213022 Workforce Development Grant - \$710,731 STATE

Resolved, that this Resolution shall take effect upon its passage

From: [Walder, Gabriela](#)
To: [Roy, Kimberly](#)
Cc: [Thomas, Anna](#)
Subject: FW: Workforce Development grant
Date: Wednesday, February 16, 2022 11:11:47 AM
Attachments: [Workforce Development startup.pdf](#)
[Workforce Development memo.doc](#)

Hi Kim,

Can you please add this to the next CIP agenda? We have only received the email below but we want to get things rolling so that when contract is sent from State, the Mayor will be able to sign and there won't be a long wait time for next CIP/BMA meetings. Hope that makes sense.

Let me know if you have any questions.

Thank you!

Gaby

From: Thomas, Anna
Sent: Monday, February 14, 2022 6:56 PM
To: Alexakos, Philip J. <PALEXAKO@manchesternh.gov>; Hoebeke, Jaime <JHOEBEKE@manchesternh.gov>; Walder, Gabriela <GWALDER@manchesternh.gov>
Subject: Fwd: Workforce Development grant

Sent from my iPhone

Begin forwarded message:

From: "Locke, Stephanie" <Stephanie.L.Locke@dhhs.nh.gov>
Date: February 14, 2022 at 6:28:30 PM EST
To: "Thomas, Anna" <ATHOMAS@manchesternh.gov>
Subject: Workforce Development grant

Hi, Anna,

I wanted to connect with you regarding the Workforce Development (WFD) grant. The WFD grant was approved at G&C and fiscal so we can now accept and expend these funds. Manchester Public Health will be receiving \$710,731 for a variety of projects (*please see the attached spreadsheet*). I will be working with our contracting unit to initiate a contract amendment with MPH so the funds are available for program implementation. I anticipate that this contract amendment will go before G&C in

March, but I will confirm once I know.

Please let me know if you have any questions. I look forward to working with you to expedite the contract amendment and implement these programs.

Thanks,
Steph

Stephanie Locke
Bureau Chief

Bureau of Emergency Preparedness, Response, and Recovery
New Hampshire Division of Public Health Services, Department of Health and Human Services
Phone: 603-271-9451
Cell: 603-931-2247
Fax: 603-271-3001
Email: Stephanie.L.Locke@dhhs.nh.gov

This message may contain information that is privileged and confidential and is intended only for the use of the individual(s) to whom it is addressed. If you receive this message in error, please notify the sender immediately and delete this electronic message and any attachments from your system. Thank you for your cooperation.

We protect, promote, and improve the health and well-being of ALL people in New Hampshire through leadership, expertise, and partnership.

The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from City employees and City volunteers regarding the business of the City of Manchester, are government records available to the public upon request. Therefore, this email communication may be subject to public disclosure.

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



Timothy J. Clougherty
Deputy Public Works Director

Mark Gomez
Chief of Parks, Recreation & Cemetery

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

Commission
Michael Dimos, Chair
Kenneth O'Shaughnessy
David Flurey
Erika Connors
Tammy Harrison

February 16, 2022

The Hon. Will Stewart
Chairman, Committee on Community Improvement
c/o Matthew Normand, City Clerk
One City Hall Plaza
Manchester, NH 03101

Re: Recreation Programming CIP

Chairman Stewart:

The Parks, Recreation & Cemetery Division is requesting establishment of a long-term Recreation Programming CIP. The purpose is to expand the number and variety of programs we offer.

We are not requesting allocation of any funds, only the creation of a CIP designed to accept future revenues. These revenues will consist of program fees, grant monies, and donations.

The basic concept is to establish a "revolving fund" CIP: fee revenue from new programs will allow us to offer additional new programs, which will generate additional revenue for more new programs, and so on. Grants and donations will be solicited to supplement program fees. These should allow us to minimize costs for participants.

Please note that we intend to continue offering *for free* all long-standing programming that is currently offered at no charge – Fun In The Sun, Saturday Winter Basketball, Open Swim, and Walk for Your Health. Additionally, we intend to keep new programs low-cost and to focus on filling niches currently unaddressed in Manchester. Examples include STEAM camps, non-club-level sports and e-sports.

This proposal is consistent with recreation funding mechanisms employed by other communities throughout New Hampshire, including Nashua, Dover, Keene and Merrimack. We are excited about this concept and hope you and the Committee will support it.

Sincerely,

Janet Horvath
Recreation & Enterprise Manager

Cc: Mark Gomez, Chief of Parks, Recreation & Cemetery



475 Valley Street • Manchester, New Hampshire 03103 • (603) 624-6444 • FAX: (603) 624-6487
Cemetery Division • 765 Brown Avenue • Manchester, New Hampshire 03103 • (603) 624-6514
E-mail: parks@manchesternh.gov • Website: www.manchesternh.gov

CIP BUDGET AUTHORIZATION

CIP#: 511322

Project Year: 2022

CIP Resolution: 6/8/2021

Title: Recreation Programming

Amending Resolution: 3/15/2022

Administering Department: DPW-Parks, Recreation & Cemetery

Revision:

Project Description: Long-term Recreation Programming account to expand the number and variety of programs we offer. The basic concept is to establish a revolving fund to collect fees from participants for programs and then expend funds to pay for the supplies/contractors to run programs in the future.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	3/15/2022
2.	Project Completion	12/31/2022
3.		
4.		
5.		
		12/31/2022

Line Item Budget

	OTHER			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	\$10,000.00	\$0.00	\$0.00	\$10,000.00
TOTAL	\$10,000.00	\$0.00	\$0.00	\$10,000.00

Revisions:**Comments:** OTHER Funds: Participation Fees

Planning Department/Startup Form - 07/1/20

\$10,000.00

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Two

A RESOLUTION

“Amending the FY2022 Community Improvement Program, authorizing and appropriating funds in the amount of Ten Thousand Dollars (\$10,000) for the FY 2022 CIP 511322 Recreation Programming.”

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 CIP as contained in the 2022 CIP budget; and

WHEREAS, the 2022 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 OTHER funding to support the creation of a revolving fund to collect fees from participants and then expend funds to run programs in the future;

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

By adding:

FY 2022 CIP 511322 Recreation Programming - \$10,000 OTHER

Resolved, that this Resolution shall take effect upon its passage

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
James Burkush, Chair
Trixie Dysart
Kathleen Sullivan
Arthur Gatzoulis

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

February 16, 2022
22-014

Chairman Stewart
City of Manchester – CIP Committee
One City Hall Plaza
Manchester, NH 03101

Subject: **Various CIP Adjustments**

Dear Chairman Stewart,

EPD respectfully requests that \$6,750,000 of the remaining \$11,750,000 proceeds in Sewer Revenue Bonds on CIP 712722 be transferred to the existing CIP 711122.

EPD also requests that the unused balances on the following projects be transferred as indicated below:

\$10,217.74 from CIP 711121 be transferred to CIP 711322.
Both of these projects are for MS4 Study, Design, and Construction.

\$165,658.40 from CIP 711320 and \$48,939.82 from CIP 710921 be transferred to CIP 711022
All of these projects are for CMOM Study, Design & Construction.

Lastly, EPD requests changes to the line item budgets on CIP 710619 and CIP 711520 to close out these CIPs.

We have attached the revised CIP Budget Authorization sheets that contain all of the above proposed changes.

If you have any questions, or require any additional information, please feel free to contact us at your convenience.

Thank you,

Frederick J. McNeill, P.E.
Chief Engineer

Attachments:

cc: Mr. Kevin A. Sheppard, P.E.
Mr. Timothy J. Clougherty

CIP BUDGET AUTHORIZATION

CIP#: 711320 Project Year: 2020 CIP Resolution: 6/10/2019
Title: CMOM's Study, Design, and Construction Amending Resolution: 3/15/2022
Administering Department: Public Works-EPD Revision: #2

Project Description: Improvements to the city's 385 mile sewer system

Federal Grants

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

Critical Events

1. Project Initiation	7/1/2019
2. Project Completion	6/30/2039
3.	
4.	
5.	
	6/30/2039

Line Item Budget

	ENTERPRISE			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$2,084,341.60	\$0.00	\$0.00	\$2,084,341.60
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$2,334,341.60	\$0.00	\$0.00	\$2,334,341.60

Revisions:

#1 - Decreases Enterprise budget by \$2,500,000. \$2,500,000 transferred to CIP #711420.
Revision #2 - Change line items, decrease budget by \$165,658.40 (from \$2,500,000 to \$2,334,341.60), and transfer to CIP #711022.

Comments:

CIP BUDGET AUTHORIZATION

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

Project Description: Capacity, Management, Operations and Maintenance (CMOMs) is an EPA mandated program to systemically operate and maintain sewer infrastructure. This project will consist of the study, design, and construction of improvements to the city's aging and failing 385 mile sewer system.

Federal Grants

Federal Grant:
 Grant Executed:

Environmental

Review Required:
 Completed:

Critical Events

1.	Project Initiation	7/1/2020
2.	Project Completion	12/31/2022
3.		
4.		
5.		
		12/31/2022

Line Item Budget

	ENTERPRISE			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	\$993,621.00	\$0.00	\$0.00	\$993,621.00
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	\$4,380,380.10	\$0.00	\$0.00	\$4,380,380.10
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$5,374,001.10	\$0.00	\$0.00	\$5,374,001.10

Revisions:

#1-Increase budget by \$422,940.92 (from \$5,000,000.00 to \$5,422,940.92), \$10,460.95 from CIP #710914, \$375,014.28 from CIP #710418, \$8,994.15 from CIP #710617, \$23,689.45 from CIP #711016, and \$4,782.09 from CIP #710817.
 #2-Change line items, decrease budget by \$48,939.82 (from \$5,422,940.92 to \$5,374,001.10) and transfer to #711022.

Comments: Anticipate self funded by sewer fees.

CIP BUDGET AUTHORIZATION

CIP#: 711022

Project Year: 2022

CIP Resolution: 6/8/2021

Title: CMOM Study, Design, and Construction

Amending Resolution: 3/15/2022

Administering Department: DPW-EPD

Revision: #2

Project Description: CMOM-Study, design, and construction of improvements to the City's sewer system.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	7/1/2021
2.	Project Completion	12/31/2061
3.		
4.		
5.		
		12/31/2061

Line Item Budget

	ENTERPRISE	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	\$1,000,000.00	\$0.00	\$1,000,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$6,379.00	\$0.00	\$0.00	\$6,379.00
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	\$208,219.22	\$500,000.00	\$0.00	\$708,219.22
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$214,598.22	\$1,500,000.00	\$0.00	\$1,714,598.22

Revisions:

Revision #1 - Increases BOND \$1,500,000 BOND (transferred from CIP #712722), decreases ENTERPRISE \$1,500,000 (from \$1,500,000 to \$0).

Revision #2- Increase ENTERPRISE budget by \$214,598.22 (from \$0 to \$214,598.22) transferred from CIP #711320-\$165,658.40 and CIP #710921-\$48,939.82.

Comments:

Planning Department/Startup Form - 07/1/20

\$1,714,598.22

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Two

A RESOLUTION

“Amending the FY 2020, FY 2021 and FY2022 Community Improvement Program, authorizing and transferring funds in the amount of Two Hundred Fourteen Thousand Five Hundred Ninety Eight Dollars and 22/100 (\$214,598.22) for the FY 2022 CIP 711022 CMOM Study, Design, and Construction.”

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 2020, 2021 and 2022 CIP as contained in the 2021 and 2022 CIP budget; and

WHEREAS, the 2020, 2021 and 2022 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 transfer of funds between EPD administered projects;

NOW, THEREFORE, be it resolved that the 2020, 2021 and 2022 CIP be amended as follows:

By decreasing:

FY 2020 CIP 711320 CMOM’s Study, Design, and Construction - \$165,658.40 ENTERPRISE
FY 2021 CIP 710921 CMOM’s Study, Design, and Construction - \$48,939.82 ENTERPRISE

By increasing:

FY 2022 CIP 711022 CMOM Study, Design, and Construction- \$214,598.22 ENTERPRISE

Resolved, that this Resolution shall take effect upon its passage

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
James Burkush, Chair
Trixie Dysart
Kathleen Sullivan
Arthur Gatzoulis

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

February 16, 2022
22-014

Chairman Stewart
City of Manchester – CIP Committee
One City Hall Plaza
Manchester, NH 03101

Subject: **Various CIP Adjustments**

Dear Chairman Stewart,

EPD respectfully requests that \$6,750,000 of the remaining \$11,750,000 proceeds in Sewer Revenue Bonds on CIP 712722 be transferred to the existing CIP 711122.

EPD also requests that the unused balances on the following projects be transferred as indicated below:

\$10,217.74 from CIP 711121 be transferred to CIP 711322.
Both of these projects are for MS4 Study, Design, and Construction.

\$165,658.40 from CIP 711320 and \$48,939.82 from CIP 710921 be transferred to CIP 711022
All of these projects are for CMOM Study, Design & Construction.

Lastly, EPD requests changes to the line item budgets on CIP 710619 and CIP 711520 to close out these CIPs.

We have attached the revised CIP Budget Authorization sheets that contain all of the above proposed changes.

If you have any questions, or require any additional information, please feel free to contact us at your convenience.

Thank you,

Frederick J. McNeill, P.E.
Chief Engineer

Attachments:

cc: Mr. Kevin A. Sheppard, P.E.
Mr. Timothy J. Clougherty

CIP BUDGET AUTHORIZATION

CIP#: 711122

Project Year: 2022

CIP Resolution: 6/8/2021

Title: CSO Cemetery Brook - Design

Amending Resolution: 3/15/2022

Administering Department: DPW-EPD

Revision: #2

Project Description: Study, design, and construction of the Cemetery Brook CSO Project. This an EPA mandated CSO consent decree project.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	7/1/2021
2.	Project Completion	6/30/2061
3.		
4.		
5.		
		6/30/2061

Line Item Budget

	ENTERPRISE	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	\$8,750,000.00	\$0.00	\$8,750,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$500,000.00	\$0.00	\$500,000.00
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	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$9,250,000.00	\$0.00	\$9,250,000.00

Revisions:

Revision #1 - Increases BOND \$2,500,000 (transferred from CIP #712722), decreases ENTERPRISE \$2,500,000 (from \$2,500,000 to \$0).

Revision #2-Increase BOND \$6,750,000 (from \$2,500,000 to \$9,250,000), transferred from CIP #712722.

Comments:

Possible funding from SRF Loan from New Hampshire Department of Environmental Services.

CIP BUDGET AUTHORIZATION

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

Project Description: EPD's CIP Program for FY 2022 and FY 2023 including, but not limited to, CSO Abatement Program, CMOM Sewer Program, Cohas Brook Sewer Project, WWTP Projects, and general environmental infrastructure support.

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

Critical Events

1. Project Initiation	9/1/2021
2. Project Completion	6/30/2061
3.	
4.	
5.	
	6/30/2061

Line Item Budget

	BOND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$5,000,000.00	\$0.00	\$0.00	\$5,000,000.00
TOTAL	\$5,000,000.00	\$0.00	\$0.00	\$5,000,000.00

Revisions: Revision #1 - Decrease budget \$43,250,000 (from \$55,000,000 to \$11,750,000) and transfer to CIP #710816-\$13,583,311.96; CIP 710819-\$750,000; CIP 711420-\$1,116,688.04; CIP 711021-\$18,300,000; CIP 711221-\$2,500,000; CIP 711022-\$1,500,000; CIP 711122-\$2,500,000; CIP 711222-\$3,000,000.
 Revision #2-Decrease budget by \$6,750,000 (from \$11,750,000 to \$5,000,000) and transfer to CIP #711122.

Comments:

Planning Department/Startup Form - 07/1/20

\$500,000.00

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Two

A RESOLUTION

“Amending the FY2022 Community Improvement Program, authorizing and transferring funds in the amount of Six Million Seven Hundred Fifty Thousand Dollars (\$6,750,000) for the FY 2022 CIP 711122 CSO Cemetery Brook - Design.”

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 CIP as contained in the 2022 CIP budget; and

WHEREAS, the 2022 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 transfer of funds between EPD administered projects;

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

By decreasing:

FY 2022 CIP 712722 Various Capital Improvement Projects - \$6,750,000 BOND

By increasing:

FY 2022 CIP 711122 CSO Cemetery Brook - Design - \$6,750,000 BOND

Resolved, that this Resolution shall take effect upon its passage

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
James Burkush, Chair
Trixie Dysart
Kathleen Sullivan
Arthur Gatzoulis

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

February 16, 2022
22-014

Chairman Stewart
City of Manchester – CIP Committee
One City Hall Plaza
Manchester, NH 03101

Subject: **Various CIP Adjustments**

Dear Chairman Stewart,

EPD respectfully requests that \$6,750,000 of the remaining \$11,750,000 proceeds in Sewer Revenue Bonds on CIP 712722 be transferred to the existing CIP 711122.

EPD also requests that the unused balances on the following projects be transferred as indicated below:

\$10,217.74 from CIP 711121 be transferred to CIP 711322.
Both of these projects are for MS4 Study, Design, and Construction.

\$165,658.40 from CIP 711320 and \$48,939.82 from CIP 710921 be transferred to CIP 711022
All of these projects are for CMOM Study, Design & Construction.

Lastly, EPD requests changes to the line item budgets on CIP 710619 and CIP 711520 to close out these CIPs.

We have attached the revised CIP Budget Authorization sheets that contain all of the above proposed changes.

If you have any questions, or require any additional information, please feel free to contact us at your convenience.

Thank you,

Frederick J. McNeill, P.E.
Chief Engineer

Attachments:

cc: Mr. Kevin A. Sheppard, P.E.
Mr. Timothy J. Clougherty

CIP BUDGET AUTHORIZATION

CIP#: 711121

Project Year: 2021

CIP Resolution: 6/9/2020

Title: MS4 Study, Design, and Construction

Amending Resolution: 3/15/2022

Administering Department: Public Works-EPD

Revision: #1

Project Description: Municipal separate storm-water sewer system (MS4) is an EPA mandated program that is governed by a newly issued permit. This project will consist of citywide storm-water management, maintenance, and improvements.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	7/1/2020
2.	Project Completion	12/31/2022
3.		
4.		
5.		
		12/31/2022

Line Item Budget

	ENTERPRISE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$589,782.26	\$0.00	\$0.00	\$589,782.26
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	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$589,782.26	\$0.00	\$0.00	\$589,782.26

Revisions:

Revision #1-Change line items, decrease budget by \$10,217.74 (from \$600,000 to \$589,782.26), and transfer to CIP #711322.

Comments:

Anticipated to be funded by NHDES SRF loan.

CIP BUDGET AUTHORIZATION

CIP#: 711322 Project Year: 2022 CIP Resolution: 6/8/2021
 Title: MS4 Study, Design, and Construction Amending Resolution: 3/15/2022
 Administering Department: DPW-EPD Revision: #1

Project Description: MS4 - Study, design, and construction of improvements to the City's storm water system.

Federal Grants

Federal Grant: No
 Grant Executed:

Environmental

Review Required: No
 Completed:

Critical Events

1. Project Initiation	7/1/2021
2. Project Completion	12/31/2022
3.	
4.	
5.	
	12/31/2022

Line Item Budget

	ENTERPRISE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$10,217.74	\$0.00	\$0.00	\$10,217.74
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	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$510,217.74	\$0.00	\$0.00	\$510,217.74

Revisions:

Revision #1-Increase budget by \$10,217.74 (from \$500,00 to \$510,217.74) transferred from CIP #711121.

Comments:

SRF loan from New Hampshire Department of Environmental Services.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Two

A RESOLUTION

“Amending the FY 2021 and FY2022 Community Improvement Program, authorizing and transferring funds in the amount of Ten Thousand Two Hundred Seventeen Dollars and 74/100 (\$10,217.74) for the FY 2022 CIP 711322 MS4 Study, Design, and Construction.”

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 2021 and 2022 CIP as contained in the 2021 and 2022 CIP budget; and

WHEREAS, the 2021 and 2022 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 transfer of funds between EPD administered projects;

NOW, THEREFORE, be it resolved that the 2021 and 2022 CIP be amended as follows:

By decreasing:

FY 2021 CIP 711121 MS4 Study, Design, and Construction - \$10,217.74 ENTERPRISE

By increasing:

FY 2022 CIP 711322 MS4 Study, Design, and Construction - \$10,217.74 ENTERPRISE

Resolved, that this Resolution shall take effect upon its passage



Sharon Y. Wickens
Finance Officer

Michele A. Bogardus
Deputy Finance Officer

CITY OF MANCHESTER
Finance Department

February 17, 2022

Board of Mayor and Alderman
C/o CITY CLERKS OFFICE
One City Hall Plaza
Manchester, New Hampshire 03101

Attention: Alderman Will Stewart
Chairman, CIP Committee

Subject: CIP Project #811422 – ARPA Revenue Replacement Project

Dear Alderman Stewart:

The Finance Department respectfully requests that the balance of funds in the following projects be transferred into CIP #811422. These balances have been determined to be available and we wish to redeploy the purpose to ARPA Revenue Replacement.

CIP #212322 – ARPA Community Health Worker Program (\$1,614,017.79 balance)

CIP #212222 – ARPA Healthy Corner Stores (\$52,100.83)

CIP #212122 – ARPA Healthy Food Strategic Plan (\$6,646.83)

Revised Budget Authorizations are attached for these CIP projects to recognize the transfer of funds. A Finance representative will be available for discussion at the March CIP meeting. In the meantime, if you have any questions please do not hesitate to contact me.

Very truly yours,

Sharon Y. Wickens
Finance Officer

CIP BUDGET AUTHORIZATION

CIP#: 212122

Project Year: 2022

CIP Resolution: 6/8/2021

Title: ARPA - Healthy Food Access Strategic Plan & Implementation

Amending Resolution: 3/15/2022

Administering Department: Health Dept.

Revision: #1

Project Description: Craft an updated version for the City of Manchester with a focus on the social determinants of health as a leading driver in determining an individual's health status. In addition, funding will be utilized to launch the implementation of the plan's identified priorities with community stakeholders.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: No

Grant Executed: Yes

Completed:

Critical Events

1.	Project Initiation	8/1/2021
2.	Project Completion	12/31/2026
3.		
4.		
5.		
		12/31/2026

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$192,404.00	\$0.00	\$0.00	\$192,404.00
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	\$20,000.00	\$0.00	\$0.00	\$20,000.00
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	\$200,000.00	\$0.00	\$0.00	\$200,000.00
TOTAL	\$412,404.00	\$0.00	\$0.00	\$412,404.00

Revisions:

funds transferred from CIP #810622.

Revision #1 - \$6,646.83 transferred to CIP #811422 decreasing budget from \$419,050.83 to \$412,404

Comments:

Funding from the Us Dept of Treasury.

Planning Department/Startup Form - 07/1/20

\$412,404.00

CIP BUDGET AUTHORIZATION

CIP#: 212222 Project Year: 2022 CIP Resolution: 6/8/2021
 Title: ARPA - Healthy Corner Stores Project Amending Resolution: 3/15/2022
 Administering Department: Health Dept Revision: #1

Project Description: 1. Provide financial resources to corner stores for infrastructure investments required for healthy food storage, display, and purchasing; 2. Establish a healthy food hub for corner stores to source foods and receive deliveries (less healthy vendors already provide this to stores); and 3. Implement physical improvements to the store and neighborhood to facilitate connections to the stores as healthy destinations and key food access assets.

Federal Grants

Federal Grant: Yes
 Grant Executed: Yes

Environmental

Review Required: No
 Completed:

Critical Events

1. Project Initiation	8/1/2021
2. Project Completion	12/31/2026
3.	
4.	
5.	
	12/31/2026

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$194,700.00	\$0.00	\$0.00	\$194,700.00
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	\$27,500.00	\$0.00	\$0.00	\$27,500.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$350,000.00	\$0.00	\$0.00	\$350,000.00
TOTAL	\$572,200.00	\$0.00	\$0.00	\$572,200.00

Revisions:

Funds transferred from CIP #810622.
 Revision #1 - \$52,100.83 transferred to CIP #811422 decreasing budget from \$624,300.83 to \$572,200.

Comments: Funding from the US Dept of Treasury.

CIP BUDGET AUTHORIZATION

CIP#: 212322

Project Year: 2022

CIP Resolution: 6/8/2021

Title: ARPA - Community Health Worker Program

Amending Resolution: 2/15/2022

Administering Department: Health Dept

Revision: #2

Project Description: Funds thirteen Community Health Workers, who will work with MPD to take over check condition calls typically taken by officers and act as a hub for addressing neighborhood-level health concerns. Evidence shows that less than 10% of check condition calls require any kind of police response. This partnership will reduce the number of unnecessary calls taken by police, and provide the proper level of care for residents seeking intervention or services. These CHW will be ward based, with an additional worker dedicated to assisting seniors.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: No

Grant Executed: Yes

Completed:

Critical Events

1.	Project Initiation	8/1/2021
2.	Project Completion	12/31/2026
3.		
4.		
5.		
		12/31/2026

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$2,532,889.00	\$0.00	\$0.00	\$2,532,889.00
Fringes	\$2,210,434.00	\$0.00	\$0.00	\$2,210,434.00
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	\$76,000.00	\$0.00	\$0.00	\$76,000.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$82,000.00	\$0.00	\$0.00	\$82,000.00
TOTAL	\$4,901,323.00	\$0.00	\$0.00	\$4,901,323.00

Revisions:

Funds transferred from CIP #810622.

Revision #1-Adjust line items. Revision #2 - \$1,614,017.79 transferred to CIP #811422 decreasing budget from \$6,515,340.79 to \$4,901,323.

Comments: Funding from the US Dept of Treasury.

CIP BUDGET AUTHORIZATION

CIP#: 811422

Project Year: 2022

CIP Resolution: 6/8/2021

Title: ARPA - Revenue Replacement (Budget)

Amending Resolution: 3/15/2022

Administering Department: Finance

Revision: #2

Project Description: Funds used within the FY22 budget to make up for lost revenue.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: No

Grant Executed: Yes

Completed:

Critical Events

1.	Project Initiation	8/1/2021
2.	Project Completion	6/30/2024
3.		
4.		
5.		
		6/30/2024

Line Item Budget

	FEDERAL			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	\$6,281,466.45	\$0.00	\$0.00	\$6,281,466.45
TOTAL	\$6,281,466.45	\$0.00	\$0.00	\$6,281,466.45

Revisions:

Funds transferred from CIP #810622.

Revision #1-Increase budget \$3,671,701 (from \$937,000.00 to \$4,608,701) transferred from CIP #810622 and extend the completion date until 6/30/2024. Revision #2 - increase budget \$1,672,765.45 (from \$4,608,701 to \$6,281,466.45) \$6,646.83 transferred from CIP #212122, \$52,500.83 transferred from CIP #212222 and

Comments:

Funding from the US Dept of Treasury. #2 \$1,614,017.79 transferred from CIP #212322

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Two

A RESOLUTION

“Amending the FY2022 Community Improvement Program, authorizing and appropriating and transferring funds in the amount of One Million Six Hundred Seventy Two Thousand Seven Hundred Sixty Five Dollars and Forty Five Cents (\$1,672,765.45) for the FY 2022 CIP 811422 ARPA-Revenue Replacement (Budget).

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 CIP as contained in the 2022 CIP budget; and

WHEREAS, the 2022 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 to effect the transfer from various American Rescue Plan Act Health Department projects to CIP #811422 ARPA-Revenue Replacement (Budget);

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

By decreasing:

FY 2022 CIP 212122 ARPA - Healthy Food Access Strategic Plan - \$6,646.83 ARPA
FY 2022 CIP 212222 ARPA - Healthy Corner Stores Project - \$52,100.83 ARPA
FY 2022 CIP 212322 ARPA - Community Health Worker Program - \$1,614,017.79 ARPA

By increasing:

FY 2022 CIP 811422 ARPA-Revenue Replacement (Budget) - \$1,672,765.45 ARPA

Resolved, that this Resolution shall take effect upon its passage

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

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
James Burkush, Chair
Trixie Dysart
Kathleen Sullivan
Arthur Gatzoulis

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

February 16, 2022
22-014

Chairman Stewart
City of Manchester – CIP Committee
One City Hall Plaza
Manchester, NH 03101

Subject: **Various CIP Adjustments**

Dear Chairman Stewart,

EPD respectfully requests that \$6,750,000 of the remaining \$11,750,000 proceeds in Sewer Revenue Bonds on CIP 712722 be transferred to the existing CIP 711122.

EPD also requests that the unused balances on the following projects be transferred as indicated below:

\$10,217.74 from CIP 711121 be transferred to CIP 711322.
Both of these projects are for MS4 Study, Design, and Construction.

\$165,658.40 from CIP 711320 and \$48,939.82 from CIP 710921 be transferred to CIP 711022
All of these projects are for CMOM Study, Design & Construction.

Lastly, EPD requests changes to the line item budgets on CIP 710619 and CIP 711520 to close out these CIPs.

We have attached the revised CIP Budget Authorization sheets that contain all of the above proposed changes.

If you have any questions, or require any additional information, please feel free to contact us at your convenience.

Thank you,

Frederick J. McNeill, P.E.
Chief Engineer

Attachments:

cc: Mr. Kevin A. Sheppard, P.E.
Mr. Timothy J. Clougherty

CIP BUDGET AUTHORIZATION

CIP#: 710619 Project Year: 2019 CIP Resolution: 6/12/2018
Title: CMOMs- Study, Design, and Construction Amending Resolution: 10/2/2018
Administering Department: Public Works-EPD Revision: #3

Project Description: Study, design, and construction of sewer/pump station improvements

Federal Grants

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

Critical Events

1. Project Initiation	7/17/2018
2. Project Completion	12/31/2022
3.	
4.	
5.	
	12/31/2022

Line Item Budget

	ENTERPRISE	STATE		TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$679,182.47	\$0.00	\$0.00	\$679,182.47
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$43,123.68	\$0.00	\$43,123.68
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	\$5,312,183.22	\$0.00	\$0.00	\$5,312,183.22
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$5,991,365.69	\$43,123.68	\$0.00	\$6,034,489.37

Revisions:

#1 - Increases Enterprise budget by \$991,365.69 from CIP Project# 711016/Adds \$43,123.68 State transferred from CIP Project #711012.
#2 - Extend Project Completion date to 12/31/2022.
#3 - Change line item budget to close out CIP.

Comments:

CIP BUDGET AUTHORIZATION

CIP#: 711520 Project Year: 2020 CIP Resolution: 6/10/2019
Title: MS4 Study, Design, and Construction Amending Resolution:
Administering Department: Public Works-EPD Revision: #1

Project Description: EPA mandated program to improve water quality by eliminating combined sewer overflows

Federal Grants

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

Critical Events

1. Project Initiation	7/1/2019
2. Project Completion	6/30/2034
3.	
4.	
5.	
	6/30/2034

Line Item Budget

	ENTERPRISE			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$500,000.00	\$0.00	\$0.00	\$500,000.00

Revisions:

Revision #1-Change line item budget to close out CIP.

Comments:



CITY OF MANCHESTER

Economic Development Office

Jodie L. Nazaka, AICP
Director



MEMORANDUM

To: Alderman Will Stewart,
Chairman, CIP Committee

From: Jodie Nazaka, AICP
Director, Manchester Economic Development

Date: 02/11/2022

Re: Repositioning of Funds in Support of the Manchester Economic Development Office.

In August of 2021, \$1,334,286.26 of American Rescue Plan funding was transferred from CIP #810622 to create a new CIP project #810922 to fund the positions of an Economic Development Director and Business Liaison within the Manchester Economic Development Office. All funds were placed under Salaries and Wages at project startup time. This memo aims to allocate funds to appropriate line items as follows:

Salaries and Wages:	\$727,000.00
Fringes:	\$218,100.00
Other:	\$389,186.26
Total:	\$1,334,286.26

Thank you for your attention to this matter.

CIP BUDGET AUTHORIZATION

CIP#: 810922

Project Year: 2022

CIP Resolution: 6/8/2021

Title: ARPA - Manchester Economic Development Office

Amending Resolution: 8/1/2021

Administering Department: Economic Development

Revision: #1

Project Description: Support our business community through this economic recovery and to bring City staffing up to pre-pandemic levels, this item funds an Economic Development Director and a Business Liaison within the Manchester Economic Development Office.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: No

Grant Executed: Yes

Completed:

Critical Events

1.	Project Initiation	8/1/2021
2.	Project Completion	12/31/2026
3.		
4.		
5.		
		12/31/2026

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$727,000.00	\$0.00	\$0.00	\$727,000.00
Fringes	\$218,100.00	\$0.00	\$0.00	\$218,100.00
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	\$389,186.26	\$0.00	\$0.00	\$389,186.26
TOTAL	\$1,334,286.26	\$0.00	\$0.00	\$1,334,286.26

Revisions:

Funds transferred from CIP #810622.

Revision #1-Line item adjustments.

Comments:

Funding from the US Dept of Treasury.

Andre R. Parent
Chief of Department



Matthew A. K. Lamothe
Assistant Chief

City of Manchester *Fire Department*

TO: Alderman Stewart, CIP Committee Chair

FROM: Chief Andre R. Parent *AP*

DATE: February 16, 2022

RE: Project Extensions

I am writing to request extending the end date of the projects listed below to 6/30/22. Most of these projects will be coming to a close and are just awaiting reimbursement.

- 410721- ACS Site Supplies
- 410621- Personal Protective Equipment
- 410818- Communication Redundancy
- 410921- Warm Zone EMS
- 412121- ALERRT Conference
- 412015- Smoke Detector Program
- 410821- Emergency Management Equipment & Supplies

Thank you for your attention to this matter.

CIP BUDGET AUTHORIZATION

CIP#: 410721

Project Year: 2021

CIP Resolution: 6/9/2020

Title: ACS Site Supplies

Amending Resolution: 9/1/2020

Administering Department: Fire Department

Revision: #1

Project Description: Funding to purchase ACS Site Supplies.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: No

Grant Executed: No

Completed:

Critical Events

1.	Project Initiation	9/1/2020
2.	Project Completion	6/30/2022
3.		
4.		
5.		
		6/30/2022

Line Item Budget

	FEDERAL			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	\$350,000.00	\$0.00	\$0.00	\$350,000.00
TOTAL	\$350,000.00	\$0.00	\$0.00	\$350,000.00

Revisions:

Revision #1-Extend the completion date to 6/30/2022.

Comments:

Planning Department/Startup Form - 07/1/20

\$350,000.00

CIP BUDGET AUTHORIZATION

CIP#: 410621 Project Year: 2021 CIP Resolution: 6/9/2020
 Title: Personal Protective Equipment Amending Resolution: 9/1/2020
 Administering Department: Fire Department Revision: #1

Project Description: Funding for Personal Protective Equipment.

Federal Grants

Federal Grant: Yes
 Grant Executed: No

Environmental

Review Required: No
 Completed:

Critical Events

1. Project Initiation	9/1/2020
2. Project Completion	6/30/2022
3.	
4.	
5.	
	6/30/2022

Line Item Budget

	FEDERAL			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	\$225,000.00	\$0.00	\$0.00	\$225,000.00
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	\$225,000.00	\$0.00	\$0.00	\$225,000.00

Revisions:

Revision #1-Extend the completion date to 6/30/2022.

Comments:

FEDERAL Funds: FEMA and GOFERR

Planning Department/Startup Form - 07/1/20

\$225,000.00

CIP BUDGET AUTHORIZATION

CIP#: 410818	Project Year: 2018	CIP Resolution: 6/13/2017
Title: Communications Redundancy		Amending Resolution: 10/3/2017
Administering Department: Fire Department		Revision: #1

Project Description: To ensure interoperability and emergency communications between Manchester, Nashua, and the Manchester Boston Regional Airport.

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

Critical Events

1.	Program Initiation	10/3/17
2.	Program Completion	6/30/2022
3.		
4.		
5.		
		6/30/2022

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	\$300,000.00	\$0.00	\$0.00	\$300,000.00
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	\$300,000.00	\$0.00	\$0.00	\$300,000.00

Revisions: Revision #1-Extend the completion date to 6/30/2022.

Comments: State funds received from NH Dept. of Homeland Security.

CIP BUDGET AUTHORIZATION

CIP#: 410921 Project Year: 2021 CIP Resolution: 6/9/2020
 Title: Warm Zone EMS Equipment & Training Amending Resolution: 9/7/2021
 Administering Department: Fire Department Revision: #2

Project Description: Funding to provide Warm Zone EMS training and equipment for fire department members.

Federal Grants

Federal Grant: Yes
 Grant Executed: No

Environmental

Review Required: No
 Completed:

Critical Events

1. Project Initiation	9/1/2020
2. Project Completion	6/30/2022
3.	
4.	
5.	
	6/30/2022

Line Item Budget

	FEDERAL			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	\$6,000.00	\$0.00	\$0.00	\$6,000.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$100,000.00	\$0.00	\$0.00	\$100,000.00
TOTAL	\$106,000.00	\$0.00	\$0.00	\$106,000.00

Revisions:

Revision #1-Increases budget by \$6,000 (from \$100,000 to \$106,000) and extends the completion date to 12/31/2021.
 Revision #2-Extend the completion date to 6/30/2022.

Comments: FEDERAL Funds: Homeland Security Grant

CIP BUDGET AUTHORIZATION

CIP#: 412121 Project Year: 2021 CIP Resolution: 6/9/2020
 Title: ALERRT 2021 Conference Amending Resolution: 5/18/2021
 Administering Department: Fire Dept Revision: #1

Project Description: An award of \$2,350 from the State of NH to send our Emergency Management Coordinator to the 2021 ALERRT Conference in Nashville in October 2021.

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

Critical Events

1. Project Initiation	3/31/2021
2. Project Completion	6/30/2022
3.	
4.	
5.	
	6/30/2022

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	\$2,350.00	\$0.00	\$0.00	\$2,350.00
TOTAL	\$2,350.00	\$0.00	\$0.00	\$2,350.00

Revisions: Revision #1-Extend the completion date to 6/30/2022.

Comments: Funding Source: State of New Hampshire

CIP BUDGET AUTHORIZATION

CIP#: 412015

Project Year: 2015

CIP Resolution: 6/10/2014

Title: Smoke Detector Program

Amending Resolution: 3/17/2015

Administering Department: Fire Department

Revision: #1

Project Description: To provide smoke detectors to those individuals and families unable to purchase them on their own.

Federal Grants

Federal Grant: No

Environmental

Review Required: No

Grant Executed: N/A

Completed:

Critical Events

1	Program Initiation	3/17/15
2	Program Completion	6/30/2022
3		
4		
5		
		6/30/2022

Line Item Budget

	OTHER			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	\$10,000.00	\$0.00	\$0.00	\$10,000.00
TOTAL	\$10,000.00	\$0.00	\$0.00	\$10,000.00

Revisions

Revision #1-Extend the completion date to 6/30/2022.

Comments:

CIP BUDGET AUTHORIZATION

CIP#: 410821 Project Year: 2021 CIP Resolution: 6/9/2020
 Title: Emergency Management Equipment & Supplies Amending Resolution: 8/3/2021
 Administering Department: Fire Department Revision: #2

Project Description: Funds to purchase Emergency Management Equipment and Supplies.

Federal Grants

Federal Grant: Yes
 Grant Executed: No

Environmental

Review Required: No
 Completed:

Critical Events

1. Project Initiation	9/1/2020
2. Project Completion	6/30/2022
3.	
4.	
5.	
	6/30/2022

Line Item Budget

	FEDERAL			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	\$210,800.00	\$0.00	\$0.00	\$210,800.00
TOTAL	\$210,800.00	\$0.00	\$0.00	\$210,800.00

Revisions:

Revision #1 - Budget decreased \$339,200 (from \$550,000 to \$210,800) and extend the project until 12/31/2021.
 Revision #2-Extend the completion date to 6/30/2022.

Comments: FEDERAL Funds: FEMA or GOFERR

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



Commission
Patrick Robinson, Chair
James Burkush
Trixie Dysart
Armand Forest
Kathleen Sullivan

Timothy J. Clougherty
Deputy Public Works Director

CITY OF MANCHESTER
Department of Public Works

February 22, 2022

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

Attention: Alderman Will Stewart
Chairman, CIP Committee

Subject: Extension of CIP 711318 – Goffs Falls Road Bridge Replacement

Dear Alderman Stewart:

The Department of Public Works (DPW) respectfully requests that the time frame for the FY18 Bridge Repairs contract, CIP 711318, be extended by 12 months to have a completion date of 12/31/2022. This is to have a viable on-call contract in place until the next on-call contract can be signed within the next fiscal year.

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,

Owen Friend-Gray, P.E.
Highway Chief Engineer

cc/Kevin A. Sheppard, P.E.
Tim Clougherty
Mary Williams

CIP BUDGET AUTHORIZATION

CIP#: 711318	Project Year: 2018	CIP Resolution: 6/13/2017
Title: FY18 Bridge Repairs	Amending Resolution: 12/18/2018	
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	12/31/2022
3.		
4.		
5.		
		12/31/2022

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	\$65,000.00	\$0.00	\$0.00	\$65,000.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$35,000.00	\$0.00	\$0.00	\$35,000.00
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	\$650,000.00	\$0.00	\$0.00	\$650,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$750,000.00	\$0.00	\$0.00	\$750,000.00

Revisions: #1 - increases budget by \$150,000 State from \$600,000 to \$750,000.
 #2 -

Comments: State funds from SB38 State Block Grant. \$150,000 State transferred from CIP #711218.

Jonathan Hopkins
Director
Central Fleet Services



CITY OF MANCHESTER
Central Fleet Services

February 16, 2022

To: Community Improvement Committee

Re: Seeking authority enter into an agreement to purchase police vehicles

Dear Chairman Stewart,

As you are aware supply chain interruptions and parts shortages have greatly affect the automotive industry. To ensure we have an adequate supply of replacement vehicles for the police department I am seeking permission to accept bids and sign contracts to purchase up to 15 Ford Explores prior to the approval of the 2022/2023 MER.

I am anticipating significant increases in pricing within the next few months and long production delays. At this time, I have secured a bid that shows no increase over last years purchase price of \$32,610, however this State Bid price will expire in April. Any purchases after that will most likely increase in price. This bid price is approximately \$5000 dollars below the next bidder.

Production and delivery of these vehicle is estimated to be 30 weeks from the day the order is placed. This production time line will ensure that delivery of the vehicles will not happen until well into the FY 2022/2023. If you have any questions, please feel free to contact me.

Sincerely,

Jonathan Hopkins
Central Fleet Services Director