



# City of Concord

## City Council

### Meeting Minutes - Draft

---

Monday, April 8, 2024

7:00 PM

City Council Chambers  
37 Green Street  
Concord, NH 03301

---

1. Call to Order.

**Action:** Mayor Champlin called the meeting to order at 7:00 PM. Mayor Champlin noted that devices are available to help those who have difficulty hearing. These devices use a transmitter and headphones, and allow for an individual to personally adjust the volume to their needs. A device can be obtained at the ConcordTV booth in the back of Council Chambers.

2. Invocation.

3. Pledge of Allegiance.

4. Roll Call.

**Present:** 12 - Councilor Stacey Brown, Mayor Byron Champlin, Councilor Nathan Fennessy, Councilor Jeff Foote, Councilor Amanda Grady Sexton, Councilor Fred Keach, Councilor Jennifer Kretovic, Councilor Paula McLaughlin, Councilor Karen McNamara, Councilor Jim Schlosser, Councilor Ali Sekou, and Councilor Brent Todd

**Excused:** 3 - Councilor Michele Horne, Councilor Judith Kurtz, and Councilor Kris Schultz

5. Approval of the Meeting Minutes.

March 11, 2024 City Council Draft Meeting Minutes.

**Action:** Councilor Grady Sexton moved approval of the March 11, 2024 City Council meeting minutes. The motion was duly seconded.

Councilor Brown requested an amendment of the word "classes" under Comments by City Councilors be changed to "glasses."

The motion to accept the meeting minutes with the amendment passed with no dissenting votes.

6. Agenda overview by the Mayor.

7. Presentation by the Concord Public Library Foundation.

**Action:** Kate Ransmeier and Kari Allen, both of the Concord Public Library Foundation, discussed the work performed by the Concord Public Library Foundation. They also discussed the infrastructure of the Concord Public Library and a proposed addition. A one page document regarding the proposed expansion was provided by the board members and is on file in the City Clerk's Office.

8. SkitheBeav Presentation.

**Action:** Susan Woods, Vice Chair of SkiTheBeav, provided a presentation regarding snow-making at Beaver Meadow Golf Course for the purpose of cross country skiing during the golf course's off season. Ms. Woods discussed the need for water and power for a snow-making machine to produce snow. A presentation was provided to City Council and this presentation is on file in the City Clerk's Office and digitally by accessing this City Council agenda on the City's website.

***\*\*Consent Agenda Items\*\****

**Action:** Agenda items number 18 and 21 were pulled from the consent agenda by Councilor Brown for discussion. Councilor Brown recused from agenda item number 20.

Councilor Kretovic recused from agenda item number 21.

Councilor Grady Sexton moved approval. The motion was duly seconded and passed with no dissenting votes.

**Referral to the Public Safety Board and the Recreation and Parks Advisory Committee**

9. Communication from Councilor Horne and Councilor Todd requesting the City consider holding a community meeting for the Rolfe Park neighborhood to discuss ongoing safety concerns.

**Action:** This communication was referred to the Public Safety Board and the Recreation and Parks Advisory Committee.

**Items Tabled for May 13, 2024 Public Hearings**

10. Resolution appropriating the sum of \$65,722.88 in the Wastewater Fund as a Transfer Out to Capital and authorizing the use of Wastewater Fund Balance for this purpose, and appropriating the sum of \$65,722.88 in the Equipment Replacement Project (CIP #121) to restore previously reprogrammed funding and accepting the sum of \$65,722.88 as a Transfer from the Wastewater Fund for this purpose; together with a report from the Acting Assistant Finance Director.

**Action:** This resolution was moved to set for a public hearing.

11. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, Article 1-5, Fees, Fines, and Penalties, Schedule 1; together with non-ordinance fees and a report from the Deputy City Manager - Finance.

**Action:** This ordinance was moved to set for a public hearing.

12. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 35, Classification and Compensation Plan, Schedule D of Article 35-2, Class Specification Index, reorganization of the General Services Highways and Utilities Division; together with a report from the General Services Director.

**Action:** This ordinance was moved to set for a public hearing.

**From the City Manager**

13. Positive Citizen Comments.

**Action:** This positive comments were received and filed.

**Consent Reports**

14. Diminimus gifts and donations report from the Library Director requesting authorization to accept gifts totaling \$1,611.50, as provided under the pre-authorization granted by City Council.

**Action:** This consent report was approved.

15. Report from Deputy City Manager - Finance recommending the FY25 Budget Schedule and Guidelines

**Action:** This consent report was approved.

16. Quarterly Current Use Change Tax Report from Director of Real Estate Assessments.

**Action:** This consent report was approved.

17. 2023/2024 Winter Operations Staff Stipend Outcomes Report from the General Services Director.

**Action:** This consent report was approved.

18. Report from the Golf Course Director of Operations requesting authorization to collect resident information for the Beaver Meadow Golf Course. (Pulled from consent by Councilor Brown.)

**Action:** This item was pulled from the consent agenda by Councilor Brown for discussion.

### **Consent Resolutions**

19. Resolution adopting the City of Concord Hazard Mitigation Plan as revised in 2024, together with all associated appendices and maps; together with a report from the Fire Chief.

**Action:** This consent resolution was approved.

20. Resolution authorizing the City Manager to submit an application to Jeanne Shaheen Congressional directed spending program for funds designated for Law Enforcement Related Programs; together with a report from the Deputy Police Chief.

**Action:** This consent resolution was approved. Councilor Brown recused.

### **Appointments**

21. Mayor Champlin's proposed appointments to the Economic Development Advisory Committee: Michelline Dufort, Stephen M. Duprey, Chuck Gilboy, Jean Hakuzimana, Emily Ricard, Robert M. Segal, Alex Stoye, Patrick Tompkins, Mike Vlachich, Salvatore Prizio, Jim Bouley, Ari Pollack, Mayor Champlin, Councilor Kurtz and Councilor Sekou. (Pulled from consent by Councilor Brown.)

**Action:** This item was pulled from the consent agenda by Councilor Brown for discussion. Councilor Kretovic recused.

22. Mayor Champlin's proposed appointment to the Community Development Advisory Committee: Travis J. Craig.

**Action:** This appointment was approved.

23. Mayor Champlin's proposed reappointments to the Contoocook River Local Advisory Committee: Marco Philippon and Jack Shields.

**Action:** This appointment was approved.

24. Mayor Champlin's Proposed Appointment to the Planning Board: Dina S. Condodemetraky.

**Action:** This appointment was approved.

25. Mayor Champlin's proposed appointments to the Public Safety Board: Moe Djabelarbi, Natch Greyes, Lisa Brown, Donald Carter, Steve Edwards and Jessica Eskeland.

**Action:** This appointment was approved.

26. Mayor Champlin's Proposed Appointment to the Steering Committee for Concord's Plan to End Homelessness: Valerie R. Guy.

**Action:** This appointment was approved.

*\*\*End of Consent Agenda\*\**

### **Public Hearings**

- 27A. Resolution modifying the Elderly Exemption for the City of Concord pursuant to the provisions of RSA 72:27-a; together with a report from the Director of Real Estate Assessments. (Public testimony submitted.)

**Action:** The public hearings for agenda items number 27A, 27B, 27C, and 27D were held in conjunction.

City Manager Aspell briefly described both proposed exemption changes. The Tax Exemption Policy Committee recommends increasing the current elderly income level from \$39,000 to \$42,000 for single applicants and from \$55,300 to \$60,000 for married applicants and increasing the asset limit from \$100,000 to \$150,000 for both single and married applicants. The committee recommends increasing the Blind Exemption amount from \$120,234 to \$125,000.

City Manager Aspell also briefly described both proposed credit changes. The Tax Exemption Policy Committee recommends increasing the Optional Veterans' Tax Credit and All Veterans' Tax Credit from \$200 to \$300.

Mayor Champlin opened the public hearing.

Andrew Lane, a Concord resident and representative of Concord Veterans of Foreign Wars Post 1631, spoke in support of approving the proposed changes.

There being no further public testimony, Mayor Champlin declared the hearing closed.

- 27B. Resolution modifying the Optional Veterans' Tax Credit for the City of Concord pursuant to the provisions of RSA 72:27-a; together with a report from the Director of Real Estate Assessments. (Public testimony submitted.)

**Action:** The public hearings for agenda items number 27A, 27B, 27C, and 27D were held in conjunction.

- 27C. Resolution modifying the All Veterans' Tax Credit for the City of Concord pursuant to the provisions of RSA 72:28-a; together with a report from the Director of Real Estate Assessments. (Public testimony submitted.)

**Action:** The public hearings for agenda items number 27A, 27B, 27C, and 27D were held in conjunction.

- 27D. Resolution modifying the Blind Exemption for the City of Concord pursuant to the provisions of RSA 72:27-a; together with a report from the Director of Real Estate Assessments. (Public testimony submitted.)

**Action:** The public hearings for agenda items number 27A, 27B, 27C, and 27D were held in conjunction.

- 27E. Resolution appropriating the sum of \$35,000 in the Solid Waste fund to modify the entrance to the transfer station located on Old Turnpike Road and authorizing the use of \$35,000 in the Solid Waste fund balance for this purpose; together with a report from the General Services Director.

**Action:** City Manager Aspell provided an overview of this item which proposes constructing a secondary access near the current transfer station entrance on Old Turnpike Road in order to alleviate traffic backing-up on Old Turnpike Road.

Mayor Champlin opened the public hearing. There being no public testimony, Mayor Champlin declared the hearing closed.

- 27F. Resolution accepting the sum of \$9,660.75 in residential granite curb cost sharing and reimbursement from developers and appropriating the sum of \$9,660.75 in the Annual Roadway Surface Improvements project (CIP #78) for this purpose; together with a report from the General Services Director.

**Action:** Mayor Champlin opened the public hearing. There being no public testimony, Mayor Champlin declared the hearing closed.

- 27G. Resolution amending and restating resolution #9573 which determined that the proposed project has a public benefit and approved an application by First Church Holdings L.L.C. for a seven year RSA 79-E Community Revitalization Tax Relief Incentive for the renovation of real estate located at 177 North Main Street, City Assessor's Parcel Map 55 Block 3 Lot 14 and 16; together with a report from the Assistant Director of Community Development.

**Action:** City Manager Aspell provided a brief overview of this item which, if approved, will provide First Church Holdings L.L.C. with seven years of community tax relief benefits totaling approximately \$393,000 over the course of seven years for the redevelopment of 177 North State Street into 30 market-rate rental housing units. The item was brought before Council in August 2023, granted site plan approval by the Planning Board in September 2023, and granted applicable variances from the Zoning Board of Adjustment in October 2023. The Council approval in August 2023 set a required substantial completion date for March 2025. Due to First Church Holdings L.L.C's variances being appealed by their abutter, the project's construction was delayed and therefore rendered the substantial completion date unattainable. The proposed resolution amends the substantial completion date from March 2025 to March 2026.

Mayor Champlin opened the public hearing.

Jonathan Chorlian of First Church Holdings, L.L.C made himself available for questions.

There being no further public testimony, Mayor Champlin declared the hearing closed.

- 27H. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 35, Classification and Compensation Plan, Schedule D of Article 35-2, Class Specification Index, reorganization of the General Services Administration Division; together with a report from the General Services Director.

**Action:** City Manager Aspell provided a brief overview of this item in which the proposed ordinance seeks to reclassify the Assistant Administration Division Manager position, which has a pending retirement, into an Office Manager. The proposed ordinance would also replace the two Fiscal Technician III positions with two Administrative Support Specialists who would report to the Office Manager.

Mayor Champlin opened the public hearing. There being no public testimony, Mayor Champlin declared the hearing closed.

- 27I. Resolution appropriating the sum of \$66,190 for City overtime payments to cover shifts when earned leave is used and using fund balance in the amount of \$66,190 for this purpose; together with a report from the Director of Human Resources and Labor Relations.

**Action:** Director of Human Resources and Labor Relations Jennifer Johnston provided an overview of this item which, if approved, would establish a temporary earned leave bank for non-probationary, contractual employees who are members of the following collective bargaining groups: UAW, AFSCME, CPPA, CPSA, IAFF, and CFOA. Also included in this resolution is a "Perks Package" which would afford all non-resident employees the ability to access to City pool and splash pad facilities, as well as the ability to receive a Concord Public Library card. The proposed package would also allow all City employees to receive the member guest rate at the Beaver Meadow Golf Course.

Mayor Champlin opened the public hearing. There being no public testimony, Mayor Champlin declared the hearing closed.

### **Public Hearing Action**

28. Resolution modifying the Elderly Exemption for the City of Concord pursuant to the provisions of RSA 72:27-a; together with a report from the Director of Real Estate Assessments. (Public testimony submitted.)

**Action:** Councilor Kretovic moved approval. The motion was duly seconded and passed with no dissenting votes.



29. Resolution modifying the Optional Veterans' Tax Credit for the City of Concord pursuant to the provisions of RSA 72:27-a; together with a report from the Director of Real Estate Assessments. (Public testimony submitted.)

**Action:** Councilor Keach moved approval. The motion was duly seconded and passed with no dissenting votes. Councilor Brown recused.

30. Resolution modifying the All Veterans' Tax Credit for the City of Concord pursuant to the provisions of RSA 72:28-a; together with a report from the Director of Real Estate Assessments. (Public testimony submitted.)

**Action:** Councilor Todd moved approval. The motion was duly seconded and passed with no dissenting votes. Councilor Brown recused.

31. Resolution modifying the Blind Exemption for the City of Concord pursuant to the provisions of RSA 72:27-a; together with a report from the Director of Real Estate Assessments. (Public testimony submitted.)

**Action:** Councilor Kretovic moved approval. The motion was duly seconded and passed with no dissenting votes.

32. Resolution appropriating the sum of \$35,000 in the Solid Waste fund to modify the entrance to the transfer station located on Old Turnpike Road and authorizing the use of \$35,000 in the Solid Waste fund balance for this purpose; together with a report from the General Services Director.

**Action:** Councilor Kretovic moved approval. The motion was duly seconded and passed with no dissenting votes.

33. Resolution accepting the sum of \$9,660.75 in residential granite curb cost sharing and reimbursement from developers and appropriating the sum of \$9,660.75 in the Annual Roadway Surface Improvements project (CIP #78) for this purpose; together with a report from the General Services Director.

**Action:** Councilor Kretovic moved approval. The motion was duly seconded and passed with no dissenting votes.

34. Resolution amending and restating resolution #9573 which determined that the proposed project has a public benefit and approved an application by First Church Holdings L.L.C. for a seven year RSA 79-E Community Revitalization Tax Relief Incentive for the renovation of real estate located at 177 North Main Street, City Assessor's Parcel Map 55 Block 3 Lot 14 and 16; together with a report from the Assistant Director of Community Development.

**Action:** Councilor McNamara moved approval. The motion was duly seconded and passed with no dissenting votes. Councilor Sekou recused.

35. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 35, Classification and Compensation Plan, Schedule D of Article 35-2, Class Specification Index, reorganization of the General Services Administration Division; together with a report from the General Services Director.

**Action:** Councilor Grady Sexton moved approval. The motion was duly seconded and passed with no dissenting votes.

36. Resolution appropriating the sum of \$66,190 for City overtime payments to cover shifts when earned leave is used and using fund balance in the amount of \$66,190 for this purpose; together with a report from the Director of Human Resources and Labor Relations.

**Action:** Councilor Kretovic moved approval. The motion was duly seconded and passed with no dissenting votes. Councilor Brown recused.

### **Reports**

37. Report on results of due diligence for acquisition of 4 Bouton Street and 124 North State Street for a new Police Station and City Council authorization to complete purchase.

**Action:** Deputy City Manager of Development Matt Walsh and Concord Police Chief Brad Osgood presented the results of due diligence in the acquisition of 4 Bouton Street and 124 North State Street for a new Police Station.

The corresponding slide show presentation is on file in the City Clerk's Office. The presentation provided an overview of the existing City Hall campus and Police Station and reviewed trending increases in Concord's population and police calls for service. A review of the property and its features was provided as well as an option for demolition and construction versus an option for adaptive reuse and expansion.

Deputy City Manager of Development Matt Walsh and Concord Police Chief Brad Osgood discussed how the acquisition of the properties may help Concord Police Department with accreditation, morale, and retention as well as safer and more efficient operations.

Councilor Grady Sexton moved approval. The motion was duly seconded and passed with no dissenting votes. Councilor Brown recused. Councilor Keach requested a roll call vote.

**Yes:** 11 - Mayor Champlin, Councilor Fennessy, Councilor Foote, Councilor Grady Sexton, Councilor Keach, Councilor Kretovic, Councilor McLaughlin, Councilor McNamara, Councilor Schlosser, Councilor Sekou, and Councilor Todd

**Excused:** 3 - Councilor Horne, Councilor Kurtz, and Councilor Schultz

**Recused:** 1 - Councilor Brown

### **New Business**

### **Unfinished Business**

38. Resolution appropriating the sum of \$10,308,000 in the Beaver Meadow Golf Course Club House & Buildings Project (CIP #107) for the construction of a new facility and related improvements, and authorizing the issuance of bonds and notes in the sum of \$10,308,000 for this purpose; together with a report from the Deputy City Manager - Finance. (Presentation and proforma submitted.) (Public testimony received.) (Revised presentation submitted.) (Additional public testimony received.)

### **Consideration of items pulled from the Consent Agenda**

18. Report from the Golf Course Director of Operations requesting authorization to collect resident information for the Beaver Meadow Golf Course. (Pulled from consent by Councilor Brown.)

**Action:** This item was pulled from the consent agenda by Councilor Brown.

Councilor Brown moved to amend the report by adding a period in the report's recommendation after the word "information" and remove the remainder of the sentence. The motion was duly seconded and failed.

Councilor Keach moved to accept the report. The motion was duly seconded and passed with one dissenting vote.

21. Mayor Champlin's proposed appointments to the Economic Development Advisory Committee: Michelline Dufort, Stephen M. Duprey, Chuck Gilboy, Jean Hakuzimana, Emily Ricard, Robert M. Segal, Alex Stoye, Patrick Tompkins, Mike Vlachich, Salvatore Prizio, Jim Bouley, Ari Pollack, Mayor Champlin, Councilor Kurtz and Councilor Sekou. (Pulled from consent by Councilor Brown.)

**Action:** This item was pulled from the consent agenda by Councilor Brown.

Councilor Brown moved to delay the vote on the two appointments dispersed to members of City Council on March 29, 2024 until next Monday, April 15, 2024.

Councilor Keach moved to suspend the rules so that the appointments could be considered this evening. The motion was dully seconded and passed with one dissenting vote.

Councilor Fennessy moved approval of the appointments as proposed. The motion was dully seconded and passed with one dissenting vote.

#### **Comments, Requests by Mayor, City Councilors**

Councilor Kretovic discussed the development of a notification list by Swenson Granite to notify those on the list regarding upcoming blasting. Councilor Kretovic provided her personal e-mail address, jennifer.kretovic@gmail.com, for residents to provide their information. Councilor Kretovic will then forward the information to Swenson Granite. Councilor Kretovic provided her personal e-mail address, rather than her City of Concord e-mail address, so that resident information does not become part of public records.

Councilor McNamara announced an event and presentation hosted by the Concord Historical Society at the Kimball Jenkins Estate Carriage House on April 11 at 7:00 PM.

Councilor Brown announced a free community garden on Warren Street. Donations can be made at CAPBM.org. Councilor Brown also discussed a listening session she is co-hosting with a member of the Concord School Board at the Women's Club on April 9 at 7:30 PM. Also, Councilor Brown discussed the hiring of lifeguards and the offer of free membership at YMCA of Concord provided by the YMCA's Executive Director. The offer of free membership is for lifeguards who are selected for employment by the City but who have not started employment because the City's pools are not yet open.

Councilor Brown moved to allow lifeguards to receive YMCA memberships until the City's pools open. The motion was dully seconded.

Discussion followed regarding the general process of referring items to committee, referring this item to the Recreation and Parks Advisory Committee, and the City's gift policy.

Councilor Brown moved to suspend the rules and discuss the item not previously advertised. The item not previously advertised is the free YMCA membership. The motion was not seconded and failed.

Councilor Grady Sexton asked if Councilor Brown would like to have her item referred to the Recreation and Parks Advisory Committee. Councilor Brown confirmed.

City Manager Aspell discussed the possibility of hired lifeguards contacting the YMCA, and the YMCA confirming the lifeguard's employment with the City to simplify the item at hand.

Councilor Keach suggested referring the item to City Administration, and more discussion followed regarding the YMCA verifying that the individuals receiving the free membership have been hired by the City.

General consensus was that further action by the City is not needed other than verifying employment for those hired lifeguards who seek the free membership offered by the YMCA.

Councilor Fennessy recognized the passing of Representative Art Ellison.

Councilor Schlosser discussed the resident meeting he co-hosted with a member of the Concord School Board.

Councilor Sekou thanked members of City Council for attending Iftar, a community Ramadan dinner. Councilor Sekou discussed Eid Al-Fitr.

Councilor Foote discussed the Kiwanis Club who is celebrating 100 years as an organization. He also provided positive feedback about the condition of the roads during snowfall on April 3.

Mayor Champlin acknowledged the members in the audience from the City's PROPEL (Professional Opportunity for Emerging Leaders) program which is a 9-month program run by the City's General Services Department. Mayor Champlin thanked Councilor Sekou for his invitation to Iftar at the Islamic Society of Greater Concord. Mayor Champlin also recognized the passing of Representative Ellison. Lastly, Mayor Champlin thanked Building Community in New Hampshire for hosting an event with members of the new American community.

### **Comments, Requests by the City Manager**

City Manager Aspell discussed the plowing of Concord streets. He also discussed the Hazard Mitigation Plan of 2024.

### **Adjournment**

**Action:** At 9:57 PM, there being no additional Council business, Councilor Keach moved approval to adjourn. The motion was duly seconded and passed with no dissenting votes.

### **Information**

Inf1. January 2, 2024 Architectural Design Review Committee Meeting Minutes.

**Action:** Information item received and filed.

Inf2. January 4, 2024 Heritage Commission Meeting Minutes.

**Action:** Information item received and filed.

Inf3. January 10, 2024 Conservation Commission Meeting Minutes.

**Action:** Information item received and filed.

Inf4. January 10, 2024 Conservation Commission Trails Subcommittee Meeting Minutes.

**Action:** Information item received and filed.

Inf5. January 17, 2024 Planning Board Meeting Minutes.

**Action:** Information item received and filed.

Inf6. January 25, 2024 Transportation Policy Advisory Committee Meeting Minutes.

**Action:** Information item received and filed.

Inf7. January 26, 2024 Conservation Commission Tree Subcommittee Meeting Minutes.

**Action:** Information item received and filed.

Inf8. February 1, 2024 Heritage Commission Draft Meeting Minutes.

**Action:** Information item received and filed.

Inf9. February 6, 2024 Architectural Design Review Committee Meeting Minutes.

**Action:** Information item received and filed.

Inf10. February 8, 2024 Conservation Commission Meeting Minutes.

**Action:** Information item received and filed.

Inf11. February 14, 2024 Conservation Commission Meeting Minutes.

**Action:** Information item received and filed.

Inf12. February 14, 2024 Trails Subcommittee Meeting Minutes.

**Action:** Information item received and filed.

Inf13. February 20, 2024 Traffic Operations Committee Meeting Minutes.

**Action:** Information item received and filed.

Inf14. March 4, 2024 Concord Public Library Board of Trustees Meeting Minutes.

**Action:** Information item received and filed.

Inf15. March 14, 2024 Golf Course Advisory Committee Draft Meeting Minutes.

**Action:** Information item received and filed.

Inf16. March 25, 2024 Parking Committee Draft Minutes.

**Action:** Information item received and filed.

*A true copy, I attest:*

*Elisabeth Harrington  
Deputy City Clerk*