



City of Concord

City Council

Meeting Minutes - Draft

Tuesday, November 12, 2024

7:00 PM

City Council Chambers
37 Green Street
Concord, NH 03301

Non-meeting in accordance with RSA 91-A: 2, I (b) legal consultation followed by a non-public session in accordance with RSA 91-A: 3, II (d) to discuss property acquisition to begin at 5:30 PM

Present: 14 - Councilor Stacey Brown, Mayor Byron Champlin, Councilor Nathan Fennessy, Councilor Jeff Foote, Councilor Amanda Grady Sexton, Councilor Michele Horne, Councilor Fred Keach, Councilor Jennifer Kretovic, Councilor Judith Kurtz, Councilor Karen McNamara, Councilor Jim Schlosser, Councilor Kris Schultz, Councilor Ali Sekou and Councilor Brent Todd

Absent: 1 - Councilor Paula McLaughlin

Mayor Champlin called the meeting to order at 5:33 PM.

Councilor Kretovic moved to enter a non-meeting in accordance with RSA 91-A:2, I (b) followed by a non-public session in accordance with RSA 91-A: 3, II (d). The motion was duly seconded by Councilor Kurtz and passed with no dissenting votes.

At 6:06 PM, the non-meeting for legal consultation ended.

At 6:57 PM, Councilor Kretovic moved to exit the meeting. The motion was duly seconded by Councilor Kurtz and passed with no dissenting votes.

In public session, Councilor Kretovic moved to seal the minutes of the non-public session. The motion was duly seconded by Councilor Grady Sexton and passed with no dissenting votes.

There being no additional Council business, Councilor Kretovic moved to adjourn the non-meeting. The motion was duly seconded by Councilor Grady Sexton and passed with no dissenting votes.

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: 14 - Councilor Stacey Brown, Mayor Byron Champlin, Councilor Nathan Fennessy, Councilor Jeff Foote, Councilor Amanda Grady Sexton, Councilor Michele Horne, Councilor Fred Keach, Councilor Jennifer Kretovic, Councilor Judith Kurtz, Councilor Karen McNamara, Councilor Jim Schlosser, Councilor Kris Schultz, Councilor Ali Sekou, and Councilor Brent Todd

Excused: 1 - Councilor Paula McLaughlin

5. Approval of Meeting Minutes.

October 15, 2024 City Council Draft Meeting Minutes

Action: Councilor Grady Sexton moved approval of the October 15, 2024 City Council meeting minutes. The motion was seconded by Councilor Kretovic and passed with no dissenting votes.

6. Agenda overview by the Mayor.

7. Omeka Library presentation.

Todd Fabian, Concord Public Library Director, introduced Jennifer Needham, the library's Archivist, Reference, & Outreach Coordinator. Ms. Needham discussed Omeka which is a platform that allows museums, libraries, archives, and other historic institutions to upload digital content from historic collections so that it can be available to the public. This will be known as the CPL Digital Collections and allows for historic Concord items to be viewed without traveling to Concord Public Library.

General discussion followed regarding the types of information being uploaded and the accessibility of these items.

8. Police Department Social Worker update.

Concord Police Chief Brad Osgood introduced Police Social Worker Nicole Petrin and the Police Social Worker Intern. Chief Osgood noted that this program has been underway for approximately one year.

Ms. Petrin described how the Police Social Worker addresses unmet social needs following a police response. Typically these unmet needs in the home or personal environments require some sort of follow-up. If unaddressed or if an individual is not provided the right level of support, these needs might necessitate further police action such as re-occurring police visits.

Ms. Petrin provided an overview of daily activities for the Police Social Worker. She noted that the police respond to calls for service and officers send referrals to the Police Social Worker. Additionally, the Police Social Worker reviews the call log from the previous day to review if there are further needs for support. The Police Social Worker is not co-responding to calls for service. Ms. Petrin described the numerous areas of service including the aging population, mental health, and homelessness and that she has seen 167 cases since her first week in the role in early February 2024. Since August 2024, there has been a vacancy with the Adverse Childhood Experience Response Team (ACERT), and Ms. Petrin has also covered for the vacancy which resulted in an additional 35 cases on top of the 167.

The department now has an Police Social Worker intern, and a second Police Social Worker position has been added to the department.

Discussion followed regarding the resulting reduction in calls for service as a result of the Police Social Worker.

Ms. Petrin expressed her desire for the growth of this program and members of City Council provided positive feedback.

Consent Agenda Items

Action: Mayor Champlin noted that agenda items number 31B and 31C were postponed to the December 2024 meeting due to these items not being adequately advertised.

Councilor Grady Sexton moved approval of the consent agenda with changes.

The motion was seconded by Councilor Keach and passed with no dissenting votes. Councilor Brown recused from agenda items number 19 and 22.

Referral to the Parking Committee

9. Communication from Madison Snyder, University of New Hampshire Law, requesting consideration be given for additional accessible parking at UNH Law.

Action: This item was referred to the Parking Committee.

Referral to the Planning Board, the Transportation Policy Advisory Committee, the Parks and Recreation Advisory Committee, General Services and Community Development

10. Request from Stephen M. Duprey and others to modify City easements located at #31 and #33 Samuel Drive, as well as permission to landscape and maintain the vegetated area within the center of the Samuel Drive cul-de-sac. Refer to the following: Planning Board, Transportation Policy Advisory Committee, Parks and Recreation Department, General Services Department, and Community Development Department.

Action: This item was referred to the Planning Board, the Transportation Policy Advisory Committee, the Parks and Recreation Advisory Committee, General Services, and Community Development.

Referral to the Transportation Policy Advisory Committee and the Traffic Operations Committee

11. Communication from Councilor Horne, on behalf of a constituent, requesting consideration be given to implementing traffic improvements on River Road.

Action: This item was referred to the Transportation Policy Advisory Committee and the Traffic Operations Committee.

Items Tabled for December 9, 2024 Public Hearings

12. Resolution appropriating the sum of \$500,000 for the construction of a new skatepark at Kiwanis Riverfront Park (CIP #60) and accepting the sum of \$500,000 of Land and Water Conservation Fund grant funds for the same purpose; together with a report from the Parks & Recreation Director.

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

13. Resolution appropriating the sum of \$405,000 for Police Department retention payments for sworn police officers and authorizing the use of General Fund

balance of \$405,000; together with a report from the Deputy Chief of Police.

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

14. Resolution appropriating the sum of \$160,000 in the General fund as a transfer out to capital for structure preservation of the Concord Stables, authorizing the use of General fund Unassigned Fund Balance for this purpose, appropriating the sum of \$160,000 in the Concord Stables Redevelopment Project (CIP #664), and authorizing the use of \$160,000 for this purpose as a transfer from the General fund; together with a report from the Director of Special Projects & Strategic Initiatives.

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

15. Resolution appropriating the sum of \$73,000 for the purpose of off-setting personnel costs for the police department to assign an officer to the Drug Task Force and accept the sum of \$73,000 in grant funding from the State of New Hampshire Attorney General's Drug Task Force for this purpose; together with a report from the Police Department.

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

16. Ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-6 (a) Schedule I, Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-8, Parking Time Limited in Designated Places, Schedule III, and Chapter 18, Parking; Article 18.1, Stopping, Standing and Parking; Schedule VII, Bus and Taxicab Stands to modify parking requirements and bus stop locations on Canal Street and Fisherville Road in Penacook; together with a report from Assistant Director of Community Development.

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

17. Ordinance Amending the Code of Ordinances, Title V, Administrative Code; Chapter 31, Purchasing and Contract Procedure, Article 31-1, Purchasing Procedure, Section 31-1-3, Purchasing Procedures; together with a report from the Purchasing Manager.

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

Consent Reports

18. Diminimis gifts and donations report from the Library Director requesting authorization to accept gifts and donations totaling \$1,091.13, as provided under

the pre-authorization granted by City Council.

Action: This consent report was approved.

19. Diminmus grants report from the Chief of Police requesting authorization to accept a grant totaling \$9,626.47 from the US Department of Justice Bulletproof Vest Partnership Program as provided for under the pre-authorization granted by City Council.

Action: This consent report was approved. Councilor Brown recused.

20. Quarterly Status Report on the City Council's 2024-2025 Priorities from the City Manager.

Action: This consent report was approved.

21. September 30, 2024 Fiscal Year to Date Financial Statements and report from Deputy City Manager Finance

Action: This consent report was approved.

22. Report from the Director of Human Resources and Labor Relations recommending City Council approve changing the Fiscal Supervisor Position at the Police Department to an Office Manager Position.

Action: This consent report was approved. Councilor Brown recused.

23. Report from the Library Director recommending acceptance of a gift of materials to the Concord Public Library from Children's Literacy Foundation that total in value at \$500.

Action: This consent report was approved.

24. Report from the Parks and Recreation Director regarding a snow making demo at the Beaver Meadow Golf Course.

Action: This consent report was approved.

25. Report regarding naming of the new Canal Street Riverfront Park in Penacook

Action: This consent report was approved.

Consent Resolutions

26. Resolution proclaiming December 2024 as Capital Region Food Program Month.
(For presentation in December)

Action: This consent resolution was approved.

27. Resolution authorizing the City Manager to submit an application for Rebuilding American Infrastructure with Sustainability and Equity (RAISE) funding from the U.S. Department of Transportation for the purpose of designing and constructing a portion of the Merrimack River Greenway Trail (CIP #543); together with a report from the Director of Special Projects and Strategic Initiatives.

Action: This consent resolution was approved.

28. Resolution authorizing the City Manager to submit an application to the New Hampshire Department of Business and Economic Affairs to enroll the City in the State's Housing Champion Program; together with a report from the Deputy City Manager - Development.

Action: This consent resolution was approved.

Appointments

29. Mayor Champlin's proposed appointment to the Golf Course Advisory Committee: Charles Randall.

Action: This appointment was approved.

30. City Manager's Appointment to the Library Board of Trustees: Charles O'Leary.

Action: This appointment was approved.

End of Consent Agenda

Public Hearings

- 31A. Resolution appropriating the sum of \$400,000 for Winter Operations Retention Payments and authorizing the use of General Fund balance in the sum of \$400,000 for this purpose; together with a report from the General Services Director.

Action: City Manager Aspell provided a brief overview of this item in which the General Services department recruits employees and pays for their training to secure a Commercial Driver's License (CDL).

It takes approximately three to four months for a new employee to secure their CDL at a cost of about \$5,500. An additional two to three months is needed to train these employees for winter operations. The average retention for a Laborer/Truck Driver position that is required to have a CDL is less than five years. The State of New Hampshire Department of Transportation also provides a

winter stipend which is \$5,000.

Therefore, it is recommended that a winter weekly stipend of \$300 be made to City staff available and related to winter operations for City streets, sidewalks, and airport. Generally, these stipends will be provided to staff who hold a CDL and address winter operations. Similar to last year, this stipend would also be made available to full time Parks & Recreation employees who do winter maintenance. Further, General Services recommends a winter weekly stipend of \$150 for staff supporting the performance of winter operations who are referred to as wingers. The stipend would be paid from December 1, 2024 through March 29, 2025.

General discussion followed regarding the retention of staff who hold a CDL and the work done by these employees in other seasons.

Director of Human Resources and Labor Relations Jennifer Johnston discussed the mechanism in place that requires a departing employee to reimburse training dollars if the employee leaves within 18-months.

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

- 31B. Resolution authorizing the City Manager to submit an application in an amount of up to \$25,000, appropriating the sum of \$25,000 to conduct a planning and feasibility study for Families in Transition to perform an analysis of potential space for additional low-income housing at 9 Odd Fellows Avenue and 5 Market Lane, and accepting the sum of \$25,000 in Community Development Block Grant funds for this purpose; together with a report from the Assistant Director of Community Development.

Action: This public hearing was set for December 9, 2024.

- 31C. Resolution adopting an Anti-Displacement and Relocation Policy Statement and Procedures in support of the City's Community Development Block Grant application to the New Hampshire Community Development Finance Authority to support Families in Transition's Planning Grant to perform an analysis of potential space for additional low-income housing at 9 Odd Fellows Avenue and 5 Market Lane; together with a report from the Assistant Director of Community Development.

Action: This public hearing was set for December 9, 2024.

- 31D. Resolution appropriating the sum of \$23,000 as a transfer out to the Sidewalk Reserve and accepting the sum of \$23,000 from Sheep Davis Limited Partnership for this purpose; together with a report from the City Planner.

Action: City Manager Aspell provided a brief overview of this item in which payment in the amount of \$23,000 has been received from Sheep Davis Limited Partnership. This payment is for public sidewalk along Sheep Davis Rd associated with the multi-family development located at 303 Sheep Davis Rd. Staff requests that City Council accept the funds and appropriate them to the Sidewalk Reserve Fund for future use.

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

- 31E. Resolution appropriating the sum of \$10,582 to assist the Library's mission in providing a variety of equitable services to patrons at the Concord Public Library and accepting the sum of \$10,582 in grant funds from the Alice J. Reen Charitable Trust for this purpose; together with a report from the Library Director.

Action: City Manager provided a brief overview of this item in which a grant was awarded and will assist in funding items such as a multimedia display, a partition, a light laboratory, a study carrel, sign holders, sensory tables, book shelving, display shelving, and more.

The location of these items was discussed.

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

Public Hearing Action

32. Resolution appropriating the sum of \$400,000 for Winter Operations Retention Payments and authorizing the use of General Fund balance in the sum of \$400,000 for this purpose; together with a report from the General Services Director.

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

33. Resolution authorizing the City Manager to submit an application in an amount of up to \$25,000, appropriating the sum of \$25,000 to conduct a planning and feasibility study for Families in Transition to perform an analysis of potential space for additional low-income housing at 9 Odd Fellows Avenue and 5 Market Lane,

and accepting the sum of \$25,000 in Community Development Block Grant funds for this purpose; together with a report from the Assistant Director of Community Development.

Action: This public hearing was set for December 9, 2024.

34. Resolution adopting an Anti-Displacement and Relocation Policy Statement and Procedures in support of the City's Community Development Block Grant application to the New Hampshire Community Development Finance Authority to support Families in Transition's Planning Grant to perform an analysis of potential space for additional low-income housing at 9 Odd Fellows Avenue and 5 Market Lane; together with a report from the Assistant Director of Community Development.

Action: This public hearing was set for December 9, 2024.

35. Resolution appropriating the sum of \$23,000 as a transfer out to the Sidewalk Reserve and accepting the sum of \$23,000 from Sheep Davis Limited Partnership for this purpose; together with a report from the City Planner.

Action: Councilor Grady Sexton moved approval. The motion was seconded by Councilor Kretovic.

Councilor Brown requested that the Planning Board review its calculation for payment in lieu of construction in the hope that more dollars can be collected in the future due to the high cost of sidewalk construction.

Councilor Grady Sexton's motion passed with no dissenting votes.

36. Resolution appropriating the sum of \$10,582 to assist the Library's mission in providing a variety of equitable services to patrons at the Concord Public Library and accepting the sum of \$10,582 in grant funds from the Alice J. Reen Charitable Trust for this purpose; together with a report from the Library Director.

Action: Councilor Todd moved approval. The motion was seconded by Councilor Kretovic.

Councilor Brown requested that Library Director Todd Fabian meet with Police Social Worker Nicole Petrin to discuss how library services can benefit disadvantaged individuals.

Councilor Todd's motion passed with no dissenting votes.

Reports

37. Report from the Parks & Recreation Director regarding the Memorial Field Master Plan Update.

Action: Parks & Recreation Director David Gill and Project Manager Eric Gerade of VHB, the consultant assisting the City with the Memorial Field Master Plan, provided an update about the project.

The presentation is available online at the Parks & Recreation website and can be found in the Facilities section of the website. It is also attached to the corresponding agenda item number on the November 12, 2024 City Council meeting agenda which can be accessed via the City's website.

Director Gill provided an overview of the history of Memorial Field, its limitations, site constraints, and the items discussed in community listening sessions. Mr. Gerade discussed the proposed new Master Plan which includes increased parking, a new track, a new multi-purpose field, a 2000 seat grandstand, pressbox, sports lighting, renovated baseball and softball fields, new tennis and basketball courts, and drainage improvements. A project cost was also reviewed.

Discussion followed regarding grass fields versus artificial turf fields as well as funding sources and expenses. Further discussion followed regarding sports' use of facilities when Memorial Field is offline for improvement.

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

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.)
39. Ordinance amending the Code of Ordinances, Title I, General Code, Chapter 13, Public Health, Article 13-5, Sanitary Food Code; together with a report from the

Health & Licensing Officer. (Referred back to the Ad-Hoc Committee to review Outdoor Dining & Food Trucks at the September 9, 2024 City Council meeting.)

Action: Councilor Kurtz moved to take the item off the table for discussion. The motion was seconded by Councilor Todd and passed with no dissenting votes.

Mayor Champlin noted that a word was changed in committee for clarification purposes.

Councilor Keach moved approval of the supplemental ordinance. The motion was seconded by Councilor Schultz and passed with no dissenting votes.

Supplemental Report: Food Code Ordinance and Homestead Operation Regulations.

Comments, Requests by Mayor, City Councilors

Councilor Brown announced two Greater Concord Chamber of Commerce events. On November 19, a Workplace Inclusivity Workshop is being held. On November 20, Moving Together Conversations: Immigrants in New Hampshire's Workforce. Lastly, the annual Holiday Parade is being held November 23.

Councilor McNamara thanked the staff of the City Clerk's Office, General Services, and volunteers for their work on the election.

Councilor Todd thanked City staff for their work on the Penacook Canal Street Riverfront Park. Councilor Todd announced the Penacook Village Association's Annual Meeting on November 18 and tree lighting on December 4.

Councilor Grady Sexton thanked Alex and Lyndsey of Revelstoke Coffee for their final Cars & Coffee on Capitol event.

Councilor Foote thanked the staff of the City Clerk's Office for their work on the election. Councilor Foote congratulated Concord resident Dr. Richard Rosato for being elected President of the American Dental Association.

Mayor Champlin thanked the City Clerk and all City staff who made Election Day seamless.

Comments, Requests by the City Manager

City Manager Aspell introduced Library Director Todd Fabian who announced that December 5 is the grand opening of the new Penacook Library & Activity Center. Director Fabian announced a shared history project called, "I remember at Penacook," where submissions of photos and other memories of the former Penacook Branch Library can be compiled. Submissions can be e-mailed to santhony@concordnh.gov.

Consideration of Suspense Items

Adjournment

Action: At 9:25 PM, with there being no additional business, Councilor Schlosser moved to adjourn. The motion was seconded by Councilor McNamara and passed with no dissenting votes.

Information

Inf1 August 20, 2024 Traffic Operations Committee Meeting Minutes.

Action: Information item received and filed.

Inf2 August 22, 2024 Transportation Policy Advisory Committee Meeting Minutes.

Action: Information item received and filed.

Inf3 September 3, 2024 Architectural Design Review Committee Meeting Minutes.

Action: Information item received and filed.

Inf4 September 5, 2024 Heritage Commission Meeting Minutes.

Action: Information item received and filed.

Inf5 September 11, 2024 Conservation Commission Meeting Minutes.

Action: Information item received and filed.

Inf6 September 11, 2024 Trails Subcommittee Meeting Minutes.

Action: Information item received and filed.

Inf7 October 7, 2024 Concord Public Library Board of Trustees Meeting Minutes.

Action: Information item received and filed.

Inf8 October 10, 2024 Golf Course Advisory Committee Draft Meeting Minutes.

Action: Information item received and filed.

A true copy, I attest:

*Elisabeth Harrington
Deputy City Clerk*