



# City of Concord

## City Council

### Meeting Minutes - Draft

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Monday, December 8, 2025

7:00 PM

City Council Chambers  
37 Green Street  
Concord, NH 03301

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*Non-meeting with legal counsel in accordance with RSA 91-A:2, I (b) followed by a non-public session in accordance with RSA 91-A: 3, II (d) to discuss property acquisition to begin at 6:00 p.m.*

1. Call to Order.
2. Invocation.
3. The Pledge of Allegiance was done.
4. Roll Call.

**Present:** 15 - 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 Paula McLaughlin, Councilor Karen McNamara, Councilor Jim Schlosser, Councilor Kris Schultz, Councilor Ali Sekou, and Councilor Brent Todd

5. Approval of the Meeting Minutes.

November 10, 2025 City Council Draft Meeting Minutes.

November 24, 2025 City Council Draft Meeting Minutes.

**Action:** Councilor Grady Sexton moved approval of the November 10, 2025 and the November 24, 2025 Meeting Minutes. The motion was duly seconded by Councilor Todd and passed with no dissenting votes.

6. Agenda overview by the Mayor.
7. Resolution proclaiming December 2025 as Capital Region Food Program Month.

**Action:** Mayor Champlin presented the Capital Region Food Program Resolution to Capital Region Food Program Vice Chair Elena Alois and Trustee Jennifer Carleton.

8. Donation presentation by Friends of the Beav.

**Action:** Jim Cilley, President of the Friends of the Beav, presented a \$25,000 check to the City of Concord on behalf of the Friends of the Beav in support of the Beaver Meadow Golf Course. This contribution represents a portion of the group's generous commitment to donations for the golf course.

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

**Action:** Councilor Grady Sexton moved approval of the consent agenda. Councilor Kretovic seconded the motion. Mayor Champlin noted that items 19, 23, 25 and 27 had been pulled from the consent agenda for discussion. The motion to approve passed with no dissenting votes.

**Referral to the Traffic Operations Committee**

9. Communication from Councilor Schlosser, on behalf of Peter Mullin, a Springfield Street resident, requesting consideration of measures to improve traffic flow and reduce speed limits on Springfield Street, Concord.

**Action:** The communication was referred to the Traffic Operations Committee.

**Items Tabled for January 12, 2026 Public Hearings**

10. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 28, Zoning Ordinance, Article 28-2, Zoning Districts and Allowable Uses, by amending Section 28-2-3-The Zoning Map, 28-2-3(b)(1) The Zoning Overlay District Maps; together with a report from the Assistant City Planner - Zoning.

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

11. Resolution appropriating the sum of \$100,000, in the Water Main Replacement Project (CIP #85) for the construction of water distribution infrastructure improvements as part of the New Hampshire Department of Transportation's (NHDOT) Bridge Rehabilitation project and authorizing the issuance of Water General Obligation Bonds and Notes in the sum of \$100,000, for this purpose; together with a report from the City Engineer.

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

12. Resolution appropriating the sum of \$18,500, 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 \$18,500, in donations from the Concord Public Library Foundation for this purpose; together with a report from the Library Director.

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

13. Resolution clarifying/revising Capital Reserve Account purposes, closing Capital Reserve Accounts and transferring remaining balances; together with a report from the Deputy City Manager - Finance.

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

14. Resolution appropriating the sum of \$2,050,000, as a transfer to Reserves and authorizing the use of \$2,050,000, from Fiscal Year 2025 General Fund Assigned Fund Balance for this purpose; together with a report from the Deputy City Manager-Finance.

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

15. Resolution appropriating the sum of \$46,000, in the General Fund for furniture and fixtures, overtime, and education/training and authorizing the use of \$46,000, in reserve funds for this purpose.

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

### **From the City Manager**

16. Positive Citizen Comments.

**Action:** Received and filed.

### **Consent Reports**

17. Diminimus gifts and donations report from the Library Director requesting authorization to accept gifts and donations totaling \$1,434.55 as provided under the pre-authorization granted by City Council.

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

18. City Manager's Report to Council Confirming New City Solicitor Appointment: John Conforti.

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

19. Fiscal Year 2025 Annual Comprehensive Financial Report (ACFR) from the Assistant Finance Director. (Pulled from consent by Councilor Brown.)

**Action:** Item was pulled from the consent agenda for discussion.

20. Report from the City Solicitor's Office regarding a Landscape License Agreement between the City of Concord and Capital Hotel Company VII, LLC.

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

21. Report from the Director of Assessing recommending the City Manager be authorized to sign a Payment in Lieu of Taxes Agreement (PILOT) between Dartmouth Hitchcock Clinic and the City of Concord.

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

22. Report from the Parks and Recreation Director regarding tree removal at Memorial Field.

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

23. Revised MS-9 report for FY2025 from the City Treasurer/Tax Collector. (Pulled from consent by Councilor Brown.)

**Action:** Item was pulled from the consent agenda for discussion.

24. Report from Councilor Schlosser, on behalf of the Committee for Concord's Plan to End Homelessness, regarding the Concord Cold Weather Emergency Homeless Operations Plan.

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

25. Report from the Rules Committee recommending proposed changes to the Rules of the City Council. (Pulled from consent by Councilor Kretovic and Councilor Brown.)

**Action:** Item was pulled from the consent agenda for discussion.

26. Report from the Ad-Hoc Committee on the Quasi-Judicial Board Approval Process recommending suggestions for considering first-time nominees to Quasi-Judicial Boards within the City of Concord.

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

27. Report from the Director of Human Resources and Labor Relations recommending adoption of the PaypointHR Classification and Compensation Report. (Pulled from consent by Councilor Kretovic.)

**Action:** Item was pulled from the consent agenda for discussion.

**Consent Resolutions**

28. Resolution authorizing the City Manager to apply for and accept up to \$45,000 from the NH Department of Environmental Services for Household Hazardous Waste Collection and Special Project grants; together with report from the General Services Director.

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

**Appointments**

29. Mayor Champlin's proposed appointments to the Ad-Hoc Committee on Impact Fees: Bill Norton and Mike Vlachich.

**Action:** These appointments were approved.

30. Mayor Champlin's proposed appointment to the Ad-hoc Semiquincentennial and Tri-centennial Committee: Gabriel Szczepanik.

**Action:** This appointment was approved.

31. City Manager's proposed appointment to the Conservation Commission: Jeffrey Lewis.

**Action:** This appointment was approved.

32. Mayor Champlin's proposed appointment to the Recreation and Parks Advisory Committee: Dhan Timsina.

**Action:** This appointment was approved.

33. Mayor Champlin's proposed appointments to the Steering Committee for Concord's Plan to End Homelessness: Jonathan Chorlian and Bryanna Marceau.

**Action:** These appointments were approved.

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

**Public Hearings**

- 34A. Ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-8, Parking Time Limited in Designated Places, Schedule III; to modify parking time limits on Village Street north of Canal Street; together with a report from the Assistant Director of Community Development.

**Action:** City Manager Aspell explained that Briar Hydro requested adjustments to the existing two-hour parking limits near their Village Street office, noting their current five-space lot cannot accommodate visitors, additional staff, or training event attendees. Staff reviewed the request with the Parking Committee on October 27, 2025. The Committee supported preparing an ordinance to formally establish the existing two-hour limit on the east side of the Village Street bridge and to change the west side parking on the bridge to a ten-hour limit.

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

- 34B. Resolution appropriating the sum of \$48,540 in the Golf Course Winter Recreation Improvements project (CIP #515) to purchase one snow gun and accepting the sum of \$24,270 in donations from SkiTheBeav as well as the sum of \$24,270 as a rebate through the NH Saves program for this purpose; together with a report from the Parks & Recreation Director.

**Action:** The City Manager explained that in early October, SkiTheBeav requested that the City purchase a snow gun using donated funds from SkiTheBeav and a rebate from NH Saves. The snow gun costs \$48,540, with a 50% rebate (\$24,270) available through NH Saves. Purchasing the unit through the City would maximize fundraising efficiency, as SkiTheBeav would donate half the cost (\$24,270) and the rebate would cover the remainder. The Recreation and Parks Advisory Committee reviewed the request at their October 16, 2025 meeting and unanimously recommended City Council approval. The funding resolution before the Council would authorize the City to purchase the snow gun, accept the SkiTheBeav donation, and apply for the rebate to cover the full cost.

Councilor Brown questioned how the snow gun is operated and the associated operating costs. She also requested clarification on how donations are allocated, recorded, and reflected in the financial reports.

David Gill, Parks & Recreation Director, explained that staff connect the snow gun to City-owned water hoses, with SkiTheBeav covering the costs of water and power usage. He further noted that the snow gun is large and difficult to relocate.

Deputy City Manager LeBrun explained that donations are recorded in the revenue account and offset through the expense account, and are reported both in the resolution and in the end-of-year financial statements.

Mayor Champlin opened the public hearing.

Sam Evans Brown, The President of SkiTheBeav spoke in support of the appropriation, noting that SkiTheBeav has sufficient funds to cover the associated costs. He further explained that discussions are ongoing with the City regarding operation of the equipment should the resolution be passed.

Roy Schweiker commended SkiTheBeav for their fundraising efforts and expressed surprise that Unitil is covering half the cost of the snow gun. He also noted his surprise that Unitil is providing electricity for the snow gun, given that the City does not purchase electricity from Unitil through Community Power.

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

- 34C. Resolution appropriating the sum of \$71,271.91 as a transfer to the Opioid Abatement Reserve and accepting the sum of \$71,271.91 in Opioid Litigation Settlement Funds for this purpose; together with a report from the Deputy City Manager - Finance.

**Action:** City Manager Aspell indicated that on September 4, 2025, the City received \$71,271.91 from the New Hampshire Attorney General's Office as part of the Opioid Litigation Settlement Fund. The City Council established an Opioid Abatement Reserve Fund in July 2021 to manage these funds. Including this latest payment, the City has received a total of \$533,200.34 to date. The distribution is in accordance with RSA 126-A:83, II, which provides that 15% of settlement funds be allocated to political subdivisions that filed opioid-related complaints prior to September 1, 2019; Concord is one of 23 qualifying subdivisions in New Hampshire.

The Mayor opened the public hearing. There being no public testimony, the public hearing was closed.

- 34D. Resolution appropriating the sum of \$80,100 for Police Department Roadway Safety Outreach Initiatives and C.A.R. equipment and accepting the sum of \$80,100 in grant funds from the New Hampshire Highway Safety Agency for this purpose; together with a report from the Deputy Chief of Police.

**Action:** The City Manager explained that the Police Department has been awarded \$80,100 in grant funding from the New Hampshire Highway Safety Agency to support roadway safety initiatives, community outreach, and the purchase of Crash

Analysis and Reconstruction (C.A.R.) equipment and training. The grant will fund enforcement programs including speed, DUI, distracted driving, pedestrian/bicycle, and seatbelt mobilizations, as well as outreach to traditionally underserved or vulnerable driver groups. The grant requires a City match of \$20,025, which will be met through existing equipment, vehicle, and administrative costs. The funding will enhance the Department's ability to investigate crashes, improve safety outcomes, and provide data to local, state, and federal officials. The grant period runs through September 30, 2026. The City Manager recommended that the City Council authorize the Police Department to accept and appropriate the grant funds.

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

- 34E. Resolution appropriating the sum of \$80,000 designated for conducting illegal drug related investigations and accepting the sum of \$80,000 in grant funding from the New Hampshire Department of Safety-Law Enforcement Substance Abuse Reduction Initiative for this purpose; together with a report from the Deputy Chief of Police.

**Action:** City Manager Aspell indicated that the Police Department has been awarded \$80,000 in grant funding through the New Hampshire Department of Safety's Law Enforcement Substance Abuse Reduction Initiative. The grant, which requires no City match, will fund overtime expenses for enhanced strategies to combat illegal drug and opioid activity in Concord and surrounding communities. The funding will support data-driven programs, investigations, and intelligence-sharing with state and local law enforcement agencies. The City Manager recommended that the City Council accept and appropriate the grant funds.

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

- 34F. Resolution appropriating the sum of \$370,000, in the General Fund as a transfer out to Capital for the acquisition of 153.09+/- acres of real estate from 2 Granite Place LLC, authorizing the use of \$370,000, from General Fund Unassigned Fund Balance for this purpose, appropriating the sum of \$370,000, in the Property Acquisition Project (CIP #674), and accepting the sum of \$370,000, as a transfer in from the General Fund for this purpose; together with a report from the Deputy City Manager - Development,



**Action:** Action: City Manager Aspell indicated that if the resolution before Council is approved, the City would acquire approximately 153.09 acres from 2 Granite Place LLC for \$335,500, with a total budget of \$370,000 to be funded from the City's undesignated fund balance. Of the acquired property, approximately 134.89 acres will be placed under conservation or similar deed restrictions, and 18.2 acres will be reserved for future economic development and tax base expansion.

The acquisition includes provisions for utility and access easements, and the City will have sole authority over development of the 18.2-acre portion. The purchase is scheduled to close on December 31, 2025, and a formal purchase agreement will be prepared prior to closing. The acquisition is one of the largest conservation land purchases in recent City history and is intended to balance conservation goals with future development opportunities.

Council discussion focused on the proposed land acquisition and associated funding. City Manager Aspell noted that City Council had previously authorized a \$5 million bond for Conservation Commission property acquisitions several years ago, with approximately \$2–2.5 million currently available; however, bonding would be required for this purchase. Discussion also addressed potential future development to support tax-base expansion, with Deputy City Manager of Development Matt Walsh stating that the City shall use best efforts to secure a buyer for the 18.2-acre development area within the five-year time frame.

Councilor Foote raised resident concerns regarding potential tax impacts, and City Manager Aspell confirmed that the Reserve Fund would cover the costs without increasing the current tax rate. It was also noted that the State of New Hampshire has expressed interest in the property, which would remove it from the tax roll. Councilor Fennessy and Mr. Walsh discussed the developability of the 184 acres, noting steep slopes, wet terrain, and limited access, with potential trail and access options to be explored by the Conservation Commission.

Mayor Champlin opened the public hearing.

Tony Schinella, a Concord native and resident, spoke as a private citizen and requested that the City Council table or amend the resolution. He asked that the conservation easement be reduced from 135 acres to 105 acres and that the basin area off Penacook Street be removed to allow for residential development and issuance of an RFP. He further requested that the City reject the 0.62 acres proposed to be set aside by the seller and instead include it in the basin area to

provide approximately 525 feet of frontage on Penacook Street.

Mr. Schinella stated that this approach would support tax-based expansion and noted voter concerns regarding the City's capital project costs. He referenced statements by Mr. Duprey regarding the need for new growth to address tax increases and noted that the property was appraised at approximately \$2.8 million. He further stated that private interests would likely be interested in developing the parcel and urged the City Council to reconsider and renegotiate the proposal to maximize its tax-based potential.

Mayor Champlin asked Mr. Schinella if he believed it was worth the risk of losing the 18 developable acres by renegotiating a new deal before December 31st.

Mr. Schinella noted that Mr. Duprey cares deeply about this community and cares about expanding the tax base for the residents.

Mr. Schweiker testified that he believed the risk was worthwhile in order to pursue a better project through renegotiation. He stated that the City should neither pay for nor accept the land, expressing concern that reserve funds should not be used for nonessential projects instead of helping to reduce the tax rate. He further noted that much of the land is unsuitable for recreation and would be costly to manage. Mr. Schweiker stated that he did not support the proposed agreement and urged the City Council not to move forward.

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

### **Public Hearing Action**

35. Ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-8, Parking Time Limited in Designated Places, Schedule III; to modify parking time limits on Village Street north of Canal Street; together with a report from the Assistant Director of Community Development.

**Action:** Councilor Todd moved approval of the ordinance. The motion was duly seconded by Councilor Kurtz and passed with no dissenting votes.

36. Resolution appropriating the sum of \$48,540 in the Golf Course Winter Recreation Improvements project (CIP #515) to purchase one snow gun and accepting the sum of \$24,270 in donations from SkiTheBeav as well as the sum of \$24,270 as a rebate through the NH Saves program for this purpose; together with a report from the Parks & Recreation Director.

**Action:** Councilor Kretovic moved approval of the resolution. The motion was duly seconded by Councilor Todd.

Councilor Brown questioned whether the City required an Alteration of Terrain permit for the parking lot plan, and if this proposal can move forward without the parking lot in place. She also inquired how the snow gun would be stored.

City Manager Aspell noted that the parking lot was not required for approval of the resolution. He stated that there is no proposal for a storage shed and that the City would be purchasing the snow gun, thereby assuming responsibility for its operation, maintenance, and storage.

Discussion was held, with several councilors expressing support for the resolution and thanking SkiTheBeav for raising the necessary funds and for their ongoing efforts to provide year-round activities for the Concord community.

There being no additional Council discussion, the motion passed with one dissenting vote.

37. Resolution appropriating the sum of \$71,271.91 as a transfer to the Opioid Abatement Reserve and accepting the sum of \$71,271.91 in Opioid Litigation Settlement Funds for this purpose; together with a report from the Deputy City Manager - Finance.

**Action:** Councilor Fennessy moved approval of the resolution. The motion was duly seconded by Councilor Kurtz and passed with no dissenting votes.

38. Resolution appropriating the sum of \$80,100 for Police Department Roadway Safety Outreach Initiatives and C.A.R. equipment and accepting the sum of \$80,100 in grant funds from the New Hampshire Highway Safety Agency for this purpose; together with a report from the Deputy Chief of Police.

**Action:** Councilor Kurtz moved approval of the resolution. The motion was duly seconded by Councilor Kretovic and passed with no dissenting votes. Councilor Brown recused herself from voting on this item due to a conflict of interest, as her husband is an employee of the Police Department.

39. Resolution appropriating the sum of \$80,000 designated for conducting illegal drug related investigations and accepting the sum of \$80,000 in grant funding from the New Hampshire Department of Safety-Law Enforcement Substance Abuse Reduction Initiative for this purpose; together with a report from the Deputy Chief of Police.

**Action:** Councilor Kretovic moved approval of the resolution. The motion was duly seconded by Councilor Kurtz and passed with no dissenting votes. Councilor Brown recused herself from voting on this item due to a conflict of interest, as her husband is an employee of the Police Department.

40. Resolution appropriating the sum of \$370,000, in the General Fund as a transfer out to Capital for the acquisition of 153.09+/- acres of real estate from 2 Granite Place LLC, authorizing the use of \$370,000, from General Fund Unassigned Fund Balance for this purpose, appropriating the sum of \$370,000, in the Property Acquisition Project (CIP #674), and accepting the sum of \$370,000, as a transfer in from the General Fund for this purpose; together with a report from the Deputy City Manager - Development,

**Action:** Councilor Kretovic moved approval of the resolution. Councilor McNamara duly seconded the motion.

Discussion ensued with Councilor Kretovic acknowledging the points raised by Mr. Schinella and Mr. Schweiker, however she stated that the opportunity for the City to control the land-potentially for public-worker housing-was a benefit and she would vote in favor. Councilor Sekou asked about the consequences of rejecting the proposal over the 0.62 acres in question. City Manager Aspell explained that this is a proposal from Steven Duprey, not a negotiated deal, and that the State of New Hampshire is interested in the property, which would take the land off of the tax roll.

Councilor Schultz asked whether the City could negotiate with Mr. Duprey for additional housing opportunities and whether the State could negotiate within the same time frame. City Manager Aspell noted that the subdivision has already been approved. Councilor Todd expressed concern about losing the acreage to the State or a private developer and the potential loss of tax revenue, and stated that he

would support the proposal. Councilor Kurtz echoed appreciation for the public testimony and supported moving forward without delay.

Councilor Foote moved the question. Mayor Champlin asked Councilor Foote to hold off on moving the question.

Councilor Brown noted the presence of established homeless encampments and the associated liability for the City. City Solicitor John Conforti explained that, while such matters would typically fall under the City's responsibility, the deed language addressing this issue has not yet been determined. Mayor Champlin stated his support for the proposal, expressing concern that any delay could result in the loss of the land.

There being no additional City Council discussion, the motion passed with one dissenting vote.

Mayor Champlin declared a two-minute recess.

## **Reports**

41. Presentation on the transition to automated collection for trash and recycling.

**Action:** General Services Director Jeff Hoadley, General Services Administration Division Manager Adam Clark, and Casella's Director of Municipal Services, Erin Banfield, provided a presentation on the upcoming transition to automated trash and recycling collection. They indicated that the pilot phase will begin on June 29, 2026.

The presentation included information on resident mailings that will notify households of the upcoming changes to trash and recycling pickup, details on the carts the City will provide, and information regarding eligibility for alternative and/or additional carts as well as how residents may obtain them.

Discussion took place regarding the need for citywide education on cart placement requirements for residents, with the understanding that many neighborhoods within the City are densely developed and may not easily accommodate ideal cart placement.

Detailed information regarding the transition to automated trash and recycling collection is available on the City of Concord's website.

**New Business****Unfinished Business**

42. Presentation on the Memorial Field Master Plan from the Parks and Recreation Director. (Presentation given at the November 10, 2025 City Council Meeting.) (Action on this item tabled at the November 24, 2025 City Council Meeting.)  
**Action:** Item remains tabled.
43. Ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-7.1, Parking Prohibited During Certain Hours and Months in Designated Places, Schedule IX; to modify parking requirements on School Street between Pine and Liberty Streets; together with a report from the Assistant Director of Community Development. (Action on this item tabled at the August 11, 2025 City Council meeting.)  
**Action:** Item remains tabled.
44. Resolution appropriating the sum of \$84,000 to support efforts by Concord's Plan to End Homelessness and authorizing a transfer in from the Community Improvement Reserve in the sum of \$84,000 for this purpose; together with report from Councilor Jim Schlosser. (Action on this item tabled at the April 14, 2025 City Council meeting.)  
**Action:** Item remains tabled.

**Consideration of Items pulled from the Consent Agenda.**

19. Fiscal Year 2025 Annual Comprehensive Financial Report (ACFR) from the Assistant Finance Director. (Pulled from consent by Councilor Brown.)  
**Action:** Councilor Brown raised concerns about the city's financial oversight and long-term fiscal planning, emphasizing the need for clearer understanding of the annual financial report. She questioned the continued use of the same auditor for approximately 15 years and recommended that the city consider changing auditors as a good governance practice. Councilor Brown also highlighted the decision to bond a fire truck despite the existence of a fire apparatus replacement reserve, noting that better use of reserves could have avoided significant interest costs. Additionally, she drew attention to the growing number and value of approved but unissued bond authorizations, warning that future tax bills and user fees do not yet reflect these obligations and that the city's overall debt commitments have increased substantially. She urged greater caution when approving new projects and requested clarification on the source of investment income reported in the golf

fund.

Deputy City Manager LeBrun explained that the city's operating cash balances fluctuate throughout the year and earn interest that is allocated monthly across funds with available cash. He noted that trust funds and capital reserves are managed separately by trustees and do not affect operating cash. Investment income appears in funds such as the general, water, sewer, and golf funds, and in the case of the golf fund, approximately \$40,000 in investment income reflects earnings on about \$1 million in fund balance.

Councilor Kretovic moved to accept the report. The motion was duly seconded by Councilor Fennessy and passed with no dissenting votes.

23. Revised MS-9 report for FY2025 from the City Treasurer/Tax Collector. (Pulled from consent by Councilor Brown.)

**Action:** Councilor Brown questioned why the council received the MS-9 report in September before the Trustees of Trust Funds reviewed it, noting that the same report was later presented to the trustees as a draft in October, despite the report being generated by the trustees.

Deputy City Manager LeBrun and City Treasurer Chelsea Michalski clarified that the MS-9 and MS-10 reports are generated by Citizens Bank, not the Trustees of Trust Funds. They explained that the council received what was believed to be the final report in September, with a minor \$10,500 adjustment in the Durgin Trust Reserve later corrected, resulting in a revised report. The trustees received the report in October labeled as a draft because it was part of the draft submission to the Department of Revenue Administration, and their meeting schedule is quarterly, so the next meeting was in mid-October.

Councilor Grady Sexton moved approval of the report. The motion was duly seconded by Councilor Fennessy and passed.

25. Report from the Rules Committee recommending proposed changes to the Rules of the City Council. (Pulled from consent by Councilor Kretovic and Councilor Brown.)

**Action:** Councilor Kretovic moved to accept the report. The motion was duly seconded by Councilor Todd.

Councilor Kretovic noted that, as discussed last month, ongoing changes are being

made to some council rules to provide greater clarity. She stated that meetings will continue, further changes are expected, and she requested support from the Council.

Councilor Brown raised concerns about the issuance of a second report despite only one committee meeting on October 6th. She noted that the October 20th report was not available until November and no meetings occurred between that date and the second report. She emphasized that minutes should be available within five days, pointing out that as of February 3rd only limited minutes were posted. Brown argued that the report is premature since the public has not yet had an opportunity to comment, and she recommended tabling the report.

Councilor Kretovic explained that statutory questions were referred to City Solicitor Conforti, who provided responses that were then reviewed and approved, which allowed the report to move forward.

The motion to approve the report passed with one dissenting vote.

27. Report from the Director of Human Resources and Labor Relations recommending adoption of the PaypointHR Classification and Compensation Report. (Pulled from consent by Councilor Kretovic.)

**Action:** Councilor Kretovic moved to table the item until January. The motion was duly seconded by Councilor Schultz.

Councilor Kretovic explained that there is confusion around the terms “adopting” versus “accepting” a report. She noted that “accepting” is typically used for consent agenda items and is procedural, while “adopting” implies formal approval of the report’s contents, which has raised concern among councilors and union representatives. She emphasized that unlike projects with a fixed time frame, such as capital improvements, the compensation study could have ongoing, long-term effects on unions and non-contractual employees. Councilor Kretovic recommended pausing action on the report to allow sufficient time for review and to ensure negotiations with unions proceed in good faith, asking for Council support to delay adopting or accepting the report at this time.

Council members discussed reviewing the city’s Code of Ordinances, particularly Article 30-2-2, to ensure alignment with current structures. Several councilors expressed support for Councilor Kretovic’s recommendation to table the report, noting that employees want assurance that the study was conducted using valid and



reliable methodology and need more time to review the lengthy report.

The motion to table the item passed with no dissenting votes.

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

**Action:** Councilor Todd noted three items: first, a reminder that the Penacook Village Association will host a discussion on the proposed Merrimack Valley School District budget tomorrow, December 9th, at 6:30 p.m. at Penacook Elementary School. Second, he wished everyone happy holidays and a safe season. Third, he acknowledged that this is the last council meeting for Councilors McNamara and McLaughlin, praising their thoughtful service on the Council and committees, and welcomed the incoming councilors.

Councilor Horne wished everyone happy holidays and encouraged shopping locally to support the local economy. She also expressed appreciation for Councilors McLaughlin and McNamara, noting it has been a pleasure working with them and that they will be missed.

Councilor Kretovic echoed appreciation for Councilors McLaughlin and McNamara, noting they will be missed, and added that SkiTheBeav conditions are good and simulator leagues will begin in January.

Councilor McNamara encouraged residents to volunteer with the Community Action Program at 2 Industrial Park Drive, which operates Monday through Friday year-round, providing boxes of essential food items to families in Belknap and Merrimack Counties. She also reflected on her time on City Council, expressing gratitude for the opportunity to serve, acknowledging the passion and dedication of her colleagues, and praising the City staff and the City Clerk for their support and professionalism. She emphasized the importance of the work done behind the scenes that the community may not always see.

Councilor Brown praised Councilor McNamara, noting she will be missed, and highlighted the Women's Club of Concord's gingerbread house fundraiser. She also recognized the new councilors for winning the Community Crunch Award for their gingerbread entry, encouraging innovation and collaboration. Additionally, Councilor Brown reminded everyone to review the Capital Reserves information on the agenda, including the MS-9 report reflecting a \$100,000 withdrawal from the recreation reserve, in preparation for the January public hearing.

Councilor Kurtz wished everyone safe and happy holidays, encouraged helping

neighbors and checking on those who may be alone, and reminded residents to drive carefully in winter conditions. She also expressed gratitude to the outgoing councilors for their guidance and support during her first term.

Councilor Grady Sexton expressed deep appreciation for outgoing Councilors McNamara and McLaughlin, praising their public service and encouraging the new councilors to seek their guidance. She also thanked Councilor Horne for promoting local shopping, highlighting the success of the Midnight Merriment event and the importance of supporting downtown and community businesses. Additionally, she recognized the dedication of local firefighters following recent tragic fires in the region, expressing gratitude to both the firefighters and their families for their service and support.

Councilor Keach wished everyone happy holidays and expressed appreciation for outgoing Councilors McNamara and McLaughlin, praising their thoughtful and deliberate approach to council business and noting they will be missed as role models.

Councilor Fennessy highlighted item 18 on the consent agenda, noting the appointment of John Conforti as the new City Solicitor. He also expressed gratitude to outgoing Councilors McNamara and McLaughlin, reflecting on their service and noting that, since they live nearby, they are always welcome to come visit.

Councilor McLaughlin thanked everyone for their support and service over the past four years, expressing her gratitude.

Councilor Schlosser thanked Councilors McLaughlin and McNamara for their public service and noted they will be missed. He also announced a Ward 7 resident meeting tomorrow at 7:30 p.m. at the West Street Ward House, featuring Deputy Chief Moulton and officers to discuss the recent increase in community fraud, along with other topics.

Councilor Sekou echoed appreciation for outgoing Councilors McNamara and McLaughlin, thanking them for their guidance and service, and congratulated them on their retirements. He also welcomed the newly elected councilors and wished everyone happy holidays.

Councilor Schultz echoed thanks to outgoing Councilors McNamara and

McLaughlin. She announced a winter clothing drive running through the 17th at the State House, collecting hats, scarves, socks, and gloves. She also encouraged supporting locally owned coffee shops and avoiding Starbucks until their union contract is settled.

Councilor Foote echoed appreciation for Councilors McNamara and McLaughlin, highlighting their kindness, thoughtfulness, and the respect they garnered. He also wished everyone a Merry Christmas, a blessed Christmas, and a Happy Hanukkah.

Mayor Champlin highlighted several items: The Greater Concord Chamber of Commerce's holiday business after-hours tomorrow at 5:30 p.m., with admission benefiting the Capital Region Food Program; the implementation of emergency cold weather protocols, thanks to Councilor Schlosser, Roseanne Haggerty, and the Steering Committee on Homelessness, providing warm spaces during extreme cold; and recognition of firefighters' difficult work responding to the fatal Boscawen fire. He wished everyone safe and happy holidays and praised outgoing Councilors McNamara and McLaughlin for their attentive, collaborative, and deliberate service, welcoming the new councilors from Wards 4 and 6 and thanking all Council members for their dedication to the city.

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

#### **Adjournment**

**Action:** Councilor McNamara moved to adjourn the meeting at 9:55 p.m. The Motion was duly seconded by Councilor McLaughlin passing unanimously.

**Information**

Inf1 September 30, 2025 Architectural Design Review Committee Meeting Minutes.

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

Inf2 October 1, 2025 Ad-Hoc Committee on the Quasi-Judicial Board Approval Process Meeting Minutes.

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

Inf3 October 1, 2025 Zoning Board of Adjustment Meeting Minutes.

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

Inf4 October 2, 2025 Heritage Commission Meeting Minutes.

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

Inf5 October 6, 2025 Rules Committee Draft Meeting Minutes.

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

Inf6 October 7, 2025 Everett Arena Advisory Committee Meeting Minutes.

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

Inf7 October 7, 2025 Solid Waste Advisory Committee Draft Meeting Minutes.

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

Inf8 October 8, 2025 Conservation Commission Meeting Minutes.

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

Inf9 October 15, 2025 Planning Board Meeting Minutes.

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

Inf10 October 16, 2025 Recreation and Parks Advisory Committee Approved Meeting Minutes.

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

Inf11 October 16, 2025 Trustee of Trust Funds Meeting Minutes.

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

Inf12 October 21, 2025 Committee for Concord's Plan to End Homelessness Draft Meeting Minutes.

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

Inf13 October 27, 2025 Parking Committee Draft Meeting Minutes.

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

Inf14 October 29, 2025 Ad-Hoc Committee on the Quasi-Judicial Board Approval Process Draft Meeting Minutes.

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

Inf15 November 3, 2025 Concord Public Library Board of Trustees Draft Meeting Minutes.

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

Inf16 November 10, 2025 Trustees of Trust Funds Meeting Minutes.

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

Inf17 November 13, 2025 Golf Course Advisory Committee Draft Meeting Minutes.

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

Inf18 November 17, 2025 Fiscal Policy Advisory Committee Draft Meeting Minutes.

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

Inf19 Correspondence from Breezeline regarding Upcoming Price Changes.

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

Inf20 Correspondence from Xfinity regarding Programming Changes.

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

Inf21 Correspondence from Xfinity regarding Upcoming Price Changes.

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

*A true copy, I attest:*

*Deborah Tuite*

*Deputy City Clerk*

