

MINUTES

Ad-Hoc Committee to Review Fees
June 27, 2022 / 6:30 PM
City Hall / 41 Green St, 2nd Floor Conference Room

In Attendance: City Councilors – Byron Champlin (Chair), Nathan Fennessy, Mayor Jim Bouley; City Staff – Brian LeBrun, Deputy City Manager - Finance; Carlos Baia, Deputy City Manager – Development; David Gill, Parks & Recreation Director

Excused: Councilor Paula McLaughlin

- 1) **Call to Order:** Chairman Champlin called the meeting to order at 6:30 PM.
- 2) **Approval of Minutes:** Councilor Fennessy moved to adopt the minutes of the May 25, 2022 meeting. The motion was seconded by Mayor Bouley and passed with a unanimous voice vote.
- 3) **Discussion of Community Development Fees:**
Mr. Carlos Baía, Deputy City Manager – Development, discussed Community Development fees, focusing on development and review fees. The City of Concord’s fees were compared to similar communities, such as Nashua, Hooksett, Salem, Merrimack, Lebanon, Manchester, Pembroke, Londonderry, Laconia, Somersworth, and Rochester.

The committee discussed the affordability of the fees and how the City wants to encourage certain types of development.

The committee discussed each of the presented fees and distinguished which fees are fixed or variable.

Mr. Baía stated that the building permit fee is one of the higher fees in the City. He also noted that inspection fees have already been addressed by the City Council and, as of July 1, will be based on a permit system.

The committee also discussed the impact fee charges, transportation, recreation, schools, water, and wastewater investment fees and additional city requirements.

The committee discussed how expensive Concord’s fees are compared to the previously listed communities. In terms of building permits, Concord is the fourth (4th) most expensive. For Planning Board application fees, Concord is the third (3rd) most expensive. For impact fees, Concord is the eighth (8th) most expensive. With all fees considered, Concord is the seventh (7th) most expensive.

Considering that Concord has the seventh (7th) most expensive overall fees of all the communities, Mr. Baía asked the committee where the City would like to be in terms of development fees.

He also noted that developers, especially those based outside of Concord, are very interested in predictability and how quickly they can get through the process.

Mr. Baía stated that building permit fees are designed based on value and square footage.

The committee requested Mr. Baía to ask a 2-4 developers to visit the committee at their next meeting to discuss the City's fees and their perspective of those fees. Councilor Champlin suggested Tom Furtado with CATCH and Jon Chorlian join the next meeting's discussion.

4) Other:

A follow up discussion of Recreation Fees was held. Councilor Champlin introduced the question of what hourly fee to charge at the City-Wide Community Center (CWCC) for times when the CWCC is not normally open. Mr. David Gill, the Parks and Recreation Director, indicated that it would make sense to charge enough to cover the cost of the staff needed to cover the time, which is \$40 per hour. The committee discussed whether CWCC should be open during non-standard hours and, if so, what fee should be charged.

By consensus, the committee agreed that the building should be available during non-standard hours and that the fee should be \$40/hour plus the standard rental rate.

5) Next Meeting: The next meeting was set for Monday, July 18th at 5:30 pm.

6) Adjournment: Mayor Bouley moved to adjourn and seconded by Councilor Fennessey. The motion passed with unanimous vote. The meeting adjourned at 7:37 PM.