



# City of Concord

## City Council

### Meeting Minutes - Draft

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Monday, March 12, 2018

7:00 PM

City Council Chambers  
37 Green Street  
Concord, NH 03301

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*Non-public session in accordance with RSA 91-A: 3, II (d) to discuss property acquisition to be held at 6:00 p.m.*

Councilor Champlin moved to enter non-public session in accordance with RSA 91-A: 3, II (d) to discuss property acquisition. The motion was duly seconded by Councilor Kenison and passed unanimously with no dissenting votes.

At 6:49 p.m. Councilor Kretovic voted to exit non-public session. The motion was duly seconded by Councilor Grady Sexton and passed unanimously with no dissenting votes.

In public session Councilor St. Hilaire voted to seal the minutes. The motion was duly seconded by Councilor Nyhan and passed unanimously with no dissenting votes.

This portion of the Council Meeting was adjourned at 6:51 p.m.

1. Call to Order.

Mayor Bouley called the regular meeting to order at 7:00 p.m.

3. Pledge of Allegiance.
4. Roll Call.

**Present:** 15 - Councilor Candace Bouchard, Mayor Jim Bouley, Councilor Byron Champlin, Councilor Mark Coen, Councilor Amanda Grady Sexton, Councilor Allan Herschlag, Councilor Fred Keach, Councilor Linda Kenison, Councilor Jennifer Kretovic, Councilor Gail Matson, Councilor Keith Nyhan, Councilor Dan St. Hilaire, Councilor Stephen Shurtleff, Councilor Brent Todd, and Councilor Robert Werner

5. Approval of the Meeting Minutes.

February 6, 2018 City Council Meeting Minutes.

**Action:** Councilor Nyhan moved approval of the February 6, 2018 City Council meeting minutes. The motion was duly seconded and passed with no dissenting votes.

February 12, 2018 City Council Meeting Minutes.

**Action:** Councilor St. Hilaire moved approval of the February 12, 2018 City Council meeting minutes. The motion was duly seconded and passed with no dissenting votes.

6. Community Events presentation by Concord Hospital. (Presentation to be given at a future meeting)

7. ConcordTV Presentation.

**Action:** Doris Ballard, Concord TV Executive Director, recognized Steve Cloutier, Concord TV, for covering most of the televised meetings since 2005. She indicated that Concord TV has been thrilled to work with the city's new Economic Development Director, Suzi Pegg, noting that she is very creative, talented and easy to work with. Concord TV is looking forward to working with the city's Public Information Officer.

Michael O'Meara, Concord TV Programming/IT Director, provided an update to some of the highlights from the year to include: upping their Facebook and YouTube content; archiving Concord TV produced videos to archive.org; made some updates to their station/studio at the high school. He added that they are working on a lot to make sure that they are highlighting on all the great things that Concord is doing.

Doris Ballard recognized staff members at Concord TV noting that they all work on marketing; getting what they do out there to the public. She highlighted the upcoming event on March 16th through March 18th, Easter Eggstravaganza, noting that the dollars raised from this event are completely restricted for equipment and new lighting in the studio.

8. Agenda overview by the Mayor.

**\*\*Consent Agenda Items\*\****Approval of the Consent Agenda*

**Action:** Councilor St. Hilaire moved approval of the consent agenda. The motion was duly seconded and passed with no dissenting votes.

**Items Tabled for April 9, 2018 Public Hearings**

9. Resolution authorizing the Annual Appraisal of Real Estate at Market Value per RSA 75:8-b; together with report from the Director of Real Estate Assessments. (Public hearings to be held in March and April with final action in May)

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

10. Resolution appropriating the sum of \$30,000 for improvements to the State Street Parking Garage, CIP #432, and authorizing the issuance of bonds and notes in the amount of up to \$30,000; together with report from the Director of Redevelopment, Special Projects and Downtown Services.

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

11. Resolution authorizing and appropriating the sum of \$5,000 in the Parking Fund as a transfer to Capital and authorizing and appropriating said funds in the Parking Capital Fund to reprogram parking meters and kiosks in accordance with implementation of the Parking Strategic Plan (CIP #577); together with report from the Director of Redevelopment, Downtown Services and Special Projects.

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

12. Resolution appropriating the sum of \$30,000 for signage and other improvements for the implementation of the Parking Strategic Plan (CIP #577) and authorizing the issuance of Bonds and Notes in the amount of up to \$30,000.

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

13. Resolution repurposing the sum of \$10,253.12 from the Handgun Replacement Project (CIP #555) to the Communications System Upgrade Project (CIP #368); together with report from the Police Department.

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

14. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, Article 1-5, Fees, Fines, and Penalties; 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.

15. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 28, Zoning Ordinance, Article 28-2, Zoning Districts and Allowable Uses, Article 28-5, Supplemental Standards and the Glossary; together with report from Assistant City Planner.

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

16. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 28, Zoning Ordinance; Article 28-2, Zoning Districts and Allowable Uses; Section 28-2-3, The Zoning Map; together with a report from the City Planner.

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

17. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 30, Administrative Code, Article 30-3, Boards and Commissions, Parking Committee; together with report from Mayor Bouley.

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

18. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 30, Administrative Code, Article 30-3, Boards and Commissions, Municipal Housing Commission; together with report from the City Solicitor.

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

### **From the City Manager**

19. Positive Citizen Comments.

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

### **Consent Reports**

20. Diminimus gifts and donations report from the Library Director requesting authorization to accept monetary gifts totaling \$1,569.66 as provided for under the pre-authorization granted by City Council.

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

21. Report from Deputy City Manager Finance recommending the 2019 Finance Committee budget review Schedule and Guidelines.

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

22. Report from the Deputy City Manager Finance, on behalf of the Golf Course Advisory Committee, recommending 2018 Beaver Meadow Golf Course daily fee rates.

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

23. Report from the Deputy City Manager Finance regarding the Concord City Auditorium management and fee structure.

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

24. Report from the Director of the Office of Management & Budget notifying City Council of the City's Government Finance Officers Association (GFOA) award for distinguished budget presentation.

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

25. Annual Economic Development Performance Report from the Deputy City Manager Development.

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

26. Report authorizing the City Manager to enter into a Municipal Work Zone Agreement with the New Hampshire Department of Transportation for the State's proposed resurfacing of U.S. Route 3 from Skyview Terrace in Pembroke to just south of the Airport Road intersection in Concord.

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

27. Annual Review of the Public Capital Facilities Impact Fee Ordinance by the City Planner.

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

28. Report from the General Services Director in response to a communication from Kelly Buchanan, 152 North Main Street.

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

29. Report from the Parks and Recreation Director regarding ongoing work at Rollins Park (CIP #56).

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

30. Report from the Parks and Recreation Director regarding the Department's

Summer Camp Brochure.

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

### **Consent Resolutions**

31. Resolution authorizing the City Manager to submit an application with the National Recreation and Parks Association (NRPA); together with report from the Parks and Recreation Director.

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

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

### **Public Hearings**

- 32A. Resolution authorizing the Annual Appraisal of Real Estate at Market Value per RSA 75:8-b; together with report from the Director of Real Estate Assessments. (Public hearings to be held in March and April with final action in May)

**Action:** City Manager Tom Aspell provided a brief overview noting that, prior to the governing body's vote, two public hearings must be held. He explained that City Council has authorized the annual evaluation of assessments since 2005.

Mayor Bouley opened the public hearing. There being no public testimony, the public hearing was recessed until next month's Council meeting.

- 32B. Resolution authorizing and appropriating the sum of \$1,601,622 in Highway Reserve funds to be used for the Fiscal Year 2018 Roadway Surface Improvements project (CIP #78); together with report from the General Services Director.

**Action:** City Manager Tom Aspell provided a brief overview highlighting information within the report. He further highlighted the information contained within the map.

Councilor Coen inquired as to the life expectancy when a road is repaved. Mr. Aspell responded that if a road is paved from the gravel of the road instead of overlay, they try to get 25 years out of it. He noted that it could be shorter or longer depending upon the drainage of the roads.

Referencing the street listing document, Councilor Todd asked if staff could explain what contributes to the index numbers and what the number actually means. General Services Director Chip Chesley explained that staff goes out every two

years to look at the roads visually and grade it. He stated that there are certain features that become evident when looking at a road. Highway Superintendent Jim Major added that, based on the grading, 100 is a good road and 1 is a bad road. He added that the Pavement Condition Index (PCI) also takes into account all the cracking in the pavement.

Councilor Todd asked if it takes into account the condition of curbing. He asked if he is correct to assume that this is for the roadways and not the sidewalks. Mr. Major confirmed that its just the roadways and not sidewalks. He explained that it doesn't necessarily look at curbing as the condition of the curbing but it does take into effect a road that has curbing and how the drainage is working; that factors in to what that pavement condition is.

Councilor St. Hilaire referenced the road in purple with the new funding that has come and questioned whether this is going to be done all next season even though its a new add on or whether it will be spread out. Mr. Aspell responded that it will all be done this summer. He explained that they put out a bid to determine how much they could get done within a season and what the pricing would be. He added that Mr. Major just got back the numbers relatively recently and that the roads they are showing, can get done this year for the prices that they anticipated.

Councilor Coen inquired as to when the inspections and grading from 1 to 100 is done. Mr. Major responded that its typically done in the summer between June and August.

Councilor Shurtleff thanked Mr. Major for always being so helpful and accommodating whenever he has called on street issues.

Mayor Bouley pointed out that the city usually does 4.6 to 5 miles a year and this year, because of additional funds, they are doing 10 miles of road. He stated that the city is doubling the amount they usually do in paving this year.

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

- 32C. Resolution appropriating the sum of \$20,000 for the renovation of the Concord Municipal Airport terminal lobby and pilot lounge (CIP #75), including an authorization for the issuance of bonds and notes in the amount \$20,000; together with report from the Deputy City Manager - Development.

**Action:** City Manager Tom Aspell provided a brief overview.

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

- 32D. Resolution appropriating the sum of \$7,000 for sponsorship of the New Hampshire Travel Council's Governor's Conference on Tourism to be funded entirely with Economic Development Reserve Funds; together with report from the Economic Development Director.

**Action:** City Manager Tom Aspell provided a brief overview.

Councilor Herschlag inquired as to whether there are other sponsors for this program. Annette Zamarchi stated that there are sixteen other sponsors to include local sponsors and sponsors from outside of the city as well.

Councilor Herschlag questioned where the events will be held and whether this is something the community can become involved in. Ms. Zamarchi responded that anyone can sign up to attend. She indicated that people come from all over the state adding that they bring in speakers from outside of Concord and New Hampshire bringing different topics. She indicated that it's held every year, traveling around the state; their hope is to make Concord a place every other year.

Councilor Herschlag questioned what the advantages/impacts are for Concord for being a sponsor. Ms. Zamarchi responded that they are trying to get the word out that Concord is a viable city. She noted that they produce monthly newsletters, have a website, and use social media. She added that the benefit to the city is that this would provide media exposure, bring in business, and enlighten the other travel and businesses around the state.

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

- 32E. Ordinance amending the Code of Ordinances; Title I, General Code; Chapter 15, Licensing and Regulation of Businesses, Trades and Occupations, Article 15-11, Police False Alarm Charge; together with report from the Police Department.

**Action:** City Manager Tom Aspell provided a brief overview.

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



**Public Hearing Action**

33. Resolution authorizing and appropriating the sum of \$1,601,622 in Highway Reserve funds to be used for the Fiscal Year 2018 Roadway Surface Improvements project (CIP #78); together with report from the General Services Director.

**Action:** Councilor Bouchard moved approval. The motion was duly seconded

Councilor Herschlag thanked the Solicitor's Office for pursuing these funds.

Mayor Bouley thanked the state for the one time increase to funding for paving.

The motion to approve passed with no dissenting votes.

34. Resolution appropriating the sum of \$20,000 for the renovation of the Concord Municipal Airport terminal lobby and pilot lounge (CIP #75), including an authorization for the issuance of bonds and notes in the amount \$20,000; together with report from the Deputy City Manager - Development.

**Action:** Councilor Bouchard moved approval. The motion was duly seconded.

Councilor Nyhan thanked Joe Alosa for his generosity.

The City Council noted their appreciation to Mr. Alosa.

The motion to approve passed with no dissenting votes.

35. Resolution appropriating the sum of \$7,000 for sponsorship of the New Hampshire Travel Council's Governor's Conference on Tourism to be funded entirely with Economic Development Reserve Funds; together with report from the Economic Development Director.

**Action:** Councilor Bouchard moved approval. The motion was duly seconded.

Councilor Kretovic noted that she has been asked to lead a tour on May 14th and wondered if this would be a conflict.

Councilor Champlin feels that this is a great opportunity. She thanked the City Manager and Economic Development Director for identifying this as an opportunity to present Concord in the best possible way; they have a great opportunity to position themselves as a hub for tourism in this region.

City Manager Aspell pointed out that this was the work of the Economic Development Director indicating that she put together a special program that actually meets the city's needs.

In regards to Councilor Kretovic's concern, Mayor Bouley ruled that she didn't have a conflict; she isn't treated different than anyone else and doesn't have any financial interest.

The motion to approve passed with no dissenting votes.

36. Ordinance amending the Code of Ordinances; Title I, General Code; Chapter 15, Licensing and Regulation of Businesses, Trades and Occupations, Article 15-11, Police False Alarm Charge; together with report from the Police Department.

**Action:** Councilor Bouchard moved approval. The motion was duly seconded.

Councilor Kenison questioned whether the call boxes within the city are operational. Mr. Aspell responded that the fire ones are operational.

The motion to approve passed with no dissenting votes.

### **Reports**

37. Presentation regarding the Penacook Library by the Library Director

**Action:** Library Director Todd Fabian highlighted some current challenges and options to consider for the Penacook Library including: fixing the building, leasing a new property in Penacook or partnering with a local business, Boscawen/Penacook consortium, a bookmobile. Mr. Fabian stated that his choice right now would be a bookmobile with the reason being the mobility and flexibility. *(Copy of presentation on file at the City Clerk's Office).*

Councilor Coen, referencing the amount of people that participate at the Penacook Library, questioned whether this is based on library cards. Mr. Fabian responded that the amount is the total number of transactions - just under 5,000 for last year. Councilor Coen inquired whether there is a projection if they went with a bookmobile. Mr. Fabian responded that he didn't have an exact number but believes that it would be above 5,000. He stated that it will depend upon where they go to saturate the market. He pointed out that the advantage of the mobility is that they can go where the residents are. Mr. Fabian indicated that he can run some data from other libraries across the country that have done recent bookmobile

enterprises to see what their rates have been.

Councilor Matson pointed out that the Penacook Library is currently opened 15 hours a week and inquired what is anticipated for the hours of a bookmobile. Mr. Fabian responded that he would like to do more than 15 hours but doesn't want to run it into the ground by doing 40 hours a week; it would shorten the lifespan of the vehicle. He noted that perhaps they would do 20 to 24 hours a week in the warmer months and scale back a few hours in the winter months. He would rather start lower and maybe add stops in later.

Councilor Kenison indicated that she is warming up to the idea of a bookmobile but will need to hear more from the residents of Penacook. She wonders if a bookmobile is taken to schools whether it would expose more kids, who may never visit a library, to more books. Mr. Fabian responded that in his conversations with other libraries that have recently done this and gone to the schools, those libraries are receiving a lot of new memberships from young kids in school.

Councilor Werner questioned what the factors are in terms of the relatively small use of the library compared to the entire system. He questioned whether there are factors that have been identified or is it thought that there needs to be some more analysis about those factors that would help inform how they might best be able to provide these services in the future. Mr. Fabian explained that the size of the collection, due to the physical space and limited programming, are the two largest ones. He noted that just widening the footprint would see an immediate jump in circulation and site visits.

Councilor Todd stated that there is not an option that they are getting rid of the Penacook Library; the options here are to look at what is viable going forward and trying to make the best decision as a group - the community at large. He is going to rely heavily on residents telling him or other members of the Council, what they feel is the best option moving forward. His concerns with the library, as is is now, is the fact that it isn't ADA compliant and isn't a library for the future because there are so many limitations currently on it. Councilor Todd pointed out that there is currently a limited number of books in the library and inquired as to how this would match up to the bookmobile. He further questioned what the positive features of a bookmobile are that they don't have with a stationary library. Mr. Fabian responded that with a bookmobile, the physical collection would be less but what it would allow them to do is refresh the collection easier; it can also be tailored to

what people are asking for. Technologically, he noted that they can offer more on a bookmobile than on site.

Councilor St. Hilaire remembers a bookmobile going around in Concord when he was in school and is not sure whether data can be obtained on the circulation during this period. He noted that this may be helpful information when compiling information from other communities.

Councilor Kretovic echoes Councilor Todd referring to residents in the Penacook area. She added that there is a large contingent of people within Ward Three that are closer to Penacook that would likely use the resource better if it were a better resource. She feels that the public coming out from multiple wards would be important to hear.

Councilor Champlin stated that the non-accessibility of the current building is one of the factors in this decision and questioned how accessible a bookmobile would be. Mr. Fabian responded that they come in a variety of sizes and most have lifts in the back for ADA accessibility. He noted that they would be surprised as to how many items can fit into a bookmobile. Councilor Champlin inquired whether a motorized wheelchair would be able to get into and maneuver around a bookmobile. Mr. Fabian responded that they would make sure this is viable.

Councilor Herschlag agrees with the value of the bookmobile being able to visit sites and being able to get to areas in which it may be difficult for people to get to a physical presence. He wonders what the thoughts are about also having a physical presence and whether this physical presence is on the site or there is a central location. He encouraged staff to come back to Council with how combining the two would work and how redundant this would be with the main library that they have - is there a need for a centrally located community area that would be serviced by the bookmobile. Mr. Fabian would love to have a permanent location if they could find a facility to fit the needs. In addition or besides from this, he indicated that this would be their first choice.

Mayor Bouley thanked staff for responding so quickly in follow up from the CIP work session. he asked that staff come back to Council during their budget process with options they believe are viable.

### **New Business**

### **Unfinished Business**

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

Referencing item 24, Councilor Nyhan noted that this is an award has been received for three years and recognized staff members Bob McManus and Rebecca Dougherty. He added that late last year the city received the Comprehensive Annual Financial Report award which has been received for twenty two years recognizing staff members Katie Graff, Audrey Desbiens and Melissa Trainor. He thanked Brian LeBrun, Deputy City Manager-Finance, and his staff for all their work.

Councilor Champlin announced that the Concord Boys and Girls Club will be holding their St. Patrick's Day breakfast at the Red Blazer on Saturday, March 17th from 8:00 a.m. to 11:00 a.m.

Councilor Bouchard thanked General Services for the email they sent out to remind residents that there wouldn't be any trash pick up during the storm and that the pick up would be delayed a day.

With the impending storm coming, Mayor Bouley asked General Services staff on the status of the snow plow budget. Jeff Hoadley, Deputy General Services Director, responded that what was budgeted will be exceeded.

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

The time being 8:19 p.m., Councilor Keach moved to adjourn the meeting. The motion was duly seconded and passed with no dissenting votes.

*A true copy; I attest:*

*Michelle Mulholland  
Deputy City Clerk*