



# City of Concord

## City Council

### Meeting Minutes - Draft

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Monday, November 10, 2025

7:00 PM

City Council Chambers  
37 Green Street  
Concord, NH 03301

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*Non-meeting in accordance with RSA 91-A, II (a) followed by a non-public session in accordance with RSA 91-A: 3, II (d) to discuss property acquisition and a non-public session in accordance with RSA 91-A: 3, II (d) to discuss contract negotiations to begin at 5:30 p.m.*

1. Mayor Champlin called the meeting to order at 7:04 p.m.
2. Invocation.
3. Pledge of Allegiance.
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.

October 14, 2025 City Council Draft Meeting Minutes.

**Action:** Councilor Todd moved approved of the October 14, 2025, Draft Meeting Minutes. The motion was duly seconded by Councilor McNamara and passed with no dissenting votes.

6. Agenda overview by the Mayor.
7. Canvass of the Votes for the Municipal Election held on November 4, 2025. (Not previously submitted).

**Action:** City Clerk Janice Bonenfant requested, in follow-up to the November 4th municipal election, that City Council canvass the votes cast, declaring the following candidates elected as they received the highest number of votes: Office of Mayor, Mayor Champlin was reelected, for the At-Large Councilors, Amanda Grady-Sexton and Councilor Fred Keach were reelected. In Wards one, two, and three, the incumbents, Councilor Todd, Councilor Horne, and Councilor Kretovic were reelected. In Ward 4, Mark Davie was elected, Ward 5, Stacey Brown was reelected, Ward 6, Aislinn Kalob was elected, Ward 7, Councilor Schlosser was reelected, in Ward 8, Councilor Sekou was re-elected, Ward 9, Councilor Schultz was re-elected, and in Ward 10, Councilor Foote was re-elected. Clerk Bonenfant also indicated that attached to the report were the various ward officials that were either elected or re-elected to their positions.

Councilor Kretovic moved to accept the report. The motion was duly seconded by Councilor Kurtz.

Councilor Kurtz publicly thanked everyone who ran for office, as well as the individuals who served essential roles in the city, including the numerous Ward Moderators, Clerks, Supervisors of Checklists, who all shared in the responsibility of assuring free and fair elections, including our amazing City Clerk.

Councilor Schlosser thanked the many volunteers.

Councilor Sekou shared that several constituents had reached out to express their gratitude for how smooth the process was. He commended the City Clerk, City Administration, and everyone involved for making the process easy and efficient. He also extended congratulations to all those who were elected and offered kudos to everyone who ran for office.

The motion passed unanimously.

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

**Action:** Mayor Champlin noted that Item #20 was pulled from consent, and all other previously pulled items would remain on the consent agenda.

Councilor Kretovic moved approval. The motion was duly seconded by Councilor Kurtz and passed unanimously.

**Referral to the Traffic Operations Committee**

8. Communication from Rob Walters, 96 South State Street, requesting consideration of improvements to pedestrian and traffic safety on State Street.

**Action:** Item was referred to the Traffic Operations Committee.

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

9. Requests from Claire Michlovitz, South Curtisville Road, for traffic safety and school drop-off/pick-up flow improvements at South Curtisville Road and Portsmouth Street.

**Action:** Item was referred to the Traffic Operations Committee and the Transportation Policy Advisory Committee.

**Items Tabled for December 8, 2025 Public Hearings**

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

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

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

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

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

### **Consent Reports**

15. Diminimus gifts and donations report from the Library Director requesting authorization to accept gifts and donations totaling \$2,009.39 as provided under the pre-authorization granted by City Council.

**Action:** Consent report approved.

16. Diminimus gifts and donations report from the Human Services Director requesting to accept a monetary gift totaling \$728.20, as provided under the pre-authorization granted by City Council.

**Action:** Consent report approved.

17. Diminimus gifts and donations report from the Parks and Recreation Director requesting authorization to accept monetary gifts totaling \$5,549.50, as provided for under the pre-authorization granted by City Council.

**Action:** Consent report approved.

18. Quarterly Report on the Status of the City Council's CY 2024-2025 Priorities.

**Action:** Consent report approved.

19. September 30, 2025 Fiscal Year to Date Financial Statements; together with a report from the Deputy City Manager-Finance. (Pulled from consent by Councilor Brown).

**Action:** Consent report approved.

20. Report from the Rules Committee recommending the adoption of a Financial Interest Disclosure Form. (Pulled from consent by Councilors Kretovic and Brown).

**Action:** Pulled from the Consent Agenda.

21. Report from the Parks and Recreation Director regarding a new information sign at Memorial Field.

**Action:** Consent report approved.

22. Report from the Assistant Director of Community Development, on behalf of the Parking Committee, in response to a referral from City Council requesting review of mobile parking app violation policy for citations based on selection of incorrect vehicle.

**Action:** Consent report approved.

23. Report from the Transportation Engineer, on behalf of the Traffic Operations Committee, in response to a referral from City Council regarding a communication from Alan Harris in regards to speed concerns on Cemetery Street.

**Action:** Consent report approved.

### **Consent Resolutions**

24. Resolution proclaiming December 2025 as Capital Region Food Program Month (for presentation in December).

**Action:** Consent resolution approved.

25. Resolution authorizing the City Manager to enter into a License Agreement for the use of the pocket park located at the corner of Pleasant Street Extension and Storrs Street by Monitor Statesman, LLC for use as an outdoor dining area; together with a report from the Assistant Director of Community Development. (Pulled from consent by Councilor Brown).

**Action:** Consent resolution approved.

26. Resolution authorizing the City Manager to accept the donation of a 23.26-acre parcel of land identified as Tax Map 67Z Lot 24, located off Long Pond Road, from Joline B. Kimball and Carroll A. Kimball Estate for the purpose of conserving the land in perpetuity; together with a report from the Senior Planner on behalf of the Conservation Commission.

**Action:** Consent resolution approved.

### **Appointments**

27. Mayor Champlin's Proposed Appointment to the Energy & Environment Advisory Committee: Elise J. Foerster.

**Action:** This appointment was approved.

28. City Manager's Proposed Appointment to the Board of Trustees of Trust Funds: Susan Dunton.

**Action:** This appointment was approved.

29. City Manager's Proposed Appointment to the Zoning Board of Adjustment: Craig Walker.

**Action:** This appointment was approved.

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

### **Public Hearings**

- 30A. Ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-16, Handicapped Parking, Schedule XVIII; to clarify parking requirements for public accessible parking spaces and time limit requirements; together with a report from the Assistant Director of Community Development.

**Action:** City Manager Aspell explained that staff coordinated with General Services to verify on-street and city surface parking lot accessible spaces. The proposed ordinance updates Schedule 18 to reflect actual public accessible spaces and specifies applicable time limits where needed. The Parking Committee, at its August meeting, directed staff to bring these amendments directly to City Council once prepared.

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

- 30B. 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 28-2-4(k), Table of Accessory Uses; Article 28-5, Supplemental Standards, Section 28-5-9 Child Day Care Facilities; and the Glossary; together with a report from the Deputy City Manager - Development.

**Action:** City Manager Aspell indicated that updates to the zoning ordinance are needed to align with state law. The proposed amendments include allowing family-based child care facilities by right as an accessory to any residential use, permitting non-family-based child care facilities, revising the definition of a child care facility, and updating supplemental standards in Section 28-5-9. The Planning Board reviewed the amendments at their September meeting and unanimously recommended adoption by the City Council to bring the ordinance into compliance with state law.

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

- 30C. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 28, Zoning Ordinance, by amending the Glossary; together with a report from the Deputy City Manager - Development.

**Action:** City Manager Aspell explained that, per Senate Bill 283, the City must amend the zoning glossary to revise the definition of below-grade area and update the floor-area ratio definition to exclude below-grade areas for new construction. The Planning Board reviewed the amendments in September and unanimously recommended adoption by the City Council.

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

- 30D. Resolution re-adopting the City of Concord's Housing and Community Development Plan; together with a report from the Assistant Director of Community Development.

**Action:** City Manager Aspell invited Assistant Director of Community Development, Tim Thompson, to present.

Assistant Director of Community Development Tim Thompson addressed City Council, explaining that as a part of the City's process with the Community Development Block Grant, he would be reading a required script in order to be compliant with HUD regulations.

He stated, this is the proposed Concord Housing and Redevelopment Community Development Plan, which identifies needs that currently exist or anticipated within the three years. The City is required to have a plan updated no more than every three years in order to be eligible for federal funding through the Community

Development Block Grant Program. This plan provides the basis for the City's Housing and Community Development objectives. To apply for CDBG funds, the Housing and Community Development plan could be no older than three years. The current plan was adopted in 2023. There are no changes proposed in the language of the 2023 plan. This will likely be updated in more detail following the completion of the City's Master Plan.

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

- 30E. Resolution authorizing the City Manager to submit an application in an amount of up to \$500,000 and to accept and appropriate grant proceeds of up to \$500,000 of Community Development Block Grant Funds to support Families in Transition's Bicentennial Square Renovation Project creating four new units of affordable housing; together with a report from the Assistant Director of Community Development.

**Action:** City Manager Aspell invited Assistant Director of Community Development, Tim Thompson, to present.

Assistant Director of Community Development Tim Thompson addressed City Council, stating this is a proposed application to the Community Development Finance Authority for up to \$500,000 in Housing Funds. Of the grant funds, up to \$30,000 will be retained by the City for administrative costs associated with the project, the remainder of the funds, or the benefit of, will be sub granted to Families in Transition (FIT). FIT will use the funds to renovate office space into housing for low- and moderate-income households. The projects propose 1 unit at 5 Market Lane, Concord, and 3 units at 9 Odd Fellows Ave, Concord.

Mayor Champlin inquired if this was an example of the state partnering with a nonprofit to provide more affordable housing, and if this was the first instance?

Assistant Director of Community Development Tim Thompson agreed that it was an example of the state partnering with a nonprofit for more affordable housing. He indicated that the City has been involved with these types of grants dating back to the 1980s and beyond, receiving over \$25 million in Community Development Block grants.

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



- 30F. 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 Bicentennial Square Renovation Project at 9 Odd Fellows Avenue and 5 Market Lane; together with a report from the Assistant Director of Community Development.

**Action:** Assistant Director of Community Development Tim Thompson addressed City Council, explaining this Housing and Relocation, Anti-displacement Relocation Assistance Plan is again required by the Community Development Block Grant Program. This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. No displacement or relocation is anticipated as the offices are not currently being used.

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

- 30G. Resolution appropriating the sum of \$678,000 in the Concord Stables Redevelopment Project (CIP #664) to support the remediation of hazardous building materials at the Concord Stables building, 111.5 Warren Street and accepting the sum of \$678,000 in unmatched grant funds from the U.S. Environmental Protection Agency Brownfields Cleanup Program for this purpose; together with a report from the Director of Special Projects & Strategic Initiatives.

**Action:** City Manager Aspell addressed City Council, explaining the source of the grant is the Bipartisan Infrastructure Law fund and there is no match or cost share required. He indicated that upon the acceptance of the funds, City staff will work with the USEPA program office to prepare a request for a proposal for hired qualified environmental professionals, and will also work with a selected Qualified Environmental Professional to prepare a work plan and schedule anticipating the cleanup work will be commenced in 2026.

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

- 30H. Resolution authorizing the City Manager to enter into a payment in lieu of taxes agreement between the City of Concord and LSE Ursa Minor, LLC; together with a report from the Director of Real Estate Assessments.

**Action:** City Manager Aspell explained that LSE Ursa Minor plans to build, own, and operate a 4.98 MW photovoltaic solar facility on a leased 36.5-acre parcel from LA Brochu Inc. He further explained the project qualifies as a renewable generation facility under RSA 72:73. Under RSA 72:74, the City may enter a 20-year payment in lieu of taxes (PILOT) agreement, guaranteeing \$1,106,664 over the term. Payments will be front-loaded and adjusted if project value materially changes. City Manager Aspell indicated that City Council approval of the agreement is required following the public hearing, which will allow the City Manager to execute the agreement. He noted the project benefits both the environment and taxpayers.

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

- 30I. Resolution authorizing the City Manager to submit an application in an amount of \$130,000 and to accept and appropriate grant proceeds of \$130,000 of Community Development Block Grant COVID-19 funds (CDBG-CV) for the Concord Coalition to End Homelessness' Emergency Winter Shelter and Resource Center operations; together with a report from the Assistant Director of Community Development.

**Action:** Mayor Champlin asked if the Council would object if he combined this hearing with the hearing on Item 30J.

City Council agreed.

Assistant Director of Community Development Tim Thompson addressed City Council, recalling that back in 2019, 2020, the federal government made available specific CDBG funds for the COVID-19 pandemic. In 2020, the City successfully applied for and received several hundred thousand dollars for a variety of different projects. He explained there is approximately \$1.038 million left in those COVID funds for the State of New Hampshire that have not been expended. The Community Development Finance Authority is trying to get those expended before they are taken back by the federal government.

This is a proposed application to the Community Development Finance Authority

for up to \$130,000 in CDBG-CV funds. Of the grant funds, up to \$16,000 will be retained by the City for administrative costs associated with the project, the remainder of the funds, or the benefit of, will be sub granted to the Concord Coalition to End Homelessness (CCEH) for estimated costs to be incurred in operating their Emergency Winter Shelter (EWS), 240 N Main Street, Concord, and Resource Center (RC), 238 N Main St, Concord, for the period December 1, 2025, to June 30, 2026. The funds requested would provide reimbursement for the additional services CCEH is providing to people experiencing homelessness in Concord NH related to the COVID-19 pandemic.

He stated the second part of this public hearing is for the anti-displacement plan. This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. No displacement or relocation will occur as a result of this project as the project is for operating costs.

Mayor Champlin opened the public hearing.

Sayre Moskwa expressed support for the proposed grant application and encouraged additional funding for the winter shelter. She noted the shelter provides minimal accommodations for adults and suggested considering reallocating some funds from the police station to support the shelter and other community resources, which she believes would be a better use of city funds.

Fisto Ndayishimiye expressed support for the proposed grant allocation and emphasized the importance of increasing funding for homelessness resources. He suggested exploring ways to generate additional revenue from developers before relying on homeowners, noting that developer contributions could help cover infrastructure costs while freeing funds for shelters. Mr. Ndayishimiye stressed the need for a long-term, sustainable solution to homelessness and advocated for investing additional resources to support people beyond the winter season.

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

- 30J. Resolution adopting an Anti-Displacement and Relocation Policy Statement and Procedures in support of the City's Community Development Block Grant COVID-19 (CDBG-CV) application to the New Hampshire Community Development Finance Authority for the Concord Coalition to End Homelessness' Emergency Winter Shelter and Resource Center operations; together with a report from the Assistant Director of Community Development.

**Action:** Item 30J was discussed previously in conjunction with Item 30I.

- 30K. Public Hearing regarding the status of the following: \$25,000 in Community Development Block Grant (CDBG) Planning Study funds subgranted to the Families in Transition and \$25,000 in CDBG Planning Study funds subgranted to Community Justice Center (603 Legal Aid, Disability Rights Center NH, and NH Legal Assistance), together with a report from the Assistant Director of Community Development.

**Action:** Assistant Director of Community Development Tim Thompson addressed City Council, stating this is the required status update from the CDBG program. He noted, these two projects were both granted applications through CDBG to receive \$25,000 each for planning studies. As a result, one of those studies resulted in the application that was previously presented for families in transition.

Mr. Thompson noted a CDBG Planning Study for Families in Transition was conducted to determine the feasibility and estimated cost to renovate office space into 4 housing units. The proposed spaces are 1 unit at 5 Market Lane, Concord, and 3 units at 9 Odd Fellows Ave, Concord. The estimated cost is approximately \$800,000.

Mr. Thompson further noted a planning study was conducted to determine the feasibility and estimated cost for a Community Justice Center bringing New Hampshire Legal Assistance (NHLA), 603 Legal Aid (603LA), and Disability Rights Center-New Hampshire (DRC-NH), into a single site. The estimated cost of sites examined was \$5 million.

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

30L. Resolution appropriating the sum of \$45,500,000 in the Police Headquarters Project (CIP #643) for the construction of the new police department building and authorizing the issuance of General Fund General Obligation Bonds and Notes in the sum of \$45,500,000 for this purpose; together with a report from the Director of Special Projects & Strategic Initiatives. (Public testimony submitted). (Action on this item tabled at the November 10, 2025 City Council meeting.)

**Action:** After polling the audience, Mayor Champlin moved item 30L to the top of public hearing agenda.

Mayor Champlin asked Councilor Brown if she would be recusing herself?

Councilor Brown indicated that she wanted to participate, noting her husband is not a construction worker, and she felt it was not something that was material or direct.

Mayor Champlin indicated that he did not believe she could participate according to the City Charter, Section 53, which states “that no elective or appointed officer or employee of the City shall take part in a decision concerning the business of the City in which the officer or employee has a financial interest aside from salary as such, direct or indirect, greater than any other citizen or taxpayer. The city's ethics ordinance, specifically ordinance number 3145, amending Article 1-6, Section 163, defines conflict of interest to include situations in which an elected official's family member is employed by a city department that is directly affected by the matter before the public body. It states that for city employment, a conflict of interest shall only arise when the matter before the public body involves the department of which the officer or elected official's family member is employed. Also, Council Rules, Rule 6A and 6B, affirm that councilors must comply with the ethics ordinance and that any potential conflict of interest must be declared before discussion begins. The Mayor or presiding officer rules initially and the council may vote on the eligibility of the councilor.”

Councilor Brown requested a vote on his ruling.

Councilor Sekou indicated that if Councilor Brown felt that she didn't have a conflict, he would vote no, and let her judge if there is a conflict and whether she should recuse.

Councilor Fennessy asked for clarification whether Councilor Brown was challenging the rule of the chair.

Mayor Champlin indicated that Councilor Brown was challenging the ruling of the Chair. He indicated that a vote of yes would be in support of the ruling of the chair that a conflict exists, and a vote of no would be in disagreement with the ruling of the chair.

Councilor Brown called for a roll call.

Roll call.

Yes: Mayor Champlin, Councilor Fennessy, Councilor Foote, Councilor Grady-Sexton, Councilor Keech, Councilor Kretovic, Councilor Kurtz, Councilor McLaughlin, Councilor McNamara, Councilor Todd

No: Councilor Brown, Councilor Horn. Councilor Schlosser, Councilor Schultz, Councilor Sekou.

The motion passed, with ten votes in support of the ruling of the Mayor, and five votes not in support. Councilor Brown did not participate in the public hearing.

City Manager Aspell invited Beth Fenstermacher to present.

Director of Special Projects and Strategic Initiatives Beth Fenstermacher provided an update on the new Police Station project. She noted that a copy of the presentation is available at [concordnh.gov/newpolicestation](http://concordnh.gov/newpolicestation). Ms. Fenstermacher reported that the project's estimated construction cost remains at \$45.5 million, which is the amount requested for bond authorization.

She reviewed design elements intended to accommodate future departmental growth, including flexible office layouts with non-load-bearing walls and designated shell spaces to allow for expansion. She stated that the project incorporates future-proofing measures for wiring and electrical needs to reduce long-term costs.

Ms. Fenstermacher outlined approximately \$7 million in cost savings achieved through design modifications and value engineering, including elimination of an interior firing range, retention of the communications center at 35 Green Street, and material substitutions for improved efficiency. She also noted an additional \$6 million in savings resulting from the decision to renovate and expand the existing structure rather than construct a new building.

City Manager Aspell provided additional financial context. Using the presentation slides, he reviewed revised bond financing options for the project. The original plan proposed two bond issuances in 2026 and 2027, totaling \$45.5 million with 25-year terms at 3.5 percent interest.

City Manager Aspell presented an alternative approach involving three bond issuances: \$19 million in 2026, \$20 million in 2027, and \$6.5 million in 2028. The first two issuances would be 30-year bonds at 3.5 percent, and the third a 20-year bond at 3.25 percent. This adjustment would allow the City to borrow contingency funds only as needed and reduce overall interest costs.

He also recommended the strategic use of the Community Improvement Reserve and fund balance to mitigate the property tax impact. Approximately \$1.1 million remains in the Community Improvement Reserve, which could be allocated over fiscal years 2027-2029. Limited use of the fund balance was also proposed to smooth annual tax impacts.

Combining these strategies-phased borrowing, extended repayment terms, and use of reserves-would substantially reduce projected tax impacts. For a home assessed at \$400,000, the annual impact would decrease from \$157 to \$92 in FY 2027 and from \$337 to \$226 in FY 2028, with continued decline thereafter.

City Manager Aspell concluded that the proposed financial adjustments could be adopted individually or in combination to lessen the long-term burden on taxpayers.

Councilor Fennessy asked why the City wouldn't use the full \$1.1 million from the Community Development Reserve or Fund Balance all in one chunk to reduce the amount that would actually go out to bond.

Deputy City Manager of Finance Brian LeBrun explained that the City is taking a measured approach to using fund balances and the Community Improvement Reserve to maintain flexibility and manage year-to-year fluctuations. He noted that excessive use of fund balance could trigger rating agency concerns, potentially leading to a negative watch or bond rating downgrade, which would increase borrowing costs. A gradual, measured use allows the City to adjust based on revenues from sources such as auto registrations and building permits while remaining within City Council goals.

Councilor Todd inquired about projected tax impacts beyond FY2031 under Option Two.

Deputy City Manager of Finance Brian LeBrun stated that with continued use of fund balance, tax impacts would decline over time as interest payments decrease. For example, a \$90 million bond would have \$1.3 million in debt service in the first year, declining to \$713,000 by year 29. He noted that annual reductions would be gradual and dependent on fund balance usage.

Councilor Schlosser asked whether a construction manager has been hired to provide oversight and value engineering.

Director of Special Projects and Strategic Initiatives Beth Fenstermacher confirmed that funding for a construction manager had previously been appropriated and was not included in the current construction cost estimate. She explained that Milestone has been under contract since before the selection of architects and will manage subcontractor bids, advise on design and cost decisions, and provide expertise throughout the construction process.

Mayor Champlin opened the public hearing.

Tracy Bricchi, resident of Penacook, inquired about the Community Improvement Reserve, including whether the grant is flexible, the remaining balance, and how long it can be used.

Mayor Champlin indicated the reserve is open-ended.

City Manager Aspell clarified that it is a \$1.1 million award received as a housing champion, which can be used for any purpose. Suggested allocations are \$500,000 in FY27, \$500,000 in FY28, and \$100,000 in FY29.

Chris Emond, CEO of the Boys and Girls Club, spoke in favor of the project, noting the need for more space in the police station. He shared the historical connection between the Boys Club and the Concord Police Department.

Althea Barton, resident of Penacook, speaking as an individual, expressed full support for the project, citing public safety, cost-effectiveness, environmental considerations, and alignment with the City's historic preservation goals. Ms.



Barton stated that the expansion design is compatible with the existing building and is appropriate from an architectural standpoint.

Drew Biemer, resident and Public Safety Board member, voiced strong support for the new police facility, citing the inadequacy of the 1974 station and growing operational demands. He emphasized that the proposed facility would enhance efficiency, safety, and professional standards, and urged the Council to proceed without delay to avoid increased costs.

Stephen Kidder opposed allocating \$45 million for a new police facility, suggesting City funds would be better directed toward services for the houseless and children, while expressing appreciation for the Police Department's work.

Roy Schweiker, Concord resident, expressed concerns about the proposed police station project, and suggested a smaller, standalone building of approximately 44,000 square feet. He also suggested that any excess space in the new station could accommodate other city functions to maximize efficiency and cost-effectiveness.

Bob Berry, former Concord Police Chief (2007-2011), expressed strong support for constructing the proposed police facility. He emphasized the current station's functional obsolescence and safety risks, noting past incidents involving individuals in custody. He stated that delaying construction would likely increase future costs and highlighted the opportunity to make a long-term transformational investment in public safety.

Ron Rayner expressed support for the new police facility but recommended scaling the design to 45-50,000 square feet and including a "knockout wall" to allow future expansion. He emphasized balancing the project with other CIP priorities and suggested considering a slight delay to reduce costs and allow design adjustments.

Charles Russell supported the police station project but urged review of its size, cost, and scope to prevent over-design, suggesting possible space reductions and relocation of some services to achieve significant savings.

Fisto Ndayishimiye supported the need for a modern police station but raised concerns about timing and cost, urging careful evaluation of funding impacts on other priorities. He recommended exploring grants or alternative funding and

suggested further review by the next City Council to ensure equitable community benefit.

Chris O'Connor expressed concern about rising property taxes and the cumulative cost of city projects, recommending postponement of the police station project until future tax impacts are clearly understood.

Paul Dean, retired law enforcement officer and former police chief, strongly supported the new police station, citing the need for adequate space, compliance with standards, and improved operations. He noted that a community room would enhance training, outreach, and police-community relations.

Lisa Beaudoin supported the need for a modern police facility but raised concern about projected operating costs and tax impacts, particularly on residents with fixed incomes. She emphasized fiscal responsibility, equitable impact, and prioritizing projects that benefit all residents.

Sayre Moskwa, Concord resident and crisis worker, emphasized the urgent need for investment in resources for unhoused and vulnerable residents, noting that police cannot address systemic issues alone. While supporting a modernized police station, she stressed that expanding community services, shelters, and treatment programs is essential to improving public safety and wellbeing.

Kathryn Kelleher, Concord resident and 20-year Police Department employee, described overcrowding and unsafe conditions in the current station, citing inadequate space for staff, detainees, and public areas. She stressed the urgency of a new facility to address safety and capacity issues.

Nicole Fox, Concord resident and civil engineer, supported construction of a new police station, noting the current facility's space limitations and the need for expansion to support police, social work, and mental health services. She highlighted the importance of location and timely completion, cautioning that delays could increase costs despite fiscal pressures on residents.

Kristine Ritz, resident and Police Department records employee, supported the new police facility, citing safety concerns in the current building where records staff are exposed to individuals in custody. She noted that the proposed design will enhance safety, efficiency, and privacy through improved office layout, secure areas, and a separate records lobby.

Aislinn Kalob, Ward 6 resident and councilor-elect, acknowledged the police department's documented facility needs but questioned the timing of construction. She raised concerns about project scale, tax impacts, and the cumulative financial burden of multiple city projects, emphasizing the need to balance fiscal responsibility with maintaining public trust.

Patrick Ofrias, President of the Concord Police Supervisors Association, accompanied by Nicole Murray, President of the Patrolmen's Association, Stephen Carter, and Matthew Doyon, spoke on behalf of the sworn officers of the Concord Police Department. He noted that the current facility is outdated, with overcrowded offices, unsafe booking procedures, limited privacy for sensitive cases, inadequate space for social workers, and insufficient parking. He emphasized that these constraints reduce operational efficiency and public safety. A modern facility would improve staffing space, evidence security, staff morale, and compliance with professional standards. Lieutenant Ofrias highlighted officers' involvement in planning and stated that approving the new station represents a long-term investment in public safety and community service.

Kate West, Ward 9 resident, highlighted the link between community resources and crime reduction, expressing concerns about property taxes, housing affordability, and the cumulative cost of multiple city projects. She questioned the projected savings from the new police station and raised concerns about the use of federal grant funds.

Sabrina Freese, Ward 4 resident, discussed her experience with domestic violence cases, emphasizing that some victims may benefit more from social workers than police. She suggested that funding for social and victim services might be more effective than constructing a new police station, noting that police alone cannot address all community needs.

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

**Public Hearing Action**

31. Ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-16, Handicapped Parking, Schedule XVIII; to clarify parking requirements for public accessible parking spaces and time limit requirements; together with a report from the Assistant Director of Community Development.

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

32. 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 28-2-4(k), Table of Accessory Uses; Article 28-5, Supplemental Standards, Section 28-5-9 Child Day Care Facilities; and the Glossary; together with a report from the Deputy City Manager - Development.

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

33. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 28, Zoning Ordinance, by amending the Glossary; together with a report from the Deputy City Manager - Development.

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

34. Resolution re-adopting the City of Concord's Housing and Community Development Plan; together with a report from the Assistant Director of Community Development.

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

35. Resolution authorizing the City Manager to submit an application in an amount of up to \$500,000 and to accept and appropriate grant proceeds of up to \$500,000 of Community Development Block Grant Funds to support Families in Transition's Bicentennial Square Renovation Project creating four new units of affordable housing; together with a report from the Assistant Director of Community Development.

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

36. 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 Bicentennial Square Renovation Project at 9 Odd Fellows Avenue and 5 Market Lane; together with a report from the Assistant Director of Community Development.

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

37. Resolution appropriating the sum of \$678,000 in the Concord Stables Redevelopment Project (CIP #664) to support the remediation of hazardous building materials at the Concord Stables building, 111.5 Warren Street and accepting the sum of \$678,000 in unmatched grant funds from the U.S. Environmental Protection Agency Brownfields Cleanup Program for this purpose; together with a report from the Director of Special Projects & Strategic Initiatives.

**Action:** Councilor Todd moved approval. The motion was duly seconded by Councilor Kretovic and passed with one dissenting vote.

38. Resolution authorizing the City Manager to enter into a payment in lieu of taxes agreement between the City of Concord and LSE Ursa Minor, LLC; together with a report from the Director of Real Estate Assessments.

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

39. Resolution authorizing the City Manager to submit an application in an amount of \$130,000 and to accept and appropriate grant proceeds of \$130,000 of Community Development Block Grant COVID-19 funds (CDBG-CV) for the Concord Coalition to End Homelessness' Emergency Winter Shelter and Resource Center operations; together with a report from the Assistant Director of Community Development.

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

40. Resolution adopting an Anti-Displacement and Relocation Policy Statement and Procedures in support of the City's Community Development Block Grant COVID-19 (CDBG-CV) application to the New Hampshire Community Development Finance Authority for the Concord Coalition to End Homelessness' Emergency Winter Shelter and Resource Center operations; together with a report

from the Assistant Director of Community Development.

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

41. Public Hearing regarding the status of the following: \$25,000 in Community Development Block Grant (CDBG) Planning Study funds subgranted to the Families in Transition and \$25,000 in CDBG Planning Study funds subgranted to Community Justice Center (603 Legal Aid, Disability Rights Center NH, and NH Legal Assistance), together with a report from the Assistant Director of Community Development.

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

42. Resolution appropriating the sum of \$45,500,000 in the Police Headquarters Project (CIP #643) for the construction of the new police department building and authorizing the issuance of General Fund General Obligation Bonds and Notes in the sum of \$45,500,000 for this purpose; together with a report from the Director of Special Projects & Strategic Initiatives. (Public testimony submitted). (Action on this item tabled at the November 10, 2025 City Council meeting.)

**Action:** Councilor Grady Sexton moved approval. The motion was duly seconded by Councilor Todd.

Councilor Horne acknowledged the needs of the current police station but expressed concern about approving a \$45 million project. She emphasized fiscal responsibility, noting the ongoing commitments to keep taxes stable, the impact of multiple large projects (middle school, Memorial Field, clubhouse), rising operating costs, and upcoming property revaluation impacts. She highlighted taxpayer and renter concerns about affordability and urged the Council to reassess spending priorities, develop a revenue plan, and consider compromise before moving forward with the police station project.

Councilor Schultz also acknowledged the need for a new police station but expressed concern about affordability and fiscal impact. She requested additional time (a few weeks to a month) to explore cost-saving measures and funding options. She asked whether the City has pursued potential state or county funding, partnerships with the police academy, or other strategies to reduce costs. She emphasized the goal of providing a safe, functional facility in the most equitable and financially responsible way for residents.

Mayor Champlin stated that staff had already reviewed many of the issues discussed, including the potential impacts of a redesign delay, which would likely push the project timeline to 2028 and increase associated costs. He acknowledged and expressed respect for the concerns raised by other councilors. The Mayor then inquired how many members would be available to meet on Monday, November 17, should the item be tabled and reconvened at that time.

Council discussed possible dates.

Councilor Foote expressed concern regarding the proposed delay, noting that city staff had provided thorough responses during the recent public hearing and that additional questions raised by council members had been addressed by staff and the consultant at the last City Council meeting. He stated that he was unclear on the need for further postponement, however, he indicated he had questions related to operating and maintenance costs, noting figures in the range of \$45,000 to \$70,000. He further commented that, as he understood it, the new building would be a hardened facility designed for specific operational tasks, while portions of the existing building to be renovated would accommodate administrative and civilian functions. Councilor Foote questioned whether concerns about the size or scope of the project could be meaningfully resolved by delaying consideration to a later date.

Councilor Fennessy stated that he shared Councilor Foote's perspective. He noted that a new financing mechanism for the project had recently been presented, and that he did not have the chance to review the associated costs, potential savings, and impacts on the City's current fund balance. He referenced public feedback received during the meeting and at prior hearings, including questions regarding the overall size of the proposed facility. He observed that many capital projects over the past two decades had generated similar discussions about scale and right-sizing.

Councilor Fennessy indicated that further clarification was needed to fully understand the programming associated with the approximately 70,000-square-foot total building. While acknowledging the need for the proposed addition to achieve the required Level 4 facility standards, he noted that simply constructing a new 40,000-square-foot Level 4 facility would likely result in higher costs. He further commented that, although it was suggested that reducing the project size by 20,000 square feet might save approximately \$14 million, such savings appeared unlikely. He stated that if a redesign study costing around \$1 million could potentially

achieve meaningful savings through a reduction of 10,000 square feet, it might be worth evaluating. He concluded by reiterating the desire to gain a better understanding of these financial and design considerations before proceeding.

Councilor Grady Sexton stated that there was significant urgency in moving forward with the project, citing concerns raised by female staff regarding inadequate facilities, which she described as unacceptable. She also referenced safety concerns expressed by staff and officers related to the existing building's structural conditions and the configuration of holding spaces, noting that these issues created potential exposure to dangerous situations and underscoring that the current conditions could not continue. She further stated that she would support a brief pause to review the newly presented financial information and to allow for additional public and media feedback, noting that this was the first opportunity for both the Council and the public to see the revised materials. She emphasized that any delay should be short and purposeful, warning against prolonging the process unnecessarily, as doing so would increase costs and perpetuate unsafe working conditions.

Councilor Sekou stated his support for the comments made by Councilor Fennessy and Councilor Grady Sexton. He expressed appreciation for the opportunity to serve, noting that all council members take their responsibilities seriously and approach the matter with care. He remarked that, during his campaign, many residents expressed concerns about the rising tax burden and its impact on their ability to remain in Concord. He affirmed support for the development of a modern, affordable, and effective police facility. Given the introduction of new financial and design information, he stated that additional time would be helpful to review and fully understand the proposal.

Councilor McNamara stated that past experience has shown that delaying major projects often results in them not being completed or becoming significantly more expensive. She emphasized that the proposed facility is more than just a building-it is a workplace for the men and women who serve and protect the community, often at personal risk to their physical and emotional well-being. She noted that public safety remains a top priority for both the Council and the community. While acknowledging the need for additional time to review the newly provided information and options, Councilor McNamara expressed a strong desire to limit the delay to no more than one week. She stated opposition to extending the discussion into December or January and expressed appreciation to City staff for presenting three options for consideration.



Mayor Champlin stated his agreement with many of the comments made by council members and expressed concern regarding the current conditions of the police facility. He described as unacceptable the lack of adequate locker room space for female officers, the safety risks posed to civilian staff who may encounter detainees being escorted through the building, and the need for children to share the lobby space with individuals required to register as sexual offenders. He also noted that officers currently lack a proper space to eat or meet collaboratively, often eating at their desks.

Mayor Champlin emphasized that public safety had been a central focus of his campaign and expressed strong support for providing appropriate facilities for police officers, social workers, civilian staff, parking enforcement, and meter readers. He stated that the City had recently approved salary increases to retain and recruit qualified staff, but that such efforts would be undermined if employees were required to work in overcrowded and inadequate conditions. While acknowledging sensitivity to the tax impact of the project, he also noted that construction costs would not decrease over time. Based on discussions with staff, Mayor Champlin stated that any major revisions to the current plan would require the architects to reengage, resulting in additional design fees and likely pushing the construction start date from 2026 to 2027. He concluded by stating that he was willing to take a brief pause to review information but cautioned against significant delays.

Councilor Kretovic stated that the operations and needs of the police department have significantly evolved since the current facility was constructed in 1974, emphasizing that the department's expansion of community policing programs, social services, and outreach initiatives underscores the need for a safe and functional workspace that supports both staff and the public. She referenced the department's accreditation and the risk assessments provided by current and former police leadership as evidence of the facility's operational and safety challenges. Councilor Kretovic noted that discussions regarding the need for a new facility had occurred in 2004, 2019, 2022, 2023, and 2024, with previous proposals being deferred, and expressed concern about the continued potential for delays. She urged that the current discussion be conducted with a sense of urgency to support officers, civilian staff, and the community, while avoiding additional costs associated with further postponement.

Councilor Keach moved to table the discussion until Monday, November 17th at 7:00 p.m. He stated that he was supportive of the project and ready to vote, but, in

deference to comments made by fellow council members, felt a brief delay was appropriate. He then emphasized that the delay should not be used as an opportunity to indefinitely slow the project.

The Mayor confirmed the proposed meeting time of 7:00 p.m. The motion was duly seconded by Councilor Fennessy.

Councilor Schlosser moved to amend the motion to table until 7:00 p.m., Monday, November 24th, in order to accommodate schedules, emphasizing that this brief delay would allow for due diligence in reviewing the newly presented information.

The motion passed with no dissenting votes.

### **Reports**

43. Presentation on the Memorial Field Master Plan from the Parks and Recreation Director. (Presentation given at the November 10, 2025 City Council Meeting.)

**Action:** David Gill, Parks & Recreation Director, along with Chris Huntress of Huntress Sports and Eric Gerard, Director of Land Development for VHB in Bedford, NH, presented an overview of the Memorial Field Master Plan. Mr. Gill explained that the report represents the culmination of a two-year joint planning effort between the City of Concord and the Concord School District. He detailed the existing challenges at the complex, which include extensive site drainage issues, limited parking capacity, ADA compliance deficiencies, and the need to replace the track, football and baseball bleachers, and lighting. Mr. Gill emphasized that the current facilities no longer meet the needs of the wide range of sports and activities utilizing the complex today.

Mr. Gill noted, as part of the planning process, that student focus groups and community listening sessions were held to gather input and better understand the needs and priorities of users.

Eric Gerard of VHB shared that his team conducted a full site survey and provided insights and recommendations to address drainage concerns, improve and expand parking, and enhance ADA accessibility throughout the site. Chris Huntress of Huntress Sports explained that he conducted site analyses to determine optimal field positioning and developed a phased approach for the proposed improvements.

Mr. Gill discussed estimated design and permitting costs, projected at

approximately \$1.2 million for Option A, and outlined suggested phasing for the overall project. He reported that the City Council and Concord School Board established a joint subcommittee to review the project, composed of City Council members Jeff Foote and Nathan Fennessy, and Concord School Board members James Richard and Barb Higgins. Mr. Gill further shared that the total projected cost of the project is estimated to exceed \$31 million, divided into multiple phases. He concluded by noting that the next steps include a presentation to the Concord School District Board on November 17. All related PowerPoint presentations and meeting minutes are available online for public review.

Councilor Brown moved to table the item, until City Council receives the finances from the School District.

Mayor Champlin indicated that the motion failed for a lack of a second.

City Council had a lengthy discussion about the costs associated with the project, given the numerous projects the City and School District have looming in the distance. Council also discussed the impact of for-profit travel sports.

Councilor Fennessy noted that the conditions of Memorial Field have deteriorated very rapidly. He shared the committee worked really hard to try and figure out a way to modernize and find some efficiencies with how the City would actually do the programming.

Mayor Champlin entertained a motion to continue the meeting beyond 11:00 p.m.:

Councilor Todd moved to continue the meeting beyond 11:00 p.m. The motion was duly seconded by Councilor Schulz.

A roll call was requested.

Yes: Mayor Champlin, Councilor Foote, Councilor Horne, Councilor Todd,

No: Councilor Fennessy, Councilor Grady Sexton, Councilor Keach, Councilor Kretovic, Councilor Kurtz, Councilor McLaughlin, Councilor McNamara, Councilor Schlosser, Councilor Schultz, Councilor Sekou, Councilor Brown.

The motion failed.

Councilor Kretovic moved to recess the meeting until November 24th at 7:00 p.m. The motion was duly seconded by Councilor Grady Sexton and passed unanimously.

### **New Business**

### **Unfinished Business**

44. 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.)
45. 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.)

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

20. Report from the Rules Committee recommending the adoption of a Financial Interest Disclosure Form. (Pulled from consent by Councilors Kretovic and Brown).

**Comments, Requests by Mayor, City Councilors****Comments, Requests by the City Manager****Adjournment****Information**

Inf1 May 1, 2025 Demolition Review Commission Meeting Minutes.

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

Inf2 May 8, 2025 Demolition Review Commission Meeting Minutes.

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

Inf3 June 26, 2025 Transportation Policy Advisory Committee Meeting Minutes.

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

Inf4 July 9, 2025 Conservation Commission Trails Subcommittee Meeting Minutes.

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

Inf5 July 18, 2025 Recreation and Parks Advisory Committee Approved Meeting Minutes.

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

Inf6 August 6, 2025 Zoning Board of Adjustment Meeting Minutes.

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

Inf7 August 19, 2025 and September 16, 2025 Traffic Operations Committee Meeting Minutes.

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

Inf8 September 2, 2025 Architectural Design Review Committee Meeting Minutes.

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

Inf9 September 4, 2025 Heritage Commission Meeting Minutes.

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

Inf10 September 10, 2025 Conservation Commission Trails Subcommittee Meeting Minutes.

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

Inf11 September 17, 2025 Planning Board Meeting Minutes.

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

Inf12 October 6, 2025 Concord Public Library Board of Trustees Meeting Minutes.

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

Inf13 October 28, 2025 Diversity Equity Inclusion Justice and Belonging (DEIJB)  
Committee Draft Meeting Minutes.

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

Inf14 October 30, 2025 Ad-hoc Semiquincentennial and Tri-Centennial Committee Draft  
Meeting Minutes.

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

Inf15 Parks and Recreation Department's Winter Brochure.

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

*A true copy, I attest:*

*Deborah Tuite*

*Deputy City Clerk*