



City of Concord

City Council

Meeting Agenda

Tuesday, November 12, 2024

7:00 PM

City Council Chambers
37 Green Street
Concord, NH 03301

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

1. Call to Order.
2. Invocation.
3. Pledge of Allegiance.
4. Roll Call.
5. Approval of Meeting Minutes.

October 15, 2024 City Council Draft Meeting Minutes

Attachments: [Minutes](#)

6. Agenda overview by the Mayor.
7. Omeka Library presentation.
8. Police Department Social Worker update.

Consent Agenda Items

Referral to the Parking Committee

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

Attachments: [Communication](#)

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

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

Department.

Attachments: [Request](#)

[Duprey Proposed Easement Plat](#)

[City Administration Email to City Council 31 Samuel Easements](#)

[Subdivision Plan Samuel Drive MCRD 17750 \(2005\)](#)

[Planning Board Minutes \(Various Dates\) \(2005\)](#)

[Engineering Division Comments 08-29-2005](#)

[Engineering Comments 12-15-2006](#)

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

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

Attachments: [Communication](#)

Items Tabled for December 9, 2024 Public Hearings

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

Attachments: [Resolution](#)

[Report](#)

13. Resolution appropriating the sum of \$405,000 for Police Department retention payments for sworn police officers and authorizing the use of General Fund balance of \$405,000; together with a report from the Deputy Chief of Police.

Attachments: [Resolution](#)

[Report](#)

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

Attachments: [Resolution](#)

[Report](#)

15. Resolution appropriating the sum of \$73,000 for the purpose of off-setting personnel costs for the police department to assign an officer to the Drug Task Force and accept the sum of \$73,000 in grant funding from the State of New Hampshire Attorney

General's Drug Task Force for this purpose; together with a report from the Police Department.

Attachments: [Resolution](#)
[Report](#)

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

Attachments: [Ordinance](#)
[Report](#)

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

Attachments: [Ordinance](#)
[Report](#)

Consent Reports

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

Attachments: [Report](#)

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

Attachments: [Report](#)

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

Attachments: [Report](#)

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

Attachments: [Report](#)
[Financial Statements](#)

22. Report from the Director of Human Resources and Labor Relations recommending City Council approve changing the Fiscal Supervisor Position at the Police Department to an Office Manager Position.
Attachments: [Report](#)
23. Report from the Library Director recommending acceptance of a gift of materials to the Concord Public Library from Children's Literacy Foundation that total in value at \$500.
Attachments: [Report](#)
24. Report from the Parks and Recreation Director regarding a snow making demo at the Beaver Meadow Golf Course.
Attachments: [Report](#)
25. Report regarding naming of the new Canal Street Riverfront Park in Penacook
Attachments: [Report](#)

Consent Resolutions

26. Resolution proclaiming December 2024 as Capital Region Food Program Month.
(For presentation in December)
Attachments: [Resolution](#)
27. Resolution authorizing the City Manager to submit an application for Rebuilding American Infrastructure with Sustainability and Equity (RAISE) funding from the U.S. Department of Transportation for the purpose of designing and constructing a portion of the Merrimack River Greenway Trail (CIP #543); together with a report from the Director of Special Projects and Strategic Initiatives.
Attachments: [Resolution](#)
[Report](#)
28. Resolution authorizing the City Manager to submit an application to the New Hampshire Department of Business and Economic Affairs to enroll the City in the State's Housing Champion Program; together with a report from the Deputy City Manager - Development.
Attachments: [Resolution](#)
[Report](#)

Appointments

29. Mayor Champlin's proposed appointment to the Golf Course Advisory Committee: Charles Randall.
Attachments: [Appointment](#)

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

Attachments: [Report](#)

End of Consent Agenda

Public Hearings

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

Attachments: [Resolution](#)
[Report](#)

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

Attachments: [Resolution](#)
[Report](#)
[FIT CDBG Planning Grant Request](#)

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

Attachments: [Resolution](#)
[Report](#)
[FIT CDBG Planning Grant Request](#)

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

Attachments: [Resolution](#)
[Report](#)

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

Attachments: [Resolution](#)
[Report](#)

Public Hearing Action

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

Attachments: [Resolution](#)
[Report](#)

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

Attachments: [Resolution](#)
[Report](#)
[FIT CDBG Planning Grant Request](#)

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

Attachments: [Resolution](#)
[Report](#)
[FIT CDBG Planning Grant Request](#)

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

Attachments: [Resolution](#)
[Report](#)

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

Attachments: [Resolution](#)
[Report](#)

Reports

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

Attachments: [Report](#)
[Presentation](#)

New Business

Unfinished Business

38. Resolution appropriating the sum of \$10,308,000 in the Beaver Meadow Golf Course Club House & Buildings Project (CIP #107) for the construction of a new facility and related improvements, and authorizing the issuance of bonds and notes in the sum of \$10,308,000 for this purpose; together with a report from the Deputy City Manager - Finance. (Presentation and proforma submitted.) (Public testimony received.) (Revised presentation submitted.) (Additional public testimony received.)

Attachments: [Resolution](#)
[Report](#)
[Option 1.2 Plans](#)
[Beaver Meadow New Facility Project Presentation](#)
[Golf Proforma](#)
[Public Testimony](#)
[Beaver Meadow New Facility Project Presentation Revised](#)
[Additional Public Testimony](#)

39. Ordinance amending the Code of Ordinances, Title I, General Code, Chapter 13, Public Health, Article 13-5, Sanitary Food Code; together with a report from the Health & Licensing Officer. (Referred back to the Ad-Hoc Committee to review Outdoor Dining & Food Trucks at the September 9, 2024 City Council meeting.)

Attachments: [Ordinance](#)
[Report](#)
[Draft Homestead Regulations](#)

Supplemental Report: Food Code Ordinance and Homestead Operation Regulations.

Attachments: [Report](#)
[Food Code Ordinance Amendment](#)
[Revised Homestead Rules and Regulations](#)
[Article 28-5-30 Home Occupations](#)

Comments, Requests by Mavor, City Councilors

Comments, Requests by the City Manager

Consideration of Suspense Items

Adjournment

Information

- Inf1 August 20, 2024 Traffic Operations Committee Meeting Minutes.
Attachments: [Minutes](#)
- Inf2 August 22, 2024 Transportation Policy Advisory Committee Meeting Minutes.
Attachments: [Minutes](#)
- Inf3 September 3, 2024 Architectural Design Review Committee Meeting Minutes.
Attachments: [Minutes](#)
- Inf4 September 5, 2024 Heritage Commission Meeting Minutes.
Attachments: [Minutes](#)
- Inf5 September 11, 2024 Conservation Commission Meeting Minutes.
Attachments: [Minutes](#)
- Inf6 September 11, 2024 Trails Subcommittee Meeting Minutes.
Attachments: [Minutes](#)
- Inf7 October 7, 2024 Concord Public Library Board of Trustees Meeting Minutes.
Attachments: [Minutes](#)
- Inf8 October 10, 2024 Golf Course Advisory Committee Draft Meeting Minutes.
Attachments: [Minutes](#)