



# City of Concord

## City Council

### Meeting Minutes

---

Monday, February 8, 2021

7:00 PM

Zoom Meeting Link:  
<https://us02web.zoom.us/j/8120417270>

9

Telephone Dial: US + 1 929 205 6099

Landline: 877 853 5257

Webinar ID#: 812 0417 2709

---

#### *COVID-19 - Public Meeting Procedures Notice*

*Due to the Covid 19/Corona Virus crisis, and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, City Council is authorized to meet electronically. The City of Concord will be utilizing the Zoom platform for this electronic meeting.*

*Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04.*

*All members of City Council have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by following the link below, or dialing the number below and entering the ID number at the prompt. For those who want to provide public testimony in the Public Hearing portion of the meeting, and you are connected to the Zoom website, you may click on the Raise Hand icon in the Attendees Section of Zoom to make the request. When the time is appropriate, you will be recognized so you can provide your testimony. For those calling in who want to provide public testimony, dial \*9 to alert the host that you wish to speak. The host will unmute you at the appropriate time during the public hearing portion of the meeting. All participants please keep your phones and computers on mute unless speaking.*

*Website address: <https://us02web.zoom.us/j/81204172709>.*

*Telephone Dial: US: +1 929 205 6099. If dialing from a landline, you may call in toll-free at 877 853 5257. Webinar ID#: 812 0417 2709.*

*Members of the public can also email questions or other public testimony to [citycouncilmeeting@concordnh.gov](mailto:citycouncilmeeting@concordnh.gov).*

*Any member of the public can also call the City of Concord at 603-230-3718 or email: [citycouncilmeeting@concordnh.gov](mailto:citycouncilmeeting@concordnh.gov) if they are unable to access the meeting and assistance connecting is needed.*

*Meeting with legal counsel in accordance with RSA 91-A:2, I (b) to be held at 6:30 p.m.*

1. Mayor Bouley called the meeting to order at 7:01 p.m.

**Action:** Mayor Bouley welcomed everyone to the February 8, 2021, Electronic Meeting of the City Council, indicating that the meeting was held electronically due to the COVID19/Coronavirus pandemic, in accordance with Governor Sununu's Emergency Order #12, pursuant to Executive Order 2020-04. Mayor Bouley noted that, in accordance with the Governor's Emergency Order, public notice was provided of the necessary information for accessing this meeting. He noted that instructions were provided on the agenda on the City of Concord's website at: <https://concordnh.legistar.com/Calendar.aspx>. He further noted that Council was utilizing the Zoom platform for this electronic meeting. All members of the City Council had the ability to communicate contemporaneously during this meeting, and the public had access to listen and, if necessary, participate via the following website address: <https://us02web.zoom.us/j/81204172709>.

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

**Action:** In accordance with the Right-to-Know Law, Councilor Grady Sexton noted that she was home with her family. Councilor Kretovic noted that she was alone but her family was around. All other members of City Council indicated they were alone.

**Present:** 15 - Councilor Candace Bouchard, Mayor Jim Bouley, Councilor Byron Champlin, Councilor Nathan Fennessy, Councilor Amanda Grady Sexton, Councilor Meredith Hatfield, Councilor Fred Keach, Councilor Linda Kenison, Councilor Jennifer Kretovic, Councilor Gail Matson, Councilor Keith Nyhan, Councilor Erle Pierce, Councilor Zandra Rice Hawkins, Councilor Brent Todd, and Councilor Robert Werner

5. Approval of the Meeting Minutes.

January 11, 2021 City Council Draft Meeting Minutes.

**Action:** Councilor Champlin moved approval of the January 11, 2021 meeting minutes. The motion was duly seconded and passed unanimously with a roll call vote.

**Yes:** 15 - Councilor Bouchard, Mayor Bouley, Councilor Champlin, Councilor Fennessy, Councilor Grady Sexton, Councilor Hatfield, Councilor Keach, Councilor Kenison, Councilor Kretovic, Councilor Matson, Councilor Nyhan, Councilor Pierce, Councilor Rice Hawkins, Councilor Todd, and Councilor Werner

6. Agenda overview by the Mayor.

7. Introduction of new Assistant City Prosecutors: Jesse Renauld-Smith and Jim Seeman.

City Solicitor Jim Kennedy introduced the two new Assistant City Prosecutors Jesse Renauld-Smith and Jim Seeman.

Assistant City Prosecutor Jesse Renauld-Smith greeted Council and declared his excitement to return to the Concord office that he had previously interned at for two years while in law school. He indicated that over the past decade, he served as the prosecutor for the Town of Tilton, the Town of Sanbornton, and was a Plymouth police officer. He touched on his personal life and interests, and thanked everyone for their time.

Assistant City Prosecutor Jim Seeman greeted Council and expressed his pride to be a part of the Concord City team. He summarized his life and work experiences with New Hampshire and his time serving in the US Coast Guard, Merrimack County Attorney's office, Cheshire County and Hillsborough County in a legal capacity.

Councilor Champlin asked Assistant City Prosecutor Seeman if he attended the U.S. Coast Guard Academy in New London, Connecticut. Assistant City Prosecutor Seeman confirmed, to which Council Champlin thanked him for his important duty as he had family performing the same service, and welcomed him to the City.

The Mayor warmly welcomed each Assistant City Prosecutor to the City family and extended his appreciation for their commitment and service to the community.

8. Update from ConcordTV.

Josh Hardy, the Executive Director at ConcordTV, provided detailed updates on ConcordTV as noted in his 2020 annual report. He extended his pride and appreciation for his team and Board of Directors for their adaptability during the pandemic and for all the behind the scenes work they continually do. He highlighted the increase in production and original content being created locally for Concord residents and noted a successful partnership with the Concord School District during the pandemic. Mr. Hardy stated that viewership of Concord videos was at an all-time high on YouTube, in part due to City promotion and tourist content, and encouraged everyone to check out the ConcordTV YouTube page. He reminded City Council that the three-way contract between the City of Concord, the Concord School District, and ConcordTV expires in the fall of 2021 and is in the open renewal process now. He noted that conversations are typically held in May and asked Council to keep it on their radar.

Councilor Hatfield thanked Mr. Hardy for his great work, for highlighting so many of the “gems” in Ward 4, and for providing fabulous videos.

Councilor Rice-Hawkins congratulated Mr. Hardy for his selection in the Union Leader as a "40 Under Forty" recipient this year, and for all his great work with ConcordTV and within the community.

Mayor Bouley thanked Mr. Hardy for attending the meeting and for all the great work he does and for the important service he provides to the City.

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

**Action:** Councilor Matson moved approval of the Consent Agenda. The motion was duly seconded. There being no further discussion, the motion to approve the consent agenda passed unanimously with a roll call vote.

**Yes:** 15 - Councilor Bouchard, Mayor Bouley, Councilor Champlin, Councilor Fennessy, Councilor Grady Sexton, Councilor Hatfield, Councilor Keach, Councilor Kenison, Councilor Kretovic, Councilor Matson, Councilor Nyhan, Councilor Pierce, Councilor Rice Hawkins, Councilor Todd, and Councilor Werner

### **Items Tabled for March 8, 2021 Public Hearings**

9. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 30, Administrative Code, Article 30-3, Boards and Commissions, Board of Ethics; together with report from the City Solicitor.

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

10. Resolution appropriating the sum of \$93,659.10 for compensation and fringe benefits and accepting the sum of \$93,659.10 in Federal Emergency Management Agency funds for reimbursement of personnel costs related to the deployment of Fire Department personnel to areas impacted by natural disasters; together with report from the Interim Fire Chief.

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

11. Resolution appropriating the sum of \$1,692.39 as a transfer out to capital and authorizing the use of General Fund balance in the sum of \$1,692.39 for this purpose; and appropriating the sum of \$3,192.39 for the "Welcome to East Concord" gateway sign (CIP #24), and accepting the sum of \$1,500 in donations from the East Concord Garden Club and the sum of \$1,692.39 as a transfer in from the General Fund for this purpose; together with report from the Associate Engineer.

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

12. Resolution appropriating the sum of \$516,784.22 to reimburse for COVID-19 related expenditures, and accepting the sum of \$516,784.22 in Governor's Office for Emergency Relief and Recovery (GOFFERR) Program funds for this purpose; together with report from the Finance Director.

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

13. Resolution appropriating the sum of \$87,353.96 for election operating expenses

incurred by the Concord City Clerk's Office and accepting the sum of \$87,353.96 in Elections Assistance funding under the Coronavirus Aid, Relief, and Economic Security (CARES) Act as administered by the State of New Hampshire for this purpose.

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

14. Resolution modifying the Elderly Exemption for the City of Concord pursuant to the provisions of RSA 72:27-a; together with report from the Director of Real Estate Assessments.

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

15. Resolution authorizing the City Manager to enter into a Development Agreement with Interchange Development L.L.C., concerning CIP #30 Hoit Road / Whitney Road Intersection Improvement Project; together with report from the Director of Redevelopment, Downtown Services, and Special Projects. (March public hearing with final action at the April 12, 2021 City Council meeting in accordance with RSA 162-K.)

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

16. Resolution authorizing the City Manager to accept a corporate guaranty from Demoulas Super Markets, Inc. concerning construction of a grocery store at property located on Whitney Road; together with report from the Director of Redevelopment, Downtown Services, and Special Projects. (March public hearing with final action at the April 12, 2021 City Council meeting in accordance with RSA 162-K.)

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

17. Resolution adopting an amended and restated Development Program and Finance Plan for the Penacook Village Tax Increment Finance (TIF) District; together with report from the Director of Redevelopment, Downtown Services, and Special Projects. (March public hearing with final action at the April 12, 2021 City Council meeting in accordance with RSA 162-K.) (Supplemental report submitted.)

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

18. Resolution appropriating the sum of \$4,780,000 for the Hoit Road / Whitney Road Intersection Improvement project (CIP #30), authorizing the issuance of Penacook Village TIF District supported bonds and notes in the sum of \$4,240,000 for this purpose, authorizing the use of \$90,750 in impact fees for this purpose, accepting

\$449,250 in donations for this purpose, transferring \$193,456 in expenses from the General Capital Projects fund to the Penacook Village TIF District Capital fund for this purpose, rescinding the appropriation of \$456,000 for the Hoit Road / Whitney Road Intersection Improvement project (CIP #30), and de-authorizing the issuance of general fund supported bonds and notes in the sum of \$456,000; together with report from the Director of Redevelopment, Downtown Services & Special Projects. (March public hearing with final action at the April 12, 2021 City Council meeting in accordance with RSA 162-K.) (Public testimony submitted.) (Additional public testimony received.)

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

19. Resolution authoring the City Manager to enter into a Maintenance Agreement with the New Hampshire Department of Transportation concerning certain infrastructure improvements associated with CIP #30 Hoit Road / Whitney Road Intersection Improvement Project located within the U.S. Route 4 Rights-of-Way; together with report from the Director of Redevelopment, Downtown Services, and Special Projects. (March public hearing with final action at the April 12, 2021 City Council meeting in accordance with RSA 162-K.)

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

### **From the City Manager**

20. Collections Division January 2021 Customer Comments.

**Action:** Positive comments received and filed.

### **Consent Reports**

21. City Council 2020-2021 Quarterly Priorities Report from the City Manager.

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

22. December 31, 2020 Fiscal Year to Date Financial Statements from the Deputy City Manager - Finance.

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

23. Report from the Deputy City Manager Development recommending the proposed renewal of the expanded outdoor dining permit program for the 2021 season.

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

24. Report from the City Manager requesting authorization to submit an application for

Transportation Alternative Program (TAP) funding from the NH Department of Transportation for the purpose of designing and constructing a portion of the Merrimack River Greenway Trail (CIP #543).

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

25. Report from the Interim Fire Chief Requesting the appointment of Scott Marcotte to the Call Force.

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

### **Appointments**

26. Mayor Bouley's proposed appointments to the Airport Advisory Committee: Sathesh Mani and Warren Runde.

**Action:** These appointments were approved.

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

### **Public Hearings**

- 27A. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 30, Administrative Code, Article 30-3, Boards and Commissions, Planning Board; together with a report from the City Solicitor.



**Action:** City Manager Aspell noted that the City of Concord's Planning Board membership consists of nine members, which is required to meet the statutory requirements set forth in RSA 673:2. He added that RSA 673:6 further authorized the appointment of five alternate members, as well as a City Council member alternate.

The City of Concord's Code of Ordinance, Article 30-3-6, currently allows the appointment of two alternate members. The Code of Ordinances is silent regarding the appointment of a City Council alternate member. In recent years, the City Council authorized a City Council member to be appointed as an alternate member. Although this is consistent with RSA 673:6, III, such an appointment is not specifically referenced in the Code of Ordinances.

City Manager Aspell clarified that to avoid any confusion, the City Solicitor's Office recommended having City Council amend the Code of Ordinances to reflect the City's current practice in accordance with RSA 673:6, III.

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

- 27B. 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 February and March with action taken in April.)

**Action:** City Manager Aspell noted that City Council has voted to authorize the annual valuation of assessments every year since 2005. He noted that this practice has been done annually at market value since 2004. He recommended that Council continue to approve this practice.

Mayor Bouley opened the public hearing. There being no public testimony, Mayor Bouley recessed this hearing for a continued public hearing to be held in March.

- 27C. Resolution appropriating the sum of \$980,000 as a Transfer to Reserves, and authorizing the use of \$980,000 from Fiscal Year 2020 General Fund Assigned Fund Balance; together with report from the Deputy City Manager - Finance.

**Action:** Deputy City Manager LeBrun reported that the City had a General Fund surplus for the Fiscal Year ending June 30, 2020 of \$1,067,600. He noted that management planned to allocate \$1,280,000 at year-end to the Assigned Fund Balance, including \$300,000 to be assigned for overlay for settlement of future abatements and overlay, and the \$980,000 proposed resolution.

He explained that overall revenues for the City were short of budget by \$234,000, which included the budgetary use of fund balance of \$1,128,000 not booked in revenue lines. He noted the receipt of \$872,118 as funding for a variety of COVID-19 related issues from the following agencies: \$54,000 from FEMA, \$31,700 from the US Department of Justice, \$60,300 from the Department of Health and Human Services, \$725,681 from the Governor's Office for Emergency Relief and Recovery (GOFERR). He also noted that City expenses were under budget by \$1,301,000.

Deputy City Manager LeBrun added that this resolution item for \$980,000 includes items for the Highway Paving in the amount of \$400,000, Equipment Reserve funds in the amount of \$330,000, and a Recreational Reserve amount of \$250,000. He stated that if the \$300,000 was needed for overlay, a separate Council action item would be presented at a later time.

Updates were provided on the following Enterprise and Special Reserve Funds, noting the results were better than anticipated with the ongoing pandemic:

1. Inspection Fund – \$9,500 worse than anticipated. Revenues did not fully cover inspection services expenses. A supplemental appropriation was approved by the City Council earlier this year.
2. Parking Fund – \$183,100 worse than anticipated.
3. Airport Fund – \$49,400 better than anticipated.
4. Golf Fund – \$2,000 better than budgeted.
5. Arena Fund – \$58,100 worse than budgeted.
6. Solid Waste Fund – \$250,000 better than expected.
7. Water Fund – \$328,000 better than expected.
8. Wastewater Fund – \$523,000 better than expected.

Councilor Pierce clarified that the City used Citizen Request Tracker for reporting issues, to which Deputy City Manager LeBrun corrected the program name previously stated.

Councilor Hatfield asked for clarification on the three funds the \$980,000 was recommended to go into. Deputy City Manager LeBrun reiterated that the funds were the Highway Reserve for the paving program each year, the Equipment Reserve for equipment used, and the Recreation Reserve to offset the debt and operating cost associated with the new Community Center.

As a follow up, Councilor Hatfield asked, in Deputy City Manager LeBrun's opinion, if those were the best funds to appropriate the money. He confirmed and noted that these funds may help offset situational expenses that could arise in the FY22 operating and CIP budgets, so this was anticipatory planning to avoid a tax rate increase.

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

- 27D. Resolution appropriating the sum of \$79,700 for furniture, equipment, and software maintenance; and authorizing the use of \$79,700 in reserve funds for these purposes.

**Action:** Deputy City Manager LeBrun recommended to move \$49,700 from the Equipment Reserve account to replace and purchase furniture fixtures, for IT camera maintenance, for the Citizen Request Tracker software; and \$30,000 from the Education Reserve account for education and training opportunities throughout the year.

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

- 27E. Resolution appropriating the sum of \$75,000 as a transfer to the Recreation Reserve, and accepting the sum of \$75,000 from the sale of the former East Concord Community Center located at 18 Eastman Street; together with report from the Director of Redevelopment, Downtown Services, and Special Projects.

**Action:** City Manager Aspell noted that since this property was previously used as a community center (a recreational purpose), City Administration recommended that the revenues derived from the sale be deposited into the Recreation Reserve Fund. He noted that the Recreation Reserve Fund is used to finance investments in the repair, renovation, construction and operation of City recreational facilities, including the City-wide Community Center.

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

- 27F. Resolution appropriating the sum of \$10,000 for replacement of the Green Street Community Center exterior doors (CIP #63), and authorizing the issuance of bonds and notes in the sum of \$10,000 for this purpose; together with report from the General Services Director.

**Action:** City Manager Aspell noted that the doors need replacement and the proposed doors would be more robust to account for the increased traffic flow and the added security requirements for the IT Department. The doors would also be code compliant, with respect to crash bars, and power assist on the opening. He noted that this item was a tabled budget item and recommended moving forward now.

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

- 27G. Resolution authorizing the City Manager to host an ICMA Local Government Management Fellowship, appropriating \$20,000 to fund said fellowship for the remainder of Fiscal Year 2021, and authorizing the use of \$20,000 in Economic Development Reserve funds for this purpose; together with report from the Deputy City Manager Development.

**Action:** City Manager Aspell noted that the City uses a team approach to carry out Community and Economic Development policies, programs, projects and initiatives. In recognition that the City's economic development strategy will likely remain project-centered for the foreseeable future, coupled with the number of current and anticipated future economic development projects on the horizon, as well as existing staff skill sets and workloads, he proposed a reorganization of City economic development resources to improve delivery of these critical services to the community.

Subject to City Council acceptance of this report and approval of this resolution, he stated his intent to commence immediately, noting that some actions would be initiated in February - March 2021, while other components would be addressed in the FY 2022 budget adoption process.

It was stated that the purpose of implementing the "Economic Project Manager Fellowship" position was to assist Mr. Walsh with his duties, with particular emphasis on administration of economic development and parking related capital projects. It was noted that this position will also assist Mr. Baía with economic development initiatives as needed.

In recognition of the current labor market, the desire to streamline the recruitment process to on-board this position as soon as possible, while simultaneously controlling costs, City Manager Aspell proposed that the position be initially staffed by an International City/County Management Association (ICMA) Local Government Management Fellow (LGMF).

City Manager Aspell stated that the Economic Development Director's position was established in an effort to gauge if this initiative could provide sufficient returns in terms of tax base generation to warrant the position's funding. He noted that this concern was raised during City Council's review of the Community Development Department's FY 20 budget. He commented that in the nearly four years since this position was created, the levels of tax base returns attributable to the position have, unfortunately, not supported the City's investment. Subject to City Council approval, he stated his intent to eliminate the position of Economic Development Director, effective July 1, 2021. He recommended this course of action as he did not believe this position required a full-time staff person.

Lastly, he added his intent to make a formal proposal to the City Council that would be included in the City's Administration's recommended FY 2022 budget

concerning additional elements of the reorganization plan.

Councilor Fennessy asked if the City Manager thought the revised process and position would be implemented in a timely enough manner to attract the best candidates, as the report submitted indicated that the fellowship applications are more common in January and February. City Manager Aspell confirmed that he contacted ICMA in anticipation of Council's approval, and that thirty applications were received so far.

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

### **Public Hearing Action**

28. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 30, Administrative Code, Article 30-3, Boards and Commissions, Planning Board; together with a report from the City Solicitor.

**Action:** Councilor Pierce moved approval. The motion was duly seconded and passed unanimously with a roll call vote.

**Yes:** 15 - Councilor Bouchard, Mayor Bouley, Councilor Champlin, Councilor Fennessy, Councilor Grady Sexton, Councilor Hatfield, Councilor Keach, Councilor Kenison, Councilor Kretovic, Councilor Matson, Councilor Nyhan, Councilor Pierce, Councilor Rice Hawkins, Councilor Todd, and Councilor Werner

29. 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 February and March with action taken in April.)

**Action:** No Action. Public hearing recessed until March with action to be taken in April.

30. Resolution appropriating the sum of \$980,000 as a Transfer to Reserves, and authorizing the use of \$980,000 from Fiscal Year 2020 General Fund Assigned Fund Balance; together with report from the Deputy City Manager - Finance.

**Action:** Councilor Nyhan moved approval. The motion was duly seconded by Councilor Bouchard and passed unanimously with a roll call vote.

**Yes:** 15 - Councilor Bouchard, Mayor Bouley, Councilor Champlin, Councilor Fennessy, Councilor Grady Sexton, Councilor Hatfield, Councilor Keach, Councilor Kenison, Councilor Kretovic, Councilor Matson, Councilor Nyhan, Councilor Pierce, Councilor Rice Hawkins, Councilor Todd, and Councilor Werner

31. Resolution appropriating the sum of \$79,700 for furniture, equipment, and software maintenance; and authorizing the use of \$79,700 in reserve funds for these purposes.

**Action:** Councilor Hatfield moved approval. The motion was duly seconded and passed unanimously with a roll call vote.

**Yes:** 15 - Councilor Bouchard, Mayor Bouley, Councilor Champlin, Councilor Fennessy, Councilor Grady Sexton, Councilor Hatfield, Councilor Keach, Councilor Kenison, Councilor Kretovic, Councilor Matson, Councilor Nyhan, Councilor Pierce, Councilor Rice Hawkins, Councilor Todd, and Councilor Werner

32. Resolution appropriating the sum of \$75,000 as a transfer to the Recreation Reserve, and accepting the sum of \$75,000 from the sale of the former East Concord Community Center located at 18 Eastman Street; together with report from the Director of Redevelopment, Downtown Services, and Special Projects.

**Action:** Councilor Bouchard moved approval. The motion was duly seconded and passed unanimously with a roll call vote.

Councilor Kretovic stated it was relayed to her that the historic sign on the exterior of the building was turned over to the City because it was a historic sign and the new owners had no need for it. She asked the City Manager if the building's weathervane would also be returned to the City, or if it was part of the sale. City Manager Aspell indicated that he would find out for her.

**Yes:** 15 - Councilor Bouchard, Mayor Bouley, Councilor Champlin, Councilor Fennessy, Councilor Grady Sexton, Councilor Hatfield, Councilor Keach, Councilor Kenison, Councilor Kretovic, Councilor Matson, Councilor Nyhan, Councilor Pierce, Councilor Rice Hawkins, Councilor Todd, and Councilor Werner

33. Resolution appropriating the sum of \$10,000 for replacement of the Green Street Community Center exterior doors (CIP #63), and authorizing the issuance of bonds and notes in the sum of \$10,000 for this purpose; together with report from

the General Services Director.

**Action:** Councilor Bouchard moved approval. The motion was duly seconded and passed unanimously with a roll call vote.

**Yes:** 15 - Councilor Bouchard, Mayor Bouley, Councilor Champlin, Councilor Fennessy, Councilor Grady Sexton, Councilor Hatfield, Councilor Keach, Councilor Kenison, Councilor Kretovic, Councilor Matson, Councilor Nyhan, Councilor Pierce, Councilor Rice Hawkins, Councilor Todd, and Councilor Werner

34. Resolution authorizing the City Manager to host an ICMA Local Government Management Fellowship, appropriating \$20,000 to fund said fellowship for the remainder of Fiscal Year 2021, and authorizing the use of \$20,000 in Economic Development Reserve funds for this purpose; together with report from the Deputy City Manager Development.

**Action:** Councilor Fennessy moved approval. The motion was duly seconded and passed unanimously with a roll call vote.

Councilor Champlin applauded the City Manager's focus on economic development and his proposed restructuring. He stated that economic development is going to become more critical as we come out of the COVID-19 pandemic.

**Yes:** 15 - Councilor Bouchard, Mayor Bouley, Councilor Champlin, Councilor Fennessy, Councilor Grady Sexton, Councilor Hatfield, Councilor Keach, Councilor Kenison, Councilor Kretovic, Councilor Matson, Councilor Nyhan, Councilor Pierce, Councilor Rice Hawkins, Councilor Todd, and Councilor Werner

## **Reports**

35. Concord Municipal Airport Terminal Area Study presentation.



**Action:** Deputy City Manager Baia introduced Heath Marsden, the Project Manager from Jacobs Engineering, to speak on the Concord Municipal Airport Terminal Area Study. Mr. Marsden gave a brief overview of the project. He stated that a committee was assembled and an inventory taken of the current terminal building, which determined that the building did not meet modern needs, had some environmental issues, and was not code compliant. A series of workshops were held with the design working group to produce the final conceptual design presented. Areas focused on were the City's image locally and regionally, functionality, community, and sustainability to better anchor the terminal building to the runway and arriving traffic. The proposed design was to accommodate building administration needs, tenant space, and an additional hangar for increased revenue. The other half of the study conducted detailed future south end development options for additional hangars, to provide larger space for commercial flights.

Mayor Bouley thanked Heath Marsden for his presentation, all the work put into the study and for putting together a great team.

### **New Business**

36. Energy Legislation. (Councilor Werner)

**Action:** Councilor Werner stated that the Concord Energy & Environment Advisory Committee reviewed the 2021 New Hampshire Legislation session at their January 27th meeting, and put together a list of appropriate or relevant items that they recommend the City take a position on.

Councilor Werner first noted that House Bill 213 was troublesome because it would reduce the current renewable portfolio standard by half, which would undermine the City's support and goals toward renewable energy initiatives.

He also summarized that House Bill 315 undermined the potential for Community Power and 2019 legislation that allowed innovative and flexible ways of procuring energy for communities. He noted that it seemed to be an anti-competition bill in the energy market, which was very different from the original legislation.

He noted that Senate Bill 71 and House Bill 172 were Legislation to support, as they supported the establishment of a climate action plan and emission goals that were consistent with Concord's endorsed direction.

He stated that House Bill 106 and Senate Bill 109 were also Legislation to support, as they related to net metering, which would allow significant progress to be made with building larger net metering projects in Concord.

The final Clean Energy Procurement bill mentioned was not yet numbered, but tried to get New Hampshire involved in developing renewable energy sources.

Councilor Werner noted that, in the past, letters were sent to Legislators on behalf of the City, signed by the City Manager, expressing support or opposition. He asked for City Council to authorize that action, noting that two bills had hearings scheduled on Friday, February 12, 2021.

Mayor Bouley extended his thanks and appreciation to Councilor Werner for the advanced preparation and presentation of these items, as it made it easier to review collectively. He asked for the City Manager to work with the City Solicitor to ensure participation where responses should be made.

Councilor Nyhan agreed that keeping the language consistent and on point is in the City's best interest.

City Manager Aspell suggested having Councilor Werner send him a drafted

response in support or opposition of the referenced Legislations so that he could review it further with the City Solicitor. Once reviewed it would be sent back to Councilor Werner for final review and would then be shared with Council.

Councilor Fennessy agreed with the City Manager's proposal, as he wanted to make sure the communicated language matched Concord's intent and efforts toward increasing a portfolio in the City.

Councilor Werner noted that the net metering bills would have the most direct positive impacts on the City and thought it beneficial to send letters of support.

Councilor Hatfield spoke in support of Councilor Werner and noted that the list presented was whittled down to the Legislations that would have the most impact on Concord. She stated that she thought the number discussed was manageable and that she rated them all as equally important and a written response would be consistent with prior efforts.

Mayor Bouley agreed with having the City Manager respond and reiterated the time constraints. City Manager Aspell confirmed his acknowledgment.

### **Unfinished Business**

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

**Action:** Mayor Bouley thanked Councilor Hatfield for her hard work organizing materials and for her successful communications with the National League of Cities on behalf of Concord regarding their program “Race, Equity and Leadership.” He expressed his desire to move forward as a City and thought that having City leaders and staff participate in a leadership training series that focused on normalizing racial equity in local governments would be the next step. He noted that phase I would be to first train and form an internal foundation, and phase II would be to engage in community conversations. Mayor Bouley asked the City Manager to draft a resolution for the next Council Meeting to appropriate \$12,000 for this training program.

Councilor Champlin agreed that this was a great idea.

Councilor Hatfield noted that she learned about this program through her participation in the New Hampshire Municipal Association. She stated that she followed up on it because she was so impressed with the introductory session held. She noted that the National League of Cities had experience working with smaller North East communities located in Massachusetts, Connecticut, and Vermont.

City Manager Aspell confirmed that he had all the needed information to proceed with a resolution for a public hearing next month, as requested. He also proposed using unspent dollars from this fiscal year, if feasible, noting that he would present the best options.

Councilor Hatfield moved to set a resolution appropriating \$12,000 for Race, Equity and Leadership training for a public hearing to be held on March 8, 2021. The motion was duly seconded and was passed unanimously with a roll call vote.

**Yes:** 15 - Councilor Bouchard, Mayor Bouley, Councilor Champlin, Councilor Fennessy, Councilor Grady Sexton, Councilor Hatfield, Councilor Keach, Councilor Kenison, Councilor Kretovic, Councilor Matson, Councilor Nyhan, Councilor Pierce, Councilor Rice Hawkins, Councilor Todd, and Councilor Werner

**Action:** Councilor Fennessy asked for clarification on the logistics of Council's participation in the training and if it needed to be open to the public. Mayor Bouley confirmed that the intent was to have the training be open to the public similar to now, with participants and attendees, where Council and staff were the participants.

Councilor Kenison asked if the City Manager knew which nights of the week the budget meetings would be held, because she would be unavailable on Wednesday's through May. City Manager Aspell commented that the meetings would most likely be held on Mondays and Thursdays, as held in the past.

Councilor Pierce noted that Camp Spaulding had been listed for sale and that he and Councilor Todd met with some people who want to preserve the land. He added that letters had been sent to the Conservation Commission and more activity was expected on this topic. He noted that the group would love for the City to purchase the land but that no purchasing discussions were held as it was still in the preliminary stages.

Councilor Kretovic thanked Councilor Bouchard and Councilor Matson, as well as the committee, for all the work they did on the study for the airport terminal. She said she was very giddy over this long overdue project and thought it was well done.

Councilor Hatfield announced that there was a Zoom public hearing scheduled on Thursday, February 11, 2021, at 6 p.m., regarding the I-89 Route 13 intersection at Exit 2 and the proposal to address traffic concerns. She noted that more information was available on the NHDOT website.

Councilor Hatfield also thanked City Manager Aspell for his leadership and for the information he shared with Council regarding training and leadership programs relating to "Race, Equity and Leadership" trainings that the City has been taking and asked him to elaborate for the public's benefit.

City Manager Aspell noted that a training class was held two weeks ago for all supervisors by functional use. He noted that General Services, Parks and Recreation, and general managers all had participating groups on inclusion and diversity and understanding race issues. He noted that it's been well received and noted that separate sessions were held for the Fire and Police Departments. He added that some challenges arose from people unfamiliar with or who were new to the Zoom platform, but that they were working through them and progress was

being made. He noted that he and the Human Resources Director would also be participating in a five-week course on inclusion, diversity, and race relations. He stated that there's so much to learn and it's important to understand the issues that are out there and the topic matter before it can be expected for all staff, committees and volunteers to be educated enough to handle these items appropriately.

Councilor Kenison noted that she was pleased to see so much going on. She explained that she was busy on Wednesdays because she meets twice a week with a South Church Anti-Racism Committee and also facilitates a book study on anti-racism. She said they are now entering into an action phase and looks forward to the City entering that phase.

Councilor Hatfield asked if Councilor Champlin had any updates on his work with homelessness and if there were any updates on the winter farmer's market.

Councilor Champlin noted that the emergency homeless shelter on North Main Street was designed to hold 40 people, but that number was cut down to 20 because of social distancing guidelines from the CDC. He stated that in December, using CARES Act Federal funding, the Concord Coalition to End Homelessness purchased the First Congressional Church on North Main Street so they could move the overflow shelter into that space. He noted that this move was a game changer because 40 additional people were able to use the new shelter, which now averages 28 per night. He noted that the post pandemic plan is to convert the church space into housing for those transitioning out of homelessness. He emphasized that it's a huge effort and volunteers are needed again. He directed anyone interested in volunteering to email [office@concordhomeless.org](mailto:office@concordhomeless.org). He also stated that on March 9th, COVID-19 vaccines would be made available to the homeless, with an anticipated second shot scheduled on April 6th, as they were deemed an at-risk population through CDC guidelines. He also confirmed that the Coalition was still moving forward with conducting a by-name census of the city's homeless population.

Councilor Fennessy asked if the City Manager had any COVID-19 vaccination data on percentages of Concord residents who received the vaccine. City Manager Aspell stated that no data has been provided in that way.

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

**Action:** City Manager Aspell noted, in follow up to inquiries made by Councilor Kretovic, that no special provisions were made relating to the preservation of the weathervane. He stated that the tower bell gong was saved by the City and relocated to Bradley Street, where the Fire Fighters Union has it on display with the City's permission.

City Manager Aspell stated that the Fire and Health and Human Services Departments had been looking for a centralized vaccination site within the City, and the Sears unit at the Steeplgate Mall was offered as a viable solution and implemented. It was noted that the City designates four City firefighters, on a regular basis, to assist with the vaccinations, noting that the City has its own lane for residents. All registrations and vaccinations for the City have been handled by City paramedics, which is reimbursable by the State. He added that this has increased the productivity and vaccination of Concord residents when the vaccine has been available.

City Manager Aspell noted, in follow up to Councilor Hatfield's Winter Farmer's Market inquiry, that, this year, Mr. Duprey decided to use the Families in Transition building on South Main Street, instead of Storrs Street, for permitting and financing ease. He stated that an identified issue with the Storrs Street design was that the sewer interceptor and man holes in the parking lot would be covered over with the originally proposed design, so Mr. Duprey was planning to perform a survey of the area to find the best location for the greenhouse. He noted that another identified issue was the proposed greenhouse height abutted the utilities under the overpass that the State regularly inspects, so additional considerations were being made regarding the accessibility of the above utilities.

Mayor Bouley asked the City Manager to give an update on his involvement with background checks, to which City Manager Aspell noted that all new employees of the organization are required to have a background check through New Hampshire and nationally. He added that anyone, including volunteers, teaching or working with seniors and children, are also required to have one annually. He acknowledged that, although it is expensive and time consuming, it's worth it to protect the children and seniors.

Councilor Kenison asked if psychological testing was performed at the Police Department or anywhere else in the City, to which City Manager Aspell confirmed that yes, the Police Department does, and other key positions, but not for everyone.

**Adjournment**

**Action:** At 8:53 p.m., Councilor Hatfield moved to adjourn the meeting. The motion was duly seconded and passed unanimously with a roll call vote.

**Yes:** 15 - Councilor Bouchard, Mayor Bouley, Councilor Champlin, Councilor Fennessy, Councilor Grady Sexton, Councilor Hatfield, Councilor Keach, Councilor Kenison, Councilor Kretovic, Councilor Matson, Councilor Nyhan, Councilor Pierce, Councilor Rice Hawkins, Councilor Todd, and Councilor Werner

*A true copy: I attest:*

*Ashley Hamilton  
Deputy City Clerk*



**Information**

Inf1 December 10, 2020 Beaver Meadow Golf Course Advisory Committee Draft Meeting Minutes.

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

Inf2 January 4, 2021 Concord Public Library Board of Trustee Meeting Minutes.

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

Inf3 January 26, 2021 Tax Exemption Policy Committee Draft Meeting Minutes.

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

Inf4 February 19, 2020 Tax Exemption Policy Committee Approved Minutes.

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

Inf5 Certificate of Appreciation from the United States Census Bureau.

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

Inf6 Annual Customer Notice from Comcast.

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

Inf7 Communication from Larry Colby, Concord resident, regarding the Gas Holder Building.

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