



City of Concord

City Council

Meeting Agenda

Monday, May 12, 2025

7:00 PM

City Council Chambers
37 Green Street
Concord, NH 03301

*Non-public session in accordance with RSA 91-A: 3, II (d) to discuss property
acquisition to begin at 5:30 PM*

1. Mayor Champlin called the meeting to order at 7:01 p.m.
2. Invocation.
3. Pledge of Allegiance.
4. Roll Call.
5. Approval of Meeting Minutes.

April 14, 2025 City Council Draft Meeting Minutes.

Attachments: [Minutes](#)

6. Agenda overview by the Mayor.
7. Resolution in Recognition of the Services of Earle "Chip" Chesley, P.E.

Attachments: [Resolution](#)

Consent Agenda Items

Referral to Community Development and the Traffic Operations Committee

8. Request from Councilor Kretovic on behalf of Meredith Raczka / Chocorua Village Condominium Association for review of potential closure of Metalak Drive at Loon Circle.

Attachments: [Metalak Dr Referral to City Council](#)

Referral to the Parking Committee

9. Communication from Charla Mayotte, Celeste Oliva Olive Oils & Balsamic Vinegars, requesting consideration be given to developing a tailored parking permit system to support small downtown businesses.

Attachments: [Communication](#)

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

10. Communication from the Pembroke Town Administrator requesting consideration be made to removing no thru trucking signage near the North Pembroke Road bridge.
Attachments: [Communication](#)
11. Communication from Kimberly Pooler, a resident of Ward Eight, requesting consideration for the installation of one or more crosswalks to enhance pedestrian and cyclist safety along Regional Drive, in particular at the end of the sidewalk on Chenell Drive, crossing Regional Drive to the adjacent street.
Attachments: [Communication](#)

Items Tabled for June 5, 2025 Public Hearings

12. Resolution fixing and determining the amount of money to be appropriated by the City of Concord for the fiscal year 2026 ending June 30, 2026 for the General fund, Special Revenue funds, Enterprise funds, Debt Service funds, and diminimus accounts.
13. Resolution for the annual capital closeout and repurposing of capital project funds; together with a report from the Senior Accountant.
14. Resolution appropriating funds for Fiscal Year 2026 (July 1, 2025 to June 30, 2026) for capital projects, authorizing the issuance of bonds and notes for various capital projects, authorizing the use of reserve and impact fees, accepting Federal grant funds, and accepting donations for various capital projects more specifically identified in the budget document.
15. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization; Article 1-5, Fees, Fines, and Penalties, Schedule I, by amending Chapter 9, Section 9-1-6 Water Use Rates, Section 9-1-8 Water Fixed Charges, Section 9-3-8 Sewer Use Rates, and Section 9-3-8(a) Sewer Fixed Charges.

Items Tabled for June 9, 2025 Public Hearings

16. Ordinance amending the Code of Ordinances, Title V, Administrative Code, Chapter 30, Administrative Code, Article 30-3, Boards and Commissions; together with a report from the City Solicitor.
Attachments: [Ordinance](#)
[Report](#)
17. Resolution authorizing the City Manager to enter into a lease agreement with Hampshire Aviation, LLC concerning Development Zone 4 at the Concord Municipal Airport and to execute required documents with State and Federal agencies regarding revisions to the location of Development Zone 4; together with a report from the

Assistant Director of Community Development.

Attachments: [Resolution](#)

[Report](#)

[Planning Board Materials](#)

18. Resolution appropriating the sum of \$150,000 for the Beaver Meadow Parking Lot Project (CIP #107) to include the issuance of bonds and notes in the sum of \$107,000 and accepting the sum of \$43,000 in donations for this purpose; together with a report from the Deputy City Manager - Finance.

Attachments: [Resolution](#)

[Report](#)

19. Resolution appropriating the sum of \$10,000 in the White Park Project (CIP #51) for the construction of a new playground at White Park and accepting the sum of \$10,000 as a donation from the Lynch Family Trust for this purpose; together with a report from the Parks & Recreation Director.

Attachments: [Resolution](#)

[Report](#)

20. Resolution authorizing the City Manager to enter into Development Agreement Amendment #6 with Capital Commons, LLC and to authorize the creation of a new Master Parking Agreement, both documents associated with parking for Capital Commons' 11 South Main Street tenants at the Storrs Street Municipal Parking Garage; together with a report from the Assistant Director of Community Development.

Attachments: [Resolution](#)

[Report](#)

[Development Agreement Amendment #6](#)

[Master Parking Agreement](#)

From the City Manager

21. Positive Citizen Comments.

Attachments: [Report](#)

Consent Reports

22. Diminimus gifts and donations report from the Library Director requesting authorization to accept gifts and donations totaling \$1,781.87, as provided under the pre-authorization granted by City Council.

Attachments: [Report](#)

23. Diminimus gifts and donations report from the Parks and Recreation Director requesting authorization to accept monetary gifts totaling \$39,234.50, as provided for

under the pre-authorization granted by City Council.

Attachments: [Report](#)

24. Quarterly Status Report on the City Council's 2024-2025 Priorities. (Pulled from consent by Councilor Brown.)

Attachments: [Report](#)

25. March 31, 2025 Fiscal Year to Date Financial Statements; together with a report from the Deputy City Manager-Finance. (Pulled from consent by Councilor Brown.)

Attachments: [Report](#)

26. Report from the City Solicitor's Office Regarding the April 18, 2025 Board of Ethics Meeting.

Attachments: [Report](#)

[Board of Ethics Meeting Minutes](#)

27. Report from the Parks and Recreation Director on the upcoming outdoor pool season. (Pulled from the consent agenda by Councilor Brown.)

Attachments: [Report](#)

28. Report from the City Surveyor recommending that the City Manager be authorized to enter into a Boundary Line Agreement with The Robert D. & Sherri A. Morrill Revocable Trust dated March 4, 1993, to resolve boundary line discrepancies due to the loss or obliteration of monumentation.

Attachments: [Report](#)

[Map](#)

29. Report from the Transportation Engineer, on behalf of the Traffic Operations Committee and Transportation Policy Advisory Committee, in response to multiple referrals from City Council regarding safety and speed concerns on N State Street near Lake Street.

Attachments: [Report](#)

[Communication \(1\)](#)

[Communication \(2\)](#)

[20241217 TOC Minutes](#)

[Sign Photos](#)

Consent Resolutions

30. Resolution authorizing the City Manager to submit a grant application for \$2,500 from the NH Council on Developmental Disabilities for the purpose of constructing the White Park Playground (CIP #51); together with a report from the Parks & Recreation Director.

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

Appointments

31. City Manager's Proposed Appointment to the Conservation Commission: Kevin Porter.
Attachments: [Report](#)
[Resume](#)
32. Mayor Champlin's proposed appointments to the Airport Advisory Committee: David T. Segal, Tom Winkelmann, Richard Bartle and Warren Runde.
Attachments: [Appointments](#)
33. Mayor Champlin's proposed appointment to the Energy & Environment Advisory Committee: Thomas Kolling.
Attachments: [Appointment](#)
34. Mayor Champlin's proposed appointment to the Golf Course Advisory Committee: Jerise Mares.
Attachments: [Appointment](#)
35. Mayor Champlin's proposed appointment to the Recreation and Parks Advisory Committee: Déodonné P. Bhattarai.
Attachments: [Appointment](#)
36. Mayor Champlin's proposed appointment to the Transportation Policy Advisory Committee: Peter C.L. Roth.
Attachments: [Appointment](#)

End of Consent Agenda

Public Hearings

- 37A. Resolution appropriating the sum of \$90,000 in the City-Wide Community Center project (CIP #443) for the replacement of two heat exchangers and authorizing the issuance of bonds and notes in the sum of \$90,000 for this purpose; together with a report from the Parks and Recreation Director.
Attachments: [Resolution](#)
[Report](#)
- 37B. Resolution appropriating the sum of \$73,046.50 as a transfer to the Opioid Abatement Reserve and accepting the sum of \$73,046.50 in Opioid Litigation Settlement Funds for this purpose; together with a report from the Deputy City Manager - Finance.
Attachments: [Resolution](#)
[Report](#)

- 37C. Resolution appropriating the sum of \$51,900 for the establishment of a Patrol K9 Unit and accepting the sum of \$51,900 in unmatched grant funds from the Stanton K9 Foundation for this purpose; together with a report from the Deputy Chief of Police.

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

- 37D. Resolution appropriating the sum of \$48,000 in the Forest Inventory and Management Plan Project (CIP #672) to update the Forest Inventory and Management Plan and authorizing the use of \$48,000 from the Conservation Trust Forestry Fund for this purpose; together with a report from the Conservation Commission Chair and the City Planner.

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

- 37E. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, Article 1-5, Fees, Fines, and Penalties, Schedule 1; together with non-ordinance fees and a report from the Deputy City Manager-Finance. (Supplemental report and revised fee schedule submitted.)

Attachments: [Ordinance](#)
[Report](#)
[Proposed Ordinance & Non-Ordinance Based Fee Changes](#)
[Supplemental Report](#)
[Revised Fee Schedule](#)

- 37F. Ordinance amending the Code of Ordinances, Title III, Building and Housing Codes; Chapter 26, Building Regulations, Article 26-9 Demolition Review; together with a report from the Code Administrator and the Deputy City Manager - Development.

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

- 37G. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 35, Classification and Compensation Plan, Schedule D of Article 35-2, Library Acquisition Technician, together with a report from the Director of Human Services.

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

Public Hearing Action

38. Resolution appropriating the sum of \$90,000 in the City-Wide Community Center project (CIP #443) for the replacement of two heat exchangers and authorizing the issuance of bonds and notes in the sum of \$90,000 for this purpose; together with a report from the Parks and Recreation Director.

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

39. Resolution appropriating the sum of \$73,046.50 as a transfer to the Opioid Abatement Reserve and accepting the sum of \$73,046.50 in Opioid Litigation Settlement Funds for this purpose; together with a report from the Deputy City Manager - Finance.

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

40. Resolution appropriating the sum of \$51,900 for the establishment of a Patrol K9 Unit and accepting the sum of \$51,900 in unmatched grant funds from the Stanton K9 Foundation for this purpose; together with a report from the Deputy Chief of Police.

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

41. Resolution appropriating the sum of \$48,000 in the Forest Inventory and Management Plan Project (CIP #672) to update the Forest Inventory and Management Plan and authorizing the use of \$48,000 from the Conservation Trust Forestry Fund for this purpose; together with a report from the Conservation Commission Chair and the City Planner.

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

42. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, Article 1-5, Fees, Fines, and Penalties, Schedule 1; together with non-ordinance fees and a report from the Deputy City Manager-Finance. (Supplemental report and revised fee schedule submitted.)

Attachments: [Ordinance](#)
 [Report](#)
 [Proposed Ordinance & Non-Ordinance Based Fee Changes](#)
 [Supplemental Report](#)
 [Revised Fee Schedule](#)

43. Ordinance amending the Code of Ordinances, Title III, Building and Housing Codes; Chapter 26, Building Regulations, Article 26-9 Demolition Review; together with a report from the Code Administrator and the Deputy City Manager - Development.

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

44. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 35, Classification and Compensation Plan, Schedule D of Article 35-2, Library Acquisition Technician, together with a report from the Director of Human Services.

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

Reports

45. Report from the Director of Special Projects & Strategic Initiatives regarding the I-93 Bridge Park Feasibility Study.

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

46. Keach Park lighting reports from the Parks and Recreation Director and the Assistant Director of Community Development.

Attachments: [Report from Parks & Recreation Director](#)
[Report from Assistant Director of Community Development](#)
[March 20, 2025 RPAC Draft Meeting Minutes](#)
[April 24, 2025 Airport Advisory Committee Meeting Minutes](#)

New Business

Unfinished Business

47. 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](#)

48. 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.)

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

Consideration of Items Pulled from the Consent Agenda

24. Quarterly Status Report on the City Council's 2024-2025 Priorities. (Pulled from consent by Councilor Brown.)

Attachments: [Report](#)

25. March 31, 2025 Fiscal Year to Date Financial Statements; together with a report from the Deputy City Manager-Finance. (Pulled from consent by Councilor Brown.)

Attachments: [Report](#)

27. Report from the Parks and Recreation Director on the upcoming outdoor pool season. (Pulled from the consent agenda by Councilor Brown.)

Attachments: [Report](#)

Comments, Requests by Mayor, City Councilors

Comments, Requests by the City Manager

Adjournment

Information

- Inf1 March 5, 2025 Heritage Sign Program Review Committee Meeting Minutes.
Attachments: [Minutes](#)
- Inf2 March 12, 2025 Conservation Commission Meeting Minutes.
Attachments: [Minutes](#)
- Inf3 March 18, 2025 Traffic Operations Committee Meeting Minutes.
Attachments: [Minutes](#)
- Inf4 March 19, 2025 Planning Board Meeting Minutes.
Attachments: [Minutes](#)
- Inf5 March 20, 2025 Recreation and Parks Advisory Committee Meeting Minutes.
Attachments: [Minutes](#)
- Inf6 March 27, 2025 Ad-Hoc Semi-Quincentennial & Tri-Centennial Committee Draft Meeting Minutes.
Attachments: [Minutes](#)
- Inf7 March 27, 2025 Conservation Commission, Site Walk, Meeting Minutes.
Attachments: [Minutes](#)
- Inf8 April 1, 2025 Diversity Equity Inclusion Justice and Belonging (DEIJB) Committee Draft Meeting Minutes.
Attachments: [Minutes](#)
- Inf9 April 1, 2025 Joint Memorial Field Planning Committee Meeting Minutes.
Attachments: [Minutes](#)
- Inf10 April 7, 2025 Concord Public Library Board of Trustees Meeting Minutes.
Attachments: [Minutes](#)
- Inf11 April 10, 2025 Golf Course Advisory Committee Draft Meeting Minutes.
Attachments: [Minutes](#)
- Inf12 April 15, 2025 Diversity Equity Inclusion Justice and Belonging (DEIJB) Draft Meeting Minutes.
Attachments: [Minutes](#)
- Inf13 April 18, 2025 Board of Ethics Draft Meeting Minutes.
Attachments: [Minutes](#)
- Inf14 April 21, 2025 Fiscal Policy Advisory Committee Draft Meeting Minutes.
Attachments: [Minutes](#)
- Inf15 April 24, 2025 Airport Advisory Committee Draft Meeting Minutes.

Attachments: [Minutes](#)

Inf16 Press Release from Unitil announcing that Unitil Energy Systems has filed for a change in electric distribution rates for New Hampshire customers.

Attachments: [Press Release](#)