



City of Concord

City Council

Meeting Minutes - Draft

Monday, April 14, 2025

7:00 PM

City Council Chambers
37 Green Street
Concord, NH 03301

1. Mayor Champlin called the meeting to order at 7:01 PM.
2. Invocation.
3. Pledge of Allegiance.
4. Roll Call.

Present: 13 - Councilor Stacey Brown, Mayor Byron Champlin, Councilor Nathan Fennessy, Councilor Jeff Foote, Councilor Amanda Grady Sexton, Councilor Michele Horne, Councilor Jennifer Kretovic, Councilor Judith Kurtz, Councilor Paula McLaughlin, Councilor Karen McNamara, Councilor Jim Schlosser, Councilor Kris Schultz, and Councilor Brent Todd

Absent: 1 - Councilor Fred Keach

Late: 1 - Councilor Ali Sekou

5. Approval of the Meeting Minutes.

March 10, 2025 City Council Draft Meeting Minutes.

Action: Councilor Grady Sexton moved approved of the March 10, 2025, Meeting Minutes. Councilor Kretovic duly seconded the motion.

Mayor Champlin moved to correct the spelling of St. Paddy's Day. The motion as amended was duly seconded and passed with no dissenting votes.

6. Agenda overview by the Mayor.

Action: Mayor Champlin welcomed and recognized the Concord General Services Propel Program, which is a two-year employee development program..

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

Action: Councilor Grady Sexton moved approval of the consent agenda. Councilor Brown recused herself from voting on item 22. The motion was duly seconded by Councilor Kurtz and passed with no dissenting votes.

Referral to Community Development-Engineering and the General Services Department

7. Communication from Councilor Brown, on behalf of her constituent, specific to ponding on Auburn Street.

Action: Communication was referred to Community Development-Engineering and General Services.

Referral to the Conservation Commission

8. Communication from Greg Pollock, Sunfox Farm, regarding parking challenges for the annual Sunflower Bloom Festival.

Action: Communication was referred to the Conservation Commission.

Referral to the Traffic Operations Committee

9. March 11, 2025 Rolfe Park and Community Drive public meeting notes.

Action: Communication was referred to the Traffic Operations Committee.

Items Tabled for May 12, 2025 Public Hearings

10. 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.

Action: Resolution moved to set for a public hearing.

11. 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.

Action: Resolution moved to set for a public hearing.

12. 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.

Action: Resolution moved to set for a public hearing.

13. 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.

Action: Resolution moved to set for a public hearing.

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

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

15. Ordinance amending the Code of Ordinances, Title 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.

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

16. 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.

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

From the City Manager

17. Positive Citizen Comments.

Action: Positive comments received and filed.

Consent Reports

18. Diminimus gifts and donations report from the Library Director requesting authorization to accept gifts and donations totaling \$3,655.36, as provided under the pre-authorization granted by City Council.

Action: Consent report approved.

19. Report from Deputy City Manager - Finance recommending the FY26 Budget Schedule and Guidelines.

Action: Consent report approved.

20. Quarterly Current Use Change Tax Report from Director of Real Estate Assessments.

Action: Consent report approved.

21. Report from the General Services Director on 2024/2025 General Services Winter Operation Recruiting and Retention Stipend.

Action: Consent report approved.

22. Report from the Deputy Chief of Police recommending City Council de-authorize \$177.22 in grant funding from the New Hampshire Department of Safety - State Homeland Security grant to the Concord Police Department to be used for equipment purchases for police department members on the Central New Hampshire Special Operations Unit.

Action: Consent report approved. Councilor Brown recused from voting on this item as her husband works for the Police Department.

23. Report from the Transportation Engineer, on behalf of the Traffic Operations Committee and Transportation Policy Advisory Committee, in response to a referral from City Council regarding safety concerns on the corner of Broadway near #366 S Main Street

Action: Consent report approved.

24. Report from the Transportation Engineer, on behalf of the Traffic Operations Committee and Transportation Policy Advisory Committee, in response to a referral from City Council regarding safety concerns at the Mountain Road crosswalk at Fernald Street.

Action: Consent report approved.

25. Report from the Transportation Policy Advisory Committee recommending transportation project priorities for the FY 2026-2035 Capital Improvements Program.

Action: Consent report approved.

Consent Resolutions

26. Resolution repurposing the sum of \$165,420.03 from the Fiscal Year 2022 Secondary Clarifier Construction Subproject (CIP #104) to the Fiscal Year 2025 Concrete Structural Repairs subproject (CIP #104); together with a report from the General Services Director.

Action: Consent resolution approved.

Appointments

27. Mayor Champlin's proposed re-appointment to the Energy & Environment Advisory Committee: Jeffrey Evans.

Action: Appointment approved.

28. Mayor Champlin's proposed appointment to the Golf Course Advisory Committee: Craig Savage.

Action: Appointment approved.

29. Mayor Champlin's proposed reappointment to the Upper Merrimack River Local Advisory Committee: Claire Lund.

Action: Appointment approved.

30. Mayor Champlin's proposed appointment to the Steering Committee for Concord's Plan to End Homelessness: Danielle Barrick.

Action: Appointment approved.

31. Report from the Deputy City Manager - Development recommending appointments to the Opportunity Corridor Redevelopment Fund Advisory Committee: Councilor Keach, Councilor Fennessy, Deputy City Manager Matt Walsh and Assistant Community Development Director Tim Thompson.

Action: Appointments approved.

End of Consent Agenda

Public Hearings

- 32A. 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: City Manager Aspell indicated this is a funding resolution.

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

- 32B. Resolution appropriating the sum of \$11,500 in the Parks & Recreation Miscellaneous Grants and Donations project for the Free Summer Concert Series and accepting the sum of \$11,500 as a donation from the Walker Lecture Series for this purpose; together with a report from the Recreation and Parks Advisory Committee.

Action: City Manager Aspell noted that since 2022, the Walker Lecture Series has continued its support of the community by funding the Thursday night and Sunday morning free concert series. Last year, they generously contributed \$9,500. In addition, the City approached the Walker Lecture Series to consider supporting the expansion of the summer concert series to the new Riverfront Park in Penacook, and they graciously agreed donating an additional \$2,000.

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

- 32C. Resolution appropriating the sum of \$10,000, in the Annual Highway Improvement Program project (CIP #78) for pavement repairs and accepting the sum of \$10,000, from Main Street American Insurance for this purpose; together with a report from the City Engineer.

Action: City Manager Aspell indicated that the pavement repairs were specific to Elm Street.

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

- 32D. Resolution modifying the All Veterans' Tax Credit for the City of Concord pursuant to the provisions of RSA 72:27-a; together with a report from the Director of Real Estate Assessments.

Action: City Manager Aspell indicated that the report is also applicable to Items 32E and 32F. He reviewed the tax credits and income thresholds for all three items accordingly.

Councilor Kretovic raised a concern that Concord's current Veteran's tax credit (\$400) is notably lower compared to other municipalities and questioned the rationale behind the amount.

Councilor Fennessy explained that the credit was \$200 last year and increased to \$300. The current proposal raises it to \$400, with a plan to potentially raise it to \$500 next year-highlighting a phased approach to increasing the credit over time.

Mayor Champlin clarified that a tax credit directly reduces the total amount of property taxes owed.

Mayor Champlin opened the public hearing for items 32D, 32E, and 32F. There being no public testimony, Mayor Champlin declared the hearing closed.

- 32E. Resolution modifying the Elderly Exemption for the City of Concord pursuant to the provisions of RSA 72:27-a; together with a report from the Director of Real Estate Assessments.

Action: This item was discussed with Item 32D.

- 32F. Resolution modifying the Optional Veterans' Tax Credit for the City of Concord pursuant to the provisions of RSA 72:27-a; together with a report from the Director of Real Estate Assessments.

Action: This item was discussed with Item 32D.

Public Hearing Action

33. 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: Councilor Schlosser moved to table the motion, which was duly seconded by Councilor Kurtz.

Councilor Schlosser indicated that last year the Steering Committee identified five priority aims that are aligned with the City's goals. City Council approved plans to coordinate and require measurable progress by unifying activities around the shared goal to reduce homelessness. The committee intends to map and align responses according to Concord's plan, by keeping a list of those who are experiencing homelessness. This work led, by the Steering Committee, includes organizing working groups to achieve measurable progress through coordinated efforts. The

appropriation in this resolution will fund a project manager to help coordinate the efforts of the working groups. Additionally, the committee intends to solicit input from the community through listening sessions to gather input on their interests and values. The Committee plans to hold quarterly sessions in order to share lessons learned by the Steering Committee, non-profits, the City, and other partner organizations. Finally, an annual homeless summit will be organized to assess progress, and celebrate successes.

Councilor Schlosser indicated that the budget would be \$220,000, which is for a project manager, the listening sessions, and the annual summit. The committee has been fundraising, thanking the Mayor for his efforts to solicit donations. He indicated that over the weekend, the committee heard news that they may receive substantial funding from the Charitable Foundation. He stated that it makes sense to table the motion at this time, in order to continue fundraising efforts, and to reassess what support may be necessary moving forward. He indicated that this effort is an all-in effort, and truly a public-private partnership involving the Chamber of Commerce, non-profits, foundations, the faith community, and the City. He thanked all of the agencies and partners for their collaboration.

Mayor Champlin mentioned the strong support from the Granite United Way.

There being no additional discussion, the motion to table passed with no dissenting votes.

34. Resolution appropriating the sum of \$11,500 in the Parks & Recreation Miscellaneous Grants and Donations project for the Free Summer Concert Series and accepting the sum of \$11,500 as a donation from the Walker Lecture Series for this purpose; together with a report from the Recreation and Parks Advisory Committee.

Action: Councilor Todd moved approval. The motion was duly seconded by Councilor Kurtz.

Mayor Champlin noted the Council's deep appreciation and support from the Walker Lecture Series.

The motion passed unanimously.

35. Resolution appropriating the sum of \$10,000, in the Annual Highway Improvement Program project (CIP #78) for pavement repairs and accepting the sum of \$10,000, from Main Street American Insurance for this purpose; together with a report from

the City Engineer.

Action: Councilor Todd moved approval. The motion was duly seconded by Councilor McNamara.

Councilor Fennessy recused himself as he represents a subsidiary of Main Street American Insurance.

The motion passed with no dissenting votes.

36. Resolution modifying the All Veterans' Tax Credit for the City of Concord pursuant to the provisions of RSA 72:27-a; together with a report from the Director of Real Estate Assessments.

Action: Councilor Kretovic moved approval. The motion was duly seconded by Councilor McNamara.

Councilor Brown recused herself as she is a veteran.

Councilor Fennessy thanked the Tax Exemption Policy Committee, as well as Director of Real Estate Assessments John Rice. He appreciated the work to strike a balance between looking out for elderly members of the community, while not unnecessarily burdening other tax payers.

Councilor Foote recused himself from all three resolutions, 36, 37, and 38, due to the fact that he has solar panels at his house.

The motion passed with no dissenting votes.

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

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

Councilor Foote recused himself as previously stated.

The motion passed with no dissenting votes.

38. Resolution modifying the Optional Veterans' Tax Credit for the City of Concord pursuant to the provisions of RSA 72:27-a; together with a report from the Director

of Real Estate Assessments.

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

Councilor Brown recused herself, as she is a veteran. Councilor Foote recused himself as previously stated.

The motion passed with no dissenting votes.

Reports

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

Action: City Manager Aspell indicated the presentation would be postponed until May, as the consultants were not available this evening.

New Business

Unfinished Business

40. 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.)

Consideration of Suspense Items

- Sus1 Report from the City Solicitor's Office regarding Referral of Board of Ethics Complaint to City Council.

Action: Councilor Brown moved to refer the complaint back to the Board of Ethics, with instructions to meet as soon as a quorum could be convened to address the complaint. The motion was duly seconded by Councilor McNamara.

Councilor Brown expressed appreciation that the complaint is being referred back to the Board of Ethics. She noted, in her opinion, that members of the Golf Course Advisory Committee (GCAC) receive a number of benefits, especially since the committee's expansion. Councilor Brown stated that City Council shares some responsibility, as it approved the committee appointments. She concluded by

advocating for clearer language within the committee's ordinance.

Councilor Fennessy stated that he doesn't believe monitoring or evaluating the language falls within the jurisdiction or duties of the Board of Ethics.

Councilor Kretovic asked if she would be able to speak, since she is listed in the complaint.

Mayor Champlin agreed that she could speak.

Councilor Kretovic indicated that she has concerns with the complaint, as the GCAC is an advisory committee that does not have any authority to make financial decisions for the golf course. She stated that City Council is wholly responsible for who was appointed to the committee. She felt that the volunteer members of the committee should be released from the complaint. She mentioned that if there were concerns that she is a Ward 3 resident who golfs, then let the Board of Ethics vote on that. She further mentioned that the complaint states that the GCAC made a recommendation in regards to the club house and that they supported a specific recommendation.

Councilor Kretovic went on to say that she feels this is a discourse and disagreement on the golf course club house, and an effort to undermine the project going forward. She mentioned that the only reason the GCAC was asked to weigh in on the proposal is because they oversee the Golf Obligation Fund, and the Golf Obligation bonds come from the operations of the golf course. There was a whole other committee tasked with reviewing the proposal. She asked why FPAC was not also named in the complaint, again pointing out that she feels GCAC is being targeted.

Councilor Brown indicated that when the GCAC was expanded in 2008, there was a mission statement that was changed, in which some fiscal responsibility language was removed. She read the language and she indicated that she would like to see the fiscal responsibility language brought back.

The motion to refer the complaint back to the Board of Ethics passed, with one dissenting vote.

Comments, Requests by Mayor, City Councilors

Action: Councilor Todd mentioned that he is looking forward to the official grand opening of the Riverfront Park, as well as the upcoming summer concerts.

Councilor Horne mentioned that Parks and Recreation is still hiring lifeguards and water safety instructors. Anyone 15 and over can apply.

Councilor Kretovic mentioned that the 250th - Ad-Hoc Semiquincentennial and the 300th Tri-Centennial Committee is putting together an event charrette, on May 8th, from 4:00-5:30 PM, at City Council Chambers. The 250th anniversary is celebrating the signing of the Declaration of Independence, and the 300th anniversary is when King George released Concord from Massachusetts and we became our own Township.

Councilor McNamara mentioned that Concord Parks and Recreation is holding a fundraiser where they are hoping to raise an additional \$60,000 to fund improvements at Monkey Around Playground at White Park. Anyone interested in donating can visit the Parks and Recreation website, donate on-line or contact Parks and Recreation Director David Gill. Sponsors are welcome as well.

Councilor Brown mentioned that on April 21st the Energy & Environment Advisory Committee is sponsoring an Earth Day community conversation at the Heights Community Center from 6 PM to 8 PM. She also mentioned on May 2nd, In-Town Concord is holding their First Friday. Councilor Brown will be co-hosting a tree tour with former City Planner Bob Paulic at 4:30 PM on the State House lawn, and the Women's Club is hosting their annual meeting at 44 Pleasant Street at 5:30 PM.

Councilor Kurtz mentioned that there are two events left in the Concord Reads Program through the library. The book this year is "Where you'll find me." All events are free, but do require pre-registration. She wished Happy Easter and Happy Passover to all those who celebrate.

Councilor Grady Sexton mentioned the upcoming Cars and Coffee event on Capital Street, hosted by Revelstoke, on May 11th.

Councilor Schlosser gave a shout out to two Ward 7 residents, Andy Duncan and Laurel Horne, who volunteered to spearhead a beautifying event on Earth day, April 22nd, from 4:00-5:30 PM.

Councilor Sekou recognized Councilor Schlosser for his dedication on the Steering Committee for Concord's Plan to End Homelessness. He was appreciative that Parks and Recreation installed a gate at the children's park. Councilor Sekou thanked those who attended the Ramandan Community dinner held on March 21st, and the Concord City Firefighters award ceremony. He wished a Happy Easter and Passover to all who celebrate.

Councilor Schultz gave a shout out to the Friends of Keach Park. She gave a reminder that April is the month to license your dog, giving a shout out to the Clerk's Office for their tireless work.

Councilor Foote echoed Happy Easter and Passover sentiments. He mentioned that he attended the Concord High School Boys Hockey tournament recently, where they won in four overtimes. Councilor Foote expressed his sadness at the recent passing of Doug Finney, a respected historian and beloved member of the East Concord community. Doug most recently helped with the Eastman Clock restoration. Councilor Foote shared his deep appreciation for Doug and his family. Lastly, he mentioned that he is organizing a cleanup from Constitution Drive down to the Common Man, along the railroad tracks, on Saturday, April 19th, from 8:30 AM to 10:00 AM.

Mayor Champlin echoed Councilor Foote's sentiments regarding Doug Finney, mentioning that his father was a noted photographer and artist. He remembered Doug as a warm, generous, community focused person who will be sorely missed. The Mayor also highlighted the recent Firefighters Recognition Ceremony. Lastly, he extended his gratitude to the Mayor Pro Tem for his invitation to his mosque during Ramadan, noting this being the fourth year he has attended. He wished a Happy Easter and Passover to all those who celebrate.

Comments, Requests by the City Manager

Adjournment

Action: At 7:46 PM, with there being no additional business, Councilor McNamara moved to adjourn. The motion was duly seconded by Councilor Grady Sexton and passed with no dissenting votes.

Information

Inf1 December 5, 2024 Heritage Commission Meeting Minutes.

Action: Information item received and filed.

Inf2 December 17, 2024 and February 18, 2025 Traffic Operations Committee Meeting Minutes.

Action: Information item received and filed.

Inf3 January 15, 2025 Heritage Commission meeting minutes

Action: Information item received and filed.

Inf4 January 23, 2025 Transportation Policy Advisory Committee Meeting Minutes.

Action: Information item received and filed.

Inf5 January 28, 2025 Economic Development Advisory Committee Meeting Minutes.

Action: Information item received and filed.

Inf6 January 29, 2025 Zoning Board of Adjustment Meeting Minutes.

Action: Information item received and filed.

Inf7 February 3, 2025 Concord Public Library Board of Trustees Meeting Minutes.

Action: Information item received and filed.

Inf8 February 4, 2025 Architectural Design Review Committee Meeting Minutes.

Action: Information item received and filed.

Inf9 February 5, 2025 Zoning Board of Adjustment Meeting Minutes.

Action: Information item received and filed.

Inf10 February 12, 2025 Conservation Commission Meeting Minutes.

Action: Information item received and filed.

Inf11 February 18, 2025 Committee for Concord's Plan to End Homelessness Meeting Minutes.

Action: Information item received and filed.

Inf12 February 19, 2025 Planning Board Meeting Minutes.

Action: Information item received and filed.

Inf13 February 20, 2025 Recreation and Parks Advisory Committee approved Meeting Minutes.

Action: Information item received and filed.

Inf14 February 26, 2025 Conservation Commission Meeting Minutes.

Action: Information item received and filed.

Inf15 March 3, 2025 Concord Public Library Board of Trustees Meeting Minutes.

Action: Information item received and filed.

Inf16 March 3, 2025 Parking Committee Meeting Minutes.

Action: Information item received and filed.

Inf17 March 4, 2025 Architectural Design Review Committee Meeting Minutes.

Action: Information item received and filed.

Inf18 March 4, 2025 Diversity Equity Inclusion Justice and Belonging (DEIJB) Committee Meeting Minutes.

Action: Information item received and filed.

Inf19 March 5, 2025 Zoning Board of Adjustment Meeting Minutes.

Action: Information item received and filed.

Inf20 March 6, 2025 Heritage Commission Meeting Minutes.

Action: Information item received and filed.

Inf21 March 13, 2025 Golf Course Advisory Committee Draft Meeting Minutes.

Action: Information item received and filed.

Inf22 March 17, 2025 Fiscal Policy Advisory Committee Draft Meeting Minutes.

Action: Information item received and filed.

Inf23 March 18, 2025 Diversity Equity Inclusion Justice and Belonging (DEIJB) Committee Draft Meeting Minutes.

Action: Information item received and filed.

Inf24 March 25, 2025 Economic Development Advisory Committee Meeting Minutes.

Action: Information item received and filed.

Inf25 Parks and Recreation Departments 2025 Summer Camp Brochure.

Action: Information item received and filed.

Inf26 Notice of 2025 Prescribed Burns from the Wildland Fire Program Manager.

Action: Information item received and filed.

A true copy, I attest:

Deborah Tuite

Deputy City Clerk