



# City of Concord

## City Council

### Meeting Agenda - Final-revised

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Monday, April 11, 2022

7:00 PM

City Council Chambers  
37 Green Street  
Concord, NH 03301

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*Non-meeting/consultation with legal counsel in accordance with RSA 91-A:2, I (b) to be followed by a non-public session in accordance with RSA 91-A:3, II (d), to discuss the acquisition, sale or lease of property to be held at 5:30 p.m.*

1. The meeting was called to order at 7:00 P.M.
2. Invocation.
3. Pledge of Allegiance.
4. Roll Call.
5. Approval of the Meeting Minutes.

March 14, 2022 City Council Draft Meeting Minutes.

**Attachments:** [Minutes](#)

6. Agenda overview by the Mayor.
7. Resolution in recognition of the services of Linda Kenison.  
**Attachments:** [Resolution](#)
8. Presentation by CATCH Neighborhood Housing.
9. Presentation by City Planner, update on zoning ordinance project.

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

***Note: Items listed as pulled from the consent agenda will be discussed at the end of the meeting.***

#### **Items Tabled for May 9, 2022 Public Hearings**

10. Ordinance amending the Code of Ordinances, Title I, General Code: Chapter 15, Licensing and Regulation of Businesses, Trades and Occupations, Article 15-8, Peddlers; together with report from the Ad Hoc Outdoor Dining and Food Truck Committee.

**Attachments:** [Ordinance](#)  
[Report](#)  
[Food Truck Rules](#)  
[Article 15-8 \(Compare Document for City Council Meeting\)](#)

11. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 34, Personnel Rules and Regulations, Article 34-11-6, Military Leave; together with report from the Director of Human Resources and Labor Relations.

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

12. Resolution appropriating the sum of \$36,359 and repurposing \$9,241 to purchase a tracked cross-country trail groomer (CIP #515) and authorizing the use of \$36,359 of Equipment Reserve funds for this purpose; together with report from the Parks and Recreation Director.

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

13. Resolution appropriating the sum of \$11,820 to continue the work of reducing the energy usage at the Combined Operations and Maintenance Facility (COMF) (CIP #323) and accepting the sum of \$11,820 from the Unitil NHSAVES Energy Efficiency Incentive Grant program for this purpose; together with report from the General Services Director.

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

14. Resolution appropriating the sum of \$8,500 for the purpose of updating the Stormwater Pollution Prevention Plan (SWPPP) at the Airport, accepting the sum of \$7,650 in grant funds from the Federal Aviation Administration, accepting the sum of \$425 from the State of New Hampshire, and appropriating and authorizing the use of \$425 of Airport Fund Balance as a transfer out from the Airport Fund for this purpose; together with report from the Associate Engineer.

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

15. Resolution re-adopting the Beneflex Plan and authorizing the City Manager to execute Beneflex Plan Documents.

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

### **Consent Reports**

16. Diminimus gifts and donations report from the Library Director requesting authorization to accept monetary gifts totaling \$1,300.25, as provided for under the pre-authorization granted by City Council.

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

17. Diminimus gifts and donations report from the Police Department requesting authorization to accept a donation of \$100 from Catherine Yeager to be designated for the Concord Police Department's Project Blue Elf program, as provided for under the pre-authorization granted by City Council.

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

18. Report and recommendations from Councilor Kretovic on behalf of the Ad Hoc Gully Hill Road Committee. (Pulled from consent by Councilor Nyhan and Councilor Brown.)

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

19. City Council 2022-2023 Quarterly Priorities Report from the City Manager.

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

20. Report from Deputy City Manager - Finance recommending the FY23 Budget Schedule and Guidelines as recommended by the Fiscal Policy Advisory Committee.

**Attachments:** [Report](#)[FY 2023 Finance Committee Guidelines](#)[FY 2023 Finance Committee Schedule \(Draft\)](#)

21. Report from the Director of Real Estate Assessments requesting the City Manager be authorized to renew the Voluntary Payment in Lieu of Taxes Agreement between Fellowship Housing Opportunities, Inc. and Affiliates and the City of Concord.

**Attachments:** [Report](#)[Agreement](#)

22. June 30, 2021 Trust Reports MS-9 and MS-10 from the City Treasurer/Tax Collector.

**Attachments:** [Report](#)[MS 9](#)[MS 10](#)

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

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

24. Status report from the General Services Director regarding the Arena Condenser and Compressors Refurbishment.

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

25. Report from the Recreation and Parks Advisory Committee on the scheduled White Park Pool renovation. (Pulled from consent by Councilor Brown.)

**Attachments:** [Report](#)[Splash Pad Design](#)

**Consent Resolutions**

26. Resolution in recognition of the services of Craig Walker.  
**Attachments:** [Resolution](#)
27. Resolution authorizing the City Manager to accept and enter into a Grant Agreement for up to \$8,500 with the New Hampshire Department of Transportation (NHDOT), Bureau of Aeronautics, for the purpose of updating the Storm Water Pollution Prevention Plan (SWPPP) at the airport; together with report from the Associate Engineer.  
**Attachments:** [Resolution](#)  
[Report](#)
28. Resolution authorizing the City Manager to negotiate and enter into license agreements with the John J. Flatley Company concerning private improvements to be constructed on city property in conjunction with redevelopment of property located at 32-34 South Main Street and 33 South State Street; together with a report from the Director of Redevelopment, Downtown Services and Special Projects.  
**Attachments:** [Resolution](#)  
[Report](#)  
[Building Elevations January 17, 2022](#)  
[Site Plan February 17, 2022](#)
29. Resolution authorizing the City Manager to apply for Land and Water Conservation Fund Grants to support development of the Canal Street Riverfront Park (CIP #567); together with report from the Director of Redevelopment, Downtown Services, and Special Projects.  
**Attachments:** [Resolution](#)  
[Report](#)
30. Resolution repurposing the sum of \$50,000 from the CIP #65 2019 City Hall Space Planning Study subproject for use on the CIP #65 2019 City Hall Landscape Improvements subproject; together with report from the Deputy City Manager - Finance.  
**Attachments:** [Resolution](#)  
[Report](#)
31. Resolution authorizing the City Manager to apply for Land and Water Conservation Fund grants to support replacement of the White Park Monkey Around Playground (CIP #51); together with report from the Director of Redevelopment, Downtown Services and Special Projects.  
**Attachments:** [Resolution](#)  
[Report](#)

**Appointments**

32. City Manager's Appointments to the Conservation Commission: Emily Landry, Allison McGregor, and Mark Coen.

**Attachments:** [Report](#)  
[McGregor - Resume](#)  
[Mark Coen - Resume](#)

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

**Public Hearings**

- 33A. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, Article 1-5, Fees, Fines and Penalties; together with non-ordinance fees and a report from the Deputy City Manager - Finance and Deputy City Manager - Development.

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

- 33B. Resolution repurposing the sum of \$31,998.90 from the CIP #88 2017 CO2 Tank & Control Replacement subproject for use on the CIP #347 2018 Solar Power Improvements subproject; together with report from the General Services Director.

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

- 33C. Resolution appropriating the sum of \$13,000 in the CIP #515 Golf Course Winter Recreation Improvements project for the purchase of a track cross country ski trail groomer and accepting the sum of \$13,000 as a donation for this purpose; together with report from the Parks and Recreation Director.

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

- 33D. Resolution appropriating the sum of \$10,000 for the purchase of water-related catastrophe equipment and accepting the sum of \$10,000 in grant funding from the Department of Safety, State Homeland Security Grant Program for this purpose; together with report from the Deputy Fire Chief.

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

- 33E. Resolution appropriating the sum of \$66,147.38 from the Impact Fee Fund as a transfer to the General Fund to offset debt service costs and reduce General Fund Use of Fund Balance by \$66,147.38 as an offset for this purpose; together with report from the Deputy City Manager Finance.

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

### **Public Hearing Action**

34. 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.)

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

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

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

36. Resolution repurposing the sum of \$31,998.90 from the CIP #88 2017 CO2 Tank & Control Replacement subproject for use on the CIP #347 2018 Solar Power Improvements subproject; together with report from the General Services Director.

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

37. Resolution appropriating the sum of \$13,000 in the CIP #515 Golf Course Winter Recreation Improvements project for the purchase of a track cross country ski trail groomer and accepting the sum of \$13,000 as a donation for this purpose; together with report from the Parks and Recreation Director.

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

38. Resolution appropriating the sum of \$10,000 for the purchase of water-related catastrophe equipment and accepting the sum of \$10,000 in grant funding from the Department of Safety, State Homeland Security Grant Program for this purpose; together with report from the Deputy Fire Chief.

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

39. Resolution appropriating the sum of \$66,147.38 from the Impact Fee Fund as a transfer to the General Fund to offset debt service costs and reduce General Fund Use of Fund Balance by \$66,147.38 as an offset for this purpose; together with report from the Deputy City Manager Finance.

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

## **Reports**

### **New Business**

### **Unfinished Business**

40. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, Article 1-6, Code of Ethics; together with report from the Rules Committee. (Supplemental ordinance and report submitted.) (Public testimony received.)

**Attachments:** [Ordinance](#)  
[Report](#)  
[Supplemental Ordinance](#)  
[Supplemental Report](#)  
[Public Testimony](#)

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

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

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

18. Report and recommendations from Councilor Kretovic on behalf of the Ad Hoc Gully Hill Road Committee. (Pulled from consent by Councilor Nyhan and Councilor Brown.)

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

25. Report from the Recreation and Parks Advisory Committee on the scheduled White Park Pool renovation. (Pulled from consent by Councilor Brown.)

**Attachments:** [Report](#)  
[Splash Pad Design](#)

### **Consideration of Suspense Items**

- Sus1 Report from the Senior Planner recommending the City Manager be authorized to execute four easement deeds with Abbott Road, LLC for the installation and maintenance of a new sewer line, a new sidewalk, drainage, and an existing sewer line and new public trail.

**Attachments:** [Report](#)  
[Plan](#)

Sus2 To be set for a May 9, 2022 Public Hearing

Resolution authorizing the City Manager to execute a Memorandum of Agreement ("MOA") with the NH Department of Transportation concerning acquisition of discontinued portions of the Northern Main Railroad located between Horseshoe Pond Lane and the Contoocook River for the purposes of developing the Merrimack River Greenway Trail (CIP #543); together with report from the Director of Redevelopment, Downtown Services, and Special Projects.

**Attachments:** [Resolution](#)  
[Report](#)  
[Map of Northern Main Line Railroad](#)  
[City NHDOT MOA Northern Line](#)  
[Purchase and Sales Agreement](#)

### **Adjournment**

**Information**

- Inf1 November 4, 2021 and December 16, 2021 Transportation Policy Advisory Committee Meeting Minutes.  
**Attachments:** [November 4, 2021 Minutes](#)  
[December 16, 2021 Minutes](#)
- Inf2 November 16, 2021, December 21, 2021, and January 18, 2022 Traffic Operations Committee Meeting Minutes.  
**Attachments:** [November 16, 2021 Minutes](#)  
[December 21, 2021 Minutes](#)  
[January 18, 2022 Minutes](#)
- Inf3 February 17th, February 24th, March 10th and March 23rd Ad hoc Outdoor Dining and Food Truck Committee Meeting Minutes.  
**Attachments:** [February 17, 2022 Minutes](#)  
[February 24, 2022 Minutes](#)  
[March 10, 2022 Minutes](#)  
[March 23, 2022 Minutes](#)
- Inf4 March 7, 2022 Concord Public Library Board of Trustee Meeting Minutes.  
**Attachments:** [Minutes](#)
- Inf5 March 10, 2022 Beaver Meadow Golf Course Advisory Committee Draft Meeting Minutes.  
**Attachments:** [Minutes](#)
- Inf6 March 10, 2022 Ad-Hoc Committee to Review Fees Meeting Minutes.  
**Attachments:** [Minutes](#)
- Inf7 March 21, 2022 Fiscal Policy Advisory Committee Draft Meeting Minutes.  
**Attachments:** [Minutes](#)
- Inf8 March 21, 2022 Ad-Hoc Committee to Review Fees Draft Meeting Minutes.  
**Attachments:** [Minutes](#)  
[Parks & Recreation Presentation](#)
- Inf9 Parks and Recreation Departments 2022 Summer Camp Brochure.  
**Attachments:** [Summer Camp Brochure](#)
- Inf10 Parks and Recreation Departments 2022 Spring and Summer Adult Brochure.  
**Attachments:** [Brochure](#)