

**City of Concord Planning Board**  
**December 17, 2025 - Draft**  
**Public Workshop Minutes**

The Concord Planning Board held a Public Workshop on December 17, 2025 from 6:30 p.m. to 7:00 p.m. regarding the proposed Master Plan Request for Proposals, in City Council Chambers at 37 Green St, Concord.

Attendees: Dina Condodemetraky, David Fox, Matthew Hicks, Teresa Rosenberger (Ex-Officio for City Manager), Amanda Savage, Eaton Tarbell, Councilor Brent Todd, and Chair Richard Woodfin

Absent: Jeff Santacruce, Mayor Byron Champlin, Alternate Chiara Dolcino, and Alternate Frank Kenison

Staff: Tim Thompson – (Assistant Director of Community Development / Acting City Planner), Alec Bass (Assistant City Planner – Community Planning), Krista Tremblay (Administrative Technician III), Mike Bezanson (City Engineer), and Matt Walsh (Deputy City Manager – Community Development)

**1. Call to Order**

Chair Woodfin called the meeting to order at 6:30 p.m.

**2. Public Meeting to discuss the proposed Master Plan Request for Proposals**

Chair Woodfin stated last month the Board asked for time to discuss the RFP. Chair Woodfin stated feedback tonight might not make it into the RFP. Chair Woodfin noted all emails received have been made part of the record. Chair Woodfin stated they will take public testimony however, there is a hard stop at 7:00 p.m. to start the Planning Board meeting as there is a full agenda.

Member Savage asked where we are in the process for hiring the new city planner and this process and if really close to hiring a city planner is there a chance to pause to have them also have a mark on this in a way that makes more sense. There has been feedback in the comments that things are a little messy and disorganized. Member Savage somewhat agrees.

Chair Woodfin stated staff can respond or not comment.

Mr. Walsh explained that the City is in the process of recruiting. He does not know how long that process will take, if the eventual City Planner will be familiar with the City of Concord, or if delaying will end up with the result you are looking for. Mr. Walsh noted the master plan is a long scope of work. They are trying to set expectations with the consultant community there is a budget of \$400,000 to do this project and there needs to be some specificity of our expectations.

Councilor Todd stated someone that could not be here tonight had a recommendation to have task for the Boards and Commission kick off to have the joint city school board committee included on the list as well. Councilor Todd noted the school board is reference in a couple sections and they deserve special input and to be a part of the process.

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Member Fox stated he has gone through this once before and what they did before they separated into groups to take a piece of all of this and be experts. Member Fox asked if that will be a part of the process this time around.

Member Condodemetraky arrived at 6:37 p.m.

Mr. Walsh stated when the Planning Board last did this in 2008 when it was adopted. There were specific special studies. There was the Concord 20/20 process. This time around there is a need to go through the out of date material. The Planning Board will need to decide how do they want to tackle these chapters once they get through public input.

Mr. Walsh stated the RFP has been issued. The draft has been cleaned up and formatting has been addressed. It is using the standard city format that city purchasing department uses for all RFP's. It is a public document however, the targeted audience is for consultants. Mr. Walsh has a non-mandatory pre-proposal call with any interested consultants tomorrow and if the Board wants to make any significant changes then what they have seem already please let Mr. Walsh know so he can talk it through with interested consultants for the project. Mr. Walsh is anticipating an addendum to the RFP which is normal whereby they clarify or modify the scope of work based on the input that is received tonight and the questions tomorrow from the consultant. The RFP is due on January 15, 2026 and that could get extended with an addendum.

Chair Woodfin noted for those that have not been involved in an RFP process it is common to put the RFP out and then questions that come up from potential bids that creates a potential addendum or expand the scope if needed. He stated that at last month's meeting the Board expressed a desire to provide feedback for possible amendments.

Chair Woodfin asked if there is any member of the audience that has any questions.

Tracy Bricchi (146 Village St, Penacook) wanted to reiterate what Councilor Todd said about including both school districts as stake holders in this process. Ms. Bricchi thinks there needs to be a more formal invitation to the stake holders in the process.

Mark Davie (42 N State St, Concord) noted the only reference to this meeting was the one line at the top of the agenda. Mr. Davie submitted comments via email. Mr. Davie noted it is extremely detailed and concerned it will produce another master plan like the 2008. Mr. Davie noted communities are not looking for long and over detailed master plans in 2025. They want concise facts and meaningful action steps that are ready to be implemented by stake holders, city staff, city boards and city agencies. Communities want plan language so that anyone that is reading can reference, understand and recite to bring to a public meeting like this one.

CJ Hilty (17A Hanover St, Concord) agrees with Ms. Bricchi with including school district and community stake holders in this RFP. Mr. Hilty thinks this work should be in a way that gathers data and is audited by professionals that takes the real community feedback. Mr. Hilty read the 20/20 Vision and that document is excellent and suggested to reference it in the RFP proposal.

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Aaron Frucht-Monroe (9 Short St, Concord) is concerned about risk of repeating the older issues with the master plan. There is no note of the Vision 20/20 plan that is well put together. Mr. Frucht-Monroe is concerned with getting another 500-page master plan that is full of technical details.

Nicole Fox (19 Merrimack St, Concord) wanted to reiterate what others have said about including school districts as stake holders. Ms. Fox agrees with Member Savage about waiting for the new city planner to be in place to guide this process. Ms. Fox is concerned the RFP is restrictive and to do all of the small pieces that are included in this will cost substantially more than the \$400,000 budgeted for this project. Making sure to spent the money to get community outreach and an accessible document is what is most important.

Susan Woods (11 Doinell Dr, Concord) stated this does not seem to be a public hearing and was not noticed or being broadcast. Ms. Woods is shocked the RFP went out. Ms. Woods asked if the one on the website has been updated with all of the changes. Ms. Woods stated they should have been notified the RFP was updated. Ms. Woods stated to hire a new city planner and charge them with this very important process. Ms. Woods noted for them not to have any insight or input into the RFP seems a crazy process. Ms. Woods is disappointed as a citizen of Concord that this is how this process has gone down. Ms. Woods asked for moving forward to make this a more inclusive process than it has been to date.

Chair Woodfin closed the public workshop at 6:55 p.m.

Chair Woodfin stated the process that formulates the new Master Plan will include public hearings and sessions will be as open and feedback driven as they can get them.

Mr. Walsh stated there is a lot of public engagement in this process. There is visioning involved with the mayor's initiative with NH listens. There is a village forum for the six villages in the city. There is a community survey. There will be public involvement in the process for the 16 to 18 boards that will be working on the chapter development.

Member Savage asked with all of the sessions and the time has there been any consideration with staff to do the sessions with the consultants so they do not eat up the hours.

Mr. Walsh stated public participation at the beginning is important. There are ways to work on efficiencies of time. The City wants to stretch the project budget to cover as broad and comprehensive a scope as possible.

**Adjournment**

Chair Woodfin adjourned the workshop at 6:58 p.m.

The next regular meeting is Wednesday, January 21, 2026, at 7:00 p.m.

TRUE RECORD ATTEST:

*Krista Tremblay*

Krista Tremblay  
Administrative Technician III