



City of Concord

City Council

Meeting Agenda

Monday, July 14, 2025

7:00 PM

City Council Chambers
37 Green Street
Concord, NH 03301

Non-meeting in accordance with RSA 91-A:2, I (a), strategy and negotiations with respect to collective bargaining followed by a non-public session in accordance with RSA 91-A: 3, II (d) to discuss property acquisition to begin at 5:30 PM

1. Call to Order.
2. Invocation.
3. Pledge of Allegiance.
4. Roll Call.
5. Approval of the Meeting Minutes.

June 5, 2025 Finance Committee Draft Meeting Minutes.

Attachments: [Minutes](#)

June 5, 2025 City Council Draft Meeting Minutes.

Attachments: [Minutes](#)

June 9, 2025 City Council Draft Meeting Minutes.

Attachments: [Minutes](#)

June 23, 2025 City Council Meeting Minutes.

Attachments: [Minutes](#)

6. Agenda overview by the Mayor.
7. City Council action relative to the City Manager's evaluation and employment contract, in accordance with Section 21(b) of the City Charter.

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

Referral to the Fiscal Policy Advisory Committee

8. Recreation and Parks Advisory Committee request for a policy for rental fee reduction and fee waivers.

Attachments: [Report](#)

Referral to the Fire Department and the Parks and Recreation Advisory Committee

9. Communication from Steve Michlovitz, Concord resident, requesting consideration of an accessible Automated External Defibrillator (AED) device at the Beaver Meadow pickleball/tennis courts.

Attachments: [Communication](#)

Referral to General Services, the Traffic Operations Committee and the Transportation Policy Advisory Committee

10. Communication from the Woodcrest Heights Homeowners Association requesting consideration for street paving/reclamation and traffic safety improvements at their neighborhood entrance/exit.

Attachments: [Communication](#)

Referral to the Legal Department

11. Request from Wilcox & Barton to allow for landscaped plantings to be located within the right-of-way at the Doubletree Conversion site located at 172 North Main Street.

Attachments: [Correspondence](#)
[Schematic](#)

12. Communication from Brett W. Allard, Shaughnessy Allard Attorneys at Law, on behalf of his client BM Investments, LLC requesting the restoration of involuntarily merged lots, 27 Carter Street, Concord, pursuant to RSA 674:39-aa.

Attachments: [Communication](#)

Referral to the Parking Committee

13. Communication from Megan and Brendan Ryder requesting consideration of parking improvements near 300 Pleasant Street in Concord.

Attachments: [Communication](#)

14. Communication from Tony Schinella requesting consideration of parking changes in the vicinity of Concord High School.

Attachments: [Communication](#)

Referral to the Traffic Operations Committee

15. Communication from Alan Harris, a resident of Cemetery Street, requesting enforcement of the speed limit on Cemetery Street in Concord.

Attachments: [Communication](#)

Items Tabled for August 11, 2025 Public Hearings

16. 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 Chair of the Heritage Commission and Demolition Review Committee

and the City Planner.

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

17. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 28, Zoning Ordinance, Article 28-8 Nonconforming Lots, Uses, and Structures, Section 28-8-2 Determination of a Nonconformity; together with a report from the City Planner.

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

18. Ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-7.1, Parking Prohibited During Certain Hours and Months in Designated Places, Schedule IX; to modify parking requirements on School Street between Pine and Liberty Streets; together with a report from the Assistant Director of Community Development.

Attachments: [Ordinance](#)
[Report](#)
[2023 CHS Area Parking Restrictions Summary Report](#)

19. Resolution appropriating the sum of \$90,000 in the Water Plant Improvements Project (CIP #88) to replace a failed boiler and authorizing the issuance of Water General Obligation Bonds and Notes in the sum of \$90,000 for this purpose; together with a report from the Acting General Services Director.

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

20. Resolution appropriating the sum of \$14,000 for Human Services assistance and accepting a donation in the sum of \$14,000 from the Trustees of the Protestant Episcopal Church of New Hampshire for this purpose, retroactive to June 30, 2025; together with a report from the Deputy City Manager-Finance.

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

21. Resolution retroactively appropriating to June 30, 2025 the sum of \$27,500 as a transfer to the Highway Reserve and accepting the sum of \$27,500 from Shaw's Supermarkets for this purpose; together with a report from the Deputy City Manager-Development.

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

22. Resolution authorizing the City Manager to enter into a Purchase and Sale Agreement with the Boston and Maine Corporation, a subsidiary of CSX Transportation, Inc.,

concerning the acquisition of portions of the Boston and Maine Northern Main Line Railroad for the purpose of facilitating the Merrimack River Greenway Trail project (CIP #543), appropriating the sum of \$143,000 in the Merrimack River Greenway Trail project (CIP #543), authorizing the issuance of general obligation bonds and notes in the sum of \$105,000, and authorizing the transfer and use of \$38,000 from the Recreation Impact Fee fund for this purpose

Attachments: [Resolution](#)
[Report](#)
[DRAFT Purchase and Sales Agreement](#)
[Locus Map](#)

From the City Manager

23. Positive Citizen Comments.

Attachments: [Report](#)

Consent Reports

24. Diminimus gifts and donations report from the Deputy City Manager-Finance and the Beaver Meadow Golf Course Acting Director of Operations requesting authorization to accept gifts and donations totaling \$2,975, as provided under the pre-authorization granted by City Council and retroactive to June 30, 2025.

Attachments: [Report](#)

25. Diminimus gifts and donations report from the City Clerk on behalf of Councilor Jennifer Kretovic, Ad-Hoc Semi Quincentennial and Tri-Centennial Committee Chair requesting authorization to accept gifts and donations totaling \$246, as provided under the pre-authorization granted by City Council.

Attachments: [Report](#)

26. Diminimus gifts and donations report from the Director of Special Projects & Strategic Initiatives requesting authorization to accept a monetary gift totaling \$580, as provided under the pre-authorization granted by City Council.

Attachments: [Report](#)

27. Diminimus gifts and donations report from the Library Director requesting authorization to accept gifts and donations totaling \$1,270.52, as provided under the pre-authorization granted by City Council.

Attachments: [Report](#)

28. Diminimus gifts and donations report from the Parks and Recreation Director requesting authorization to accept monetary gifts totaling \$2,639, as provided for under the pre-authorization granted by City Council.

Attachments: [Report](#)

29. Status report from the City Manager on FY 2025 Event Grant Funding.
Attachments: [Report](#)
30. Quarterly Current Use Change Tax Report from Director of Real Estate Assessments.
Attachments: [Report](#)
31. Report from the Director of Special Projects & Strategic Initiatives on the status of the 4 Bouton Street New Police Station project (CIP 643).
Attachments: [Report](#)
32. Report from the Transportation Engineer, on behalf of the Traffic Operations Committee, in response to a referral requesting review of speeds and commercial/cut through traffic on Sewalls Falls Road and West Parish Road.
Attachments: [Report](#)
[Communication](#)
[Thruway Trucking Map](#)
33. Report from the Transportation Engineer in regards to Capital Improvement Project #520, Intersection Safety Improvements at the Centre/Washington intersection.
Attachments: [Report](#)
34. Report from the Director of Human Resources and Labor Relations recommending changing the Fiscal Supervisor Position within the Equipment Services Division of General Services to an Administrative Support Specialist Position.
Attachments: [Report](#)
35. Report from the Parks and Recreation Director regarding the Land and Water Conservation Grant Round 36.
Attachments: [Report](#)

Consent Resolutions

36. Resolution authorizing the City Manager to enter into a Traffic Signal Maintenance Agreement with the New Hampshire Department of Transportation (NHDOT) for the coordinated traffic signal system at Exit 13 and associated intersections; together with a report from the Transportation Engineer.
Attachments: [Resolution](#)
[Report](#)
[Draft Agreement](#)

Appointments

37. Mayor Champlin's proposed appointment to the Solid Waste Advisory Committee: Taylor Hall.
Attachments: [Appointment](#)

38. City Manager's Appointment to the Board of Trustees of Trust Funds: Sabrina C. Beavens.

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

End of Consent Agenda

Public Hearings

- 39A. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 35, Classification and Compensation Plan, Schedule D of Article 35-2, Compensation Plan, Schedule D; together with a report from the Director of Human Resources and Labor Relations.

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

- 39B. Resolution appropriating the sum of \$30,406.50 as a transfer out to the Highway Reserve for future improvements to Sewalls Falls Road and accepting the sum of \$30,406.50 as a contribution from Country Estates of Concord LLC for this purpose; together with a report from the Deputy City Manager - Development.

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

- 39C. Resolution appropriating the sum of \$10,000 for the construction of a new playground at White Park (CIP #51) and accepting a donation in the sum of \$10,000 for this purpose; together with a report from the Parks & Recreation Director.

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

Public Hearing Action

40. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 35, Classification and Compensation Plan, Schedule D of Article 35-2, Compensation Plan, Schedule D; together with a report from the Director of Human Resources and Labor Relations.

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

41. Resolution appropriating the sum of \$30,406.50 as a transfer out to the Highway Reserve for future improvements to Sewalls Falls Road and accepting the sum of \$30,406.50 as a contribution from Country Estates of Concord LLC for this purpose; together with a report from the Deputy City Manager - Development.

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

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

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

Reports

43. Report from the Parks and Recreation Director, on behalf of the Recreation and Parks Advisory Committee, requesting additional clarification regarding the City Council's request to review the City's aquatics operations.

Attachments: [Report](#)

New Business

Unfinished Business

44. 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. (Referred to the Heritage Commission at the May 12, 2025 City Council meeting.)

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

45. 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](#)

Request for Reconsideration

46. City Manager's Proposed Appointment to the Zoning Board of Adjustment: Mary Rose Deak. (Request for consideration of the vote taken on this item at the June 9, 2025, City Council meeting by Councilor Keach and Councilor Brown, in accordance with Section 16 of the City Council Rules.)

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

Comments, Requests by Mayor, City Councilors

Comments, Requests by the City Manager

Adjournment**Information**

- Inf1 April 15, 2025 and May 20, 2025 Traffic Operations Committee Meeting Minutes.
Attachments: [Minutes](#)
[Minutes](#)
- Inf2 April 23, 2025 Community Development Advisory Committee Draft Meeting Minutes.
Attachments: [Minutes](#)
- Inf3 May 1, 2025 Heritage Commission Meeting Minutes.
Attachments: [Minutes](#)
- Inf4 May 6, 2025 Architectural Design Review Committee Meeting Minutes.
Attachments: [Minutes](#)
- Inf5 May 7, 2025 Zoning Board of Adjustment Meeting Minutes.
Attachments: [Minutes](#)
- Inf6 May 14, 2025 Conservation Commission Meeting Minutes.
Attachments: [Minutes](#)
- Inf7 May 14, 2025 Trails Subcommittee Meeting Minutes.
Attachments: [Minutes](#)
- Inf8 May 15, 2025 Recreation and Parks Advisory Committee Approved Minutes.
Attachments: [Minutes](#)
- Inf9 May 20, 2025 Joint Memorial Field Planning Committee Approved Meeting Minutes.
Attachments: [Minutes](#)
- Inf10 May 21, 2025 Planning Board Meeting Minutes.
Attachments: [Minutes](#)
- Inf11 May 23, 2025 Conservation Commission Meeting Minutes.
Attachments: [minutes](#)
- Inf12 June 2, 2025 Concord Public Library Board of Trustees Meeting Minutes.
Attachments: [Minutes](#)
- Inf13 June 3, 2025 Everett Arena Advisory Committee Meeting Minutes.
Attachments: [Minutes](#)
- Inf14 June 12, 2025 Golf Course Advisory Committee Draft Meeting Minutes.
Attachments: [Minutes](#)

Inf15 Communications from Xfinity regarding service changes.

Attachments: [Letter from Xfinity re: Loss of NECN Channel.](#)
[Letter from Xfinity re: Netflix Standard Subscription Price Increase](#)
[Letter from Xfinity re: Automatic Payments, Paperless Billing, M](#)

Inf16 Notification from Wheelabrator Concord - Permit Modification Application for Installation of Exhaust Fans in Compressor Room.

Attachments: [Communication](#)

Inf17 E-mail from Mary Lee Allison re: Street Closures on Sunday, June 1, 2025 for Concord Pride 5K which caused accessibility issues for patrons of South Congregational Church.

Attachments: [Correspondence](#)

Inf18 Communication from Pamela Walsh, Concord School Board Chair, requesting the City consider installing a Rapid Flashing Beacon (RRFB) at the intersection of Centre Street and Rumford Street to improve pedestrian safety due to limited visibility from street parking, high traffic volume, and ongoing challenges in filling school crossing guard positions.

Attachments: [Communication](#)