



City of Concord

City Council

Meeting Agenda

Monday, January 11, 2021

7:00 PM

Zoom Meeting Link:

<https://us02web.zoom.us/j/81204172709>

Telephone Dial: US + 1 929 205 6099

Landline: 877 853 5257

Webinar ID#: 812 0417 2709

COVID-19 - Public Meeting Procedures Notice

Due to the Covid 19/Corona Virus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, City Council is authorized to meet electronically. The City of Concord will be utilizing the Zoom platform for this electronic meeting.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04.

*All members of City Council have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by following the link below, or dialing the number below and entering the ID number at the prompt. For those who want to provide public testimony in the Public Hearing portion of the meeting, and you are connected to the Zoom website, you may click on the Raise Hand icon in the Attendees Section of Zoom to make the request. When the time is appropriate, you will be recognized so you can provide your testimony. For those calling in who want to provide public testimony, dial *9 to alert the host that you wish to speak. The host will unmute you at the appropriate time during the public hearing portion of the meeting. All participants please keep your phones and computers on mute unless speaking.*

Website address: <https://us02web.zoom.us/j/81204172709>.

Telephone Dial: US: +1 929 205 6099. If dialing from a landline, you may call in toll-free at 877 853 5257. Webinar ID#: 812 0417 2709.

Members of the public can also email questions or other public testimony to citycouncilmeeting@concordnh.gov.

Any member of the public can also call the City of Concord at 603-230-3718 or email: citycouncilmeeting@concordnh.gov if they are unable to access the meeting and assistance connecting is needed.

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

December 14, 2020 City Council Draft Meeting Minutes.

Attachments: [Minutes](#)

6. Agenda overview by the Mayor.

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

Items Tabled for February 8, 2021 Public Hearings

7. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 30, Administrative Code, Article 30-3, Boards and Commissions, Planning Board; together with a report from the City Solicitor.
Attachments: [Ordinance Report](#)
8. 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](#)
9. Resolution appropriating the sum of \$980,000 as a Transfer to Reserves, and authorizing the use of \$980,000 from Fiscal Year 2020 General Fund Assigned Fund Balance; together with report from Deputy City Manager - Finance.

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

10. Resolution appropriating the sum of \$79,700 for furniture, equipment, and software maintenance, and authorizing the use of \$79,700 in reserve funds for these purposes.

Attachments: [Resolution](#)

11. Resolution appropriating the sum of \$75,000 as a transfer to the Recreation Reserve, and accepting the sum of \$75,000 from the sale of the former East Concord Community Center located at 18 Eastman Street; together with report from the Director of Redevelopment, Downtown Services, and Special Projects.

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

12. Resolution appropriating the sum of \$10,000 for replacement of the Green Street Community Center exterior doors (CIP #63) and authorizing the issuance of bonds and notes in the sum of \$10,000 for this purpose; together with report from the General Services Director.

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

13. Resolution authorizing the City Manager to host an ICMA Local Government Management Fellowship, appropriating \$20,000 to fund said fellowship for the remainder of Fiscal Year 2021, and authorizing the use of \$20,000 in Economic Development Reserve funds for this purpose; together with report from the Deputy City Manager for Development.

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

From the City Manager

14. Positive Citizen Comments.

Attachments: [Report](#)

Consent Reports

15. Diminimus gifts and donations report from the Library Director requesting authorization to accept monetary gifts totaling \$109.45, as provided for under the pre-authorization granted by City Council.

Attachments: [Report](#)

16. Diminimus gifts and donations report from the Parks and Recreation Director requesting authorization to accept monetary gifts totaling \$6,487.00, 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 Tracy and Mark Coen, designated for the Concord Police Department Project Blue Elf Program, as provided for under the pre-authorization granted by City Council.
Attachments: [Report](#)
18. November 30, 2020 Fiscal Year to Date Financial Statements from the Deputy City Manager - Finance.
Attachments: [Report](#)
19. Fiscal Year 2020 Comprehensive Annual Financial Report (CAFR) from the Assistant Finance Director.
Attachments: [Report](#)
[Concord NH CAFR20](#)
20. Quarterly Current Use Tax Report from the Director of Real Estate Assessments.
Attachments: [Report](#)
21. Report from the Parks and Recreation Director on the Recreation and Parks Advisory Committee's recommended Park CIP's for FY2021 and FY2022.
Attachments: [Report](#)
22. Report from the Senior Planner, on behalf of the Energy and Environment Advisory Committee, summarizing the Committee's intent to launch a Weatherize Concord campaign.
Attachments: [Report](#)

Consent Resolutions

23. Resolution to direct the Tax Collector not to execute a tax deed on certain properties in accordance with RSA 80:76 II and II-a; together with report from the City Treasurer/Tax Collector.
Attachments: [Resolution](#)
[Report](#)
[Deed Waiver List.xlsx](#)

Appointments

24. Proposed Appointment to Library Board of Trustees by City Manager: Ali Sekou.
Attachments: [Report](#)
[Resume](#)

From the Mayor

End of Consent Agenda

Public Hearings

25A. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 35, Classification and Compensation Plan, Schedule D of Article 35-2, Class Specification Index, Assistant City Prosecutor/Solicitor position; together with report from the City Solicitor.

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

25B. Resolution appropriating the sum of \$718,000 for the replacement of existing outdoor lighting fixtures with light emitting diode (LED) fixtures (CIP #628), accepting the sum of \$325,000 in incentive funding from Unutil's Energy Efficiency Program, authorizing the sum of \$393,000 as on-bill financing for the remaining balance, and authorizing the City Manager to enter into a long term agreement with Unutil for this project; together with report from the Deputy City Manager - Finance.

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

25C. Resolution appropriating the sum of \$49,000 for the acquisition of conservation land as recommended by the Conservation Commission, authorizing the use of \$49,000 in Conservation Trust funds for this purpose, and authorizing the acquisition of land south of and adjacent to the discontinued portion of District No. 5 Road; together with report from the Assistant City Planner on behalf of the Conservation Commission.

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

25D. Public hearing for the purposes of discussing a progress report regarding Community Development Block Grant Funds secured by the City in 2019 for infrastructure improvements at the Top of the Hill Manufactured Housing Park Cooperative located at 190 Manchester Street, Concord. (Supplemental report and informational handout submitted.)

Attachments: [Report](#)
[Supplemental Report](#)
[CDBG Informational Handout](#)

25E. Resolution authorizing the City Manager to submit an application in an amount of up to \$500,000 and to accept and appropriate grant proceeds of up to \$500,000 in Housing Community Development Block Grant Funds for improvement of properties owned by Riverbend Community Mental Health, Inc.; together with report from the Director of Redevelopment, Downtown Services & Special Projects. (Supplemental report and informational handout submitted.)

Attachments: [Resolution](#)
[Report](#)
[Riverbend CDBG Proposal](#)
[Supplemental Report](#)
[CDBG Informational Handout](#)

- 25F. Resolution readopting the City's Anti-displacement and Relocation Policy Statement and Procedures in support of the City's Housing Community Development Block Grant application to the New Hampshire Community Development Finance Authority to support improvements to properties owned by Riverbend Community Mental Health, Inc.; together with report from the Director of Redevelopment, Downtown Services and Special Projects. (Supplemental report, informational handout and revised resolution submitted.)

Attachments: [Resolution](#)
[Report](#)
[Riverbend CDBG Proposal](#)
[Supplemental Report](#)
[CDBG Informational Handout](#)
[Revised Resolution](#)

- 25G. Resolution authorizing the City Manager to submit an application in an amount of up to \$500,000 and to accept and appropriate grant proceeds of up to \$500,000 in Public Facilities Community Development Block Grant Funds for improvement of properties owned by Riverbend Community Mental Health, Inc.; together with report from the Director of Redevelopment, Downtown Services & Special Projects. (Supplemental report and informational handout submitted.)

Attachments: [Resolution](#)
[Report](#)
[Riverbend CDBG Proposal](#)
[Supplemental Report](#)
[CDBG Informational Handout](#)

- 25H. Resolution readopting the City's Anti-displacement and Relocation Policy Statement and Procedures in support of the City's Public Facilities Community Development Block Grant Application to the New Hampshire Community Development Finance Authority to support improvements to properties owned by Riverbend Community Mental Health, Inc.; together with report from the Director of Redevelopment, Downtown Services and Special Projects. (Supplemental report, informational handout and revised resolution submitted.)

Attachments: [Resolution](#)
[Report](#)
[Riverbend CDBG Proposal](#)
[Supplemental Report](#)
[CDBG Informational Handout](#)
[Revised Resolution](#)

- 25I. Resolution appropriating the sum of \$11,015 for the design of the new playground at White Park (CIP #51) and authorizing the sum of \$11,015 as a transfer in from the Recreation Reserve for this purpose; together with report from the Parks & Recreation Director.

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

- 25J. Resolution repurposing the sum of \$116,064, to include \$72,600 from the Hall Street Wastewater Plant Elevator Upgrades subproject (CIP #104) and \$43,464 from the Penacook Wastewater Plant Lighting Upgrades subproject (CIP #466), to the Penacook Wastewater Plant Drain Valve Replacement subproject (CIP #466), and appropriating the sum of \$33,936 for the Penacook Wastewater Plant Drain Valve Replacement subproject (CIP #466), and authorizing the use of \$33,936 in Wastewater Investment Fee Reserve funds; together with report from the General Services Director.

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

- 25K. Resolution appropriating the sum of \$30,000 in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding as administered by the New Hampshire Department of Transportation, Bureau of Aeronautics, and accepting the sum of \$30,000 for operations and maintenance of the Concord Municipal Airport; together with report from the Deputy City Manager - Development.

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

Public Hearing Action

26. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 35, Classification and Compensation Plan, Schedule D of Article 35-2, Class Specification Index, Assistant City Prosecutor/Solicitor position; together with report from the City Solicitor.

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

27. Resolution appropriating the sum of \$718,000 for the replacement of existing outdoor

lighting fixtures with light emitting diode (LED) fixtures (CIP #628), accepting the sum of \$325,000 in incentive funding from Unitil's Energy Efficiency Program, authorizing the sum of \$393,000 as on-bill financing for the remaining balance, and authorizing the City Manager to enter into a long term agreement with Unitil for this project; together with report from the Deputy City Manager - Finance.

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

28. Resolution appropriating the sum of \$49,000 for the acquisition of conservation land as recommended by the Conservation Commission, authorizing the use of \$49,000 in Conservation Trust funds for this purpose, and authorizing the acquisition of land south of and adjacent to the discontinued portion of District No. 5 Road; together with report from the Assistant City Planner on behalf of the Conservation Commission.

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

29. Public hearing for the purposes of discussing a progress report regarding Community Development Block Grant Funds secured by the City in 2019 for infrastructure improvements at the Top of the Hill Manufactured Housing Park Cooperative located at 190 Manchester Street, Concord. (Supplemental report and informational handout submitted.)

Attachments: [Report](#)
[Supplemental Report](#)
[CDBG Informational Handout](#)

30. Resolution authorizing the City Manager to submit an application in an amount of up to \$500,000 and to accept and appropriate grant proceeds of up to \$500,000 in Housing Community Development Block Grant Funds for improvement of properties owned by Riverbend Community Mental Health, Inc.; together with report from the Director of Redevelopment, Downtown Services & Special Projects. (Supplemental report and informational handout submitted.)

Attachments: [Resolution](#)
[Report](#)
[Riverbend CDBG Proposal](#)
[Supplemental Report](#)
[CDBG Informational Handout](#)

31. Resolution readopting the City's Anti-displacement and Relocation Policy Statement and Procedures in support of the City's Housing Community Development Block Grant application to the New Hampshire Community Development Finance Authority

to support improvements to properties owned by Riverbend Community Mental Health, Inc.; together with report from the Director of Redevelopment, Downtown Services and Special Projects. (Supplemental report, informational handout and revised resolution submitted.)

Attachments: [Resolution](#)
[Report](#)
[Riverbend CDBG Proposal](#)
[Supplemental Report](#)
[CDBG Informational Handout](#)
[Revised Resolution](#)

32. Resolution authorizing the City Manager to submit an application in an amount of up to \$500,000 and to accept and appropriate grant proceeds of up to \$500,000 in Public Facilities Community Development Block Grant Funds for improvement of properties owned by Riverbend Community Mental Health, Inc.; together with report from the Director of Redevelopment, Downtown Services & Special Projects. (Supplemental report and informational handout submitted.)

Attachments: [Resolution](#)
[Report](#)
[Riverbend CDBG Proposal](#)
[Supplemental Report](#)
[CDBG Informational Handout](#)

33. Resolution readopting the City's Anti-displacement and Relocation Policy Statement and Procedures in support of the City's Public Facilities Community Development Block Grant Application to the New Hampshire Community Development Finance Authority to support improvements to properties owned by Riverbend Community Mental Health, Inc.; together with report from the Director of Redevelopment, Downtown Services and Special Projects. (Supplemental report, informational handout and revised resolution submitted.)

Attachments: [Resolution](#)
[Report](#)
[Riverbend CDBG Proposal](#)
[Supplemental Report](#)
[CDBG Informational Handout](#)
[Revised Resolution](#)

34. Resolution appropriating the sum of \$11,015 for the design of the new playground at White Park (CIP #51) and authorizing the sum of \$11,015 as a transfer in from the Recreation Reserve for this purpose; together with report from the Parks & Recreation Director.

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

35. Resolution repurposing the sum of \$116,064, to include \$72,600 from the Hall Street Wastewater Plant Elevator Upgrades subproject (CIP #104) and \$43,464 from the Penacook Wastewater Plant Lighting Upgrades subproject (CIP #466), to the Penacook Wastewater Plant Drain Valve Replacement subproject (CIP #466), and appropriating the sum of \$33,936 for the Penacook Wastewater Plant Drain Valve Replacement subproject (CIP #466), and authorizing the use of \$33,936 in Wastewater Investment Fee Reserve funds; together with report from the General Services Director.

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

36. Resolution appropriating the sum of \$30,000 in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding as administered by the New Hampshire Department of Transportation, Bureau of Aeronautics, and accepting the sum of \$30,000 for operations and maintenance of the Concord Municipal Airport; together with report from the Deputy City Manager - Development.

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

Reports

New Business

Unfinished Business

37. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 28, Zoning Ordinance; Article 28-5, Supplemental Standards; Section 28-5-50, Keeping of Chickens as Pets Accessory to a Residential Use; together with a report from the City Planner. (Ordinance referred to the Public Safety Advisory Board at the October 15, 2019 City Council meeting.) (Petition supporting reducing current property line buffers to 15' or less, allowing more residents to keep chickens as pets; together with communications in support of the petition submitted.) (Report from the Public Safety Advisory Board together with public testimony submitted January 2021.) (Communication from Francesca Brown received.)

Attachments: [Ordinance](#)
[Report](#)
[Request](#)
[Public Testimony](#)
[Additional Public Testimony](#)
[Additional Public Testimony 2](#)
[Petition together with resident communications](#)
[Public Safety Advisory Board Report](#)
[Additional Public Testimony - January 2021](#)
[Communication from Francesca Brown](#)

Comments, Requests by Mavor, City Councilors

Comments, Requests by the City Manager

Consideration of Suspense Items

Sus1 Gas Holder Building Committee Findings and Recommendation; together with a report from Councilor Champlin.

Attachments: [Committee Finding and Recommendation](#)
[Gas Holder Committee Report](#)

Adjournment

Information

Inf1 November 18, 2020 Community Development Advisory Committee (CDAC) Draft Meeting Minutes.

Attachments: [Minutes](#)

Inf2 December 14, 2020 Gas Holder House Committee Draft Meeting Minutes.

Attachments: [Minutes](#)

Inf3 December 15, 2020 Utility Appeals Board Draft Meeting Minutes.

Attachments: [Minutes](#)

Inf4 December 21, 2020 Fiscal Policy Advisory Committee Draft Meeting Minutes.

Attachments: [Minutes](#)

Inf5 Letter from City Administration to the NH Public Utilities Commission re: Preservation of the Gas Holder Building.

Attachments: [Letter](#)

Inf6 Communications from Comcast notifying City Council of upcoming changes in service.

Attachments: [Communications](#)

Inf7 January 8, 2020 Gas Holder Committee Draft Meeting Minutes.

Attachments: [Minutes](#)

Inf8 Communication from Douglas Tillotson regarding the Gas Holder Building.

Attachments: [Communication](#)