



***Non-public session in accordance with RSA 91-A: 3, II (d) to discuss property acquisition to be held at 6:00 p.m.***

City Council Meeting  
**Agenda**  
**July 14, 2014**  
City Council Chambers  
7:00 p.m.

1. Call to Order.
2. Invocation by Father Michael Wilson, Holy Trinity Greek Orthodox Church.
3. Pledge of Allegiance.
4. Roll Call.
5. Approval of the June 5, 2014, June 9, 2014 and the June 30, 2014 Meeting Minutes.
6. Agenda overview by the Mayor.

***- Consent Agenda Items -***

**Items Tabled for an August 11, 2014 Public Hearing**

7. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 9, Water, Article 9-1, Waterworks, Section 9-1-12 Cross-Connection Control; together with report from the Director of General Services.
8. Resolution accepting and appropriating a \$50,000 donation from Unitil to be used for lighting improvements at the Concord City Auditorium; together with report from the Deputy City Manager – Finance.

**From the City Manager**

9. Positive Citizen Comments.

**Consent Reports**

10. Diminimus gifts and donations report from the Library Director requesting authorization to accept monetary gifts totaling \$2,407.75 as provided for under the preauthorization granted by City Council.

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11. Diminimus gifts and donations report from the Recreation Director requesting authorization to accept monetary gifts totaling \$3,584.46 as provided for under the preauthorization granted by City Council.
12. Council Quarterly Priorities Report from the City Manager.
13. 2013 DRA Equalized Valuation & Tax Rate Comparison Report from the Director of Real Estate Assessments.
14. Report from Code Administration regarding Intown Concord's request to serve alcohol at Market Days on Main Street.
15. Comprehensive Annual Financial Report Award notification from the Deputy City Manager – Finance and the Assistant Finance Director.
16. Report from the Traffic Operations Committee in response to a communication from Michael Munroe, 12 Ripley Street, asking that consideration be given to making Ripley Street local access only. (6-8)
17. Report from the City Engineer recommending that the City Manager be authorized to reestablish the public right-of-way boundary line along Sewalls Falls Road in conjunction with the Sewalls Falls Bridge Replacement Project (CIP22).
18. Report from the Police Department in response to a communication from Kathleen Conners, 5 Cambridge Street, regarding safety concerns she has within her neighborhood as well as other areas within the City of Concord. (6-11)

**Consent Resolutions**

19. Resolution authorizing the City Manager or his designee to apply for matching grant funding through the New Hampshire Department of Safety for technical assistance for the revision of the City's Local Emergency Operations Plan; together with a report from the Fire Chief.
20. Resolution in regards to the contribution towards the rebuilding the Poulin Park gazebo.

**Consent Communications**

21. Street closure request from the Arthritis Foundation New England Region for the 2014 Concord Jingle Bell Run to be held on Sunday, November 30, 2014.

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22. Street closure request from Concord 250 requesting the closure of Main Street, between Pleasant Street and Park Street, from 7:00 a.m. until 9:00 a.m. on Sunday, July 20, 2014 for a photo recreation event.

Appointments

23. City Manager's proposed appointment to the Library Board of Trustees.  
*Christopher Casko*

From the Mayor

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

24. July 14, 2014 Public Hearings

- A. Ordinance amending Code of Ordinances, Title V, Administrative Code; Chapter 30, Administrative Code, Article 30-3, Boards and Commissions Section 30-3-7, City Parking Committee; together with report from the Director of Redevelopment, Downtown Services & Special Projects in response to a communication from Councilor Herschlag requesting consideration be given to amending the current parking committee ordinance to reflect the current membership of the committee as well as expanding membership to the committee. (4-11) (6-12)
- B. Ordinance amending the Code of Ordinances, Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-2, No Stopping or Parking Near Hazardous or Congested Places, Schedule XVI; Fruit Street, Industrial Drive; together with report from the Director of Redevelopment, Downtown Services & Special Projects in response to a communication from Councilor Nyhan requesting consideration be made to extend the no parking zone at the intersection of South Fruit Street and Industrial Drive to a distance of approximately 200ft southerly and 200ft northerly along the east side of South Fruit Street. (5-9) (5-13)
- C. 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 (a); together with report from the Director of Redevelopment, Downtown Services & Special Projects in response to a communication from Curtisville and South Curtisville Road residents asking the City of Concord to consider traffic/parking improvements in the vicinity of the Broken Ground and Mill Brook Schools. (4-12) (6-14) ***(Public testimony submitted)***

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- D. Ordinance amending the Code of Ordinances; Title II, Traffic Code, Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-4 Parking Prohibited in Certain Places; together with report from the Director of Redevelopment, Downtown Services & Special Projects. (6-15)
- E. Ordinance amending the Code of Ordinances, Title II, Traffic Code, Chapter 18 Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-20 Parking Prohibited in Hazardous Places. (6-16)
- F. Resolution authorizing the City Manager to submit an application in an amount of up to \$345,000 and to accept and appropriate grant proceeds of up to \$500,000 in Community Development Block Grant funds on behalf of Independent Living Concord; together with a report from the Director of Redevelopment, Downtown Services, and Special Projects. (6-17)
- G. Resolution accepting and appropriating the sum of \$27,786 in unmatched grant funds from the United States Department of Justice, Edward Byrne Memorial Justice Assistance Grant Program, funds designated for law enforcement related programs; together with report from the Police Department. (6-18)
- H. Resolution readopting the City's Displacement and Relocation Policy Statement and Procedures; together with report from the Director of Redevelopment, Downtown Services, & Special Projects. (6Sus2)
- I. Resolution accepting and appropriating the sum of \$463,505 for the purpose of purchasing new protective breathing equipment for the Fire Department, including \$371,826 in grant funds from the Federal Emergency Management Agency (FEMA), and authorizing the issuance of bonds and notes of up to \$91,679 from the City of Concord, CIP #573; together with report from the Fire Department. (6-4)
- J. Resolution adopting an amended and restated Development Program and Financing Plan for the Sears Block Tax Increment Finance District; together with report from the City Engineer. (6-5) *(Action to be taken July 30, 2014)*
- K. Resolution rescinding resolution #8686 and appropriating \$2,500,000 and authorizing the issuance of bond and notes in the amount of \$2,500,000 for the Downtown Complete Streets Project, CIP #460, within the Sears Block Tax Increment Finance District. (6-6) *(Public testimony submitted) (Action to be taken July 30, 2014)*
- L. Resolution appropriating \$348,705 in Traffic Impact Fee Funds for construction of the Downtown Complete Streets Improvement Project, CIP #460. (6-7)

M. Resolution appropriating \$152,780 and authorizing the issuance of bonds and notes for Water System Improvements in conjunction with the Downtown Compete Streets Improvement Project, CIP #460. (6-8)

**July 14, 2014 Public Hearing Action**

25. Ordinance amending Code of Ordinances, Title V, Administrative Code; Chapter 30, Administrative Code, Article 30-3, Boards and Commissions Section 30-3-7, City Parking Committee; together with report from the Director of Redevelopment, Downtown Services & Special Projects in response to a communication from Councilor Herschlag requesting consideration be given to amending the current parking committee ordinance to reflect the current membership of the committee as well as expanding membership to the committee. (4-11) (6-12)
26. Ordinance amending the Code of Ordinances, Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-2, No Stopping or Parking Near Hazardous or Congested Places, Schedule XVI; Fruit Street, Industrial Drive; together with report from the Director of Redevelopment, Downtown Services & Special Projects in response to a communication from Councilor Nyhan requesting consideration be made to extend the no parking zone at the intersection of South Fruit Street and Industrial Drive to a distance of approximately 200ft southerly and 200ft northerly along the east side of South Fruit Street. (5-9) (5-13)
27. 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 (a); together with report from the Director of Redevelopment, Downtown Services & Special Projects in response to a communication from Curtisville and South Curtisville Road residents asking the City of Concord to consider traffic/parking improvements in the vicinity of the Broken Ground and Mill Brook Schools. (4-12) (6-14) *(Public testimony submitted)*
28. Ordinance amending the Code of Ordinances; Title II, Traffic Code, Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-4 Parking Prohibited in Certain Places); together with report from the Director of Redevelopment, Downtown Services & Special Projects. (6-15)
29. Ordinance amending the Code of Ordinances, Title II, Traffic Code, Chapter 18 Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-20 Parking Prohibited in Hazardous Places. (6-16)

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30. Resolution authorizing the City Manager to submit an application in an amount of up to \$345,000 and to accept and appropriate grant proceeds of up to \$500,000 in Community Development Block Grant funds on behalf of Independent Living Concord; together with a report from the Director of Redevelopment, Downtown Services, and Special Projects. (6-17)
31. Resolution accepting and appropriating the sum of \$27,786 in unmatched grant funds from the United States Department of Justice, Edward Byrne Memorial Justice Assistance Grant Program, funds designated for law enforcement related programs; together with report from the Police Department. (6-18)
32. Resolution readopting the City's Displacement and Relocation Policy Statement and Procedures; together with report from the Director of Redevelopment, Downtown Services, & Special Projects. (6Sus2)
33. Resolution accepting and appropriating the sum of \$463,505 for the purpose of purchasing new protective breathing equipment for the Fire Department, including \$371,826 in grant funds from the Federal Emergency Management Agency (FEMA), and authorizing the issuance of bonds and notes of up to \$91,679 from the City of Concord, CIP #573; together with report from the Fire Department. (6-4)
34. Resolution appropriating \$348,705 in Traffic Impact Fee Funds for construction of the Downtown Complete Streets Improvement Project, CIP #460. (6-7)
35. Resolution appropriating \$152,780 and authorizing the issuance of bonds and notes for Water System Improvements in conjunction with the Downtown Compete Streets Improvement Project, CIP #460. (6-8)

### July 30, 2014 Public Hearing Action

36. Resolution adopting an amended and restated Development Program and Financing Plan for the Sears Block Tax Increment Finance District; together with report from the City Engineer. (6-5)
37. Resolution rescinding resolution #8686 and appropriating \$2,500,000 and authorizing the issuance of bond and notes in the amount of \$2,500,000 for the Downtown Complete Streets Project, CIP #460, within the Sears Block Tax Increment Finance District. (6-6) (*Public testimony submitted*)

### Appointments by the Mayor

### Reports

### New Business

**Unfinished Business**

38. Resolution amending the official map so as to establish the mapped lines of a future street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue; together with report from the Assistant City Planner. (1-16) (2-33I; 2-42) (3-39) (4-37) (5-58) (6-53) (7-40) (8-65) (9-37) (10-36) (11-40) (12-37)(1-42) (2-56) (3-45) (4-18) (5-45) (6-42) (*Action on this item tabled following a February 2013 public hearing*)
39. Ordinance amending the Code of Ordinances, Title III, Building and Housing Codes; Chapter 27, Housing Maintenance and Occupancy Code; Article 27-1, Housing Maintenance and Occupancy Code, Section 27-1-5, Amendments to the International Property Maintenance Code/2009; together with report from Code Administration. (8-14)(9-26C; 9-29) (10-37) (11-41) (12-38) (1-43) (2-57) (3-46) (4-49) (5-46) (6-43) (*Action on this item was tabled after a public hearing was held on September 9, 2013.*)
40. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection; together with report from Acting City Planner. (1-9) (2-45A; 2-46) (3-47) (4-50) (5-47) (6-44) (*Action tabled on this item; item also referred to the Impact Fee Committee after a public hearing was held February 10, 2014*)
41. Ordinance amending the Code of Ordinances, Title IV, Zoning Code, Chapter 28, Zoning Ordinance, Article 28-6, Sign Regulations, Section 28-6-7, Signs Prohibited Under this Ordinance and Glossary; together with a report from the Zoning Administrator. (2-16) (3-35E; 3-39) (4-51)(5-48) (6-45)(*March 10, 2014 public hearing opened and recessed at the request of the Deputy City Manager -- Development until such time as the Planning Board has had to finalize their review*) (***Report from the Deputy City Manager – Development; together with proposed ordinance submitted.***)

**Comments, Requests by Mayor, City Councilors**

**Comments, Requests by the City Manager**

**Consideration of Suspense Items**

**Adjournment**

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**Information**

- 7 Inf 1 Invitation to Mayor Bouley and Members of City Council to attend the Concord Grange 100<sup>th</sup> Birthday Celebration to be held on Tuesday July 22, 2014 at 7:00 p.m.
- 7 Inf 2 District Two Executive Council Report from Colin Van Ostern.
- 7 Inf 3 Communication from the University of New Hampshire notifying the City of Concord that Chad Jaquith achieved the status of Roads Scholar Two.
- 7 Inf 4 March 20, 2014 and May 22, 2014 Recreation and Parks Advisory Committee Meeting minutes.
- 7 Inf 5 May 8, 2014 Beaver Meadow Golf Course Advisory Committee Meeting Minutes.
- 7 Inf 6 May 19, 2014, May 31, 2014 and June 2, 2014 Finance Committee Meeting Minutes.
- 7 Inf 7 June 2, 2014 Concord Public Library Board of Trustees Meeting Minutes.



City Council Meeting  
**Draft Minutes**  
**June 5, 2014**  
 City Council Chambers  
 7:00 p.m.

1. The Mayor called the meeting to order at 7:00 p.m.
2. Roll Call. Councilor Bennett, Mayor Bouley, Councilors Champlin, Coen, Grady Sexton, Herschlag, Keach, Matson, McClure, Nyhan, St. Hilaire, Shurtleff, Todd and Werner were present. Councilor Bouchard was late.

Councilor St. Hilaire moved approval of the May 31, 2014 meeting minutes. The motion was duly seconded and passed with no dissenting votes.

Councilor Grady Sexton moved approval of the June 2, 2014 meeting minutes. The motion was duly seconded and passed with no dissenting votes.

3. Agenda overview by the Mayor.
4. **June 5, 2014 Public Hearings**
  - A. Resolution fixing and determining the amount of money to be appropriated by the City of Concord for the fiscal year 2015 ending June 30, 2015. (5-12)

**Action:** There being no Council objections, public hearing items A through F titles were read together.

Mayor Bouley opened the public hearings for items A through F.

**Public Testimony**

Sue Woodard, Edward Drive resident, spoke of the terrible condition of her street and the need for it to be maintained. She spoke of the safety issue and concerns of the street due to the fact that it has no sidewalks and street lights. She stated that she doesn't feel that safe streets are an optional item and feels that some of the other projects being proposed are optional.

Mayor Bouley explained that there was discussion about the roads and stated that there was a motion made and tentatively voted on to entertain a "catch up" bond, somewhere between 2 to 3 million dollars, that will use gas tax money to pay off the debt service and allow the city to do streets such as Edward Drive for fiscal year 2016.

Roy Schweiker, resident, noted his agreement with Ms. Woodard's testimony and stated that a "catch up" bond is nice but feels that there is no way that 2 or 3 million dollars can catch up in all the neighborhoods. He stated that he feels that the city needs to stop spending so much money in the downtown and start spending more in the neighborhoods. In regards to the retirement system, he noted his concern with spiking. He explained that, ordinarily, people receive a pension based upon work but some communities allow people to add extra money to the last few years so that their retirement is not based upon what they are actually earning but based on the spike which is very expensive to the retirement fund. Mr. Schweiker noted his concern with a winter shelter in the city and proposed that instead of giving the money to the shelter that the city offer to give the shelter \$5.00 a night as a voucher for anyone that goes to the Human Services Department and proves that they need to stay at the shelter. Lastly, he voiced his concerns with only having one leaf pick up instead of two in the fall and feels that this is a reduction in city services.

Mayor Bouley explained that there is no reduction in service in regards to the leaf pick noting that it will be done as it has been done in the past and staff will make it around as best they can depending upon the weather. In regards to the homeless issue, the Mayor asked if Mr. Schweiker would support cutting the budget as follows: \$10,000 for the First Congregational Church; \$31,200 for the McKenna House; and \$57,000 for the Friends Program.

Mr. Schweiker responded that his understanding is that the Friends Program and the McKenna House do in fact have some sort of screening mechanism. He stated that the difference with the winter shelter is that they take anybody at the shelter.

Mayor Bouley asked if Mr. Schweiker supports removing \$10,000 for the First Congregational Church emergency shelter during the winter.

Mr. Schweiker responded that that is not correct. He explained that instead of giving the money directly to them, he suggests giving the money to the Human Services Department so that they could give it out as vouchers to the people that are indigent and need a place to stay.

In regards to spiking in the retirement system, Councilor Shurtleff informed Mr. Schweiker that last session the legislature passed a law that banned municipalities from giving large severance packages to employees to drive up their retirement costs.

Councilor Keach appreciates Mr. Schweiker's concerns stating that he feels that he doesn't think that the people that show up at the shelter choose to be homeless. He recognizes that Concord does offer a lot of services which may attract a certain amount of people.

Jim Baer, resident, spoke in support of reducing the tax rate by a reasonable amount but not affect city services.

Sean Skabo, Intown Concord President, thanked Council for supporting Intown Concord. He indicated that they need to raise approximately \$130,000 a year which goes out in expenses; they may be on the path of going out in the next few years because they don't always get the support of the downtown merchants. Recently, to offset some of this, he stated that they have had to raise some of their fees, including registration fees for Market Days, cutting back on staff, and reducing expenses. He noted that the \$20,000 that the city gives them is a critical piece and if they didn't have this, he feels that their demise would be sooner.

Councilor Champlin indicated that he feels that Intown Concord provides a valuable service for downtown; creating destination events and many other activities downtown. He noted that there seems to be a question from some downtown merchants about transparency with Intown Concord. He asked if, the Council approves the continued funding, whether they could provide any assurances that Intown Concord will work hard to be transparent and communicate effectively with their members and other downtown merchants.

Mr. Skabo responded yes stating that it just hasn't been shared but his philosophy is good communication and good marketing. He stated that, in the past, they have done a poor job marketing Intown Concord and this is one of the things he wants to change this year since he has become president. He stated that they are putting more of their financial information out there because it's public knowledge.

Councilor Herschlag feels that there appears to be a negative tone towards the downtown merchants by Intown Concord. He noted that it was indicated that the reason they are increasing costs for the participation of Market Days was related to expenses and asked why, at the same time they are trying to control expenses, they have had significant increase in not only the cost of staffing but the percentage of the total budget.

Mr. Skabo stated that he doesn't mean to come across in a negative tone in regards to the merchants adding that they try to have merchants join and encourage them to become part of the organization. He noted that some of the merchants express that they don't feel that Intown Concord offers them any type of value. In regards to staffing, Mr. Skabo explained that there used to be a 40 hour executive director position and 25 to 30 hour office position; once these two positions resigned, they hired an operation officer at a much lower salary than what they were paying before: approximately 20 percent lower. He explained that they still had to get a lot of work done so they outsourced for some events such as Market Days stating that this doesn't appear in the payroll because it was a contract deal.

Councilor Herschlag asked if it's listed anywhere of the amount paid to a contractor for their services during Market Days pointing out that he doesn't see any specific line item. Mr. Skabo responded that the contract was approximately \$25,000.

Councilor Herschlag asked why Intown Concord isn't able to work together with the merchant roundtable; the merchant roundtable has a very specific purpose to meet the concerns and needs of the merchants and Intown Concord, as an umbrella organization,

would be able to coordinate activities and bring in a larger group. Mr. Skabo indicated that some members from Intown Concord do attend the merchant roundtable meetings on occasion.

Councilor Todd spoke of his appreciation for Intown Concord's work over the years. He noted his agreement with Councilor Champlin's comments that it's a matter of disclosure.

Councilor St. Hilaire asked how much the annual membership dues are. Mr. Skabo responded that they vary explaining that it all depends on full time equivalent (fte) counts in the shops - \$100 to \$500. He added that some of the law firms and banks do offer higher amounts because they see the value of the organization and may give \$1,000 to \$1,500. Mr. Skabo indicated that they are projecting \$13,000 in annual dues this year.

Councilor St. Hilaire asked, aside from what the City of Concord gives and what is earned for revenue from Market Days and other small events, where Intown Concord gets the rest of their fundraising. Mr. Skabo responded that it would consist of: \$13,000 in membership dues; \$20,000 from the state; \$8,000 on Market Days; \$6,000 annual meeting; \$5,000 upstairs/downtown walking tour; \$2,000 Midnight Merriment; board members donate money. He added that they are bleeding \$20,000 to \$30,000 a year on average and they are done in two years if this doesn't change.

Councilor Bennett stated that he hopes that Intown Concord is more transparent and when merchants come to them to ask for information that they respond in kind.

Mayor Bouley asked if Intown Concord was done if they do not receive \$20,000 from the city: Mr. Skabo responded that they may be done by the end of the year if they do not receive the \$20,000. Mayor Bouley asked, if they do receive the \$20,000 and they don't change the way things are done, whether they are done in two years. Mr. Skabo indicated that to be correct.

Discussion and clarification ensued in regards to expenses and revenues listed by Intown Concord.

Mike Cohen, Pitchfork Records, stated that he has been asking for a profit and loss sheet from Intown Concord for five years and has been denied it upon each request. He noted that many other merchants had requested this and also been denied the information. He indicated that he would join if he could receive a true profit and loss statement. He feels that if the city gives the \$20,000 to Intown Concord there should be an addendum that says that they have to provide a profit and loss statement upon request.

Mayor Bouley asked if Mr. Cohen was a member of the merchant roundtable. Mr. Cohen responded yes. Mayor Bouley asked how many members there are in the merchant roundtable. Mr. Cohen responded that it's open to anyone and there is not a set membership. Mayor Bouley asked if Mr. Cohen supported the \$20,000. Mr. Cohen indicated that to be correct. Mayor Bouley asked if it's anticipated that the merchant roundtable would pick up Market Days, Halloween Howl and Midnight Merriment if

Intown Concord no longer exists; would the merchant roundtable come to the city requesting \$20,000 to run these events. Mr. Cohen responded that what he hopes is that, once they remove the cloak of secrecy, they will see a number of other merchants joining this particular organization. Mr. Cohen indicated that he ran Market Days for two years and had 118 vendors with one extra person helping. He stated that he is not saying he wants to do this again but feels that 1,400 hours is a bit exaggerated. Mayor Bouley asked if he did this on a volunteer basis. Mr. Cohen responded yes. He stated that perhaps the roundtable would be interested in taking it over explaining that they offered to do so 3 ½ years ago but were denied.

Councilor Keach asked if Intown Concord is a nonprofit with public records. Mr. Cohen responded that he would think they would be public and would think that on top of that with the city donating \$20,000 it would make it more public. Councilor Keach noted that he believes that they are a 501(c)(3) or some variation of this.

There being no further public testimony, the Mayor closed the hearings for items A through F.

- B. Resolution amending the amount of money to be appropriated by the City of Concord for the fiscal year 2015 ending June 30, 2015. (5-13) *(Not previously distributed)*

**Action:** Public hearing for this item taken with item A.

- C. Resolution closing and completing certain capital projects; rescinding/de-authorizing appropriations; returning un-used fund balances to their original sources; and transferring, reappropriating or otherwise making remaining balances available for future purposes; together with report from the Senior Accountant. (5-14)

**Action:** Public hearing for this item taken with item A.

- D. Resolution for bonded projects within the Capital Budget for Fiscal Year 2015 (July 1, 2014 to June 30, 2015) hereby is authorizing and approving the expenditure of \$8,115,000 and authorizing the issuance of \$8,115,000 in bonds and notes for various capital projects; together with report from the Deputy City Manager – Finance. (5-15) *(Revised resolution submitted)*

**Action:** Public hearing for this item taken with item A.

- E. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, amending Schedule I of Article 1-5, Fees, Fines and Penalties, Water Rates. (5-16)

**Action:** Public hearing for this item taken with item A.

- F. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, amending Schedule I of Article 1-5, Fees, Fines and Penalties, Sewer Rates. (5-17)

**Action:** Public hearing for this item taken with item A.

**June 5, 2014 Public Hearing Action**

5. Resolution fixing and determining the amount of money to be appropriated by the City of Concord for the fiscal year 2015 ending June 30, 2015. (5-12)

**Action:** Councilor Nyhan moved approval. The motion was duly seconded and passed with no dissenting votes.

6. Resolution amending the amount of money to be appropriated by the City of Concord for the fiscal year 2015 ending June 30, 2015. (5-13) *(Not previously distributed)*

**Action:** Councilor St. Hilaire moved approval. The motion was duly seconded.

Councilor Herschlag moved to appropriate the \$20,000 for Intown Concord but not release the dollars until after they have provided the community with the information that they indicated they would be forthcoming with.

Councilor Shurtleff asked if by releasing the information to the Council doesn't the information become a public record that is available to the public; the criteria would therefore have been met.

Mayor Bouley responded that he believes this to be correct. He asked Councilor Herschlag if the information that he was looking for in his motion, is the same information that Council has received.

Councilor Herschlag responded that it's a good starting point but would like Intown Concord to provide more specific information relating to some of the items on the forms that they submitted to the city. He noted that Council has just heard Mr. Cohen's testimony indicating that over a number of years community members have asked for that information and it hasn't been forthcoming. He stated that he isn't looking to delay the funding but would feel more comfortable if they saw that information before the funding was released.

City Manager Tom Aspell explained that the money for Intown Concord isn't processed until March of each year. He suggested that Intown Concord submit the documents and, if they are not received by March, the payment wouldn't be processed.

Councilor Herschlag indicated that the City Manager's suggestion is acceptable to him.

City Manager Aspell indicated that the documents would be on file at the City Clerk's Office for public viewing.

Councilor St. Hilaire questioned what documents would be on file.

Mr. Aspell responded that the application would be on file along with the profit and loss statement as indicated this evening.

Councilor St. Hilaire stated that he feels that there is already a profit and loss included within the package. He asked what additional documents would be added.

Mr. Aspell responded that if it's already included then there wouldn't be any additional documents.

Councilor St. Hilaire noted that he feels that Councilor Herschlag is looking for a lot more than what was received this evening. He stated that he doesn't want the city in a position of trying to hone out several items and wants them to just have whatever a group is required to provide to the city to get funding; if they have met that criteria, it's a public document and that criteria has been satisfied.

Councilor Bennett noted his agreement with Councilor St. Hilaire and pointed out that Intown Concord was put on notice this evening and they realize that if someone asks for records that are public then they need to supply them. He indicated that they can monitor that for the next year and if it comes to a point that they are not doing that then the city can take appropriate action at that time.

Councilor Herschlag stated that he specifically requests more of an itemized list of their miscellaneous and community event expenses. He noted that he believes this is an item of particular interest to a number of merchants and it is his belief that, by providing this information, it will go a long way in answering questions and provide a reason for people to join that organization which will place it on a more solid footing.

Councilor St. Hilaire stated that he doesn't feel that the Council should be micromanaging an organization or intervening to try to save their business model.

Councilor Coen agreed with Councilor St. Hilaire indicating that what he has heard this evening is that they have new leadership and they recognize the severity they are in.

Councilor Shurtleff noted that he feels that Mr. Cohen's public testimony was very open and honest. He feels that any nonprofit that receives funds from the city should provide a profit and loss and feels that they have met that requirement. He further feels that they shouldn't have to jump through hoops to provide additional information.

Councilor Keach seconded Councilor Herschlag's motion. The motion failed on a voice vote.

Councilor Herschlag noted that it's his understanding that enterprise accounts, such as the arena and golf course, are designed to be financially independent and self supporting; this means that city property tax dollars are not used for the costs associated with these accounts and that the profits are excess revenues that can be used for capital projects as well as day to day operational costs. He noted that he believes that both the arena and golf course found themselves in a position of not being able to meet all their financial obligations in the recent past and in both cases the city has stepped in with money from the general fund to close the gap between revenue and expenses. He indicated that he feels that revenue from the city should only be used as a last resort and should not be used any longer than absolutely

necessary. In looking at the budget for both accounts, he pointed out that it appears that they are now in the position to meet their financial obligations without using property tax funding and both have sufficient funds in the reserve for the next few years which will relieve the city from having to support these accounts. He pointed out that this year, the amount that the city is providing the golf course is \$26,480 and the arena is \$16,030; the golf course was slated to continue providing city funds through 2017 and the arena through 2016.

Councilor Herschlag moved to remove, from the budget to transfer into the golf course and arena, \$26,480 for the golf course and \$16,030 for the arena. The motion failed to receive a second.

Councilor St. Hilaire's motion to accept the resolution passed with no dissenting votes.

Mayor Bouley announced that he did not vote on Crisis Center of Central NH or the NH Municipal Association portion of the budget; Councilor Shurtleff did not vote on the Penacook Community Center portion of the budget; Councilor Grady Sexton did not vote on the Crisis Center of Central NH portion of the budget; Councilor Keach did not vote on the Friendly Kitchen and the Chamber of Commerce portion of the budget; Councilor Champlin did not vote on the Chamber of Commerce portion of the budget.

7. Resolution closing and completing certain capital projects; rescinding/de-authorizing appropriations; returning un-used fund balances to their original sources; and transferring, reappropriating or otherwise making remaining balances available for future purposes; together with report from the Senior Accountant. (5-14)

**Action:** Councilor McClure moved approval. The motion was duly seconded and passed with no dissenting votes.

8. Resolution amending the amount of money to be raised for the bonded projects within the Capital Budget for Fiscal Year 2015 hereby is authorizing and approving the expenditure of \$7,975,000 and authorizing the issuance of \$7,975,000 in bonds and notes for various capital projects; together with report from the Deputy City Manager – Finance. (5-15) (*Revised resolution submitted*)

**Action:** Councilor Nyhan moved approval. The motion was duly seconded.

Councilor Nyhan stated that Council had previously had a robust discussion relative to not moving forward with building a concession stand at Memorial Field with capital dollars and being pushed and redirected to building a boat ramp. He stated that he wanted to revisit the discussion and add, when RPAC does consider improvements at Memorial Field relative to a concession stand, that RPAC also take up the thought of making some improvements at the neighborhood pools. He further asked formally that RPAC also consider a general quality of the pool experience and to also consider some shade structures or other improvements deemed necessary.

The motion was approved 15 to 0 on a roll call vote with Councilors Bennett, Bouchard, Mayor Bouley, Councilors Champlin, Coen, Grady Sexton, Herschlag, Keach, Matson,

McClure, Nyhan, St. Hilaire, Shurtleff, Todd and Werner voting yes.

9. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, amending Schedule I of Article 1-5, Fees, Fines and Penalties, Water Rates. (5-16)

**Action:** Councilor Nyhan moved approval. The motion was duly seconded and passed with no dissenting votes.

10. Ordinance amending the Code of Ordinances, Title I, General Code; Chapter 1, Government Organization, amending Schedule I of Article 1-5, Fees, Fines and Penalties, Sewer Rates. (5-17)

**Action:** Councilor Nyhan moved approval. The motion was duly seconded and passed with no dissenting votes.

#### Comments, Requests by Mayor, City Councilors

Councilor Todd reminded everyone that tomorrow evening there will be a ceremony at City Hall Plaza at 6:00 p.m. for Concord 250<sup>th</sup> unveiling of the time capsule.

Councilor Herschlag noted he was impressed with the City Planner and the Planning Department's due diligence in the PSNH line reintroduction from the Manor Station to Hopkinton Road.

Councilor Champlin added to Councilor Todd's reminder that there will also be the first opportunity to participate in the 250<sup>th</sup> community mosaic project; a community art project.

Mayor Bouley explained that Concord has the highest percentage of tax exempt land value than any city in NH at 30 percent; this means that 70 percent of the property tax payers are paying for 100 percent of the city services that are provided and despite this burden, this city is the fourth lowest municipal tax rate than any city in the state. He pointed out that the budget includes the completion of the Route 3 project, improvement of city pools, and the design for a citywide community center which are all in addition to the other capital initiatives that were approved last year. He added that this is all possible by the responsible policy making on the part of this City Council and the professional management on the part of the dedicated city staff. He noted that in working together and listening to the citizens they achieved this success; the measurement of this success can be seen in the improvements to the quality of life and the strong bond rating and continued top economic ranking. He recognized and thanked the City Manager Tom Aspell, Deputy City Manager-Finance Brian LeBrun, OMB Director Bob McManus, Assistant Finance Director Katie Graff, Budget Analyst Rebekah Dougherty, Department Heads, and Tom Tufo and Diane Rines in the IT Department. He recognized the public who called, emailed and came out to testify.

City Council Minutes

June 5, 2014

10

**Comments, Requests by the City Manager**

City Manager Aspell indicated that the city is short fifteen lifeguards for the city pools. He made a plea to the public for these positions and added that assistance is available for certification.

**Adjournment**

The time being 8:49 p.m., Councilor Bennett moved to adjourn the meeting. The motion was duly seconded and passed with no dissenting votes.

*A true copy; I attest:*

*Michelle Mulholland*

*Deputy City Clerk*



7-5

TJA

***Non-public session in accordance with RSA 91-A: 2, I (a) to discuss collective bargaining strategies to be held at 6:00 p.m.***

City Council Meeting  
**Draft Minutes**  
**June 9, 2014**  
City Council Chambers  
7:00 p.m.

1. The Mayor called the meeting to order at 7:00 p.m.
2. Invocation by Rabbi Robin Nafshi from the Temple Beth Jacob.
3. Pledge of Allegiance.
4. Roll Call. Councilors Bennett, Bouchard, Mayor Bouley, Councilors Champlin, Coen, Grady Sexton, Herschlag, Keach, McClure, Nyhan, St. Hilaire, Shurtleff, Todd and Werner were present. Councilor Matson was excused.
5. Approval of the May 12, 2014 Meeting Minutes.

**Action:** Councilor St. Hilaire moved approval of the May 12, 2014 meeting minutes. The motion was duly seconded and passed with no dissenting votes.

6. Mayor Bouley read a resolution in recognition of the services of John Swope. (5-29)
7. Agenda overview by the Mayor.

***- Consent Agenda Items -***

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

**Action:** Councilor Nyhan moved approval of the consent agenda with items 9, 11, 23 and 26 being removed for discussion at the end of the agenda. The motion, as amended, was duly seconded and passed with no dissenting votes.

**Referral to the Traffic Operations Committee**

8. Communication from Michael Munroe, 12 Ripley Street, asking that consideration be given to making Ripley Street local access only.
9. Communication from Councilor Herschlag requesting consideration be given for traffic calming methods or a three way stop at the intersections of Washington Street, Borough and River Roads; for extending the sidewalk from Primrose Lane and Borough Road to where it would connect with the sidewalk that was constructed within the Sandwood Development by Alice Dive and Borough Road and pedestrian friendly improvements from the Washington Street and River Road intersection heading east to Primrose Lane on Borough Road. *(Pulled from consent by Councilor Herschlag)*

**Action:** Item removed from the consent agenda for discussion.

**Referral to the Parking Committee**

10. Communication from Debbi Roy, 48 North State Street, requesting consideration be given to permitted resident parking only in the area to accommodate residents wishing to park near their homes.

**Referral to Code Administration and the Police Department**

11. Communication from Kathleen Conners, 5 Cambridge Street, regarding safety concerns she has within her neighborhood as well as other areas within the City of Concord. *(Pulled from consent by Councilors Bennett and Herschlag)*

**Action:** Item removed from the consent agenda for discussion.

**Items Tabled for July 14, 2014 Public Hearing**

12. Ordinance amending Code of Ordinances, Title V, Administrative Code; Chapter 30, Administrative Code, Article 30-3, Boards and Commissions Section 30-3-7, City Parking Committee; together with report from the Director of Redevelopment, Downtown Services & Special Projects in response to a communication from Councilor Herschlag requesting consideration be given to amending the current parking committee ordinance to reflect the current membership of the committee as well as expanding membership to the committee. (4-11)
13. Ordinance amending the Code of Ordinances, Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-2, No Stopping or Parking Near Hazardous or Congested Places, Schedule XVI; Fruit Street, Industrial Drive; together with report from the Director of Redevelopment, Downtown Services & Special Projects in response to a communication from

Councilor Nyhan requesting consideration be made to extend the no parking zone at the intersection of South Fruit Street and Industrial Drive to a distance of approximately 200ft southerly and 200ft northerly along the east side of South Fruit Street. (5-9)

14. 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 (a); together with report from the Director of Redevelopment, Downtown Services & Special Projects in response to a communication from Curtisville and South Curtisville Road residents asking the City of Concord to consider traffic/parking improvements in the vicinity of the Broken Ground and Mill Brook Schools. (4-12)
15. Ordinance amending the Code of Ordinances; Title II, Traffic Code, Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-4 Parking Prohibited in Certain Places); together with report from the Director of Redevelopment, Downtown Services & Special Projects.
16. Ordinance amending the Code of Ordinances, Title II, Traffic Code, Chapter 18 Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-20 Parking Prohibited in Hazardous Places.
17. Resolution authorizing the City Manager to submit an application in an amount of up to \$345,000 and to accept and appropriate grant proceeds of up to \$500,000 in Community Development Block Grant funds on behalf of Independent Living Concord; together with a report from the Director of Redevelopment, Downtown Services, and Special Projects.
18. Resolution accepting and appropriating the sum of \$27,786 in unmatched grant funds from the United States Department of Justice, Edward Byrne Memorial Justice Assistance Grant Program, funds designated for law enforcement related programs; together with report from the Police Department.

**From the City Manager**

19. Positive Citizen Comments.

**Consent Reports**

20. Diminimus gifts and donations report from the Interim Co-Library Directors requesting authorization to accept monetary gifts totaling \$5,597.80 as provided for under the preauthorization granted by City Council.

21. Diminimus gifts and donations report from the Recreation Director requesting authorization to accept monetary gifts totaling \$900 as provided for under the preauthorization granted by City Council.
  22. Report from the Parks and Recreation Director in response to a communication from the Making Strides Against Breast Cancer committee proposing a beautification project that would enhance the appearance of Memorial Field and raise funds for the American Cancer Society. (8-10)
  23. Report from General Services in response to a communication from Robert T. Baker, asking City Council to consider requesting an accounting of tree removals and plantings within the City of Concord as well as the implementation of policies that value shade trees vs. ornamental plantings within the city. (5Inf12) (5Sus1) (*Pulled from consent by Councilor McClure*)
- Action:** Item removed from the consent agenda for discussion.
24. Report from the City Engineer regarding the status of the Sewalls Falls Bridge Replacement Project (CIP22).
  25. Report from the Parks and Recreation Director in response to a request from the Concord Rotary to enter into an agreement with City of Concord for annual Weekend on the Water Event.
  26. Report from the Deputy City Manager – Development in response to a communication from Michael Reed, CATCH Neighborhood Housing, requesting that the City of Concord grant them a license to install a ramp within the city sidewalk at 4 Pleasant Street Extension, Endicott Hotel. (3-8) (*Pulled from consent by Councilor Champlin*)

**Action:** Item removed from the consent agenda for discussion.

#### Consent Resolutions

27. Resolution repurposing \$20,000 of unexpended golf simulator project funds, (CIP #107) to support paving improvements to the entryway of the Beaver Meadow Golf Course Clubhouse (CIP #235); together with report from the Deputy City Manager – Finance.
28. Resolution transferring the sum of \$193,100 from the Compensation Adjustment Account; together with report from the Deputy City Manager - Finance.

**Consent Communications**

29. Street closure request for a neighborhood graduation block party to be held on June 21 from 1:00-5:00 p.m., blocking off Wilson Ave from South Street to 4 Wilson Ave.

**Appointments**

30. City Manager's proposed appointment to the Board of Trustees of Trust Funds.  
*Michael Aitken*
31. Mayor Bouley's proposed appointment to the Transportation Policy Advisory Committee. *Sheila Zakre*

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

**32. June 9, 2014 Public Hearings**

- A. Resolution appropriating the sum of \$115,000 from the Economic Development Reserve Fund for completion of a Comprehensive Strategic Parking Plan; together with report from the Director of Redevelopment, Downtown Services, & Special Projects. (5-18)

**Action:** Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects, provided an overview.

City Manager Tom Aspell asked Mr. Walsh to explain the geographic limit.

Mr. Walsh explained that, geographically, the study is going to be focused to the north at the NH Superior Court Building on Chapel Street; to the south on areas of South Spring Street towards McKee Square; cross to Main Street at Christ the King Church; back north through downtown and Storrs Street to the Superior Court Building.

Mayor Bouley opened the public hearing.

**Public Testimony**

Roy Schweiker, resident, spoke in opposition noting that he is not sure he understands this, not sure how its goals are going to work out, and feels that it's too expensive. He feels that this is the wrong time to spend a lot of money on a parking study when it's going to be too late for the project downtown.

There being no further public testimony, the Mayor closed the hearing.

- B. Resolution appropriating the sum of \$314,375 for the purpose of purchasing a new front end loader with attachments, including \$293,850 in grant funds from the Federal Aviation Administration (FAA), \$16,325 from the State of New Hampshire, and \$4,200 from the City of Concord; together report from the Associate Engineer. (5-19)

**Action:** City Manager Tom Aspell provided a brief overview.

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

### **June 9, 2014 Public Hearing Action**

33. Resolution adopting an amended and restated Development Program and Financing Plan for the Penacook Village Tax Increment Finance District; together with report from the Director of Redevelopment, Downtown Services and Special Projects. (4-14) (5-35B; 5-38) *(Public hearing held on May 12, 2014; due to statutory requirements action must take place at City Council's June 9th meeting).*

**Action:** Councilor Nyhan moved approval. The motion was duly seconded.

Councilor Herschlag indicated that this doesn't take care of the coal ash in the front of the building. Referencing the suspense resolution, he feels that moving ahead with the final clean up, leaving the coal ash where it is and then aggressively moving forward with development is the best option that Council has at this time.

The motion to approve passed with no dissenting votes.

34. Resolution appropriating the sum of \$245,000 including the authorization for the issuance of bonds and notes in the amount of \$170,000 for environmental cleanup of city owned real estate located at 5 – 35 Canal Street known as the former Allied Leather and Amazon Realty sites (CIP #508) located within the Penacook Village Tax Increment Finance District. (4-15) (5-35C; 5-39) *(Report from the Penacook Village Tax Increment Finance District Advisory Board submitted) (Public hearing held on May 12, 2014; due to statutory requirements action must take place at City Council's June 9th meeting).*

**Action:** Councilor Nyhan moved approval. The motion was duly seconded and passed on a voice vote.

35. Resolution adopting an amended and restated Development Program and Financing Plan for the Sears Block Tax Increment Finance District; together with report from the Director of Redevelopment, Downtown Services & Special Projects. (5-35D; 5-40) *(Public hearing held on May 12, 2014; due to statutory requirements action must take place at City Council's June 9th meeting).*

**Action:** Councilor Coen moved approval. The motion was duly seconded.

Councilor Herschlag stated that he will be voting against this noting that he feels that they have done everything that they need to do to spread development within this district. He indicated that it's his opinion that the purpose of a TIF district is to bring a level playing field of a blighted area that's very difficult to develop economically. He doesn't believe that they need or should be moving forward to expand the scope of this district.

The motion to approve passed on a voice vote.

36. Resolution authorizing the issuance of bonds and notes in the amount of \$1,900,000 for acquisition of the New Hampshire Employment Security Property located at 32 South Main Street and 33 South State Street within the Sears Block Tax Increment Finance District. (5-35E; 5-41) *(Report from the Sears Block Tax Increment District Advisory Committee submitted) (Public hearing held on May 12, 2014; due to statutory requirements action must take place at City Council's June 9th meeting). (Communication from Mike Russell, Concord resident, in opposition to the City of Concord purchasing this property) (Supplemental report from the Director of Redevelopment, Downtown Services & Special Projects submitted)*

**Action:** Councilor Nyhan moved approval. The motion was duly seconded.

Councilor St. Hilaire wanted to clarify that this vote is simply for the purchase amount and not for the entire plan as listed within the report.

City Manager Aspell indicated that to be correct.

Councilor Herschlag stated that he will not be supporting this resolution noting that it is his opinion this doesn't make sense from a bottom line perspective.

Councilor Keach questioned whether these were interest only bonds. Mr. Aspell responded that they are bond anticipation notes for five years. Councilor Keach asked what would happen at the end of five years if the property was still vacant. Mr. Aspell responded that it is his understanding that it would be switched over to general obligation bonds. Councilor Keach asked if it was staff's opinion that it wouldn't come to this in five years. Mr. Aspell responded that he believes five years would be plenty of time depending on what is done with the complete streets program and other demands downtown.

Councilor Champlin stated that he will be voting in favor of this motion but is becoming a little concerned about the degree to which the city is involved in development projects. He fully understands the city's involvement in a project such as the tannery site in Penacook to attract development. He is going to vote in favor of

this site primarily because he feels that it's important for this piece of property to enter the city tax rolls.

Councilor Todd views this project as a long term project and he will be supporting it for this reason. He feels that this is a large tract of land in a very vital area of the downtown and that it's in the city's best interest, long term, to oversee the development of this property.

Councilor Bennett inquired as to how much money they have expended in the tannery site to date. Mr. Walsh responded that the amount is approximately \$4.7 million; 37 percent of this was the city and the rest were from various grants.

Councilor Shurtleff asked if it was correct that part of the reason that they have spent so much was due to the amount of pollution that was on the tannery site. Mr. Aspell indicated that to be correct.

The motion to approve passed on a voice vote.

37. Resolution authorizing the issuance of bonds and notes in the amount of \$190,000 for weatherization of the New Hampshire Employment Security Building located at 32 South Main Street and 33 South State Street within the Sears Block Tax Increment Finance District. (5-35F; 5-42) *(Public hearing held on May 12, 2014; due to statutory requirements action must take place at City Council's June 9th meeting).*

**Action:** Councilor St. Hilaire moved approval. The motion was duly seconded.

Mayor Bouley inquired whether this can be done for less money. Mr. Aspell responded that staff is working to see if they can get this number down to something more manageable. He indicated that his recommendation would be to reduce this \$190,000 down to \$85,000. He recommends not appropriating dollars for boarding up the windows and doors and simply just keep it locked up and secure; do all the improvements necessary for protecting mechanicals and the elevator.

Councilor Coen stated that what he just heard is that they would not board up the windows and doors and questioned whether plywood would have been used to board this up. Mr. Aspell responded that it would be black plywood. He added that while this is probably the most secure situation, he'd rather them be forced to come to this. Councilor Coen noted that it may be secure but aesthetically it may be hideous. He indicated that by eliminating the boarding, the structure will look the same as it does today.

Councilor Keach stated that his preference would be to take the building down because he doesn't want to see a blighted building in the middle of downtown. He questioned whether there is some possibility that the existing building could be rehabbed. Mr. Aspell responded that the thought is that if they take it down it

precludes the option at the existing site; keep that option out there and open for anyone that may want to develop this site. Councilor Keach inquired whether there is still a level of optimism that someone will come along and use the existing building and rehab it. Mr. Aspell responded that interested people have been contacting staff but they haven't gotten to the point to where they have done the analysis to determine whether it's a reuse or a demolition. He added that if it was demolished he believes they could attract a greater group of people because it would be an unencumbered site.

Mayor Bouley explained that he has the impression that reuse of it isn't reusing the building as envisioned today, it's reusing the bones of it such as the steel but not the rest of the building.

Councilor St. Hilaire stated that he feels that it's a good idea not to board up the building. He inquired whether it would be prudent to do some other security measures questioning whether there would be enough funds necessary with the recommended amount to do this. Mr. Aspell responded that it doesn't leave enough funds to do this but it would include changing the locks and putting in fencing in the back. He stated that if they wanted to they could modify the amount to allow for something like this. Councilor St. Hilaire indicated that he would feel more comfortable making the amount \$90,000 to allow for security cameras to help defer vandalism and graffiti. Councilor St. Hilaire noted that they have the two options with the other one coming up next for the demolition of the building. He pointed out that the report mentions burying the lines all at the same time but doesn't see that as an option here. He inquired whether this will come before the Council with the complete streets project at a later time. Mr. Aspell responded that it would be dealt with then.

Councilor St. Hilaire moved to amend his motion to amend the amount of the resolution from \$190,000 to \$90,000. The motion was duly seconded and passed on a voice vote.

The motion to accept the resolution, as amended to \$90,000, was approved on a voice vote.

38. Resolution authorizing the issuance of bonds and notes in the amount of \$325,000 for demolition of the New Hampshire Employment Security Building located at 32 South Main Street and 33 South State Street within the Sears Block Tax Increment Finance District. (5-35G; 5-43) *(Public hearing held on May 12, 2014; due to statutory requirements action must take place at City Council's June 9th meeting).*

**Action:** Councilor Nyhan moved to not approve this resolution pending additional information forthcoming. The motion was duly seconded and passed with no dissenting votes.

39. Resolution appropriating the sum of \$115,000 from the Economic Development Reserve Fund for completion of a Comprehensive Strategic Parking Plan; together with report from the Director of Redevelopment, Downtown Services, & Special Projects. (5-18)

**Action:** Councilor Champlin moved approval. The motion was duly seconded.

Councilor Herschlag stated that he will not be voting to support this resolution. He feels that having a parking study is noteworthy and makes a lot of sense but that the timing of the study is what concerns him. He noted that it doesn't make sense to him that the study will be completed after its anticipated that the Main Street project will be undertaken. He indicated that if he was assured that this study would be completed before the Main Street project was to begin, he would be willingly supportive of this parking study.

Councilor Coen pointed out that this encompasses the parking garages and whether there should be more garages or surface parking; how they should deal with ongoing maintenance of the garages; it also encompasses the fee structure. He stated that the study encompasses more than just the Main Street area which is why he will be supporting this item.

Councilor Keach noted his agreement with Councilor Coen stating that it's bigger than just parking rates and spaces and that it's critical and important to move forth with this study.

Referencing the second goal on page two of the report, Councilor Herschlag read "insure that an adequate supply of parking exists to support economic development goals such as expanded mercantile activity, upper story redevelopment, market rate housing, and potential future redevelopment projects". He stated that his concern is that they receive a parking study report that's contrary to the Main Street plan.

Mayor Bouley stated that he feels that this is an important item that is long overdue. He indicated that parking is one of those issues that is well within the top three that he hears about the most in the city. He noted that this review is necessary to really look at the neighborhood streets. He stated that he hopes the Council joins him in supporting this item.

Councilor Bennett stated that he feels that this is something that needs to be done and that, in the end, it will be money well spent.

Councilor Herschlag spoke in regards to the timing of the parking study.

Mayor Bouley made the point that anybody suggesting that this is just about Main Street is really missing the point; this is a much bigger, much more comprehensive study that they have really done. He indicated that this is about the community and not just Main Street and feels that it's time to move ahead with this.

Councilor McClure inquired whether this included the high school. Mr. Aspell responded that it doesn't go all the way to the high school but pointed out that a lot of the kids park all the way down Centre Street to White Street.

Councilor Werner noted his agreement with the Mayor's comments. Referencing the garages, he noted that another thing that may want to look at and that the study may help to accomplish is the feasibility of installing electronic car charging stations to plan for the future.

The motion to approve passed on a voice vote.

40. Resolution appropriating the sum of \$314,375 for the purpose of purchasing a new front end loader with attachments, including \$293,850 in grant funds from the Federal Aviation Administration (FAA), \$16,325 from the State of New Hampshire, and \$4,200 from the City of Concord; together report from the Associate Engineer. (5-19)

**Action:** Councilor Nyhan moved approval. The motion was duly seconded and passed with no dissenting votes.

#### Appointments by the Mayor

#### Reports

#### New Business

41. Resolution repurposing \$13,350 from completed and unexpended City Hall slate roof repair (CIP #65) to support improvements to Memorial Field (CIP #557); together with report from the Deputy Director of General Services.

**Action:** Councilor Nyhan moved approval. The motion was duly seconded.

Following brief Council discussion, the motion passed with no dissenting votes.

Mayor Bouley indicated that there is one more item for new business explaining that there are two contracts: Concord Police Patrolmen's Association and the International Association of Fire Fighters.

In accordance with RSA 273-A:3, Councilor Shurtleff moved to approve the cost items included in the collective bargaining agreement from January 1, 2014 through December 31, 2016 between the Concord Police Patrolmen's Association ("CPPA") and the City of Concord. The motion was duly seconded and passed on a voice vote.

In accordance with RSA 273-A:3, Councilor St. Hilaire moved to approve the cost items included in the collective bargaining agreement from July 1, 2014 through June 30, 2017 between the International Association of Fire Fighters – Local 1045

("IAFF") and the City of Concord. The motion was duly seconded and passed on a voice vote.

### Unfinished Business

42. Resolution amending the official map so as to establish the mapped lines of a future street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue; together with report from the Assistant City Planner. (1-16) (2-33I; 2-42) (3-39) (4-37) (5-58) (6-53) (7-40) (8-65) (9-37) (10-36) (11-40) (12-37)(1-42) (2-56) (3-45) (4-18) (5-45) (*Action on this item tabled following a February 2013 public hearing*)

**Action:** This item remains on the table.

43. Ordinance amending the Code of Ordinances, Title III, Building and Housing Codes; Chapter 27, Housing Maintenance and Occupancy Code; Article 27-1, Housing Maintenance and Occupancy Code, Section 27-1-5, Amendments to the International Property Maintenance Code/2009; together with report from Code Administration. (8-14)(9-26C; 9-29) (10-37) (11-41) (12-38) (1-43) (2-57) (3-46) (4-49) (5-46) (*Action on this item was tabled after a public hearing was held on September 9, 2013.*)

**Action:** This item remains on the table.

44. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection; together with report from Acting City Planner. (1-9) (2-45A; 2-46) (3-47) (4-50) (5-47) (*Action tabled on this item; item also referred to the Impact Fee Committee after a public hearing was held February 10, 2014*)

**Action:** This item remains on the table.

45. Ordinance amending the Code of Ordinances, Title IV, Zoning Code, Chapter 28, Zoning Ordinance, Article 28-6, Sign Regulations, Section 28-6-7, Signs Prohibited Under this Ordinance and Glossary; together with a report from the Zoning Administrator. (2-16) (3-35E; 3-39) (4-51)(5-48) (*March 10, 2014 public hearing opened and recessed at the request of the Deputy City Manager – Development until such time as the Planning Board has had to finalize their review*)

**Action:** This item remains on the table.

### Comments, Requests by Mayor, City Councilors

Councilor Todd announced that the annual Penacook Village Farmers Market begins Monday, June 23<sup>rd</sup> and occurs every Monday subsequent through September 29<sup>th</sup>, except Labor Day.

Councilor Todd noted that there has been a four rivers, five communities, eight organizations along the river exploring community connections event going on since May which goes through October. He announced that Wednesday, June 11<sup>th</sup>, is Penacook's turn of the potluck supper and program "Crossing the Merrimack from Ferries to Bridges". He indicated that the program begins at 7:00 p.m. but the potluck dinner begins at 6:00 p.m. at the Penacook Historical Society, 11 Penacook Street.

Councilor Champlin announced that the weekend of June 21<sup>st</sup> and 22<sup>nd</sup> is the Granite State Music Festival behind the Everett Arena.

Councilor Herschlag indicated that he has tentatively scheduled a Ward Two neighborhood meeting at the Newell Post on Fisherville Road on Friday, June 27<sup>th</sup> from 6:00 p.m. to 7:30 p.m.

Mayor Bouley announced that the Concord 250<sup>th</sup> time capsule event was a well attended event and recognized the committee for their efforts.

#### Comments, Requests by the City Manager

City Manager Tom Aspell informed Council that the city is still short fourteen lifeguards for the city pools.

#### Consideration of items pulled from the consent agenda for discussion

- Items 9, 11, 23 and 26 have been pulled from the consent agenda for discussion.
9. Communication from Councilor Herschlag requesting consideration be given for traffic calming methods or a three way stop at the intersections of Washington Street, Borough and River Roads; for extending the sidewalk from Primrose Lane and Borough Road to where it would connect with the sidewalk that was constructed within the Sandwood Development by Alice Dive and Borough Road and pedestrian friendly improvements from the Washington Street and River Road intersection heading east to Primrose Lane on Borough Road. (*Pulled from consent by Councilor Herschlag*)

**Action:** Councilor Herschlag asked that staff and the committee look at whether or not it would be prudent to put a three way stop at the intersection of Washington Street, River Road and Borough Road.

Following brief Council discussion, Councilor Herschlag moved to refer this to the Traffic Operations Committee. The motion was duly seconded and passed on a voice vote.

11. Communication from Kathleen Conners, 5 Cambridge Street, regarding safety concerns she has within her neighborhood as well as other areas within the City of Concord. *(Pulled from consent by Councilors Bennett and Herschlag)*

**Action:** Councilor Herschlag indicated that he pulled this based upon the seriousness of this issue and is hoping that the city takes aggressive action relating to this issue to protect the neighborhood and residents.

Councilor Shurtleff stated that anytime a constituent or citizen of this city writes to Council about an issue, they all take it as a serious issue.

Councilor Herschlag moved to refer this communication to Code Administration and the Police Department. The motion was duly seconded and passed with no dissenting votes.

23. Report from General Services in response to a communication from Robert T. Baker, asking City Council to consider requesting an accounting of tree removals and plantings within the City of Concord as well as the implementation of policies that value shade trees vs. ornamental plantings within the city. (5Inf12) (5Sus1) *(Pulled from consent by Councilor McClure)*

**Action:** Councilor McClure thanked General Services for a thorough report. She shares the concerns about the value of shade trees in the city and green infrastructure and encouraged the Mayor to put together a committee to look into this.

Councilor McClure moved to accept the report. The motion was duly seconded.

Mayor Bouley concurs that this is a well done report and there deserves to be a policy established. He noted that something can be worked on in the next month to come back to Council in either July or August.

The motion to approve passed with no dissenting votes.

26. Report from the Deputy City Manager – Development in response to a communication from Michael Reed, CATCH Neighborhood Housing, requesting that the City of Concord grant them a license to install a ramp within the city sidewalk at 4 Pleasant Street Extension, Endicott Hotel. (3-8) *(Pulled from consent by Councilor Champlin)*

**Action:** Councilor Champlin appreciates the time and effort put into examining this request and making the recommendation to deny. He stated that this issue of the ramp and access came before them at this time pointing out that the Endicott Hotel has been opened for business since last summer. He noted that this seemed to be the

kind of issue that most likely would have been addressed during the construction phase. He noted his concern with issues around disability which seem to come up after the fact. He has concerns over that pattern and the impact of that pattern has on potential development relative to the certainty that they require and expect in order to make investments in the community.

Councilor Champlin moved approval of the report. The motion was duly seconded and passed with no dissenting votes.

### **Consideration of Suspense Items**

Councilor St. Hilaire moved to consider this item not previously advertised. The motion was duly seconded and passed with no dissenting votes.

6 Sus1

#### **To be set for a July 14, 2014 Public Hearing**

Resolution authorizing the issuance of \$160,000 of bonds and notes for environmental cleanup of city-owned real estate located at 5-35 Canal Street, known as the former Allied Leather and Amazon Realty Sites (CIP #508); together with report from the Director of Redevelopment, Downtown Services, & Special Projects.

**Action:** Matt Walsh, Director of Redevelopment, Downtown Services, & Special Projects, provided a brief overview explaining that staff provided this just in case any member of the Council wanted to pursue it but the staff recommendation was not to move forward with this.

Councilor Nyhan moved that this item not be set down for a public hearing. The motion was duly seconded.

Councilor Herschlag stated that he supports the staff's recommendation of not to remove the coal ash at this time.

Councilor Todd stated that he doesn't feel that it's worth the cost of doing this especially considering proper development can still take place on the property and, in the area where the coal ash exists, there could be plantings or any other ornamental shrubs.

Councilor Nyhan's motion passed with no dissenting votes.

6 Sus2

Resolution readopting the City's Displacement and Relocation Policy Statement and Procedures; together with report from the Director of Redevelopment, Downtown Services, & Special Projects.

**Action:** Councilor McClure moved to set this item for a July public hearing. The motion was duly seconded and passed with no dissenting votes.

**Adjournment**

The time being 8:19 p.m., Councilor Keach moved to adjourn the meeting. The motion was duly seconded and passed with no dissenting votes.

*A true copy; I attest:*

*Michelle Mulholland  
Deputy City Clerk*



**RSA 91-A: 3, II - non-public session to discuss the City Manager's Evaluation to be held at 6:00 p.m.**

City Council Special Meeting  
**Draft Minutes**  
**June 30, 2014**  
City Council Chambers  
7:00 p.m.

1. The Mayor called the meeting to order at 7:00 p.m.
2. Roll Call. Councilor Bouchard, Mayor Bouley, Councilors Champlin, Coen, Grady Sexton, Herschlag, Keach, Matson, McClure, Nyhan, Shurtleff, Todd and Werner were present. Councilors Bennett and St. Hilaire were excused.
3. Agenda overview by the Mayor.

**Items Tabled for July 14, 2014 Public Hearings**

4. Resolution accepting and appropriating the sum of \$463,505 for the purpose of purchasing new protective breathing equipment for the Fire Department, including \$371,826 in grant funds from the Federal Emergency Management Agency (FEMA), and authorizing the issuance of bonds and notes of up to \$91,679 from the City of Concord, CIP #573; together with report from the Fire Department.

**Action:** Councilor McClure moved to set this item for a July 14, 2014 public hearing. The motion was duly seconded and passed with no dissenting votes.

5. Resolution adopting an amended and restated Development Program and Financing Plan for the Sears Block Tax Increment Finance District; together with report from the City Engineer. *(Revised report submitted)*

**Action:** City Manager Tom Aspell explained that when Council last left the downtown topic, staff indicated that they would undertake a Construction Manager/General Contractor process. He noted that staff will be conducting a thorough presentation this evening.

Carlos Baia, Deputy City Manager-Development, introduced City Engineer Ed Roberge and Tom Severino, Severino Trucking Co. Vice President.

City Engineer Ed Roberge provided a detailed powerpoint presentation highlighting the Construction Manager/General Contractor Process, proposal scope, project recommendations, prosecution of work/schedule, project cost, funding requirements and snowmelt system operations and maintenance cost comparison. (Printed presentation on file at the City Clerk's Office).

Councilor Nyhan inquired as to how sensitive the schedule is to weather. Mr. Severino responded that it's very sensitive; with the current schedule they have there will be some days they cannot work from April 1<sup>st</sup> to roughly November 1<sup>st</sup>.

With regard to the underground utility relocation, Councilor Todd stated that he was surprised to hear the reduction in price from \$2.5 million that was originally proposed to \$1.7 million. He questioned whether there was any particular reason for this reduction. He asked, if this element wasn't to be completed now, whether this is the kind of price they could see later down the road or would it be significantly more. Mr. Roberge explained that the underground utility relocation includes work that the city would do such as: running new conduit, setting manholes and prepping everything for the private utilities to come along. He indicated that there would be contracts with Severino Trucking to do this "city work". He added that, through the CM/GC process, they pushed on the utility companies in refining their scopes which dropped the number by \$800,000. Councilor Todd pointed out that the report noted that adding this element into the project would rejigger the timeframe. He asked for a sense as to what this would be in terms of delays. Mr. Roberge responded that this impact is probably three to six months in terms of overall schedule duration. Mr. Roberge noted that if this decision was made they would probably focus their time this year solely on the underground utility component and begin the major project in earnest next.

Councilor Champlin asked whether it is fair to say that anything that hasn't been highlighted within the report as being removed from this project is still in it. Mr. Roberge responded yes. Councilor Champlin noted that he seems to recall, earlier in the project, looking at designs that showed a type of sinuous pattern in the sidewalks asking whether this was taken out or if it was still in. Mr. Roberge replied that they were featured in the major bump outs and those elements are still in there.

Mayor Bouley noted that, as this project has been discussed, one of the important elements to this is signage and asked for an update in regards to this. Mr. Roberge responded that they are under contract with a streetscape signage, way finding professional as part of the project team. He explained that they haven't started this design yet not knowing what direction this project would go. He indicated that, if approved, they would start this work. Mayor Bouley inquired in regards to temporary signage during construction time to make sure everyone knows that downtown is

open for business. Mr. Roberge responded that this has been at the top of their list as they started this whole process; the signage package includes message boards and a full sign package for way finding to parking garages that go up on day one.

Councilor Werner noted that the original plan called for the purchase and installation of big belly trash compactors. He asked why this was put in the project in the first place and what the process and thinking was in terms of not doing this now, pointing out that it's a relatively small cost difference. Mr. Roberge replied that as they have explored and looked at these more critically, it's a long term performance issue that is really driving this decision. He explained that they don't perform that well and have been mechanically problematic.

Councilor McClure stated that she appreciates the fact that they have raised the curb up to hold the soil and mulch for plantings but it seems to her that the original idea of fences appeared to be designed to keep people from walking through. Mr. Roberge responded that he feels that the fence was designed to be more of a visual aesthetic as opposed to a deterrent. He stated that they felt the fences were an item that could easily break and become a target of vandalism. Councilor McClure asked whether there were areas in which curbs were used and whether they have been successful in terms of a barrier. Mr. Roberge pointed out that slide number 17 is located in Cambridge and slide number 18 is located at Boylston in front of BU. He indicated that these are very effective and appear to be successful.

Councilor Herschlag noted that it's his understanding from the start that this was a \$7.8 million project with the federal government picking up 60 percent of the cost. He questioned as to when this became a \$10.2 million project and why. Mr. Roberge explained that it became a \$10.2 million project as the bids outlined what the project would cost. He stated that he wouldn't say that it's a \$10.2 million project because there is a mechanism that needs to occur as they recommended to repurpose those funds. He indicated that it's a \$7.8 million grant project and they are finding through the process, this contract selection process, that the project costs are dictated as they are shown. Mr. Roberge noted that staff recommends taking the value of what's been appropriated today and using those funds for the project they have brought forward as a recommendation. Councilor Herschlag noted that the \$10.2 million is referred to as the face bid and the recommended floor plan is \$12 million; how is this bid substantially different in costs from the previous two bids they have received. Mr. Roberge responded that if they looked at the previous base bids plus all the alternatives, he believes that they would find it substantially higher than \$12 million.

Councilor Coen inquired whether structural soil would enhance the tree life of trees on Main Street versus what the city is currently doing. Mr. Severino responded that's the intent. He explained that structural soil directs the roots and gives them a place to go. Councilor Coen noted that it is his understanding that they may not need to spend money on structural soil. Mr. Severino replied that they would need to open up areas to find out.

Councilor Keach noted that he was personally disappointed to find that there wasn't going to be heated sidewalks but in learning the costs it is definitely a cost prohibitive element to the project. He questioned whether there will be an opportunity for each building or owner, at their expense, to put in their own melt system in front of their building. He further questioned whether it would be a benefit or a pitfall if this was offered. Mr. Roberge responded that he doesn't feel that there are any direct downfalls to doing this but it is another level of coordination. He stated that the problem with this is the size of the areas and how it would vary; someone would need to take on that design effort and then coordinate that with the sidewalk construction. He added that if they got into this, they would really need to define what level of effort would be the city's and what would be the personals. Mr. Roberge indicated that the only down side is essentially incomplete systems and varied expectations; it would add a level of complexity and affect schedules. Councilor Keach questioned whether it would be helpful or not helpful to this project. Mr. Roberge replied that, from a management standpoint, it would not be helpful.

Councilor Nyhan asked what the impact would be to the overall schedule if an individual store was to install a heated sidewalk. Mr. Severino responded that it would add more complexity than it's worth and the biggest impact would be with the schedule. He noted that the amount of coordination would be monumental especially on an individual basis.

Councilor Champlin noted that, when looking at the proposal and the relatively minor cost of the conduits for uplighting, he wonders if they are being a little short sighted in not spending the \$32,000 on installing the conduits in the event that they decide, once this project is finished, that they want to have the opportunity to have the trees uplighted for aesthetics. Mr. Roberge responded that in working with the contractor they included it as an alternative recognizing that was one of those elements from the original report that was important to some; they put a cost value to this so that Council could decide on this.

City Manager Aspell asked staff to clarify explaining that the one piece is the conduit and the other piece is the lighting and the labor. He asked for the cost to add this element. Mr. Roberge explained that \$32,820 is the number for the conduit but to work in, building a new circuit and providing the fixtures it would amount to just under \$138,000 in total.

Councilor Champlin noted that his understanding is that there would be an additional expense in the future but his question was whether it would be wise to put the conduit in now so that they may take that additional step down the road. He stated that if the conduit is not there, there is not an opportunity to take this step in the future.

Referencing the photos, Councilor McClure pointed out that the trees look more like ornamental trees than shade trees. She inquired whether there will be shade trees and what kind of advice they received in regards to species of trees. Mr. Roberge

responded that Becky Hebert, Planning, reviewed the plans looking at specie types and both ornamental and shade trees. He indicated that there are eight or nine species for the project and they include shade trees.

Councilor Todd asked if staff could give Council a sense of a day in a life of the “red carpet” crew that may be out servicing the downtown area in both the winter and the summer. Mr. Baia explained that this was meant to be for comparison purposes so they would need to flush this out as they go through the fiscal year for the budget. He indicated that the concept is looking at a crew that would serve as ambassadors for the downtown and help visitors in the downtown, sweeping, landscaping, mulching, cleaning the garages, and moving snow in the snow season. He stated that what they are proposing if they have a staff crew is that they would look at a wider district than just Main Street.

Councilor Champlin asked if it would be fair to say that this “red carpet” crew could also be an extra set of eyes in downtown to bring items to the attention of the Police Department. Mr. Baia responded yes and noted that they could also bring attention to other minor details.

Councilor Matson questioned in regards to the timeframe in removing snow from sidewalks with a crew versus what is currently done. Mr. Baia responded that, currently, downtown is one of the priority areas for snow removal explaining that they currently take a tractor from the city’s inventory and try to remove the snow as quickly as they can. He indicated that, with the new concept, what they are proposing is having a tractor that is dedicated just to the downtown so as soon as the snow begins to fall they can go out and treat the downtown sidewalks, squares and bus stops. He stated that it will be a much faster response and they will be able to remove the snow much quicker. He added that the removal process of the snow from downtown will remain similar as it is currently done.

Councilor Herschlag indicated that, approximately a year ago, there was a maintenance expenditure schedule put together and questioned whether all these costs were also rolled into the maintenance cost that is currently shown for the “red carpet” crew. Mr. Baia replied that what they tried to illustrate in the report is to clarify this to not mislead the community and that this is not all inclusive to all the maintenance, mulch, plantings, etc. He indicated that this was to provide a comparison as much apples to apples as they could between a staff crew versus a steam system versus a natural gas system. He noted that they tried to provide a measuring stick to be as precise as they can knowing that there are still many details that need to be fleshed out; there are additional maintenance items that still need to be looked at for a comprehensive downtown year round maintenance. Councilor Herschlag noted that it appears that they are looking at a 21 month project and asked if there was any way to contract this construction period for the businesses downtown. Mr. Roberge responded that it’s difficult to predict what they are going to build when they don’t

know exactly what this is yet. He noted that once the final project is determined they can map that specific schedule within the limits.

In terms of the schedule, Mayor Bouley asked for clarification as to whether 2016 is when they would be doing the streetscapes and not the traffic issues. Mr. Roberge indicated that there would still be some traffic impacts. Mayor Bouley inquired whether they would still see the barriers. Mr. Roberge responded that what may be seen are barriers in the middle for the cobblestone median construction for example. Mayor Bouley questioned whether there would be two way traffic during that time. Mr. Roberge indicated that to be correct. He added that he doesn't believe they contemplated any one way pattern during phase three. Mr. Severino agreed adding that it depends upon the start date pointing out that dates were a little different a few months ago. Mayor Bouley asked what this is really like in terms of construction; what are some of the surprises that were experienced in other communities. Mr. Severino stated that it's a construction project so there will be dirt, dust and they are an inconvenience. He indicated that the one way plan works well and is easier for vehicles to back out of a diagonal space and to just have to contend with that one direction. He noted that, for all intensive purposes, they intend for it to go very smoothly but pointed out that it's not going to be ideal.

Councilor Nyhan moved to set items 5, 6, 7 and 8 for July 14, 2014 public hearings. The motion was duly seconded and passed with no dissenting votes.

6. Resolution rescinding resolution #8686 and appropriating \$2,500,000 and authorizing the issuance of bond and notes in the amount of \$2,500,000 for the Downtown Complete Streets Project, CIP #460, within the Sears Block Tax Increment Finance District.

**Action:** Item set for a July 14, 2014 public hearing.

7. Resolution appropriating \$348,705 in Traffic Impact Fee Funds for construction of the Downtown Complete Streets Improvement Project, CIP #460.

**Action:** Item set for a July 14, 2014 public hearing.

8. Resolution appropriating \$152,780 and authorizing the issuance of bonds and notes for Water System Improvements in conjunction with the Downtown Complete Streets Improvement Project, CIP #460.

**Action:** Item set for a July 14, 2014 public hearing.

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

Councilor Herschlag indicated that another Ward Two meeting was held at the Newell Post Restaurant this past Friday. He thanked City Planner Nancy Larson for attending.

City Council Special Meeting Minutes

June 30, 2014

7

**Comments, Requests by the City Manager**

Referencing item 4, City Manager Tom Aspell provided an overview explaining that the Fire Department went out and received a grant of \$371,000 with a city match. He noted that what he is going to do is ask Council to accept and appropriate those dollars earlier than next year therefore saving the taxpayers \$371,826 and reducing the amount next year that they would have to budget for.

**New Business**

Mayor Bouley noted that this is the last day of the current contract with the City Manager and asked Council to consider a new one year contract.

Councilor Nyhan moved approval of a new contract. The motion was duly seconded and passed with no dissenting votes.

**Adjournment**

The time being 9:20 p.m., Councilor Keach moved to adjourn the meeting. The motion was duly seconded and passed with no dissenting votes.

*A true copy; I attest:*

*Michelle Mulholland  
Deputy City Clerk*



# CITY OF CONCORD

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*In the year of our Lord two thousand and fourteen*

**AN ORDINANCE** amending the CODE OF ORDINANCES, Title I, General Code; Chapter 9, Water, Article 9-1, Waterworks, Section 9-1-12 Cross-Connection Control

**The City of Concord ordains as follows:**

**SECTION I:** Amend the CODE OF ORDINANCES, Title I, General Code; Chapter 9, Water, Article 9-1, Waterworks, Section 9-1-12 Cross-Connection Control as follows:

**9-1-12 Cross Connection Control.**

In compliance and in conjunction with New Hampshire Code of Administrative Rules, ***Part Env-Dw 505, Backflow Prevention*** [~~Part WS 314, Cross Connections~~], the Director will publish an established set of rules and administer a cross-connection control program to protect the public water supply system. No cross-connection within the system will be allowed unless protected by an approved backflow preventer commensurate with the degree of potential hazard. All such devices shall be located at the water service entrance and all water consumption within the premises shall pass through the protective device. The director is further empowered to establish and collect certain fees and charges associated with inspection and testing of premises and devices. Said fees and charges shall be reviewed with the City Manager and incorporated into annual budget requests.

**SECTION II:** This ordinance shall take effect upon its passage.

Explanation: Matter added to the current ordinance appears in **bold italics**.  
Matter removed from the current ordinance appears [~~in brackets and struck through~~].



# CITY OF CONCORD

TCA

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Earle M. Chesley, Director of General Services  
**DATE:** June 16, 2014  
**SUBJECT:** Update to Ordinance 9-1-12, Cross-Connection Control

### Recommendation:

Accept this report recommending a housekeeping change to update the Ordinance by changing the administrative rule referenced in the Code of Ordinances, Title I, General Code; Chapter 9, Water; Article 9-1, Waterworks, Section 9-1-12, Cross-Connection Control.

### Background:

It has come to our attention that Section 9-1-12 incorrectly references Administrative Rule Env-Ws 314. This appears a typographical error, and the correct citation was Administrative Rule Env-Ws 364. Env-Ws 364 establishes the equipment and operational requirements for preventing backflow of water into a public water system's distribution. This rule was scheduled to expire on November 30, 2013. As part of the readoption of this administrative rule by the New Hampshire Department of Environmental Services, it was renumbered as Env-Dw 505 as part of the redesignation of Department rules. The renumbering of the rule became effective June 1, 2014.

### Discussion:

The current ordinance incorrectly refers to Env-Ws 314. The ordinance should be amended to reflect the correct reference, which is now Env-Dw 505.

Bein  
2/2/14  
7-8

# CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

**RESOLUTION** ACCEPTING AND APPROPRIATING A FIFTY THOUSAND DOLLAR (\$50,000) DONATION FROM UNITIL TO BE USED FOR LIGHTING IMPROVEMENTS AT THE CONCORD CITY AUDITORIUM.

Page 1 of 2

*The City of Concord resolves as follows:*

**WHEREAS,** the City has worked very closely with the Friends of the Audi for renovation projects; and

**WHEREAS,** the Friends of the Audi have identified the need to replace the stage lighting with energy efficient LED fixtures and lights, the savings of which will be realized by the City's General Fund; and

**WHEREAS,** the total cost of the project is anticipated to be approximately \$110,000; and

**WHEREAS,** the remaining funds needed to complete the project will be entirely borne by the Friends of the Audi; and

**WHEREAS,** Unitil has very generously committed \$50,000 to this improvement project; and

**WHEREAS,** upon approval of this authorization, an appropriate invoice will be submitted to the City for payment by the Friends of the Audi; and

**WHEREAS,** this appropriation is for a purpose not included in the FY 2015 adopted budget, therefore, Section 37 of the City Charter requires a two-thirds vote of the City Council;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

1) The sum of .....\$50,000  
be and is hereby appropriated as follows:

General Grants and Donations  
Audi Lighting Project .....\$50,000

# CITY OF CONCORD

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*In the year of our Lord two thousand and fourteen*

**RESOLUTION** ACCEPTING AND APPROPRIATING A FIFTY THOUSAND DOLLAR (\$50,000) DONATION FROM UNITIL TO BE USED FOR LIGHTING IMPROVEMENTS AT THE CONCORD CITY AUDITORIUM.

Page 2 of 2

2) Revenue is available as follows:

General Grants and Donations

Unitil Donation .....\$50,000

3) These funds shall be expended under the direction of the City Manager.

4) This resolution shall take effect upon its passage.



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Brian G. LeBrun, Deputy City Manager - Finance *BGL*  
**DATE:** July 7, 2014  
**SUBJECT:** Resolution for a \$50,000 donation from Unitil to be transferred to the Friends of the Audi for lighting improvements

### Recommendation

To accept a donation from Unitil, approve this resolution and transfer these funds to the Friends of the Audi for a lighting project.

### Background

The City and Friends of the Audi have worked very cooperatively for many years. Annually, both parties meet and review the previous years' activities and the upcoming year's planned operation and projects.

### Discussion

During this year's annual meeting with the Friends, they indicated that they were working to improve the stage lighting to improve the infrastructure to LED lights. The LED lights are expected to provide better lighting at a much reduced cost. The cost of the electricity for the Audi is budgeted and paid from the City's General Fund and any savings will be realized in there as well. The overall cost of the lighting project is expected to be approximately \$110,000. Unitil has offered to make a cash contribution of \$50,000 to the City, since the City owns the electric meter that services the Audi, with the understanding that the funds will then be forwarded to the Friends of the Audi to help offset the cost of the new lights. The Friends of the Audi are responsible for all remaining costs related to this project.



July 3, 2014

Mr. Brian LeBrun  
Assistant City Manager  
City of Concord  
41 Green Street  
Concord, NH 03301

Dear Mr. LeBrun;

I am writing today to advise you that we have completed our review of a potential relighting project at the City Auditorium (The Audi), and determined that the project as proposed would qualify for an incentive of \$50,000 through the Unitil Municipal Energy Efficiency Program.

Though we have been working with Carol and Merwyn Bagan to understand the scope and magnitude of the project we also realize that the account is in the City's name and control and therefore would need an application completed on the City's behalf to initiate the project. Once the project is completed, if it is installed as proposed, Unitil will, through its Energy Efficiency program, provide the incentive as cited above toward the project.

We do hope the City will look favorably up on the project so that these upgrades may be completed, the Audi will save energy and we can participate in funding a portion of the project through our programs.

Thank you for the opportunity to yet again serve the City!

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Miller".

Gary Miller  
Senior Business Development Executive  
Unitil Corporation

7-9

TJA



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**DATE:** June 25, 2014  
**FROM:** Thomas J. Aspell, Jr., City Manager  
**SUBJECT:** Citizen Comments

**Recommendation:**

Recommend City Council accept this report.

**Background:**

Attached for your information are citizen comments received during the past month.

/ss

Attachments



PO Box 4233  
Concord, NH 03302-4233  
Concord250.org  
Concord250nh@gmail.com

RECEIVED

JUN 19 2014

CITY MANAGER'S OFFICE  
CONCORD, NH

June 18, 2014

Mr. Edward Roberge  
City Engineer  
City Hall  
41 Green St  
Concord, NH 03301

RE: Time Capsule unearthing

Dear Mr. Roberge,

On behalf of the Concord 250 Board and its members, and the Time Capsule Committee, we would like to thank you for coordinating the safe removal of the Bicentennial Time Capsule in City Hall Plaza. You certainly went above and beyond the call of duty in this effort, and we all appreciate the time and careful consideration you provided in the midst of your busy schedule. Thank you also for directly participating in the removal ceremony, an honor well-deserved.

Sincerely,

Brent Todd  
President

James W. Milliken  
Senior Vice President

Frederick J. Coolbroth, Jr.  
Vice President

Pollyanna King  
Vice President

Jason M. Tanguay  
Secretary

Cc: ✓ Thomas Aspell, Concord City Manager  
Becky Lougee, Merrimack County Savings Bank

RECEIVED

JUN -2 2014

CITY MANAGER'S OFFICE  
CONCORD, NH



FRIENDS of  
FORGOTTEN  
CHILDREN

~ Where we remember everyone is someone's child ~

Dear Mr. Aspell,

Thank you for your check in the amount of \$ 414.25 made possible by a donation from the Episcopal Diocese. It's appreciate your thoughtfulness which enables us to serve those less fortunate and make a real difference in their lives.

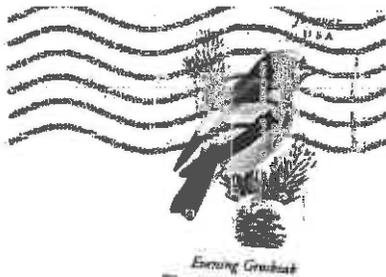
Sincerely,  
Cheryl

No goods or services were provided by FOFC



Ms Hope Zanes Butterworth  
 90 Stickney Hill Rd  
 Concord, NH 03301

19 MAY 2014 PM 3 L



Paul Gendron  
 City Surveyor  
 41 Green St.  
 Concord,  
 NH 03301



RECEIVED

JUN - 5 2014

CITY MANAGER'S OFFICE  
 CONCORD, NH

Dear Paul -  
 Thank you so much  
 for your help. IT IS  
 such a good day  
 when we get help.  
 You are admired +  
 Thanked by all of us.  
 Gratefully,  
 Hope Butterworth



# FIRE DEPARTMENT CITY OF CONCORD

24 Horseshoe Pond Lane

Concord, NH 03301

[www.concordnh.gov/fire](http://www.concordnh.gov/fire)

June 17, 2014

Paramedic Lieutenant Stephen Stock  
Firefighter Michael Souther  
Firefighter Chris Johnson  
Firefighter Paramedic Don Harpell  
Firefighter Todd Beall

I was pleased to receive a note from Mr. Clayton Higgins of 71 Pembroke Road complimenting you for your care of his wife, Rachel Higgins. The note reads:

*Dear Chief Andrus,*

*On June 10<sup>th</sup> at approximately 5:15 p.m., my wife Rachel tripped and struck her head against a table. The result was a severe laceration of her head. I called 9-1-1. The firefighters of Engine 7 and Rescue 7 responded. They found Rachel lying on the rug bleeding profusely. The fire fighters were focused, very much assured in their actions, and gave us the support we needed. The city can rest knowing that such firefighters and paramedics are available should the need arise.*

*Clayton Higgins*

I add my thanks to Chief Higgins' for your care and compassion. Thank you for your actions and I will be pleased to forward this note to the City Manager's Office for inclusion in the July City Council packet.

Sincerely,

Daniel L. Andrus  
Chief of Fire Department

Administration  
(603) 225-8650  
(603) 225-5833 fax

Prevention  
(603) 225-8651  
(603) 225-5833 fax

Fire Alarm  
(603) 225--8667  
(603) 225-8509 fax

Communications  
(603) 225-8669  
(603) 225-8507 fax



# FIRE DEPARTMENT CITY OF CONCORD

24 Horseshoe Pond Lane  
Concord, NH 03301  
[www.concordnh.gov/fire](http://www.concordnh.gov/fire)

June 18, 2014

Lieutenant David Dumas  
Firefighter Paramedic Paul DiGeronimo  
Firefighter Andrew Patterson  
Firefighter Alex Matson  
Firefighter Jim Freitas

Lieutenant John McAuliffe  
Firefighter Paramedic James Farley  
Firefighter Cory Clark  
Firefighter Jim Pratt  
Firefighter Rob Martel

I received a visit this morning from a retired City employee who experienced medical emergencies on June 5<sup>th</sup> and June 9<sup>th</sup> and he wanted to tell me about the great care that he received on both occasions. He said that he is not up to writing a letter, but that there were no words to express how much your care meant to him. He is making a good recovery and asked me to pass on his thanks to you for taking care of him. I ordinarily receive letters and not personal visits, but this one was memorable. I don't think a letter would have conveyed the emotion he expressed when he was telling me about his experience.

I add my thanks to his for a job well done. I am reminded of the saying that greatness does not come necessarily from doing great things, but from doing small things with care and compassion.

I will forward this letter to the City Manager's office for inclusion in the July City Council meeting packet.

Sincerely,

Daniel L. Andrus  
Chief of Fire Department

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Communications  
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(603) 225-8507 fax

## Stevens, Suzanne

---

**From:** Andrus, Dan  
**Sent:** Thursday, May 29, 2014 11:23 AM  
**To:** Stevens, Suzanne  
**Cc:** Toomey, Sean; Whitney, Richard  
**Subject:** Positive Citizen Comment

Good Afternoon, Sue:

I am pleased to forward this positive citizen comment on the work of Battalion Chief Richard Whitney and Firefighters Brad Newbery and Christopher Scarpino for providing excellent customer service to a citizen on a car seat installation.

Thank you,

Dan

-----Original Message-----

**From:** Whitney, Richard  
**Sent:** Thursday, May 22, 2014 6:50 AM  
**To:** Andrus, Dan; Weinhold, William; Newbery, Brad; Scarpino, Christopher  
**Cc:** Toomey, Sean; Kiehl, Kenneth  
**Subject:** FW: Much appreciation....

Chief Andrus: FYI.....  
NewberyB/Scarpino

Richard Whitney  
Battalion Chief  
Concord Fire Department  
Concord, NH 03301  
Office (603)225-8514  
BC Cell (603) 396-5377

-----Original Message-----

**From:** [Theresa.Boxenbaum@dhhs.state.nh.us](mailto:Theresa.Boxenbaum@dhhs.state.nh.us) [mailto:[Theresa.Boxenbaum@dhhs.state.nh.us](mailto:Theresa.Boxenbaum@dhhs.state.nh.us)]  
**Sent:** Monday, May 19, 2014 10:48 AM  
**To:** Whitney, Richard  
**Subject:** Much appreciation....

Richard,

I wanted to take a few minutes to thank you and your crew for making sure my granddaughters car seat was installed Saturday to ensure her safety while in my care. You did inform me of the office which handles the installations but at the same time you and your crew went out of your way to help me that day. The kind gesture was very much appreciated.

I know how hard it was to look at a NY Yankee Fan car while installing, LOL

Thank you again

Theresa Boxenbaum  
Medical Service Technician  
Office of Improvement and Integrity  
Third Party Liability  
129 Pleasant St- Thayer Building  
Concord NH 03301-3857  
603-271-5215 Fax 603-271-8113

## Stevens, Suzanne

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**From:** Andrus, Dan  
**Sent:** Thursday, June 05, 2014 1:41 PM  
**To:** Stevens, Suzanne  
**Cc:** Toomey, Sean; Whitney, Richard  
**Subject:** Positive Comment

Good Afternoon, Sue:

I am pleased to forward this e mail from Sgt. Cliff Kahrs thanking Firefighter Chris Dolloff for procuring a container for hypodermic needles. This is the second positive comment that I have received about Firefighter Dolloff's customer service skills in two weeks.

Thank you,

Dan

---

**From:** Kahrs, Clifford  
**Sent:** Thursday, June 05, 2014 1:06 PM  
**To:** Andrus, Dan  
**Subject:** Dolloff

Chief,

I wanted to let you know that FF Dolloff recently helped us get a sharps container for the PD. In fact, he spearheaded the effort and we now have a central location to dispose of needles. We all appreciate his efforts. I have gotten numerous positive comments about having safe hypodermic disposal here at the PD.

Thank you!  
Cliff

Sergeant Clifford W. Kahrs  
Concord Police Department  
35 Green St.  
Concord, NH 03301  
Phone: 603-225-86000  
Fax: 603-228-2703  
[ckahrs@concordpolice.com](mailto:ckahrs@concordpolice.com)

**Results based on total surveys received for May 2014**  
***City of Concord – City Clerk’s Office***  
***Customer Service Survey***

I received services related to (circle all that apply): (Total surveys completed: (18)

City Council	Elections	Vital Records	Dog Licensing
( )	(1)	(8)	( 8 )
Voter Registration	UCC Filings	Other: <u>General Information</u>	
( )	( )	(1)	

**Were you greeted promptly and friendly?**

(Worst)	1	2	3	4	5	6	7	(Best)
	( )	( )	( )	( )	( )	( )	( )	(18)

**Was your wait for service reasonable?**

(Worst)	1	2	3	4	5	6	7	(Best)
	( )	( )	( )	( )	( )	( )	( )	(18)

**Was the staff person knowledgeable?**

(Worst)	1	2	3	4	5	6	7	(Best)
	( )	( )	( )	( )	( )	( )	( )	(18)

**Was your transaction complete and accurate?**

(Worst)	1	2	3	4	5	6	7	(Best)
	( )	( )	( )	( )	( )	( )	( )	(18)

**Comments and suggestion**

- “Colette Osgood is wonderful!”
- “Very helpful!”
- “Smooth experience every time.”
- “Thank you for the reminder.”
- “Collette was great! Very friendly!”
- “Very pleasant and efficient.”
- Thank you for your help and being last minute you were great. Great service Michelle, Thank You!”
- “Xcelent, friendly service.”
- “As always-Awesome!”
- “Very good service.”
- “Excellent.””Very nice and courteous staff.”
- “Awesome ladies.”

**City of Concord – Collections Department  
Customer Comment Cards Survey**

Results based on total comment cards received for June 2014

**I received services related (circle all that apply):** Total comment cards completed:

Motor Vehicle (5)	Property Taxes (1)	Utility Payments (0)	Misc. Billing (0)
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<b>Our staff was:</b>	courteous (4)	knowledgeable (4)	professional (4)
-----------------------	------------------	----------------------	---------------------

Other: Outstanding  
We all laughed together  
Rude  
Long, long wait

<b>Our service was:</b>	courteous (4)	knowledgeable (4)	professional (4)
-------------------------	------------------	----------------------	---------------------

Other: Outstanding  
Very helpful  
Awful

**Comments and suggestions:**

1. Excellent service pleasant personalities.
2. This will be my first year that, as a senior, I have been granted elderly exemption.
3. Jan was excellent and sweet.
4. No problems; not "stiff" can smile. Have no complaints, was at ease.
5. Rude when State system was down. Not understanding.





7-10

TAA

**City of Concord, New Hampshire**  
**CONCORD PUBLIC LIBRARY**  
 45 GREEN STREET • 03301-4257

**SANDI LEE**  
**PAMELA STAUFFACHER**  
 CO INTERIM LIBRARY DIRECTORS  
 603-225-8670

**TO:** Honorable Mayor and City Council  
**FROM:** Sandi Lee and Pamela Stauffacher, Interim Co-Library Directors  
**RE:** Authorization to Accept Monetary Gifts Totaling \$2,407.75 as  
 Provided for Under the Preauthorization Granted by City Council  
**DATE:** June 26, 2014

**Recommendation**

It is recommended that City Council approve the acceptance and expenditure of the gifts to the Concord Public Library cited below for the purpose indicated:

<b>Donor</b>	<b>Amount</b>	<b>Purpose</b>	<b>Project Accounting</b>
Concord Public Library Patrons	\$432.50	Fees paid by patrons to replace lost and damaged library materials from 05/25/2014 through 06/24/2014	GRTLstPd 2910 2013 - 2013 and beyond
Concord Public Library Book Sale	\$1,250.25	Revenue from sale of used and donated books, audio materials and videos from 05/25/2014 through 06/24/2014	GRTLIBMat 2910 Book Sale Rev - Book Sale Revenue
Robert Manchester	\$725.00	Print "All A Buzz"	N/A
<b>TOTAL</b>	<b>\$2,407.75</b>		

**Background**

1. Funds are requested to be expended under the authority established pursuant to Resolution #8120, adopted December 10, 2007.
2. The purpose of the gifts listed above is consistent with, and presents no conflict or obstacle to, the accomplishment of City Council goals, the Code of Ordinances, or the operating functions of the Concord Public Library.
3. No City match is required.
4. Funds have been received by the City of Concord, except as noted.
5. A letter of thanks on behalf of the City Council and the citizens of the City of Concord has been sent to donors listed above.

**Discussion**

Upon the City Council's approval of this report the materials indicated above will be ordered and placed in the Library's collection.

**Cc:** City Manager  
 Deputy City Manager for Finance  
 Controller  
 City Clerk



7-11  
TAA

# CITY OF CONCORD



## REPORT TO MAYOR AND THE CITY COUNCIL

**TO:** Honorable Mayor and Members of the City Council

**FROM:** David Gill, Parks and Recreation Director

**RE:** Authorization to accept monetary donations in the amount of \$3,584.46

**DATE:** June 24, 2014

### Recommendation

It is recommended that City Council approve the acceptance and expenditure of the gifts to the City of Concord cited below for the purpose indicated:

Donor	Amount	Purpose	G/L Account
Concord Grange	\$2,000	New Flag Pole at Keach Park	11-62-33-34029
Friends of Chapel	\$1,284.46	Donation for Blossom Hill	GRTRECMISC 2910 Blossom Hill
Anonymous	\$100	Adopt A Grave	GRTRECMISC 2910 Adopt A Grave
Kiwanis Club NH	\$100	Adopt A Grave	GRTRECMISC 2910 Adopt A Grave
Norbert and Charlene Vater	\$100	Adopt A Grave	GRTRECMISC 2910 Adopt A Grave

### Background

1. The purpose of the gifts listed above is consistent with, and presents no conflict or obstacle to, the accomplishment of City Council goals, the Code of Ordinances, or the operating functions of the Parks and Recreation Department.
2. A letter of thanks on behalf of the City Council and the citizens of the City of Concord have been sent to donors listed above.

### Discussion

With these donations the City of Concord Parks and Recreation Department will be able to continue offering the Adopt A Grave Program and add a new flag pole at Keach Park.





7-12  
TJA

# CITY OF CONCORD

## REPORT TO THE MAYOR AND CITY COUNCIL

**FROM:** Thomas J. Aspell, Jr., City Manager  
**DATE:** June 30, 2014  
**SUBJECT:** 2014 – 2015 City Council Priorities

### Recommendation

Accept this report as to the current status of the City Council Priorities established on February 3, 2014.

### Background

Members of the City Council met on February 3, 2014 to discuss and set priorities for the remainder of Calendar Year 2014, as well as Calendar Year 2015.

### Discussion

Listed below, in ranked order, are the accepted priorities, projects and ongoing initiatives; and their respective statuses.

#### **GOAL 1. BALANCED BUDGET ISSUES: FY 2015 and 2016**

##### **a) Collective Bargaining/Contract Negotiations**

**Status:** All unions are currently under contract. Our next contract negotiations will likely begin in early 2015 with the Concord Fire Officers Association, whose contract expires on 6/30/2015. By eliminating the Point of Service health plan from all contractual language, we have been able to reduce our plan offerings to three, more cost effective HMO selections through Harvard Pilgrim. Further, five of the unions have entered into contracts that provide for cost sharing of medical and dental premiums. The Concord Police Supervisors Association (CPSA) will begin cost sharing in July 2015, and the remaining four unions will begin cost sharing in July 2016.

##### **b) Grant Writing**

**Status:** In April, the City was awarded \$155,000 in Community Development Block Grant funds to support renovations to NAMI-NH's facility on North State Street.

The Fire Department has been notified of the receipt of a grant in the amount of \$371,826 to fund the acquisition of new self-contained breathing apparatus, associated equipment and training. The grant is provided through the Assistance to Firefighters Grant Program of the Federal Emergency Management Agency.

The Police Department currently manages three Justice Assistance Grant awards, which have provided in excess of \$90,000 to the Concord Police Department and the Merrimack County Sheriff's Department. These funds are designated for equipment, training and other police-related needs identified by each agency to improve the police services provided. The Police Department recently submitted an application for the 2014 Justice Assistance Grant Program for funding in the amount of \$27,786, also to be used for the purchase of equipment and training.

The Police Department participates in the Ballistic Vest Partnership Program, which provides 50% of funding for the Department's purchase of ballistic vests. The Department also receives funding through the NH Highway Safety Agency to conduct initiatives designed to keep the City's roadways safer. These initiatives include enhanced enforcement patrols on Loudon Road, downtown pedestrian safety patrols, DWI patrols, seatbelt enforcement patrols, and other initiatives targeting aggressive driving and pedestrian safety.

In 2013, the Police Department applied for and was approved to receive funding through the Office of Domestic Preparedness, State Homeland Security Program and Law Enforcement Terrorism Prevention Program, for a specialized response/rescue vehicle. The Department anticipates receiving this vehicle during the summer of 2014. This vehicle will be an important asset for both the Department and the Central NH Special Operations Unit for incidents involving the need for a vehicle with such response capabilities.

In March 2014, the Police Department received funding through the State of NH Homeland Security and Emergency Management Exercise and Evaluation Program to conduct an active shooter exercise in conjunction with Concord Hospital. This exercise proved extremely beneficial in assessing not only the Department's response to an active shooter incident, but also in evaluating the interoperation capabilities of other responding agencies, as well as staff at Concord Hospital.

c) Health Insurance Costs

**Status:** The City has worked diligently with Harvard Pilgrim Healthcare to accomplish a five year average increase on premiums of only 5%, with the last two years representing a rate hold. In that time, we have been able to maintain the level of benefits provided to our employees. We have increased our wellness program participation amongst employees and spouses with a focus on providing more physical and healthcare consumer awareness. This has correlated to lower claims costs and fewer high cost claimants. Further, through successful contract negotiations, we have been able to eliminate two of our costliest medical plans, which has resulted in a savings on retiree health care costs. Lastly, five of our six unions have agreed to a cost sharing provision with respect to premium payments on medical and dental insurance, which will help to contain the cost of providing health care to employees. These changes will help to mitigate the potential impact of the pending Excise (Cadillac) Tax of 2018 under the Affordable Care Act by keeping our overall premiums lower.

## **GOAL 2. COMMUNITY-WIDE ECONOMIC DEVELOPMENT INITIATIVES TO EXPAND TAX BASE**

**Status:** The Mayor's Upper Floor Development and Impact Fee Committees met twice in the first six months of CY 2014. The Impact Fee Committee made significant progress and will be proposing a series of ordinance amendments to the City Council in mid-summer that will dramatically reduce the financial burden on development, both at the professional developer level and for the typical homeowner. The committee's recommendations will also streamline and clarify how impact fees are determined.

The Upper Floor Development Committee also met twice during the aforementioned period and comprehensively analyzed the municipal review process for downtown redevelopment projects, using the Endicott Hotel case as a model.

In terms of new development, Liberty Utilities has proposed the construction of a new 7,000 SF training facility at 10 Broken Bridge Road. This is set for public hearing before the Planning Board in July. In June, the redevelopment of a new auto dealership at 94 Manchester Street was approved by the Board. In May, a new 3,300 SF Sugar River Bank branch at 198 Loudon Road was given the green light. In February, the 31,000 SF retail/restaurant center on Loudon Road, across from the Sears Auto Center, was approved.

The approved Concord Racquet Club project is in limbo. The original buyer, Benton Holdings, holds the mortgage on the property and has issued formal notice of foreclosure on the seller. The foreclosure sale is scheduled for July 30th. In the meantime, the seller has communicated to the City that a P&S agreement has been entered into with another party.

## **GOAL 3. PUBLIC INFORMATION, MARKETING & COMMUNICATIONS**

**Status:** The City is working effectively towards increasing public awareness through branding, marketing and communications.

- a) **General Services Department:** The General Services Department has refined and simplified its logo, and commonly refers to itself as "Concord General Services." Department web pages are continually updated to remain current and the Department continues to enhance its presence on the web through adding pages with direct links to additional sources of information. The number of hits to the General Services Department's web pages has significantly increased from 39 home page hits, 51 Trash & Recycling page hits, and 18 Water/Sewer page hits in February 2014; to 957 home page hits, 1,172 Trash & Recycling page hits, and 808 Water/Sewer page hits in June 2014.

Another area the General Services Department successfully uses is the Citizen Request Tracker module, where residents may make requests through the "Report a Concern" feature on the City website. These requests are quickly routed to staff best positioned to respond quickly. The Department typically receives about six requests daily that become work orders. When the work is performed, the system electronically notifies the resident that their request has been completed.

A third tool on the City's web site that the General Services Department successfully leverages is the "Notify Me / Newsflash" module. The Department has three subscription categories: 1) General; 2) Trash and Recycling; and 3) Street Maintenance. This module allows residents to subscribe to any of these categories and be notified via e-mail of relevant news. The Department currently has a total of 1,123 subscribers, after gaining 693 new subscribers when it implemented its promotional Pay-As-You-Throw Trash Bag Contest in spring 2014.

In February 2014, the General Services Department launched its own newsletter, *The General Gazette*. The newsletter is issued around the beginning of each month and features top stories from the Department. It is published on the City website and is shared on social media channels.

In February 2014, the General Services Department launched a Google+ and a YouTube page. To date, the Department has created videos regarding downtown snow removal, spring yard waste collection, Arbor Day in White Park, a Water Fair, and a Water Treatment Plant tour. The Department's YouTube page has gained 12 subscribers and 655 video views. The Google+ page has 11 followers and 11,617 page views.

In June 2014, the General Services Department launched a Twitter page. The Department diligently tweets about street sweeping, road work, water conservation and other events to its quickly gained 29 followers. In addition to social media outlets, the Department also uses local media outlets to inform residents of current news and accomplishments.

In April 2014, the General Services Department created and mailed to residents its first annual Trash and Recycling brochure. The brochure included information regarding PAYT trash bag locations, recycling, contact information, and a calendar of trash holidays and other solid waste events.

- b) Fire Department: The Fire Department's Facebook page has 1,947 friends. Since January 2014, 34 Facebook posts have been made relating to safety information and community and Department events. The Fire Department's Twitter page has 411 followers and the same information is shared there. The Department's web pages are undergoing continual revision and the most frequently visited pages are being made more accessible. Additional safety information is constantly being added. The *Concord Monitor* published 11 articles related to Fire Department activities or safety information. WKXL has featured programming on fireworks safety and drowning prevention. The *Concord Patch* regularly features articles related to emergencies and public information.

#### **GOAL 4. PARKING MASTER PLAN / IMPLEMENTATION MEASURES**

**Status:** The City issued a Request for Qualifications and Experience (RFQ) for this project on January 21, 2014. Statements of qualifications were received on February 28, 2014 from four consultant teams. Consultant teams were subsequently interviewed on April 4th and April 21st. On June 9, 2014, the City Council appropriated \$115,000 to proceed with the project. On June 24, 2014, the City engaged Nelson Nygaard and Desman Associates to undertake the project. The total contract is \$108,775. The goal is to complete the study in early calendar year 2015 for implementation as part of the FY 2016 budget.

## **PROJECT 1. MAIN STREET COMPLETE STREETS PROJECT**

**Status:** Per Council authorization, the project was re-issued under a Request for Proposals for CM/GC. Proposals were received on April 11, 2014, and the project team met extensively with the selected contractor, Severino Trucking, to arrive at a recommended project scope and fee for Council's consideration. That recommendation was delivered to Council on June 26, 2014, and a special Council meeting was scheduled for June 30, 2014, to review the recommendation.

## **PROJECT 2. CITYWIDE MULTI-GENERATIONAL COMMUNITY CENTER**

**Status:** On April 23, 2014, the City engaged a design team for the project led by the H.L. Turner Group of Concord. City staff and the design team met with stakeholders on May 29, 2014, and June 24, 2014, to review the 2011 proposed space recommendations and discuss any potential changes the community may desire moving forward. As part of the FY 2014 and FY 2015 budgets, the City has appropriated approximately \$751,000 to complete design. Staff plans on presenting the findings of the stakeholder meeting and public forum, as well as a comprehensive project schedule, at the City Council's August 11<sup>th</sup> meeting.

## **PROJECT 3. OPPORTUNITY CORRIDOR ECONOMIC DEVELOPMENT**

### **a) South Main Street**

**Status:** On June 9, 2014, the City Council authorized the City Manager to enter into a Purchase and Sales Agreement with the State of New Hampshire to acquire the former Employment Security property located at 32-34 South Main Street. The City Council also appropriated \$1.99 million, supported by the Sears Block TIF District, to support this effort. Due diligence is presently underway. The closing date for the purchase of the property is September 19, 2014. The City is acquiring the property for the purpose of holding it on an interim basis until such time as a developer can be found with a suitable redevelopment plan that maximizes the highest and best use of the property.

Concord Steam representatives have not approached the City since their announcement in December 2013 to abandon the development of their new plant at the South Main Street/Langdon Avenue site. The City has directed developers in need of project sites to the area but, to date, is not aware of any concrete plans for the property.

### **b) Penacook Village**

**Status:** On June 9, 2014, the City Council appropriated \$245,000 to complete environmental cleanup of the former Allied Leather Tannery and Amazon properties. Work will be substantially completed this fall. The City will then resume the process to find a development partner to complete the redevelopment process.

The overhead power lines were buried in downtown Penacook over the spring. The visual difference has been warmly received. Construction on the roadway progresses and the roundabout is expected to take shape over the next couple of months.

The Penacook Village Zoning study is wrapping up. It is anticipated that a report and recommendations will be submitted to the Planning Board over the summer for possible action and referral to the Council in the fall.

**c) Downtown 2<sup>nd</sup> & 3<sup>rd</sup> Floor Redevelopment**

**Status:** The Upper Floor Development Committee met twice in the reporting period. They are reviewing the City's development review process to determine what changes, if any, should be implemented to facilitate upper floor development.

**d) North Central Corridor/Storrs Street Connection & South End Rail Yard**

**Status:** On May 12, 2014, the City Council authorized the City Manager to enter into a Purchase and Sales Agreement with Tsunis Holdings to acquire a 4.04 acre property to facilitate future construction of Storrs Street North. The City Council also approved Resolution #8756, which appropriated \$1.05 million to support this purchase and related activities. The City is currently completing environmental due diligence, as well as reviewing issues related to the railroad and escheated rights with Pan Am Railways and the NH Department of Transportation. The closing date for purchase of the Tsunis property is August 29, 2014.

**PROJECT 4. EXPAND NEIGHBORHOOD STREET IMPROVEMENT PROGRAM**

**Status:** To maintain our local roadway network of 220 miles of streets, annual funding level estimates for three paving cycles are listed below:

- 20-Year Paving Cycle: \$3.2 million
- 25-Year Paving Cycle: \$2.6 million
- 30-Year Paving Cycle: \$2.2 million

In recent years, the City has invested in its major arterial streets that receive heavier traffic volumes and, consequently, has had to reduce annual expenditures directed towards local streets to approximately \$1 million. With the funding for the final phase of the Route 3 North Street Rehabilitation project now in place, City Council may now be able to focus on funding for local neighborhood streets. At the same time, City Council and Administration will determine how to best augment existing funding with new sources to increase the number of local neighborhood streets to be repaved each year. The General Services Department is actively engaged in the development of that plan and has launched an informational page on the City's website.

**ON-GOING INITIATIVE 1. MAJOR TRANSPORTATION CORRIDOR IMPROVEMENTS**

**Status:** CIP #35 (Route 3-Village Street Improvements) continues to progress. The undergrounding of utilities has been completed and the bridge work terminated. Base paving in the northern end of the project limits is done. Access changes to accommodate the roundabout have been implemented. The roundabout itself should be built over the next few months.

CIP #19 (Loudon Road Improvements): The "road diet" was approved by City Council and is under design. Construction is anticipated during the spring/summer of 2015.

CIP #40 (Langley Parkway): A draft report on the Langley Parkway project findings to date is being reviewed by staff. A final report is anticipated to be distributed to Council later this year prior to the CIP out years meeting.

## **ON-GOING INITIATIVE 2. MUNICIPAL COMPLEX IMPROVEMENTS**

**Status:** In March 2014, the General Services Department completed a major renovation of the second and third floors of City Hall, which consolidated Finance Department staff on the second floor and Engineering and Planning Division staff on the third floor. The work consisted of the renovation of approximately 3,100 square feet of office space. With these improvements, both Deputy City Manager offices are located on the second floor adjacent to the offices of the City Manager and City Solicitor. The work included constructing a new private office and repurposing a larger private office into a needed conference room on the second floor. Engineering and Planning staff were moved to the third floor with a new private office constructed for the City Planner. A small conference room on the third floor was also constructed for use by Engineering and Planning staff. The work also included a new entryway into the repurposed space for the Engineering and Planning staff, with extended counter service. New office furniture and privacy cubicles were also provided to enhance the work environment.

## **ON-GOING INITIATIVE 3. MEMORIAL FIELD COMPLEX IMPROVEMENTS**

**Status:** The General Services Department managed the much-needed renovations of the press box and immediate grounds of the Doane Diamond baseball complex at Memorial Field. Work included a new roof, new siding, new windows and a refurbished interior. Security panels were installed to cover the windows when the building is not in use. The stairway to the second floor was reconstructed to meet present code and safety requirements. The grounds were improved, including the addition of foundation drains, area drains and a ground water pumping station to improve the wet conditions of the past. The work on the building included the addition of two large overhead doors at each end to provide secure storage space for equipment. Walkways and access drives were reconstructed and paved for safe access for users and patrons.

## **ON-GOING INITIATIVE 4. SEWALLS FALLS BRIDGE**

**Status:** The mitigation plan for the bridge has been accepted by the pertinent authorities. The existing bridge is currently being marketed. The design of the new bridge is underway and a bid package is anticipated to be issued in November to allow for a spring 2015 construction start.

## **ON-GOING INITIATIVE 5. CREATE AND EXPAND PARTNERSHIPS (particularly in regards to Recreation & Economic Development Opportunities)**

**Status:** The City continues to work closely with the developer of the proposed 31,000 SF retail/restaurant project located across from the Sears Auto Center on Loudon Road. The project received Planning Board approval in February, and the Developer is working to secure final tenancy and resolve outstanding engineering items related to the site plan. It is anticipated that construction will start in the fall.

## **ON-GOING INITIATIVE 6. CREATIVE ECONOMY WORK**

**Status:** A fact-finding visit by City staff and representatives from Creative Concord to a New Hampshire business incubator is planned for July.

## **ON-GOING INITIATIVE 7. HALL ST. WASTEWATER TREATMENT PLANT ODOR CONTROL PROGRAM**

**Status:** The second phase of the three phased comprehensive odor mitigation program at the Hall Street Wastewater Treatment Plant has been successfully operating since November 2013. In order to ensure that future capital funds are spent appropriately, the General Services Department is moving forward with two rounds of odor source sampling and analyses in FY 2015. This effort is intended to rank remaining unmitigated sources of odor and to determine the effectiveness of the investments made to date. Atmospheric dispersion modeling will also be conducted to predict potential off-site odor emissions. The current Capital Improvement Program has funds scheduled in FY 2016 and FY 2017 to address remaining process areas that are identified as significant contributors to off-site odor emissions.

1/28



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Kathryn H. Temchack, Director of Real Estate Assessments

**DATE:** June 18, 2014

**SUBJECT:** 2013 DRA Equalized Valuation & Tax Rate Comparison Report

### Recommendation

Request that the Mayor and Council accept this report.

### Background

The annual equalization survey conducted by the Department of Revenue Administration is performed so that comparisons of tax rates can be made between communities. Because every community is not assessing at property at full market value every year, the ability to compare one community's tax rate to another is not possible without some type of adjustment. The equalization process adjusts each municipality's tax rate to full value as if all property were assessed at 100% of market value. The equalized tax rates may then be used to fairly compare the tax rates between communities.

There are two reports. One report shows the equalized valuations and full value tax rates alpha by community and the second report lists the equalized tax rates from lowest to highest.

Concord's full value tax rate is ranked at #136; there are 240 tax rates ranked. By comparison with the other cities, Concord's rate is 8<sup>th</sup> out of 13 with Berlin, Claremont, Dover, Keene, Lebanon, Rochester, and Somersworth having higher full value tax rates. Comparing surrounding communities, two are lower and 6 are higher. Loudon and Webster's full value tax rates are lower with Boscawen, Bow, Canterbury, Chichester, Hopkinton, and Pembroke are higher

Both reports have been attached for your review.

### Discussion

None.

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION EQSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ RATIO	2013 FULL VALUE TAX RATE	RANKING
ACWORTH	95,332,940	97,580,449	\$22.62	97.7	\$22.01	96
ALBANY	105,454,724	99,850,986	\$11.91	106.3	\$12.54	23
ALEXANDRIA	202,275,184	187,196,782	\$21.26	103.4	\$22.62	111
ALLENSTOWN	248,811,983	249,463,764	\$31.53	98.2	\$31.13	216
ALSTEAD	180,303,383	155,132,029	\$26.80	116.7	\$31.08	215
ALTON	1,455,337,692	1,494,341,768	\$13.44	97.4	\$13.06	26
AMHERST	1,578,709,700	1,559,656,458	\$26.45	100.7	\$26.53	171
ANDOVER	267,753,327	239,316,302	\$18.75	108.8	\$20.83	80
ANTRIM	221,765,753	215,123,765	\$28.44	100.7	\$29.05	198
ASHLAND	228,261,598	224,397,327	\$25.12	102.2	\$25.43	160
ATKINSON	849,204,712	858,387,793	\$19.00	98.9	\$18.61	59
ATKINSON & GILMANTON	676,714	649,299	\$0.00	106.2	\$0.00	****
AUBURN	623,740,956	658,850,856	\$19.59	99.4	\$18.33	57
BARNSTEAD	468,879,854	430,146,314	\$23.50	109.0	\$25.52	162
BARRINGTON	926,068,265	844,634,823	\$22.46	109.2	\$24.30	143
BARTLETT	918,941,302	943,952,126	\$9.98	97.4	\$9.69	12
BATH	129,766,366	106,821,607	\$18.24	115.0	\$21.67	93
BEAN'S GRANT	540	537	\$0.00	106.2	\$0.00	****
BEAN'S PURCHASE	0	0	\$0.00	106.2	\$0.00	****
BEDFORD	3,211,293,134	3,402,000,314	\$22.17	94.1	\$20.74	78
BELMONT	738,651,693	602,680,025	\$22.44	122.6	\$27.23	178
BENNINGTON	119,091,762	104,749,874	\$25.40	112.4	\$28.58	195
BENTON	25,323,941	23,939,629	\$20.24	107.4	\$21.30	87
BERLIN	448,694,292	342,169,108	\$33.00	112.2	\$42.19	227
BETHLEHEM	224,431,138	251,574,068	\$28.55	89.2	\$25.26	158
BOSCAWEN	234,193,799	235,771,341	\$27.06	100.5	\$26.72	172
BOW	1,024,799,739	1,014,659,034	\$30.19	97.1	\$29.76	206
BRADFORD	221,476,152	213,368,009	\$22.42	102.9	\$23.17	120
BRENTWOOD	508,644,059	503,452,982	\$23.88	99.1	\$23.97	134
BRIDGEWATER	336,807,000	354,580,663	\$9.51	93.8	\$8.96	10
BRISTOL	468,563,875	448,748,009	\$20.18	101.8	\$20.92	82
BROOKFIELD	103,293,248	93,711,507	\$16.13	109.7	\$17.71	53
BROOKLINE	496,185,324	505,442,619	\$31.63	97.4	\$30.75	213
CAMBRIDGE	8,546,375	8,084,204	\$0.00	106.2	\$0.00	****
CAMPTON	416,956,143	383,954,541	\$19.99	108.3	\$21.46	90
CANAAN	323,982,943	338,331,486	\$25.17	94.2	\$23.96	133
CANDIA	412,837,486	382,497,161	\$19.50	107.9	\$20.81	79
CANTERBURY	247,033,896	233,593,483	\$26.14	106.0	\$27.40	181
CARROLL	315,178,458	311,406,767	\$17.66	101.3	\$17.81	54
CENTER HARBOR	382,907,426	403,195,612	\$13.19	95.0	\$12.51	22
CHANDLER'S PURCHASE	40,414	38,179	\$0.00	106.2	\$0.00	****

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION EQSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ RATIO	2013 FULL VALUE TAX RATE	RANKING
HARLESTOWN	271,981,894	254,173,102	\$32.28	107.7	\$34.38	221
CHATHAM	51,946,240	48,449,347	\$14.07	108.2	\$15.05	35
CHESTER	483,569,200	484,059,366	\$25.17	96.9	\$24.31	144
CHESTERFIELD	484,349,331	493,215,149	\$20.50	98.3	\$20.05	71
CHICHESTER	262,982,857	269,951,104	\$25.32	97.1	\$24.32	146
CLAREMONT	829,591,584	711,341,266	\$36.25	115.5	\$40.03	226
CLARKSVILLE	41,468,214	42,450,957	\$14.10	106.2	\$13.70	30
COLEBROOK	189,545,153	173,903,760	\$23.07	106.8	\$24.91	154
COLUMBIA	84,702,042	74,666,606	\$19.58	103.5	\$21.50	91
CONCORD	3,865,691,445	4,074,453,253	\$25.58	94.4	\$24.07	136
CONWAY	1,407,696,765	1,472,427,962	\$17.86	95.3	\$16.97	46
CORNISH	187,065,659	184,517,950	\$20.97	101.3	\$21.08	83
CRAWFORD'S PURCHASE	187,781	176,840	\$0.00	106.2	\$0.00	****
CROYDON	93,865,145	90,596,443	\$18.24	102.7	\$18.81	62
CUTT'S GRANT	0	0	\$0.00	106.2	\$0.00	****
DALTON	84,107,977	79,193,031	\$22.53	95.6	\$23.44	125
DANBURY	110,303,293	103,201,453	\$23.44	107.1	\$24.91	154
DANVILLE	336,755,508	333,031,867	\$28.34	101.0	\$28.29	193
DEERFIELD	549,356,397	483,202,693	\$22.65	107.5	\$25.32	159
DEERING	201,446,217	182,123,422	\$25.95	109.8	\$28.05	191
DERRY	2,395,028,120	2,688,560,224	\$31.49	89.0	\$27.47	183
DIX GRANT	768,018	735,560	\$0.00	106.2	\$0.00	****
DIXVILLE	8,239,724	44,045,917	\$0.00	106.2	\$0.00	****
DORCHESTER	40,777,573	36,910,141	\$18.61	111.0	\$20.51	76
DOVER	2,696,745,950	2,850,372,307	\$25.97	94.7	\$24.10	137
DUBLIN	255,544,828	249,529,201	\$23.64	102.2	\$24.17	139
DUMMER	67,418,559	52,096,142	\$16.14	101.3	\$18.99	63
DUNBARTON	311,517,580	279,967,387	\$21.01	105.4	\$23.14	119
DURHAM	910,158,142	930,568,820	\$30.41	96.8	\$29.56	204
EAST KINGSTON	299,011,607	278,728,837	\$24.76	104.7	\$26.37	169
EASTON	66,741,401	65,991,573	\$10.62	101.4	\$10.71	17
EATON	105,953,950	101,856,011	\$10.78	104.1	\$11.19	18
EFFINGHAM	180,274,037	155,964,041	\$19.18	115.4	\$22.07	99
ELLSWORTH	13,639,335	14,011,786	\$16.00	97.4	\$15.51	38
ENFIELD	565,881,655	534,833,693	\$21.32	105.1	\$22.10	101
EPPING	657,810,900	658,804,899	\$24.27	98.8	\$23.95	132
EPSOM	407,783,742	382,190,281	\$22.57	106.3	\$23.95	132
ERROL	84,517,995	80,783,726	\$12.35	100.3	\$12.65	24
ERVING'S GRANT	46,704	46,704	\$0.00	106.2	\$0.00	****
EXETER	1,640,180,570	1,747,957,486	\$26.03	93.8	\$23.88	130
FARMINGTON	480,321,339	435,073,539	\$21.00	110.3	\$22.86	114

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION BQSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ RATIO	2013 FULL VALUE TAX RATE	RANKING
FITZWILLIAM	251,418,395	235,161,684	\$28.34	103.9	\$29.68	205
FRANCESTOWN	213,242,869	188,521,577	\$22.77	112.3	\$25.68	164
FRANCONIA	285,418,987	274,395,358	\$15.88	103.7	\$16.47	43
FRANKLIN	519,985,700	529,927,820	\$24.60	99.2	\$23.72	128
FREEDOM	494,339,173	445,001,983	\$12.36	111.1	\$13.69	29
FREMONT	375,278,497	361,487,287	\$28.51	102.6	\$29.42	203
GILFORD	1,538,655,940	1,647,533,032	\$18.16	93.5	\$16.91	45
GILMANTON	482,761,564	430,037,190	\$21.15	110.9	\$23.58	127
GILSUM	65,435,704	59,960,688	\$26.94	108.4	\$29.16	199
GOFFSTOWN	1,336,852,300	1,331,948,525	\$27.11	99.2	\$26.88	175
GORHAM	280,673,500	259,485,698	\$31.98	93.0	\$33.81	218
GOSHEN	76,266,955	68,789,255	\$24.51	111.1	\$27.12	176
GRAFTON	127,663,016	109,097,272	\$20.84	116.6	\$24.28	142
GRANTHAM	516,045,870	473,090,541	\$21.44	108.8	\$23.32	124
GREENFIELD	159,379,621	138,544,543	\$24.29	121.2	\$27.82	188
GREENLAND	657,203,900	687,741,493	\$15.50	95.2	\$14.67	33
GREEN'S GRANT	3,093,188	2,942,546	\$10.16	106.2	\$10.59	16
GREENVILLE	97,729,438	97,457,530	\$28.73	99.8	\$28.57	194
GROTON	77,408,166	191,829,656	\$10.95	106.4	\$4.29	3
HADLEY'S PURCHASE	0	0	\$0.00	106.2	\$0.00	****
HALE'S LOCATION	74,988,800	74,450,115	\$4.02	100.8	\$4.04	2
HAMPSTEAD	1,020,898,871	979,943,155	\$23.68	103.7	\$24.36	145
HAMPTON	2,782,602,000	2,863,962,884	\$18.31	95.6	\$17.50	50
HAMPTON FALLS	417,384,910	421,291,053	\$20.19	98.4	\$19.80	67
HANCOCK	245,345,957	248,716,488	\$22.27	98.1	\$21.88	94
HANOVER	1,948,529,400	2,053,974,062	\$17.82	94.7	\$16.88	44
HARRISVILLE	186,887,245	186,462,204	\$18.12	99.8	\$18.12	56
HART'S LOCATION	15,887,300	15,079,883	\$4.58	106.1	\$4.77	5
HVERHILL	356,587,540	317,091,734	\$26.24	106.4	\$29.20	200
HEBRON	261,630,319	267,489,153	\$8.05	99.0	\$7.84	8
HENNIKER	392,339,737	376,806,434	\$30.34	103.7	\$31.07	214
HILL	107,136,843	75,018,097	\$19.39	138.3	\$27.38	180
HILLSBOROUGH	508,147,714	479,283,848	\$28.06	102.9	\$29.42	203
HINSDALE	353,577,121	321,258,440	\$25.85	100.6	\$27.40	181
HOLDERNESS	661,128,884	734,829,571	\$14.54	89.8	\$13.07	27
HOLLIS	1,187,001,402	1,207,116,233	\$22.82	97.6	\$22.28	103
HOOKSETT	1,580,045,743	1,625,730,434	\$23.48	96.1	\$22.38	107
HOPKINTON	661,892,055	611,793,719	\$28.74	107.4	\$30.74	212
HUDSON	2,578,825,108	2,555,157,971	\$20.56	98.0	\$20.32	73
JACKSON	391,161,542	378,127,988	\$9.86	103.5	\$10.18	14
JAFFREY	456,010,249	414,396,435	\$29.10	110.2	\$31.85	217

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION EQSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ RATIO	2013 FULL VALUE TAX RATE	RANKING
EFFERSON	124,850,186	115,719,029	\$19.75	106.7	\$21.12	84
KEENE	1,877,480,100	1,765,219,898	\$32.75	105.8	\$34.20	220
KENSINGTON	301,215,478	301,336,758	\$24.55	98.8	\$24.14	138
KILKENNY	12,904	12,904	\$0.00	106.2	\$0.00	****
KINGSTON	618,713,785	615,470,604	\$24.28	100.5	\$24.21	141
LACONN	1,810,270,476	1,843,806,053	\$22.08	99.1	\$21.57	92
LANCASTER	270,992,720	251,449,375	\$23.35	104.8	\$24.96	155
LANDAFF	51,056,492	48,384,640	\$19.17	103.0	\$20.12	72
LANGDON	61,564,968	60,008,756	\$25.10	102.7	\$25.54	163
LEBANON	1,877,490,125	1,928,408,404	\$25.51	98.1	\$24.57	147
LEE	423,869,927	424,852,476	\$28.75	99.6	\$28.02	190
LEMPSTER	161,541,336	141,363,549	\$20.39	108.0	\$22.50	109
LINCOLN	749,106,914	763,973,790	\$12.84	97.3	\$12.51	22
LISBON	112,581,334	111,723,361	\$30.43	100.9	\$30.39	209
LITCHFIELD	820,097,054	790,696,845	\$20.57	102.5	\$21.14	85
LITTLETON	763,615,400	602,629,127	\$22.46	103.9	\$27.38	180
LIVERMORE	134,100	134,100	\$0.00	100.0	\$0.00	****
LONDONDERRY	3,504,573,730	3,093,766,590	\$21.10	108.5	\$23.31	123
LUDON	534,018,966	488,603,239	\$20.71	108.9	\$22.47	108
LOW & BURBANK GRANT	0	0	\$0.00	106.2	\$0.00	****
LYMAN	61,107,701	60,159,345	\$19.30	101.3	\$19.51	65
LYME	329,911,000	330,698,358	\$23.58	98.7	\$23.22	121
LYNDEBOROUGH	168,300,450	154,471,603	\$24.00	109.0	\$26.10	166
MADBURY	238,074,670	213,829,357	\$25.24	109.0	\$27.79	187
MADISON	464,079,550	462,214,473	\$15.78	99.7	\$15.78	39
MANCHESTER	8,523,618,600	8,439,859,665	\$22.67	101.0	\$22.33	105
MARLBOROUGH	185,911,470	165,569,933	\$26.68	111.9	\$29.86	207
MARLOW	66,085,500	62,337,095	\$21.05	106.3	\$22.16	102
MARTIN'S LOCATION	27,170	27,170	\$0.00	106.2	\$0.00	****
MASON	161,786,818	139,794,033	\$24.90	116.1	\$28.66	196
MEREDITH	1,743,869,194	1,760,304,783	\$14.41	99.2	\$14.24	31
MERRIMACK	2,968,396,410	2,903,304,538	\$23.91	101.0	\$24.05	135
MIDDLETON	162,266,023	165,064,244	\$23.60	97.5	\$23.13	118
MILAN	124,088,386	111,567,431	\$20.78	103.3	\$22.56	110
MILFORD	1,282,784,487	1,260,216,766	\$26.97	101.9	\$27.26	179
MILLSFIELD	7,876,220	142,197,099	\$0.00	106.2	\$0.00	****
MILTON	368,841,834	353,002,134	\$25.88	104.5	\$26.75	173
MONROE	346,347,314	190,177,401	\$12.48	98.4	\$19.13	64
MONT VERNON	259,982,500	242,656,432	\$27.45	107.3	\$29.26	201
MOULTONBOROUGH	2,688,633,071	2,845,912,975	\$8.69	94.6	\$8.20	9
NASHUA	8,126,718,978	8,386,760,928	\$23.50	96.0	\$22.31	104

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION EQSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ RATIO	2013 FULL VALUE TAX RATE	RANKING
NELSON	117,207,597	112,443,244	\$19.88	103.2	\$20.57	77
NEW BOSTON	546,394,562	549,699,575	\$24.24	98.6	\$23.90	131
NEW CASTLE	640,386,131	647,672,238	\$6.39	98.8	\$6.30	6
NEW DURHAM	420,314,960	428,302,579	\$22.50	98.1	\$21.98	95
NEW HAMPTON	298,782,671	282,511,530	\$19.17	101.4	\$19.94	69
NEW IPSWICH	422,077,268	356,106,285	\$22.38	117.4	\$26.35	168
NEW LONDON	1,097,835,482	1,087,298,277	\$15.05	100.8	\$15.15	36
NEWBURY	701,457,041	706,227,728	\$14.93	99.1	\$14.81	34
NEWFIELDS	242,721,299	234,593,238	\$24.28	103.5	\$24.81	150
NEWINGTON	954,375,112	1,026,512,414	\$8.99	90.4	\$7.22	7
NEWMARKET	751,506,283	732,953,940	\$24.46	102.6	\$24.83	151
NEWPORT	424,291,111	413,506,936	\$29.99	101.5	\$30.43	210
NEWTON	480,534,793	436,305,952	\$25.30	110.0	\$27.67	186
NORTH HAMPTON	1,009,617,600	1,038,349,369	\$16.75	97.2	\$16.09	41
NORTHFIELD	282,375,205	275,272,077	\$24.66	101.6	\$24.72	149
NORTHUMBERLAND	111,506,663	94,133,498	\$33.48	103.9	\$38.64	225
NORTHWOOD	481,943,297	469,159,740	\$24.49	102.5	\$24.85	152
NOTTINGHAM	546,583,577	528,436,825	\$21.55	103.5	\$22.03	97
ODELL	2,085,048	1,976,105	\$0.00	106.2	\$0.00	****
ORANGE	28,778,639	34,895,478	\$21.55	81.3	\$17.70	52
ORFORD	146,748,526	134,766,850	\$25.70	108.2	\$27.92	189
OSSIPEE	708,209,127	660,237,568	\$17.39	107.4	\$18.53	58
PELHAM	1,408,651,318	1,428,377,883	\$22.87	98.0	\$22.34	106
PEMBROKE	626,865,328	568,086,029	\$26.84	107.4	\$29.33	202
PETERBOROUGH	607,729,902	640,626,120	\$29.80	94.8	\$27.44	182
PIERMONT	97,716,208	88,147,191	\$22.35	111.0	\$24.69	148
PINKHAM'S GRANT	2,730,070	4,133,904	\$7.17	106.2	\$4.65	4
PITTSBURG	244,079,653	251,647,486	\$16.70	97.6	\$16.05	40
PITTSFIELD	268,113,281	224,664,790	\$30.78	119.5	\$36.35	223
PLAINFIELD	266,613,611	268,967,265	\$27.50	97.9	\$26.50	170
PLAISTOW	842,783,950	910,862,857	\$25.24	91.8	\$22.91	115
PLYMOUTH	418,785,550	412,707,620	\$24.03	99.9	\$24.20	140
PORTSMOUTH	4,119,413,775	4,526,473,144	\$17.91	91.9	\$16.11	42
RANDOLPH	67,446,132	63,734,496	\$16.29	102.2	\$17.06	47
RAYMOND	845,575,157	813,575,881	\$23.64	102.4	\$24.14	138
RICHMOND	92,964,021	88,428,763	\$26.16	106.0	\$27.40	181
RINDGE	560,304,829	512,145,807	\$25.46	109.3	\$27.20	177
ROCHESTER	2,072,597,235	2,084,600,826	\$26.36	99.7	\$25.50	161
ROLLINSFORD	225,486,697	228,227,533	\$26.88	98.4	\$26.11	167
ROXBURY	25,638,777	29,179,673	\$21.85	100.0	\$19.13	64
RUMNEY	195,255,714	179,720,079	\$19.93	103.6	\$21.45	89

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION EGSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ. RATIO	2013 FULL VALUE TAX RATE	RANKING
YE	1,776,420,090	1,900,684,092	\$10.97	93.5	\$10.21	15
SALEM	3,879,320,877	3,936,929,706	\$20.46	97.8	\$20.01	70
SALISBURY	127,062,431	121,776,807	\$24.30	101.3	\$24.88	153
SANBORNTON	388,289,493	420,392,004	\$22.97	92.6	\$21.15	86
SANDOWN	512,916,470	529,304,535	\$27.08	96.9	\$25.75	165
SANDWICH	442,335,976	405,597,973	\$11.20	108.4	\$12.16	20
SARGENT'S PURCHASE	1,881,460	1,771,620	\$0.00	106.2	\$0.00	****
SEABROOK	2,626,431,950	2,393,624,563	\$15.27	95.9	\$15.21	37
SECOND COLLEGE GRANT	1,084,011	1,045,426	\$0.00	106.2	\$0.00	****
SHARON	54,606,562	49,061,087	\$19.90	110.9	\$22.08	100
SHELBURNE	81,702,598	67,929,150	\$15.29	99.8	\$17.20	48
SOMERS WORTH	848,697,930	839,566,085	\$30.47	101.6	\$30.66	211
SOUTH HAMPTON	135,031,557	132,314,937	\$17.53	101.3	\$17.47	49
SPRINGFIELD	200,974,872	184,533,414	\$20.40	106.4	\$22.06	98
STARK	68,890,170	57,095,072	\$17.48	123.1	\$20.50	75
STEWARTSTOWN	89,257,157	81,439,043	\$23.38	100.4	\$24.98	156
STODDARD	284,963,330	239,445,917	\$15.74	118.1	\$18.64	60
STRAFFORD	459,714,700	436,459,146	\$22.68	105.3	\$23.83	129
TRATFORD	68,662,594	55,720,595	\$23.92	103.8	\$28.05	191
STRATHAM	1,226,671,118	1,177,199,177	\$19.65	103.9	\$20.37	74
SUCCESS	11,535,304	10,888,762	\$0.00	106.2	\$0.00	****
SUGAR HILL	151,677,574	145,880,560	\$20.17	103.7	\$20.91	81
SULLIVAN	57,120,276	45,787,934	\$29.42	123.8	\$36.27	222
SUNAPEE	1,151,345,231	1,167,591,352	\$14.62	98.3	\$14.39	32
SURRY	76,199,217	82,199,707	\$21.50	95.8	\$19.87	68
SUTTON	270,180,523	265,689,169	\$23.64	101.8	\$23.95	132
SWANZEY	594,393,302	524,918,065	\$25.37	113.1	\$28.22	192
TAMWORTH	358,804,580	331,091,824	\$20.00	109.1	\$21.50	91
TEMPLE	151,921,489	134,942,843	\$24.50	111.9	\$27.52	184
THOM & MES PURCHASE	5,216,520	5,049,143	\$3.05	106.2	\$3.15	1
THORNTON	375,580,931	387,374,372	\$18.34	96.5	\$17.68	51
TILTON	524,873,518	477,749,645	\$18.30	107.7	\$19.79	66
TROY	107,598,241	101,278,163	\$36.26	103.2	\$38.14	224
TUFTONBORO	1,027,509,410	1,019,824,910	\$9.18	100.0	\$9.21	11
UNITY	133,527,114	119,012,954	\$24.70	111.2	\$27.61	185
WAKEFIELD	895,637,528	888,649,182	\$12.28	100.9	\$12.32	21
WALPOLE	417,353,639	397,211,498	\$22.04	104.1	\$22.99	116
WARNER	285,760,575	246,444,647	\$26.02	115.4	\$29.96	208
WARREN	89,274,243	68,156,887	\$22.40	110.0	\$28.71	197
WASHINGTON	226,283,239	227,332,554	\$17.97	98.9	\$17.83	55
WATERVILLE VALLEY	331,908,280	357,132,927	\$12.40	93.0	\$11.51	19

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION EQSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ RATIO	2013 FULL VALUE TAX RATE	RANKING
WEARE	818,815,418	756,271,407	\$21.75	107.1	\$23.27	122
WEBSTER	210,423,681	198,114,293	\$21.73	99.0	\$22.78	112
WENTWORTH	94,661,974	87,276,678	\$21.45	106.2	\$23.09	117
WENTWORTH LOCATION	7,174,246	6,772,978	\$9.50	106.2	\$10.03	13
WESTMORELAND	173,919,184	165,794,620	\$22.41	105.0	\$23.46	126
WHITEFIELD	220,744,990	174,485,362	\$20.27	119.5	\$25.25	157
WILMOT	179,751,382	174,289,291	\$20.79	102.8	\$21.39	88
WILTON	369,127,237	357,644,816	\$26.02	103.1	\$26.81	174
WINCHESTER	280,860,045	251,308,574	\$30.73	111.1	\$33.97	219
WINDHAM	2,079,009,410	2,135,023,621	\$23.60	97.4	\$22.82	113
WINDSOR	24,418,947	24,873,219	\$13.34	102.1	\$13.03	25
WOLFEBORO	2,038,346,025	1,987,905,225	\$12.83	102.6	\$13.12	28
WOODSTOCK	224,050,347	224,623,920	\$18.91	99.9	\$18.71	61

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION EQSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ RATIO	2013 FULL VALUE TAX RATE	RANKING
TKINSON & GILMANTON	676,714	649,299	\$0.00	106.2	\$0.00	****
BEAN'S GRANT	540	537	\$0.00	106.2	\$0.00	****
BEAN'S PURCHASE	0	0	\$0.00	106.2	\$0.00	****
CAMBRIDGE	8,546,375	8,084,204	\$0.00	106.2	\$0.00	****
CHANDLER'S PURCHASE	40,414	38,179	\$0.00	106.2	\$0.00	****
CRAWFORD'S PURCHASE	187,781	176,840	\$0.00	106.2	\$0.00	****
CUTT'S GRANT	0	0	\$0.00	106.2	\$0.00	****
DIX GRANT	768,018	735,560	\$0.00	106.2	\$0.00	****
DIXVILLE	8,239,724	44,045,917	\$0.00	106.2	\$0.00	****
ERVING'S GRANT	46,704	46,704	\$0.00	106.2	\$0.00	****
HADLEY'S PURCHASE	0	0	\$0.00	106.2	\$0.00	****
KILKENNY	12,904	12,904	\$0.00	106.2	\$0.00	****
LIVERMORE	134,100	134,100	\$0.00	100.0	\$0.00	****
LOW & BURBANK GRANT	0	0	\$0.00	106.2	\$0.00	****
MARTIN'S LOCATION	27,170	27,170	\$0.00	106.2	\$0.00	****
MILLSFIELD	7,876,220	142,197,099	\$0.00	106.2	\$0.00	****
ODELL	2,085,048	1,976,105	\$0.00	106.2	\$0.00	****
SARGENT'S PURCHASE	1,881,460	1,771,620	\$0.00	106.2	\$0.00	****
SECOND COLLEGE GRANT	1,084,011	1,045,426	\$0.00	106.2	\$0.00	****
SUCCESS	11,535,304	10,888,762	\$0.00	106.2	\$0.00	****
THOM & MES PURCHASE	5,216,520	5,049,143	\$3.05	106.2	\$3.15	1
HALE'S LOCATION	74,988,800	74,450,115	\$4.02	100.8	\$4.04	2
GROTON	77,408,166	191,829,656	\$10.95	106.4	\$4.29	3
PINKHAM'S GRANT	2,730,070	4,133,904	\$7.17	106.2	\$4.65	4
HART'S LOCATION	15,887,300	15,079,883	\$4.58	106.1	\$4.77	5
NEW CASTLE	640,386,131	647,672,238	\$6.39	98.8	\$6.30	6
NEWINGTON	954,375,112	1,026,512,414	\$8.99	90.4	\$7.22	7
HEBRON	261,630,319	267,489,153	\$8.05	99.0	\$7.84	8
MOULTONBOROUGH	2,688,633,071	2,845,912,975	\$8.69	94.6	\$8.20	9
BRIDGEWATER	336,807,000	354,580,663	\$9.51	93.8	\$8.96	10
TUFTONBORO	1,027,509,410	1,019,824,910	\$9.18	100.0	\$9.21	11
BARTLETT	918,941,302	943,952,126	\$9.98	97.4	\$9.69	12
WENTWORTH LOCATION	7,174,246	6,772,978	\$9.50	106.2	\$10.03	13
JACKSON	391,161,542	378,127,988	\$9.86	103.5	\$10.18	14
RYE	1,776,420,090	1,900,684,092	\$10.97	93.5	\$10.21	15
GREEN'S GRANT	3,093,188	2,942,546	\$10.16	106.2	\$10.59	16
ASTON	66,741,401	65,991,573	\$10.62	101.4	\$10.71	17
EATON	105,953,950	101,856,011	\$10.78	104.1	\$11.19	18
WATERVILLE VALLEY	331,908,280	357,132,927	\$12.40	93.0	\$11.51	19
SANDWICH	442,335,976	405,597,973	\$11.20	108.4	\$12.16	20
WAKEFIELD	895,637,528	888,649,182	\$12.28	100.9	\$12.32	21

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION EQSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ RATIO	2013 FULL VALUE TAX RATE	RANKING
CENTER HARBOR	382,907,426	403,195,612	\$13.19	95.0	\$12.51	22
LINCOLN	749,106,914	763,973,790	\$12.84	97.3	\$12.51	22
ALBANY	105,454,724	99,850,986	\$11.91	106.3	\$12.54	23
ERROL	84,517,995	80,783,726	\$12.35	100.3	\$12.65	24
WINDSOR	24,418,947	24,873,219	\$13.34	102.1	\$13.03	25
ALTON	1,455,337,692	1,494,341,768	\$13.44	97.4	\$13.06	26
HOLDERNESS	661,128,884	734,829,571	\$14.54	89.8	\$13.07	27
WOLFEBORO	2,038,346,025	1,987,905,225	\$12.83	102.6	\$13.12	28
FREEDOM	494,339,173	445,001,983	\$12.36	111.1	\$13.69	29
CLARKSVILLE	41,468,214	42,450,957	\$14.10	106.2	\$13.70	30
MEREDITH	1,743,869,194	1,760,304,783	\$14.41	99.2	\$14.24	31
SUNAPEE	1,151,345,231	1,167,591,352	\$14.62	98.3	\$14.39	32
GREENLAND	657,203,900	687,741,493	\$15.50	95.2	\$14.67	33
NEWBURY	701,457,041	706,227,728	\$14.93	99.1	\$14.81	34
CHATHAM	51,946,240	48,449,347	\$14.07	108.2	\$15.05	35
NEW LONDON	1,097,835,482	1,087,298,277	\$15.05	100.8	\$15.15	36
SEABROOK	2,626,431,950	2,393,624,563	\$15.27	95.9	\$15.21	37
ELLSWORTH	13,639,335	14,011,785	\$16.00	97.4	\$15.51	38
MADISON	464,079,550	462,214,473	\$15.78	99.7	\$15.78	39
PITTSBURG	244,079,653	251,647,486	\$16.70	97.6	\$16.05	40
NORTH HAMPTON	1,009,617,600	1,038,349,369	\$16.75	97.2	\$16.09	41
PORTSMOUTH	4,119,413,775	4,526,473,144	\$17.91	91.9	\$16.11	42
FRANCONIA	285,418,987	274,395,358	\$15.88	103.7	\$16.47	43
HANOVER	1,948,529,400	2,053,974,062	\$17.82	94.7	\$16.88	44
GILFORD	1,538,655,940	1,647,533,032	\$18.16	93.5	\$16.91	45
CONWAY	1,407,696,765	1,472,427,962	\$17.86	95.3	\$16.97	46
RANDOLPH	67,446,132	63,734,496	\$16.29	102.2	\$17.06	47
SHELBURNE	81,702,598	67,929,150	\$15.29	99.8	\$17.20	48
SOUTH HAMPTON	135,031,557	132,314,937	\$17.53	101.3	\$17.47	49
HAMPTON	2,782,602,000	2,863,962,884	\$18.31	95.6	\$17.50	50
THORNTON	375,580,931	387,374,372	\$18.34	96.5	\$17.68	51
ORANGE	28,778,639	34,895,478	\$21.55	81.3	\$17.70	52
BROOKFIELD	103,293,248	93,711,507	\$16.13	109.7	\$17.71	53
CARROLL	315,178,458	311,405,767	\$17.66	101.3	\$17.81	54
WASHINGTON	226,283,239	227,332,554	\$17.97	98.9	\$17.83	55
HARRISVILLE	186,887,245	186,462,204	\$18.12	99.8	\$18.12	56
AUBURN	623,740,956	658,850,856	\$19.59	99.4	\$18.33	57
OSSIPEE	708,209,127	660,237,568	\$17.39	107.4	\$18.53	58
ATKINSON	849,204,712	858,387,793	\$19.00	98.9	\$18.61	59
STODDARD	284,963,330	239,445,917	\$15.74	118.1	\$18.64	60
WOODSTOCK	224,050,347	224,623,920	\$18.91	99.9	\$18.71	61

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION EQSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ RATIO	2013 FULL VALUE TAX RATE	RANKING
ROYDON	93,865,145	90,596,443	\$18.24	102.7	\$18.81	62
DUMMER	67,418,559	52,096,142	\$16.14	101.3	\$18.99	63
MONROE	346,347,314	190,177,401	\$12.48	98.4	\$19.13	64
ROXBURY	25,638,777	29,179,673	\$21.85	100.0	\$19.13	64
LYMAN	61,107,701	60,159,345	\$19.30	101.3	\$19.51	65
TILTON	524,873,518	477,749,645	\$18.30	107.7	\$19.79	66
HAMPTON FALLS	417,384,910	421,291,053	\$20.19	98.4	\$19.80	67
SURRY	76,199,217	82,199,707	\$21.50	95.8	\$19.87	68
NEW HAMPTON	298,782,671	282,511,530	\$19.17	101.4	\$19.94	69
SALEM	3,879,320,877	3,936,929,706	\$20.46	97.8	\$20.01	70
CHESTERFIELD	484,349,331	493,215,149	\$20.50	98.3	\$20.05	71
LANDAFF	51,056,492	48,384,640	\$19.17	103.0	\$20.12	72
HUDSON	2,578,825,108	2,555,157,971	\$20.56	98.0	\$20.32	73
STRATHAM	1,226,671,118	1,177,199,177	\$19.65	103.9	\$20.37	74
STARK	68,890,170	57,095,072	\$17.48	123.1	\$20.50	75
DORCHESTER	40,777,573	36,910,141	\$18.61	111.0	\$20.51	76
NELSON	117,207,597	112,443,244	\$19.88	103.2	\$20.57	77
BEDFORD	3,211,293,134	3,402,000,314	\$22.17	94.1	\$20.74	78
ANDIA	412,837,486	382,497,161	\$19.50	107.9	\$20.81	79
ANDOVER	267,753,327	239,316,302	\$18.75	108.8	\$20.83	80
SUGAR HILL	151,677,574	145,880,560	\$20.17	103.7	\$20.91	81
BRISTOL	468,563,875	448,748,009	\$20.18	101.8	\$20.92	82
CORNISH	187,065,659	184,517,950	\$20.97	101.3	\$21.08	83
JEFFERSON	124,850,186	115,719,029	\$19.75	106.7	\$21.12	84
LITCHFIELD	820,097,054	790,696,845	\$20.57	102.5	\$21.14	85
SANBORNTON	388,289,493	420,392,004	\$22.97	92.6	\$21.15	86
BENTON	25,323,941	23,939,629	\$20.24	107.4	\$21.30	87
WILMOT	179,751,382	174,289,291	\$20.79	102.8	\$21.39	88
RUMNEY	195,255,714	179,720,079	\$19.93	103.6	\$21.45	89
CAMPTON	416,956,143	383,954,541	\$19.99	108.3	\$21.46	90
COLUMBIA	84,702,042	74,666,606	\$19.58	103.5	\$21.50	91
TAMWORTH	358,804,580	331,091,824	\$20.00	109.1	\$21.50	91
LACONIA	1,810,270,476	1,843,806,053	\$22.08	99.1	\$21.57	92
BATH	129,766,366	106,821,607	\$18.24	115.0	\$21.67	93
HANCOCK	245,345,957	248,716,488	\$22.27	98.1	\$21.88	94
NEW DURHAM	420,314,960	428,302,579	\$22.50	98.1	\$21.98	95
COWORTH	95,332,940	97,580,449	\$22.62	97.7	\$22.01	96
NOTTINGHAM	546,583,577	528,436,825	\$21.55	103.5	\$22.03	97
SPRINGFIELD	200,974,872	184,533,414	\$20.40	106.4	\$22.06	98
EFFINGHAM	180,274,037	155,964,041	\$19.18	115.4	\$22.07	99
SHARON	54,606,562	49,061,087	\$19.90	110.9	\$22.08	100

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION EQSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ. RATIO	2013 FULL VALUE TAX RATE	RANKING
ENFIELD	565,881,655	534,833,693	\$21.32	105.1	\$22.10	101
MARLOW	66,085,500	62,337,095	\$21.05	106.3	\$22.16	102
HOLLIS	1,187,001,402	1,207,116,233	\$22.82	97.6	\$22.28	103
NASHUA	8,126,718,978	8,386,760,928	\$23.50	96.0	\$22.31	104
MANCHESTER	8,523,618,600	8,439,859,665	\$22.67	101.0	\$22.33	105
PELHAM	1,408,651,318	1,428,377,883	\$22.87	98.0	\$22.34	106
HOOKSETT	1,580,045,743	1,625,730,434	\$23.48	96.1	\$22.38	107
LOUDON	534,018,966	488,603,238	\$20.71	108.9	\$22.47	108
LEMPSTER	161,541,336	141,363,549	\$20.39	108.0	\$22.50	109
MILAN	124,088,386	111,567,431	\$20.78	103.3	\$22.56	110
ALEXANDRIA	202,275,184	187,196,782	\$21.26	103.4	\$22.62	111
WEBSTER	210,423,681	198,114,293	\$21.73	99.0	\$22.78	112
WINDHAM	2,079,009,410	2,135,023,621	\$23.60	97.4	\$22.82	113
FARMINGTON	480,321,339	435,073,539	\$21.00	110.3	\$22.86	114
PLAISTOW	842,783,950	910,862,857	\$25.24	91.8	\$22.91	115
WALPOLE	417,353,639	397,211,498	\$22.04	104.1	\$22.99	116
WENTWORTH	94,661,974	87,276,678	\$21.45	106.2	\$23.09	117
MIDDLETON	162,266,023	165,064,244	\$23.60	97.5	\$23.13	118
DUNBARTON	311,517,580	279,967,387	\$21.01	105.4	\$23.14	119
BRADFORD	221,476,152	213,368,009	\$22.42	102.9	\$23.17	120
LYME	329,911,000	330,698,358	\$23.58	98.7	\$23.22	121
WEARE	818,815,418	756,271,407	\$21.75	107.1	\$23.27	122
LONDONDERRY	3,504,573,730	3,093,766,590	\$21.10	108.5	\$23.31	123
GRANTHAM	516,045,870	473,090,541	\$21.44	108.8	\$23.32	124
DALTON	84,107,977	79,193,031	\$22.53	95.6	\$23.44	125
WESTMORELAND	173,919,184	165,794,620	\$22.41	105.0	\$23.46	126
GILMANTON	482,761,564	430,037,190	\$21.15	110.9	\$23.58	127
FRANKLIN	519,985,700	529,927,820	\$24.60	99.2	\$23.72	128
STRAFFORD	459,714,700	436,459,146	\$22.68	105.3	\$23.83	129
EXETER	1,640,180,570	1,747,957,486	\$26.03	93.8	\$23.88	130
NEW BOSTON	546,394,562	549,699,575	\$24.24	98.6	\$23.90	131
EPPING	657,810,900	658,804,899	\$24.27	98.8	\$23.95	132
EPSOM	407,783,742	382,190,281	\$22.57	106.3	\$23.95	132
SUTTON	270,180,523	265,689,169	\$23.64	101.8	\$23.95	132
CANAAN	323,982,943	338,331,486	\$25.17	94.2	\$23.96	133
BRENTWOOD	508,644,059	503,452,982	\$23.88	99.1	\$23.97	134
MERRIMACK	2,968,396,410	2,903,304,538	\$23.91	101.0	\$24.05	135
CONCORD	3,865,691,446	4,074,453,253	\$25.58	94.4	\$24.07	136
DOVER	2,696,745,950	2,850,372,307	\$25.97	94.7	\$24.10	137
KENSINGTON	301,215,478	301,336,758	\$24.55	98.8	\$24.14	138
RAYMOND	845,575,157	813,575,881	\$23.64	102.4	\$24.14	138

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION EQSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ RATIO	2013 FULL VALUE TAX RATE	RANKING
DUBLIN	255,544,828	249,529,201	\$23.64	102.2	\$24.17	139
PLYMOUTH	418,785,550	412,707,620	\$24.03	99.9	\$24.20	140
KINGSTON	618,713,785	615,470,604	\$24.28	100.5	\$24.21	141
GRAFTON	127,663,016	109,097,272	\$20.84	116.6	\$24.28	142
BARRINGTON	926,068,265	844,634,823	\$22.46	109.2	\$24.30	143
CHESTER	483,569,200	484,059,366	\$25.17	96.9	\$24.31	144
HAMPSTEAD	1,020,898,871	979,943,155	\$23.68	103.7	\$24.36	145
CHICHESTER	262,932,957	269,951,104	\$25.32	97.1	\$24.52	146
LANGDON	1,877,490,125	1,928,408,404	\$25.51	98.1	\$24.57	147
PIERMONT	97,716,208	88,147,191	\$22.35	111.0	\$24.69	148
NORTHFIELD	282,375,205	275,272,077	\$24.66	101.6	\$24.72	149
NEWFIELDS	242,721,299	234,593,238	\$24.28	103.5	\$24.81	150
NEWMARKET	751,506,283	732,953,940	\$24.46	102.6	\$24.83	151
NORTHWOOD	481,943,297	469,159,740	\$24.49	102.5	\$24.85	152
SALISBURY	127,062,431	121,776,807	\$24.30	101.3	\$24.88	153
COLEBROOK	189,545,153	173,903,760	\$23.07	106.8	\$24.91	154
DANBURY	110,303,293	103,201,453	\$23.44	107.1	\$24.91	154
LANCASTER	270,992,720	251,449,375	\$23.35	104.8	\$24.96	155
TEWARTSTOWN	89,257,157	81,439,043	\$23.38	100.4	\$24.98	156
WHITEFIELD	220,744,990	174,485,362	\$20.27	119.5	\$25.25	157
BETHLEHEM	224,431,138	251,574,068	\$28.55	89.2	\$25.26	158
DEERFIELD	549,356,397	483,202,693	\$22.65	107.5	\$25.32	159
ASHLAND	228,261,598	224,397,327	\$25.12	102.2	\$25.43	160
ROCHESTER	2,072,597,235	2,084,600,826	\$26.36	99.7	\$25.50	161
BARNSTEAD	468,879,854	430,146,314	\$23.50	109.0	\$25.52	162
LANGDON	61,564,968	60,008,756	\$25.10	102.7	\$25.54	163
FRANCESTOWN	213,242,869	188,521,577	\$22.77	112.3	\$25.68	164
SANDOWN	512,916,470	529,304,535	\$27.08	96.9	\$25.75	165
LYNDEBOROUGH	168,300,450	154,471,603	\$24.00	109.0	\$26.10	166
ROLLINSFORD	225,486,697	228,227,533	\$26.88	98.4	\$26.11	167
NEW IPSWICH	422,077,268	356,106,285	\$22.38	117.4	\$26.35	168
EAST KINGSTON	299,011,607	278,728,837	\$24.76	104.7	\$26.37	169
PLAINFIELD	266,613,611	268,967,265	\$27.50	97.9	\$26.50	170
AMHERST	1,578,709,700	1,559,656,458	\$26.45	100.7	\$26.53	171
BOSCAWEN	234,193,799	235,771,341	\$27.06	100.5	\$26.72	172
MILTON	368,841,834	353,002,134	\$25.88	104.5	\$26.75	173
MILTON	369,127,237	357,644,816	\$26.02	103.1	\$26.81	174
GOFFSTOWN	1,336,852,300	1,331,948,525	\$27.11	99.2	\$26.88	175
GOSHEN	76,266,955	68,789,255	\$24.51	111.1	\$27.12	176
RINDGE	560,304,829	512,145,807	\$25.46	109.3	\$27.20	177
BELMONT	738,651,693	602,680,025	\$22.44	122.6	\$27.23	178

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION EQSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ RATIO	2013 FULL VALUE TAX RATE	RANKING
MILFORD	1,282,784,487	1,260,216,766	\$26.97	101.9	\$27.26	179
HILL	107,136,843	75,018,097	\$19.39	138.3	\$27.38	180
LITTLETON	763,615,400	602,629,127	\$22.46	103.9	\$27.38	180
CANTERBURY	247,033,896	233,593,483	\$26.14	106.0	\$27.40	181
HINSDALE	353,577,121	321,258,440	\$25.85	100.6	\$27.40	181
RICHMOND	92,964,021	88,428,763	\$26.16	106.0	\$27.40	181
PETERBOROUGH	607,729,902	640,626,120	\$29.80	94.8	\$27.44	182
DERRY	2,395,028,120	2,688,560,224	\$31.49	89.0	\$27.47	183
TEMPLE	151,921,489	134,942,843	\$24.50	111.9	\$27.52	184
UNITY	133,527,114	119,012,954	\$24.70	111.2	\$27.61	185
NEWTON	480,534,793	436,305,952	\$25.30	110.0	\$27.67	186
MADBURY	238,074,670	213,829,357	\$25.24	109.0	\$27.79	187
GREENFIELD	159,379,621	138,544,543	\$24.29	121.2	\$27.82	188
ORFORD	146,748,526	134,766,850	\$25.70	108.2	\$27.92	189
LEE	423,869,927	424,852,476	\$28.75	99.6	\$28.02	190
DEERING	201,446,217	182,123,422	\$25.95	109.8	\$28.05	191
STRATFORD	68,662,594	55,720,595	\$23.92	103.8	\$28.05	191
SWANZEY	594,393,302	524,918,065	\$25.37	113.1	\$28.22	192
DANVILLE	336,755,508	333,031,867	\$28.34	101.0	\$28.29	193
GREENVILLE	97,729,438	97,457,530	\$28.73	99.8	\$28.57	194
BENNINGTON	119,091,762	104,749,874	\$25.40	112.4	\$28.58	195
MASON	161,786,818	139,794,033	\$24.90	116.1	\$28.66	196
WARREN	89,274,243	68,156,887	\$22.40	110.0	\$28.71	197
ANTRIM	221,765,753	215,123,765	\$28.44	100.7	\$29.05	198
GILSUM	65,435,704	59,960,688	\$26.94	108.4	\$29.16	199
HAVERHILL	356,587,540	317,091,734	\$26.24	106.4	\$29.20	200
MONT VERNON	259,982,500	242,656,432	\$27.45	107.3	\$29.26	201
PEMBROKE	626,865,328	568,086,029	\$26.84	107.4	\$29.33	202
FREMONT	375,278,497	361,487,287	\$28.51	102.6	\$29.42	203
HILLSBOROUGH	508,147,714	479,283,848	\$28.06	102.9	\$29.42	203
DURHAM	910,158,142	930,568,820	\$30.41	96.8	\$29.56	204
FITZWILLIAM	251,418,395	235,161,684	\$28.34	103.9	\$29.68	205
BOW	1,024,799,739	1,014,659,034	\$30.19	97.1	\$29.76	206
MARLBOROUGH	185,911,470	165,569,933	\$26.68	111.9	\$29.86	207
WARNER	285,760,575	246,444,647	\$26.02	115.4	\$29.96	208
LISBON	112,581,334	111,723,361	\$30.43	100.9	\$30.39	209
NEWPORT	424,291,111	413,506,936	\$29.99	101.5	\$30.43	210
SOMERSWORTH	848,697,930	839,566,085	\$30.47	101.6	\$30.66	211
HOPKINTON	661,892,955	611,793,719	\$28.74	107.4	\$30.74	212
BROOKLINE	496,185,324	505,442,619	\$31.63	97.4	\$30.75	213
HENNIKER	392,339,737	376,806,434	\$30.34	103.7	\$31.07	214

**2013 COMPARISON OF FULL VALUE TAX RATES**

TownName	MODIFIED ASSESSED VALUATION EQSWU	2013 TOTAL EQUALIZED VALUATION	2013 LOCAL TAX RATE	2013 EQ RATIO	2013 FULL VALUE TAX RATE	RANKING
LSTEAD	180,303,383	155,132,029	\$26.80	116.7	\$31.08	215
ALLENSTOWN	248,811,983	249,463,764	\$31.53	98.2	\$31.13	216
JAFFREY	456,010,249	414,396,435	\$29.10	110.2	\$31.85	217
GORHAM	280,673,500	259,485,698	\$31.98	93.0	\$33.81	218
WINCHESTER	280,860,045	251,308,574	\$30.73	111.1	\$33.97	219
KEENE	1,877,480,100	1,765,219,898	\$32.75	105.8	\$34.20	220
CHARLESTOWN	271,981,894	254,173,102	\$32.28	107.7	\$34.38	221
SULLIVAN	57,120,276	45,787,934	\$29.42	123.8	\$36.27	222
PITTSFIELD	268,113,281	224,664,790	\$30.78	119.5	\$36.35	223
TROY	107,598,241	101,278,163	\$36.26	103.2	\$38.14	224
NORTHUMBERLAND	111,506,663	94,133,498	\$33.48	103.9	\$38.64	225
LAREMONT	829,591,584	711,341,266	\$36.25	115.5	\$40.03	226
SPRINGFIELD	448,694,292	342,169,108	\$33.00	112.2	\$42.19	227



7-14



# CITY OF CONCORD

TJA

## REPORT TO THE MAYOR AND CITY COUNCIL

**FROM: Eugene A Blake Health & Licensing Officer**

**DATE: June 11, 2014**

**SUBJECT: Intown Concord is requesting Approval and a Permit for the Serving and Consumption of Alcoholic Beverages on City Property during Concord Market Days, July 17, 18, 19, 2014 as outlined by Ordinance Chapter 15 Article 15-12; Licensing of Alcohol use on City Property. Passed by City Council May 14, 2012 this will be for Beer and Wine only.**

**Recommendation: As there were no incidents or problems last year, recommend approval of license applications and issuance of permits as applied for by Intown Concord for Concord Market Days.**

**Background: This is Intown Concord's third year for this request received by the Health & Licensing Office for the Serving and Consumption of Alcoholic Beverages on City Property. Following passage of the Ordinance by the City Council on May 14, 2012 The City of Concord Ordinance 15-12-5 (a) requires that the City Council approves the application and that the City Manager sign the application for the issuance of the "License to serve alcohol on closed city streets submitted by the City Health & Licensing Officer to the City Council for Review and Approval".**

**Discussion: The five (5) pages City Application (three (3) applications in total one application for each day) has been completely filled out correctly by Susan Sokul Intown Concord Market Days Festival Director with all the proper signatures, and notarized. The applications includes the Certificate of Management Training Seminar Issued by the State of NH Liquor Commission, The State of NH Liquor Commission Three(3) "one Day Liquor Licenses", the list of servers, the layout of the service area with map, and the required Insurance Policy. The Health & Licensing Officer has reviewed and approved each application.**



Thursday 7/17/14      Friday 7/18/14  
SAT 7/19/14

**CITY OF CONCORD**  
NEW HAMPSHIRE  
*Community Development Department*  
Code Administration Division

City Hall Annex • 37 Green Street • Concord, NH 03301 • tel. 603/225-8580 • fax 603/225-8586

**APPLICATION FOR ONE-DAY LICENSE TO SERVE AND OFFER ALCOHOL  
FOR CONSUMPTION ON CITY PROPERTY**

**I. PURPOSE**

- The purpose of this license application is for the City of Concord to review an applicant's qualification to obtain a one-day license to serve alcohol on City property in accordance with City of Concord Code of Ordinances 14-5-2 and 14-5-3 and N.H. RSA 178:22 (I).

**II. DEFINITIONS**

- Alcohol: As defined by the New Hampshire Liquor Commission.
- License Fee: The license fee shall be \$200.00 for each one-day license issued.
- Voluntary Non-Profit Organization: An organization under RSA 178:22(I).

**III. APPLICANT INFORMATION**

- Organization Name: Intown Concord  
Address: 49 South Main Street, Suite 202 Concord, NH 03301  
Contact Person: Susan Sokol Phone: (work) 603-226-2150 (cell) 603-568-6436
- Copy of New Hampshire Liquor Commission, RSA 178:22(I) One-Day License:  
Yes  No  Start/Expiration Date: PENDING APPLICATION
- Person in Charge of the Event: (cell) 603-568-6436 (work) 603-226-2150
- Name, Address and Phone Number Person(s) serving alcohol: Intown Concord Board Members and selected volunteers  
who will have completed the required servicing training in accordance with the State of NH Liquor Commission rules and regulations
- Person(s) identified as serving alcohol have completed N.H. Liquor Commission Training Program Certificate within 45 days of license issuance:  Yes  No
- Person(s) identified as serving alcohol have other applicable N.H. Liquor Commission License to Serve Alcohol:  Yes;  No If Yes, identify other license: Servers will have completed online TEAMS (Total Education in Alcohol Management) training through the NH Liquor Commission. The Event Coordinator and at least one Market Days Beer Tent Committee member will complete the In person M.TS training.
- Copy of any agreement between the applicant and any third party intended to affect the operation of the license:  Yes  No  N/A

**IV. PURPOSE OF THE ONE-DAY LICENSE**

- Describe the purpose of the event for the one day license.  
Allow Intown Concord to operate a beer and wine tent as a venue option during the 40th annual Market Days Festival. The beer tent will be located on the west side of north Main Street, between Warren and School.

- Identify the type alcohol to be served  
Beer and wine

## **I. LICENSE INFORMATION**

- Requested Date for One-Day License: Friday 7.18.2014
- Proposed Hours of Operation for One-Day License: 10am to 10 pm  
(No license shall be issued between the hours of 10 pm and 10 am.)
- Requested Location for One-Day License Activity: West side of N. Main between Warren and School
- How many people are expected to attend? 2100 over 3 days
- Plan of Physical Layout, diagram attached:  Yes  No
- Tent/rope fencing or other boundaries identified, diagram attached:  Yes  No
- Display Signs,  Yes;  No If Yes, describe sign(s) Signage for Intown Concord Beer Tent with instructions for ID checking, purchasing information, exit signs, and general market days information

## **VI. INSURANCE AND DEFENSE AND INDEMNIFICATION AGREEMENT**

- Applicant has provided a Certificate of Liability Insurance which provides:
  1. General Liability Insurance in the Aggregate Two (2) Million Dollars, naming the City of Concord as an additional insured;
  2. Each Occurrence of Injury One Million Dollars;
  3. Medical Expense (any one person) Five Thousand Dollars.  
 Yes  No *\*\* pending*
- Applicant has executed the attached Indemnification Agreement:  Yes  No

## **VII. OTHER PERMITS AND INFRASTRUCTURE**

- The City may assist the applicant with securing any and all City permits required. However, the applicant shall be solely responsible for completing all required permit applications as well as paying all required application fees. The applicant shall also be solely responsible for the cost of constructing all infrastructure upgrades made to any facility without limitation which shall be subject to City inspection and approval.

## **VIII. CLEANUP**

- Applicant agrees that to the extent that a license is issued, it is required to immediately remove all signs, equipment or other products ("infrastructure") from the City's Public Property following the conclusion of the license. The City may charge the licensee any actual costs it incurs for removing any items from the City's public property not immediately removed after the license event ends.

## **IX. TERMINATION**

- The City may terminate this license at any time and for any reason.

## **APPLICABLE LAWS**

- The applicant shall comply with all local, state, and federal laws, rules, regulations, and ordinances in conjunction with the issuance of this license.

- This license shall be enforceable in the Courts of Merrimack County, New Hampshire, to which both parties submit for jurisdiction.

**XI. APPLICANT SWORN AFFIRMATION**

I hereby swear and affirm under the penalties of perjury that the information I have provided in this information is true, and to the extent that a license is issued, agree to be bound by terms of this license application.

TONYA ROCHETTE

Duly Authorized Officer or Director of Voluntary Non-Profit Organization (printed)

*Tonya Rochette*

Duly Authorized Officer or Director of Voluntary Non-Profit Organization (signature)

3/4/14  
Date

Sworn to and affirmed at Concord, New Hampshire on MARCH 4, 2014, before \_\_\_\_\_

\_\_\_\_\_  
Justice of the Peace/Notary Public  
Commission expires:

SEAN T. SKABO, Notary Public  
My Commission Expires November 17, 2015

**HEALTH AND LICENSING OFFICER REVIEW**

- Health and Licensing Officer has approved this application and it meets the minimum requirements for the approving authority to review.  Yes  No
- If No, reason for non-approval: \_\_\_\_\_

*Eugene A Blaine*  
Health and Licensing Officer

6/11/14  
Date

**APPROVAL FROM APPROPRIATE AUTHORITY**

By: *[Signature]*  
City of Concord

6.11.14  
Date

**RECEIVED**

MAR 07 2014

CODE ADMINISTRATION

*Paid \$2000  
Check # 2478  
G Blaine  
1 check 3  
license*

**INDEMNIFICATION AGREEMENT**

Intown Concord, ("licensee") agrees to defend and indemnify the City, its officers, employees and agents against any and all loss, damage, liability, expense, suits, demands and claims, including, but not limited to, cases of injury to third parties or their property, resulting from and arising out of: (1) Any act, failure to act, or negligence of licensee in conjunction with the issuance of the one day license; (2) Anything owned or controlled by licensee, its servants, agents, or invitees and used on the City's premises in connection with licensee's activities under this license; or (3) Any nuisance made by licensee, its servants, agents, or invitees on the City's premises in connection with this license. The foregoing provisions concerning defense and indemnification shall not be construed to require defense or indemnification to the City for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its employees.

Licensee, their heirs, executors, administrators, and assigns, acknowledge full satisfaction for all liabilities and actions that may now or later accrue as a result of the use of the park for this tournament and releases the City, its employees and agents, from any claims of negligence or damage that may now or later arise out of said use.

Dated this 4th day of March, 2014.

By: [Signature]  
Licensee  
Duly Authorized

Sworn to and affirmed at Concord, New Hampshire on MARCH 4TH, 2014, before \_\_\_\_\_

[Signature]  
Justice of the Peace/Notary Public  
Commission expires: \_\_\_\_\_

SEAN T. SKABO, Notary Public  
My Commission Expires November 17, 2015



**RECEIVED**

February 13, 2014

FEB 18 2014

**REPORT TO MAYOR AND CITY COUNCIL**

CODE ADMINISTRATION

*Gene  
delivered  
to City  
Clock*

**FROM:** Susan Sokul, Events and Communications Coordinator  
Intown Concord, tel. 226-2150, susan@intownconcord.org

**SUBJECT:** Street Closure for 40<sup>th</sup> Annual Market Days Festival

**Recommendation:**

Recommend approval of street closings for the Market Days Festival.

**Background:**

This request has become a standard request, and has been granted for the past 39 years.

**Discussion:**

Intown Concord's 40<sup>th</sup> Annual Market Days Festival will be held Thursday, July 17, 2014 through Saturday, July 19, 2014. Intown Concord requests closure of the following streets from 6:00 AM to 12:00 midnight for these three days.

Intown Concord requests the following streets be closed:

1. North Main Street from Centre/Loudon to Pleasant Street.
2. South Main Street from Pleasant Street to Hills Avenue.
3. Capitol Street from Evans Lane to North Main Street.
4. Park Street.
5. School Street from North Main Street to Evans.
6. Warren Street from the Parking Garage to North Main Street.
7. Phenix Avenue.
8. Hills Avenue.
9. Pleasant Street/Pleasant Street Ext. from North/South State Street to Storrs Street.

Last year's Market Days Festival was plagued by extreme heat, rain, and a severe midnight windstorm that caused extensive damage. Nonetheless, organizers were lauded for a quick recovery and the festival was a success. Planning for the 2014 Festival is underway, and it promises to be a great 40-year celebration.

Intown Concord will continue working with all appropriate City Departments to ensure all proper procedures, licensing, and other requirements will be in compliance, and to ensure that any Main Street Project impacts are mitigated to everyone's satisfaction. Intown Concord will notify Concord Area Transit of 2014 Festival dates, and will work with them to schedule alternate bus routes.

Thank you for your consideration in this matter; please don't hesitate to contact me with any questions.

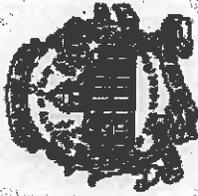
Sincerely,

Susan Sokul  
Events and Communications Coordinator

LICENSE NO: ME033-14

LICENSE

CITY OF CONCORD, NEW HAMPSHIRE  
CODE ADMINISTRATION DEPARTMENT  
HEALTH AND LICENSING



BY VIRTUE OF THE AUTHORITY granted by the Laws of the State of New Hampshire and the Municipal Code of Ordinances of the City of Concord, NH

Susan Sokul / Intown Concord 49 South Main Street Concord NH  
(Name) (Address)

is hereby licensed to have one day license - Honor / Market Days at the location of Market Days - Beer Tent

For Date(s) of: July 18, 2014

Time - From/To: 10:00am - 10:00pm

Licensing Officer: [Signature] Date: 6/11/14





# State of New Hampshire Liquor Commission



INTOWN CONCORD  
INTOWN CONCORD  
NORTH MAIN ST TENTED AREA  
CONCORD NH 03301

SPECIAL ONE DAY

ON-PREMISES BEVERAGE/WINE/LIQUOR

License No. **517341**

Effective Date: **07/17/2014** Expires: **07/19/2014**

SUPPLEMENTAL LICENSE: JULY 17 THRU 7/19 11AM - 9PM

This license is issued and is subject to the conditions prescribed in Title XIII of the revised statutes annotated and regulations enacted by the commission thereunder. This license is effective for the period specified above unless sooner revoked and is not transferable.

State Liquor Commission

Joseph W. Mollica, Chairman

Michael R. Milligan Deputy Commissioner

This document and any addendum must be conspicuously displayed on the described premises.

AUDIT NO. 483235



**CITY OF CONCORD**  
NEW HAMPSHIRE  
*Community Development Department*  
*Code Administration Division*

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City Hall Annex • 37 Green Street • Concord, NH 03301 • tel. 603/225-8580 • fax 603/225-8586

May 19, 2014

James Wilson Director  
NH Liquor Commission  
Division of Enforcement and Licensing  
57 Regional Drive Suite 8  
PO Box 1795  
Concord, NH 03302

Mr. Wilson

This letter is in response to the request from the NH State Liquor Commission for the City of Concord to give approval for a tent erected on North Main St between Warren and School Streets for Concord Market Days Thursday, Friday, and Saturday July 17, 18, 19, 2014.

The City Council has given approval for street closure for those 3 days, the City Health and Licensing Officer has issued a permit for the event & the tent. Along with the City Council, the Police Dept. and the Health & Licensing Office, the Health & Licensing Officer has approved the sale of alcoholic beverages (beer & wine) under that tent in a roped off area with one entrance & exit and will be issuing a permit for that part of the event. The Fire Dept. will be inspecting the tent on the morning that the tent is being erected.

Sincerely,

Eugene A Blake  
Health & Licensing Officer

State of New Hampshire  
Liquor Commission  
Division of Enforcement & Licensing

ONE DAY / BEER FESTIVAL / BEER TENT / LOCAL ORGANIZATION / BEER TENT

Town/City of: Concord, NH

This letter authorizes the use of the Beer Tent on North Main Str.  
(PREMISES)

For the Town of Concord to perform  
(VOLUNTARY GROUP OR NON-PROFIT ORGANIZATION)

A SPECIAL EVENT(S) AND GATHERING(S) FOR A ONE-DAY LICENSE OR BEER FESTIVAL INVOLVING THE SALE OF ALCOHOLIC BEVERAGES AS REQUIRED BY RSA 178:1.

Effective Date: Thurs July 17 2014  
(DAY OF THE WEEK) (MONTH) (DAY) (YEAR)

Expiration Date: SAT July 19 2014  
(DAY OF THE WEEK) (MONTH) (DAY) (YEAR)

Hours of Event: 11 AM/PM Until 9 AM/PM

I approve the use of the Beer Tent / N. Main St. in so far as accessibility of the premises is concerned; the premises are safely accessible to all forms of traffic, including emergency vehicles.

Police Chief's Signature: [Signature]  
Print Police Chief's First & Last Name: BRADLEY C. OSBOON

I approve the use of the \_\_\_\_\_ in so far as accessibility of the premises is concerned, the premises are safely accessible with authorized capacity of 60 people.  
(NUMBER OF PEOPLE)

Fire Chief's Signature: [Signature]  
Print Fire Chief's First & Last Name: Daniel Adams

I approve the use of the BEER TENT ON NORTH MAIN ST CONCORD <sup>Downtown</sup> in so far as health and sanitary conditions are concerned. The premise meets health requirements.

Health Officer Signature: [Signature]  
Print Health Officer's First & Last Name: Eugene A. Blake



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/23/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> E & S Insurance Services LLC 21 Meadowbrook Lane P O Box 7425 Gilford NH 03247-7425	<b>CONTACT NAME:</b> Fairley Kenneally <b>PHONE (A/C No. Exp):</b> (603)293-2791 <b>FAX (A/C No.):</b> (603)293-7188 <b>E-MAIL ADDRESS:</b> fairley@esinsurance.com
	<b>INSURER(S) AFFORDING COVERAGE</b>
<b>INSURED</b> Intown Concord 49 South Main St, Suite 202 Concord NH 03301	<b>INSURER A:</b> United States Liability
	<b>INSURER B:</b>
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

**COVERAGES**      **CERTIFICATE NUMBER:** Liquor      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL ISURR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability	X	CL1643820	7/17/2014	07/21/2014	EACH OCCURRENCE \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPOP AGG \$ \$ 1,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N if yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Certificate Holder is included as an Additional Insured on policy per endorsement naming the City of Concord as an additional insured for Market Festival Days

<b>CERTIFICATE HOLDER</b>  City of Concord 41 Green Street Concord, NH 03301	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  F Kenneally/FAIRLE <i>Fairley Kenneally</i>



New Hampshire League of Administrators  
Certificate of Attendance for  
NLTA  
Management Trainer Seminar

Susan Skud

C. Davis

3/26/14

Local Training Personnel

State of New Hampshire  
Liquor Commission  
Division of Enforcement & Licensing

LICENSEE TRAINING DESIGNATION FORM

I, Sean Skabo, am a  
(Print full name)

- Proprietor       Partner       Corporate Officer       Corporate Director  
 Limited liability company member       Limited liability company manager  
 I have the Power of Attorney (copy must be attached)

off/for the business applying for a license to sell beverage alcohol under the provisions of RSA 178:2 of New Hampshire's Revised Statutes Annotated. Pursuant to the laws of the State of New Hampshire I am duly authorized to appoint and designate the following individual to attend training in fulfillment of the requirements of RSA 178:2.

***I understand and acknowledge that New Hampshire Law provides for the possible suspension of my license to sell beverage alcohol, 45 days after the issuance of the license if I, or my duly authorized manager\* do not attend the Liquor Commission's Management Training Seminar (MTS.)***

***I further understand that I must complete a new designation form should the person identified below not attend training on behalf of the licensee. Failure to submit a new and updated designation form in a timely manner may result in the license being suspended due to my failure to advise the Division of a change in my designee.***

Name of Designated Manager Susan Sokol  
(Print Full Name)

Licensee Trade Name In town Concord  
(Print Trade Name)

NH Liquor License Number PENDING

[Signature] \_\_\_\_\_  
Duly Authorized Person to Sign

[Signature] \_\_\_\_\_  
Licensing Specialist/Enforcement Officer

4-25-14 \_\_\_\_\_  
Date  
5/13/14 \_\_\_\_\_  
Date

*\*Pursuant to Liquor Rule 701.01,(1) a manager is "an individual who exercises control over the policies, operating procedures and operations of the business" and designated by the license holder to attend the MTS for the licensee.*

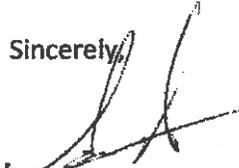


April 28, 2014

To NH Liquor Commission  
Division of Code Enforcement and Licensing

Susan Sokul, Events and Communication Coordinator for Intown Concord, has been designated as the person in charge and is allowed to represent Intown Concord, a 501 (c) (3) organization, in the operation of our beer and wine tent during the Annual Market Days Festival. The beer and wine tent will operate Thursday –Friday, July 17, 18, 19 2014. Hours of service are from 11:00am to 9:00pm.

Sincerely,



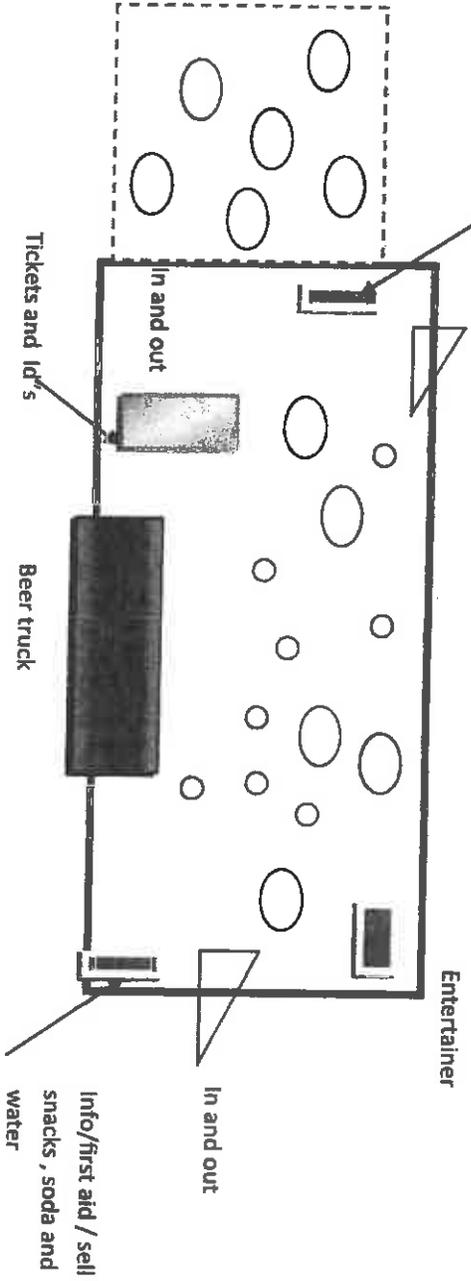
Sean Skabo

President of the Board of Directors  
Intown Concord



Info/first aid / sell  
snacks , soda and  
water

Tent is 30 x 30 with barricades surround, an additional 15x  
in length and 30 ft wide with barricades length/ 30 wide  
outdoor seating.



N. Main Street between  
School and Warren, near  
Capitol Plaza—Citizens  
bank



June 9, 2014

To: Eugene Blake  
Health & Licensing Office

***Selling, Pouring and Security Procedure Intown Concord Beer and Hospitality Tent***

Intown Concord will be selling beer, wine, soda, water and popcorn during the Market Days Festival on Thursday July 17<sup>th</sup> through Saturday, July 19<sup>th</sup>. This will take place in the tent and beer garden located in front of Citizens Bank just south of School Street on the west side.

ITC has three different volunteer jobs in the Beer tent. Pourers, Token sellers, and Information table. There will be an ITC Person in Charge assigned to the beer tent at all times beer and wine is being sold

Signs will be posted at the entrance that all ID's will be checked prior to purchasing a beer/wine token

Exit signs will be posted

No Smoking signs will be posted under the tent and in the adjunct beer garden.

Individuals with ID's checked will receive a wristband, placed by the ITC token sellers.

Tokens are used to purchase beer and wine. Only two drinks will be sold at one time.

The ITC Beer /Wine pourers will be required to take the T.E.A.M online training

The ITC Beer/Wine token sellers will receive instructions on ID checking and have the ID booklet issued by the NH Liquor Commission. Signs posted with DOB and "You must be born on or before July 17<sup>th</sup> 1993 in order to purchase a token. "

All volunteers will receive instructions that if they question an ID, age or sobriety they can refuse service or selling them a token.

The Information tables are placed near the exits and will insure that beer and wine does not leave the tent or adjunct outdoor sitting area

There will be an emergency ONLY exit from the outdoor garden area to comply with the fire code.

ITC Susan Sokul, Nathan Warecki, Alissa Marks and Liza Poinier will be the people in charge throughout Market Days.

Sincerely,

Susan Sokul

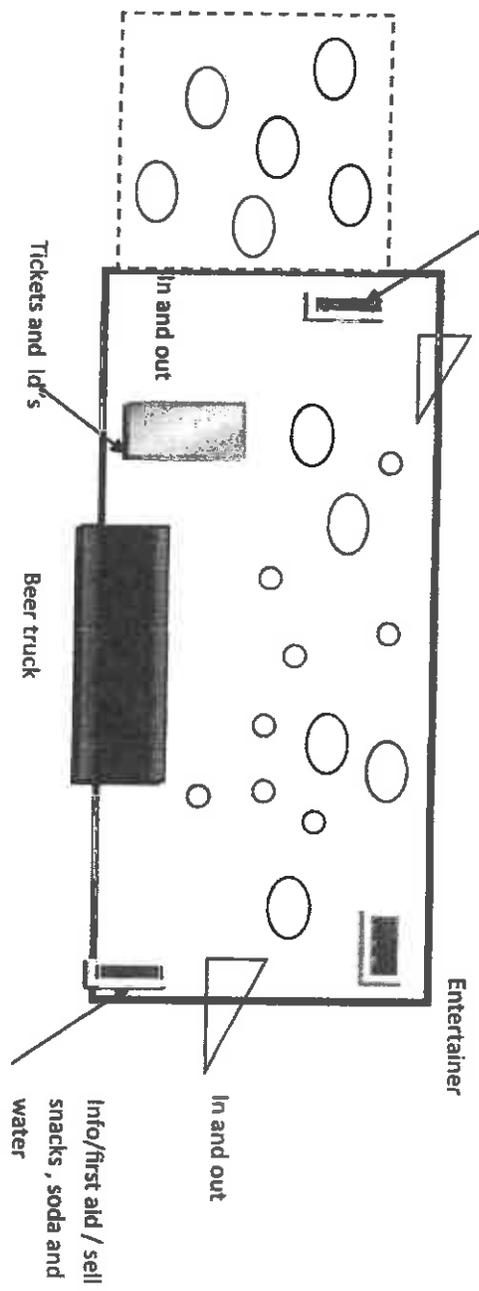
Events and Communications Coordinate

Intown Concord

603-226-2150

Info/first aid / sell  
snacks , soda and  
water

Tent is 30 x 30 with barricades surround, an additional 15x  
in length and 30 ft wide with barricades length/ 30 wide  
outdoor seating.



N. Main Street between  
School and Warren, near  
Capitol Plaza—Citizens  
bank

**Intown Concord - List of persons who will be serving alcohol for the function 2014**

Name	Street Address	City/Town, Zip Code	Date of Birth	Place of Birth
Carrier, Gerry	96 Knox Road	Bow, NH 03304	11/11/1949	Dover, NH
Currier, Amy				
Moses, Robert	23 Auburn Street	Concord, NH 03301	2/24/1955	Pittsburgh, PA
Rochette, Tonya	62 Dominique Drive	Concord, NH 03301	10/26/1974	Annapolis, MD
Skabo, Sean	44 Goodhue Road	Boscawen, NH 03303	6/5/1969	Dayton, OH
Poinier, Liza	6 Morton Street	Concord, NH 03301	8/6/1969	Morristown, NJ
Telgener, Johane	81 Warren Street	Concord, NH 03301	4/17/1958	Montreal, Quebec, Canada
Walsh, Matt	18 Mandevilla Lane	Concord, NH 03301	6/26/1977	Nashua, NH
Rich Woodfin	11 Harvard	Concord, NH 03301	10/2/63	Concord, NH
Matt Woodfin	11 Harvard	Concord, NH 03301	<del>12/5/1995</del>	Concord, NH

12/6/1992

Intown Concord - List of persons who will be serving alcohol for the function 2014

Name	Street Address	City/Town, Zip Code	Date of Birth	Place of Birth
Carrier, Gerry	96 Knox Road	Bow, NH 03304	11/11/1949	Dover, NH
Currier, Amy				
Moses, Robert	23 Auburn Street	Concord, NH 03301	2/24/1955	Pittsburgh, PA
Rochette, Tonya	62 Dominique Drive	Concord, NH 03301	10/26/1974	Annapolis, MD
Skabo, Sean	44 Goodhue Road	Boscawen, NH 03303	6/5/1969	Dayton, OH
Poinier, Liza	6 Morton Street	Concord, NH 03301	8/6/1969	Morristown, NJ
Telgener, Johane	81 Warren Street	Concord, NH 03301	4/17/1958	Montreal, Quebec, Canada
Walsh, Matt	18 Mandevilla Lane	Concord, NH 03301	6/26/1977	Nashua, NH
Rich Woodfin	11 Harvard	Concord, NH 03301	10/12/63	Concord, NH
Matt Woodfin	11 Harvard	Concord, NH 03301	<del>12/5/1995</del>	Concord, NH

12/6/1972

In town Concord - List of persons who will be serving alcohol for the function 2014

Name	Street Address	City/Town, Zip Code	Date of Birth	Place of Birth
Carrier, Gerry	96 Knox Road	Bow, NH 03304	11/11/1949	Dover, NH
Carrier, Amy				
Moses, Robert	23 Auburn Street	Concord, NH 03301	2/24/1955	Pittsburgh, PA
Rochette, Tonya	62 Dominique Drive	Concord, NH 03301	10/26/1974	Annapolis, MD
Skabo, Sean	44 Goodhue Road	Boscawen, NH 03303	6/5/1969	Dayton, OH
Poinier, Liza	6 Morton Street	Concord, NH 03301	8/6/1969	Morristown, NJ
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Rich Woodfin	11 Harvard	Concord, NH 03301	10/2/63	Concord, NH
Matt Woodfin	11 Harvard	Concord, NH 03301	<del>11/5/1995</del>	Concord, NH

Notron Warkick 27B Montic  
 Concord, NH 03301 7/6/1972

Alison Marks 79 Century Concord, NH 11/24/82 Silver Springs, NH

26 29.83 Concord, NH

## Corporation Division

**Search**  
By Business Name  
By Business ID  
By Registered Agent  
Annual Report  
File Online  
Guidelines  
Name Availability  
Name Appeal Process

**Date:** 5/13/2014 : **Filed Documents**  
(Annual Report History, View Images, etc.)

### Business Name History

Name	Name Type
Intown Concord	Legal
MAIN STREET CONCORD, INC.	Prev Legal

### Non-Profit Corporation - Domestic - Information

<b>Business ID:</b>	384941
<b>Status:</b>	Good Standing
<b>Entity Creation Date:</b>	8/22/2001
<b>Principal Office Address:</b>	49 South Main St Ste 202 Concord NH 03301
<b>Principal Mailing Address:</b>	49 South Main St Ste 202 Concord NH 03301
<b>Expiration Date:</b>	Perpetual
<b>Last Annual Report Filed Date:</b>	11/8/2010
<b>Last Annual Report Filed:</b>	2010

### Registered Agent

<b>Agent Name:</b>	
<b>Office Address:</b>	No Address
<b>Mailing Address:</b>	No Address

**Important Note:** The status reflected for each entity on this website only refers to the status of the entity's filing requirements with this office. It does not necessarily reflect the disciplinary status of the entity with any state agency. Requests for disciplinary information should be directed to agencies with licensing or other regulatory authority over the entity.



TAD



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Brian LeBrun - Deputy City Manager Finance  
Katie Graff – Assistant Finance Director

**DATE:** June 23, 2014

**SUBJECT:** Comprehensive Annual Financial Report Award

### Recommendation

Accept this report announcing the receipt of the Certificate of Achievement for Excellence in Financial Reporting to the City of Concord's Finance Department for their preparation of the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2013.

### Background

The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the City of Concord by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award winning CAFR. This has been presented to:

Finance Department, City of Concord - The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL and Washington, D.C.

### Discussion

The finance department continually strives to maintain the highest level of quality in its preparation of financial reports. This award reflects all the hard work and dedication of the City of Concord's Finance Department staff.





# CITY OF CONCORD

## REPORT TO THE MAYOR AND CITY COUNCIL

**FROM:** Robert J. Mack, PE, PTOE, Traffic Engineer

**DATE:** June 24, 2014

**SUBJECT:** Report from the Traffic Operations Committee in response to a communication from Michael Munroe, 12 Ripley Street, asking that consideration be given to making Ripley Street local access only

### Recommendation

Accept this report.

### Background

On May 27, 2014, Michael Munroe, resident at 12 Ripley Street, submitted a communication to City Council regarding a concern with cut-through traffic and speeds along Ripley Street and requesting that the street be limited to local traffic only. City Council referred this request to the Traffic Operations Committee (TOC) on June 9, 2014. TOC considered this request at its June 17, 2014 meeting.

### Discussion

At issue is a resident concern with cut-through traffic and speeds along Ripley Street and a request that the street be limited to local traffic only. The concern notes cut-through traffic that avoids the signal at the Airport Road/Old Turnpike Road intersection.

Ripley Street is a local street about 1,000 feet long and intersects with Old Turnpike Road to the west and Airport Road to the east. It provides access to a mix of business and residential properties. The northern side of the street provides access to seven lots, six residential and one commercial. The southern side provides driveway access to one commercial lot and borders an undeveloped 17-acre lot. All properties surrounding Ripley Street have been zoned Industrial since at least 1977. The street is posted with a 25 mph speed limit as well as No Thru Trucking.

Police department staff noted a history of multiple speed enforcement efforts along the street, including prior contacts with Mr. Munroe. Through these efforts, enforcement staff indicated that speeding and substantial cut-through traffic had not been observed. Engineering staff also observed traffic flow along the street during the afternoon commuter peak with similar observations.

TOC felt that observed speeds along the street were generally appropriate and that, while a small number of cut-through movements occur, adverse traffic conditions were not evident. Because the street is in the industrial zone with potential for future development, TOC felt that connectivity currently provided by the street was appropriate. Conversion to a cul-de-sac condition in order to limit access to only select properties was not recommended.

RJM/rjm

cc: Traffic Operations Committee



# CITY OF CONCORD

120

## REPORT TO THE MAYOR AND CITY COUNCIL

**FROM:** Edward L. Roberge, PE, City Engineer

**DATE:** June 24, 2014

**SUBJECT:** Reestablishment of the Public Right-of-Way Boundary Lines along Sewalls Falls Road

### Recommendation

Accept this report, which recommends that the City Manager be authorized to reestablish the public right-of-way boundary lines along Sewalls Falls Road in conjunction with the Sewalls Falls Bridge Replacement Project (CIP 22).

### Background

As part of the Sewalls Falls Bridge Replacement Project, boundary and right-of-way research and survey work has revealed that over the years property owners abutting the right-of-way limits of Sewalls Falls Road (a Class V City maintained highway) have incorrectly mapped the width of the right-of-way. These boundary surveys presume a right-of-way width of fifty (50') feet, when in fact, and in accordance with the City's street lay out records, the actual right-of-way width is sixty-six (66') feet.

### Discussion

In conjunction with the survey and design of the Sewalls Falls Bridge Replacement Project, staff has determined that due to the incorrect mapping of the right-of-way, it is necessary to reestablish the right-of-way width under NH RSA 231:27 (see also NH RSA 228:35). This statute authorizes the City to reestablish the boundary lines, limits, and locations of any Class V highway, or any part thereof, which shall have become lost, uncertain, or doubtful, the same as, in its opinion, they were originally established. Therefore, staff recommends that the City Manager be authorized to reestablish the right-of-way of Sewall Falls Road under RSA 231:27.

/peg

Cc: Paul E. Gendron, City Surveyor





Bradley C Osgood  
Acting Chief of Police

# City of Concord, New Hampshire

POLICE DEPARTMENT  
35 Green Street • 03301-4299  
(603) 225-8600  
FAX (603) 225-8519  
www.concordpolice.com

7-18

TJA

## REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Bradley C. Osgood, Acting Chief of Police  
Concord Police Department

DATE: June 26, 2014

SUBJECT: 74 Rumford St. – Police Involvement

**Recommendation** - Accept this report regarding information detailing the level of Concord Police Department response to the address of 74 Rumford St., Concord, NH.

**Background** – At the Concord City Council meeting on 06/09/14 the Concord City Council received a letter of concern from a resident regarding a problematic address located at 74 Rumford St. The resident raised issues regarding illegal activity, unsanitary conditions, as well as animal complaints. The resident requested that the City take appropriate actions to curb this activity and improve the overall neighborhood.

**Discussion** – In reviewing Concord Police Department records it is readily apparent that 74 Rumford St. has been the source of an abundance of police related activity. Since 06/01/09 (approximately 5 years) the Department has responded to this address for approximately 125 different calls for service. These calls resulted in the arrest of approximately 28 individuals on offenses ranging from possession of alcohol to possession and sales of a controlled drug, second degree assault, and a warrant for escape from the NH State Prison. In addition, four runaway juveniles have been located at this address and a citation for a vicious dog has been issued.

Personnel time spent at 74 Rumford St. addressing these calls is in excess of 140 hours. Additionally, due to the nature of the particular calls for service it has necessitated two or more officers being dispatched at a time on many occasions.

The sheer number of calls for service generated by this address is far above what should be expected for a multi-unit dwelling. The Department has responded as necessary and taken enforcement action as warranted, however these actions have not appeared to drastically reduce the criminal activity occurring at this address. The Police Department will continue its directed efforts in this neighborhood.

*“Community Committed”*



Resolution No.  
CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

**RESOLUTION** AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO APPLY FOR MATCHING GRANT FUNDING THROUGH THE NEW HAMPSHIRE DEPARTMENT OF SAFETY FOR TECHNICAL ASSISTANCE FOR THE REVISION OF THE CITY'S LOCAL EMERGENCY OPERATIONS PLAN

*The City of Concord resolves as follows:*

**WHEREAS,** the New Hampshire Department of Safety has made available matching funds for technical assistance for the revision of local jurisdictions' emergency operations plans through its Emergency Management Performance Grant Program; and

**WHEREAS,** the City's current plan has not been revised since 2006; and

**WHEREAS,** an up to date Local Emergency Operations Plan is the foundation of a City's disaster preparedness and planning efforts; and

**WHEREAS,** a current Local Emergency Operations Plan is a prerequisite for several grant funding opportunities administered by the State and Federal Governments; and

**WHEREAS,** the City's Fiscal Year 2015 budget provides matching funding for the completion of this task,

***NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Concord that:***

1. The City Manager or his designee is hereby authorized to apply for funding through the New Hampshire Department of Safety.
2. The City Manager shall report to the City Council and Citizens at the next regularly scheduled City Council meeting the details of the application as normally provided. A separate resolution will be presented to the City Council for appropriation of approved grant funds.
3. This resolution shall take effect upon its passage.



# CITY OF CONCORD

TAA

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Daniel L. Andrus, Fire Chief

**DATE:** June 25, 2014

**SUBJECT:** Council Report to Accompany the Resolution Authorizing the City Manager or His Designee to apply for Matching Grant Funding from the New Hampshire Department of Safety to Provide Technical Assistance for the Revision of the City's Local Emergency Operations Plan

### Recommendation

The Fire Department requests that the City Council accept this report and approve the accompanying resolution.

### Background

A current Local Emergency Operations Plan (LEOP) is essential for a community's disaster preparedness and response planning efforts. The City's Plan has not been revised since 2006 and is overdue for revision. An up to date plan is also a prerequisite for receiving grant funds from many Federal and State agencies.

The New Hampshire Department of Safety makes available funding through its Emergency Management Performance Grant (EMPG) program. This program provides matching funds for projects related to community preparedness. The FY15 budget provides funding for the City's anticipated share of the cost of plan revision. The total cost is expected to be approximately \$5,000.

### Discussion

The Fire Department will continue to report progress on the grant process and significant developments in plan revision.

**Resolution:** Contribution towards the rebuilding the Poulin Park gazebo.

**WHEREAS,** The city of Concord budgeted eight thousand dollars to move the gazebo that was located in Poulin Park, during the Route 3 Corridor reconstruction in the village of Penacook.

**WHEREAS,** The city of Concord found the gazebo to be unstable and not structurally sound to be moved. Therefore the gazebo needed to be demolished, at a cost less than the eight thousand dollars budgeted for moving the gazebo.

**WHEREAS,** The gazebo was donated to the city of Concord and erected entirely with private funds, to honor the late Penacook City Councilor and State Representative David Poulin.

**WHEARAS,** It is the intent of the Penacook Village Association and the Friends of Poulin Park to erect another structure within the village of Penacook to honor Councilor Poulin. Said structure to be sited on public property, but to be maintained by private entities.

**RESOLVED,** That the City Council authorize that the difference in the amount of money appropriated for moving the gazebo and that amount actual spent for the demolition of the gazebo be set aside for the use of the Penacook Village Association/Friends of Poulin Park in the reconstruction of a new structure to be located in the village of Penacook to honor Councilor David Poulin.

Submitted by Councilors Shurtleff, Todd, and Herschlag





**NEW ENGLAND REGION**

7-21

**Connecticut Office**  
35 Cold Spring Rd, Suite 411  
Rocky Hill, CT 06067  
880-563-1177  
800-541-8350  
Fax 860-563-6018

**Massachusetts Office**  
29 Crafts St, Suite 450  
Newton, MA 02458  
617-244-1800  
800-766-8449  
Fax 617-558-7686

**New Hampshire Office**  
6 Chenell Dr, Suite 260  
Concord, NH 03301  
603-224-9322  
800-639-2113  
Fax 603-224-3778

**Rhode Island Office**  
2348 Post Rd, Suite 104  
Warwick, RI 02886  
401-739-3773  
Fax 401-739-8990

TRD

Concord City Council  
City Hall  
41 Green St  
Concord, NH 03801

June 5, 2014

Dear Council Members:

I am writing to you to support the Arthritis Foundation New England Region 2014 Concord Jingle Bell Run by granting the requisite event permits and street closure(s) to host a road race in the city of Concord.

The Arthritis Foundation hosts Jingle Bell Run events nationwide in the Foundation's attempt to reach a world free of arthritis pain as the proceeds fund research, advocacy and public policy initiatives. That is, the event seeks to generate funds and help those 265,000 adults and 1,200 children who are impacted by arthritis in New Hampshire.

The Concord Jingle Bell Run is to be taking place on Sunday, November 30<sup>th</sup> at the Rundlett Middle School on 144 South Street (registration begins at 9:00 am; race begins at 10:00 am). This year the road race is expected to attract 580 runners; an estimation consistent to the industry trend growth rate compared to the 2013 results.

Please advise the enclosed document containing a depiction of the 5k route [and the corresponding streets] we intend to use.

Thank you for your consideration.

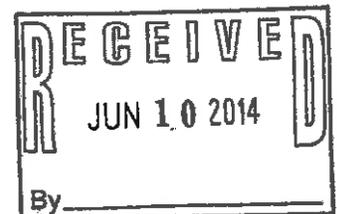
Sincerely,

Matthew Raffio  
Regional Development Director  
Office: 603-224-9322  
Email: [mraffio@arthritis.org](mailto:mraffio@arthritis.org)

[www.arthritis.org](http://www.arthritis.org)



Please remember the Arthritis Foundation in your will.







PO BOX 4233  
Concord, NH 03302-4233  
Concord 250.org  
Concord250NH@gmail.com



7-22  
A/B

Office of the City Clerk  
41 Green Street  
Concord, NH 03301

**TO:** Honorable Mayor Bouley and City Council:

**RE:** Request for extension of previously granted closure of Main Street, between Pleasant Street and Park Street for Concord 250 photo recreation event

**Date and Time:** Sunday, July 20, 2014, from expiration of approved closure through 9:00 am.

As Councilors are aware, Concord 250 has been asking residents to send their ideas for creative ways to celebrate Concord's 250<sup>th</sup> Anniversary. One intriguing idea that was submitted (by resident Lorraine Courtney) is to recreate a photograph of cyclists lining Main Street that was taken in 1890 (attached).

As this is written, a group of volunteers is forming, including members of the Central NH Bicycle Coalition, who will attempt to assemble a similar size group of people, dressed in contemporary clothing and with contemporary bikes, and recreate the photo taken from the same spot, with the same iconic buildings in the background.

To minimize the inconvenience to travelers and merchants on Main Street, Concord 250 proposes to extend the hours of closure for Market Days, as previously approved by Council for Intown Concord.

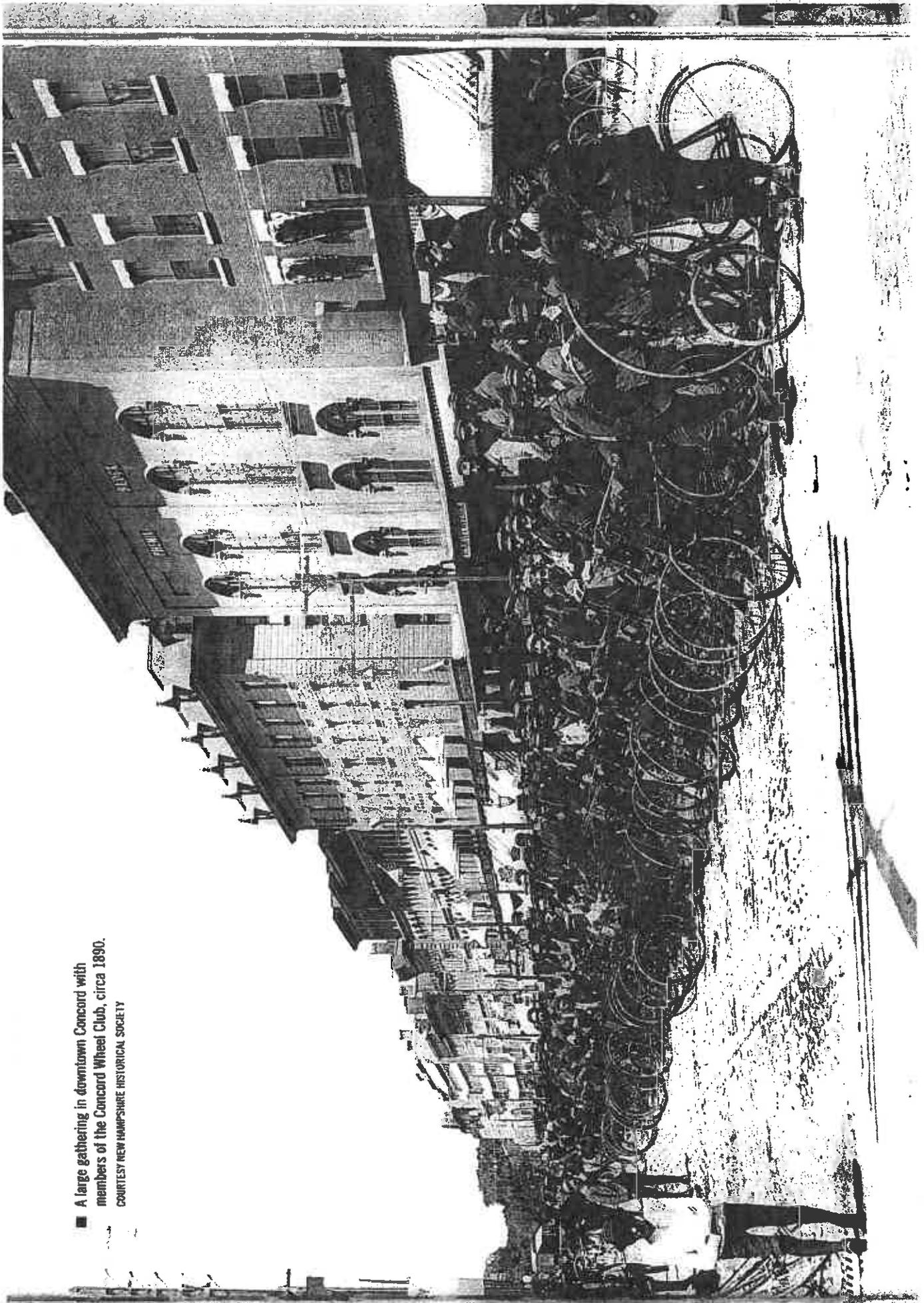
Please consider this request, on behalf of Concord 250 to prohibit all nonemergency motor traffic on Main Street, from Pleasant Street to Park Street, plus through traffic on side streets that connect to that section, for this event. While the event will take place between approximately 7:00 am and 9:00 am, for logistic reasons, we request Council continue the Market Days closure until 9:00 am on 7/20/14.

Please find attached a copy of the City Permit, which has been applied for.

Thank you for your kind consideration,

  
James W. Milliken  
Senior Vice President  
Concord 250

■ A large gathering in downtown Concord with members of the Concord Wheel Club, circa 1890.  
COURTESY NEW HAMPSHIRE HISTORICAL SOCIETY



7-23



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Thomas J. Aspell, Jr., City Manager 

**DATE:** May 16, 2014

**SUBJECT:** **Proposed Appointment to the Library Board of Trustees**

### Recommendation

I recommend that the following appointment be reviewed at the June City Council Meeting for approval in July.

### Background

I hereby propose the appointment of Christopher Casco to fill an existing vacancy on the Library Board of Trustees for a term to expire May 1, 2017.

Mr. Casco's experience as an attorney, former School Board member, writer and avid reader give him the skill set that will allow him to serve the Concord Public Library well. Mr. Casco's resume is attached for your information.

### Discussion

In accordance with Section 15 of the City Council Rules, this proposed appointment is being distributed for your information in advance of final action in July.



**CHRISTOPHER B. CASKO**  
**3 WEDGEWOOD DRIVE**  
**CONCORD, NEW HAMPSHIRE 03301**  
**Home (603) 228-9057**  
**Cell (603) 738-1186**  
**chriscasko@comcast.net**

**PROFESSIONAL  
EXPERIENCE:**

**Administrator: Bureau of Hearings:**

Responsible for managing all aspects of hearings and prosecution units for department; supervise 12 attorneys, 12 support staff at 4 locations. Responsible for maintaining strict budget. Prepare position papers and testify before legislative committees on behalf of department. Chair NH Motor Vehicle Industry Board to include presiding over hearings, drafting decisions, preparing and maintaining budget, advising Commissioner on member appointment. Implemented cost savings measure for habitual offender service resulting in thousands of dollars of cost savings. Lecture at police academy, NH Bar Association seminars and other venues on hearings procedures. Prepare court briefs and represent department in superior court. Advise senior management on strategic planning for department. Prepare and bid service contracts for approval by Executive Council. Write articles for NH Attorney General's Office newsletter. Author of prosecution chapter in MCLE book on NH DWI practice.

**EDUCATION:**

**Massachusetts School of Law**  
Andover, Massachusetts  
J.D., 1995  
Member, MSL Law Review

**Plymouth State University**  
Plymouth, New Hampshire  
B.A., English, 1992  
Dean's List; President's List

**EMPLOYMENT:**

October 2000-  
Present

**New Hampshire Department of Safety,  
Commissioner's Office**  
Concord, New Hampshire  
Prosecutor: 10/00 to 04/04; Hearings Examiner: 04/04

to 11/08. Chief Hearings Examiner 11/08 to 3/11;  
Administrator 3/11 to present

April 1998 to  
October 2000

**Rockingham County Attorney**  
Kingston, New Hampshire  
Assistant County Attorney

**BAR ADMISSIONS:** State Bars of Massachusetts, 1995; New  
Hampshire, 1996

**COMMUNITY SERVICE:** 6-year member of Concord School Board: 06-12

**TEACHING EXPERIENCE:** Instructor, NH Technical Institute and  
Granite State College.

**REFERENCES AVAILABLE UPON REQUEST**

# CITY OF CONCORD

6-12  
7-24(A)  
7-25

*In the year of our Lord two thousand and fourteen*

**AN ORDINANCE** amending the CODE OF ORDINANCES, Title V, Administrative Code; Chapter 30, Administrative Code, Article 30-3, Boards and Commissions, Section 30-3-7, City Parking Committee

**The City of Concord ordains as follows:**

**SECTION I:** Amend the CODE OF ORDINANCES, Title V, Administrative Code, Chapter 30, Administrative Code, Article 30-3, Boards and Commissions, Section 30-3-7, City Parking Committee, as follows:

### **30-3-7 City Parking Committee.**

The City Parking Committee shall consist of nine (9) voting members. The [~~Parking Manager~~] **City Manager or his or her designee** shall be the Clerk of the Committee. The members of the committee shall be appointed as follows:

1. Nine (9) members shall be nominated by the Mayor and be subject to approval by the City Council:
  - a. Four (4) members of the City Council, one of who shall serve as chair of the committee;
  - b. Two (2) representatives from [~~Main Street Concord, Inc.~~] **Intown Concord, Inc.;**
  - c. One (1) member from the downtown Penacook area;
  - d. Two (2) members of the general public;
2. The [~~Deputy City Manager for Development~~] **City Manager or his or her designee** as an ex officio, nonvoting member.
3. The Committee shall:
  - a. Submit an annual report to the City Council on the state of the Parking Fund which shall include a summary of revenues, expenditures and capital improvement needs/projects. The annual report shall also include a comparative analysis with other applicable New Hampshire and New England communities to assist in determining if adjustments to parking fees, penalties, lease rates, or enforcement/maintenance practices are required. The annual report shall make recommendations to City Council to address needed changes to the administration of public parking. This report shall be submitted in April.

- b. Review and make recommendations stemming from City Council referrals or City Manager requests on matters involving public parking including, but not limited to, time limits, no-parking zones, on-street loading zones, bus stops, overnight parking, new public parking facilities, fees, penalties and periods of enforcement.
4. The City Council representatives shall serve a two-year term; other members shall be appointed for three (3) year terms. Voting members shall not serve for more than six (6) consecutive years. A former member shall be eligible for re-appointment upon withdrawal from the committee for twelve consecutive (12) months. The members shall be nominated by the Mayor and subject to approval by the City Council. All members shall serve without compensation.

**SECTION II:** This ordinance shall take effect on passage.

Explanation: Matter added to the current ordinance appears in *bold italics*.  
Matter removed from the current ordinance appears [~~in brackets and struck through~~].



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Matthew R. Walsh, Director of Redevelopment, Downtown Services,  
& Special Projects *MRW*

**DATE:** May 28, 2014

**SUBJECT:** Parking Committee & Response to City Council Referral

**Recommendation:**

- Accept the following report; and,
- Set the attached ordinance amending the Code of Ordinances, Title V, Administrative Code, Chapter 30, Article 30-3, Boards and Commissions Section 30-3-7, City Parking Committee for public hearing on July 14, 2014.

**Background:**

During its April 12, 2014 meeting, the City Council referred a communication from Councilor Herschlag, dated March 20, 2014, regarding the composition of the Parking Committee. Specifically, Councilor Herschlag noted that the current ordinance that governs the Parking Committee calls for the appointment of two individuals representing Main Street Concord, Inc. Councilor Herschlag noted that this organization no longer exists as Main Street changed its name to Intown Concord in 2012.

Councilor Herschlag also suggested that the composition of the Parking Committee be overhauled and expanded to include a variety of interests, as further described in the attached referral.

**Discussion:**

The Parking Committee met on May 19, 2014 and discussed Councilor Herschlag's suggestions. At this time, the Parking Committee recommends that the City Council make following changes as further described in the attached ordinance:

1. Remove references to "Main Street Concord, Inc." and replace with "Intown Concord, Inc."

As the Council knows, the City is about to embark upon a comprehensive strategic plan for the Parking System. As part of this effort, it is possible that significant changes might be recommended regarding the composition and mission of the Parking Committee. Therefore, the Parking Committee did not believe it would be prudent to make any significant changes to its composition or mission at the current time.

Lastly, although not specifically discussed by the Parking Committee, the City Administration also recommends that references to the Parking Manager or Deputy City Manager – Development be removed and replaced with “the City Manager or his designee”. Per reorganization of the City Parking System in 2013, the Director of Redevelopment, Downtown Services, and Special Projects assumed responsibilities for supporting the Parking Committee. While this arrangement will continue, use of less specific designations will help avoid the need to amend the ordinance in the future as employee titles or other staffing changes occur.

302

4-11

March 20, 2014

Mayor James Bouley  
City Clerk Janice Bonenfant  
Green Street  
Concord, NH 03301



TEP

Please refer the following to Staff:

It has come to my attention that two members on the Parking Committee are members of Intown Concord and were nominated to the committee based on their being members of Intown Concord. It is my understanding that the current city ordinance that authorizes the Parking Committee specifically states that two members come from Main Street Concord, Inc. No mention is made in the City Ordinance (30-3-7) regarding appointing members to the committee from Intown Concord or any other Organization.

Understanding that the city is in the process of undertaking a city wide parking study, that the following options be considered until at least such time as the parking study is completed:

- 1 - Revise the current Ordinances to reflect the current membership make up of the Parking Committee.
- 2 - Revise the current Parking Ordinance to more accurately reflect the many stakeholders of our Downtown and their varied interests. Including but not limited to expanding membership on the Parking Committee to include representatives from the following: Retail / merchants, restaurants / entertainment, landlords and commercial / business interests.

Respectfully submitted by,

Allan Herschlag  
City Councilor  
Ward 2



6-13

7-24 (B)

7-26

# CITY OF CONCORD

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*In the year of our Lord two thousand and fourteen*

**AN ORDINANCE** amending the CODE OF ORDINANCES; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-2, No Stopping or Parking Near Hazardous or Congested Places, Schedule XVI.

**The City of Concord ordains as follows:**

**SECTION I:** CODE OF ORDINANCES; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-2 No Stopping or Parking Near Hazardous or Congested Places, Schedule XVI, by adding the following:

<b>Street</b>	<b>Side Restricted</b>	<b>From</b>	<b>To</b>
Fruit Street	East	65' south of Industrial Drive	65' north of Industrial Drive

**SECTION II:** This ordinance shall take effect upon its passage.



TJA



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Matthew R. Walsh, Director of Redevelopment, Downtown Services, & Special Projects

*MRW*

**DATE:** May 28, 2014

**SUBJECT:** Fruit Street / Industrial Drive Parking

**Recommendation:**

- Accept the following report; and,
- Set the attached ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-2 No Stopping or Parking Near Hazardous or Congested Places, Schedule XVI, for public hearing on July 14, 2014.

**Background:**

During its May 12, 2014 meeting, the City Council referred a communication from Councilor Nyhan regarding potentially unsafe on-street parking on Fruit Street near the intersection of Industrial Drive. Specifically, on-street parking associated with events at Memorial Field (particularly during the week day afternoon hours) limits sight distance for vehicles exiting the State Office Parking Campus. Councilor Nyhan requested that the City Parking Committee consider prohibiting on-street parking along the east side of Fruit Street for a distance of 200' to the north and south of the Industrial Drive intersection.

On street parking along Fruit Street is currently prohibited during Monday – Friday from 7:00AM to 3:30PM for the purpose of managing parking issues associated with Concord High School.

**Discussion:**

The Parking Committee met on May 19, 2014 and discussed Councilor Nyhan's request. Based upon input received during its meeting, the Parking Committee recommends passage of the attached ordinance, which would accomplish the following:

1. Prohibit on-street parking on the east side of Fruit Street for a distance of 65' to the north and south of Industrial Drive.

It is important to note that the standard parking setback for this type of intersection is 30'. However, given the extenuating circumstances associated with event parking at Memorial Field during afternoon hours, coupled with traffic issues associated with employees leaving the State Office Complex (typically between 4:00PM – 5:00PM), the Parking Committee felt this proposal was a reasonable compromise.



S Fruit St

Industrial Dr

Memorial Field

Memorial Field  
Parking Restrictions

No Parking




0 15 30 45 Feet



6-14  
7-24(C)  
7-27

# CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

**AN 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(a).

**The City of Concord ordains as follows:**

**SECTION I:** Amend 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(a), by adding the following:

Street	Side Restricted	From	To	Days of Week	Month
Curtisville Road	Both sides, from Dominique Drive to Frost Road. However, school bus only parking shall be permitted on south side starting 550' north of Dominique Drive to Frost Road.	7:00M	4:00PM	Monday - Friday	September - June

**SECTION II:** This ordinance shall take effect upon its passage.



TJA



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Matthew R. Walsh, Director of Redevelopment, Downtown Services, & Special Projects *Mmw*

**DATE:** May 22, 2014

**SUBJECT:** Curtisville Road Parking: Broken Ground & Mill Brook Elementary Schools

**Recommendation:**

- Accept the following report; and,
- Set the attached 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, for public hearing on July 14, 2014.

**Background:**

During its April 12, 2014 meeting, the City Council referred a communication from Fred Sprague regarding unsafe on-street parking on Curtisville Road related to the Millbrook and Broken Ground elementary schools. Mr. Sprague resides on Curtisville Road.

Specifically, since Millbrook Elementary opened in September 2012, vehicles have been stacking / parking on Curtisville Road during peak times for student drop-off and pick-up. This has resulted in confusing and dangerous traffic patterns on Curtisville Road.

**Discussion:**

The Parking Committee met on May 19, 2014 and discussed Mr. Sprague's concerns. The meeting was attended by Mr. Sprague, several neighborhood residents, Matt Cashman (facilities director for the Concord School District), as well as the principals of both elementary schools. Residents and school officials both agreed that the current situation was dangerous and needed to be addressed. School District officials noted that efforts to encourage parents to voluntarily use the school's on-site parking lots have been unsuccessful.

Upon hearing from all interested parties, the Parking Committee recommends passage of the attached ordinance, which would accomplish the following:

1. Prohibit on-street parking on both sides of Curtisville Road from Dominique Drive to Frost Street; however school bus parking would be permitted on the south side of Curtisville Road, commencing 550' north of Dominique Drive to Frost Road. Please see the attached drawing for more detail.
2. Except for school buses, parking would be prohibited during the hours of 7:00AM through 4:00PM, Monday through Friday, from September through June annually.

During the meeting, neighborhood residents, school officials, and City staff expressed support for this proposed strategy.

Should the City Council approve the attached ordinance on July 14, 2014, staff would work to have required signage installed in time for the start of the new school year. In addition, the Concord School District pledged to work with parents to improve management and usage of their on-site parking lots.

Frost Rd

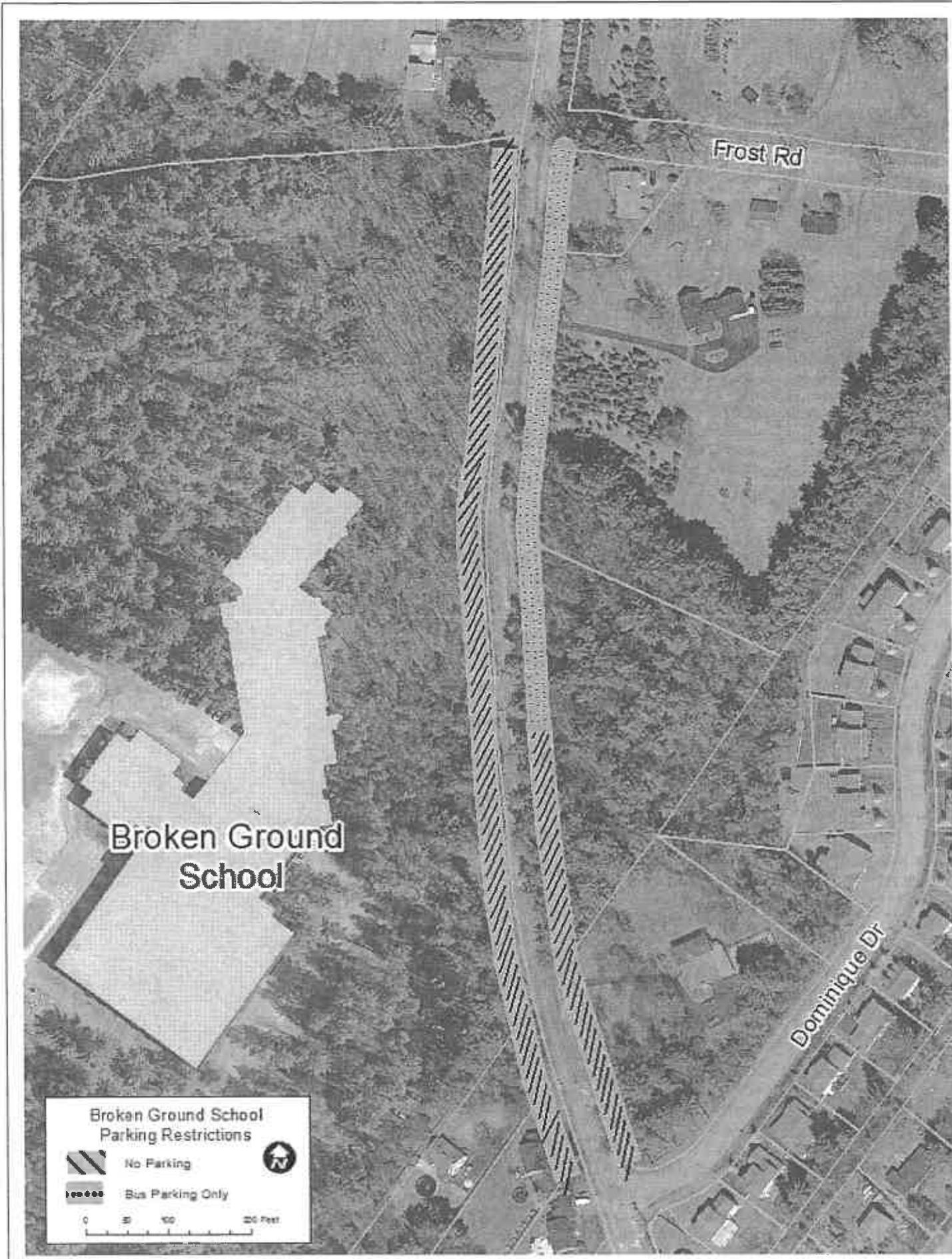
Broken Ground School

Dominique Dr

**Broken Ground School  
Parking Restrictions**

-  No Parking
-  Bus Parking Only

0 50 100 200 Feet





**Bonenfant, Janice**

7-24(c)  
7-27

**From:** Matthew Paul <mpaul@centorr.com>  
**Sent:** Wednesday, June 18, 2014 12:50 PM  
**To:** \* City Clerk  
**Subject:** Comments for City Council meeting on 7/14, regarding school parking on Curtisville Road

TAA

To Whom It May Concern,

I am writing to express my support of the parking ordinance being proposed for South Curtisville Road. I was unable to attend the meeting held in April and I will be away on vacation during the meeting scheduled for July 14th, therefore I am submitting my comments for this upcoming meeting via e-mail.

I live at 31 South Curtisville Road, which is just before the intersection with Portsmouth Street. While I am not currently directly affected by the parking situation, I do notice that there is heavy vehicle traffic (not including school busses) on my section of the road when I am leaving for work, which is around 7:00 AM. I fully support the proposed parking ordinance that is being considered. My only concern is that it could possibly be limited in scope by only being enacted on the section of South Curtisville Road between Dominique Drive and Frost Road. From the amount of cars that I am seeing, I am wondering if parents will instead try to park on the section of South Curtisville Road between Dominique Drive and Portsmouth Street, or perhaps on Portsmouth Street as well. In addition to increasing the area for the ordinance to include more of South Curtisville Road and Portsmouth Street, I would also like to suggest that the School District officials remind parents that children living close to the school should walk to school and those that are not should be encouraged to use the city-provided school busses to get to school.

Thank you for your time and consideration of this ordinance.

Sincerely,  
Matthew Paul

---

Matthew R. Paul  
Mechanical Design Engineer  
Centorr Vacuum Industries | 55 Northeastern Boulevard | Nashua, NH 03062 USA  
Phone: (603) 595-7233 ext. 293 | Fax: (603) 595-9220 | [www.centorr.com](http://www.centorr.com)



# CITY OF CONCORD

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6-15  
7-24(D)  
7-28

*In the year of our Lord two thousand and fourteen*

**AN ORDINANCE** amending the CODE OF ORDINANCES; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-4 Parking Prohibited in Certain Places

The City of Concord ordains as follows:

**SECTION I:** Amend the CODE OF ORDINANCES; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-4 Parking Prohibited in Certain Places, by modifying paragraph (b) as follows:

**18-1-4 Parking Prohibited in Certain Places.**

- (a) A person shall not park any vehicle upon a street or alley in such a manner or under such conditions as to leave available less than twelve (12) feet of the width of the roadway for free movement of vehicular traffic.
- (b) A person shall not park any vehicle on the same side of the street as a driveway if it blocks, partially blocks, or is within five (5) feet of the edge of the driveway, *unless signs or markings indicate otherwise.*

**SECTION II:** This ordinance shall take effect upon passage.

Explanation: Matter added to the current ordinance appears in *bold italics*.



TAA



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Matthew R. Walsh, Director of Redevelopment, Downtown Services, & Special Projects

**DATE:** May 28, 2014

**SUBJECT:** Christian Avenue Parking / Havenwood Heritage Heights

**Recommendation:**

- Accept the following report; and,
- Set the attached ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-4 Parking Prohibited in Certain Places, for public hearing on July 14, 2014.
- Set the attached ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-20 Parking Prohibited in Hazardous Places, for public hearing on July 14, 2014.

**Background:**

Christian Avenue is located on the Heights between East Side Drive and Ormond Street. On-street parking has only been permitted on the north side of the road since 1978. The posted speed limit is 25 MPH.

On October 9, 2013, Havenwood Heritage Heights sent at request to the City Parking Division requesting that increased “no parking” setbacks be implemented near six (6) driveways to their facility located on Christian Avenue. The request was forwarded to the Parking Committee for its consideration.

The Parking Committee initially reviewed this request on November 18, 2013. However, action was delayed to allow time for research to be undertaken, as well as for input by the City’s Traffic Operations Committee.

Research completed by staff indicated that parking setbacks for Havenwood’s driveways varied significantly from 5’ to 75’ on Christian Avenue. Specifically, setbacks to driveways associated

with smaller parking lots were 5' to 8', while setbacks for two larger driveways ranged from 36' to 75'. All setbacks are marked by signage. Many of these setbacks did not comply with the current driveway setbacks per the City's Ordinance, which are as follows:

- 5' from a driveway;
- 20' from a "non-controlled" intersection;
- 30' from an intersection controlled by stop signs or traffic signals.

Over the past 3 years, 5 accidents have been reported involving Havenwood Heritage Heights driveways. In all cases, vehicles exiting the Havenwood campus were found to be at fault.

### Discussion:

The Parking Committee met on May 19, 2014 to further consider this request. Representatives of Havenwood were in attendance to discuss their request.

During the meeting, the Parking Committee discussed other issues relating to setbacks to driveways and intersections that were brought to light by Havenwood's request. Therefore, the Parking Committee recommends amending the following ordinances as noted:

1. Amend Ordinance 18-1-4 (b) to read as follows:

- (b) "A person shall not park any vehicle on the same side of the street as a driveway if it blocks, partially blocks, or is within five (5) feet of the edge of the driveway, **unless signs or markings indicate otherwise.**" (*Comment: this change will provide flexibility on an as needed basis for regulating parking near driveways when warranted*).

2. Amend Ordinance 18-1-20, Sections (f) and (k) to read as follows:

- (f) "Within thirty (30) feet of any flashing beacon, stop sign, or traffic control device regulating movement of such vehicle, **unless signs or markings indicate otherwise.**" (*Comment: this change is primarily intended to address certain intersections within the City's downtown central business district*).
- (k) "Upon any bridge or other elevated structure upon a highway or within a highway tunnel, **unless signs or markings indicate otherwise.**" (*Comment: this change is intended to address parking on the Village Street Bridge in Penacook, as well as parking beneath certain overpasses, as well as beneath the Legislative Garage on Storrs Street*).

With respect to the specific Havenwood issues, City Administration will work with the General Services Department to have the existing "no parking" signage near the affected driveways relocated to comply with current City ordinances. Specifically, for driveways with stop signs, no parking signs shall be relocated in order to utilize the 30' intersection setback per City Ordinance 18-1-20 (f). However, for driveways without stop signs, no parking signs shall be relocated in order to utilize the 20' intersection setback per City Ordinance 18-1-20 (1).

# CITY OF CONCORD

6-16  
7-24(E)  
7-29

*In the year of our Lord two thousand and fourteen*

**AN ORDINANCE** amending the CODE OF ORDINANCES; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-20 Parking Prohibited in Hazardous Places

The City of Concord ordains as follows:

**SECTION I:** Amend the CODE OF ORDINANCES; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-20 Parking Prohibited in Hazardous Places, by modifying paragraphs (f) and (k) as follows:

**18-1-20 Parking Prohibited in Hazardous Places.**

No person shall park a vehicle:

- (a) On a sidewalk;
- (b) In front of a public or private driveway;
- (c) Within an intersection;
- (d) Within five (5) feet or in front of a fire hydrant;
- (e) On a crosswalk;
- (f) Within thirty (30) feet of any flashing beacon, stop sign, or traffic control device regulating movement of such vehicle, ***unless signs or markings indicate otherwise;***
- (g) Within fifty (50) feet of the nearest rail of a railroad crossing;
- (h) Within fifty (50) feet of any fire station or within the area in front of a theatre when appropriate signs are erected or within twelve (12) feet of either side of the main entrance of a hotel when appropriate signs are erected indicating such restriction;
- (i) Along the side of or opposite any street or excavation or obstruction when such parking shall obstruct traffic;
- (j) On the roadway side of any vehicle stopped or parked at the edge or curb of any street;
- (k) Upon any bridge or other elevated structure upon a highway or within a highway tunnel, ***unless signs or markings indicate otherwise;***
- (l) Within twenty (20) feet of an intersection as measured from intersecting curb lines, unless signs or markings indicate otherwise.

**SECTION II:** This ordinance shall take effect upon passage.

Explanation: Matter added to the current ordinance appears in ***bold italics***.



Brian 5/28/14

6-17

7-24(F)

7-30

# CITY OF CONCORD

*In the year of our Lord two thousand fourteen*

**RESOLUTION** AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION IN AN AMOUNT OF UP TO THREE HUNDRED FORTY FIVE THOUSAND DOLLARS (\$345,000) AND TO ACCEPT AND APPROPRIATE GRANT PROCEEDS OF UP TO FIVE HUNDRED THOUSAND DOLLARS (\$500,000) IN COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS ON BEHALF OF INDEPENDENT LIVING CONCORD

Page 1 of 2

*The City of Concord resolves as follows:*

**WHEREAS,** the City of Concord is eligible to apply to the New Hampshire Community Development Finance Authority, Community Development Block Grant Program Division, for a Community Development Block Grant (CDBG); and

**WHEREAS,** the City of Concord desires to continue its Community Development efforts by performing Community Development projects, including, but not limited to, providing housing rehabilitation assistance to low and moderate income individuals or families, and construction and rehabilitation assistance for the development and completion of public facilities that will provide jobs and services for low and moderate income individuals or families; and

**WHEREAS,** Community Development funds are available through the New Hampshire Community Development Finance Authority, Community Development Block Grant Program Division, to assist such projects; and

**WHEREAS,** Independent Living Concord is a Concord based organization whose mission is to provide permanent independent living opportunities for developmentally disabled adults in the greater Concord region; and

**WHEREAS,** the City desires to secure Community Block Grant funds for the purpose of developing housing units for low and moderate income developmentally disabled adults; and

**WHEREAS,** this appropriation is for a purpose not included in the adopted budget, therefore, section 37 of the City Charter requires a two-third vote of the City Council;

# CITY OF CONCORD

*In the year of our Lord two thousand fourteen*

**RESOLUTION** AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION IN AN AMOUNT OF UP TO THREE HUNDRED FORTY FIVE THOUSAND DOLLARS (\$345,000) AND TO ACCEPT AND APPROPRIATE GRANT PROCEEDS OF UP TO FIVE HUNDRED THOUSAND DOLLARS (\$500,000) IN COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS ON BEHALF OF INDEPENDENT LIVING CONCORD

Page 2 of 2

***NOW, THEREFORE, BE IT RESOLVED*** by the City Council of the City of Concord that:

1. The sum of .....\$345,000  
be and is hereby appropriated as follows:

CDBG Fund  
Independent Living Concord.....\$345,000

2. Said revenue shall be available as follows:

CDBG Fund  
CDBG grant  
Independent Living Concord.....\$345,000

3. The City Council approves this Community Development Block Grant application and hereby authorizes the City Manager to submit the necessary grant documents and administer the program upon approval by the NH Community Development Finance Authority, CDBG Division, and authorizes the City Manager to accept and spend funds received from the CDBG grant.
4. This resolution shall take effect upon its passage and grant award.



# CITY OF CONCORD

7A

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Matthew R. Walsh, Director of Redevelopment, Downtown Services, and Special Projects

**DATE:** May 28, 2014

**SUBJECT:** Community Development Block Grant July 2014 Application Round

### Recommendation

- Accept this report; and,
- Set the attached resolution for public hearing on July 14, 2014 authorizing the City Manager to 1) submit an application seeking up to \$345,000 in Community Development Block Grant funds to the NH Community Development Finance Authority on behalf of Independent Living Concord, and 2) accept and appropriate such funds if awarded.

### Background

The New Hampshire Community Development Finance Authority (NHCDFFA) is the state agency responsible for the administration of the US Department of Housing and Urban Development's (USHUD) Community Development Block Grant (CDBG) Program.

Each year, the NHCDFFA holds two "regular" application rounds – typically in January and July - for CDBG funds to support planning and feasibility projects which benefit low / moderate income individuals and households. The maximum grant amount is \$500,000 for these "regular" grant rounds. In addition, emergency grants are available on a year-round basis, as funds allow, on a "first come - first served" basis in an amount up to \$500,000 per municipality annually. The NHCDFFA also offers CDBG Feasibility / Planning Grants in an amount up to \$12,000 per municipality annually. Only non-entitlement municipalities and counties may apply for CDBG funds; however these political subdivisions may sub-grant CDBG funds to not-for-profit organizations.

CDBG funds are awarded on a competitive basis using a "points" system. Given recent cuts to the CDBG Program by the Federal Government, the CDBG Program has become even more competitive during the last few years.

The NH Community Development Finance Authority reports that approximately \$2 million in funds will be available for the upcoming round, which will likely fund 4 to 5 projects state-wide.

## Discussion

On April 17, 2014 the City's application for \$155,000 to support renovation of the NAMI NH facility at 85 North State Street was awarded. Consequently, the City is eligible to apply for up to \$345,000 in the upcoming July application round.

With this in mind, the Community Development Advisory Committee ("CDAC") issued its standard Request for Proposals package for the purpose of identifying a local agency with an eligible project which could benefit from potential CDBG funding. The RFP was distributed to approximately 28 local agencies. The City received two responses.

The first was from Child and Family Services for \$67,125 in unmatched grant funds to renovate a transitional housing facility located on Pereley Street for homeless young adults (typically between the ages of 18 – 21).

The second proposal was from Independent Living Concord for the purpose of developing 12 housing units for developmentally disabled adults at 181 North Main Street (the former Capitol Offset property). The total cost of the project would be approximately \$2.267 million. CDBG funds would be used to acquire the property.

CDAC met with both entities on May 28<sup>th</sup> to discuss their proposals. Based upon that meeting, CDAC voted to recommend that the City Council authorize the City Manager to apply for up to \$345,000 to support Independent Living Concord's application.

While both projects are important and provide tangible benefits to the community, CDAC felt that Independent Living Concord would have a better chance of securing grant funds within the context of the competitive scoring criteria established by the CDFA.

Ordinarily, State and Federal regulations for the CDBG program require the City is required to create and periodically re-adopt two documents: a Housing and Community Development Plan, as well as a Displacement and Relocation Policy Statement and Procedures.

The Housing and Community Development Plan must be readopted every three years. However because the plan was last re-adopted by Resolution #8672 on June 10, 2013, and therefore no action is required for this application.

The Displacement and Relocation Plan must be readopted annually. However, because this plan was readopted on January 13, 2014 by Resolution #8733 no action is required for this application.

Award decisions for the upcoming grant round will be announced this coming fall.

*From 5/28/14*

# CITY OF CONCORD

*6-18*

*7-24(G)*

*7-31*

*In the year of our Lord two thousand and fourteen*

**RESOLUTION** ACCEPTING AND APPROPRIATING THE SUM OF TWENTY SEVEN THOUSAND SEVEN HUNDRED EIGHTY-SIX DOLLARS (\$27,786) IN UNMATCHED GRANT FUNDS FROM THE UNITED STATES DEPARTMENT OF JUSTICE, EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM, FUNDS DESIGNATED FOR LAW ENFORCEMENT RELATED PROGRAMS.

*The City of Concord resolves as follows:*

**WHEREAS,** the Concord Police Department has received notification from the United States Department of Justice, Office of Justice Assistance, Edward Byrne Memorial Justice Assistance Grant Program, that we have been awarded a grant in the amount of twenty seven thousand seven hundred eighty-six dollars (\$27,786); and

**WHEREAS,** the Concord Police Department desires to procure police equipment and training in the amount of \$23,786; and

**WHEREAS,** there is no match required for accepting these funds; and

**WHEREAS,** the Concord Police Department is entering into a Memorandum of Understanding with the Merrimack County to pass through the remaining \$4,000 to the County; and

**WHEREAS,** this appropriation is for a purpose not included in the adopted budget, therefore section 37 of the City Charter requires a two-thirds vote of the City Council;

***NOW, THEREFORE, BE IT RESOLVED*** by the City Council of City of Concord that:

1. The sum of .....\$27,786  
be and is hereby appropriated as follows:

Miscellaneous Special Revenue Fund	
Police Department	
Police Equipment/Professional Development.....	\$23,786
Due to Merrimack County.....	\$4,000
Total	\$27,786

2. Revenue for this project is available as follows:

Miscellaneous Special Revenue Fund	
United States Department of Justice	
Edward Byrne Memorial Justice Assistance Grant.....	\$27,786

3. This resolution shall take effect upon its passage.



Bradley C Osgood  
Acting Chief of Police

# City of Concord, New Hampshire

POLICE DEPARTMENT  
35 Green Street • 03301-4299  
(603) 225-8600  
FAX (603) 225-8519  
www.concordpolice.com

TAA

## REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Gregory S. Taylor, Acting Deputy Chief of Police

DATE: May 21, 2014

SUBJECT: 2014 Edward Byrne Memorial Justice Assistance Grant Appropriation

**Recommendation** - Through the City Manager, authorize the Police Department to accept and appropriate \$27,786 in unmatched funding from the United States Department of Justice, Edward Byrne Memorial Justice Assistance Grant Program.

**Background** – During the past several years, the Police Department has received grants from the United States Department of Justice, Office of Justice Programs, which have been used to make technological upgrades, purchase new equipment, and provide training for Department personnel. These awards have been shared with the Merrimack County Sheriff's Office who has also made technological enhancements with these funds.

**Discussion** – This grant will allow for the Concord Police Department to replace and update older technologies currently in use and also purchase new equipment needed to maintain our efforts in an ever changing law enforcement environment. In addition, these funds will be utilized to offset costs associated with providing enhanced training to Department personnel in specialized areas. As with prior years, there is no match required for this grant; however we again will have to enter into a Memorandum of Understanding with the County on programming and the allotment of the funds. Under this grant the Police Department will receive \$23,786 for technological upgrades, equipment purchases, and training, while the Merrimack County Sheriff's Department will receive \$4,000.

# CITY OF CONCORD

6552  
7-24(H)  
7-32

*In the year of our Lord two thousand fourteen*

**RESOLUTION**      **READOPTING THE CITY'S DISPLACEMENT AND RELOCATION POLICY STATEMENT AND PROCEDURES.**

Page 1 of 1

*The City of Concord resolves as follows:*

WHEREAS,            the City of Concord is eligible to apply to the New Hampshire Community Development Finance Authority, Community Development Block Grant Program Division, for a Community Development Block Grant (CDBG); and,

WHEREAS,            the City of Concord desires to continue its Community Development efforts by performing Community Development projects, including, but not limited to, providing housing rehabilitation assistance to low and moderate income individuals or families, construction and rehabilitation assistance to the development and completion of a Public Facilities center that will provide jobs and services for low and moderate income individuals or families; and,

WHEREAS,            Community Development funds are available through the New Hampshire Community Development Finance Authority, Community Development Block Grant Program Division, to assist such projects; and,

WHEREAS,            the adoption of a Displacement and Relocation Policy Statement and Procedures is an annual requirement for submission of Community Development Block Grant applications; and,

WHEREAS,            the purpose of the Displacement and Relocation Policy Statement and Procedures is to establish processes that the City shall adhere with in the event a project financed with Community Development Block Grants involve the temporary or permanent relocation of residents or businesses.

***NOW, THEREFORE, BE IT RESOLVED by the City Council of Concord that:***

1.      That the City Council hereby re-adopts the City's Displacement and Relocation Policy Statement and Procedures.
2.      This resolution shall take effect upon its passage.



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Matthew R. Walsh, Director of Redevelopment, Downtown Services, and Special Projects

**DATE:** June 6, 2014

**SUBJECT:** Community Development Block Grant July 2014 Application Round: Re-Adoption of Residential Anti-Displacement & Relocation Plan / Procedures

### Recommendation

- Accept this report; and,
- Set the attached resolution for public hearing on July 14, 2014 re-adopting the City's Residential Anti-Displacement and Relocation Plan.

### Background

In order to apply for Community Development Block Grants, the City must adopt a Residential Anti-Displacement and Relocation Plan. This is required by rules set forth by the State of New Hampshire and US Department of Housing and Urban Development.

### Discussion

Although this plan was readopted in January 2014 by the City Council (Resolution #8733), this document must be re-adopted for each CDBG application. Therefore, staff recommends that the Council approve the attached resolution in conjunction with other resolutions authorizing the City to apply for up to \$345,000 to support Independent Living Concord's proposed housing project for developmentally disabled adults as discussed in a separate report previously submitted to the City Council.

**DISPLACEMENT AND RELOCATION CERTIFICATION**  
City of Concord

**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

Every effort will be made to avoid temporary or permanent displacement of an individual due to a CDBG project undertaken by the City of Concord.

However, if the situation should arise, the City of Concord will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
  1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or:
    2. A lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above or a Section 8 certificate of voucher for rental assistance provided through New Hampshire Housing Finance Authority.

- i. The right to elect, as an alternative to the benefits in subparagraph 2. above, to received benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; and
- j. The right of appeal to the director of CDFA where a claim for assistance under subparagraph 2. above, is denied by the grantee. The director's decision shall be final unless a court determines the decision was arbitrary and capricious.
- k. Subparagraph (2) a. through g. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

**CERTIFICATION OF COMPLIANCE**

The City of Concord anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the City of Concord certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

NAME: Thomas J. Aspell, Jr.

TITLE: City Manager

SIGNATURE: 

DATE: September 10, 2012

Buy 25/14  
6/25/14

# CITY OF CONCORD

6-4

7-24(I)

7-33

*In the year of our Lord two thousand and fourteen*

**RESOLUTION**

ACCEPTING AND APPROPRIATING THE SUM OF FOUR HUNDRED SIXTY THREE THOUSAND FIVE HUNDRED FIVE DOLLARS (\$463,505) FOR THE PURPOSE OF PURCHASING NEW PROTECTIVE BREATHING EQUIPMENT FOR THE FIRE DEPARTMENT, INCLUDING THREE HUNDRED SEVENTY ONE THOUSAND EIGHT HUNDRED TWENTY SIX DOLLARS (\$371,826) IN GRANT FUNDS FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND AUTHORIZING THE ISSUANCE OF BONDS AND NOTES OF UP TO NINETY ONE THOUSAND SIX HUNDRED SEVENTY NINE DOLLARS (\$91,679) FROM THE CITY OF CONCORD FOR CIP #573.

*The City of Concord resolves as follows:*

**WHEREAS,** the Concord Fire Department has received notification from the United States Federal Emergency Management Agency that its application for grant funding under the Assistance to Firefighters Grant Program has been approved; and

**WHEREAS,** the Concord Fire Department intends to purchase self-contained breathing equipment for conducting operations in hazardous environments with the proceeds of these grant funds; and

**WHEREAS,** this need has been identified as a Capital Improvement Program item for Fiscal Year 2016; and

**WHEREAS,** approval of this resolution will move a portion of this project up from Fiscal Year 2016 to Fiscal Year 2015; and

**WHEREAS,** this appropriation is for a purpose not included in the adopted budget, therefore, Section 37 of the City Charter requires two-thirds vote of the City Council; and

**WHEREAS,** RSA 33:9 mandates that a two-thirds vote of all members of the City Council is required to pass a bond resolution;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

1. The sum of .....\$463,505  
be and is hereby appropriated as follows:

# CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

**RESOLUTION** ACCEPTING AND APPROPRIATING THE SUM OF FOUR HUNDRED SIXTY THREE THOUSAND FIVE HUNDRED FIVE DOLLARS (\$463,505) FOR THE PURPOSE OF PURCHASING NEW PROTECTIVE BREATHING EQUIPMENT FOR THE FIRE DEPARTMENT, INCLUDING THREE HUNDRED SEVENTY ONE THOUSAND EIGHT HUNDRED TWENTY SIX DOLLARS (\$371,826) IN GRANT FUNDS FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND AUTHORIZING THE ISSUANCE OF BONDS AND NOTES OF UP TO NINETY ONE THOUSAND SIX HUNDRED SEVENTY NINE DOLLARS (\$91,679) FROM THE CITY OF CONCORD FOR CIP #573.

Page 2 of 2

<u>General Capital Improvements Fund</u>	
Fire Department CIP #573 (Personal Protective Equipment).....	\$463,505
Total	\$463,505

2. Revenue for this project is available as follows:

<u>General Capital Improvements Fund</u>	
United States Federal Emergency Management Agency .....	\$371,826
General Obligation Bonds and/or Notes .....	\$91,679
Total	\$463,505

3. In order to meet said expenditure, the City Treasurer, with the approval of the City Manager, is authorized to issue up to \$91,679 in bonds and notes of the City of Concord under the Municipal Finance Act.
4. The discretion of the fixing of dates, maturities, rates of interest, form and other details of such bonds and notes, and providing for the sale, are hereby delegated to the City Treasurer.
5. Sums as appropriated shall be administered and expended under the direction of the City Manager.
6. The useful life of the project is expected to be in excess of ten (10) years.
7. This resolution shall take effect upon its passage and upon the acceptance by the City of Concord of the grant award by the United States Federal Emergency Management Agency.



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Daniel L. Andrus, Fire Chief

**DATE:** June 25, 2014

**SUBJECT:** Appropriating Funds from Grant Proceeds to Purchase Self Contained Breathing Equipment

### Recommendation

Accept this report and approve the accompanying resolution.

### Background

On December 6, 2013, the City Manager advised the City Council of the City's application to the Assistance to Firefighters Grant Program of the Federal Emergency Management Agency (FEMA) for a grant in the amount of \$483,148 for the purchase of self-contained breathing equipment. That application was completed pursuant to Resolution No. 8484, permitting the City Manager to make application for such funding. The grant request was based on a total project cost of \$536,831, with 90% of the funding coming from the grant and the remaining 10% being funded by the City. The project is currently identified as Capital Improvement Project #573 for Fiscal Year 2016.

On June 20, 2014, the City was advised of a grant award in the amount of \$371,826. An additional amount of \$91,679 is needed for the City's share of the cost, as well as to purchase a sufficient amount of equipment to bring the Department up to the minimum level at which it currently operates. A total of \$41,314 is needed for the City's match. The accompanying resolution gives the City the ability to appropriate these funds. The City must accept the grant within 30 days of the award date.

The equipment to be purchased by the grant includes:

- 46 full self-contained breathing equipment units
- 43 regulators
- 43 face pieces
- Air management training instructor costs
- Personnel costs and backfill for training and implementation

The additional \$50,365 is needed for the following equipment.

- 3 full self-contained breathing equipment units
- 2 rapid intervention packs for firefighter rescue
- Flow testing equipment
- 12 spare air cylinders

The remainder of the project will be included in the FY 2016 Capital Improvement Program.

### **Discussion**

The Fire Department will continue to report significant developments in this project.

# CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

Brian  
6/26/14  
6-5  
7-24 (J)  
7-36

**RESOLUTION** ADOPTING AN AMENDED AND RESTATED DEVELOPMENT PROGRAM AND FINANCING PLAN FOR THE SEARS BLOCK TAX INCREMENT FINANCE DISTRICT.

Page 1 of 3

*The City of Concord resolves as follows:*

- WHEREAS,** by Resolution #5396, adopted on October 9, 1979, and Resolution #6761, adopted October 20, 1997, the City Council adopted the provisions of NH RSA 162-K, as amended, for the purposes of establishing one or more tax increment financing districts; and
- WHEREAS,** the City adopted Resolution #7205 on July 9, 2001, to establish the Sears Block Tax Increment Finance District and enact a Development and Financing Plan in support of a Development Agreement between the City of Concord and a developer, which was never executed as that developer subsequently withdrew from the project; and
- WHEREAS,** pursuant to Resolution #7515, adopted on September 8, 2003, the City repealed the Sears Block Tax Increment Finance District, together with its Development and Finance Plan, as adopted by Resolution #7205, and created a new Sears Block Tax Increment Finance District and adopted a new Development and Finance Plan pursuant to a Development Agreement with Capital Commons L.L.C. concerning redevelopment of certain property formerly known as the Sears Block, previously located at 11 South Main Street, now known as the Capital Commons Office Building and Municipal Parking Garage located at 75 Storrs Street; and
- WHEREAS,** on April 11, 2005, the City adopted Resolution #7722, which modified the Development Program and Financing Plan for the Sears Block Tax Increment Finance District due to certain changes in scope for the public improvements and cost escalations related thereto associated with the so-called Capital Commons Redevelopment Project located at 11 South Main Street and 75 Storrs Street; and
- WHEREAS,** on May 8, 2006, the City adopted Resolution #7890, which further modified the Development Program and Financing Plan for the Sears Block Tax Increment Financing District due to certain scope changes and cost escalations associated with the Capital Commons Redevelopment Project located at 11 South Main Street and 75 Storrs Street; and

# CITY OF CONCORD

---

*In the year of our Lord two thousand and fourteen*

**RESOLUTION**      ADOPTING AN AMENDED AND RESTATED DEVELOPMENT PROGRAM AND FINANCING PLAN FOR THE SEARS BLOCK TAX INCREMENT FINANCE DISTRICT.

Page 2 of 3

**WHEREAS,**            on February 13, 2012, the City adopted Resolution #8534, which further modified the Development Program and Financing Plan for the Sears Block Tax Increment Financing District in order to support the Bindery Redevelopment Project located at 43-45 South Main Street, including conversion of approximately \$2.505 million in previously issued tax exempt debt to taxable status associated with the conversion of 91 public parking spaces to long-term lease spaces for tenants of the Bindery Redevelopment Project, as well as expansion of the District's geography to include the New Hampshire Employment Security ("NHES") property located at 32-34 South Main Street and certain other surrounding properties thereto; and

**WHEREAS,**            on August 12, 2013, the City adopted Resolution #8685, which further modified the Development Program and Financing Plan for the Sears Block Tax Increment Financing District in order to support the installation of underground utilities for a section of South Main Street to be undertaken in conjunction with the City's Downtown Complete Streets Project, CIP #460; and

**WHEREAS,**            on June 9, 2014, the City adopted Resolution #8776, which further modified the Development Program and Financing Plan for the Sears Block Tax Increment Financing District in order to support acquisition and weatherization of real estate located at 32-34 South Main Street known as the former NH Employment Security Property; and

**WHEREAS,**            the City desires to further amend the Development Program and Financing Plan for the Sears Block Tax Increment Finance District to rescind funding approved by Resolution #8686 and to issue bonds and notes to support the Downtown Complete Streets Project (CIP #460);

# CITY OF CONCORD

---

*In the year of our Lord two thousand and fourteen*

**RESOLUTION**      **ADOPTING AN AMENDED AND RESTATED DEVELOPMENT PROGRAM AND FINANCING PLAN FOR THE SEARS BLOCK TAX INCREMENT FINANCE DISTRICT.**

Page 3 of 3

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

1. After holding a public hearing and taking public testimony, the City Council hereby finds that the Amended and Restated Sears Block Tax Increment Finance District Development and Finance Plan presented at this meeting and attached hereto, and infrastructure improvements to be undertaken within the Sears Block Tax Increment Finance District as part of the Downtown Complete Streets Project (CIP #460) serves a public purpose pursuant to NH RSA 162-K:5.
2. In accordance with NH RSA 162-K:6, 162-K:9, and 162-K:10, the City Council hereby amends and restates in its entirety the Sears Block Tax Increment Finance District Development Program and Financing Plan, adopted by Resolution #7515 on September 8, 2003, and amended by Resolutions #7722, #7890, #8534, #8685, and #8776 respectively, by adopting the Amended and Restated Sears Block Tax Increment Finance District Development Program and Financing Plan, dated July 30, 2014, presented at this meeting and attached hereto.
3. This resolution shall take effect upon passage.





# CITY OF CONCORD

## REPORT TO THE MAYOR AND CITY COUNCIL

**FROM:** Edward L. Roberge, PE, City Engineer

**DATE:** REVISED June 27, 2014

**SUBJECT:** Downtown Complete Streets Improvement Project (CIP #460)

### Recommendation

Accept this report and set the following resolutions for a public hearing on July 14, 2014.

1. Resolution amending and restating the Sears Block Tax Increment Finance District Development Program and Financing Plan, but delay City Council action until July 30, 2014 in accordance with RSA 162-k:4.
2. Resolution rescinding Resolution #8686 and authorizing the issuance of bonds and notes in the amount of up to \$2,500,000 for infrastructure improvements in conjunction with the Downtown Complete Streets Project (CIP #460), but delay City Council action until July 30, 2014 in accordance with RSA 162-k:4.
3. Appropriating the sum of Three Hundred Forty Eight Thousand Seven Hundred Five Dollars (\$348,705) in Traffic Impact Fee Funds for construction of the Downtown Complete Streets Improvement Project (CIP #460).
4. Appropriating the sum of One Hundred Fifty Two Thousand Seven Hundred Eighty Dollars (\$152,780) and authorizing the issuance of water bonds and notes for water system, improvements in conjunction with the Downtown Complete Streets Improvement Project (CIP #460).

### Background

At its February 10, 2014 meeting, City Council authorized the City Manager to reject the single bid received on January 24, 2014 and pursue an alternative approach to contractor selection through Federal Highway Administration (FHWA). The City Council also acknowledged that the restrictions as to the project's execution were significantly problematic and limited participation in the project and drove costs quite high. Specific areas to review with the selected contractor would include day time work schedules, expansion of the work areas, and flexible parking within the work zone. Council also directed staff to pursue detailed pricing on sidewalk snowmelt system alternatives.

## **Discussion**

Following the February meeting, staff released a Request for Proposals (RFP) for Construction Manager/General Contractor (CM/GC) services. Two proposals were received on April 11, 2014 and a proposal evaluation team which included staff from Administration, Community Development, Engineering, General Services, Finance, the project consulting team, and FHWA was convened. The evaluation team concluded their evaluation of proposals on April 18, 2014 and recommended selection of Severino Trucking Co., Inc. (STCI) of Candia, NH through the qualifications-based selection process.

### ***CMGC Process***

Following selection approval by FHWA, the project evaluation team met with STCI on April 25, 2014 to formally kick off the CM/GC process. Staff stressed the importance of maintaining the project scope of work as approved by City Council through the public process. The project as proposed is substantially the same as approved by City Council. Minor detail modifications and material selections have been proposed but do not jeopardize the quality or intent of the project.

The process included three project review workshops (April 29<sup>th</sup>, May 6<sup>th</sup>, and May 13<sup>th</sup>) where staff and the contractor critically reviewed plans, specifications, material selections, and prosecution of work in order to develop a final scope of work for the project. STCI's detailed project scope, budget, and schedule proposal was delivered on June 3<sup>rd</sup> which was followed by a June 6<sup>th</sup> proposal review meeting with the project evaluation team. Additional information was sought for better project clarification and the final project proposal was delivered on June 20, 2014.

### ***Proposal Scope***

The project scope of work remains consistent with Council's adopted work plan and the previous bid attempts where the base bid structure is followed by non-participating work, several bid add alternatives, and a project option. Additionally, through the CM/GC process, several work scope alternatives (additions and deletions) were introduced for Council consideration.

The base bid includes all the work outlined in the final design drawings for the complete project. Non-participating work items include the resurfacing at Eagle Square and replacement of a number of water services along Main Street. The Eagle Square improvements were previously appropriated and are separate from the Main Street project funds. Non-participating water service improvements were not funded previously so the Resolution noted above recommends funding the necessary water improvements.

To allow for maximum flexibility of project alternatives and costs, bid add alternates were included in the original bid release and maintained throughout the bid and CM/GC process. Add Alternate #1 includes sidewalk surface material upgrades, specifically replacing base bid concrete sidewalks with alternate granite and brick pavers in all bumpout areas. Add Alternate #2 consists of crosswalk material upgrades on side streets, replacing base bid paved and striped crosswalks with decorative concrete unit pavers at side streets. Add Alternate #3 replaces proposed double-head decorative lighting fixtures at crosswalks with

an alternative "smart light" system which allows for Wi-Fi, audio, and visual technologies. Add Alternate #4 introduces downtown banner structures at a south end and north end location for street wide banners. Add Alternate #5 is the relocation of the clock tower from Eagle Square to Phoenix Avenue.

The project option consists of a sidewalk snowmelt system. Two service area options were presented including a snowmelt system from Centre Street to Hills Avenue (9,200 SY) and Centre Street to Theatre Street (12,000 SY). At the February meeting, City Council requested that staff pursue pricing for the Centre to Theatre Street option including review of all alternative power sources available. Staff and the CM/GC reviewed a number of system energy options including natural gas, steam, geothermal wells, wood chips, and wastewater energy re-use. Based on the energy requirements, geothermal wells require a well farm of some 500 wells and a wood chip plant would likely encompass over 5 acres of land. Both proved not feasible for this project. Staff also reviewed the latest technology where energy could be extracted from the wastewater stream through a heat exchange process. This too proved not feasible given the energy needs and the lack of overall wastewater flow required.

In the end, a traditional gas fired boiler or steam heat exchange system appeared most feasible for use, but both have significant cost impacts to the project. While the steam system has a lower capital cost, operating and maintenance costs are much higher. A natural gas system has a higher initial capital investment but would prove less costly to operate and maintain but still a large expense. Both require significant infrastructure investment to support energy generation and ongoing operation and maintenance costs are high. Detailed costs are provided in an attachment to this report.

### ***Prosecution of Work/Schedule***

In order to complete the project, STCI proposes an innovative approach to traffic control and access to the work areas. The project will be sequenced in three phases beginning in the south end and working north. In Phase 1 (South Main Street), STCI proposes one-way traffic patterns on Main Street between Storrs Street and Pleasant Street allowing for better control of the project work areas while maximizing available parking. When work is underway along the east side of South Main Street, traffic will be directed one-way southbound in order to use the existing angled parking spaces along the west side. When traffic is moved to accommodate west side construction, the traffic pattern will be reversed to one-way northbound direction to use the available parking spaces along the east side. Temporary parallel parking and an adjacent sidewalk is proposed parallel to the one-way travelway. Parking within the Phase 1 work area is estimated to range between 75% and 90% of existing spaces. A similar one-way traffic pattern is proposed in Phase 2 (North Main Street). Generally, there will be about 80% of parking spaces available during the Phase 2 work. Phase 3 will include completion of streetscape features, landscaping, final paving, markings, and signage throughout both South and North Main Street and traffic patterns and available parking will vary.

STCI proposes to begin construction immediately following approval by City Council and expects construction through 2014 and 2015 with completion in mid- to late-2016. Day time work hours generally from 7AM to 7PM are proposed with the exception of major utility and paving operations which have been planned for night work. Storefront access will be

maintained with either constructed ramps within the work areas or by hard sidewalk surfaces provided to the business and residential entrances. Assistance with pedestrians will be provided by flagger staff throughout the duration of the project. Directional signage for one-way traffic patterns as well as wayfinding signage to parking garages will be maintained through the duration of the project.

Following the 2014 construction season, construction will resume in the spring 2015 by late March (weather permitting) and will conclude around the Veteran's Day holiday in November. This schedule will repeat in 2016 until complete. The contractor does not expect to work weekends or holidays.

### ***Proposal Cost***

The detailed project costs are outlined below.

#### Base Bid:

Construct Improvements Storrs to Storrs	\$10,234,020.50
Construction Engineering	\$ 250,000.00
Eagle Square: Replace Pavers and Lighting	\$ 312,850.00
Water System Improvements: Fire Service Replacements	\$ 152,780.00
Add Alternate #1 – Sidewalk Surface Upgrades	\$ 897,150.00
Add Alternate #2 – Crosswalk Material Upgrades	\$ 110,310.00
Add Alternate #3 – Street Lighting Upgrades	\$ 360,000.00
Add Alternate #4 – Downtown Banner Structures	\$ 75,000.00
Add Alternate #5 – Relocate Clock Tower	\$ 180,000.00
Project Cost:	\$12,572,110.50

#### Work Scope Alternatives:

Deduct Sta. 100+00 to 110+00 (Storrs to Concord – South)	(\$1,500,000.00)
Deduct Sta. 137+50 to 143+50 (Centre to Storrs – North)	(\$ 395,500.00)
Deduct Ornamental Fencing at Planters	(\$ 110,000.00)
Deduct Conduit for Future Uplights/Outlets in Tree Planters	(\$ 32,820.00)
Substitute Concrete Paver Crosswalks with Paved Crosswalks	(\$ 88,302.00)
Substitute Cobblestone Median with Paved Median	(\$ 249,900.00)
Substitute Cobblestone Median with Concrete Median	(\$ 94,760.00)
Substitute Big Belly Compactors with Ornamental Receptacles	(\$ 66,000.00)
Replace Loam with Structural Soil	\$ 135,000.00
Add Uplights/Outlets in Tree Wells/Planters	\$ 137,190.00
Underground Utility Relocation (Pleasant to Thompson)	\$ 1,699,500.00
Sidewalk Snowmelt System (12,000 SY Centre to Theatre)	\$ 4,456,320.00

### ***Project Recommendation***

Staff developed the following recommended project work plan based upon the extensive public process, previous Council direction, and project affordability. The recommended project plan is the transformative downtown improvement project sought by the Project Advisory Committee and the general public, and as endorsed by City Council. The project

includes a two-lane roadway with a cobblestone median, dramatic streetscape improvements including widened sidewalks of concrete, granite, and brick materials, ornamental paver crosswalks, irrigated tree planters and tree grates, enhanced LED lighting, downtown street-wide banner support structures, and accessibility improvements that include the elimination of the double step curb, additional accessible parking spaces, and new access to 18 storefronts.

In order to meet funding limitations, it is recommended that the project limits be shortened to Concord Street in the south (Sta. 110+00) and to Centre Street/Loudon Road in the north (Sta. 137+50). Most design amenities are included in the recommended project with the exception of lighting under the granite seat blocks, uplighting and electrical outlets at each tree planter and tree well, ornamental fencing on the raised granite tree planters, the "big belly" trash compactors, and the relocation of the clock tower. Electrical outlets will be included on all lighting fixtures for downtown use and ornamental trash receptacles will replace the "big belly" compactors.

The recommended project work plan does not include the utility relocation alternative or the sidewalk snowmelt system option. Costs were quite high and could not fit within the project funding limitations without significant impact to the quality and intent of the project or requiring additional funding commitments.

The detailed recommended project cost is outlined below.

Construct Improvements Storrs to Storrs	\$10,234,020.50
Construction Engineering	\$ 250,000.00
Eagle Square: Replace Pavers and Lighting	\$ 312,850.00
Water System Improvements: Fire Service Replacements	\$ 152,780.00
Add Alternate #1 – Sidewalk Surface Upgrades	\$ 897,150.00
Add Alternate #2 – Crosswalk Material Upgrades	\$ 110,310.00
Add Alternate #4 – Downtown Banner Structures	\$ 75,000.00
Deduct Sta. 100+00 to 110+00 (Storrs to Concord – South)	(\$1,500,000.00)
Deduct Sta. 137+50 to 143+50 (Centre to Storrs – North)	(\$ 395,500.00)
Deduct Ornamental Fencing at Planters	(\$ 110,000.00)
Deduct Conduit for Future Uplights/Outlets in Tree Planters	(\$ 32,820.00)
Substitute Big Belly Compactors with Ornamental Receptacles	(\$ 66,000.00)
Contingency	\$ 294,598.70
Project Cost:	\$10,222,389.20

Funding available for construction from previous appropriations totals about \$9,720,904, of which \$2,378,677 is General Fund bonds resulting in an anticipated first year debt service payment of \$190,294. It is recommended that the gap in funding between previous appropriations and the project cost (\$501,485) be made up with traffic impact fee funds and water funds not previously used in the Main Street funding. No additional General Fund appropriations are required to complete the project if this recommended work plan is accepted. However, available funds also include previously appropriated Sears Block TIF (SBTIF) District funds which will require repurposing for use in constructing the streetscape improvements.

City Council will recall that on August 12, 2013, Resolutions 8685 and 8686 were approved; authorizing the issuance of SBTIF supported bonds and notes in the amount of up to \$2,500,000 for construction of underground utilities along portions of South Main Street. This work was to be undertaken concurrently with the Downtown Complete Streets Project. In total, approximately 750' of aerial utilities were to be buried, generally between the Concord Food Co-Op and Thompson Street. The purpose of this investment by the SBTIF was to prepare the NH Employment Security site, as well as other surrounding properties, for future redevelopment.

The recommended project work plan proposes to forgo installation of the underground utilities and, in turn, utilize the TIF funds to support that portion of the project within the SBTIF District (generally between Depot Street and Theatre Street). The attached resolutions will amend and re-state the SBTIF Development Program and Financing Plan, as well as rescind and re-appropriate the \$2,500,000 in TIF supported bonds and notes. Please note that the summary pro forma for the SBTIF has been updated to reflect the City Council's recent appropriation of funds for acquisition of the NH Employment Security property and related activities.

It is important to note that final pricing offered by the CM/GC for the utility work was \$1,699,500. This figure is \$800,500 less than the initial \$2,500,000 estimate prepared in August 2013. Placing the utilities underground does create curb appeal through improved aesthetics and improves the views from upper floors of a building, and could likely facilitate the construction for potential new buildings at the NHES site. In the event the City Council still wanted to pursue the utility relocation effort, the \$800,500 in savings could be made available for the Complete Streets Project. However, the City Council would need to appropriate an additional \$1,600,000 in General Fund supported bonds and notes to make up for the SBTIF moneys, which would be re-dedicated to the installation of underground utilities.

A detailed project revenue, expense, and recommended project cost report has been attached for Council's reference.

### ***Operation and Maintenance Costs***

There has been considerable discussion on the need to make significant changes in the level of investment to maintain the downtown once the proposed improvements are complete. The Administration also recognizes that the snowmelt system was a significant feature of the original project. To address both issues, Administration is proposing the addition of a four person red carpet team dedicated to the downtown. This staffing level would provide quality, year-round service to sweep, pick up trash, do regular maintenance and remove snow. Based on a model of three maintenance aides and one supervisor, it is estimated that the personnel costs in year 1 would be approximately \$272,000. Equipment needed for this team would add about \$30,000 in annual debt service. During snow events, this team would be focused on downtown snow removal to provide prompt service at a significant savings as contrasted with the operational costs of a gas-fired or steam snowmelt system. Should Council accept this recommendation, the Administration will program the necessary staffing and equipment purchases as part of the FY2016 City budget. Council should be cognizant, nonetheless, that the addition of this staffing component will be equivalent to a 1% tax rate increase and be an on-going financial commitment to the downtown.

***Recommendation***

It is recommended that City Council accept this report and set the attached resolutions to amend and restate the Sear Block TIF District, rescind previous appropriated TIF funds, authorize and appropriate TIF supported bonds and notes, appropriate traffic impact fee funds, and authorize and appropriate water bonds and notes for a public hearing on July 14, 2014.

/elr

attachments

cc: Tom Aspell, City Manager  
Carlos Baía, Deputy City Manager - Development  
Brian LeBrun, Deputy City Manager – Finance  
Matt Walsh, Assistant for Special Project  
Denise Taschereau, Fiscal Supervisor  
Jamie Sikora, FHWA



CONCORD 23717  
 CONCORD DOWNTOWN COMPLETE STREETS IMPROVEMENT PROJECT  
 CONCORD, NH

PROJECT REVENUE SUMMARY

<u>PROJECT REVENUE</u>	<u>TOTAL FUNDS</u>	<u>FED</u>	<u>LOCAL</u>	<u>NOTES</u>
Project Appropriation - TIGER (Resolution 8599)	\$420,000.00	\$252,000.00	\$168,000.00	TIGER Grant Funds + Repurposed Bond Funds
Project Appropriation - TIGER (Resolution 8618)	\$295,000.00	\$177,000.00	\$118,000.00	TIGER Grant Funds + GO Bond Funds
Project Appropriation - TIGER (Resolution 8678)	\$5,566,000.00	\$4,281,000.00	\$1,285,000.00	TIGER Grant Funds + GO Bond Funds
Project Appropriation - TIF (Resolution 8686)	\$2,500,000.00	\$0.00	\$2,500,000.00	TIF Supported GO Bond Funds
Project Appropriation - Local Match (Resolution 8704)	\$1,535,677.00	\$0.00	\$1,535,677.00	GO Bond Funds + CDFA Tax Credits
Project Appropriation - Solid Waste (Resolution 8478)	\$15,000.00	\$0.00	\$15,000.00	Solid Waste - Downtown Trash Receptacles
Eagle Square Appropriation - NONPAR (Resolution 8583)	\$297,897.00	\$0.00	\$297,897.00	GO Bond Funds
Water System Improvements - NONPAR	\$152,780.00	\$0.00	\$152,780.00	Water Funds (Pending Appropriation 7/14/2014)
Love Building Sidewalk Deposit	\$34,323.00	\$0.00	\$34,323.00	Exaction - Cash Deposit
Traffic Impact Fees	\$348,705.00	\$0.00	\$348,705.00	IFF-Traffic (Pending Appropriation 7/14/2014)
<b>Project Revenue TOTAL:</b>	<b>\$11,165,382.00</b>	<b>\$4,710,000.00</b>	<b>\$6,455,382.00</b>	

AVAILABLE PROJECT FUNDS

<u>TOTAL FUNDS</u>	<u>EXPENDITURES</u>	<u>AVAILABLE</u>
Project Appropriation - TIGER (Resolution 8599)	\$418,321.60	\$1,678.40
Project Appropriation - TIGER (Resolution 8618)	\$293,821.20	\$1,178.80
Project Appropriation - TIGER (Resolution 8678)	\$224,850.00	\$5,341,150.00
Project Appropriation - TIF (Resolution 8686)	\$0.00	\$2,500,000.00
Project Appropriation - Local Match (Resolution 8704)	\$6,000.00	\$1,529,677.00
Project Appropriation - Solid Waste (Resolution 8478)	\$0.00	\$15,000.00
Eagle Square Appropriation - NONPAR (Resolution 8583)	\$0.00	\$297,897.00
Water System Improvements - NONPAR (Resolution XXXX)	\$0.00	\$152,780.00
Love Building Sidewalk Deposit	\$0.00	\$34,323.00
Traffic Impact Fees	\$0.00	\$348,705.00
<b>Project Revenue TOTAL:</b>	<b>\$942,992.80</b>	<b>\$10,222,389.20</b>

**CONCORD 23717  
CONCORD DOWNTOWN COMPLETE STREETS IMPROVEMENT PROJECT  
CONCORD, NH**

**PROJECT EXPENSE SUMMARY**

**BASE PHASE - PHASE 1 (DESIGN)**

<u>Project Design/Permitting (PE)</u>	<u>COST</u>	<u>TIGER FUNDS 60%</u>	<u>LOCAL MATCH 40%</u>
Survey	\$50,000.00	\$30,000.00	\$20,000.00
Preliminary Engineering	\$200,000.00	\$120,000.00	\$80,000.00
Final Engineering	\$325,000.00	\$195,000.00	\$130,000.00
Project Management	\$68,000.00	\$40,800.00	\$27,200.00
ADA Accessibility Design	\$30,700.00	\$18,420.00	\$12,280.00
Signage and Wayfinding	\$49,500.00	\$29,700.00	\$19,800.00
Underground Utility Relocation (NON-PAR)	\$50,500.00	\$0.00	\$50,500.00
Environmental Permitting	\$2,000.00	\$1,200.00	\$800.00
Historic Review	\$55,000.00	\$33,000.00	\$22,000.00
NEPA-CE Review	\$25,000.00	\$15,000.00	\$10,000.00
<b>Design/Permitting Subtotal (PE)</b>	<b>\$855,700.00</b>	<b>\$483,120.00</b>	<b>\$372,580.00</b>

**OPTION PHASE - PHASE 2 (CONSTRUCTION)**

<u>BASE BID</u>	<u>COST</u>	<u>FED</u>	<u>LOCAL</u>
Base Bid (PAR)	\$10,234,020.50	\$4,076,880.00	\$6,157,140.50
Construction Engineering	\$250,000.00	\$150,000.00	\$100,000.00
Eagle Square Improvements (NON-PAR)	\$312,850.00	\$0.00	\$312,850.00
Water System Improvements (NON-PAR)	\$152,780.00	\$0.00	\$152,780.00
Add Alternate #1 - Sidewalk Surface Material Upgrades	\$897,150.00	\$0.00	\$897,150.00
Add Alternate #2 - Crosswalk Material Upgrades	\$110,310.00	\$0.00	\$110,310.00
Add Alternate #3 - Special Lighting Upgrades	\$360,000.00	\$0.00	\$360,000.00
Add Alternate #4 - Downtown Banner Structures	\$75,000.00	\$0.00	\$75,000.00
Add Alternate #5 - Relocation of Clock Tower	\$180,000.00	\$0.00	\$180,000.00
<b>Construction Total (CON)</b>	<b>\$12,572,110.50</b>	<b>\$4,226,880.00</b>	<b>\$8,278,080.50</b>

CONCORD 23717  
 CONCORD DOWNTOWN COMPLETE STREETS IMPROVEMENT PROJECT  
 CONCORD, NH

CONSTRUCTION ALTERNATIVES DETAIL

OPTION PHASE - PHASE 2 (CONSTRUCTION)

Base + Alternatives

Base Bid (PAR)	\$10,234,020.50	
Construction Engineering	\$250,000.00	
Eagle Square Improvements (NON-PAR)	\$312,850.00	
Water System Improvements (NON-PAR)	\$152,780.00	
Add Alternate #1 - Sidewalk Surface Material Upgrades	\$897,150.00	
Add Alternate #2 - Crosswalk Material Upgrades	\$110,310.00	
Add Alternate #3 - Special Lighting Upgrades	\$360,000.00	
Add Alternate #4 - DOWNTOWN Banner Structures	\$75,000.00	
Add Alternate #5 - Relocation of Clock Tower	\$180,000.00	
	<u>\$12,572,110.50</u>	
<b>Construction Total (CON)</b>	<b>\$12,572,110.50</b>	

POTENTIAL WORKPLAN

Work Scope Alternatives

1	Eliminate Sta. 100+00 to Sta. 110+00 (South end)	(\$1,500,000.00)
2	Eliminate Sta. 137+750 to Sta. 143.50 (North end)	(\$395,500.00)
3	Eliminate Ornamental Fencing on Planters	(\$110,000.00)
4	Substitute Concrete Pavers with HBPHM Crosswalks	(\$88,302.00)
5	Substitute Cobblestone Median with HBPHM	(\$249,900.00)
6	Substitute Cobblestone Median with Exposed Concrete	(\$94,760.00)
7	Substitute Big Belly Compactors with Ornamental Receptacles	(\$66,000.00)
8	Add Lighted Seat Blocks	\$150,420.00
9	Add Uplights and Electrical Receptacles in Tree Wells	\$137,190.00
10	Eliminate Conduit for Future Lighting/Electric in Tree Wells	(\$32,820.00)
11	Replace Loam with Structural Soil	\$135,000.00

ESTIMATED SAVINGS

(\$2,114,672.00)

RECOMMENDED WORKPLAN

Base Bid (PAR)	\$10,234,020.50
Construction Engineering	\$250,000.00
Eagle Square Improvements (NON-PAR)	\$312,850.00
Water System Improvements (NON-PAR)	\$152,780.00
Add Alternate #1 - Sidewalk Surface Material Upgrades	\$897,150.00
Add Alternate #2 - Crosswalk Material Upgrades	\$110,310.00
Add Alternate #4 - DOWNTOWN Banner Structures	\$75,000.00
	<u>\$12,032,110.50</u>

RECOMMENDED WORKPLAN

1	Eliminate Sta. 100+00 to Sta. 110+00 (South end)	(\$1,500,000.00)
2	Eliminate Sta. 137+750 to Sta. 143.50 (North end)	(\$395,500.00)
3	Eliminate Ornamental Fencing on Planters	(\$110,000.00)
7	Substitute Big Belly Compactors with Ornamental Receptacles	(\$66,000.00)
10	Eliminate Conduit for Future Lighting/Electric in Tree Wells	(\$32,820.00)
		<u>(\$2,104,320.00)</u>

RECOMMENDED OPERATIONS AND MAINTENANCE PLAN

STAFFING

Facilities Maintenance Supervisor (JAW-COND-G16)	\$85,500.00
Maintenance Aide	\$66,000.00
Maintenance Aide	\$62,000.00
Maintenance Aide	\$58,000.00
	<u>\$271,500.00</u>

EQUIPMENT

1-Ton Foreman Platform Dumping Pickup Truck	\$45,000.00
Stainless Steel Sander	\$6,000.00
Sidewalk Tractor w/ Angle Plow, Snowblower, and Sander	\$155,000.00
Pickup Sweeper for Tractor	\$15,000.00
4-Ton Equipment Trailer	\$6,000.00

(Annual Operating Budget Commitment in FY2016)

(Annual Debt Service for Equipment = \$30,000)

\$227,000.00

CONCORD 23717  
 CONCORD DOWNTOWN COMPLETE STREETS IMPROVEMENT PROJECT  
 CONCORD, NH

UNDERGROUND UTILITY RELOCATION DETAIL

OPTION PHASE - PHASE 2 (CONSTRUCTION)

Base + Alternatives

	<u>COST</u>	<u>POTENTIAL WORKPLAN</u>	<u>COST</u>
Base Bid (PAR)	\$10,234,020.50		\$520,000.00
Eagle Square Improvements (NON-PAR)	\$312,850.00	1 STCI Underground Utility Improvements	\$756,000.00
Water System Improvements (NON-PAR)	\$152,780.00	2 Concord Electric	\$152,000.00
Add Alternate #1 - Sidewalk Surface Material Upgrades	\$897,150.00	3 Fairpoint Communications	\$16,000.00
Add Alternate #2 - Crosswalk Material Upgrades	\$110,310.00	4 Comcast Communications	\$45,000.00
Add Alternate #3 - Special Lighting Upgrades	\$360,000.00	5 Concord Fire Alarm/Fiber Network	\$120,000.00
Add Alternate #4 - Downtown Banner Structures	\$75,000.00	6 R&T Electric (Utility Service Transfers)	\$50,500.00
Add Alternate #5 - Relocation of Clock Tower	\$180,000.00	7 Project Design	\$40,000.00
		8 Construction Management	
	<u>\$12,322,110.50</u>		<u>\$1,699,500.00</u>

Construction Total (CON)

Construction Total (CON) \$1,699,500.00

RECOMMENDED WORKPLAN

Base Bid (PAR)	\$10,234,020.50		
Construction Engineering	\$250,000.00	1 Not Recommended.	
Eagle Square Improvements (NON-PAR)	\$312,850.00		
Water System Improvements (NON-PAR)	\$152,780.00		
Add Alternate #1 - Sidewalk Surface Material Upgrades	\$897,150.00		
Add Alternate #2 - Crosswalk Material Upgrades	\$110,310.00		
Add Alternate #4 - Downtown Banner Structures	\$75,000.00		
	<u>\$12,032,110.50</u>		<u>\$0.00</u>

RECOMMENDED WORKPLAN

1 Not Recommended.

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 CONCORD DOWNTOWN COMPLETE STREETS IMPROVEMENT PROJECT  
 CONCORD, NH

SIDEWALK SNOWMELT SYSTEM OPTIONS DETAIL

OPTION PHASE - PHASE 2 (CONSTRUCTION)

Base + Alternatives

Base Bid (PAR)	\$10,234,020.50
Eagle Square Improvements (NON-PAR)	\$312,850.00
Water System Improvements (NON-PAR)	\$152,780.00
Add Alternate #1 - Sidewalk Surface Material Upgrades	\$897,150.00
Add Alternate #2 - Crosswalk Material Upgrades	\$110,310.00
Add Alternate #3 - Special Lighting Upgrades	\$360,000.00
Add Alternate #4 - DOWNTOWN Banner Structures	\$75,000.00
Add Alternate #5 - Relocation of Clock Tower	<u>\$180,000.00</u>
<b>Construction Total (CON)</b>	<b>\$12,322,110.50</b>

Construction Total (CON)

\$12,322,110.50

Construction Total (CON)

\$12,322,110.50

POTENTIAL WORKPLAN

Sidewalk Snowmelt System Options

1	Option A (9,200 SY - Centre to Hills) - Natural Gas	\$3,440,156.00
2	Option A (9,200 SY - Centre to Hills) - Steam	\$3,158,728.00
3	Option B (12,000 SY - Centre to Theatre) - Natural Gas	\$4,456,320.00
4	Option B (12,000 SY - Centre to Theatre) - Steam	\$4,010,040.00
5	Geothermal Wells Option	\$22,000,000.00
6	WW Energy Recovery-Heat Pump Option	\$5,000,000.00

COST

RECOMMENDED WORKPLAN

Base Bid (PAR)	\$10,234,020.50
Construction Engineering	\$250,000.00
Eagle Square Improvements (NON-PAR)	\$312,850.00
Water System Improvements (NON-PAR)	\$152,780.00
Add Alternate #1 - Sidewalk Surface Material Upgrades	\$897,150.00
Add Alternate #2 - Crosswalk Material Upgrades	\$110,310.00
Add Alternate #4 - DOWNTOWN Banner Structures	\$75,000.00
<b>Construction Total (CON)</b>	<b>\$12,032,110.50</b>

RECOMMENDED WORKPLAN

1 Not recommended.

\$0.00

\$0.00

## SIDEWALK SNOW REMOVAL OPTIONS

### CAPITAL AND OPERATIONAL COSTS W/OUT SNOWMELT SYSTEM (RECOMMENDED)

O&M costs based on three (3) maintenance aides and one (1) supervisor plus debt service on purchase of 1 ton dumping platform truck; sander; sidewalk tractor with sweeper and 4 ton trailer.

Downtown Maintenance (Wages & Benefits @ full staff year-round)	\$272,000.00
Debt Service on downtown maintenance equipment investment of \$227,000 (10 yrs @ 3%)	\$29,510.00
Salt/Sand	\$10,000.00
<b>Estimated Total Annual Cost</b>	<b>\$311,510.00</b>

### CAPITAL AND OPERATIONAL COSTS W/NATURAL GAS SNOWMELT SYSTEM

O&M costs based upon 120 days of use on design Btu load of 16MM Btu/HR for Option B - 12,000 SY - Centre to Theatre - Natural Gas System.

Gas: 160 therms x 120 days x 24 hours x \$1.10/therm	\$506,880.00
Electricity: Pumps and System Controls	\$24,000.00
Contracted Gas System Maintenance during winter months	\$18,000.00
Debt Service on capital investment of \$4,456,320.00 (20 years @ 3%)	\$356,505.60
Downtown Maintenance (Wages & Benefits w/reduced winter staff)	\$170,031.32
Debt Service on downtown maintenance equipment investment of \$51,000 (10 yrs @ 3%)	\$6,682.53
<b>Estimated Total Annual Cost</b>	<b>\$1,082,099.45</b>

### CAPITAL AND OPERATIONAL COSTS W/STEAM SNOWMELT SYSTEM

O&M costs based upon 120 days of use on design Btu load of 16MM Btu/HR for Option B - 12,000 SY - Centre to Theatre - Steam System.

Steam provided by Concord Steam through potential City heat exchanger.

Steam rate shown in range from unconfirmed potential special rate to City's current tariff rate.

	<u>\$21/Mlb</u>	<u>\$42/Mlb</u>
Steam: 16 Mlb x 120 days x 24 hours x Rate per Mlb	\$967,680.00	\$1,935,360.00
Electricity: Pumps and System Controls	\$24,000.00	\$24,000.00
Contracted Steam System Maintenance during winter months	\$24,000.00	\$24,000.00
Debt Service on capital investment of \$4,010,040.00 (20 years @ 3%)	\$320,803	\$320,803
Downtown Maintenance (Wages & Benefits w/reduced winter staff)	\$170,031.32	\$170,031.32
Debt Service on downtown maintenance equipment investment of \$51,000 (10 yrs @ 3%)	\$6,682.53	\$6,682.53
<b>Estimated Total Annual Cost</b>	<b>\$1,513,197.05</b>	<b>\$2,480,877.05</b>

Bin  
6/26/14

6-6

7-24(K)

7-37

# CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

**RESOLUTION** RESCINDING RESOLUTION #8686 AND APPROPRIATING TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) AND AUTHORIZING THE ISSUANCE OF BONDS AND NOTES IN THE AMOUNT OF TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) FOR THE DOWNTOWN COMPLETE STREETS PROJECT (CIP #460) WITHIN THE SEARS BLOCK TAX INCREMENT FINANCE DISTRICT.

Page 1 of 3

*The City of Concord resolves as follows:*

- WHEREAS,** Resolution #8686 was passed by City Council on August 13, 2012, which authorized the issuance of Sears Block Tax Increment Finance District supported bonds and notes in the amount of up to \$2.5 million for construction of underground utilities along portions of South Main Street; and
- WHEREAS,** this work was to be undertaken concurrently with the Downtown Complete Streets Project (CIP #460) and is no longer the intent of this project, therefore, rescission of Resolution #8686 is necessary; and
- WHEREAS,** on July 9, 2001, the City approved Resolution #7205, which established the Sears Block Tax Increment Finance District, which was subsequently amended by Resolutions #7515, #7722, #7890, #8534, #8685, and #8676; and
- WHEREAS,** the purpose of the Sears Block Tax Increment Finance District is to finance infrastructure improvements to encourage private investment in redevelopment of real estate and other economic development activities within Downtown Concord; and
- WHEREAS,** the City's initial investment within the Sears Block Tax Increment Finance District was in the amount of \$16,324,840 for construction of the Capital Commons Municipal Parking Garage, plazas, sidewalks, and related streetscape and utility improvements; and
- WHEREAS,** the City desires to make additional investments within the Sears Block Tax Increment Finance District through the construction of street, sidewalk, utility, and landscaping improvements in conjunction with the Downtown Complete Streets Project (CIP #460); and

# CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

**RESOLUTION** RESCINDING RESOLUTION #8686 AND APPROPRIATING TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) AND AUTHORIZING THE ISSUANCE OF BONDS AND NOTES IN THE AMOUNT OF TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) FOR THE DOWNTOWN COMPLETE STREETS PROJECT (CIP #460) WITHIN THE SEARS BLOCK TAX INCREMENT FINANCE DISTRICT.

Page 2 of 3

**WHEREAS,** the purpose of these improvements will be to improve pedestrian safety, increase compliance with the Americans with Disabilities Act, as well as improve the aesthetic character of the central business district in order to foster additional private investment and real estate development activities within the Sears Block Tax Increment Finance District and its surrounding environs; and

**WHEREAS,** on the date hereof, the City Council has adopted the Amended and Restated Sears Block Tax Increment Development Program and Financing Plan (the "Amended Sears Block TIF Plan") to, among other things, include additional debt service costs for these proposed improvements; and,

**WHEREAS,** RSA 33:9 mandates that a two-thirds vote of all members of the City Council is required to pass a bond resolution;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

- 1) The sum of .....\$2,500,000  
from Resolution #8686 is hereby rescinded.
- 2) The sum of .....\$2,500,000  
be and is hereby appropriated as follows:

Sears Block TIF District Fund  
Community Development Engineering Services  
FY 2014 Downtown Complete Streets Improvement Project .....\$2,500,000

# CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

**RESOLUTION** RESCINDING RESOLUTION #8686 AND APPROPRIATING TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) AND AUTHORIZING THE ISSUANCE OF BONDS AND NOTES IN THE AMOUNT OF TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) FOR THE DOWNTOWN COMPLETE STREETS PROJECT (CIP #460) WITHIN THE SEARS BLOCK TAX INCREMENT FINANCE DISTRICT.

Page 3 of 3

3) Revenue to meet said appropriation shall be provided from the following sources:

Sears Block TIF District Fund

Community Development Engineering Services

FY 2014 Downtown Complete Streets Improvement Project

General Obligation Bonds and notes .....\$2,500,000

- 4) The City Treasurer, with approval of the City Manager, is authorized to issue up to two million five hundred thousand dollars (\$2,500,000) in bonds and notes of the City of Concord under RSA 162-K: 8, Chapter 280 of the Acts of 2000, and/or the Municipal Finance Act, it being the expectation of the City to pay the debt service costs on such bonds and notes from Tax Increment Revenues as designated and further described in the Amended Sears Block TIF Plan.
- 5) The discretion of the fixing of dates, maturities, rates of interest, form and other details of such bonds and notes (including whether such bonds or notes shall be issued on a tax exempt or taxable basis), and providing for the sale, is hereby delegated to the City Treasurer.
- 6) These funds shall be available for any legal purpose within the Sears Block Tax Increment Finance District, including, but not limited to, infrastructure improvements or any other activity related to the redevelopment of properties located within the Sears Block Tax Increment Finance District.
- 7) Sums as appropriated shall be expended under the direction of the City Manager.
- 8) The useful life of the improvements is expected to be in excess of twenty-five (25) years.
- 9) This resolution shall take effect upon its passage.

**SBTIF Pro Forma: Complete Streets Project  
Fund Balance Pro Forma  
July 30, 2014 Amendment**

TIF Year	YEAR 9	YEAR 10	YEAR 11	YEAR 12	YEAR 13	YEAR 14	YEAR 15	YEAR 16	YEAR 17	YEAR 18	
City Fiscal Year (FY)	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
Tax Rate	7/1/2013 - 6/30/2014	7/1/2014 - 6/30/2015	7/1/2015 - 6/30/2016	7/1/2016 - 6/30/2017	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	
	\$20,975,019	\$24,600,119	\$24,600,119	\$24,600,119	\$32,960,119	\$32,960,119	\$34,960,119	\$32,960,119	\$32,960,119	\$32,960,119	
<b>ASSESSED VALUE</b>											
TIF Captured Assessed Value - Existing Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Assessed Value - MHS Redevelopment	\$20,975,019	\$24,600,119	\$24,600,119	\$24,600,119	\$32,960,119	\$32,960,119	\$34,960,119	\$32,960,119	\$32,960,119	\$32,960,119	
<b>TOTAL ASSESSED VALUE</b>											
	\$534,009	\$644,856	\$654,694	\$667,787	\$912,620	\$930,872	\$949,490	\$968,480	\$987,849	\$1,007,606	
<b>REVENUES</b>											
Property Tax Revenues - Existing Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Investment Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Property Taxes - MHS Redevelopment	\$534,009	\$644,856	\$654,694	\$667,787	\$912,620	\$930,872	\$949,490	\$968,480	\$987,849	\$1,007,606	
<b>TOTAL REVENUE</b>											
	\$534,009	\$644,856	\$654,694	\$667,787	\$912,620	\$930,872	\$949,490	\$968,480	\$987,849	\$1,007,606	
<b>EXPENDITURES</b>											
Existing Debt Service - Subtotal	\$516,157	\$502,648	\$483,971	\$466,783	\$726,364	\$715,538	\$703,106	\$692,667	\$682,867	\$686,901	
Reserve Fund Appropriations & Contributions	\$277,000	\$270,000	\$265,000	\$260,000	\$0	\$0	\$0	\$0	\$0	\$0	
Operating Expenses Subtotal	\$8,500	\$8,925	\$9,371	\$9,840	\$10,332	\$10,848	\$11,391	\$11,940	\$12,508	\$13,186	
TIF District Administrative Fee	\$16,976	\$17,825	\$18,716	\$19,652	\$20,634	\$21,666	\$22,749	\$23,887	\$25,081	\$26,335	
<b>TOTAL BUSINESS EXPENDITURES</b>											
	\$798,633	\$799,398	\$816,058	\$832,274	\$777,330	\$758,053	\$748,396	\$735,531	\$720,502	\$726,628	
<b>Proposed New Expenditures</b>											
MHS Bond (MHS For First 5 Years)	\$0	\$0	\$49,947	\$21,996	\$26,209	\$29,893	\$34,866	\$41,485	\$49,134	\$134,783	
Underground Utilities (MHS For First 5 Years)	\$0	\$0	\$25,067	\$13,817	\$13,817	\$37,567	\$48,817	\$225,000	\$220,000	\$215,000	
<b>TOTAL PROPOSED NEW EXPENDITURES</b>											
	\$0	\$0	\$75,014	\$35,813	\$40,026	\$67,460	\$83,683	\$266,485	\$269,134	\$249,783	
<b>Net Operating Income (Revenues Less Expenditures)</b>											
(N)I as % of Total Revenue	(\$244,624) -45.94%	(\$132,541) -24.50%	(\$8,372) -1.26%	\$6,010 0.89%	\$84,582 10.31%	\$115,852 12.31%	\$177,874 13.29%	\$34,866 3.68%	\$141,485 14.32%	\$138,134 13.86%	\$134,783 13.37%
<b>Fund Balance Calculation</b>											
Previous Year	\$28,861	\$289,237	\$131,696	\$123,318	\$129,278	\$223,891	\$338,250	\$466,721	\$0	\$0	
Projected FY Year End Surplus / (Deficit)	(\$234,824)	(\$157,541)	(\$8,372)	\$6,010	\$94,563	\$115,859	\$127,471	(\$121,547)	(\$88,563)	(\$56,127)	
<b>Available Fund Balance</b>											
	\$28,861	\$131,696	\$123,318	\$129,278	\$223,891	\$338,250	\$466,721	\$295,174	\$256,610	\$280,884	

YEAR 19 FY 2024 7/1/2023 - 6/30/2024	YEAR 20 FY 2025 7/1/2024 - 6/30/2024	YEAR 21 FY 2026 7/1/2025 - 6/30/2026	YEAR 22 FY 2027 7/1/2026 - 6/30/2027	YEAR 23 FY 2028 7/1/2027 - 6/30/2028	YEAR 24 FY 2029 7/1/2028 - 6/30/2029	YEAR 25 FY 2030 7/1/2029 - 6/30/2030	YEAR 26 FY 2031 7/1/2030 - 6/30/2031	YEAR 27 FY 2032 7/1/2031 - 6/30/2032	YEAR 28 FY 2033 7/1/2032 - 6/30/2033	YEAR 29 FY 2034 7/1/2033 - 6/30/2034	YEAR 30 FY 2035 7/1/2034 - 6/30/2035
\$1.18	\$31.81	\$32.44	\$33.09	\$33.75	\$34.43	\$35.12	\$35.82	\$36.53	\$37.27	\$38.01	\$38.77
\$12,960,119	\$12,960,119	\$12,960,119	\$12,960,119	\$12,960,119	\$12,960,119	\$12,960,119	\$12,960,119	\$12,960,119	\$12,960,119	\$12,960,119	\$12,960,119
\$408,000	\$408,000	\$408,000	\$408,000	\$408,000	\$408,000	\$408,000	\$408,000	\$408,000	\$408,000	\$408,000	\$408,000
\$33,358,119	\$33,358,119	\$33,358,119	\$33,358,119	\$33,358,119	\$33,358,119	\$33,358,119	\$33,358,119	\$33,358,119	\$33,358,119	\$33,358,119	\$33,358,119
\$1,027,758	\$1,069,280	\$1,069,280	\$1,090,665	\$1,112,479	\$1,134,728	\$1,157,429	\$1,180,571	\$1,204,183	\$1,228,266	\$1,252,832	\$1,277,888
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$12,722	\$13,236	\$13,236	\$13,501	\$13,771	\$14,042	\$14,318	\$14,597	\$14,878	\$15,162	\$15,451	\$15,744
\$1,060,481	\$1,061,290	\$1,061,290	\$1,064,165	\$1,067,250	\$1,070,554	\$1,074,079	\$1,077,825	\$1,081,794	\$1,085,977	\$1,090,375	\$1,094,988
\$678,344	\$663,174	\$663,174	\$668,049	(\$2,730)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$300,000	\$550,000	\$550,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
\$13,846	\$15,265	\$15,265	\$16,028	\$16,829	\$17,671	\$18,554	\$19,482	\$20,456	\$21,479	\$22,553	\$23,681
\$27,652	\$30,486	\$30,486	\$32,021	\$33,611	\$35,252	\$36,949	\$38,709	\$40,535	\$42,437	\$44,414	\$46,464
\$719,851	\$708,975	\$708,975	\$719,087	\$729,271	\$739,631	\$750,171	\$760,991	\$772,111	\$783,536	\$795,267	\$811,305
\$131,432	\$128,081	\$128,730	\$121,379	\$118,028	\$114,677	\$111,326	\$107,975	\$104,624	\$101,273	\$97,922	\$94,571
\$210,000	\$205,000	\$200,000	\$195,000	\$190,000	\$185,000	\$180,000	\$175,000	\$170,000	\$165,000	\$160,000	\$155,000
\$241,432	\$233,001	\$224,730	\$216,328	\$207,927	\$199,526	\$191,125	\$182,725	\$174,324	\$165,923	\$157,522	\$149,121
\$338,515	\$271	\$35,625	\$236,129	\$206,249	\$173,088	\$140,498	\$108,248	\$76,248	\$44,248	\$12,248	\$0
-3.57%	-0.03%	3.08%	11.24%	18.27%	31.08%	29.20%	31.02%	32.78%	13.69%	15.74%	-89.02%
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
\$200,484	\$179,691	\$195,386	\$244,246	\$493,946	\$744,467	\$1,142,209	\$1,552,269	\$1,995,040	\$2,470,926	\$2,890,339	\$3,336,585
(\$20,793)	\$15,695	\$48,861	\$249,700	\$410,061	\$627,750	\$940,061	\$1,312,771	\$1,755,886	\$2,269,407	\$2,843,341	\$3,527,304
\$178,691	\$195,386	\$244,246	\$493,946	\$744,467	\$1,142,209	\$1,552,269	\$1,995,040	\$2,470,926	\$2,890,339	\$3,336,585	\$3,883,889

# AMENDED AND RESTATED SEARS BLOCK TAX INCREMENT DEVELOPMENT PROGRAM AND FINANCING PLAN

Adopted by Resolution #7205 on July 9, 2001  
Amended by Resolution #7515 on September 8, 2003  
Amended by Resolution #7722 on April 11, 2005  
Amended by Resolution #7890 on May 8, 2006  
Amended by Resolution #8534 on February 13, 2012  
Amended by Resolution #8685 on August 12, 2013  
Amended by Resolution #8776 on June 9, 2014  
Amended by Resolution #XXXX on July 30, 2014

## I. Introduction:

The purpose of the Sears Block Tax Increment Finance District (SBTIF) is to foster redevelopment of real estate and other economic development activity within the central portion of the Opportunity Corridor and Downtown Concord along the South Main Street corridor through strategic public investment in parking facilities and other infrastructure as further described within this Development Program and Financing Plan. The components of the Development Program and Financing Plan include:

- Statement of Objectives
- District Boundaries
- Determination of Compliance with District Size Limitations
- Development Program
- Financing Plan
- District Administration
- Advisory Board Responsibilities

## II. Statement of Objectives:

The City Council has identified economic development in the Opportunity Corridor and Downtown Concord as a City priority. Economic development includes, but is not limited to, the expansion of the property tax base and employment opportunities through the redevelopment of blighted, underutilized, contaminated, or abandoned properties.

The adoption of the Sears Block Tax Increment Development Program and Financing Plan provides a valuable tool for implementing redevelopment activities to address the following goals and objectives:

- Create redevelopment opportunities;
- Improve the visual image of the southerly entrance to the Downtown;
- Expand the real estate property tax base;

- Construct, expand, and rehabilitate public parking facilities, streets, utilities, parks, plazas, and pedestrian ways to provide improved access and expanded capacities sufficient to encourage private investment within the District;
- Remove blighted land uses and cleanup environmental contamination; and,
- Improve transportation components to permit the efficient use of land for redevelopment.

### **III. District Boundaries:**

The following is the legal description for the Sears Block Tax Increment Finance District. A graphic depiction of the District is included as Exhibit 1.

Beginning at a point in the northerly side line of Pleasant Street at its intersection with the westerly side line of N. Main Street; thence

1. Northerly along the westerly side line of N. Main Street to a point at its intersection with the westerly extension of the northerly side line of Depot Street; thence
2. Easterly along the westerly extension of the northerly side line of Depot Street, crossing the N. Main Street right-of-way, to a point at its intersection with the easterly side line of N. Main Street; thence
3. Continuing easterly along the northerly side line of Depot Street to a point at its intersection with the westerly side line of Storrs Street; thence
4. Continuing easterly along the easterly extension of the northerly side line of Depot Street, across the Storrs Street right-of-way, to a point at its intersection with the easterly side line of Storrs Street; thence
5. Southerly along the easterly side line of Storrs Street to a point at its intersection with the easterly extension of the southerly side line of Theatre Street; thence
6. Westerly along the easterly extension of the southerly side line of Theatre Street, crossing the Storrs Street right-of-way, to a point at its intersection with the westerly side line of Storrs Streets; thence
7. Continuing westerly along the southerly side line of Theatre Street to a point at its intersection with the easterly side line of S. Main Street; thence

8. Continuing westerly along the westerly extension of the southerly side line of Theatre Street, crossing the S. Main Street right-of-way, to a point at its intersection with the westerly side line of S. Main Street; thence
9. Northerly along the westerly side line of S. Main Street to a point at its intersection with the southerly side line of Thompson Street; thence
10. Westerly along the southerly side line of Thompson Street to a point at its intersection with the easterly side line of S. State Street, said point being the southeast corner of the intersection of said streets; thence
11. Continuing westerly along the extension of the southerly side line of Thompson Street to a point at its intersection with the westerly side line of S. State Street, said point being the southwest corner of the intersection of said streets; thence
12. Northerly along the westerly side line of S. State Street to a point at its intersection with the southerly side line of Pleasant Street; thence
13. Northerly along the extension of the westerly side line of S. State Street, crossing the Pleasant Street right-of-way to a point at the intersection of the westerly side line of N. State Street with the northerly side line of Pleasant Street; thence
14. Easterly along the northerly side line of Pleasant Street to a point at its intersection with the easterly side line of N. State Street; thence
15. Continuing easterly along the northerly side line of Pleasant Street to a point at its intersection with the westerly side line of N. Main Street and the point of beginning.

Meaning and intending to describe a Tax Increment Finance District, as shown on a plan (Exhibit 1) entitled "Sears Block Tax Increment Finance District", dated December 6, 2011, prepared by the City of Concord Community Development Department, Engineering Services Division.

**IV. Determination of Compliance with District Size Limitations:**

In accordance with RSA 162-K:5, the following information is provided to demonstrate compliance with State Law at the time of the designation of the District in 2001. Some of this information was updated in 2012 and 2013, respectively.

Total Taxable Value of the City	\$4,321,396,542
8%	\$345,711,723
16%	\$691,423,477
Sears Block TIF	\$51,418,000
North End Opportunity Corridor TIF	\$50,223,600
Penacook Village TIF	\$11,149,600
Combined Total	\$112,792,000
Total Land Area of the City	41,100 Acres
5%	2,055 Acres
10%	4,110 Acres
Sears Block TIF	22.00 Acres
North End Opportunity Corridor TIF	67.70 Acres (Updated 2013)
Penacook Village TIF	47.09 Acres
Combined TIFs	136.79 Acres (Updated 2013)

Using the data above, the City has determined that the SBTIF District, in combination with the other TIF Districts within Concord, does not exceed the taxable value or land area limitations. Please note that there remains a significant capacity, both in terms of allowable value and allowable land area, for the creation of additional tax increment finance districts as deemed necessary by the City Council.

#### V. Development Program

1. Purpose: The purpose of this section is to comply with RSA 162-K:6 by describing the general scope of public investments in infrastructure and other public facilities to be undertaken in order to support redevelopment of public and privately owned real estate within the SBTIF District.
2. Public Facilities and Infrastructure Improvements to be Constructed: Redevelopment activities within the SBTIF and associated public investment in infrastructure improvements will occur in multiple phases, as follows:
  - a. Phase I Improvements (2001-2007): Phase I investments were completed in 2007 and included the acquisition and demolition of the former Sears Block, construction of the Capital Commons Municipal Parking Garage, as well as related improvements including the Capital Commons Plaza, Pleasant Street Extension / Storrs Street Pocket Park, reconstruction of the Hills Avenue Municipal Parking Lot, together with related utility, sidewalk, highway, and streetscape improvements on South Main Street and Storrs Street, respectively. These improvements were undertaken to support redevelopment of the former Sears Block located at 11

South Main Street (now known as the Capital Commons Office Building) as well as other parcels in the area.

- b. Phase II Improvements (2013): Phase II improvements shall consist of the installation of underground electrical and telecommunications utilities from #16 - #40 South Main Street. Total area affected is approximately 750 linear feet. The purpose of these improvements is to promote redevelopment of the New Hampshire Employment Security property located at 32-34 South Main Street, as well as adjacent parcels.

Due to timing considerations, this improvement shall be undertaken simultaneously with the Downtown Complete Street Project (City Capital Improvement Program Project #460) which is scheduled for construction between September 2013 and July 2015.

- c. Phase III Improvements (2014): Phase III improvements shall consist of acquisition and preparation of the NH Employment Security Property located at 32-34 South Main Street and 33 South State Street for redevelopment.
- d. Other Improvements Not Financed by the SBTIF District: It should be noted that other investments in public infrastructure have occurred within the District since its inception. These have included utility, roadway, sidewalk, and streetscape improvements associated with the following private development projects: SMILE Office Building located at 49 South Main Street, Mennino Place Apartments located at 51 Storrs Street, and the so-called NH Book Bindery Redevelopment at 43-45 South Main Street.

~~In addition, the City plans to undertake additional utility, roadway, sidewalk, and streetscape improvements associated with the Downtown Complete Streets Project (CIP #460) during 2013-2015. This project will include complete reconstruction of North and South Main Streets within the SBTIF District. The SBTIF shall support this project with a \$2.5 million investment to bury aerial utilities as discussed herein. The remainder of the project will be financed by a TIGER Grant from the US Department of Transportation, private donations, as well as bonds and notes supported by the City's General Fund.~~

- 3. Open Space Created: Redevelopment within the Sears Block Tax Increment Finance District will help to preserve open space within the City by providing opportunities for commercial and residential uses on previously developed and, in some cases, contaminated real estate, thereby relieving further development pressure on "green field" sites.

4. **Regulatory Controls Applied:** The City and all private developers undertaking development projects within the SBTIF shall be required to comply with the following laws, ordinances, rules, and regulations, as applicable:
  - City Subdivision and Site Plan Review Regulations;
  - City Code of Ordinances;
  - City of Concord Zoning Ordinance;
  - State and Federal Laws, Codes, Rules, Regulations, and Standards related to abatement of hazardous materials and environmental contamination; and,
  - Compliance with City and State Building Codes and National Life Safety Codes.
  
5. **Operations, Maintenance, and Administrative Costs:**
  - a. **Capital Commons Parking Garage:** Operating and maintenance costs associated with the Capital Commons Parking Garage shall be financed through the City Parking Fund. Operating and maintenance costs may be supplemented with funds from the SBTIF or other sources as needed.
  
  - b. **Plazas & Pocket Parks:** Operating and maintenance costs for the Capital Commons Plaza and Storrs Street pocket park shall be financed by incremental property tax revenues generated by new development within the SBTIF District. If proceeds from the Tax Increment District are insufficient to cover the necessary operation and maintenance costs of the district, these costs shall become a Parking Fund or General Fund obligation as necessary.
  
  - c. **Sidewalks and Highways:** No new highways or sidewalks are proposed within the SBTIF District. However, existing roads and sidewalks may be reconstructed to support development activities. Because of this circumstance, the operating and maintenance costs associated with reconstructed sidewalks and highways within the SBTIF shall be financed by the City's General Fund and Parking Fund, as applicable. However, these funding sources may be supplemented or replaced by revenues generated by the SBTIF District, provided the District's gross revenues are sufficient to support all other debt service, operating costs, as well as financial contributions to contingency and capital reserve funds.
  
  - d. **Public & Private Utilities:**
    - i. **Drainage:** Operating and maintenance costs for drainage utilities shall be financed by incremental property tax

revenues generated within the SBTIF District associated with new development or utility enterprise / special revenue funds, as appropriate. If proceeds from the Tax Increment District are insufficient to cover the necessary operation and maintenance costs for drainage utilities within the district, these costs shall become a Parking Fund or General Fund obligation as necessary.

- ii. Water & Sewer: Operating and maintenance costs for water and sanitary sewer utilities shall be financed by the City's Water or Sewer Enterprise Funds, as applicable.
  - iii. Telephone, Cable Television, & Communications Utilities: Operating and maintenance costs for these utilities shall be the responsibility of the private corporations associated therewith.
- e. Administration and Public Safety: Costs associated with administration of the District, as well as public safety serving new development within the District, shall be financed by incremental property tax revenues generated within the SBTIF District associated with new development. If proceeds from the Tax Increment District are insufficient to cover the necessary operation and maintenance costs of the district, these costs shall become a Parking Fund or General Fund obligation as necessary.

The District shall, at the City Council's discretion, be charged an annual administrative fee to support staff time and related overhead expenses associated with managing the SBTIF District.

- f. Records and Reports: The City will maintain records of financial activity of the District in accordance with Generally Accepted Accounting Principles. The City will include the financial reporting requirement in the Comprehensive Annual Financial Report (CAFR).
6. Relocation and Displacement: It is not anticipated that businesses or residences will need to be acquired or relocated in order to construct municipal facilities or infrastructure improvements to be undertaken in accordance with this Development Program and Finance Plan. However, in the event of relocation of businesses or residences due to facilitate construction of municipal facilities or infrastructure improvements, the City shall follow the Uniform Relocation Act of 1970, as amended, unless otherwise waived by displaced parties.

Private development projects within the District shall not be subject to this provision unless otherwise required by the State or Federal Government due to use of State or Federal funds, such as Community Development Block Grants or certain tax credit programs, to support private development activities, as applicable.

7. Property Acquisition and Disposition: The City hereby has the authority to purchase, sell, or lease real estate within the SBTIF District. The City shall also have the ability to acquire or convey easements and rights-of-way in order to carry out construction of infrastructure and public facilities, as well as to support private development activities.

In accordance with RSA 162-K:6,III,b, the City may acquire real property or easements through negotiation or through powers of eminent domain, except that property acquired through powers of eminent domain shall be put to public use, as defined in RSA 162-K:2, IX-a

8. Grants: The City may seek and use private, non-profit, or governmental grants, as it deems necessary, to provide financial assistance to support private development activities, as well as the design and construction of infrastructure and public facilities. All such applications for and appropriations of such grants shall be approved by the City Council. The City shall not be obligated to amend this Development Program and Financing Plan when accepting grant funds for infrastructure improvements, unless said grants are to be matched with SBTIF funds.

## VI. Financing Plan

1. Purpose: The purpose of this section is to comply with RSA 162-K:9 by describing the capital, operating, and maintenance costs of infrastructure and other public facilities constructed to support redevelopment of public and privately owned real estate within the SBTIF District.
2. Capital Costs: Capital investments in infrastructure and public facilities will be undertaken in multiple phases during the duration of the SBTIF District's existence. The following is a description of capital costs for various infrastructure improvements undertaken by Phase within the SBTIF.
  - a. Phase I Improvements (2001-2007): Phase I improvements consisted of the construction of the Capital Commons Parking Garage and related improvements. Phase I improvements were completed in 2007.

**Phase I Capital Investment Summary**

Item	Amount
Financing / Capitalized Interest	\$300,000
Bond Sale Cost	\$123,000
Permitting	\$92,000
Contingency	\$728,400
Construction of Public Parking Garage	\$9,970,000
Construction / Relocation of Utilities	\$1,393,000
Construction of Streetscape Improvements	\$284,170
Construction of Public Plazas	\$529,100
Repair of City Municipal Parking Lot	\$71,500
Storrs Street / Pleasant Street Traffic Signal	\$150,000
Improvements to Abutting Properties	\$700,000
Developer Construction Management Fee	\$160,000
Construction Bond	\$145,000
Builder's Risk Insurance	\$23,830
Construction Oversight & Legal	\$160,000
Building Demolition	\$365,000
Property Acquisition, Legal Expenses, & Contingency	\$1,129,840
<b>Total Project Cost</b>	<b>\$16,324,840</b>

- b. Phase II Improvements (2013; Revised 2014): Phase II improvements shall consist roadway, sidewalk, landscaping, streetscape amenities, and utility improvements of the installation of 750 linear feet of underground utilities in the vicinity of #16–#40 South Main Street. The total capital cost of this effort is \$2.5 million, including design and contingency. Costs of repairing / reconstructing sidewalks, roadways, and streetscape amenities associated with the installation of these utilities shall be financed by the City's associated with the City's Downtown Complete Street Project (CIP #460). The purpose of the Downtown Complete Streets Project is to reconstruction portions of North Main and South Main Streets in order to improve pedestrian safety, improve compliance with the Americans with Disabilities Act, as well as improve the aesthetic appearance of the City's central business district. The SBTIF shall invest up to \$2,500,000 in such improvements within the geographic limits of the SBTIF. The remainder of the project will be financed by a variety of other sources, including, but not limited to, a Federal Highway Administration TIGER Grant, Community Development Finance Authority Tax Credits, Impact Fees, contributions from the City's Water Fund, private donations, as well as bonds and notes supported by the City's General Fund.

- c. Phase III Improvements (2014): Phase III Improvements shall consist of acquisition of the NH Employment Security building, as well as potential weatherization and/or demolition of the structure, and related holding costs. Estimated costs are set forth as follows:
    - i. Property Acquisition, including due diligence and holding costs: \$1,900,000 (Appropriated by Resolution #8777 on June 9, 2014)
    - ii. Building Weatherization, as well as certain holding costs: \$190,000. (\$90,000 of this total was appropriated by Resolution #8777 on June 9, 2014)
    - iii. Building Demolition: \$325,000.
3. Sources of Revenue for Development Program Costs: The following is a summary of revenues to finance capital investments for all phases of improvements.



4. Estimated Annual Debt Service and Operating Costs for the District: Please see Exhibit 2 for a summary of anticipated revenues and expenditures for the SBTIF District.
5. Duration of the Program's Existence: The Sears Block Tax Increment Finance District shall exist until the purposes for which it has been created are fulfilled. Specifically, the District shall continue to exist until such time as:
  - a. The repayment or legal defeasance of all debt service supported by the District;
  - b. Repayment of all reserve funds contributions from the Economic Development Reserve, and Parking Fund used to finance the development program;
  - c. Capitalization of a Capital Reserve Fund, in such amounts determined by City Council, to support future repair and reconstruction of SBTIF improvements; and,
  - d. Passage of the appropriate resolutions by City Council to officially dissolve the District.

As of the date of this amendment (June 2014), it is anticipated that permanent debt service for Phase II and III improvements may not be issued until City FY2021. The specific terms of said debt service will be finalized at the time of issuance. However, said debt could be issued with a 20 year term, thereby extending the expiration date for the District to City FY2042 +/- . That said, the actual expiration date of the District will be driven by the amount of new incremental development and associated property tax revenues. The District pro forma, included as Exhibit 2, anticipates this date might be expedited to FY2035 depending upon various assumptions included therein concerning future development within the District.

6. Estimated Tax Increment Financing Impact on All Related Taxing Jurisdictions: All property tax revenues generated by incremental development within the SBTIF District occurring after the date of the District's creation shall be captured and retained by the District to support debt service and operating costs associated with infrastructure improvements constructed within the District.

It is anticipated that permanent debt service associated with Phase II and III improvements shall not be fully repaid until City FY2042. Therefore, property tax revenues associated with incremental assessed value created in the District from new development may not be available to the Concord School District, Merrimack County, or the State of New

Hampshire until 2042. However, based upon assumptions incorporated into the District's pro forma (included as Exhibit 2), it is anticipated that this date may be expedited to FY2035.

The City Council may, on an annual basis, vote to release a portion of the captured incremental assessed value, and property taxes associated therewith, to the City's General Fund, as well as the Concord School District, Merrimack County, and the State of New Hampshire, as applicable. However, release of any portion of the captured incremental assessed value shall only occur after the SBTIF has sufficient revenues to support:

- a. Existing debt service;
  - b. Repayment of equity contributions from the Economic Development Reserve Fund, Downtown Economic Development Reserve Fund, and Parking Fund;
  - c. Operating and maintenance expenses;
  - d. Capitalization of a contingency fund for the SBTIF; and,
  - e. Capitalization of a Capital Reserve Fund to support future repair and replacement of public facilities and infrastructure improvements financed by the SBTIF District.
7. Captured Value Dedicated Towards Retirement of Bonds and Notes: One hundred percent (100%) of the captured value of the District shall first be dedicated for the payment of the tax increment supported bonds and notes in accordance with NH RSA 162-k:10, II, a.

In the event the City receives captured value (and associated incremental property tax revenues) in excess of the minimum amount necessary to pay annual debt payment obligations for Sears Block TIF District Supported General Obligation Bonds, as well as operating and maintenance costs of the District, the City may, upon passage of all necessary resolutions by the City Council, allocate any portion of the excess captured value to support debt service previously issued, or to be issued, by the Parking Fund or the General Fund, for:

- a. Public improvements within the District, without limitation;
- b. Additional debt service which might be incurred as a result of converting any portion of the taxable or tax exempt Sears Block TIF District, Parking Fund, Parking Lease, or General Fund supported General Obligation Bonds previously issued to finance design and

construction of improvements within the District. Support of said debt service can be in the form of a financial transfer from the Sears Block TIF Fund to the Parking Fund or City's General Fund, as required.

8. Annual Allocation of Captured Value:

- a. In the event any annual Tax Increment Revenues from the Tax Increment District that, together with any unexpended balances of such revenues from prior years, exceed the amount necessary annually to meet 1) current debt service payments on the portion of the bonds designated in the Amended and Restated Sears Block TIF Plan as payable from Tax Increment Revenues, 2) costs of maintenance and operation of the Capital Commons Municipal Parking Garage in excess of available revenues produced from such facility and 3) debt service payments on the Bonds to be due in the next fiscal year shall be used to reimburse the following funds of the City for Capital Commons Municipal Parking Garage project costs, or debt service related thereto, heretofore, or hereafter paid from such funds, plus interest unless otherwise approved by the City Council.
  - i. The Parking Fund, to reimburse any equity (cash) contributions to finance public facilities and infrastructure improvements or to support debt service on bonds issued for the Capital Commons Parking Garage project.
  - ii. The General Fund, to reimburse any past or current payments from said Fund required for debt service on bonds issued for the project due to insufficient tax increment revenues or parking lease revenues, as applicable.
  - iii. The Economic Development Reserve Fund (including the Downtown Economic Development Reserve Fund), to reimburse any contributions by said Fund to support capital improvements or maintenance activities.
  - iv. Capitalization of a contingency fund, or enhancement of the District's unrestricted fund balance, to support debt service, as well as operating and maintenance expenses in the event of potential reductions in property tax revenue associated with property tax abatements for incremental real estate development within the District.
- b. In the event the District generates sufficient captured assessed value (and associated incremental property tax revenues) resulting

in a surplus of such incremental tax revenues after satisfying the District's annual debt service, operating expenses, and contingency fund obligations set forth within items i-iv above, the City may also:

- i. Create a capital reserve fund to support future repair or replacement of infrastructure and public improvements constructed within the District, including, but not limited to the Capital Commons Municipal Parking Garage; or,
- ii. Release a portion of the District's captured assessed value or associated "surplus" property tax revenues to the City's General Fund, as well as the Concord School District, Merrimack County, and State of New Hampshire, as applicable.

## **VII. District Administration**

1. In accordance with RSA 162-K:13, the City Manager, or his designee, shall serve as the administrator for the District. The Administrator shall be responsible for:
  - a. Staffing the SBTIF Advisory Board;
  - b. Preparing reports;
  - c. Overseeing capital investments;
  - d. Coordinating maintenance activities within the District;
  - e. Negotiating agreements to acquire or sell real estate for City Council's approval;
  - f. Preparing grant applications to support development activities within the District; and,
  - g. Negotiating contracts for design, construction, or maintenance of public facilities and infrastructure improvements constructed within the SBTIF Districts.

## **VIII. Section VI Advisory Board Responsibilities**

In accordance with RSA 162-K:14, the City Council passed Resolution #7740 on May 9, 2005, which created the Advisory Board. This resolution incorporated the provisions of RSA 162-K. The Advisory Board shall meet as circumstances warrant, as determined either by the City Manager, his designee, or members of the Advisory Board.

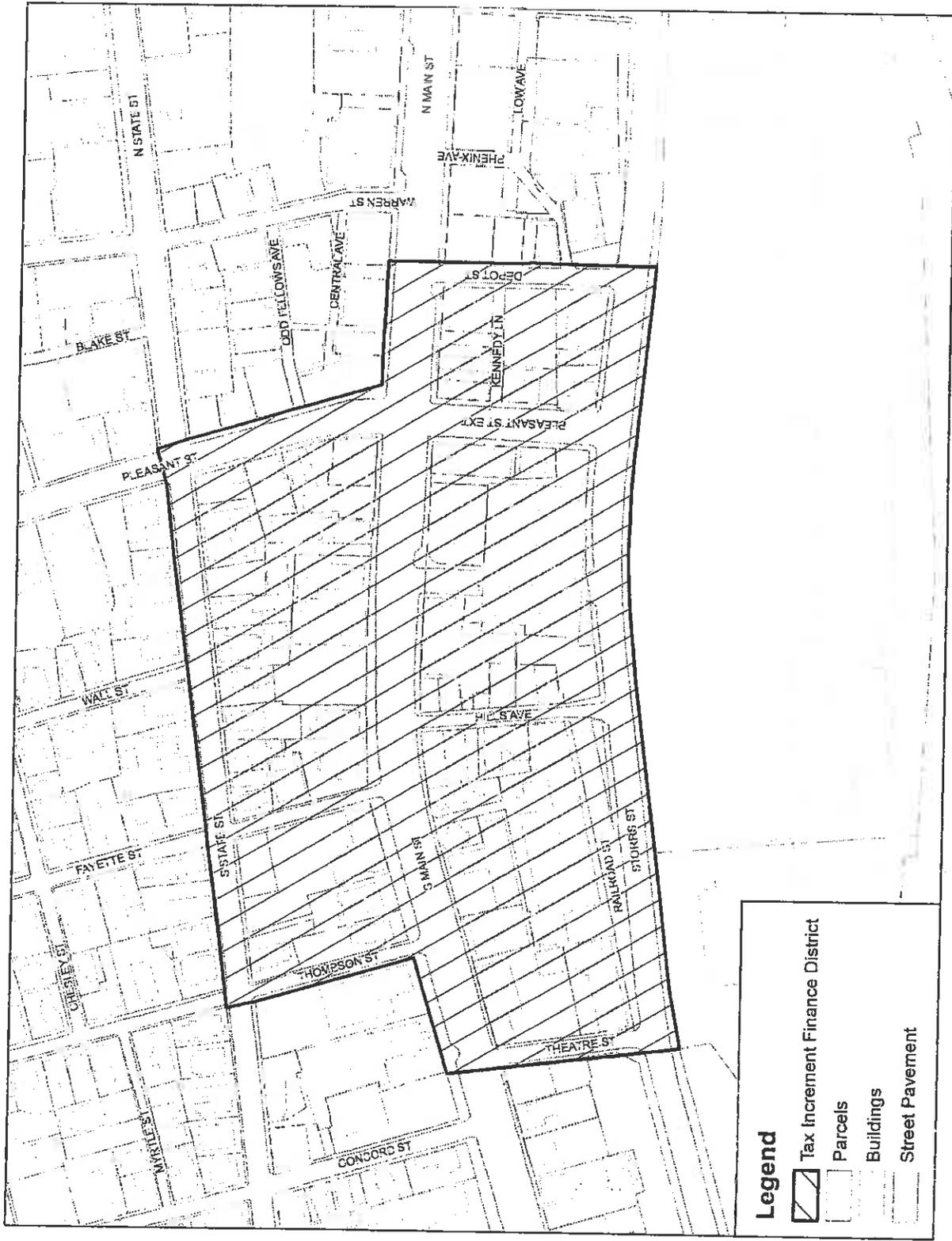
The Advisory Board shall have thirty (30) days to appeal any decision of the District Administrator to City Council for review and appropriate action.

The Advisory Board shall advise the governing body and the District Administrator on implementation of the development program, as well as maintenance and operations of the District until defeasance of all bonds and notes supported by the SBTIF and a vote by the City Council to dissolve the District.

#### List of Exhibits

- 1) Exhibit 1: Map of Sears Block TIF Geography.
- 2) Exhibit 2: Sears Block TIF District Financial Pro Forma

# EXHIBIT 1: Sears Block TIF District Geography



7-24(K)  
7-37

**Bonenfant, Janice**

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**From:** Jim Bouley <jpbouley@comcast.net>  
**Sent:** Monday, June 30, 2014 1:21 PM  
**To:** Bonenfant, Janice  
**Subject:** Fwd: downtown property owners should pay their share

Begin forwarded message:

**From:** Roy Schweiker <royswkr@hotmail.com>  
**Date:** June 30, 2014 1:06:25 PM EDT  
**To:** "jpbouley@comcast.net" <jpbouley@comcast.net>, "markcoen@tds.net" <markcoen@tds.net>, "roy.schweiker@juno.com" <roy.schweiker@juno.com>, "allan4council@gmail.com" <allan4council@gmail.com>, "fkeach@dmflowers.com" <fkeach@dmflowers.com>, "amandakgrady@gmail.com" <amandakgrady@gmail.com>, "steveshurtleff@aol.com" <steveshurtleff@aol.com>, "chamby@comcast.net" <chamby@comcast.net>  
**Subject:** downtown property owners should pay their share

The Friday Monitor article on the Main Street project stated that "City staff decided" that the share of the project that was supposed to be paid by downtown property owners should instead be included in the bonds to be paid by general funds - TIF and other slush funds are effectively general funds since their use postpones when the general fund will receive district revenue. Isn't this a policy decision that should be made by the city council after consideration of alternatives and a public hearing? CITY COUNCIL SHOULD REQUEST ALTERNATIVES FROM STAFF. If the staff is too lazy to find any, how about "City taxpayers have decided that principal and interest payments on the portion of the project previously assigned to downtown property owners will be paid by deductions from the salaries of city development staff?"

Using city land that could otherwise be used for a bike lane to construct handicap access to downtown buildings, and then expecting general taxpayers not the property owners to pay for it is ridiculous. Let the owner pay for the work and the city provide the land - if it isn't worth it to the owner, the city should keep the land and the owner can provide their own handicap access on their own property.

The \$560,000 in tax credits if matched by the city and then the Federal match would support a total project cost of \$2.8 million - for any cost over that the property owners should pay the same amount as taxpayer funds or \$2.75 million for a \$10.2 million project. This could be paid either through a one-time special assessment or a continuing downtown business district like the 70 or so already existing in New Hampshire (with tax rates up to \$14/thousand). If the downtown property owners don't think the project is worth a quarter of the cost, why should taxpayers think it is worth three-quarters?

It is outrageous to consider spending over \$300,000 a year from the general fund for 4 people to shovel sidewalks downtown when most of the city has snow plowed onto the sidewalks by the city itself in violation

of both ordinance and the complete streets policy (to stay there until it melts) and the struggling Steeplegate Mall pays for their own snow removal. This would however be an appropriate item to charge to the new downtown business district, assuming that anybody downtown wants this service enough to actually pay for it.

As for burying utilities, if this will increase values of adjoining properties those owners should be assessed a share of the costs and if it won't then don't do it at all! Green Concord types should be outraged that it is proposed to remove a brand-new pole with a 50-year life instead of having buried the new line originally. Utilities are not allowed to install poles anywhere they wish, for instance on rural roads the state will not license poles within 8 feet of the traveled way. A landscape architect or similar should review all utility proposals and disallow any with gross negative visual impact.

Another thing that should have been learned from this project is that while it may be wise for the city to have an engineering firm on retainer for small spur-of-the-moment jobs, major projects should come with fixed-price contracts. It appears that the penalty for vastly underestimating the cost of the project not once but twice is to receive more billable hours. A firm that knew it would have to eat the expense of changes itself would try harder to get it right the first time, saving both downtown and the rest of the city a lot of grief.

-rs

**Bonenfant, Janice**

7-24(k)  
7-37

**From:** Aspell, Thomas  
**Sent:** Tuesday, July 08, 2014 10:24 AM  
**To:** Bonenfant, Janice  
**Subject:** FW: Penacook construction

For the July Meeting

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**From:** Jim Bouley [<mailto:jim@dennehybouley.com>]  
**Sent:** Tuesday, July 08, 2014 10:17 AM  
**To:** Aspell, Thomas  
**Subject:** Fwd: Penacook construction

Begin forwarded message:

**From:** [GeigerGGJr@aol.com](mailto:GeigerGGJr@aol.com)  
**Date:** July 8, 2014 10:13:28 AM EDT  
**To:** [jpbouley@comcast.net](mailto:jpbouley@comcast.net)  
**Subject:** Penacook construction

Dear Mayor Bouley - As a commercial property owner on Village Street in Penacook and running a business on our main street for over three decades, the transformation of our downtown area is nothing short of remarkable. There were concerns of the business owners that the construction during business hours would be disruptive, and although there is certainly some inconvenience I have found the dispositions and attitudes of both the businesses and their patrons to be very positive. The many Penacook business owners I have come into contact with during the construction have noticed that our loyal business patrons endure the inconveniences with good cheer and find ways to continue their patronage. Throughout the construction process, which finds us in the second straight spring to fall season, the coordination of the construction has proceeded maintaining access to area businesses. I have had a number of occasions where I have had small questions about some details of construction around my property and each time I contacted the person who is overseeing the project for the city and had an immediate response. We have been kept in the loop and received both written details as to schedules, and on more than one occasion have had our business visited to keep us apprised of the plans to make sure we were accommodated.

I have read with interest the plans for the transformation of Main Street in Concord and as both a resident of Concord and as a patron of many of the Main Street businesses I am excited about the many changes planned. I know there are some concerns about disruption of businesses with construction, but if our experience in Penacook is any indicator the city and the construction crews will go out of the way to inconvenience the businesses as little as possible.

As I watch the transformation of our city I see the many changes to our infrastructure a key to drawing in patrons and new businesses. I want to thank you and the other councilors for their support of Penacook.

Glenn Geiger



Brian  
6/26/14

6-7

7-24(L)

7-34

# CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

**RESOLUTION** APPROPRIATING THREE HUNDRED FORTY EIGHT THOUSAND SEVEN HUNDRED FIVE DOLLARS (\$348,705) IN TRAFFIC IMPACT FEE FUNDS FOR CONSTRUCTION OF THE DOWNTOWN COMPLETE STREETS IMPROVEMENT PROJECT (CIP #460).

Page 1 of 2

*The City of Concord resolves as follows:*

- WHEREAS,** on June 19, 2012, the City received notice from the US Department of Transportation (USDOT) that it had been awarded a Transportation Investment Generating Economic Recovery (TIGER) grant for the Downtown Complete Streets Improvement Project; and
- WHEREAS,** the 2014-2023 Capital Improvement Plan (CIP) includes a project for streetscape improvements on Main Street known as the Downtown Complete Streets Improvement Project (CIP #460); and
- WHEREAS,** the amount of \$10,331,677 in grant, matching, and non-matching funds has been appropriated by Resolutions #8478, #8599, #8618, #8678, #8704, and #8686 for streetscape improvements to Main Street; and
- WHEREAS,** a contractor has been selected through a qualifications-based alternative selection process where a detailed project scope, budget, and schedule was developed which exceeds available project funds; and
- WHEREAS,** the total cost to complete the construction of the project, including contingency, will require an additional \$348,705 in funding appropriation based on the recommended project alternative; and
- WHEREAS,** the Main Street project is located within Traffic Improvement District #3, where \$348,705 in traffic impact fees are available, and where this project proposes traffic improvements that will provide a benefit to the traffic improvement district; and
- WHEREAS,** given the award of the TIGER grant, previously appropriated funds, and the completion of the design through a public process, it is the recommendation of the City Engineer to appropriate additional project funds to complete the construction of the Downtown Complete Streets Improvement Project; and
- WHEREAS,** this appropriation is for a purpose not included in the adopted budget, therefore, Section 37 of the City Charter requires a two-thirds vote of the City Council;

# CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

**RESOLUTION** APPROPRIATING THREE HUNDRED FORTY EIGHT THOUSAND SEVEN HUNDRED FIVE DOLLARS (\$348,705) IN TRAFFIC IMPACT FEE FUNDS FOR CONSTRUCTION OF THE DOWNTOWN COMPLETE STREETS IMPROVEMENT PROJECT (CIP #460).

Page 2 of 2

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

- 1) The sum of ..... \$348,705  
be and is hereby appropriated as follows:

General Capital Projects Fund

Community Development Engineering Services

FY 2014 Downtown Complete Streets Improvement Project ..... \$348,705

- 2) Revenue to meet said appropriation shall be provided from the following sources:

General Capital Projects Fund

Community Development Engineering Services

FY 2014 Downtown Complete Streets Improvement Project ..... \$348,705

- 3) Sums as appropriated shall be expended under the direction of the City Manager.
- 4) The useful life of the improvements is expected to be in excess of twenty-five (25) years.
- 5) This resolution shall take effect upon its passage.

# CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

Brian  
6/26/14  
6-8  
7-24 (m)  
7-35

**RESOLUTION** APPROPRIATING ONE HUNDRED FIFTY TWO THOUSAND SEVEN HUNDRED EIGHTY DOLLARS (\$152,780) AND AUTHORIZING THE ISSUANCE OF WATER BONDS AND NOTES FOR WATER SYSTEM IMPROVEMENTS IN CONJUNCTION WITH THE DOWNTOWN COMPLETE STREETS IMPROVEMENT PROJECT (CIP #460).

Page 1 of 2

*The City of Concord resolves as follows:*

- WHEREAS,** on June 19, 2012, the City received notice from the US Department of Transportation (USDOT) that it had been awarded a Transportation Investment Generating Economic Recovery (TIGER) grant for the Downtown Complete Streets Improvement Project; and
- WHEREAS,** the 2014-2023 Capital Improvement Plan (CIP) includes a project for streetscape improvements on Main Street known as the Downtown Complete Streets Improvement Project (CIP #460); and
- WHEREAS,** the amount of \$10,331,677 in grant, matching, and non-matching funds has been appropriated by Resolutions #8478, #8599, #8618, #8678, #8704, and #8686 for streetscape improvements to Main Street; and
- WHEREAS,** a contractor has been selected through a qualifications-based alternative selection process where a detailed project scope, budget, and schedule was developed which exceeds available project funds; and
- WHEREAS,** water system improvements are non-participatory in the TIGER grant program and where costs to complete the necessary work will require \$152,780 in water funds based on the recommended project alternative; and
- WHEREAS,** the water system improvements will complete previous water utility investments along Main Street; and
- WHEREAS,** given the award of the TIGER grant, previously appropriated funds, and the completion of the design through a public process, it is the recommendation of the City Engineer to appropriate additional project funds to complete the construction of the Downtown Complete Streets Improvement Project; and
- WHEREAS,** RSA 33:9 mandates that a two-thirds vote of all members of the City Council is required to pass a water bond resolution;

# CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

**RESOLUTION** APPROPRIATING ONE HUNDRED FIFTY TWO THOUSAND SEVEN HUNDRED EIGHTY DOLLARS (\$152,780) AND AUTHORIZING THE ISSUANCE OF WATER BONDS AND NOTES FOR WATER SYSTEM IMPROVEMENTS IN CONJUNCTION WITH THE DOWNTOWN COMPLETE STREETS IMPROVEMENT PROJECT (CIP #460).

Page 2 of 2

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Concord that:

- 1) The sum of ..... \$152,780  
be and is hereby appropriated as follows:

Water Capital Projects Fund

Community Development Engineering Services

FY 2014 Downtown Complete Streets Improvement Project ..... \$152,780

- 2) Revenue to meet said appropriation shall be provided from the following sources:

Water Capital Projects Fund

Community Development Engineering Services

FY 2014 Downtown Complete Streets Improvement Project ..... \$152,780

- 3) The City Treasurer, with the approval of the City Manager, is authorized to issue up to \$152,780 in bonds and notes of the City of Concord.
- 4) The discretion of the fixing of dates, maturities, rates of interest, form and other details of such bonds and notes, and providing for the sale, is hereby delegated to the City Treasurer.
- 5) Sums as appropriated shall be expended under the direction of the City Manager.
- 6) The useful life of the improvements is expected to be in excess of twenty-five (25) years.
- 7) This resolution shall take effect upon its passage.

Resolution No.

11-40 5-58 3-39  
 12-37 6-53 1-16  
 1-42 7-40  
 2-56 8-65 2-33(I)  
 3-45 9-37 2-42  
 4-48 10-35 4-39  
 5-45 6-42  
 7-38

**CITY OF CONCORD**

*In year of our Lord two thousand thirteen*

**RESOLUTION** Amendment of the Official Map so as to establish the Mapped Lines of a Future Street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.

*The City of Concord resolves as follows:*

**WHEREAS,** pursuant to enabling statutes, the City has established an Official Map as well as adopted an ordinance creating a process for mapping the lines of future streets; and

**WHEREAS,** mapping the lines of future streets reserves a corridor for a street to be constructed at a future time by restricting the issuance of building permits for buildings or structures within the mapped lines of future streets; and

**WHEREAS,** the adopted Master Plan 2030 recommends the creation of a roadway network to serve the southern Opportunity Corridor. The Opportunity Corridor Study and the 2030 Master Plan includes an extension of Storrs Street from the Intersection of Theatre Street and Storrs Street southerly under the Manchester Street Bridge to Gas Street, and then southerly to Langdon Avenue; and

**WHEREAS,** the City of Concord contributed over 1 million dollars in 1997-8 to the I-93 Exit 13 NH Department of Transportation improvement project to widen the Manchester Street Bridge to accommodate this planned roadway; and

**WHEREAS,** the Planning Board held a public hearing on December 19, 2012, after notifying the affected property owners on the planned new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue and accepted testimony, and

**WHEREAS,** the future street is intended to be constructed as an urban street to support the redevelopment of the southern Opportunity Corridor.

**WHEREAS,** the Planning Board voted unanimously to forward a request to the City Council that the Board be authorized pursuant to Section 16-3-6, Mapping of Future Streets, of the Code of Ordinances, to prepare and certify a plan of the mapped lines of a future street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.

# CITY OF CONCORD

*In year of our Lord two thousand thirteen*

**RESOLUTION** Relative to the Establishment of the Mapped Lines of a Future Street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.

Page 2

***NOW, THERFORE, BE IT RESOLVED by the City Council of Concord that:***

- 1.) The Planning Board be, and hereby is authorized to prepare and certify a plan of the mapped lines of a future street for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.
- 2.) This resolution shall take effect upon its passage.



# CITY OF CONCORD

120

## REPORT TO THE MAYOR AND CITY COUNCIL

**FROM:** Stephen Henninger, Assistant City Planner  
**DATE:** December 20, 2012  
**SUBJECT:** Amendment to Mapped Lines of Future Streets – Storrs Street South

### Recommendation

The Planning Board, after holding a public hearing on December 19, 2012, voted unanimously to forward the proposed revision of mapped lines of future streets to the City Council. The Board is requesting that the City Council direct the Planning Board to certify the mapped line of a future street pursuant to Article 16-3-6 Mapping of Future Streets, of the Code of Ordinances, and RSA 674:11, Amendments to Official Map, for a new street from the intersection of Storrs and Theatre Streets southerly to Langdon Avenue.

Prior to directing the Planning Board to certify the mapped street, the City Council will need to hold its own public hearing, send notice of the hearing by certified mail "to all owners over whose lands the proposed streets will cross," and publish the hearing notice in the newspaper.

Please see the attached map showing the location of the proposed 50' wide mapped line of future streets extending from the intersection of Theatre Street and Storrs Street, southerly adjacent to the NH main line railroad line, underneath the Water Street Bridge to Gas Street, then southerly from Gas Street to Langdon Avenue.

### Background

This new road extending through the old Boston and Maine railroad yards southerly to the South Concord Industrial park has been planned for many decades. The yards and the South Concord Industrial park have languished as an underused and deteriorating brownfields site since prior to the 1960's.

The area has been begun a turnaround and several new developments have been completed including a new maintenance facility and headquarters for Concord Coach (an inter-city

bus company), Evolution Rock (a fitness center and climbing gym), and renovations to the J & S Leasing property.

The construction of Concord Steam Power Plant and cogeneration facility southerly of Langdon Avenue is planned for construction in 2013.

The City facilitated the extension of this new road in 1998-9 by increasing the length of the Water Street Bridge as part of the I-93 Exit 13 reconstruction project to allow for one bay under the bridge for the NH Main Line Railroad and one-bay for the Storrs Street extension at a cost of 1.3 million dollars.

The City has acquired the rights to develop Langdon Avenue as a public street from South Main Street to the NH Main Line Railroad (B & M Rail Line). A small amount of additional right-of-way in front of the Concord Coach facility still needs to be secured. A recent condominium subdivision of the J& S Property has preserved a corridor for the future road north from Langdon Avenue.

### **Master Plan**

The Planning Board in 1993, as part of the Year 2010 Master Plan Update, adopted a Future Transportation Plan showing the southerly extension of Storrs Street from Theatre Street (Chandler Street) to the vicinity of Allison Street and South Main Street.

In the "The South Concord Redevelopment Area Study – A Small Area Master Plan" adopted by the Planning Board in 1997, the current alignment shown on the attached plan was developed.

The Concord Opportunity Corridor Master Plan prepared in April of 2005 reaffirmed the location and alignment of the southerly extension of Storrs Street and the recommendations of the South Concord Redevelopment Area Study.

In the current Master Plan 2030, the Planning Board reaffirmed the location and purpose of the southerly extension of Storrs Street to facilitate the redevelopment within the southern segment of the Opportunity Corridor.

### **Analysis**

The proposed new mapped street has been referred for decades as the southerly extension of Storrs Street. Based on E-911 mapping and addressing conventions, when this street is developed a new street name will need to be selected. In this report we will continue to identify this proposed street as the southerly extension of Storrs Street.

The southern extension of Storrs Street has a well-defined beginning, middle and end. The starting point at the intersection of Storrs Street and Theatre Street is anchored at an existing four way intersection, falls between two large industrial scale buildings, and is the

ideal location from a grade standpoint to connect back to Storrs Street. The Merrimack River bluffs along South Main Street are on average about 26' above the grade of the plain below the bluff. Langdon Avenue is located at a low point in the bluffs and has 5-6% slopes on both approaches on South Main Street and on Langdon Avenue. Other connecting points between the two locations would require significant grade changes and impacts to existing buildings. Full access at Gas Street will be a design consideration given the available right-of-way for Gas Street, grade of Gas Street at South Main Street, and site distance at the South Main Street/Gas Street intersection. The underpass designed specifically for the future road under the Water Street Bridge is the only feasible location for the street between South Main Street and the NH Main Line Railroad. This section of the NH Main Line Railroad has been designated as one of five high speed rail corridors in the country with service proposed from Boston to Montreal. New at-grade rail crossings of this line are unlikely to be approved.

The corridor could be completed in two independent phases, one section from Theatre Street to Gas Street, and the second section from Gas Street to Langdon Avenue. Improvements to Langdon Avenue and the intersection of Langdon Avenue and South Main Street will be needed to support redevelopment in the southern section.

The following properties would be affected by the proposed mapped line of future streets.

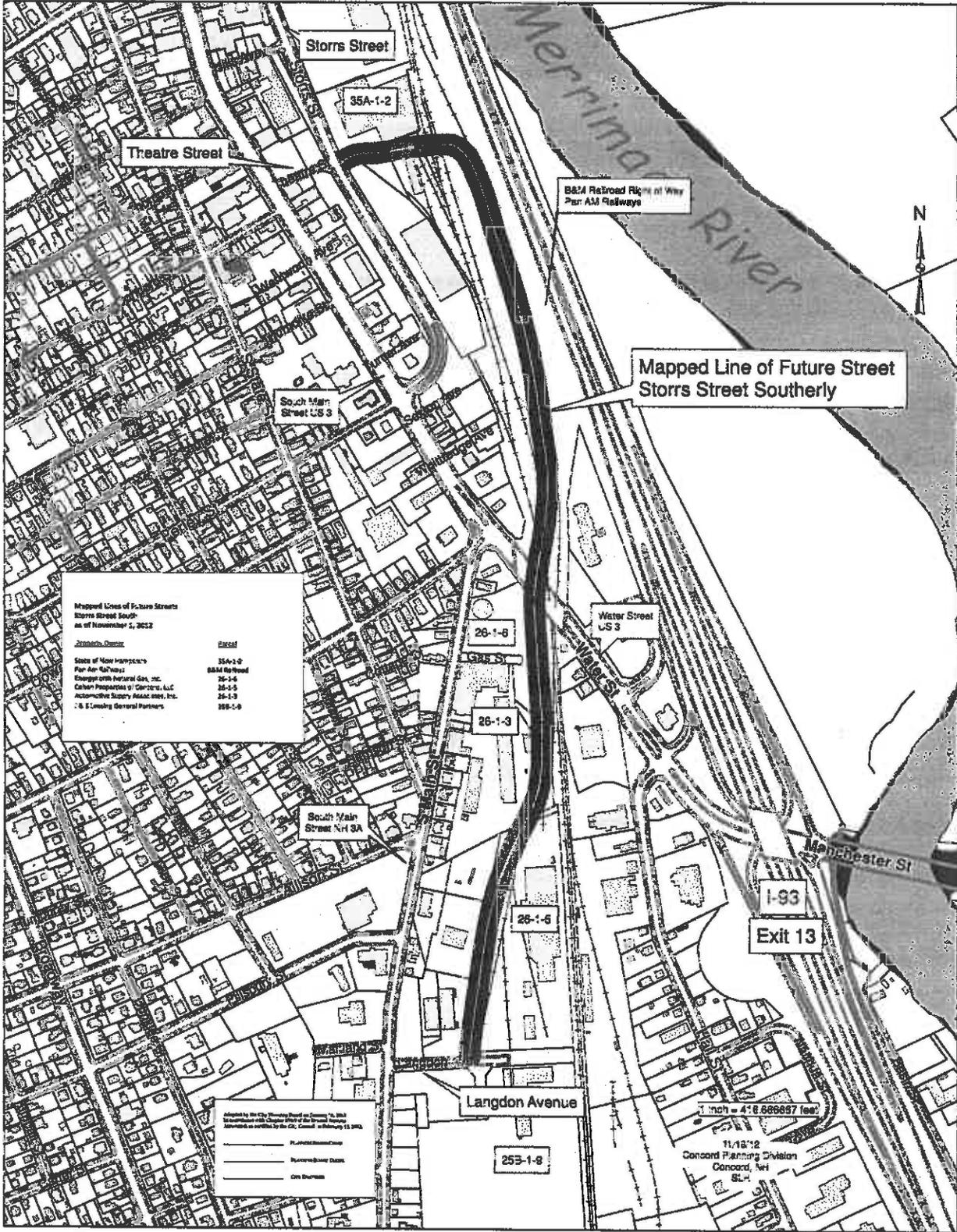
<u>Property Owner</u>	<u>Map/Lot Number</u>	<u>Address</u>
State of New Hampshire	35A-1-2	50 Storrs Street
Pan Am Railroad	B & M Railroad	Storrs Street
Energynorth North Natural Gas, Inc.	26-1-6	Gas Street
Cohen Properties of Concord, LLC	26-1-5	Gas Street
Automotive Supply Associates, Inc.	26-1-3	219-231- S. Main St
J & S Leasing General Partners	25B-1-19	287 South Main St.

There are no environmentally sensitive areas along the corridor.

For the extension of Storrs Street to be completed south of Gas Street a complete take would be required for parcel 26-1-5 owned by Cohen Properties of Concord, LLC. This 0.65 acre parcel has a total assessed value of \$87,600. No other building or structure is impacted.

The corridor is located in a Brownfield area; however recent development in this area has proceeded without major expenditures for the cleanup of either soil or ground water contamination. The Energynorth parcel (26-1-6) at Gas Street was the site of a coal-gasification plant and the source of coal tar contamination in the area. Liberty Gas, the successor to Energynorth, would be are responsible for any Brownfield remediation associated with this contamination which may be required due to construction of the new street.

# Storrs Street Southern Extension Mapped Line of Future Street



**Mapped Lines of Future Streets  
Storrs Street South**  
as of November 5, 2012

**Project Owner:** **Parcel**

State of New Hampshire	35A-1-2
Par Am Railways	35A-1-3
Concord Rail Terminal Co., LLC	26-1-8
Automotive Storage Assets, LLC	26-1-9
U.S. Leasing General Partners	26-1-6

Approved by the City Planning Board on January 10, 2013  
in accordance with Chapter 240 of the Revised Statutes  
as amended by the City Council on February 13, 2013.

Planned Subdivision  
 Rezone/Overlay District  
 City Boundary

1 inch = 418.888887 feet

11/18/12  
Concord Planning Division  
Concord, NH

# CITY OF CONCORD

11-41 8-14  
12-38 9-26 (c)  
1-43 9-29  
2-57 10-36  
3-46  
4-49 5-46  
6-43  
7-39

*In the year of our Lord two thousand and thirteen*

**AN ORDINANCE** amending the CODE OF ORDINANCES, Title III, Building and Housing Codes; Chapter 27, Housing Maintenance and Occupancy Code; Article 27-1, Housing Maintenance and Occupancy Code, Section 27-1-5, Amendments to the International Property Maintenance Code/2009.

**The City of Concord ordains as follows:**

**SECTION I:** Amend the CODE OF ORDINANCES, Title III, Building and Housing Codes; Chapter 27, Housing Maintenance and Occupancy Code; Article 27-1, Housing Maintenance and Occupancy Code, by amending Section 27-1-5, Amendments to the International Property Maintenance Code/2009, as follows:

## **Section 101 – General**

*Add new section 101.3.1 Licensed Trades as follows:*

101.3.1 Licensed Trades: To further ensure the public health, safety and welfare, any new installations or major repairs in residential rental property to plumbing, mechanical or electrical work must be performed by State of NH licensed tradesperson who shall obtain the necessary permits for such work. The Code Official may require licensed tradesperson to correct non-compliances to plumbing, mechanical or electrical work performed by the property owner or his or her agent.

## **Section 102- Applicability**

*102.3 Application of other codes:* Delete this section in its entirety and replace with the following:

102.3 Application of other codes. Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the most recently adopted versions of the following codes: International Building Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, NFPA 70, International Existing Building Code, NFPA 101 Life Safety Code, International Building Code, International Fuel Gas Code, International Mechanical and NFPA 70.

Nothing in this code shall be construed to cancel, modify or set aside any provision of the Municipal Code of Ordinances, Chapter 28.

### Section 104- Duties and Powers of the Code Official

Add new section "104.3.1 Access by owner/operator/agent" as follows:

104.3.1 Access by owner/operator/agent: Every occupant of a structure or premises shall give the owner or operator thereof, or agent or employee, access to any part of such structure or its premises at reasonable times for the purpose of making such inspection, maintenance, repairs or alterations as are necessary to comply with the provisions of this code.

### Section 202 – General Definitions

Under Section 202, General Definitions, add the following definitions:

Cooking Appliance: A stove containing an oven and cooking surface, or a stove top cooking surface and wall oven.

Weed(s): All grasses, annual plants and vegetation other than trees or shrubs or cultivated flowers and gardens.

Under Section 202, General Definitions, amend paragraph 7 of the definition of "Public Nuisance" as follows:

7. Any premises that is unsanitary, or that is littered with rubbish or garbage or that has an uncontrolled growth of weeds; or

Under Section 202, General Definitions, amend the definition of "Rooming House" as follows:

Rooming House: A detached dwelling unit containing sleeping accommodations for ~~individuals other than~~ **more than three (3) unrelated individuals other than members of the resident family** and having common kitchen and dining facilities.

### Section 302 – Exterior Property Areas

302.4 Weeds: Delete this section in its entirety and replace with the following:

302.4 Weeds. Weeds on all exterior premises shall be maintained at a height that does not obstruct sight distance when entering or exiting a roadway or has the potential to create a fire hazard or public nuisance.

## Section 307 – Handrails and Guardrails

*307.1 General:* Delete this section in its entirety and replace with the following:

307.1 General. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp, or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches high above the floor of the landing, balcony, porch, deck of ramp or other walking surface.

*Exception:* Guards shall not be required where exempted by the more recently adopted building code.

## Section 405 – Dwelling Units

*405.1 Dwelling Unit:* Amend paragraph 1 as follows:

1. The unit shall be provided with a kitchen sink, cooking appliance (a microwave is not considered a cooking appliance per section 403.3) ***with all components in safe, clean working condition***, and a clear working space of not less than 30 inches. Light and ventilation conforming to this code shall be provided.

*Add the following as a new section:*

## Section 406 – Rooming Houses

406.1 A person shall not operate a rooming house, hotel or motel unless that person holds a valid rooming house permit per Article 27-1-3 of the City of Concord Code of Ordinances.

406.2 A detached dwelling housing three (3) or more unrelated individuals other than members of the resident family is classified as a rooming house and is subject to an annual inspection.

## Section 503 – Toilet Rooms

*503.3 Floor surface:* Amend this section as follows:

503.3 Floor surface. In ~~other than~~ dwelling units, every toilet room floor shall be maintained to be a smooth, hard, non-absorbent surface to permit such flooring to be easily kept in a clean and sanitary condition.

## Section 605 – Electrical Equipment

*Add new sections “605.4, 605.5, 605.6, 605.7 and 605.8” as follows:*

605.4 Branch circuits in buildings with more than one occupancy. Branch circuits in each dwelling unit shall supply only loads within that dwelling.

605.5 Common area branch circuits with more than one occupancy. Branch circuits installed for the purpose of lighting, central alarm, signal, communications, or other purposes for public or common areas of a two-family dwelling, a multi-family dwelling, or a multi-occupancy building shall not be supplied from equipment that supplies an individual dwelling unit or tenant space.

605.6 Identification. Each circuit in an electrical panel is required to be identified as to what area of the building that circuit supplies power.

605.7 Occupancy. Each occupant shall have ready access to all overcurrent devices protecting the conductors supplying that occupancy.

Exception: Where electrical service and electrical maintenance are provided by the building management and where these are under continuous building management supervision, the service overcurrent devices and feeder overcurrent devices supplying more than one occupancy shall be permitted to be accessible only to authorized management personnel in multiple-occupancy building and guest rooms/guest suites.

605.8 Unused openings. Unused openings for circuit breakers and switches shall be closed using identified closures or other approved means that provide protection substantially equivalent to the wall of the enclosure.

## Section 702 – Fire Protection Systems

*704.2 Smoke alarms: Amend this section as follows:*

704.2 Smoke alarms. ~~The minimum standard pursuant to the City Housing Code, Article 27 of the Municipal code of Ordinances and a July 1, 1999 amendment to the State of NH Smoke Detector Law Rules (RSA 153:10 a) requires that~~ Existing battery powered smoke detectors located within single family rental housing and multi-family (two or more dwelling units) housing, must be replaced with a hard wired\*, electrically powered battery back-up smoke detectors, which incorporate a “false alarm silencing” feature. The electrically powered smoke detector(s) must be installed by a New Hampshire licensed master electrician. An electrical permit must be obtained prior to installation. This code standard applied to the installation of smoke detection where none were previously provided ~~but~~ *or additional units* are required.

*\*Remote Smoke Detectors. In existing buildings, wireless remote, battery-back up smoke detectors may be installed. Installation must be performed by a State of NH licensed electrician.*

**SECTION II:** This ordinance shall take effect upon its passage.





# CITY OF CONCORD

## REPORT TO THE MAYOR AND CITY COUNCIL

**FROM:** Michael Santa, CBO, Code Administrator

**DATE:** July 16, 2013

**SUBJECT:** Updating of the City's Housing Code

### **Recommendation**

Accept this report recommending that the City Council amend the Code of Ordinances, Chapter 27, Housing Maintenance and Occupancy Code.

### **Background**

The current Code of Ordinances, Chapter 27, Housing Maintenance and Occupancy Code was last updated in March of 2011. The Housing Maintenance and Occupancy Code is based on the 2009 International Property Maintenance Code. Staff is proposing amendments to the Housing and Maintenance Occupancy Code because recent State of New Hampshire changes to the smoke detector and carbon monoxide requirements in residential structures has created a conflict between standards. Staff is also proposing other amendments to the Housing and Maintenance Occupancy Code to provide clarification regarding the requirements of certain sections.

### **Discussion**

The City's Housing Maintenance and Occupancy Code was last updated in 2011. Since the Housing Maintenance and Occupancy Code is specifically tailored to the City of Concord, situations are encountered that occasionally require the amending of the code. The proposed amendments have been written to provide consensus between State and local law, as well as to provide clarification in sections of the code to prevent any ambiguities about the requirements.

cc: Thomas J. Aspell, City Manager  
Carlos Baia, Deputy City Manager, Development  
Gloria McPherson, City Planner  
Craig Walker, Zoning Administrator  
Sean Toomey, Deputy Fire Chief



## Proposed changes to Housing Maintenance and Occupancy Code 2012

(Red font = additions to code)  
(Deletions)

**101.3.1 Licensed Trades:** To further ensure the public health, safety and welfare, any new installations or major repairs in residential rental property to plumbing, mechanical or electrical, work must be performed by State of NH licensed tradesmen who shall obtain the necessary permits for such work. The Code Official may require a licensed tradesman to correct non-compliances to plumbing, mechanical or electrical work performed by the property owner or his agent.

**104.3.1 Access by owner/operator/agent:** Every occupant of a structure or premises shall give the owner or operator thereof, or agent or employee, access to any part of such structure or its premises at reasonable times for the purpose of making such inspection, maintenance, repairs or alterations as are necessary to comply with the provisions of this code.

**704.2 Smoke alarms.** ~~The minimum standard pursuant to the City Housing Code, Article 27 of the Municipal Code of Ordinances and a July 1, 1999 amendment to the State of NH Smoke Detector Law Rules (RSA 153:10-a) requires that~~ Existing battery powered smoke detectors located within single family rental housing and multi-family (two or more dwelling units) housing, must be replaced with hard wired\*, electrically powered battery back-up smoke detectors, which incorporate a "false alarm silencing" feature. The electrically powered smoke detector(s) must be installed by a New Hampshire licensed master electrician. An electrical permit must be obtained prior to installation. This code standard applies to the installation of smoke detection where none were previously provided ~~but~~ or additional units are required.

**\*Remote Smoke Detectors.** In existing buildings, wireless remote, battery-back up smoke detectors may be installed. Installation must be performed by a State of NH licensed electrician.

**102.3 Application of other codes.** Repairs, additions or alterations to a structure, or changes of occupancy, shall be done in accordance with the procedures and provisions of the most recently adopted versions of the following codes: International Building Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, NFPA 70, International Existing Building Code, NFPA 101 Life Safety Code, International Building Code, International Fuel Gas Code, International Mechanical and NFPA 70. Nothing in this code shall be construed to cancel, modify or set aside any provision of the Municipal Code of Ordinances, Chapter 28.

~~302.4 Weeds. All premises and exterior property shall be maintained free from weeds or plant growth in excess of ten (10) inches in height. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this code term shall not include cultivated flowers and gardens.~~

~~Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.~~

Weeds on all exterior premises shall be maintained at a height that does not obstruct sight distance when entering or exiting a roadway or has the potential to create a fire hazard.

## **SECTION 202 - GENERAL DEFINITIONS**

**Public Nuisance:** Includes, but is not limited to, the following:

7. Any premises that is unsanitary, or that is littered with rubbish or garbage ~~or that has an uncontrolled growth of weeds;~~ or

**Rooming House:** A detached dwelling unit containing sleeping accommodations for ~~individuals other than~~ more than three (3) unrelated

individuals ~~other than members of the resident family~~ and having common kitchen and dining facilities.

**Weeds:** All grasses, annual plants and vegetation, other than trees or shrubs or cultivated flowers and gardens.

## **SECTION 406 – ROOMING HOUSES**

**406.1** A person shall not operate a rooming house, hotel or motel unless that person holds a valid rooming house permit per Article 27-1-3 of the City of Concord Code of Ordinances.

**406.2** A detached dwelling housing three (3) or more unrelated individuals other than members of the resident family is classified as a rooming house and is subject to an annual inspection.

## **Section 307 – Handrails and Guardrails**

**307.1 General.** ~~Handrails and guardrails in residential occupancies shall comply with the minimum standards established by the appropriate of the most recently adopted version of NFPA 101 Life Safety Code.~~ Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Handrails shall not be less than 30 inches high or more than 42 inches high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards not less than 30 inches high above the floor of the landing, balcony, porch, deck or ramp or other walking surface.

Exception: Guards shall not be required where exempted by the most recently adopted building code.

## **Under Chapter 6 Mechanical & Electrical Requirements:**

**605.4 Branch circuits in buildings with more than one occupancy.** Branch circuits in each dwelling unit shall supply only loads within that dwelling unit.



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2-45(A)

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# CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

**AN ORDINANCE** amending the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection.

**The City of Concord ordains as follows:**

**SECTION I:** Amend the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Section 29.2-1-2, Assessment and Collection; subsection (b) Computation of the Amount of Impact Fee, by deleting Tables 1, 2, and 3 in their entireties and replacing with the following new tables:

**TABLE 1  
SCHOOL FACILITIES  
IMPACT FEE PER VARIABLE UNIT**

<i>Type of New Development</i>	<i>Concord School District Facilities Impact Fee Per Variable Unit</i>	<i>Merrimack Valley School District Facilities Impact Fee Per Variable Unit</i>	<i>Variable Unit</i>
Single-family residence	\$ 1.12	\$ 1.12	Square foot of gross living area
Townhouse/duplex	\$ 0.75	\$ 0.75	Square foot of gross living area
Multi-unit/apartment (other than townhouses or duplexes)	\$ 998.51	\$ 998.51	Dwelling unit
Mobile home	\$ 1,995.78	\$ 1,995.78	Dwelling unit

**TABLE 2  
RECREATIONAL FACILITIES  
IMPACT FEE PER VARIABLE UNIT**

<i>Type of New Development</i>	<i>Recreational Facilities Impact Fee Per Variable Unit</i>	<i>Variable Unit</i>
Single-family residence	\$ 0.52	Square foot of gross living area
Townhouse/duplex	\$ 0.75	Square foot of gross living area
Multi-unit/apartment (other than townhouses or duplexes)	\$ 664.46	Dwelling unit
Mobile home	\$ 998.55	Dwelling unit

**TABLE 3**  
**TRANSPORTATION FACILITIES**  
**IMPACT FEE PER VARIABLE UNIT**

<i>Type of New Development</i>	<i>Transportation Facilities Impact Fee Per Variable Unit</i>	<i>Variable Unit</i>
<b>Residential Uses</b>		
Single-family	\$2,110.48	Dwelling unit
Townhouse/duplex	\$1,408.99	Dwelling unit
Multi-unit dwelling/apartment (other than townhouses or duplexes)	\$1,449.88	Dwelling unit
Mobile home	\$1,035.63	Dwelling unit
<b>Nonresidential Uses</b>		
General office	\$ 1.70	Square foot of floor area
Single-tenant office	\$ 1.88	Square foot of floor area
General light industrial	\$ 1.09	Square foot of floor area
Manufacturing	\$ 0.63	Square foot of floor area
Warehousing	\$ 0.78	Square foot of floor area
Quality restaurant	\$ 5.59	Square foot of floor area
High-turnover restaurant	\$ 6.73	Square foot of floor area
Fast food restaurant with drive-thru	\$ 20.59	Square foot of floor area
Small retail (less than 5,000 SF)	\$ 2.56	Square foot of floor area
Retail (5,001 SF to 100,000 SF)	\$ 4.51	Square foot of floor area
Retail (100,001 to 300,000 SF)	\$ 3.65	Square foot of floor area
Retail (greater than 300,000 SF)	\$ 3.33	Square foot of floor area
Bank with drive-up	\$ 12.05	Square foot of floor area
Daycare center	\$ 4.09	Square foot of floor area
Hotel/motel	\$ 1,817.16	Room
Gas station/convenience store	\$ 3,374.07	Pump
New car sales	\$ 6.52	Square foot of floor area
Automobile Service	\$ 3.96	Square foot of floor area
Automated car wash	\$ 5,280.90	Wash stall
All other uses	\$ 205.90	New trip

**SECTION II:** This ordinance shall take effect upon its passage.

TABLE 1

SCHOOL FACILITIES IMPACT FEES PER VARIABLE UNIT

Type of New Development	Concord District Facilities Impact Fee per Variable Unit		Merrimack Valley School District Facilities Impact Fee per Variable Unit		Variable Unit
	2013 Fee	Adjusted Fee	2013 Fee	Adjusted Fee	
Single Family Residence	\$1.08	\$1.12	\$1.08	\$1.12	Square foot of Gross Living Area
Townhouse / Duplex	\$0.72	\$0.75	\$0.72	\$0.75	Square foot of Gross Living Area
Multi-Unit / Apartment (other than Townhouses or Duplexes)	\$965.77	\$998.51	\$965.77	\$998.51	Dwelling Unit
Mobile Home	\$1,930.34	\$1,995.78	\$1,930.34	\$1,995.78	Dwelling Unit

Note: Inflationary increase from July 2009 to July 2010 was 1.89%. Source: RS Means, Facilities Construction Cost Data 2011.

Note: Inflationary increase from July 2010 to July 2011 was 4.20%. Source: RS Means, Facilities Construction Cost Data 2012.

Note: Inflationary increase from July 2011 to July 2012 was 1.78%. Source: RS Means, Facilities Construction Cost Data 2013.

Note: Inflationary increase from July 2012 to July 2013 was 3.39%. Source: RS Means, Facilities Construction Cost Data 2013.

	Historical Cost Index	Percentage Increase	Historical Cost Index	Percentage Increase
Jul-00	120.9		Jul-09	180.1
Jul-02	128.7	6.45%	Jul-10	183.5
Jul-04	143.7	11.56%	Jul-11	191.2
Jul-05	151.6	5.50%	Jul-12	194.6
Jul-06	162.0	6.86%	Jul-13	201.2
Jul-07	169.4	4.57%		
Jul-08	180.4	6.49%		

**TABLE 2**

**RECREATIONAL FACILITIES IMPACT FEES PER VARIABLE UNIT**

Type of New Development	Recreational Facilities Impact Fee per Variable Unit		Variable Unit
	2013 Fee	Adjusted Fee	
Single Family Residence	\$0.50	\$0.52	Square foot of Gross Living Area
Townhouse / Duplex	\$0.72	\$0.75	Square foot of Gross Living Area
Multi-Unit / Apartment (other than Townhouses or Duplexes)	\$642.67	\$664.46	Dwelling Unit
Mobile Home	\$965.81	\$998.55	Dwelling Unit

Note: Inflationary increase from July 2009 to July 2010 was 1.89%. Source: RS Means, Facilities Construction Cost Data 2011.

Note: Inflationary increase from July 2010 to July 2011 was 4.20%. Source: RS Means, Facilities Construction Cost Data 2012.

Note: Inflationary increase from July 2011 to July 2012 was 1.78%. Source: RS Means, Facilities Construction Cost Data

Note: Inflationary increase from July 2012 to July 2013 was 3.39%. Source: RS Means, Facilities Construction Cost Data

	Historical Cost Index	Percentage Increase
Jul-07	169.4	
Jul-08	180.4	6.49%
Jul-09	180.1	-0.17%
Jul-10	183.5	1.89%
Jul-11	185.7	1.20%
Jul-12	194.6	4.79%
Jul-13	201.2	3.39%

TABLE 3

TRANSPORTATION FACILITIES IMPACT FEES PER VARIABLE UNIT

Type of New Development	Transportation Facilities Impact Fee per Variable Unit		Variable Unit
	2013 Fee	Adjusted Fee	
<b>Residential Uses</b>			
Single Family Residence	\$2,051.60	\$2,110.48	Dwelling Unit
Townhouse / Duplex	\$1,369.68	\$1,408.99	Dwelling Unit
Multi-Unit / Apartment (other than Townhouses or Duplexes)	\$1,409.43	\$1,449.88	Dwelling Unit
Mobile Home	\$1,006.74	\$1,035.63	Dwelling Unit
<b>Nonresidential Uses</b>			
General Office	\$1.66	\$1.70	Square Foot of Floor Area
Single Tenant Office	\$1.82	\$1.88	Square Foot of Floor Area
General Light Industrial	\$1.06	\$1.09	Square Foot of Floor Area
Manufacturing	\$0.61	\$0.63	Square Foot of Floor Area
Warehousing	\$0.76	\$0.78	Square Foot of Floor Area
Quality Restaurant	\$5.43	\$5.59	Square Foot of Floor Area
High Turnover Restaurant	\$6.54	\$6.73	Square Foot of Floor Area
Fast Food Restaurant	\$20.02	\$20.59	Square Foot of Floor Area
Small Retail (0 to 5,000 sf)	\$2.49	\$2.56	Square Foot of Floor Area
Retail (5,001 to 100,000 sf)	\$4.38	\$4.51	Square Foot of Floor Area
Retail (100,001 to 300,000 sf)	\$3.55	\$3.65	Square Foot of Floor Area
Retail (greater than 300,000 sf)	\$3.24	\$3.33	Square Foot of Floor Area

Type of New Development	Transportation Facilities Impact Fee per Variable Unit		Variable Unit
	2013 Fee	Adjusted Fee	
Bank with Drive Up Lanes	\$11.72	\$12.05	Square Foot of Floor Area
Day Care Center	\$3.98	\$4.09	Square Foot of Floor Area
Hotel/Motel	\$1,766.47	\$1,817.16	Room
Gas Station/Convenience Store	\$3,279.94	\$3,374.07	Fueling Station (pump)
New Car Sales	\$6.34	\$6.52	Square Foot of Floor Area
Automobile Service	\$3.85	\$3.96	Square Foot of Floor Area
Automated Car Wash	\$5,133.36	\$5,280.69	Wash Stall
All Other Uses	\$200.16	\$205.90	New Trip

Note: Inflationary increase from November 2012 to December 2013 was 2.87%. Source: Engineering News Record. Enr.com - Construction Cost Index History (1908-2011) December 3, 2011.

Note: Inflationary increase from December 2011 to November 2012 was 2.46%. Source: Engineering News Record. Enr.com - ENR's Construction Cost Index History (1908-2012) November 2012.

	Construction Cost Index
Jul-00	6225
Jul-02	6605
Jul-04	7126
Jan-06	7660
Dec-06	7888
Nov-07	8092
Dec-08	8551
Dec-09	8641
Dec-10	8952
Dec-11	9172
Nov-12	9398
Dec-13	9668



# CITY OF CONCORD

TJA

## REPORT TO THE MAYOR AND CITY COUNCIL

**FROM:** Stephen Henninger, Acting City Planner *SH*  
**DATE:** December 20, 2013  
**SUBJECT:** Annual Review of the Public Capital Facilities Impact Fee Ordinance

### Recommendations

Adopt an amendment to Chapter 29.2, Public Capital Facilities Impact Fee Ordinance, replacing the current impact fee tables with an updated schedule of fees that reflects the increase in construction costs since the impact fees were last adjusted in February 2013.

The Planning Board voted unanimously to recommend that the City Council adopt the adjusted schedule of fees and expressed its support for a consistent annual update process to keep steady pace with inflation, rather than increasing the fees less frequently and adopting higher rates that reflect larger cumulative changes.

### Background

The current Public Capital Facilities Impact Fee Ordinance was adopted in June 2001 and contains a requirement in Section 29.2-1-2(b)(10) that the impact fee tables "shall be reviewed periodically by the Planning Board and shall be revised by the City Council whenever appropriate." It requires a report by the Board's Clerk each year to the City Council "with respect to increases in the estimated costs to construct public capital facilities" including recommendations "for appropriate adjustments to the impact fee tables." Specific sources of cost data and information for updating the fees are cited in the ordinance.

The City Council last amended the ordinance on February 11, 2013.

### Discussion

The Planning Board, at the regular meeting on December 18, 2013, considered a report from the Planning Division relative to the annual review of the Fee Schedule for the Public Capital Facilities Impact Fee Ordinance. The Planning Division's

report to the Board included proposed new fee schedules for the School, Recreation and Transportation Facilities Impact Fees. These schedules were developed using the data sources and indices as specified in the Ordinance. A draft Ordinance amending the Public Capital Facilities Impact Fee Ordinance to incorporate these new fee schedules was also submitted to the Board for their review.

The rate of inflation from 2012 to 2013 for school and recreation construction costs is 3.39% and for highway construction costs is 2.87%.

Copies of the tables containing the proposed new fee schedules, as well as the draft Ordinance which would implement these fee schedules, are attached to this report.

1-10

2-45 (B)

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# CITY OF CONCORD

*In the year of our Lord two thousand and fourteen*

**AN ORDINANCE** amending the CODE OF ORDINANCES; Title II, Traffic Code; Chapter 18, Parking.

**The City of Concord ordains as follows:**

**SECTION I:** Amend the CODE OF ORDINANCES; Title II, Traffic Code; Chapter 18, Parking, by creating a new Article 18-5, Central Business District Parking Permits, as follows:

**18-5-1 Purpose.**

The purpose of this Ordinance is to regulate parking on certain streets and within municipally owned parking facilities within the Downtown Concord Central Business District through the establishment of a permit system in order to encourage increased usage of underutilized parking assets.

**18-5-2 Geography.**

Permit parking shall be permitted in the following locations:

- (a) Within the Storrs Street right-of-way, for that portion of Storrs Street south of Theatre Street to a point not closer than 450 feet of Storrs Street's intersection with South Main Street.
- (b) The Storrs Street Municipal Parking Lot, located beneath the Centre Street / Bridge Street / Loudon Road over pass, City Assessor's parcel Map 35B Block 1 Lot 6.

**18-5-3. Quantity of Permits to be Issued.**

The City Manager shall have the authority to determine the total number of permits that can reasonably be issued for locations governed by this ordinance. All parking in the permit areas shall be on a first-come, first-served basis.

**18-5-4 Hours of Enforcement.**

Parking by permit shall only be valid and enforced 8:00AM to 5:00PM Monday through Friday. Public parking shall be permitted in parking spaces regulated by permits during all other times.

**18-5-5 Signage.**

Signage shall be installed in restricted areas and shall be of such character as to inform readily an ordinarily observant person of the existence of the ordinance imposing the foregoing restrictions.

**18-5-6 Fees.**

The City Manager shall have the authority to establish a fee for permits issued under this article.

**18-5-7 Miscellaneous.**

The City Manager shall develop and implement policies governing the administration of this article.

**SECTION II:** This ordinance shall take effect upon its passage.



# CITY OF CONCORD

TJA

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Matthew R. Walsh, Director of Redevelopment, Downtown Services & Special Projects

**DATE:** December 23, 2013

**SUBJECT:** Parking Ordinance Article 18-5: Central Business District Parking Permits

### Recommendation:

- Accept the following report; and,
- Set the attached ordinance amending the Code of Ordinances; Title II, Traffic Code; Chapter 18, Parking; Article 18-5, Central Business District Parking Permits for public hearing on February 10, 2014.

### Background:

Parking is regulated by a set of ordinances included within Title II, Chapter 18 of the City's Code of Ordinances. Article 18-1 regulates stopping, standing, and parking. Article 18-2 regulates restricted parking in residential areas. Article 18-3 regulates the City's metered parking system. Article 18-4 regulates miscellaneous parking issues.

### Discussion:

The attached ordinance will create Article 18-5 in the Code of Ordinances. This would be an entirely new ordinance.

The purpose of this new ordinance is to grant authority to the City Manager to create a permit system to encourage use of underutilize parking assets within the Downtown Concord Central Business District, which are owned in fee by the City.

This new Ordinance would allow the issuance of permits for that portion of Storrs Street south of Theatre Street, as well as a little used 25 space municipal parking lot located at the northerly end of Storrs Street, beneath the Centre Street / Loudon Road over pass. There are approximately 60

on-street spaces on the southerly end of Storrs Street, south of Theatre Street. All of the permitted parking areas are located on streets and lots that are owned in fee by the City.

Permits would be valid 8:00AM – 5:00PM Monday through Friday. The general public would be allowed to use these spaces during all other times (nights, weekends, and legal holidays). Spaces would be available on a first come, first served basis daily. If spaces are not available in either location, the permit holder would be required to park in a metered space at their expense.

The proposed Ordinance grants the City Manager the authority to determine the appropriate quantity of permits for these locations, with the goal of maximizing daily occupancy by accounting for a daily vacancy factor. The amount of permits issued may exceed the amount of the parking spots, and, therefore, all parking is on a first-come first-served basis.

The Ordinance also grants the City Manager the authority to set rates for these permits. Permits will be issued on a quarterly basis commencing on April 1, 2014 (to be timed with the commencement of construction of the Downtown Complete Streets Project).

Permits would be valid for a period of three months and would be sold at a cost of \$100 each. This equates to roughly \$33 each month, or \$400 annually. However, City Administration would have the ability to adjust rates depending upon market demand for these spaces.

If these spaces were to be metered, the theoretical maximum annual revenue they could generate is \$1,687.50 annually presuming the following:

- \$0.75 / Hour;
- 9 hours of occupancy per day (8AM to 5PM), 250 days per year (excluding weekends and holidays).

The proposed price of \$100 per quarter represents a 76% discount. This discount is justified due to two factors. First, the relative remote location of these spaces. Secondly, the fact that a valid permit does not guarantee a parking space within the permit area.

The City Parking Committee reviewed this proposal on October 23, 2013 and voted unanimously to endorse this program as discussed herein. Intown Concord, Inc. and the Merchants Roundtable have also expressed support for this proposal.

The City Administration believes this proposal has important economic benefits for Downtown Concord:

1. Re-opening the on-street spaces will help mitigate the loss of 90 long-term metered parking spaces in Capital Commons Parking Garage, which were recently assigned to the new "Love Your Neighbor" Building at 45 South Main Street.
2. Hopefully, the significantly discounted price will provide sufficient financial incentive for downtown employees to use these remote parking spaces, thereby freeing-up more conveniently located on-street parking for the shopping public.,.

3. This proposal will provide an additional supply of 85 +/- parking spaces which will help mitigate temporary loss of spaces during construction of the Downtown Complete Streets Project.

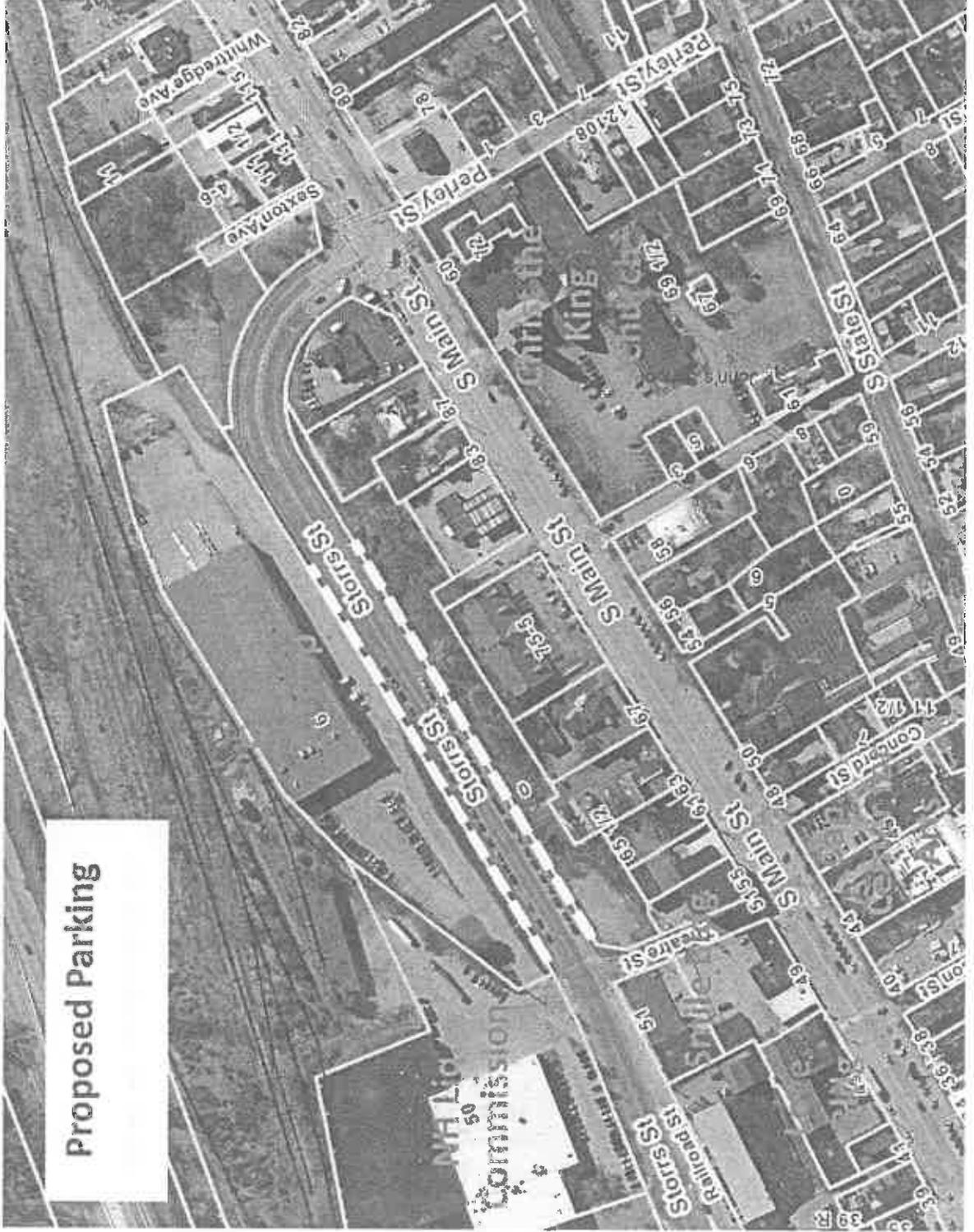
In order to implement this, the City will incur costs for new signage, pavement markings, and miscellaneous expenses. These costs shall be financed with savings from CIP 403 "Parking Vehicle Replacement". Specifically, in FY2014 the City budgeted \$30,000 in capital outlay funds to replace the Parking Division's pick-up truck. Because of the Parking Fund's weak fiscal condition, the vehicle was replaced with a surplus cargo van from the Fire Department. The cost of outfitting the van was approximately \$3,000, leaving \$27,000 available to spend.

The estimated cost to implement this program (i.e. manufacturing and installation of signage, painting of pavement markings, creation of permits, etc.) is approximately \$5,000. Additional expenses might be incurred at the 25 space parking lot beneath Centre Street for removal of vegetation and graffiti, as well as improved lighting and pigeon deterrents.

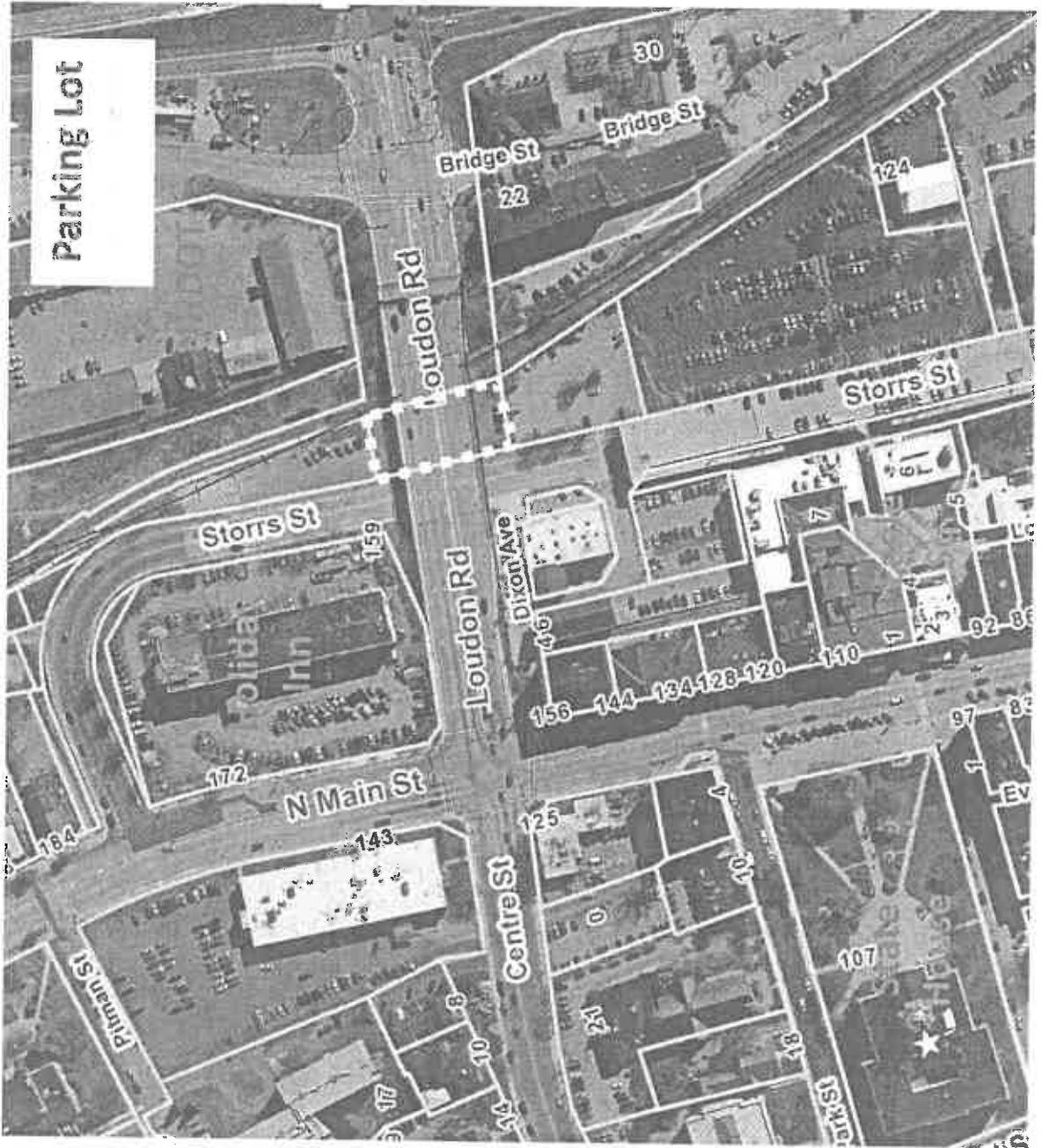
Maximum potential annual revenues, assuming 85 permits sold at \$100 per quarter (or \$400 per year), is \$34,000.



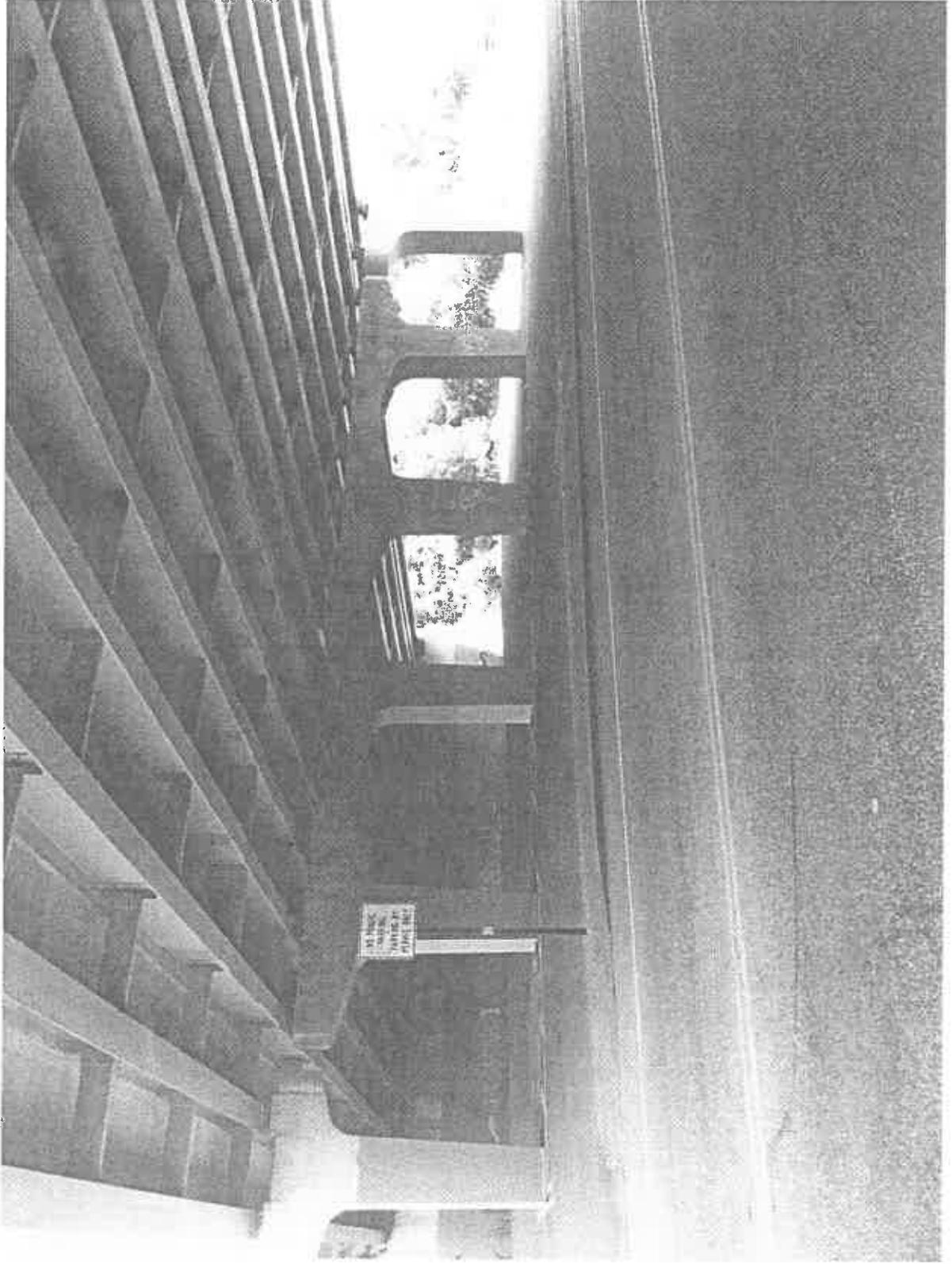
Proposed On-Street Parking  
Storrs Street (South of Theatre)



Storrs Street Parking Lot  
(Beneath Centre Street Over Pass)



Storrs Street Parking Lot  
(Beneath Centre Street Over Pass)





**Mulholland, Michelle**

2-45 (B)  
2-47

**From:** Gibson's Bookstore <gibsons@totalnetnh.net>  
**Sent:** Wednesday, January 29, 2014 11:12 AM  
**To:** \* City Clerk  
**Cc:** 'Little River Oriental Rugs'  
**Subject:** for meeting Feb. 10--Janice, could you distribute? thank you  
**Attachments:** Ordinance 18-5 Storrs Street Permits FINAL.pdf

AA

Dear Mayor Bouley and esteemed members of City Council:

I recently learned that the City was proposing to restore the parking spaces on the south end of Storrs St. that formerly had been free, as leased spaces, and also to formalize a lease arrangement on currently free spaces on the north end of Storrs St. (Ordinance 18-5, attached).

Parking has been a hot-button issue for the downtown for as long as I can remember. The opportunity to add to current inventory should not be missed. But I urge you to restore and maintain these spaces as free spaces.

The spaces at the south end of Storrs Street had always been a great way to keep employees of downtown businesses parking away from downtown stores. These employees are often part-time and not highly compensated, so having free spaces within walking distance but far enough away to avoid disrupting commerce was a win-win for all concerned. These spaces are also outside of traditional areas of parking enforcement.

If memory serves, those spaces were eliminated to drive more people into the Capitol Commons garage, which at the time was under-utilized. Whether that was the goal or not, the garage now enjoys satisfactory usage and there is no reason not to restore these spaces.

But who is the customer? These spaces have historically been used by downtown employees who are often part-time and not highly compensated. They are not in a position to pay \$100/quarter and there is no logical way to incentivize them. They will continue to play parking roulette looking for free spaces, and will not be the customer for the leased spaces.

Is it downtown businesses? The same logic applies. For whom would we buy the permits? Part-time employees come and go. If someone has the permit for a space and only works from 9-1, what happens to that space after they leave? It is all too muddled to be an effective program for businesses with part-time employees. Further, expecting downtown merchants to buy these spaces amounts to a hidden tax on those merchants, considering that these spaces used to be free for two very good reasons: because of their remote but walkable distance from the downtown, and because of their important role in solving a public policy problem: i.e., where would employees park?

Other than employers and employees in the downtown, there is no identifiable group of people that might be expected to buy leased spaces on Storrs St., and as we've seen, they are not likely to, either.

The only logical course is to restore these spaces as free spaces right away, to relieve parking pressures downtown, whether the Main Street Project moves forward immediately or not. I urge you to amend this ordinance to restore and maintain much needed free parking on Storrs St.

Respectfully submitted,

Michael Herrmann

Gibson's Bookstore  
45 South Main Street  
Concord, NH 03301  
603-224-0562  
[www.gibsonsbookstore.com](http://www.gibsonsbookstore.com)



# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Matthew R. Walsh, Dir. of Redevelopment, Downtown Services, & Special Projects *MRW*

**DATE:** February 27, 2014

**SUBJECT:** Storrs Street Parking Ordinance

### Recommendation:

- Accept the following report; and,
- Remove this item from the table and substitute and approve the attached revised ordinance amending the CODE OF ORDINANCES; Title II, Traffic Code; Chapter 18, Parking, Article 18-1-8, Parking Time Limited in Designated Places, Schedule III. This revised ordinance replaces the ordinance which went to public hearing on February 10, 2014.

### Background:

On February 10, 2014 the City Council held a public hearing on a proposed ordinance to re-establish on-street parking spaces on the southerly end of Storrs Street which would be managed via a permit system. This same approach was also proposed for the Storrs Street Municipal Parking Lot located beneath the Centre / Bridge Street overpass. As a result of public testimony, it was the consensus of the City Council to pursue 10-hour free parking at these locations in lieu of the proposed permit system. Further, the City Council instructed staff to prepare a revised ordinance for review by the City Council during its March meeting.

### Discussion:

The attached revised ordinance will establish 10 hour free parking Monday – Friday from 7:00AM to 6:00PM for the southerly end of Storrs Street as well as the Storrs Street Municipal Parking lot. Parking will also be permitted on nights and weekends in both locations in accordance with all other applicable City rules, regulations, and ordinances. As is customary with all public on-street parking, these spaces shall be available on a first come, first served basis.

This approach essentially re-establishes parking on the southerly end of Storrs Street as it previously existed prior to its discontinuance in 2010, and converts the Storrs Street Municipal Parking Lot to 10-hour free parking.

During its February 10<sup>th</sup> meeting, the City Council closed the public hearing and tabled this item to March 10<sup>th</sup> for further consideration. The City Council may choose to remove this item from the table in order to substitute and approve the attached revised ordinance. The proposed ordinance would take effect on April 14, 2014 in order to allow staff sufficient time to order and install required signage.

# CITY OF CONCORD

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*In the year of our Lord two thousand and fourteen*

**AN ORDINANCE** amending the CODE OF ORDINANCES; Title II, Traffic Code; Chapter 18, Parking, Article 18-1, Stopping, Standing and Parking, Section 18-1-8, Parking Time Limited in Designated Places, Schedule III.

**The City of Concord ordains as follows:**

**SECTION I:** Amend the CODE OF ORDINANCES; Title II, Traffic Code; Chapter 18, Parking, Article 19-1, Stopping, Standing and Parking, Section 18-1-8, Parking Time Limited in Designated Places, Schedule III (Ten Hours between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday), by adding the following:

**Ten Hours (between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday)**

<b>Street</b>	<b>Side Restricted</b>	<b>From</b>	<b>To</b>	<b>Position to Curb</b>
<b>Storrs St.</b>	<b>Both</b>	<b>Theatre St.</b>	<b>450' North of South Main / Perley Street Intersection</b>	<b>Parallel</b>
<b>Storrs St. (parking lot beneath Centre St. Overpass)</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>As Striped</b>

**SECTION II:** This ordinance shall take effect on April 14, 2014.





# CITY OF CONCORD

## REPORT TO MAYOR AND THE CITY COUNCIL

**FROM:** Carlos P. Bafa, Deputy City Manager—Development  
**DATE:** June 25, 2014  
**SUBJECT:** Sign Regulation Ordinance Amendments

### Recommendation

Accept this report and set the attached ordinance amendment for public hearing.

### Background

The Zoning Board of Adjustment (ZBA) considered a request to allow a mechanical sign on May 1, 2013. The request was for a variance to allow a “scroller” type sign for fuel price display on a freestanding sign at a filling station in the City. These types of signs are not currently allowed under the Sign Regulations, Article 28-6.

A “scroller” is a type of sign that contains a vinyl scroll that can scroll up or down to display a specific image in the display window. In the case of the fuel price display, there are numbers on the vinyl scroll that can be changed to show the current price. The ZBA determined that it was unable to grant the request for a variance to allow a “scroller” sign because the Sign Regulations as applied to the property did not interfere with the reasonable use of the property, as is required for a finding of hardship to grant a variance.

The ZBA requested that City Council review its existing Sign Regulations, Article 28-7, to address whether it is appropriate to amend the current regulations as they pertain to “scroller” signs. A consent report on this issue was submitted to City Council for its January 13, 2014 meeting. The City Council agreed to review the matter to determine whether an amendment would be appropriate and forwarded the inquiry to the Planning Board.

### Discussion

The Planning Board conducted public hearings and considered draft amendments to the City’s Sign Regulations during its meetings of April 2, 2014, May 21, 2014 and June 18, 2014.

By a vote of 7 to 3, the Planning Board **did not recommend** permitting mechanical scrolling signs under Section 28-6-9 of the Sign Ordinance (Signs Permitted in Nonresidential Districts). In voting against the adoption of mechanical scrolling signs, issues cited included: (1) concerns that an amendment to the mechanical scrolling sign ordinance would present opportunities to bring legal challenges to the current sign ordinance, which has been upheld by courts and prohibits electronic message centers; and (2) concerns that some types of mechanical scrolling signs could have negative aesthetic impacts.

The Planning Board, did however, vote to **recommend** the addition of references and/or definitions for “environmentally activated,” “programmed,” and “mechanical scrolling” signs as well as “electronic message centers” to the ordinance. These types of sign are prohibited under the existing ordinance but the definitions are intended to provide clarification.

A draft ordinance is attached which sets forth the provisions recommended by the Planning Board for adoption.

# CITY OF CONCORD

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*In the year of our Lord two thousand and fourteen*

**AN ORDINANCE** amending the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 28, Zoning Ordinance, Article 28-6 Sign Regulations and Glossary

**The City of Concord ordains as follows:**

**SECTION I:** Amend the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 28, Zoning Ordinance, Article 28-6 Sign Regulations, Section 28-6-7, Signs Prohibited Under This Ordinance, Paragraphs (a) and (h) as follows:

**28-6-7 Signs Prohibited Under This Ordinance.**

All signs not expressly permitted under Sections 28-6-8 and 28-6-9 of this ordinance, or signs not expressly exempt from permit requirements under Section 28-6-3 of this ordinance, are prohibited in the City of Concord. Such signs include but are not limited to the following:

(a) *Programmed or environmentally activated* [S]signs which physically or visually move, rotate or create an illusion of movement, or which have parts or surfaces that physically or visually move, rotate or create the illusion of movement or which emit audible sound or noise.

(h) Signs which *are or appear to be* animated or projected, or which are intermittently or intensely illuminated or [eɸ] *have* a traveling, tracing, scrolling, *automated*, or sequential light type, or signs which contain or are illuminated by animated or flashing light

**SECTION II:** Amend the CODE OF ORDINANCES, Title IV, Zoning Code; Chapter 28, Zoning Ordinance, Glossary, by adding Sign definitions for Electronic Message Center, Environmentally Activated, Programmed and Mechanical Scrolling, and renumbering as follows:

*(5) Sign, Electronic Message Center. A sign or portion of a sign, that displays an electronic image or video, which may include text, including any sign or portion of a sign that uses lights or similar form of electronic display such as LED to form a sign message or messages with text and or images wherein the sequence of messages or the rate of change is electronically programmed or can be modified by electronic processes. This definition includes without limitation television screens, plasma screens, digital screens, flat screens, LED displays, video boards, and holographic displays.*

**(6) Sign, Environmentally Activated.** *An animated sign or device motivated by wind, thermal changes, or other natural environmental input. Includes spinners, pinwheels, pennant strings, and/or other devices or displays that respond to naturally occurring external motivation.*

**(57) Sign, Freestanding.** A self-supporting sign, the supports of which are permanently anchored in the ground and are independent from any building.

**(68) Sign, Marquee.** Any sign attached to or in any manner made part of a permanent roof-like structure projecting beyond the wall of a building.

**(79) Sign, Mechanical Scrolling.** *A sign utilizing track or roller mounted alphanumeric copy that is changed by mechanically-driven means and is non-digital.*

**(810) Sign, Monument.** A type of freestanding sign for which the sign, its supports, and base are a monolithic structure.

**(911). Sign, Pennant.** Any lightweight plastic, fabric or similar material, whether or not containing a message of any kind, suspended from a rope, wire, or other material, usually in a series, designed to move in the wind.

**(12) Sign, Portable.** Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported.

**(1013) Sign, Programmed:** *A sign capable of displaying changing content without the need for direct and immediate manual input.*

**(114) Sign, Projecting.** Any sign affixed to a building with the plane of the sign at an angle to the plane of the wall of the building.

**(1215) Sign, Roof.** Any sign erected and constructed wholly on and over the roof of a building and supported by the roof structure.

**(1316) Sign, Temporary.** A sign that is used in connection with a circumstance, situation, or event that is designed, intended, or expected to take place or to be completed within a reasonably short or definite period of time after the erection of the sign; or a sign that is intended to remain on the location where it is erected or placed for a reasonably short or definite period of time after the erection of the sign. If the sign display area is permanent but the message displayed is subject to periodic changes, that sign shall not be regarded as a temporary sign.

**(1417) Sign, Wall.** A sign attached to, or erected against the wall of a building with the face of the sign in a parallel plane to the plane of the building wall, and projecting no more than fourteen (14) inches from the building wall.

(18) Sign, Window. Any sign that is placed inside or upon the window panes or glass, and that is visible from the exterior of the building or structure.

**SECTION III:** This ordinance shall take effect upon its passage.

Explanation: Matter added to the current ordinance appears in **bold italics**.

Matter removed from the current ordinance appears [~~in brackets and struck through~~].



June 8, 2014  
30 Pinewood Trail  
Concord, NH 03301



Dear *Members of Concord City Council*

I would like to cordially invite you to join Concord Grange #322 (formerly known as Pineconia Grange) for their 100<sup>th</sup> Birthday Celebration. The Grange was organized on the Concord Plains May 11, 1914 and became a major organization dedicated to helping the community grow in many ways. They made so many improvements, organized events, and held a membership of over 500 members at one time.

The Grange is dedicating a flagpole at Keach Park on Tuesday, July 22 at 7 p.m. with a concert featuring Nevers' Band. There used to be a flagpole but somehow in the last five years, it became lost. The Grange in trying to make its presence known for community service decided to replace the flagpole. I would like to invite you to join us for a fun evening recognizing Grange members, families of charter members, sponsoring with Walgreens the annual Splash Bash event for boys and girls at 6 p.m. in the pool, and providing ice cream and cookies for everyone to enjoy. This is open to the public and we hope for a large attendance.

Please try to attend and help us to celebrate our 100 years on the Plains-Heights. It is also the 140<sup>th</sup> anniversary for the first Grange organized in Concord, that being in East Concord. The Grange is a non-profit family organization that is agricultural promoting as well as pursuing a strong community service program. The Grange continues to be the leader in the Concord Christmas Parade, Concord Christmas Tree Lighting in which three trees are lit with bulbs purchased by the Grange, Community Awards Night, and many more projects.

Please try to attend as we will be recognizing Concord Plains-Heights citizens who have helped the Grange through the years. We have tried to raise the \$2,000 dollars requested by the City of Concord to purchase the flagpole in memory of all Grange members and Citizens of the Heights. The majority of the funds for this came from the death of Clinton Patten who lived on the Heights from 1950 and was helping his son, Dick with the planning of the anniversary. We also appreciated all others who have donated money. They will be recognized that evening. In case of inclement weather, all events will be moved indoors to the Dame School, home to the Concord Recreation Department.

Please call me at 496-2917 or 228-1803 for information about the Grange or the Dedication of the Flagpole. Please let me know if you plan to attend. I hope so much that you will be coming.

Sincerely,

Dick Patten, Master for Concord Grange # 322



**Bonenfant, Janice**

7 Info

**From:** colinvo=vanostern.com@mail.salsalabs.net on behalf of Colin Van Ostern  
<colinvo@vanostern.com>  
**Sent:** Thursday, June 12, 2014 7:55 PM  
**To:** \* City Clerk  
**Subject:** Exec Council Report 6.4.14 meeting

JAM

Friends,

Sometimes I do a double-take when reading through contracts being considered by the Executive Council.

That was certainly the case when I saw a contract for a new door for \$75,249 at last week's meeting – but in this case, the questions the Councilors raised were addressed with some pretty darn good answers by the agency planning the work. One of the largest (and most commonly at-capacity) hearing rooms in the State House needs a second exit for public safety reasons – and that means cutting into the original 200 year-old granite walls of the state house to create an entirely new exit. That's not a simple or inexpensive endeavor. The project was put out to bid – two construction firms bid, and the state negotiated the lowest bidder down several thousands of dollars more. In the end, the project got a unanimous, bipartisan vote by all five Councilors. Substance trumped soundbites!

Last Wednesday's Governor & Council meeting also approved a number of regional projects and several with statewide impact (for full details on any of these listed here, see the next section below):

**N CENTRAL NH:** Appraisal of state-owned land & property at 84 Iron Works Rd to prepare for sale; renewal of contract for Hepatitis C & HIV counseling by Belknap-Merrimack Community Action Program; contract renewal for health-related family home visits to at-risk expectant mothers; and used oil collections in Northfield.

**IN MONADNOCK & WESTERN NH:** Renewal of the Keene DHHS office lease for an additional month to ease transition; contract renewal for health-related family home visits to at-risk expectant mothers.

**IN STRAFFORD CO:** Renewal of contract to house state-sentenced female prisoners in Strafford Co. Jail for one year (pending construction of a new women's prison in Concord); transportation planning work for coasting communities; CPR training for first responders in Dover.

**STATEWIDE:** Security contracts at state Military Reservation in Concord; design of the new NH Marine Patrol HQ in Gilford; artwork for the new Anna Philbrook state office building in Concord (note: I originally voted against this over concerns of using an out-of-state artist, but was provided additional information about the artist's longtime background and ties to our state); support for the 2015 Regional Drug Task Force from local departments and the AG's office; recruitment of medical professionals to underserved areas of NH; payments to reconcile Medicaid funds for county nursing homes; renewal of a PR firm contract for the state Travel & Tourism office; a court-ordered financial award to property owners displaced by I-93 work; and new design for replacing the Memorial Bridge in Portsmouth.

**APPOINTMENTS:** See below

The next meeting is on Wednesday June 18 (and is traditionally the longest of the year). If you have any questions, please don't hesitate to let me know via email at [cvanostern@nh.gov](mailto:cvanostern@nh.gov) or by calling me at (603) 290-5848.

Sincerely,

Colin

Executive Councilor, District 2

[LINK: Full June 4<sup>th</sup> Meeting Agenda](#)

(or follow the links below for documentation of each item)

## 1. DETAIL: CENTRAL NH

**#8** Authorized to enter into a contract with Capital Appraisal Associates Inc., Concord, NH, for a market value appraisal of the State-owned land and buildings located at 84 Iron Works Road, Concord, NH, for a total amount not to exceed \$2,800. **100% General Funds.**

**#50** Authorized a contract renew and amend option with the Community Action Program Belknap-Merrimack Counties Inc., Concord, NH, (originally approved by G&C on 6-6-12, item #75), to provide targeted Human Immunodeficiency Virus and Hepatitis C Virus counseling, testing, and referral services, by increasing the price by \$20,000 from \$29,000 to \$49,000, and by extending the completion date from June 30, 2014 to June 30, 2016. **100% Federal Funds**

**#51** Authorized to exercise renewal options with vendors as detailed in letter dated April 28, 2014, (originally approved by G&C on 8-8-12, items #49,50,51 and 52), to provide statewide home visiting services to families in accordance with the Health Families America model, by increasing the price by \$1,483,782 from \$1,217,491 to \$2,701,273, and by extending the completion date from June 30, 2014 to June 30, 2016. **100% Federal Funds.**

**#79** Authorized to enter into grant agreements with the entities as detailed in letter dated March 21, 2014, totaling \$11,720.25 for the purposes of used oil collections. Effective upon G&C approval through April 9, 2015. **100% Hazardous Waste Cleanup Funds.**

## 2. DETAIL: MONADNOCK REGION

**#45** Authorized to amend a **sole source retroactive** lease with Ashuelot River Realty Inc., Spofford, NH (originally approved by G&C on 4-20-05, item #65), for continued occupation by the Keene District Office, by increasing the price in the amount of \$27,343.75 to \$2,808,823.03 from \$2,781,479.28, and by extending the end date from April 30, 2014 to May 30, 2014. **60% General, 40% Federal Funds.**

**#51** Authorized to exercise renewal options with vendors as detailed in letter dated April 28, 2014, (originally approved by G&C on 8-8-12, items #49,50,51 and 52), to provide statewide home visiting services to families in accordance with the Health Families America model, by increasing the price by \$1,483,782 from \$1,217,491

to \$2,701,273, and by extending the completion date from June 30, 2014 to June 30, 2016. **100% Federal Funds.**

### **3. DETAIL: STRAFFORD COUNTY**

**#40** Authorized a renewal option with Strafford County, Dover, NH, (originally approved by G&C 6-22-11, item #68), for the provision of In-State Incarceration of State Sentenced Female Offenders Services, by increasing the amount by \$547,500 from \$1,205,400 to \$1,752,900. Effective July 1, 2014, or upon G&C approval, whichever is later, through June 30, 2015. **100% General Funds.**

**#83** Authorized to award a **sole source** grant agreement to the Strafford Regional Planning Commission, Rochester, NH, in the amount of \$12,500, to provide planning technical assistance to member coastal communities. Effective July 1, 2014 through June 30, 2015. **100% Federal Funds.**

**#94** Authorized the Division of Homeland Security and Emergency Management to enter into an agreement with the City of Dover, to train and certify officers in cardiopulmonary resuscitation (CPR) for a total of \$6,903. Effective upon G&C approval through September 30, 2014. **100% Federal Funds.**

### **4. STATEWIDE PROJECTS AND POLICIES**

**#5** Authorized to enter into an agreement with Securitas Security Services USA, Inc., Manchester, NH, for security services at the State Military Reservation in Concord, NH, in the amount of \$1,172,672. (2) Further Authorized a general contingency in the amount of \$5,000. (3) Further Authorized a contingency for the purposes of drill weekend coverage only, in the amount of \$15,000. Effective July 1, 2014 through June 30, 2016. **100% Federal Funds.**

**#16** Authorized the Bureau of Public Works Design and Construction to enter into an agreement with Samyn D'Elia Architects PA, Concord, NH, for professional services for the NH Marine Patrol Headquarters, Gilford, for a total price not to exceed \$678,000. (2) Further Authorized a contingency in the amount of \$50,500 for unanticipated site survey, Geo-Technical services, Structural Engineering and design of new fuel storage/pumping system for the NH Marine Patrol Headquarters, bringing the total to \$728,500. (3) Further Authorized the amount of \$19,100 for payment to the Department of Administrative Services, Bureau of Public Works Design and Construction for engineering services provided, bringing the total to \$747,600. Effective upon G&C approval through May 1, 2016. **100% Capital-Other Funds (Navigation Safety).**

**#20** Authorized the Division of the Arts to enter into a contract with Margaret Black, Topsfield, MA, to create artwork for the Anna Philbrook Center, Concord, NH, in an amount not to exceed \$12,800. Effective upon G&C approval through June 30, 2015. **100% Other Funds.**

**#30** Authorized to enter into grants with the agencies as detailed in letter dated May 19, 2014, in the total amount of \$300,000 from the 2015 Regional Drug Task Force appropriation, to support drug task force program operations. Effective July 1, 2014 through June 30, 2015. **100% General Funds.**

**#48** Authorized, with the Office of Medicaid Business and Policy, to enter into a **sole source** agreement with Bi State Primary Care Association, Bow, NH, to recruit primary care healthcare professionals to medically

underserved areas of NH and to provide oral health professional recruitment services, in an amount not to exceed \$355,000. Effective July 1, 2014 or upon G&C approval, whichever is later, through June 30, 2016. **50% Federal, 50% General Funds.**

**#58** Authorized to accept and expend \$10,005,000 for Proportionate Share payments (from Title XIX Medicaid federal funds from the Centers for Medicare and Medicaid Services in the amount of \$5,005,000 and Local Funds-Nursing Homes (County) in the amount of \$5,000,000) in the accounts as detailed in letter dated May 15, 2014. Effective upon G&C approval through June 30, 2014. **50% Federal, 50% Other Funds. Contingent upon Fiscal Committee approval on June 9, 2014.**

**#62** Authorized the Division of Forests and Lands to accept a Federal grant up to \$2,563,000 and assign it directly to Green Acres Woodlands Inc., to pay the purchase price for acquisition of a Conservation Easement on 3,342,+/- acres in the Towns of Groton, Hebron and Plymouth in Grafton County, NH, known as the "Groton Hollow Forest Legacy Project", and to reimburse Green Acres Woodlands Inc., and/or the Society for the Protection of NH Forests serving as Project Partner for acquisition costs related to the grant as approved by the US Forest Services in the Grant Agreement. (2) Further Authorized to accept the 3,342 +/- acres Conservation Easement, and enter into a Snowmobile Agreement, to protect its natural resource values and insure continued access to the property. **100% Federal Funds. Contingent upon Fiscal Committee approval on June 9, 2014.**

**#67** Authorized the Division of Travel and Tourism Development to renew a contract with Lou Hammond and Associates Inc., New York, NY, (originally approved by G&C on 6-20-12, item #161), for public relations and marketing services in the US, in the amount of \$400,000. Effective July 1, 2014 through June 30, 2016. **100% General Funds.**

**#100** Authorized the Bureau of Right of Way to pay property owners \$1,226,274.78 as documented in the Contemplated Awards List for amounts greater than \$5,000 for the period extending from May 7, 2014 through May 12, 2014.

**#106** Authorized the Bureau of Construction to amend a contract with Archer Western Contractors LLC, Canton, MA, (originally approved by G&C on 12-14-11 as a late item), for the design-build replacement of the Memorial Bridge, US Rte 1 over the Piscataqua River between Portsmouth, NH, and Kittery, ME, by increasing the amount by \$2,500,000 from \$81,420,000 to \$83,920,000. Effective upon G&C approval through June 27, 2014. **59% Federal, 3% NHDOT, 1% City of Portsmouth, 37% Maine DOT Funds.**

## **5. DETAIL: APPOINTMENTS AND NOMINATIONS**

*( \* = District 2 Resident)*

### **New Nominations by Governor Hassan:**

#### **Business Finance Authority**

Catherine A. Provencher, Merrimack, NH

#### **Division for Children, Youth, and Families Advisory Board**

Monica L. Zulauf, Manchester, NH

**Community College System of New Hampshire Board of Trustees**

Steven Rothenberg, Hopkinton, NH\*

**Lakes Management Advisory Committee**

Michael D. Summerlin, Jr., Concord, NH\*

**Municipal Bond Bank**

Matthew Boucher, Bedford, NH

**Retirement System Board of Trustees**

Maureen Kelliher, Dover, NH\*

Confirmed by the Council:

**Agricultural Advisory Board**

John E. Moulton, Meredith, NH

**State Board of Auctioneers**

Gregory J. Peverly, Northfield, NH\*

**Business Finance Authority**

Matthew H. Benson, Concord, NH\*

**Community College System of New Hampshire Board of Trustees**

Robert A. Duhaime, Manchester, NH

Stephen Guyer, Gilford, NH

Jeremy Hitchcock, Manchester, NH

Paul J. Holloway, Rye, NH

John T. Stevens, Gilford, NH

**Enhanced 911 Commission**

Patrick Robinson, Manchester, NH

**Judicial Council**

Kimberley Casey, East Kingston, NH

**Assistant Commissioner of the Department of Transportation**

David J. (Jeff) Brillhart, Concord, NH\*

**Commission to Study Uniform Laws**

Russell F. Hilliard, Portsmouth, NH

**Board of Veterinary Medicine**

Simon George, Deerfield, NH

###





University of  
New Hampshire

7 INF 3

Technology Transfer Center

Kingsbury Hall #W220  
33 Academic Way  
Durham, NH 03824

V: 603.862.2826 / 800-423-0060 (NH only)

F: 603.862.0620

TTY: 7.7.7 (Relay NH)

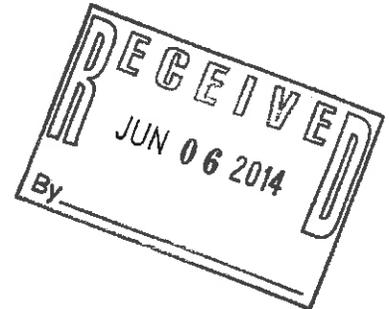
www.t2.unh.edu

June 3, 2014

TAA

City Council  
City of Concord  
41 Green Street  
Concord, NH 03301

Re: Roads Scholar Program



Dear Sirs and Madams:

It is our pleasure to inform you that Chad Jaquith has achieved the status of **Roads Scholar Two**. The T<sup>2</sup> Center has created the Roads Scholar Program to recognize various achievement levels in our educational program for people who work in public works.

Roads Scholar Two is the **second achievement level** of the four levels in the Roads Scholar Program. It is distinguished from the other levels by requiring the completion of 50 contact hours, which must include: 25 hours in technical areas, 5 hours in supervision, 5 hours in environmental, and 5 hours in safety. The additional 10 hours required for this level are at the learner's discretion. The typical training session yields five hours of contact, therefore an individual must typically attend **ten one-day workshops** to reach the level Chad has completed.

On behalf of the Technology Transfer Center, I am pleased to notify you of the extra effort and commitment that Chad has demonstrated in order to achieve this status. He deserves to be congratulated for his persistence and drive to maintain a leading edge in the field of local road maintenance and construction.

Sincerely,

Amy Begnoche  
Training Coordinator

/acb

cc: Chad Jaquith

*The UNH Technology Transfer Center is sponsored by the Federal Highway Administration and the New Hampshire Department of Transportation. One of the missions of the Technology Transfer Center is to provide educational support for the people who build and maintain the nation's infrastructure.*



7 INF 4

**City of Concord Recreation and Parks Advisory Committee  
Meeting Minutes from March 20, 2014**

TJA

**Attendees:**

**Committee Members:** Mary Miller, Glen Mathews, Jamie Bryant, Lauren Fielder, Chiara Dolcino, Marilyn Anne Fraser, and Althea Barton.

**Staff Members:** Parks and Recreation Director David Gill.

Meeting was called to order at 5:00 pm by Mary Miller

Meeting minute approved from January's meeting. Motion made by Lauren, seconded by Mary.

**New Business**

**1. Request for project for Eagle Scout at Dillon Field.** Jeff Dusseault presented a plan to improve an existing storage shed, add another and paint the flag pole at Dillon Field. He explained he would like to do this as part of his Eagle Scout Project. Everyone was in agreement of his plans and thanked him for volunteering.

**2. Letter requesting park bench at Memorial Field.** The committee received a letter received from Donna Plumb the President of the Coed A Adult Softball League. She is requesting a bench be placed near the Softball A Field in memory of their long standing member of the league Donnie Robb. The committee agreed with the request as long as it is placed in a location that does not affect maintenance operations or playability of the fields.

**3. New Spring and Summer Camp Guide.** David Gill passed out copies of the new spring and summer camp guide. Mr. Gill explains the camp guide is out around 40 days early this year. All information is also available on the dept. Web site.

**4. FY15 Budget Review:** David Gill highlighted that City staff are currently working on the FY15 budget with the City Manager. The proposed budget will be available sometime in May.

**Old Business:**

1. Update on new community center planning: The city will be announcing who received the contract for the next phase of the building sometime soon. David explained City Staff have held interviews and are in the process of selection a firm
2. Update on the planning for the new skate house at White Park: David Gill explained the City Engineering staff will be tracking bus usage this spring and again the summer to determine how often the bus drop off lane is used. The hope would be to report back to the group in the early fall with options to begin to move the project forward.

Meeting adjourned at 6:15 pm



**City of Concord Recreation and Parks Advisory Committee  
Meeting Minutes from May 22, 2014**

**Attendees:**

**Committee Members:** Jamie Bryant, Lauren Fielder, Chiara Dolcino, Glen Mathews, Marilyn Anne Fraser, Althea Barton. City Councilor Candace White Bouchard and City Councilor Gail Matson.

**Staff Members:** Parks and Recreation Director David Gill.

Meeting was called to order at 5:00 pm by Lauren Fielder.

Meeting minutes approval. Last meeting minutes were not presented. David apologized for not bring copies and will for next meeting. Meeting minutes would have been from March meeting. Althea also asked if we can look at the web site and make sure old meeting minutes are posted. David will follow up.

**New Business**

**1. Concord School District request for new storage sheds at Memorial Field (Matt Cashman)** David Gill indicated Matt called and could not be at the meeting and then he will be added to a future meeting. Mr. Gill gave a short update on their request to add two new portable storage sheds to held serve as a team room for sports and for storage of the team equipment.

**2. Concord Grange Request for new flag pole at Keach Park. (Dick Patten).** Mr. Patten did not show up for the meeting. David Gill highlighted their request for a flag pole and that the Concorde Grange is willing to pay the entire cost of the installation of the flag pole. Mr. Gill indicated he will follow up with Dick Patten to have him come to the June meeting.

**3. Community Center Design Schedule.** David Gill highlighted the upcoming schedule for the design of the proposed new community center. The city is having "stakeholders" meetings on Thursday, June 29 and the design team would like to meet with RPAC at 5 pm. In totally over twenty different groups have been invited. Then on June 24 there will be a public meeting at 7 pm that is open to the public. Mr. Gill mentioned currently in FY14 there is enough money for 15-20% design and that he us hopefully City Council will fully fund the remaining design money in FY15.

**4. FY15 Budget Review:** David Gill highlighted the FY15 budget schedule which will be held on May 31 from 8 am – 4 pm. Lauren asked if there was any major in the budget affecting Parks and Rec? David highlight the Manger has recommended pay raises for seasonal "temp" summer recreation staff (first time in 7 years) and the Manager is recommending the full design of the community center in FY15.

**5. Staff Update:** David Gill highlighted the department is still looking for 20 lifeguards. Council Bouchard asked what some of the possible causes are. Mr. Gill mentioned this is the first time he has ever had a shortage and he has worked for the City since 1998. He thinks it relates to hourly pay rates and cost of certifications which is now over \$300. He is hopeful he will be able to hire enough staff for the upcoming season. He asked everyone to spread the word.

**6. New Summer Brochure Highlights:** David passed out copies of the new main summer brochure and talked about the upcoming pool schedules and camps. Althea asked if the new program coordinator can come to the next meeting to be introduced. David indicated yes she will be at the next meeting.

**Old Business:**

1. **Making Strides Walkway Update:** David indicated the group has decided not to move ahead with a walkway at this time.

Meeting adjourned at 5:40 pm

May 8, 2014  
Approved Meeting Minutes  
Beaver Meadow Golf Advisory Committee

12A

Members Present:

- Chris Mulleavey, Chair
- Jim Marshall
- Bill Veroneau
- Jan McClure
- Mark Coen
- Charles Vanasdalan
- Bob Norton
- Fran Hunt
- Bernard "Sid" Chase
- David Gill
- Julie Donlon

Members Absent:

- Dick Holden
- David Croft
- Vera Buck
- Roger Jobin
- Bob Vachon

Others Attending:

A call to Order

**5 Minutes of Public Input**

None

Chris asks if there is a motion to approve the Draft minutes from the April 23, 2014 meeting or any questions about the minutes

Jim asks that draft minutes be sent in a more timely fashion so members absent know what happened and to get date for next meeting.

Jan asks that the tables be configured in a smaller fashion so it is easier for all to hear

Sid notes both suggestions and will act on them

Jan and Jim both say they must excuse themselves early

Bob moves approval of the minutes from the April 11, 2014 Meeting.

Mark seconds the motion.

Motion Carries 8-0

## Course Update

Greens coming along nicely but slowly, added #4 to those with temp greens, has seen improvement

Range Building started

Prices set for machine?

Staff has talked to Range Servant a pre-buy of \$100 to receive

\$125 value

Currently prices \$9 large, \$3 small

Chuck feels large price too high

Will members get discount?

What does one get for their membership?

David reminds group we already have the most discounted rates in the

area

Discounts available through pre-buy

7 or 5 plays at Loudon depending on type of membership

Loudon Players have been enthusiastic

Pats Peak discount

7 Day Advanced Tee Times

Cost of GHIN less for members

Benefits posted on website

Bob cautions with finances stressed we need to be judicious with discounts

Also get 10% discount in Grill and Tavern

Is discount on alcohol legal?

Josh looking at including tax and gratuity in pricing

Chris suggest member discount in Pro Shop as other courses have

David while not opposed reiterates the need to balance revenue and benefits of membership

When looking at rates for 2015 we should revisit value of all benefits and partnerships

Seniors currently largest group getting best value

Mark reminds declining course conditions lead to loss of membership.

What drives choice of membership?

Value?

Course Conditions?

Need to meet customer's expectations

A 5-10 minute discussion on benefits of membership and options for increasing those is suggested for each meeting

Mark cautions against this

Sid cautions we cannot be all things to everybody

We cannibalize our revenues

## Course updates cont.

Interior Painting completed in clubhouse, hope to continue touch up of outside as staffing and fund allows

When will we play on all greens?

Sid originally said Memorial Day not realizing it fell so early this year

More likely June 1<sup>st</sup>

David cautions not to over promise, Mid June more likely

### Old Business

Handicap Committee met April 13

Goal setting session

Education

Not "Gottcha" Committee

Question of Posting with Temp Greens

Bob says while Committee educational the first year. It must have teeth

Gold Tees re-rated in fall

Will have NHGA come again to re-address issue next week

Confusion on patio

People don't believe GHIN Machine due to past, incorrect

practices

Pro Shop to post Tuesday and Wednesday League scores

Bob says it must be clear that Julie is not the Committee is not on the

Committee. Acts in Advisory capacity

### New Business

Entrance Area

David, Sid and Chris looked area in front after last meeting

Staff has gotten quotes and it will take about \$20,000 to pave and repair

entrance area

City Staff suggests that GAC recommend to City Council to re-appropriate \$20,000 from golf simulator money to fix entrance

Jim so moves

Bob seconds

Discussion

Mark says CIP package is in hands of Council now it may be awkward to ask approval and ask for change a month later

Column for FY14 is still in document and should not be

CIP in Council hands reflects plan FY15 forward

David to resubmit spreadsheet with plan deleting FY14

Column

Sid clarifies the motion is to repair entryway not seal coat the entire parking lot

Motion Carries 8-0

Food and Beverage Operation

City wants all parties at the Golf Course to be successful

Golfer feedback centers on two issues at this time

No breakfast being served

Price of Bottled Beer and mixed drinks too high

Breakfast to be determined by business volume

Prices of food a little higher but food is of higher quality

Would like to see tax included

Drinks and Beer \$1.50 less at CC Tomatoes

Josh is running the 1896 as a restaurant not snack bar

We may have been spoiled in past by pricing

People may have 1 drink and leave impacting all businesses

Business down now mostly due to weather, should turn around

Few people came to free open house during Member-Member

Sent written invitations to all members

We are meeting weekly

Josh nails restaurant and catering business still learning the golf

business

Send suggestions on operation to Don the manager

People approaching 1896 need to be positive, not condescending

Mark asks about member numbers

202 in 2014 to 148 in 2013 at this time

Sid attributes to more people taking advantage of making down  
payment to lock in price

Chris, returning to the 1896 sees a huge improvement, price not outrageous, a  
smart businessman will adapt. It is still early

Chris asks if there is a motion to adjourn.

Fran so Moves.

Bill Seconds,

Motion Carries. 5-0

**Meeting is set for June 12, 2014**

7:30 AM

Beaver Meadow Clubhouse

Agenda:

Public Input

Approval of Minutes

Old Business

Meeting Adjourned.

7 INF 6

City Finance Committee Minutes

May 19, 2014

City Council Chambers – 7:00 PM

TJA

**Present:** Mayor Bouley, Councilors Todd, Herschlag, Champlin, Grady-Sexton, Werner, Coen, Bennett, Keach, Matson, White-Bouchard and St. Hilaire.

**Excused:** Councilors McClure, Shurtleff and Nyhan.

The Mayor opened the meeting at 7:00 PM and turned the meeting over to City Manager Tom Aspell for presentation of the FY 2015 proposed budget.

City Manager Aspell gave an overview of his proposed budget for FY 2015, highlights of which are as follows:

- The Guiding Principles used to put together the Budget focused on priorities, mandates, sustainability and core missions; fiscal reality; and a program delivery approach based on collaboration and cooperation with other organizations to sustain the City into the future.
- 53% of Concord residents' taxes go to the Concord School District; a slightly higher amount (59%) of Penacook residents' taxes go to the Merrimack Valley School District.
- The City has received an upgrade from Standard & Poor's from "AA with a positive outlook" to "AA+", and a rating of "Aa1" from Moody's Investors, both of which reflect a healthy financial position, a stable/diverse tax base, sound financial management, moderate debt burden, and the fact that, for the sixth year in a row, the City has achieved an operating surplus.
- Concord's tax rate is comparable or ranks much lower than the other cities in NH.
- Concord's percentage of tax exempt property (29.3% in 2014) is increasing very quickly and is dramatically higher than other cities in the state.
- Policom Corp's Economic Strength Rankings, which looks at a variety of factors to determine potential future growth, has ranked Concord first in the nation in 2013 and six of the last ten years, up from 4<sup>th</sup> in 2011. Concord has had consistently good standing.
- Planning and permitting revenue has increased slightly since 2013, and motor vehicle registration revenue has continued to climb since 2010.
- The City's Worker's Compensation costs have continued to remain very low in comparison to similar communities.
- This is the sixth year in a row that the City has had a balanced budget with no use of unassigned fund balance.

- The overall FY 2015 budget is \$88.7 million; with the General Fund equating to \$55 million. Overall, the FY 2015 budget is 5% less than the FY 2014 budget.
- The City Manager's recommended tax rate for FY 2015 is a 2.99% increase.
- Overall FY 2015 operating budget changes include: 1) State of NH downshift of retirement costs, \$1,103,000; 2) funding the Paving Manager position from the General Fund instead of from the Paving Program, so as to use the funds in the Paving Program for paving, \$81,400; 3) additional costs for utilities, \$131,900; 4) additional costs for added Police Officer positions due to expiring grant funds, \$116,400; and 5) increase in debt service costs for previously approved projects, \$452,000.
- Staffing levels remain the same in FY 2015. A total of 33 FTE positions have been eliminated since 2009.
- The overall operating budget for the Police Department is up \$53,814 or 1.8% from FY 2014, plus \$140,000 for police cars which is now budgeted in the CIP. Reductions include cost savings due to existing position vacancies (\$200,000). Additions include: costs related to expiring grants for police officer positions (\$116,400); equipment replacement (\$32,700); and improvements to the Police Station (\$550,000).
- The overall operating budget for the Fire Department is up \$225,699 or 1.8% from FY 2014. Additions include fire station roof repairs (\$50,000) and updating of the Local Emergency Operations Plan (\$2,500).
- The overall operating budget for the General Services Department is down \$25,239 or 0.3% from FY 2014. Reductions include cost savings due to existing position vacancies (\$40,000), and a reduction in the transfer to the Solid Waste Fund (\$229,000). Additions include bulk diesel exhaust fluid filling equipment (\$8,600); asbestos pipe handling and disposal (\$4,450); and Audi steam heat renovations (\$9,400).
- The overall operating budget for the Community Development Department is up \$70,484 or 2.9% from FY 2014. Additions include updating of the Open Space Plan (\$30,000, offset with \$30,000 from Forestry Trust); and trailhead plowing (\$9,000, offset from Forestry Trust).
- The overall operating budget for the Library is up \$27,753 or 1.7% from FY 2014. Additions include replacement of lounge seating (\$8,330) and a new technology cart and devices for laptop usage (\$2,772).
- The overall operating budget for the Parks & Recreation Department is up \$159,180 or 6.6% from FY 2014. Additions include an increase to wages for seasonal staff (\$13,800) and funding for July 4<sup>th</sup> fireworks (\$30,000).

- Funding for Welfare Aid is level in FY 2015.
- Support for social service agencies is level funded at \$191,780. Funding is sustained for Senior Transport and Special Transport; as well as for the Community Action Program, the Penacook Community Center, and agencies providing shelter for the homeless and rape and domestic violence victims.
- A rate increase of 2.44% is recommended for the Water Fund. A loss is projected for this fund in FY 2015; however, sufficient working capital reserves are in place.
- A rate increase of 2.69% is recommended for the Wastewater Fund. With this increase, a gain of \$110,104 is projected in FY 2015. Sufficient working capital reserves remain in place.
- There is no rate change recommended for the Solid Waste Fund. A loss is projected for FY 2015, therefore, action will be required going forward to maintain adequate reserves beyond FY 2015. Now that the Collection and Disposal Services contract has been awarded, it is recommended that the Solid Waste Advisory Committee review the Pay-As-You-Throw Program in CY 2014.
- There is no rate change recommended for the Parking Fund. A loss is projected in FY 2015 and there are insufficient working capital reserves in place; therefore, vigilance will be required throughout the fiscal year. At its regular June meeting, City Council is to review the request for a Comprehensive Parking Study.
- There is no additional rate change recommended for the 2014 golf season. A gain of \$13,882 is projected for FY 2015. Insufficient working capital reserves are in place; therefore, vigilance will be required throughout the fiscal year.
- The Arena Fund is projected to have a loss in FY 2015; however, sufficient working capital reserves are in place.
- The Airport Fund is projected to have a loss in FY 2015; however, sufficient working capital reserves are in place. Contract negotiations are currently underway for a new Fixed Base Operator, which will most likely change the Airport proforma.
- In FY 2014, the Capital Improvement Program (CIP) was funded at \$37.2 million. In FY 2015, the CIP is substantially lower at \$13.45 million. The FY 2015 CIP is funded mostly by the General Fund (41%), Enterprise and Special Revenue Funds (30%), Grants (14%), and Reserve Funds (10%).
- Manager Aspell gave a brief overview of some of the individual capital projects.

*There was a brief discussion about the Horseshoe Pond Drainage Project, which led to discussion about the sidewalk on I-393, which is not plowed in the winter and makes it difficult for pedestrians to access the Friendly Kitchen. The State is responsible for maintenance of that particular roadway. City Manager Aspell noted that the City intends to purchase property on Storrs Street in the future and plans to allow pedestrian access through that property as an alternative way to get to the Friendly Kitchen. Councilor Keach suggested that the Horseshoe Pond Drainage Project might be a good opportunity to get rid of that portion of sidewalk entirely.*

*There was a brief discussion about the proposed replacement of the gym floor at the Green Street Community Center and whether or not it is worth doing.*

*There was also lengthy discussion about the proposed temporary repairs and the history of repairs to the neighborhood community swimming pools.*

- Going forward, areas of needed focus include the OPEB Accrued Actuarial Liability; Pay-As-You-Throw expenses exceeding revenue; the Parking Fund and changes in downtown operations; and the Downtown Complete Street Project (capital and operating) which are not included in the FY 2015 proposed budget.

This concluded the City Manager's presentation. Mayor Bouley thanked Manager Aspell and asked for questions or comments.

As there were no other questions or comments from the committee, the Mayor reminded the Council that the next meeting of the Finance Committee is scheduled for Saturday, May 31<sup>st</sup>, at 8:00 AM.

The meeting was adjourned at 8:32 PM.

Respectfully submitted,

Sue Stevens  
Executive Assistant

7 INF 6

TAP

City Finance Committee Minutes

May 31, 2014

City Council Chambers – 8:00 AM

**Present:** Mayor Bouley, Councilors Todd, Herschlag, McClure, Werner, Shurtleff, Coen, Bennett, Nyhan, Matson, White-Bouchard, and St. Hilaire.

**Excused:** Councilors Champlin, Grady-Sexton, and Keach.

The Mayor opened the meeting at 8:05 AM. He stated that this meeting was to review the FY 2015 budget for the entire General Fund, Special Revenue Funds, and Enterprise Funds. The Mayor also noted that immediately following the Finance Committee Meeting, the City Council would go into non-public session to discuss compensation adjustment.

On a motion made and seconded, the draft minutes from the May 19, 2014 Finance Committee Meeting were unanimously approved.

City Manager Aspell noted that insurance costs for FY 2015 include an 8% increase in Worker's Comp costs; a 4.2% increase in property & liability insurance costs; and a 16% decrease in unemployment insurance costs.

City Manager Aspell then proceeded to review the FY 2015 proposed budget.

**REVENUE:** City Manager Aspell noted that the grand totals for FY 2012 through FY 2015 revenue appear larger than in previous years, as the City Council adopted a process whereby much of the Capital Budget is now adopted as part of the entire budget, instead of being dispersed throughout the year. This process has no impact on the overall amount of revenues raised or funds expended.

**BUDGET SUMMARY:** City Manager Aspell explained that there are three subcategories under Use of Funds: Budget Appropriations, War Credits and Overlay. Taken together, these represent the total use of General Funds and are used to help determine how much to raise in taxes.

**ADMINISTRATION:** The overall FY 2015 budget for all Administrative departments is up by \$86,052 or 1.5%.

***City Manager's Office:*** FY 2015 appropriations are down \$14,000 from FY 2014. Appropriations for the Community Development Block Grant Program, which is managed under the City Manager's Office, are flat.

The Community Development Revolving Loan Fund Program was reviewed, as it is also administered by the City Manager's Office. The Program is responsible for the administration of the CDBG Program, the Revolving Loan Fund Program, and the Emergency Grants Program.

Although administered by City staff and supported by the General Fund, the Revolving Loan Fund Program is self-supporting and separate from the General Fund. There are no changes in appropriations, budget to budget.

**Legal Department:** Overall, revenues are down \$2,000, primarily due to the courts awarding more restitution. For FY 2014, appropriations will come in under budget by about \$27,000. For FY 2015, overall appropriations are proposed to increase by 2% or \$22,000, due to the addition of \$15,000 in outside services to perform title search work and \$8,000 for outside legal services related to tax abatement cases.

**Assessing:** FY 2014 revenues are projected to come in very close to budget. Timber Tax revenue is projected to come in slightly over budget based on 10% of the stumpage value. In FY 2014, the Miscellaneous category shows a \$165,000 increase due to prior year net revenue from a court case the City won. In FY 2015, Payments in Lieu of Taxes (PILOTs) are projected to increase 7%. Overall, revenues for FY 2015 are proposed to decrease by 13%, keeping in mind the one time revenue in FY 2014. Appropriations are projected to increase by 1% or \$8,000. Funding of \$3,600 was added for access to a commercial database system that will provide statewide information for assessment purposes.

**Human Resources:** Revenues are projected to come in slightly over budget for FY 2014 due to the Medicare Part D reimbursement the City receives annually. For FY 2015, this revenue is budgeted at the same level. FY 2015 appropriations are up 4% due to the increase in wages, retirement costs and supplies.

**Finance OMB:** Appropriations are proposed to decrease by 1% in FY 2015.

**Finance Accounting:** Appropriations, budget to budget, are flat.

**Finance Treasury:** FY 2014 revenues are projected to come in 2% or \$103,000 higher than FY 2014 budget. There is a decrease in the advertising proceeds line, as we will likely be going out to bid for this program this summer and do not want to over-estimate revenues. City Manager Aspell pointed out the downward trend in delinquent tax interest (\$439,000) from 2011 to 2014. A further decrease is projected for FY 2015. Motor vehicle registration revenues in FY 2014 are coming in \$134,000 over FY 2013; and, at this time, they are \$124,000 higher than budget for FY 2014. Interest income remains dismally low and continues to fall. For FY 2015, revenues are projected to increase by about 1%. Appropriations are proposed to be up 3%, for the most part in wages.

**Finance Audit:** Appropriations, budget to budget, are proposed to remain flat, which follows a 6% decrease last year.

**Finance Purchasing:** For FY 2015, revenues are projected to be flat. Appropriations, budget to budget, are proposed to increase by 2% or \$5,000.

**Information Technology:** Appropriations for FY 2014 are projected to come in under budget by 2% or \$11,000. Appropriations, budget to budget, are up 2%.

Councilor Nyhan inquired about the IT Department's unfunded PCR to add an additional position, and the necessity of it. City Manager Aspell indicated that IT Director Drouse's request was very appropriate; however, we cannot afford it this year. He noted that the demand for additional staff in IT will continue in future years.

**City Council:** FY 2014 appropriations, budget to estimate, are projected to come in 6% under budget. Appropriations, budget to budget, are down 3%.

**City Clerk Records:** Revenues, budget to budget, are up 4%. Appropriations, budget to budget, are up 1% or \$3,000.

**City Clerk Elections:** Revenues, budget to budget, are down. City Manager Aspell noted that City Council approved a supplemental appropriation from surplus in FY 2014 in the amount of \$12,500 for new voting booths. Appropriations, budget to budget, are up 40%, as FY 2015 has two State elections scheduled.

The Mayor opened a public hearing on Administration. As there was no testimony, the public hearing was closed.

**PUBLIC SAFETY:** Budget to budget, appropriations are up 1% overall. City Manager Aspell noted that Public Safety represents 48% of the entire General Fund budget, minus debt service and capital outlay.

**Police Department:** FY 2015 revenues are projected to increase 2%. FY 2015 appropriations are up 0.5% or \$54,000, almost half of which is due to retirement cost increases. City Manager Aspell noted that, under the Equipment line, \$140,000 has been removed from the operating budget and placed in the capital budget. If one was to include this \$140,000, the Police budget would be up 2%. Recommended funding changes include a reduction of \$200,000 in existing position vacancies; the replacement of four police vehicles; an additional \$116,400 in General Fund dollars to replace expiring grant funds for police officer positions; \$32,700 for equipment replacement; and \$550,000 for improvements to the Police Station. There is no change in services.

Councilor McClure pointed out the decrease in licenses and permits and there was a brief discussion about this. It was noted that this decrease does not include event permits.

Councilor Herschlag noted the Police Department's goal to increase drug/drunken driving enforcement and asked if the Department will be able to adequately do so with their current manpower. Acting Chief Osgood provided an overview of their current vacancies and indicated that once those vacant positions are filled and staff are fully on board, they will be able to strategize.

Councilor McClure noted the lack of public outreach efforts in the Department's goals. Acting Chief Osgood indicated that the Department performs many public outreach activities – they give presentations at schools, they're a member of many coalitions, they use social media, etc. Councilor McClure indicated that, in the future, she would like to see a specific goal regarding public outreach efforts.

Councilor St. Hilaire noted that in the past the Department received revenue from the State and asked why that is no longer reflected in the budget. Acting Chief Osgood explained that in the past the Department had staff representation on the Attorney General's Drug Enforcement Task Force and received reimbursement from the State for doing so. Concord PD is no longer participating on the Task Force. The City continues to dedicate forces to local drug enforcement activities.

Councilor Todd asked Acting Chief Osgood what his funding priorities are. Acting Chief Osgood indicated that his priorities are: to fully fund all positions, to add a position to the Records Division; building rehabilitation; and replacement of 5 police vehicles. Some of these were funded and some were not. He indicated that the Records position is his top priority and explained how that position helps Police staff in the field.

The Mayor opened a public hearing on the Police budget.

Kim Murdoch, Chair of the Public Safety Foundation, took the opportunity to inform the group of National Night Out to be held at Rollins Park on August 5th; and Bark in the Park, to be held at White Park on September 20th, which supports the addition of a new K9 Unit at Concord PD. Ms. Murdoch noted that if/when the City is ready to institute a K9 Unit, the Public Safety Foundation is ready to help with veterinary costs, through grant opportunities and in-kind donations.

As there was no further testimony, the public hearing was closed.

**Fire Department:** FY 2014 revenues are projected to come in on target. City Manager Aspell noted that Concord Fire Dispatch is the communications center that serves not only the City of Concord, but 20 additional towns, two EMS agencies and the Central NH Hazmat Team. Approximately 2/3 of the cost of dispatch services is reimbursed by these other organizations, which equates to \$495,000 in FY 2015, up from \$475,000 in FY 2014. FY 2014 appropriations are projected to come in under budget by \$137,000. FY 2015 appropriations are up 2% or \$226,000; of which \$47,000 is due to retirement system increases, \$182,000 is for compensation in accordance with our collective bargaining units, and \$15,000 for utility costs. There is also \$50,000 in the capital budget for roof repairs. There is no change in services.

Discussion ensued regarding the Department's request for a second Fire Alarm Traffic Signal Technician position, which was not funded. Chief Dan Andrus indicated that the second Fire Alarm Traffic Signal Technician position was eliminated in 2009 and the employee was transferred to Dispatch. That employee could step in and cover for the current technician if need be. City City Manager Aspell indicated that the entire Fire Department organizational structure would be reviewed in the next year.

Councilor Coen inquired about the efficiency and maintenance costs of the fire boxes throughout the City. Chief Andrus responded that it is a good system that is of value to the community and that it would cost a lot to dismantle.

There was significant discussion about response times and how the addition of Engine 1 would affect them. Chief Andrus stated that the addition of Engine 1 would help in cases where two calls come in at the same time. Councilor Todd expressed concern with us not adding Engine 1. Councilor Nyhan asked what the cost would be to put Engine 1 into service. Chief Andrus responded that it would cost approximately \$900,000 in the first year. The Mayor suggested that the service indicators don't reflect the need for a new Engine. Chief Andrus responded that adding a new Engine is good risk management.

There was also some discussion about the number of mutual aid calls the City responds to; penalties for false alarms; and ambulance revenue, which has dropped due to the growth in the number of Medicaid patients.

Councilor Todd asked Chief Andrus what his funding priorities are. Chief Andrus indicated that his funding priorities are: the addition of Engine 1; upgrading an Administrative Specialist position to an Administrative Supervisor; and the funding that was received to write the Emergency Operations Plan.

The Mayor opened a public hearing on the Fire Department budget.

Kim Murdoch, Chair of the Public Safety Foundation, took the opportunity to inform the group of the Fire Truck Pull which will be taking place on July 19<sup>th</sup> during Downtown Market Days.

As there was no further testimony, the public hearing was closed.

**GENERAL SERVICES:** The FY 2015 overall General Services budget is down .33% or \$25,000. FY 2014, budget to estimate, is projected to come in over budget by \$44,000 due to the weather this past winter. Staffing is proposed to remain the same.

For General Services Administration, appropriations, budget to budget, are down 11%. Appropriations as part of the General Fund transfer to the Solid Waste Fund have been reduced by \$229,000.

For the Highways and Utilities Division, service levels are maintained at existing levels. Highway maintenance revenues, budget to budget, are flat. Highway maintenance appropriations, budget to budget, are up 4% or \$68,000. Taken together, compensation and overhead/fringe benefits are up 3%. Snow and ice control revenues and appropriations, budget to budget, are relatively flat. The number of budgeted downtown snow removal events remains at 7, as we budget for a 'reasonable' winter. Sidewalk plowing will continue to be performed during non-overtime hours to contain costs. Only sidewalks in the downtown area will receive snow removal services during a storm event. Overall, the Highways & Utilities budget is up 3%.

The FY 2014 Public Properties budget is expected to come in under budget by 4% or \$67,000. The overall FY 2015 Public Properties budget is up 9%. The Outside Services line has increased 65% from \$83,000 to \$137,000, which represents about 50 projects that will be undertaken by outside contractors.

Vehicle maintenance appropriations, budget to budget, are up 1% or \$19,000.

Councilor St. Hilaire inquired about gas tax revenue and why it isn't reflected in the budget. City Manager Aspell indicated that the gas tax doesn't go into effect until July 1, 2014, and that the City won't see the dollars until FY 2016.

Mayor Bouley expressed that he would like to see the Department's Communication Coordinator get out there and talk to businesses and residents and not rely solely on the internet and social media for communication.

The Mayor opened a public hearing on the General Services budget. As there was no testimony, the public hearing was closed.

**COMMUNITY DEVELOPMENT:** Overall, departmental appropriations are up 3% after being flat in FY 2014.

***Community Development Administration:*** Appropriations, budget to budget, are up 3% or \$8,000 for compensation.

***Community Planning:*** FY 2014 revenues are expected to come in over budget by 24% or \$8,000. FY 2014 appropriations are expected to come in under budget by 6% or \$26,000. FY 2015 appropriations are proposed to decrease by 4% or \$15,000.

***Building & Code Services:*** Most years, this Division covers its total costs with its revenues. This is the case for the FY 2014 estimate and the FY 2015 budget is projected to break even. FY 2014 revenues are projected to be up by 18% or \$143,000. In FY 2015 revenues are projected to be slightly less than the FY 2014 estimate. FY 2014 expenses, budget to estimate, are projected to come in right on budget. Appropriations in FY 2015 are proposed to increase by 3% for compensation.

***Engineering Services:*** FY 2015 revenues are projected to decrease by 20%, as impact fee revenue has declined with the slowdown in the economy. FY 2015 appropriations are up 2% for fringe benefits.

***Community Development Project Inspection Fund:*** This fund was developed in 2007 to utilize City staff to perform construction inspection services versus using outside consultants. Revenues and expenses are dependent on construction activity – primarily driven by the economy. For FY 2014, revenues are projected to be \$54,000 under budget, and expenses to be \$17,000 under budget. For FY 2015, revenues are projected to decrease by 9% and be more in line with previous year figures. FY 2015 appropriations are projected to remain flat. As this is a relatively new fund, it has a small but healthy working capital balance of \$89,480 going into FY 2015. We expect the FY 2015 year-end working capital balance to come in at approximately \$64,000.

***Conservation Commission:*** The City continues to see a steady increase in the number of acres of protected open space. FY 2013 saw an increase of 291 acres. FY 2014 is projected to see an increase of 282 additional acres for a total of 6,598 acres. FY 2015 is programmed to add an additional 100 acres. Budget to budget, the amount requested is flat.

***Forestry Program:*** The amount of forest land managed is anticipated to increase by 270 acres for FY 2014, for a total of 4,711 acres. This program is self-supporting, as revenue from the Forest Trust and the sales of tree cutting go back into the fund.

***Community Development Conservation Property:*** This is a relatively new fund designed to account for costs associated with revenues, the payment of debt, and expenditures associated with the acquisition and management of conservation property. For FY 2015, revenues generated from leases are projected to remain flat. There is a \$47,560 use of fund balance that will be transferred to the General Fund to be used for debt service on conservation property purchases.

The Mayor opened a public hearing on the Community Development budget. As there was no testimony, the public hearing was closed.

**LEISURE SERVICES:** Budget to budget, appropriations are up 5% or \$187,000.

***Library:*** FY 2015 revenues are flat. FY 2015 appropriations are up 2% or \$28,000. Funds are provided to replace the lounge seating and to implement additional computers/Chromebooks for customers.

Councilor St. Hilaire expressed concern that the new portable Chromebooks could be easily stolen. Discussion ensued regarding the Library's theft prevention efforts.

Councilor McClure expressed concern with the cost to rent meeting room space at the Library and indicated that she hoped the City would keep that cost affordable for the public.

The Mayor opened a public hearing on the Library budget. As there was no testimony, the public hearing was closed.

***Parks & Recreation:*** Budget to budget, revenues are projected to decrease by 5% or \$28,000. Appropriations, budget to budget, are proposed to increase by 11% or \$84,000 due to three things: 1) the addition of \$13,800 for wages for seasonal employees; 2) the addition of \$17,000 to fund the full-time Program Coordinator position for a full year, which was approved by Council last budget; and 3) the addition of \$30,000 for July 4<sup>th</sup> fireworks.

***Heights Community Center:*** Due to the timing of the transfer of the Dame School property, we were not able to implement all of the Heights Community Center programs in FY 2014 as anticipated. The impact has carried over into this fiscal year. For the first year of operation, estimated revenues and appropriations are going to come in significantly under budget. In FY 2015, revenues are reduced by \$13,000 and appropriations are reduced by \$25,000. The largest costs are utilities and outside services.

***Parks & Recreation – Grounds:*** Cemetery Administration revenues are flat. FY 2015 appropriations are up 8% or \$62,000. City Manager Aspell indicated that he would like to add two PCR's which were not funded in his budget proposal: one in the amount of \$13,000 for repairs to the Stickney Tomb, which was damaged by vandals; and \$3,000 for tree replacement in the Pine Grove Cemetery. Expenses for both of these items will be offset by the trust and will have no impact on the tax rate.

Park Maintenance revenues, budget to estimate, are flat. FY 2015 appropriations are up 5% or \$39,000. In addition to compensation adjustments, there is an 8% increase in supplies, most notably to replace the protective netting at Doane Diamond (\$4,500) and to undertake tree replacement in City parks (\$3,000).

Discussion ensued about the Department's past efforts to raise donations, and the difficulty in doing so, to pay for the July 4<sup>th</sup> fireworks.

The Mayor opened a public hearing on the Parks & Recreation budget. As there was no testimony, the public hearing was closed.

### HUMAN SERVICES

**Human Services:** FY 2014 appropriations are expected to come in over budget by 1%. The appropriation request for FY 2015 is proposed to increase by 2% and, for the second year in a row, will top the \$1 million mark.

**Welfare Aid:** FY 2014 appropriations are projected to come in over budget by 2%, driven by general relief and burial expenses. The FY 2015 budget request is flat. The City continues to meet all of its legal obligations.

**Social Services:** Funding is sustained at last year's level for Senior and Special Transit; for agencies providing shelter for the homeless and victims of rape and domestic violence; for the Penacook Community Center; and for the First Congregational Church Cold Weather Shelter.

The Mayor opened a public hearing on the Human Services, Welfare Aid and Social Services budgets.

Jim Sudak, Director of Concord Area Transit, thanked the City Council for its continued support and noted that ridership is stable.

As there was no further testimony, the public hearing was closed.

**MISCELLANEOUS:** The FY 2015 budget request is up 8% or \$265,000.

**Street Lighting:** FY 2015 appropriations are up 16% or \$69,000. This is reflective of the electricity rate increases we are anticipating in FY 2015.

**Insurance and Loss Reserve:** In FY 2015, the revenue transfer from the self-insurance trust is down 57% or \$15,000 due to the three-year worker's comp and liability insurance agreement, as well as due to not using the consultant to review and prepare an RFP. Insurance distribution and credit is down 45% or \$136,000 (this is revenue from the premium holiday received from Primex). In FY 2014, this amount was \$328,000, of which \$300,000 was allocated before the tax rate setting to help increase overlay for abatements. FY 2015 appropriations are down by \$15,000.

**Compensation Increase & Retiree Health:** Revenues overall are flat. Transfer from reserves is up \$18,000. FY 2014 was the last year of the use of ERRIP funds, and the transfer in of \$148,000 in FY 2015 is from the Insurance Reserve to help offset compensation adjustment. FY 2014 appropriations are projected to come in under budget by \$331,000. FY 2015 appropriations are up 4% or \$105,000.

**Citywide Dues and Memberships:** The amounts for the Chamber of Commerce and the NH Municipal Association are level funded. Funding for the Regional Planning Commission is up 5% or \$1,100.

**Performance Improvement Program:** Funding for the Employee Recognition Program remains level funded at \$2,000.

**Miscellaneous and Contingency:** Transfer from the Economic Development Reserve remains level at \$20,000 for the purposes of funding Intown Concord. Contingency appropriations, budget to budget, are up \$100,000 due to the transfer to General Services to offset winter maintenance costs. Funding is sustained at last year's level for CAT Public Transportation, the SPCA and Intown Concord.

**Cable TV:** FY 2014 revenue is projected to come in on target. FY 2015 revenue is anticipated to be up by 2% or \$15,000. FY 2015 appropriations are anticipated to increase by \$4,800, which is 32% of the \$15,000 revenue increase.

**Holiday Observances:** Funding is sustained at last year's level for the Concord Veterans Council.

There was a brief discussion about street lighting and how it is determined which lights go up or come down. City Engineer Ed Roberge indicated that no new lights go up and no lights will come down without obtaining Council approval first.

The Mayor opened a public hearing on the Miscellaneous section of the budget.

Jim Milliken and Pollyanna King of Concord 250 approached and thanked the Council for considering their funding request of \$75,000, which was submitted at the May City Council Meeting. They expressed that they need financial help to cover expenses involved with celebrating the 250<sup>th</sup> anniversary of the creation and naming of Concord. They also took the opportunity to remind everyone of the unearthing of the time capsule that was buried in 1965 in the City Plaza, which will take place on Friday, June 6<sup>th</sup>, at 6:00 PM.

As there was no further testimony, the public hearing was closed.

A motion was made to tentatively approve the General Fund budget, which includes Administration, Police, Fire, General Services, Community Development, Library, Parks & Recreation, Human Services, Social Services, and Miscellaneous budgets.

The Mayor made a motion, which was seconded by Councilor Nyhan, to tentatively increase the Parks & Recreation budget by \$16,000 to fund the two PCRs that City Manager Aspell requested for repairs to the Stickney Tomb (\$13,000) and for tree replacement in the Pine Grove Cemetery (\$3,000).

Councilor White-Bouchard made a motion, which was seconded by Councilor Shurtleff, to tentatively increase the Police budget in order to increase a permanent part-time Administrative Technician position in the Records Division to full-time. Following further discussion, Councilor White-Bouchard withdrew her motion and Councilor Shurtleff withdrew his second on the motion.

Rule 6A was invoked for the following Council members:

- Councilor Shurtleff for the vote regarding the Penacook Community Center; and
- Mayor Bouley for the vote regarding the Crisis Center of Central NH and the NH Municipal Association.

The motion to tentatively approve the General Fund budget which includes the Administration, Police, Fire, General Services, Community Development, Library, Parks & Recreation, Human Services and Miscellaneous sections of the budget, as proposed, passed on a unanimous voice vote.

**PARKING:** City Manager Aspell indicated that the FY 2015 budget maintains current service levels. For FY 2014, revenues overall are coming in 2% or \$32,000 over budget. Expenditures, overall, are coming in 1% or \$28,000 below budget. The fund was budgeted to lose \$72,000; instead it is projected to lose \$12,000; leaving a fund balance of \$78,000.

FY 2014 appropriations for Police Enforcement and Collections are expected to come in under budget by 7% or \$84,000. FY 2015 appropriations are down 6% or \$63,000.

FY 2014 revenues in Parking Operations are expected to come in under budget by 2% or \$21,000. FY 2015 revenues are projected to decrease 15% or \$152,000; this is due to a purposeful decrease in the revenue estimate for Main Street meter collection during the time that the Main Street Complete Street Project is underway. FY 2015 appropriations are flat.

FY 2015 appropriations within the General Services portion of the Parking Fund are up by 12% or \$10,000. Most of this increase is in outside services for the snow removal contract.

FY 2014 revenues for the Parking Garages are expected to come in over budget by 5% or \$53,000. FY 2015 revenues are up 10% or \$98,000. FY 2015 appropriations are flat.

City Manager Aspell handed out a copy of the Parking proforma. At this time last year, the FY 2014 year-end net budget balance was projected to be negative \$71,893; however, it is now projected to be negative \$12,095. This has allowed the Parking Fund to stay in the black for one extra year with additional measures being taken. FY 2015 is budgeted for a \$77,618 loss. The ending working capital will essentially be \$0, which is why the City Council has an item on its June meeting agenda to review the entire Parking operation.

Discussion ensued about the higher than normal instances of technical problems we've experienced with the parking kiosks. Matt Walsh, Director of Redevelopment, Downtown Services and Special Projects, indicated that the kiosk manufacturer is troubleshooting and working to correct the problems. City Manager Aspell indicated that the City is considering hard-wiring the kiosks when we do the Main Street Project, which will correct the technical failures resulting from cold weather.

The Mayor opened a public hearing on the Parking budget. As there was no testimony, the Mayor closed the public hearing.

A motion was made and seconded to tentatively approve the Parking budget as proposed. The motion passed with a unanimous voice vote.

**AIRPORT:** A copy of the Airport proforma was distributed. The FY 2014 estimated budget is projected to end with a \$38,828 net loss. For FY 2015, expenditures are budgeted at \$435,909, and revenues at \$379,250. Several Capital projects are recommended in FY 2015 at a total cost of \$165,373.

The 20-year old Fixed Base Operator (FBO) agreement expires at the end of FY 2014. A Request for Proposals was issued and negotiations are currently underway. As part of the change in FBO structure, the Community Development Department will review possible changes in Airport management to more effectively and efficiently run the day to day operations.

The Airport proforma projects potential negative annual operating balances for the next six years. Revenues are expected to remain flat until the economy improves. There is flexibility in the Capital plan, which is driving expenses. This proforma is based on the current revenue stream and will likely change as the negotiations with the FBO proceed and come to agreement.

The Mayor opened a public hearing on the Airport budget. As there was no testimony, the Mayor closed the public hearing.

A motion was made and seconded to tentatively approve the Airport budget as proposed. The motion passed with a unanimous voice vote.

**GOLF COURSE:** FY 2014 revenues are projected to come in over budget by about 1% or \$6,000. FY 2015 revenues are projected to increase 2% or \$18,000, mainly from cart rentals and Pro Shop sales. FY 2014 appropriations are projected to come in just under budget. FY 2015 appropriations are up 1% or \$10,000.

City Manager Aspell distributed the Golf Course proforma and noted that we were projecting the FY 2014 year-end fund balance to be \$5,590; however, it is now projected to be \$13,689. FY 2015 is budgeted so as to achieve a similar net increase in reserves. City Manager Aspell indicated that measures will need to continue to be taken to improve this fund and return it to its fiscal health.

The Mayor opened a public hearing on the Golf Course budget.

Chris Mulleavey, Chariman of the Golf Course Advisory Committee, approached the Council and thanked them for their support of the course's five year plan. He stated that membership was up and that the course is in better shape.

As there was no further testimony, the Mayor closed the public hearing.

A motion was made and seconded to tentatively approve the Golf Course budget as proposed. The motion passed with a unanimous voice vote.

**ARENA:** The Arena proforma was distributed. City Manager Aspell indicated that revenues for FY 2014 are expected to come in under budget by 1% or \$8,000. FY 2014 appropriations are expected to come in under budget by 3% or \$17,000. Looking at the proforma, the FY 2014 budget had a planned net loss in working capital in the amount of \$69,798. The estimated net loss at this time is \$60,896. It is now projected that the year-end working capital will be \$119,538. For FY 2015, revenues are expected to decrease to be in line with the FY 2014 estimates, and appropriations are programmed to decrease by 5% or \$37,000, mainly due to the decreased use of a cash transfer to the CIP. Within the appropriations – there are \$85,000 in planned capital improvements. Looking at the projected ending working capital, the amount of \$81,887 is planned, which is above the City Council's goal.

The Mayor opened a public hearing on the Arena budget. As there was no testimony, the public hearing was closed and a motion was made and seconded to tentatively approve the Arena budget as proposed. The motion passed with a unanimous voice vote.

**WATER UTILITY:** The Water proforma and a comparison of other communities' water rates were distributed. City Manager Aspell stated that FY 2014 appropriations are on target. FY 2015 appropriations are down 3% or \$158,000.

Combined appropriations for Administration, Metering, Billing, Engineering Services, and Vehicle Costs are projected to come in under budget by about 1% or \$8,000. Budget to budget there is an increase of 4% or \$51,000, mainly for administrative overhead and compensation costs.

FY 2014 costs for Water Treatment and Water Distribution, together, are coming in on budget and are flat for FY 2015.

FY 2014 Debt Service costs are on target. For FY 2015, this amount is reduced by 15% or \$332,000.

Appropriations for Cross Connection Control and Capital Outlay and Transfer are projected to come in under FY 2014 budget by 3% or \$9,000. For FY 2015, appropriations are up 40% or \$115,000. The main item driving this increase is an additional \$99,000 in transfers for capital projects.

In looking at the proforma, City Manager Aspell noted that, at this time last year, we were looking at a projected planned loss of \$476,608. Based on current estimates, the projected loss in this fund is \$458,522. Looking at the year-end position, at this time last year it was projected that a 4.5% rate increase would be needed for FY 2015. The current recommendation is to reduce that to 2.44%.

This rate increase, however, is projected to result in a \$299,000 loss to the fund. The ending working capital after this projected loss will still be within the parameters established by City Council. FY 2015 appropriations, overall, are programmed to decrease by \$158,000.

The Mayor opened a public hearing on the Water Utility budget. As there was no testimony, the public hearing was closed and a motion was made and seconded to tentatively approve the Water Utility budget as proposed. The motion passed with a unanimous voice vote.

**WASTEWATER UTILITY:** The Wastewater proforma and a comparison of other communities' sewer rates were distributed. FY 2014 revenue is expected to come in on target. FY 2015 revenue is projected to increase 2% or \$126,000.

FY 2014 appropriations for administration, metering, billing, engineering services and collections, combined, are expected to come in under budget by 11% or \$191,000. FY 2015 appropriations are up 3% or \$58,000 in administrative overhead.

FY 2014 appropriations for wastewater treatment are expected to come in under budget by 3% or \$72,000. FY 2015 appropriations are up 1%.

FY 2014 appropriations for vehicle costs are expected to come in on target. The FY 2015 request is down slightly.

FY 2014 appropriations for debt service and capital outlay and transfers, taken together, are expected to come in under budget by 14% or \$390,000. For FY 2015, appropriations are down 16% or \$450,000.

In reviewing the proforma, City Manager Aspell noted that, at this time last year, we projected a \$378,558 planned loss in fund position. However, based on current estimates it appears that the projected net will be a \$336,045 gain. For FY 2015, there is a planned net gain in the amount of \$110,104. City Manager Aspell noted that, at this time last year, it was projected that a 2.75% rate increase would be needed for FY 2015. However, based on better than expected results in operations, the recommended rate increase is 2.69%.

Councilor St. Hilaire inquired as to why the next phase of the Odor Control CIP was occurring in 2017, not in 2016. City Manager Aspell responded that testing is occurring now, design will occur in 2016, and construction will begin in 2017.

The Mayor opened a public hearing on the Wastewater Utility budget. As there was no testimony, the public hearing was closed and a motion was made and seconded to tentatively approve the Wastewater Utility budget as proposed. The motion passed with a unanimous voice vote.

**SOLID WASTE:** The Solid Waste proforma and a comparison of other communities' solid waste rates were distributed. City Manager Aspell indicated that collection and disposal revenue, the transfer from the General Fund to the Solid Waste Fund, is down from \$1.219 million to \$992,000.

Closed landfill operation appropriations are up 2% or \$2,000. This is caused by increases in costs related to groundwater and air monitoring required by the State. FY 2015 recycling revenues are flat, and appropriations are down by 22% or \$279,000. FY 2014 PAYT/refuse revenues are expected to come in below budget by 2% or \$22,000, and are flat for FY 2015. FY 2014 PAYT/refuse appropriations are close to target, and are programmed to decrease by 9% or \$149,000 in FY 2015. FY 2014 Commercial and Other revenue is expected to come in on budget, and is expected to increase by less than 1% in FY 2015. FY 2014 Commercial and Other appropriations are coming in on target and are expected to remain flat for FY 2015. Capital outlay and transfer revenues are flat. FY 2015 will be the final year of a transfer from trust for the SVMS program.

City Manager Aspell reviewed the proforma. FY 2014 had a planned operating loss of \$347,315. However, we now estimate ending the fiscal year with a \$320,010 loss. For FY 2015, appropriations are down 10% or \$432,000, due to the new collection contracts. At the same time, revenues are down 5% or \$189,000. The cost per ton at the waste-to-energy plant, which is \$66.80, is kept stable through the use of reserves by the Solid Waste Co-op. The City is subject to this rate through the end of calendar year 2014. Effective January 1, 2015, the costs per ton will be decreased to \$57.00 for residential waste and \$61.00 for commercial waste. This is the beginning of a 10-year contract. Now that the new contract is in place, City Manager Aspell recommends that the Solid Waste Advisory Committee (SWAC) undertake a review of the PAYT system in terms of the pay structure.

Looking at last year's proforma for FY 2017, there was a negative \$1.3 million fund balance. Given the hard work and foresight of the SWAC and the City Council, FY 2017 is projected to be \$147,000 in the positive. After FY 2017, the fund goes into the red due to the current PAYT price structure.

Councilor Todd inquired, and discussion ensued, about the PAYT Program, its history and cost savings.

The Mayor opened a public hearing on the Solid Waste budget. As there was no testimony, the public hearing was closed and a motion was made and seconded to tentatively approve the Solid Waste budget as proposed. The motion passed with a unanimous voice vote.

The non-public session regarding comp adjustment was postponed until 6:30 PM on June 2<sup>nd</sup>, just prior to the 7:00 PM Finance Committee Meeting.

With no other discussion, a motion was made and seconded to adjourn. The motion passed with a unanimous voice vote and the meeting was adjourned at 12:30 PM.

Respectfully submitted,  
Sue Stevens, Executive Assistant

City Finance Committee Minutes

June 2, 2014

City Council Chambers – 7:00 PM

**Present:** Mayor Bouley, Councilors Todd, Herschlag, McClure, Champlin, Werner, Grady-Sexton, Shurtleff, Coen, Keach, Bennett, Nyhan, Matson, White Bouchard, and St. Hilaire.

**BONDED DEBT:** Deputy City Manager Lebrun provided a brief overview of bonded debt, transfers, and capital outlays as noted on pages 40-1, 40-2 and 41-1 of the proposed budget.

The Mayor opened a public hearing on this portion of the budget. No testimony was received.

Councilor Bennett moved tentative approval of the bonded debt portion of the Budget. Councilor Coen seconded. The motion carried unanimously on a voice vote.

**CAPITAL IMPROVEMENT REVIEW:** The Mayor made some brief opening remarks. He noted that several members of the community were present to offer public testimony concerning the FY 2015 CIP. He suggested that the Finance Committee change its customary process and take public testimony prior to reviewing the CIP by project category. It was the consensus of the Finance Committee to proceed with the Mayor's proposal.

**Public Hearing:** The Mayor opened a public hearing on the proposed FY 2015 CIP.

Charlie Russell, resident, offered public testimony concerning CIP #18 Storrs Street Extension and CIP #40 Langley Parkway. Concerning CIP #18, Mr. Russell stated he was in favor of the Storrs Street North Extension to South Commercial Street / Horseshoe Pond. He noted that the North End Opportunity Corridor TIF District is generating a significant financial surplus and that nearly \$26 million of incremental value is being released to the City's General Fund, School District, County and State. He urged the Council to expedite construction of the proposed roadway in order to improve traffic flow in Downtown. Mr. Russell also spoke in opposition to CIP #40 Langley Parkway, stating that he felt this project was not necessary if relatively minor improvements were made to traffic signals throughout the downtown area.

Len Woodward, resident of 13 Edward Drive, addressed the Finance Committee concerning CIP #78 Annual Highway Program. He discussed the poor condition of Edward Drive and his understanding of how the schedule for rebuilding the road has evolved over time. He urged the City Council to expedite reconstruction of Edward Drive in the Capital Budget.

Janet Brown, resident of 2 Irving Drive, addressed the Finance Committee concerning CIP #78 Annual Highway Program. She discussed the poor condition of Irving Drive and related safety and drainage issues. She urged the City Council to expedite reconstruction of this street in the Capital Budget.

Bethany Page addressed the Finance Committee concerning CIP #78 Annual Highway Program. She discussed the poor condition of Edward and Irving Drives and related safety and drainage issues. She urged the City Council to expedite reconstruction of these streets in the Capital Budget.

Ellen Schaffer, resident of 34 Irving Drive, addressed the Finance Committee concerning CIP #78 Annual Highway Program. She discussed the poor condition of Irving Drive and related safety and drainage issues. She urged the City Council to schedule the road for reconstruction in FY2016.

As there was no further testimony, the Mayor closed the public hearing.

Following the public hearing, the Finance Committee conducted a review of proposed FY 2015 projects by program category.

1) **Airport:** Staff noted that several airport projects were supported by Federal and State funds. These grants would be presented to the City Council for acceptance and appropriation separately from the adoption of the FY 2015 budget, should such funding sources become available in the future. Projects reviewed in this category were as follows:

- i. CIP #75 Airport General Improvements: \$95,000 for Hangar 3 roof replacement.
- ii. CIP #77 Airport Snow Equipment Removal Building / Equipment: \$512,778 for construction of a garage bay and purchase of a new dump truck with snow removal attachments.
- iii. CIP #468 Airport Runway Pavement Maintenance: \$500,000 for design of Taxiway A South reconstruction scheduled for FY 2016 and FY 2017 (\$6.2 million).
- iv. CIP #492 Runway Protection Zones Obstruction Removal: \$228,000 for acquisition of easements and removal of vegetation.
- v. CIP #534 Airport Tie Downs: \$166,668 for design of tie down refurbishment and expansion scheduled for FY 2016 and FY 2017 (\$1.95 million).

2) **Arena:** Projects reviewed in this category were as follows:

- i. CIP #64 Arena Improvements: \$30,000 Chiller system upgrades, \$40,000 for exterior signage replacement, \$15,000 for Arc / Flash electrical improvements. A brief discussion ensued regarding the Arena. Specifically, Councilor Herschlag discussed a transfer from the General Fund to the Arena in the amount of \$16,030 to pay debt service on locker room improvements constructed nearly 20 years ago. He also questioned the budget for proposed signage improvements. Staff explained that the City Council, at the time, approved use of General Fund moneys to support those improvements and that there is approximately 2 years remaining on the life of this debt service.

- 3) **Bridges:** Staff noted there were no projects proposed for FY 2015.
- 4) **Cemeteries:** Staff noted there were no projects proposed for FY 2015.
- 5) **Community Planning / Implementation:** Projects reviewed in this category were as follows:
  - i. **CIP #506 Historical Surveys:** It was noted that this project is a placeholder for potential Certified Local Government Grant funds for historical surveys of properties and neighborhoods. Such grant funds would be presented to the City Council for acceptance and appropriation later in the fiscal year if awarded.
- 6) **Downtown:** Staff noted there were no projects proposed for FY 2015.
- 7) **Economic Development:** Staff noted there were no projects proposed for FY 2015.
- 8) **Fire Vehicles:** Staff noted there were no projects proposed for FY 2015.
- 9) **Golf:** Projects reviewed in this category were as follows:
  - i. **CIP #107 Club House & Maintenance Buildings:** \$20,000 for HVAC improvements for the Pro Shop.
  - ii. **CIP #235 Grounds Improvements:** \$150,000 for the following improvements:
    - a. \$70,000 for culvert improvements at the 12<sup>th</sup>, 14<sup>th</sup>, 16<sup>th</sup> greens and 15<sup>th</sup> tee box.
    - b. \$30,000 for drainage at the 2<sup>nd</sup>, 10<sup>th</sup>, and 16<sup>th</sup> fairways.
    - c. \$20,000 for cart path repairs.
    - d. \$20,000 to crack seal the parking lot.
    - e. \$10,000 for various tee box improvements.

Discussion of the \$70,000 in culvert replacement ensued. Staff noted that the proposed funding source is capital closeout moneys from the General Fund. It was noted that the culvert replacement was associated with the recently completed pond improvements, which were undertaken to support winter recreational opportunities as opposed to golf related activities. Therefore, use of General Fund moneys was appropriate in this instance.

- iii. **CIP #530 Golf Course Equipment:** \$35,000 to replace a front mower.

Councilor Herschlag stated that he wanted to reduce the Golf CIP by \$26,648, which represents the amount transferred from the General Fund to support debt service on previously completed club house improvements. A brief discussion ensued; however, no action was taken on this issue.

**10) General Services Vehicles:** Projects reviewed in this category were as follows:

- i. CIP #121 Vehicle and Equipment Replacement: Staff reported that \$619,794 is proposed for:
  - a. \$300,000 for two new sidewalk tractors. These would replace 2004 / 2005 "Holder" brand units. Currently, the City has 4 sidewalk plows, as well as 4 skid steer units also used seasonally for sidewalks removal.
  - b. \$270,000 to replace the City's 2002 grader.
  - c. \$49,974 for replacement of a 2003 1-ton pickup truck with snow plow.
- ii. CIP #512 Emergency Vehicle Repairs: \$10,000 for FY 2015 miscellaneous, unanticipated repairs to vehicles. This amount was reduced from \$25,000 in previous years.

**11) Information Technology & Communications:** Projects reviewed in this category were as follows:

- i. CIP #2: \$176,700 for replacement of computer hardware and software.
- ii. CIP #130 Photocopier Replacement: \$9,100 for replacement of photocopiers in the Finance Department's Accounting, Office of Management & Budget, and Collections Divisions.
- iii. CIP #297 Geographic Information Systems:
  - a. \$39,027 Tax Mapping Updates (Phase 3A of 6 phases).
  - b. \$10,500 for routine data layer updates.

**12) Intersections:** Staff noted there were no projects proposed for FY 2015.

**13) Other Vehicles:** Projects reviewed in this category were as follows:

- i. CIP #569 Parks & Cemeteries Small Turf Equipment: \$70,000 for the replacement of two all-wheel-drive mowers and one out front mower.

A discussion of this item ensued. Councilors inquired as to why all wheel drive equipment was needed. Staff noted that all-wheel-drive has essentially become the industry standard over the past several years. Discussion about the average age of Parks and Recreation equipment also ensued. Staff reported they would provide the Finance Committee with a supplemental report detailing the age of all large equipment within the Department.

- ii. CIP #575 Police Vehicles: Staff noted that this is a new project in FY 2015. Historically, these funds have been carried in the operating budget; however, this item was moved to the Capital Budget in FY 2015. Essentially, this is an accounting change to make large equipment purchases more transparent to the community, as all major equipment purchases will now be in the Capital Budget.

A brief discussion ensued about the useful life of police cruisers and whether they met the definition for a capital purchase. Staff noted that cruisers are generally used in the front-line marked fleet for three years, and then moved to the unmarked fleet for approximately an additional two years.

**14) Parking:** Staff noted there were no projects proposed for FY 2015.

**15) Parks & Open Space:** Projects reviewed in this category were as follows:

- i. CIP #352 Open Space Protection: \$500,000 placeholder for potential purchase of conservation lands during FY 2015. Staff noted that should any properties be identified for purchase during FY 2015, such funding would be appropriated through a separate public hearing process at that time.
- ii. CIP #557 Memorial Field: Total of \$262,861, of which \$200,000 is proposed for replacement of the concession stand which was demolished in 2011, as well as \$62,861 for Arc Flash assessments and related electrical improvements.

A detailed discussion of the proposed funding for the concession stand ensued. Several Councilors discussed their recent personal experiences with food and restroom issues at the park. They also discussed how the concession stand impacts Booster Club's efforts to sell food as a fundraiser to support local athletic organizations. Other Councilors also discussed whether it would be appropriate to construct a new concession stand without a new master plan for the Park.

A discussion of recreational priorities developed by the Recreation and Park Advisory Committee also ensued. It was noted that a concession stand was not among their top priorities. Councilor White Bouchard noted that dredging of the Kiwanis boat launch near the Everett Arena (CIP #60 for FY 2016) was a higher priority for RPAC over the concession stand. Several Councilors discussed the recreational and cultural importance of the Merrimack River, as well as the economic development benefits of promoting public usage of the river.

**16) Public Buildings:** Projects reviewed in this category were as follows:

- i. CIP #63 City Wide Recreational Improvements: \$260,000 for the following improvements:
  - a. \$175,000 for wood floor replacement at the Green Street Community Center, as recommended by the 2010-2011 Needs Assessment.
  - b. \$85,000 for interim repairs to Keach, Kimball, Merrill, and Rolfe Park pools. Repairs would be undertaken in spring 2015 for the summer 2015 pool season. Staff noted that roughly \$1.590 million is recommended during FY 2016 – 2021 for replacement of these pools.

- ii. CIP #65 City Hall Repairs: \$85,000 for the following improvements:
  - a. \$70,000 for Arc Flash & electrical improvements at City Hall, the Annex, the Police Station and the Auditorium.
  - b. \$15,000 for sprinkler alarm improvements at the City Auditorium.
  
- iii. CIP #323 Combined Operations & Maintenance Facility (COMF): \$147,682 for the following improvements:
  - a. \$50,000 for concrete repairs & floor grates.
  - b. \$17,682 to repair the Public Properties Office roof at the Hall Street Wastewater Treatment Plant.
  - c. \$65,000 to enclose three-sided cold storage building.
  - d. \$15,000 for Arc Flash and electrical improvements.
  
- iv. CIP #408 East Concord Community Center: \$3,500 for sprinkler repairs. It was noted that the property is currently being leased and, therefore, the improvements are necessary, although the City plans to ultimately divest of the property per the 2010-2011 City-Wide Community Center Needs Assessment after the new facility is completed.
  
- v. CIP #443 City Wide Community Center: \$651,730 of additional funds to complete the design and construction bid documents for the new Multi-Generational City Wide Community Center on Canterbury Road. These funds supplement approximately \$130,000 appropriated in FY 2014 to start final design. Construction is proposed for FY 2016 in the amount of \$11.4 million. Staff noted that a public input session was scheduled on June 24<sup>th</sup> at 7:00 PM at the Heights Community Center as part of the current design effort as funded in FY 2014.
  
- vi. CIP #551 Library Maintenance: \$35,000 for roof repairs at the Main Library (parapet & elevator shaft roofs), as well as \$20,000 for Sprinkler System repairs and improvements.
  
- vii. CIP #576 General Facility Repairs: It was noted that this is a new project for FY 2015 and replaces a previous CIP for emergency facility repairs. Funding is proposed as follows:
  - a. \$6,400 Library air conditioning improvements.
  - b. \$5,700 Miscellaneous lighting improvements.
  - c. \$5,860 Waste oil tank improvements at the Combined Operations and Maintenance Facility (COMF).
  - d. \$5,900 for replacement of partitions at the Green Street Community Center.
  - e. \$1,140 for replacement of the customer service desk counter top at the Code Administration Office.

**17) Public Safety:** Projects reviewed in this category were as follows:

- i. CIP #252 Fire Station Improvements: \$50,000 roof repairs, primarily at the Manor Station on Village Street.
- ii. CIP #484 Police Station Improvements. \$550,000 for various door, window, HVAC, paint, and carpet improvements.

**18) Sewer Collection:** Projects reviewed in this category were as follows:

- i. CIP #91 Sewer Main Rehabilitation & Construction:
  - a. \$25,000 interceptor access road maintenance.
  - b. \$108,000 for construction of new sewer main to serve the Dollar General store being developed on Fisherville Road near Thirty Pines. Staff explained that this would be paid for by the developer of this project. It was also noted that the sewer will be located in the sidewalk, thereby not disturbing the recently reconstructed roadway.
  - c. \$350,000 to rehabilitate and replace 1,600' +/- of sewer main on Village Street, near Beede Electric, as part of the final phase of CIP #35, Route 3 North.
- ii. CIP #275 Sewer Pump Station Improvements: \$599,299 for the following:
  - a. SCADA software & hardware improvements for remote control of public stations.
  - b. Design of the Mountain Green South pump station replacement.

**19) Sewer Treatment:** Projects reviewed in this category were as follows:

- i. CIP #89 Hall St WWTP Odor Control: \$40,000 for air sampling to determine effectiveness of recent odor control improvements in order to help plan and prioritize future improvements.
- ii. CIP #104 Hall St WWTP Improvements: \$525,000 for the following:
  - a. Design of various electrical improvements.
  - b. Replacement of the emergency generator.
  - c. Design of improvements to various pumping systems.
  - d. Assessment of existing sludge equipment.
  - e. A structural assessment of bio towers and chlorine tanks.

Construction of these improvements is proposed for FY 2016 in the amount of \$3.8 million.

- iii. CIP #245 Emergency Sewer Plant Repairs: \$53,000 for unanticipated repairs which may occur during the coming fiscal year.
- iv. CIP #466 Penacook Waste Water Treatment Plant: \$85,000 to design improvements to the electrical and fire alarm systems. Construction of these improvements is proposed in FY 2016 for \$625,000.

**20) Sidewalks & Streetscapes.** Staff noted there were no projects proposed for FY 2015.

**21) Solid Waste Management.** Staff noted there were no projects proposed for FY 2015.

**22) Storm Sewer:** Projects reviewed in this category were as follows:

- i. CIP #571 I-93 / Horseshoe Pond: \$600,000 for a watershed study, design, and construction of drainage improvements, including issues at the Kimball Jenkins School of Art. Of the total project cost, \$460,000 (77%) will be provided by grants from the State of New Hampshire.

**23) Street Corridor Improvements:** Projects reviewed in this category were as follows:

- i. CIP #35 Route 3 North: \$2,509,000 for the final phase of roadway reconstruction. Funds will be targeted to that portion of Route 3 located between Stark Street and Borough Road.

**24) Street Rehabilitation:** Projects reviewed in this category were as follows:

- i. CIP #78 Annual Highway Improvement Program: \$1,137,500 to accomplish the following:
  - a. \$877,500 overlays for 15 streets.
  - b. \$150,000 crack sealing.
  - c. \$85,000 for drainage improvements.
  - d. \$25,000 for emergency overlays.

This is an increase from the FY 2013 level of \$1,112,658. In addition, the Paving Manager position will now be paid from the General Fund, not from this CIP project, thereby providing an additional \$80,000 +/- for pavement improvements.

**25) Streets New Construction:** Staff noted there were no projects proposed for FY 2015.

**26) Water Distribution System:** Projects reviewed in this category were as follows:

- i. CIP #84 Water Main Cleaning & Lining: \$20,000 to design refurbishment of water mains located within the following roadways: Fernald, Kearsarge, Lawrence, Mill, Ormond, Winthrop, Fifield, Hullbakers, Welch and Elliott. Construction of proposed improvements is scheduled for FY 2016 in the amount of \$800,000.
- ii. CIP #85 Water Main Replacement: \$20,000 for the design of water main replacement for Walnut Street, Cross Street, and Community Drive. Construction of proposed improvements is scheduled for FY 2017 in the amount of \$1.8 million.
- iii. CIP #224 Water Meter Replacement Program: \$180,000 to replace approximately 800 water meters city-wide.

- iv. CIP #347 Water Storage Tank Repairs: \$25,000 to clean and re-seal the Primrose Tank, which serves Penacook Village.
- v. CIP #448 Hydrant & Valve Replacement Program: \$56,000 to replace approximately 30 water valves and hydrants city-wide.

**27) Water Treatment:** Projects reviewed in this category were as follows:

- i. CIP #88 Water Plant Improvements: \$1,253,554 for chemical process improvements Phase 2, which entails the replacement of chemical tanks and pumps, as well as the installation of new emergency containment systems for spills.
- ii. CIP #254 Water System Emergency / Unanticipated Equipment Replacement: \$50,000 for unanticipated equipment repairs.
- iii. CIP #332 Water Plant Security: \$25,000 placeholder for potential federal funds (\$20,000) for improvements to security systems, such as video monitoring and gates. It was specifically noted that funds would not be used to extend the fence line along Hutchins Street.
- iv. CIP #372 Waster System Pump Station Improvements: \$300,000 to replace the generator at the Broad Cove Road / Contoocook River pumping station.

**FINANCE COMMITTEE WORK SESSION**

The Mayor provided a brief opening synopsis of what he believed were substantive issues discussed during the CIP presentation. He then invited City Councilors to make a motion tentatively approving the proposed FY 2015 CIP.

**MOTION:** Councilor Herschlag moved to eliminate the \$16,030 transfer from the General Fund to the Arena for debt service associated with previously completed locker room improvements. Councilor Nyhan seconded. Discussion ensued. It was noted that this arrangement has existed for approximately 18 years, as previously approved by the City Council at the time the debt was issued. It was also noted that only two years or so remains on this debt. Councilor St. Hilaire stated that he is a member of the Arena Advisory Committee and noted that the Arena's financial proformas for operations and capital improvements have been, in part, predicated on this financial support from the General Fund. Without this support, the Arena would need to delay improvements, change its operations, or increase fees. Other Councilors inquired whether this was an appropriate discussion, as it was not directly related to the proposed CIP. After additional discussion, Councilor Herschlag withdrew his motion.

**MOTION:** Councilor Herschlag moved to eliminate the \$26,480 transfer from the General Fund to the Golf Fund for previously completed improvements to the Club House. The motion failed for lack of a second.

**MOTION:** Councilor White Bouchard moved to eliminate \$200,000 for the Memorial Field Concession Stand (CIP #557), to expedite \$60,000 for the Kiwanis Park Boat Ramp (CIP #60) from FY 2016 to FY 2015, and to instruct the City Administration to work with RPAC to explore alternative food vendor / concession options for Memorial Field for recommendation to the City Council. Motion was seconded by Councilor Matson. Motion carried unanimously on a voice vote.

**CIP #78 Annual Highway Program:** The Mayor made remarks concerning the importance of refocusing the annual highway program from major arterial and collector streets to local subdivision roads. He noted that the City has made major improvements to Route 3 North, Manchester Street, Regional Drive, and Langley Parkway in recent years. He also noted forthcoming improvements to Loudon Road and Main Street. With the major collector roads now in good condition, he stated that neighborhood roads need to be the City's priority moving forward. Towards this end, the Mayor proposed that the City move forward with a \$2 million "catch-up" bond in FY 2016 (in addition to the customary \$1.1 +/- million in road funding) to begin implementing this goal. Discussion of this proposal, as well as the City's methodology for rating the condition of roads, ensued. It was noted that the City is currently on a 30 - 40 year schedule to repave most local subdivision roads.

**MOTION:** Councilor St. Hilaire moved the following:

1. That the City Manager review the current highway program schedule and re-prioritize the schedule of roads specifically to expedite improvements to local subdivision roads, subject to gas, water, and sewer improvements that might need to be undertaken prior to roadway reconstruction.
2. That the following roads be added to the FY 2016 road program: Edward Drive, Irving Drive, Checkerberry Lane, Oakmont Drive, Fox Cross Circle, Fairview Drive, and Country Club Lane.
3. That the City Manager provide the City Council with a funding strategy to support a new \$2-\$3 million bond to support additional road improvements, including potential use of anticipated gas tax revenues.

The motion was duly seconded. After additional discussion, the motion passed unanimously on a voice vote.

**MOTION:** Councilor Nyhan voted to delay the proposed \$651,730 from FY 2015 to FY 2016 and construction funds in the amount of \$11.4 million from FY 2016 to FY 2017. The motion was seconded by Councilor Herschlag. Discussion ensued. Councilor Nyhan stated that he proposed this amendment as he does not believe the City will have the financial capacity to undertake this project given other pressures on the City budget. Other Councilors noted that this project has been under consideration since 2001 and discussed the poor conditions of the existing community centers. After additional discussion, the motion failed on a voice vote.

Additional discussion ensued about pools at various parks. However no action was taken.

**MOTION:** A motion was made to tentatively approve the Capital Budget as amended. The motion was duly seconded and passed on a voice vote.

The Mayor noted that the final public hearing on the budget is June 5th at 7:00 PM. He invited the public to attend.

The meeting adjourned at 10:20PM.

Respectfully Submitted,

Matthew R. Walsh  
Director of Redevelopment, Downtown Services, & Special Projects



New Concord Public Library  
Trustee Meeting

7 Inf 7

June 2, 2014

120

DRAFT

Present: Lisa Sands, Jeremy Clemans, Mary Beth Robinson, Megan DeVorse, Elizabeth Mulholland, and Mike Alberici.

The meeting was called to order at 7:07 p.m.

The minutes of the May 5, 2014 meeting were approved.

Library Director's Report

E-book circulation was 31% higher in April 2014 than April 2013.

The National Library Week YouTube channel was very popular.

The DVD relabeling project continues on, and is about halfway done.

CPL Foundation Update:

- The Foundation discussed the community center plans.
- They are gearing up to do fundraising.
- The Foundation continues to seek Board members.

New Business:

The next Park and Recreation meeting will be on June 24, which may include an opportunity for public discussion. It will be held at the Dame School. The Trustee members who attended the last Park and Recreation meeting provided feedback from the most recent meeting in regards to a library presence.

The Slate was presented by the nominating committee as Mary Beth Robinson for Chair, Jeremy Clemans for Vice Chair, and Elizabeth Mulholland for Secretary. The Slate was unanimously approved.

The City Council meeting which occurred on May 31 was discussed, at which the library budget was presented.

Old Business:

- There is a vacant Trustee position.
- No new information is available on the NH Employment Security plans or the Tannery site.
- The Concord Reads program that will happen in Spring 2015 will be tied in to the City's 250th anniversary.
- Plans for the 75th Birthday of the Library are still underway.

The next meeting is September 8, 2014. A motion to adjourn was made at 8:12 p.m.

Respectfully submitted  
Elizabeth Mulholland, Secretary

