



*Non-public meeting with legal counsel in accordance
with RSA 91-A: 2, I (b) to be held at 6:00 p.m.*

City Council Meeting
Agenda
November 10, 2014
City Council Chambers
7:00 p.m.

1. Call to Order.
2. Invocation by the Reverend Emilia Halstead from the South Congregational Church.
3. Pledge of Allegiance.
4. Roll Call.
5. Approval of the October 14, 2014 Meeting Minutes.
6. Resolution in recognition of the Services of Battalion Chief Kenneth Folsom. (10-29)
7. Agenda overview by the Mayor.

- Consent Agenda Items -

Referral to Community Development

8. Communication from April Begosh, Healthy Pets New Hampshire, requesting that the classification of a dog daycare be reviewed taking into consideration the differences between a dog daycare and a commercial kennel.

Referral to City Administration and the Legal Department

9. Communication from Councilor Matson requesting City Council consider recommending that any power lines associated with the Northern Pass project be buried in areas where the lines would abut densely populated neighborhoods.

Referral to the Planning Board

10. Report from the Deputy City Manager – Development regarding potential amendments to Zoning Codes related to therapeutic cannabis programs.

Items Tabled for a December 8, 2014 Public Hearing

11. Resolution authorizing the issuance of up to \$15,000,000 in Refunding Bonds; together with report from the City Treasurer.
12. Resolution authorizing and appropriating \$750,000 as a transfer to Trust Fund Reserves; funding for this appropriation shall be entirely from FY2014 General Fund Assigned Fund Balance; together with report from the Deputy City Manager – Finance.
13. Resolution appropriating \$45,000 from Trust Fund Reserves as a supplemental appropriation to the City's General Fund for the purposes of equipment repair and education and training, funding for these purposes shall be entirely from Trust Fund Reserve Accounts.
14. Resolution appropriating the sum of \$34,030 for Consultation Services for the Solar Power Photovoltaic Project, fifty percent funded by the General Fund and fifty percent funded by the Sewer Fund; together with report from the Deputy City Manager – Finance.
15. Ordinance amending the Code of Ordinances, Title V, Administrative Code; Chapter 35, Classification and Compensation Plan, Schedule D of Article 35-2, Class Specification Index, by adding the Classification of Painter; together with report from the General Services Director.
16. Resolution determining the proposed project has a Public Benefit and approving an application by Remi's Block LLC for a RSA 79-E Community Revitalization Tax Relief Incentive for the renovation of the former Vegas Block located at 148-158 North Main Street, Concord; together with report from the Director of Redevelopment, Downtown Services, and Special Projects.

From the City Manager

17. Positive Citizen Comments.

Consent Reports

18. Diminimus gifts and donations report from the Library Director requesting authorization to accept monetary gifts totaling \$5,811.98 as provided for under the preauthorization granted by City Council.
19. Diminimus gifts and donations report from the Human Services Director requesting authorization to accept monetary gifts totaling \$204 as provided for under the preauthorization granted by City Council.
20. Diminimus gifts and donations report from the Parks & Recreation Director requesting authorization to accept monetary gifts totaling \$2,700 as provided for under the preauthorization granted by City Council.

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21. Report from the City Engineer regarding the policy and procedure related to unaccepted private streets following a communication from the residents of A Street in Concord asking that consideration be given to making A Street a public street. (8-9)
22. Current Use Change Tax Quarterly report from the Director of Real Estate Assessments.
23. September 2015 Fiscal Year-to-Date Financial Statements report from Deputy City Manager – Finance.
24. Semi-Annual Pay As You Throw (PAYT) Status Report from the General Services Director.
25. Report from Parks and Recreation Department in response to a communication, from Michael Feinstein and Jackie Lessard, requesting the City of Concord consider developing a Green Burial site. (7Sus2)
26. Report from the Recreation and Parks Advisory Board in response to a communication from Michael Royce asking that the City consider lighting the Blossom Hill Cemetery Chapel on a nightly basis. (3-7)
27. Proceed from sale of tax deeded property report from the Treasurer/Tax Collector.
28. Report from the Legal Department regarding lease and other agreements between the City and Concord Little League and Concord National Softball League. (10-7) (10-8)

Consent Resolutions

29. Resolution proclaiming December 2014 as Capital Region Food Program Month.
(For presentation in December)
30. Resolution authorizing the City Manager to submit an application for Land and Water Conservation Fund, LWCF; together with report from the Parks & Recreation Director.
31. Resolution in recognition of the services of Sergeant Roger L. Baker.
(For presentation in December)
32. Resolution in recognition of the services of Lieutenant John J. Zbehlik.
(For presentation in December)
33. Resolution in recognition of the services of Lieutenant Michael McGuire.
(For presentation in December)

Consent Communications

34. Street closure request from the Penacook Village Association for the annual Penacook Village Tree Lighting ceremony to be held on Wednesday, December 3, 2014.

Appointments

35. City Manager's proposed re-appointments to the Heritage Commission
Philip Donovan, Robert Johnson, Carol Durgy Brooks, Frederick Richards, Bryant Tolles and Marilyn Fraser

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

36. November 10, 2014 Public Hearings

- A. 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; Tables 1, 2 and 3; together with report from the Impact Fee Committee summarizing proposed change to the Impact Fee Ordinances. (10-11)
- B. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Article 29.2-1-3, Administration; Section (g) Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings and Tables 4 and 5. (10-12)
- C. 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, Subsection (e), Credits Against Payment of Impact Fees. (10-13)

October 14, 2014 Public Hearing Action

37. Resolution appropriating the sum of \$50,000 for the City of Concord's 250th Anniversary to be funded from General Unassigned Fund Balance; together with report from the Deputy City Manager – Finance. (9-10) (10-35A;10-36) (*Public hearing held on October 14, 2014; action tabled*)

November 10, 2014 Public Hearing Action

38. 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; Tables 1, 2 and 3; together with report from the Impact Fee Committee summarizing proposed change to the Impact Fee Ordinances. (10-11)
39. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fees Ordinance; Article 29.2-1-3, Administration; Section (g) Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings and Tables 4 and 5. (10-12)
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, Subsection (e), Credits Against Payment of Impact Fees. (10-13)

Reports

New Business

Unfinished Business

41. 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) (7-38) (8-26) (9-42) (10-41) (*Action on this item tabled following a February 2013 public hearing*)
42. 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) (7-39) (8-27) (9-43) (10-42) (*Action on this item was tabled after a public hearing was held on September 9, 2013.*)
43. 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) (7-40) (8-28) (9-44) (10-43) (*Action tabled on this item; item also referred to the Impact Fee Committee after a public hearing was held February 10, 2014*)
44. 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) (7-41) (8-29) (9-45) (10-44) (*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 in July 2014.*)

Comments, Requests by Mayor, City Councilors

Comments, Requests by the City Manager

Consideration of Suspense Items

Adjournment

City Council Agenda

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Information

- 11 Inf 1 August 14, 2014 Beaver Meadow Golf Advisory Committee Meeting Minutes.
- 11 Inf 2 September 25, 2014 Transportation Policy Advisory Committee Meeting Minutes.
- 11 Inf 3 October 6, 2014 Concord Public Library Board of Trustees Meeting Minutes.
- 11 Inf 4 October 16, 2014 Fiscal Policy Advisory Committee Meeting Minutes.
- 11 Inf 5 October 21, 2014 Traffic Operations Committee Meeting Minutes.
- 11 Inf 6 Communication from Anne Nute, Horseshoe Pond Place, regarding the proposed downtown Concord construction changes.
- 11 Inf 7 Communication from Comcast Cable notifying residents that effective December 18, 2014, Xfinity 3D will no longer be available.
- 11 Inf 8 Communication from the General Services Director regarding the Concord Recycling and Solid Waste Transfer Station.
- 11 Inf 9 Invitation to Mayor Bouley and Members of City Council to participate in the 63rd Annual Concord Christmas Parade to be held on Saturday, November 22, 2014.



TJA

Non-public sessions in accordance with RSA 91-A: 3, II (d) to discuss property acquisition and a meeting with legal counsel in accordance with RSA 91-A: 2, I (b) to be held at 5:30 p.m.

City Council Meeting
Draft Minutes
October 14, 2014
 City Council Chambers
 7:00 p.m.

1. The Mayor called the meeting to order at 7:00 p.m.
2. Invocation by Pastor Jonathan Hopkins, Concordia Lutheran Church.
3. Pledge of Allegiance.
4. Roll Call. Councilors Bennett, Bouchard, Mayor Bouley, Councilors Champlin, Coen, Herschlag, Keach, Matson, McClure, St. Hilaire, Shurtleff, Todd and Werner were present. Councilors Grady Sexton and Nyhan were excused.
5. Approval of the September 8, 2014 Meeting Minutes.

Action: Councilor Champlin moved approval of the September 8, 2014 meeting minutes. The motion was duly seconded and passed with no dissenting votes.

6. Agenda overview by the Mayor.

- Consent Agenda Items -

Action: Councilor St. Hilaire moved approval of the consent agenda. Mayor Bouley indicated that Councilor Werner had asked that item 30 be removed from the consent agenda. The motion, as amended with item 30 being removed for discussion at the end of the agenda, was duly seconded and passed with no dissenting votes.

Referral to the Legal Department

7. Communication from Concord Little League Board of Directors notifying the City of Concord that they have decided not to renew and extend their agreement for Martin Field Complex field usage; together with communication from Concord Little League regarding improvements they will be making to the fields at Grappone Park and Memorial Field.

8. Communication from Concord National Youth Softball expressing their desire to acquire the lease to the partially developed field next to the existing softball field at Martin Park.

Referral to City Administration

9. Report from the Public Safety Advisory Board in response to a request for consideration of a disruptive property ordinance as well as in follow up to a referral from the Police Department & Code Administration 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) (*Citizen communication in support of a disruptive property ordinance received*)

Referral to the Facilities Naming Committee

10. Communication from the Varsity Club at Concord High School requesting the City of Concord consider naming the press box at Memorial Field the "Gene Connolly Press Box".

Items Tabled for November 10, 2014 Public Hearings

11. 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; Tables 1, 2 and 3; together with report from the Impact Fee Committee summarizing proposed change to the Impact Fee Ordinances.
12. Ordinance amending the Code of Ordinances, Title IV, Zoning Code; Chapter 29.2, Public Capital Facilities Impact Fess Ordinance; Article 29.2-1-3, Administration; Section (g) Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings and Tables 4 and 5.
13. 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, Subsection (e), Credits Against Payment of Impact Fees.

From the City Manager

14. Positive Citizen Comments.

Consent Reports

15. Diminimus gifts and donations report from the Interim Co-Library Directors requesting authorization to accept monetary gifts totaling \$8,097.96 as provided for under the preauthorization granted by City Council.
16. Diminimus gifts and donations report from the Human Services Director requesting authorization to accept monetary gifts totaling \$600 as provided for under the preauthorization granted by City Council.

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17. Diminimus gifts and donations report from the Parks and Recreation Director requesting authorization to accept monetary gifts totaling \$400 as provided for under the preauthorization granted by City Council.
18. Report from Community Development, Code Administration, in response to a petition from residents of 121-123 Hall Street pursuant to City Ordinance, Article 11-2, Public Nuisance Buildings.
19. Report from the City Solicitor regarding the City's upcoming Cable Franchise Renewal.
20. Council Quarterly Priorities Report.
21. Report from the Traffic Operations Committee in response to a communication from Councilor Herschlag requesting consideration be given for traffic calming methods or a three way stop at the intersection of Washington Street, Borough and River Roads. (6-9)
22. Report from the Traffic Operations Committee in response to a communication from Councilor Herschlag requesting consideration be given to filing the sidewalk gap along Borough Road between Primrose Lane and the Sandwood Crossing development near Alice Drive and for pedestrian friendly improvements along the section of Borough Road from the Washington Street, Borough and River Road intersection heading easterly to Primrose Lane. (6-9)
23. Report from the Transportation Policy Advisory Committee in response to a communication from Jason and Julie Petty asking that consideration be given to the installation of new stop intersections one at Snow and Welch Street and one at Snow and Bean Street. (7Sus1)
24. Report from the General Services Director requesting that the City Manager be authorized to apply for and accept grant funds available from the New Hampshire Department of Safety, State Homeland Security Program, relative to critical infrastructure.
25. Status report from the Deputy City Manager - Development on the change to Code Administration hours that were approved as a pilot program by City Council in October 2013.
26. Report from the Deputy City Manager – Development recommending new contract terms for the Concord Municipal Airport Fixed Base Operator and Airport Manager

Consent Resolutions

27. Resolution authorizing prepayment of 2014 taxes in accordance with RSA 80:52-a; together with report from the City Treasurer.
28. Resolution authorizing the City Manager to submit applications to the New Hampshire Highway Safety Agency as outlined in its current grant program; together with report from the Police Department.

29. Resolution in recognition of the services of Battalion Chief Kenneth Folsom.
(For presentation in November)

Consent Communications

30. Street closure request from Karen Joyal requesting consideration be given to closing Auburn Street from the entrance to the round-about at Liberty Street to the Franklin Street intersection on Halloween, Friday, October 31st. *(Citizen communication regarding this request received)*

Action: Item removed from the consent agenda for discussion.

31. Street closure request for Halloween Howl to be held on Friday, October 24, 2014.
32. Street closure request from the Penacook Village Association for a Penacook Village Ribbon Cutting ceremony to be held on Saturday, November 15, 2014.

Appointments

33. Mayor Bouley's appointment to the Planning Board.
34. Proposed appointments to the Executive Level Steering Committee for Concord's Plan to End Homelessness. *(Revised list of appointees submitted)*

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

35. October 14, 2014 Public Hearings

- A. Resolution appropriating the sum of \$50,000 for the City of Concord's 250th Anniversary to be funded from General Unassigned Fund Balance; together with report from the Deputy City Manager – Finance. (9-10)

Action: Mayor Bouley opened the public hearing.

Public Testimony

Roy Schweiker, resident, stated that he is not necessarily opposed to this but is concerned because he has heard that they are going to spend the money hiring staff. He indicated that they appear to be doing a fine job without any staff and is not sure why they need them. He wants to ensure that they pay for the city services if they receive this money.

Jim Milliken, Vice Chair of Concord 250, indicated that they are present to answer any questions that Council may have.

Van McLeod, exofficio member of Concord 250, noted that this is an important time to show off Concord to both the citizens and visitors. He added that this is a marketing

opportunity and also an opportunity for other organizations to participate and be part of this birthday celebration.

Councilor Champlin asked, from the documents that Council has received, if the committee had originally requested \$150,000 for the celebration. Mr. McLeod indicated that to be correct. Councilor Champlin noted that he understands that, in 1965, the city allocated \$40,000 for the celebration. Mr. Milliken indicated that's what was reported in the newspaper. Councilor Champlin inquired whether it is known what the equivalent of those dollars would be in 2014. Mr. Milliken responded that would be the equivalent of over \$300,000 today.

Councilor Bouchard indicated that she wants to be clear that they are requesting this \$50,000 and then most likely will request another \$50,000 in the next budget. Mr. McLeod responded that they had hoped to do that, if needed, explaining that they have a plan for developing sponsorships.

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

- B. Resolution appropriating \$1,536 to the North End Opportunity Corridor Tax Increment Finance District Fund Operating Budget for Fiscal Year 2014, retroactive to June 30, 2014; together with report from the Deputy City Manager – Finance. (9-11)

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.

- C. Resolution accepting and appropriating the sum of \$108,000 from DG Strategic II, LLC for the construction of sanitary sewer system improvements along Fisherville Road in conjunction with the Sanitary Sewer Rehabilitation and Construction Project, CIP #91; together with report from the City Engineer. (9-12)

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.

- D. Resolution accepting and appropriating the sum of \$111,690 in grant funds from the Federal Emergency Management Agency for the purpose of purchasing new protective breathing equipment for the Fire Department for CIP 573; together with report from the Fire Chief. (9-13)

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.

- E. Resolution accepting and appropriating the sum of \$3,000 in unmatched grant funds from the New Hampshire Department of Safety; together with a report from the Fire Chief. (9-14)

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.

October 14, 2014 Public Hearing Action

36. Resolution appropriating the sum of \$50,000 for the City of Concord's 250th Anniversary to be funded from General Unassigned Fund Balance; together with report from the Deputy City Manager – Finance. (9-10)

Action: Councilor St. Hilaire moved to table this item. He indicated that there are two councilors that are not present this evening and knows that one of them wanted the opportunity to weigh in on this resolution. The motion was duly seconded and passed with no dissenting votes. Mayor Bouley, Councilor Shurtleff and Councilor Todd recused themselves from voting on the tabling motion.

37. Resolution appropriating \$1,536 to the North End Opportunity Corridor Tax Increment Finance District Fund Operating Budget for Fiscal Year 2014, retroactive to June 30, 2014; together with report from the Deputy City Manager – Finance. (9-11)

Action: Councilor Coen moved approval. The motion was duly seconded and passed with no dissenting votes, receiving the required 2/3rd vote.

38. Resolution accepting and appropriating the sum of \$108,000 from DG Strategic II, LLC for the construction of sanitary sewer system improvements along Fisherville Road in conjunction with the Sanitary Sewer Rehabilitation and Construction Project, CIP #91; together with report from the City Engineer. (9-12)

Action: Councilor Bouchard moved approval. The motion was duly seconded.

Councilor Herschlag indicated that it is his understanding that another lot is in the process of being sold. He inquired whether the city extension would continue via piece mail or is it an opportunity to fill in that extension from Manor Road to Windsor Street to enhance future commercial development along that short section with no sewer.

City Engineer Ed Roberge responded that engineering had looked at this and looked at the potential of that development lot. He explained that the sewer is bookended at either end of that potential development project and, what would probably come as a result of that development project, could be some considerable roadway improvements. Mr. Roberge indicated that there are sanitary sewer opportunities in both directions and they wouldn't advise doing this now mainly because they wouldn't want to set engineering criteria that may

or may not fit for some future condition. He noted that it would be best to leave that the way it is now and allow a developer to come along and design it to what their needs are.

The motion to approve passed with no dissenting votes, receiving the required 2/3rd vote.

39. Resolution accepting and appropriating the sum of \$111,690 in grant funds from the Federal Emergency Management Agency for the purpose of purchasing new protective breathing equipment for the Fire Department for CIP 573; together with report from the Fire Chief. (9-13)

Action: Councilor Champlin moved approval. The motion was duly seconded and passed with no dissenting votes, receiving the required 2/3rd vote.

40. Resolution accepting and appropriating the sum of \$3,000 in unmatched grant funds from the New Hampshire Department of Safety; together with a report from the Fire Chief. (9-14)

Action: Councilor Champlin moved approval. The motion was duly seconded and passed with no dissenting votes, receiving the required 2/3rd vote.

Appointments by the Mayor

Reports

New Business

Unfinished Business

41. 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) (7-38) (8-26) (9-42) (*Action on this item tabled following a February 2013 public hearing*)

Action: This item remains on the table.

42. 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) (7-39) (8-27) (9-43) (*Action on this item was tabled after a public hearing was held on September 9, 2013.*)

Action: This item remains on the table.

43. 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) (7-40) (8-28) (9-44) (*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.

44. 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) (7-41) (8-29) (9-45) (*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 in July 2014*).

Action: This item remains on the table.

Comments, Requests by Mayor, City Councilors

Councilor Champlin indicated that Halloween Howl in Downtown Concord will be occurring on Friday, October 24th.

Comments, Requests by the City Manager

Consideration of items pulled from the consent agenda for discussion

30. Street closure request from Karen Joyal requesting consideration be given to closing Auburn Street from the entrance to the round-about at Liberty Street to the Franklin Street intersection on Halloween, Friday, October 31st.

Action: Councilor Werner noted that he would like to hear from the Police Chief in terms of what the response may be for this request and the suggestion on improving public safety at this event.

Chief Osgood explained that Auburn Street was closed last year; they had one officer assigned to a foot patrol from 5:00 p.m. to 6:00 p.m. and had two additional officers arrive at 6:00 p.m. to patrol the neighborhood on bike until 8:00 p.m. He added that the only calls for service that they had last year included: speeding vehicles on Ridge Road and a parking complaint on White Street. Chief Osgood noted that he saw a communication about a traffic accident involving a pedestrian but he was not able to find that they responded to any on that particular night. He stated that they are seeking to duplicate what they did last year in the neighborhood.

Councilor Herschlag indicated that he saw a communication with concerns of traffic being pushed onto the side streets and inquired whether there were any issues with this last year. Chief Osgood responded that he can see this as an issue as people are transporting trick or treaters to that neighborhood and parking along those side streets. He noted that they will keep this in mind.

Councilor Herschlag pointed out that one of the other concerns was with people walking in the middle of the streets and asked if there was a way to have a safety officer or volunteers from the neighborhood keeping an eye on traffic and making sure that people aren't endangering themselves. Chief Osgood replied that he supposed it's possible but is not sure if the neighborhood is willing to do this. He stated that it's resource management from a police perspective; this event occurs citywide and for them to dedicate all of their resources on Auburn Street is very difficult.

Councilor Coen pointed out that it's a citywide event and that both drivers and also the families participating in this event have the responsibility to play a major role in safety.

Chief Osgood pointed out that all of the officers are mindful that it's a citywide event and are focusing on those densely populated areas with a lot of children.

Councilor Todd indicated that he was in the Auburn Street area last Halloween and noted that he felt safer with the streets closed. He added that he felt that the police did a good job last year and doesn't see any need for change except maybe to monitor the neighborhood this year to see if the crowd gets any bigger.

Councilor Werner asked if it's felt that the deployment is adequate to take care of any situation that may arise. Chief Osgood responded that he does explaining that what they have to look at is what their staffing level is on October 31st and, if necessary, he would seek out additional bike officers to handle this.

Mayor Bouley noted that he hoped the Council would approve this request stating that the responses he received back was that it was a positive experience for the children and the neighborhood.

Councilor Werner moved to approve the street closure request. The motion was duly seconded and passed with no dissenting votes.

Consideration of Suspense Items

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

10 Sus1 Street closure request for an annual block party to be held on Rumford Street, Centre to School Street and Garden Street, on October 19, 2014.

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

Adjournment

The time being 7:40 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*

11-6
10-29

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION IN RECOGNITION OF THE SERVICES OF BATTALION CHIEF KENNETH FOLSOM

The City of Concord resolves as follows:

WHEREAS, Battalion Chief Kenneth Folsom has been a faithful and loyal employee of the City of Concord for 30 year as a member of the Concord Fire Department. Battalion Chief Folsom began his career in 1984 and served as a firefighter, fire lieutenant, fire captain and battalion chief; and

WHEREAS, Battalion Chief Kenneth Folsom has contributed substantially to the safety and well being of the citizens of Concord and has left a legacy that will benefit several generations to come through training dozens of new fire fighters and providing a role model for excellence in leadership; and

WHEREAS, Battalion Chief Kenneth Folsom has worked tirelessly for fire fighter safety by diligently observing safe practices and teaching others to be safe and by providing leadership for technical rescue training and obtaining grant funding for rescue equipment; and

WHEREAS, Battalion Chief Kenneth Folsom has received many commendations and letters of thanks for his excellent work throughout his career; and

WHEREAS, Battalion Chief Kenneth Folsom has provided an excellent example of hard work, dedication and diligence to the men and women who served alongside him.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Concord that we hereby record our sincere appreciation for the many years of faithful and distinguished service from Battalion Chief Kenneth Folsom to the City of Concord and the State of New Hampshire.

BE IT FURTHER RESOLVED that we hereby acknowledge that the service and presence of Battalion Chief Kenneth Folsom will truly be missed by the Concord Fire Department, the City Council, the City Administration, and the entire Concord community, and we extend our best wishes to him and his family during his retirement.



AAA



Creating Safe, Healthy and Happy Lifestyles for our Pets!

October 16, 2014

Dear Members of the City Council,

My name is April Begosh. I am a former resident of Concord and have owned and operated a business in the city since 1995. I am writing to you today about a matter concerning a new business service that I would like to bring to the city.

I am looking to open a dog daycare. In attempting to find a location that is both approved by the city and commuter accessible, I have run into some challenges as related to the zoning ordinance. The current ordinance classifies a dog daycare as a commercial kennel. The current Table of Uses limits the location of a commercial kennel to only three zones in two zoning districts. This greatly restricts the ability to locate a dog daycare in areas of the city that are easily accessed by commuters and city residents.

While commercial kennels and dog daycares both provide care for dogs, they do so in very different ways. A dog daycare is a service that exists for and is used by people that work or are away from their homes during the day. In a dog daycare, dogs are dropped off in the morning and picked up in the evening. Service hours are generally between 7:00am and 6:00pm. There is no overnight boarding of dogs. Dogs in a daycare are constantly monitored and supervised by the daycare staff and are never left unattended in outdoor dog yards.

The above description more closely resembles a dog grooming salon than it does a commercial kennel. Currently dog grooming salons are classified as a personal and business service. Grooming salons are fully permitted in 8 zones within the city and by special exception or conditional use in two other zones.

I am requesting that the classification of a dog daycare be reviewed taking into consideration the points that I made above that distinguish the differences between a dog daycare and a commercial kennel. It is my feeling that a dog daycare should have a classification of its own and that the zones in which a dog daycare are permitted should more closely consider the

convenience of dog owners that would be taking advantage of the service. There are currently 5,249 dogs registered in the city of Concord. A dog daycare is a needed and requested service within the city. Re-classifying dog daycares in a way that would permit them in more zones within the city would make it possible to provide such a service to the residents of Concord.

I thank you, in advance, for considering my request. I am available to answer any further questions.

Sincerely,
April Begosh
april@healthypetsnh.com
(603) 674-1176

TRA

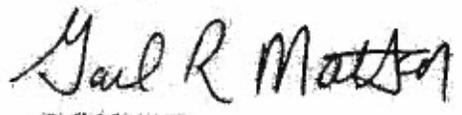
October 27, 2014

Honorable Mayor Bouley and City Council:

The Northern Pass project has garnered significant attention throughout the state. This project will undoubtedly have an impact on our city. It will be felt, in particular, in Ward 8 where the proposed lines would straddle densely populated areas of our community. Although I support greater energy diversity, I am concerned that Concord will bear a disproportionate burden with this project. I believe that the Concord City Council should formally take a position on this matter. I am respectfully seeking that we, as representatives of the nearly 43,000 residents in our community, recommend that any power lines associated with the Northern Pass project be buried in areas where the lines would abut densely populated neighborhoods.

Thank you for your attention to this matter.

Sincerely,



Gail Matson
Councillor, Ward 8





CITY OF CONCORD

REPORT TO MAYOR AND CITY COUNCIL

FROM: Carlos P. Baía, Deputy City Manager—Development

DATE: October 28, 2014

SUBJECT: Potential amendments to Zoning Code related to therapeutic cannabis programs

Recommendation

If acceptable, refer the proposed zoning amendments to the Planning Board for recommendation.

Background

In 2013, the New Hampshire Legislature enacted a comprehensive law for the use of medical marijuana. The law has been codified as RSA chapter 126-X, entitled the Use of Cannabis for Therapeutic Purposes. RSA chapter 126-X includes administrative requirements for alternative treatment centers, which are non-profit entities registered for the purpose of acquiring, possessing, cultivating, manufacturing, delivering, transferring, transporting, selling, supplying and dispensing cannabis to qualified patients and designated caregivers. The State of New Hampshire Department Health and Human Services is in the process of finalizing administrative rules to regulate alternative treatment centers.

Discussion

RSA 126-X:7 requires the New Hampshire Department of Health and Human Services to issue registration certificates to no more than four non-profit alternative treatment centers. At least two of the registration certificates must be issued within 18 months after the law goes into effect, which would be January 2015.

The City has already been approached by multiple parties seeking to locate an alternative treatment center in our community. Currently there is no zoning use category under which an alternative treatment center could be operated, and therefore, the City of Concord's Zoning Code requires that any use be placed in the category to which it is most similar and regulated under that category. Anticipating the need for local zoning, City Staff has been working to evaluate the new law and develop local zoning regulations to determine the most appropriate locations for an alternative treatment center.

An alternative treatment center is defined in RSA 126-X:1, I as a not-for-profit entity registered under RSA 126-X:7 that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies, and dispenses cannabis, and related supplies and educational materials, to qualifying patients and alternative treatment centers. RSA 126-X:7, IV(2) states that an alternative treatment center “may include a second location for the cultivation of cannabis.”

Based on its review of the statute, City Staff is recommending the adoption of a new ordinance that would create three new principal uses. The first new principal use would be designated as an “Alternative Treatment Center,” which is a facility permitted in the Industrial District that involves both the cultivation and dispensing of cannabis. The second new principal use would be designated as an “Alternative Treatment Center (Cultivation Location Only),” which is a facility that would be permitted in the Industrial District for the purpose of cultivating cannabis. The third new principal use would be designated as an “Alternative Treatment Center (Non-Cultivation Location)” which is a facility that is permitted in the Institutional District for the purpose of dispensing cannabis. The proposed ordinance also sets forth the parking requirements for an Alternative Treatment Center (Non-Cultivation Location).

The proposed ordinance also creates a new supplemental standard, Section 28-5-1, for Alternative Treatment Centers located in the Industrial District that involve both the cultivation of cannabis and dispensing to patients. Due to the potential increased traffic created by the retail dispensary for such facilities, the supplemental standard would require that it be located on lots that have direct access to and from a collector or arterial street, or access to a street which shall be physically improved in order to fulfill the function and meet the standards of a collector street.

It should be noted that RSA 126-X:8, II already prohibits alternative treatment centers from being located in a residential district or within 1,000 feet of the property line of a pre-existing public or private elementary or secondary school or designated drug free property zone. Any proposed location will need to comply with these requirements. It should be further noted that nothing in the proposed ordinance purports to permit activities that are otherwise illegal under state or local law.

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 28, Article 28-2, Zoning Districts and Allowable Uses, Article 28-5, Supplemental Standards, Article 28-7, Access, Circulation, Parking, and Loading 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 28-2, Zoning Districts and Allowable Uses, Section 28-2-4, Allowable Principal and Accessory Uses in Zoning Districts, Paragraph J, Table of Principal Uses, by adding two new Principal Uses, Use L-12, Alternative Treatment Center subject to the Supplemental Standards of Section 28-5-51 and Use L-13, Alternative Treatment Center (Cultivation Location Only), as a Permitted Use (P) in the following district:

Industrial District (IN)

SECTION II: Amend the CODE OF ORDINANCES, Title IV, Zoning Code, Chapter 28, Zoning Ordinance, Article 28-2, Zoning Districts and Allowable Uses, Section 28-2-4, Allowable Principal and Accessory Uses in Zoning Districts, Paragraph J, Table of Principal Uses, by adding a new Principal Use, Use E-5, Alternative Treatment Center (Non-Cultivation Location), as a Permitted Use (P) in the following district:

Institutional (IS)

SECTION III: Amend the CODE OF ORDINANCES, Title IV, Zoning Code, Chapter 28, Zoning Ordinance, Article 28-7, Access, Circulation, Parking, and Loading, Section 28-7-2(e), Table of Off-street Parking Requirements, Section E, Services - Medical, by adding “Alternative Treatment Center (Non-Cultivation Location)” as a new category as follows:

PRINCIPAL USES	UNIT OF MEASUREMENT	MINIMUM PARKING SPACES REQUIRED PER UNIT OF MEASUREMENT
Alternative Treatment Center (Non-Cultivation Location)	Gross floor area	One (1) per three hundred (300) square feet

SECTION IV: Amend the CODE OF ORDINANCES, Title IV, Zoning Code, Chapter 28, Zoning Ordinance, Article 28-5, Supplemental Standards, by creating a new Section 28-5-51, Alternative Treatment Center as follows:

28-5-51 Alternative Treatment Center.

In the Industrial (IN) District, an Alternative Treatment Center shall be located on lots that have direct access to and from a collector or arterial street, or access to a street which shall be physically improved in order to fulfill the function and meet the standards of a collector street.

SECTION V: Amend the CODE OF ORDINANCES, Title IV, Zoning Code, Chapter 28, Zoning Ordinance, Glossary, by adding the following Definitions of Terms:

Alternative Treatment Center. An “alternative treatment center” as defined in RSA 126-X:1, I, namely, a not-for-profit entity registered under RSA 126-X:7 that acquires, possesses, cultivates, manufactures, delivers, transfers, transports, sells, supplies, and dispenses cannabis, and related supplies and educational materials, to qualifying patients and alternative treatment centers.

Alternative Treatment Center (Cultivation Location Only). A “cultivation location” as defined in RSA 126-X:1, IV, namely, a locked and enclosed site under the control of an alternative treatment center where cannabis is cultivated, secured with one or more locks or other security devices in accordance with RSA 126-X and the Department of Health and Human Service’s administrative rules.

Alternative Treatment Center (Non-Cultivation Location). An alternative treatment center operated in accordance with RSA 126-X and the Department of Health and Human Service's administrative rules that has a separate location for the cultivation of cannabis.

SECTION VI: This Ordinance shall take effect upon its passage.



Brain
10/29/14
11-11

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION AUTHORIZING THE ISSUANCE OF UP TO FIFTEEN MILLION DOLLARS (\$15,000,000) IN REFUNDING BONDS.

Page 1 of 1

The City of Concord resolves as follows:

WHEREAS, the City of Concord has previously issued bonds that may be refunded at lower interest rates, thereby saving debt service costs for the City; and

WHEREAS, the City wishes to have the flexibility to issue refunding bonds to achieve debt service savings with respect to any of its previously issued bonds identified as appropriate refunding candidates by its Treasurer, with the approval of the City Manager, including those bonds specifically identified below; 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, which shall be taken by roll call vote.

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

- 1) The City Treasurer, with the approval of the City Manager, is authorized to borrow such amounts as may be necessary and to issue refunding bonds under RSA 33:3-d to (i) refund, on a current or advance basis, all or a portion of any of the outstanding bonds of the City, including without limitation the bonds listed below, together with the interest and the premium, if any, thereon; and (ii) pay for the costs of issuing such refunding bonds:

<u>Issue</u>	<u>Date of Bonds</u>
General Obligation Bonds	February 1, 2005
General Obligation Bonds	March 15, 2006
General Obligation Bonds	January 15, 2007
General Obligation Bonds	August 15, 2008

- 2) The discretion of fixing the amount, dates, maturities, rates of interest, form and other details of such bonds and the manner of sale of the same is hereby delegated to the City Treasurer.
- 3) The City Treasurer and the City Manager are authorized to enter into, execute and deliver such documents as are necessary to affect such refunding; such documents to include, without limitation, a Bond Purchase Agreement and a Refunding Escrow Agreement; and such individuals are also authorized to take such other action as may be necessary to affect this resolution.
- 4) This resolution shall take effect upon its passage.



CITY OF CONCORD

TJA

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Michael P. Jache, Treasurer
DATE: October 27, 2014
SUBJECT: Refunding General Obligation Bonds

Recommendation

It is requested and recommended that the City Council approve the refunding bonds in an amount not to exceed fifteen million dollars (\$15,000,000) in order to refund on a current or advance basis, all or a portion of the outstanding bonds of the City, including the outstanding principal amount and redemption premium and interest on the City's refunding bond dated February 1, 2005, March 15, 2006, January 15, 2007 and August 15, 2008.

Background

Over the past few week with the assistance of First Southwest, the city's financial advisor, we have been analyzing the potential savings of a refunding and would like to position us to take advantage of lower interest rates if and when they may become such to warrant a refunding. Based on the analysis performed by First Southwest Company the savings on the current refunding for the city would be approximately \$495,000.

cc: City Manager
City Clerk
Deputy City Manager / Finance

WMA
10/23/14

CITY OF CONCORD

11-12

In the year of our Lord two thousand and fourteen

RESOLUTION TO AUTHORIZE AND APPROPRIATE SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000) AS A TRANSFER TO TRUST FUND RESERVES; FUNDING FOR THIS APPROPRIATION SHALL BE ENTIRELY FROM FY 2014 GENERAL FUND ASSIGNED FUND BALANCE.

The City of Concord resolves as follows:

WHEREAS, the City of Concord has sufficient overall fund balances to support the allocation of \$750,000 to Assigned Fund Balance; and

WHEREAS, the City has identified the need to reserve these funds for use in the future and requests the City Council to take action upon for the purposes listed below; and

WHEREAS, the City is working proactively to manage available resources for current and future needs; and

WHEREAS, there is no direct impact on the FY2015 amount of funds to be raised in taxes; and

WHEREAS, transferring these funds listed in this resolution shall have a positive impact when utilized for the overall fiscal health of the City, improving the condition of infrastructure, equipment and economic vitality of the City; and

WHEREAS, this appropriation is for a purpose not included in the FY2015 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\$750,000
be and is hereby appropriated/authorized as follows:

General Fund	
<u>Transfer to Trust Fund Reserves for:</u>	
Highway/Paving.....	\$500,000
Equipment.....	\$110,000
Building Improvements	<u>\$140,000</u>
Total.....	\$750,000

2. Funding for this transfer is as follows:
Assigned Fund Balance\$750,000

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION TO AUTHORIZE AND APPROPRIATE SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000) AS A TRANSFER TO TRUST FUND RESERVES; FUNDING FOR THIS APPROPRIATION SHALL BE ENTIRELY FROM FY 2014 GENERAL FUND ASSIGNED FUND BALANCE.

3. Expenditure of these funds shall be at the direction of the City Manager.
4. This resolution shall take effect upon its passage.



CITY OF CONCORD

TAA

REPORT TO MAYOR AND CITY COUNCIL

FROM: Brian LeBrun, Deputy City Manager – Finance
DATE: October 15, 2014
SUBJECT: Use of Surplus and Revised Fiscal Year 2014 Financial Results

Recommendation

For Fiscal Year ending June 30, 2014, the City's General Fund total revenues fell short of expenses by \$304,000. These results are consistent with expectations as reported earlier in the year. Management has allocated \$750,000 at year-end to Assigned Fund Balance and the General Fund Unassigned Fund Balance will increase by approximately \$800,000 to \$9.9 million or slightly more than 19% of expenditures excluding transfers out.

In addition to the use of Assigned Fund Balance, FY14 results included two extraordinary or non-recurring transactions, which will be discussed in more detail below. Management recommends accepting this report and authorizing the attached resolutions: Appropriate \$750,000 from the City's FY14 Assigned Fund Balance and Transfer to Trust Fund Reserves; and appropriate \$45,000 to be transferred from Trust Fund Reserve for the purposes detailed below.

Background

In Fiscal Year ending June 30, 2014, three large transactions played a significant role in the financial results.

1. The large use of General Fund Assigned Fund Balance, \$1,553,800, was used to transfer \$545,000 to trust reserves and \$1,008,800 was used to support Allowance for Abatements. The next two items were recorded as part of the year-end audit work and completed in consultation with the City's Auditors.
2. The City is recognizing an additional \$1,100,000 as Allowance for Abatements to support pending appeals. This amount is reflective of the best estimate of the potential year end liability and it is expected that an additional request, along with a funding source will be made during Fiscal Year 2015.

3. The City also recognized as revenue a \$1,565,970 refund from the Concord Regional Solid Waste Cooperative. This amount is a distribution of reserves that are no longer necessary for the Cooperative to keep and is reflective of the City's proportional distribution.

Again, after considering the \$750,000 to Assigned Fund Balance, the General Fund Unassigned Fund Balance will increase by approximately \$800,000 to \$9.9 million or slightly more than 19% of expenditures, excluding transfers out.

Discussion

The Fiscal Year 2014 General Fund actual revenues received were short of the amended budget by \$767,000. The major variances (greater than \$20,000) to budget are:

<u>Department Revenue Excess/ (Shortage)</u>	<u>Amount</u>
City Manager – Transfer in from Trust	(\$20,000)
Assessing – Payment in Lieu of Taxes	20,300
Finance – Property Taxes	(1,459,500)
Motor Vehicle Registrations	237,000
Interest Costs and Penalties	69,500
Investment Income	(27,200)
Insurance Distributions & Credits – Primex Premium Holiday	27,700
Reimbursements-NHRS subsidy for Retiree Health Ins	(25,100)
Transfer in from Trusts	(26,100)
Police – Special Police Duty Services	76,600
Cruiser Rental Fees	34,500
Miscellaneous	36,700
Fire – Multiple Local Governments	21,700
Ambulance Service Charges	81,800
GSD – Salt Sales	42,600
Miscellaneous (Return of Reserves from Co-op)	1,569,800
CD – Building, Electrical, Mechanical, Plumbing Permits	109,400
Transfer in from Trusts	(30,000)
Parks and Recreation – Miscellaneous Services	(57,400)
Camps	(42,900)
Building Lease Rental or Use	(37,900)
Use of Assigned Fund Balance	(1,553,800)
All other revenues	<u>185,300</u>
Total Revenue Excess/ (Shortage)	(\$767,000)

Conversely, while some General Fund actual line item expenses exceeded projections, overall, actual expenses were under budget projections by \$463,000. The major areas of (over)/under-expenditures are:

Compensation	\$ 26,900
Benefits	246,500
Outside Services	47,600

Supplies	89,200
Utilities	1,900
Insurance	23,800
Capital Outlay	(11,000)
Debt Service	41,500
Miscellaneous	13,500
Allocated Costs	(5,700)
Transfers Out	<u>(11,200)</u>
Total Under/ (Over) Expended	\$463,000

Note:

- 1) Net of Use of Assigned Fund Balance, additional charge for Allowance for Abatements and one time revenue from the Co-op Return of Reserves, FY14 revenues exceeded expenditures by \$783,800.

The basis for the attached resolutions are to support needed initiatives that were either not funded in the FY14 operating budget, issues that arose after the FY14 budget was presented/adopted or looking ahead to resolve future issues early. The items requested in the resolution(s) are:

Highway Reserve (Paving)	\$580,000
Equipment Reserve	110,000
Building Improvements Reserve (10 Prince Street)	<u>60,000</u>
FY2014 Assigned Fund Balance	\$750,000

The attached supplemental operating resolutions include two authorization requests:

- 1) Appropriate \$20,000 from the Education Reserve Trust account to support continued education and training initiatives.
- 2) Appropriate \$25,000 from the Equipment Reserve Trust account to support an unexpected repair to Engine 4 backup vehicle.

In addition to the General Fund, the summary year-end performance by other major funds is:

	<u>Amended</u> <u>Budget</u>	<u>Actual</u>	<u>Over/(Under)</u>
Parking Fund	(\$71,900)	\$42,600	\$114,500
Airport Fund	(27,300)	(23,800)	3,500
Golf Course Fund	5,600	(2,200)	(7,800)
Arena Fund	(69,800)	(39,000)	30,800
Solid Waste Fund	(347,300)	(328,800)	18,500
Water Fund	(476,600)	(411,100)	65,500
Wastewater Fund	(378,600)	298,800	677,400

cc: City Manager
Asst. Finance Director



Brian
10/23/14
11-13

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION TO APPROPRIATE FORTY FIVE THOUSAND DOLLARS (\$45,000) FROM TRUST FUND RESERVES AS A SUPPLEMENTAL APPROPRIATION TO THE CITY'S GENERAL FUND FOR THE PURPOSES OF EQUIPMENT REPAIR AND EDUCATION & TRAINING. FUNDING FOR THESE PURPOSES SHALL BE ENTIRELY FROM TRUST FUND RESERVE ACCOUNTS.

Page 1 of 1

The City of Concord resolves as follows:

WHEREAS, the City of Concord transferred Assigned Fund Balance funds to reserve trust accounts for equipment and has a sufficient balance in the education and training account; and

WHEREAS, the City is in need of various equipment repairs and educational services; and

WHEREAS, use of these funds is drawn entirely from trust reserve accounts and does not directly impact the total amount to be raised in taxes; 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.....\$45,000
be and is hereby appropriated as follows:
 - General Fund
 - Education and Training.....\$20,000
 - General Services Repair of Engine 4 for Fire Department\$25,000
 - Total.....\$45,000

2. Funding for this transfer is as follows:
 - Transfer from Trust Reserves:
 - Education & Training\$20,000
 - Equipment.....\$25,000

3. Expenditure of these funds shall be at the direction of the City Manager.

4. This resolution shall take effect upon its passage.



Barney
10/23/14

11-14

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION APPROPRIATING THIRTY-FOUR THOUSAND THIRTY DOLLARS (\$34,030) FOR CONSULTATION SERVICES FOR THE SOLAR POWER PHOTOVOLTAIC PROJECT. FIFTY PERCENT FUNDED BY THE GENERAL FUND AND FIFTY PERCENT FUNDED BY THE SEWER FUND.

Page 1 of 2

The City of Concord resolves as follows:

- WHEREAS,** the City's Energy and Environment Advisory Committee has been diligently working on ways to save energy throughout the City; and
- WHEREAS,** they have identified a potential source of savings through a Solar Power Photovoltaic (PV) project at the Hall Street Wastewater Treatments Facility and other smaller projects throughout other City facilities; and
- WHEREAS,** in order to determine the feasibility of such a project or alternatives, there is a need to hire a consultant to evaluate and report back to the City; and
- WHEREAS,** the consultant services are expected to cost approximately \$34,030; and
- WHEREAS,** this appropriation is for a purpose not included in the FY2015 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 THIRTY-FOUR THOUSAND THIRTY DOLLARS (\$34,030) FOR CONSULTATION SERVICES FOR THE SOLAR POWER PHOTOVOLTAIC PROJECT. FIFTY PERCENT FUNDED BY THE GENERAL FUND AND FIFTY PERCENT FUNDED BY THE SEWER FUND.

Page 2 of 2

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

- 1) The sum of\$34,030
be and is hereby appropriated as follows:

General Fund Operations

Professional and Technical expenses\$17,015

Sewer Fund Operations

Professional and Technical expenses\$17,015

- 2) Revenue is available as follows:

General Fund

Unassigned Balance\$17,015

Sewer Fund

Committed Balance\$17,015

- 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

TJA

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Brian G. LeBrun, Deputy City Manager - Finance
DATE: October 20, 2014
SUBJECT: Resolution for a \$34,030 Supplemental Appropriation for Solar Power Photovoltaic project

Recommendation

To accept this report regarding the Solar Power Photovoltaic (PV) project and consider appropriating \$34,030 to hire Beacon Integrated Solutions as recommended by the Energy and Environment Advisory Committee and the Fiscal Policy Advisory Committee.

Background

The Concord Energy and Environment Advisory Committee has been working on a Solar Power PV project review at the Hall Street Wastewater Treatment Plant and other smaller projects throughout City facilities. The Energy and Environment Advisory Committee made a presentation to the City's Fiscal Policy Advisory Committee on Thursday, October 16 and identified that PUC grant funds and energy/dollar savings available by embarking on a Solar Power PV project.

Discussion

In order to determine if it is feasible for the City to further pursue Solar Power PV projects, there is a need to hire Beth Greenblatt, Managing Director of Beacon Integrated Solutions, to evaluate the program. A proposal (attached) has been submitted for three distinct phases of this project. Phase I is for a feasibility study to determine if there is financial merit to move forward with the solar photovoltaic concept. Funding for this phase of up to 40 hours will cost \$5,950. The second phase is for procurement support and funding of up to 208 hours, which will cost \$28,080. The third phase is to develop strategies to bring the City to a Net Zero Electrical consumption level over a period of years and funding for up to 95 hours, which will cost \$12,825. Funding for Phases I and II, combined, total \$34,030 and for all three phases is \$46,855. This recommendation is to fund Phases I and II only at this time. Resolution attached.





P.O. Box 320325
Boston, MA 02132
Voice: 617•469•2172
eFax: 617•419•1163

BETH S. GREENBLATT
Managing Director

October 10, 2014

Mr. Doug Ross
Purchasing Manager
City of Concord
311 North State Street
Concord, NH 03301

RE: Revised Proposal for Professional Owner's Agent Support Services

Dear Doug:

Beacon Integrated Solutions is pleased to present this revised proposal to the City of Concord to provide Professional Owner's Agent Support Services in response to your goal to procure renewable electric generation under a solar power/net metering purchase and lease agreement.

The City sought a proposal that encompasses three specific Phases. Phase I will likely be considered as an initial and exclusive engagement, and depending on the result, may lead to future Phases that could be completed consecutively or at the same time. Beacon has provided an itemized fee structure to enable the City to consider sourcing Tasks to Beacon where we add the greatest value.

Beacon prides itself as being an owner's advocate, and does not provide professional services to Energy Services Companies, solar developers or solar integrators; thereby eliminating any potential for conflict in openly and objectively evaluating vendor proposals, work products or assisting/overseeing the implementation of performance based traditional and renewable energy projects.

We stand ready to assist you in implementing this exciting solar photovoltaic project and welcome the opportunity to discuss our qualifications in further detail. Thank you in advance for your consideration. If you have any questions, or need additional information or client references, please do not hesitate to contact me directly at 617-469-2172.

Best personal regards,

Beth S. Greenblatt

Beth S. Greenblatt





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1. EXECUTIVE SUMMARY

Beacon Integrated Solutions ("Beacon") is pleased to present this proposal to the City of Concord ("Concord") to provide Professional Owner's Agent Services in support of Concord's efforts to engage a qualified solar developer/integrator to provide renewable energy assets, specifically solar photovoltaics on property/facilities owned by Concord.

Beacon prides itself as being an owner's advocate, and does not provide professional services to ESCO's and/or solar developers/integrators; thereby eliminating any potential for conflict in openly and objectively evaluating work products, in developing and negotiating commercial agreements, and in assisting or overseeing the implementation of the projects.

Beacon understands the key issues in dealing with the ever-increasing complexity of energy utilization in facilities owned and operated by municipalities, as well as the infrastructure that delivers this energy. Beacon is an independent Massachusetts woman-owned energy management solutions firm specializing in energy procurement, energy management, renewable energy assets and energy performance contracting strategies.

Beacon provides our clients with a seamless, integrated approach to developing and implementing supply and demand-side energy solutions. We offer our clients unparalleled certainty of process in solution development. As such, we develop and manage the implementation of leading-edge energy solutions for public sector and private clients including energy efficiency improvements, renewable energy solutions (including power purchase and net metering arrangements), performance contracting and demand management programs.

Our clients have benefited from our proven experience by optimizing energy economics through infrastructure upgrades, new renewable energy installations and procurement strategies. Beacon's principals have been directly involved in the energy services and solutions development arenas for over two decades, have specific and direct experience in performance-based energy and renewable projects, and have managed performance-based energy efficiency programs for local public utilities.

Beacon regularly draws on our strategic alliances of experienced project technical, operational and finance professionals, engineers and energy outsourcing specialists with specific expertise in energy efficiency, performance contracting and commodity advisory and procurement. Beacon utilizes these external resources, as needed, to compliment the expertise of its principals to ensure that our clients receive best quality and high value services.

Concord seeks to engage a consultant with specific expertise and recent experience as an Owner's Agent helping municipalities throughout the lifecycle of its renewable energy projects which a specific focus on procurement support, vendor selection and commercial contracting for solar generation and net metering. Beacon's experience is both relevant and recent. Our experience helping clients engage a solar firm for performance-based renewable energy projects are demonstrated by several northeast client engagements including:

Client	Project Type
Town of Needham, MA	~3.7 MW AC ground-mounted Solar PV at closed capped landfill.
Town of Williamstown, MA	~2 MW AC ground-mounted Solar PV at closed capped landfill.
Town of Weston, MA	~2 MW AC ground-mounted Solar PV at closed capped landfill.
City of Springfield, MA	~2 MW AC ground and roof mounted Solar PV on several City buildings and capped landfill.
Town of Shirley, MA	Ground-mounted Solar PV on the Town's capped landfill and open land. Total estimated capacity of 6-7 MW.
Town of Sturbridge, MA	3 MW AC ground-mounted Solar PV on open land owned by the MA Department of Transportation.
Shirley Water District, MA	3 MW AC ground-mounted Solar PV on environmentally-sensitive land.
City of Pittsfield, MA	~2 MW AC ground-mounted Solar PV at closed capped landfill.
Medway Public Schools, MA	135 kW AC and 342 kW AC roof-mounted Solar PV installations.
Duxbury School Department, MA	Roof-mounted Solar PV installations (in procurement).
Town of Easton, MA	Roof-mounted Solar PV installations (in development).
St. Mark's School, MA	~1 MW AC ground-mounted Solar PV installations (in negotiations).
Town of Lenox, MA	~2.3 MW AC ground-mounted Solar PV at 2 sites including closed landfill and wastewater treatment plant.
Town of Lee, MA	~2.5 MW AC ground-mounted Solar PV at 3 sites including capped landfill, wastewater treatment plant and open land.
Town of Milton, MA	2 MW wind turbine adjacent to capped landfill.
City of Leominster, MA	2 net metering agreements for assets located within and outside City limits. Total capacity is ~4.85 MW AC.
Town of Sunderland, MA	~0.6 MW AC ground-mounted Solar PV at 2 site including elementary school and public safety complex.

Benefits to Concord

Beacon is uniquely qualified to help Concord achieve its goals. Key elements of our unique qualifications for this role are:

- ▶ Our unique client-centered approach, which focuses first on understanding and defining the needs and desires of Concord's stakeholders, and then developing solutions to meet those needs;
- ▶ Our ability to understand the perspective of potential vendors, leading to win-win contracting relationships for Concord in the project implementation and performance terms; and
- ▶ Our business model focuses exclusively on helping end-users optimize energy infrastructure, implement renewable energy solutions and improve energy efficiency. We do not work for energy services companies, solar developers or solar integrators in any capacity and therefore are not conflicted as we guide our clients through the selection process.

2. NARRATIVE RESPONSE

Beacon offers Concord a multi-phased Scope of Work that includes an upfront analysis to determine a high level estimation of the economic viability to Concord by implementing solar photovoltaic systems sized both under 100 kW and greater than 100 kW. The second phase covers the implementation process, from procurement through construction. The second phase also includes providing the necessary support for Concord, or its selected vendor to submit an application to the New Hampshire Public Utilities Commission ("PUC") for financing incentives to offset project cost. The third phase includes an approach to supporting the City in developing a strategy and plan to achieve a Net Zero Carbon Footprint.

The Scope of Work includes the following proposed Tasks:

A. PHASE I

TASK 1: STRATEGIC SUPPORT AND ANALYSIS

Under this Phase I, Beacon will support Concord by conducting a high-level analysis of the economic feasibility of implementing solar photovoltaic systems for smaller, behind the meter systems sized at 100 kW DC or less, or net metered systems sized greater than 100 kW DC. This analysis will consider the economic impact associated with the utility net metering tariff structure and payment, in connection with its traditional procurement goals.

Included in this scope of work are the following sub-tasks:

- Identify sample locations for systems of both sizes based on conversations with Concord staff. For example, Beacon will identify a handle of locations for two project sizes as identified above. Considerations will be given to available real estate, ground and roof-mounted options, Unitil rate tariffs and facility usage requirements.
- Determine the economic impact of installing solar photovoltaics at such location types considering the net metering tariff and default service rates.
- Develop illustrative solar photovoltaic generation pricing scenarios for the purchase of generation under a power purchase agreement.
- Research and discuss with Unitil and the PUC regarding incentives, net metering, interconnection and grants.
- Conduct analysis that compares the net benefits of solar generation, inclusive of any rebates, grants and net metering versus traditional electricity supply costs.
- Evaluate budgetary impacts.
- Write executive summary.
- Present findings to City staff, the Energy and Environment Committee and City Council.

Beacon will provide Concord with an executive summary, supported by analysis, advising as to the financial impacts of solar generation.

B. PHASE II

Under Phase II, Beacon will support the City's procurement staff in developing, issuing and facilitating a comprehensive public procurement process that will address solar photovoltaic systems as profiled in Phase I. Specifically, working with the City staff, Beacon will identify various locations and parcels in which solar photovoltaic systems sized up to 100 kW DC and systems sized between 100 kW DC (small-scale solar) and 1 MW DC (large-scale solar) are feasible. Among the locations for consideration is the Wastewater Treatment Plant on Hall Street, the City's capped landfill, municipal buildings with recently replaced roofs and reserved loading capacity, among others.

Beacon will develop a procurement document, along with the supporting pricing workbooks, designed to secure proposals from qualified firms in the business of developing, constructing, owning and operating solar photovoltaic systems on rooftops as well as complex ground-mounted locations.

TASK 1: PROCUREMENT SUPPORT

Strategy Development:

Beacon's experience is both relevant and recent. Our work begins with a meeting with Concord's appointed Solar (Selection) Working Group. Based on our experience implementing comprehensive renewable energy infrastructure projects, Beacon recommends that Concord form a Solar Working Group comprised of a multi-disciplinary group of Concord management, including administration, facilities, purchasing and financial staff, External Energy Committee members, and other stakeholders.

To ensure Concord's goals are met and stakeholder acceptance is achieved, Beacon will work with the Solar Working Group to establish key stakeholder goals with respect to the project. We will facilitate a kick-off meeting/conference call to discuss project goals and objectives, project schedule, coordination and execution strategies, educational requirements, environmental strategies and measurement protocols.

Beacon is highly experienced supporting Concord with energy supply and infrastructure renewal procurements. We will assist Concord in developing a sound approach, business strategy and methodology to procure renewable energy asset services through a comprehensive solicitation process for Power Purchase and Lease Agreements. Beacon's proposed strategic approach is collaborative and will allow Concord to define its economic thresholds, commercial terms, implementation schedule and overall project goals.

Solicitation Development:

Beacon will leverage its success with existing clients in developing a solicitation document that provides for a streamlined procurement effort while ensuring that the proposals received are detailed, comprehensive and enable Concord to make a buying decision based on key business criteria. We will integrate key components of the commercial terms and requirements established by Concord as needed.

The solicitation document requirements will comply with the Concord's standard contracting terms and conditions and would at minimum include the scope of work to be performed, project requirements, a detailed description of Concord's procurement process and terms and conditions, pricing scenarios, a detailed project schedule and specific evaluation criteria. A key component to the solicitation document includes Beacon's pricing options workbook, which enables qualified solar firms to present varying pricing structures under a volumetric formula with and without tax and lease revenue. As Concord is aware, the solar assets to be installed, if owned by a private third-party, are generally subject to personal and real property tax, or an alternative tax agreement, such as a payment in lieu of taxes ("PILOT"). Beacon's pricing workbook enables solar firms to provide varying scenarios in the same format to allow for a direct financial comparison among proposals.

Further, working with Concord we would compile the technical aspects of the solicitation documents including data requirements and supporting documentation (as available), including energy usage profiling, site assessments, reports, site plans and maps, by-laws, etc.

We will develop and publish within the solicitation documents the comprehensive Evaluation Criteria and a Scoring Matrix to provide full disclosure to the solar firms of Concord's critical selection requirements and considerations.

Solicitation Support:

Working with the Purchasing Manager, Beacon will support Concord throughout the procurement process providing leadership in responding to vendor inquiries and in issuing addenda. Beacon's experience with renewable generation projects uniquely positions us to advise and guide Concord in responding to specific questions arising from these types of procurements.

Pre-Proposal Conference and Site Visit Facilitation:

Beacon will facilitate the activities for a pre-proposal conference and site visit in advance of vendor proposal submission. Such pre-bid conference shall provide interested bidders with project background, overview of the site and proposal requirements. Moreover, the pre-bid conference will include an optional site tour of the locations.

Commercial Contracting Support:

Relying on the recent local success of Beacon with respect to performance-based contracting of renewable energy infrastructure projects, Beacon will prepare and supply a draft solar power purchase agreement and a lease agreement for legal review by the Concord's attorney. Beacon recommends that such draft agreements be included in the procurement documents for two key reasons. First, it establishes a baseline for contract negotiation as part of the procurement process. Second, it expedites the process post vendor selection.

TASK 2: VENDOR SELECTION SUPPORT

Conduct Commercial Review of the Proposals

Beacon will work with Concord to evaluate the response from each vendor, conduct a thorough commercial review of each proposal and develop questions to the vendors that require clarifications to technical, economic, operational and financial issues identified.

As Concord is aware, market participation for contracting for solar photovoltaic development in the Northeast has expanded exponentially over the past few years. There are many solar firms highly qualified to design-build complex ground-mounted installations. Some have experience implementing ground-mounted installations on open land or environmentally sensitive land, while others enjoy a more vast position also implementing roof or structure-mounted installations.

Typically, market participants include originators who team with developers, EPC contractors, lenders and others, or full service solar development firms that offer the full range of expertise under one umbrella, except for environmental engineering and permitting. Beacon's knowledge of the market participants operating in the Northeast, and their success in developing and building solar photovoltaic projects allows Beacon to critically review proposals and assess qualifications.

Further, Beacon monitors the governmental programs that influence the growth of the renewable energy market in New Hampshire. Among them are federal tax incentives, net metering, renewable energy credits ("REC"), utility interconnection and state incentive programs. Understanding the then current opportunities, and the impact these opportunities have on project pricing, enables Beacon to better assess the completeness and reasonableness of the proposed price offerings. Additionally, Beacon actively monitors the on-going regulatory activities that impact the timing, cost and feasibility of utility interconnections.

Finally, Beacon will assess the reasonableness and completeness of each vendor's proposed decommissioning plan and assurance, and advise Concord as to the various types of arrangements suitable for a project of this magnitude.

Manage Evaluation and Interview Process

Beacon will provide Concord with evaluation tools to empower the Solar Working Group to objectively evaluate the vendor proposals on a qualitative and quantitative basis; with the metrics weighted based on the relevant importance of each factor.

Beacon will support the interview process, providing structure and guidance to ensure Concord is able to evaluate the vendors on an apples-to-apples comparison basis, and properly defend its final selection. To that end, Beacon will provide interview guides and questions to Concord to ensure the interviews are productive, timely and allow for a complete investigation of proposals and domain experience.

TASK 3: FINANCIAL MODELING

Economic Modeling Support

Renewable electric generation produces attributes that result in financial benefits to owners and hosts. Specifically, the attributes of energy generated from renewable sources is twofold. First, there is the actual electricity generated, which in the case of the Concord project, will be delivered to Unitil for the benefit of Concord, and net metered to Concord in the form of a financial credit from Unitil. The value of the net metering credit is determined by the size of renewable asset (generating capacity), and the rate classification.

The second benefit includes the financial incentives associated with RECs and federal tax incentives such as Investment Tax Credits and accelerated depreciation. The net metering benefits are exclusively enjoyed by either the host customer ("Host") or the off-taker of the solar energy generating facility, while the federal tax incentives benefits only apply to private, tax-paying entities.

Under a solar Power Purchase/Net Metering Purchase Agreement, Concord will benefit from net metering directly and indirectly from the federal incentives in the form of a "subsidized" volumetric rate for the energy generated and delivered to Unitil exclusively for the benefit of Concord. In New Hampshire, net metering offers the follow attributes:

1. For small-sized systems under 100 kW DC, for every kilowatt-hour of electricity supplied by the Host to Unitil, Unitil is required to pay the Host the current full retail rate of electricity inclusive of supply and delivery charges.
2. For large-sized systems between 100 kW DC to 1 MW DC, for every kilowatt-hour of electricity supplied by the Host to Unitil, Unitil is required to pay the Host the value of the current Default Service rate. This covers only the supply costs.
3. For all net metering, the Host must be served by Unitil under their Default Service tariff. Accounts served by a third-party competitive supplier are not eligible for net metering benefits.

As Concord is aware, RECs are the specific environmental attribute, which is tracked and traded in a competitive market. The value of the REC is a significant driver in the financial model for solar photovoltaic investments.

Beacon will develop a financial model to allow Concord to evaluate the financial benefits and impacts of the projects. Specifically, the financial model will calculate the specific financial benefits from the solar photovoltaic systems by comparing the value of the net metering credits against the purchase of the generation from the solar photovoltaic assets. The resulting net savings will be presented to Concord for the various systems under consideration. As discussed above, this analysis will be conducted on the varying pricing scenarios captured in Beacon's pricing workbook, to enable Concord to evaluate the optimal financial structure, inclusive of any tax and lease obligations.

TASK 4: VENDOR NEGOTIATIONS AND PROJECT OPTIMIZATION

Once a vendor(s) is selected, Beacon, along with Concord will negotiate the terms of the long-term solar power/net metering purchase and lease agreements. This negotiation may

include project and system optimization to ensure Concord is obtaining the best value and highest benefit available under then-current net metering regulations. Moreover, such negotiation may include a lease provision and payment in lieu of taxes agreement.

Further, critical to a successful long-term agreement is specifying the termination and buyout values of the system under both early termination and contract expiration. While the draft agreements included in the procurement have established parameters, the values will be determined only when the systems have been sized and selected. Beacon is uniquely positioned to assist Concord in its negotiations with its selected vendor under a long-term power/net metering purchase agreement to design, build, own, operate and maintain the solar photovoltaic systems. Beacon has specific domain expertise in both developing commercial agreements as well as negotiating specific commercial requirements necessitated by such agreements, including decommissioning assurance obligations.

TASK 5: APPLICATIONS FOR INCENTIVES SUPPORT

Beacon will support Concord and its selected firm in completing all applications necessary to secure financial incentives from the PUC in the form of grants and rebates and from Unitil, in the form of net metering and renewable energy credits ("REC"). These incentives are designed to offset initial project costs and provide an ongoing annuity for supplying electric generation to Unitil.

The PUC offers two important programs for consideration by Concord. For solar photovoltaic systems sized at 100 kW DC (or equivalent) or smaller, Concord would be eligible to apply for rebates at incentive levels of \$0.80 per Watt D/C, up to a maximum of \$50,000 per system. Applications for rebates are accepted on a rolling basis until funds are exhausted.

For solar photovoltaic systems sized in excess of 100 kW DC, the PUC offers a competitive grant program that is open to all renewable technologies for systems that are not otherwise eligible for one of the rebate programs. This competitive grant programs has in the past offered grant funds primarily for capital investments in new, REC-eligible renewable energy facilities, upgrades to existing facilities to increase REC production, or upgrades to existing renewable energy facilities that will qualify them as eligible for RECs.

The minimum amount for grant funding request has been \$150,000 with no maximum request. In conversation with PUC staff, Beacon has learned that projects that sufficiently leverage funds, allowing the PUC to invest in more renewable projects, are viewed more favorably. Grant applications are accepted in response to a competitive Request for Proposals ("RFP") issued by the PUC. This past year, such RFP was issued on 21 August 2014 with applications due 5 September 2014. It is important to note that applications for competitive grant funding must specify technical system energy and environmental attributes and details, along with a costing/financing plan and project team qualifications and experience.

Scope requirements for each of the two-incentive/grant programs differ in terms of comprehensiveness and detail. Time required to support either or both would best be determined once the approach is known. Specifically, if Concord concludes that ownership of the assets is financially attractive, Concord would make the applications to the PUC for incentives and grants, and for selling RECs. If the assets were to be owned by a third-party, such third-party would seek incentive and grant relief, and sell the RECs. Securing net metering would be the responsibility of Concord.

TASK 6: PROJECT MEETINGS, PUBLIC PRESENTATIONS AND SUPPORT

While solar power/net metering purchase agreements are not new contracting vehicles, their application in the public sector has only recently attracted attention and adoption. Beacon will support Concord at its meetings with the Solar Working Group and other stakeholders as needed.

TASK 7: PROJECT IMPLEMENTATION FACILITATION

Beacon will support Concord in the early stages of program implementation specifically relating to ensuring that the selected firm provides final system design, and complies with all of the utility interconnection and permitting requirements in advance of construction. Beacon will work with Concord and the selected firm to develop a project schedule with respect to development, construction and post construction activities and requirements.

Once the project has been fully permitted and construction commences, Beacon will work with Concord and selected firm to prepare information for public distribution apprising stakeholders of the progress of the project. Beacon will coordinate key site requirements and serve as liaison between Concord and the selected firm.

C. PHASE III - NET ZERO CARBON FOOTPRINT

Beacon understands that the City's Energy and Environment Committee is evaluating the long-term objective of the City achieving a Net Zero Carbon Footprint over the next ten to fifteen years. Beacon proposes to support the City and the Energy and Environmental Committee in developing a strategic plan inclusive of the following tasks.

TASK 1: RESEARCH AND DISCOVERY

Beacon will research, evaluate and identify key compliance options that takes into account the technical and financial requirements and opportunities to achieve a net zero carbon footprint. Included in this research is a focus on available financial incentives and funding opportunities offered by State and Federal agencies.

TASK 2: DEVELOP STRATEGIC NET ZERO ACTION PLAN

Working with the City and the Energy and Environment Committee, Beacon will prepare and present a comprehensive, actionable Strategic Net Zero Action Plan. Such plan will include

an implementation and marketing plan, schedule and budget for each identified activity/program.

TASK 3: PROJECT MEETINGS, PUBLIC PRESENTATIONS AND SUPPORT

Working with the City and the Energy and Environment Committee, Beacon will participate in planning meetings, public presentations and other support activities to facilitate the Strategic Net Zero Action Plan adoption.

3. BEACON REFERENCES

PROJECT REFERENCE	OFFICE/CONTACT
Town of Needham 500 Dedham Ave Needham, MA 02492	Mr. Hank Haff Project Manager (781) 455-7550 hhaff@needhamma.gov
Town of Weston P.O. Box 378 Weston, MA 02493	Mr. Donald Stewart Solar Exploratory Committee Chair (781) 647-0325 stdonmail@gmail.com
City of Springfield Springfield City Hall 36 Court Street Springfield, MA 01103	Mr. Kevin Chaffee Natural Resources Manager (413) 787-6234 KChaffee@springfieldcityhall.com
Town of Lenox 6 Walker Street Lenox MA 01240	Mr. Jeff Vincent Acting Town Manager (413) 637-5500 jvincent@townoflenox.com
Town of Lee 32 Main Street Lee MA 01238	Mr. Bob Nason Town Administrator (413) 243-550 bnason@town.lee.ma.us
Hoosac Water Quality District 667 Simonds Road Williamstown, MA 01267	Mr. Bradley Furlon Chief Operator/ District Manager (413) 458-8423 brad.furlon@verizon.net
Town of Sunderland 12 School Street Sunderland, MA 01375	Ms. Margaret Nartowicz Town Administrator (413) 665-1441 townadmin@townofsunderland.us
Town of Shirley 7 Keady Way Shirley, MA 01464	Mr. Bryan Dumont Chairman, Energy Committee (978) 835-5861 bgd123@comcast.net
Shirley Water District 124 Ayer Road Shirley, MA 01464	Ms. Ann Towne Commissioner (978) 425-2245 amtowne@comcast.net

4. PROJECT STAFFING

A. FIRM INFORMATION

Beacon is an independent Massachusetts woman-owned energy management solutions firm specializing in energy procurement, energy management, renewable energy assets and energy performance contracting strategies.

Since 2004, Beacon has developed and managed the implementation of leading-edge energy solutions for public sector and private clients including energy efficiency improvements, demand response programs, renewable energy solutions, performance contracting and demand management programs. Our clients have benefited from our proven experience by optimizing energy economics through infrastructure upgrades and procurement strategies. Beacon's principals have been involved in the energy services and solutions development arenas for over two decades, and have specific and direct experience in performance contracting and renewable energy project structuring.

Beacon's core services include energy and renewable energy management solutions, energy commodity advisory, procurement and management, energy project financing solutions, risk management and strategic communications. Beacon has the necessary diverse experience, local knowledge and presence, and a unique track record of developing demand and supply-side procurement and monitoring programs to help Concord meet its energy efficiency and renewable energy goals.

Beacon is comprised of seasoned professionals who have proven experience developing and implementing thoughtful and creative solutions, mapping out strategies based on sound commercial, technical and regulatory assessments, and putting in place implementation programs that guarantee results.

We regularly draw on our strategic alliances of experienced project technical, operational and finance professionals, engineers, lawyers and energy outsourcing specialists with specific expertise in performance based renewable energy projects. Beacon utilizes these external resources to compliment the expertise of its principals to ensure that its clients receive best quality and high value services.

Functionally, Beacon offers the unique opportunity to work with seasoned experts with decades of direct "hands-on" experience implementing performance based energy management, renewable energy, demand-side management and procurement solutions for customers in the Northeast and has the requisite institutional expertise working as both a provider of services and a client representative.

B. PROJECT STAFFING PLAN

For this engagement, Beth Greenblatt would have primary responsibility to provide the full scope of service to Concord. To the extent Concord requires additional professional engineering or energy supply sourcing expertise, at Concord's direction Beacon would present the qualifications of industry known professionals and engage their expertise.

Beth Greenblatt,

Managing Director of Beacon and Primary Project Manager for Concord. Beth is a recognized professional with over 30 years of business, marketing and management experience primarily in the energy services industry. Beth has held various senior strategic management and corporate communications positions in regulated and unregulated energy firms, a management consulting firm, several distinguished national energy services companies, and a national non-profit energy research and development organization.

Beth's professional background includes a decade serving in senior management roles at Boston Gas Company (now known as National Grid) in the areas of energy management, customer research and market planning. While at Boston Gas Company, Beth was responsible for the development, implementation and evaluation of demand-side management programs valued at over \$30 million per year, oversight of the Company's qualitative and quantitative research activities, and diverse business planning and analysis functions. In this capacity, Beth was directly involved in developing and implementing comprehensive energy efficiency programs designed specifically for public sector customers within the 74 cities and towns served by the utility.

While at Noresco, a leading national energy services firm, Beth was actively involved in helping clients achieve savings and produce high performance buildings through energy savings performance contracting. Previously, as Director of Marketing and Special Programs for Mass-Save, Inc. and Xenergy, Inc, Ms. Greenblatt developed and implemented energy auditing, efficiency and educational programs designed specifically for diverse residential and commercial facilities. Beth understands how to develop, implement and evaluate programs that pay for performance.

A resume is provided in Appendix A.

5. PROJECT FEES

Beacon offers the following fee quotation for the tasks sought for this project. The proposed fees for the tasks presented below cover the professional services provided by Beacon's principal, Beth Greenblatt.

As a long-term client of Beacon's, we are pleased to extend to Concord the same discounted professional hourly rate of \$135.00 for the professional services provided by Beth Greenblatt. This rate has been held constant since 2004. Travel is billed at cost and travel time is billed at our rate of 50% of the professional service rate.

Beacon provides below a detailed fee structure itemized by Phase and Task. We note that while many of the Tasks are necessarily inter-related in order to achieve the overall goal, we are willing to limit or modify our scope to certain Tasks that are determined to provide the greatest value to the City. Moreover, we are confident we will be successful in combining the procurement activities under a single solicitation. This will provide for a more efficient, cost effective and timely process, while still providing the critical qualitative and financial information necessary for the City to make appropriate business decisions.

	ESTIMATED HOURS	ESTIMATED COST
PHASE I:		
<ul style="list-style-type: none"> • Site Visit Report and Analysis • Meetings/Presentations <ul style="list-style-type: none"> o Transportation Time o Travel o Travel Time 	Up to 50 hours Up to 4 hours Billed at cost Billed at 50% hourly rate	\$5,400.00 \$550.00 Billed at cost Billed at 50% hourly rate
PHASE II:		
Task 1: Procurement Support		
<ul style="list-style-type: none"> • Strategy Development • Solicitation Development • Solicitation Support • Pre-Proposal Prep, Conference and Site Visit • Draft Commercial Agreements 	Up to 25 hours	\$3,375
Task 2: Vendor Selection Process and Support	Up to 30 hours	\$4,050.00
Task 3: Financial Modeling	Up to 8 hours	\$1,080.00
Task 4: Vendor Negotiations and Project Optimization	Up to 14 hours	\$1,890.00
Task 5: Applications for Incentives Support	Up to 25 hours	\$3,375.00
Task 6: Meetings, Presentations and Conferences		
<ul style="list-style-type: none"> • Professional time (Tasks 1-5) • Travel (Tasks 1-5) – (4 site meetings) • Travel time 	Up to 16 hours Billed at cost Billed at 50% hourly rate	\$2,160.00 Billed at cost Billed at 50% hourly rate
Task 7: Project Implementation Facilitation		
<ul style="list-style-type: none"> • Professional time • Travel (1 site meeting per month) • Travel time 	10 hours/mo. For 9-months Billed at cost Billed at 50% hourly rate	\$12,150.00 Billed at cost Billed at 50% hourly rate
PHASE III:		
Task 1: Research and Discovery	Up to 25 hours	\$3,375.00
Task 2: Develop Strategic Marketing Action Plan	Up to 40 hours	\$5,400.00
Task 3: Meetings, Presentations and Conferences		
<ul style="list-style-type: none"> • Professional time • Travel • Travel time 	Up to 30 hours Billed at cost Billed at 50% hourly rate	\$4,350.00 Billed at cost Billed at 50% hourly rate

6. APPENDIX A – RESUME

BETH S. GREENBLATT

Energetic, results-oriented strategic communications and operations executive with proven experience building successful business organizations, marketing communications programs and situational partnerships.

AREAS OF EXPERTISE

Business Solutions Development
Marketing and Communications

Results-Based Implementation
Building Strategic Partnerships

PROFESSIONAL EXPERIENCE

BEACON INTEGRATED SOLUTIONS

Boston, MA

Managing Director

Present

Beacon Integrated Solutions is a unique woman-owned management services and implementation firm that provides client-centric energy optimization solutions by helping clients optimize their energy economics through improved price certainty, energy efficiency, supply reliability and optimized energy infrastructure.

Beacon's unique approach to providing integrated energy solutions, both in front and behind the meter, offers unparalleled client-centric solutions guaranteed to improve top and bottom-line performance.

BSG Strategy Group, A Beacon Integrated Solutions Firm

Boston, MA

Principal

Present

Strategic communications and business consulting in the energy and services industries

- Provide strategic value and tactical expertise to clients including high-level business planning and development, quantitative and qualitative market research, marketing communications, content development for new and traditional media, public and media relations, government relations, technical analysis and support, and organizational structuring and development.

NORESCO, an Equitable Resources Company

Westborough, MA

Director of Corporate Communications

2000 to 2002

Recognized leader of energy infrastructure solutions in diverse vertical markets

- Served on the performance contracting management team developing client solutions designed to achieve guaranteed energy savings and produce high performance buildings.
- Leveraged a two-decade old solid brand to reposition the firm's market strategy with a focus on key core competencies critical to the deregulated energy marketplace.
- Managed re-branding campaign including the design and implementation of a new corporate logo across all media and communications strategies. Created all new corporate collateral supporting business development and direct sales activities.
- Developed and implemented strategic media, government and public relations programs including full oversight responsibility for all crisis communications, management of news releases, bylines, features and case studies, and lobbying.
- Directed all corporate competitive analyses and business research to strengthen the firm's position nationally by understanding key market players, geographic penetration potential, opportunistic market and business events, strategic partnerships/alliance opportunities, regulatory and legislative policies. Conducted ongoing market intelligence research and customer satisfaction studies.

American Management Services

Waltham, MA

Director of Marketing and Public Relations

1999 to 2000

Management services firm targeting small and mid-sized businesses with annual revenues of \$10 to \$200 million

- Repositioned this regional management services company as the nation's premier consulting and profit-implementation services firm.
- Launched national expansion effort through a cooperative co-branded small business partnership entitled "Partner America" with various federal government agencies, including the U.S. Small Business Administration, U.S. Department of Commerce, U.S. Conference of Mayors, U.S. Department of Transportation and the Export-Import Bank of the United States.
- Managed partner contract relations, and launched national communications program including collateral creative design and implementation, and publicity and outreach.
- Led the design and content creation of the corporate website, and the Partner America co-branded website. Developed and executed customer relationship management strategies. Developed and executed corporate e-communications programs to clients, prospects, government agencies, business partners.
- Developed and managed corporate government affairs and public relations activities.

ServicEdge Partners, Inc., (KeySpan Energy Solutions)

Burlington, MA

Vice President of Marketing and Sales

1997 to 1999

Northeast energy services company specializing in heating, ventilation and cooling services

- Spearheaded the development and management of an integrated strategic retail marketing effort in a new business enterprise by leveraging the brand position of the parent and subsidiary companies, and transferring the established brand equity to the new business.
- Developed and implemented a multi-year sales program to generate \$4MM of first year sales and \$6-7MM in annual sales in subsequent years. Hired sales manager, developed pay-for-performance sales compensation programs and successfully built sales organization with domain competencies to achieve revenue goals. Developed and executed customer retention programs.
- Managed all aspects of \$2 million annual marketing/communications programs including brand development, advertising, direct marketing, collateral development, interactive development and publicity. Developed strategies and tactics to achieve market dominance in business product categories, resulting in a 50,000-customer base within the first 8 months of operation, and generating first year revenues of \$7 million. Directed the design of a website targeted at consumers and businesses.
- Developed channel marketing and sales strategies to attract market influencers, consumers and businesses.
- Implemented total outsourced solution for 24/7 customer call center, including defining CRM protocols, operational delivery requirements, process and performance metrics and vendor selection process. The firm's customer call center was centric to operational excellence and customer acquisition.
- Created a cross-market public relations campaign positioning the new business enterprise and creating a local, consumer-oriented business presence.

Gas Research Institute

Chicago, IL

New England Regional Account Manager

1995 to 1997

National research and development organization for the natural gas industry

- Led the effort to integrate nationally offered natural gas R&D activities, technologies and resources into the future business strategies of New England gas utilities.

- Developed technology business plan for gas utility executives focused on developing technology strategies and tactics for the industry, and implemented field demonstration trials and programs leading to technology adoption, cost savings and revenue gains.
- Developed and managed extensive quantitative and qualitative customer research projects including market segmentation studies, customer satisfaction and consumer product preference research.

Boston Gas Company, (KeySpan Energy Delivery) Boston, MA
Director of Energy Management;
Director of Customer Research and Market Planning 1988 to 1995

Largest regulated natural gas company in New England serving over 800,000 customers

- Led the gas utility industry in New England in developing, implementing and evaluating the integration of multi-million dollar demand-side energy resources into traditional supply-side planning. Facilitated consortium relationships with New England natural gas, electric and water utilities and non-utility parties.
- Developed and managed a unique, nationally recognized natural gas load research program utilizing statistical methods and econometrics, including multivariate analysis and discrete-choice modeling.
- Managed multiple vendors delivering diverse services including: marketing/communications, customer call center, direct marketing, management consulting and implementation, equipment installation, engineering and CRM.
- Successfully hired, trained, managed and developed staff for various corporate and field positions, including: product development and implementation, technical support and engineering, retail marketing, CRM and quantitative and qualitative market research services.
- Represented Boston Gas Company and other regional natural gas distribution companies as an expert witness before the Massachusetts Department of Energy and Telecommunications and Energy Facilities Siting Council, New Hampshire Public Utilities Commission and Rhode Island Public Utilities Commission in dozens proceedings, including rate, integrated resource management and demand-side management proceedings.

Prior employment includes positions in Marketing/Communications, Public Relations and Government Affairs within the Energy Service Company market, as well as regulatory and legislative internships advocating public policy changes.

EDUCATION, TECHNICAL TRAINING AND DIRECTORSHIPS

- Boston University, Boston, MA. BA in Political Science and Mathematics.
- Former Trustee, Central New England Chapter of the National Multiple Sclerosis Society; member of the Government Relations and Communications Committees.
- Certified Energy Auditor, Commonwealth of Massachusetts

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

AN ORDINANCE amending the Personnel Class Specification Index

The City of Concord ordains as follows:

SECTION I: Amend the CODE OF ORDINANCES, Title V, Administrative Code; Chapter 35, Classification and Compensation Plan, Schedule D of Article 35-2, Class Specification Index, by adding the following position:

Position	Labor Grade	FLSA	Schedule
Painter	09	Non-exempt	AFSCME

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

TFA



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Earle M. Chesley, P.E., General Services Director
DATE: October 29, 2014
SUBJECT: Public Properties Division Staffing Changes

Recommendation

Accept this report from the Director of General Services regarding (1) establishing a new position of Painter; and (2) reclassifying a Maintenance Aide to Senior Maintenance Aide. It is also recommended to set the attached ordinance amendment for public hearing to establish the new position of Painter.

Background

The current positions assigned to the Public Properties Division for the purpose of maintaining the City's campus include:

- 1 Facilities Maintenance Supervisor
- 1 Carpenter
- 3 Maintenance Technicians
- 3.8 Maintenance Aides

These individuals are charged with the on-going maintenance of buildings and facilities owned by the City including the:

- City Hall
- City Hall Annex
- Green Street Community Center
- Police Station
- Combined Operations and Maintenance Facility
- Main Library
- Penacook Library
- West Street Ward House
- Heights Community Center

- East Concord Community Center
- Seven community swimming pools
- Municipal Airport Terminal Building, SRE Building, and Airport Hangers

Example project activities that this group has accomplished at a significant savings to the City in recent years include:

- Office renovations to the first floor of City Hall to create the Office of Management and Budget Office Suite
- Office renovations to the second floor of City Hall to support the reorganization of the City Legal Department including a Deputy City Solicitor
- Office renovations to the second floor of City Hall to consolidate and support more effective operations for the Finance Department
- Office renovations to the third floor relocating the Planning Department to share space with the Engineering Department
- Office renovations at the COMF to support the relocation of the City's Purchasing Department
- Ongoing improvements to buildings and facilities located within the City's parks

Discussion

The General Services Department is committed to continually evaluate its staffing requirements and to strategically address the changing demands placed on the organization. The Department makes efforts to hire and retain employees with skill sets that will result in a more efficient and responsive team of employees, while providing them the tools to enhance their productivity and effectiveness.

There is currently the following two skills needed in the Public Properties Division:

- Given the size of the building space City staff currently occupies, the Division should have a position whose primary responsibility involves the painting of properties. The position would also perform other assigned building maintenance activities, as well.
- Given the breadth of activities across a wide range of locations, the Division should have a Senior Maintenance Aide who can work more independently and perform a broader range of tasks.

To meet this need, the Department recommends the following:

- Establish the painter position to report to the Facilities Maintenance Supervisor
- Reclassify one Maintenance Aide to a Senior Maintenance Aide

On October 31, 2014, a long term employee who was a Maintenance Aide retired from City service. This position will be reclassified as a Painter, at labor grade 9. The position of Painter is elevated one labor grade from a Maintenance Aide due to the responsibility for independent project work to include supervision of project staff. The attached ordinance is being provided to

create the new position of Painter. The retiring maintenance aide was paid at top of scale, \$40,768 at labor grade 8. Labor Grade 9 features a range of pay from \$29,598 to \$42,827 although the incoming painter will likely start mid-range, depending on skills, education, and qualification. Accordingly, establishing and filling the Painter position falls within the current budget.

As recommended in the City Manager's Budget Transmittal letter of May 9, 2014, the Division also seeks to reclassify a Maintenance Aide position to a Senior Maintenance Aide. This would change the labor grade from an 8 to an 11. The additional cost of reclassifying a maintenance aide to a senior maintenance aide (promoting from within the organization) ranges from \$1,653 for a mid-range labor grade 8 employee to \$2,059 for a top step labor grade 8 employee. The Department's current budget is sufficient to cover this increased cost.

The Public Properties Division has had the most significant labor reduction out of all the General Service Department's divisions during the period of the consolidation across the City's entire organization. Overall, the recommended reorganization will result in a more efficient operation.

cc Thomas J. Aspell, Jr. City Manager
Jennifer Johnston, Director of Human Resources and Labor Relations
Jay Burgess, Public Properties Superintendent

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION determining the proposed project has a Public Benefit and approving an application by Remi's Block L.L.C. for a RSA 79-E Community Revitalization Tax Relief Incentive for the renovation of the former Vegas Block located at 148-158 North Main Street, Concord.

Page 1 of 2

The City of Concord resolves as follows:

WHEREAS, The City Council passed Resolution #8130 on January 14, 2008 adopting the provisions of RSA 79- E "Community Revitalization Tax Relief Incentive" and amended it by Resolution #8151 on March 10, 2008 and Resolution #8310 on October 13, 2009; and

WHEREAS, On July 22, 2014 Remi's Block L.L.C. acquired the former Vegas Block located at 148-158 North Main Street, Concord;

WHEREAS, The subject property is located within the Downtown 79-E Incentive District; and,

WHEREAS, Remi's Block L.L.C. plans to invest \$2,355,000 to renovate the existing structure into a mixed use property featuring approximately 24-28 apartments, first floor commercial space, as well as potential office space on the second floor; and,

WHEREAS, The Governing Body has determined that the application has met the requirements of RSA 79-E:14 and has determined that the construction cost for the proposed office building shall not result in the use of government grants and funds whereby such funds would total 50% or more of the project's construction cost; and,

WHEREAS, The Governing Body finds that the application satisfies all applicable provisions of RSA 79-E and is eligible for a Community Tax Relief Incentive for a period up to five (5) years.

NOW THEREFORE BE IT RESOLVED,

1. The City Council herein determines the proposed project has a public benefit in accordance with RSA 79-E:7, I, II, II-a, & III; and

CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION determining the proposed project has a Public Benefit and approving an application by Remi's Block L.L.C. for a RSA 79-E Community Revitalization Tax Relief Incentive for the renovation of the former Vegas Block located at 148-158 North Main Street, Concord.

Page 2 of 2

2. The City Council herein approves the application for a period of five (5) per RSA 79-E:5, I, commencing upon the completion of the substantial rehabilitation as evidenced by the issuance of a Certificate of Occupancy.
3. Granting of this Community Tax Relief Incentive is subject to the following:
 - a. Remi's Block L.L.C. granting a covenant, acceptable to the City Solicitor, in accordance with RSA 79-E:8 to the City a covenant ensuring that the property shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted.
4. This resolution shall take effect upon its passage.



CITY OF CONCORD

TA A

REPORT TO MAYOR AND THE CITY COUNCIL

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

DATE: October 29, 2014

SUBJECT: RSA 79E Application for Former Vegas Block, 148-158 North Main Street

RECOMMENDATION

Accept this report and set the attached Resolution for a public hearing on December 8, 2014.

BACKGROUND

On January 14, 2008, the City Council approved Resolution #8130, which adopted the provisions of RSA 79- E "Community Revitalization Tax Relief Incentive." RSA 79-E is a "local option" statute designed to support revitalization of downtown and village centers by providing property tax incentives for qualifying real estate development projects. In short, the program allows for a property owner to forgo property taxes associated with improvements to real estate for a period of 1-15 years, depending upon the unique attributes of said real estate project.

To date, the City has awarded 5 applications for RSA 79-E tax relief, as detailed below:

Year	Project	Location	Total Years of Tax Relief Granted
2008	Washington Street Condominiums (Former Hoyt Electric)	Washington St, Penacook	7
2009	Penacook Village Laundry Mat	Village St, Penacook	1
2009	Sanel Block Redevelopment	South Main St	5
2012	Endicott Hotel (Commercial)	South Main St	3
2012	Endicott Hotel (Residential)	South Main St	5

On October 23, 2014, Remi's Block L.L.C. filed an application seeking RSA 79-E relief for property located at 148-158 North Main Street, formerly known as the Vegas Block. Remi's Block acquired this property at auction on July 22, 2014 for \$975,000.

The property consists of a 5 story, 33,956SF (gross) mixed use building. The building was constructed circa 1860 and is set on 0.15 acre lot. The building is mixed use, featuring 32 apartments with commercial uses on the ground floor. The property is currently assessed at \$1,094,500.

The Owner plans to invest \$2,355,000 (or \$69.35 / SF) to renovate the building into 24-28 apartments, with ground floor commercial space. The owner is also considering creating office space on the second floor. Architectural drawings for the project were in process and unavailable as of the date of this report.

DISCUSSION

Overview: Remi's Block L.L.C. has applied for a RSA 79-E Community Tax Relief Incentive to support redevelopment of the former Vegas Block. The application was filed on October 23, 2014. A copy of the application is attached. Staff has reviewed the application and determined it to be complete.

It is important to note that the City has no obligation to grant any RSA 79-E applications. However, in order for the City to approve this application, the City Council must find the following as set forth in RSA 79-E:4, IV:

1. The governing body finds a public benefit under RSA 79-E:7. If a benefit is found to exist, the City Council has the discretion to grant tax relief for **up to 5 years**. While RSA 79-E does provide the opportunity for up to 10 additional years of combined property tax relief, this project does not satisfy any of the requirements set forth within the statute to qualify for such consideration.
2. The specific public benefit is preserved through a covenant under RSA 79-E:8; and
3. The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations.
4. The value of proposed improvements is at least \$75,000 or total 15% of the property's current assessed value, whichever is less.

Public Benefit: In order to approve this application, the City Council must determine that the development project will create one or more "public benefits" as set forth within RSA 79-E:7, as follows:

1. It enhances the economic vitality of the downtown;
2. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;
3. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.
4. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B (New Hampshire's "Smart Growth" statute);
or,
5. It increases residential housing in urban or town centers.

Staff believes that the renovation of the former Vegas Block, as proposed, satisfies criterion 1, 2, 3, and 4 above, and is therefore eligible for the RSA 79-E program. The project does not satisfy criteria 5 as it will reduce the number of dwelling units at the property. Again, the project only needs to satisfy one of the five criteria to be eligible for consideration.

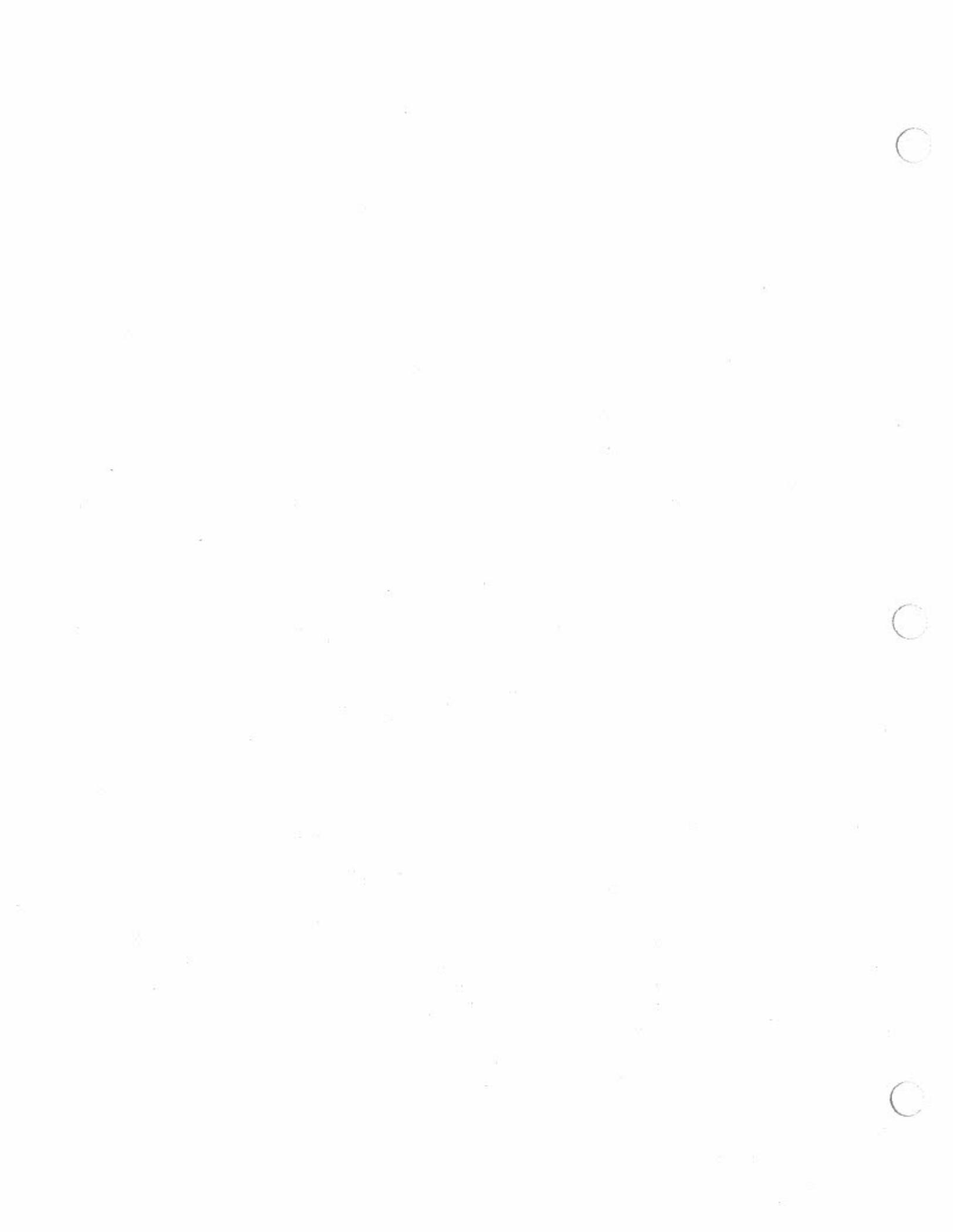
Other Considerations: In addition to those requirements mandated by the Statute, the City Council should also consider the following when evaluating this application:

- 1) The former Vegas Block is a blighted property located at a highly visible location, which serves as a gateway to the downtown central business district.
- 2) The \$2.355M budget for improvements is well in excess of the \$75,000 or 15% of pre-renovation assessed value threshold required for participation in the RSA 79-E program.
- 3) The renovation budget includes funding for energy improvements, thereby satisfying the requirements of RSA 79-E:2, IV.
- 4) The assessed value of the property was recently reduced from \$1,737,100 to \$1,094,500 to reflect the dilapidated condition of the property. This reduction was made after the property was acquired by Remi's Block L.L.C. Provided that the applicant makes no improvements to the property prior to the City's potential approval of this application, the \$1,094,500 value will serve as the "original value" for the project for the purposes of RSA 79-E:13, b.
- 5) A 1999 historical inventory of the property concluded that the property retains enough historic integrity that it would contribute to a downtown national register historic district.
- 6) The preservation, renovation, and adaptive reuse of historic properties like the former Vegas Block supports the goals and objectives of the City's 2030 Master Plan and 1997 Downtown Master Plan.
- 7) No State or Federal grants or tax credits will be used to finance these renovations.
- 8) The subject property is not located within a Tax Increment Finance District.

STAFF RECOMMENDATION:

Staff has determined that the application complies with all requirements set forth by RSA 79-E and therefore recommends that the City Council approve the attached resolution granting five (5) years of property tax relief for the former Vegas Block located at 148-158 North Main Street, subject to the terms and conditions set forth within the attached resolution.

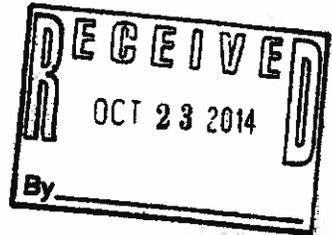
Should the City Council approve this application, the Assessing Department may assess the property in its pre-renovation condition to determine the pre-improved value. Once renovations are completed, the property will be re-assessed. The RSA 79-E benefit only applies to that portion of the assessed valuation created by the improvements. The applicant will still be obligated to pay taxes on the base value of the property, including any taxes associated with increases to the base value due to market inflation.





CITY OF CONCORD
 NEW HAMPSHIRE
Community Development Department

City Hall • 41 Green Street • Concord, NH 03301 • tel. 603/225-8595 • fax 603/228-2701



COMMUNITY REVITALIZATION TAX RELIEF PROGRAM (RSA 79-E)
(To be completed by the Applicant)

Building Name (if any) Remi's Block Building Address 154 North Main St.	Owner Name(s) Remi's block, LLC Applicant Name(s) (if different from owner)
Owner Address(es) 136 N. Main St. Suite 7 Concord NH 03302 Phone # 603-856-1150 Email address Mediterranean @ Comcast.net	Applicant Address (if different from owner) Phone # Email address
City Tax Map Map # 45 Block # 6 NW Lot # 14	Merrimack County Registry of Deeds Book# 3448 NW Page # 1969
Year Built 1870 Square Footage of Building 28K-30K	Is the building eligible for listing or listed individually on the State or National Register of Historic Places or located within a locally designated, State, or National Register Historic district? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide a copy of the approved designation by the State or National Register of the building or the district.
Existing Uses (describe number of units by type and size) Commercial space consisting of 2 storefronts and 32 apartments, mixed studio & 1 Bed Proposed Uses (describe number of units by type and size) Consisting mixed 24-28-2 Bed room units + 1 Bedroom units	Is there a change of use associated with this project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: Possible office space on second floor
Will the project include new residential units? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe: Reduction in unit count. NW	Will the project include new subsidized residential units? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe:

Note: Application must be accompanied by a \$100 application fee made payable to "City of Concord."

is the project in an existing Tax Increment Finance (TIF) District? YES NO *MPW*

(TIF maps are available by contacting the Community Development Department at (603) 225-8595 or by visiting the City's website at <http://www.concordnh.gov/index.aspx?NID=378>)

Will any state or federal grants or funds or low income subsidies or tax credits be used in this project? YES NO
if so, what is the amount of the aid? \$ _____ Describe and detail any terms of repayment (if applicable):

Describe the work to be done and estimated cost. Please attach additional sheets, if necessary, as well as any written construction cost estimates.

All approximate

Structural: <i>See attachment 'A'</i>	\$ <i>250,000.00</i>
Exterior Alterations (storefront, walls, windows, doors, etc.) <i>See attachment 'B'</i>	\$ <i>425,000.00</i>
Interior Alterations (walls, ceilings, moldings, doors, etc.) <i>see attachment 'C'</i>	\$ <i>850,000.00</i>
Electrical: <i>See attachment 'D'</i>	\$ <i>250,000.00</i>
Plumbing/Heating: <i>See attachment 'E'</i>	\$ <i>250,000.00</i>
Mechanical: <i>See attachment 'F'</i>	\$ <i>200,000.00</i>
Fire Protection: <i>See attachment 'G'</i>	\$ <i>105,000.00</i>
Other: <i>See attachment 'H'</i>	\$ <i>250,000.00</i>
Total: Note: To be considered for this tax relief incentive, the costs of the project must be at least 15% of the pre-rehabilitation assessed value or \$75,000, whichever is less.	\$ <i>2,355,000.00</i>

Please attach any construction contracts, plot plans, building plans, sketches, renderings or photographs that would help explain this application. *Will be submitted upon completion of engineer, Contractor and Archt. Completion of work.*
For the additional four (4) year tax relief for historic buildings, the work described must include how it meets the Secretary of Interior's Standards

Remi's Block. LLC
154 North Main Street
Concord, NH 03301

Attachment "A" – Structural

Description of work to be completed, but not limited to the following:

- **Reconstruct exiting floor in commercial space**
- **Relocate the front stairs for all five (5) floors. Stairs to meet egress**
- **Relocate rear stairs, to meet egress**
- **Make structural repairs to the remaining floors**
- **Repair or replace any beams as necessary**
- **Demo interior partitions and re-configure number of units to create 1 and 2 bedroom units**

Remi's Block. LLC
154 North Main Street
Concord, NH 03301

Attachment "B" – Exterior Alteration (Storefront, walls, windows, doors, etc)

Description of work to be performed, but not limited to:

- Replacement of all windows
- Removal of existing storefront to bring back and create a more attractive appearance
- Repointing of entire building
- Replacement of all doors on all sides
- If possible, install balconies on Loudon Road side of building
- Install skylights in 5th floor hallway
- Create a patio on side of building, Loudon Road side, for commercial spaces
- Install new awning in front of addresses 132 ½ - 156 to make a more attractive front

Remi's Block. LLC
154 North Main Street
Concord, NH 03301

Attachment "C" – Interior Alterations (walls, ceilings, molding, doors, etc.)

Description of work to include the following, but not limited to:

- Demo to be on all walls and floors
- Demo commercial units
- Remove fire escape from rear of building
- Removal of existing cracked brick wall in rear of building
- Insulate entire building to code
- Relocate Elevator
- Sound proof of all walls
- Install all new drywall in all units
- Install new Fire rated entrance doors to all units
- All new bathroom fixtures
- Install new Interior doors and trim
- Install entire new kitchens
- Install new flooring in all new units
- Paint all walls in building
- Install all new lighting

Remi's Block. LLC
154 North Main Street
Concord, NH 03301

Attachment "D" – Electrical

Description of work to include, but not limited to:

- Separate and update electrical panels
- Install new wiring in units and where needed

Remi's Block. LLC
154 North Main Street
Concord, NH 03301

Attachment "E" Plumbing - Heating

Description of work to include, but not limited to:

- **Replace all exiting heating systems throughout building with new hot water and baseboards**
- **Replace all domestic water lines**
- **Replace all sewer lines in the building**

Remi's Block. LLC
154 North Main Street
Concord, NH 03301

Attachment "F" Mechanical

Description of work to include, but not limited to:

- **Install all new split systems in apartments**
- **All Mechanical work to be to code**

Rem's Block. LLC
154 North Main Street
Concord, NH 03301

Attachment "G" Fire Protection

Description of work to include, but not limited to:

- Update all fire alarms in entire building
- Bring interior of building to meet all current codes

**Remi's Block. LLC
154 North Main Street
Concord, NH 03301**

Attachment "H" - Other

Description of work to include, but not limited to:

- **Install new flooring**
- **Paint entire interior hallways and common areas**
- **Sheetrock common areas**
- **Install common area mail area**
- **Weatherization before and after construction**
- **Temp Electrical**
- **Temp heating system**
- **Contractor Services**
- **Architectural designs plans being submitted**
- **Engineering plans are being submitted**
- **Dumpsters on site**



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

DATE: October 30, 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



COUNTY OF MERRIMACK

Merrimack County Nursing Home

325 Daniel Webster Highway, Boscawen, NH 03303-2410

Tel (603) 796-2165

Fax (603) 796-2880

www.merrimackcounty.net

COMMISSIONERS

PETER SPAULDING, Chairman, Hopkinton
BRONWYN ASPLUND-WALSH, Vice Chairman, Franklin
ELIZABETH BLANCHARD, Clerk, Penacook

LORI SHIBINETTE, RN, MBA, NHA
ADMINISTRATOR

MATTHEW LAGOS, CTRS/L, NHA
ASSISTANT ADMINISTRATOR

October 20, 2014

Concord Police Department
Att: Chief Bradley Osgood
35 Green St.
Concord, NH 03301

Chief Osgood,

I did a ride a long on Friday, October 17, 2014 as part of the Greater Concord Chamber of Commerce Leadership Program. I feel compelled to write to you to tell you about the outstanding representation you have within your department. Officer Ben Mitchell was my assigned preceptor that evening. I was both impressed and excited to have such a young man with such a great foundation of leadership and professionalism representing the Concord Police Department. He took the time to explain the different aspects of police work, including the basics of report writing, taking statements and safety. Most impressive was Officer Mitchell's professionalism when dealing with the homeless population, his evident compassion for their circumstances and his firm belief that not judging people is an instrumental part of being a good police officer.

I am thankful that our community has officers like Officer Mitchell to develop into our leaders in the future. Public sector leadership encompasses a unique set of challenges; based on my short exposure to his professionalism and leadership style I am sure you will see great things out of him in the future.

Sincerely,


Lori Shibinette

cc: Officer Ben Mitchell

RECEIVED

OCT 22 2014

CONCORD, NH POLICE
DEPARTMENT

TTD Access: Relay NH 7-1-1

22 Harvard St.
Concord, NH 03301-2318
October 1, 2014



Mr. Thomas J. Aspell
City Manager
City Hall
City of Concord
41 Green Street
Concord, NH 03301-9828

Dear Tom,

Recently I had an auto title problem involving a car I purchased. Needless to say, I totally messed up the paperwork.

Seeking help, I went to the Collections Office and was lucky to speak with Jan. She was a great help; attentive, pleasant, knowledgeable, and a great problem solver. She went above and beyond to help me.

We are fortunate to have such a great employee working for the City of Concord.

Sincerely,

A handwritten signature in cursive script that reads "William A. Champney".

William A. Champney

c: Jan – Collections Office

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

Results based on total comment cards received for Oct 2014

I received services related (circle all that apply):

Motor Vehicle (4)	Property Taxes (0)	Utility Payments (0)	Misc. Billing (0)
----------------------	-----------------------	-------------------------	----------------------

Our staff was:	courteous (4)	knowledgeable (4)	professional (4)
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Other: Donna was very nice! Thank you!
Helpful, kind, wonderful.

Our service was:	courteous (4)	knowledgeable (4)	professional (4)
-------------------------	------------------	----------------------	---------------------

Comments and suggestions:

- 1) It is always a pleasure to deal with the staff at the City Hall vehicle registration office!
- 2) I was extremely impressed with the level of service I received. I'm happy to say I wouldn't mind coming back. This is a vast improvement from my previous state. Anja went above and beyond to fix my name issues. Thank you. Keep it up.
- 3) Every City official could take a lesson in public relations from these ladies. Every one of them!



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

TAA

TODD FABIAN
LIBRARY DIRECTOR
603-225-8670

TO: Honorable Mayor and City Council
FROM: Todd Fabian, Library Director
RE: Authorization to Accept Monetary Gifts Totaling \$5,811.98 as
Provided for Under the Preauthorization Granted by City Council
DATE: October 28, 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:

Donor	Amount	Purpose	Project Accounting
Concord Public Library Patrons	\$293.00	Fees paid by patrons to replace lost and damaged library materials from 09/24/2014 through 10/26/2014	GRTLIBLstPd 2910 2013 - 2013 and beyond
Concord Public Library Book Sale	\$1,759.98	Revenue from sale of used and donated books, audio materials and videos from 09/24/2014 through 10/26/2014	GRTLIBMMat 2910 Book Sale Rev - Book Sale Revenue
Friends of the Penacook Branch Library	\$260.00	Periodicals – 1 year Concord Monitor and 1 year Good Housekeeping for Penacook Branch	GRTLIBMMat 2910 Periodicals – Library Periodicals
University of Massachusetts – National Network of Medical Libraries	\$3,499.00	Speaker series on health topics and purchase materials for the library's collection on each of the series topics.	GRTLIBMMassMed 2910, UMass Health Series, Revenue
TOTAL	\$5,811.98		

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

11-19

AA



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

To: Honorable Mayor and City Council
From: Jacqueline Whatmough, Human Services Director
Re: Authorization to expend the donation of \$204 from the NH Retired Educators Association as provided for under the pre-authorization granted by City Council.
Date: 10/23/14

Recommendation

It is recommended that City Council approve the acceptance and expenditure of the above cited monetary donation from the NH Retired Educators Association.

Background

Funds are requested to be expended under the authority established pursuant to resolution number 8120 adopted December 10, 2007.

The purpose of this gift, donation or grant as stated above are a condition of the grantor or benefactor and 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 department.

A copy of this communication has been sent to the grantor or benefactor for their information and with the thanks of the City Council and the citizens of the City of Concord.

Discussion

Concord Human Services received a call from Sandy Amlaw, President, NH Retired Educators Association offering a donation from NHREA for our food pantry. They had a meeting in Concord on 10/22 and delivered the donation after the collection at the meeting. It appears that they do this in the area of the state where their meeting is held and is a statewide initiative. We are always grateful for donations to help us keep our food pantry stocked to meet the emergency needs of our local residents that need assistance. Our thanks go out to the members of NHREA.

Cc: City Manager
City Clerk
City Controller
NHREA





CITY OF CONCORD

TJA

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 \$2,700

DATE: November 1, 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
George West	\$100	Adopt A Grave	GRTRECMISC 2910 Adopt A Grave
NH Cycling Club	\$500	Senior Citizen Program	GRTRECMISC 2910 Senior
Living Root	\$1,050	Weekend on the Water	GRTRECMISC 2910 WOW
Pieter Hollenberg	\$1,050	Weekend on the Water	GRTRECMISC 2910 WOW

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 special events.





CITY OF CONCORD

11-21

TA

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Edward L. Roberge, P.E., City Engineer *ER*
DATE: October 28, 2014
SUBJECT: Report from the City Engineer regarding the policy and procedure related to unaccepted private streets following a communication from the residents of A Street

Recommendation

Accept this report outlining the current administrative guidelines for the acceptance of City streets and responding to a request by the residents of A Street.

Background

On July 25, 2014, the Engineering Services Division received a letter from the residents of A Street requesting information as to what steps and actions are required for City Council to accept A Street as a public street (see attached).

At the August 11, 2014, regular meeting, Councilor Nyhan requested that staff not limit themselves specifically to the A Street request, but to provide Council with the details of the existing City process to make an unaccepted street an officially accepted street. Additionally, Councilor Shurtleff requested an updated list of unaccepted private streets.

Discussion

A Street is located on the Heights, and extends between Gates and Allard Streets. A short section of A Street from Gates Street and running easterly about 230 feet has been accepted as a City street. The remaining portion of A Street, running easterly another 580 feet, more or less, to Allard Street has not been accepted.

The accepted portion of A Street is shown on a plan entitled "Fernlawn, Concord NH, owned by Arthur Eastman", dated August 1923. This section of A Street includes four residential properties. The unaccepted portion of A Street is shown on a plan entitled "Allard Park, belonging to Alfred E. Allard, Concord, NH", dated July 1930, revised March 1934. This section of A Street includes nine residential properties. The accepted portion of A Street was first petitioned for acceptance about October 1923. For what appears to be a number of reasons, including waivers from damages from all abutters and the street being graded to the satisfaction of the City Engineer, the Board of Alderman did not grant the petition for acceptance of the first section of A Street until May 1937.

The issue of unaccepted private streets has been discussed and analyzed in various levels of detail since the 1980's. Council will recall that A Street, an unaccepted private street, was designated as an emergency lane on December 13, 1999. Under RSA 231:59-a, the designation of emergency lane allows the City to expend limited public funds for the repair of the emergency lane so as to make it "passable by firefighting equipment and rescue or other emergency vehicles." As such, the City has limited its efforts to winter snow removal and grading (on gravel roads).

In more recent discussions before City Council, a street acceptance process, policy, and resolution were submitted in late 2000 in response to a similar request for the acceptance of a portion of Roger Avenue. At the January 8, 2001, regular meeting, the amended resolution adopting the policy failed on a roll call vote. In 2004, Councilor Allberg requested the development of a policy to address citizen requests for street acceptances. A report entitled "Recommended Policy on Accepting Formerly Unaccepted Streets," which included background information from the 2000 policy and resolution, were considered by the Council. At the November 15, 2004, regular meeting, Council voted to retain the policy as an administrative guideline (see attached report and background information). Although there have been several inquiries regarding status and conditions of unaccepted private streets, there has been no additional Council action relative to this matter since that time.

Following recent discussions with Council and staff regarding the pavement conditions on A Street, residents submitted a communication on July 25, 2014, requesting information as to what steps and actions are required for City Council to accept A Street as a public street. Per the aforementioned administrative guideline, the residents of A Street must present a request to the City Clerk for Council to consider acceptance of the street. The Council will then refer the petition to the Community Development Department for staff review and to the Planning Board for a report on the completeness of the petition and to determine if it is in the City's best interest to accept the street. If the Planning Board makes that determination, a recommendation will be made outlining the requirements for the street layout plat, as well as the requirements of any roadway upgrades following a detailed engineering assessment. The street is expected to meet the City's current standards for street construction acceptance and the petitioner is responsible for any costs associated with preparation of the final layout plat and roadway upgrades required to accept the street. Once the layout plat and roadway improvements are completed to the satisfaction of the City Engineer, the petition will be presented to City Council with a favorable recommendation for final acceptance by staff.

Engineering Services has completed a detailed conditions assessment of A Street and has determined that in order to meet current street construction acceptance standards, significant reconstruction of A Street will be required. Roadway condition, lack of drainage facilities, and current roadway width contribute to its deficiencies. Estimated costs to complete the reconstruction to meet current standards is \$280,000.

Attached is an Interoffice Memorandum with the list of private streets within the City as of today.

elr/E
attachments

Mrs. Eileen Shattuck
12 A Street
Concord, NH 03301



July 11, 2014

City of Concord
c/o Edward Roberge
41 Green Street 3rd Floor
Concord, NH 03301

Mr. Edward Roberge:

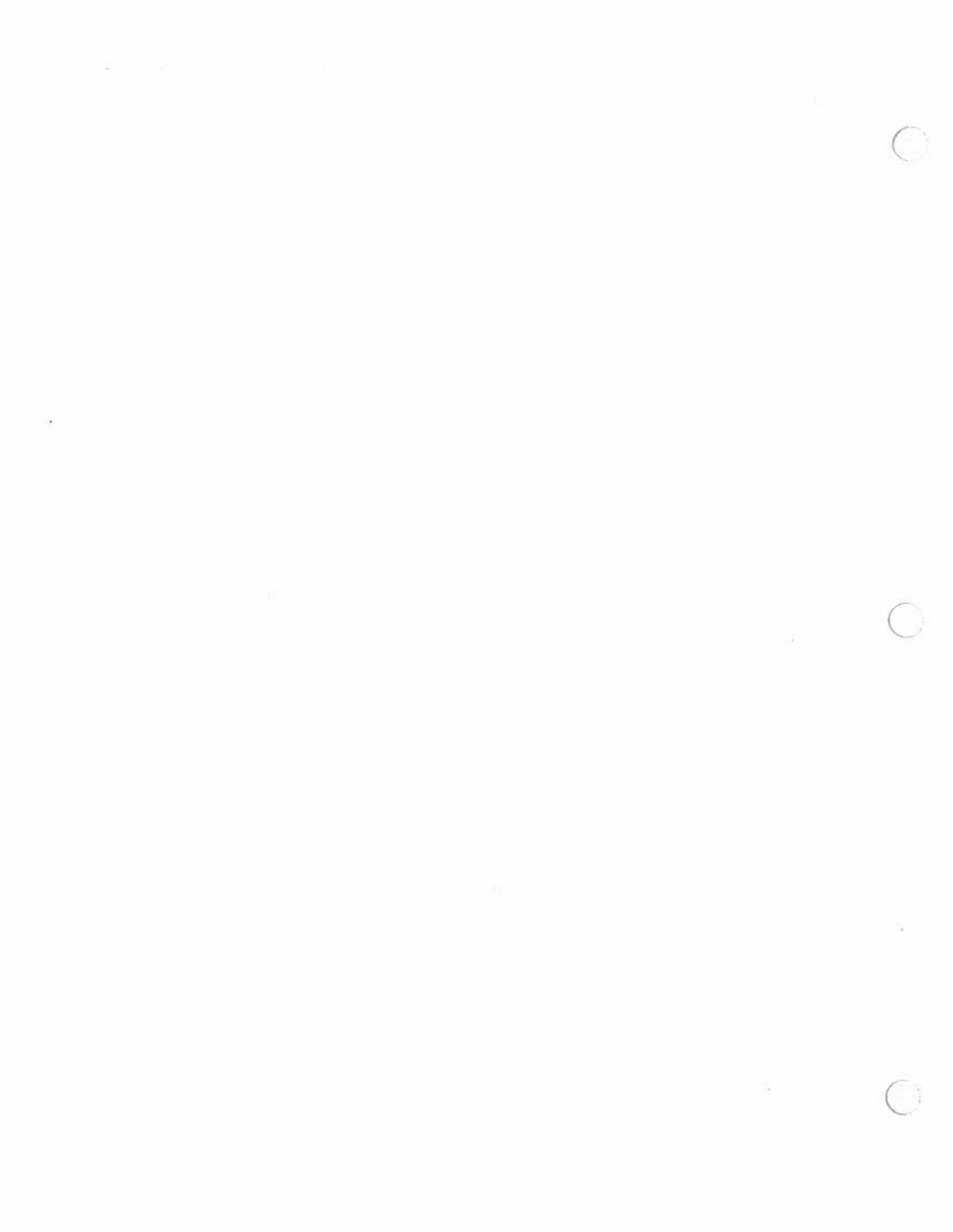
We the citizens of A Street on the Heights in Concord would like to thank Gail Matson for taking the time to talk with us in reference to the conditions of our road. Per this conversation we understand that before anything can be done we need to have our street made an official road rather than a private drive. Would you please advise us as to what steps we need to take from this point? We would only really be interested in having the road repaved. We are not overly concerned with sewer or having our road widened.

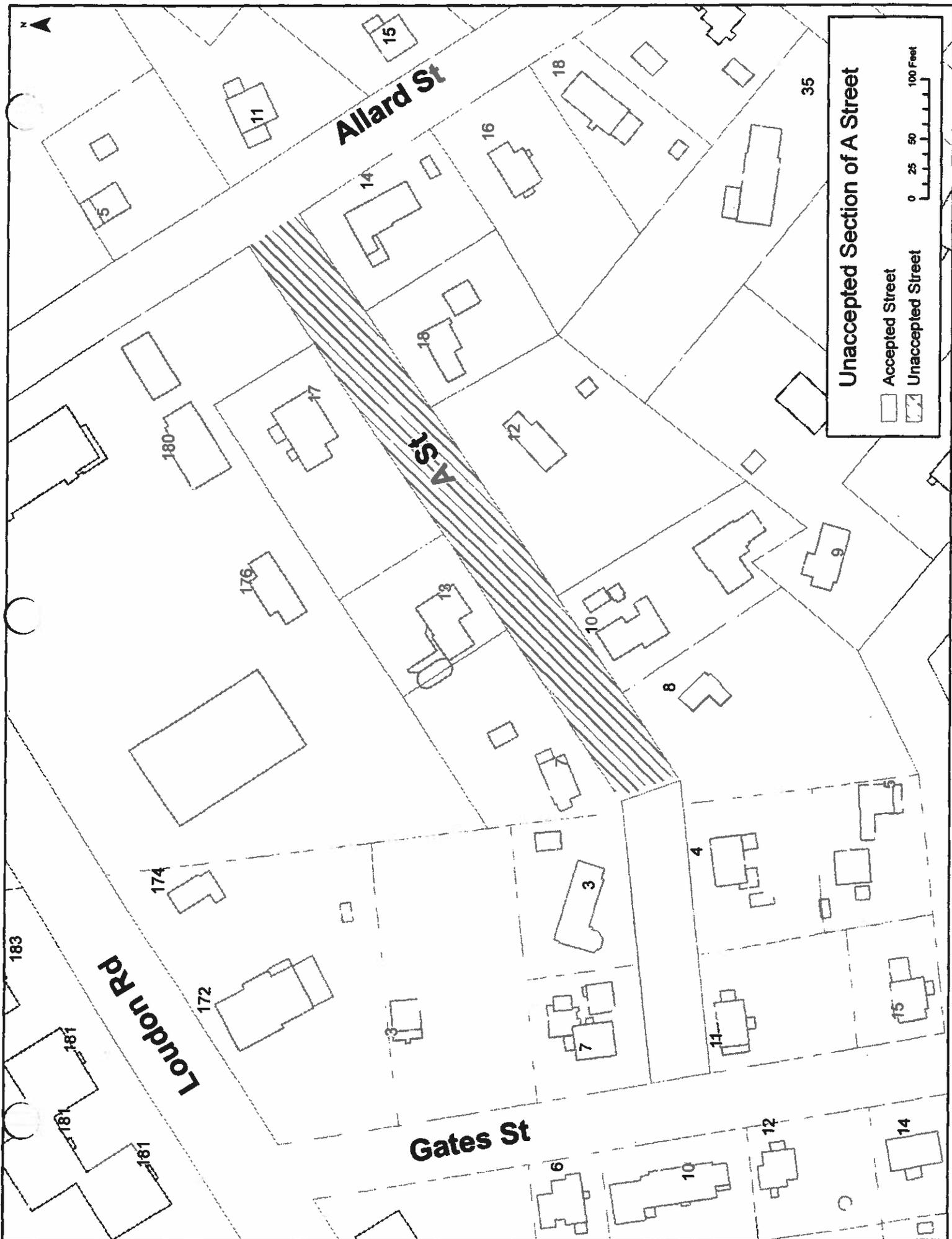
Sincerely,

The Residents of A Street

Eileen Shattuck
Scott Shattuck
Shelby Goss
Oliver Shattuck
William Lawrence

Mike & Judi Sabod
Paul T. Sims
Steve & Tracy Augrey
Jeff & Margaret Fowle





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CITY OF CONCORD

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Roger C. Hawk, Community Development Director *RCH*
DATE: October 5, 2004
SUBJECT: Recommended Policy on Accepting Formerly Unaccepted Streets

Recommendation

Accept this report and determine if the Council should formally adopt a policy for the acceptance of private streets or retain the policy as an Administration guideline.

Background

In September, 2004 Councilor Allberg requested that City Administration draft a formal policy that would define the steps necessary for accepting previously unaccepted streets.

Discussion

Five years ago considerable discussion occurred as to how residents on older, unaccepted streets might petition the city to have them accepted. In 2000, City Administration and the Council considered this issue and elected to not adopt any official policy (see attached memos and reports from 2000). In absence of an official policy, staff has used the 2000 draft policy as a guideline in advising residents of the process that should be followed if they wished to have their private street accepted. Included in the attached materials is a list of non-public streets in the City. This list may not be absolutely complete as we do not receive reports on the status of private ways from the underlying property owners, who may make changes without need to notify the city.

In considering a policy on this issue, the city needs to take into account two major classes of travel ways:

- "Historical" private streets: Due to the age and history of Concord, there are many travel ways that were laid out and used, for a wide variety of reasons, before the City formalized its land subdivision requirements in the 20th century. Many of these historic ways have been officially accepted due to their essential function as part of the City's street network. Many others have not been accepted for a variety of reasons, most notably insufficient interest on the part of the abutting property owners and/or the substandard condition of the physical improvements.
- Private travel ways intentionally laid out for a development: With the advent of condominium developments, multi-family residential projects and other real estate developments approved by the Planning Board, there are many private ways in the City that have been built that were never intended for acceptance as public ways.

The policy drafted in 2000 was aimed at historic travel ways and how the city might entertain accepting them. The basic premise of this policy is that property owners purchased their homes knowing that they were on private streets and that those owners should be responsible for improving the street and its infrastructure before the city would take responsibility for its maintenance and upkeep. This approach was intended to place the cost of the street improvement (if any) on the abutting owners and not convey that cost burden to the other taxpayers in the city by accepting a street that might need to be reconstructed or have costly infrastructure upgrades. The policy does provide options for the City Council to partially or fully fund the improvements if desired.

City staff has discussed the current unofficial policy with property owners on a number of private streets in the past several years. Knowing that improvements might be costly, staff has suggested that if the residents were unable to afford the cost of improvements, the City might entertain the establishment of a "betterment district" to finance the improvements. If a betterment assessment approach was chosen, benefited owners would repay the City for the cost of the improvements (and associated expenses) over time.

Where private streets were intentionally laid out via a Planning Board approval, a different standard should apply. In those situations, the development was offered to the city for approval with private travel ways and the City should not entertain acceptance of those roads. If the City Council were to entertain the possibility of future acceptance of this category of private ways, the zoning and subdivision regulations would need to be amended to design private developments with the same building setbacks and other standards as single family subdivisions with accepted city streets.

It should be noted that staff has researched street acceptance practices in sixteen other communities, in New Hampshire and elsewhere, and found that the basic principles included in our current practice are overwhelmingly applied.

INTEROFFICE MEMORANDUM

TO: Tom Aspell, Martha Drukker, Steve Henninger, C. Hamilton Rice
FROM: Paul E. Gendron, LLS, Engineering Technician II
DATE: September 27, 2000
RE: Street Acceptance Policy

I have been asked to list the issues related to the acceptance of various private streets and those courts and lanes recently declared by the City Council as Emergency Lanes. This list is by no means complete and all inclusive. The intent of this list is to aid in the discussion by city staff to determine a policy for street acceptance. Please familiarize yourself with this information for the meeting tomorrow. Please bring to the meeting any information I may have omitted, any information you would like to add, and any corrections or comments.

The acceptance of streets, as opposed to the statutory process of lay out, has typically followed a scenario similar to the following. This list is meant to be general in nature:

1. The location of the street to be constructed and subsequently accepted is usually shown on a subdivision plan.
2. The owner or developer, by drawing a street right of way on a subdivision plan, which is absent specific language to the contrary, is making a formal dedication of said right of way to the City to be used as a public way.
3. The Planning Board approves the subdivision plan and the plan is then recorded at the Merrimack County Registry of Deeds. The City also receives right of way and utility easements and records them at the MCRD.
4. The street is then constructed in conformance with the City's subdivision regulations, zoning ordinance, and construction standards. The owner or developer incurs all the costs in bringing the street up to an acceptable city standard.
5. Upon the road construction being completed, the owner or developer then sends a letter to the City Council petitioning that the road be accepted into the municipal street system.
6. The City Council then refers the letter to the Community Development Department for a report.
7. The city engineer then returns a report indicating that the street has been completed to City standards and recommends that the street be accepted as a public highway.

8. Upon the report being accepted with an affirmative vote by the City Council, the street then becomes the City's responsibility for maintenance and liability.

Some of the issues related to a petition for the acceptance of the private streets and courts and lanes include the following:

1. Most of the streets have not been dedicated to the City by being shown on a plan reviewed and approved by the Planning Board.
2. Most of the streets resemble driveways and have not been constructed to City standards.
3. The petition for acceptance should be signed by all abutters to the street. What are the City's options if only a majority of abutters are willing to sign the petition?
4. The City will need to determine if, for the accommodation of the public, there is a necessity, or occasion, for the acceptance of the street.
5. The City will need to determine the minimum right of way width to be acquired by fee or easement. This will be determined by an inspection of the current conditions with respect to the traveled way, utilities, home locations, etc.
6. The City will need to determine the party(ies) responsible for the cost of surveying the properties and the preparation of plans and deeds for the conveyance of right of way deeds, utility deeds, etc.
7. The City will need to determine the minimum standard of construction for the street.
8. The City will need to determine the party(ies) responsible for the cost of the road engineering assessment.
9. The City will need to determine the party(ies) responsible for the cost of the actual improvement or construction of the road.
10. The City will need to establish mechanisms to insure that the costs are paid in a timely manner.

The following dedication and acceptance information is taken directly from Duncan's report to the City Council dated December 2, 1999. Duncan's report was prompted by the City maintenance of the private courts and lanes. The dedication and acceptance section of the report was meant to outline one of the options the public had in the event the City Council voted to discontinue snow plowing of the private streets.

Process. - The proposed City process for considering requests for dedication and acceptance includes:

- City Council receives a petition signed by all property owners requesting acceptance as a public street;
- City Council decides whether it wants to continue to maintain Limited Service Roads (LSRs) which service a limited number of residences.
- City Council can, at this point, determine whether or not it wants to refer this street to the Planning Board and for what review. If yes, then the following process may be different.

- **City staff reviews the street to determine if it currently meets acceptable City standards or can be constructed to an acceptable standard. If it can be brought to an acceptable standard, what improvements would need to be made and what is the estimated cost.**
- **After meeting with residents to discuss staff's preliminary recommendation, the staff's final recommendation is presented to City Council.**
- **City Council decides upon an acceptable financing plan if necessary, i.e. property owner, City, or shared payment. Some streets may not require any improvements.**
- **Based upon City Council's financing decision, the property owners determine whether to proceed with a request for dedication/acceptance.**
- **If proceeding, administrative actions such as surveying the road and preparing special assessment districts, if needed, are completed.**
- **City Council approves the financing agreement and accepts the street as a public street.**
- **Maintenance continues and a construction schedule is established to make any necessary improvements.**





CITY OF CONCORD

POLICY MEMORANDUM

SUBJECT: Acceptance of Private Streets by the City Council
BY: Thomas J. Aspell, Jr., Director, Community Development Department
DATE: November 20, 2000

APPROVED: _____

Duncan R. Ballantyne, City Manager

PURPOSE:

This policy memorandum shall establish the guidelines and a procedure for the City acceptance of private streets and driveways.

POLICY:

1. A petition, acceptable in form and format to the City Clerk, shall be signed by all of the residents abutting that portion of the private street or driveway being requested for acceptance. All the residents must voluntarily sign the form understanding that they will be conveying, at a later date, an easement deed to the City for \$1.00. The petition shall contain the signatures of all the lawful owners of the properties abutting the private street or driveway in question, the address of the properties, the Assessing Department's Map, Block, and Lot designation of the properties, and the mailing address of the owner if it is not the same as the property address. The petition shall contain the proposed name of the street. The City will not be bound by any name previously assigned to the street or highway by any private owner, developer, or dedicator. No name for a street shall be approved by the City which is already in use, or which is confusingly similar to any such existing name, or which otherwise might delay the locating of any address in an emergency. The petition, or accompanying correspondence, shall also indicate a contact person who shall act as a spokesperson for the group and who shall be responsible for communicating with the City when various issues arise.

2. The City Council will then refer the petition to Community Development Department staff to determine its completeness and to the Planning Board for a report. A representative of the Planning Services staff will review the petition to determine whether it is complete and will determine whether the street has been previously shown on a plan which has been reviewed and approved by the Planning Board. If the petition does not contain signatures of all the abutting property owners, staff will indicate same to the contact person and ask for the petition to be completed. If the street has not been previously shown on a plan which has been reviewed and approved by the Planning Board, staff will indicate same to the Planning Board.
3. The Planning Board will determine if it is in the public interest to accept the street. This determination will be made by looking at many issues including but not necessarily limited to the following. Will the street be a through street or a dead end street? Will the street provide access to public land or private property? Does the street presently contain public utilities, municipal utilities, or private utilities? What is the future development potential for the area if the street is approved as a public highway?
- 4 a. If the Planning Board determines it is in the public interest to accept the street, the Planning Board will make that recommendation to the City Council.
- 4 b. If the Planning Board determines that it is not in the public interest to accept the street, the Planning Board will make that recommendation to the City Council.
- 4 c. Under either case, the Planning Board will indicate whether the street corresponds in its location and lines with a street shown on the official map, or with a street shown on a subdivision plat approved by the Planning Board, or with a street on a street plat made by and adopted by the Board.
- 5 a. After reviewing the Planning Board's recommendation that it is in the public interest to accept the street, and the City Council decides that it is in the public interest to accept the street, City Council shall request of the petitioners that an existing conditions survey be conducted for the preparation of an easement plan or a street plat. The plan or plat will show the existing conditions and improvements, including but not limited to the existing contours and relief, the current traveled way, utility poles, houses, driveways, catch basins, sewer manholes, and other natural and manmade features which may affect roadway design or construction. The existing conditions plan will be utilized to conduct an engineering assessment to determine the road upgrade design. The standards for the upgrade and construction of the street will be established on a case by case basis. The location of the existing conditions and improvements will dictate the minimum width of the proposed street and right of way easement. To the maximum extent possible, the street will be expected to meet the City's current construction standards. The next step in

this recommendation goes to section 6.

5 b. After reviewing the Planning Board recommendation that it is not in the public interest to accept the street, and if the City Council decides that it is not in the public interest to accept the street, the City Council shall indicate that to the petitioners by denying their request for acceptance.

5 c. After reviewing the Planning Board recommendation that it is not in the public interest to accept the street, but the City Council decides that it is in the public interest to accept the street, the street may be accepted by not less than 2/3 of those present and voting at a regular or special meeting of the City Council. The City Council shall request of the petitioners that an existing conditions survey be conducted for the preparation of an easement plan or a street plat. The plan or plat will show the existing conditions and improvements, including but not limited to the existing contours and relief, the current traveled way, utility poles, houses, driveways, catch basins, sewer manholes, and other natural and manmade features which may affect roadway design or construction. The existing conditions plan will be utilized to conduct an engineering assessment to determine the road upgrade design. The standards for the upgrade and construction of the street will be established on a case by case basis. The location of the existing conditions and improvements will dictate the minimum width of the proposed street and right of way easement. To the maximum extent possible, the street will be expected to meet the City's current construction standards.

6. Upon the completion of a roadway and right of way design, the City Council will require that all plans and legal documents be prepared and submitted to the City for review by staff. Upon review of the submitted documentation, staff will then forward its recommendations to the Planning Board for its review. Staff will review the roadway designs for compliance with the minimum standard established for that particular street and/or existing City standards. Staff will also review the legal documents for compliance with the submitted plans. A review will be made by the City Solicitor's office to ensure that easement deeds are complete and convey the proper rights to the City. The conveyance of easement deeds, which are typically prepared by attorneys, will require some level of title work by the attorney preparing them. It may be necessary for those conveying easements to acquire consent forms from their mortgage company prior to the recording of the deeds. The legal documents to be conveyed to the City may include all of the following: right of way easements, utility easements, slope easements, and temporary construction easements. The construction or upgrade of the street will require several steps including the preparation of bid documents, the actual bidding process, the actual construction, and the inspection by city employees.

7. When the roadway construction is completed to the satisfaction of the City Engineer,

and the relevant easement deeds have been recorded at the Merrimack County Registry of Deeds by the petitioners, the City Engineer will make a favorable recommendation to the City Council indicating that the road construction is complete and the street should be accepted as a public highway. Acceptance of the street is triggered with a majority vote of those present and voting at a regular or special meeting of the City Council. It is upon this vote by the City Council that the street's liability and maintenance will then become the responsibility of the City.

8. The parties petitioning for a private street or driveway to be accepted as a public street will be responsible for the following:

a. The parties on these private streets that are gaining the benefit from the proposed improvements shall pay for these improvements. The petitioners will be responsible for all the costs of the various steps associated with acceptance as described in this policy;

b. The City will not incur any costs in the acquisition of any easements or rights related to the acceptance of these private streets;

c. The streets within the City that were originally approved with the intent of remaining private in nature, shall not be considered for acceptance through this process; and

d. To the maximum extent feasible, all street construction or upgrades should adhere to the current City of Concord construction standards.



CITY OF CONCORD
NEW HAMPSHIRE
Community Development Department
Engineering Services Division

City Hall • 41 Green Street • Concord, NH 03301 • tel. (603) 225-8520 • fax (603) 230-3630

Edward L. Roberge, PE
City Engineer

MEMORANDUM

To: Edward L. Roberge, PE, City Engineer
From: Paul E. Gendron, LLS, City Surveyor
Date: October 24, 2014
Re: Policy and Procedures Related to Unaccepted Streets

Per Councilor Nyhan's discussion at the August 11, 2014, City Council meeting, regarding the request for the acceptance of A Street, and his subsequent inquiry related to other unaccepted streets within the City, attached is a list of private streets within the City.

I. Private streets declared by the City Council as Emergency Lanes pursuant to NH RSA 231:59-a, at its recessed meeting on January 10, 2000.

Portion of A Street	Ward 8
Abbottville Road	Ward 3
Arey Road	Ward 8
Portion of B Street	Ward 8
Beacon Way	Ward 4
Blueberry Lane	Ward 2
Brook Street	Ward 3
Call Street	Ward 3
Cedar Court	Ward 4
Eldridge Street	Ward 8
Elmwood Avenue	Ward 6
Portion of Gale Street	Ward 5
Greenwood Avenue	Ward 5
Lane between Kearsarge Street and Eastman School	Ward 10
Lawrence Street Extension	Ward 8
Portion of Ormond Street	Wards 8 & 9
Palmer Avenue	Ward 5
Peaceful Lane	Ward 1
Perkins Court	Ward 3
Riverhill Avenue	Ward 1
Russell Street	Ward 9

Sawyer Street	Ward 3
Spring Hill Drive	Ward 8
St. Catherine Street	Ward 1
Stover Street	Ward 10
Portion of Tuttle Street	Ward 5

II. Other private streets within the City. This list may not be all inclusive.

Abbott Court		Ward 4
Ahern's Court		Ward 4
Alton Woods Drive	Alton Woods Apartments	Ward 9
Americana Drive	Green Meadows Mobile Home Park	Ward 2
Amoskeag Drive	Beaver Meadow Village	Ward 3
Ash Road	NH Hospital	Ward 5
Averill Drive	NH Hospital	Ward 5
Baileys Landing		Ward 1
Barberry Lane	NH Hospital	Ward 5
Barrell Court		Ward 8
Bartelink Drive		Ward 8
Bartlett Place	Royal Garden Apartments	Ward 9
Baileys Landing		Ward 1
Beacon Court		Ward 4
Becky Lane		Ward 10
Beede Drive		Ward 1
Beth Drive	Foxcroft Estates Mobil Home Park	Ward 2
Bluffs Drive	Island Shores Estates	Ward 1
Boanza Drive	Green Meadows Mobile Home Park	Ward 2
Bradhill Lane	Hillside View Apartments	Ward 5
Brenda Court	McKenna's Purchase	Ward 8
Bridge Street	Ralph Pill complex	Ward 6
Bridle Path Trail	Jensen's Mobile Home Park	Ward 8
Brook Road	NH Hospital	Ward 5
Brown Road	NH Hospital	Ward 5
Buchanan Street		Ward 8
Burbank Drive	NH Hospital	Ward 5
Cabernet Drive	Vineyards	Ward 2
Canoe Drive	Island Shore Estates	Ward 1
Canton Circle		Ward 8
Centerwood Drive	Jensen's Mobile Home Park	Ward 8
Chablis Terrace	Vineyards	Ward 2
Chamberlain Circle	Concord Garden Apartments	Ward 9
Chancellor Drive	Concord Terrace Mobile Home Park	Ward 2
Chapel Road	St. Paul's School	Ward 5
Charles Doe Drive	State Owned	Ward 8

City of Concord Private Streets
 October 24, 2014

Cheryl Drive	Foxcroft Estates Mobil Home Park	Ward 2
Chocorua Court	Cranmore Ridge	Ward 3
Christian Ridge	St. Paul's School	Ward 5
Coheco Court	Cranmore Ridge	Ward 10
Coit Road	St. Paul's School	Ward 5
College Drive	New Hampshire Technical Institute	Ward 8
Cranmore Ridge Drive	Cranmore Ridge	Ward 10
Cremin Street	Foxcroft Estates Mobil Home Park	Ward 2
Crestwood Drive	Jensen's Mobile Home Park	Ward 8
Dawn Drive	Foxcroft Estates Mobil Home Park	Ward 2
Dempsey Drive	Oxbow Bluff	Ward 1
Dolloff Drive	NH Hospital	Ward 5
Duke Lane	Concord Terrace Mobile Home Park	Ward 2
Dunbarton Road	St. Paul's School	Ward 5
Edgewood Heights Drive	Edgewood Heights	Ward 8
Fan Road	New Hampshire Technical Institute	Ward 8
Fairfield Drive	Jensen's Mobile Home Park	Ward 8
Farnum Avenue		Ward 3
Fiskill Farm		Ward 5
Flaghole Road, portion of		Ward 10
Flamingo Drive	Green Meadows Mobile Home Park	Ward 2
Foundry Street		Ward 10
Franconia Road	Island Shores Estates	Ward 1
Granite Place	Jefferson Pilot driveway	Ward 3
Grappone Drive	Green Meadows Mobile Home Park	Ward 9
Great Falls Drive	Island Shores Estates	Ward 1
Greenleaf Road		Ward 1
Greenwich Trail	Jensen's Mobile Home Park	Ward 8
Hall's Court		Ward 4
Hawthorne Lane	Edgewood Heights	Ward 8
Hazel Drive	Howard's Mobile Home Park	Ward 6
Hazen Drive		Wards 8 & 9
Heartwood Lane	Penacook Apartments	Ward 1
Hemlock Drive	Edgewood Heights	Ward 8
Hickory Lane	Mast Yard West	Ward 2
Highridge Trail	Jensen's Mobile Home Park	Ward 8
Howard Road	NH Hospital	Ward 5
Hyacinth Drive	McKenna's Purchase	Ward 8
Industrial Drive	NH Hospital	Ward 5
Institute Drive	New Hampshire Technical Institute	Ward 8
James Circle	McKenna's Purchase	Ward 8
Jeffrey Drive	Alosa II Mobile Home Park	Ward 2
Jonathan Drive	Oxbow Bluff	Ward 1
Joyce Circle	McKenna's Purchase	Ward 8

City of Concord Private Streets
 October 24, 2014

Juniper Lane	Jensen's Mobile Home Park	Ward 8
Keanes Avenue		Ward 4
Kent Road	NH Hospital	Ward 5
Kozy Trail	Jensen's Mobile Home Park	Ward 8
Langdon Avenue		Ward 6
Langley Parkway, portion of		Ward 5
Lantern Lane	Jensen's Mobile Home Park	Ward 8
Leanne Drive	Foxcroft Estates Mobil Home Park	Ward 2
Leighton Avenue		Ward 6
Library Road	St. Paul's School	Ward 5
Lodge Avenue	NH Hospital	Ward 5
Londergan Road	NH Hospital	Ward 5
Longmeadow Drive	Howard's Mobile Home Park	Ward 6
Look Out Circle	Island Shores Estates	Ward 1
Lori Lane		Ward 2
Lynell Drive	Foxcroft Estates Mobil Home Park	Ward 2
Major Wheelock Drive	NH Hospital	Ward 5
Maple Drive	Woody Hollow Co-Op Mobile Home Park	Ward 1
Maple Lane	Jensen's Mobile Home Park	Ward 8
Maplewood Lane	Oak Creek	Ward 1
Marilyn Drive	Foxcroft Estates Mobil Home Park	Ward 2
Market Lane		Ward 6
Mascoma Place	Cranmore Ridge	Ward 10
McKee Drive	Valley Stream Estates	Ward 8
Merlot Court	Vineyards	Ward 2
Metalak Drive	Chocorua Village	Ward 3
Misty Oak Drive	Reserve at Stonehaven	Ward 10
Modena Drive	Island Shores Estates	Ward 1
Monadnock Circle	Cranmore Ridge	Ward 10
Monadnock Court	Cranmore Ridge	Ward 10
Monarch Drive	Concord Terrace Mobile Home Park	Ward 2
Monitor Way	Concord Monitor driveway	Ward 1
Morrill Lane	Reserve at Stonehaven	Ward 10
Mulberry Street, portion of		Ward 8
Nickerson Drive	Oxbow Bluff	Ward 1
North Emperor Drive	Concord Terrace Mobile Home Park	Ward 2
Northeast Village Road		Ward 9
Northside Drive		Ward 1
Orchard Drive	NH Hospital	Ward 5
Osceola Court	Cranmore Ridge	Ward 10
Old Dunbarton Road	St. Paul's School	Ward 5
Old Hopkinton Road	St. Paul's School	Ward 5
Ossipee Place	Cranmore Ridge	Ward 10
Overlook Trail	Jensen's Mobile Home Park	Ward 8

City of Concord Private Streets
 October 24, 2014

Pavillion Drive	Island Shores Estates	Ward 1
Peach Street		Ward 8
Penwood Drive	Penwood Apartments	Ward 1
Pinehurst Street	Penacook Apartments	Ward 1
Pinewood Trail	Jensen's Mobile Home Park	Ward 8
Piscataqua Road	Beaver Meadow Village	Ward 3
Plymouth Drive		Ward 3
Power Lane	NH Hospital	Ward 5
Quad Road	St. Paul's School	Ward 5
Rex Drive	Concord Terrace Mobile Home Park	Ward 2
Richmond Drive	Oxbow Bluff	Ward 1
Riverview Lane	Jensen's Mobile Home Park	Ward 8
Sagamore Court	Ferncrest Development	Ward 5
Sawmill Road	St. Paul's School	Ward 5
Scott Avenue	Alosa II Mobile Home Park	Ward 2
Scotts Avenue		Ward 4
Short Street	NH Hospital	Ward 5
Silk Farm Road, portion of	St. Paul's School	Ward 5
Skyline Drive	Green Meadows Mobile Home Park	Ward 2
Songbird Drive		Ward 3
South Emperor Drive	Concord Terrace Mobile Home Park	Ward 2
Spaulding Way	NH Hospital	Ward 5
Steam Mill Court		Ward 4
Stevens Drive	Green Meadows Mobile Home Park	Ward 2
Strawberry Lane	Jensen's Mobile Home Park	Ward 8
Steeple View, portion of		Ward 1
Sullivan Street	Concord Garden Apartments	Ward 9
Sunapee Court	Cranmore Ridge	Ward 10
Swenson Avenue		Ward 3
Tecumseh Court	Cranmore Ridge	Ward 10
Thayer Drive	NH Hospital	Ward 5
Theobald Court		Ward 6
Timothy Lane	Canterbury Meadows	Ward 9
Toby Drive	NH Hospital	Ward 5
Todd Circle	McKenna's Purchase	Ward 8
Tremblay Court		Ward 3
Twitchell Road	NH Hospital	Ward 5
Turner Avenue		Ward 6
Victorian Lane	Acres of Wildlife	Ward 10
Village Court	Oakbridge Condominiums	Ward 2
Villanova Drive		Ward 3
Vinton Drive	Island Shores Estates	Ward 1
Walker Avenue		Ward 4
Walker Drive	NH Hospital	Ward 5

Washington Court		Ward 4
Watson Court		Ward 7
Waumbec Road	Beaver Meadow Village	Ward 3
Webster Lane		Ward 6
Wentworth Avenue		Ward 6
West Locke Road		Ward 10
Wheaton Avenue		Ward 6
Whitewater Drive	Island Shores Estates	Ward 1
Whittacker Circle	Island Shores Estates	Ward 1
Winseck Way	Concord Garden Apartments	Ward 9
Yorkshire Lane	Ferncrest Development	Ward 5
Yvonne Court	McKenna's Purchase	Ward 8

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CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

Memo

Date: October 22, 2014
To: Conservation Commission,
Christopher Morgan, Chair
From: Kathy Temchack,
Director of Real Estate Assessments
RE: Current use change tax quarterly update

A handwritten signature in black ink, appearing to read "Kathy", written over the "From:" line of the memo.

3rd Quarter 2014

Property owners who have 10 or more acres left in its natural state as forest land, unproductive land, wetlands, and farm land may apply for current use taxation. Property approved under current use is valued for property taxes as farm and forest land and not at market value. When the land is developed or falls below the 10 acres minimum, a one-time penalty of 10% of the market value of the land no longer in current use is assessed and billed to the property owner. The penalty is in addition to their regular property taxes. The money collected from the current use penalties, per an earlier city council vote, is split 50/50 between the Conservation Trust Fund and the Highway Fund.

No current use penalties were mailed during the 3rd quarter of 2014.

\$37,450.00 in current use penalties was collected during the third quarter raising the year to date total to \$60,690 for the first three quarters of 2014.

Attached is the list of outstanding accounts.

CC: Mayor and Council
Brian LeBrun, Finance Director
Mike Jache, Treasurer
Nancy Larson, Staff Liaison to Conservation Commission

CURRENT USE REPORT -3rd QUARTER 2014

<u>OWNER</u>	<u>M/B/L Location</u>	<u>Beginning 3rd QTR Balance & Penalties</u>	<u>3rd QTR Payments</u>	<u>Balance End of 3rd QTR</u>
LP Morgan & Assoc LLC 298 N. State Street Concord, NH 03301	122/1/10/2	300.00	300.00	0.00
LP Morgan & Assoc LLC 298 N. State Street Concord, NH 03301	122/1/10/4	8,600.00	8,600.00	0.00
LP Morgan & Assoc LLC 298 N. State Street Concord, NH 03301	122/1/10/3	8,600.00	8,600.00	0.00
Dean E. Wilber 2006 Trust Dean E. Wilber , Trustee Margaret F. Wilber 2006 Trust Margaret F. Wilber, Trustee 99 Oak Hill Road Concord, NH 03301	120/1/17	250.00	250.00	0.00
Apple Hill Properties LLC PO Box 3378 Concord, NH 03302-3378	15P/35/1	300.00	0.00	300.00
Apple Hill Properties LLC PO Box 3378 Concord, NH 03302-3378	15P/35	300.00	0.00	300.00
Benjamin & Lisa Stephenson Linda S. Stephenson 32 Tallant Road Concord, NH 03301-1833	123/2/4	6,400.00	6,400.00	0.00
Donald W. Stever Revocable Trust Donald W. Stever, Trustee 15 Millard Avenue Sleepy Hollow, NY 10591-1412	123/3/13	13,300.00	13,300.00	0.00
		38,050.00	37,450.00	600.00

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CITY OF CONCORD

REPORT TO CITY MANAGER, FINANCIAL STATEMENTS

FROM: Brian LeBrun – Deputy City Manager Finance
DATE: October 14, 2014
SUBJECT: September Fiscal Year to Date 2015 Financial Statements

The attached financial statements for the period ending September 30, 2014 represent 25% of the elapsed Fiscal Year 2015. The highlights of the City's financial status for this time period are represented by fund or groups of funds below. Comparisons are being made to the FY15 adopted budget or previous year FY14 same period results.

General Fund

Revenues:

- 1) Still very early in the Fiscal year, revenue and expense lines are on track, trends that develop will be identified as early as possible. Notable items will be listed below.
- 2) Finance
 - a. MV Registration and Title: Three months into the fiscal year, this line is ahead of target at 26% compared to budget and ahead of FY14 same time period by \$160,900.

Expenses:

- 1) Most expense items are on track with budget. It is important to recognize when reading these financial statements that FY15 has 52 pay periods. September represents 12 of 52 payrolls elapsed or 23.1%. This is the ratio that is important to use to compare wage lines to budget. Other notable items are listed below.
- 2) General Liability, Property, Auto, & Workers' Comp Insurances – please note that general liability, property, auto and workers' comp insurances have been charged for the full year in July.

Major Enterprise and Special Revenue Funds:

Engineering Inspections Fund

No significant issues to discuss at this time.

Parking Fund

No significant issues to discuss at this time.

Airport Fund

No significant issues to discuss at this time.

Golf Course Fund

Three months into the fiscal year revenues are down compared to Fiscal Year 2014 by \$2,600. This is mainly due to lower Daily Fees, down \$8,500 and lower Camps fees down \$3,200. Cart Rentals are up \$6,000, Driving Range is up \$4,100, and Pro Shop sales and rentals are flat. Expenses are up \$19,000 compared to Fiscal Year 2014. The main drivers for the increase are Prof & Tech services up \$7,900, Cost of Goods Sold up \$4,000 and League and Tournament Expenses up \$9,400. Overall, the Golf Fund is \$21,600 behind compared to the same time period for Fiscal Year 2014.

Note: In order to make it as seamless as possible for groups holding golf tournaments at Beaver Meadow, all tournament revenue including food and greens fees are recorded as Daily Fees revenue and food expenses are shown as an expense under League & Tournament Expenses.

Arena Fund

No significant issues to discuss at this time.

Solid Waste Fund

No significant issues to discuss at this time.

Water Fund

No significant issues to discuss at this time.

Sewer Fund

No significant issues to discuss at this time.

All departments do a great job of monitoring their individual divisions and departments. These statements, which as provided in this format on a monthly basis, will help articulate how the City is doing overall as the fiscal year progresses. Please give me a call if there are any questions or if you simply want to discuss the statements in general.

General Fund Budget by Account Class Report

Through 09/30/14
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 11 - Gen Fund									
REVENUE									
Property Taxes	34,747,965.00	.00	34,747,965.00	.00	.00	17,144,358.50	17,603,606.50	49	16,607,603.50
Other Taxes	6,346,148.00	.00	6,346,148.00	485,385.00	.00	1,482,911.99	4,863,236.01	23	1,310,709.40
Franchise Fee	745,000.00	.00	745,000.00	.00	.00	195,394.73	549,605.27	26	187,889.99
Intergovernmental-Federal	120,000.00	.00	120,000.00	630.09	.00	21,269.78	98,730.22	18	30,412.66
Intergovernmental-State	2,968,763.00	.00	2,968,763.00	.00	.00	352,215.51	2,616,547.49	12	224,967.82
Intergovernmental-Local	699,604.00	.00	699,604.00	.00	.00	15,529.50	684,074.50	2	15,529.50
Programs, Services & Products	2,970,848.00	2,000.00	2,972,848.00	198,257.91	.00	873,315.85	2,099,532.15	29	935,491.15
Rents, Leases & Use	272,190.00	.00	272,190.00	68,068.25	.00	107,268.98	164,921.02	39	113,820.26
Applications, Reviews & Recording Fees	81,032.00	.00	81,032.00	2,371.00	.00	31,417.00	49,615.00	39	41,717.00
Reports, Prints & Copies	34,300.00	.00	34,300.00	2,070.66	.00	7,095.66	27,204.34	21	7,912.50
Fines, Penalties & Costs	615,700.00	.00	615,700.00	54,850.67	.00	157,040.74	458,659.26	26	129,708.46
Licenses and Permits	1,027,769.00	.00	1,027,769.00	109,908.01	.00	208,493.38	819,275.62	20	396,530.24
Investment Income	24,400.00	.00	24,400.00	1,692.49	.00	6,379.54	18,020.46	26	8,849.50
Donations	6,500.00	.00	6,500.00	.00	.00	546.06	5,953.94	8	236.08
Miscellaneous-Other	1,733,220.00	4,714.00	1,737,934.00	131,933.74	.00	574,831.12	1,163,102.88	33	738,274.21
Transfers-In Trust	540,620.00	.00	540,620.00	206,300.00	.00	206,300.00	334,320.00	38	.00
Transfers-In Other	2,051,960.00	.00	2,051,960.00	144,196.25	.00	584,382.75	1,467,577.25	28	746,167.50
Capital Contributions	19,000.00	.00	19,000.00	438.00	.00	5,070.00	13,930.00	27	3,749.60
Use of Fund Balance/Retained Earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$55,005,019.00	\$6,714.00	\$55,011,733.00	\$1,406,100.07	\$0.00	\$21,973,821.09	\$33,037,911.91	40%	\$21,499,569.37
EXPENSE									
Compensation	25,411,984.00	.00	25,411,984.00	1,953,650.39	.00	5,883,765.48	19,528,218.52	23	5,482,310.16
Fringe Benefits	15,351,290.00	.00	15,351,290.00	1,182,106.66	1,598,639.18	3,995,080.98	9,757,569.84	36	3,653,093.00
Outside Services	2,249,948.00	4,714.00	2,254,662.00	243,433.40	303,291.84	542,953.62	1,408,416.54	38	572,079.01
Supplies	2,506,665.00	2,000.00	2,508,665.00	169,600.38	220,361.70	414,869.68	1,873,433.62	25	415,477.05
Utilities	1,341,761.00	.00	1,341,761.00	78,599.29	5,399.74	183,025.88	1,153,335.38	14	179,328.98
Insurance	491,600.00	.00	491,600.00	1,000.00	.00	478,759.00	12,841.00	97	440,746.93
Capital Outlay	50,400.00	.00	50,400.00	5,663.82	25,341.94	7,122.34	17,935.72	64	8,366.92
Debt Service	5,432,273.00	.00	5,432,273.00	17,012.51	.00	1,110,396.25	4,321,876.75	20	1,130,213.98
Miscellaneous	1,059,630.00	.00	1,059,630.00	45,204.70	.02	226,108.03	833,521.95	21	218,231.29
Allocated Costs	(737,230.00)	.00	(737,230.00)	(59,580.67)	.00	(181,239.51)	(555,990.49)	25	(167,599.52)
Transfers Out	1,846,698.00	.00	1,846,698.00	560,011.33	.00	1,072,217.99	774,480.01	58	551,925.01
EXPENSE TOTALS	\$55,005,019.00	\$6,714.00	\$55,011,733.00	\$4,196,701.81	\$2,153,034.42	\$13,733,059.74	\$39,125,638.84	29%	\$12,484,172.81

General Fund Budget by Account Class Report

Through 09/30/14
 Prior Fiscal Year Activity Included
 Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 11 - Gen Fund Totals									
REVENUE TOTALS	55,005,019.00	6,714.00	55,011,733.00	1,406,100.07	.00	21,973,821.09	33,037,911.91	40	21,499,569.37
EXPENSE TOTALS	55,005,019.00	6,714.00	55,011,733.00	4,196,701.81	2,153,034.42	13,733,059.74	39,125,638.84	29	12,484,172.81
Fund 11 - Gen Fund Totals	\$0.00	\$0.00	\$0.00	(\$2,790,601.74)	(\$2,153,034.42)	\$8,240,761.35	(\$6,087,726.93)		\$9,015,396.56
Grand Totals									
REVENUE TOTALS	55,005,019.00	6,714.00	55,011,733.00	1,406,100.07	.00	21,973,821.09	33,037,911.91	40	21,499,569.37
EXPENSE TOTALS	55,005,019.00	6,714.00	55,011,733.00	4,196,701.81	2,153,034.42	13,733,059.74	39,125,638.84	29	12,484,172.81
Grand Totals	\$0.00	\$0.00	\$0.00	(\$2,790,601.74)	(\$2,153,034.42)	\$8,240,761.35	(\$6,087,726.93)		\$9,015,396.56

Engineering Inspections Fund Budget by Account Class Report

Through 09/30/14
Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 2100 - Engineering Inspections Fund										
REVENUE										
Programs, Services & Products	160,000.00	.00	160,000.00	.00	.00	27,671.04	132,328.96	17	26,602.69	
Fines, Penalties & Costs	120.00	.00	120.00	118.94	.00	356.82	(236.82)	297	60.80	
Licenses and Permits	60,000.00	.00	60,000.00	11,915.00	.00	39,727.50	20,272.50	66	20,470.00	
Investment Income	400.00	.00	400.00	14.01	.00	47.89	352.11	12	105.00	
REVENUE TOTALS	\$220,520.00	\$0.00	\$220,520.00	\$12,047.95	\$0.00	\$67,803.25	\$152,716.75	31%	\$47,238.49	
EXPENSE										
Compensation	154,210.00	.00	154,210.00	11,221.23	.00	37,584.62	116,625.38	24	32,143.81	
Fringe Benefits	80,092.00	.00	80,092.00	7,177.75	.00	23,887.27	56,204.73	30	20,786.79	
Outside Services	4,740.00	.00	4,740.00	296.42	.00	1,389.08	3,350.92	29	1,614.63	
Supplies	5,460.00	.00	5,460.00	267.38	.00	1,052.45	4,407.55	19	1,735.74	
Insurance	1,130.00	.00	1,130.00	.00	.00	1,130.00	.00	100	.00	
Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Transfers Out	400.00	.00	400.00	33.33	.00	99.99	300.01	25	99.99	
EXPENSE TOTALS	\$246,032.00	\$0.00	\$246,032.00	\$18,996.11	\$0.00	\$65,143.41	\$180,888.59	26%	\$56,380.96	
Fund 2100 - Engineering Inspections Fund Totals										
REVENUE TOTALS	220,520.00	.00	220,520.00	12,047.95	.00	67,803.25	152,716.75	31	47,238.49	
EXPENSE TOTALS	246,032.00	.00	246,032.00	18,996.11	.00	65,143.41	180,888.59	26	56,380.96	
Grand Totals	(\$25,512.00)	\$0.00	(\$25,512.00)	(\$6,948.16)	\$0.00	\$2,659.84	(\$28,171.84)		(\$9,142.47)	
Grand Totals										
REVENUE TOTALS	220,520.00	.00	220,520.00	12,047.95	.00	67,803.25	152,716.75	31	47,238.49	
EXPENSE TOTALS	246,032.00	.00	246,032.00	18,996.11	.00	65,143.41	180,888.59	26	56,380.96	
Grand Totals	(\$25,512.00)	\$0.00	(\$25,512.00)	(\$6,948.16)	\$0.00	\$2,659.84	(\$28,171.84)		(\$9,142.47)	

Parking Fund Budget by Account Class Report

Through 09/30/14
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 2200 - Parking Fund										
REVENUE										
Programs, Services & Products	724,750.00	.00	724,750.00	62,559.87	.00	185,291.44	539,458.56	26	183,406.17	
Rents, Leases & Use	522,686.00	.00	522,686.00	99,538.50	.00	252,048.68	270,637.32	48	233,336.36	
Fines, Penalties & Costs	330,000.00	.00	330,000.00	27,669.43	.00	81,587.11	248,412.89	25	83,969.47	
Investment Income	250.00	.00	250.00	.00	.00	20.43	229.57	8	17.00	
Miscellaneous-Other	500.00	.00	500.00	.00	.00	.00	500.00	0	.00	
Transfers-In Trust	132,744.00	.00	132,744.00	132,744.00	.00	132,744.00	.00	100	.00	
Transfers-In Other	270,000.00	.00	270,000.00	22,500.00	.00	67,500.00	202,500.00	25	56,750.01	
Capital Contributions	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	.00	
REVENUE TOTALS	\$1,991,430.00	\$0.00	\$1,991,430.00	\$345,011.80	\$0.00	\$719,191.66	\$1,272,238.34	36%	\$557,479.01	
EXPENSE										
Compensation	383,024.00	.00	383,024.00	27,090.10	.00	81,096.01	301,927.99	21	83,196.64	
Fringe Benefits	204,047.00	.00	204,047.00	13,663.25	.00	46,027.08	158,019.92	23	44,451.06	
Outside Services	224,625.00	.00	224,625.00	28,426.13	46,618.00	46,841.20	131,165.80	42	50,127.83	
Supplies	43,990.00	.00	43,990.00	757.37	11,914.74	3,079.56	28,995.70	34	4,312.01	
Utilities	58,401.00	.00	58,401.00	3,703.23	.00	11,433.99	46,967.01	20	7,882.34	
Insurance	21,710.00	.00	21,710.00	.00	.00	21,600.00	110.00	99	21,370.00	
Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Debt Service	876,149.00	.00	876,149.00	3,400.00	.00	496,249.33	379,899.67	57	496,858.84	
Miscellaneous	79,772.00	.00	79,772.00	29,290.38	.00	29,290.38	50,481.62	37	12,219.11	
Allocated Costs	9,480.00	.00	9,480.00	790.00	.00	2,370.00	7,110.00	25	1,432.50	
Transfers Out	167,850.00	.00	167,850.00	18,512.50	.00	37,537.50	130,312.50	22	37,537.50	
(Gain) Loss on F/A Disposals	.00	.00	.00	.00	.00	.00	.00	+++	.00	
EXPENSE TOTALS	\$2,069,048.00	\$0.00	\$2,069,048.00	\$125,632.96	\$58,532.74	\$775,525.05	\$1,234,990.21	40%	\$759,387.83	
Fund 2200 - Parking Fund Totals										
REVENUE TOTALS	1,991,430.00	.00	1,991,430.00	345,011.80	.00	719,191.66	1,272,238.34	36	557,479.01	
EXPENSE TOTALS	2,069,048.00	.00	2,069,048.00	125,632.96	58,532.74	775,525.05	1,234,990.21	40	759,387.83	
Fund 2200 - Parking Fund Totals	(\$77,618.00)	\$0.00	(\$77,618.00)	\$219,378.84	(\$58,532.74)	(\$56,333.39)	\$37,248.13		(\$201,908.82)	
Grand Totals										
REVENUE TOTALS	1,991,430.00	.00	1,991,430.00	345,011.80	.00	719,191.66	1,272,238.34	36	557,479.01	
EXPENSE TOTALS	2,069,048.00	.00	2,069,048.00	125,632.96	58,532.74	775,525.05	1,234,990.21	40	759,387.83	
Grand Totals	(\$77,618.00)	\$0.00	(\$77,618.00)	\$219,378.84	(\$58,532.74)	(\$56,333.39)	\$37,248.13		(\$201,908.82)	

Airport Fund Budget by Account Class Report

Through 09/30/14

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 2300 - Airport Fund									
REVENUE									
Intergovernmental-State Programs, Services & Products	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0	.00
Rents, Leases & Use	10,500.00	.00	10,500.00	834.89	.00	3,338.86	7,161.14	32	1,668.31
Fines, Penalties & Costs	366,050.00	.00	366,050.00	11,688.15	.00	88,986.91	277,063.09	24	87,812.04
Investment Income	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous-Other	600.00	.00	600.00	33.83	.00	112.69	487.31	19	165.00
Transfers-In Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
Use of Fund Balance/Retained Earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$379,250.00	\$0.00	\$379,250.00	\$12,556.87	\$0.00	\$92,438.46	\$286,811.54	24%	\$89,645.35
EXPENSE									
Compensation	74,526.00	.00	74,526.00	5,458.10	.00	16,871.32	57,654.68	23	16,983.37
Fringe Benefits	31,482.00	.00	31,482.00	2,228.58	.00	8,735.52	22,746.48	28	12,243.33
Outside Services	88,776.00	.00	88,776.00	5,353.83	4,335.00	16,069.87	68,371.13	23	16,588.96
Supplies	45,445.00	.00	45,445.00	765.44	8,143.96	1,764.15	35,536.89	22	3,033.98
Utilities	25,329.00	.00	25,329.00	1,098.87	.00	2,433.02	22,895.98	10	2,479.03
Insurance	7,460.00	.00	7,460.00	.00	.00	5,330.00	2,130.00	71	5,140.00
Debt Service	12,830.00	.00	12,830.00	200.00	.00	790.00	12,040.00	6	1,721.47
Miscellaneous	39,879.00	.00	39,879.00	9,969.80	.00	9,969.80	29,909.20	25	9,498.21
Allocated Costs	7,449.00	.00	7,449.00	620.75	.00	1,862.25	5,586.75	25	1,380.00
Transfers Out	102,733.00	.00	102,733.00	2,696.67	.00	78,463.01	24,269.99	76	58,226.01
EXPENSE TOTALS	\$435,909.00	\$0.00	\$435,909.00	\$28,392.04	\$12,478.96	\$142,288.94	\$281,141.10	35%	\$127,294.36
Fund 2300 - Airport Fund Totals									
REVENUE TOTALS	379,250.00	.00	379,250.00	12,556.87	.00	92,438.46	286,811.54	24	89,645.35
EXPENSE TOTALS	435,909.00	.00	435,909.00	28,392.04	12,478.96	142,288.94	281,141.10	36	127,294.36
Fund 2300 - Airport Fund Totals	(\$56,659.00)	\$0.00	(\$56,659.00)	(\$15,835.17)	(\$12,478.96)	(\$49,850.48)	\$5,670.44		(\$37,649.01)
Grand Totals									
REVENUE TOTALS	379,250.00	.00	379,250.00	12,556.87	.00	92,438.46	286,811.54	24	89,645.35
EXPENSE TOTALS	435,909.00	.00	435,909.00	28,392.04	12,478.96	142,288.94	281,141.10	36	127,294.36
Grand Totals	(\$56,659.00)	\$0.00	(\$56,659.00)	(\$15,835.17)	(\$12,478.96)	(\$49,850.48)	\$5,670.44		(\$37,649.01)

CD Conservation Fund Budget by Account Class Report

Through 09/30/14
Prior Fiscal Year Activity Included

Account Classification	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 2400 - CD Con Prop Mgmt Fund											
REVENUE											
Rents, Leases & Use		64,510.00	.00	64,510.00	.00	.00	14,550.72	49,959.28	23	9,399.14	
Miscellaneous-Other		.00	.00	.00	.00	.00	.00	.00	+++	.00	
Transfers-In Trust		9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	6,990.00	
Transfers-In Other		.00	.00	.00	.00	.00	.00	.00	+++	.00	
Use of Fund Balance/Retained Earnings		54,550.00	.00	54,550.00	.00	.00	.00	54,550.00	0	.00	
REVENUE TOTALS		\$128,060.00	\$0.00	\$128,060.00	\$0.00	\$0.00	\$14,550.72	\$113,509.28	11%	\$16,389.14	
EXPENSE											
Compensation		3,268.00	.00	3,268.00	110.83	.00	406.35	2,861.65	12	840.00	
Fringe Benefits		383.00	.00	383.00	65.02	.00	323.52	59.48	84	73.21	
Outside Services		37,859.00	.00	37,859.00	.00	10,000.00	635.57	27,223.43	28	3,000.00	
Supplies		32,000.00	.00	32,000.00	.00	.00	.00	32,000.00	0	.00	
Debt Service		.00	.00	.00	.00	.00	.00	.00	+++	.00	
Transfers Out		54,550.00	.00	54,550.00	3,963.33	.00	11,889.99	42,660.01	22	5,825.01	
EXPENSE TOTALS		\$128,060.00	\$0.00	\$128,060.00	\$4,139.18	\$10,000.00	\$13,255.43	\$104,804.57	18%	\$9,738.22	
Fund 2400 - CD Con Prop Mgmt Fund Totals											
REVENUE TOTALS		128,060.00	.00	128,060.00	.00	.00	14,550.72	113,509.28	11	16,389.14	
EXPENSE TOTALS		128,060.00	.00	128,060.00	4,139.18	10,000.00	13,255.43	104,804.57	18	9,738.22	
Grand Totals		\$0.00	\$0.00	\$0.00	(\$4,139.18)	(\$10,000.00)	\$1,295.29	\$81,704.71		\$6,650.92	
Grand Totals											
REVENUE TOTALS		128,060.00	.00	128,060.00	.00	.00	14,550.72	113,509.28	11	16,389.14	
EXPENSE TOTALS		128,060.00	.00	128,060.00	4,139.18	10,000.00	13,255.43	104,804.57	18	9,738.22	
Grand Totals		\$0.00	\$0.00	\$0.00	(\$4,139.18)	(\$10,000.00)	\$1,295.29	\$81,704.71		\$6,650.92	

Housing Revolving Loan Fund Budget by Account Class Report

Through 09/30/14
Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - Transactions	% used/ Rec'd	Prior Year YTD
Fund 2701 - Housing Revolv Loan Fd Cons-2008									
REVENUE									
Programs, Services & Products	.00	.00	.00	10,631.05	.00	105,578.29	(105,578.29)	+++	29,979.55
Investment Income	.00	.00	.00	38.73	.00	115.95	(115.95)	+++	139.00
Miscellaneous-Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
Misc-Miscellaneous (Non-lapsing)	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$10,669.78	\$0.00	\$105,694.24	(\$105,694.24)	+++	\$30,118.55
EXPENSE									
Compensation	.00	.00	.00	.00	.00	.00	.00	+++	.00
Fringe Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
Outside Services	5,650.00	.00	5,650.00	126.58	230.04	136.20	5,283.76	6	227.38
Supplies	200.00	.00	200.00	.00	55.86	44.14	100.00	50	.00
Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous	.00	651,438.57	651,438.57	.00	.00	.00	651,438.57	0	.00
EXPENSE TOTALS	\$5,850.00	\$651,438.57	\$657,288.57	\$126.58	\$285.90	\$180.34	\$656,822.33	0%	\$227.38
Fund 2701 - Housing Revolv Loan Fd Cons-2008 Totals									
REVENUE TOTALS	.00	.00	.00	10,669.78	.00	105,694.24	(105,694.24)	+++	30,118.55
EXPENSE TOTALS	5,850.00	651,438.57	657,288.57	126.58	285.90	180.34	656,822.33	0	227.38
Fund 2701 - Housing Revolv Loan Fd Cons-2008 Totals	(\$5,850.00)	(\$651,438.57)	(\$657,288.57)	\$10,543.20	(\$285.90)	\$105,513.90	(\$762,516.57)		\$29,891.17
Grand Totals									
REVENUE TOTALS	.00	.00	.00	10,669.78	.00	105,694.24	(105,694.24)	+++	30,118.55
EXPENSE TOTALS	5,850.00	651,438.57	657,288.57	126.58	285.90	180.34	656,822.33	0	227.38
Grand Totals	(\$5,850.00)	(\$651,438.57)	(\$657,288.57)	\$10,543.20	(\$285.90)	\$105,513.90	(\$762,516.57)		\$29,891.17

NEOCTIF District Fund Budget by Account Class Report

Through 09/30/14
Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 4100 - NEOCTIF District Fund										
REVENUE										
Property Taxes	635,000.00	.00	635,000.00	.00	.00	.00	.00	635,000.00	0	.00
Investment Income	600.00	.00	600.00	50.73	.00	108.02	108.02	491.98	18	272.00
Miscellaneous-Other	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Use of Fund Balance/Retained Earnings	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$635,600.00	\$0.00	\$635,600.00	\$50.73	\$0.00	\$108.02	\$108.02	\$635,491.98	0%	\$272.00
EXPENSE										
Outside Services	14,400.00	.00	14,400.00	.00	.00	.00	.00	14,400.00	0	.00
Debt Service	359,570.00	.00	359,570.00	2,300.00	.00	2,300.00	2,300.00	357,270.00	1	3,962.50
Miscellaneous	.00	.00	.00	.00	.00	.00	.00	.00	+++	15,935.88
Transfers Out	132,140.00	.00	132,140.00	11,011.67	.00	33,035.01	33,035.01	99,104.99	25	31,462.50
EXPENSE TOTALS	\$506,110.00	\$0.00	\$506,110.00	\$13,311.67	\$0.00	\$35,335.01	\$35,335.01	\$470,774.99	7%	\$51,360.88
Fund 4100 - NEOCTIF District Fund Totals										
REVENUE TOTALS	635,600.00	.00	635,600.00	50.73	.00	108.02	108.02	635,491.98	0	272.00
EXPENSE TOTALS	506,110.00	.00	506,110.00	13,311.67	.00	35,335.01	35,335.01	470,774.99	7	51,360.88
Fund 4100 - NEOCTIF District Fund Totals	\$129,490.00	\$0.00	\$129,490.00	(\$13,260.94)	\$0.00	(\$35,226.99)	(\$35,226.99)	\$164,716.99		(\$51,088.88)

Grand Totals										
REVENUE TOTALS	635,600.00	.00	635,600.00	50.73	.00	108.02	108.02	635,491.98	0	272.00
EXPENSE TOTALS	506,110.00	.00	506,110.00	13,311.67	.00	35,335.01	35,335.01	470,774.99	7	51,360.88
Grand Totals	\$129,490.00	\$0.00	\$129,490.00	(\$13,260.94)	\$0.00	(\$35,226.99)	(\$35,226.99)	\$164,716.99		(\$51,088.88)

Sears Block TIF Fund Budget by Account Class Report

Through 09/30/14
Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 4200 - Sears Block TIF District Fund									
REVENUE									
Property Taxes	641,860.00	.00	641,860.00	.00	.00	.00	641,860.00	0	.00
Investment Income	180.00	.00	180.00	5.10	.00	38.19	141.81	21	107.00
Use of Fund Balance/Retained Earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$642,040.00	\$0.00	\$642,040.00	\$5.10	\$0.00	\$38.19	\$642,001.81	0%	\$107.00
EXPENSE									
Outside Services	8,925.00	.00	8,925.00	.00	.00	.00	8,925.00	0	.00
Debt Service	239,160.00	.00	239,160.00	.00	.00	200,251.99	38,908.01	84	199,531.99
Miscellaneous	30,000.00	.00	30,000.00	.00	.00	.00	30,000.00	0	.00
Transfers Out	552,780.00	.00	552,780.00	46,065.00	.00	138,195.00	414,585.00	25	128,607.51
EXPENSE TOTALS	\$830,865.00	\$0.00	\$830,865.00	\$46,065.00	\$0.00	\$338,446.99	\$492,418.01	41%	\$328,139.50
Fund 4200 - Sears Block TIF District Fund Totals									
REVENUE TOTALS	642,040.00	.00	642,040.00	5.10	.00	38.19	642,001.81	0	107.00
EXPENSE TOTALS	830,865.00	.00	830,865.00	46,065.00	.00	338,446.99	492,418.01	41	328,139.50
Fund 4200 - Sears Block TIF District Fund Totals	(\$188,825.00)	\$0.00	(\$188,825.00)	(\$46,059.90)	\$0.00	(\$338,408.80)	\$149,583.80		(\$328,032.50)
Grand Totals									
REVENUE TOTALS	642,040.00	.00	642,040.00	5.10	.00	38.19	642,001.81	0	107.00
EXPENSE TOTALS	830,865.00	.00	830,865.00	46,065.00	.00	338,446.99	492,418.01	41	328,139.50
Grand Totals	(\$188,825.00)	\$0.00	(\$188,825.00)	(\$46,059.90)	\$0.00	(\$338,408.80)	\$149,583.80		(\$328,032.50)

Penacook Village TIF Fund Budget by Account Class Report

Through 09/30/14
Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 4300 - Penacook Village TIF									
REVENUE									
Property Taxes	52,070.00	.00	52,070.00	.00	.00	.00	52,070.00	0	.00
Investment Income	50.00	.00	50.00	1.85	.00	6.69	43.31	13	19.00
Miscellaneous-Other	.00	.00	.00	.00	.00	.00	.00	+++	825.00
Transfers-In Trust	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfers-In Other	.00	.00	.00	.00	.00	.00	.00	+++	.00
Use of Fund Balance/Retained Earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$52,120.00	\$0.00	\$52,120.00	\$1.85	\$0.00	\$6.69	\$52,113.31	0%	\$944.00
EXPENSE									
Compensation	.00	.00	.00	.00	.00	.00	.00	+++	.00
Fringe Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
Outside Services	5,250.00	.00	5,250.00	.00	.00	.00	5,250.00	0	.00
Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
Debt Service	20,970.00	.00	20,970.00	.00	.00	2,985.50	17,984.50	14	3,135.50
Transfers Out	1,240.00	.00	1,240.00	103.33	.00	309.99	930.01	25	294.99
EXPENSE TOTALS	\$27,460.00	\$0.00	\$27,460.00	\$103.33	\$0.00	\$3,295.49	\$24,164.51	12%	\$3,430.49
Fund 4300 - Penacook Village TIF Totals									
REVENUE TOTALS	52,120.00	.00	52,120.00	1.85	.00	6.69	52,113.31	0	844.00
EXPENSE TOTALS	27,460.00	.00	27,460.00	103.33	.00	3,295.49	24,164.51	12	3,430.49
Grand Totals	\$24,660.00	\$0.00	\$24,660.00	(\$101.48)	\$0.00	(\$3,288.80)	\$27,948.80		(\$2,586.49)
Grand Totals									
REVENUE TOTALS	52,120.00	.00	52,120.00	1.85	.00	6.69	52,113.31	0	844.00
EXPENSE TOTALS	27,460.00	.00	27,460.00	103.33	.00	3,295.49	24,164.51	12	3,430.49
Grand Totals	\$24,660.00	\$0.00	\$24,660.00	(\$101.48)	\$0.00	(\$3,288.80)	\$27,948.80		(\$2,586.49)

Golf Course Fund Budget by Account Class Report

Through 09/30/14
 Prior Fiscal Year Activity Included
 Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 7300 - Golf Course Fund									
REVENUE									
Programs, Services & Products	901,195.00	.00	901,195.00	125,369.30	.00	342,022.95	559,172.05	38	331,237.49
Rents, Leases & Use	.00	.00	.00	.00	.00	.00	.00	+++	.00
Fines, Penalties & Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Investment Income	280.00	.00	280.00	3.05	.00	10.95	269.05	4	23.00
Miscellaneous-Other	38,000.00	.00	38,000.00	(2,885.00)	.00	11,531.75	26,468.25	30	24,413.90
Other Financing Sources	.00	.00	.00	(10.00)	.00	7.00	(7.00)	+++	(142.17)
Transfers-In Other	26,480.00	.00	26,480.00	2,206.67	.00	6,620.01	19,859.99	25	7,275.00
REVENUE TOTALS	\$965,955.00	\$0.00	\$965,955.00	\$124,684.02	\$0.00	\$360,192.66	\$605,762.34	37%	\$362,807.22
EXPENSE									
Compensation	355,601.00	.00	355,601.00	36,800.44	.00	117,697.91	237,903.09	33	119,662.01
Fringe Benefits	107,322.00	.00	107,322.00	7,236.58	.00	27,096.20	80,225.80	25	31,100.79
Outside Services	89,630.00	.00	89,630.00	13,448.68	28,029.72	46,000.69	15,599.59	83	40,868.37
Supplies	210,420.00	.00	210,420.00	24,072.50	13,608.85	69,746.77	127,064.38	40	68,374.72
Utilities	41,430.00	.00	41,430.00	3,834.78	.00	10,662.95	30,767.05	26	8,186.33
Insurance	3,120.00	.00	3,120.00	.00	.00	3,120.00	.00	100	3,940.00
Debt Service	46,600.00	.00	46,600.00	.00	.00	2,189.37	44,410.03	5	4,464.36
Miscellaneous	.00	.00	.00	40.00	.00	434.00	(434.00)	+++	1,359.50
Allocated Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfers Out	97,950.00	.00	97,950.00	6,245.83	.00	41,737.49	56,212.51	43	21,737.49
(Gain) Loss on Refunding	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$952,073.00	\$0.00	\$952,073.00	\$91,678.81	\$41,638.57	\$318,685.98	\$591,748.45	38%	\$299,693.57
Fund 7300 - Golf Course Fund Totals									
REVENUE TOTALS	965,955.00	.00	965,955.00	124,684.02	.00	360,192.66	605,762.34	37	362,807.22
EXPENSE TOTALS	952,073.00	.00	952,073.00	91,678.81	41,638.57	318,685.98	591,748.45	38	299,693.57
Fund 7300 - Golf Course Fund Totals	\$13,882.00	\$0.00	\$13,882.00	\$33,005.21	(\$41,638.57)	\$41,506.68	\$14,013.89		\$63,113.65
Grand Totals									
REVENUE TOTALS	965,955.00	.00	965,955.00	124,684.02	.00	360,192.66	605,762.34	37	362,807.22
EXPENSE TOTALS	952,073.00	.00	952,073.00	91,678.81	41,638.57	318,685.98	591,748.45	38	299,693.57
Grand Totals	\$13,882.00	\$0.00	\$13,882.00	\$33,005.21	(\$41,638.57)	\$41,506.68	\$14,013.89		\$63,113.65

Arena Fund Budget by Account Class Report

Through 09/30/14

Prior Fiscal Year Activity Included

Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 7400 - Arena Fund									
REVENUE									
Intergovernmental-Federal	.00	.00	.00	.00	.00	.00	.00	+++	.00
Programs, Services & Products	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	.00
Rents, Leases & Use	508,209.00	.00	508,209.00	6,455.00	.00	26,808.00	481,401.00	5	35,804.75
Fines, Penalties & Costs	250.00	.00	250.00	35.59	.00	136.77	113.23	55	236.43
Investment Income	490.00	.00	490.00	16.81	.00	58.62	431.38	12	63.00
Miscellaneous-Other	50,000.00	.00	50,000.00	3,091.72	.00	5,525.22	44,474.78	11	347.25
Transfers-In Trust	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfers-In Other	16,030.00	.00	16,030.00	1,335.83	.00	4,007.49	12,022.51	25	4,177.50
Capital Contributions	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$599,979.00	\$0.00	\$599,979.00	\$10,934.95	\$0.00	\$36,536.10	\$563,442.90	6%	\$40,628.93
EXPENSE									
Compensation	194,726.00	.00	194,726.00	8,240.39	.00	16,670.79	178,055.21	9	31,427.55
Fringe Benefits	73,474.00	.00	73,474.00	2,653.04	.00	9,968.58	63,505.42	14	21,888.68
Outside Services	29,485.00	.00	29,485.00	583.25	1,616.24	3,671.04	24,197.72	18	3,108.09
Supplies	42,172.00	.00	42,172.00	3,051.03	3,256.82	5,458.03	33,457.15	21	9,944.14
Utilities	91,490.00	.00	91,490.00	2,037.57	.00	3,506.61	87,983.39	4	3,623.82
Insurance	7,240.00	.00	7,240.00	.00	2,087.00	4,950.00	203.00	97	5,160.00
Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	209.10
Debt Service	94,340.00	.00	94,340.00	600.00	.00	6,773.24	87,566.76	7	8,608.86
Allocated Costs	16,259.00	.00	16,259.00	1,354.92	.00	4,064.76	12,194.24	25	3,217.50
Transfers Out	88,444.00	.00	88,444.00	3,953.67	.00	52,861.01	35,582.99	60	110,189.99
(Gain) Loss on Refunding	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$637,630.00	\$0.00	\$637,630.00	\$22,473.87	\$6,960.06	\$107,924.06	\$522,745.88	18%	\$197,377.73
Fund 7400 - Arena Fund Totals									
REVENUE TOTALS	599,979.00	.00	599,979.00	10,934.95	.00	36,536.10	563,442.90	6	40,628.93
EXPENSE TOTALS	637,630.00	.00	637,630.00	22,473.87	6,960.06	107,924.06	522,745.88	18	197,377.73
Fund 7400 - Arena Fund Totals	(\$37,651.00)	\$0.00	(\$37,651.00)	(\$11,538.92)	(\$6,960.06)	(\$71,387.96)	\$40,697.02		(\$156,748.80)
Grand Totals									
REVENUE TOTALS	599,979.00	.00	599,979.00	10,934.95	.00	36,536.10	563,442.90	6	40,628.93
EXPENSE TOTALS	637,630.00	.00	637,630.00	22,473.87	6,960.06	107,924.06	522,745.88	18	197,377.73
Grand Totals	(\$37,651.00)	\$0.00	(\$37,651.00)	(\$11,538.92)	(\$6,960.06)	(\$71,387.96)	\$40,697.02		(\$156,748.80)

Solid Waste Fund Budget by Account Class Report

Through 09/30/14
Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	YTD Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 7700 - Solid Waste Fund									
REVENUE									
Intergovernmental-State	.00	.00	.00	.00	.00	.00	.00	+++	.00
Intergovernmental-Local	52,020.00	.00	52,020.00	4,334.40	.00	13,003.20	39,016.80	25	9,433.55
Programs, Services & Products	2,890,082.00	.00	2,890,082.00	199,798.36	.00	505,970.27	2,384,111.73	18	542,715.39
Fines, Penalties & Costs	1,500.00	.00	1,500.00	78.03	.00	144.52	1,355.48	10	197.77
Licenses and Permits	700.00	.00	700.00	.00	.00	900.00	(200.00)	129	500.00
Miscellaneous-Other	300.00	.00	300.00	.00	.00	153.97	146.03	51	130.00
Transfers-In Trust	13,265.00	.00	13,265.00	.00	.00	.00	13,265.00	0	13,800.00
Transfers-In Other	990,130.00	.00	990,130.00	82,510.83	.00	247,532.49	742,597.51	25	304,782.51
REVENUE TOTALS	\$3,947,997.00	\$0.00	\$3,947,997.00	\$286,721.62	\$0.00	\$767,704.45	\$3,180,292.55	19%	\$871,559.22
EXPENSE									
Compensation	188,214.00	.00	188,214.00	8,353.40	.00	24,572.22	163,641.78	13	11,646.19
Fringe Benefits	97,594.00	.00	97,594.00	6,764.78	.00	23,726.21	73,867.79	24	8,758.97
Outside Services	3,724,210.00	.00	3,724,210.00	268,754.25	2,091,145.70	567,981.09	1,065,083.21	71	675,444.93
Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00
Utilities	8,739.00	.00	8,739.00	1,338.64	.00	1,914.07	6,824.93	22	1,010.79
Insurance	140.00	.00	140.00	.00	.00	140.00	.00	100	140.00
Capital Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
Debt Service	30,460.00	.00	30,460.00	.00	.00	4,231.00	26,229.00	14	5,580.13
Allocated Costs	3,600.00	.00	3,600.00	300.00	.00	900.00	2,700.00	25	900.00
Transfers Out	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$4,052,957.00	\$0.00	\$4,052,957.00	\$285,511.07	\$2,091,145.70	\$623,464.59	\$1,338,346.71	67%	\$703,481.01
Fund 7700 - Solid Waste Fund Totals									
REVENUE TOTALS	3,947,997.00	.00	3,947,997.00	286,721.62	.00	767,704.45	3,180,292.55	19	871,559.22
EXPENSE TOTALS	4,052,957.00	.00	4,052,957.00	285,511.07	2,091,145.70	623,464.59	1,338,346.71	67	703,481.01
Fund 7700 - Solid Waste Fund Totals	(\$104,960.00)	\$0.00	(\$104,960.00)	\$1,210.55	(\$2,091,145.70)	\$144,239.86	\$1,841,945.84		\$168,078.21
Grand Totals									
REVENUE TOTALS	3,947,997.00	.00	3,947,997.00	286,721.62	.00	767,704.45	3,180,292.55	19	871,559.22
EXPENSE TOTALS	4,052,957.00	.00	4,052,957.00	285,511.07	2,091,145.70	623,464.59	1,338,346.71	67	703,481.01
Grand Totals	(\$104,960.00)	\$0.00	(\$104,960.00)	\$1,210.55	(\$2,091,145.70)	\$144,239.86	\$1,841,945.84		\$168,078.21

Water Fund Budget by Account Class Report

Through 09/30/14
 Prior Fiscal Year Activity Included
 Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 7800 - Water Fund									
REVENUE									
Intergovernmental-State Programs, Services & Products	.00	.00	.00	.00	.00	.00	.00	+++	.00
Fines, Penalties & Costs	5,463,660.00	.00	5,463,660.00	559,441.98	.00	1,598,838.80	3,864,821.20	29	1,537,777.16
Investment Income	25,300.00	.00	25,300.00	2,465.39	.00	6,917.47	18,382.53	27	6,965.06
Miscellaneous-Other	5,500.00	.00	5,500.00	230.01	.00	805.19	4,694.81	15	1,443.00
Capital Contributions	47,435.00	.00	47,435.00	3,417.42	.00	9,668.48	37,766.52	20	13,117.21
Use of Fund Balance/Retained Earnings	20,000.00	.00	20,000.00	694.00	.00	5,988.19	14,011.81	30	8,465.00
	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$5,561,895.00	\$0.00	\$5,561,895.00	\$566,248.80	\$0.00	\$1,622,218.13	\$3,939,676.87	29%	\$1,567,767.43
EXPENSE									
Compensation	1,140,099.00	.00	1,140,099.00	86,456.25	.00	257,854.00	882,245.00	23	229,674.86
Fringe Benefits	657,816.00	.00	657,816.00	51,390.16	59,704.15	165,966.36	432,145.49	34	194,044.35
Outside Services	146,179.00	.00	146,179.00	19,993.49	36,117.15	38,749.86	71,311.99	51	26,687.29
Supplies	418,856.00	.00	418,856.00	25,006.74	163,195.81	76,508.36	179,151.83	57	109,353.31
Utilities	253,713.00	.00	253,713.00	16,085.99	.00	31,848.67	221,864.33	13	32,089.22
Insurance	38,020.00	.00	38,020.00	.00	.00	38,080.00	(60.00)	100	38,290.00
Capital Outlay	111,000.00	.00	111,000.00	8,352.39	37,560.51	37,397.31	36,042.18	68	20,191.12
Debt Service	1,883,870.00	.00	1,883,870.00	23,586.25	.00	523,141.44	1,360,728.56	28	610,992.26
Miscellaneous	29,080.00	.00	29,080.00	1,339.00	.00	4,043.00	25,037.00	14	5,057.00
Allocated Costs	350,067.00	.00	350,067.00	29,170.59	.00	87,511.77	262,555.23	25	82,527.51
Transfers Out	832,370.00	.00	832,370.00	157,914.17	.00	471,142.51	361,227.49	57	249,427.51
(Gain) Loss on Refunding	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$5,861,070.00	\$0.00	\$5,861,070.00	\$419,295.03	\$296,577.62	\$1,732,243.28	\$3,832,249.10	35%	\$1,598,334.43
Fund 7800 - Water Fund Totals									
REVENUE TOTALS	5,561,895.00	.00	5,561,895.00	566,248.80	.00	1,622,218.13	3,939,676.87	29	1,567,767.43
EXPENSE TOTALS	5,861,070.00	.00	5,861,070.00	419,295.03	296,577.62	1,732,243.28	3,832,249.10	35	1,598,334.43
Fund 7800 - Water Fund Totals	(\$299,175.00)	\$0.00	(\$299,175.00)	\$146,953.77	(\$296,577.62)	(\$110,025.15)	\$107,427.77		(\$30,567.00)
Grand Totals									
REVENUE TOTALS	5,561,895.00	.00	5,561,895.00	566,248.80	.00	1,622,218.13	3,939,676.87	29	1,567,767.43
EXPENSE TOTALS	5,861,070.00	.00	5,861,070.00	419,295.03	296,577.62	1,732,243.28	3,832,249.10	35	1,598,334.43
Grand Totals	(\$299,175.00)	\$0.00	(\$299,175.00)	\$146,953.77	(\$296,577.62)	(\$110,025.15)	\$107,427.77		(\$30,567.00)

Wastewater Fund Budget by Account Class

Report

Through 09/30/14
Prior Fiscal Year Activity Included

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/	Prior Year YTD
Fund 7900 - WW Fd										
REVENUE										
Intergovernmental-Federal	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Intergovernmental-State	241,278.00	.00	241,278.00	18,024.00	.00	71,801.00	169,477.00	30	30	470.24
Programs, Services & Products	6,866,700.00	.00	6,866,700.00	622,452.67	.00	2,007,662.54	4,859,037.46	29	29	1,994,777.39
Fines, Penalties & Costs	28,200.00	.00	28,200.00	2,788.69	.00	8,039.71	20,160.29	29	29	8,388.99
Licenses and Permits	1,100.00	.00	1,100.00	805.00	.00	805.00	295.00	73	73	.00
Investment Income	5,000.00	.00	5,000.00	164.00	.00	530.28	4,469.72	11	11	1,084.00
Miscellaneous-Other	47,435.00	.00	47,435.00	3,656.24	.00	10,792.89	36,642.11	23	23	13,098.42
Transfers-In Trust	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
Transfers-In Other	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
Capital Contributions	40,000.00	.00	40,000.00	6,729.92	.00	12,267.92	27,732.08	31	31	18,113.84
REVENUE TOTALS	\$7,229,713.00	\$0.00	\$7,229,713.00	\$654,620.52	\$0.00	\$2,111,899.34	\$5,117,813.66	29%	29%	\$2,035,932.88
EXPENSE										
Compensation	1,404,061.00	.00	1,404,061.00	103,095.57	.00	313,455.14	1,090,605.86	22	22	244,876.77
Fringe Benefits	801,514.00	.00	801,514.00	65,909.61	59,704.15	211,634.48	530,175.37	34	34	216,462.44
Outside Services	480,124.00	.00	480,124.00	33,468.92	222,420.39	72,802.66	184,900.95	61	61	74,912.40
Supplies	486,848.00	.00	486,848.00	48,173.71	206,437.05	121,189.96	159,220.99	67	67	109,119.92
Utilities	565,421.00	.00	565,421.00	38,191.85	4,160.00	74,286.80	486,974.20	14	14	48,265.94
Insurance	61,170.00	.00	61,170.00	.00	.00	61,054.00	116.00	100	100	57,888.00
Capital Outlay	53,000.00	.00	53,000.00	.00	.00	.00	53,000.00	0	0	.00
Debt Service	2,253,025.00	.00	2,253,025.00	19,595.00	.00	930,044.67	1,322,980.33	41	41	700,160.73
Miscellaneous	19,930.00	.00	19,930.00	338.00	.00	3,303.50	16,626.50	17	17	3,614.00
Allocated Costs	279,855.00	.00	279,855.00	23,315.41	.00	69,946.23	209,908.77	25	25	62,090.01
Transfers Out	714,661.00	.00	714,661.00	101,696.75	.00	254,390.25	460,270.75	36	36	267,810.01
(Gain) Loss on Refunding	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
EXPENSE TOTALS	\$7,119,609.00	\$0.00	\$7,119,609.00	\$433,784.82	\$492,721.59	\$2,112,107.69	\$4,514,779.72	37%	37%	\$1,785,200.22
Fund 7900 - WW Fd Totals										
REVENUE TOTALS	7,229,713.00	.00	7,229,713.00	654,620.52	.00	2,111,899.34	5,117,813.66	29	29	2,035,932.88
EXPENSE TOTALS	7,119,609.00	.00	7,119,609.00	433,784.82	492,721.59	2,112,107.69	4,514,779.72	37	37	1,785,200.22
Fund 7900 - WW Fd Totals	\$110,104.00	\$0.00	\$110,104.00	\$220,835.70	(\$492,721.59)	(\$208.35)	\$603,033.94			\$250,732.66
Grand Totals										
REVENUE TOTALS	7,229,713.00	.00	7,229,713.00	654,620.52	.00	2,111,899.34	5,117,813.66	29	29	2,035,932.88
EXPENSE TOTALS	7,119,609.00	.00	7,119,609.00	433,784.82	492,721.59	2,112,107.69	4,514,779.72	37	37	1,785,200.22
Grand Totals	\$110,104.00	\$0.00	\$110,104.00	\$220,835.70	(\$492,721.59)	(\$208.35)	\$603,033.94			\$250,732.66

Trust Fund Budget by Account Class Report

Through 09/30/14
 Prior Fiscal Year Activity Included
 Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 9100 - Trust Fund									
REVENUE									
Investment Income	.00	.00	.00	(172,655.34)	.00	(12,524.62)	12,524.62	+++	602,926.02
Transfers-In Trust	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfers-In Other	.00	.00	.00	659,458.00	.00	659,458.00	(659,458.00)	+++	10,500.00
REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$486,802.66	\$0.00	\$646,933.38	(\$646,933.38)	+++	\$613,426.02
EXPENSE									
Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
Transfers Out	.00	.00	.00	1,650,544.00	.00	1,650,544.00	(1,650,544.00)	+++	230,790.00
EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$1,650,544.00	\$0.00	\$1,650,544.00	(\$1,650,544.00)	+++	\$230,790.00
Fund 9100 - Trust Fund Totals									
REVENUE TOTALS	.00	.00	.00	486,802.66	.00	646,933.38	(646,933.38)	+++	613,426.02
EXPENSE TOTALS	.00	.00	.00	1,650,544.00	.00	1,650,544.00	(1,650,544.00)	+++	230,790.00
Fund 9100 - Trust Fund Totals	\$0.00	\$0.00	\$0.00	(\$1,163,741.34)	\$0.00	(\$1,003,610.62)	\$1,003,610.62	+++	\$382,636.02
Grand Totals									
REVENUE TOTALS	.00	.00	.00	486,802.66	.00	646,933.38	(646,933.38)	+++	613,426.02
EXPENSE TOTALS	.00	.00	.00	1,650,544.00	.00	1,650,544.00	(1,650,544.00)	+++	230,790.00
Grand Totals	\$0.00	\$0.00	\$0.00	(\$1,163,741.34)	\$0.00	(\$1,003,610.62)	\$1,003,610.62	+++	\$382,636.02



CITY OF CONCORD

11-24

TAA

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Earle M. Chesley, P.E., General Services Director
DATE: October 29, 2014
SUBJECT: Pay As You Throw Semi-Annual Status Report

Recommendation

Accept this report relative to solid waste and recycling collection and disposal operations with Pay-As-You-Throw (PAYT).

Background

July 1st, 2014 marked the five-year anniversary of the City's Pay-As-You-Throw user fee system designed to help support increasing solid waste collection and disposal costs. Residents who receive curbside collection service (approximately 75% of Concord's households) are required to place their trash in City-authorized trash bags that are purchased at local retailers. Similarly, residents in multifamily properties manage their solid waste in large containers that are invoiced monthly based on the number, size, and collection frequency. In all cases, recyclables have been collected at no cost to the resident since the beginning of Pay-As-You-Throw.

This report presents an overview since the inception of the program.

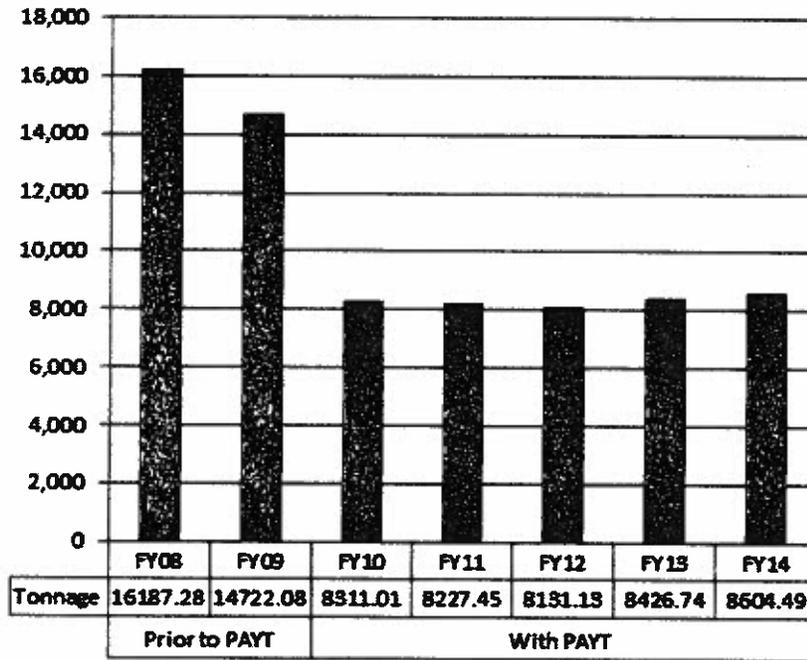
Discussion

Residential Solid Waste Volumes

Residential Solid Waste tonnage has decreased dramatically since the beginning of the Pay-As-You-Throw program. Almost immediately, a decline of over 40% was seen. In the years since, residential volumes have remained stable and significantly lower than prior to the implementation of the program. Modest increases have been noted in recent years as the result of improved economic conditions known to affect MSW generation rates but despite this, the positive impact of PAYT remains dramatic.

Below is a chart illustrating residential solid waste volumes from Fiscal Year 2008 through Fiscal Year 2014.

Residential MSW FY08 - FY14

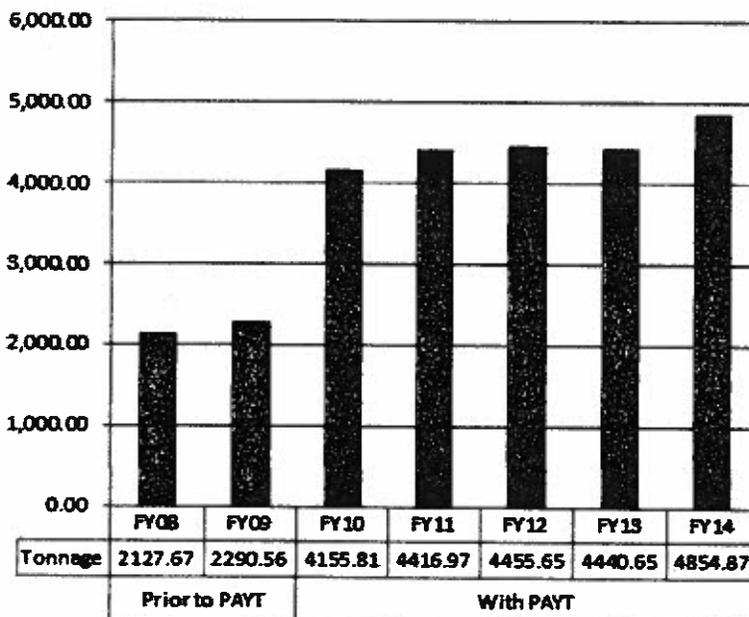


Recycling Volumes

As expected, the volume of recyclables collected and diverted from the waste stream increased as a result of the Pay-As-You-Throw program. With recyclables collected free of charge from residents, there is a financial incentive for residents to recycle materials that would otherwise take up space in the PAYT bag or container. The General Services Department remains focused on getting the word out on recycling to residents to further drive up these volumes.

Below is a chart depicting recycling tonnage by Fiscal Year.

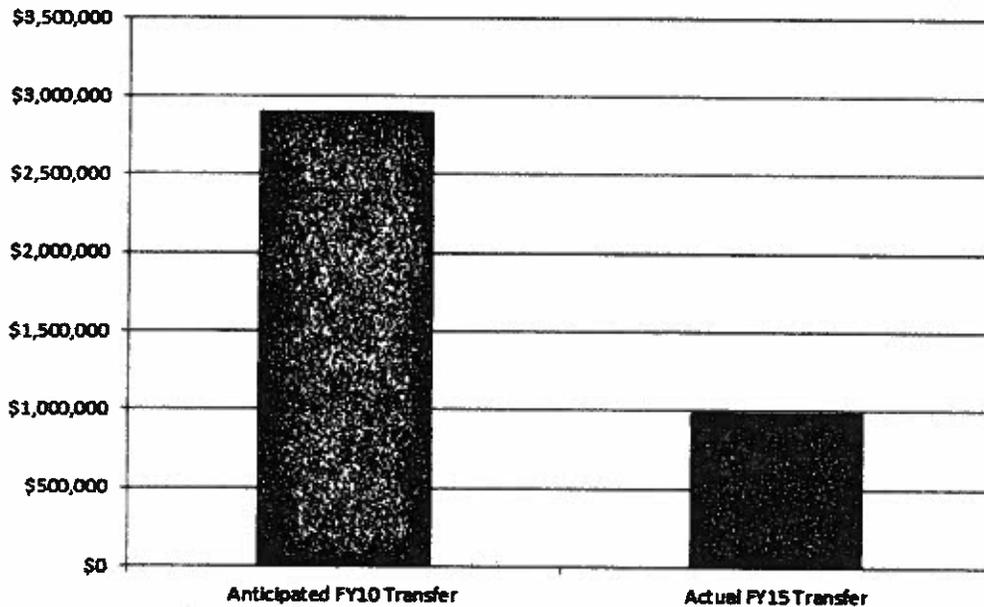
Residential Recycling FY08 - FY14



Financial Performance

When Pay-As-You-Throw was adopted by the Mayor and City Council in June, 2009, it was projected that the General Fund would need to increase its transfer of funds to the Solid Waste Fund to approximately \$2.9 million. Since that time, the General Fund has been able to reduce its transfer to \$991,930, a decrease of over 65%. Pay-As-You-Throw has significantly reduced the financial demand upon the General Fund by almost \$2 million annually while providing recycling services to every Concord home.

General Fund Transfers to the Solid Waste Fund



That said, revenues collected through Pay-As-You-Throw are currently less than the cost of residential solid waste collection and disposal costs provided by the City through its vendors. As demonstrated in the FY 2015 Solid Waste Pro Forma, projected revenues generated through solid waste collection and disposal is approximately 91% of anticipated expenditures. The pro forma indicates this percentage will decline as currently projected solid waste collection and disposal costs increase in the future, General Services staff has reviewed this matter with the Solid Waste Advisory Committee and is assessing options to address this trend.



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: David Gill, Director, Parks and Recreation Department

DATE: October 28, 2014

SUBJECT: Green Burials

Recommendation

The Department recommends acceptance of this report.

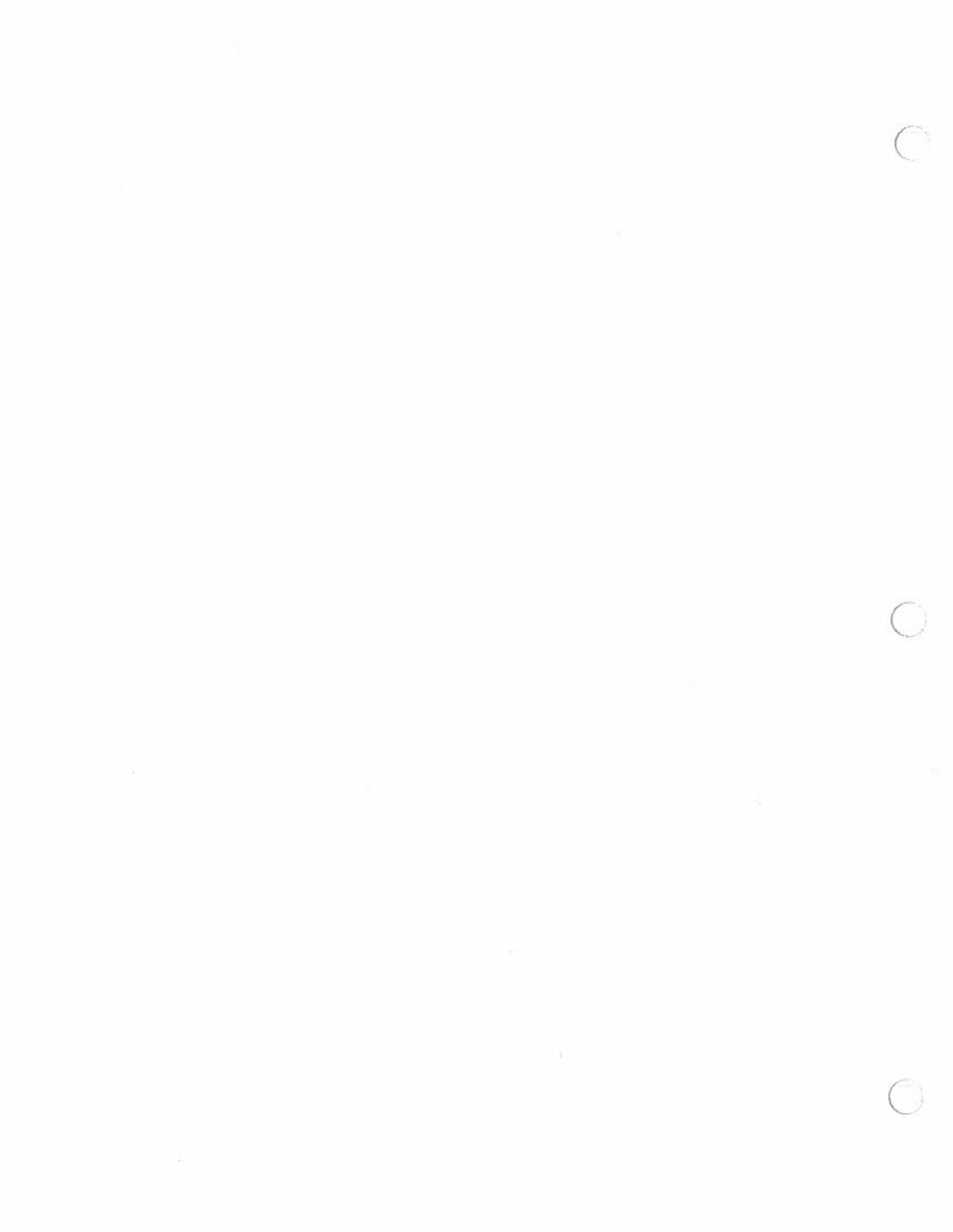
Background

The City of Concord Parks and Recreation Department is responding to requests to add a Green Burial section in the Cemeteries.

Discussion

The Parks and Recreation Administrative staff and Recreation and Parks Advisory Committee approved the concept of adding a Green Burial area in one of the City of Concord's cemeteries. The Green Burial Area that will be created will require minimal additional funds.

The parameters to be followed for interment in the Green Burial area will be as follows; the staff will inter using City power equipment, the area will be maintained (mowing and trimming) using current mowing and trimming methods. The area will be included in the normal mowing and trimming cycle. No head stones are to be allowed - only flat markers made from native material and no other plantings allowed. Flowers will be removed within 48 hours of interment, and the grave will be required to have a vault placed upside down to allow the interred to lie on the earthen floor. Additional rules and regulations may be adopted as recommended by staff in the future.





CITY OF CONCORD

TJA

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: David Gill, Parks and Recreation Director

DATE: October 28, 2014

SUBJECT: Highlighting of Cemetery Chapel at Blossom Hill.

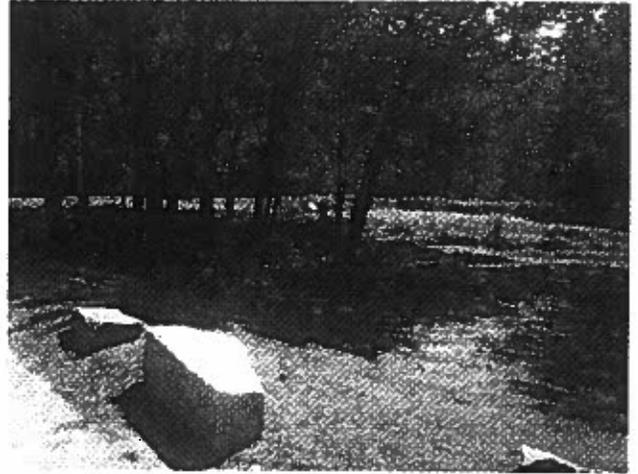
Recommendation

Review and accept this report.

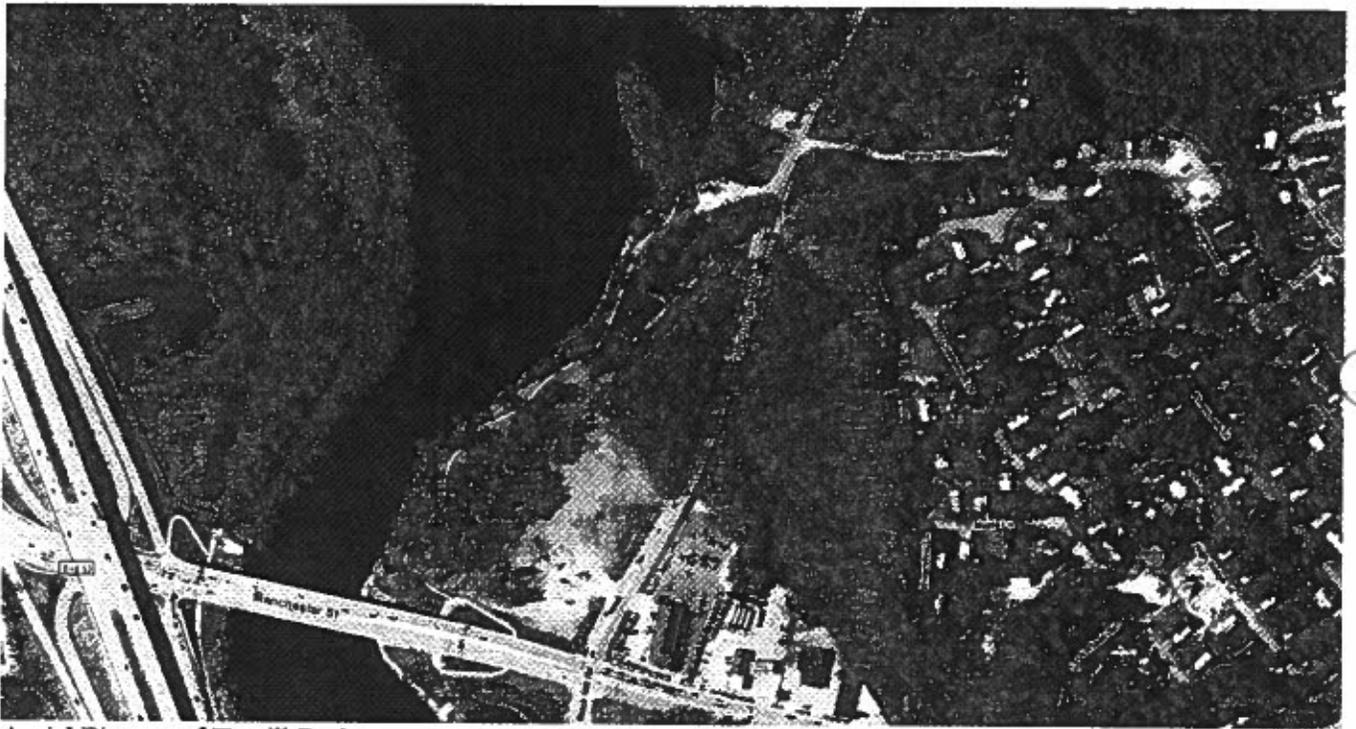
Discussion:

At the September meeting the Parks and Recreation Advisory Committee agreed with a request from Michael Royce. Mr. Royce is requesting that the City consider lighting the Blossom Hill Cemetery Chapel on a nightly basis.

The committee recommends that staff research the cost of installing a timer, and any additional electric needs. The additional operating costs will be considered in the FY16 budget.



Parking lot at Terrill Park with visibility increased.



Aerial Picture of Terrill Park.

TJA



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Michael Jache, Treasurer/Tax Collector
DATE: October 29, 2014
SUBJECT: Proceeds from the Sale of tax deeded property

Recommendation

Retain \$36,186.70 of the proceeds from the sale of tax deeded property at 114 Iron Works Road for the management of tax deeded property.

Sale Price	\$ 60,000.00
Closing Cost	-\$ 3,212.98
Taxes- Lien	-\$18,340.82
Owed to prior owner	<u>-\$ 2,259.50</u>
Balance	\$36,186.70

Background

On May 24, 2013 the city acquired property located at 114 Iron Works Road by tax deed for non-payment of taxes and sold property for \$60,000.00 in October 2014.

Discussion

According to State law the amount the city is allow to retain is the total of all taxes, interest, and costs that were due at the time of the tax deeding, all taxes and interest that would have accrued since the deed date, any costs that were incurred by the City since acquiring the property, and a penalty of 15% of the assessed value of the property.

Property Taxes	\$ 7,370.31
Taxes-Lien	\$18,340.82
15% Penalty	\$24,330.00
Closing cost	\$ 3,212.98
Property Maintenance	\$ 2,549.89
Legal Expense	<u>\$ 1,936.50</u>
Total owed to City	\$57,740.50

As reported here, the total costs of \$57,740.50 are higher than the remaining proceeds of \$36,186.70 thereby the remaining proceeds are allowed to be retained by the City.

The account for management of tax deeded property currently has an available balance of \$59,698.09.

The city tax deeded the property at 280 North State Street, which is located across the street from the NH State Prison. The building is in disrepair and may need to be demolished at an estimated cost of \$60,000 - \$70,000.



CITY OF CONCORD

Report to Mayor and the City Council

FROM: Danielle L. Pacik, Deputy City Solicitor

DATE: October 29, 2014

SUBJECT: Lease and Other Agreements between the City and Concord Little League and Concord National Softball League

Recommendation

Accept this report.

Background

On October 10, 2014, the Legal Department received a referral of correspondence from Concord Little League (f/k/a Concord National Little League)¹ and Concord National Softball League relating to the use of an undeveloped field at Martin Park. On July 28, 2014, Concord Little League notified the Director of Parks and Recreation that it did not intend to renew or extend its agreement with the City of Concord for the completion of the little league baseball field at Martin Park. Concord Little League is also seeking to make improvements to the baseball field that it leases at Memorial Field. On September 29, 2014, Concord National Youth Softball notified the Director of Parks and Recreation that it was interested in leasing the undeveloped field at Martin Park for use as a softball field.

The Legal Department has reviewed its agreements for the lease of fields with Concord Little League and Concord National Softball League, and it has been determined that they should be updated as follows:

Martin Park and Memorial Field– Concord National Little League (October 8, 1999 Lease and May 31, 2000 Amendment)

This lease generally provides Concord National Little League a lease of an undeveloped field at Martin Park and a baseball field at Memorial Field for a period of thirty years commencing October 15, 1999. As indicated above, on July 28, 2014, Concord Little League

¹ Concord National Little League and Concord American Little League have merged to operate under one charter, and have changed the name to Concord Little League.

notified the Director of Parks and Recreation that it did not intend to renew or extend its agreement with the City of Concord for the completion of a little league baseball field at Martin Park.

It is recommended that a formal termination of the lease for Martin Park and Memorial Field be prepared, and that a new and updated lease be prepared with Concord Little League for the lease of only the baseball field at Memorial Field. With respect to Concord Little League's request to make improvements to the baseball field at Memorial Field, the request will be referred to the Recreation and Parks Advisory Committee for review. The new lease will also specify that any necessary planning board and other approvals will need to be received before improvements can be constructed.

Martin Field and Memorial Field – Concord National Youth Softball (January 9, 2007 Agreement)

This agreement generally provides Concord National Youth Softball a lease of Martin Softball Field and some uses of Memorial Field for a period of thirty years commencing January 9, 2007. On September 29, 2014, Concord National Youth Softball notified the Director of Parks and Recreation that it is interested in leasing the undeveloped field at Martin Park for use as another softball field.

It is recommended that a formal termination of the lease for Martin Field and Memorial Field be prepared, and that a new and updated agreement be prepared with Concord National Youth Softball for the lease of (1) the undeveloped field at Martin Park; (2) the softball field it uses at Martin Field; and (3) the softball field it has some rights to use at Memorial Field. The agreement will also specify that any necessary planning board and other approvals will need to be received before the undeveloped field at Martin Park can be constructed.

Discussion

After review, the Legal Department recommends that the City terminate the lease and other agreements with Concord Little League and Concord National Youth Softball, and to update the agreements to modify which fields are being leased and to include the City's most current lease requirements.

PROCLAIMING DECEMBER 2014 AS CAPITAL REGION FOOD PROGRAM MONTH

WHEREAS, the Capital Region Food Program is an all volunteer, non-profit organization established in 1974 because of the grave problem of hunger in the Greater Concord area; and

WHEREAS, the Capital Region Food Program marks its fortieth consecutive year in providing food for the hungry; and

WHEREAS, it has grown from an annual food basket project originally helping less than 100 families to now assisting over 2,500 families at the holidays; and

WHEREAS, refinements in the project are a perpetual undertaking; originally in 1974 the baskets provided enough food for the Christmas holidays alone, but since then, dietary restrictions and infant needs are now taken into consideration, as are storage and refrigeration restrictions, and the baskets now sustain recipients for several days to up to three weeks; and

WHEREAS, the program has expanded operations to include year-round distribution to area food pantries and soup kitchens, providing over 5,900 meals a month; and

WHEREAS, in previous years the City Human Services Department, the Concord business community, the New Hampshire Army National Guard, the Greater Concord Chamber of Commerce, and many other fine organizations have joined together to serve those less fortunate than ourselves; and

WHEREAS, the response of past years has been unmatched not only in the generosity of monetary donations, but the commitment in working together, resulting in a truly community-wide endeavor; and

WHEREAS, the current economic challenges, the lack of affordable housing, and the changes in several government programs have placed added financial pressures on many of our less fortunate citizens,

NOW, THEREFORE BE IT RESOLVED, that the month of December be designated Capital Region Food Program Month in the City of Concord; and,

BE IT FURTHER RESOLVED that our community be encouraged to participate, contribute and support the Capital Region Food Program.



CITY OF CONCORD

In the year of our Lord two thousand and thirteen

RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION FOR LAND AND WATER CONSERVATION FUND (LWCF).

The City of Concord resolves as follows:

WHEREAS, the Parks and Recreation Department would like to apply for the grant for park improvements for Terrill Park; and

WHEREAS, the City of Concord desires to improve the Park based on the Park Master Plan funds; and

WHEREAS, there is a 50/50 match required for this grant program.

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

1. The City Council authorizes the City Manager to submit the necessary grant application documents.
2. This resolution shall take effect upon its passage.

City of Concord, New Hampshire

PARKS & RECREATION DEPARTMENT

14 Canterbury Rd. Concord, NH 03301 Tel: (603)225-8690 Fax (603) 225-8589

Web Site: www.concordnh.gov/recreation

TJA

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: David Gill, Parks and Recreation Director

DATE: October 28, 2014

SUBJECT: LWCF Grant Application for Terrill Park

Recommendation - Through the City Manager, authorize the Parks and Recreation Department to apply for funding through the Land and Water Conversation Fund (LWCF) for up to \$150,000.

Background – During the past several years, the department has started to clean up the park and with this application will apply for a grant to build a grass rectangular playing field and related park improvements. This application is consistent with the FY16 CIP for Terrill Park. This grant does have a 50/50 match which can include volunteer time and dollars.



CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION IN RECOGNITION OF THE SERVICES OF

Sergeant Roger L. Baker

The City of Concord resolves as follows:

WHEREAS, Sergeant Roger L. Baker has been a faithful and loyal employee of the City of Concord for over 21 years within its Police Department. Sergeant Baker began his career in 1993 as a Police Officer and served in the Patrol Division. In 2000, he transferred to the Youth Services Unit, where he served as a detective investigating youth-related crimes and cases involving abuse and neglect. Sergeant Baker was reassigned to the Drug Enforcement Unit in 2002 and served in an undercover capacity investigating drug related offenses; and

WHEREAS, Sergeant Roger L. Baker was promoted to the rank of Sergeant in 2003 and served as a supervisor in the Patrol Division. In 2005, he was assigned as the supervisor of the Drug Enforcement Unit where he remained assigned until his retirement on September 27, 2014; and

WHEREAS, Sergeant Roger L. Baker served as member of the Department's Tactical Apprehension and Containment Team for several years, and has received a number of awards to include the New Hampshire Congressional Law Enforcement Award for Dedication and Professionalism, a Commendation Bar for Meritorious Service, two Commendation Bars for Distinguished Unit Action, and a Letter of Commendation and recognition from the Attorney General's office for his part in the investigation that led to the capture and prosecution of Dwayne Thompson for First Degree Murder; and

WHEREAS, Sergeant Roger L. Baker was actively involved throughout his career with the Concord Police Benevolent Association and served for many years as its president; and

WHEREAS, Sergeant Roger L. Baker's dedication and loyalty to the Concord Police Department and City of Concord are without question; and

WHEREAS, Sergeant Roger Baker has provided an excellent display of loyalty, dedication and leadership qualities with the men and women that served under him; and

WHEREAS, Sergeant Roger L. Baker's work ethic, determination, energy and dedication have time and time again benefited the City of Concord and the Concord Police Department, whether it was his involvement in supervising patrol shifts or as Commander of the Drug Enforcement Unit.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Concord that we hereby record our sincere appreciation for the many years of service from Sergeant Roger L. Baker to the City of Concord.

BE IT FURTHER RESOLVED that we hereby acknowledge that the service and presence of Sergeant Roger L. Baker will truly be missed by the City Council, City Administration, Concord Police Department and the entire Concord Community, and we extend our best wishes to him and his family during his retirement.



CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION IN RECOGNITION OF THE SERVICES OF

Lieutenant John J. Zbehlik

The City of Concord resolves as follows:

WHEREAS, Lieutenant John J. Zbehlik has been a faithful and loyal employee of the City of Concord for over 20 years within its Police Department. Lieutenant Zbehlik began his career in 1994 as a Police Officer and served in the Patrol Division. In 1999, Lt Zbehlik became the first School Resource Officer assigned to Concord High School; and

WHEREAS, Lieutenant John J. Zbehlik was promoted to the rank of Sergeant in 2001 and served as a supervisor in the Patrol Division. He was activated for military duty in 2002, serving as a Lieutenant Colonel in the US Marine Corps. He returned to the Department at the end of his military activation. In 2004, he was transferred from the Patrol Division to the Auxiliary Services Unit. From 2004-2005 Lt. Zbehlik was once again activated for military duty, serving in Iraq. He returned to the Department at the conclusion of his activation. In 2005 he was promoted to the rank of Lieutenant and served as a Watch Commander in the Patrol Division until his retirement on September 30, 2014; and

WHEREAS, Lieutenant John J. Zbehlik served in a number of specialty assignments including being a member of the Tactical Team, member and supervisor of the Department's Honor Guard, Firearms Instructor and Armorer, Long Arms Officer, and Bike Officer. He also served as the coordinator the Department's Firearms Training Program; and

WHEREAS, Lieutenant John J. Zbehlik has received several Letters of Commendation, a Certificate of Merit, Letter of Appreciation and a Certificate of Appreciation, in addition to many letters of appreciation from citizens and law enforcement professionals; and

WHEREAS, Lieutenant John J. Zbehlik's dedication and loyalty to the Concord Police Department and City of Concord are without question; and

WHEREAS, Lieutenant John J. Zbehlik has provided an excellent display of loyalty, dedication and leadership qualities with the men and women that served under him; and

WHEREAS, John J. Zbehlik's work ethic, determination, energy and dedication have time and time again benefited the City of Concord and the Concord Police Department.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Concord that we hereby record our sincere appreciation for the many years of service from Lieutenant John J. Zbehlik to the City of Concord.

BE IT FURTHER RESOLVED that we hereby acknowledge that the service and presence of Lieutenant John J. Zbehlik will truly be missed by the City Council, City Administration, Concord Police Department and the entire Concord Community, and we extend our best wishes to him and his family during his retirement.



CITY OF CONCORD

In the year of our Lord two thousand and fourteen

RESOLUTION IN RECOGNITION OF THE SERVICES OF Lieutenant Michael McGuire

The City of Concord resolves as follows:

WHEREAS, Lieutenant Michael McGuire has been a faithful and loyal employee of the City of Concord for over 27 years within its Police Department. Lieutenant McGuire began his career in 1987 as a Police Officer and served in the Patrol Division. In 1993, he transferred to the Youth Services Unit, where he served as a detective investigating youth-related crimes and cases involving abuse and neglect; and

WHEREAS, Lieutenant Michael McGuire was promoted to the rank of Sergeant in 2000 and served as a supervisor in the Patrol Division. In 2004, he was assigned to the Criminal Investigations Division as the supervising Sergeant. He was promoted to the rank of Lieutenant on November 18, 2007, and served as a Watch Commander in the Patrol Division until his retirement on September 30, 2014. Lieutenant McGuire's various assignments demonstrated his capabilities through his knowledge, skills, versatility, reliability, dedication and vision; and

WHEREAS, Lieutenant Michael McGuire dedication to the Department and law enforcement profession was evident through his efforts in developing the Department's Field Training Program; and

WHEREAS, Lieutenant Michael McGuire was the recipient of the Police Officer of the Year in 1999. He also received a Certificate of Merit, a Commendation for Distinguished Unit Action, two Letters of Commendation and many letters of appreciation throughout his career; and

WHEREAS, Lieutenant Michael McGuire's dedication and loyalty to the Concord Police Department and City of Concord are without question; and

WHEREAS, Lieutenant Michael McGuire has provided an excellent display of loyalty, dedication and leadership qualities with the men and women that served under him; and

WHEREAS, Lieutenant Michael McGuire's work ethic, determination, energy and dedication have time and time again benefited the City of Concord and the Concord Police Department.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Concord that we hereby record our sincere appreciation for the many years of service from Lieutenant Michael McGuire to the City of Concord.

BE IT FURTHER RESOLVED that we hereby acknowledge that the service and presence of Lieutenant Michael McGuire will truly be missed by the City Council, City Administration, Concord Police Department and the entire Concord Community, and we extend our best wishes to him and his family during his retirement.

Blake, Eugene

From: Brent Todd <brenttoddconcord@gmail.com>
Sent: Wednesday, October 22, 2014 11:09 AM
To: Blake, Eugene
Cc: SteveShurtleff@aol.com
Subject: Street closure request

Received 10/22/14 JJA
Sent to city clerk
10/22/14

Hello Gene,

The Penacook Village Association Board has asked me to request street closures for the annual Penacook Village Tree Lighting ceremony on Wednesday, December 3, 2014. This will be a public event open to all. They are requesting closure of the following streets on 12/3 from 5:30 PM – 7:30 PM:

Summer Street @ High Street

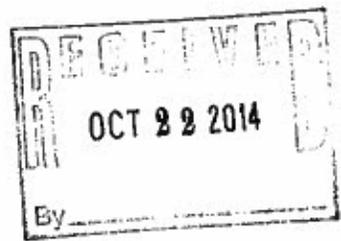
Merrimack Street @ Village Street

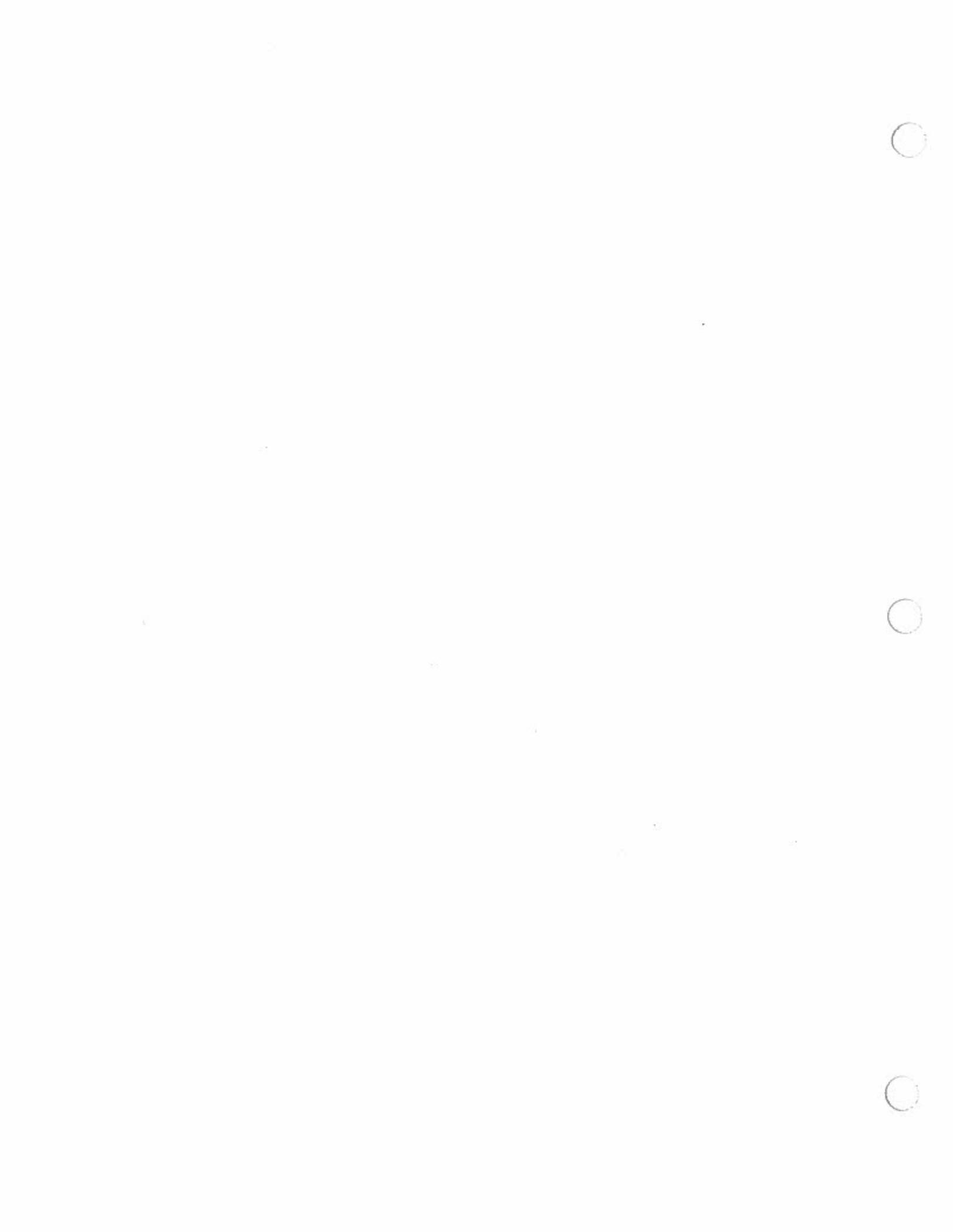
Merrimack Street @ Sanders Street

Volunteers will be available to assist with the closing and reopening of the streets.

Thank you for your assistance.

Brent







CITY OF CONCORD

ADMINISTRATION

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Thomas J. Aspell, Jr., City Manager TJA
DATE: September 4, 2014
SUBJECT: Appointments to the Heritage Commission

Recommendation

It is recommended that the following appointments be reviewed at the October City Council meeting for approval in November.

Background

I hereby propose the re-appointment of the following individuals to the Heritage Commission:

- **Philip J. Donovan, Jr.**, for a term expiring on December 31, 2015
- **Robert V. Johnson, II**, for a term expiring on December 31, 2017
- **Carol Durgy Brooks** for a term expiring on December 31, 2016
- **Frederick Richards** for a term expiring on December 31, 2017
- **Bryant F. Tolles, Jr.**, for a term expiring on December 31, 2016
- **Marilyn Fraser** for a term expiring on December 31, 2015

Discussion

In accordance with Section 15 of the City Council Rules, these proposed appointments are being distributed to City Council as information in advance of formal action in November.



CITY OF CONCORD

10-11
11-36(A)
11-38

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, Tables 1, 2 and 3

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 entirety and replacing them 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	\$ 2,355.36	\$ 0	Dwelling unit
Town house/duplex	\$ 1,063.50	\$ 0	Dwelling unit
Multi-unit/apartment (other than townhouses or duplexes)	\$ 998.51	\$ 0	Dwelling unit
Mobile home	\$ 1,995.78	\$ 0	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	\$ 1,093.56	Dwelling unit
Townhouse/duplex	\$ 1,063.50	Dwelling unit
Multi-unit/apartment (other than townhouses or duplexes)	\$ 664.46	Dwelling unit
Mobile home	\$ 998.55	Dwelling unit

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, Tables 1, 2 and 3.

**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>
Residential Uses		
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
Nonresidential Uses		
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.



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Fred Keach, Councilor-at-Large
Chairman of the Impact Fee Review Committee

DATE: September 24, 2014

SUBJECT: Proposed Changes to the Public Capital Facilities Impact Fee Ordinance

Recommendation

Accept this report and set the attached ordinance amendments for public hearing.

Background

In February 2014, Mayor Jim Bouley appointed a five member Council committee to review the City's existing Impact Fee Ordinance (Chapter 29.2 of the City's Code of Ordinances). The goal was to determine if the structure in place required updating, amending or discarding. The committee was composed of Councilors Bennett, Coen, Keach, Werner and Mayor Pro-Tem St. Hilaire. Staff Assistance was provided by Deputy City Manager Carlos Baña, City Planner Nancy Larson and former Assistant City Planner Steve Henninger.

The committee met on April 30th, June 12th and August 14th. The minutes of the meetings are attached. At its August 14th meeting, the Committee voted to forward a series of recommendations to City Council. However, subsequent to that meeting, information was brought to the Committee's attention that made it necessary to amend the recommendations and the final report. The Committee, therefore, convened a final meeting on September 23rd. This report reflects action taken on the 23rd.

Discussion

School Impact Fees

The committee discussed how impact fees are assessed and the genesis of the fees. It was determined that the existing school impact fees were tied to bond issues for the expansion of

Concord High School and new school construction in the Merrimack Valley School District. The last of the Merrimack Valley debt associated with their project will be paid off in October of 2014. The Concord School District had two financial obligations stemming from the expansion of the high school. The larger of the two bonds will be paid off in 2015. However, a second bond originally for \$9 million still remains and will only sunset in 2018 (see attached letter from the Concord School District). As such, the Committee recommends that the impact fee ordinance be amended to zero out the Merrimack Valley impact fee upon passage by Council in November but to retain the Concord school impact fee until the issue can be re-visited nearer to 2018.

The ordinance structure allowing for the assessment of Merrimack Valley school impact fees will remain should there be a need to utilize it in the future for a new school bond. However, it is important to note that impact fees must be tied to a capacity-enhancement project and with the diminishing Concord area student population, neither the committee nor staff envisioned the levying of new school impact fees in the near future.

Impact Fees on Residential Development

The Committee is also recommending that the "variable unit" used to determine the assessment of school and recreational impact fees on residential development be changed to a "dwelling unit" rather than square footage. In the past, a square footage based assessment has resulted in homeowners having to pay hefty fees for finishing their basements or enclosing their porches with realistically no additional impact on parks or schools. By moving to a "dwelling unit" basis, the fee would be assessed to the developer or first homeowner which logically makes the most sense as that would be the occasion when true impacts to the public infrastructure are felt. This change would also facilitate staff's efforts as it would be an easy calculation whereas the existing system presents undue complexity when it comes to computing the appropriate fee amount. To illustrate the labor-intensive nature of this type of fee assessment, over the last year, the assessment of the fees for finished basements, additions, and enclosed porches represented 48% of the cases where fees were charged but less than 10% of the total impact fee revenue. It is estimated that it took about 3 weeks of one Planning staffer's time to calculate all the fee assessments based on the existing model for that same time period.

In terms of financial impact, from April 2013-April 2014, the impact fees generated from residential finished basements, enclosed porches and additions generated approximately \$26,475 in school impact fees (of which approximately \$25,000 were attributed to the Concord School District). The total amount of impact fees received by the Concord School District during that same time period was approximately \$103,000. In terms of the recreation fees, the City received \$12,155 for fees related to finished basements, enclosed porches, and additions out of a total of approximately \$59,000. If the Council accepts the Committee's recommended change to the ordinance, it is important to note that any new homes would still generate impact fees. The Concord School District has been apprised of this proposed change.

Although any loss of revenue must be considered carefully, the Committee felt that relying on square footage as the variable unit of measure for the assessment of residential impact fees was

an onerous burden on Concord's homeowners and on staff resources which outweighed the positives garnered by the revenue.

Calculation of the Recommended New Fee

In transitioning from a square footage variable unit of measure to a dwelling unit measure, City staff took what would have been the square foot fee (updated for inflation) of \$1.12 for single family homes and multiplied it by an average new single family home size (2,103 s.f.). The resultant school impact fee was \$2,355.36. In terms of recreation, the square foot fee for a single family home would have been \$.52 resulting in a recreation dwelling unit fee of \$1,093.56.

A similar process was applied to townhomes/duplexes, where the square foot fee for school and recreation of \$.75 was applied to an average townhome/duplex of 1,418 s.f. for a fee of \$1,063.50.

Despite the proposed change which would eliminate the collection of fees on renovation-type projects, the new metric still has the ability to generate significant revenue. This can be illustrated by examining the last strongest year for single family home construction in Concord, 2004. That year, there were 138 single family homes constructed. If we had applied the new proposed "dwelling unit" rate to that number, the results would have been as follows:

<i>Single Family Home—School Impact Fee</i>	$\$2,355.36 \times 138 = \$325,039.68$
<i>Single Family Home—Recreation Impact Fee</i>	$\$1,093.56 \times 138 = \$150,911.28$

Simplifying the Incentives Section

The Committee also recommends that the existing incentives section of the impact fee ordinance be deleted almost in its entirety for simplicity and greater ease of application. The existing section sought to incentivize uses that are not Council priorities for the downtown such as congregate dwellings, residential social service centers, adult day care facilities, etc. In addition, the language in the existing incentive section was confusing to staff and the general public. Instead, the Committee proposed that the incentive section simply retain the clause outlining that the Council can designate a "City Priority Redevelopment Project" which would be eligible for a 100% reduction in total impact fees. This would continue to allow the Council flexibility to provide impact fee relief on a case-by-case basis for a project that might have unique circumstances that would warrant such an incentive. In the past, this incentive has been used for the 2 Pillsbury redevelopment as well as the Bindery/Love Building project.

The Committee further recommended that the ordinance be amended to allow for the designation of that "City Priority Redevelopment Project" citywide versus the current condition whereby it is only allowed within the Opportunity Corridor in Concord or on the Tannery site in Penacook.

Credits Against Payment of Impact Fees

The Committee further recommends improved language in the section of the ordinance that deals with “credits against payment of impact fees” to better capture the current practice by staff. The existing ordinance allows an applicant that is building a project to receive credits against their transportation impact fee for non-site related improvements that are listed in the City’s Capital Improvement Plan. The existing language, however, indicates that the CIP project “must be scheduled for current construction.” This language is ambiguous and one could interpret it as meaning that credits can only be given if a project is in the immediate fiscal year. That does not appear logical as it would so significantly constrain the applicability of this incentive as to make it almost worthless. As a result, staff has consistently interpreted this ordinance as allowing for the credit if the project is simply in the CIP regardless of what year it is located in. The proposed amendment would codify this practical interpretation.

Updating of the Impact Fees

In February of this year, the City Council tabled consideration of the Planning Board’s recommended annual update of the impact fee amount pending consideration by this Committee. The Committee agreed to include those updated amounts in calculating the remaining fees. The attached ordinances, therefore, would effectively address that item currently in the “unfinished business” section of the Council agenda.

Conclusion

It is important to note that the Committee recognized that the aforementioned proposed changes are in addition to the amendments that Council approved in November 2013 that eliminated the “change of use” traffic impact fee for ground floor tenancy in the CBP districts of downtown Concord and Penacook. That same month, Council also adopted a provision that afforded a waiver from transportation and school impact fees in CBP for the development of market rate housing units. When viewed comprehensively, the Committee strongly believes that those changes along with its present recommendations (if adopted) will greatly relieve the financial burden on the development and homeowner community without significant impacts on the City.

w/att.

Concord School District

School Administration Unit #8

Donna E. Palley
Assistant Superintendent

Christine C. Rath
Superintendent

Jack Dunn
Business Administrator

Robert M. Belmont
Director of Student Services

Larry Prince
Director of Human Resources

T. Mathew Cashman
Director of Facilities and Planning

September 3, 2014.

Carlos Bala, Deputy City Manager
City of Concord
41 Greene Street
Concord, NH 03301

Carlos
Dear ~~Mr.~~ Bala:

Thank you for taking the time to contact me to discuss the proposed changes to the impact fees for the Concord School District. I wanted to inform you that the district's debt on the Concord High School Expansion and Addition will be paid off in 2018, not 2015. There were two bond issues of debt for the high school project. The first was for \$22 million, which will be paid off in 2015 and the second was for \$9 million that will be paid off in 2018.

Please let me know if you need me to provide additional information.

Sincerely,



Jack Dunn
Business Administrator
Concord School District
38 Liberty Street
Concord, NH 03301
Ph: 603.225.0811



TAA

**Impact Fee Committee
Meeting #1
April 30, 2014
Council Chambers
APPROVED MINUTES**

Committee members in attendance:

Councilor Fred Keach (Chairman), Councilor Allen Bennett, Councilor Mark Coen, Mayor Pro Tem Dan St. Hilaire (arrived at 5:30)

Committee members absent:

Councilor Rob Werner

Staff:

Carlos Bafa, Steve Henninger, Nancy Larson

Meeting was called to order at 5:05 p.m.

Councilor Keach introduced the mission of the committee and outlined the meeting format. Steve Henninger, Assistant City Planner, explained that Concord began assessing impact fees in 1997. These fees were intended to off-set city costs for infrastructure.

Mr. Henninger noted that the context for the fees was, in part, because New Hampshire is the worst state in the union for providing State funding for road improvements.

Mr. Henninger explained that the transportation and recreational impact fees are allocated amongst four districts. Councilor Coen asked how the districts were devised. Mr. Henninger noted that originally the City created nine districts but it proved too cumbersome. The four today tend to reflect the major transportation corridors of the city.

Mr. Henninger explained that impact fees were never intended to cover the full cost of infrastructure improvements. Based on research done in 1997, it was estimated that the fees would cover approximately 27% of the cost for transportation infrastructure improvements.

Mr. Henninger added that because impact fees are time sensitive in terms of their use, they are the first dollars expended toward any applicable project. As a result, they've been used extensively for planning studies, initial design/engineering, etc. Councilor Keach asked if the City eliminated impact fees altogether, would there be a reluctance to financially seed some of its projects. Mr. Henninger responded that that could be the case.

Mr. Henninger also stated that another advantage to the impact fee ordinance is that the granting of credit for impact fees allows for certain developments such as Lowe's to build necessary road corridor improvements. Mr. Bafa referred to the example of the proposed Siena development across from the Steeplegate Mall on Loudon Road. That developer will be granted an impact fee credit that is estimated somewhere between \$60,000-\$70,000 but in return he will add a new leg to the D'Amante Drive/Loudon Road Intersection and install new traffic signal infrastructure that will cost in excess of \$250,000.

Mr. Henninger explained that the methodology that the City uses for impact fees is based on average cost rather than requiring a separate study for each project that would require independent traffic studies and third party City verification.

Councilor Coen stated that it seemed to him that 80% of the fees are paid by large developers that may have staff and resources to understand the system and absorb the fee. However, he imagined that 20% of the fees might come from homeowners or small developers and they probably generate the majority of the complaints about the fee.

Mr. Henninger replied that many of the complaints about the fee are from small commercial developers.

Councilor Coen compared the impact fees to the City's parking system that he interpreted as originally being established as a behavioral deterrent but has now become a needed revenue source for the City. Mr. Henninger disagreed noting that the impact fee was conceived as a revenue source not as a behavioral deterrent.

Mayor Pro Tem St. Hilaire arrived at this point.

Mr. Baia noted that the City has an ambitious capital improvement program that many other communities in the U.S. do not have. In order to carry out those projects over the years, a variety of revenue sources were needed such as impact fees.

Councilor Keach noted that for someone building a home, the impact fees prove to be a disincentive. He suggested that perhaps the fee would be best applied to a large residential developer rather than to individual homeowners.

Mr. Henninger explained that the present impact fee formula for residential is based on square footage and he agreed that it was onerous on subsequent homeowners who may want to finish basements or enclose porches. He noted that the original plan for this fee had been to base it on the dwelling unit but that the real estate community had spoken against that metric and recommended the square footage formula. Mr. Henninger stated that he thought an approach based on a unit premised on average cost would be better.

Councilor Keach stated that he thought this was an area that the Committee could seek to improve.

Mr. Henninger remarked that another area of the fee that needs attention deals with the school impact fee. He noted that the fee was solely based on the capacity added at the Concord High School and the Penacook Elementary School. He noted that originally the fee was to have been 2.4 times greater than what it became. City Council decided to base the fee on the equivalent value of the Concord High School bond rather than the equivalent value of both projects. The Merrimack Valley School District, according to Mr. Henninger, accepted this premise.

Merrimack Valley Schools issued ten year bonds for the Penacook Elementary School and those have already been paid off. The Concord High School bond was a twenty-year bond issued in January 1995, as such it will be sunsetted in 2015 which should result in the zeroing-out of the school impact fee altogether.

Councilor Keach asked what would happen if the fee was zeroed out and the schools then came up with a project in the future. Mr. Henninger replied that the fee could then be re-established. Mayor Pro Tem St. Hilaire questioned whether the fee can only be used for projects that add capacity. Mr. Henninger confirmed that was so and observed that the school population in Concord is actually decreasing making it unlikely that the schools would be adding capacity in the foreseeable future.

At this point, Mr. Baía explained the changes that Council had made to the impact fee ordinance. He noted that since its adoption there have been amendments made to reflect incentives for Council priorities such as downtown redevelopment, historical building preservation, etc. Mr. Baía noted that the two most recent changes, in essence, eliminated the assessment of most impact fees from the downtown altogether. In November 2013, Council exempted ground floor commercial spaces in the Central Business Performance District of Concord and Penacook from being assessed transportation impact fees as part of a "change of use." Mr. Baía reviewed the logic behind that recommendation.

Mr. Baía noted that the second recent change was to provide a waiver provision from transportation and school impact fees for market rate residential in the downtown.

Mr. Baía stated that there are still existing areas in the impact fee ordinance that staff would recommend changing to provide greater clarity or to relieve what may have become obsolete or onerous due to the changing environment. Councilor Keach suggested that staff bring their list of recommended changes to the next meeting for the committee's review. Mr. Baía encouraged the committee members to provide him with any observations or suggestions as to other changes between now and the second meeting and he would add them to the list.

Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Carlos P. Baía



EJA

**Impact Fee Committee
Meeting #2
June 12, 2014
Council Chambers
MINUTES**

Committee members in attendance:

Councilor Alien Bennett, Councilor Mark Coen, Mayor Pro Tem Dan St. Hilaire

Committee members absent:

Councilor Fred Keach, Councilor Rob Werner

Staff:

Carlos Baía, Steve Henninger, Nancy Larson

Meeting was called to order at 4:50 p.m

Approval of the April 30, 2014 Minutes

Councilor Bennett moved approval; Councilor Coen seconded. Motion carried unanimously.

Proposed Ordinance Changes from Staff

Mr. Baía reviewed the proposed changes which included using "dwelling units" as the variable unit for impact fee assessments on residential properties rather than square footage. He noted that this would effectively eliminate one of the consistent complaints about impact fees expressed by subsequent home owners who seek to make residential improvements such as finished basement or enclosed porches. Mr. Baía also noted that this change would make determinations of the appropriate fee by city staff much simpler.

The committee expressed consensus support for this change.

The second change cited was the zeroing out of the school impact fees effective January 31, 2015. This change would correspond to the sunseting of the existing school debt that was tied to the present impact fee.

The committee expressed consensus support for this amendment.

A third proposed change was the deletion of most of Section 29.2-1-2 (g) having to do with "Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings." Mr. Baía noted that a number of the land uses incentivized in this ordinance do not reflect City Council priorities and that the application of the incentives in this section has been confusing and little used. Mr. Baía did propose that the portion of the ordinance that deal with "City Priority Redevelopment Projects" be maintained which could be utilized in the future should Council identify a specific project.

Mayor Pro Tem St. Hilaire inquired as to the "Impact Fee Redevelopment Initiative Zones" cited in the ordinance. He stated that he would prefer to have the incentives provided with the most flexibility possible. Mr. Baía suggested that if the reference to the zones were eliminated, in theory, the City could

then identify a "priority redevelopment project" anywhere within Concord. The consensus of the committee was to have it be citywide and therefore the recommendation was to also delete section (g)(1) of 29.2-1-2 thereby eliminating any reference to a specific zone.

The committee expressed consensus support for this amendment with the change to make eligibility for City "priority redevelopment project" designation applicable citywide.

The final amendments presented by Mr. Baía were housekeeping items relative to the "credits against payments of impact fees" section of the ordinance.

The committee discussed whether the impact fee waiver for market rate housing in the CBP districts should be applicable to new construction or building additions. Councilor Coen asked about historical properties in the downtown. Mayor Pro Tem St. Hilaire suggested that the waiver continue to be restricted to existing buildings but that the City review the applicability of existing RSA 79E language relative to this matter that perhaps could be included in this ordinance. Another option discussed was to simply note that a credit could still be provided by Council if a project were designated as a "City priority redevelopment project."

The committee supported the proposed amendment with language acceptable to the City Solicitor, if needed, in the waiver clause that would reference the ability of a project to possibly be eligible for credit under the "City priority redevelopment" designation.

Mayor Pro Tem St. Hilaire requested that final versions of the proposed ordinances be provided to the Committee. Mr. Baía indicated that he would have those for the next meeting.

Mr. Baía asked if the committee had any other changes to the impact fee ordinance that they would like to consider. No additional changes were recommended.

The meeting adjourned at 5:20 p.m.

Respectfully submitted,

Carlos P. Baía

**Impact Fee Committee
Meeting #3
August 14, 2014
Council Chambers
DRAFT/UNAPPROVED MINUTES**

Committee members in attendance:

Councilor Allen Bennett, Councilor Mark Coen, Mayor Pro Tem Dan St. Hilaire, Councilor Fred Keach

Committee members absent:

Councilor Rob Werner

Others:

Mayor Jim Bouley

Staff:

Carios Baía, Steve Henninger, Nancy Larson

Meeting was called to order at 4:35 p.m.

Approval of the June 12, 2014 Minutes

Mayor Pro Tem St. Hilaire moved approval. Councilor Bennett seconded. Motion carried unanimously.

Draft Committee Report

Mr. Baía began by clarifying that the fee amounts in the proposed ordinances attached to the draft report included the increases recommended by the Planning Board from February of this year. Those proposed increases had been tabled by the Council pending review by this committee. Mr. Baía wanted to ensure that the committee was cognizant of that fact.

The consensus of the committee was that the recommended increases were acceptable, particularly in light of the fact that the committee's recommendations would result in changes that would eliminate the school impact fee and alter the methodology used to date for collection of other impact fees resulting in a less onerous burden on Concord property owners.

Mr. Baía summarized the points in the draft report. Mayor Bouley inquired if the City had advised the School District of the proposed elimination of the school impact fee. Mr. Baía stated that he would contact Jack Dunn, Business Administrator for the District, to apprise him.

The committee discussed the potential impacts of the remaining sections of the report and inquired as to when the proposed changes would be before City Council. Mr. Baía indicated that he would look to place them on the September Council agenda to be set for an October public hearing.

Mayor Pro Tem St. Hilaire moved to accept the committee report and send it to City Council. Councilor Bennett seconded the motion. Motion carried unanimously.

Meeting adjourned at 5:25 p.m.

Respectfully submitted,

Carlos P. Baía

DRAFT

12A

**Impact Fee Committee
Meeting #4
September 23, 2014
Council Chambers
DRAFT/UNAPPROVED MINUTES**

Committee members in attendance:

Councilor Allen Bennett, Councilor Mark Coen, Councilor Fred Keach

Committee members absent:

Mayor Pro-Tem Dan St. Hilaire, Councilor Rob Werner

Staff:

Carlos Baía, Nancy Larson

Meeting was called to order at 4:35 p.m.

Approval of the August 14, 2014 Minutes

Councilor Bennett moved approval. Councilor Coen seconded the motion. Motion carried unanimously.

Revised Committee Report

Mr. Baía explained that subsequent to the August committee meeting, he was informed by the Concord School District that there were two bonds related to the expansion of the Concord High School. Originally, City staff had been informed of only one. The larger of the two bonds will, in fact, sunset in early 2015 as City staff understood and had conveyed to the committee. However, the second bond would only be paid off in 2018. Mr. Baía stated that he had received a letter from Jack Dunn, Business Administrator for the Concord School District, that confirmed this understanding.

As a result, Mr. Baía would not recommend that the committee endorse the elimination of the school impact fee for the Concord district as originally envisioned. He revised the ordinances before the committee to reflect keeping that specific fee. The Merrimack Valley School District fee could be eliminated, however, as they had confirmed that their last payment was to be made this October.

Mr. Baía also noted that another reason to seek the committee's additional input stemmed from the need to clarify the proposed conversion of the variable unit for the school and recreation fees from square footage to "dwelling unit." Mr. Baía explained that the methodology used was based on attributing what would have been the square foot fee (updated for inflation) and applying it to an average size new single family home and townhome in Concord. The average square footage used was 2,103 s.f. for a single family and 1,418 s.f. for a townhome/duplex.

Mr. Baía further provided the committee with the total amount of the fees that were collected over the last year to illustrate the limited magnitude of the proposed change. Mr. Baía also noted that based on the total number of new homes built during the last strongest year for single family construction, 2004, the new fee structure would have generated over \$325,000 in school Impact fees and approximately \$150,000 in recreation impact fees.

Councilor Keach suggested that the total fee amounts and the 2004 illustration be provided in the final report to provide context for the Council.

Councilor Bennett moved approval of the revised report with the revisions noted during the discussion; Councilor Coen seconded the motion. Motion carried unanimously.

Meeting adjourned at 4:45 p.m.

Respectfully submitted,
Carlos P. Baia

DRAFT

CITY OF CONCORD

10-12
11-36(13)
11-39

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; Article 29.2-1-3, Administration; Section (g) Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings and Tables 4 and 5

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 (g) Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Building, by deleting it in its entirety.
- SECTION II:** 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; Table 4, Table of Redevelopment Activities, by deleting it in its entirety.
- SECTION III:** 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; Table 5, City Priority Redevelopment Projects, by deleting it in its entirety.
- SECTION IV:** 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 by creating a new Subsection (g) Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings and Table 4, Table of Redevelopment Activities, as follows:
- (g) *Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings.*
- (1) *City Priority Redevelopment Projects:* City Priority Redevelopment Projects shall include the following properties identified in "Table 4: City Priority Redevelopment Projects." Properties included within Table 4 shall be eligible for one hundred (100) percent reduction of total impact fees, regardless of any other redevelopment incentives, or limitations associated therewith, in this ordinance.

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; Article 29.2-1-3, Administration; Section (g) Incentives for Redevelopment of Blighted, Underutilized, Abandoned, or Contaminated Buildings and Tables 4 and 5

TABLE 4: CITY PRIORITY REDEVELOPMENT PROJECTS

Project Name	City Map/Block/Lot
Reserved for Future Designation by City Council	

SECTION V: This ordinance shall take effect upon its passage.

CITY OF CONCORD

10-13

11-36(c)

11-40

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, Subsection (e), Credits Against Payment of Impact Fees

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 (e), Credits Against Payment of Impact Fees, by amending it as follows:

(e) Credits Against Payment of Impact Fees.

- (1) Applicants shall not receive a credit against impact fees for site-related improvements.
- (2) An applicant may request a credit against all or a portion of transportation facilities impact fee otherwise due or to become due with respect to a project or development by offering to construct or dedicate ~~[nonsite-related]~~ *non-site-related* improvements to the City. The applicant must specifically request a transportation facilities impact fee credit prior to ~~[the date of the determination of the impact fee by the Clerk]~~ *the Planning Board public hearing associated with the application*. The construction of such improvements must be in accordance with City or state design standards, whichever are applicable. The issuance of a credit shall be at the discretion of the Clerk and shall be determined and provided in the following manner:
 - a. The proposed right-of-way or other real property dedication and the proposed ~~[nonsite-related]~~ *non-site-related* improvements must be part of the City's *approved* Capital Improvement Program ~~[Plan and must be scheduled for current construction]~~.
 - b. Credits for the dedication of ~~[nonsite-related]~~ *non-site-related* rights-of-way or other real property to the City shall be valued at the equalized assessed value of the dedicated property for real estate tax purposes, or, at the option of the applicant, at the fair market value of the dedicated property established by *real estate appraisals completed by a licensed New Hampshire real estate appraiser* ~~[private appraisers]~~ acceptable to the City. Credit for the

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, Subsection (e), Credits Against Payment of Impact Fees

dedication of [~~nonsite-related~~] *non-site-related* rights of way shall be provided when the property has been conveyed at no charge to the City, and accepted by the Planning Board and, *when* [~~where~~] necessary, the City Council.

- c. Credits for [~~nonsite-related~~] *non-site-related* improvements shall equal the cost to *design and* construct the improvements. Applicants for credit for *design and* construction of [~~nonsite-related~~] *non-site-related* improvements shall prepare and submit acceptable engineering drawings and specifications, and construction cost estimates to the Clerk.
 - d. The Clerk shall consult with the City Engineer regarding the acceptability of the documentation. The Clerk shall consider the engineering drawings and specifications and construction cost estimates submitted by the applicant. The Clerk may require the applicant to submit additional or different documentation for consideration.
 - e. If acceptable documentation is submitted, the Clerk may grant the applicant a credit up to the *total* value of right-of-way dedications or actual costs of the [~~nonsite-related~~] *non-site-related* improvements as determined in this ordinance. If the applicant fails to submit acceptable documentation to the Clerk, the applicant shall pay the transportation facilities impact fee set forth in Sections 29.2-1-3(b) and 29.2-1-3(c).
 - f. All costs incurred by the City to review the applicant's documentation (including the cost to hire an outside consultant to review the documentation) shall be paid by the applicant in advance.
- (3) An applicant may, likewise, apply for a credit against all or a portion of the school facilities or recreational facilities impact fees by dedicating land or constructing improvements for such purposes after approval by the Clerk following the same procedures as is set forth in subsection (2), above, with respect to transportation facilities impact fee credits.

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, Subsection (e), Credits Against Payment of Impact Fees

- (4) Where new development is part of a project for which the applicant has already paid an impact fee, exaction, or other assessment with respect to the cost of providing public facilities capital improvements prior to the adoption of this ordinance, the Clerk shall provide the applicant with a credit against the impact fees owed with respect to each class of public facilities capital improvements. The credits shall equal the pro rata value of such prior *to credits for* impact fees, exactions or other assessments for such specific class of public facilities capital improvements that is applicable to the portion of the project or development in question. Credit shall not be given for the cost of site-related improvements.
- (5) Credits against impact fees for one type of public capital facility (e.g., school, transportation, or recreation) shall not exceed the amount of the impact fees paid or payable by the applicant with respect to that type of public capital facility. Credits shall not be transferable from one project or development to another.
- (6) Credits against the impact fee assessed with respect to one type of public capital facility (e.g., school, transportation, or recreation) shall not be applied against the impact fee owed by the applicant with respect to another type of public capital facility.
- (7) If an applicant cannot agree with the Clerk as to the proper credit to be given against impact fees, the applicant may request a hearing before the Planning Board on the determination of the proper credit. The Planning Board's decision on the amount of the credit shall be final.

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~~].



Bm 8/25/14
9-10

CITY OF CONCORD

10-35 (A)
10-36
11-37

In the year of our Lord two thousand and fourteen

RESOLUTION APPROPRIATING THE SUM OF FIFTY THOUSAND DOLLARS (\$50,000) FOR THE CITY OF CONCORD'S 250TH ANNIVERSARY TO BE FUNDED FROM GENERAL UNASSIGNED FUND BALANCE.

The City of Concord resolves as follows:

- WHEREAS,** funds were not budgeted in the FY2015 budget for this purpose; and
- WHEREAS,** "Concord250" is requesting funds to help support the birthday celebration activities; and
- WHEREAS,** the City of Concord recognizes this need; and
- WHEREAS,** the City Council supports a successful celebration of the City's 250th anniversary; 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;

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:

<u>General Fund</u>	
City Manager Department	
Outside Services	<u>\$50,000</u>
Total	\$50,000

- 2. Revenue for this project is available as follows:

<u>General Fund</u>	
Un-Assigned Fund Balance	\$50,000

- 3. These funds shall be expended under the direction of the City Manager.
- 4. This resolution shall take effect upon passage.



CITY OF CONCORD

17A

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Brian G. LeBrun, Deputy City Manager-Finance *Bri*
DATE: August 21, 2014
SUBJECT: \$50,000 Supplemental Appropriation to Support Concord250 activities for the City's 250th Birthday Celebration

Recommendation

The Fiscal Policy Advisory Committee (FPAC) recommends that the City Council appropriate \$50,000, resolution attached, to support the work of Concord250 and the City's 250th birthday celebration.

Background

The Concord250 group made a presentation to the City Council at its July regular City Council meeting seeking funding to help support the celebration work and activities planned for the City's 250th birthday celebration. The City council referred the issue to FPAC for review and recommendation.

Discussion

On Thursday August 20, 2014, the FPAC met to discuss a variety of items including a presentation from the Concord250 group requesting funding to support its celebration activities. City Councilor Shurtleff spoke briefly about the good work the committee has started their need for the funds. Van Mcleod, an ex-officio member of the 250 group spoke at length about the planned programs, the budget, and the need to bring on part time staff for event planning and promotion. FPAC recommended 4-1 to appropriate \$50,000 for this purpose or other operational needs, either as all cash or \$25,000 cash and \$25,000 in kind contribution. The 250 Committee has requested the contribution as all cash.

Resolution No.

11-40 5-58 3-39

12-37 6-53 1-16

CITY OF CONCORD

1-42 7-40 2-33(I)

2-56 8-65 9-37 2-42

In year of our Lord two thousand thirteen

3-45 10-35 4-39

4-48 5-45 6-42

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.

7-38 8-26 9-42 10-41 11-41

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.

Resolution No.

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 Line of Future Street
Storrs Street South
as of November 5, 2012**

Project/Owner	Parcel
State of New Hampshire Port Ave Initiative	25B-1-2 25B-1-3
Baygrowth Industrial Co., Inc.	26-1-8
Golden Properties of Concord, LLC	26-1-3
Acornville Family Associates, Inc.	26-1-5
18.5 Leading General Partners	25B-1-9

Legend

- Mapped Line of Future Street
- Right of Way
- Railroad Right of Way
- Street

Scale: 1 inch = 418,888.667 feet

11/19/12
Concord Planning Division
Concord, NH
SLH

CITY OF CONCORD

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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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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>
Residential Uses		
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
Nonresidential Uses		
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	11.66%	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	
Residential Uses			
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
Nonresidential Uses			
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 Manufacturing	\$1.06	\$1.09	Square Foot of Floor Area
	\$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	6.10%
Jul-04	7126	7.89%
Jan-06	7660	7.50%
Dec-06	7888	3.24%
Nov-07	8092	2.59%
Dec-08	8551	5.67%
Dec-09	8641	1.05%
Dec-10	8952	3.60%
Dec-11	9172	2.46%
Nov-12	9398	2.46%
Dec-13	9668	2.87%



CITY OF CONCORD

TAA

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.



CITY OF CONCORD

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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

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 [ef] *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.

(4013) Sign, Programmed: *A sign capable of displaying changing content without the need for direct and immediate manual input.*

(414) 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.

(4215) Sign, Roof. Any sign erected and constructed wholly on and over the roof of a building and supported by the roof structure.

(4316) 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.

(4417) 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~~].



TA

August 14, 2014
Approved Meeting Minutes
Beaver Meadow Golf Advisory Committee

Members Present:

- Chris Mulleavey, Chair
- Bill Veroneau
- Jan McClure
- Bob Vachon
- Mark Coen
- Charles Vanasdalan
- Roger Jobin
- Bob Norton
- Fran Hunt
- Bernard "Sid" Chase
- David Gill
- Julie Donlon

Members Absent:

- David Croft
- Vera Buck
- Disk Holden
- Jim Marshall

Others Attending:

- Diane Cote-Burke

A call to Order

Chris has notified Sid he will be a few minutes late the Committee starts discussion of Membership rates for 2015

Bob Moves approval of Rates as presented by Staff

Mark Seconds

Discussion

Rates very competitive in market

Only course with Sr 2

Will extend Sr 2 Friday exclusion to entire season with idea of

phasing it out

Of plays to break even

Adult, 32

Sr 1, 22

Sr 2, 19

Discussion of membership make up by category

Adults, 41% of member revenue

Sr 2, 20% of member revenue

Sr 1, 17%

Motion Carries 8-0

Chuck makes a motion to amend motion on rates to round to nearest \$5 Chris seconds, Bob and Mark Agree

Motion carries 8-0

Bob makes a motion to amend motion on recommended rates to add a Young Adult membership for those 19 to 29 years old

Chris seconds

Bob and Mark agree to amendment

Motion carries 8-0

As last year people can lock in 2014 rates by:

Participating in ACH

Current members can put down a \$300 deposit

New members by signing up for fall membership special

5 Minutes of Public Input

None

Chris asks if Diane if she would like to speak. Diane says no she was just curious about the meeting

Chris asks if there is a motion to approve the Draft minutes from the July 10, 2014 meeting or any questions about the minutes

Bob moves approval of the minutes from the July 10, 2014 Meeting.

Mark seconds the motion.

Motion Carries 8-0

Course Update

Drainage to start next week on 10, 15 and 16

Sodded around 1st tee bank, putter, some patches on 4, 8 and 9 fairways

Playing the ball down now

People may be more conscientious about divots and sand mix

Could speed up play

Meeting with paving contractors

Pave in a few weeks

Putting out Range targets soon

Julie comments we have one of the best ranges in the state

Struggling with ball and basket losses

Have sign, need enforcement

Too soon to analyze increase in revenue, Sid says purchases at range outnumber those in shop

Hard to gauge labor savings, but more space in shop and no smelly balls

Have 100 and 200 yard markers to put out in fairways

We are the first Fling Golf Dealer in the state

Fling golf is a lacrosse style of play that can play with and at the same pace as regular golf

Good way to get more people on the course

New Business

Mark has spoken to golfers from around the state asking why they chose to be members where they do

- Course conditions

- Total experience at course

 - Staff

 - Ambassadors

 - Food and Beverage

Bob suggests not having spring member guest so early before course conditions have improved from winter

Food and Beverage

Chris still concerned about operation

- More positive the last 3 weeks during Tuesday league

But,

- Half the League just leaves

- Ladies League going to CC Tomatoes

Chris concerned poor operation and perception will impact Membership and daily fee rounds

- Portions too big

- Operation not accommodating to customer needs

- Roger says two people have approached him with complaints

- There is a perception that all they care about is function room

- Staff working with owner to make improvements

 - Hard to turn around perception

 - Difficult to overcome a bad beginning

- Chris would like feedback from conversations with Josh

Mark Suggests allowing Seniors to play in select weekend tournaments to increase pro shop revenue

Sid cautions Senior membership is already deeply discounted to add weekend play; we would need to raise rates

We did offer to allow them to play in the July member guest for the guest fee of \$15; no one took advantage of it

What do you get for membership?

- Benefits listed on Web

- Jan says unlimited play not clear, will meet with Sid to improve wording

- Jan also suggests using one term, Green fee or daily rate, not both

- Should list Benefits on Bulletin Board

Chris asks if there is a motion to adjourn.

Fran so Moves.

Mark Seconds,

Motion Carries. 7-0

Meeting is set for September 11, 2014

7:30 AM

Beaver Meadow Clubhouse

Agenda:

Public Input

Approval of Minutes

Old Business

Meeting Adjourned.

City of Concord
Transportation Policy Advisory Committee

Meeting Minutes

Thursday, September 25, 2014 - 6:00pm to 8:00pm
City Hall, 2nd Floor Conference Room

1. Call to Order/Introductions

Dick Lemieux, Chair, called the meeting to order and introduced members and guests. Those in attendance included:

Committee Members Present:

- Dick Lemieux (At-Large - Chair)
- Byron Champlin (Council Representative)
- Craig Tufts, (Bicycling Community)
- Brent Todd (Council Representative)
- Ursula Maldonado (At-Large)
- Tom Irwin (At-Large)
- Jim Sudak (Public Transportation Representative)
- Sheila Zakre (At-Large)
- Rob Mack, Traffic Engineer (City Manager's Designee)

Committee Members Not Present:

- Rob Werner (Council Representative)

Staff, Visitors and Guests Present:

- Ed Roberge, City Engineer (Staff Representative)
- Julie Petty (Resident)
- Jason Petty (Resident)

2. Approval of June 26, 2014 meeting minutes

The June 26, 2014 minutes were approved as submitted (Motion-Zakre; Second-Todd; Unanimous).

3. Presentations

There were no presentations.

4. Public Comment

Public comment noted in Item 9c.

5. New Business

There was no new business.

6. Old Business

a. Review/update Comprehensive Transportation Policy.

Copies of the complete streets policy scoring methodology included in Smart Growth America's (SGA) 2012 Complete Streets report was distributed to members, along with a copy of the score breakdown given on Concord's 2010 Comprehensive Transportation Policy. The city's policy received a score of 27.4 out of 100 in that ranking. Staff also distributed potential

edits to the city's policy that add wording suggested by SGA for higher ranking potential. The intent of the alternate wording was to better-describe current city practice on complete streets.

Councilor Champlin suggested that a policy with a higher ranking, on a nation-wide basis, would be valuable to the city in promoting the attractiveness of living in Concord to the younger-aged population (millennials). Recent statistics indicate that the younger segment of New Hampshire's population has been increasingly relocating to other states. Another growing trend in the younger population is an affinity for living in an urban center with alternative travel modes (bicycling, walking and public transit). Ed Roberge added that our complete streets policy was a key reason that the city was awarded the \$4.1M TIGER Grant for Main Street.

The Chair asked that members review potential edits to the policy in concert with the SGA methodology. Comments and suggestions should be shared with all members over the coming week, with results compiled by staff for further discussion at the next meeting.

b. Report from the Bicycle and Pedestrian Subcommittees with recommendations for improved access to the Friendly Kitchen.

Rob Mack reported that the city's potential closing on the purchase of the Tunis property had been pushed to mid-October. TPAC members concurred to wait until after the closing to redraft a recommendation to consider providing for non-motorized travel between S. Commercial Street and Storrs Street.

7. Consent Reports

a. Approval of Subcommittee Minutes (Pedestrian, Bicycle, Public Transit, and Traffic Operations).

The following subcommittee minutes were approved as submitted (Motion-Todd; Second-Maldonado; Unanimous): Bike/Ped - March 3, April 7, June 2 and August 4, 2012; Public Transportation - June 17, 2014; and Traffic Operations - June 17, July 15 and August 19, 2014.

8. City Council meeting update

None.

9. TPAC Referrals from City Council, Staff and Chair

a. Referral from Councilor Herschlag regarding excessive traffic speeds in the West Village neighborhood in Penacook. (Council: 4/14/2014).

Rob Mack reported that staff had shared TOC findings with Councilor Herschlag regarding actual speeds and traffic cut through, as well as applicable aspects of the city's traffic management policy, particularly with regard to a request for neighborhood traffic calming. Councilor Herschlag noted that he would meet with constituents to discuss the new information and would reply back to staff on potential next steps.

b. Referral to TOC from Councilor Herschlag requesting that additional traffic calming methods or stop signs be used at the Washington/Borough/River intersection, and that consideration be given to filling sidewalk gaps and enhancing pedestrian travel along Borough Road between Alice Drive and River Road. (Council: 6/09/2014)

Rob Mack distributed a November 1998 report to Council outlining staff's comprehensive study of potential sidewalk construction alternatives along Borough Road in the vicinity of Blueberry lane. Included were options for sidewalk on either side of the street, costs, right-of-

way implications and neighborhood outreach. Staff's 1998 report to Council generally concluded that widening Borough Road on either the north or south side to accommodate adequate pedestrian travel would require the City to obtain public highway easements and pay damages or negatively impact abutting properties. Staff's recommendation, accepted by Council, was that the construction of sidewalk should be incorporated into the CIP or be constructed as development along Borough Road occurs. In its consideration of this referral over the past several months, TOC generally concurred with this prior finding and recommendation. TPAC also indicated its concurrence. Staff will submit a report on this referral from Council in October outlining the above findings and recommendations.

Rob Mack presented the potential intersection reconfiguration plan prepared by Engineering and General Services staff and endorsed by TOC. The plan is to essentially remove existing (excessive) paved area at the intersection and revise signs and markings to reconfigure the Borough Road approach to intersect Washington-River Road at a right angle. TPAC members endorsed the plan as a low-cost solution that not only makes the intersection easier to navigate for drivers, but enhances safety for bicyclists and pedestrians by reducing intersection size and slowing down turning traffic. Staff will submit a report to City Council in October with the recommended intersection reconfiguration which will be designed and constructed by staff.

- c. **Referral from City Council regarding a concern by a resident of Snow Street on traffic speeds and cut-through movements and requesting stop signs to slow traffic. (Council: 8/07/14). This agenda item was discussed out of order and followed Item 2.**

Julie and Jason Petty of #48 Snow Street noted their concerns on traffic speeds along Snow Street as well as the use of Snow Street as a cut-through route for some Village Street southbound traffic wanting to head east on Manor Road and wanting bypass the left-turn signal at the Village/Manor intersection. Requested was: the installation of multi-way stop signs at Welch Street and Bean Street to slow traffic on Snow Street; the striping of additional crosswalks at Snow Street intersections; and consideration of limited sight lines at the Snow/Welch intersection due to vegetation.

Rob Mack summarized staff and TOC efforts to date following up on the Petty's July 11, 2014 request. Engineering staff deployed the radar speed counters on Snow Street between the intersections of Welch Street and Bean Street for four days including a weekend from August 8 to 12, 2014. Average speeds were 23 mph and 85th percentile speeds were 29 mph; a 25 mph speed limit is posted. Several vehicles with high recorded speeds were noted on the four-day count and time-of-day data was provided to CPD. Staff observed traffic flow along Snow Street for about 20 minutes during the afternoon commuter peak. 10 vehicles were observed: 7 were local residents on Snow Street; 3 appeared to be cutting through between Village Street and Manor Road; and all appeared to be travelling at reasonable speeds. Daily traffic volumes along Snow Street are very light, averaging 130 vehicles during the weekday and 190 during the weekend; that is the equivalent trip generation of less than 20 single family homes.

Pursuant to the August 19, 2014 TOC meeting (with Julie Petty in attendance), Concord Police Department performed targeted speed enforcement along Snow Street on several occasions. The officer reported that overall speeds appeared appropriate and that no unreasonable

driving was observed. Several drivers (a mix of local residents and through drivers) were spoken to and a few warnings given.

TPAC members concurred with TOC's findings and felt that overall speeds along Snow Street were reasonable and appropriate, although enforcement was recommended for the few inconsiderate drivers noted. The use of Snow Street as a cut through was considered minor and may be related to a driver's choice approaching the left-turn signal at Manor Road. TPAC fully endorsed staff's suggestion that the exclusive left-turn phasing at that signal may not be appropriate for the moderate volume of traffic using the intersection and that it might be beneficial to revise the signals (under CIP 35, Phase 6) to implement a flashing yellow arrow operation as has been done further south at Bog Road and Sewalls Falls Road. Reduced left-turn delay may attract drivers back to the left turn at the Manor Road signal versus deciding to turn at the last moment onto Snow Street. TPAC members concurred that the potential use of STOP signs for speed control would not be appropriate as traffic conditions fall far below the minimum traffic volume warrants under Federal guidelines. It is also possible that potential additional stop signs at intersections would result in increasing the mid-block (near #48) speeds of speeding drivers as they try to make up lost time. Rob Mack noted that the sight-line restriction at the Snow/Welch intersection as reported by the resident appeared to be related to a conifer on private property, but that sight lines were observed to be adequate. Regarding crosswalks, Rob Mack noted that sidewalk and crosswalks were constructed several years ago along the east side of Welch Street between Manor Road and Abbott Road in conjunction with providing a school walking route. As there is no other sidewalk in the immediate neighborhood area along Snow Street, the installation of additional crosswalks would not be appropriate.

TPAC members endorsed the above findings, and particularly the option of considering a revision to the left-turn traffic signal at the Village/Manor intersection to a flashing yellow arrow. Also endorsed were the targeted enforcement efforts conducted by the Concord Police Department. The Pettys were appreciative of the opportunity to speak to both committees and participate in the discussion. In the end, they understood that the committee's recommendations were appropriate.

10. Status report on subcommittees

a. **Pedestrian Committee, Ursula Maldonado**
Not discussed.

b. **Bike Committee, Craig Tufts**
Not discussed.

c. **Public Transit Committee, Tom Irwin**

Tom Irwin reported that the subcommittee will have a recommendation for TPAC next month regarding funding for new CAT buses. Jim Sudak noted that CAT is currently looking for matching funds for potential grants to purchase smaller-size buses to replace aging Orion buses.

d. **Traffic Operations Committee, Rob Mack**
Not discussed.

11. Staff Updates

a. Downtown Complete Streets Improvement Project - TIGER 2012 (CIP460)

Ed Roberge reported that a stakeholder meeting on downtown way-finding signage was held earlier this evening. Excavation related to utility work along Main Street will commence shortly.

b. US Route 3 North Improvements (CIP 35)

Ed Roberge reported that Phase 5 work in Penacook Village is almost complete, with a ribbon-cutting event being scheduled with the Penacook Village Association for November 15, 2014. December 3 is scheduled for the first lighting of the new tree in Boudreau Square. The design of Phase 6 is progressing in-house by staff, with construction anticipated next season.

c. Sewalls Falls Bridge Replacement (CIP 22)

Ed Roberge reported that final design of the new bridge is underway and that state funding for the project (currently delayed) is anticipated in the near future.

d. Loudon Road Corridor Improvements (CIP 19)

Rob Mack reported that a formal report summarizing the engineering study of the project was submitted to NHDOT in August, and that preliminary engineering design will commence shortly following NHDOT approval of the study. It is expected that design will continue through 2014. Construction is anticipated in spring 2015.

e. I-93 Bow-Concord Study (NHDOT)

Rob Mack reported that the project consultant is currently developing the regional traffic model for the project. Census data has been compiled and the modeling of the road network is underway.

f. TAP application for funding for the MRGT (due at NHDOT 9/26)

Rob Mack reported that staff is finalizing the TAP application and will submitted it tomorrow. CNHRPC scoring of the applications is anticipated by mid-fall. Final NHDOT scoring is anticipated by December, with final approval of project awards by the Commissioner anticipated in January 2015.

12. Other Discussion Items

None

13. Adjourn

The meeting was adjourned at about 9:15 PM by unanimous consent.

Upcoming Meeting Dates: Oct. 23, 2014
Nov. 20, 2014
Dec. 18, 2014



11 Inf3

TJA

Concord Public Library
Trustee Meeting

October 6, 2014

Present: Lisa Sands, Jeremy Clemans, Mary Beth Robinson, Megan DeVorse, Elizabeth Mulholland, and Mike Alberici, Chris Casco, Inez McDermott, and Library Director Todd Fabian.

The meeting was called to order at 7:01 p.m.

The minutes of the September 15, 2014 meeting were approved.

Library Director's Report

- Director Fabian visited the Dame School community center site and reviewed the possibility of a library presence at the site.
- Library policies were briefly reviewed.
- Loan rules were discussed.
- The 75th Birthday plans were also discussed, in order to begin to try and solidify plans for the celebration.

CPL Foundation Update:

- Their last meeting was September 16th. Mary Beth Robinson explained how the Bagan Trust is administered, given some confusion about it which was due to the website.
- The Treasurer has resigned because of other obligations, so the Foundation will need to fill that board vacancy.
- The Concord Reads program is under way.

New Business:

- The Trustees welcomed Todd Fabian, the new Library Director.

Old Business:

- No old business was discussed.

The next meeting is November 3, 2014. A Motion to adjourn was made at 8:26 p.m.

Respectfully submitted

Elizabeth Mulholland, Secretary



DRAFT MINUTES

Fiscal Policy Advisory Committee
October 16, 2014 / 4:30-6:00 PM
Second Floor Conference Room

In Attendance: Chairman – Allen Bennett; Mayor Bouley; City Councilors – Candace CW Bouchard, Mark Coen, Dan St. Hilaire, Jan McClure, Rob Werner; City Staff – Tom Aspell, City Manager; Brian LeBrun, Deputy City Manager-Finance; Katie Graff, Assistant Finance Director; Bob McManus, OMB Director; Rebekah Dougherty, Budget Analyst; Concord Energy and Environment Committee – Randy Bryan and Chuck Willing Jr.

Excused: City Councilors – Amanda Grady Sexton, Fred Keach

1) **Approval of August 21, 2014 Meeting Minutes:** Chairman Bennett called the meeting to order at 4:37 PM and requested a motion to approve the minutes of the August 21, 2014 meeting. Councilor St Hilaire moved to accept the minutes as amended, seconded by Councilor Coen. The minutes were unanimously approved as amended.

2) **Funding Request from Energy and Environment Advisory Committee** – Councilor Werner, Roger Hawk and Chuck Willing, Jr., of the Energy and Environment Advisory Committee (EEAC), made a brief presentation on a request to fund energy consulting firm Beacon Integrated Solutions regarding the solar photovoltaic initiative they are proposing for the City of Concord.

Based on a project scope submitted by Roger Hawk, Deputy City Manager LeBrun requested a proposal from Beacon Integrated Solutions for this project.

City Manager Aspell discussed the separate phases of the project and recommended starting with Phases I and II, and discuss Phase III with the full City Council at a later date.

Phase I is for a feasibility study to determine if there is financial merit to move forward with the solar photovoltaic concept. Funding for this phase of up to 40 hours will cost \$5,950. The second phase is for procurement support and funding of up to 208 hours, which will cost \$28,080. The third phase is to develop strategies to bring the City to a Net Zero electrical consumption level over a period of years and funding for up to 95 hours, which will cost \$12,825.

Funding for Phases I and II, combined, total \$34,030; and for all three phases is \$46,855. If FPAC recommends moving forward with all or part of this project, funding options would be a supplemental resolution in FY15 or including in the FY16 budget. These costs could be shared between the Wastewater Fund and the General Fund.

After deliberation, Councilor St Hilaire moved to recommend Phases I and II to the City Council for appropriation of \$34,030. The motion was seconded by Councilor McClure. The motion was unanimously approved.

- 3) **Budget Revisions Presentation** – Deputy City Manager LeBrun made a presentation on the proposed changes to the FY16 budget book. He indicated that there are four things he is trying to achieve with these changes. The first is to keep the budget process as efficient as the FY15 process was. The second is to make the budget book easier to read to the average person and have the most pertinent information in the first several tabs of the budget book. The third is to line up the budget book reporting to the quarterly reports that are now presented to FPAC and the City Council, and line up the internal financial system with the budget book, department by department. The fourth is to include necessary information in the budget book that will comply with the requirements for securing the Government Finance Officers Association Budget Award.

Deputy City Manager LeBrun indicated that the major changes in the book are:

1. Include an organization-wide Org Chart.
2. Move Full Time Equivalent (FTE) listing from each department to the front of the book, and include a note that relates the FTEs to the number of actual positions/employees.
3. Create a separate tab for resolutions.
4. Combine General Fund Revenue into one section and provide expanded detail by account for all funds.
5. Change Administration to General Government.
6. Include Core Responsibilities after the mission statement for each Department.
7. Report all departments at the department level, with supplemental reports if warranted, and all funds at the fund level.
8. Add a section titled General Overhead, which combines the information that was previously in the Miscellaneous, Debt Service, Social Services and Transfers sections of the book.
9. Create a new book for the Capital Improvement Plan (CIP) only, and include only a current year summary CIP report in the operating budget book.
10. Include the Council Priorities and Fiscal Policy Goals in the book and move the Glossary and Categorical/Classification information from the Budget Summary in the front of the book to the Appendix at the end of the book.
11. Change General Services Allocated Costs/Recoveries (negative) expenses to revenue and expense transfers.
12. Keep all General Fund technology and phone related expenses in the Information Technology budget instead of spreading it across all department budgets (retain charges to Enterprise Funds).

There is a zero net change to the bottom line of the budget for all of these items and it will make the processes both at budget time and internally more streamlined and efficient.

The committee asked the following questions and made the following comments:

1. Councilor McClure requested clarification of the SPCA wording under General Overhead Special Programs.
2. Councilor St. Hilaire requested clarification of the Cable TV Franchise wording to say Concord TV and to identify that the revenue is coming from Comcast. This is also under the General Overhead Special Programs section of the budget.
- 4) **Quarterly Financial Statements** – Deputy City Manager LeBrun reviewed the Quarterly Financial statements and cover memo. Not much to report at this time. There were no questions from the committee.
- 5) **FY14 Final Financial Results and Surplus Recommendations:** Deputy City Manager LeBrun reviewed the final results for the Fiscal Year Ending June 30, 2014.
 - a. Total General Fund expenses were \$53.63 million, and revenues were \$53.33 million, resulting in expenses exceeding revenues by \$304,000. Management has allocated \$750,000 to Assigned Fund Balance, and Unassigned Fund Balance will increase by approximately \$800,000 to \$9.9 million or 19% of expenditures.
 - b. The detailed report highlights revenue variances in the General Fund of greater than \$20,000 and variances in expense by category.
 - c. Included in the FY14 results are an additional allowance for abatements (overlay) of \$1.1 million, which had the impact of reducing tax revenues, and recognizing the \$1.5 million received from the Co-op as Concord's share of the return of reserves.
 - d. After adjusting for the non-recurring transactions, revenues exceeded expenses by \$784,000.
 - e. The \$750,000 assigned fund balance is proposed to fund \$580,000 for Paving Reserve; \$110,000 for Equipment Reserve and \$60,000 for Building Improvement Reserve.
 - f. After discussions with our Auditors we recommend changing how we account for abatement payments and, for Fiscal Year 2016, record all abatement payments in the Income Statement. We have been funding abatements in various ways over the past couple of years and this is the right time to make this change. From a budgetary point of view, it is neutral to the overall budget, as overlay will be recorded as a revenue and the abatement payments will be recorded as an expense.
 - g. Enterprise and Special Revenue funds are included in the preliminary report as well. Most funds finished the year as expected or better. A couple of items to highlight are:
 - i. Golf Fund – expected a gain of \$5,600 and reporting a loss of \$2,200, mainly due to a tough spring golf season and lower memberships than expected, as well as some repairs made to the course to fix some drainage problems.
 - ii. Parking fund – Deputy City Manager LeBrun's original memo to FPAC reported an expected loss of \$71,900 and recognized a gain of \$85,600. A change was made after the memo was prepared that revised the gain to \$42,600 or \$114,500 better than budgeted.

- 6) **Non public RSA91-A:2,I (a) – Councilor McClure moved to go into a non-public meeting for consultation with Legal Counsel at 5:42 pm and concluding at 6:27 pm.**
- 7) **Adjournment – A motion was made by Councilor Coen to adjourn, seconded by Councilor McClure, and a unanimous vote brought the meeting to an end at 6:28 PM.**

Respectfully submitted,

Brian LeBrun
Deputy City Manager – Finance

DRAFT



Engineering Services Division

TAA

Traffic Operations Committee

Meeting Minutes – October 21, 2014

Attendees: Rob Mack, PE, PTOE, Engineering Services
Ed Roberge, PE, Engineering Services
Jim Major, General Services
Rick Wollert, Concord Fire Department

A. Regular Discussion Items

- 1) **Overview of city-wide crash data, including prior-month crash summary and discussion of select crash locations, circumstances and potential action.**

DISCUSSION / ACTIONS: Traffic crash data for September 2014 was reviewed. There were 87 reportable crashes in September 2014. This compares with 105 and 107 reportable crashes in September 2013 and 2012, respectively. 21 crashes resulted in total of 24 people injured. There were no fatalities.

There was one crash involving a bicyclist: a bicyclist aged 3 years stopped with a parent on the sidewalk on the southwest corner of the High/Summer intersection and having his bicycle struck by a vehicle turning right from Summer Street to High Street (injury, driver not identified, helmet worn).

- 2) **City Council meeting update.**

DISCUSSION / ACTIONS: At its October 14, 2014 meeting, City Council accepted TOC/TPAC reports on the following referrals from Council: the Washington/Borough/River intersection reconfiguration; the Borough Road sidewalk consideration; and the Snow Street speed concern.

- 3) **Transportation Policy Advisory Committee (TPAC) update.**

DISCUSSION / ACTIONS: At its September 25, 2014 meeting, TPAC discussed a potential update of the city's Comprehensive Transportation Policy, as well as the potential for enhanced non-motorized vehicle access between the downtown and the Horseshoe Pond area.

B. On-going Discussion and Action Items.

- 1) **Referral from Councilor Herschlag requesting that additional traffic calming methods be considered on Wildflower Drive between Abbott Road and Woodbine Avenue and on Woodbine Avenue between Mayflower Drive and Sorrell Drive (Council: 4/14/14).**

DISCUSSION / ACTIONS: Further action pending feedback from Councilor Herschlag.

C. New Discussion and Action Items

- 1) **Request from a concerned citizen to add a crosswalk on Broadway near #129 where the sidewalk ends on the east side (Engineering: 9/12/14).**

DISCUSSION / ACTIONS: In the area of #129 Broadway (just south of Rollins Park) there is sidewalk along the west side of Broadway. On the east side, sidewalk extends southward to the driveway at #129 where it ends; sidewalk is not present south of this location. The resident request is to consider adding a crosswalk at #129 so that walkers can cross over to the west side of Broadway to use the sidewalk there to continue to the south.

The existing sidewalk along Broadway is set back behind a grass strip on each side of the street. If a painted crosswalk was to be considered, current city practice would be to construct accessible sidewalk extensions to the crosswalk area with tip-downs and tactile strips. Funding for such construction would need to be programmed in the capital budget. TOC felt that sight lines were very good in this area and, if a walker prefers, safe crossings of Broadway can be made with appropriate crossing habits. Engineering staff studied pedestrian crossings on Broadway in November 2012 and observed minimal delays for pedestrian crossings of Broadway. For walkers continuing south along Broadway, there are also options to: cross over to the west-side sidewalk at the existing crosswalk at the Rollins Park entrance about 500 feet to the north; or continue along the east side of Broadway in the paved shoulder. Ultimately, TOC supports the completion of the sidewalk along the east side of Broadway, as is recommended in the Master Plan.

- 2) **Concern from a resident of Fisk Road on vehicle speeds (Engineering: 10/6/14).**

DISCUSSION / ACTIONS: At issue is an inquiry from Raymond Pallein of #75 Fisk Road on traffic volumes and speeds. Engineering conducted traffic volume and speed counts on Fisk Road at #75 for a six-day period including a weekend from October 8 to October 14, 2014. Average daily traffic, including the weekend, is about 1,550 vehicles. Weekday daily traffic averages about 1,900 vehicles. Average speeds were 37 to 39 mph, and 85th percentile speeds were 42 to 43 mph. The 35 mph statutory speed limit is posted. TOC felt that the recorded volumes and speeds were not unreasonable for a rural collector road such as Fisk Road. As some drivers were recorded as having inappropriate speeds, this data was provided to the police department to assist in enforcement efforts.

- 3) **Request from residents on Cypress Street to improve signage to better indicate the one-way movement along Cypress Street when exiting the middle school parking lot, as well as a request to post 20 mph on neighborhood streets (Engineering: 10/7/14).**

DISCUSSION / ACTIONS: Engineering received concerns from Cypress Street residents at #9 (Chris Moore) and #16 (Linda Labbe) about some cars going the wrong way on Cypress Street, and particularly some exiting the Rundlett Middle School parking lot and travelling the wrong-way up Cornell Street. Cypress Street is one-way eastbound from Cornell Street to Noyes Street, and Cornell Street is one-way southbound from Noyes Street to Cypress Street, completing the one-way loop. Staff field viewed the street and noted that there is only one one-way sign located at the southern end of Cypress Street at Noyes Street. There is no signage indicating the one-way designation along Cornell Street (south of Noyes Street) or on Cypress Street at the school parking lot.

General Services will add a new one-way sign on Cornell Street south of the Noyes Street intersection. They will also post a new one-way sign on Cypress Street facing the school parking lot exit drive. The stop line at the southern end of Cypress Street at the Noyes Street intersection will also be painted fully across the street to be consistent with the one-way designation already posted there. TOC suggested it would be beneficial if Concord School District could post Do Not Enter signs on their parking lot entrance drive from Cornell Street, facing wrong-way drivers from the parking lot.

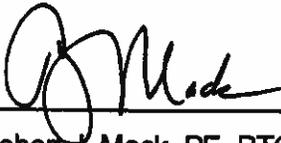
Another resident concern was traffic speed in the neighborhood and if a 20 mph speed could be posted. It was noted that 20 mph is not allowed per state statute except at an established school crossing with flashing lights, and even then, for only a 45-minute period during school peaks. TOC members were not aware of a notable speeding issue due to the short street segments and turns involved. Rob Mack had discussed this concern earlier with CPD and that enforcement officers would plan to monitor the neighborhood during school peaks. Feedback from CPD is pending.

D. Open Discussion Items

- 4) **Staff response to miscellaneous inquiries (refer to correspondence in agenda packet).**

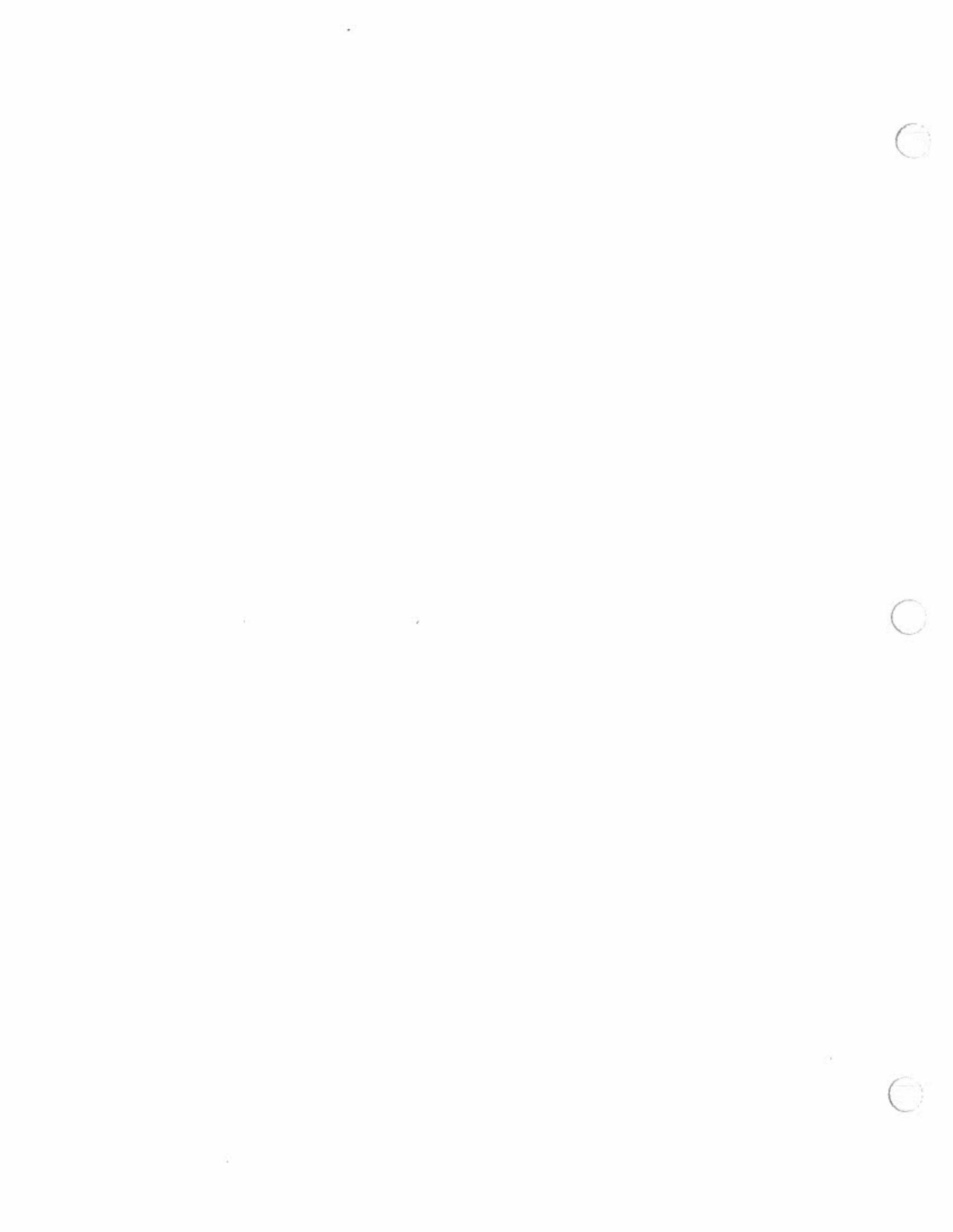
DISCUSSION / ACTIONS: None.

Respectfully submitted,



Robert J. Mack, PE, PTOE, Traffic Engineer
Chair, Traffic Operations Committee

***The next Traffic Operations Committee meeting will be held on
Tuesday, November 18, 2014 @ 1:00 PM in the 2ND Floor Conference Room.***



11 INTG

October 9, 2014

OCT 14 2014
AA

Mr. Ed Roberge, City Engineer
41 Green Street
Concord, NH 03301

Dear Mr. Roberge,

We are pleased that you are coming to talk with us about the Downtown Concord construction changes. As a part of this, we hope that you, the Council, and members of the Downtown Concord group will consider our concerns about the sidewalks, crosswalks, and medians proposed for the project, as indicated in my earlier letter and the enclosed information sheet.

The information sheet will be sent to the organizations listed below, as well as the residents of Horseshoe Pond Place, "outside" participants in activities here, and other groups we have contacts with. All are being asked for their comments, and also their input concerning existing pedestrian safety problems in Concord, as you will note at the top and bottom of the information sheet. I also enclose a copy of the form for reporting the existing problems that will be attached to each information sheet. If there is other information you or any "repairers" will need about these existing problems, please let us know.

Sincerely,

Anne S. Nute

Anne S. Nute
26 Commercial St., Unit 318
Concord, NH 03301
225-6706

- Copies to:
- City Council and Main Street Project group
 - Centennial Senior Center and Wellness Program
254 North State St., Concord
 - Center for Health Promotion
49 S South Main St., Concord
 - Concord Monitor
1 Monitor Drive, Concord
 - Concord Orthopaedics, P.A.
264 Pleasant St., Concord
 - Dartmouth-Hitchcock
253 Pleasant St., Concord
 - Disability Rights Center
64 N. Main St., Concord
 - Foothills Physical Therapy
28 Commercial St., Concord
 - Horseshoe Pond Senior Service Center
26 Commercial St., Concord
 - Intown Concord
49 S. Main St., Concord
 - Servicelink Merrimack County
2 Industrial Park Dr., Concord
 - Volunteer Services, Concord Hospital
250 Pleasant St., Concord

(from October 2014 Horseshoe Pond Place newsletter) "Update: Concord Main Street Improvements, Tuesday, Oct. 21, 10:30 a.m. (Community Room): Ed Roberge, City Engineer, will present the latest information about the improvements and upcoming construction on Main Street. Learn how temporary changes to traffic patterns & bus stops will affect you." *Please come or send your comments.*

DOWNTOWN CONCORD, SIDEWALKS, CROSSWALKS, MEDIAN SURFACES

GOAL: Safest, most comfortable surfaces especially for people with disabilities, those using assistive devices, and those with small heels or pushing strollers or carriages

GOOD EXISTING EXAMPLE: Smile Building, South Main St. (1) Sidewalk pavement is asphalt (durable, and with no seams to encourage cracking by freezing water/snow). (2) Wide ramp areas to street, including a part that has the raised "bumps" to alert the blind and a part that is meant for wheelchairs and other devices (the two parts are necessary, as others have found the "bumpy" surface dangerous). (3) Crosswalk is painted white bars as used elsewhere in the city. We hope the Council and Downtown Concord group will use this model.

Present planned sidewalk surface is cement. Seams increase the likelihood for water/snow freezing (expanding) and sidewalk plows further add to the damage, making for a bumpy surface and presenting tripping possibilities. Alternative: Asphalt is smoother and more durable. Many sidewalks in Concord use this surface, and we note that these sidewalks are generally in better shape than the cement ones nearby.

Present planned crosswalk surface is cement "pavers" (large brick-type cement blocks). These will supposedly be tightly joined, but will have even more seams in a smaller area than the sidewalks will, and therefore present a greater problem with water/snow freezing. Plowing and vehicular traffic will produce further problems. Some pictures from 2008 show this type of paver and the damage caused to it (particularly Bicentennial and Eagle Squares) even when it was used only as a sidewalk surface (and often as a decorative, or side, part of the sidewalk) and not traversed by heavy vehicles. Alternative: The surface should be a continuation of the asphalt street surface and the crosswalks should be painted white (maybe reflective?) bars, as already used elsewhere. If drivers need a rumbling feel for slowing, a rumble strip could cross the street an adequate distance before the crosswalk. If it's a difference in color (as was suggested when brick crosswalks were proposed in 2008), the white paint, coupled with warning signs at the side of the street, is effective.

Present planned "crossable" median surface is cobblestones. We assume that when "crossable" is used, pedestrian crossing is meant, and that crosswalks would interrupt the median and continue through it at street level. Even if safe "crossing" is provided in this manner, plowing the cobbled medians would be problematic. Also, emergency (fire and medical) vehicles would have a difficult time using the median for bypassing traffic. Alternative: A painted (street level) median, or a slightly raised, but smooth one (both have been used elsewhere in the city).

We applaud the increased handicapped access to buildings, the leveling of the street sides (west/east), and various other improvements, but if sidewalks, crosswalks, and medians (where "crossable") are not safe and comfortable, these improvements have little meaning.

OTHER SAFETY PROBLEM AREAS. We are providing opportunities for people who have found existing safety problems in Concord to report these in writing, so that the city can (we hope) repair these areas and make them safer. *Please see next page.*

Some people have talked about individual experiences with pavement and related problems around Concord, so we provide this page to report existing sidewalk or related safety problem(s) you have encountered. You can pass it in at the end of the meeting with Ed Roberge on Oct. 21. If you cannot come to the meeting, you can give the form to someone who is going or send it in to Ed Roberge, City Engineer, 41 Green St., Concord, NH 03301.

You should include the following information:

location of the problem (street, address if known, intersection)

problem (for example, broken pavement, lack of signs or signals that should be present, need for walk lights)

additional comments (need to repair what? etc.)

your name, address, and phone number (in case further information or clarification is needed)



11 Inf 7
xfinityTM



October 10, 2014

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

Re: Xfinity 3D

Dear Mayor Bouley:

In keeping with our ongoing efforts to provide regular updates regarding our service, I am writing to inform you, effective December 18, 2014, Xfinity 3D will no longer be available.

Please be advised customers are receiving notification, in advance via bill message, of this information.

Should you have any questions, please do not hesitate to contact me at 603-224-1871, ext. 202.

Sincerely,

Bryan Christiansen

Bryan Christiansen, Sr. Manager
Government & Regulatory Affairs



11 Inf 8

120



City of Concord, New Hampshire
GENERAL SERVICES DEPARTMENT
311 N STATE STREET
CONCORD, NH 03301

October 3, 2014

City Clerk/City Council
City of Concord, NH
41 Green St.
Concord, NH 03301

VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED

**RE: Concord Recycling and Solid Waste Transfer Station
Type I-B Modification to Solid Waste Management Facility Permit Application
DES-SW-89-020**

Dear City Clerk and City Council,

Pursuant to RSA 149-M and the New Hampshire Solid Waste Rules, you are hereby notified that The City of Concord General Services Department will be filing an application with the New Hampshire Department of Environmental Services (NHDES) for a Type 1-B Permit Modification to Solid Waste Management Facility Permit DES-SW-89-020 for its transfer station located at 77 Old Turnpike Road in Concord, NH.

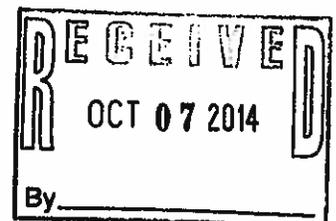
The application updates the Operating and Closure Plans for the site as well as clarifies a condition of the Permit. No other site activities or changes to the existing permit are being sought.

For additional information regarding this application you may call me at 603-228-2737. You may also contact Adam Clark, Solid Waste Manager, at 603-230-3912.

If you have questions regarding the permit application review process, or wish to comment on the subject application, please contact Mr. Wayne Wheeler at NHDES-Waste Management Division, 29 Hazen Drive, PO Box 95, Concord, NH 03302-0095, 603-271-2925.

Sincerely,

Earle M. Chesley, Director
Concord General Services Department





11 Inf 9

30 Plnewood Trall

Concord, NH 03301

October 3,2014

OCT 31 2014

Dear *City Manager, City Council*

I would like to cordially invite you to be a special guest in the 63rd annual Concord Christmas Parade. This year's event will be held Saturday, November 22, 2014 at 9:30 a.m. You would be required to be at the parade formation site by 9 a.m. so that we can have a place in the lineup. You would be placed in the First Division near the beginning. The parade will be forming in the parking lot of the Department of Transportation, Hazen Drive, Concord Heights. The parade will proceed to Loudon Road and disbanding in the parking lot of the Steeplegate Mall.

We are very pleased with the progress of the parade, in that it is the largest of its type in New Hampshire. The theme for this year is Christmas of the Farm in recognition of Concord Grange celebrating their 100th anniversary this year! The Grange has been a major supporter and organizer for over 35 years.

Please let me know if you will be able to attend. I would like to know as soon as possible or definitely by November 15. Thank you for considering this invitation and we hope to see you on November 22.

Please contact me at 496-2917 or 228-1803 for any questions you may have.

Sincerely,



Dick Patten, Chairman 43 years

Concord Christmas Parade

