

CITY OF LACONIA - CITY COUNCIL MEETING
March 12, 2018
7:00 PM
City Hall - Conference Room 200A

1. **CALL TO ORDER**
2. **SALUTE TO THE FLAG**
3. **RECORDING SECRETARY**
4. **ROLL CALL**
5. **STAFF IN ATTENDANCE**
6. **COUNCIL PROCLAMATION**
7. **ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS**

7.A. **Regular Meeting Minutes of February 26, 2018**

Documents:

STAFF REPORT - REGULAR MEETING MINUTES OF FEBRUARY 26
2018.PDF
2-26-2018 - MINUTES DRAFT.PDF

8. **CONSENT & ACTION ITEMS**
9. **CITIZEN COMMENTS FOR MATTERS NOT ON THE AGENDA**
10. **INTERVIEWS**
- 10.A. **William Stewart - Seeking appointment to a regular member position on the Planning Board for a three-year term expiring at the end of June, 2021**

Documents:

STAFF REPORT - PLANNING BOARD - WILLIAM STEWART.PDF
BOARD AND COMMISSION APPLICATION FORM FOR AGENDA -
WILLIAM STEWART - PLANNING BOARD.PDF

- 10.B. **Dennis Peterson - Seeking appointment to a regular member position on the Planning Board for a three-year term expiring at the end of June, 2021**

Documents:

STAFF REPORT - PLANNING BOARD - DENNIS PETERSON.PDF
BOARD AND COMMISSION APPLICATION FORM FOR AGENDA PACKET
- DENNIS PETERSON - PLANNING BOARD.PDF

- 10.C. **Jon Nivus - Seeking reappointment to a regular member position on the Trustees of the Trust Fund for a three-year term expiring at the**

end of March, 2021

Documents:

STAFF REPORT - TRUSTEES OF THE TRUST FUND - JON NIVUS.PDF
BOARD AND COMMISSION APPLICATION FORM FOR AGENDA PACKET
- JON NIVUS - TRUSTEES OF THE TRUST FUND.PDF

11. **NOMINATIONS, APPOINTMENTS & ELECTIONS**
12. **COMMUNICATIONS**
13. **PUBLIC HEARINGS**
14. **PRESENTATIONS**
15. **MAYOR'S REPORT**
16. **COMMITTEE REPORTS**
 - Items will be discussed as needed. Not all items will be brought before the full Council at this evenings meeting.
- 16.A. **FINANCE (Lipman, Hamel, Cheney)**
 - 16.A.i. **WOW Trail Funding**
 - 16.A.ii. **Downtown TIF Financing**
- 16.B. **PUBLIC SAFETY (Bownes, Bolduc, Lipman)**
 - 16.B.i. **Fair St/Court St traffic problems and accidents**
- 16.C. **GOVERNMENT OPERATIONS & ORDINANCES (Bownes, Bolduc, Cheney)**
 - 16.C.i. **Review of Chapter 167, Noise and Chapter 161 Licensing as it pertains to outdoor sound equipment and loudspeakers**
 - 16.C.ii. **Ordinance Amending Chapter 221, Vehicles and Traffic/Parking on Sublawns**
 - 16.C.iii. **Procedural review of grant applications**
- 16.D. **LANDS & BUILDINGS (Hamel, Lipman, Haynes)**
 - 16.D.i. **Downtown parking garage**
 - 16.D.ii. **Repair & maintenance of City buildings**
- 16.E. **PUBLIC WORKS (Bolduc, Bownes, Haynes)**
 - 16.E.i. **Proposal to implement City Policies for designating emergency lanes**
17. **LIAISON REPORTS**
18. **CITIZENS REQUESTS TO COMMENT ON CURRENT AGENDA ITEMS**
19. **CITY MANAGER'S REPORT**

19.A. Financial and Operational Trends Report

Documents:

FINANCIAL AND OPERATIONAL TRENDS - MARCH 2018.PDF

20. NEW BUSINESS

20.A. Fencing Repurpose Request

Documents:

STAFF REPORT - REQUEST FOR FENCING REPURPOSE.PDF
REPURPOSE REQUEST FENCING ..PDF

20.B. Item for Adopting the Policy on Building Permits

Documents:

STAFF REPORT - ITEM FOR ADOPTING THE POLICY ON BUILDING PERMITS (002).PDF
PROPOSED CITY POLICY ON BUILDING PERMITS FOR PRIVATE ROADS.PDF

20.C. Designation of the City Council as the body responsible for making the decisions and taking the actions described in RSA 72:83, "Application for Exemption"

Documents:

STAFF REPORT - RSA 72 81.PDF

21. UNFINISHED BUSINESS

22. COUNCIL COMMENTS

23. FUTURE AGENDA ITEMS

23.A. Ordinance amendment relative to Chapter 167, Noise and Chapter 161, Licensing as it pertains to outdoor sound equipment and loudspeakers

This item was tabled at the meeting of 9/28/2015

23.B. Second reading of a resolution relative to the adoption of RSA 31:95-b, Appropriation of funds made available during the year

This item was tabled at the meeting of 11/23/2015 pending the outcome of legal matters

23.C. Master Plan

23.D. Milfoil Treatment funding requests

23.E. Sewer & Water Master Plan

23.F. Single Stream Recycling/Concord Co-op/Solid Waste disposal cost reductions

23.G. Strategic Planning/Goal Setting

23.H. **WOW Trail**

23.I. **Proposal to implement City Policies for designating emergency lanes**

23.J. **Resolution 2017-30 relative to authorizing the City Manager to apply to the State of NH DOT for a temporary use agreement in the City's name that will allow for the completion of a study concerning the different options and benefits of how to build Phase 3 of the WOW Trail and to sign all necessary documents**

This item was tabled at the 11/13/17 Council Meeting

24. **NON-PUBLIC SESSION (According to RSA 91-A:3, II)**

- (a) The dismissal, promotion or compensation of any public employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The hiring of any person as a public employee.
- (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.
- (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.
- (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

25. **ADJOURNMENT**

This meeting facility is ADA accessible. Any person with a disability who wishes to attend this public meeting and needs additional accommodations, please contact Cheryl Hebert, Meeting ADA Coordinator, at City Hall by calling (603) 527-1265 at least 72 hours in advance so that the City can make any necessary arrangements.

STAFF REPORT

March 12, 2018

Topic: *Regular meeting minutes of February 26, 2018*

Discussion: Minutes of the meeting were distributed to the City Council on Saturday, March 3, 2018.

Fiscal Impact: Not applicable

Staff Recommendation: Not applicable

This report submitted by: Cheryl Hebert, City Clerk

Proposed motion: With no corrections or changes submitted to the clerk, the minutes will be accepted as distributed.

CITY OF LACONIA - CITY COUNCIL MEETING

February 26, 2018

7:00 P.M.Â

2/26/2018 - Minutes

1. CALL TO ORDER

Mayor Engler called the meeting to order at the above date and time.

2. SALUTE TO THE FLAG

Councilor Bolduc lead the Salute to the Flag.

3. RECORDING SECRETARY

Cheryl Hebert, City Clerk

4. ROLL CALL

City Clerk Hebert called the roll with the following Councilors in attendance: Bruce Cheney, David Bownes, Mark Haynes, Bob Hamel, Armand Bolduc.

Absent during roll call: Henry Lipman

Mayor Engler noted that five (5) Councilors are in attendance and a quorum is established.

5. STAFF IN ATTENDANCE

City Manager Scott Myers, Finance Director Donna Woodaman

Councilor Bolduc made a brief statement regarding his hospital stay and he wanted the public to know that he is remaining on the Council and will still take phone calls and questions. He is taking it day by day. He also would like to extend his gratitude for all of the well wishes and help that he has received.

Mayor Engler called for a brief recess at 7:03 pm to allow for a group picture to be taken and to allow for Councilor Bolduc to leave the meeting.

Mayor Engler called the meeting back to order at 7:06 pm.

6. COUNCIL PROCLAMATION

7. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

7.A. Regular meeting minutes of February 12, 2018

Minutes of the February 12, 2018 were distributed on Thursday, February 15, 2018. With one correction submitted to the Clerk, the minutes were redistributed on Friday, February 23, 2018 and hearing no other corrections the minutes were accepted as distributed.

Mayor Engler noted that Councilor Lipman is now present at the meeting.

8. CONSENT & ACTION ITEMS

9. CITIZEN COMMENTS FOR MATTERS NOT ON THE AGENDA

Representative Charlie St. Clair, expressed his concerns with the roads in the City and would like to see the City try to use a steel frame and concrete, even if it is a test strip.

10. INTERVIEWS

11. NOMINATIONS, APPOINTMENTS & ELECTIONS

11.A. Aaron Bassett - Seeking appointment to a regular member position on the Library Board of

Trustees for a three-year term expiring at the end of March, 2021

Councilor Haynes moves to approve Aaron Bassett to a regular member position on the Library Board of Trustees for a three-year term expiring at the end of March, 2021, seconded by Councilor Bownes; the *motion passed with all in favor.*

11.B. Bruce Kneuer - Seeking reappointment to an alternate member position on the Library Board of Trustees for a one-year term expiring at the end of March, 2019.

Councilor Lipman moves to reappoint Bruce Kneuer to an alternate member position on the Library Board of Trustees for a one-year term expiring at the end of March, 2019, seconded by Councilor Hamel; the *motion passed with all in favor.*

11.C. James "Olie" Anderson - Seeking reappointment to a regular member position on the Library Board of Trustees for a three-year term expiring at the end of March, 2021

Councilor Lipman moves to reappoint James "Olie" Anderson to a regular member position on the Library Board of Trustees for a three-year term expiring at the end of March, 2021, seconded by Councilor Cheney; the *motion passed with all in favor.*

11.D. Kimberly Danosi - Seeking reappointment to a regular member position on the Library Board of Trustees for a three-year term expiring at the end of March, 2021

Councilor Bownes moves to reappoint Kimberly Danosi to a regular member position on the Library Board of Trustees for a three-year term expiring at the end of March, 2021, seconded by Councilor Cheney; the *motion passed with all in favor.*

11.E. Catherine Tokarz - Seeking reappointment to an alternate member position on the Heritage Commission for a three-year term expiring at the end of March, 2021

Councilor Haynes moves to reappoint Catherine Tokarz to an alternate member position on the Heritage Commission for a three-year term expiring at the end of March, 2021, seconded by Councilor Hamel; the *motion passed with all in favor.*

11.F. Deanna Guyer - Seeking reappointment to a regular member position on the Parks and Recreation Commission for a three-year term expiring at the end of March, 2021

Councilor Hamel moves to reappoint Deanna Guyer to a regular member position on the Parks and REcreation Commission for a three-year term expiring at the end of March, 2021, seconded by Councilor Bownes; the *motion passed with all in favor.*

11.G. Guy Pederzani - Seeking reappointment to a regular member position on the Parks and Recreation Commission for a three-year term expiring at the end of March, 2021

Councilor Hamel moves to reappoint Guy Pederzani to a regular member position on the Parks and Recreation Commission for a three-year term expiring at the end of March, 2021, seconded by Councilor Lipman; the *motion passed with all in favor.*

11.H. Richard Landry - Seeking reappointment to a regular member position on the Putnam Fund for a five-year term expiring at the end of March, 2023

Councilor Lipman moves to reappoint Richard Landry to a regular member position on the Putnam Fund for a five-year term expiring at the end of March, 2023, seconded by Councilor Bownes; the *motion passed with all in favor.*

12. COMMUNICATIONS

13. PUBLIC HEARINGS

13.A. Public Hearing for Resolutions 2018-02 through 2018-10, in regards to the Public School Infrastructure Grants

This notice of the public hearing was made in the February 15, 2018 edition of the Laconia Daily Sun, the Laconia City Hall, Community Center, Laconia Public Library, and SAU

Mayor Engler opened the Public Hearing for Resolution 2018-02 at 7:14 pm

Hearing no comments from the public, Mayor Engler closed the Public Hearing at 7:15 pm

Mayor Engler opened the Public Hearing for Resolution 2018-03 at 7:15 pm

Hearing no comments from the public, Mayor Engler closed the Public Hearing at 7:16 pm

Mayor Engler opened the Public Hearing for Resolution 2018-04 at 7:16 pm

Hearing no comments from the Public, Mayor Engler closed the Public Hearing at 7:16 pm

Mayor Engler opened the Public Hearing for Resolution 2018-05 at 7:17 pm

Hearing no comments from the public, Mayor Engler closed the Public Hearing at 7:17 pm

Mayor Engler opened the Public hearing for Resolution 2018-06 at 7:18 pm

Hearing no comments from the public, Mayor Engler closed the Public Hearing at 7:18 pm

Mayor Engler opened the Public Hearing for Resolution 2018-07 at 7:18 pm

Hearing no comments from the public, Mayor Engler closed the public hearing at 7:18 pm

Mayor Engler opened the Public Hearing for Resolution 2018-08 at 7:18 pm

Hearing no comments from the public, Mayor Engler closed the public hearing at 7:18 pm

Mayor Engler opened the Public Hearing for Resolution 2018-09 at 7:19 pm

Hearing no comments from the public, Mayor Engler closed the public Hearing at 7:19 pm

Mayor Engler opened the Public Hearing for Resolution 2018-10 at 7:19 pm

Hearing no comments from the public, Mayor Engler closed the Public Hearing at 7:19 pm

13.B. Public Hearing for Resolution 2018-11, relative to Supplemental Appropriation

Notice of this public hearing was made in the February 15, 2018 edition of the Laconia Daily Sun, the Laconia City Hall, Community Center, Laconia Public Library, and SAU

Mayor Engler opened the public hearing for Resolution 2018-11 at 7:21 pm

Hearing no comments from the public, Mayor Engler closed the public hearing at 7:22 pm

13.C. Public Hearing for Resolution 2018-12, relative to Unanticipated Revenue in regards to the City receiving donations for use towards the restoration of the Native American Statue at Opechee Park

Notice of this public hearing was made available in the February 15, 2018 edition of the Laconia Daily Sun, Laconia City Hall, Community Center, Laconia Public Library, and SAU

Mayor Engler opened the public hearing for Resolution 2018-12 at 7:23 pm

Hearing no comments from the public, Mayor Engler closed the public hearing at 7:23 pm

14. PRESENTATIONS

15. MAYOR'S REPORT

15.A. Mayor's reappointment of Laconia Human Rights Committee members to one-year terms expiring at the end of March, 2019

Mayor Engler appointed Police Chief Matt Canfield, Carol Pierce, Kate Bruchacova, David Osman, Janet Simmon, Leonard Campbell, Carrie Chandler, Mary Jane Hoey, Rev. Judith E. Wright, David Stamps, Ali Hassan, Chris Adams, and Kathy James to the Laconia Human Rights Committee for a one-year term expiring at

15.B. **Mayor's appointments to the Highway Safety Committee**

Mayor Engler reappointed Councilor Henry Lipman, representing the medical professional field and Chad Vaillancourt, representing the Fire Department to a three-year term, expiring at the end of March, 2021 to the Highway Safety Committee.

16. **COMMITTEE REPORTS**

16.A. **FINANCE (Lipman, Hamel, Cheney)**

16.A.i. **WOW Trail Funding**

16.A.ii. **Downtown TIF Financing**

16.B. **PUBLIC SAFETY (Bownes, Bolduc, Lipman)**

16.B.i. **Fair St/Court St traffic problems and accidents**

16.C. **GOVERNMENT OPERATIONS & ORDINANCES (Bownes, Bolduc, Cheney)**

16.C.i. **Review of Chapter 167, Noise and Chapter 161 Licensing as it pertains to outdoor sound equipment and loudspeakers**

16.C.ii. **Ordinance Amending Chapter 221, Vehicles and Traffic/Parking on Sublawns**

16.C.iii. **Procedural review of grant applications**

16.D. **LANDS & BUILDINGS (Hamel, Lipman, Haynes)**

16.D.i. **Downtown parking garage**

16.D.ii. **Repair & maintenance of City buildings**

16.E. **PUBLIC WORKS (Hamel, Bownes, Haynes)**

16.E.i. **Proposal to implement City Policies for designating emergency lanes**

17. **LIAISON REPORTS**

The draft of the Land Use chapter and the Vision statement were presented to the Planning Board on January 9 and the documents are available on the City's website un Planning Department/Master Plan.

Councilor Bownes stated there will be a public hearing on the Land Use Chapter and Vision Statement on March 6, 2018.

Mayor Engler stated that Councilor Lipman, Councilor Bownes, and himself are the representatives from the Council for this project. He would encourage the public to pay attention to this process. The master plan is the foundation for Zoning and changes to the Zoning Ordinance. The language is being drafted under a contract we have with Lakes Region Commission.

Councilor Bownes thanks the committee for all the hard work that is being put into this project.

18. **CITIZENS REQUESTS TO COMMENT ON CURRENT AGENDA ITEMS**

Charlie St. Clair expressed his concern regarding the Elm Street/Union Ave intersection and the parking spots. Expressed he feels it would be in poor judgement of the City to take away any parking spots.

Councilor Bownes would like every one to stop and think outside the box and how much congestion there is in that intersection and not just during rush hour. Councilor Bownes would like to find a resolution that

Mayor Engler would like clarification on which businesses taking away any parking spots would affect?

Tony, 744 Union Ave, Owner of Mustache Petes - expressed his concern that Lakeport needs parking and taking those spots would really affect his parking and he does not have any off street parking. There is two-hour parking but that is not enforced and that also effects my business

Dick Allen - Expressed his concern with the parking situation in Lakeport. He suggested the City should at the minimum, if they take away parking spots, they should provide municipal parking lot. The rooming house uses D. Allen's parking spots because it doesn't have there own parking spots. D. Allen suggests if the parking spots are taken away then the City should buy and demo a building to make it a municipal parking lot for the businesses. D. Allen suggests the white building on the corner across from Fratello's is an eye sore and should be demolished.

19. CITY MANAGER'S REPORT

19.A. Project Updates Report

City Manager Myers reviewed the report and reminded that tomorrow, February 27, 2018 there is a Special Election for State Representative. The polls are open from 7:00 am to 7:00 pm.

City Manager Myers discussed the Utility Evaluation and Pole Tax that has been brought to Legislation. City Manager Myers suggests the Council authorize the City Manager to contact our legislative delegation to kill the bill.

Councilor Bownes moves to authorize the City Manager to contact our legislative delegation relative to opposition of HB 1381 and to vote to kill the bill, Taxable Value of Utility Property, and support HB 324, seconded by Councilor Haynes;

Councilor Lipman moves to eliminate the specific reference to the amendment HB 324; seconded by Councilor Bownes; the ***motion passed with all in favor.***

Councilor Hamel stated that we need to let them know that we are firmly not in agreement with HB 1381 in any way.

Councilor Cheney stated that the place to deal with most of these bills would be in the Senate as the House is so big.

Mayor Engler called the question: the ***motion passed with all in favor.***

Mayor Engler questioned why the Downtown TIF last two meetings have been canceled and maybe we should look at why. City Manager Myers will look into this and let the Council know.

City Manager Myers present another bill that has been brought up; Property Tax bills that are over due HB 1673 regarding reducing the over due interest rate from 12% to 6%, has passed through the House and it is now in the Senates hands. This could cause a cash flow issue for municipalities where homeowners would be more likely to put off paying properties even longer with a lower interest late.

Councilor Hamel moves to authorize the City Manager to contact the legislative delegation regarding HB 1673 to express our reasoning behind our opposition; seconded by Councilor Cheney;

Councilor Lipman would like to invite our legislative delegation to talk with the Council,

Mayor Engler called the question; the ***motion passed with all in favor.***

Councilor Hamel suggests that someone from the City to be on-site during the Court Street construction. City Manager Myers stated there is a designated person that will be on-site during this process because of the complexity of this project. Some of the smaller projects do not necessarily have a full time designated person. Councilor Hamel also requests a time frame regarding the changing the crosswalk lights at Court Street and Main Street.

DPW Director Wes Anderson stated this is scheduled the Spring of 2019.

City Manager Myers wanted to remind the Council that these updates are not inexpensive and they need to be worked into the budget and the intersections need to be in full compliance with ADA.

Councilor Hamel would like the City to look into the crosswalk at Vista Foods with a similar solar charge light that is at the hospital. DPW Director Anderson noted that the solar charge light at LRGH is no longer federally approved. The City can run the current one for its useful life but new ones can not be added.

20. NEW BUSINESS

21. UNFINISHED BUSINESS

21.A. Resolution 2018-11 Supplemental Appropriations, in regards to the Public School Infrastructure Grants

Councilor Hamel moves to waive a second reading of Resolution 2018-11 in its entirety and to read by title only, seconded by Councilor Bownes; the *motion passed with all in favor*.

Councilor Hamel moves to accept the Supplemental Appropriation in the amount of \$440,813.00 in Unanticipated Revenue for the use of the Public School Infrastructure Grants per RSA 198:15-y III. (d)., seconded by Councilor Haynes;

Councilor Hamel would like to mention

Mayor Engler called the question: the *motion passed with all in favor*.

21.B. Resolution 2018-12, relative Unanticipated Revenue in regards to the Native American Statue at Opechee Park

Councilor Lipman moves to waive a second reading of RES-2018-12, and to read by title only, seconded by Councilor Haynes; the *motion passed with all in favor*.

Councilor Hamel moves to accept RES-2018-12, relative to authorizing the City Manager to accept and expend unanticipated revenue in regards to the City receiving donations for use towards the restoration of the Native American Statue at Opechee Park, seconded by Councilor Haynes;

Councilor Lipman asked when this will be fixed. City Manager Myers explained that there was a test happening on the statue and we are waiting on the results of that test.

Mayor Engler called the question; the *motion passed with all in favor*.

21.C. Improvement of Union Ave/Elm Street intersection

DPW Director Wes Anderson presented at the February 12, 2018 meeting its recommendation for improvements at the intersection on Union Avenue and Elm Street. The Council requested the public provide input on the recommendation at tonight's meeting. The road improvement project is tentatively scheduled to begin in September of 2018. DPW, in December 2017, changed the traffic signal timing to minimize traffic backups and wait times. The changes have improved wait times at the intersection. Other traffic signal timing changes and physical changes to the intersection can provide additional improvements to safety, traffic flow and wait times. The consultant team proposed three options to correct safety issues and improve traffic flow.

Option 1: Combine the separate Elm Street and Clinton Street traffic signal phases into one phase.

Option 2: Change from a shared through/left turn lane and right turn only to a shared through/left turn and a shared through right turn.

Option 3: Add a lane and change from a shared through/left turn lane and right turn only to a dedicated left turn, dedicated through and a dedicated right turn lanes.

Public works suggest City Council approve recommend improvements "Combination of Alternatives 1 and 2" for the intersection.

Councilor Bownes suggests eliminating the six parking spots and moving the sidewalk back. Also would like to see something done with the parking on the East side of the street whether it be making those spots ten-minute parking or unloading or loading only.

Councilor Hamel does not like the idea of plan B by merging two lanes into one lane. Councilor Hamel expressed this is an intersection that not a lot could be done with. Concerned with the lack of parking enforcement as well.

Mayor Engler says the City has an obligation to correct this intersection and the traffic and safety issues.

DPW Director Anderson has adjusted the timing of the lights depending on the time of day and day of week.

Chief Canfield stated he will look into the lack of parking enforcement. Most of the parking enforcement comes from the college students in the summer time.

Councilor Bownes questioned if taking the parking spots away from in front of Sunrise Towers. DPW Director Anderson stated that it would widen the road and lengthen the left turn lane.

Councilor Hamel wants the City to look into maybe purchasing one of the larger buildings in that area and turning it into a parking lot. Also asked DPW Anderson if this intersection needs to be done at this time. DPW Anderson stated no but it will prolong correcting this situation at hand.

Councilor Bownes would like to put Options 1 and 2 on the table for the March 12 meeting, but being able to not execute it. Bid the entire planning and engineering cost but have the ability to pull it if need be. This would only lose the cost of the engineering planning cost. Councilor Haynes agrees with Councilor Bownes.

Councilor Bownes moves to table this item to the March 12, 2018 meeting to Unfinished business, seconded by Councilor Cheney; the ***motion passed with all in favor.***

21.D. **Resolutions 2018-02 through 2018-10, Authorization to allow the City Manager to accept and expend multiple grants on behalf of the Laconia School District in regards to the Public School Infrastructure Proposals relative to NH RSA 198:15-y III. (d).**

Councilor Bownes moves to waive a second reading of RES-2018-02 in its entirety and to read by title only, seconded by Councilor Cheney; ***the motion passed with all in favor.***

Councilor Lipman moves to approve the authorization to allow the City Manager to accept and expend \$110,119.00, RES-2018-02, Surveillance for the Public School Infrastructure Grant per RSA 198:15-y III. (d)., seconded by Councilor Cheney; the ***motion passed with all in favor.***

Councilor Hamel moves to waive a second reading of RES-2018-03 in its entirety and to read by title only, seconded by Councilor Haynes; the ***motion passed with all in favor.***

Councilor Haynes moves to approve the authorization to allow the City Manager to accept and expend \$11,443.00, RES-2018-03, Two-Way Radios, for the Public School Infrastructure Grant per RSA 198:15-y III. (d)., seconded by Councilor Hamel; the ***motion passed with all in favor.***

Councilor Cheney moves to waive a second reading of RES-2018-04 in its entirety and to read by title only, seconded by Councilor Bownes; the ***motion passed with all in favor.***

Councilor Hamel moves to approve the authorization to allow the City Manager to accept and expend \$10,909.00, RES-2018-04, S2 Upgrades for the Public School Infrastructure Grant per RSA 198:15-y III. (d)., seconded by Councilor Haynes; the ***motion passed with all in favor.***

Councilor Bownes moves to waive a second reading of RES-2018-05, seconded by Councilor Cheney; the ***motion passed with all in favor.***

Councilor Lipman moves to approve the authorization to allow the City Manager to accept and expend \$14,985.00, RES-2018-05, Hardware Control System for the Public School Infrastructure Grant per RSA 198:15-y III. (d)., seconded by Councilor Cheney; the ***motion passed with all in favor.***

Councilor Haynes moves to waive a second reading of RES-2018-06, seconded by Councilor Hamel; the ***motion passed with all in favor.***

Councilor Cheney moves to approve the authorization to allow the City Manager to accept and expend

\$18,556.00, RES-2018-06, Security Glass Film for the Public School Infrastructure Grant per RSA 198:15-y III. (d)., seconded by Councilor Bownes; the ***motion passed with all in favor.***

Councilor Haynes moves to waive a second reading of RES-2018-07 seconded by Councilor Bownes; the ***motion passed with all in favor.***

Councilor Bownes moves to approve the authorization to allow the City Manager to accept and expend \$171,222.00, RES-2018-07, Door Hardware for the Public School Infrastructure Grant per RSA 198:15-y III. (d)., seconded by Councilor Lipman; the ***motion passed with all in favor.***

Councilor Cheney moves to waive a second reading of RES-2018-08 seconded by Councilor Lipman; the ***motion passed with all in favor.***

Councilor Lipman moves to approve the authorization to allow the City Manager to accept and expend \$13,792.00, RES-2018-08, Panic Buttons for the Public School Infrastructure Grant per RSA 198:15-y II. (d)., seconded by Councilor Cheney; the ***motion passed with all in favor.***

Councilor Haynes moves to waive a second reading of RES-2018-09 seconded by Councilor Hamel; the ***motion passed with all in favor.***

Councilor Hamel moves to approve the authorization to allow the City Manager to accept and expend \$54,932.00, RES-2018-09, LAS Cameras for the Public School Infrastructure Grant per RSA 198-15-y II. (d)., seconded by Councilor Haynes; the ***motion passed with all in favor.***

Councilor Hamel moves to waive a second reading of RES-2018-10, seconded by Councilor Cheney; the ***motion passed with all in favor.***

Councilor Lipman moves to approve the authorization to allow the City Manager to accept and expend \$34,855.00, RES-2018-10, LMS Cameras for the Public School Infrastructure Grant per RSA 198-15-y III. (d)., seconded by Councilor Bownes; the ***motion passed with all in favor.***

22. COUNCIL COMMENTS

Councilor Bownes would like to know how the County Budget will impact the City.

23. FUTURE AGENDA ITEMS

- 23.A. **Ordinance amendment relative to Chapter 167, Noise and Chapter 161, Licensing as it pertains to outdoor sound equipment and loudspeakers**
- 23.B. **Second reading of a resolution relative to the adoption of RSA 31:95-b, Appropriation of funds made available during the year**
- 23.C. **Master Plan**
- 23.D. **Milfoil Treatment funding requests**
- 23.E. **Sewer & Water Master Plan**
- 23.F. **Single Stream Recycling/Concord Co-op/Solid Waste disposal cost reductions**
- 23.G. **Strategic Planning/Goal Setting**
- 23.H. **WOW Trail**
- 23.I. **Proposal to implement City Policies for designating emergency lanes**
- 23.J. **Resolution 2017-30 relative to authorizing the City Manager to apply to the State of NH DOT for a temporary use agreement in the City's name that will allow for the completion of a study concerning the different options and benefits of how to build Phase 3 of the WOW Trail and to sign all necessary documents**

24. **NON-PUBLIC SESSION (According to RSA 91-A:3, II)**

25. **ADJOURNMENT**

Councilor Lipman moves to go into non-public meeting at , seconded by Councilor Hamel; the ***motion passed with all in favor.***

City Clerk Hebert took the roll call with the following Councilors in attendance: Bruce Cheney, David Bownes, Henry Lipman, Mark Haynes, Bob Hamel.

Not present: Armand Bolduc

Mayor Engler noted that five (5) Councilors are in attendance and a quorum has been established.

Councilor Hamel moved to seal the non-public minutes for one year, seconded by Councilor Bownes, the ***motion passed with all in favor.***

Councilor Lipman moves to exit non-public meeting at 9:51 pm, seconded by Councilor Cheney, the ***motion passed with all in favor.***

With no further business to come before the Council and without objection, Mayor Engler closed the meeting at 9:53 pm.

Respectfully Submitted

Cheryl Hebert, City Clerk

DRAFT

STAFF REPORT

03/12/2018

Topic: William Stewart - Seeking appointment to a regular member position on the Planning Board for a three year term expiring at the end of June, 2021

Discussion: There are two vacant regular member positions and three vacant alternate positions on the Board.

Interviews of individuals applying for appointment or reappointment to various Boards and Commissions will be held at this meeting; appointments will be made at the Council's March 26, 2018 meeting.

Mr. Stewart's application is attached.

Fiscal Impact:

Staff Recommendation:

This report submitted by: Nancy Brown

Proposed motion:

Board and Commission Application Form

Select the Board,
Commission, or
Committee applying for

Planning Board

I am seeking appointment
or reappointment as a:

Full member

Personal Information

First Name William Stewart

Last Name

Address

City

State

Zip Code

Home Phone Number

Cell Phone Number

Work Phone Number

Email Address

Please indicate below
which items of personal
information (if any) you
DO NOT want released to
the public

Street address, phone number, & email address.

Residency Information

I reside in Ward 1

Length of Residency in
City 7 years on March 11th.

Are you a registered voter Yes

Are you currently serving No
on other Boards,
Commissions, or
Committees?

Conflicts of Interest

Per RSA 673:7 and Chapter 5, Section 5-20 of the City Ordinances, a potential conflict of interest may exist if serving on more than one Board or Commission, as follows: Only one Planning Board member may be a member of the Zoning Board of Adjustment; either one appointed member or one ex-officio member of the Planning Board may be a member of the Conservation Commission; either one appointed member or one ex officio member may be a member of the Heritage Commission; a member of the Putnam Fund may not serve on the Trustee of the Trust Funds, and a member of the Trustee of the Trust Funds may not serve as a member of the Putnam Fund. For questions regarding conflicts of interest please contact the City Manager's Office at 527-1270, or email to NBrown@laconianh.gov

Please list below any experiences, skills and/or qualifications which you feel would especially suit you for this position, and your reasons for applying

I have experience as a building department director and have worked in and with the zoning and planning departments of three cities so far. The planning board is essential to economic growth in the city. My guess is that Charlie St. Clair is leaving the board, I know him, and would like to take his place. Charlie is BIG on helping the lakes region grow and so am I. If charlie's not leaving, all the better!

Electronic Signature Agreement

I agree.

Electronic Signature

William H. Stewart

Date

1/27/2018

Questions?

For general questions regarding this form please contact Nancy Brown in the City Manager's Office, 527-1270, or email NBrown@laconianh.gov

STAFF REPORT

03/12/2018

Topic: Dennis Peterson - Seeking appointment to a regular member position on the Planning Board for a three year term expiring at the end of June, 2021

Discussion: There are two vacant regular member positions and three vacant alternate positions on the Board.

Interviews of individuals applying for appointment or reappointment to various Boards and Commissions will be held at this meeting; appointments will be made at the Council's March 26, 2018 meeting.

Mr. Peterson's application is attached.

Fiscal Impact:

Staff Recommendation:

This report submitted by: Nancy Brown

Proposed motion:

Board and Commission Application Form

Select the Board,
Commission, or
Committee applying for

Planning Board

ADDITIONAL
QUESTIONS FOR
APPLICANT: Please be
sure to complete this
section.

[Planning Board](#)

I am seeking appointment
or reappointment as a:

Full member

Personal Information

First Name

Dennis

Last Name

Peterson

Address

City

Laconia

State

New Hampshire

Zip Code

03246

Home Phone Number

978-886-0218

Cell Phone Number

same

Work Phone Number

978-837-5258

Email Address

plt4380@aol.com

Please indicate below
which items of personal
information (if any) you
DO NOT want released to
the public

6 Palmetto Ln

Residency Information

I reside in Ward

Field not completed.

Length of Residency in City 7 1/2 years

Are you a registered voter Yes

Are you currently serving on other City Boards, Commissions, or Committees? No

Conflicts of Interest

Per RSA 673:7 and Chapter 5, Section 5-20 of the City Ordinances, a potential conflict of interest may exist if serving on more than one Board or Commission, as follows: Only one Planning Board member may be a member of the Zoning Board of Adjustment; either one appointed member or one ex-officio member of the Planning Board may be a member of the Conservation Commission; either one appointed member or one ex officio member may be a member of the Heritage Commission; a member of the Putnam Fund may not serve on the Trustee of the Trust Funds, and a member of the Trustee of the Trust Funds may not serve as a member of the Putnam Fund. For questions regarding conflicts of interest please contact the City Manager's Office at 527-1270, or email to NBrown@laconianh.gov

Please list below any experiences, skills and/or qualifications which you feel would especially suit you for this position, and your reasons for applying

Served three elected terms on Tewksbury Mass School Committee overseeing 32 million dollar budget. Investigate Criminal Activity as Chief of Detectives.

Electronic Signature Agreement I agree.

Electronic Signature Dennis J. Peterson

Date 3/7/2018

Questions?

For general questions regarding this form please contact Nancy Brown in the City Manager's Office, 527-1270, or email NBrown@laconianh.gov

STAFF REPORT

03/12/2018

Topic: Jon Nivus - Seeking reappointment to a regular member position on the Trustees of the Trust Fund for a three year term expiring at the end of March, 2021

Discussion: There is one vacant regular member position and one regular member position up for reappointment (currently held by Mr. Nivus).

Interviews of individuals applying for appointment or reappointment to various Boards and Commissions will be held at this meeting; appointments will be made at the Council's March 26, 2018 meeting.

Mr. Nivus's application is attached.

Fiscal Impact:

Staff Recommendation:

This report submitted by: Nancy Brown

Proposed motion:

Board and Commission Application Form

Select the Board, Trustees of the Trust Funds
Commission, or
Committee applying for

ADDITIONAL [Trustee of the Trust Funds](#)
QUESTIONS FOR
APPLICANT: Please be
sure to complete this
section.

I am seeking appointment Full member
or reappointment as a:

Personal Information

First Name Jon

Last Name Nivus

Address

City

State

Zip Code 03246

Home Phone Number

Cell Phone Number *Field not completed.*

Work Phone Number *Field not completed.*

Email Address nivusj@gmail.com

Please indicate below Address and phone number
which items of personal
information (if any) you
DO NOT want released to
the public

Residency Information

I reside in Ward 1

Length of Residency in City 30 years

Are you a registered voter Yes

Are you currently serving on other City Boards, Commissions, or Committees? No

Conflicts of Interest

Per RSA 673:7 and Chapter 5, Section 5-20 of the City Ordinances, a potential conflict of interest may exist if serving on more than one Board or Commission, as follows: Only one Planning Board member may be a member of the Zoning Board of Adjustment; either one appointed member or one ex-officio member of the Planning Board may be a member of the Conservation Commission; either one appointed member or one ex officio member may be a member of the Heritage Commission; a member of the Putnam Fund may not serve on the Trustee of the Trust Funds, and a member of the Trustee of the Trust Funds may not serve as a member of the Putnam Fund. For questions regarding conflicts of interest please contact the City Manager's Office at 527-1270, or email to NBrown@laconianh.gov

Please list below any experiences, skills and/or qualifications which you feel would especially suit you for this position, and your reasons for applying

Applying for reappointment. Have 35 years experience in investment and trust work in my employment. Retired in 2005. Have 10 years experience as a Trustee of Trust Funds for the City of Laconia.

Electronic Signature Agreement I agree.

Electronic Signature Jon F Nivus

Date 3/2/2018

Questions?

For general questions regarding this form please contact Nancy Brown in the City Manager's Office, 527-1270, or email NBrown@laconianh.gov



Financial & Operational Trends – March, 2018

Net gain in construction value from Building Permit Reports:

	Current year:	One year ago:	Two years ago:
April 1 - February 28	\$18.3 million	\$16.4 million	\$30.3 million

Fire & Rescue Call Data:

Month	February, 2018	2017	2016	2015
Total number of incidents	372	412	316	332
Percent fire calls	25%	25%	26%	30%
Percent calls downtown area*	70%	69%	68%	65%
Busiest time period by hour	8AM & 4PM	10 AM & 4 PM	11:00 AM & noon	10:00 AM
Percent of all calls 11pm to 7am	17	21%	23%	21%
Number of critical care patients	31%	18	7	9
Number multiple/back-to-back	179	205	145	172
Percent of multiple calls EMS	70%	70%	68	68%
% of emergency responses within 6 min. response time (year-to-date)	76%	83%	87%	83%
Dates w/more than 20 incidents	2/5, 2/17,2/18			
# of times working 3 or more calls	27	30	15	25
Total incidents year to date	844	757	692	685

*Downtown area covers N.Main St. to Elm St.; Union to Mechanic, and to the By-Pass

Public Assistance Data:

City Relief				
Fiscal Year	2018	2017	2016	2015
Jul	\$6,454	\$5,590	\$4,316	\$4,064
Aug	\$6,700	\$5,057	\$6,760	\$3,154
Sept	\$1,624	\$2,310	\$4,765	\$4,311
Oct	\$3,664	\$3,250	\$4,385	\$3,645
Nov	\$7,816	\$3,250	\$5,273	\$2,502
Dec	\$6,516	\$4,606	\$6,425	\$3,956
Jan	\$6,050	\$4,239	\$6,191	\$2,950
Feb	\$5,063	\$2,693	\$4,188	\$2,137
Mar		\$3,184	\$5,162	\$1,651
Apr		\$3,487	\$3,196	\$2,436
May		\$4,351	\$4,970	\$ 917
Jun		\$4,485	\$4,183	\$3,274
Gross Relief	\$43,887	\$46,502	\$59,814	\$34,997
Reimbursements/Liens/refunds	\$ 665	\$ 5,206	\$5,015	\$2,333
01-477-499-0000				
Net Cost of Welfare	\$43,222	\$41,296	\$54,799	\$32,664

Laconia Police Department – Monthly Activity Highlights:

ACTIVITY	(February) THIS MONTH	CORRESPONDING MONTH LAST YEAR	TOTAL THIS YEAR TO DATE	TOTAL LAST YEAR TO DATE	% +/-
Calls for service	1,551	1,582	3,464	3,518	-1.53
Criminal offenses investigated	241	224	520	526	-1.14
Criminal off. cleared by arrest	150	169	341	375	-9.07
Total # of physical arrests	105	109	221	235	-5.96
M/V – Stops	431	462	1,046	1,095	-4.47
M/V – Summonses	36	22	79	52	51.92
M/V – Written warnings	388	436	1,036	1,010	2.57
Accidents – Fatal	0	1	0	2	-100.00
Accidents – Total	45	47	102	92	10.87
Accidents w/injury	16	11	23	18	27.78
Parking tags issued	53	28	102	47	117.02
DWI	7	6	12	9	33.33
Intoxication	24	31	53	53	0.00

TYPE OF INCIDENT	# OF CALLS
February, 2018:	
Domestic disturbance	10
All other disturbances	81
Suicidal subjects	10
Attempted suicide	0
Suicide	0
Violation of restraining order	4
Barricaded subject	0

	# OF VOLUNTEER HOURS
Volunteer Hours (LPD)	11
Volunteer Hours (VSU)	7.75
Victims Served	0

Property Tax Collection:

	July Warrant Amt.	Dec. Warrant Amt.	Collected thru		Percentage Collected
2011	\$ 18,614,652	\$19,353,850	\$36,753,046	2/28/12	96.80%
2012	\$18,830,369	\$19,687,790	\$37,253,875	2/28/13	96.72%
2013	\$19,134,704	\$20,235,081	\$38,269,778	2/28/14	97.21%
2014	\$19,558,097	\$20,640,342	\$38,864,602	2/28/15	96.68%
2015	\$20,036,102	\$21,298,380	\$40,016,393	2/28/16	96.81%
2016	\$20,785,170	\$21,260,229	\$40,982,495	2/28/17	97.47%
2017	\$21,075,701	\$21,895,151	\$41,980,355	2/28/18	97.69%

Motor Vehicle Registration:

Report as of Date: FISCAL YEAR	Through 2/28/18 BUDGET	Year to date Revenue	Municipal Transportation Revenue	Total Motor Vehicle Revenue	% of Budget
2014	\$2,050,000	\$1,427,422		\$1,427,422	69.63%
2015	\$2,175,000	\$1,526,172		\$1,526,172	70.17%
2016	\$2,325,000	\$1,667,967		\$1,667,967	71.74%
2017	\$2,500,000	\$1,729,651		\$1,729,651	69.17%
2018	\$2,674,000	\$1,836,920	\$59,190	\$1,896,110	70.90%

OVERTIME BY DEPARTMENT

	FY18 Budget	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	2018 YTD TOTALS	2017 YTD TOTALS	TOTAL 2017 EXP
ASSESSING																
01-411-105-0000 Overtime	-	-	-	-	-	18	-	-	-	-	-	-	-	18	6	29
TOTALS		-	-	-	-	18	-	-	-	-	-	-	-	18	6	29
CITY CLERK																
01-415-105-0000 Overtime	200	21	66	369	120	171	77	80	7	-	-	-	-	911	1,540	1,912
TOTALS	455.5%	21	66	369	120	171	77	80	7	-	-	-	-	911	1,540	1,912
CODE																
01-407-105-0000 Overtime	-	16	24	39	24	8	16	23	24	-	-	-	-	174	553	676
TOTALS		16	24	39	24	8	16	23	24	-	-	-	-	174	553	676
FINANCE																
01-403-105-0000 Overtime	500	-	6	195	64	39	31	-	16	-	-	-	-	351	547	563
TOTALS	70.2%	-	6	195	64	39	31	-	16	-	-	-	-	351	547	563
WELFARE																
01-477-105-0000 Overtime	-	-	93	8	-	80	-	-	9	-	-	-	-	190	101	129
TOTALS		-	93	8	-	80	-	-	9	-	-	-	-	190	101	129
FIRE																
01-445-106-0000 Sick Hurt Coverage	38,000	166	2,974	5,614	3,390	4,911	7,384	4,021	6,811	-	-	-	-	35,271	34,587	49,952
01-445-106-0001 Personal Time Coverage	34,000	1,836	4,111	5,737	3,618	1,709	3,613	4,443	4,966	-	-	-	-	30,033	29,944	45,991
01-445-108-0000 Vacation Coverage	95,000	8,059	9,793	10,954	12,661	9,973	7,304	9,706	9,328	-	-	-	-	77,778	93,610	120,794
Subtotal		10,061	16,878	22,305	19,669	16,593	18,301	18,170	21,105	-	-	-	-	143,082	158,141	216,737
01-445-105-0000 Extra Duty Coverage	54,000	3,947	1,827	5,068	5,702	5,563	9,847	3,753	4,649	-	-	-	-	40,356	49,952	64,130
01-445-107-0000 Holiday Pay	110,000	12,139	(677)	10,527	10,634	10,381	21,930	32,788	-	-	-	-	-	97,722	96,066	116,578
SUBTOTAL	331,000	16,086	1,150	15,595	16,336	15,944	31,777	36,541	4,649	-	-	-	-	138,078	146,018	180,708
TOTALS	84.9%	26,147	18,028	37,900	36,005	32,537	50,078	54,711	25,754	-	-	-	-	281,160	304,159	397,445
FIRE - AMBULANCE																
70-401-106-0000 Sick Hurt Coverage	-	903	2,702	1,169	997	2,634	1,906	1,390	1,278	-	-	-	-	12,979	15,126	27,491
70-401-106-0001 Personal Time Coverage	-	-	451	2,217	1,707	2,277	1,841	-	1,333	-	-	-	-	9,826	12,334	16,496
70-401-108-0000 Vacation Coverage	-	4,286	1,940	7,574	4,549	2,023	2,267	848	2,149	-	-	-	-	25,636	17,827	27,389
Subtotal		5,189	5,093	10,960	7,253	6,934	6,014	2,238	4,760	-	-	-	-	48,441	45,287	71,376
70-401-105-0000 Extra Duty Coverage	-	2,389	1,891	2,597	8,629	8,649	10,248	15,114	5,066	-	-	-	-	54,583	48,529	71,788
70-401-107-0000 Holiday Pay	-	2,133	442	1,383	1,244	1,244	2,903	4,737	-	-	-	-	-	14,086	13,577	16,258
SUBTOTAL		4,522	2,333	3,980	9,873	9,893	13,151	19,851	5,066	-	-	-	-	68,669	62,106	88,046
TOTALS		9,711	7,426	14,940	17,126	16,827	19,165	22,089	9,826	-	-	-	-	117,110	107,393	159,422
LICENSE																
01-404-105-0000 Overtime	500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	167
TOTALS	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	167
PLANNING																
01-405-105-0000 Overtime	2,000	238	131	328	202	171	238	212	157	-	-	-	-	1,677	1,937	3,244
TOTALS	83.9%	238	131	328	202	171	238	212	157	-	-	-	-	1,677	1,937	3,244
POLICE																
01-437-101-0050 Overtime	120,000	11,616	25,789	28,298	9,071	(20,882)	23,186	24,190	12,971	-	-	-	-	114,239	104,490	147,925
TOTALS	95.2%	11,616	25,789	28,298	9,071	(20,882)	23,186	24,190	12,971	-	-	-	-	114,239	104,490	147,925
PARKS & RECREATION																
01-479-105-0000 Overtime	6,000	902	343	428	368	150	749	578	814	-	-	-	-	4,332	5,808	12,135
TOTALS	72.2%	902	343	428	368	150	749	578	814	-	-	-	-	4,332	5,808	12,135
PUBLIC WORKS																
01-500-105-0006 Office	80,000	363	729	605	484	698	605	380	884	-	-	-	-	4,748	4,635	9,729
01-500-105-0007 Road Maintenance		546	1,128	818	3,765	2,400	1,135	1,585	945	-	-	-	-	12,322	16,594	17,854
01-502-105-0001 Winter Maintenance		-	-	-	-	-	2,906	2,516	4,759	-	-	-	-	10,181	118	118
01-502-105-0003 Plowing		-	-	-	-	632	22,642	17,333	17,886	-	-	-	-	58,493	57,382	83,873
01-502-105-0005 Sanding/Salting		-	-	-	-	-	21	-	-	-	-	-	-	21	19,103	23,048
01-505-105-0000 City Engineering		-	-	117	572	-	19	43	32	-	-	-	-	783	1,126	1,152
01-507-105-0000 Drain Maintenance		-	14	29	-	-	239	10	19	-	-	-	-	311	83	264
01-510-105-0000 Parking/Traffic Control		90	-	15	-	-	-	-	-	-	-	-	-	105	107	1,387
01-513-105-0000 Signs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
01-514-105-0000 Parking Garage		-	-	17	-	-	-	-	-	-	-	-	-	17	-	-
TOTALS	108.7%	999	1,871	1,601	4,821	3,730	27,567	21,867	24,525	-	-	-	-	86,981	99,148	137,425
SOLID WASTE																
01-493-105-0000 Overtime	10,000	1,053	267	942	756	622	1,161	669	398	-	-	-	-	5,868	7,399	12,360
TOTALS	58.7%	1,053	267	942	756	622	1,161	669	398	-	-	-	-	5,868	7,399	12,360
SANITARY SEWER																
90-409-105-0000 WRBP	28,000	600	1,268	1,747	809	2,214	421	226	87	-	-	-	-	7,372	9,445	12,443
90-421-105-0000 Sewer Maintenance		111	-	168	135	14	-	420	-	-	-	-	-	848	1,527	2,703
TOTALS	29.4%	711	1,268	1,915	944	2,228	421	646	87	-	-	-	-	8,220	10,972	15,146

Parks & Recreation Facility Use Requests:

	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10
July	18	4	3	15	2	2	13	2	5
August	15	11	18	4	4	3	0	3	2
September	3	5	4	5	3	1	3	5	6
October	4	7	5	2	4	2	3	1	3
November	4	2	6	6	5	4	1	4	1
December	0	0	4	7	4	12	1	10	5
January	6	5	9	10	0	3	7	2	3
February	6	8	13	6	10	12	22	16	16
March		12	9	12	19	10	5	10	8
April		13	8	16	12	11	10	6	11
May		2	8	10	9	7	13	6	4
June		6	11	10	18	14	23	10	5
Total	56	75	98	103	90	81	101	75	69

Pending Grievances Summary:

Date of Grievance	Union	Subject	Status	Cost through 2/28/18
6/15/15	FIRE	Should City pay \$20 health insurance co-pay for Dr. visit recommended by OHS following job related physical	<ul style="list-style-type: none"> ▪ Denied by City Manager on 7/24/15 ▪ Arbitration requested – Atty. Broth and Personnel Specialist will meet with union in an effort to resolve prior to arbitration ▪ 11/17/15 Discussed with Atty. Mark Broth and Richard Molan (following Court Duty arbitration); Atty. Broth forwarded MOU to Atty. Molan ▪ Still attempting to resolve 	\$1,937.50
3/27/17	FIRE	Union claims that City has accrued their leave time incorrectly	<ul style="list-style-type: none"> ▪ 4/20/17 - Hearing held with the City Manager ▪ 5/16/17 - Second meeting scheduled for further discussion ▪ 5/26/17 Grievance denied by City Manager ▪ 6/27/17 Arbitration requested by Union 	\$287.50
12/29/17	FIRE	Union is requesting reimbursement of a FF overdraft fee due to City Payroll Error	<ul style="list-style-type: none"> ▪ 1/25/18 Hearing held with the City Manager ▪ 2/5/18 Grievance denied by the City Manager 	\$0.00

Impact Fee Revenues:

	Total Revenue as of 6/30/2017	Revenue Year-to-Date	Transfer Out FY18 Year-to-date	Total Revenue as of 2/28/18
School	\$50,527.94	\$11,519.69	-0-	\$62,047.63
Police	\$10,343.57	\$750.68	-0-	\$11,094.45
Fire	\$ 9,007.10	\$1,677.67	-0-	\$10,685.13
Parks	\$11,409.91	\$2,687.19	-0-	\$14,097.10
Roads	\$21,951.32	\$2,245.04	(\$16,000)	\$8,196.36
Library	\$ 6,180.96	\$1,430.84	(\$5,000)	\$2,611.80
Total Impact Fees Collected	\$109,420.80	\$20,311.11	(\$21,000.00)	\$108,732.47

Expendable Trust Balances:

	Balance as of 2/28/18
Non-Capital Reserve Account	\$155,805.21
Accrued Leave Reserve Account	\$251,333.44
Winter Maintenance Reserve Account	\$80,588.05
Health Insurance Stabilization Account	\$170,952.67
Motorcycle Week Account	\$65,214.80
Fire Stabilization Account	-0-

Tax Increment Financing Balances:

	Balance as of 2/28/18
Downtown	\$1,039,503.46
Lakeport	\$8,894.00
Weirs	(\$62,766.96)

Boat Taxes:

Report as of Date:	Through 2/28/18		
FISCAL YEAR	BUDGET	Year to date Revenue	% of Budget
2014	\$85,000	\$19,406	22.83%
2015	\$90,000	\$16,126	17.92%
2016	\$90,000	\$15,459	17.18%
2017	\$85,000	\$12,158	14.30%
2018	\$85,000	\$18,346	21.58%

Department of Public Works - Storm Cost Summary:

Storm Cost Summary - Per Storm Event									
Date	Condition	OT Hrs.	OT Cost	OS Contractors	Tons Salt	Cost Salt	Tons Sand	Cost Sand	Total Storm Cost
2-1-18	Snow	172.75	\$6,910.00	\$1,823.00	171.0	\$7,060.35	24.0	\$178.56	\$15,071.91
2-5-18	Snow	14.00	\$560.00	0	0	0	0	0	\$560.00
2-7-18	Snow	168.00	\$6,720.00	\$3,646.00	233.0	\$13,595.55	32.0	\$238.08	\$24,199.63
2-7-18 DBL	Snow	69.75	\$5,580.00	0	0	0	0	0	\$5,580.00
2-10-18	Snow	20.00	\$800.00	0	0	0	0	0	\$800.00
2-11-18	Snow	41.50	\$1,660.00	\$1,823.00	63.0	\$3,676.05	24.0	\$178.56	\$7,337.61
2-12-18	Snow	20.00	\$800.00	0	16.0	\$933.00	16.0	\$119.04	\$1,852.64
2-16-18	Snow	18.75	\$750.00	0	8.0	\$466.80	8.0	\$59.57	\$1,276.32
2-17-18	Snow	106.50	\$4,260.00	\$1,823.00	0	0	0	0	\$6,081.00
2-18-18	Snow	69.50	\$2,780.0	\$1,823.00	32.0	\$1,867.20	0	0	\$6,470.20
2-23-18	Snow	5.25	\$210.00	0	0	0	0	0	\$210.00
2-24-18	Snow	11.00	\$440.00		0	0	0	0	\$440.00
2-25-18	Snow	136.75	\$5,470.00	\$1,823.00	117.0	\$6,826.95	17.0	\$126.48	\$14,246.43
Total		853.75	\$36,923.60	\$12,761.00	590.0	\$34,426.50	121.0	\$900.24	\$85,027.74

Allocations	Budget	Expended This Month	Expended To Date	Remaining Balance Thru February 2018
Winter Maintenance	\$355,000.00	\$141,246.00	\$326,307.00	\$28,693.00
Winter Maintenance Outside Contractors	\$32,000.00	\$12,761.00	\$26,072.00	\$5,928.00
Winter Maintenance Overtime	\$50,000.00	\$36,923.00	\$68,675.00	-\$18,675.00

STAFF REPORT

March 12, 2018

Topic: Repurpose Funds for Fencing Improvements

Discussion:

In the Fiscal 2018 budget the City Council approved \$35,000 for Opechee Park Fencing Improvements and \$25,000 for Basketball Court Re-surfacing at Tardif & Sanborn Parks.

The Basketball Court Re-surfacing quotes came in and the expected cost is \$16,783 leaving a balance of \$8,217.

The cost of Opechee Park Fencing Improvements costs came in at \$38,133, which includes the cost of new fencing, as well as the removal and disposal of the old fencing.

In addition to the fencing repairs at Opechee Park there is a section of fencing at Robbie Mills that also needs to be replaced at a cost of \$5,084.

Fiscal Impact: No Fiscal Impact

Staff Recommendation: The City Manager recommends that the City Council approve this re-purpose recommendation

This report submitted by: Donna Woodaman, Finance Director

Proposed motion:

"I move to approve moving \$3,133.00 from account 01-497-479-0007, Basketball Court Re-surfacing to account 01-497-479-0003 for Opechee Park Fencing Improvement."

"I move to approve moving \$5,084.00 from account 01-497-479-0007, Basketball Court Re-surfacing to account 84-301-479-0003 for Robbie Mills Fence Repairs."

CITY OF LACONIA

FINANCE OFFICE

45 Beacon St. East, Laconia, NH 03246
(603) 524-3877 **fax (603) 524-1520**

MEMO

To: City Manager, City Council and Mayor
From: Donna Woodaman – Finance Director
Date: February 12, 2018
RE: Repurpose request

Repurpose Request for Various Fencing Costs at City Parks

In the Fiscal 2018 budget the City Council approved \$35,000 for Opechee Park Fencing Improvements and \$25,000 for Basketball Court Re-surfacing at Tardif & Sanborn Parks.

The Basketball Court Re-surfacing quotes came in and the expected cost is \$16,783 leaving a balance of \$8,217.

The cost of Opechee Park Fencing Improvements costs came in at \$38,133, which includes the cost of new fencing, as well as the removal and disposal of the old fencing.

In addition to the fencing repairs at Opechee Park there is a section of fencing at Robbie Mills Complex that also needs to be installed at a cost of \$5,084.

I am requesting that the Council repurpose the following:

- Basketball Court Resurfacing account (01-497-479-0007) to the Opechee Park Fencing Improvement account (1-497-479-0003) in the amount of \$3,133
- Basketball Court Re-surfacing account (01-497-479-0007) to the Robbie Mills Fence Improvement (84-301- 479-0003) in the amount of \$5,084.

Your consideration will be appreciated.

City Council Agenda Item:

Topic: Proposed Policy for Authorizing the Director of Code Enforcement to approve Building Permits on Private and Class VI Roads

Discussion:

RSA 674:41 prohibits issuance of a building permit for a lot on Class VI highways or private roads except under special circumstances. The special circumstances follow:

- The local governing board has voted to authorize the issuance of a building permit on the Class VI or private road or a portion thereof
- The municipality neither assumes responsibility for maintenance of the Class VI highway or private road; nor does not assume any liability for any damages resulting from the use of it.
- Prior to the issuance of a building permit, the applicant shall produce evidence that notice of limits of municipal responsibility and liability has been recorded in the county registry of deeds.

The State statute applies to all types of building permits (plumbing, electrical, etc.). It also allows the City Council to adopt a policy to allow construction on the Class VI and Private Roads as long as it meets the requirements stated above. Staff has developed a proposed policy and the supporting standard operating procedures to implement the proposed policy.

Staff's proposal is based on creating two types of blanket authorizations. They are:

- "New construction" blanket authorization: This authorization is for those projects that increase a property's impermeable area. Projects include but are not limited to constructing new buildings, tearing down and replacing an existing building; installation of an in-ground pool, construction of sheds greater than 150 sq. ft. It also includes projects that convert single family residences into duplexes or greater.
- "General" building permit blanket authorization – This authorization is for all other projects such as remodeling a kitchen or bath, installing a new HVAC system.

City Staff recommends that City Council approve a blanket authorization for "General" building permits on all private roads and Class VI highways in the City. Since these buildings already exist in the City any impact from their construction is already accounted for in the Departments' operational procedures and budget, thus the approval of these types of projects would not have an effect on City operations.

City Staff recommends that City Council approve a blanket "new Construction" authorization for only select Class VI and private roads in the city. The purpose of limiting this authorization is to minimize the impact of:

Additional buildings on poorly constructed or narrow roads
Additional impermeable area in developments that have do not have a drainage system
Future expansion of existing private roads

Property owners may appeal a decision of the City Council to the Zoning Board of Adjustment.

The City Attorney has reviewed this policy and has determined that it meets State statutes.

City Staff recommends that the City Council approve:

- A blanket authorization for the Director of Code Enforcement to approve all “new construction” building permits on existing private and Class VI roads except for those at Attachment A. Building permits for property on the roads listed at Attachment A would still require approval by City Council.
- A blanket authorization for the Director of Code Enforcement to approve all “general” building permits on existing private and Class VI roads.

Fiscal Impact:

This policy will reduce staff time required to prepare building permits on private and Class VI roads.

Recommendation:

City Staff recommends that the City Council approve the attached policy on building permits on private and Class VI roads.

This Report submitted by: Wesley B. Anderson, Director of Public Works

Proposed Motion:

City of Laconia Policy

Building Permits on Class VI and Private Roads

1. Purpose: To establish the City's policy for authorizing building permits on Class VI and Private Roads in the City.

2. General:

a. RSA 674:41 prohibits issuance of a building permit for a lot on Class VI highways or private roads except under special circumstances.

(1.) The local governing board has voted to authorize the issuance of a building permit on the Class VI or private road or a portion thereof

(2.) The municipality neither assumes responsibility for maintenance of the Class VI highway or private road nor liability for any damages resulting from the use of it.

(3.) Prior to the issuance of a building permit, the applicant shall produce evidence that notice of limits of municipal responsibility and liability has been recorded in the county registry of deeds.

b. RSA 674:41 does not apply if the private or Class VI road is:

(1.) A street shown on the official map (Laconia does not have an official map);

(2.) A street on a subdivision plat approved by the planning board; or

(3.) A street on a street plat made by and adopted by the planning board; or

(4.) A street that was accepted by the City Council; or

(5.) Was constructed prior to the date the planning board obtained subdivision authority (effective date 12/31/63 in Laconia) and was shown on a subdivision plat approved by the zoning board of adjustment or the City Council.

c. The local governing body may approve the issuance of building permits on certain Class VI or private roads or portions thereof.

3. Policy:

Building permits may be issued on private and Class VI roads in the city, subject to the following conditions:

a. Definitions: "New construction" building permits are for those projects requiring a building permit (1) that will increase the impermeable area on a lot. This includes permits for work such as, but not limited to, constructing a new building, replacing an existing residence with a larger residence, installing in-ground pools, and construction of sheds greater than 150 sq ft. (2) to convert a single family residence to a duplex or greater due to its impact on providing emergency services. "General" building permits are for all other projects requiring a building permit.

b. Both new construction and general building permits may be issued by the Director of Code Enforcement for lots on all private and Class VI roads in the city except those listed on Attachment A.

c. General building permits may be issued by the Director of Code Enforcement for lots on all private and Class VI roads in the city listed on Attachment A.

d. Applications for new construction building permits for lots on private and Class VI roads listed on Attachment A are subject to the requirements of RSA 674:41 and must be approved by the City Council after review and comment of the planning board. City staff will provide an assessment of the impact of the proposed construction on the City and abutting property owners' ability to use the road with any request for a building permit on the roads on Attachment A.

e. Additions or deletions to the list of streets on Attachment A will only be approved by City Council.

Attachments:

A – List of Private and Class VI Streets that the City Council retains approval authority for “new construction” building permits

Appendix A – List of Private and Class VI Streets that the City Council retains approval authority for “new Construction” building permits

Street Name	Section of Street	Reasons
Plantation	All	No drainage
Colonial	All	No drainage
Heritage	All	No drainage
Barbara Boulevard	All	condition of road
Joanne Terrace	All	condition of road
Colby Court	All	Connects to Barbara Blvd
Channel Lane	All	Right of pass and repass and constrained area
Eastman Shore Road N	All	lack of drainage and undeveloped lots
Fiske	All	non-maintained dirt trail
Hayes	All	lack of drainage
Hilliard	Class VI section	condition of road
Morgan		condition of road
New Hope Drive	All	drainage
Paugus Ave	All	no drainage & width of the road

STAFF REPORT

03/12/2018

Topic: Designation of the City Council as the body responsible for making the decisions and taking the actions described in RSA 72:83, "Application for Exemption".

Discussion: At their January 22, 2018 meeting the City Council adopted the provisions of RSA 72:81, resulting in a reduction of property taxes received for new assessed industrial construction valuations of 50% for the duration of five years beginning in the 2018 tax year.

As shown below, RSA 72:83 uses the phrase "selectmen or assessors" several times, but provides no guidance as to whether a community's legislative body has a choice as to which will be responsible for the duties:

72:83 Application for Exemption. –

I. An owner shall apply for the exemption under RSA 72:81 prior to construction, but not after December 31 before the beginning of the tax year for which the exemption is sought. In such cases the **selectmen or assessors** may anticipatorily grant the exemption, subject to adjustment when the actual increase in assessed value becomes known. If construction is partially complete on April 1 of any year, the exemption for that year shall be based on the increased assessed value attributable to the partial construction, but the duration of the exemption shall be adjusted such that the cumulative amount of exemptions received, based on the construction as completed, is proportional to that received by other eligible properties.

II. The **selectmen or assessors** shall notify the applicant of their decision no later than February 28 before the beginning of the tax year for which the exemption is sought. The decision shall specify the amount of the exemption, that it is effective with the new tax year, and the number of years for which the exemption applies to qualified construction. The decision of the selectmen or assessors may be appealed in the manner set forth in RSA 72:34-a.

III. The **selectmen or assessors** may request such additional or updated information as is necessary to determine eligibility. If they are satisfied that the applicant has willfully made any false statement, or has refused to provide information after such a request, they may refuse to grant the exemption.

IV. If the municipality completes a revaluation during the period for which an exemption has been granted, the amount of the exemption shall be adjusted by the difference in equalization ratios applicable in the municipality before and after the revaluation.

Legal counsel has advised that it is appropriate for the City Council to be responsible for making the decisions and taking the actions described in RSA 72:83.

Fiscal Impact:

Staff Recommendation:

This report submitted by: Nancy Brown

Proposed motion: *"I move to designate the City Council as the body responsible for making the decisions and taking the actions described in RSA 72:83, "Application for Exemption".*