

CITY OF LACONIA - CITY COUNCIL MEETING
October 28, 2019
7:00 pm
City Hall - Armand A. Bolduc City Council Chamber

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 October 15, 2019**

Documents:

[STAFF REPORT - REGULAR MEETING MINUTES OF OCTOBER 15, 2019.PDF](#)
[10-15-2019 - MINUTES - DRAFT.PDF](#)

8. **CONSENT & ACTION ITEMS**

8.A. **Request by the Salvation Army Turkey Plunge for fundraising on City park property**

Documents:

[STAFF REPORT - SALVATION ARMY TURKEY PLUNGE.PDF](#)

9. **CITIZEN COMMENTS FOR MATTERS NOT ON THE AGENDA**

10. **INTERVIEWS**

11. **NOMINATIONS, APPOINTMENTS & ELECTIONS**

11.A. **Richard Bastraw - Seeking appointment as an alternate member of the Library Board of Trustees to a three-year term expiring at the end of March, 2022**

Documents:

[STAFF REPORT - LIBRARY BOARD OF TRUSTEES - RICHARD BASTRAW.PDF](#)

11.B. **Michael DellaVecchia - Seeking appointment as a regular member of the Zoning Board of Adjustment to fill the remainder of a term expiring at the end of August, 2020**

Documents:

11.C. **Gail Ober - Seeking appointment as a regular member of the Zoning Board of Adjustment to fill the remainder of a term expiring at the end of August, 2020**

Documents:

[STAFF REPORT - ZONING BOARD OF ADJUSTMENT - GAIL OBER.PDF](#)

12. **COMMUNICATIONS**

13. **PUBLIC HEARINGS**

13.A. **Public hearing for Resolution 2019-23, relative to the Assistance to Firefighters Grant**

Documents:

[STAFF REPORT - PUBLIC HEARING FOR RESOLUTION 2019-23, RELATIVE TO THE ASSISTANCE TO FIREFIGHTERS GRANT.PDF](#)

13.B. **Public hearing for Ordinance 2019-194-24, relative to the increase of the City's fee for household trash that is brought to the Transfer Station**

Documents:

[STAFF REPORT - PUBLIC HEARING TO INCREASE THE CITY'S FEE FOR HOUSEHOLD TRASH THAT IS BROUGHT TO THE TRANSFER STATION.PDF](#)

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 evening's meeting.

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

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

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

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

16.C. **GOVERNMENT OPERATIONS & ORDINANCES (Bownes, Hosmer, 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.C.iv. **Regulation of Short Term Residential Rental Businesses**
- 16.C.v. **Paid Parking Proposal for Downtown**
- 16.C.vi. **Proposed Historic Overlay District**
- 16.C.vii. **Scenic Road Motorcycle Noise Petition**
- 16.D. **LANDS & BUILDINGS (Hamel, Lipman, Haynes)**
 - 16.D.i. **Downtown parking garage**
 - 16.D.ii. **Repair & maintenance of City buildings**
 - 16.D.iii. **Perley Pond Maintenance**
 - 16.D.iv. **Plan for the DPW Compound**
- 16.E. **PUBLIC WORKS (Bownes, Hosmer, Haynes)**
 - 16.E.i. **Retaining Wall Policy**

17. LIAISON REPORTS

18. CITIZENS REQUESTS TO COMMENT ON CURRENT AGENDA ITEMS

19. CITY MANAGER'S REPORT

19.A. Project Updates Report

Documents:

[LACONIA PROJECT UPDATES 10.19.PDF](#)

19.B. Monthly Economic Development Report

Documents:

[MONTHLY ECONOMIC DEVELOPMENT REPORT OCTOBER 2019.PDF](#)

20. NEW BUSINESS

20.A. Request to amend the City's Classification and Compensation Plan for the Assistant Assessor position

Documents:

[STAFF REPORT - REQUEST TO AMEND THE CITY'S CLASSIFICATION AND COMPENSATION PLAN.PDF](#)
[RECLASSIFICATION ASSISTANT ASSESSOR.PDF](#)
[COMP PLAN.PDF](#)

20.B. Purchase of a used ambulance and authorization to move forward with lease-purchase of a new ambulance

Documents:

[STAFF REPORT - PURCHASE OF NEW AND USED AMBULANCE.PDF](#)

21. UNFINISHED BUSINESS

21.A. Request to utilize Non-Capital Reserve Funds for the purpose of replacing the carpet at the Laconia Police Department

Documents:

[STAFF REPORT - REQUEST TO UTILIZE NON-CAPITAL RESERVE FUNDS FOR THE FOLLOWING PROJECT AT THE LACONIA POLICE DEPARTMENT.PDF](#)

21.B. Second reading and approval of Resolution 2019-23, relative to the Assistance to Firefighters Grant

Documents:

[STAFF REPORT - SECOND READING AND APPROVAL OF RESOLUTION 2019-23, ASSISTANCE TO FIREFIGHTERS GRANT.PDF](#)
[RES-2019-23 ASSISTANCE TO FIREFIGHTERS GRANT.PDF](#)

21.C. Second reading and approval of Ordinance 2019-194-24, relative to the proposed increase of the City's fee for household trash that is brought to the Transfer Station

Documents:

[STAFF REPORT - SECOND READING AND APPROVAL OF ORDINANCE 2019-194-24 RELATIVE TO THE TRANSFER STATION FEE INCREASE.PDF](#)
[ORDINANCE 2019-194-24.PDF](#)

21.D. Amend City Code Chapter 235, Zoning, by creating a new definition, "Lodging, Short-Term," and corresponding regulations for this type of use under Residential Accessory Uses

Documents:

[STAFF REPORT- SHORT-TERM LODGING AMENDMENTS.PDF](#)
[ORDINANCE 2019-235.PDF](#)

21.E. Amend city code Zoning 235-14 and 235-98, to rezone the South Down and Long Bay areas from Residential Single-Family (RS) to Shorefront Residential (SFR)

Documents:

[STAFF REPORT-REZONE AREAS OF SOUTH DOWN SHORES AND LONG BAY.PDF](#)

22. COUNCIL COMMENTS

23. FUTURE AGENDA ITEMS

23.A. Master Plan

23.B. Milfoil Treatment funding requests

23.C. Sewer & Water Master Plan

- 23.D. **Single Stream Recycling/Concord Co-op/Solid Waste disposal cost reductions**
- 23.E. **Strategic Planning/Goal Setting**
- 23.F. **WOW Trail**
- 23.G. **Weirs Beach Restoration Project**
- 23.H. **Fair St/Court St traffic problems and accidents**
- 24. **Any other business that may come before the Council**
- 25. **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.

26. **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

October 28, 2019

Topic: Regular Meeting Minutes of October 15, 2019

Discussion: Minutes of the meeting were distributed to the City Council on Thursday, October 17, 2019.

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
October 15, 2019
7:00 P.M.

10/15/2019 - Minutes

1. CALL TO ORDER

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

2. SALUTE TO THE FLAG

Councilor Hosmer lead the Salute to the Flag.

3. RECORDING SECRETARY

Cheryl Hebert, City Clerk

4. ROLL CALL

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

Mayor Engler noted all six (6) Councilors were in attendance and a quorum has been established.

5. STAFF IN ATTENDANCE

Scott Myers, City Manager

Glenn Smith, Finance Director

6. COUNCIL PROCLAMATION

7. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

7.A. Regular meeting minutes of September 23, 2019

Minutes of the meeting were distributed to the City Council on Wednesday, September 25, 2019.

With no corrections or changes submitted to the Clerk, the minutes will be accepted as distributed.

8. CONSENT & ACTION ITEMS

9. CITIZEN COMMENTS FOR MATTERS NOT ON THE AGENDA

Steven Degiso, 742 Union Ave, Owner of Mustache Pete's - Parking in the Lakeport area has been really busy due to the increase of businesses. People are parking longer than the posted time limit of two hours which is affecting his business. Police have been some help but stated they don't have the personnel to always enforce the time limits. Mr. Degiso was told by the police department to address his issues with the Council.

Councilor Bownes stated parking in the Lakeport area has been an issue for years.

Councilor Cheney stated he will bring this issue up at tomorrow's Police Commission Meeting.

Steven Degiso, (father of the first speaker) - Would like to know if parking meters have ever been suggested in the Lakeport area. Is the area behind Lakeport Landing public parking and if it is could it have better signage?

Councilor Bownes stated the parking issues are being addressed in the downtown area and understands the need for it to be addressed throughout the City.

Councilor Hamel stated some of the parking spaces are for public use behind Lakeport Landing but he isn't sure how many. City Manager Myers stated he will have staff look into it.

Mayor Engler addressed the public regarding the Short Term Rental issue and that it is not on tonight's agenda, so now would be the time to address that topic.

10. INTERVIEWS

10.A. **Richard Bastraw - Seeking appointment as an alternate member of the Library Board of Trustees to a three-year term expiring at the end of March, 2022**

Richard Bastraw was interviewed.

10.B. **Gail Ober - Seeking appointment as a regular member of the Zoning Board of Adjustment to fill the remainder of a term expiring at the end of August, 2020**

Gail Ober was interviewed.

10.C. **Michael DellaVecchia - Seeking appointment as a regular member of the Zoning Board of Adjustment to fill the remainder of a term expiring at the end of August, 2020**

Michael DellaVecchia was interviewed.

11. NOMINATIONS, APPOINTMENTS & ELECTIONS

11.A. **Request to appoint a City Council representative to the 2019 Debra Bieniarz Award Committee**

Councilor Hamel moved to appoint Councilor Cheney as the City Council's representative to the 2019 Debra Bieniarz Award Committee, seconded by Councilor Hosmer; the *motion passed with all in favor*.

11.B. **Request to appoint Krista Larsen to represent the City as an alternate on the Winnepesaukee River Basin Program Board for a three-year term expiring at the end of September, 2022**

Councilor Hosmer moved to appoint Krista Larsen as the City's alternate representative on the Winnepesaukee River Basin Program Board for a three-year term expiring at the end of September, 2022, seconded by Councilor Haynes; the *motion passed with all in favor*.

12. COMMUNICATIONS

13. PUBLIC HEARINGS

13.A. **Public hearing regarding placing a question on the November 5, 2019 Municipal Election Ballot to authorize the permitted operation of New Hampshire Lottery sports betting within the City of Laconia**

State statute requires that a public hearing be held on this matter at least 15 days but not more than 30 days before the date of the Municipal Election.

Mayor Engler opened the public hearing at 7:23 pm.

Representative St. Clair stated he thinks this is wonderful idea.

Mayor Engler closed the public hearing at 7:24 pm.

14. PRESENTATIONS

14.A. Update on Assessed Values

Assessing Director Stephan Hamilton updated the Council on the assessed property values. The presentation was submitted into the record.

The presentation reviewed the timeline for completion of the final steps of the valuation update process, reviewed the results of the valuation update, reviewed the process for researching individual assessments, informal reviews, and abatement requests, and reviewed preliminary performance statistics.

Council members had Assessing Director Hamilton explain in detail how sales and assessed values work, who sets the standards for the median ratio, and how properties are grouped together.

City Manager Myers reminded everyone that the Old to New Values will be live tomorrow, October 16, 2019.

14.B. WOW Trail Presentation

Alan Beetle, President of the WOW Trail Organization presented to the Council a presentation on the WOW Trail. A copy of the presentation was submitted to the Council.

Mr. Beetle thanked Mayor Engler for his six years of serving the City of Laconia as Mayor.

Mr. Beetle discussed the Right of Way trail from Franklin to the Weirs and the pros and cons of a Rail with Trail versus Rail to Trail. Mr. Beetle stated over 40 people were included in this study. The perspective tonight is based on what they think is best for the City of Laconia. This is a 20 mile proposed trail from Weirs to Franklin. Over half the proposed trail would be along the lakes and rivers. As of right now there is approximately eight (8) miles of trail already built with around 10 miles to go. The last 10 miles are the most complicated due to the needed easements, abutter encroachment, fencing, and pinch points requiring on-road sections. Due to these reasons the WOW Committee is not proposing a trail with rail but is proposing Rail to Trail. Mr. Beetle explained to the Council the limited use of the railroad tracks and who would be effected by turning the rails into trails. By going with the rail to trail option, it would be less expensive, no easements would be necessary, no encroachment issues, no fences required, no on-road sections would be needed, and the existing trestles, bridges, and tunnels would still be useable. Also some added benefits with the Rail to Trail option would be the possibility of creating 40-60 permanent jobs, \$3.6 to - 6.3 Million per year in visitor spending, lengthen snowmobile season, and a capital cost savings of \$10-14 million. Mr. Beetle also spoke of the impact of the Rail to Trail option. Mr. Beetle explained how this option would affect the existing train operations, future of the rail, and state revenues. For the New England Southern Railroad service out of Canterbury, NH, their freight revenues for 2018 were \$17,750. They make about eight (8) deliveries a year. The tourist train had a revenue in 2018 of \$98,069.

Councilor Cheney hopes that the City gets use of the tracks but he doesn't want people to think that this is the only option. Even though building the trail beside the tracks would be more costly this is still an option.

Councilor Hamel would like to encourage Mr. Beetle to present this to other communities to receive their feedback.

Mayor Engler requests the City Manager add this item to a future agenda to allow the Council to vote on how to proceed.

15. **MAYOR'S REPORT**

Mayor Engler reminded everyone that the Pumpkinfest begins this Friday, October 18, 2019.

Mayor Engler updated the Council on the Colonial Theater process. The gross maximum contract has been offered from the BEDC to Bonnette Page and Stone. Construction will begin no later than the first of November, 2019.

Mayor Engler appoints Margaret Donnelly to the Human Relations Committee.

Mayor Engler noted a zoning issue as it relates to Short Term Rentals. Mayor Engler is proposing the idea of rezoning South Down and Long Bay from single family residential to shore front residential. This would allow short term rentals in those areas. These two areas are also Homeowner's Associations therefore the HOA's would provide their own rules regarding short term rentals. If the HOA's did not want the Council to move forward with this idea, the Council would back off.

Councilor Lipman left the meeting at 8:53 pm.

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, Hosmer, Lipman)**

16.C. **GOVERNMENT OPERATIONS & ORDINANCES (Bownes, Hosmer, 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.C.iv. **Regulation of Short Term Residential Rental Businesses**

16.C.v. **Paid Parking Proposal for Downtown**

16.C.vi. **Proposed Historic Overlay District**

16.C.vii. **Scenic Road Motorcycle Noise Petition**

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

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

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

16.D.iii. **Perley Pond Maintenance**

16.D.iv. **Plan for the DPW Compound**

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

16.E.i. **Retaining Wall Policy**

17. **LIAISON REPORTS**

Councilor Bownes stated to the public the Planning Board will be moving the Historic Overlay District topic to public hearing on November 6, 2019 during the Planning Board Meeting.

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

No comments from the public were made.

19. **CITY MANAGER'S REPORT**

19.A. **Financial and Operational Trends Report**

City Manager Myers stated that the State has passed the budget.

City Manager Myers reviewed the report.

City Manager Myers also updated the Council on the construction and fire alarm boxes throughout the City.

20. **NEW BUSINESS**

20.A. **First reading of Resolution 2019-23, relative to the Assistance to Firefighters Grant**

Councilor Hamel moved to waive a reading of this Resolution in its entirety and to read by title only, seconded by Councilor Haynes; the ***motion passed with all in favor.***

Councilor Hosmer moved a first reading of Resolution 2019-23, relative to authorizing the City Manager to accept and expend a grant on behalf of the City in the amount of \$142,529.52 for the Assistance to Firefighters Grant, seconded by Councilor Cheney; the ***motion passed with all in favor.***

Councilor Hosmer moved to schedule a public hearing on October 28, 2019 during the regular Council meeting to gather public input prior to adoption, seconded by Councilor Bownes; the ***motion passed with all in favor.***

20.B. **First reading of Ordinance 2019-194-24, relative to increasing the City's fee for household trash that is brought to the Transfer Station for disposal**

City Manager Myers explained the need for the increase in fees. The last time there was a rate increase was July 1, 2013.

Councilor Hosmer moved to waive a reading of this Ordinance in its entirety and read by title only, seconded by Councilor Cheney; the ***motion passed with all in favor.***

Councilor Haynes moved a first reading of Ordinance 2019-194-24, relative to increasing the City's fee for household trash that is brought to the Transfer Station, seconded by Councilor Hosmer; the ***motion passed with all in favor.***

Councilor Hamel moved to schedule a public hearing on Ordinance 2019-194-24 on October 28, 2019 during the regular Council meeting to gather public input prior to adoption, seconded by Councilor

Hosmer; the *motion passed with all in favor.*

20.C. **Acceptance of a donated sculpture for the WOW Trail**

Mayor Engler noted this sculpture was donated to the owners of Patrick's Pub by their employees.

Councilor Hosmer moved to accept the donation of a sculpture from Patrick's Pub Employees and the WOW Board which will be located on the WOW Trail at the Lakeport Square entrance, seconded by Councilor Hamel; the *motion passed with all in favor.*

21. **UNFINISHED BUSINESS**

21.A. **Request to utilize Non-Capital Reserve funds for the replacement of the paved entrance walkway and sidewalk at the Weirs Community Center**

Councilor Hosmer moved to remove this item from the table, seconded by Councilor Hamel; the *motion passed with all in favor.*

Parks and Rec Director Lovisek explained the winning bid was from Belknap Landscape Company, Inc. They were also the only company that was able to complete the job this year as the Council requested.

Councilor Hamel moved to approve the request from the Laconia Parks and Recreation Department as presented to utilize Non-Capital Reserve funds in the amount of \$12,500 for the project at the Weirs Community Center to improve the safety and accessibility of the facility with work being completed this year by Belknap Landscape Company, Inc., seconded by Councilor Haynes; the *motion passed with four (4) in favor.*

Councilor Hosmer was not present for this vote.

22. **COUNCIL COMMENTS**

Councilor Cheney would like someone from DPW to go to the construction projects at the end of each day to be sure that things are left in a reasonable and safe manner.

Councilor Hamel requested the police department carpet replacement item be placed on the next agenda in order to allow the Council to vote.

Councilor Hosmer acknowledged McKenzie Harrington-Bacote from the Office of Wellness in the school system for applying for a grant in the amount of for the \$3.2 million to reduce and prevent youth violence and address mental health services.

Councilor Bownes thanked the traffic controller by Mechanic Street for doing a great job allowing people through to the local businesses.

23. **FUTURE AGENDA ITEMS**

23.A. **Master Plan**

23.B. **Milfoil Treatment funding requests**

23.C. **Sewer & Water Master Plan**

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

23.E. **Strategic Planning/Goal Setting**

23.F. **WOW Trail**

23.G. **Weirs Beach Restoration Project**

23.H. **Fair St/Court St traffic problems and accidents**

24. **Any other business that may come before the Council**

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

26. **ADJOURNMENT**

With no further business to come before the Council and hearing no objection, Mayor Engler adjourned the meeting at 9:35 pm.

Respectfully submitted,

Cheryl Hebert, City Clerk

DRAFT

STAFF REPORT

October 28, 2019

Topic: Request by The Salvation Army Turkey Plunge for fundraising on City park property.

Discussion: The Salvation Army has requested use of Opechee Cove and Parkhouse for their Turkey Plunge event on Saturday, November 9, 2019 from 7:30am to 2:00pm. City Council approval is being requested because this fundraising event is anticipating revenues above \$2,000.

Fiscal Impact: No direct cost to the City

Staff Recommendation: Recommendation that this request be approved. This is an appropriate use of City park property. The Parks and Recreation Commission has approved this request conditioned upon further approval from the City Council.

This report submitted by: Liza Kelleher

Proposed motion: *“I move to approve the request by the Salvation Army Turkey Plunge for fundraising on City park property as presented.”*

STAFF REPORT

October 28, 2019

Topic: Richard Bastraw - Seeking appointment as an alternate member of the Library Board of Trustees to a three-year term expiring at the end of March, 2022.

Discussion: The Library Board of Trustees currently has two vacant alternate positions available. Mr. Bastraw is requesting that the Council consider appointing him to one of these alternate positions. There are no other applicants at this time.

Interviews of individuals applying for appointment or reappointment to various Boards and Commissions were held at the Council's October 15, 2019 meeting; appointments will be made this evening.

Mr. Bastraw's application was included with the October 15, 2019 agenda packet.

Fiscal Impact:

Staff Recommendation:

This report submitted by: Nancy Brown

Proposed motion: *"I move to appoint Richard Bastraw as an alternate member of the Library Board of Trustees to a three-year term expiring at the end of March, 2022."*

STAFF REPORT
October 28, 2019

Topic: Michael DellaVecchia - Seeking appointment as a regular member of the Zoning Board of Adjustment to fill the remainder of a term expiring at the end of August, 2020.

Discussion: Suzanne Perley has resigned from her regular member position on the Zoning Board of Adjustment. Her term expires at the end of August, 2020. In addition to this vacancy, there are also three vacant alternate positions on the Board.

Mr. DellaVecchia was appointed as an alternate to the ZBA on December 26, 2017 to a three year-term expiring at the end of August, 2020 and he is now requesting that the Council consider appointing him to the available regular member position. Another current alternate on the Board, Gail Ober, has also requested appointment to the regular member position.

Interviews of individuals applying for appointment or reappointment to various Boards and Commissions were held at the Council's October 15, 2019 meeting; appointments will be made at this evening's meeting.

Mr. DellaVecchia's application was included with the October 15, 2019 agenda packet.

Fiscal Impact:

Staff Recommendation:

This report submitted by: Nancy Brown

Proposed motion: The following motion is provided if the Council wishes to appoint Mr. DellaVecchia to the one vacant regular member position:

"I move to appoint Michael DellaVecchia as a regular member of the Zoning Board of Adjustment to fill the remainder of a term expiring at the end of August, 2020."

STAFF REPORT
October 28, 2019

Topic: Gail Ober - Seeking appointment as a regular member of the Zoning Board of Adjustment to fill the remainder of a term expiring at the end of August, 2020.

Discussion: Suzanne Perley has resigned from her regular member position on the Zoning Board of Adjustment. Her term expires at the end of August, 2020. In addition to this vacancy, there are also three vacant alternate positions on the Board.

Ms. Ober was appointed as an alternate to the ZBA on June 24, 2019 to a three year-term expiring at the end of August, 2022 and she is now requesting that the Council consider appointing her to the available regular member position. Another current alternate on the Board, Michael DellaVecchia, has also requested appointment to the regular member position.

Interviews of individuals applying for appointment or reappointment to various Boards and Commissions were held at the Council's October 15, 2019 meeting; appointments will be made at this evening's meeting.

Ms. Ober's application was included with the October 15, 2019 agenda packet.

Fiscal Impact:

Staff Recommendation:

This report submitted by: Nancy Brown

Proposed motion: The following motion is provided if the Council wishes to appoint Ms. Ober to the one vacant regular member position:

"I move to appoint Gail Ober as a regular member of the Zoning Board of Adjustment to fill the remainder of a term expiring at the end of August, 2020."

STAFF REPORT

October 28, 2019

Topic: Public hearing for Resolution 2019-23, relative to the Assistance to Firefighters Grant

Discussion: Notice of this public hearing was made available in the October 17, 2019 edition of the Laconia Daily Sun, and posted at Laconia City Hall, Community Center, Laconia Public Library and the SAU

The fire department has been awarded an Assistance to Firefighters Grant (AFG) in the amount of \$149,656 for an air compressor, five thermal imaging cameras, and fire hose. The federal funding is \$142,529.52, our cost sharing is \$7,126.48 which brings the total to \$149,656.

Fiscal Impact: \$7,126.48 is the community's cost sharing match to receive the grant.

Recommendation: Action on this item will be taken up under Unfinished Business

Report Submitted by: Chief Kirk Beattie

Proposed Motions:

Open the public hearing

Close the public hearing

STAFF REPORT

October 28, 2019

Topic: Public hearing for Ordinance 2019-194-24, relative to the increase of the City's fee for household trash that is brought to the Transfer Station

Discussion: Notice of this public hearing was made available in the October 17, 2019 edition of the Laconia Daily Sun, and posted at Laconia City Hall, Community Center, Laconia Public Library and the SAU

Fiscal Impact: The four dollar increase per ton will effectively keep pace with operational costs.

Recommendation: Action on this item will be taken up under Unfinished Business

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

Proposed Motions:

Open the public hearing

Close the public hearing



LACONIA PROJECT UPDATES – October, 2019

LACONIA ROAD PROJECTS PROPOSED FOR 2019

Current: Overview:

Union Ave project from Elm to Stark will be finished from Elm Street to Walnut Street this year. The section from Walnut to Stark will be finished in 2020.

Court Street from Keasor to Main Street will be complete this year except for the final surface which will be placed in 2020. The Court Street bridge replacement project is scheduled for 2020. Due to the age of the bridge, NHDOT and the consultant are working with NH Division of Historical Resources to obtain their release to be able to bid and award the project. Current plans are to bid the project this year with a construction date after Labor Day in 2020.

Project Status:

Current: Busby has completed underground utility work on **Court Street Phase 2**. The Union/Main/Court intersection has been paved and the remainder of the paving is scheduled for November 1. Busby will be working on raising structures, curbing, sidewalks, crosswalk ramps, traffic signal upgrades and restoration for the next month. Project completion is expected by the end of November.

Liberty Utilities is completing their work to relay its gas main under the **Durkee Brook Bridge**. All work associated with the new gas main is scheduled to be complete by October 31.

Busby Construction Co. has completed all utility work on the **Union Avenue** (Elm St. to Stark St.) project up to Walnut Street. Binder paving was completed this month. Curbing, guardrail, sidewalks, traffic signal upgrades and crosswalk ramps will be complete by the end of October. Final paving of the Elm/Clinton intersection is scheduled for the last week of October. Work north of Walnut Street to Stark Street will resume in 2020.

Final paving was completed on Messer Street and Leewood and Bell Hill Drive this month. Liny Lane paving may be delayed to 2020 depending on weather.

The sidewalk bump out and crosswalk on Beacon Street West is scheduled to be completed in the next 4-6 weeks. The Grant Street sidewalk, from Garfield to Lincoln, is scheduled to be completed in the next 4-6 weeks.

Previous: Busby is continuing to install the new drainage system on **Court Street Phase 2**. Phase 2 is from Fair Street to Main Street and the project includes sewer, stormwater upgrades and sidewalk and roadway reconstruction. Comcast started the installation of their duct banks and will complete their work in conjunction with improvements to the Union/Main/Court intersection. ADA Improvements at the Main/Union/Court intersection will be completed this year.

Liberty Utilities began work to relay its gas main under the **Durkee Brook Bridge**. Liberty Utilities is using the center turn lane to construct their new gas line. The barricades in the center turn lane are scheduled to be removed on September 19. The contractor has to connect the new gas main to the existing and install a short section of service line to a few homes in the area. All work associated with the new gas main is scheduled to be complete by October 21.

Busby Construction Co. has completed sewer work on the **Union Avenue** (Elm St. to Stark St.) project up to Walnut Street. They are continuing to work on drainage. Road and sidewalk reconstruction are scheduled to be completed to Walnut Street this year. ADA improvements at the Union/Elm Street intersection will be completed this year. Work north of Walnut Street to Stark Street will resume in 2020.

Paving was completed on Grant Street from Garfield to Lincoln, and Lincoln Street, from Grant Street to Academy. Sidewalk reconstruction will follow on Grant Street. The surface overlay on Messer Street and Bell Hill and Leewood is scheduled for September 23rd weather permitting.

The surface coat on Linney Lane will be placed this year. The escrow from the development is funding this work per the agreement between the City and the developer.

ADA IMPROVEMENTS AT FOUR INTERSECTIONS

Current: Public Works and Busby Construction will begin improvements in the Main and Church Street intersection in late October, early November.

Previous: Public Works and Busby Construction are targeting October to begin improvements at the Main and Church intersection.

MESSER STREET/DUTILE OIL DRAINAGE

Current: Project is complete.

Previous: Sidewalks and overlay paving is scheduled for September 23rd weather permitting.

LACONIA DOWNTOWN TIF DISTRICT

Current: No update.

Previous: No update.

WEIRS TIF DISTRICT

Current: No update.

Previous: No update.

WINNIPESAUKEE RIVER BASIN PROJECT

Current: The consultants working on a recommendation on improving flow metering in the four communities will have the updated report to the Board's work group on Oct. 25th and plans to brief the Advisory Board on Nov. 21st. The workgroup is coordinating schedules to meet with the various points of contact in the State agencies to begin discussing the procedures for performing the due diligence phase of the effort to create a Municipal Wastewater Authority.

Previous: The Advisory Board approved proceeding to the next step, meeting with appropriate municipal/district governing bodies, in the process to obtain a decision on creating a municipal waste water authority. The Advisory Board will begin coordinating these meetings while finalizing the outlines with its attorney for any legislative actions and required intermunicipal agreements. The Consultant is in the process of updating its report on the feasibility of improving flow metering in the four communities. The update is due to the Board by the end of September.

WEIRS BEACH RESTORATION

Current: No update.

Previous: No update.

LACONIA MASTER PLAN UPDATE

Current: The Master Plan Steering Committee met on Sept. 24 to discuss the next steps in continuing to implement the recommendations of the 2018 Master Plan. The panel talked about considering a smaller minimum lot size requirement in the RS zone, to consider expanding the areas covered by Performance Zoning and to redefine the requirements and setbacks in the RR2 zone.

Previous: The City Council has adopted all of the amendments that were driven by the previous adoption of the new Urban Commercial zone. The Master Plan Steering Committee will be meeting on Sept. 24 to discuss additional recommendations of the 2018 Master Plan.

BARTLETT BEACH AND BOND BEACH EROSION/DRAINAGE PROJECTS

Current: The City is still waiting for a wetlands permit from NHDES that needs to be submitted by Loureiro Engineering. Construction cannot start until Spring of 2020.

The original plan for Bond Beach was to have the work begin in mid-September. However, the design needed altering to allow for ADA compliance. Parks and Recreation just received the revised design from the engineering firm. The firm will send in the revision to NHDES for the permit. This is usually a quick process according to the firm. The contracted company doing the project is planning to install the drainage at the top of the parking lot starting the week of October 28th. They will finish the job in the Spring after the ground thaws. This will give us enough time to get the permits needed from NHDES.

Our Department installed the majority of a new water line to the bath house this Fall and we are waiting for the drainage to be completed before finishing our installation. The water line will be placed above the drainage as it is a seasonal line and is winterized.

Previous: Work at Bond Beach was due to begin on September 17th; however, the project needed to be pushed back a few weeks. Raymond Landscaping has the contract and met with Parks & Rec to discuss the plant revisions in the plan. The work should begin no later than mid-October. Bartlett Beach is still awaiting the wetland permit from NH DES. Loureiro Engineering is responsible for this part of the project.

NATIVE AMERICAN SCULPTURE

Current: No update.

Previous: No update.

WELCOME TO LACONIA SIGNAGE

Current: No update.

Previous: No update.

PERLEY POND PROJECT

Current: The Perley oak was pruned on September 23rd by Donovan Tree Services. They did a great job and the tree looks much healthier. We have a date of May 5, 2020 for Donovan to inject the tree with insect repellent for even better health.

A topography study was done of the area and given to RFS Engineering.

The Laconia Parks and Recreation maintenance crew cut back the tall grass around the pond as close as they could on October 11th. The area will be maintained in this way in all future mowings.

Previous: The oak tree will be pruned on September 23rd. A press release was printed in the Laconia Daily Sun on August 27th to inform the public of our plan.

**MONTHLY ECONOMIC DEVELOPMENT REPORT
OCTOBER, 2019**

Laconia's Unemployment Rate

Geography	August 2019	July 2019	August 2018
Laconia	2.6%	2.5%	2.4%
Belknap County	2.3%	2.2%	2.2%
Concord	2.1%	2.1%	2.0%
Manchester	2.6%	2.6%	2.5%
State of NH	2.5%	2.5%	2.4%

Employment & Wages

Laconia, NH MicroNECTA - 1st QUARTER 2019

Industry	Units	January 2019 Empl.	February 2019 Empl.	March 2019 Empl.	Average Quarterly Empl.	Average Weekly Wage
Total, Private plus Government	799	12,067	12,091	12,099	12,086	\$908.40
Agriculture/Forestry/Fishing	n	n	n	n	n	n
Mining	0	0	0	0	0	\$0.00
Construction	n	n	n	n	n	n
Manufacturing	40	1,586	1,595	1,588	1,590	\$1,167.52
Service-Providing Industries	648	7,747	7,772	7,795	7,771	\$867.56
Utilities	n	n	n	n	n	n
Wholesale Trade	37	200	198	199	199	\$1,270.59
Retail Trade	107	1,478	1,478	1,502	1,486	\$635.33
Transportation and Warehousing	15	240	230	238	236	\$931.39
Information	7	46	46	44	45	\$1,080.65
Finance and Insurance	34	251	255	250	252	\$1,319.07
Real Estate and Rental and Leasing	29	92	93	93	93	\$845.50
Professional and Technical Service	62	334	350	352	345	\$1,235.01
Management of Companies/Enterprises	8	393	400	401	398	\$1,356.06
Administrative and Waste Services	44	384	401	384	390	\$635.88
Administrative & Support Services	n	n	n	n	n	n
Educational Services	n	n	n	n	n	n
Health Care and Social Assistance	91	2,460	2,445	2,452	2,452	\$1,099.22
Arts, Entertainment, and Recreation	22	229	237	231	232	\$611.64
Accommodation and Food Services	93	1,090	1,088	1,099	1,092	\$409.99
Other Services Except Public Admin	89	517	519	517	518	\$635.73
Total Government	43	2,175	2,170	2,174	2,173	\$786.48

n = data does not meet disclosure standards

Prepared by: Economic and Labor Market Information Bureau,

New Hampshire Employment Security, Concord, New Hampshire 03301 (603) 228-4124

CPI-U 12 Month Percent Change

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2006	4.0	3.6	3.4	3.5	4.2	4.3	4.1	3.8	2.1	1.3	2.0	2.5	3.2	3.8	2.6
2007	2.1	2.4	2.8	2.6	2.7	2.7	2.4	2.0	2.8	3.5	4.3	4.1	2.8	2.5	3.1
2008	4.3	4.0	4.0	3.9	4.2	5.0	5.6	5.4	4.9	3.7	1.1	0.1	3.8	4.2	3.4
2009	0.0	0.2	-0.4	-0.7	-1.3	-1.4	-2.1	-1.5	-1.3	-0.2	1.8	2.7	-0.4	-0.6	-0.1
2010	2.6	2.1	2.3	2.2	2.0	1.1	1.2	1.1	1.1	1.2	1.1	1.5	1.6	2.1	1.2
2011	1.6	2.1	2.7	3.2	3.6	3.6	3.6	3.8	3.9	3.5	3.4	3.0	3.2	2.8	3.5
2012	2.9	2.9	2.7	2.3	1.7	1.7	1.4	1.7	2.0	2.2	1.8	1.7	2.1	2.3	1.8
2013	1.6	2.0	1.5	1.1	1.4	1.8	2.0	1.5	1.2	1.0	1.2	1.5	1.5	1.5	1.4
2014	1.6	1.1	1.5	2.0	2.1	2.1	2.0	1.7	1.7	1.7	1.3	0.8	1.6	1.7	1.5
2015	-0.1	0.0	-0.1	-0.2	0.0	0.1	0.2	0.2	0.0	0.2	0.5	0.7	0.1	-0.1	0.3
2016	1.4	1.0	0.9	1.1	1.0	1.0	0.8	1.1	1.5	1.6	1.7	2.1	1.3	1.1	1.5
2017	2.5	2.7	2.4	2.2	1.9	1.6	1.7	1.9	2.2	2.0	2.2	2.1	2.1	2.2	2.0
2018	2.1	2.2	2.4	2.5	2.8	2.9	2.9	2.7	2.3	2.5	2.2	1.9	2.5	2.5	2.4
2019	1.6	1.5	1.9	2.0	1.8	1.6	1.8	1.7	1.7					1.7	

* Annualized Year To Date: 1.73%

UPDATE ON ECONOMIC DEVELOPMENT PARTNERSHIPS:

Check future releases of the Monthly Economic Development report for updates on economic activities and opportunities!

STAFF REPORT

October 28, 2019

Topic: Request to amend the City's Classification and Compensation Plan for the Assistant Assessor position by changing from a Grade 16 to a Grade 17.

Discussion: In accordance with the authority outlined in Section 6:02 of the Laconia City Charter and Section 1.4 of the City's Classification Plan, the City Manager is requesting the following amendments to the City's Wage and Compensation Plan.

Change Assistant Assessor Grade as follows:

From: Grade 16 \$37,967.80 - \$53,648.92

To: Grade 17 \$39,827.32 - \$56,285.32

Fiscal Impact: The difference in the two pay grades will range from a low amount of \$1,859.52 and high amount of \$2,636.40.

Staff Recommendation: Staff recommends approval as submitted.

This report submitted by: Scott Myers, City Manager

Proposed motion: *"I move to approve to amend the City's Classification and Compensation Plan for the Assistant Assessor position as presented."*

**CITY OF LACONIA
CITY MANAGER'S OFFICE**
45 Beacon St. East, Laconia, NH 03246
(603) 527-1270 · fax (603) 527-1292

MEMO

TO: MAYOR ENGLER & MEMBERS OF THE CITY COUNCIL

FROM: SCOTT MYERS, CITY MANAGER

DATE: OCTOBER 28, 2019

RE: WAGE & COMPENSATION PLAN

In accordance with the authority outlined in Section 6:02 of the Laconia City Charter and Section 1.4 of the City's Classification and Compensation Plan, I am submitting the following amendments to the City's Wage and Compensation Plan. The amendments will automatically take effect unless vetoed by a majority vote of the City Council within thirty (30) days of October 28, 2019. The amendments are as follows:

AMENDMENTS	TO	WAGE	SCHEDULE:
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Change Assistant Assessor Grade as follows:

From: Grade 16 \$37,967.80 - \$53,648.92

To: Grade 17 \$39,827.32 - \$56,285.32

CITY OF LACONIA				
COMPENSATION PLAN				
7/1/19 - 6/30/20				
2.5% COLA				
Grade	Position	MIN	MAX	
16H	Asst. IT Specialist	23.92	30.98	
15H	Administrative Assistant	20.12	30.47	
12H	Payroll/Personnel Assistant	19.46	25.40	
9H	Finance Clerk	16.99	22.24	
6H	Secretary	14.62	19.24	
14		663.27	936.69	
		34,490.04	48,707.88	
15		695.79	983.33	
		36,181.08	51,133.16	
16	Assistant Assessor	730.15	1,031.71	
		37,967.80	53,648.92	
17	Asst. Recreation/Facilities Director	765.91	1,082.41	
	Assistant Assessor	39,827.32	56,285.32	
18	Purchasing Specialist	803.57	1,136.40	
		41,785.64	59,092.80	
19	Asst. Finance Director	842.85	1,191.51	
	Tax Collector	43,828.20	61,958.52	
20	City Clerk	884.11	1,250.62	
	Personnel Specialist	45,973.72	65,032.24	
21	Recreation/Facilities Director	928.54	1,312.27	
	Assistant Planner	48,284.08	68,238.04	
22	Code Enforcement Director	974.28	1,375.58	
		50,662.56	71,530.16	
23	IT Specialist	1,021.72	1,445.16	
		53,129.44	75,148.32	
24	Deputy Fire Chief	1,124.55	1,590.95	
		58,476.60	82,729.40	
25	Planner/CD Director	1,197.47	1,662.90	
	Assessor	62,268.44	86,470.80	
	Asst. DPW Director/City Engineer			
26	Assistant Fire Chief	1,393.78	1,818.70	
		72,476.56	94,572.40	
27	Planner/CD & Code Director	1,467.86	1,857.22	
		76,328.72	96,575.44	

28	Fire Chief	1,527.34	1,920.45	
	Finance Director	79,421.80	99,863.40	
	Public Works Director			
	IM Asst. Fire Chief			
30	IM Fire Chief	2,062.25	2,445.23	
		107,236.94	127,151.96	

STAFF REPORT

October 28, 2019

Topic: Purchase of a used ambulance and authorization to move forward with lease-purchase of a new ambulance

Discussion: The Fire Department is looking to move forward with the purchase of a used ambulance (2009) to replace the 1998 ambulance we are currently running as second due from Central Station, and to enter into an agreement to lease-purchase a new ambulance (2020) to replace the 2005 which runs from the Weirs Station.

The used ambulance will put the Fire Department in a better position to be on a 5-year replacement schedule and significantly increase the Department's ambulance quality.

Fiscal Impact: Used ambulance: \$24,000 to purchase, plus approximately \$2,000 to make this ambulance ready for use in Laconia. New ambulance: Estimated at \$315,000, which includes the stretcher system and new mobile radios. Money has been budgeted from the EMS budget in FY 2019 and FY 2020 to go towards the lease-purchase.

Staff Recommendation: Staff recommends the Department take delivery of the used ambulance immediately and begin the process to purchase the new ambulance to be delivered once built.

This report submitted by: Chief Kirk Beattie

Proposed motion: *"I move to approve the purchase of a used ambulance and to authorize the Fire Department to move forward with the lease-purchase of a new ambulance, as presented."*

STAFF REPORT

October 28, 2019

Topic: Request to utilize Non-Capital Reserve funds for the following project at the Laconia Police Department.

Fund the replacement of the carpets in the Laconia Police Department.

Discussion: The Laconia Police Department carpets are in very poor condition and need to be replaced for safety reasons. The city went out for RFP's and received 3 proposals. The carpeting will consist of carpet tiles as well as broadloom carpeting. The tiles will be put into high traffic areas as well as rooms over 12' in length. The tiles are made so they may be replaced as needed. The carpet will be placed where the current carpet is located. Most of the first floor is VCT tile with only 3 rooms receiving carpeting. The second floor is mostly carpet.

Fiscal Impact: The lowest bid came back at \$23,995 for all rooms requested. We would look to use Non-Capital Reserve Funds for this project.

Staff Recommendation: The Parks and Recreation Department recommends the approval of this request as presented.

This report submitted by: Amy Lovisek, Director of Recreation and Facilities, Laconia Parks and Recreation

Proposed motion:

"I move to approve the request from the Laconia Parks and Recreation Department as presented to utilize Non-Capital Reserve funds in the amount of not to exceed \$23,995 for the project at the Laconia Police Department to improve the safety of the facility."

STAFF REPORT

October 25, 2019

Topic: Second reading of Resolution 2019-23, relative to authorizing the City Manager to accept and expend a grant on behalf of the City in the amount of \$142,529.52 for the Assistance to Firefighters Grant.

Discussion: The fire department has been awarded an Assistance to Firefighters Grant (AFG) in the amount of \$149,656 for an air compressor, five thermal imaging cameras, and fire hose. The federal funding is \$142,529.52, our cost sharing is \$7,126.48 which brings the total to \$149,656.

Fiscal Impact: \$7,126.48 is the community's cost sharing match to receive the grant.

Staff Recommendation: Acceptance of this grant as requested.

This report submitted by: Chief Kirk Beattie

Proposed motion:

1. *"I move to waive a reading of this Resolution in its entirety and to read by title only."*
2. *"I move a second reading of Resolution 2019-23, relative to authorizing the City Manager to accept and expend a grant on behalf of the City in the amount of \$142,529.52 for the Assistance to Firefighters Grant."*
3. *"I move to approve Resolution 2019-23, relative to authorizing the City Manager to accept and expend a grant on behalf of the City in the amount of \$142,529.52 for the Assistance to Firefighters Grant."*

RESOLUTION

RES-2019-23

CITY OF LACONIA

In the Year of Our Lord two thousand and nineteen

A RESOLUTION RELATIVE TO AUTHORIZING THE CITY MANAGER TO ACCEPT AND EXPEND A GRANT ON BEHALF OF THE CITY IN THE AMOUNT OF \$142,529.52 FOR THE ASSISTANCE TO FIREFIGHTERS GRANT

Resolved by the City Council of the City of Laconia as follows:

WHEREAS, the Laconia City Charter, Section 5:06, requires the Council to designate the source of any money appropriated after the budget is adopted; and

WHEREAS, on occasion grants will be made available to the City for various projects or areas of interest that are beneficial to the City and its residents; and

WHEREAS, the Laconia Fire Department has been given application for a 2019 Assistance to Firefighters Grant in the amount of \$142,529.52;

NOW THEREFORE, the City Manager is hereby authorized, on behalf of the City, to accept and expend donations in the amount of \$142,529.52 for the 2019 Assistance to Firefighters Grant. The City Council further authorizes the establishment of a separate account(s) for a distinctly stated, public purpose that is not foreign to the City or incompatible with the objective of its organization. The City Manager shall be the designated agent of the Council to carry out the objectives set forth herein.

This Resolution shall take effect after two readings and upon its passage.

Edward Engler, Mayor

Passed and approved this ____ day of October, 2019

Cheryl Hebert, City Clerk

STAFF REPORT
October 28, 2019

Topic: Second reading and approval of Ordinance 2019-194-24, relative to increasing the City's fee for household trash that is brought to the Transfer Station for disposal

Discussion: The Town of Gilford is opening its transfer station this calendar year and will no longer be a part of the operating agreement with Waste Management and the City of Laconia, effective January 1, 2020. Gilford, under the operating agreement, directly pays the cost of Waste Management's fee for hauling their trash to the incinerator and for the cost of incineration.

The only Gilford solid waste that will still come to Laconia's transfer station after their station opens is:

- Household trash collected by a collection company such as Waste Management or Casella using a truck with compaction capabilities.
- Any construction and demolition debris collected by a construction contractor or collected by collection company

The City's fixed operating costs for the transfer station will not change after Gilford opens its transfer station and is no longer a part of the operating agreement. Gilford's share of the operating costs, per the operating agreement, was based on a fee per vehicle/load for household trash brought to the transfer station. Laconia retained the first \$5 of every load of household trash from a Gilford source as the fee. The annual revenue generated from this fee was approximately \$50,000. Laconia will only earn approximately \$3,000 annually if Laconia uses the same fee to "charge" Gilford for using Laconia's transfer station.

City staff, to minimize the impact on the revenue generated by the transfer station for the solid waste program, recommends that the City charge any customer bringing household trash from Gilford to Laconia's transfer station at Laconia's rates after Gilford's transfer station is open for use. The City would then pay Waste Management for hauling this trash to the incinerator and also pay for the cost of incineration. The difference between what the City charges and what it costs the city to dispose of Gilford's trash will generate more revenue than the flat fee but is insufficient to make up for the revenue lost when Gilford opens its transfer station. Staff estimates that this method will only generate approximately \$25,000 after disposal costs.

The City, by raising the household trash fee for all transfer station customers by \$4 per ton, would earn the same amount of revenue after Gilford leaves Laconia's transfer station as before. The fee for household trash would increase from \$90 to \$94.00 per ton. City Staff recommends this increase become effective on January 1, 2020. The last increase in the fee for household trash was in July 1, 2013 when the rate increased from \$60 to \$90 per ton.

Fiscal Impact: The four dollar increase per ton will keep pace with operational costs.

Recommendation: City Council approve an increase in the fee for disposing of household trash from \$90 per ton to \$94 per ton for loads over 100 lbs.

Proposed Motion:

1. *"I move to waive a reading of this Ordinance in its entirety and to read by title only."*
2. *"I move a second reading of Ordinance 2019-194-24, relative to increasing the City's fee for household trash that is brought to the Transfer Station."*
3. *"I move to approve Ordinance 2019-194-24, relative to increasing the City's fee for household trash that is brought to the Transfer Station."*

CITY OF LACONIA

In the Year of our Lord two thousand and nineteen

AN ORDINANCE AMENDING CHAPTER 194, SOLID WASTE

The City of Laconia ordains:

That the ordinances of the City of Laconia, as amended, be and are further amended in Chapter 194, as follows:

CHAPTER 194, SOLID WASTE

In Article III, Dump and Disposal Fees, amend § 194-24 Fees established, as follows:

Strikethrough denotes deletion, bold denotes additions.

A. Scale fee (Meredith Center Road only).

[Amended 1-8-2007 by Ord. No. 01.2007.01; 5-14-2012 by Ord. No. 07.2012.07]

(1) Loads containing up to 100 pounds: \$5 per load.

(2) Loads containing more than 100 pounds: ~~\$60 per ton effective July 1, 2012, and \$90 per ton effective July 1, 2013, calculated in twenty pound increments.~~ **\$94 per ton effective January 1, 2020**

This Ordinance amendment shall take effect upon its passage.

Edward Engler, Mayor

Passed and approved this _____ day of _____ 2019.

Cheryl Hebert, City Clerk

STAFF REPORT
October 28, 2019

Topic: Amend city code Zoning 235-41, adding a new section M Short Term Lodging and adding the new definition for the same at 235-13.

Discussion: The City Council and the Planning Board have been discussing the issue of Short Term Rentals and their regulation. This amendment creates regulations for this type of activity to occur in the city.

The Planning Board has considered this amendment, has conducted a public hearing and has voted to recommend passage of the amendment to the City Council. The City Council at the September 23rd meeting suggested language and concept changes and the proposed ordinance has been re-worked after additional consultation with legal counsel.

Refer to the attached text for actual language to be adopted.

Fiscal Impact: There is no fiscal impact to the city.

Staff Recommendation: The Planning Department recommends the amendment.

This report submitted by: Dean Trefethen, Planning Director.

Proposed motions:

1. *"I move to waive reading of this Ordinance in its entirety and to read by title only."*

2. *"I move the first reading of Ordinance 2019-235, amending Chapter 235, Zoning, to create regulations for Short Term Lodging and create a new definition."*

3. *"I move to schedule a Public Hearing on November 12, 2019 during the regular City Council meeting to gather input prior to adoption."*

CITY OF LACONIA

In the Year of our Lord two thousand and nineteen

AN ORDINANCE AMENDING CHAPTER 235, ZONING, RESIDENTIAL ACCESSORY USES

The City of Laconia ordains:

That the ordinances of the City of Laconia, as amended, be and are further amended in Chapter 235-41, as follows:

CHAPTER 235-41, ZONING, RESIDENTIAL ACCESSORY USES, ARTICLE VII SUPPLEMENTARY PROVISIONS

In Article VII Supplementary Provisions be it as amended as follows:

Strikethrough denotes deletion, bold denotes additions.

M. Short-Term Lodging. The use is regulated to preserve the traditional character of residential neighborhoods that can be negatively impacted by this type of use and to help preserve the quality and quantity of the housing stock for year-round residential use. A permit to use a unit of housing for Short-Term Lodging must be obtained from the Planning Department using the criteria prescribed below and the following restrictions and/or conditions apply:

1. Permitted or prohibited in the following zones:

- a. Permitted in the Commercial Resort (CR) and Shorefront Residential (SFR) zones with no limitations on the number of separate rental periods.**
- b. Prohibited in Industrial (I), Industrial Park (IP) and Airport Industrial (AI) zones.**
- c. Prohibited in all other zones except when the property is owner-occupied.**
 - i. Short-Term Lodging in an owner-occupied property is considered an allowed accessory use only if the owner of the property resides on the property for not less than 150 days a year.**
 - ii. In all zones, both an Accessory Dwelling Unit (ADU) allowed by a Special Exception granted by vote of the Zoning Board of Adjustment, and the associated primary housing unit are prohibited from being used for Short-Term Lodging.**

2. A Short-Term Lodging application will be reviewed and approved or denied by the Planning Department as an Administrative Decision to determine suitability for this use in a particular dwelling unit, using the following criteria:

- a. The owner of a proposed Short-Term Lodging unit shall apply for the Administrative Decision and pay the review and abutter notification fees.**
- b. The owner of a proposed Short-Term Lodging unit shall provide the same agent information as required by RSA 540:1-b.**

- c. As part of the application approval process the dwelling unit must pass a joint inspection by the Fire Department and the Building Code Enforcement Department which shall be limited to the following:
 - i. Smoke/CO detectors must be installed in areas defined by the City's adopted codes and must be functioning.
 - ii. All windows or doors designed to open must be able to be opened to provide emergency egress.
 - iii. No basement space shall be used as sleeping areas unless there is properly sized egress windows and/or doors conforming to the City's adopted codes.
 - iv. A functional fire extinguisher shall be visibly installed in any kitchen area.
 - v. To determine maximum occupancy of the dwelling unit, floor space square footage shall be confirmed to conform to the City's adopted codes.
 - vi. To determine maximum number of vehicles allowed per rental, driveway capacity shall be confirmed. On-street parking shall not be allowed.
 - vii. Safety concerns reported by lodgers or abutters may require another inspection.

3. The owner of a Short-Term Lodging unit will be responsible for:

- a. Removal of trash in accordance with the City's ordinance;
- b. Ensuring that all parking of vehicles is on site;
- c. Ensuring that occupancy limits are not exceeded;
- d. Ensuring adherence to the noise ordinance (Chapter 167);
- e. Any other site specific conditions imposed as part of the approval.

4. Short-Term Lodging applications shall be reviewed and approved or denied within 30 days of receipt of a complete application. Notice of the approval or denial will be mailed to the applicant and abutters as defined in RSA 672:3. An aggrieved party may appeal a decision granting or denying an administrative permit to the Zoning Board of Adjustment within 30 days of the decision. The ZBA may affirm, reverse or modify the decision appealed.

5. Approval for Short-Term Lodging use will be in effect for one year from date of approval and must be renewed annually from date of first approval according to fee schedule defined in section 235-92 of this chapter. Approval is owner specific; change of ownership shall require a new application.

6. Approvals may be revoked for failure to comply with this Ordinance or with any conditions of approval imposed as part of the approval. In general, the first violation of a requirement will result in a warning; the second in a civil penalty of \$275; and the third in a revocation of the approval. If a revocation occurs, the owner may not apply for reinstatement for a period of one year.

7. Using a dwelling unit for Short-Term Lodging without an Administrative Approval, or after a previous approval has expired or was revoked, will subject the property owner to fines and penalties outlined in section 235-82 of this chapter.

In Article II Definitions and Word Usage be it as amended as follows:

Lodging, Short-term

A dwelling unit where transient lodging is provided for compensation for stays of between one and 90 consecutive nights, and where the dwelling unit would normally be considered a residential living unit not associated with regulated commercial activities such as a hotel, motel, rooming/boarding/lodging house, or bed-and-breakfast

This Ordinance amendment shall take effect upon its passage.

Edward Engler, Mayor

Passed and approved this _____ day of _____ 2019.

Cheryl Hebert, City Clerk

STAFF REPORT

October 28, 2019

Topic: Amend city code Zoning 235-14 and 235-98, to rezone the South Down and Long Bay areas from Residential Single-Family (RS) to Shorefront Residential (SFR).

Discussion: With the concurrent proposal to regulate Short-Term Lodging (STL) the City Council would refer to the Planning Board a proposal to rezone the South Down and Long Bay areas from RS to SFR. This would allow those two areas of the city to engage in the STL activity, if the individual villages and associations so desired.

The Planning Board should consider this proposal, conduct their due process, and if it agrees recommend approval to the Council.

Fiscal Impact: There is no fiscal impact to the city.

Staff Recommendation: The Planning Department recommends referring to the Planning Board.

This report submitted by: Dean Trefethen, Planning Director.

Proposed motions:

"I move to approve forwarding the proposal of rezoning the South Down and Long Bay areas to the SFR Zone to the Planning Board for consideration."