

CITY OF LACONIA - CITY COUNCIL MEETING
November 13, 2018
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 22, 2018**

Documents:

[STAFF REPORT - REGULAR MEETING MINUTES OF OCTOBER 22 2018.PDF](#)
[10-22-2018 - MINUTES - DRAFT.PDF](#)

8. **CONSENT & ACTION ITEMS**

8.A. **Revisions to Temporary Traffic Order 2018-15 - Holiday Parade - November 25, 2018**

Documents:

[STAFF REPORT TTO 2018-15 REVISED.PDF](#)
[TTO 2018-15 - HOLIDAY PARADE - REVISED1.PDF](#)

8.B. **Request by the Weirs Action Committee to hold a parking fundraiser event at Endicott Rock Park in conjunction with the 2019 Motorcycle Week event**

Documents:

[STAFF REPORT - REQUEST BY WEIRS ACTION COMMITTEE FUNDRAISING EVENT.PDF](#)
[WEIRS ACTION COMMITTEE FINANCIALS 10-29-18.PDF](#)

8.C. **Request by the Weirs Community Park Association to hold a parking fundraiser event at the Weirs Community Center and Weirs Community Park parking lots in conjunction with the 2019 Laconia Motorcycle Week event**

Documents:

[STAFF REPORT - REQUEST BY WEIRS COMMUNITY PARK](#)

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

10. **INTERVIEWS**

- 10.A. **Joan Leroux - Seeking reappointment as a full member of the Personnel Advisory Board for a 3-year term expiring at the end of October, 2021**

Documents:

[STAFF REPORT REAPPOINTMENT OF JOAN LEROUX.PDF](#)
[JOAN LEROUX - APPLICATION FOR REAPPOINTMENT TO THE PERSONNEL ADVISORY BOARD.PDF](#)

11. **NOMINATIONS, APPOINTMENTS & ELECTIONS**

- 11.A. **Request to appoint Krista Larsen, Assistant Public Works Director, to the WOW Trail Maintenance Advisory Committee to a three-year term expiring at the end of November, 2021**

Documents:

[STAFF REPORT - REQUEST TO APPOINT KRISTA LARSEN TO THE WOW TRAIL MAINTENANCE ADVISORY COMMITTEE.PDF](#)

- 11.B. **Request to reappoint Kevin Dunleavy, Parks and Recreation Director, to the WOW Trail Maintenance Advisory Committee to a three-year term expiring at the end of November, 2021**

Documents:

[STAFF REPORT - REQUEST TO REAPPOINT KEVIN DUNLEAVY TO THE WOW TRAIL MAINTENANCE ADVISORY COMMITTEE.PDF](#)

12. **COMMUNICATIONS**

13. **PUBLIC HEARINGS**

- 13.A. **Public Hearing on the designation of Pendleton Beach Road and Boathouse Road as Emergency Lanes under RSA 231:59-a**

Documents:

[STAFF REPORT - PUBLIC HEARING ON THE DESIGNATION OF EMERGENCY LANES.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 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, Hosmer, Lipman)**
 - 16.B.i. **Fair St/Court St traffic problems and accidents**
 - 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.D. **LANDS & BUILDINGS (Hamel, Lipman, Haynes)**
 - 16.D.i. **Downtown parking garage**
 - 16.D.ii. **Repair & maintenance of City buildings**
 - 16.E. **PUBLIC WORKS (Bownes, Hosmer, Haynes)**
 - 16.E.i. **Retaining Wall Policy**
 - 16.E.ii. **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 - NOVEMBER 2018.PDF](#)
20. **NEW BUSINESS**
 - 20.A. **Request by the Downtown Gym/Real Life Santa's to hold a fundraising event on the WOW Trail**
 - Documents:
 - [STAFF REPORT - REQUEST BY THE DOWNTOWN GYM.PDF](#)
 - [REQUEST TO WAIVE FEES FOR EVENT.PDF](#)
 - 20.B. **Request for a building permit on a private road for 78 Harglen Lane**
 - Documents:
 - [STAFF REPORT-REQUEST FOR BUILDING PERMIT - 78 HARGLEN LANE.PDF](#)

20.C. **Request for authorization for Mayor to sign four documents in relation to the refinancing of DAE Enterprises, Corporation's hangar**

Documents:

[STAFF REPORT FOR DAE ENTERPRISES CORP_.PDF](#)

20.D. **Termination of Lease Agreement between the City of Laconia/Laconia Airport Authority and Thomas Hedekin**

Documents:

[STAFF REPORT FOR HEDEKIN TERMINATION OF LEASE AGREEMENT.PDF](#)

20.E. **Lease Agreement between the City of Laconia/Laconia Airport Authority and Scott and Virginia Johnson**

Documents:

[STAFF REPORT FOR SCOTT AND VIRGINIA JOHNSON LEASE AGREEMENT.PDF](#)

20.F. **Request to designate Provencal Road as no parking**

Documents:

[STAFF REPORT - REQUEST TO DESIGNATE PROVENCAL ROAD AS NO PARKING.PDF](#)

20.G. **2018 Second Half Sewer Warrant**

Documents:

[STAFF REPORT - 2018 SECOND HALF SEWER WARRANT.PDF](#)
[2018 SECOND HALF SEWER WARRANT.PDF](#)

21. **UNFINISHED BUSINESS**

21.A. **Approval of Resolution 2018-34, approval of Pendleton Beach Road and Boathouse Road as Emergency Lanes**

Documents:

[STAFF REPORT - APPROVAL OF RESOLUTION 2018-34, THE APPROVAL OF PENDLETON BEACH ROAD AND BOATHOUSE ROAD AS EMERGENCY LANES.PDF](#)
[RES-2018-34 EMERGENCY LANES.PDF](#)

22. **COUNCIL COMMENTS**

23. **FUTURE AGENDA ITEMS**

23.A. **Improvement of Union Ave/Elm Street intersection**

This item was tabled at the March 12, 2018 meeting.

23.B. **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.C. **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.D. **Master Plan**

23.E. **Milfoil Treatment funding requests**

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

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

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

23.I. **WOW Trail**

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

23.K. **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. **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
November 13, 2018

Topic: Regular Meeting Minutes of October 22, 2018

Discussion: Minutes of the meeting were distributed to the City Council on Tuesday, October 23, 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

October 22, 2018

7:00 P.M.

10/22/2018 - Minutes

1. **CALL TO ORDER**

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

2. **SALUTE TO THE FLAG**

Councilor Cheney 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.

5. **STAFF IN ATTENDANCE**

Scott Myers, City Manager

6. **COUNCIL PROCLAMATION**

7. **ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS**

7.A. **Workshop Meeting Minutes of October 1, 2018**

Minutes of the meeting were distributed to the Council on Friday, October 5, 2018. With no correction or changes submitted to the clerk, the minutes will be accepted as distributed.

7.B. **Regular meeting minutes of October 9, 2018**

Minutes of the meeting were distributed to the Council on Thursday, October 11, 2018. 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**

No comments from the public were made

10. **INTERVIEWS**

11. **NOMINATIONS, APPOINTMENTS & ELECTIONS**

12. **COMMUNICATIONS**

13. **PUBLIC HEARINGS**

13.A. **Public Hearing for Ordinance 2018-189-20-01, Building sewer permits; application; fee**

Notice of this public hearing was made available in the October 11, 2018 edition of the Laconia Daily Sun, Laconia City Hall, SAU, Community Center, and Laconia Public Library.

Mayor Engler opened the Public Hearing at 7:04 pm.

Hearing no comments from the public, Mayor Engler closed the Public Hearing at 7:04 pm.

13.B. **Public Hearing for Ordinance 2018-189-50-01, Sewer Charges**

Notice of this public hearing was made available in the October 11, 2018 edition of the Laconia Daily Sun,

Mayor Engler opened the Public Hearing at 7:06 pm.

Hearing no comments from the public, Mayor Engler closed the Public Hearing at 7:06 pm.

14. PRESENTATIONS

15. MAYOR'S REPORT

Mayor Engler reminded the public that the General Election is being held on November 6, 2018 in all six wards with the polls being open from 7 am to 7 pm. Absentee Ballots are available in the Clerk's Office and the last day to register to vote in the Clerk's Office will be Monday, October 29, 2018, but people can register the day of the election at their polling location.

Mayor Engler noted the next meeting for the Lakeshore Redevelopment Planning Commission will be held on Thursday, October 25, 2018 at 1:00 pm at Lakes Region Community College.

Mayor Engler congratulated the new Chief of the Laconia Fire Department, Kirk Beattie.

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

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

Councilor Hamel moved to schedule a Lands and Buildings subcommittee meeting for Tuesday, November 13, 2018 at 6:15 pm in regards to Item 16D 1, the parking garage,

Councilor Lipman stated he would not be able to attend on that date.

Councilor Hamel moved to amend his motion to schedule a Lands and Buildings subcommittee meeting for Monday, November 26, 2018 at 6:15 pm in regards to the parking garage, seconded by Councilor Haynes; the ***motion passed with all in favor.***

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

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

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

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

17. **LIAISON REPORTS**

Councilor Bownes is trying to schedule a meeting in regards to the Master Plan sometime in November.

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

No comments from the public were made.

19. **CITY MANAGER'S REPORT**

19.A. **Monthly Economic Development Report**

City Manager Myers reviewed the report.

19.B. **Project Updates Report**

City Manager Myers reviewed the report.

City Manager Myers also welcomed the new Fire Chief Kirk Beattie and knows he will do a great job.

City Manager Myers noted a project that was started last year by Donna Woodaman and Jon Gardner in regards to a purchase card from Citizens Bank. With this project the City just received a rebate check in the amount of \$23,000.

Councilor Haynes asked for an update in regards to the street lights on Court Street. City Manager Myers will get back to Councilor Haynes with an update.

Councilor Lipman asked for an update in regards to the American Indian Statue at Opechee Park. City Manager Myers stated it will be taken down as carefully as possible and stored away as it poses a danger.

Parks and Recreation Director Kevin Dunleavy will be doing a press release before removing the statue. Due to the safety concerns it does need to be taken down. K. Dunleavy said funds will be needed in order to remove and preserve it. The goal is to have it down by winter.

Councilor Hamel stated that himself and late Councilor Bolduc have taken care of that statue in the past. He noted the statue is very frail and may be difficult to preserve.

Councilor Bownes inquired about costs. K. Dunleavy said one community with a similar situation spent around \$5,000 to \$10,000 to remove it.

Mayor Engler questioned what the local attachment within the City is. K. Dunleavy said Parks has tried to raise money but hasn't really gone above and beyond to do so and there has been some people that have reached out regarding their attachment but some have no attachment.

Councilor Hosmer questioned where the money to remove this statue, without knowing if it is worth saving, is coming from.

K. Dunleavy will need to get some figures together for a cost analysis.

Councilor Bownes asked for an update in regards to the Messer Street project. City Manager Myers expects the first step to be done this fall with the remainder to be taking place next Spring.

20. **NEW BUSINESS**

20.A. **Light Up Laconia**

Councilor Bownes was contacted by the Celebrate Laconia group in regards to the holiday parade on November 25, 2018. Councilor Bownes went to a Celebrate Laconia meeting and received some figures on what it would cost to decorate Laconia for the holidays. Patrick Wood noted that some of the lights that have been used in the past have been located, which would save on some expenses buying new ones. Councilor Bownes does not want what happened last year happen this year in regards to the lack of holiday spirit in downtown.

Councilor Hamel asked if funds from the TIF account would be able to be used for this need. City Manager Myers said if this is approved he could identify some areas within the budget to fund this money.

Councilor Hosmer thinks this is a great idea especially trying to bring business to the downtown area but he doesn't want to leave out the Weirs area.

Councilor Hamel questioned if the Downtown businesses will be contributing to this at all. Councilor Bownes does not have an answer to that.

Councilor Hosmer moved to approve the request to use \$3,500 from existing budgeted funds for holiday decorations for the Downtown Area as well as the Weirs along Lakeside Avenue, seconded by Councilor Cheney; the ***motion passed with all in favor.***

20.B. Amending Resolution 2018-15, General Fund appropriations

City Manager Myers explained the reason for the amendment to RES-2018-15.

Mayor Engler read into the record Amended Resolution 2018-15:

In the Year of our Lord two thousand and eighteen

A RESOLUTION RELATIVE TO MAKING ITEMIZED APPROPRIATIONS FOR THE GENERAL FUND FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND TERMINATING JUNE 30, 2019

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

That the following itemized appropriations be made for the fiscal year beginning July 1, 2018 and terminating June 30, 2019

GENERAL FUND

GRAND TOTAL:	2018-2019 APPROPRIATIONS.....	\$69,624,253
LESS:	TOTAL REVENUES.....	\$29,396,909
	BALANCE TO BE RAISED BY TAXES.....	\$40,227,344

This Resolution shall take effect upon its passage.

Councilor Hamel moved to amend Resolution 2018-15 to correct FY 2019 appropriations for the General Fund for the Fiscal Year beginning July 1, 2018 and terminating June 30, 2019 in the amount of \$40,227,344, seconded by Councilor Bownes; the ***motion passed with all in favor.***

20.C. Proposed Resolution RES-2018-34 regarding the approval of Pendleton Beach Road and Boathouse Road as Emergency Lanes with a limited scope of maintenance

Councilor Bownes is in support of this resolution at this time but he is again expressing his concern in dealing with Boathouse Road that necessary items are in place when dealing with emergency lanes by just going on a recommendation from the applicant. Councilor Bownes would like the Council to have real basis before approving any roads as an emergency lane.

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

Councilor Hosmer moved the first reading of this resolution, RES-2018-34, relative to designating Pendleton Beach Road and Boathouse Road as Emergency Lanes with a limited scope of maintenance to only include winter maintenance, seconded by Councilor Hamel; the ***motion passed with all in favor.***

Councilor Lipman moved to schedule a public hearing for Resolution 2018-34, relative to designating Pendleton Beach Road and Boathouse Road as Emergency Lanes with a limited scope of maintenance to only include winter maintenance in order to gather public input on Tuesday, November 13, 2018 during the regularly scheduled City Council Meeting, seconded by Councilor Hosmer; the ***motion passed with all in favor.***

21. UNFINISHED BUSINESS

21.A. Approval of Ordinance 2018-189-20-01, Building sewer permits; application; fee

Councilor Bownes is not opposed to the building sewer permits but expressed this is one large increase and would like to see smaller increments in the future.

Councilor Lipman explained that the \$75.00 that is being charged right now does not cover what is being done already and doesn't want the public to be confused in regards to the rate increase and this one time fee.

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

Councilor Cheney moved the second reading of Ordinance 2018-189-20-01, an Ordinance amending Chapter 189, Building Sewer Permits; application; fee, seconded by Councilor Bownes; the ***motion passed with all in favor.***

Councilor Hamel moved to approve Ordinance 2018-189-20-01, relative to Building Sewer Permits; application; fee, seconded by Councilor Haynes; the ***motion passed with all in favor.***

21.B. Approval of Ordinance 2018-189-50-01, Sewer Charges

City Manager Myers explained this is for the billing cycle beginning November 1, 2018 and being billed on or after February 1, 2019.

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

Councilor Cheney moved the second reading of Ordinance 2018-189-50-01, an Ordinance amending Chapter 189-50, Sewer Charges, seconded by Councilor Hosmer; the ***motion passed with all in favor.***

Councilor Bownes moved to approve Ordinance 2018-189-50-01, an Ordinance relative to Sewer Charges, seconded by Councilor Cheney; the ***motion passed with all in favor.***

21.C. Proposed City Policy on limited winter maintenance on emergency lanes

City Manager Myers explained why a policy on limited winter maintenance on emergency lanes is needed.

Councilor Cheney moved to approve the proposed policy on Maintenance Standards for Limited Winter Maintenance Emergency Lanes, seconded by Councilor Bownes; the ***motion passed with all in favor.***

22. COUNCIL COMMENTS

No comments from the Council.

23. FUTURE AGENDA ITEMS

23.A. Improvement of Union Ave/Elm Street intersection

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

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

23.D. Master Plan

23.E. Milfoil Treatment funding requests

23.F. Sewer & Water Master Plan

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

23.H. Strategic Planning/Goal Setting

23.I. WOW Trail

23.J. Proposal to implement City Policies for designating emergency lanes

23.K. 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. 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 8:04 pm.

Respectfully submitted by

Cheryl Hebert

City Clerk

DRAFT

STAFF REPORT

11/13/18

Topic: Revisions to Temporary Traffic Order 2018-15 - Holiday Parade being held on November 25, 2018 from 12:00 noon to 6:00 pm

Discussion: At the October 9, 2018 meeting the City Council approved Temporary Traffic Order 2018-15 and the applicant's request to waive all fees associated with the event.

Revisions are now being requested as reflected on the attached TTO. The applicant will appear at the Special Events Review Committee meeting on November 7, 2018 to present changes to the previous approval by that Committee.

Fiscal Impact:

Staff Recommendation: Staff recommends approving Temporary Traffic Order 2018 as revised and presented.

This report submitted by: Nancy Brown

Proposed motion: *"I move to approve Temporary Traffic Order 2018-15 as revised, pending approval by the Special Events Review Committee, for the 2018 Holiday Parade being held on November 25, 2018 from 12:00 noon to 6:00 pm."*



**Temporary Traffic Control Order
2018-15
Holiday Parade - REVISED**

According to the provisions of Chapter 221, Section 53 of the Laconia City Ordinances, the City Council hereby adopts the following Temporary Traffic Order:

1. No parking shall be permitted on that portion of South Main Street, starting at Wyatt Park, proceeding to Main Street until its intersection with Church St. for the Holiday Parade. This portion of the order shall become effective on Sunday, November 25, 2018 at ~~2:30 pm~~ **3:00 pm** and shall expire at ~~5:30 pm~~ **6:00 pm**.
2. That portion of Veteran's Square between Pleasant St. and North Main St. shall be closed to all vehicular traffic by the use of barricades for the above date for the "Holiday Parade/Tree Lighting Ceremony". This portion of the order shall become effective on Sunday, November 25, 2018 at ~~2:30 pm~~ **3:00 pm** and shall expire at ~~5:30 pm~~ **6:00 pm**.
3. No parking shall be permitted on either side of Joliet Street, Champlin Street, Webster Street and Garfield Street for the Holiday Parade participant staging area. This portion of the order shall become effective on Sunday, November 25, 2018 at ~~2:30 pm~~ **12:00 pm** and shall expire at ~~5:30 pm~~ **6:00 pm**.
4. **No parking shall be permitted on either side of Canal Street and the street shall be closed to all vehicular traffic by the use of barricades for the above date to be used by vendors in connection with the "Holiday Parade/Tree Lighting Ceremony." This portion of the order shall become effective on Sunday, November 25, 2018 at 12:00 pm and shall expire at 6:00 pm.**

Adopted by the Laconia City Council this ____ day of November, 2018.

Cheryl Hebert, City Clerk

Issued this ____ day of November, 2018

Scott Myers, City Manager

STAFF REPORT
Laconia Parks and Recreation

WEIRS ACTION COMMITTEE
2019 MOTORCYCLE WEEK PARKING FUNDRAISING EVENT
November 13th, 2018

Topic: Request by the Weirs Action Committee to hold a parking fundraiser event at Endicott Rock Park in conjunction with the 2019 Laconia Motorcycle Week event.

Discussion: The Weirs Action Committee has requested use of Endicott Rock Park for a fundraising event June 8th to June 16th, 2019. 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 is an annual event at Endicott Rock Park.

This report submitted by: Kevin Dunleavy

Proposed motion:

I move to approve the request by the Weirs Action Committee to hold a parking fundraiser event at Endicott Rock Park in conjunction with the 2019 Laconia Motorcycle Week event beginning June 8, 2019 and ending June 16, 2019.”

4:45 PM

10/29/18

Cash Basis

Weirs Action Committee Profit and Loss Standard

November 1, 2017 through October 29, 2018

	<u>Nov 1, '17 - Oct 29, ...</u>
Ordinary Income/Expense	
Income	
Membership Dues	1,675.00
Parking Income	21,970.00
Planter Sponsorship Inco...	1,700.00
Interest Income	2.64
Donation Income	2,200.00
	<hr/>
Total Income	27,547.64
Expense	
Advertising	1,027.00
Bank Service Charges	50.27
Donation	200.00
Insurance	
Directors & Officers Lia...	744.00
General Liability Insura...	880.00
Statue Property / Casua...	602.00
	<hr/>
Total Insurance	2,226.00
Landscaping	9,972.00
LMWA Board Membership	5,000.00
Marketing	250.00
Planters	65.00
Postage and Delivery	74.00
Rally Patron Renewal	200.00
Repairs	
Weirs Beach Sign	1,442.50
	<hr/>
Total Repairs	1,442.50
Infrastructure	5,944.10
Rent	715.00
	<hr/>
Total Expense	27,165.87
	<hr/>
Net Ordinary Income	381.77
Other Income/Expense	
Other Income	
Fireworks Contributions	11,050.00
	<hr/>
Total Other Income	11,050.00
Other Expense	
Fireworks	16,075.00
	<hr/>
Total Other Expense	16,075.00
	<hr/>
Net Other Income	-5,025.00
	<hr/>
Net Income	-4,643.23
	<hr/> <hr/>

5:16 PM
10/29/18
Cash Basis

Weirs Action Committee
Balance Sheet Standard
As of October 29, 2018

	<u>Oct 29, '18</u>
ASSETS	
Current Assets	
Checking/Savings	
TD Bank - Fireworks Acc...	3,232.33
LSB - General Account	<u>25,385.81</u>
Total Checking/Savings	<u>28,618.14</u>
Total Current Assets	<u>28,618.14</u>
TOTAL ASSETS	<u><u>28,618.14</u></u>
LIABILITIES & EQUITY	
Equity	
Accumulated Surplus (Defi...	33,098.36
Net Income	<u>-4,480.22</u>
Total Equity	<u>28,618.14</u>
TOTAL LIABILITIES & EQUI...	<u><u>28,618.14</u></u>

Weirs Action Committee

Comments Regarding Financials

1) The amount of income for the parking lot is the net cash income. Here is the breakdown:

GROSS: \$31,165
LABOR: (\$8,695)
MISC: (\$500)
NET: \$21,970

The \$500 in miscellaneous cash expenses covered things like t-shirts, hats, flags, water and ice, tape, batteries, and lunch for workers.

2) The donation of \$200 was to the WOW trail.

3) The total paid to the Laconia Motorcycle Week Association was \$5906. This included \$5000 for board membership, \$200 for Rally Patron, and \$706 in advertising in the Rally guide. Al Mitchell is WAC's representative on the LMWA board. WAC is current on its dues.

4) Infrastructure expense was as follows:

\$2454 for Welcome to Weirs Beach lamp pole banners
\$1322 for installation of an irrigation system at the Weirs Beach arrow sign
\$2168 for 50% deposit on the Weirs Beach historical plaque project

5) The \$5025 fireworks deficit was paid with surplus funds left in the fireworks account from the previous year.

6) Not showing in the financials is approximately \$6000 due to the City for WAC's share of trash/recycling containers on Lakeside Avenue that were purchased this past summer. WAC will pay this invoice as soon as it is received from the City.

STAFF REPORT
Laconia Parks and Recreation

WEIRS COMMUNITY PARK ASSOCIATION
2019 MOTORCYCLE WEEK PARKING FUNDRAISING EVENT

November 13, 2018

Topic: Request by the Weirs Community Park Association to hold a parking fundraiser event at the Weirs Community Center and Weirs Community Park parking lots in conjunction with the 2019 Laconia Motorcycle Week event.

Discussion: The Weirs Community Park Association has requested use of the Weirs Community Center and Weirs Community Park parking lots for a fundraising event June 8th to June 16th, 2019. 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 is an annual event at the Weirs Community Center and Weirs Community Park.

This report submitted by: Kevin Dunleavy

Proposed motion:

“I move to approve the request by the Weirs Community Park Association to hold a parking fundraiser event at the Weirs Community Center and Weirs Community Park parking lots in conjunction with the 2019 Laconia Motorcycle Week event being held on June 8, 2019 through June 16, 2019.”

STAFF REPORT

11/13/18

Topic: Joan Leroux - Seeking reappointment as a full member of the Personnel Advisory Board for a 3-year term expiring at the end of October, 2021

Discussion: The Personnel Advisory Board consists of three members; one member is appointed by the City Manager, one is appointed by the Council, and one is appointed by the other two members of the Board. Joan Leroux's position is appointed by the City Council. The City Manager appointee's position is currently vacant.

Fiscal Impact:

Staff Recommendation: Staff recommends reappointing Joan Leroux as noted above.

This report submitted by: Nancy Brown

Proposed motion: *"I move to reappoint Joan Leroux as a full member of the Personnel Advisory Board for a 3-year term expiring at the end of October 2021."*

Board and Commission Application Form

Select the Board,
Commission, or
Committee applying for

Personnel Advisory Board

I am seeking appointment
or reappointment as a:

Full member

Personal Information

First Name Joan

Last Name Leroux

Address 31 Reagan Way

City Laconia

State NH

Zip Code 03246

Home Phone Number 603-524-4940

Cell Phone Number *Field not completed.*

Work Phone Number 603-527-3219

Email Address leroux@banknh.com

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

Field not completed.

Residency Information

I reside in Ward 6

Length of Residency in
City 34

Are you a registered voter Yes

Are you currently serving on other Boards, Commissions, or Committees? Yes

If yes, which Board, Commission or Committee? Laconia Endowment Educational Foundation - board Chair

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

Current member of the advisory board - applying for a second term. Manage a staff of 17 employees for the last several years - with varying personalities. Have experience working through conflict between employees.

Electronic Signature Agreement I agree.

Electronic Signature Joan E. Leroux

Date 1/10/2018

Questions?

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

Email not displaying correctly? [View it in your browser.](#)

STAFF REPORT

11/13/18

Topic: Request to appoint Krista Larsen, Assistant Public Works Director, to the WOW Trail Maintenance Advisory Committee to a three-year term expiring at the end of November, 2021

Discussion: Krista Larsen, Assistant Public Works Director, has agreed to serve on this Committee filling the term left vacant when Luke Powell left the employment of the City.

Fiscal Impact:

Staff Recommendation: Staff recommends Krista Larsen's reappointment as requested.

This report submitted by: Nancy Brown

Proposed motion: *"I move to appoint Krista Larsen to the WOW Trail Maintenance Advisory Committee to a three-year term expiring at the end of November, 2021."*

STAFF REPORT

11/13/18

Topic: Request to reappoint Kevin Dunleavy, Parks and Recreation Director, to the WOW Trail Maintenance Advisory Committee to a three-year term expiring at the end of November, 2021

Discussion: Kevin Dunleavy's term on the WOW Trail Maintenance Advisory Committee will expire at the end of November, 2018. Kevin has agreed to continue to serve on this Committee.

Fiscal Impact:

Staff Recommendation: Staff recommends Kevin Dunleavy's reappointment as requested.

This report submitted by: Nancy Brown

Proposed motion: *"I move to reappoint Kevin Dunleavy to the WOW Trail Maintenance Advisory Committee to a three-year term expiring at the end of November, 2021."*

STAFF REPORT
November 13, 2018

Topic: Public Hearing on the designation of Pendleton Beach Road and Boathouse Road as Emergency Lanes under RSA 231:59-a

Discussion: Notice of the public hearing was made available in the October 24, 2018 edition of the Laconia Daily Sun, City Hall, Community Center, and Laconia Public Library

The purpose of the road declaration is to enable the City to repair and maintain a class VI or private road to keep it passable by emergency vehicles when it is in the welfare and safety of public interest.

Fiscal Impact:

Staff Recommendation: Action on this item will be taken up under unfinished business

This report submitted by: Wes Anderson, Director of Public Works

Proposed motion:

Open the public hearing

Close the public hearing



Financial & Operational Trends – November, 2018

Net gain in construction value from Building Permit Reports:

	Current year:	One year ago:	Two years ago:
April 1 - October 31	\$12.8 million	\$15.7 million	\$13.8 million

Fire & Rescue Call Data:

Month	October, 2018	2017	2016	2015
Total number of emergencies	415	504	349	362
Percent fire calls	25%	51	26%	32%
Percent calls downtown area*	68%	66	69%	65%
Busiest time period by hour	11AM, 12PM, 5PM	10AM	11 PM , 11 AM , 6 PM	11AM & noon
Percent of all calls 11pm to 7am	18%	26	23%	18%
Number of critical care patients	29	32	12	15
Number multiple/back-to-back	171	271	169	153
Percent of multiple calls EMS	76%	48	67%	67%
% of emergency responses within 6 min. response time (year-to-date)	78%	82	86%	84%
Dates w/more than 20 incidents	10/6, 10/10, 10/13, 10/27	Oct. 30 - 70 calls	Oct. 17 - 18 calls	October 9 - 20 calls
# of times working 3 or more calls	17	57	12	21
Total calls year to date	4,246	4159	3866	3603

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

Public Assistance Data:

City Relief				
Fiscal Year	2019	2018	2017	2016
Jul	\$6,068	\$6,454	\$5,590	\$4,316
Aug	\$5,603	\$6,700	\$5,057	\$6,760
Sept	\$5,008	\$1,624	\$2,310	\$4,765
Oct	\$8,406	\$3,664	\$3,250	\$4,385
Nov		\$7,816	\$3,250	\$5,273
Dec		\$6,516	\$4,606	\$6,425
Jan		\$6,050	\$4,239	\$6,191
Feb		\$5,063	\$2,693	\$4,188
Mar		\$5,232	\$3,184	\$5,162
Apr		\$8,395	\$3,487	\$3,196
May		\$6,262	\$4,351	\$4,970
Jun		\$2,793	\$4,485	\$4,183
Gross Relief	\$25,085	\$66,569	\$46,502	\$59,814
Reimbursements/Liens/refunds	\$153	\$ 691	\$ 5,206	\$5,015
01-477-499-0000				
Net Cost of Welfare	\$24,932	\$65,878	\$41,296	\$54,799

Laconia Police Department – Monthly Activity Highlights:

ACTIVITY	(October) THIS MONTH	CORRESPONDING MONTH LAST YEAR	TOTAL THIS YEAR TO DATE	TOTAL LAST YEAR TO DATE	% +/-
Calls for service	1,481	1,784	18,104	19,563	-7.46
Criminal offenses investigated	304	294	3,370	3,045	10.67
Criminal off. cleared by arrest	171	315	2,092	2,012	3.98
Total # of physical arrests	110	120	1,256	1,181	6.35
M/V – Stops	197	285	3,724	4,673	-20.31
M/V – Summonses	18	28	335	345	-2.90
M/V – Written warnings	177	250	3,347	4,175	-19.83
Accidents – Fatal	0	0	2	3	-33.33
Accidents – Total	42	45	512	541	-5.36
Accidents w/injury	7	5	139	112	24.11
Parking tags issued	2	6	1,958	996	96.59
DWI	1	4	46	49	-6.12
Intoxication	17	22	332	299	11.04

TYPE OF INCIDENT	# OF CALLS
October, 2018:	
Domestic disturbance	41
All other disturbances	126
Suicidal subjects	7
Attempted suicide	0
Suicide	0
Violation of restraining order	13
Barricaded subject	0

	# OF VOLUNTEER HOURS
Volunteer Hours (LPD)	8
Volunteer Hours (VSU)	19.75
Victims Served	9

Property Tax Collection:

	July Warrant Amt.	Dec. Warrant Amt.	Collected thru		Percentage Collected
2012	\$18,830,369	\$19,687,790	\$18,243,739.39	10/31/2012	96.88%
2013	\$19,134,704	\$20,235,081	\$18,630,492.83	10/31/2013	97.36%
2014	\$19,558,097	\$20,640,342	\$18,943,211.15	10/31/2014	96.86%
2015	\$20,036,102	\$21,298,380	\$19,363,528.52	10/31/2015	96.64%
2016	\$20,785,170	\$21,260,229	\$20,304,863.50	10/31/2016	97.69%
2017	\$21,075,701	\$21,895,151	\$20,697,988.94	10/31/2017	98.21%
2018	\$21,442,154		\$21,471,454.76	10/31/2018	100.14%

Motor Vehicle Registration:

Report as of Date: FISCAL YEAR	Through 10/31/18 BUDGET	Year to date Revenue	Municipal Transportation Revenue	Total Motor Vehicle Revenue	% of Budget
2014	\$2,050,000.00	\$714,532.00		\$714,532.00	35%
2015	\$2,175,000.00	\$792,995.00		\$792,995.00	36%
2016	\$2,325,000.00	\$812,199.00		\$812,199.00	35%
2017	\$2,500,000.00	\$808,121.00		\$808,121.00	32%
2018	\$2,674,000.00	\$869,075.00	\$30,945.00	\$900,020.00	34%
2019	\$2,875,000.00	\$942,570.00	\$31,380.00	\$973,950.00	34%

OVERTIME BY DEPARTMENT

	FY19 Budget	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	2019 YTD TOTALS	2018 YTD TOTALS	TOTAL 2018 EXP
ASSESSING																
01-411-105-0000 Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30
TOTALS																30
CITY CLERK																
01-415-105-0000 Overtime	250	56	107	247	14	-	-	-	-	-	-	-	-	424	87	1,307
TOTALS	169.7%	56	107	247	14	-	-	-	-	-	-	-	-	424	87	1,307
CODE																
01-407-105-0000 Overtime	-	-	8	32	24	-	-	-	-	-	-	-	-	64	40	278
TOTALS			8	32	24	-	-	-	-	-	-	-	-	64	40	278
FINANCE																
01-403-105-0000 Overtime	500	25	8	8	-	-	-	-	-	-	-	-	-	41	6	461
TOTALS	8.2%	25	8	8	-	-	-	-	-	-	-	-	-	41	6	461
WELFARE																
01-477-105-0000 Overtime	-	-	17	9	51	-	-	-	-	-	-	-	-	77	93	256
TOTALS			17	9	51	-	-	-	-	-	-	-	-	77	93	256
FIRE																
01-445-106-0000 Sick Hurt Coverage	45,000	1,635	3,278	1,682	1,869	-	-	-	-	-	-	-	-	8,465	3,140	55,324
01-445-106-0001 Personal Time Coverage	45,000	1,655	7,833	3,392	3,463	-	-	-	-	-	-	-	-	16,344	5,947	46,027
01-445-108-0000 Vacation Coverage	105,000	6,189	14,291	11,908	9,473	-	-	-	-	-	-	-	-	41,861	17,852	118,540
Subtotal		9,479	25,402	16,982	14,806	-	-	-	-	-	-	-	-	66,669	26,939	219,891
01-445-105-0000 Extra Duty Coverage	60,000	2,391	12,977	10,844	3,130	-	-	-	-	-	-	-	-	29,342	5,774	62,821
01-445-107-0000 Holiday Pay	120,000	10,623	-	10,751	10,037	-	-	-	-	-	-	-	-	31,411	11,462	118,541
SUBTOTAL	375,000	13,014	12,977	21,595	13,167	-	-	-	-	-	-	-	-	60,753	17,236	181,362
TOTALS	34.0%	22,493	38,379	38,578	27,973	-	-	-	-	-	-	-	-	127,422	44,175	401,253
EMS - AMBULANCE																
91-445-106-0000 Sick Hurt Coverage	10,000	(546)	1,303	-	-	-	-	-	-	-	-	-	-	757	3,605	18,278
91-445-106-0001 Personal Time Coverage	10,000	426	843	-	438	-	-	-	-	-	-	-	-	1,707	451	16,874
91-445-108-0000 Vacation Coverage	26,000	1,093	1,165	-	-	-	-	-	-	-	-	-	-	2,258	6,226	30,549
Subtotal		973	3,311	-	438	-	-	-	-	-	-	-	-	4,722	10,282	65,701
91-445-105-0000 Extra Duty Coverage	35,000	706	3,028	-	9,900	-	-	-	-	-	-	-	-	13,634	4,280	102,552
91-445-107-0000 Holiday Pay	17,000	1,746	(532)	-	539	-	-	-	-	-	-	-	-	1,753	2,575	17,044
SUBTOTAL		-	-	-	10,439	-	-	-	-	-	-	-	-	15,387	6,855	119,596
TOTALS		973	3,311	-	10,877	-	-	-	-	-	-	-	-	20,109	17,137	185,297
LICENSE																
01-404-105-0000 Overtime	500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	73
TOTALS	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	73
PLANNING																
01-405-105-0000 Overtime	2,000	240	281	144	243	-	-	-	-	-	-	-	-	907	369	3,061
TOTALS	45.4%	240	281	144	243	-	-	-	-	-	-	-	-	907	369	3,061
POLICE																
01-437-101-0050 Overtime	125,000	15,595	18,952	(12,738)	22,360	-	-	-	-	-	-	-	-	44,168	37,405	136,780
TOTALS	35.3%	15,595	18,952	(12,738)	22,360	-	-	-	-	-	-	-	-	44,168	37,405	136,780
PARKS & RECREATION																
01-479-105-0000 Overtime	7,000	1,380	1,007	925	909	-	-	-	-	-	-	-	-	4,221	1,245	8,430
TOTALS	60.3%	1,380	1,007	925	909	-	-	-	-	-	-	-	-	4,221	1,245	8,430
PUBLIC WORKS	83,000															
01-500-105-0006 Office		380	798	798	521	-	-	-	-	-	-	-	-	2,498	1,093	9,391
01-500-105-0007 Road Maintenance		727	1,384	452	2,980	-	-	-	-	-	-	-	-	5,544	1,674	16,266
01-502-105-0001 Winter Maintenance		-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,146
01-502-105-0003 Plowing		-	-	-	-	-	-	-	-	-	-	-	-	-	-	74,604
01-502-105-0005 Sanding/Salting		-	-	-	-	-	-	-	-	-	-	-	-	-	-	21
01-505-105-0000 City Engineering		-	37	18	66	-	-	-	-	-	-	-	-	121	-	853
01-507-105-0000 Drain Maintenance		-	-	14	-	-	-	-	-	-	-	-	-	14	14	311
01-510-105-0000 Parking/Traffic Control		745	752	-	-	-	-	-	-	-	-	-	-	1,497	180	197
01-513-105-0000 Signs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
01-514-105-0000 Parking Garage		-	-	-	-	-	-	-	-	-	-	-	-	-	-	17
TOTALS	11.7%	1,852	2,971	1,283	3,567	-	-	-	-	-	-	-	-	9,673	999	123,806
SOLID WASTE	10,000	846	3,060	231	517	-	-	-	-	-	-	-	-	4,654	1,320	11,037
01-493-105-0000 Overtime	46.5%	846	3,060	231	517	-	-	-	-	-	-	-	-	4,654	1,320	11,037
SANITARY SEWER	28,000															
90-409-105-0000 WRBP		1,632	652	265	395	-	-	-	-	-	-	-	-	2,944	1,868	10,321
90-421-105-0000 Sewer Maintenance		-	9	18	727	-	-	-	-	-	-	-	-	753	111	1,735
TOTALS	13.2%	1,632	661	282	1,122	-	-	-	-	-	-	-	-	3,697	1,979	12,056

Parks & Recreation Facility Use Requests:

	2018-19	2017-18	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11
July	24	18	4	3	15	2	2	13	2
August	10	15	11	18	4	4	3	0	3
September	4	3	5	4	5	3	1	3	5
October	6	4	7	5	2	4	2	3	1
November		4	2	6	6	5	4	1	4
December		0	0	4	7	4	12	1	10
January		6	5	9	10	0	3	7	2
February		6	8	13	6	10	12	22	16
March		11	12	9	12	19	10	5	10
April		8	13	8	16	12	11	10	6
May		12	2	8	10	9	7	13	6
June		3	6	11	10	18	14	23	10
Total	44	90	75	98	103	90	81	101	75

Pending Grievances Summary:

Date of Grievance	Union	Subject	Status	Cost through 10/31/18
3/27/17	FIRE	Union claims that City has calculated 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
3/28/18	AFSCME	Union has filed a grievance that Employee termination was without just cause	<ul style="list-style-type: none"> ▪ 3/26/18 Employee's employment terminated for just cause ▪ 4/6/18 - Grievance denied by City Manager ▪ 4/18/18 - Arbitration filed by Union ▪ 12/17/18 - Arbitration hearing scheduled 	\$300.00

Impact Fee Revenues:

	Total Revenue as of 6/30/2018	Revenue Year-to-Date	Transfer Out FY19 Year-to-date	Total Revenue as of 10/31/18
School	\$63,004.19	\$1,339.19	\$-0-	\$64,343.38
Police	\$11,848.94	\$93.35	(\$11,875.62)	\$66.67
Fire	\$ 11,968.20	\$204.45	\$-0-	\$12,172.65
Parks	\$7,881.46	\$344.37	(\$7,000.00)	\$1,225.83
Roads	\$11,513.67	\$269.80	\$-0-	\$11,783.47
Library	\$ 2,744.50	\$185.91	\$-0-	\$2,930.41
Total Impact Fees Collected	\$108,960.96	\$2,437.07	(\$18,875.62)	\$92,522.41

Expendable Trust Balances:

	Balance as of 10/31/18
Non-Capital Reserve Account	\$188,241.18
Accrued Leave Reserve Account	\$251,451.10
Winter Maintenance Reserve Account	\$80,628.02
Health Insurance Stabilization Account	\$171,037.45
Motorcycle Week Account	\$52,256.72
Fire Stabilization Account	\$-0-

Tax Increment Financing Balances:

	Balance as of 10/31/18
Downtown	\$1,625,203.00
Lakeport	\$21,502.00
Weirs	\$5,529.00

Boat Taxes:

Report as of Date:	Through 10/31/18		
FISCAL YEAR	BUDGET	Year to date Revenue	% of Budget
2014	\$85,000	\$14,811.00	17.4%
2015	\$90,000	\$14,135.00	15.7%
2016	\$90,000	\$13,597.00	15.1%
2017	\$85,000	\$10,960.00	12.9%
2018	\$85,000	\$16,753.00	19.7%
2019	\$85,000	\$16,191.00	19.0%

EMS Billing History:

Laconia Fire Department EMS Billing Report									
Month	# of Trips 2017	# of Trips 2018	Gross Charge	Net Charge	% Billable	Write Offs	Payments	% of Payments to Net Charge	Balance Due
Jul	332	298	\$246,980.00	\$128,034.00	52%	\$1,894.00	\$66,212.00	52%	\$58,830.00
Aug	332	295	\$248,112.00	\$136,450.00	55%	\$3,200.00	\$62,491.00	46%	\$70,246.00
Sep	265	257	\$233,233.00	\$128,054.00	55%	\$1,800.00	\$46,917.00	37%	\$78,597.00
Oct	303	308	\$265,691.00	\$155,862.00	59%	\$2,200.00	\$24,292.00	16%	\$129,369.00
Nov									
Dec									
Jan									
Feb									
Mar									
Apr									
May									
June									
Totals		1158	\$994,016.00	\$548,400.00	55%	\$9,094.00	\$199,912.00	36%	\$337,042.00

Department of Public Works - Storm Cost Summary:

Storm Cost Summary - Per Storm Event - November, 2018									
Date	Condition	OT Hrs.	OT Cost	OS Contractors	Tons Salt	Cost Salt	Tons Sand	Cost Sand	Total Storm Cost
10/28/18	Icy	10	\$400	0.00	2	\$110.70	0	0	\$510.70
Total			\$400			\$110.70			\$510.70

Allocations		Expended This Month	Expended To Date	Balance Thru Dec. 2017
Winter Maintenance				
Winter Maintenance Outside Contractors				
Winter Maintenance Overtime		\$400	\$400	

STAFF REPORT
Laconia Parks and Recreation

DOWNTOWN GYM / REAL LIFE SANTAS PUBMANIA TEAM
SANTA SHUFFLE FAMILY FUN RUN FUNDRAISING EVENT

November 13th, 2018

Topic: Request by the Downtown Gym / Real Life Santa's to hold a fundraising event on the WOW Trail from Fair Street to the Belmont Town Line.

Discussion: The Downtown Gym-Real Life Santa's has requested use of the WOW Trail for a fundraising event on November 24th, 2018. 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 is an annual event on the WOW Trail.

This report submitted by: Kevin Dunleavy

Proposed motion:

"I move to approve the request by the Downtown Gym/Real Life Santa's to hold a fundraising event on the WOW Trail from Fair Street to the Belmont Town Line on November 24, 2018 and to waive all fees associated with the event."

From: [Janet Brough](#)
To: [Nancy Brown](#)
Subject: Request to Waive Fees for Event
Date: Wednesday, October 17, 2018 1:53:26 PM

To Laconia City Council Members and Mayor Engler:

We would like to request to have the fees waived for our event: Santa Shuffle 5K Fun Run/Walk to be held on Saturday, November 24th from 8 – noon on the WOW trail beginning at 171 Fair Street to the Belmont line and return. This is a donation only event to benefit our Pubmania Team “Real Downtown Santas” for the Lakes Region Children’s Auction.

Thank you for your consideration.

Janet Brough
Co-Captain, Real Downtown Santas

STAFF REPORT
November 13, 2018

Topic: Request for a building permit on a private road for 78 Harglen Lane.

Discussion: Harglen Lane is a private street intended to provide access to lots along Pickerel Cove, part of Lake Winnepesaukee, and was always intended to be a private road. Based on staff research to date, the City Council is presently the authority that must authorize the issuance of a building permit on this private road. The applicant understands and will comply with the process of registering a release with the Registrar of Deeds recognizing their property is on a private road.

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

Staff Recommendation: The Planning Department recommends approval of the request with the condition that all pertinent permits are obtained.

This report submitted by: Dean Trefethen, Planning Director.

Proposed motion: *“I move to approve the building permit for 78 Harglen Lane as requested contingent upon receiving all permits required by the City.”*

STAFF REPORT

11/13/18

Topic: Request for authorization for Mayor to sign four documents in relation to the refinancing of DAE Enterprises, Corporation's hangar

Discussion: David Emerson, of DAE Enterprises, Corporation has negotiated an agreement with People's United Bank, National Association, to re-finance the mortgage on his hangar which was constructed approximately one year ago. Authorization is needed for the Mayor of the City of Laconia to sign four documents – **Subordination, Non-disturbance and Attornment Agreement; Landlord's Waiver and Consent; Landlord Estoppel Certificate; Collateral Assignment of Leasehold Rights;** - on behalf of the City of Laconia. This is necessary because the City of Laconia/Laconia Airport Authority is the landowner.

Fiscal Impact: There will be no cost to the City.

Staff Recommendation: At a meeting of the Laconia Airport Authority on October 23, 2018, authorization was granted for Laconia Airport Authority Chairman Engler to sign the documents - **Subordination, Non-disturbance and Attornment Agreement; Landlord's Waiver and Consent; Landlord Estoppel Certificate; Collateral Assignment of Leasehold Rights** related to the refinancing of DAE ENTERPRISES, CORPORATION'S hangar with PEOPLE'S UNITED BANK, National Association, on behalf of the Laconia Airport Authority.

This report submitted by: Marv Everson, Laconia Municipal Airport Manager

Proposed motion: *"I move to authorize Mayor Edward Engler to sign the following documents referenced above in relation to the refinancing of DAE Enterprises, Corporation's hangar: Subordination, Non-disturbance and Attornment Agreement; Landlord's Waiver and Consent; Landlord Estoppel Certificate and Collateral Assignment of Leasehold Rights."*

STAFF REPORT

11/13/18

Topic: Termination of Lease Agreement between the City of Laconia / Laconia Airport Authority and Thomas Hedekin.

Discussion: Thomas Hedekin is selling his hangar located at 29 Aviation Drive, Lot 7, at the Laconia Municipal Airport to Scott and Virginia Johnson.

Fiscal Impact: There is no cost incurred by the City; the revenue generated by this lease agreement will be supplanted by a new lease agreement with the new owners.

Staff Recommendation: At a meeting on Tuesday, October 23, 2018, the Laconia Airport Authority authorized Mayor Engler to sign the agreement as Chair.

- The Laconia Airport Authority is seeking approval from the City Council for Edward Engler to sign the agreement as Mayor.

This report submitted by: Marv Everson, Airport Manager.

Proposed motion: *“I move to authorize Mayor Edward J. Engler to sign documents authorizing the termination of the lease between the City of Laconia/Laconia Airport Authority and Thomas Hedekin.”*

STAFF REPORT

11/13/18

Topic: Lease Agreement between the City of Laconia / Laconia Airport Authority and Scott and Virginia Johnson.

Discussion: This is a new Lease. Scott and Virginia Johnson are purchasing the hangar located at 29 Aviation Drive, Lot 7, at the Laconia Municipal Airport.

- The Lease Agreement duration is 40 years in length, to be reviewed in 20 years to negotiate a new rate.
- The agreed rate is \$0.168 per square foot per usable acre for the 2018-2019 FY with adjustments according to the December CPI-U each successive year.

Fiscal Impact: There is no cost incurred by the City; the revenue generated by this lease agreement amounts to \$8,342.61 for the first year base rental, payable to the Laconia Airport Authority to be applied to the operation of the Airport.

Staff Recommendation: At a meeting on Tuesday, October 23, 2018, the Laconia Airport Authority authorized Mayor Engler to sign the agreement as Chair.

- The Laconia Airport Authority is seeking approval from the City Council for Edward J. Engler to sign the agreement as Mayor.

This report submitted by: Marv Everson, Airport Manager.

Proposed motion: *"I move to authorize Mayor Edward J. Engler to sign the lease agreement between the City of Laconia/Laconia Airport Authority and Scott and Virginia Johnson."*

STAFF REPORT
November 13, 2018

Topic: Request to designate the northern section of Provencal Road as No Parking

Discussion:

Provencal Road is a dead end road that connects to Mile Hill Road (attachment 1). The road does not have a cul-de-sac at the end. City trucks, to include plow trucks, must use the parking lot entrance and exit when working on the road.

Apple Ridge Apartments are located at the north end of Provencal Road. Residents of the apartment complex are parking on the street instead of the apartment building's parking lot.

Last winter cars were parked in their parking lot in the exit of their lot making it difficult for our snow plow operators to get by these cars when they were plowing Provencal Road. The Department is working with the complex's apartment manager to prevent cars from being parked in their exit this winter.

Beginning this summer the residents of the apartment complex have begun parking on Provencal Road just outside the Apartment complex's property. The resident at 47 Provencal has complained about apartment residents parking too close to his driveway making it difficult for them to safely exit their driveway.

Although the City Ordinance prohibits parking on the road from November 1st to May 1st from midnight to 6:30 am, many storms occur during the day and cars parked in the vicinity of the complex's entrance/exit will interfere with Public Works ability to plow Provencal Road.

Public Works requests that the City Council designate the following areas on Provencal Road as no parking areas:

- The odd numbered side of the road from the southern property line of 47 Provencal Road to the north end of the City road
- The even numbered side of the road from the southern property line of 47 Provencal Road to the north end of the City road

Public Works recommends that City Council approve this request to designate the north end of Provencal Road a no parking area (attachment 2).

Fiscal Impact: The estimated cost to install the necessary signs to implement this no parking area is \$400. The cost of the signs will come from the Public Works' regulatory sign budget.

Recommendation: City Council approve Public Works and the residents' request to designate the north end of Provencal Road a no parking area.

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

Proposed Motion:

“I move that the City Council approve designating the odd numbered side of the road from the southern property line of 47 Provencal Road to the north end of the City’s road as a no parking area and the even numbered side of the road from the southern property line of 47 Provencal Road to the north end of the City’s road as a no parking area.”

STAFF REPORT
November 13, 2018

Topic: *2018 Second Half Sewer Warrant*

Discussion:

Fiscal Impact: Collection of \$123,170.00

Staff Recommendation: To approve and sign the 2018 second half sewer warrant.

This report submitted by: Lindsey Allen, Tax Collector

Proposed motion: "I move to approve the 2018 second half Sewer Warrant."

TAX WARRANT

CITY COUNCIL

CITY HALL

LACONIA, N. H.

STATE OF NEW HAMPSHIRE

BELKNAP, SS.

To Lindsey Allen, Collector of Taxes, for the City of Laconia in the County of Belknap:

In the name of said City you are directed to collect at once of the several persons named in the list herewith committed to you, the *Sewer Taxes* in said list set against their names respectfully, and to pay the same when collected to the Treasurer of said City of Laconia.

A tax collector shall remit all money collected to the town treasurer, or to the town treasurer's designee as provided by RSA 41:29, VI, at least on a weekly basis, or daily whenever tax receipts total \$1,500 or more.

The following is the correct amount of Sewer Tax assessed by us for the second sewer billing of 2018, against the persons named on the list.

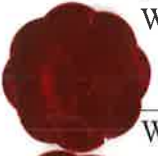
Given under our hands and seal at Laconia
This 12th day of November, in the year **2018**.

Total \$ 123170.00

Signed by the City Council:



Ward 1



Ward 2



Ward 3



Ward 4



Ward 5



Ward 6

STAFF REPORT

October 22, 2018

Topic: Approval of Resolution 2018-34, the designation of Pendleton Beach Road and Boathouse Road as Emergency Lanes under RSA 231:59-a

Discussion: The purpose of the road declaration is to enable the City to repair and maintain a class VI or private road to keep it passable by emergency vehicles when it is in the welfare and safety of public interest.

Fiscal Impact:

Staff Recommendation: To approve the designation of Pendleton Beach Road and Boathouse Road as Emergency Lanes as presented.

This report submitted by: Wes Anderson, Director of Public Works

Proposed motion:

“I move to waive a reading of this Resolution in its entirety and to read by title only.”

“I move the second reading of Resolution 2018-34, a Resolution designating Pendleton Beach Road and Boathouse Road as Emergency Lanes.”

“I move to approve Resolution 2018-34, the designation of Pendleton Beach Road and Boathouse Road as Emergency Lanes under RSA 231:59-a.”

CITY OF LACONIA

In the Year of Our Lord two thousand and eighteen

A RESOLUTION ESTABLISHING PENDLETON BEACH ROAD AND BOATHOUSE ROAD AS EMERGENCY LANES UNDER RSA 231:59-A

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

WHEREAS, the Laconia City Council has recognized the need to designate portions of roads as emergency lanes because of the public need for keeping such lanes passable by emergency vehicles is supported by an identified public welfare and safety interest which surpasses or differs from any private benefits to landowners abutting each lane; and

WHEREAS, a properly noticed public hearing was held on November 13, 2018; and

WHEREAS, notice was mailed to all persons known to have a legal interest in each way on October 23, 2018 by certified mail and has satisfied the requirement to notify at least 10 days prior to the public hearing; and

WHEREAS, this action shall not be construed to create any duty or liability on the part of any municipality toward any person or property; and

WHEREAS, no landowner or any other person shall be entitled to damages by virtue of the creation of emergency lanes, or failure to create them, or the maintenance of them, or the failure to maintain them, and no person shall be deemed to have any right to rely on such maintenance; and

WHEREAS, as this action shall not be deemed to alter the classification or legal status of any highway or private way, or to limit or restrict the authority of the City to regulate the use of class VI highways pursuant to such statutes as RSA 41:11, RSA 236:9-13, and RSA 674:41, or to authorize any person to pass over any private way when permission has been denied.

NOW THEREFORE, BE IT RESOLVED that the City Council hereby designates the following streets, ways or portions thereof as emergency lanes with a limited scope of maintenance as permitted by RSA 231:59-a:

Pendleton Beach Road
Boathouse Road

This Resolution shall take effect upon its passage.

Edward Engler, Mayor

Passed and approved this ____ day of _____, 2018.

Cheryl Hebert, City Clerk