

Minutes were approved at the 10/11/2022 Council Meeting

**CITY OF LACONIA - CITY COUNCIL MEETING  
7:00 P.M.**

9/26/2022 - Minutes

**1. CALL TO ORDER**

Mayor Hosmer called the meeting to order at 7:05 PM

**2. SALUTE TO THE FLAG**

Councilor Soucy led the salute to the flag

**3. RECORDING SECRETARY**

Katie Gargano, City Clerk

**4. ROLL CALL**

City Clerk Gargano called the roll of the City Council: Councilor Cheney, Councilor Soucy, Councilor Haynes, Councilor Hamel via Zoom, Councilor Felch and Mayor Hosmer.

Councilor Hamel attended the meeting remotely, he verified that it was not practical for him to be there in person. He was alone in the room.

Mayor Hosmer noted that because Councilor Hamel attended the meeting remotely any votes must be done by roll call vote.

Mayor Hosmer stated that 4 members of the Council were present, and a quorum was established. Absent: Councilor Lipman

**5. STAFF IN ATTENDANCE**

Scott Myers, City Manager; Glenn Smith, Finance Director/ IT Coordinator

**6. COUNCIL PROCLAMATION**

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

**7.A. Regular City Council meeting minutes of September 12, 2022**

Minutes of the regular City Council meeting of September 12, 2022 were distributed to the City Council on September 21, 2022.

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

**7.B. City Council site visit meeting minutes of August 30, 2022**

Attached are minutes of the City Council site visit meeting of August 30, 2022.

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

**8. CONSENT & ACTION ITEMS**

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

Thomas Tardif of Laconia, spoke to the Council about the school in Lakeport. He presented some documents to the Council about Schools in New Hampshire; the issue is the width and length of the driveway.

Mayor Hosmer referred the school driveway issue to the highway safety committee to review the problem.

Charlie St. Clair thanked Manager Myers, as this was his last meeting.

**10. INTERVIEWS**

**11. NOMINATIONS, APPOINTMENTS & ELECTIONS**

**12. COMMUNICATIONS**

**13. PUBLIC HEARINGS**

**14. PRESENTATIONS**

**15. MAYOR'S REPORT**

Mayor Hosmer began with wishing all the Jewish people a happy Rosh Hashanah, this past weekend was the dragon boat race, and it was about to be canceled due to the wind. They asked the Naswa for permission to move the dragon boat races there and they agreed. Timberman wrap up, there was over 1400 participants and he wanted to thank all the City Departments who were involved in making it such a great success.

**16. COUNCIL COMMENTS**

Councilor Soucy was appalled by some of the comments he was reading in the Laconia Daily Sun about the Pumpkin Festival.

Councilor Haynes echoes Councilor Soucy's comments.

Councilor Cheney asked about the lights at Oak & Main Street. Director Anderson said no, it is beyond their control and they'd need to hire an engineer. Councilor Cheney asked the Finance Director about where they were at with the Welfare guidelines. Director Smith said they are ready to go back to the finance committee and he will reach out to the chair of that committee to schedule a date. Councilor Cheney mentioned he met with the chief of Police about the percentage of traffic stops in Laconia. They have gone down 34% in the past couple years. He mentioned that the Chief is working with senior staff to come to a solution.

**17. COMMITTEE REPORTS**

**17.A. FINANCE (Lipman (Chair), Hamel, Cheney)**

**17.A.i. WOW Trail Funding**

**17.A.ii. Downtown TIF Financing**

**17.B. PUBLIC SAFETY (Cheney (Chair), Soucy, Lipman)**

**17.C. GOVERNMENT OPERATIONS & ORDINANCES (Soucy (Chair), Felch, Cheney)**

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

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

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

17.C.iv. **Regulation of Short Term Residential Rental Businesses**

17.C.v. **Proposed Historic Overlay District**

17.C.vi. **Scenic Road Motorcycle Noise Petition**

17.C.vii. **Use of public property by for-profit entities**

17.C.viii. **Short Term Rentals**

17.C.ix. **Naming privilege's to public areas**

**17.D. LAND & BUILDINGS (Hamel (Chair), Haynes, Felch)**

17.D.i. **Downtown parking garage**

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

17.D.iii. **Plan for the DPW Compound**

**17.E. PUBLIC WORKS (Haynes (Chair), Felch, Soucy)**

17.E.i. **Retaining Wall Policy**

17.E.ii. **Discussion for converting from a manual to an automated solid waste curbside collection service**

**17.F. APPOINTMENTS (Councilors Soucy (Chair), Cheney and Haynes)**

There was a meeting held this evening, prior to the City Council meeting. They interviewed several people for various positions and the committee's recommendations will be coming to the Council at the next meeting.

**18. LIAISON REPORTS**

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

Charlie St Clair had a question about item 21.A. He was wondering what the funds are for, kiosks in the Weirs or about something new coming to the City. He further noted that he thinks that parking meters are more efficient than the parking kiosks.

**20. CITY MANAGER'S REPORT**

20.A. **Project Updates Report**

Manager Myers updated the Council on Paving projects. The projects should be wrapping up in October.

He then mentioned the native American sculpture. It was rotted from the inside out and was recreated via 3-d printing/molding. There was an update given last week and the Indian arrived today in several pieces and they will be figuring out how to construct it in the near future.

20.B. **Monthly Economic Development Report**

Manager Myers noted that unemployment numbers are still low and inflation is still very high at 8.3 %

NHMA Policy Conference went well. There was a lot of policies put in place and there was a lot of participation from NH Cities and Towns.

Councilor Haynes has been asked about adding a sidewalk to the south end side of Court Street connecting to the sidewalk in Belmont heading to the Belknap Mall. Manager Myers is going to send an email out to Director Anderson and Assistant Director Laresen to get an explanation but he thinks it had to do with property owners having very wide driveway entrances and them not wanting to block them with a sidewalk.

Councilor Haynes also asked if Sober houses are regulated in Laconia. He was told that there is a Sober house in Laconia on Court Street that has 22 people living in it and he wondered if there were any fire regulations or any inspections done? Manager Myers said no there is no ordinance regulating them.

21. **NEW BUSINESS**

21.A. **Establishment of a Parking Kiosk Capital Reserve Account**

The FY23 approved budget includes a \$15,000 appropriation for the establishment of a Parking Kiosk Capital Reserve Fund. A total of 15 kiosks were installed on Lakeside Avenue and Endicott Park in 2017. The units are still supported, but the vendor has indicated that to maintain support, the units will require an upgrade, which will be phased in over a period of several years at a cost of approximately \$3,000 per unit. The capital reserve account is intended to accumulate funds to mitigate the impact of the cost of this upgrade on the operating budget.

Councilor Felch made a motion to approve the establishment of a Parking Kiosk Capital Reserve Account and transfer \$15,000 into the account. Seconded by Councilor Haynes Discussion: Councilor Haynes asked if this will be an annual part of the budget? Councilor Felch asked about money coming in from the kiosks to pay for these upgrades.

Roll Call Vote:

Councilor Cheney: Yes	Councilor Soucy: Yes	Councilor Lipman: Absent
Councilor Haynes: Yes	Councilor Hamel: Yes	Councilor Felch: Yes

The ***motion passed with all in favor.***

21.B. **Establishment of an LED Streetlight Capital Reserve Account and transfer of \$40,000 into the account**

The FY23 approved budget includes a \$40,000 appropriation for the establishment of an LED Streetlight Capital Reserve Fund.

In 2017 the City converted its 1,400 streetlights to LED units. On occasion, units must be replaced due to use, defect or vandalism. Currently between five to ten lights must be replaced each year at a cost of approximately \$250 per light. This expense is covered under warranty until 2027, at which time the City will absorb the expense. It is anticipated that as lights age they will need to be replaced at a faster rate. This capital reserve fund will allow for the accrual of funds to mitigate the impact of this expense on the operating budget.

Councilor Felch made a motion to approve the establishment of an LED Streetlight Capital Reserve Account, and to transfer the amount of \$40,000 into the account. Seconded by Cheney Discussion: None

Roll Call Vote:

Councilor Cheney: Yes	Councilor Soucy: Yes	Councilor Lipman: Absent
Councilor Haynes: Yes	Councilor Hamel: Yes	Councilor Felch: Yes

The *motion passed with all in favor.*

21.C. **First reading of Resolution 2022-12 to authorize acceptance of an additional \$122,811.80 in NH Department of Safety, Office of Highway Safety grant funds, and request to schedule a public hearing for October 11, 2022**

The Laconia Police Department had previously applied for Highway Safety Funds in the form of enforcement details. These funds were previously approved in the FY23 budget for anticipated funds. Since the approval of the FY23 budget, the Laconia Police Department applied for additional funds through the NH Department of Safety, Office of Highway Safety.

The Laconia Police Department has applied for additional speed monitoring/ enforcement equipment through the NH Department of Safety, Office of Highway Safety with a 75% - 25% matching grant. The Laconia Police Department is responsible for the 25% match on this equipment. The funding for the 25% match on the part of the City has already been approved under the 2023 ARPA Funds allocation under the line of "Police Radar Equipment". The total allocation from the State of NH will be \$39,521.81 with a 25% match from the Police Department of \$13,173.94 which has already been allocated to the Police Department from the 2023 ARPA Funds.

The Laconia Police Department applied for additional funding for Crash Analysis and Reconstruction (C.A.R.) equipment to better investigate serious and fatal collisions. This includes the requested equipment as well as training for officers using this specialized equipment. The total allocation from the State of NH will be \$63,289.99 with a "soft" match from the Police Department of \$13,304.75. The soft match funds will be in the form of traffic enforcement equipment and enforcement recorded outside of the grant funded enforcement details.

The Laconia Police Department also applied for a Community Outreach & Betterment (COB) Grant through the NH Department of Safety, Office of Highway Safety. The purpose of the Community Outreach & Betterment (COB) Grant is to bring the highway safety message via an in-person PowerPoint presentation to traditionally underserved New Hampshire drivers and vulnerable road users while fostering positive law enforcement/public interactions by:

1. Outreach to Refugee/New American Groups
2. Outreach to Low Income neighborhoods

3. Outreach to Older drivers, low vision, and hearing-impaired drivers
4. Outreach to Youth Drivers
5. Outreach to Limited English Proficiency (LEP) Groups
6. Outreach to Elementary/High Schools/Driver Ed Schools

The total allocation from the State of NH for the COB Grant will be \$20,000.00 with a "soft" match from the Police Department of \$5,000.00. The soft match funds will be in the form of traffic enforcement equipment and enforcement recorded outside of the grant funded enforcement details.

Councilor Haynes made a motion to waive a reading of Resolution 2022-12 in its entirety and to read by title only. Seconded by Councilor Discussion: None

Roll Call Vote:

Councilor Cheney: Yes	Councilor Soucy: Yes	Councilor Lipman: Absent
Councilor Haynes: Yes	Councilor Hamel: Yes	Councilor Felch: Yes

The ***motion passed with all in favor.***

21.D. **Sublease agreement between SBI Aircraft Services Laconia, LLC (SBI) and Mike Goulian Aviation, LLC (MGAV)**

SBI currently leases office space in the terminal and is desirous of subleasing 128 square feet of that space to MGAV for office use.

- The Sublease Agreement duration is one (1) year in length, to be reviewed annually to ensure compliance with airport minimum standards.
- The agreed rate is \$260.00 per month plus \$35.00 per month for utilities.

At a meeting on Thursday, September 15, 2022, the Laconia Airport Authority authorized Andrew Hosmer to sign the agreement as Chair.

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

Councilor Haynes made a motion to authorize Andrew Hosmer, Mayor of the City of Laconia, to sign the Sub-Lease agreement between SBI Aircraft Services Laconia, LLC (SBI) and Mike Goulian Aviation, LLC (MGAV). Seconded by Councilor Cheney Discussion: Councilor Felch asked if the increase of the cost of utilities was taken into consideration. Mayor Hosmer clarified that the Airport pays all the utilities and the lessor is paying their portion to the Airport.

Roll Call Vote:

Councilor Cheney: Yes	Councilor Soucy: Yes	Councilor Lipman: Absent
Councilor Haynes: Yes	Councilor Hamel: Yes	Councilor Felch: Yes

The ***motion passed with all in favor.***

**22. UNFINISHED BUSINESS**

**22.A. Approval of the proposed cart allocation plan for automated curbside solid waste collection**

The City Council at its August 8, 2022 meeting approved the conversion of the City’s curbside solid waste collection service from manual to automated collection.

In 2020 the City Council provided guidance to staff that the City would provide carts, at City cost, to those properties eligible for City funded curbside collection. Under this concept the carts belong to the City and are “assigned” to each address, not the property owner. The carts stay with the property if there is a change in ownership or tenants.

The City must also update the City’s ordinances which established the existing container allowances for the current manual collection system. The updated allowance will enable staff to determine the number of containers that must be purchased, and to negotiate any changes to collection fees based on a change in the number of stops.

The Public Works Subcommittee met on August 25, 2022 and recommended the following allocation plan:

Recycling Containers

Allowance - Trash Containers

Current (30 gallon) Proposed (64 gallon)+ Current (30 gallon) Proposed (96 Gallon)\*

Single family & 3	2	1	unlimited	1
Units and under				
Apartments &	7	4	unlimited	4
Condo over 3 units				
Businesses	7	4	unlimited	
4				

+ Public Works is working on a system that will allow residents to request a smaller trash container before the request for bids is finalized.

\* The Recycling Partnership allows the City to establish a policy that enables certain households to obtain a smaller recycling cart. This policy is based on age and disabilities.

The Recycling Partnership still considers the City eligible for its grant to assist the City in converting its recycling system from manual to automated collection. This grant provides:

- \$15 per cart towards the purchase of recycling carts for residential property only
- o 1 cart per unit
- o Every other week collection requires a 96-gallon container.
- o May grant an exception for businesses

· \$1 per residence to assist in educating the City's residents on the transition.

Councilor Felch made a motion for the City Council to approve the proposed cart allocation plan and that the plan be implemented as part of the conversion to automated curbside collection. Seconded by Councilor Soucy Discussion: None

Roll Call Vote:

Councilor Cheney: Yes

Councilor Soucy: Yes

Councilor Lipman: Absent

Councilor Haynes: Yes

Councilor Hamel: Yes

Councilor Felch: Yes

The *motion passed with all in favor.*

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**

Mayor Hosmer adjourned the meeting at 8:11 PM

Respectfully Submitted,

Katie Gargano, City Clerk