



CITY OF LACONIA

RESIDENT GUIDE



DIRECTORY OF CITY DEPARTMENTS & THEIR FUNCTIONS

ADMINISTRATION	PAGE	2
ASSESSOR	PAGES	2-3
CODE ENFORCEMENT	PAGE	3
COMMUNITY DEVELOPMENT	PAGE	3
FIRE DEPARTMENT	PAGE	4
FINANCE	PAGES	4-5
LIBRARY	PAGES	5-6
LICENSING	PAGES	6-7
PARKS & RECREATION	PAGES	7-10
PERSONNEL	PAGE	10
PLANNING DEPARTMENT	PAGES	10-11
POLICE DEPARTMENT	PAGE	11
PUBLIC WORKS	PAGES	12-13
PURCHASING	PAGE	13
RECORDS/CITY CLERK	PAGES	13-14
TAX COLLECTOR	PAGE	15
WATER DEPARTMENT	PAGE	15
WELFARE OFFICE	PAGE	16
CITY SERVICES	PAGES	17-20

ADMINISTRATION
Scott Myers, City Manager

LOCATION: City Hall, 45 Beacon Street East
First Floor, 3rd door on LEFT
Phone: 527-1270 Fax: 527-1292
e-mail: <mailto:citymanager@city.laconia.nh.us>
Hours: Monday through Friday
8:30 a.m. - 4:30 p.m.

City Council

There are six ward Councilors and the Mayor who presides over City Council meetings. The Mayor and Council are elected every two years (odd-numbered). The Mayor is elected by City-wide vote and a Councilor is elected from each of the six wards. A new Council takes office at the first meeting in January following the November election. The inauguration to install the new Council is held at the first meeting in January following the election. Council meetings are held the second and fourth Mondays of the month at 7:00 p.m. in the City Council Chambers (Room 200A) on the second floor of City Hall unless posted otherwise. Meetings are open to the public and input is encouraged. The Council is responsible for enacting all legislation governing the City and adoption of the yearly budget.

City Manager

The City operates under the City Council/Manager form of government. The Manager is appointed by the City Council and reports directly to the Council. The Manager is responsible for the day-to-day operation of the City, including overseeing all City departments.

ASSESSOR
Jon Duhamel, Assessor

LOCATION: City Hall, 45 Beacon Street East
First Floor, 2nd door on LEFT
Phone: 527-1268 Fax: 524-1520
e-mail: assessor@city.laconia.nh.us
Hours: Monday through Friday
8:30 a.m. - 4:30 p.m.

RESPONSIBILITIES/FUNCTIONS:

- Update assessments based on market data
- Visit and review all sale properties in Laconia
- Record all sales and ownership information
- Update ownership, address changes, deaths, trust changes, etc.
- Process applications for:
 - Veteran's Exemptions
 - Hardship Applications

Elderly Exemptions
Blind Exemptions
Current Use
Intent to Cut Timber
Property Exemption

- Review and process property tax abatements
- Attend Board of Assessors meetings, process related paperwork—minutes, agenda, warrants, etc.
- Perform annual ratio study
- Update tax maps with subdivision and other related changes
- Assist and meet with public on the phone and in person

CODE ENFORCEMENT
Shanna B. Saunders, Code Enforcement Director

LOCATION: City Hall, 45 Beacon Street East
Basement Level
Phone: 527-1293 Fax: 527-1266
e-mail: SaundersS@city.laconia.nh.us
Hours: Monday through Friday
8:30 a.m. - 4:30 p.m.

RESPONSIBILITIES/FUNCTIONS:

- Building, electrical and demolition permits relative to the Building Code.
- Investigate complaints relative to substandard housing, unhealthy or unsanitary conditions relative to Property Maintenance Code.
- Conduct inspections of all new building construction, rehabilitation or demolition within the City.
- Interpretation and enforcement of the International Building Codes, National Electric Code, existing structure code and regulations.
- Follow up on all complaints and appear in Court as needed.
- Coordinate inspection and permit process with the Fire, Public Works, Planning, and Water Departments.

COMMUNITY DEVELOPMENT
(Comes Under the Planning Department)

LOCATION: City Hall, 45 Beacon Street East
Basement Level/Planning Department
Phone: 527-1264 Fax: 524-2167
e-mail: planning@city.laconia.nh.us
Hours: Monday through Friday
8:30 a.m. – 4:30 p.m.

FIRE DEPARTMENT
Chief Kenneth Erickson

LOCATION: 848 North Main Street
Central Station
Phone: 524-6881
Emergencies: 911
Website: www.LaconiaFire.com
Facebook: [Laconia Fire Department](https://www.facebook.com/LaconiaFireDepartment)
e-mail: LFDChief@city.laconia.nh.us
Administrative Office Hours: Monday through Friday
8:30 a.m. - 4:30 p.m.

RESPONSIBILITIES/FUNCTIONS:

- To provide prompt emergency response to fires, medical emergencies and trauma, natural and man-made disasters, or any other type of event which may cause harm or damage to life and or property.

PRIMARY SERVICES: Fire suppression and property protection, fire prevention and inspection, code enforcement, fire cause determination, emergency medical response with advanced life support, emergency transport, hazardous material response and mitigation, protection of the environment, technical and hazardous rescue, biohazard and terrorism response, and rescue and extrication, City Health Department.

OTHER SERVICES: Fire Chief is Emergency Management Director for the City. Assistant Chief is the City Health Inspector.

FINANCE
Donna Woodaman, Finance Director

LOCATION: City Hall, 45 Beacon Street East
Second floor, 2nd door on LEFT
Phone: 524-3877 Fax: 524-1520
e-mail: finance@city.laconia.nh.us
Hours: Monday through Friday
8:30 a.m. - 4:30 p.m.

RESPONSIBILITIES/FUNCTIONS:

- To process all accounting records according to Governmental Accounting Standards Board (GASB)
- Produce monthly appropriation reports and revenue statements for management and Council
- Generate reports necessary for independent auditors and issue a yearly Comprehensive Annual Financial Report (CAFR)
- Process all revenues, expenditures and payroll relating to all the projects within the City, including the School Department; receive payments for parking violations.

- Payroll - process weekly payroll checks and direct deposits.
- Payables - process accounts payable checks
- Receivables - process all miscellaneous City billing, fire master alarm billing, police false alarm and special duty billing, highway maintenance, winter maintenance and solid waste billing for the Public Works Department.
- Real Estate - print semi-annual tax bills and warrants. Payments are entered and the file is updated through the cash collection system in the Tax Collector's Office. Reports are produced whenever necessary.
- Treasurer - signs all City checks and school checks, invests all idle funds with banks who collateralize our investments.
- Trust Funds - apportion gains and losses to all cemetery trusts and other trusts and process all payables for trust funds. Issue monthly reports to the Trustees and issue annual reports to the Attorney General's Office.
- Budgets – assist City Manager with budget preparation

LACONIA PUBLIC LIBRARY
Randy Brough, Librarian

LOCATIONS: Gale Memorial Library
695 Main Street - 524-4775
Website: www.laconialibrary.org

Goss Reading Room - Branch Library
188 Elm Street - 524-3808

LIBRARY HOURS:

Gale Library:
Monday - Thursday 9:00 a.m. to 8:00 p.m.
Friday 9:00 a.m. to 6:00 p.m.
Saturday 9:00 a.m. to 4:00 p.m.
Sunday Closed

Goss Reading Room:
Tuesday 12:00 p.m. to 5:00 p.m.
Thursday 12:00 p.m. to 5:00 p.m.

RESPONSIBILITIES/FUNCTIONS:

- To offer a collection of circulating and reference materials for education and entertainment which includes books (large print and paperbacks), magazines, newspapers, DVDs, CDs and EBooks. Provides reference materials and young adult and children's services. Copiers are available for public use.

LIBRARY CARDS

A free library card is available for the City of Laconia taxpayers. A non-resident family card is available for a \$30.00 fee per year. A one-year free card is available for anyone attending a local college, or anyone who works in the City of Laconia. A one year free card is available to any teacher in the Laconia School District.

CIRCULATION OF MATERIALS

All materials circulate for two weeks; (except for DVDs which circulate 3 days).

INTER-LIBRARY LOAN

Material not available at the Library may be requested from other libraries. A short form for this procedure is available at the Library.

LICENSING

Katie Walsh, Licensing Clerk

LOCATION: City Hall, 45 Beacon Street East
1st floor – 3rd door on RIGHT (Tax Office)
Phone: 528-6331 Fax 524-1766
e-mail: licensing@city.laconia.nh.us
Hours: Monday through Friday
8:30 am to 4:30 pm

RESPONSIBILITIES/FUNCTIONS:

- The Licensing Board shall have charge of granting licenses provided for by the City ordinances:

**ENTERTAINMENT
FIREWORKS
ITINERENT VENDOR (INCLUDING MOTORCYCLE WEEK)
LOUDSPEAKER
RAFFLE (INCLUDES 50/50 RAFFLES)
USE OF CITY STREETS
TAXI CABS/TAXI DRIVERS
PAWNBROKERS/PAWNSHOPS**

- The following requirements in the City's Licensing Ordinance (Chapter 161) will be strictly followed:
 1. All applications must be submitted on application forms provided by the City. All information requested on the form must be provided. Failure to provide adequate information may result in the application being returned to the applicant.
 2. Applications from not-for-profit or charitable organizations shall be accompanied by written proof of their not-for-profit and/or charitable status, including their New Hampshire not-for-profit or charitable identification number.
 3. Any application seeking an outdoor loud speaker, in addition to the original purpose of their application (parade, sale, etc.) shall obtain an additional loud speaker license from the Licensing Board. An application is available at this same address.
 4. If you are planning an event, raffle or other activity requiring a license, you should submit your application as soon as possible to the Licensing Clerk. The Licensing Board at their meeting held the first Wednesday of the month reviews applications on a monthly basis. Applications for a license must be received at least seven (7) days (excluding weekends and holidays) prior to the Licensing Board's monthly meeting in order to be placed on the agenda for review. Applications are reviewed by a variety of departments and, should the application be delivered late, thorough review by municipal departments may result in the license not being issued for the event.

MOTORCYCLE WEEK VENDING INFORMATION

- We would also like to inform you of certain regulations regarding Motorcycle Week Vending Licenses:
- Vending shall be approved only at those locations that have received permission from the City's Special Event Review Committee to allow vending on their property. Contact the property owner to determine whether they have applied for and obtained permission from the City. You must submit written permission to be allowed to vend on private property.
 - MC Week licensing shall be for a nine (9) day period beginning at 8:00 am Saturday and ending at 12:01 am Monday. LICENSE FEE IS \$450.
 - Vendors intending to vend on one (1) property in one (1) location shall be required to obtain only one (1) license. LICENSE FEE \$450.
 - Vendors intending to vend on one (1) property but in several locations on the same property shall be required to obtain a license for each location in which they intend to vend. Vendors intending to vend on more than one property, shall be required to obtain a license for each property. LICENSE FEE: \$450 FOR FIRST PROPERTY, \$450 FOR EACH ADDITIONAL PROPERTY.
 - Subletting of vending space is strictly prohibited.
 - Payment for applications received after June 1 must be by cash or money order.
 - Food vendors must comply with the State of NH regulations for food vending. These regulations will be attached to your application and license. You will be inspected for compliance with these regulations.
 - Tattoo vendors must comply with the Body Art Regulations issued in the Code Office.
 - Vendors utilizing flammable source of heat for food preparation or for any other purpose must obtain a permit from the Laconia Fire Department. These regulations will be attached to your application and license. You will be inspected for compliance.

PARKS AND RECREATION

Kevin Dunleavy, Director of Recreation and Facilities

LOCATION: Laconia Community Center
306 Union Avenue
First floor, office on the LEFT
Phone: 524-5046
e-mail: parks@city.laconia.nh.us
Office Hours: Monday through Friday
8:30 a.m. - 4:30 p.m.

RESPONSIBILITIES/FUNCTIONS:

- To provide recreational opportunities for all citizens from toddler to senior. Responsible for the maintenance and repair of all parks, beaches, athletic fields, skating rinks and the Laconia Community Center.

PARKS AND RECREATION FACILITIES:

Laconia municipal recreation programs are made available through a system of some 18 park/playground and school facilities. They vary in size from less than one acre to as much as 34 acres and in diversity from parks to multi-use facilities.

1. **Opechee Park** - Location: 915 North Main St. Opechee Park covers 20 acres with two swimming beaches, fishing, Little League baseball field, two multi-use athletic fields with four baseball/softball diamonds, two playgrounds, picnic facilities throughout the Park, two bath houses, one Park house, concession stand and a 400 meter all-weather track.
2. **Leavitt Park** - Location: 334 Elm St., Lakeport. This Park contains 6.6 acres with a playground and picnic facility, two basketball courts, two tennis courts, a lighted multi-use athletic field, concession stand with rest rooms, skating area and a Park house.
3. **Robbie Mills Sports Complex** – Location: 15 Eastman Road. This complex is 10.1 acres in size and contains a lighted baseball field with capacity for 1,000 spectators, rest rooms, concession stand, press box, lighted multi-use athletic field and cross country running course. Across the street from the complex is Hank Risley Field, which serves as an overflow parking venue.
4. **Weirs Community Park** - Location: 49 Lucerne Avenue. This 27 acre Park is located adjacent to the Weirs Community Center/Fire Station. The area contains a Community Center/Park house and has an outdoor amphitheatre, rest rooms, picnic pavilion, picnic area and nature-themed playground. Weirs Community Park also boasts acres of natural woodland with nature trails.
5. **Memorial Park** - Location: Memorial Park Drive. This 18 acres facility is located off Court Street. The Park includes picnic facilities, a lighted softball field with rest rooms and concession stand, a lighted baseball field with rest rooms and concession stand, outdoor skating facility (lighted), sledding hill, fishing and five tennis courts.
6. **Endicott Rock Park (Weirs Beach)** – Location: 17 Endicott Street North/Route 3. Contains 4.4 acres with 450 ft. of lifeguarded beach frontage, a small playground structure, picnic area, fishing, historic Endicott Rock, bathhouse facility and is the focal point of the tourist area of Weirs Beach.
7. **Bartlett Beach** - Location: 150 Winnisquam Avenue. This facility covers 3.7 acres, with 600 ft. of frontage on Lake Winnisquam. It includes a swimming beach, playground, picnic facilities, rest rooms and fishing.
8. **Wyatt Park** - Location: 22 Champlin Street. This Park is 1.2 acres with a playground, picnic facilities, two basketball courts and a walking path.
9. **Stewart Park** – Location: Corner of Main Street and Union Avenue. This Park has two acres bordering the Winnepesaukee River and offers views of the Winnepesaukee River and Avery Dam. It features park benches, fishing and contains a section of the Laconia Riverwalk.
10. **Tardif Park** - Location: 51 Crescent St. This Park covers two acres and has a basketball/tennis court, accessible playground with picnic facilities, Park house and fishing at Jewett Brook.

11. **Spruce Street** - This is a wooded undeveloped parcel of 26 acres at the end Spruce Street.
12. **Bond Beach** - Location: Bond Beach Road off Bell Street in Lakeport. This Park has 30 acres with 1,000 feet of frontage on Lake Opechee. There is a swimming beach, picnic facilities with a bath house and fishing. Most of this wooded parcel is undeveloped with the woodland being available for nature walks and cross country skiing.
13. **Sanborn Park** – Location: Corner of Mechanic Street and Manchester Street. Sanborn Park has a total of 4 acres with a playground, a basketball court, and one 60 ft. baseball diamond.
14. **Bobotas Park** - Location: This property is located behind Laconia High School. It is a 6.2 acre property with an irrigated multi-use athletic field.
15. **Laconia Community Center** - Location: 306 Union Ave. This facility contains the Laconia Parks and Recreation offices, a gymnasium, racquetball court, kitchen/concession area, activity room and several meeting rooms.
16. **Weirs Docks** - Location: Lakeside Avenue, Weirs Beach. There are 39 boat slips for temporary docking for boats that average 20-25 ft.
17. **Rotary Park** – Location: Beacon Street East in Downtown Laconia. Rotary Park is a 0.61 acre park with a bandstand, canoe-kayak launch, fishing, benches and flower gardens. Rotary Park offers views of the Winnepesaukee River and Avery Dam and is home to summertime concerts and performances.
18. **Torrey Park** – Location: Corner of Union Avenue and Elm Street at Lakeport Square. Torrey Park is ¼ acre sitting park overlooking Lake Opechee with benches and flower gardens. The Park features a large chestnut tree.
19. **WOW Trail** – The WOW Trail (Winnepesaukee-Opechee-Winnisquam) is a 1.3 mile four-season paved trail that is open to non-motorized uses such as walking, running/jogging, bicycle riding and cross country skiing. Phase 1 was completed in the Spring of 2010, and planning for Phases 2 and 3 are underway. The Trail currently extends from North Main Street to Elm Street and offers sitting areas, murals, overlooks, trailheads and flower gardens. For more information, visit www.wowtrail.org.
20. **Gale Avenue Dock/Park** – Location: End of Gale Avenue at Lake Winnisquam. The Gale Avenue Dock is a single dock that serves as a temporary wharf for public use. The area also has a small informal lawn area for passive recreation.
21. **Laconia Riverwalk** – Location: The Riverwalk features several segments in the Downtown Laconia area along the Winnepesaukee River. Activities available along the Riverwalk include walking, jogging, fishing and biking. The Laconia Riverwalk features benches, lawn areas, overlooks and flower gardens.
22. **Veterans Park** – Location: Corner of Veterans Square and North Main Street. This Park contains benches, gardens, fountain and various memorials and monuments honoring our veterans. This Park features a large lighted tree during the holiday season.

23. **Gale Memorial Library Grounds** – Location: 695 North Main Street. The Park sits adjacent to the Gale Memorial Library and offers ornamental gardens, benches, shade trees and lawn areas.

24. **Laconia Skate Park** – Location: Fair Street adjacent to Laconia Police Station. The Park features a half pipe, various ramp elements and picnic tables covered by a pavilion.

- **Park Houses**

The following park houses are available to rent for meetings or social functions. For rentals and information, please contact rental agent directly.

1. **Tardif Park** - Location: 51 Crescent Street - For rentals contact: Kevin Moulton/528-4136
2. **Leavitt Park** - Location: 334 Elm Street (Lakeport) - For rentals contact: Nancy Merrill 524-1886
3. **Weirs Community Center** - Location: Route 11B, Endicott Street East, Weirs Beach (adjacent to Weirs Fire Station and Weirs Community Park) - For rentals contact: Connie Richards/366-5185

PERSONNEL

Paula Baumuel, Personnel Specialist

LOCATION: City Hall, 45 Beacon Street East
Second floor, 5th door on LEFT
Phone: 524-3877, Ext. 227 Fax: 524-1520
e-mail: baumuel@city.laconia.nh.us
Hours: Monday through Friday
8:30 a.m. - 4:30 p.m.

RESPONSIBILITIES/FUNCTIONS:

- Administration of City's Personnel Rules and Regulations, Classification and Compensation Plan and Collective Bargaining Agreements
- Administer City benefits including NHRS, Section 125, ICMA; Health Insurance for active employees and City retirees
- Oversee and participate in recruiting and hiring process
- Manage Workers' Compensation Claims
- Compliance with State and Federal Laws (FMLA, ADA, EEOC, Wage & Hour, Health Care Reform)

PLANNING

Shanna Saunders, Planning Director

LOCATION: City Hall, 45 Beacon Street East
Basement Level
Phone: 527-1264 Fax: 524-2167
e-mail: planning@city.laconia.nh.us

Hours: Monday through Friday
8:30 a.m. - 4:30 p.m.

RESPONSIBILITIES/FUNCTIONS:

- **Planning:** Provides comprehensive planning services to the City, including the development of the Master Plan, preparation of land use ordinances and regulations, special committees, (i.e. Capital Improvement Committee), and review of proposed development (subdivisions, multi-family housing and commercial.) Administers approved site and subdivision plan approvals, temporary land use approvals for Motorcycle Week and provides professional and support staff to the Planning Board, Zoning Board of Adjustment, Technical Review Committee, the Motorcycle Technical Review Committee, and the Conservation Commission.
- **Conservation Commission:** To protect, promote and develop the natural resources and to protect the watershed resources of the City.
- **Zoning:** Administers and enforces the City Zoning Ordinance. Provides staff support to the Zoning Board of Adjustment. Makes recommendations to the Planning Board for zoning amendments and revisions.

POLICE DEPARTMENT
Chief Christopher A. Adams

LOCATION: 126 New Salem St.
Administration - 524-5257
Police Services – 524-5252
Crime Line – 524-1717
Emergency - 911
Website: www.laconiapd.org
Office Hours: Monday through Friday
8:00 a.m. - 4:30 p.m.

RESPONSIBILITIES/FUNCTIONS:

- **Mission Statement** - It is the mission of this department to enhance the quality of life for residents, business people and visitors to the City of Laconia. Our function is to prevent crime, to protect people and property, and to enforce state statutes and local ordinances.

This shall be done with common sense, fairness and respect for the constitutional rights of all people. In meeting our mission, we will build positive relationships and adhere to the following core values: integrity, respect, service, and teamwork.

- **Operational Responsibilities** - Provide emergency services for any event that affects or may affect public safety and protection of life and property.
- **Administrative Responsibilities** - Answer any questions or provide copies of reports for any law enforcement action taken; to provide follow-up information to any witness and/or victim of a crime where an individual has been arrested or an investigation is on-going; photo identifications for City employees/officials.

PUBLIC WORKS
Paul Moynihan, Director

LOCATION: City Hall, 27 Bisson Ave.
Phone: 528-6379 Fax: 527-1298
e-mail: publicworks@city.laconia.nh.us
Hours: Monday through Friday
7:30 a.m. - 4:00 p.m.

RESPONSIBILITIES/FUNCTIONS:

- Administration and maintenance of highways, storm drainage and sanitary sewer systems. Provides solid waste collection and disposal.
 - **HIGHWAYS** - Design of new and reconstructed streets, road and bridge maintenance, traffic control structures, signs and lights, street sweeping, patching, mowing, guardrail repairs, paint striping, grading unpaved roads, dust control, cracksealing, ditch maintenance. Plan, budget and implement upgrades to the City's highway and sidewalk system through the City's Capital Improvement Program (CIP).
 - **STORM DRAINAGE** - Rebuild collapsed catchbasins, replace collapsed and fatigued culverts, open frozen culverts and drains, clean drain pipes and basins, inspect and maintain culverts and drains. Plan, budget and implement drainage system upgrades through the City's CIP.
 - **LACONIA SEWER SYSTEM** - Rebuild collapsed sewer manholes, clean sewer lines, maintain 17 sewer pump stations, provide for sewer service connections and related inspections. Plan, budget and implement upgrades to Laconia's sewer system through the City's CIP. Laconia is a member of the Winnepesaukee River Basin Program (WRBP) which provides interceptors and a regional wastewater treatment plant (in Franklin N.H.) servicing nine (9) communities and the State Facility off Route 106 in Laconia.
 - **SOLID WASTE** - Meredith Center Road Transfer Station: M-F 7:30 a.m. to 3:30 p.m.; Sat. 8:00 a.m. to noon. Materials accepted: normal solid waste material, limited demolition and construction material, recycling drop-off center.

NOTE: DUMP COUPONS ARE OBTAINED IN CITY CLERK'S OR TAX OFFICES AT CITY HALL.

- Hilliard Road Brush Dump: Summers: Wed., Fri. & Sat. 8:00 a.m. to 3:00 p.m.; Winter Hours: by appointment only (528-6379) - clean wood only, tree branches <3" in diameter.
- Residential Curbside Recycling (recyclable pickup same as regular solid waste collection) - glass bottles and jars, aluminum and steel cans and newspapers. Annual Household Hazardous Waste Collection Day each summer (last Saturday in July). Laconia is a member of the Concord Regional Solid Waste/Recovery Cooperative that operates a waste-to-energy incinerator to dispose of the solid waste of 27 communities.

- **MISCELLANEOUS** - Sidewalk construction, sweeping and repairs; Parks & Recreation design services (i.e. parking lots, tracks), grading of beaches, planting trees; repair damage caused by snowplows, stockpile winter sand and salt, snow removal, maintain snow dumping areas; tree maintenance, planting, trimming, and repair/removal storm damaged trees. Install and maintain parking meters at Weirs Beach.
- **ADMINISTRATION** - Permits: sewer, plumbing, driveways, highway openings (i.e. digging/trenching permit), drain connections, sidewalk encumbrances and applications for special highway signs. Also serve as DPW liaison with Planning Department review process to assure compliance with all State and City requirements related to roadway, sewer and drainage design on new projects in Laconia. Also oversee connection of these projects into respective Laconia infrastructure.

PURCHASING
Jon Gardner, Purchasing Specialist

LOCATION: City Hall, 45 Beacon Street East
Second floor, Room 200A, office on right
Phone: 524-3877 ext 222 Fax: 524-1520
e-mail: purchasing@city.laconia.nh.us
Hours: Monday through Friday
8:30 a.m. - 4:30 p.m.

RESPONSIBILITIES/FUNCTIONS:

- Administration of miscellaneous insurance with regard to property liability. Requesting quotes for property and services to be purchased by City departments.
- **PURCHASING FUNCTIONS INCLUDE:** Billing departments for supplies purchased; coordinating with State Purchasing re supplies and bids. Obtaining quotes, bids and proposals, meeting vendors and maintaining vendor list; review and approve vouchers, dispose of surplus property; maintain fixed assets/inventory; maintain purchase order system.
- **INSURANCE FUNCTIONS:** Property and liability; public official liability.
- **MISCELLANEOUS FUNCTIONS INCLUDE:** Telephone operation/maintenance/administration; mail sorting/distribution; centralized copier administration.

RECORDS/CITY CLERK
Mary Reynolds, City Clerk

LOCATION: City Hall, 45 Beacon Street East
First floor, 2nd door on RIGHT.
Tel. 527-1265 Fax: 524-1766
e-mail: cityclerk@city.laconia.nh.us

Hours: Monday through Friday
8:30 a.m. - 4:30 p.m. (Motor Vehicles Registrations until 4:15 p.m.)

RESPONSIBILITIES/FUNCTIONS:

- Recording and filing of all legal documents of the City, including contracts, agreements, easements, liens, court settlements and any other document deemed necessary.
- Registration of motor vehicles, trailers, etc., along with title preparation.
- Record and file all minutes of the City Council, Ordnances, Resolution, Temporary Traffic Control Orders and other actions made by City Council.
- Issuing and recording birth, death, and marriage certificates. Recording legitimizations, paternity, delayed birth records, home births and adoptions.
- The Clerk's Office also issues the following: licenses for dogs, Aqua Therm permits, dredge and fill applications, Transfer Station permits and coupons, and Beach Permits

➤ **Vital Statistics**

The fee for any certified vital record is \$15.00 for first copy and \$10.00 for each additional purchased at the same time, except as indicated:

- Births
- Legitimization
- Paternity (\$10.00 filing fee)
- Delayed Birth Records
- Home Birth
- Adoptions
- Marriage Licenses/Intentions (\$45.00 filing fee)
- Deaths (Burial Permits)
- Amendments or Corrections to Records (\$10.00 filing fee)

➤ **Elections**

The City Clerk's Office is in charge of all phases of an election, including registration of voters and ballot preparation. The City Clerk works closely with all election officials to ensure all elections within the City are conducted in accordance with State and Federal requirements. The Supervisors of the Checklist can also be contacted through the City Clerk's Office.

➤ **Legal Files**

The City Clerk's Office has on file the following documents:
City Leases, Letters of Credit prior to 2005, City Agreements, Writs, City Deeds, and Mechanics' Liens prior to 2005, Hospital Liens, Property Owner Designated Respondent Affidavits, Residency Affidavits and Non-Residency Statements for Motor Vehicle Transactions.

Council Minutes

The Clerk must be in attendance at all Council meetings, except Executive Sessions.

The Clerk records, transcribes and files all Council meetings.

Record Retention

The City Clerk's Office works with the Record Retention Committee to ensure the retention and disposition of municipal records is done so in accordance with RSA 33-A:3-a.

TAX COLLECTOR
Lindsey Allen, Tax Collector

LOCATION: City Hall, 45 Beacon Street East
1st floor, Third door on RIGHT
Phone: 527-1269 Fax: 524-1766
e-mail: allenl@city.laconia.nh.us
Hours: Monday through Friday
8:30 a.m. - 4:30 p.m.

RESPONSIBILITIES/FUNCTIONS:

- The Tax Office bills, collects and maintains books for all City property taxes on a semi-annual basis plus special assessments, current land use penalties, timber, sewer, boat taxes (from deputized boat dealers), dump stickers and coupons, parking ticket payments and maintains bankruptcy files connected with property ownership.
- The Tax Office also collects water and sewer payments on behalf of the Laconia Water Department and Public Works.
- Processes tax liens with pertinent documents and requirements up to and including the deeding of property.
- Disburses funds to the City Treasurer.

WATER DEPARTMENT
Seth Nuttelman, Superintendent

LOCATION: 988 Union Avenue
Phone: 524-0901
Emergencies: 524-0907
Fax: 528-6379
E-mail: water@city.laconia.nh.us
Hours: Monday through Friday
7:30 a.m. - 4:00 p.m.

RESPONSIBILITIES/FUNCTIONS:

- The Department operates as an enterprise fund under the direct supervision of the Board of Water Commissioners. Our general obligation is to supply safe, dependable domestic water and fire protection that meets or exceeds all state and federal regulations.

PRIMARY SERVICES:

- Maintain and operate the water treatment facility, tanks and water booster stations.
- Maintain meter, backflow and pipe replacement programs.
- Process all water and sewer billing, maintaining accounts as required.

CITY WELFARE
Donna Woodaman, Finance Director

LOCATION: City Hall, 45 Beacon Street East
Phone: 527-1267 Fax: 524-1520
e-mail: welfare@city.laconia.nh.us
Hours: Monday through Friday
8:30 a.m. - 4:30 p.m.

RESPONSIBILITIES/FUNCTION:

- To administer local public assistance in Laconia in accordance with state law and to assist eligible applicants lacking access to basic living necessities.
 - City Welfare administers local public assistance in Laconia according to State law. Accepts applications, verifies information, denies or grants aid, seeks to effectively and efficiently manage applicant caseload, counsels or makes referrals when appropriate to other human service agencies and represents the City regarding applicant requested fair hearings.
 - The Department assists applicants, found eligible, lacking access to basic living necessities with rent, food, electricity, heat, prescription drugs, and transportation costs for job/medical or shelter seeking purposes and will provide up to \$750 towards the cost of burials and other special merited basic living or working needs.

CITY SERVICES

If you have a question about:	City Office or outside agency to call:	Phone Number Area Code 603
Accounts Payable/Receivable	Finance Department	524-3877
Adopt-A-Spot Program	Public Works Department	528-6379
After-School Activities	Parks & Recreation	524-5046
Agenda Items/City Council	City Manager's Office	527-1270
Animal Control	Police Department	524-5252
Assessing Information	Assessing Department	527-1268
Assistance with Rent, Food, Medicine	Welfare Department	527-1267
Auto Registration	City Clerk	524-1265
Belknap County Commissioners		527-5400
Birth Certificates	City Clerk	524-1265
Block Parties	City Manager's Office	5271270
Brush Dump	Public Works Department	528-6379
Building Permits	Code Enforcement	527-1293
Burning Brush	Fire Department	524-6881
Business Development	Belknap Cty. Economic Development	524-3057
City Clerk	City Clerk's Office	527-1265
City Council Information	City Manager's Office	527-1270
City Council Meetings	City Manager's Office	527-1270
City Engineer	Public Works Department	528-6379
City Manager	City Manager's Office	527-1270
City Solicitor	City Manager's Office	527-1270
City Treasurer	Finance Office	524-3877
Code Enforcement	Code Enforcement Office	527-1293
Community Center	Parks & Recreation	524-5046
Community Development	Planning Department	527-1264
Conservation Commission	Planning Department	527-1264
Council Agendas	City Manager's Office	527-1270
Construction Permits	Code Enforcement	527-1293
Court Payments & Fines	Laconia District Court	524-4128
Crime Line	Police Department	524-1717
Current Land Use	Assessing Department	527-1268

Cutting Timber	Assessing Department	527-1268
Data Processing/City receivables & payables	IT Department	527-1287
Dead Animals	Public Works Department	528-6379
Death Certificates	City Clerk's Office	527-1265
Deeds/Properties located in Laconia	Belknap County Registry of Deeds	527-5420
Demolition Permits	Code Enforcement	527-1293
District Court	Laconia District Court	524-4128
Driveway Permits	Public Works Department	528-6379
Dog Licenses	City Clerk's Office	527-1265
Drainage	Public Works Department	528-6379
Election Information	City Clerk's Office	527-1265
Employment Information	Personnel Department	524-3877
Finance Department		524-3877
Fire Department	Emergency	911
Fire Department	Non-Emergency	52-6881
Fire Prevention	Fire Department	524-6881
Fire Hydrants	Water Department	524-0901
Garbage Collection	Public Works Department	528-6379
General Licensing	Licensing Department	528-6331
Governor's Office	State of New Hampshire	800-852-3456
Grounds Maintenance	Parks & Recreation	524-5046
Hazardous Substance Yearly Disposal	Public Works Department	528-6379
House Address Numbers	Public Works Department	528-6379
Housing Code	Code Enforcement Office	527-1293
Housing Inspection	Code Enforcement Office	527-1293
Insurance Claims	Purchasing Office	524-3877
Job Openings	Personnel Office	524-3877
Legal Department	City Manager's Office	527-1270
Library		524-4775
Life Safety Code	Code Enforcement Office	527-1293
Marriage Licenses	City Clerk's Office	527-1265
Motor Vehicle Registration	City Clerk's Office	527-1265
MC Week/Event Information	MC Week Rally & Race Association	366-2000

Motorcycle Week /Vendor Licenses	Licensing Department	528-6331
MC Week/Property Site Review	Planning Department	527-1264
Noise Complaints	Police Department	524-5257
Parking Violations Ticket Appeals	Police Department	524-5252
Parking Tickets/Payments	Tax Collector	527-1269
Parks & Recreation		524-5046
Peddlers & Vendor Licenses	Licensing Department	528-6331
Personnel Office		524-3877
Planning Department		527-1264
Playground Maintenance	Parks & Recreation Department	524-5046
Police	(Emergency)	911
Police	(Non Emergency)	524-5257
Pot Holes/Street Repairs	Public Works Department	528-6379
Probate (Registry)	Belknap County Registry of Probate	524-0903
Property Assessment	Assessing Department	524-1268
Property Tax Exemption	Assessing Department	524-1268
Public Health	Fire Department	527-1293
Public Works Department		528-6379
Purchasing Department		524-3877
Raffles	Licensing Department	538-6331
Real Estate Tax Bill	Tax Collector	527-1269
Recreation Department	Parks & Recreation Department	524-5046
Road Conditions	Public Works Department	528-6379
Sand & Salt	Public Works Department	528-6379
School Board	SAU #30 Office	524-5710
Sewer Problems/ Emergencies	Public Works Department	528-6379
Sewer Bills	Water Dept. or Tax Collector's Office	527-1269
Sheriff	Belknap County Sheriff's Dept.	527-5454
Sidewalks	Public Works Department	528-6379
Signs	Planning Department	527-1264
Street Signs, traffic lights	Public Works Department	528-6379
Site Development Permits	Planning Department	527-1264
Snow Removal/Plowing	Public Works Department	528-6379

Solid Waste Recycling	Public Works Department	528-6379
Solid Waste Removal	Public Works Department	528-6379
Sports/Youth/After School	Parks & Recreation	524-5046
Stop Sign Requests	City Manager's Office	527-1270
Street Cleaning	Public Works Department	528-6379
Street Excavation Permits	Public Works Department	528-6379
Street Light Repair	Public Works Department	528-6379
Street Maintenance	Public Works Department	528-6379
Superior Court	Belknap County Superior Court	524-3570
Tax Bills	Tax Collector	527-1269
Tax Maps	Assessing Office	527-1268
Tax Collection	Tax Collector	527-1269
Taxicab Licenses	Licensing Department	528-6331
Traffic Signs	Public Works Department	528-6379
Trash Collection	Public Works Department	528-6379
Trees/Tree Branches	Public Works Department	528-6379
UCC Filings	City Clerk's Office	527-1265
Variances	Planning Department	527-1264
Vendor Licenses	Licensing Department	528-6331
Water Testing	Water Department	524-0901
Water Treatment	Water Department	524-0901
Website (City)	http://www.city.laconia.nh.us	
Welfare		527-1267
Wild Animals (nuisance)	Fish & Game	223-6832
Zoning	Planning Department	527-1264