



**LACONIA CITY COUNCIL MEETING
FEBRUARY 25, 2013
CITY HALL – CONFERENCE ROOM 200A
7:00 P.M.**

CALL TO ORDER:

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

SALUTE TO THE FLAG:

Councilor Matt Lahey led the Salute to the Flag.

ROLL CALL:

City Clerk Reynolds called the roll with the following Councilors present: Councilor Doyle, Lahey, Baer, Hamel and Bolduc. Also present City Manager Scott Myers and Finance Director Donna Woodaman.

Councilor Lipman was excused.

ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

- Regular and Non-Public Minutes of February 11, 2013

*Councilor Bolduc moved to approve the regular and non-public minutes of February 11, 2013. Seconded by Councilor Hamel. **Motion passed unanimously.***

CONSENT AND ACTION CALENDAR:

1. Request by Wilkins-Smith Post to Raise Funds at Memorial Park for Kelly Miller Circus

Mayor Seymour reviewed the request.

Councilor Lahey asked if there was damaged caused at this event last year and if so what the cost was and how long it took to complete the repairs. Don Vachon replied that there was approximately \$1,000 in damage and he is unsure of how long the repairs took because it was completed by Parks & Recreation staff.

Mr. Vachon advised the Council that the event was set up differently last year at the recommendation of the Parks & Recreation Commission and it resulted in less damage.

*Councilor Hamel moved to approve the request by Wilkins-Smith Post 1 to raise funds at Memorial Park on July 5 & 6, 2013 for the Kelley Circus. Seconded by Councilor Bolduc. **Motion passed unanimously.***

2. Request from the March of Dimes to raise funds at Opechee Park on April 28, 2013 from 7:00 a.m. to 2:30 p.m.

Mayor Seymour reviewed the request.

*Councilor Lahey moved to approve the request form the March of Dimes to raise funds at Opechee Park on April 28, 2013. Seconded by Councilor Bolduc. **Motion passed unanimously.***

3. Request by Laconia Little League to raise funds at Opechee Fields, Colby field, Woodland Heights, Elm Street and Pleasant Street schools from March 1 through September 1, 2013

Mayor Seymour reviewed the request.

*Councilor Lahey moved to approve the request by Laconia Little League to raise funds at Opechee Fields, Colby Field, Woodland Heights, Elm Street and Pleasant Street Schools from March 1 through September 1, 2013. Seconded by Councilor Bolduc. **Motion passed unanimously.***

4. Request by Lakeport Association to raise funds on City property and to waive vendor and site review fees for use of City parking lot on Railroad Avenue in Lakeport during Motorcycle Week. This is the same request approved by the Council in previous years.

Mayor Seymour reviewed the request.

*Councilor Lahey moved to approve the request by the Lakeport Association to raise funds on City property and to waive vendor and site review fees for use of City parking lot on Railroad Avenue in Lakeport during Motorcycle Week. Seconded by Councilor Doyle. **Motion passed unanimously.***

CITIZEN COMMENTS FOR MATTERS NOT ON THE AGENDA: NONE

INTERVIEWS: NONE

COMMUNICATIONS: NONE

PUBLIC HEARING:

1. Proposed Resolution Adopting the Weirs TIF District

Mayor Seymour opened the public hearing at 7:06 p.m. with a reading of the posting. Notice of this public hearing was made in the February 15, 2013 addition of the Laconia Daily Sun, at City Hall and the Gail Memorial Library.

City Manager Myers explained that the proposed Weirs TIF District would be the third in the City and the process has mirrored that of the Downtown TIF and Lakeport TIF.

Councilor Lahey commented that he feels this TIF district has the potential to add the most value because of the location.

With no members of the public wishing to comment Mayor Seymour closed the public hearing at 7:07 p.m.

2. Proposed Resolution Relative to Authorizing Bond and Notes of the City for Capital Projects in the Amount of \$1,000,000

Mayor Seymour opened the public hearing at 7:07 p.m. with a reading of the posting. Notice of this public hearing was made in the February 15, 2013 addition of the Laconia Daily Sun, at City Hall and the Gail Memorial Library.

City Manager Myers explained that this bonding is being requested to complete renovations at Laconia High School and the Huot Career Technical Center. This funding is relative to a funding cap designated for this project and maximizing the 40% reimbursement. This does not require that the entire amount be used but does authorize up to that amount.

With no members of the public wishing to comment Mayor Seymour closed the public hearing at 7:09 p.m.

PRESENTATIONS:

1. City Use of Geographic Information Systems (GIS)

City Manager Myers explained that the GIS system is currently used by various departments within the City, including the Water Department, Sanitary Sewer, Assessing and Planning. Some communities use the software in a very advanced manner and some underutilize the software; the City is in the middle of the curve and there is potential to maximize the software use in the near future. The cost for the GIS has been funded by various departments in the 2013-2014 budget.

City Manager Myers introduced Assistant Public Works Director Luke Powell and Technician Amy Hicks.

Asst. Director Powell and Ms. Hicks reviewed the uses of the GIS with the sewer system, water system and the parks system. These uses include identifying manholes, sewer and water lines with direction of flow, easements associated with sewer and water lines, storing of sewer main information including the diameter, year built and material used to build the pipes, identifying areas by the sewer shed that services the area, and aerial backdrops.

Asst. Director Powell also explained that the City is co-permitted, with the other members of the Winnepesaukee River Basic Project, with the Department of Environmental Services for the sewer lines associated with the system. With the permitting process there is a requirement to have the system mapped within four (4) years of the date of the permit and the City is complete with this process.

Asst. Director Powell showed examples of sewer and water overlays as well as parks and facilities that can be used for asset inventories. The irrigation system at Opechee Park as well as all of the structures and amenities can be found very quickly and easily within the GIS. Additionally, reports and reference materials can be accessed by hyperlinks in the system which is very helpful when looking for records in the future as reference material.

In the future the Public Works Department would like to implement the GIS for the storm water collection system ahead of a possible mandate by the State. Asst. Director Powell explained that this mandate would require a variety of tasks which would include mapping the system and testing requirements. There are also opportunities for other departments, such as the Fire Department and Police Department, to identify hydrant locations and incident patterns.

City Manager Myers thanked Asst. Director Powell and Ms. Hicks for their presentation.

Councilor Lahey commended the presentation.

Mayor Seymour commented that the potential of the GIS will make it easier for the departments to work collaboratively in the future. The layering of the system is very impressive. City Manager Myers added that some communities use the system publicly for information and mapping in the community.

Councilor Baer asked if the upcoming paving will have an impact on the road budget. City Manager Myers replied that this topic will be covered later in the agenda.

Asst. Director Powell advised the Council that this system was built in house and with the extensive assistance of Ms. Hicks.

Councilor Hamel asked if all departments that would like to have access can do so at this time. Asst. Director Powell replied that they cannot yet but the plan is to implement the system at the departments that will use it. Currently the Water Department and Public Works Department can access the system and share data. Councilor Hamel commented this looks like it would be a great way to eliminate the various systems being used throughout the City and consolidate into one. City Manager Myers explained that this is the goal.

Councilor Bolduc asked who has the ability to make changes to the GIS at this time. Asst. Director Powell replied that Ms. Hicks is the system administrator and everything is backed up at this time with a few other departments having limited access. Planning Director Saunders added that some departments are making changes that cannot be seen by others at this time because the system needs to be updated.

Councilor Bolduc asked if the changes are being tracked or approved. City Manager Myers explained that the system is password protected and a log of changes is kept. Ms. Hicks added that she keeps backed up files for storage and at this time updates are done at each location rather than through a cloud system.

Mayor Seymour thanked Asst. Director Powell and Ms. Hicks for their presentation.

MAYOR'S REPORT:

Mayor Seymour confirmed a Strategic Planning Session to be held on Wednesday, March 13 from 2:00 p.m. to 5:00 p.m. At this time a location has not been determined but the hope is to hold the session at the Lakes Region Community Services on North Main Street.

CITIZEN REQUESTS TO COMMENT ON CURRENT AGENDA ITEMS: **NONE**

COMMITTEE REPORTS:

1. **FINANCE:** **(Lipman, Hamel, Baer)**
 - a) WOW Trail Fund
 - b) Special Item Budget Requests Procedural Review
 - c) Huot Center

No report on any item in committee

2. **PUBLIC SAFETY:** (Baer, Doyle, Lahey)
a) Fair St./Court St. traffic problems and accidents

No report on any item in committee

3. **GOVERNMENT OPERATIONS & ORDINANCES:** (Doyle, Bolduc, Lahey)
a) Energy Committee
b) Vending and Licensing Fees
c) Chapt. 119, Building Construction regarding signed architectural plans for residential units

No report on any item in committee

4. **PUBLIC WORKS:** (Bolduc, Baer, Lahey)
a) Ordinance Amending Chapter 221, Vehicles and Traffic/Parking on Sublawns
b) Proposed ordinance regarding vehicles over 18,000 lbs. and engines idling between the hours of midnight and 6:00 a.m.
c) Proposed ordinance regarding large vehicles parked on City streets and sidewalks
d) Recycling Proposals

No report on any item in committee

5. **LAND & BUILDINGS:** (Hamel, Lipman ,Bolduc)
a) Repair & maintenance of City Buildings
b) Former Laconia Police Department Building

No report on any item in committee

LIAISON REPORTS: NONE

MANAGER'S REPORT:

City Manager Myers reviewed the Recycling Report (see Attachment #1) and Monthly Economic Development Report (see Attachment #2). It is the intention to have the Council give direction on recycling and trash collection at the next meeting.

City Manager Myers reviewed a sewer and water main update that needs to be completed on South Main Street. A large section was repaved in 2012 and stopped at Cottage Street because of the need to update the sewer and water lines. Busby Construction will be doing the project and is scheduled to begin as early as possible and be completed by Memorial Day. An update to the sidewalks and curbing will also be done at that time.

Councilor Bolduc commented that this will be at the same time the Main Street Bridge is going to begin. City Manager Myers replied that the intent is to always have traffic flowing through the area and it may be reversed one way at times, however the beginning phase of the Main Street Bridge will involve keeping access to Main Street which will minimize the impact as much as possible. A few businesses will be impacted and the memorandum and map has been sent out to all abutters. The Water Department will also be going to each location that will be effected and there will be attempts to do work that would require shutting off of water in the evening when possible.

Councilor Hamel asked if temporary lines will be used. City Manager Myers replied that there is significant cost and testing associated with temporary lines so the intent is to not run temporary lines.

City Manager Myers also introduced a plan to make significant upgrades to Union Avenue from Gilford Avenue to Messer Street. This project will begin in spring of 2014 in conjunction with Water Department upgrades. A few years ago staff identified the sections that would be subject and various departments, including the schools, will be collaborating on the needed improvements.

Currently the snow removal budget has been greatly affected by the significant snow fall we have received this month. Unfortunately the timing of the storms has been on the weekend which affects the overtime budget. With the upcoming storm projected for this week the focus will remain on safe roadways.

City Manager Myers will be reappointing Edmund Balboni to the Board of Assessors. Mr. Balboni has an extensive background in assessing and appraising and has been a good addition to the Board.

NEW BUSINESS:

1. First Reading of a Resolution Relative to Authorizing Bond and Notes of the City for Capital Projects in the Amount of \$1,000,000

*Councilor Hamel moved a First Reading of a Resolution Relative to Authorizing Bond and Notes of the City for Capital Projects in the Amount of \$1,000,000 . Seconded by Councilor Lahey. **Motion passed with four (4) in favor and Councilor Baer opposed.***

2. Request from New Hampshire Lakes Association to hold a fundraising and educational event at Endicott Park, Weirs Beach from September 6 – 8, 2013 (event day September 7, 2013) from 7:00 am to 10:00 pm

Tom O'Brien, President of the New Hampshire Lakes Association, addressed the Council. Mr. O'Brien explained that this event will be an educational opportunity for the Association to gather information on over 2,000 people using the many Lakes in the State as well as setting a new Guinness World Records by constructing a raft of 2,000 canoes and kayaks adjoined for 30 seconds. After the world record attempt is made a festival will be held with the potential to have vendors, entertainment and educational booths. If the event is approved by the Council the Lake Association will continue the process of permitting with other City departments and coordinating with police and fire for safety.

Mayor Seymour asked if the kayaks and canoes would be coming from different areas of the lake and meeting at the Endicott Park area. Mr. O'Brien replied that the intent is to have everyone congregate at the area west of the Paugus Channel. In speaking with Tim Dunleavy from Marine Patrol they are confident that they will be able to restrict the flow of boat traffic in the area of the raft construction and still allow access to the channel and lake.

Councilor Baer asked if the Lakes Association intends to obtain licenses and vendor permits. City Manager Myers reiterated that they will begin this process after Council approval.

Councilor Baer asked if the City would be receiving any contributions to invasive species eradication from this event. Mr. O'Brien replied that the Lakes Association makes contributions to granting processes in the State and they would be happy to discuss what the proceeds will be used for, but also noted that profits for the event are unknown at this time. Most of the partners will be making

contributions in kind rather than monetary. There will be a registration fee and it will be used primarily toward insurance, marketing and education.

Councilor Doyle moved to approve from New Hampshire Lakes Association to hold a fundraising and educational event at Endicott Park, Weirs Beach from September 6 – 8, 2013 (event day September 7, 2013) from 7:00 am to 10:00 pm. Seconded by Councilor Bolduc.

Councilor Hamel asked if this needs to go through the Technical Review Committee and Licensing Board. City Manager Myers reiterated that they will proceed with these items after Council approval to hold the event.

Mr. O'Brien added that the Parks & Recreation Commission approved the request contingent on approval from other City departments and that periodic updates would be given to the Commission.

Motion passed unanimously.

3. Reappointment of Shanna Saunders, Planning and Zoning Director, to the Lakes Region Planning Commission Transportation Advisory Committee for a three-year term expiring March 2016

*Councilor Hamel moved to reappoint Shanna Saunders, Planning and Zoning Director, to the Lakes Region Planning Commission Transportation Advisory Committee for a three-year term expiring March 2016. Seconded by Councilor Lahey. **Motion passed unanimously.***

4. Proposed Resolution Regarding the Sale of the Former Laconia Police Department Building (Map 432, Lot 44, Block 32)

*Councilor Lahey moved a Resolution Regarding the Sale of the Former Laconia Police Department Building (Map 432, Lot 44, Block 32). Seconded by Councilor Bolduc. **Motion passed unanimously.***

5. City Manager Evaluation

Mayor Seymour explained that the Council feels very confident and has been encouraged by the City Manager over the last 18 months. The Council also feels very strongly that the City Manager's performance is acceptable to approve a salary adjustment of 5.26%.

Councilor Hamel moved to approve the City Managers Evaluation. Seconded by Councilor Bolduc.

Councilor Lahey commented that City Manager Myers has been a very good addition to the City.

Motion passed unanimously.

City Manager Myers thanked the Council and noted that he appreciates the confidence.

UNFINISHED BUSINESS:

1. **Second Reading of Resolutions Adopting the Weirs TIF District**

*Councilor Doyle moved a resolution adopting the development program for the Weirs TIF District, Laconia, New Hampshire. Seconded by Councilor Bolduc. **Motion passed unanimously.***

*Councilor Doyle moved a resolution designating the Tax Increment Financing Districts. Seconded by Councilor Baer. **Motion passed unanimously.***

2. Milfoil Treatment Funding Request
3. WOW Trail
4. Master Plan
5. EPA Update
6. Sewer & Water Master Plan
7. Single Stream Recycling/Concord Co-Op/Solid Waste Disposal Cost Reduction
8. Strategic Planning/Goal Setting

NOMINATIONS, APPOINTMENTS & ELECTIONS: Each nomination must be made separately.

Putnam Fund (1 vacancy)

1. Richard Landry - seeking reappointment as a full member for a 5-year term expiring 2018

*Councilor Hamel nominated Richard Landry as a full member of the Putnam Fund for a 5-year term expiring 2018. Seconded by Councilor Bolduc. **Motion passed unanimously.***

Trustees of the Trust Fund (1 vacancy)

1. Karl Reitz - seeking reappointment as a full member for a 3-year term expiring 2016

*Councilor Doyle nominated Karl Reitz as a full member of the Trustees of the Trust Fund for a 3-year term expiring 2016. Seconded by Councilor Bolduc. **Motion passed unanimously.***

Highway Safety Committee (1 vacancy)

1. David Stamps - seeking reappointment as a full member for a 3-year term expiring 2016

*Councilor Doyle nominated David Stamps as a full member of the Highway Safety Committee for a 3-year term expiring 2016. Seconded by Councilor Hamel. **Motion passed unanimously.***

Library Trustees (2 alternate vacancies; 2 full member vacancies)

1. Glenn Smith - seeking reappointment as a full member for a 3-year term expiring 2016
2. John Moriarty - seeking reappointment as a full member for a 3-year term expiring 2016

*Councilor Bolduc nominated Glenn Smith as a full member of the Library Trustees for a 3-year term expiring 2016. Seconded by Councilor Lahey. **Motion passed unanimously.***

*Councilor Baer nominated John Moriarty as a full member of the Library Trustees for a 3-year term expiring 2016. Seconded by Councilor Doyle. **Motion passed unanimously.***

Parks and Recreation Commission: (2 vacancies)

1. Rodney Roy - seeking reappointment as a full member for a 3-year term expiring 2016
2. Jeffrey Pattison - seeking reappointment as a full member for a 3-year term expiring 2016

*Councilor Bolduc nominated Rodney Roy as a full member of the Parks and Recreation Commission for a 3-year term expiring 2016. Seconded by Councilor Baer. **Motion passed unanimously.***

*Councilor Bolduc nominated Jeffrey Pattison as a full member of the Parks and Recreation Commission for a 3-year term expiring 2016. Seconded by Councilor Doyle. **Motion passed unanimously.***

COUNCIL COMMENTS:

Councilor Bolduc commented that the Lakeport Association hosted there Open House at the Lakeport Railroad Depot and it was very successful. The second grade from Elm Street School attended and they had a great time. The Depot is open on the first and third Saturday of the month from 10:00 a.m. to 2:00 p.m. from March through May. Mayor Seymour encouraged the public that has not had an opportunity to attend to do so.

Councilor Bolduc added that Fay’s Boat Yard has donated an engine for display. The engine was found at the bottom of the lake and restored.

Councilor Hamel thanked the Public Works Department for a job well done during the recent snow storms.

Councilor Hamel commented that the Huot Career Technical Center project is ahead of schedule and may be done by April and moving may take place over April vacation. The work on the science rooms will begin after the addition is complete and they may be done for the beginning of school in the fall. The football field is progressing as well.

Mayor Seymour asked if a final decision has been made with respect to the Sled Dog races. Councilor Bolduc replied that he hasn’t been told it has been cancelled as of yet.

NON - PUBLIC SESSION: NONE

ADJOURNMENT:

Councilor Hamel moved to adjourn at 8:18 p.m. Seconded by Councilor Bolduc. **Motion passed unanimously.**

Respectfully Submitted:

Mary A. Reynolds
City Clerk