



**LACONIA CITY COUNCIL MEETING
APRIL 13, 2015
CITY HALL – CONFERENCE ROOM 200A
7:00 P.M.**

CALL TO ORDER:

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

City Clerk Reynolds will be recording this meeting.

SALUTE TO THE FLAG:

Councilor David Bownes led the Salute to the Flag.

ROLL CALL:

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

Mayor Engler noted that a quorum has been established.

ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

1. Regular meeting minutes of March 23, 2015

*Councilor Bolduc moved to approve the regular meeting minutes of March 23, 2015. Seconded by Councilor Hamel. **Vote was 6-0 and the motion passed.***

CONSENT AND ACTION CALENDAR:

1. Request from Lakes Region Community Services to raise funds for the Autism Center of Central New Hampshire on the WOW Trail on May 17, 2015 from 8 am to 3 pm

*Councilor Doyle moved to approve the request form the Lakes Region Community Services to raise funds for the Autism Center of Central New Hampshire on the WOW Trail on May 27, 2015 from 8 am to 3pm. Seconded by Councilor Bolduc. **Vote was 6-0 and the motion passed.***

2. Request from Evangelical Baptist Church to raise funds at the Leavitt Park Field for their On Goal Soccer Camp from June 22 to June 27, 2015 from 8 am to 4 pm

Councilor Bolduc moved to approve the request from the Evangelical Baptist Church to raise funds at the Leavitt Park Field for the On Goal Soccer Camp from June 22 to June 27, 2015 from 8am to 4pm. Seconded by Councilor Lipman. **Vote was 6-0 and the motion passed.**

3. Temporary Traffic Order 2015-3, Laconia Rotary Winni Derby

Councilor Bolduc moved to approve Temporary Traffic Order 2015-3, Laconia Rotary Winni Derby. Seconded by Councilor Hamel. **Vote was 6-0 and the motion passed.**

CITIZEN COMMENTS FOR MATTERS NOT ON THE AGENDA: NONE

INTERVIEWS:

• **Planning Board:** (3 alternate positions vacant)

1. Michael DellaVecchia – seeking appointment as an alternate on the Planning Board – 3 year term to expire at the end of June, 2018

Mr. DellaVecchia was interviewed and thanked for his interest.

• **Lakes Business Park Commission:** (1 Laconia position vacant)

1. Donald Brough – seeking appointment to the Lakes Business Park Commission to fill the vacancy created by the resignation of Brenda Baer
2. Franklin Tilton – seeking appointment to the Lakes Business Park Commission to fill the vacancy created by the resignation of Brenda Baer

Mr. Brough and Mr. Tilton are unable to attend this meeting and will be interviewed on April 27, 2015.

COMMUNICATIONS: NONE

PUBLIC HEARING:

- CDBG Block Grant Application for 22 Strafford St.
 1. Proposed application to the Community Development Finance Authority for up to \$12,000 in Community Development Block Grant Planning Study funds for a Level 2 ASHRAE energy audit at the Normandin Square Apartments at 22 Stafford Street.

Mayor Engler opened the public hearing at 7:07 p.m. with the reading of the notice of public hearing being made in the Thursday, March 26, 2015 edition of the Laconia Daily Sun, at City Hall, the Gale Memorial Library, the Laconia Community Center and the offices of the Laconia School District.

Donna Lane, Community Development Block Grant Consultant, addressed the Council. Ms. Lane stated:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility and housing projects, up to \$350,000 in

emergency activities and up to \$12,000 is available per each planning grants. All projects must primarily benefit low and moderate income persons.

This Project is a proposed application to the Community Development Finance Authority for up to \$12,000 in Planning Grant Community Development Block Grant funds for a Level 2 ASHRAE energy audit at the Normandin Square Apartments at 22 Stafford Street. Of the sixty apartments, fifty are designated for low and very income households. The purpose of the energy audit is to identify means to reduce energy consumption at the property.

This project conforms with Laconia's Housing and Community Development Plan's Goal of: Encourage and plan for a wide variety of housing types to accommodate people of all ages, incomes, lifestyles and physical capabilities at appropriate densities and locations. Encourage Workforce Housing – affordable, workforce housing should be provided for residents in the low to middle income bracket. Continue to support Laconia Housing Authority's efforts to provide and manage workforce housing opportunities.

Mayor Engler invited members of the public to comment.

With no members of the public wishing to speak Mayor Engler closed the public hearing at 7:10 p.m.

2. The Residential Anti-Displacement and Relocation Assistance Plan

Mayor Engler opened the public hearing at 7:11 p.m. with the reading of the notice of public hearing being made in the Thursday, March 26, 2015 edition of the Laconia Daily Sun, at City Hall, the Gale Memorial Library, the Laconia Community Center and the offices of the Laconia School District.

Ms. Lane stated:

This is just a Planning Study/Energy Audit. No displacement or relocation will occur. The Antidisplacement and Relocation Assistance Plan must be adopted for each project each time CDBG funds are requested. This plan outlines the measures they would take to find comparable, suitable housing if a person (or business) was displaced or relocated.

Mayor Engler invited members of the public to comment.

With no members of the public wishing to speak Mayor Engler closed the public hearing at 7:13 p.m.

- A proposed ordinance amending Chapter 81, Salaries and Compensation relative to Election Officials

Mayor Engler opened the public hearing at 7:13 p.m. with the reading of a notice of this public hearing being made in the Thursday, March 26, 2015 edition of the Laconia Daily Sun, at City Hall, the Gale Memorial Library, the Laconia Community Center and the offices of the Laconia School District.

Greg Page, Moderator of Ward 5, addressed Council in support of the proposed amendment. Mr. Page encouraged the Council to consider the increase in salaries to that of comparable communities.

Charlie Smith, Moderator of Ward 3, addressed the Council in support of the proposed amendment. Mr. Smith read a prepared statement outlining the various responsibilities of those working at the polls on Election Day.

Kevin Trefethan, Moderator of Ward 1, addressed the Council in support of the proposed amendment. Mr. Trefethan expressed that everyone enjoys working at the polls and it would be nice to see them matched with other communities.

Mayor Engler reviewed the proposed amendments for the public.

With no other members of the public wishing to speak Mayor Engler closed the public hearing at 7:20 p.m.

PRESENTATIONS:

- Laconia Historical Society & Lakeport Association

Brenda Kean, Executive Director of the Laconia Historical Society, with members of the Lakeport Association presented the Council with the drapes from the Lakeport Opera House. The drapes will be displayed at the Gale Memorial Library.

Mayor Engler thanked Ms. Kean and advised that the Council will formally accept the drapes under New Business; this item has been added as item #14.

MAYOR'S REPORT: NONE

CITIZEN REQUESTS TO COMMENT ON CURRENT AGENDA ITEMS: NONE

COMMITTEE REPORTS:

1. FINANCE: (Lipman, Hamel, Baer)

- a) WOW Trail Fund
- b) Downtown TIF Financing
- c) Elderly Tax Exemption Analysis

No report on any item in committee

2. PUBLIC SAFETY: (Baer, Doyle, Bownes)

- a) Fair St./Court St. traffic problems and accidents

No report on any item in committee

3. GOVERNMENT OPERATIONS & ORDINANCES: (Doyle, Bolduc, Bownes)

- a) Ordinance Amending Chapter 221, Vehicles and Traffic/Parking on Sublawns
- b) Chapter 173, Pawnbrokers

No report on any item in committee

4. PUBLIC WORKS: (Bolduc, Baer, Bownes)

No report on any item in committee

5. **LAND & BUILDINGS:** (Hamel, Lipman ,Bolduc)
 - a) Repair & maintenance of City Buildings

No report on any item in committee

LIAISON REPORTS:

Councilor Bownes updated the Council on an issue coming before the Council on April 27, 2015 from the Planning Board regarding the rezoning of the Commercial Resort area. Councilor Bownes encouraged the Council to hold a public hearing at a time that residents and businesses of the affected area can attend on this topic before making a decision because there was sufficient comments at the Planning Board hearing that may be of interest to the Council.

Councilor Bownes added that the WOW Trail extension has also been brought to the Planning Board and was strongly opposed by the property owners abutting the proposed trail area. Again, Councilor Bownes encouraged the Council to be aware of what is happening because there has not been a lot of controversy.

City Manager Myers encouraged the Council to extend the intention to hold a public hearing on the Commercial Resort Zone so the public does not attend the April 27 meeting expecting to have it be a topic. After discussion it was decided that these items will be placed on the April 27 meeting agenda to schedule for May 11, 2015.

MANAGER'S REPORT:

City Manager Myers reviewed the Monthly Economic Development Report and the Financial & Operational Trends Report.

There was discussion of road maintenance and impact fees. A request to transfer \$600,000 from Contingency for street repairs will be on the next agenda.

NEW BUSINESS:

1. Introduction of a proposed ordinance amending Chapter 173, Pawnbrokers and a request to schedule a public hearing on April 27, 2015 during the regular Council Meeting

Mayor Engler advised that this proposal has been through the Government Operations and Ordinances committee and the ordinance amendment is language approved by the committee.

*Councilor Bolduc moved to schedule a public hearing on April 27, 2015 during the regular Council Meeting regarding a proposed ordinance amending Chapter 173, Pawnbrokers. Seconded by Councilor Doyle. **Vote was 6-0 and the motion passed.***

2. Request from the Margate Resort for extension of loudspeaker hours from 9:00 pm to 11:00 pm

Mayor Engler reviewed the request for the extension with the Council. Concerns were raised about the traveling of sound on the water as well as the notification made to abutters. Caroline

Snyder, the Event Manager for the Margate, advised the Council that she has not contacted abutters. It was suggested that the Council offer a compromised time of 10:00 p.m. The Council requested that the abutters be notified and more details about the event be presented to them before a decision can be made.

*Councilor Bownes moved to table this item until April 27, 2015. Seconded by Councilor Bolduc. **Vote was 6-0 and the motion passed.***

3. Temporary Traffic Order 2015-04 - South Down Shores Golf Cart Parade (attached)

The proposal was reviewed by City Manager Myers. It was confirmed that the street will not be closed and the few homes on the street will have minimal impact.

*Councilor Lipman moved to approve Temporary Traffic Order 2015-4, South Down Shores Golf Cart Parade, as presented. Seconded by Councilor Bownes. **Vote was 6-0 and the motion passed.***

4. Request to schedule budget hearings

Mayor Engler reviewed the following schedule with the Council:

May 11, 2015, at 6:00 p.m.: *Water & School Departments*

June 1, 2015 at 7:00 p.m.: *Police, Fire, & Recreation/Facilities*

June 8, 2015 at 6:00 p.m.: *Assessing & Library*

June 15, 2015 at 7:00 p.m.: *Administration, Finance, Planning/Code/Conservation Commission & Public Works*

June 22, 2015 at 6:00 p.m.: *General Discussion and follow up*

*Councilor Bownes moved to schedule the proposed budget hearings as presented. Seconded by Councilor Doyle. **Vote was 6-0 and the motion passed.***

Councilor Bolduc requested to suspend the Council Rules and move item 14 to this time. With no objections Mayor Engler obliged.

5. Acceptance of the Lakeport Opera House Drapes

*Councilor Bownes moved to graciously and thankfully formally accept the drapes from the Lakeport Opera House with much thanks. Seconded by Councilor Bolduc. **Vote was 6-0 and the motion passed.***

6. Request to authorize an expenditure from the Lake Business Park in the amount of \$1,600 for highway directional signage on the by-pass

Mayor Engler advised that the Lakes Business Park Commission approved the request to make application to the NH Department of Transportation. If the application is denied the fees will be refunded.

*Councilor Doyle moved to authorize an expenditure from the Lakes Business Park funds in the amount of \$1,600 for highway directional signage on the Laconia By-pass. Seconded by Councilor Lipman. **Vote was 6-0 and the motion passed.***

7. Request by Laconia Police Department to Accept Highway Safety Grants (attached)

a. Laconia "Red Light Running" Enforcement Patrols for \$4,162.86

*Councilor Hamel moved to accept Highway Safety Grant Laconia "Red Light Running" Enforcement Patrols for the amount of \$4,162.86. Seconded by Councilor Bolduc. **Vote was 6-0 and the motion passed.***

b. Laconia "Join the NH Clique" Seat Belt Campaign for \$1,665.14

*Councilor Hamel moved to accept Highway Safety Grant Laconia "join the NH Clique" Seat Belt Campaign for the amount of \$1,665.14. Seconded by Councilor Doyle. **Vote was 6-0 and the motion passed.***

c. Laconia Enforcement Patrols for \$4,162.86

*Councilor Bolduc moved to accept Highway Safety Grant Laconia Enforcement Patrols for the amount of \$4,162.86. Seconded by Councilor Doyle. **Vote was 6-0 and the motion passed.***

d. Laconia DWI Patrols for \$4,162.86

*Councilor Bolduc moved to accept Highway Safety Grant Laconia DWI Patrols for the amount of \$4,162.86. Seconded by Councilor Doyle. **Vote was 6-0 and the motion passed.***

8. Approval of a proposed application to the Community Development Finance Authority for up to \$12,000 in Community Development Block Grant Planning Study funds for a Level 2 ASHRAE energy audit at the Normandin Square Apartments at 22 Stafford Street

*Councilor Lipman moved to approve the submittal of the CDBG planning study application for the Normandin Square property and to authorize the City Manager to sign and submit the application, and upon approval of the CDBG application, authorize the City Manager to execute any documents which may be necessary to effectuate the CDBG contract. Seconded by Councilor Doyle. **Vote was 5-1 and the motion passed.***

9. The Residential Anti-displacement and Relocation Assistance Plan

*Councilor Bownes moved to adopt the Residential Antidisplacement and Relocation Assistance Plan for the Energy Audit at the Normandin Square property. Seconded by Councilor Lipman. **Vote was 6-0 and the motion passed.***

10. Contingency Transfer Request

Mayor Engler reviewed the request.

Councilor Hamel moved the transfer of \$6,000 to account 01-403-214-0001, Other Real Estate Owned, from account 01-431-343-0000, Contingency to cover the cost of the appraisal for the parcel located at 21 Elm Street. Seconded by Councilor Lipman.

Councilor Bownes asked if it is possible to do the appraisal of one section discussed. City Manager Myers replied he will inquire.

Mayor Engler called the question. **Vote was 5-1 and the motion passed.**

11. Request to accept the following grants and authorize the City Manager to sign on behalf of the City:

- a. Department of Environmental Services Watershed Assistance Grant for Weirs Beach Low Impact Design and Stormwater Best Management Practices

*Councilor Doyle moved to accept the funding and enter into a contract with the Department of Environmental Services Watershed Assistance Grant for Weirs Beach Low Impact Design and Stormwater Best Management Practices. Seconded by Councilor Bolduc. **Vote was 6-0 and the motion passed.***

- b. Department of Environmental Services Source Water Protection Grant for the Black Brook Watershed Management Plan

*Councilor Bolduc moved to accept the funding and enter into a contract with the Department of Environmental Services Source Water Protection Grant for the Black Brook Watershed Management Plan. Seconded by Councilor Doyle. **Vote was 6-0 and the motion passed.***

- c. Department of Transportation-Transportation Alternative Grant for Downtown Safe Routes to Schools

Councilor Bownes moved to accept the funding and enter into a contract with the Department of Transportation-Transportation Alternative Grant for Downtown Safe Routes to Schools. Seconded by Councilor Bolduc.

Councilor Hamel expressed concerns with notification to residents on the Stephen Street portion of the proposal. City Manager Myers assured the Council this has already been communicated to the Planning Director.

Mayor Engler called the question. **Vote was 6-0 and the motion passed.**

12. Downtown Central Parking Lot

- a. Proposed Parking Improvements
- b. Request to Authorize the City Manager to sign an easement agreement for the Congregational Church

Mayor Engler and City Manager Myers reviewed the proposed easement with the Council and emphasized that the City would be gaining additional public parking spaces from the agreement with a cost for the project being \$35,000. Concerns were discussed regarding the funding, which is proposed to come from the Downtown TIF as recommended by the Advisory Board, and the cash payment from this source. Councilor Lipman noted that this expense could be used to offer additional cash at a later time when bonding is completed because it has a useful life of 50 years. There was also discussion regarding the leasing of the land compared to purchasing the land from the Congregational Church; it was explained that this is seen as a wise investment because of the area and the potential for economic benefits.

*Councilor Lipman moved to approve the proposed easement for the Congregational Church, 69 Pleasant Street with amendments to paragraph 2 denoting the material of the pavers and the term being extended from 40 years to 50 years; and to authorize the City Manager to sign the easement agreement and execute any other documents necessary. Seconded by Councilor Doyle. **Vote was 4-2 and the motion passed.***

*Councilor Lipman moved to fund this project cost of \$35,000 with funds from the Downtown TIF District funding with the understanding that if an opportunity comes forward to add this amount to a bonding for the Downtown TIF it will be considered. Seconded by Councilor Hamel. **Vote was 5-1 and the motion passed.***

13. Request to sign a Letter of Support for a Plan NH Grant

Mayor Engler explained that the Planning Department has applied for a grant as part of the Master Plan process. This includes no City matching funds and is for services in kind valued at \$5,000.

*Councilor Hamel moved to support the Plan NH Grant application with acknowledgement that the City Council supports the Community Design Charrettes for Weirs Beach and Downtown. Seconded by Councilor Bownes. **Vote was 6-0 and the motion passed.***

14. Request to approve the revised Internal Controls Policy

Finance Director Woodaman reviewed the changes to the Policy with the Council.

*Councilor Bolduc moved to approve the Internal Control Policy as amended. Seconded by Councilor Lipman. **Vote was 6-0 and the motion passed.***

UNFINISHED BUSINESS:

1. Approval of an Ordinance Amending Chapter 81, Salaries and Compensation relative Election Officials

*Councilor Lipman moved to vote on the reading of this ordinance amendment by title only and to waive the reading of the amendment in its entirety. Seconded by Councilor Hamel. **Vote was 6-0 and the motion passed.***

*Councilor Lipman moved to approve an ordinance amending Chapter 81, Salaries and Compensation relative to Election Officials. Seconded by Councilor Bolduc. **Vote was 6-0 and the motion passed.***

2. Lakeport Landing/21 Elm Street – Continued Discussion

*Councilor Bownes moved to table this item until May 26, 2015. Seconded by Bolduc. **Vote was 5-1 and the motion passed.***

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

NOMINATIONS, APPOINTMENTS & ELECTIONS: NONE

COUNCIL COMMENTS: NONE

NON - PUBLIC SESSION: NONE

ADJOURNMENT:

Councilor Bolduc moved to adjourn at 8:42 p.m. Seconded by Councilor Doyle. **Vote was 6-0 and the motion passed.**

Respectfully Submitted,

Mary A. Reynolds
City Clerk