



**LACONIA CITY COUNCIL MEETING
OCTOBER 15, 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 Brenda Baer led the Salute to the Flag.

ROLL CALL:

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

Councilor Doyle was excused.

Mayor Seymour advised that item 1 under New Business will be moved to item 1 under Consent and Action Calendar.

ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

1. Regular Minutes of September 9, 2013

Councilor Bolduc moved to approve the regular minutes of September 9, 2013. Seconded by Councilor Hamel. **Motion passed unanimously.**

CONSENT AND ACTION CALENDAR:

1. Request by Laconia Airport Authority to accept a grant from the Airport Improvement Program to construct a Wildlife Perimeter Fence

Diane Terrill, Airport Manager, addressed the Council. Ms. Terrill presented the Council with an aerial photograph of the airport property to be displayed at City Hall. Ms. Terrill explained the need to have a perimeter fence installed to protect the wildlife that has been discovered on the property.

Councilor Lipman asked how much grant funding the Laconia Airport has received in the last few years. Ms. Terrill replied that the amount is approaching \$20 million and has also included job creation because local contractors and resources are used.

Councilor Bolduc asked how tall the fence is planned to be. Ms. Terrill replied that the fence is scheduled to be eight foot tall with an additional two vertical feet of barbed wire.

Councilor Baer noted that the date for the agreement is to be received by September 26. Ms. Terrill replied that this was set so the project could begin this fall but they have pushed back the start date because the deadline could not be met.

*Councilor Baer moved that the City of Laconia shall enter into a Grant Agreement with the State of New Hampshire for Project # SBG-09-07-2013, acting by and through the Laconia City Charter providing for the performance by the City of certain services as documented within the foregoing Grant Agreement, and that Michael Seymour, Mayor of the City of Laconia and Chair of the Laconia Airport Authority, is authorized and directed to enter into the said Grant Agreement with the State of New Hampshire, and that he is to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of the City in order to accomplish the same. Seconded by Councilor Lipman. **Motion passed unanimously.***

*Councilor Baer moved that the signature of Michael Seymour, when affixed to any instrument of document described in, or contemplated by, these resolutions, shall be conclusive evidence of the authority of said Mayor to bind the City, thereby. Seconded by Councilor Hamel. **Motion passed unanimously.***

2. Request by the Cystic Fibrosis Foundation to raise funds on City property for a Great Strides Walk-a-thon at Opechee Park on May 18, 2014

*Councilor Lahey moved to approve the request by the Cystic Fibrosis Foundation to raise funds on City property for a Great Strides Walk-a-thon at Opechee Park on May 18, 2014. Seconded by Councilor Bolduc. **Motion passed unanimously.***

3. Request by LAYBL to raise funds on City property at the Community Center concession stand from December 16, 2013 through March 22, 2014 on Saturdays and Sundays

*Councilor Hamel moved to approve the request by LAYBL to raise funds on City property at the Community Center concession stand from December 16, 2013 through March 22, 2014 on Saturdays and Sundays. Seconded by Councilor Bolduc. **Motion passed unanimously.***

CITIZEN COMMENTS FOR MATTERS NOT ON THE AGENDA: NONE

INTERVIEWS: NONE

COMMUNICATIONS: NONE

PUBLIC HEARING: NONE

PRESENTATIONS:

1. Bacteria Source Tracking/Canine Detection Report – Emily DiFranco from FB Environmental Associates

Ms. DiFranco reviewed a prepared presentation for the Council (attached).

Councilor Bolduc suggested using wood cut outs of dogs along Opechee Beach to deter the geese from congregating there. Ms. DiFranco replied that there are options available and it is a matter of finding on that works best.

Mayor Seymour thanked Ms. DiFranco for her presentation.

2. Downtown TIF Comprehensive Plan – Downtown TIF Advisory Board

Kevin Dunleavy reviewed a prepared presentation for the Council (attached).

Councilor Lipman commented that he would like to have a little time to digest the information but that he would like to have funds available to respond to infrastructure needs that would be beneficial to the economic development in the Downtown area. The direction is good but some areas that would facilitate businesses coming into the Downtown still need to be discussed. Councilor Lipman also noted that the TIF fund would be absorbing the cost of the entirety of the projects proposed and it would not affect the tax rate. Mr. Dunleavy replied that he appreciates this position and the Advisory Board is open to discussion and the overall feeling is that the sooner some projects can begin the sooner the City will reap the benefits.

Councilor Lipman commented that the gateway has already been agreed on based on the Main Street bridge construction timeline. City Manager Myers commented that \$275,000 has been committed for that but the financing has not been discussed. Councilor Lipman stated he is not looking for time to delay the process but would like to make sure that other areas are thoroughly examined.

Councilor Baer asked if the amount in the presentation included the \$275,000 previously discussed. Mr. Dunleavy replied that it does. Councilor Baer commented that there were areas of this previous proposal that the Council was not in agreement with. Mr. Dunleavy replied that there were concerns with specific areas and there is opportunity to address these concerns and they have not been discounted from the conversations.

Councilor Baer commented that the Council also rejected the Water Street pocket park and it still appears to be in the presentation. Councilor Lipman replied that there were some concerns but it is an example of something that needs to be discussed further.

Councilor Baer stated that the \$400,000 presented for the WOW Trail seems like a very large amount and asked what the Riverwalk extension area would entail. Mr. Dunleavy replied that the Riverwalk currently exists to the Binnie Media property and to continue it they would need to cross two canals and would follow the Church Street bridge line because the connection is not defined at this time.

Councilor Hamel asked if the list presented tonight is the approach the Advisory Board would like to take. Mr. Dunleavy replied that this is correct but that the Advisory Board recognizes that these are recommendations to the Council and the decision is in their hands.

Councilor Hamel asked if the estimate for the Riverwalk included the wall repair. Mr. Dunleavy replied that it would.

Councilor Hamel asked if the previous gateway project presented was the final design. Mr. Dunleavy replied that it is. City Manager Myers added that the commitment of the \$275,000 was to ensure that the engineering could be coordinated with the Main Street Bridge but they are two completely different projects. Councilor Hamel asked if the design work is done. Mr. Dunleavy replied that it is.

Councilor Lipman commented that when looking at the scope of the projects proposed it is important to look at the ability these projects have to attract to the Downtown area and it is an asset to the development of the infrastructure. Mr. Dunleavy replied that there is a focus to tie into the dead end areas of the Downtown and, with the understanding that they are at the mercy of private property

owners in some cases, the Advisory Board has been working forward to get segments of the Riverwalk done in the core areas.

Councilor Lahey asked if the \$1.5 million is bonded how much remaining funds would be in the TIF fund each year to assess how long it would be before another round of projects could begin. City Manager Myers referred the Council to the cash flow chart in the packet and explained that without touching the current funds the \$1.5 million could be bonded and payments made on the bond each year, with the inflated amount going into the fund, there would be approximately \$2 million in the account in 20 years. This leaves the ability to bond another project in a relatively short period of time.

Councilor Hamel asked if the funds in the TIF account have any expiration on use like the Impact Fees. City Manager Myers replied that they do not.

Councilor Lahey commented that the WOW Trail group does an amazing job with fundraising and he is a supporter of the \$400,000 proposed for bonding. At the last goal setting session it was said that the first session was done but it can get old for users and in order to keep people using we need to continue it.

Councilor Hamel asked how much is in the TIF fund now. City Manager Myers replied that there is \$311,000. Councilor Hamel asked when funds are allocated to that account. Finance Director Woodaman replied that it is done by resolution with the budget process. Councilor Hamel asked why the \$275,000 gateway couldn't be paid by cash on hand. Councilor Lipman replied that this would lead to his concerns of having enough funds available for smaller projects that may come up suddenly and recommended having Finance and Public Works Committees look at the proposals.

Councilor Lipman moved to refer the Downtown TIF infrastructure proposal to the Public Works Committee and the Downtown TIF financing to the Finance Committee. Seconded by Councilor Hamel.
Motion passed unanimously.

Mayor Seymour encouraged the TIF Advisory Board be included in these subcommittee meetings so the discussions are not independent. Councilor Bolduc expressed concerns of a quorum. Mayor Seymour replied that this can be addressed.

Mayor Seymour thanked Mr. Dunleavy and the members of the TIF Advisory Board for all of their work.

3. QZAB Presentation – Superintendent Terri Forsten

Superintendent Forsten reviewed a prepared presentation for the Council (attached).

Councilor Lipman asked for clarification of the sprinkler and air handler systems. Supt. Forsten replied that both are in place in the newer sections of the building but are not present in the larger academic wings.

Councilor Hamel asked how long before a decision is needed. Supt. Forsten replied that they need to know by December of this year.

Councilor Lipman asked if, in terms of no tax cap implication, the School Board would be looking to have existing operational expenses shifted so the cost of the bond would be covered therefore there would be not implication on the cost sharing of the tax rate. Supt. Forsten replied that this is correct.

Councilor Baer stated that when the Huot Center renovations were funded it was originally for \$10 million but when another QZAB was offered for \$6 million there was funding for certain purposes there was enough funding other items, such as the science labs. There wasn't enough funding when the bids

came in to cover the list so the City bonded an additional \$3 million. When this was done all of the items being requested were necessary at that time and the funding used for the football field could have been used to make these safety repairs.

Councilor Baer also stated that there are other projects that are out there that need to be looked at as well as other financial assessments that may be coming to the City and they should be considered as well.

Councilor Lipman commented that the items being presented are necessary for life safety and if the needs are recognized the Council has an obligation to the public to take the necessary steps to protect the students and the investment of the City. By correcting air handling concerns the quality of the building would be substantially increased and the asset of having sprinklers speaks for itself; this is a financially sound proposal and will not affect the other items the City is looking to undertake. Councilor Baer replied that concerns for air quality and fire safety were there before and should have been considered before a football field.

Councilor Hamel commented that during the construction process of the Huot Center renovations there were areas of the high school that were updated because they were needed. There was asbestos discovered, wiring needed to be redone, and other upgrades were done as were discovered which resulted in half of the high school campus being up to code. Now that there is a system on the campus that can be continued into the other areas that this is a good idea.

Councilor Bolduc mentioned that when you begin a project you always discover additional areas that need to be addressed. This is the correct approach and he supports it.

City Manager Myers commented that the School Board is looking for a consensus to continue the process and the Council be presented with formal steps.

*Councilor Bolduc moved to direct the City Manager to work with the School Board to begin the process to accept the QZAB. Seconded by Councilor Lipman. **Motion passed with four (4) in favor and Councilor Baer opposed.***

MAYOR'S REPORT:

Mayor Seymour commented that there was a Saturday about a month ago where the entire City was buzzing with activity. The WOW Fest was held, the NH Coffee Festival, and the Leavitt Park Carnival were held and were well attended. All of these events were organized by volunteer organizations and it was nice to see.

Mayor Seymour acknowledged that he attended the ribbon cutting for the Lakes Region Community College addition and it is a beautiful building. The building has a beautiful auditorium setting that seats up to 200 people.

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

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: NONE

MANAGER'S REPORT:

City Manager Myers reviewed the Recycling Report, Project Updates and Financial & Operational Trends Report (attached).

Councilor Lipman asked if reporting could be done with respect to Impact Fee tracking. City Manager Myers replied that this is being tracked and the amounts are very minimal at this time because new projects are just coming in. There may be larger projects on the horizon but they are not collected until a Certificate of Occupancy is obtained.

Councilor Bolduc commended Busby Construction for the work they did on Mechanic Street. City Manager Myers added that this project should be done by the end of next week. The water main break was also handled very well.

City Manager Myers advised that he will be reappointing Tom Drouin to the Laconia Housing Authority. Mr. Drouin has served for two terms and brings a nice balance to the board.

City Manager Myers acknowledged that with the budget approval the Smith Track and Weirs Community Park were funded. With Smith Track the cost was a little under but the Weirs Community Park was over but overall both projects came within the allotted amount of \$850,000. Smith Track is on schedule to open in a few weeks contingent of weather.

City Manager Myers advised that when the Council moved to mandatory recycling the supply of totes was purchased quickly and the waiting list was started which has grown to over 70 people. Each person was encouraged to use alternative containers and given stickers but the larger totes were still requested. City Manager Myers has researched the cost to purchase 300 totes and make this a final purchase to encourage recycling with funding will be taken from the existing budget with a \$20.00 subsidy but the cost has increased to \$55.00 so the consumer cost would be \$35.00. Councilor Bolduc acknowledged he has been receiving requests as well and agreed they should be purchased.

Councilor Baer asked if this would affect the overall cost for waste disposal. City Manager Myers replied that the cost would be found within the current budget.

Councilor Hamel asked if these would be purchased by new requesters only. City Manager Myers advised that the details have not been worked out but the idea would be to only allow one per property.

The Council was in agreement to make the purchase to promote recycling as a last purchase.

NEW BUSINESS:

1. Request by Laconia Airport Authority to accept a grant from the Airport Improvement Program to construct a Wildlife Perimeter Fence

Moved to Consent and Action Calendar

2. Recommendation by the Laconia Downtown TIF Advisory Board to fund a waterline extension in Veterans Square to service potential future economic development

Mr. Dunleavy explained that the Downtown TIF Advisory Board has received a request to join in a public/private partnership to allow for a water line extension in Veterans Square. The proposed cost of \$35,000 would represent half of the cost and the remainder would be the responsibility of the developer. In conversations with the Water Department it was determined that the current water line does not accommodate for a sprinkler system. Additionally the property in question is tax exempt and if the development takes place it would move this property back to the tax rolls and be beneficial to the City.

Councilor Bolduc asked where the water line would be. Mr. Dunleavy replied that it would run from Veterans Square to the church building. City Manager Myers added that there is additional cost because the street is less than five years old and will need to be paved in the condition that it is currently in.

Councilor Hamel confirmed that the water line will be coming to the building but asked if the water service is being funded as well. Mr. Dunleavy replied that this is for the water line connection only.

City Manager Myers advised that there is a one inch line running in Veterans Square but to bring in a commercial venture the requirement for a larger line. There will be accommodations so the extension could service other buildings but not be connected at this time.

Councilor Lipman asked if there was a possibility to get a cost estimate on connecting to other buildings. City Manager Myers replied that there are other possibilities for the other buildings on the small section of the street and there are alternatives.

Councilor Lahey asked if the Water Department would realize income from the larger water line. City Manager Myers replied that this is for fire suppression primarily so there would be no realized revenue.

Mr. Dunleavy emphasized that this is a building is not currently on the tax rolls and this could be a very positive addition to the City. If the building is developed it could spur more economic growth in the Downtown area and would be important to the economic development of the City.

*Councilor Bolduc moved to approve funding a waterline extension in Veterans Square to service potential future economic development with Downtown TIF funds. Seconded by Councilor Lahey. **Motion passed unanimously.***

3. Request To appoint a Council representative to the Debra Bienarz Award Committee

Mayor Seymour advised that Councilor Doyle has been the Council representative in the past several years and she would like to remain. The Council agreed.

4. Request by Laconia Police Department to accept a State High Way Safety Grant – Laconia “Operation Safe Commute” Patrols

*Councilor Lipman moved to accept a State High Way Safety Grant – Laconia “Operation Safe Commute” Patrols. Seconded by Councilor Bolduc. **Motion passed unanimously.***

5. Proposed Ordinance Amending Chapter 31, Finance re: electronic billing

City Manager Myers explained that this is a housekeeping ordinance that would allow the City to send bills electronically to those that request it. Paper bills would be continued as well.

*Councilor Lipman moved to approve an ordinance amending Chapter 31, Finance. Seconded by Councilor Hamel. **Motion passed unanimously.***

6. Request to schedule a Public Hearing on October 28, 2013 during the regular Council meeting regarding the declaration of City-owned property of Gilford Ave (Parcel #428-88-22) as surplus with the consideration of sale to John and Ann Dawson

City Manager Myers reviewed the process with the Council and recommended that the Council move this item to public hearing.

*Councilor Bolduc moved to schedule a Public Hearing on October 28, 2013 during the regular Council meeting regarding the declaration of City-owned property of Gilford Ave (Parcel #428-88-22) as surplus with the consideration of sale to John and Ann Dawson. Seconded by Councilor Lahey. **Motion passed unanimously.***

7. Request to schedule a Public Hearing on October 28, 2013 during the regular Council meeting regarding amending existing pole licenses pursuant to RSA 231:163

*Councilor Lipman moved to schedule a Public Hearing on October 28, 2013 during the regular Council meeting regarding amending existing pole licenses pursuant to RSA 231:163. Seconded by Councilor Bolduc. **Motion passed unanimously.***

UNFINISHED BUSINESS:

1. Milfoil Treatment Funding Request
2. WOW Trail
3. Master Plan

4. EPA Update
5. Sewer & Water Master Plan
6. Single Stream Recycling/Concord Co-Op/Solid Waste Disposal Cost Reduction
7. Strategic Planning/Goal Setting

NOMINATIONS, APPOINTMENTS & ELECTIONS: NONE

COUNCIL COMMENTS: NONE

NON - PUBLIC SESSION:

Councilor Bolduc moved to enter into non-public session according to RSA 91-A:3, II: (d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Seconded by Councilor Lipman. Mayor Seymour noted that no other business would be conducted after the non-public session.

On a roll call vote of the Council it was entered into non-public session at 9:04 p.m.

*Councilor Lahey moved to come out of non-public session at 9:18 p.m. Seconded by Councilor Bolduc. **Motion passed unanimously.***

*Councilor Lahey moved to seal the minutes of the non-public session for six (6) months. Seconded by Councilor Bolduc. **Motion passed unanimously.***

ADJOURNMENT:

*Councilor Bolduc moved to adjourn at 9:19 p.m. Seconded by Councilor Hamel. **Motion passed unanimously.***

Respectfully Submitted:

Mary A. Reynolds
City Clerk