

Council Meeting
January 8, 2014
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The Claremont City Council held a meeting on Wednesday, January 8, 2014, in the Council Chambers of City Hall.

The meeting was called to order by Mayor Neilsen at 6:31 p.m.

Members of the Council present were:

At-Large Councilor Keith Raymond
Ward III Councilor Nicholas Koloski
Assistant Mayor Victor Bergeron
Mayor James Neilsen, IV
At-Large Councilor James Reed
Ward II Councilor Charlene Lovett
At-Large Councilor Kyle Messier
At-Large Councilor John Simonds

Absent:

Ward I Councilor Carolyn Towle

Also present were:

Guy Santagate, City Manager
Jane Taylor, City Solicitor

OATH OF OFFICE FOR COUNCILORS, MAYOR AND ASSISTANT MAYOR

City Clerk Gwendolyn Melcher swore in Mayor James Neilsen, Assistant Mayor Victor Bergeron, Ward II Councilor Charlene Lovett, Ward III Councilor Nicholas Koloski, At-Large Councilors Kyle Messier, Keith Raymond, James Reed and John Simonds.

Mayor Neilsen notified Council that Ms. Towle was in the hospital and would be there for about a week.

Mayor Neilsen appointed Councilor John Simonds as Sergeant-at-Arms.

Mayor Neilsen said there needs to be Councilor appointments to the Airport Advisory Board, Planning Board, Conservation Commission and the Historic District Commission. He said it would be discussed later. He noted there are over 17 boards and commission seats available and invited residents to volunteer.

Bernie Folta, Ward 3, said the list on the website of vacant boards and commission seats and the memberships of the boards and commissions are not accurate.

MAYOR'S NOTES

Claremont School Board Update

Ms. Lovett gave an update. She said the Claremont School Board discussed feasibility studies for full-day kindergarten and the expansion of early childhood educational programs. An invitation for Councilors to sit on these committees will be extended. She said this is an opportunity for School Board and Council to collaborate.

Ms. Lovett said she reviewed the previous Council minutes and coordinated with the school district and then talked about the pool not having starting blocks for swim meets, therefore swim competitions could not be held there. She talked about the economic loss of not having the swim meets. She suggested the City and school work together to fund the starting blocks. She estimated the cost to be about \$4,800.

Ms. Lovett talked about streets running adjacent to the high school being closed for snow removal which caused traffic problems. She asked if this could be completed before the opening of school in the future and if the school Superintendent can be notified beforehand so staff can adjust their parking.

Mr. Santagate asked who the report was from. Ms. Lovett said she wrote it based on attending the public forums or talking to school district members. After writing it, she sent it to the Superintendent for review. Mr. Santagate asked if the Superintendent had made these requests. Ms. Lovett said she discussed it with him this morning. Mr. Santagate said that request had never been brought to his attention by the Superintendent, so he will discuss it with the Superintendent. Mr. Santagate said the property in front of the high school had been deeded back to the school, so the responsibility to sand it will be discussed with the Superintendent.

CSB for the Community Commitment Award Proclamation

Mayor Neilsen talked about the naming of the Claremont Savings Bank Community Center and that it is a community center. Mayor Neilsen presented a proclamation to the Claremont Savings Bank (CSB) for its Community Commitment Award which it received for its commitment to the CSB Community Center.

Sherwood Moody, President and CEO of Claremont Savings Bank, thanked the Council for the proclamation on behalf of the bank. He said the donation to the community center was to celebrate CSB's 100 year anniversary.

Ms. Messier said the Eagle Times had a story that the CSB Community Center had reached its 100,000th paid visitor.

Mr. Koloski said the Commissioner of Cultural Resources for the State of NH went to the CSB Community Center and the Commissioner liked it so much that he is interested in using the facility for a cultural tourism roundtable in Claremont.

Mr. Raymond said there is an article in the Business NH magazine, Influencer Index, featuring numerous business people in the state of NH and Guy Santagate is one of them.

Ms. Messier said the Influencers were described as people who others turn to and Mr. Santagate is one of them. He has brought many projects to the City and is bringing positive attention to this community. She thanked him and said that he is Claremont's "Go To" guy.

Mr. Santagate said this recognition is about City Staff being effective and the City Council creating an environment to allow us to get things done.

Ms. Messier said several Councilors attended a broadband program recently. Broadband is coming through Claremont and will be good for economic development.

Mr. Koloski asked that the Council and School Board not schedule meetings on the same night. Mr. Bergeron agreed and would like to see arrangements made so we don't meet on the same night.

REPORT OF THE SECRETARY

A motion was made by Mr. Bergeron and seconded by Mr. Simonds to accept the minutes of the December 11, 2013, City Council meeting.

Mr. Raymond and Ms. Lovett abstained as they were not at the meeting.

Voice vote: motion carried 6-0 and 2 abstain (Mr. Raymond and Ms. Lovett abstained).

APPOINTMENT TO BOARDS AND COMMITTEES

Airport Advisory Board

Mayor Neilsen reappointed Keith Raymond as the City Council Representative to the Airport Advisory Board.

Planning Board

A motion was made by Mr. Koloski and seconded by Mr. Raymond to appoint Victor Bergeron to the City Councilor seat on the Planning Board.

Voice vote: motion carried 8-0.

Conservation Commission

Mayor Neilsen re-appointed Nicholas Koloski to Seat #7 on the Conservation Commission.

Historic District Commission

Mayor Neilsen appointed James Reed to the City Council Representative seat on the Historic District Commission.

Claremont 250th Anniversary Committee

Mayor Neilsen reappointed Nicholas Koloski as the City Council Representative on the Claremont 250th Anniversary Committee.

CITIZEN'S FORUM

Bernie Folta, Ward 3, talked about the school report. He agreed about not having dual city meetings.

OLD BUSINESS

New Community Center Update

Tim Hernon showed a New Community Center Update PowerPoint presentation.

- Claremont Community Center January 2014 Report
 - Sample of classes
 - As of the end of December
 - 4,908 members
 - \$517,419.25 Membership sales
 - 9,619 Guest passes
 - \$42,344 Guest pass sales
 - \$559,763.25 Gross revenue
 - 99,320 Total patrons
 - 90 Hours/week CCC open for patrons
 - 10,080 Patrons/month
 - 2,520 Patrons/week
 - 360 Patrons/day
 - 28.9 Patrons/hour
 - Guest pass sales Mar. thru Dec. 9,460 units
 - CSBCC 100,000 paid patron Hudson Hagland, January 3rd
 - \$0.26 cost recovery prior to opening
 - \$0.64 cost recovery of new facility

Ms. Lovett asked about the expenses and revenues before the opening. Mr. Hernon said those were the start up expenses. We sold almost 500 memberships prior to opening.

Jeff Barrette, Ward 1, asked if the revenues and expenses were for the CSBCC or the recreation department. Mr. Hernon said these are for the CSBCC.

Ms. Messier asked about the \$0.26 cost recovery prior to opening and Mr. Hernon said that was from the Goodwin Community Center on Broad Street.

Mayor Neilsen asked if the \$0.64 cost recovery will increase. Mr. Santagate said we want to wait until after the facility has been open for a full year and then come back to Council with suggestions for fees. We want to set up a reserve for maintenance of the building and we will make that recommendation to the Council. Mr. Hernon said the CSBCC is still selling memberships.

Mr. Bergeron asked about starting blocks being put in for swim meets. Mr. Hernon said they have already had two or three swim meets and that starting blocks are not required. The design of the pool will allow for later installation when funds are available. Future items will be included in the Capital Improvements Plan (CIP). Mr. Bergeron said it is in the plan to host these events.

Ms. Lovett said the high school athletic director told her they cannot host a high school swim meet without the starting blocks. Mr. Hernon said he will have to check the rules. Mr. Hernon said the anchors are in place for the starting blocks and the diving board; those will be installed when money is available. Ms. Lovett suggested community members might be interested in sponsoring starting blocks.

Mr. Santagate said the Community Center will be run by City Staff. The City gets many requests. The starting blocks are not the top priority. The City and School Board can get together to discuss these issues. The City would like an update on the school construction progress, for example.

Bernie Folta, Ward 3, asked if that meeting could be open to citizens.

Pool Demolition

Ms. Lovett said according to the reports, it is not cost effective to repair the outdoor pool. It shouldn't be funded by taxpayers. June 21, 1949, a private entity was formed. The work was done by volunteers. In October 1951 the City received the pool. It opened in 1952. She suggested having a date certain where individuals could present a viable plan for a new pool or alternate aquatic recreational facility, not to be done on the taxpayer's dime. After that date, if there is no proposal, then we move forward with the demolition.

Mr. Koloski said we don't need two pools. He agreed taxpayers should not pay for the pool. He doesn't see the need to decide to tear down the pool now. He talked about liability and said that all this time there has been a liability with the pool. He asked where the materials went that were removed. He asked about disposal of items that still have value. He asked how much demolition money is left over. He would like the City to consider sending usable items to Concord for auction and possible revenue for the City.

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Mr. Raymond said he is not in favor of spending money to reopen the pool. He referenced trying to fund Arrowhead and struggling to retain police officers.

Ms. Messier said there are more important things to spend our money on. She was okay with the date certain idea. She is opposed to taking on the facility again. She thinks it is time to make a decision relatively soon. She is not in favor of paying for two pools and she spoke favorably of the outdoor splash pad idea.

Mr. Simonds said everyone he has spoken to believes it would be too expensive to rebuild the outdoor pool. We don't need two pools. He is also in favor of a deadline to demolish the pool unless someone comes up with a better idea before that date. He agreed it shouldn't be funded by the City.

Mr. Reed thinks mothballing the pool is a good idea and he also thinks having a date certain is a good idea.

Mr. Bergeron said most people he has talked to don't want any more money to go into the outdoor pool. The money can be used by City departments. He referenced the dog park and that people haven't been able to raise the money to open it. He thinks the vote should be done tonight. Council should do what is best for the City.

Mayor Neilsen said he is not opposed to having a date specific. He wants the motion to be specific that if there is no plan, the pool will be demolished.

Mr. Raymond said some of the demolition money was spent, so he asked if we would have to come back to raise more money. Mayor Neilsen said we will probably have to add money to that line item during the next budget session.

Ms. Lovett said we used \$10,000 for pre-demolition, \$13,000 for the study and the winning bid was \$24,000.

Mr. Reed said we will have to go out for a rebid.

Mr. Raymond said the timeline has to be done before the budget is presented so money can be added to the budget.

Mr. Simonds said most people agree that the pool is not worth saving. He feels it needs to go.

Mr. Bergeron read a letter from Allen Damren urging to close the pool. Mr. Damren was not able to attend the Council meeting.

A motion was made by Ms. Lovett and seconded by Mr. Koloski to delay demolition of the John McClane Clark Memorial Pool until April 30, 2014, in order to provide an individual or group the opportunity to present a plan for the construction of a new pool or alternative aquatic facility (i.e. splash park) at no cost to the taxpayer.

Ms. Messier asked if Ms. Lovett would like to add at no cost to the taxpayer now or in the future. Seconded by Mr. Reed. **Ms. Lovett was willing to modify the motion.**

Mr. Koloski was not willing to accept the modification, so he withdrew his second in case someone was to come forward with a fantastic plan including an endowment (i.e. the track facility).

A motion was made by Ms. Lovett and seconded by Mr. Raymond to delay demolition of the John McClane Clark Memorial Pool until April 30, 2014, in order to provide an individual or group the opportunity to present a plan for the construction of a new pool or alternative aquatic facility (i.e. splash park) at no cost to the taxpayer.

Mr. Koloski said if this motion is approved, Council still retains the right to turn down a plan and to go forward with the demolition.

Mr. Reed said nobody has come forward to keep the pool open; most have said it won't work.

Mr. Bergeron asked to add to the motion if no one comes forward with an acceptable alternative plan by April 30, then the City will demolish the pool.

A motion was made by Ms. Lovett and seconded by Mr. Raymond that unless an individual or group presents a plan for the construction of a new pool or alternative aquatic facility (i.e. splash park) at no cost to the taxpayer no later than April 30, 2014, the John McClane Clark Memorial Pool will be demolished.

Mayor Neilsen opened the floor for public comment.

Joe Osgood, Ward 2, said giving only three months to come up with a plan is not viable. He would like to see at least one year and three months. He said the pool deterioration was employee induced by taking stuff out of there.

Thomas LaCasse, Ward 2, thinks there won't be a lot of people willing to fix this. He thinks we should demolish it in three months otherwise costs will go up.

Steve Raymond, Ward 1, disagreed with Mr. Osgood. Citizens can't afford taxes to go up for this pool.

Jeff Barrette, Ward 1, disagreed that there is any need to demolish the pool. There is no need for the space or a viable plan to replace it. It is currently mothballed and requires little maintenance. He suggested tabling the discussion until there is plan for what to do with the site.

Bernie Folta, Ward 3, agreed there is no rush and we should leave it mothballed. Mr. Folta said that Ward 3 resident John O'Connor had suggested taking the profits from the community center

and dedicating them to the outdoor pool. However, now Mr. Folta knows that this wouldn't work.

Mr. Bergeron said in 2011 there was a vote to build a new community center and one of the things we said we would do was to demolish the outdoor pool. At that time, no one came forth to object to that. It has been two years and no one has come forth with a plan to save that structure. He said it is time for it to go. We need to use our money in other places.

Mr. Koloski reiterated that he doesn't see the need to rush to demolish the pool.

Ms. Lovett asked what the exit plan is once the pool is demolished.

Mr. Raymond agreed that the costs will increase.

Ms. Messier said the time has come. The exit strategy is that the land will be available for future plans as well as removing the liability.

Mr. Koloski asked what happens to the items of value.

Ms. Taylor said generally, according to our purchasing policy, in the City Code, property is to be disposed of in the same manner in which it is acquired. So, you can't haul stuff down to the auction.

Mr. Koloski asked about disposal of copper, etc., and if the money goes back to the department.

Mary Walter, Finance Director, said the Fire Department puts salvage into the apparatus account and for Public Works, it goes into the revenue line.

Roll call vote: motion carried 7-1 with Mr. Koloski voting no.

Sale of City-Owned Property

Ms. Walter said this is 23.6 acres was formerly owned by Customized Structures. We would like to keep the property because it is 2/3 wetlands and we may be able to use it to negotiate a trade-off with DES (Department of Environmental Services) for a future project where compensatory wetlands are needed.

Mayor Neilsen said the North and Main Project will have to go through some wetlands, so we may need to use it sooner rather than later.

A motion was made by Mr. Raymond and seconded by Ms. Lovett that the City Council, pursuant to RSA 80:80, V, hereby authorizes the retention by the City for public use of property located on Plains Road, Parcel 105-4, acquired by the City by tax collector's deed dated May 21, 2013 as the result of nonpayment of taxes, and further authorizes the City

Manager or his designees to undertake all such actions as may be required to implement this motion.

Voice vote: motion carried 8-0.

Succession Planning

Mayor Neilsen said this is a moot point. When Council was discussing City Manager goals and what the process would be for replacing the City Manager, it morphed into a discussion about having an Assistant City Manager. Mayor Neilsen said Council will do what it has done in the past. When the City Manager decides to leave, Council will appoint someone as an interim and then they will do a hiring process. Citizens were complaining to Councilors that they did not want to spend money for an Assistant City Manager. In the next two years, he would like to see this Council work on a plan and goals document for the City.

Mr. Bergeron agreed with the Mayor about the Assistant City Manager position. When Mr. Santagate decides to leave, it will be the Council's job to find a replacement for him.

NEW BUSINESS

2014 City Fee Schedule – Public Hearing

Mr. Santagate said there were no major changes to the Fee Schedule.

Ms. Messier said Council sets fees to cover the costs incurred by certain services and those costs are paid for by the users. Mr. Santagate said we cover the costs; we check with other communities to make sure we are on track. Council requested a no-show fee and that is new.

Mr. Bergeron asked if the Fire \$25 fee for a no-show is enough. Fire Chief Rick Bergeron thinks it will be effective.

Mr. Koloski asked about hazardous materials and if the money comes back to the General Fund. Chief Bergeron said those funds go into the Hazardous Material line item to help replenish the disposable supplies.

Mr. Bergeron asked about Parks & Recreation 1 hour minimum. Tim Herson, Parks and Recreation said the changes were made due to the software's rounding ability.

Mr. Koloski said a citizen had commented to him that the Parks & Recreation food vendor permit fee of \$250 was high. Mr. Santagate said we can check it out.

Mr. Bergeron thinks it is to offset the cost of running the events (i.e. staff and electricity).

A motion was made by Mr. Raymond and seconded by Ms. Lovett to adopt the 2014 City Fee Schedule with revisions shown in red.

Mayor Neilsen opened the public hearing.

Bernie Folta, Ward 3, talked about the cost for a paper copy of the voter checklist versus an electronic copy. He thinks the electronic version should be less. To get a copy of a public document costs 25 cents per page. He suggested putting as much on the website as possible.

Mr. Koloski asked about the Police Department fee for a report. Police Chief Alex Scott said he researched around the state and the fee is consistent.

Mr. Bergeron agreed with Mr. Folta that electronic copies should cost less than paper copies.

Mayor Neilsen suggested to Mr. Santagate to ask department heads to review electronic documents to see if those fees can be reduced for next year.

Ms. Lovett said there are no more 3 ½ inch floppies, so she suggested removing them from Assessing's page.

Voice vote: motion carried 8-0.

Bond Updates

Ms. Walter showed a bond update PowerPoint:

- General Fund Bonds – analysis looking ahead
- Debt retired in 2013/2014
 - 1993 bond for Great Lakes lawsuit (paid off 2/2013) - \$159,000 per year
 - Supplement landfill (July 2013) - \$15,000
 - 1998 bond (August 2013) - \$112,000
 - When we passed the bond for the new community center there was not going to be an impact on the tax rate because we were retiring the above bonds
- Current General Fund Debt

<u>Bonded for:</u>	<u>Original Debt by end of 6/2014</u>	
Road Related Debt	\$6,860,625	\$5,080,909
Community Center	\$5,315,000	\$4,302,000
Landfill	\$3,615,965	\$1,694,165
TIFD River Road	\$1,000,000	\$200,000
TIFD Downtown	\$9,906,000	7,280,000

- Current G/F Bonds

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Use	Bond Holder	Date Issued	Maturity Date	Rate	Original Bond Amount
Lawsuit	NHMBB 1993G	12/1993	2/2013	4.83%	\$2,350,000
Misc	NHMBB 1998A	6/1998	8/2013	4.78%	\$1,680,663
Landfill	NHDES CS-330114-10	9/2003	7/2013	2.32%	\$147,597
TIFD	Citizens	9/2005	9/2015	3.52%	\$1,000,000
Road	CSB - Washington Street	03/2002	03/2017	4.00%	\$900,000
TIFD	1st Southwest	7/2007	6/2018	6.00%	\$2,245,000
Road	NHMBB 2011F	12/2011	7/2020	1.48%	\$775,625
Road	Citizens - Road Bond	9/2005	9/2020	3.63%	\$3,000,000
Landfill	NHDES CS-330114-09	7/2002	7/2022	3.70%	\$3,468,368
TIFD	NHMBB - B	7/2007	8/2027	4.57%	\$4,939,000
TIFD	NHMBB - B	7/2007	8/2027	4.68%	\$2,722,000
CSB CC & Roads	NHMBB 2011 E	12/2011	1/2041	3.98%	\$7,500,000

(CSB CC = 60% / Roads = 40%)

- Retiring Debt – How much is freed up, in which fiscal year
 - 2016 – River Road TIFD (\$100K per year)
 - 2017 – Washington St. Bond (\$80K per year)
 - 2018 – TIFD #2 Bond (1st of 3 bonds) (\$275K per year)
 - 2021 – Refunded Bond (\$80K per year)
 - 2022 – Landfill (\$250K per year)
 - 2022 - \$3 million road bond (\$211K per year)
- Debt Payments Going Forward

	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023
Roads	\$618,643	\$608,439	\$598,006	\$507,116	\$495,870	\$481,342	\$469,767	\$178,498	\$176,348
Community Center	\$264,011	\$263,411	\$262,691	\$264,851	\$263,771	\$264,521	\$264,971	\$262,121	\$264,521
Landfill	\$248,564	\$248,564	\$248,564	\$248,564	\$248,564	\$248,564	\$248,565	\$248,564	\$0
Downtown TIFD	\$872,375	\$839,600	\$811,000	\$778,150	\$756,600	\$730,600	\$705,250	\$680,550	\$655,850
River Road TIFD	\$105,350	\$101,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$2,108,944	\$2,061,815	\$1,920,262	\$1,798,681	\$1,764,805	\$1,725,027	\$1,688,553	\$1,369,733	\$1,096,719

- River Road TIFD, when closed out, goes on the tax rolls
- Estimated Yearly Debt Service Payments Going Forward

- 2013-2014 between 2,000,000 and 2,500,000
- 2025-2026 about 1,000,000
- History of Debt Service Impact – amount of tax dollars going toward debt service
 - 2001 \$1.97
 - 2013 \$1.65
 - Mr. Santagate said we have accelerated our payments on debt. Goals: Keep tax rate at 3% or under; increase Fund Balance; invest in infrastructure. The biggest issue will be the Downtown TIFD; it is borrowing from the River Road TIFD.
- Percentage of City Taxes Going Toward Debt Payments
 - 2001 15.90%
 - 2013 12.26%
 - Mr. Santagate said while paying down debt, in our operating budget, we are able to buy fire and police vehicles in our operating budget, not on bonds. The plan is to keep debt as low as possible. We are paying as we go.
- Tax Dollars Being Spent on Roads (with encumbrances and/or supplemental appropriations added as well as related bond payments)
 - 2001 \$200,000
 - 2013 \$513,104
 - 2017 \$397,708

Mayor Nielsen said he wanted to show Council this information about the bonds, so when it was time to talk about the CIP, Councilors would know that sometimes it is prudent to bond.

Ms. Walter said sometimes we can bond because the rates are lower and we get a better bargain.

Bernie Folta, Ward 3, asked clarification questions about bonds.

Mr. Raymond pointed out that when we do bonds, we include more than one item.

Capital Improvements Program

Ms. Walter showed a PowerPoint presentation about the Capital Improvements Plan.

- Claremont Capital Improvements Plan – A refresher on CIPs
- What are Capital Assets
 - Auditors recommend we increase this
- Capital Assets Depreciated – using straight line depreciation
 - Buildings 40 years
 - Building improvements 20 years
 - Infrastructure 30-75 years
 - Vehicles 5 years
 - Office Equipment 5 years
 - We will change computer equipment from 5 years to 3 years
- Why do a CIP

- Why is the Planning Board Involved
 - Because the City has adopted a Master Plan, we need to have a CIP and this authority is given in RSA 674:5-7
 - NH RSAs 674:5 through 674:8
 - Ms. Taylor said Council does not have to vote on the CIP. It comes to Council for information and funding.
- Eight Steps for Completion of a CIP
 - 1. Organize for the CIP process
 - 2. Define capital projects
 - 3. Perform a fiscal analysis
 - 4. Review the Master Plan
 - 5. Communicate with departments
 - 6. Review proposed capital projects
 - 7. Prepare a 6-year project schedule
 - 8. Present your recommendations
- How is it Implemented
 - The CIP Advisory Committee meets and gathers information and develops a plan
 - CIP is presented to the Planning Board for review and recommendations in January/February. Then to Council meeting in March for public hearing.
 - Once adopted, a certified copy of the plan is filed with the City Clerk and a copy is filed with the Office of Energy and Planning.
- Capital Projects and Strategic Areas of Focus
 - Community & economic development
 - Public health & safety
 - General government
 - Transportation
- In Summary
 - The CIP is a guide for the City Manager and Finance Director to prepare the budget; it helps stabilize the tax rate; aids in prioritization of projects; and informs residents, business owners and developers of planned improvements

Mayor Neilsen said he has been on the Council from 1997-2007 & 2011-2013 and the CIP is a good process.

Bernie Folta, Ward 3, said the CIP is a 6-year rolling document. The first year goes into the budget. In Claremont, the CIP has been in the custody of the City staff. He would like to see more citizen involvement.

Mr. Santagate said the CIP forces us to have a long-range plan and to be realistic. Staff cannot spend any money without the Council's approval.

RSA 91-A Briefing

Ms. Taylor outlined the basics of RSA 91-A, the Right-to-Know law, including public agency, public body includes Council, boards, committees, commissions, etc. A public body is not a

public agency. Meetings must be open to the public with only a few exceptions and must have a quorum present. Electronic communication (i.e. telephone, Skype) can be used, but a quorum must be present in person; you have to be able to hear what the person in the remote location is saying; you have to say who is present; and all votes are by roll call. Strategy or negotiation sessions, consultation with legal counsel, or circulation of draft documents are not considered meetings; no minutes are taken and you don't talk about anything that was discussed outside the room. All votes must be taken in public. Notice of meetings must be in at least two appropriate places (one can be the website). It requires 24 hours notice, however Council Rules require 48 hours notice. Minutes are intended to be summaries and should include name of attendees, persons appearing, brief description of discussion and all votes. Drafts are to be available not more than five business days after the meeting. All minutes are permanent records. Communication outside meetings such as sequential emails cannot be used to evade 91-A. Electronic communication that invites response is probably a violation of 91-A. Non-public sessions have to list the reasons. Non-public sessions are only allowed for specific reasons that must be cited before a non-public session is held. Unless sealed, non-public meeting minutes must be available within 72 hours after the end of the meeting.

Ms. Taylor explained the City's RSA 91-A (Right-to-Know) Response Procedure

- Authority
- Purpose
- Administration
- Basic Principles
- Procedure
 - Coordination of requests received by any department other than Police
 - Verbal and in-person requests
 - Written requests received in-hand, by mail or electronically
 - Responses to requests
 - Records inspection
 - Fees and other charges

Mr. Bergeron cautioned against 3-4 Councilors getting together for coffee. Ms. Taylor said you can't meet with a quorum. You have to avoid the appearance of doing something wrong. Any discussion about issues should be done in public.

CITY MANAGER'S REPORT

Mr. Santagate said some people cannot afford the membership at the CSB Community Center, so we are trying to raise some money for scholarships. One thing we are thinking about is putting a line on the annual memberships or renewals where people can donate money for scholarships.

Mr. Santagate talked about the SAFER grant the City has applied for. The federal government will sponsor firemen for two years and then we can apply for them to sponsor the firemen for a third year. We should hear about getting approval for three firemen soon. The federal government will pay the salary and benefits for two years and then hopefully for the third.

Mr. Santagate said we closed on the sale of the armory this week. We received \$150,000. The company will begin moving in immediately. They are a light manufacturing company making medical devices.

Mayor Neilsen asked if the funds received for that property will go into the General Fund. Mr. Santagate said yes.

Mr. Santagate said there will be a public meeting on high speed train transportation from Boston to Montreal on Wednesday, January 22, 7 p.m. at the Hotel Coolidge in White River Junction. We will have people at the meeting as we want them to stop in Claremont.

Mr. Santagate said there will be a Special Council meeting on Wednesday, January 29. Some items to be discussed will be an Assessing update (revaluation), Charter Commission update and City-owned property (i.e. should we put them out to brokers).

FUTURE AGENDA ITEMS AND DIRECTIVES

Ms. Lovett is interested in having a discussion about what the top objectives of the Council will be for the next two years. She would like to establish priorities and benchmarks to measure progress. Mayor Neilsen suggested this be placed on the special March meeting.

Ms. Lovett said there was no notice of the Charter Commission and Executive Councilor election on the website. Mr. Santagate said we would check it out.

Ms. Lovett asked about scheduling a meeting with the School Board to discuss the school renovations. Mr. Bergeron said the School Board has had a monthly spot on the agenda to give an update to the Council, but rarely does anyone show up.

Mr. Bergeron asked at the next meeting to get an update on the 149 Pleasant Street property.

Mr. Bergeron asked about having a fire/burglar system fee if landlords have to have police or planning visit more than three or four times.

Mr. Koloski requested a letter be sent to the School Board requesting that the School Board and the City to not schedule meetings on the same nights.

COMMITTEE REPORTS

Claremont 250th Anniversary Committee

Mr. Koloski said they have received a letter from the Director of Motor Vehicles letting them know the sale of the commemorative license plate was approved. The plates are in production and will be ready for pick up next Thursday. The plates will be in Central Collections. Drivers will be allowed to place them on the front bracket of the vehicle. The plates can be run until December 31, 2014. The cost will be \$25.

Mr. Santagate said the River Valley Community College (RVCC) is interested in doing something at its graduation to commemorate the 250th Anniversary. He asked Mr. Koloski to meet with him and the RVCC to discuss it.

Mr. Koloski asked and Mayor Neilsen agreed to move the Claremont 250th Anniversary Committee under Mayors Notes on the agenda.

Business Corridor – Steering Committee

None

NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3,II(a) - Clerical Union Contract and Public Works Department Union Contract

None

CONSULTATION WITH LEGAL COUNSEL

ADJOURNMENT

At 10:44 p.m., a motion was made by Mr. Bergeron and seconded by Ms. Messier to adjourn.

Voice vote: motion carried 8-0.

Respectfully Submitted,

Dorée M. Russell
Clerk to the Council