

The Claremont City Council held a meeting on Wednesday, June 10, 2015, in the Council Chambers of City Hall.

The meeting was called to order by Mayor Neilsen at 6:30 p.m.

Members of the Council present were:

Ward I Councilor Carolyn Towle
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:

At-Large Councilor Keith Raymond

Also present were:

Guy Santagate, City Manager
Jane Taylor, City Solicitor

MAYOR'S NOTES

Mr. Simonds said in April the Eagle Times reported that Claremont native Kevin O'Connor will represent the United States in the upcoming World 28th Universiade Summer Games 2015 in Korea in the sport of rowing. Mr. Simonds sent his congratulations.

Mr. Reed said according to the Fire Department report that the department filled its last vacancy with Kenneth Smith. Mr. Reed welcomed Mr. Smith.

Mayor Neilsen said there will be a Public Hearing on Tuesday, June 23, 6:30-9:00 p.m. in the John Goodrich Room of the Sugar River Valley Regional Technical Center for public comment on the Rail Trail waiver request.

REPORT OF THE SECRETARY

A motion was made by Mr. Bergeron and seconded by Ms. Towle to accept the minutes of the May 7, 2015, City Council meeting as amended.

Mr. Bergeron asked to add to page 5, third paragraph from the bottom, "Mr. Bergeron said it sounded like it would become an assistant city manager position."

Ms. Lovett said in the minutes that she had commented that the 2015 Council Approved column needed to show figures that were actually approved so that the percentage increase or decrease was accurate. In order for the department increase or decrease to be accurate, you have to pull out the encumbrances.

Ms. Lovett said for clarification that the proposed budget level funded the City tax rate, it wasn't a level-funded budget. Mr. Santagate said it was a reduced budget. Mayor Neilsen asked what Ms. Lovett was asking to reflect in the minutes. Ms. Lovett said there was no change in the minutes, it was just a comment for clarification.

Voice vote: motion carried 8-0.

A motion was made by Mr. Koloski and seconded by Mr. Simonds to accept the minutes of the May 13, 2015, City Council meeting as amended.

Ms. Lovett said on page 5 Transfer to Cemetery Budget from Sanitation was for \$15,000, not \$8,000.

Voice vote: motion carried 8-0.

A motion was made by Ms. Towle and seconded by Ms. Lovett to accept the minutes of the May 14, 2015, City Council meeting.

Voice vote: motion carried 8-0.

A motion was made by Mr. Reed and seconded by Mr. Bergeron to accept the minutes of the May 21, 2015, City Council meeting as amended.

Ms. Lovett said to clarify on page 4 "monthly reports and the software not matching up," should read, "monthly expense and revenue reports and the numbers not matching up."

Voice vote: motion carried 8-0.

A motion was made by Mr. Reed and seconded by Ms. Towle to accept the minutes of the May 28, 2015, City Council meeting as amended.

Ms. Lovett said that she had asked for the statement that she read at the May 28th meeting to be entered into the record. She would like the statement to be put in place of the paragraph on page 4 where her comments had been paraphrased.

Ms. Taylor explained that minutes are a summary of the meeting. She said that if Council wanted to add Ms. Lovett's statement to the minutes, Council could vote to attach the statement

to the end of the minutes. Mayor Neilsen asked for a consensus. All said yes to attach the statement.

Mr. Koloski said on page 7 to add (after Ms. Lovett's motion to further amend the budget), "Mr. Koloski stated he would not be able to vote on this until he heard from department heads what this would do to their budgets.

Ms. Lovett asked about page 2, second paragraph from the bottom, "It will fix accidents,". Ms. Taylor suggested it be changed to "reduce accidents."

Voice vote: motion carried 8-0.

APPOINTMENT TO BOARDS AND COMMITTEES

None

CITIZEN'S FORUM

Bernie Folta, Ward 3, said he did not like the City Solicitor giving her opinion about the minutes and trying to change the methodology. He said he appreciates the amount of detail that is in the minutes. He mentioned something about maintaining them on microfiche. He thinks the Solicitor has a conflict of interest; her salary is determined by the administration, while now she is under Council control. He said Council can contact NH Municipal Association for another legal opinion.

Ms. Taylor responded that her client is not the City Council or the City Manager, but is the City of Claremont. She didn't change the methodology since minutes are a summary; she suggested the best method to include Ms. Lovett's statement as part of the permanent record. Minutes are required to be kept in paper form in perpetuity.

AJ Maranville, Ward 2, talked about the report on the Goodwin Community Center revenues and expenses. He talked about differing amounts (i.e. \$150,000 less than what was on the right-to-know request he had received). He talked about the \$3 million bond and that it is Council's responsibility to keep track of it.

OLD BUSINESS

Pumpkin Festival Update

Police Chief Alex Scott gave a summary of the actions that had taken place for the Pumpkin Festival. The New England Pumpkin Festival (NEPF) group filed a permit application May 14 and requested to use Pleasant Street, Opera House Square and the Visitors Center Green, and they projected 25,000 attendees. The Traffic Advisory Committee (TAC) took this up at its May 27th meeting. Chief Scott identified the services that would be required for an event of that size to include Police officers, parking spaces, portable toilets, etc. After discussion, the group said it

would revise its application to include 4,000 to 6,000 attendees and to relocate behind Claremont Middle School. The School District would not give its permission to use the fields because they are being used for school activities in October. The week of June 1st, the NEPF group withdrew its application, but did not give a reason for not going forward. Chief Scott said the City never said no, just to come back with a revised plan with revised numbers. As an example, Cornish Fair has about 11,500 attendees for 3 days and Saturday night equals about 4,000 attendees.

Ms. Lovett said that Mike Charest had asked her to pass on that the group had decided to postpone the event until 2016 and that he requested to be on the July Council agenda.

Chief Scott said it is appropriate for the group to resubmit its application to the TAC and the Licensing Board. He said his office is open to help with this.

Council invited Bernie Folta to speak.

Bernie Folta, Ward 3, said he was at the May 27 TAC meeting and his impression was that the City wanted to be helpful. He said it is up the NEPF group to firm some things up. He was bothered that there were no citizens on that committee.

NEW BUSINESS

License for Vendor Space in Broad Street Municipal Parking Lot (Dave's Relish the Dog Hotdog Cart)

Chief Scott said this request was addressed at the May 27th TAC. Dave's Relish the Dog wants to put a hotdog cart in the municipal parking lot. They originally wanted it on the street, but there was a safety concern with that. The only people that can allow him to use those spaces is the City Council. The license would be for three spaces in the municipal lot.

David Barter and Kathleen Barter, Dave's Relish the Dog, said they want to operate 1 or 2 days a week Monday-Friday and 1 or both days on the weekend.

- Timeframe: Mainly June to November, but may go out on warm days during other months
- Cart will be removed from the parking lot each night
- Cart and tow vehicle will take three spaces

Mr. Koloski asked if abutters had been notified and he asked which spaces are municipal spaces. Mr. Santagate said abutters were not notified.

Ms. Taylor said there is no motion tonight. We need to know where and specific times. As an example, seasonal outside dining permits run May 1-October 15.

Mr. Koloski asked what if someone else wants to set up a cart on municipal property. He asked if the City has a process in place. He talked about some of the processes and fees in other communities.

Mr. Barter became upset with the process and withdrew his application. Mr. Barter requested reimbursement for the \$80 and \$35 fees he paid for the health license and the hawkers and peddlers permit.

Councilors requested to have a discussion about the process for issuing permits for vendors to use municipal parking spaces. Mayor Neilsen said this will go on a future agenda.

- Need to know who owns the spaces
- How many spaces available
- What if someone wants to do something similar in the Mill District
- Will any vendor be allowed, or will there be a limited number of each type

Rock Family Request for Cemetery Lights

Mr. Santagate said that he has been meeting with Mrs. Tina Rock and she came up with the idea for solar lights to be used in the cemetery at night.

Tina Rock suggested solar lights be placed in Mountain View Cemetery. She said it is very dark there especially in winter; there is a lot of stealing. If it were lit up, the area would be safer. Solar lights wouldn't cost anything for electricity. She would like to fundraise or get grants; she has a grant writer that will help. She would like to do raffles. The lights will be similar to the decorative ones in front of City Hall. There are no poles out there. The lights would be on the perimeter and would not bother anyone's spot.

Mr. Santagate said if it is the consensus of the Council, the Administration will work on the policy and then bring it back to the Council.

Mr. Koloski loves the idea and if it is done in conjunction with Public Works, he has no objections.

Mr. Bergeron will vote no until he finds out how many lights and the cost. Mrs. Rock said \$33,000 for 20-22 lights in the cemetery. She said the company is willing to work with installing the lights. Mr. Bergeron would like more information before voting yes; everything Council approves, the City will have to take care of.

Mrs. Rock said she has not spoken to the Public Works Director.

Ms. Taylor said details such as fundraising and who holds the money, etc. will have to be figured out.

Ms. Towle likes the idea, but has questions about cost, maintenance, etc.

Chief Scott said that lighting increases security. That is one of Claremont's largest cemeteries and there is no ambient light in some areas.

There was a consensus of the Council to continue with this.

Request Related to Bullpen Change in Use

Ernest Montenegro sent in a proposal to turn the "bullpen" parking area in Opera House Square into a temporary park by bringing in plants, trees and a fountain. He would not disturb the asphalt surface. Also, he talked about a project suggested by Sue Lawrence and Andrew Williams to plant magnolia trees throughout the City. He said local businesses are willing to donate plants and give support for this summer experiment.

Jamie Miller, Licensed Mental Health Counselor, sent a letter saying that she has a private practice in the Moody Building and she objected to losing the 11 parking spaces as her patients use that parking area.

Ernest Montenegro said this would be temporary. He sees this as a way to help revitalize the downtown area. He acknowledged Ms. Miller's opposition. He proposed eliminating the 11 parking spaces for the summer and into October.

Mr. Koloski asked about offsetting the parking spaces; Union Block tenants use those spaces. He asked how many handicap spaces would be affected. He loves the idea. It was brought up at the downtown beautification meeting. He doesn't think it would have a negative impact.

Ms. Lovett asked if there have been any conversations with the City Center Steering Committee and possibly dovetailing with their plans. Mr. Montenegro said he has spoken to Marty Davis who is on the City Center Committee and he is all for it.

Mayor Neilsen said the parking study shows parking spaces are underutilized. People don't want to walk too far to get to their destinations, so he thinks Council will hear negative comments about losing the parking spaces. He is not opposed to the project.

Ms. Lovett thinks it is a wonderful idea, but she questioned the utility because the area is surrounded by heavily traveled roads.

Mr. Montenegro talked about adding more crosswalks which would slow traffic thereby causing drivers to seek alternative routes.

Ms. Lovett thinks there should be a survey done of people who utilize the area and to bring it back so people can give input.

Mayor Neilsen asked to put this on the second meeting in June and to have a public hearing.

Ms. Taylor said if the Council wants to go forward with this, it would need a mechanism to suspend the two-hour parking restriction in the bullpen and would need to move the handicap parking space.

Ms. Towle said she would like more details from Mr. Montenegro at the next meeting.

Mr. Bergeron asked if anyone has spoken to Mr. Woodley about planting trees on Main Street. He agreed a public hearing needs to be held for this project. He asked why Mr. Montenegro was proposing another fountain; there is already one there.

Mr. Monetenegro said he is an artist and he doesn't like the existing fountain and the current fountain does not have pizzazz.

Mr. Koloski asked about the offset of handicap parking spaces. Chief Scott said the parking study could answer those questions.

Resolution 2015-27 Establish Veterans Park Non-Capital Reserve Funds – Public Hearing

This is to establish a “Bill Baril Memorial Field at Veterans Memorial Park Infield Renovations Non-Capital Reserve Fund” for funding upgrades and maintenance to the infield of the softball field at Veterans Memorial Park. This will also establish a “Bill Baril Memorial Field at Veterans Memorial Park General Renovation Non-Capital Reserve Fund” for funding general softball field upgrades and maintenance at Veterans Memorial Park.

Mark Brislin, Parks and Recreation Director, said this is for softball field upgrades at Veterans Memorial Park. It is being spearheaded by Richard Stevens, Jim Judd and Jeff Coburn. Upgrades will be for drainage, extend the fence, protection on top of the fence and new scoreboard and repair the pitcher's mound and infield. He hopes to start the projects this fall.

Mayor Neilsen said his son is on a league, but he has no conflict of interest as he has nothing to gain.

A motion was made by Ms. Messier and seconded by Mr. Simonds to adopt Resolution 2015-27 Establish Veterans Park Non-Capital Reserve Funds.

Ms. Messier read the resolution into record.

Richard Stevens said he has been working on this project for four years. They have raised about \$4,800. Once they reach \$7,000, a local business will give them \$3,000 to be used for the infield. They expect to have enough money before fall to do the infield renovations. Funds are in Lake Sunapee Bank and will be moved to a City account once an account is set up. He understands the field is owned by the City, however he requested that there be an oversight committee to determine how the money is to be spent.

Mr. Santagate said when the City gets the money, we will follow the purchasing policy that is in place.

Mr. Stevens talked about a project that was done in Monadnock Park by CYBSA. It was unknown if there was authorization to do it. Mr. Brislin said he would have to check it out.

Ms. Taylor said if they gift the money to the City, the process needs to be followed. There is a difference between giving a structure that is put on a property (i.e. skateboard park pavilion) and doing something to the land.

It was noted that there are vacancies on the Parks and Recreation board for people who want to give input.

Mayor Neilsen opened the public hearing.

Bernie Folta, Ward 3, said he sees more citizen initiatives and that is a good thing. He suggested streamlining policies for citizen initiatives. He asked how many non-capital reserve and capital reserves are associated with Parks and Recreation, how many in each department and how much money is involved.

Mayor Neilsen closed the public hearing.

Roll call vote: motion carried 8-0.

Resolution 2015-28 Authorize Road Bond for \$3 Million – Public Hearing

This is to appropriate up to \$3 million for capital improvements to infrastructure related to the public ways within the City of Claremont.

Tom Woodley, Public Works Director passed out paving options.

- Phase I – Funded (Currently being done)
 - Baker, Henry, Cottage, Severance and Walnut for total of \$222,000
- Phase II – Option 1
 - Elm Street (North to Dunning), Upper Elm Street, North & Elm Intersection, North & Hanover Intersection, First Street, Second Street, Buena Vista Road, Central Street, Sullivan Street, Edwin Avenue, Pearl Street (Myrtle to Central), Walnut (School to Myrtle) for total of \$950,000 (estimated)
- Phase II – Option 2
 - Washington Street (Home Depot to Winter Street) for total \$950,000 (estimated)
- Phase II – Option 3
 - Main Street (from old RR tracks by Mountain View Cemetery to Main/North Project), Veterans Park Road, Hanover Street (from North Street to Dunning Street), Winter Street (from Water Plant to Thrasher Road), Pleasant Street (from South Street to East Street) for total \$950,000 (estimated)

He said Washington Street is an entryway to the City and is getting worse each year. He is covering all three wards of the City. If the City is approved for the TIGER Grant, it will cover the connecting section on Main Street, to the North & Main Street Project. The Washington Street Project will be done so as to keep traffic moving. Businesses along that area will be affected. He discussed the review process involved in selecting streets, including the need to address water and sewer services.

Ms. Taylor said Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) is almost finished with the Washington Street Safety Study.

There was a discussion about closing off Arthur Street. Mr. Santagate said the City is working with the UVLSRPC and trying to get funding to fix some of the safety issues on Washington Street.

Ms. Walter said the request for the \$3 million bond for 20 years would go out in January. We will go through the Municipal Bond Bank to get a lower rate. The City can bond for up to \$12 million. Payments on a \$3 million bond for 20 years would be \$220,800/year assuming 4% rate which would be 32 cents on the tax rate.

Ms. Walter said a current bond will be paid off in 2017 which would free up about \$80,000/year. The next two bonds to be paid off will be in 2021 at about \$282,000/year.

Ms. Lovett said almost every 6 years the City bonds for \$3 million. In addition, the City has budgeted an average of \$315,000 per year for maintenance over the past 9 years. It would make sense to put a minimum of \$315,000 in the budget plus the bonding.

Mayor Neilsen opened the public hearing.

Bernie Folta, Ward 3, asked if the state permits front-loaded or back-loaded payment schedules or balloon payments. He would like to know the mileage for each of the streets on the list and the last year they were paved.

Mayor Neilsen closed the public hearing.

Mr. Bergeron asked how long you have to spend the money from a bond. Ms. Taylor said that is governed by federal tax law and Treasury regulations. Roads are noncapital investment and if you borrow less than \$5 million, you have to spend it within three years. It is very complex which is why the City refers these matters to outside bond counsel. Ms. Walter said you have to spend a certain amount within specific times.

Ms. Walter said Municipal Bond Bank will allow us to do either level principal or level debt, not load payment schedules.

Ms. Walter said for a 15-year bond, it would be 39 cents on the tax rate instead of 32 cents and it would save about \$400,000 in interest.

Mr. Bergeron said the roads are a priority and need to be fixed. He thinks we should go with a \$3 million bond for 15 years. Mayor Neilsen and Ms. Messier agreed with Mr. Bergeron. Although Ms. Messier didn't want to surprise the public with a 39 cent tax increase this year.

There was a discussion about the current \$250,000 that is in this year's budget for paving and whether or not the bond payment should be taken from that amount or leave it and add the bond payment to the budget.

Mr. Woodley said we are in the middle of the construction season now. He can't spend the entire \$3 million this year, but the sooner this gets done, the more of the bond he can spend this year.

A motion was made by Ms. Lovett and seconded by Mr. Reed to table this item to a time certain, June 24, 2015.

Voice vote: motion carried 7-1 with Mr. Bergeron voting no.

Mayor Neilsen said this will be opened to the public at the June 24th meeting.

Councilors asked for the following information:

- A schedule of the current bonds and when they will be retired
- Numbers for \$1.5 million, \$2 million and \$3 million bond amounts
- 2 payment options (Level principal or level debt bond)
- 15 years and 20 years for each amount
- Effect on the tax rate for each
- How much will be saved with the different options
- Pros/cons 15 years versus 20 years

Mayor Neilsen said the Council needs to decide the structure of the payment. Will there be no tax increase or will the anticipated bond payment be paid by tax increase because we will continue to fund the \$250,000 that is currently funded for streets and roads.

Mr. Bergeron thinks there should be a bond of \$3 million for the roads and \$250,000 that is in the budget for maintenance.

Resolution 2015-29 Encumbrances – Public Hearing

This is to encumber monies that were not able to be spent this fiscal year.

Ms. Walter said we need to reduce the Policy amount to \$35,000 because there will be a purchase order done for the other \$1,000. Lighting at Arrowhead, \$15,000, will be moved to a Capital Reserve so the bottom line will be \$205,000.

A motion was made by Ms. Lovett and seconded by Mr. Simonds to adopt Resolution 2015-29 Encumbrances.

Ms. Lovett read the resolution into record.

Mayor Neilsen opened the public hearing.

Bernie Folta, Ward 3, said encumbrance was an artificial way to keep a following year tax rate lower.

Ms. Walter said encumbrances are money that has already been raised and appropriated and do not impact the next year's tax rate.

Mayor Neilsen closed the public hearing.

Roll call vote: motion carried 8-0.

Proposed Closing of Health and Human Services Office in Claremont

State Representative Raymond Gagnon said the proposal to close the Department of Health and Human Services (DHHS) Office in Claremont, as well as four other communities, passed in the House and Senate. Claremont's Reps. and Senator voted against it. It's important for the communities that are affected to get involved.

Welfare Director Suzanne Carr, said if this passes, her office will be inundated with people looking for assistance. Her office is down a half position. If people are unable to get to appointments in Littleton or Concord, or they don't have access to a computer, then they will be in Claremont's Welfare office. Transportation is an issue. Benefits provided by DHHS include food stamps, Medicaid, child care services, child support services, Division of Children, Youth and Families, and Bureau of Elderly and Adult.

A motion was made by Mr. Reed and seconded by Mr. Koloski that

WHEREAS the City of Claremont has learned that House Bill 2, relative to state fees, funds, revenues, and expenditures, as amended by vote of the State Senate, includes the closure of the State Department of Health & Human Services (HHS) office on Water Street in Claremont; and

WHEREAS closure of this HHS office would require Claremont and other Sullivan County clients, many of whom are the most vulnerable of our population and who have no access to public transportation, to travel to Keene, Concord or Littleton to receive services; and

WHEREAS closure of the HHS office in Claremont would have a direct negative impact on the economic well-being of the citizens of Claremont;

The Claremont City Council hereby strongly opposes the closure of the HHS office in Claremont; and hereby authorizes the City Manager to undertake all actions

as may be required to transmit the City's opposition to the closure of the HHS office in Claremont to the appropriate offices in state government.

Voice vote: motion carried 8-0.

CITY MANAGER'S REPORT

Mr. Santagate said the waiver request has been sent in for the Rail Trail. There has not been any approval of a waiver request, so this is a long shot. A public hearing will be held June 23rd, 6:30 p.m. at the John Goodrich Room of the Sugar River Valley Regional Technical Center. The public is invited to comment. Ms. Taylor said a hardcopy of the request is available to view at the Library and Claremont Savings Bank Community Center. It is posted on the City's website under the Current Events tab. This has gone to NH Department of Transportation. After the public hearing, the City will continue to receive comments until July 10th. Comments will go as an appendage to the request. The public hearing will be facilitated by Nate Miller of the Upper Valley Lake Sunapee Regional Planning Commission.

Mr. Santagate said Jacobs Company has been hired to work on the non-union employee job classifications and job descriptions. Council will approve the final product in about 2-3 months. This will not affect any present salaries or jobs.

FUTURE AGENDA ITEMS AND DIRECTIVES

Mr. Koloski would like to keep on the radar the Charlestown Road TIFD. Mr. Santagate said he is having Nancy Merrill, Planning and Development Director, look at the feasibility of it. He said he will check out the property on Pearl Street that Mr. Koloski asked about.

Mr. Koloski asked about a tour of the GCC building and the Zotto Gym. Mr. Santagate asked for dates. Mayor Neilsen asked about it being on a Saturday. Mr. Koloski doesn't mind doing it on a regular Wednesday night meeting date.

Mr. Santagate said that Police Chief Scott would like the Council to tour the new Police Communications area at the July meeting date.

Mr. Koloski said there is nothing planted outside the front door of City Hall and the bench is gone. He said it looks like barren waste land.

Ms. Taylor said the bench was removed because it was not safe. A couple of years ago the Council authorized the garden club to do landscaping around City Hall.

Mr. Santagate said we can revisit it. Ms. Towle suggested putting hostas out there. Ms. Lovett talked about the tree having to go because the roots were causing damage to the building.

Ms. Taylor said there are many laws governing publicly-owned trees. First we have to figure out how it got to be there (gift, etc.) and that would determine what could be done.

Mr. Koloski asked about the burned out structures (restaurant and Pearl Street). Mr. Santagate said Pearl Street has been purchased and the owner is starting renovations. The restaurant is still under investigation. Mayor Neilsen asked Mr. Santagate to follow up with the Fire Chief on the status.

Ms. Towle asked about the burned out property on Sugar River Drive. Ms. Taylor said the City has to do an investigation of the materials in the building after July 1st, when next year's budget goes into effect.

Mr. Koloski would like to review the burn ordinance. Ms. Taylor said that it is under discussion.

Mr. Bergeron asked for an update on the Hunter property. Ms. Taylor said tax-deeded properties will be on the July agenda. Mr. Bergeron asked about 157 Pleasant. Ms. Taylor said a temporary fence has been put up (it is private property). Chief Scott has filed paperwork with the Court on that and as soon as we get the approval from the Court, we can put a lien on it.

Mr. Bergeron asked for a list of the equipment to be replaced with the \$60,000 that is in Parks and Recreation budget. Mr. Santagate said that can be put on the agenda.

Mr. Reed said in reference to the second meetings discussion for July and August, that he doesn't think the meetings need to be cancelled. If Councilors are gone on vacation, they can phone in or leave their questions with the Mayor. Ms. Taylor said there has to be a quorum of five Councilors physically in the room for another Councilor to participate remotely.

Mr. Reed talked about an e-mail he received from a Claremont property owner who had questions about the CSB Community Center. Councilors said that if someone is not satisfied with a Department Head, they should meet with the City Manager. After some discussion it was decided to wait until the property owner met with Mr. Brislin to see if they had further questions.

Ms. Lovett said the Claremont Citizens Group requested to be put on the July agenda to update where they are going in 2016 for the Pumpkin Festival. Mayor Neilsen asked if they would send him an e-mail with their request.

Ms. Lovett said the City needs to streamline the permitting process and to have an icon on the website. She also suggested there should be a tutorial on the website for citizens who want to initiate improvements on City-owned property.

Ms. Lovett said there needs to be a short-term, focused ad hoc committee put together to get the right expense and revenue figures for the CSBCC.

Ms. Lovett asked for help for the Transfer Station Ad Hoc Committee. They are experiencing too many delays trying to get the work done. She asked the status of the decal. She said she had asked about having a Public Works person at the meetings, but Mr. Santagate said they couldn't be there without him. She asked how to proceed.

There was discussion about other department heads being at other committee meetings without the City Manager.

Mr. Santagate said he doesn't want department heads to be unduly influenced by Council members. The other committees were citizen committees. This is an ad hoc committee (Council committee). He said the stickers are being printed.

Mr. Reed asked what the committee needs. Ms. Lovett said it needs access to Public Works personnel or it needs to be a priority for the City Manager to be at the meeting. Mr. Santagate asked for dates of the meetings and he will try to get there, but he could not rearrange his schedule to attend the last meeting on 24-hours' notice.

Ms. Messier said it is important that Councilors are sensitive to the fact that the Council is not the employer of City employees, but only of the City Manager.

Ms. Messier said instead of putting everything that is requested on the agenda, Council needs to discuss the request and decide what should go on the agenda. She doesn't want the Pumpkin Festival on the agenda. They can put their information in writing or make an announcement during Citizens Forum.

Ms. Messier said in reference to the CSBCC ad hoc committee, she would like to give staff time to work through the numbers and report back to Council.

COMMITTEE REPORTS

Business Corridor – Steering Committee

None

Amtrak Ad Hoc Committee

Ms. Lovett said July 25, 10 a.m. there will be a bike tour event that starts and ends at the Claremont Cycle Depot. For more information, go to www.bikereg.com. Bike racks are being installed on the Amtrak cars.

CONSULTATION WITH LEGAL COUNSEL

None

ADJOURNMENT

At 11:10 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