

The Claremont City Council held a meeting on Wednesday, February 10, 2016, in the Council Chambers of City Hall.

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

Members of the Council present were:

Ward I Councilor Carolyn Towle
Ward II Councilor Scott Pope
At-Large Councilor Keith Raymond
Assistant Mayor Victor Bergeron
Mayor Charlene Lovett
At-Large Councilor Allen Damren
At-Large Councilor Bruce Temple
Ward III Councilor Nicholas Koloski
At-Large Councilor John Simonds

Also present were:

Guy Santagate, City Manager
Jane Taylor, City Solicitor

MAYOR'S NOTES

Jr. Catholic Daughters of the Americas Proclamation

Mayor Lovett presented a proclamation to the Jr. Catholic Daughters of the Americas.

A motion was made by Mr. Damren and seconded by Mr. Simonds to suspend Council Rules to re-order the agenda. No vote was taken.

Mayor Lovett proposed to move the City Manager's Report to after the Report of the Secretary; under Old Business, take off the Fountain Project Update and put it on the February 24th agenda; under New Business, move Item F. Resolution 2016-28 Adopt Economic Revitalization Zone on Maple Avenue B2 – Public Hearing to after the Master Plan Presentation; and put Department Reports Questions and Answers in with the City Manager's Report. Consensus.

Mr. Raymond thanked all the election workers for their work yesterday.

Mayor Lovett thanked all who attended the school deliberative session.

REPORT OF THE SECRETARY

A motion was made by Mr. Koloski and seconded by Mr. Raymond to accept the minutes of the January 6, 2016, City Council meeting.

Voice vote: motion carried 9-0.

A motion was made by Ms. Towle and seconded by Mr. Bergeron to accept the minutes of the January 13, 2016, City Council meeting.

Voice vote: motion carried 9-0.

A motion was made by Mr. Raymond and seconded by Mr. Damren to accept the minutes of the January 27, 2016, City Council meeting as amended.

Mr. Damren said on page 10, 4th paragraph from the bottom. He said at the NHMA Conference there was talk about the dangers of computer security and hacking. An example was given that recently a police department had been hacked. He would like to know who in Claremont is in charge of computer security; what they do; and how often the system is checked.

Ms. Towle said on page 4 that she had raised the fact that she wanted the fee raised to \$100, but that was not mentioned in the paragraph.

Voice vote: motion carried 9-0.

CITY MANAGER'S REPORT

Mr. Santagate talked about economic development, which is key to the City, continues to move along. Canam closed on the property that was owned by Jewell in the industrial park. Canam has good paying jobs. We continue to work with the River Valley Community College on job training. In the industrial park the Jewell Trucking building is almost complete. North Country Smokehouse Project continues to move along. Nancy Merrill, Planning and Development Director, will make an economic development presentation at the February 24th Council meeting.

Mr. Santagate said the Forestry Plan from 2008 is almost complete and we are ready to update it or create a new plan.

Mr. Santagate talked about the Water and Sewer Departments. The City will come to the Council, hopefully in March or April, with a presentation on water and sewer rates which were last updated 5 or 6 years ago. An outside firm will review the water and sewer rates. Water and Sewer are separate Enterprise Funds and you cannot combine funds with other accounts.

Mr. Santagate said the Washington Street Pump Station Project is complete. It was a \$1.6 million project.

Mr. Santagate said Charlestown Road may be on a future agenda. It is about water and sewer and it will be expensive. The City may suggest putting a TIFD (Tax Increment Finance District) in that area. The River Road TIFD is closing. A TIFD is one way to deal with the expense of the project (millions).

Ms. Taylor said the auction for the tax-deeded properties is scheduled for March 19 with a snow date a week later. The GCC (Goodwin Community Center) buildings will be included. Advertisements are going up next week. Next week the properties will be posted with the auction notices. Information will be placed on the City's website. There will be some packets of information available, if needed.

Ms. Taylor said the tax-deed auction will be held at the Claremont Saving Bank Community Center (CSBCC).

Mr. Santagate said the Department of Labor recently completed a safety inspection of City Hall and the City is in full compliance.

Mr. Santagate said Scott Sweet was appointed as the Interim Public Works Director. Mr. Santagate believes he is the most qualified for the job. There is a clause in the Charter that the PW Director has to be a resident of Claremont. Mr. Santagate read a legal opinion from Attorney Robert S. Carey, Orr & Reno, Concord law firm. Mr. Carey stated that section 32 of the Charter which requires the PW Director to reside in Claremont is unconstitutional. The City has 2 options: 1) amend section 32 of the City Charter, or 2) seek declaratory judgment in superior court which would cost about \$5,000. Mr. Santagate said the Council can do a Charter amendment at a cost of about \$6,600. The Charter amendment would allow the Council to review other items at the same time.

Mayor Lovett asked Council to digest this and there would be more discussion on the 24th since the letter was not in the packet.

Mr. Koloski asked who the auctioneer is. Ms. Taylor said it is NH Tax Deed Auctions. Mr. Koloski said he didn't remember Council discussing adding the GCC and Zotto Gym to the list. Ms. Taylor said she remembers discussing it with the Council. Mr. Santagate said the City went to court and the ruling was that any money from the sale would remain with the new community center. We went out to bid on the GCC property twice. Ms. Taylor said the appraisal was \$121,000. We did not receive any bids. In November she indicated to the Council that she would ask the Court if we could sell the property at auction and accept less than \$121,000. The answer was yes.

Mr. Koloski asked why this wasn't done with the JSL (Junior Sports League) Building. Ms. Taylor said the GCC complex is different because of the nature of the trust. Mr. Santagate said he's concerned about the use of the JSL property because he wants it to fit the neighborhood.

Mr. Koloski said if a property is sold at auction, the City won't have a choice of what it is used for. Ms. Taylor said there is control based on zoning and the Planning Board will review the site plan.

Mr. Koloski asked about the sale of the items inside the GCC buildings. Ms. Taylor said there were no bids.

Mr. Temple asked if there will be a discussion of the Orr & Reno opinion at the next meeting. Mayor Lovett said there will be a discussion.

Mr. Temple asked in regard to the upcoming water and sewer rates discussion, if there will be a CIP (Capital Improvements Plan) for water and sewer. Mr. Santagate said yes. Mr. Temple said some of this may be integrated into the citywide CIP.

Mr. Pope said he had previously asked about information regarding the TIFD (percentage of the City in the TIFD). He would like to have that before the meeting on the TIFD.

DEPARTMENT REPORTS QUESTIONS AND ANSWERS

Mayor Lovett noted in the Parks and Recreation Report that Richard Kimball will retire at the end of February. He has worked with Parks and Recreation since 1988. In the Public Works Report Skip Paronto retired following 31 years of service. She thanked them.

Ms. Towle asked if in the Welfare Report, General Families Assisted, if that can be broken down i.e. rent, food, utilities.

Mr. Damren asked if a cost recovery goal had been set for the CSBCC. Mr. Santagate said it is \$500,000 a year which is the same amount the City was paying to the old GCC. CSBCC did better than the \$500,000 last year.

APPOINTMENT TO BOARDS AND COMMITTEES

Parks and Recreation Commission

A motion was made by Mr. Simonds and seconded by Mr. Pope to appoint Chris Irish to alternate seat 7-Ward III of the Parks and Recreation Commission.

Voice vote: motion carried 9-0.

Zoning Board of Adjustment

A motion was made by Ms. Towle and seconded by Mr. Raymond to appoint Abigail Carman to seat A1 of the Zoning Board of Adjustment.

Ms. Taylor said that Amy Richardson had resigned from the Zoning Board of Adjustment so that seat is open.

Voice vote: motion carried 9-0.

Licensing Board

A motion was made by Mr. Koloski and seconded by Mr. Damren to appoint Robert A. White, Jr., to seat 3 of the Licensing Board.

Voice vote: motion carried 9-0.

Mayor Lovett asked about the City Manager's appointment to the Personnel Advisory Board. Mr. Santagate said that person is reapplying and when in place, the two people on the board will appoint the third member.

CITIZEN'S FORUM

Bernie Folta, Ward 3, asked how much the Orr & Reno opinion cost. He recommended Councilors read RSA 49-B regarding Charter changes. In regard to Consultation with Legal Counsel, he was happy to see the article in the e-Ticker News and the Eagle Times written by Mayor Lovett explaining it.

Mike Tetu, Ward 1, agreed with Mr. Folta that it was an excellent article. He said regarding the Orr & Reno opinion, the Charter is reviewed by the state Attorney General and the Secretary of State and it is not up to an attorney to make the decision. Also, he said he applied for a Transfer Station Ad Hoc Committee seat and he asked when it would go before the Council. Mayor Lovett said it will show up at the next meeting.

NEW BUSINESS

Master Plan Presentation

David Putnam, Ward 2 resident and Master Plan Committee member, talked about the Master Plan.

The chapters of the Master Plan are: Land Use, Housing, Historical Resources, Economic Development, Transportation, Natural Resources, Parks and Recreation, and Community Facilities. A new chapter on energy will be added to the new plan. He read the Purpose Statement: "The purpose of the master plan is to set down as clearly and practically as possible the best and most appropriate future development of the area under the jurisdiction of the planning board, to aid the board in designing ordinances that result in preserving and enhancing the unique quality of life and culture of Claremont and New Hampshire, and to guide the board in the performance of its other duties in a manner that achieves the principles of smart growth, sustainability, sound planning, and wise resource protection." They are producing a public

survey. A public forum is scheduled for March 3rd, 5:30 p.m. Finger food and drinks will be available. It will be at the middle school.

Resolution 2016-28 Adopt Economic Revitalization Zone on Maple Avenue B2 – Public Hearing

New Hampshire RSA Chapter 162-N provides state business tax incentives to encourage job growth and expansion of private commercial or industrial base through the establishment of Economic Revitalization Zones (ERZ) in certain areas of the state. In order to establish an ERZ, the local governing body must petition the Commissioner of Resources and Economic Development to designate an ERZ within the municipality and certify that it meets the statutory requirements. This designation will enable new and existing businesses in an ERZ to establish eligibility for certain business tax credits. The City Manager or his designees will petition the New Hampshire Commissioner of Resources and Economic Development to designate the following listed area as an Economic Revitalization Zone (ERZ):

Maple Avenue ERZ

Location	Map Lot	Owner's Name	Model_Desc	Style_Desc
135 MAPLE AVE	130 47	FIRST BAPTIST CHURCH OF CLAREMONT NH	Vacant	Industrial
MAPLE AVE	130 22	SACORLY'S REAL PROPERTY TRUST	Vacant	Vacant Land
5 ACER HEIGHTS RD	130 121	CLAREMONT SENIOR CENTER INC	Com/Ind	Clubs/Lodges
136 MAPLE AVE	130 119	OLD CHURCH ROAD REAL ESTATE LLC	Com/Ind	Office Bldg
142 MAPLE AVE	130 120	CLAREBANK INC	Com/Ind	Bank
144 MAPLE AVE	142 1	GREEN MOUNTAIN POWER CORPORATION	Vacant	Accessory Bldg
119 MAPLE AVE	130 56	MURRAY JACK B	Com/Ind	Serv Station
121 MAPLE AVE	130 54	SPRAGUE FRANK W	Com/Ind	Restaurant
8 BLOCK AVE	130 58	2 BLOCK AVE REALTY TRUST	Residential	Conventional
127 MAPLE AVE	130 52	CAIRNS CD IRREVOCABLE TRUST	Ind/Com	Gas/Mart
4 BLOCK AVE	130 55	MAKI ANDREW DAVID	Residential	Ranch
137 MAPLE AVE	130 46	LACLAIR GARY E	Ind/Com	Service Shops
10 BLOCK AVE	130 57	FLUETTE ESTATE B E & B J REVC 05 TRUST	Residential	Conventional
6 ARBOR LN	130 53	SCHNYER BRADLEY D	Residential	Cape Cod
BLOCK AVE	130 51	CLAREMONT MANOR APARTMENTS LCLAREMONT MA	Vacant	Vacant Land
125 MAPLE AVE	130 50	MEYER MAPLE LANES INC	Com/Ind	Bowling Alley
149 MAPLE AVE	130 44	SACORLY'S REAL PROPERTY TRUST	Ind/Com	Warehouse
MAPLE AVE	130 23	GREEN MOUNTAIN POWER CORPORATION	Vacant	Vacant Land
12 BLOCK AVE	130 49	CLAREMONT VILLAGE REALTY TRUST	Vacant	Accessory Bldg

Nancy Merrill, Planning and Development Director, said there is no down side for designation. It does not affect property taxes or assessed values. It allows a business in the designated zone to apply for tax credits against their state business taxes. National Field Representatives sent a letter recommending approval to the Council. Previous designations have been in industrial zones. This is the first in a B2 zone. She recommended Council pass this. There is no negative

impact to residential owners. It is for full-time job creation. It is investment or reinvestment in vacant land or brownfield rehabilitation, or a building.

A motion was made by Mr. Damren and seconded by Mr. Raymond to adopt Resolution 2016-28 Adopt Economic Revitalization Zone on Maple Avenue B2.

Mr. Damren read the resolution into the record.

Mayor Lovett opened the public hearing.

Bernie Folta, Ward 3, asked if there is a cap and are the other ERZs being used. Ms. Merrill said every 5 years these areas need to be reviewed. She will review the Twistback ERZ to see if it is still viable.

Mayor Lovett closed the public hearing.

Mr. Pope asked about the brownfield at the old bakery land. Ms. Taylor said it still has monitoring wells. The discharge is greatly reduced.

Voice vote: motion carried 9-0.

Ordinance 547 Amend Outdoor Wood Boilers – First Reading

The ordinance was not ready for presentation, but Fire Chief Rick Bergeron gave a brief overview. He said a local resident would like to install an outdoor wood boiler. The ordinance would require him to procure the services of an engineer to build a smokestack in his field. The RSA and local code has a small difference. The City uses a 5-foot height above the ridge line instead of the state's 2-foot height (Sec. 5-174 (b)). He would like to have deleted the words, "the structure it serves or of." He said the boiler has to be 50 feet from the structure it serves.

Ms. Taylor said staff is still having internal discussions about this. This may not be appropriate in all areas. When we adopted the ordinance, there were only guidelines from the EPA (Environmental Protection Agency). Formal regulations were finalized last March. The state may make modifications to the state law next year. She is working to make the ordinance flexible enough so that if the state changes its law, the City will not have to revisit the ordinance. She hopes to have the ordinance to the Council in March.

Chief Bergeron said the Fire Department feels this is an unnecessary restriction. Outside boilers cannot be operated May 15-September 15. They have to be 200 feet from other buildings. He is not looking to change the separation distances.

OLD BUSINESS

Fountain Project Update

Moved to the February 24th meeting.

NEW BUSINESS

Resolution 2016-26 Raise and Appropriate \$2,656.55 from the City Forest Management Fund for New England Forestry Consultants for Arrowhead Hazard Tree Removal – Public Hearing

Resolution 2007-14, the City Council established a City Forest Management Fund (the Fund), pursuant to RSA 34:1-a, for the maintenance, operation and management of city-owned undeveloped land, to be funded by the proceeds from the sale of timber harvested according to the City's Forest Management Plan. The City Council found that there was a need for maintenance and improvements to the grounds of Arrowhead Recreation Area ("Arrowhead") for removal of hazardous trees, for which the services of a professional forester were required. The City Council further finds that such services related to the maintenance and improvements to Arrowhead is the type of management of City-owned land intended by establishment of the Fund. This resolution is to authorize the City Manager, or his designees to withdraw the sum of up to \$2,656.55 from the City Forest Management Fund for the purpose of payment of services of a professional forester for tree removal at Arrowhead (to have no impact on the tax rate).

A motion was made by Mr. Bergeron and seconded by Mr. Damren to adopt Resolution 2016-26 Raise and Appropriate \$2,656.55 from the City Forest Management Fund for New England Forestry Consultants for Arrowhead Hazard Tree Removal.

Mr. Bergeron read the resolution into the record.

Mark Brislin, Parks and Recreation Director, said they have taken in \$10,288 revenue from the hazardous tree removal; \$4,500 has been spent for cleanup minus this \$2,656.55, leaves \$3,133 to be used for other land improvements at Arrowhead.

There was discussion about why the logging company (Tenney & Sons) did not do the cleanup which was done by Osgood Construction. It was suggested the cleanup should be made clear in future cutting contracts. Mr. Santagate said that can be looked at.

Mayor Lovett opened the public hearing. No one spoke. She closed it.

Roll call vote: motion carried 9-0.

Resolution 2016-27 Accept and Expend \$1,473.12 from the Go for Food Color Walk/Run
– Public Hearing

On July 18, 2015, the Claremont Parks & Recreation Department sponsored a "Color Run for Food" (the "Event") to raise funds for the Claremont Parks & Recreation Scholarship Fund and the Claremont Soup Kitchen. The Event raised net revenue after expenses of \$1,964.16, which funds the City would like to expend for the intended purpose of the Event and distribute these funds, 25% to the Scholarship Fund and 75% to the Soup Kitchen. \$491.04 will be deposited into the Claremont Parks & Recreation Scholarship Fund and \$1,473.12 will be distributed to the Claremont Soup Kitchen.

A motion was made by Mr. Raymond and seconded by Mr. Simonds to adopt Resolution 2016-27 Accept and Expend \$1,473.12 from the Go for Food Color Walk/Run.

Mr. Raymond read the resolution into the record.

Mr. Brislin gave a "shout out" to Odelay Bernash for her efforts regarding the Color Run for Food for the last 3 years.

Mayor Lovett opened the public hearing. No one spoke. She closed it.

Roll call vote: motion carried 9-0.

Accept \$1,230 Mirror Donation from Claremont Glassworks for Parks and Recreation

A motion was made by Mr. Simonds and seconded by Mr. Damren to accept with sincere appreciation a donation of mirrors valued at \$1,234.00 for the fitness facility Claremont Savings Bank Community Center from Claremont Glassworks, Inc.

Mr. Raymond abstained as Claremont Glassworks is his company.

Voice vote: motion carried 8-0 with 1 abstain (Mr. Raymond).

Motion to Apply and Accept NH Conservation License Plate Grant for up to \$10,000 to
Restore Old Cemetery Books

A motion was made by Mr. Temple and seconded by Mr. Raymond to authorize the city manager, or his designees, to apply for and, if awarded, accept a Moose Plate Conservation Grant – New Hampshire State Library in the amount of up to ten thousand dollars (\$10,000.00) for the purpose of preserving and archiving City cemetery records located at the Department of Public Works.

Scott Sweet, Public Works Director, gave kudos to Norma Limoges for all the work she does on these grants. The cemetery books are well used and he requested Council allow Public Works to apply for the grant.

Voice vote: motion carried 9-0.

Finalize Annual Review of Strategic Plan

Proposed Goals and Objectives for 2016 handed out to the Council by Mayor Lovett at tonight's meeting.

CITY OF CLAREMONT

GOALS AND OBJECTIVES FOR 2016

Fiscal Responsibility:

- Item 1 – Continue establishing clear operating procedures regarding economic development which will position the City to expand its tax base, recapture lost valuation, raise the median household income, and attract a talented workforce.
- A. Downtown area- Develop options for revitalization (i.e. 79E) that make it not only attractive to business, but also a young work force. **Aggressively market these options.**
 - B. Strategic Marketing Plan identifying Claremont as having centers of excellence/business hubs (i.e. IT, high quality wood based products, precision manufacturing)
 - C. Action Plan for neighborhood improvements in the downtown area with associated costs
 - D. Compliance of property maintenance codes (w/ particular attention to absentee landlords)
 - E. **Expand efforts to support existing employers and their growth, using current technology and marketing trends to promote them whenever possible.**

Council Actions/Directives:

- Identify ordinances that directly relate to economic development, prioritize and refer to Policy Committee for review/update.*
- Establish a Joint Task Force of stakeholders to address the downtown area*
- Establish a Finance Committee to review budget and provide recommendations to Council ensuring economic development goals are properly funded*
- Establish quarterly meetings with SAU #6 with clear agendas and desired outcomes*
- Examine Downtown TIFD*
- Increase working knowledge of successful economic development initiatives by attending conferences, lectures, webinars, etc.*
- Collaborate with legislative representatives to create/support bills that*

provide new economic development incentives

Item 2- Continue to collaborate with SAU #6, Granite State College and River Valley Community College as effective economic development and workforce development partners.

- A. Workforce Development – **Meet with local employers**, identify and document needs, and develop a plan to address those needs with educational **and other relevant** partners

Council Actions/Directives:

- Establish quarterly meetings with SAU #6 with clear agendas and desired outcomes
- Establish semi-annual roundtable discussions with Grant State and RVCC

Employee Development

Item 2. Focus on preparations for the next round of collective bargaining scheduled to begin in 2016.

- A. Establish collective bargaining timeframe with each unit, and identify negotiating team members

Council Actions/Directives:

- Review current negotiated contracts in preparation for collective bargaining
- Mayor to assign a council member to each negotiating team to act as a conduit to the Council during negotiations

Item 3. Effective organizational stability and growth includes succession development.

- A. Provide comprehensive overview to incoming city manager to ensure smooth transition.

Council Actions/Directives:

- Establish procedure for hiring new manager (i.e. search firm, search committee, etc)
- In the event that a search does not produce a viable candidate, establish plan to hire an interim city manager**
- Ensure that the 2017 budget includes funds for search
- Review job description and update as necessary

Public Health, Safety and Welfare

Item 2. Continue review of city owned property to assist in putting it to its best use and/or marketing it for sale.

- A. Develop action plan for the timely divestiture of property taken via tax deed; recouping lost tax revenue and moving property back onto the tax roll

- B. Provide Council with comprehensive listing of tax-deeded property, city property and abandoned property.
- C. Develop maintenance plan for city properties *and*, if no use is designated, send out RFPs for use

Council Actions/Directives:

-Acquire training with regard to the tax deeding process in order to provide better direction

-Identify ordinances pertaining to the maintenance/divesture of city-owned property and forward to policy committee for review.

Item 3. Continue to use available resources to tackle needed *road*, water and sewer infrastructure improvements

- A. Provide Council overview of water and sewer system, to include upgrades completed, current issues/needs, and plan to address those issues according to a priority system with cost structure
- B. Allocate a minimum of 500k for road maintenance in budget proposal
- C. Provide plan to upgrade sidewalks in the downtown area and throughout main arteries
- D. Aggressively pursue grant opportunities to fund infrastructure improvements

Council Actions/Directives:

-Identify ordinances that relate to above items, prioritize and send to Policy Committee for review/update.

-Review Sewer/Water Rates and consider options for upgrading water/sewer infrastructure

-Direct finance committee to ensure roads and sidewalks are funded as aggressively as possible given current resources

-Collaborate with legislative representatives to create/support bills that provide new or increased revenue sources for infrastructure improvements

Mayor Lovett said this is not new information. It is a compilation of some of the comments Mr. Pope sent (included in the packet) as well as the working papers (also included in the packet). The non-italicized information is direction for the City Manager and the italicized information is for Council action.

Mr. Pope said item 1 discusses establishing a Finance Committee and Council hasn't done that, so he suggested not accepting that part. Under Public Health, Safety and Welfare, "...Direct Finance Committee...", Council hasn't established a Finance Committee.

Mayor Lovett said these may not have been done, but are steps to be taken through the year. These are goals and objectives for 2016.

Mr. Pope asked if these are memorialized and therefore Council would be obligated to follow through on the Finance Committee. Mayor Lovett said no; this does not say Council is obligated to do that.

Mr. Koloski said he had the same concern.

Mayor Lovett and Mr. Bergeron said these are goals and objectives. Mayor Lovett said if it is not what is wanted, then put that as an explanation why it didn't happen. At least it was considered and that is what is important.

Mr. Temple said he understands these are goals and objectives and Council is not bound to them. He asked if Council adopts these, is it a situation where Council asks the City Manager to craft his budget keeping these things in mind (i.e. allocate a minimum of \$500,000 for road maintenance).

Mayor Lovett said at some point there was a benchmark of \$750,000 to be budgeted and every year it fluctuates. The result is that we are in a bonding cycle every 6 or 7 years. To get away from doing that, she's trying to be more mindful to have a more consistent figure. She said she put \$500,000 in there because she didn't know if \$750,000 was possible. Mr. Santagate asked if it is a requirement. Mayor Lovett said no. Mr. Santagate said there is still about \$750,000 left from the bond for this year's road work.

Mr. Damren said the Council can amend the budget to \$500,000, but that is not a requirement for the City Manager.

Mr. Bergeron said this is a list of goals and objectives the Council would like to achieve for the next year; they don't have to be done, but would like to achieve them.

Mayor Lovett said this is a guide and actions were prioritized. The list she gave to Council on January 6th was an extensive list of things to do and they would not all be done in two years. She said this is a guideline for how the Council conducts itself in the following months. This is for one year.

Mr. Koloski said there are several items he doesn't agree with. He said he feels the Finance Committee was addressed at the last meeting and Council didn't want it.

Mayor Lovett said at the last Council meeting that this would be revisited and there would be more research on the Finance Committee issue. She said this does not bind Council to achieving these things. These are goals and objectives. This is what Council is working toward. She said if Mr. Koloski is uncomfortable with the term Finance Committee, Council can add Audit Committee. Mr. Koloski said he wasn't sure if he was comfortable with that either because it had not been discussed.

Mr. Simonds asked about the process for approving these. He feels some items need discussion.

Mayor Lovett said she is trying to run efficient meetings so they can get the work done and don't spend a lot of time discussing things that they could be thinking about when they get the information in their packets. She said she has encouraged Councilors that if they have something they want to consider for discussion to put it in the packet so Councilors can think about it, so in the meeting there can be an efficient discussion. Her request moving forward is if there are concerns/comments to include them in the packet.

Ms. Towle asked Mayor Lovett for clarification on how the Mayor sees the Council moving forward. Mayor Lovett said Mr. Santagate had reviewed these and he was fine with them. She said Council agreed that economic development is the number one priority and it's the Council's job to support that work. She said this plan is based on previous discussions.

Mr. Koloski said he sees this as the Mayor's plan with a few things that the Council mentioned during that conversation. He asked who will do these things (i.e. attending conferences, lectures and webinars). Mr. Bergeron said Councilors will have to take the time to do it. Mayor Lovett suggested those who attend, bring the information back to the others. Mr. Koloski said he doesn't like being expected to make a decision prior to coming to the meeting. He likes to have the dialogue in the meeting.

Mayor Lovett said she doesn't want to have discussion where people come to the table unprepared. She took the written/oral comments and combined them all.

Mr. Raymond thought there had been an agreement to not have a finance committee,

Mr. Bergeron said there are some things in this that he doesn't like, but it is a guideline. He said Council doesn't have to do any of this if Council doesn't want to.

Mr. Damren said he sees some of his comments in the document. He has no problem approving it as is. This is a guide.

Mr. Temple said he is okay with the concept of goals and objectives and what is in this document. He said for every ordinance passed, every function and every budget Council needs to ask if it meets the goals/objectives.

Mr. Simonds said he agreed every body needs goals and objectives. His note said Council voted yes on the policy committee and the finance committee would be continued for discussion. He asked about having another meeting for discussion about those items.

Mayor Lovett suggested changing "Establish a Finance Committee" to "Explore establishing a Finance Committee." There was a consensus of the Council. Mayor Lovett said on the 3rd page to remove "Direct finance committee to" and leave the rest of the sentence "Ensure roads and sidewalks are funded as aggressively as possible given current resources." Consensus of the Council.

Mr. Koloski suggesting there should be a timeline to go along with this. Mayor Lovett said it will be worked on all year.

Mr. Simonds suggested this should be reviewed in 6 months to see what has been done and what needs to be done. Consensus of the Council.

Mr. Pope asked if there is a time table to discuss the finance committee. Mayor Lovett said she has a list of what she hopes to put on future agendas.

Ms. Taylor asked for clarification of “abandoned property” under Public Health, Safety and Welfare. Mayor Lovett said it is vacant properties that people have walked away from. Ms. Taylor said sometimes we think a property is abandoned, but they are not even if they are vacant.

A motion was made by Mr. Damren and seconded by Mr. Koloski to accept the Goals and Objectives for 2016 with the amendments.

Voice vote: motion carried 9-0.

Presentation of Amended Council Rules

COUNCIL RULES – Suggested amendments/comments as written and distributed by Mayor Lovett

Councilors: I have reviewed the current rules and regulations and have listed the following items for your consideration. Comments made at the Jan 27th meeting were incorporated into these suggestions. Please review and be prepared to make any further changes/additions if necessary. I will be bringing a list of new written rules and regulations to our next meeting as required for the amendment process. We will then vote on these changes at the 2nd meeting in February.

Overall - Change City Clerk to read Council Clerk

9. City Manager

Question – Should first sentence read “The City Manager shall attend all meetings of the Council, unless excused by the Mayor rather than the Council?”

- Reason is Logistics - If the City Manager can’t make it unexpectedly to a scheduled meeting, the Council would have to meet in order to excuse him/her?

10. City Clerk

The City Clerk shall be ex officio Clerk of the Council.....

Discrepancy – This is not what is happening currently. The City Clerk is Gwen Melcher. Ms. Russell is the Assistant City Clerk.

Recommendation – Add language so that it reads “The City Clerk or the Assistant City Clerk shall be ex officio Clerk of the Council.....”

11. City Solicitor

Issue – Currently the rules require that the City Solicitor be at all meetings of the Council. This has not always been practiced nor are there any contingencies regarding unavailability.

12. Officers and Employees to Attend

For Your Attention - Council as a governing body has the right to call any department head, officer or employee of the City.

17. Demand for Roll Call

For Your Attention – It shall not be in order for members to explain their vote during the roll call.

21. Excusal During Meeting

Question – Shouldn't the wording be changed?

- Reason - Councilors have had to leave Chambers for either restroom facilities or other physical needs.
- Suggestion – No member may permanently leave the Council meeting prior to adjournment unless given permission by the presiding officer.

22. Order of Business

Recommendation:

1. Pledge of Allegiance
2. Roll Call
3. Agenda (Changes)
4. Report of the Secretary
5. Mayor's Notes
6. Appointments to Boards and Committees
7. City Manager's Report Suggest this time also be used to ask questions, if any, of department reports.
8. Citizen's Forum – Non Agenda Items? What if people can't stay for the whole meeting? Recommend deleting the non-agenda caveat.
9. Old Business
10. New Business
11. Committee Reports
12. Future Agenda Items and Directives
13. Adjournment

During the Citizen's Forum portion of the Council meeting, citizens in attendance may speak once for a maximum time of 5 minutes. The Sergeant of Arms will hold up a yellow card at the 4 minute mark and a red card at the 5 minute mark signifying an end to comments.

Modify 2nd paragraph to read no more than three (3) minutes without leave of Council.

23. Filing with the Clerk

Attention – Every ordinance, resolution, document and agenda item to come before the Council for consideration must be filed with the City Clerk before noon of the preceding Friday of the day on which the Council meets.

Question – Is this too restrictive. The positive is that it ensures that Council members have ample time to consider information. The negative is that members of the public would not necessarily be aware of this restriction or late developments may occur after the Friday deadline.

Suggestion - add ... to come before the Council for consideration during the following week's meeting.....

35. Introduction

Amend – add IAW rule #23.

38. Distribution of Copies

Amend – as it is in conflict with rule #23

46. State or Federal Cooperation – Procedure
For Your Attention

49. E-mail and Other Communications Between Meetings

Item b – Amend. Should distribution be via Clerk of the Council only as a preventive measure or leave as is?

Question – Does City Solicitor have any suggested changes?

50. Add Procedural Rules for Participating in Meetings via Teleconference.

Mayor Lovett said the suggested amendments to the Council Rules were in this packet for discussion and will be voted on at the next meeting.

#9 City Manager. Mr. Temple suggested including "...or Assistant Mayor." Consensus.

#11 City Solicitor. Mayor Lovett suggested adding language that gives flexibility or remove the language. Mr. Simonds suggested adding "unless excused by the City Manager." Mr. Bergeron agreed with approval of the City Manager.

#22 Order of Business. Mayor Lovett suggested questions regarding department reports be asked for under the City Manager's Report.

Citizen's Forum – Mayor Lovett recommended delete the non-agenda caveat. Ms. Taylor had concerns on public hearing items especially statutory public hearing items (i.e. budget, bond, zoning). She didn't think Council would want to jeopardize the integrity of that public hearing by allowing someone to speak at another time than the official public hearing. In the current

Rules, also excepted out was the first reading of ordinances because that undermines the fairness of a public hearing.

After Council discussion about Citizen's Forum and allowing citizens to speak on non-agenda and agenda items, there was a consensus to leave it as is (to allow citizens to speak on non-agenda items and to leave the 5-minute time limit).

Bernie Folta, Ward 3, said regarding Rule 23, that Council gets materials after the Council packet goes out and the public is not aware of them. He talked about making copies of such materials available for the public. He talked about making 91-A requests for some of these documents and suggested the Council may want to consider adding another half-time solicitor. Regarding Rule 22 and not allowing public input on first readings of ordinances, he suggested allowing public hearings on first readings.

Mayor Lovett said if Rule 23 is revised, then the information will be on the website. Ms. Taylor said the first reading of an ordinance is an announcement. She said she hasn't seen any parliamentary procedure rule that permits input on first reading.

Ms. Taylor said that Rule 50 is governed by statute (RSA 91-A) and may not need to be in the Rules.

Mr. Koloski would like a Council Rule added governing Council's use of electronic devices while in Council Chambers. Ms. Taylor said she can look into it.

Mayor Lovett said she will make a clean copy and put it into the packet.

There was discussion about how Councilors can get information from department heads. Some Councilors wanted to go directly to the department heads.

As part of that discussion, a question came up about sending opinions by email between Councilors. Ms. Taylor said the email should not invite response.

Some Councilors want to go directly to department heads with questions. Some said when they receive calls from citizens, it is suggested the citizens call the department head directly.

Mr. Santagate read a 2007 letter from then Mayor Pope regarding how Councilors could get information from departments by going through the Mayor and the City Manager.

Ms. Taylor said she has a real concern about any Councilor sitting down with department heads. Any information that is received, is something that all Councilors should have. It puts unreasonable influence on the department heads. She talked about the noninterference rule. She said this direct contact may give the impression of influence. She said Council does not want to look like it is exerting influence over any individual employee.

Mayor Lovett said Mr. Koloski had asked about the rules and regulations regarding electronic devices. She said she will listen to the recording of this meeting and write down all the comments and try to come up with a process that she thinks will meet everyone's concerns. Then those two things can be presented and voted on at a later time. For now, the other items will go into the packet.

Mr. Temple said he thinks questions should go through the City Manager to department heads and he gave two examples that could make it look like Councilors were exerting undue influence.

Mr. Koloski didn't agree with former Mayor Pope's previous process.

Mr. Bergeron said there had been times he's gone directly to department heads, but if it is serious, he goes to the City Manager.

Mayor Lovett said she will map out the options.

FUTURE AGENDA ITEMS AND DIRECTIVES

Ms. Towle would like an update on 13 Durham Avenue.

Ms. Towle said she and other Councilors got calls from someone needing the tax exemption level looked at. Ms. Towle would like the topic reviewed. Mayor Lovett said that would have to go on the March agenda.

Ms. Towle said she is concerned about the time factor regarding searching for a new City Manager. Mayor Lovett said that is on her list for February 24th.

Mr. Raymond asked for a Rail Trail update. Ms. Taylor said she sent a follow-up email and hasn't heard back. Mr. Temple suggested calling the new head of NH DOT (Department of Transportation). Ms. Taylor said she got a call from Nate Miller, Upper Valley Lake Sunapee Regional Planning Commission, saying the new commissioner would be willing to meet with the Council. Her last communication with Mr. Watson was that it was on her desk. Mr. Raymond suggested that if people aren't able to use the Rail Trail, we could see about allowing ATVs to ride on the road.

Mr. Bergeron suggested Council give the City Manager a starting point for the budget (i.e. 1% increase). Then the City Manager could come back to the Council with two budgets, one he thinks it should be and the other what the Council requests.

Mr. Damren would like an update on 13 Durham Avenue. He would like a discussion about the search for a new City Manager.

Mr. Temple would like to discuss the letter about the structure in the cemetery that was in the packet. Mayor Lovett said the letter was informational; the ordinance has to be reviewed.

Mr. Temple asked, in regard to the Finance Report, if the Long Term Debt, Principal Payments could list which loans the payments go to.

Mr. Temple asked to put in the March packet the Transfer Station budget for the last 4 to 5 years (budgeted revenues/expenses and actual revenues/expenses), so Council can get a feel for the growth that has gone on there.

Mr. Koloski said as we approach budget season, it would be appropriate to tour the facilities. Mayor Lovett said she thought that would be around April.

Mr. Koloski said the latest Boston Post Cane recipient's name needs to be added to the plaque.

Mr. Koloski said he had a Licensing Board concern. He would like to see it changed. He said any festival or event needs feedback. He doesn't think the vote of just three people is appropriate. Mayor Lovett said until tonight there had only been two people on that Board. Mr. Koloski asked for clarification of the makeup of that Board as he had seen several department heads at previous meetings. Mr. Santagate said at those previous meetings there were only two Board members, Police Chief Alex Scott and himself. Mr. Koloski requested more people be on that Board.

Mr. Koloski asked for clarification of his role as an alternate on the Claremont Planning Board. Ms. Taylor said as a Council alternate, he can only sit and vote if the appointed Councilor is not available.

Mr. Simonds said the NHMA (NH Municipal Association) offers an Elected Officials Workshop. He said NHMA will come to Claremont to do the training at a cost of \$475. He would like to have the training. He believes many questions may be settled with the training session. Mayor Lovett said she hopes to have it in March.

Ms. Towle said the NHMA webinars are really good.

COMMITTEE REPORTS

Policy Committee

Mr. Bergeron had previously been appointed to chair the Policy Committee. He requested two Councilors be appointed to the committee.

A motion was made by Mr. Damren and seconded by Mr. Simonds to appoint Ms. Towle and Mr. Pope to the Policy Committee.

After discussion Mr. Simonds volunteered to be on the Policy Committee and Ms. Towle volunteered to drop out so Mr. Simonds could sit on the committee.

Mr. Damren withdrew his motion and Mr. Simonds withdrew his second.

A motion was made by Mr. Damren and seconded by Mr. Raymond to appoint Mr. Pope and Mr. Simonds to the Policy Committee.

Voice vote: motion carried 9-0.

CONSULTATION WITH LEGAL COUNSEL

None

ADJOURNMENT

At 9:59 p.m., a motion was made by Mr. Damren and seconded by Mr. Raymond to adjourn.

Voice vote: motion carried 9-0.

Respectfully Submitted,

Dorée M. Russell
Clerk to the Council