

The Claremont City Council held a meeting on Wednesday, April 27, 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

AGENDA (CHANGES)

Mayor Lovett said if the meeting runs long, the Municipal Energy Reduction Fund Loan Application can be moved to another meeting. Item F. Motion to Accept Dedication of Syd Clarke Park Road and Colonel Ashley Road as Public Highways will be moved to right after Item B. Water/Sewer Presentation.

MAYOR'S NOTES

Mayor Lovett presented flowers to Ms. Russell on behalf of the Council for Administrative Professionals Day.

Notes from Mayor Lovett:

- There will be a Land Use Board training in Concord on June 4th.
- The Stevens High School robotics team will compete at the national level in Baton Rouge. They will give a live demonstration at the May 4th School Board meeting and she has asked them to do a live demonstration for the Council on May 11th.
- She thanked everyone for the successful tire collection day; a large pile of tires were turned in.
- On May 3rd, 5:30 p.m. at the Claremont Savings Bank Community Center there will be a public hearing for the proposed Fountain Project in Opera House Square. She said the City is looking for public input. Mr. Santagate and Mr. Damren will attend.

- She said her email address was targeted with a phishing email. If anyone receives it, don't respond, instead report it to the City's IT (Information Technology) office.
- Mayor Lovett said there will be training available regarding Trustees of Trust Funds, Cemetery Trustees and Library Trustees from May 26 through June 15.

Mr. Damren said he and Ms. Towle will co-chair a team for the Steppin' Up to End Violence Walk this weekend. He said he passed around the sign-up sheet to Councilors and he invited City Staff to sign up.

Mr. Simonds said Saturday will be the National Take Back Drugs Day. Claremont Police will have a drop off location in the CVS parking lot 10 a.m. to 2 p.m.

Mr. Santagate said he went to the Charlestown VFW to help honor Gene Petrin, a 95 year old Claremonter who served in the Battle of the Bulge. Mr. Petrin was presented with the French Legion of Honor Medal.

Mr. Santagate talked about the former Executive Director of the Main Street Program and former Planning and Development Director Anthony Lyons, who has recently been appointed as the City Manager of Gainesville, Florida.

APPOINTMENT TO BOARDS AND COMMITTEES

Tax Increment Finance District Advisory Board – Downtown

A motion was made by Mr. Koloski and seconded by Mr. Simonds to appoint Alison Raymond to seat #2 of the Tax Increment Finance District Advisory Board – Downtown.

Voice vote: motion carried 8-0 with 1 abstain (Mr. Raymond is Alison Raymond's husband).

CITIZEN'S FORUM

Bernie Folta, Ward 3, asked if the Fountain Project forum on May 3rd will be televised by CCTV. Mayor Lovett will look into that.

OLD BUSINESS

None

NEW BUSINESS

Charter Amendment Process Training

David Scanlan, Deputy Secretary of State (SOS), said the SOS reviews all charter amendment proposals. He talked about timelines and said that he and Ms. Taylor had communicated and she

has a good grasp of the process and is a good resource for a Charter amendment. He talked about the two ways to change a Charter, either by reviewing the entire Charter (Charter revision) or voting on individual items (Charter amendment). Mr. Scanlan said the Council can bring forth a request for a change to the Charter or citizens can petition for an amendment. At least one public hearing is required on the proposal.

Mr. Scanlan said that having a blanket residency requirement is probably unconstitutional, but there may be exceptions which would be dealt with on a case-by-case basis.

There was some discussion about the Charter being reviewed in 2013 with the residency requirement already in there. Mr. Scanlan said they address proposals and it's possible the residency requirement was not reviewed.

There was discussion about the fiscal year (FY) change. Ms. Taylor said the Charter allows the FY to be changed by ordinance, but has a specific date for budget submission, regardless of the fiscal year. She suggested that the Charter doesn't have to include specific dates.

Bernie Folta, Ward 3, talked about the difference between an amendment and a revision and that one or more amendments can be done at the same time.

Mr. Folta suggested the City Council look at the emergency management plan to define roles, which has to do with issues of residency.

Mayor Lovett asked if the Charter amendment can be tied to the general election in November. Mr. Scanlan said state statute permits voting at the biennial election in November, however new legislation is pending that may change this.

There was discussion about whether the legislation would apply if passed and the City had already started the amendment process. Ms. Taylor said if the public hearing is already noticed at the time of the change, then the City would probably be committed to the process under the current statute.

Mr. Bergeron said we need the amendment to fix dates for the budget and the residency requirement.

Water/Sewer Presentation

Victor St. Pierre, Assistant Public Works Director, showed a Water/Sewer PowerPoint presentation starting off with a history of the dams. Claremont's main sources of drinking water are the Whitewater Reservoir = 70% and the Sugar River = 29%. He said none of the City's water lines contain lead. If there is any lead, it would be in the residential service lines or in the house. Public Works has been working to upgrade the water meters to get the lead out of the meters. Much less water is going to industry today than in 1974. We have a lot of capacity built into the system and not enough users. The radio read program was not funded, so Public Works will install radio read meters when they have to do repairs. 119 have been replaced so far. They

would need \$65,000 to replace 10% of the meters per year. They will put that in their budget. The radio read meters will save money. A cost analysis was done in 2010. They are actually billing 750,000 gallons of water per day but sending out 950,000 gallons per day, so they think there might be a problem in the meters. Mr. Santagate said the money for the meters will come from the Water Enterprise Fund. Mr. St. Pierre said a water/sewer rate study will be done in two weeks.

Mr. St. Pierre said out of 3600 water service lines, there are 114 that may possibly contain lead. From the curb stop to the house there are 184 services that need to be replaced. He said the City doesn't go inside the house. Mr. Santagate said property owners should contact their plumbers to check it out. Mr. St. Pierre said Public Works will put out information on how to test for lead in houses older than 1980. They will send out notices to the 184 properties to fix their pipes.

Mr. St. Pierre said they did an energy audit at the water and sewer facilities and received a DES (Department of Environmental Services) grant to review compressors, blowers and pumps so they can reduce energy use.

Mr. St. Pierre said a pending water project is the Ascutney Street storm water & sanitary sewer separation (the last separation project in the City of Claremont).

A new water line between the Rice Reservoir and the Dole Reservoir needs to be built as the existing line produces only half of the required flow.

Mr. St. Pierre talked about the Main Street Project - \$2,500,000 and the North/Main Street Project.

Mr. Temple said that Flint, Michigan, did not treat their water system for corrosiveity and now they have to pour millions of dollars into fixing their water problem. Claremont is treating for that.

Mr. Koloski asked about having enough capacity to supply water to neighboring towns. Mr. Santagate said that had been discussed for Ascutney, Vermont, but distance is an issue.

Mr. Koloski asked about putting utilities underground during the Main Street Project. Mr. Temple believes it had been looked at, but would cost \$300,000-\$400,000. Mr. Koloski asked if it can be reviewed. Mayor Lovett said Mr. Santagate will follow-up.

Bernie Folta, Ward 3, asked how far onto the property the service lines are replaced. Mr. St. Pierre said they are replaced to the curb stop.

Motion to Accept Dedication of Syd Clarke Park Drive and Colonel Ashley Lane as Public Highways

Ms. Taylor said this is a formal acceptance of Colonel Ashley Lane and Syd Clarke Park Drive. She gave a history of the subdivisions, including the roads, starting in 2002. The roads were

built to City road standards. The roads are maintained by the City. North Country Smokehouse is anticipating a sale and as part of the title work for purchase, it was determined the City had not formally accepted the road. This road acceptance is holding up the sale of property to the North Country Smokehouse. Since we are doing Syd Clarke Park Drive, we added Colonel Ashley Lane, which has the same issue.

Mr. Damren asked about making a name change to the road. Ms. Taylor said it is a separate process and is a Council decision.

A motion was made by Mr. Koloski and seconded by Mr. Bergeron that the City of Claremont accepts the layout of Syd Clark Park Drive, as dedicated by Claremont Planning Board approval on October 25, 2004 of the Subdivision Plan for Syd Clarke Industrial Park, as recorded at the Sullivan County Registry of Deeds at Plan File 4, Pocket 11, Folder 2, #28, and also accepts the layout of Colonel Ashley Lane, as dedicated by Claremont Planning Board approval on April 8, 2002 of the Subdivision Plan for Ashley's Landing Industrial Park, as recorded at said Registry at Plan File 4, Folder 5, Pocket 7, #38.

The City Council further authorizes the City Manager or his designees to undertake all actions and execute all documents as may be required to confirm this acceptance of Syd Clark Park Drive and Colonel Ashley Lane.

Voice vote: motion carried 9-0.

Council Tablets Update

Mary Walter, Finance Director, said laptops have been ordered with this year's funds. The cost is \$274.32 per system. All Councilors will have their own Gmail account. Benefits: Police officers will no longer have to deliver Council packets; Allows absent Councilors to participate in Council meetings by live video feed with two-way audio (must have 5 Councilors physically present to have a quorum); Secure electronic document storage on the cloud with Google Docs. Training will be provided by the IT office. Policy/guidelines will be developed before Councilors can pick up the laptops. The hope is to have this done before June 30th.

Ms. Taylor said she is working on a policy, but it won't be ready for the first meeting in May. She reminded everyone that anything they do on those machines will be subject to RSA 91-A.

Municipal Energy Reduction Fund Loan Application

Mr. St. Pierre said this is to ask Council's permission to apply for Municipal Energy Reduction Fund Loan. Projected savings are about \$85,000/year with a total lifetime savings of \$1,755,822.

A motion was made by Mr. Damren and seconded by Mr. Simonds to authorize the City Manager, or his designees, to apply to the Community Development Finance Authority

(CDFA) Clean Energy Fund's Municipal Energy Reduction Fund for a revolving loan in an amount not to exceed \$325,000.00 for the installation of LED streetlights and related monitoring equipment throughout the City.

Voice vote: motion carried 9-0.

Boards and Commissions Process

Mayor Lovett read portions of the City of Claremont Code of Conduct that was adopted by the Claremont City Council on January 22, 2003. She said there was no decision to be made tonight, and she asked Councilors to review it to see if changes need to be made.

There was a discussion about whose responsibility it is to set the standard for all of the City boards. Councilors appoint most of the boards and commissions members. Mr. Pope asked if there had been any concerns by citizens. Mayor Lovett and Mr. Bergeron nodded yes. Mr. Pope and Mr. Koloski asked what the complaint was.

Mr. Raymond and Ms. Towle think board applicants should appear in front of Council before they are appointed. Mr. Pope is not sure that is a good idea.

Mr. Koloski asked about the complaint. Mayor Lovett said Council is not covering that tonight. She wants Council to look at the document to see if it can be done better.

Note: Refer to the recording of this meeting for in-depth comments.

RFQ Criteria for Executive Search

Mayor Lovett said she reviewed some examples of RFQs (Request for Qualifications) for executive search companies. She said, based on what Councilors said they want, that the City of Joplin, Missouri's RFQ would make a good template. She said the first step is to get the RFQ out and then get responses back. Once the company is selected, that company will lead the process and then they will get all stakeholders involved.

There was a consensus of the Council to move forward and to use the City of Joplin, City Manager, Executive Search Firm Services, Request for Qualifications as a template.

Mayor Lovett said she will start compiling the document and then she will give it to Ms. Taylor for legal review.

Final Approval of Budget Meeting Schedule

Mayor Lovett proposed the following budget schedule:

- May 4 (Wednesday) – Budget Meeting

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- May 11 (Wednesday) – Regular Council Meeting (Note: This is reserved for non-budget topics only.)
- May 19 (Thursday) - Budget Meeting
- May 25 (Wednesday) – Budget Meeting
- June 2 (Thursday) – Budget Meeting
- June 8 (Wednesday) – Regular Council Meeting (Note: This is reserved for non-budget topics only.)
- June 22 (Wednesday) – Budget Public Hearing and Final Approval

There was a consensus of the Council to use this schedule. Meetings will start at 6:30 p.m.

COMMITTEE REPORTS

None

FUTURE AGENDA ITEMS AND DIRECTIVES

Ms. Towle asked if the ATV Trail letters with Councilor signatures had been sent out. Ms. Taylor said yes. We have received copies of the letters of support sent by Senator Jeanne Shaheen and Congresswoman Annie Kuster. We haven't received anything from Senator Kelly Ayotte's office. Ms. Taylor said she would follow-up.

Mr. Damren asked to have a presentation regarding the IT security systems. Ms. Taylor said that would have to be done in a non-public session.

Mr. Damren asked when the logging issue would be reviewed. Mayor Lovett said after mud season Councilors will have a tour and then it will be back on the schedule.

Mr. Koloski asked if after the budget Council can institute Unsung Hero certificates. He will donate the certificates. He suggested doing it once a month.

Mr. Koloski asked about having electricity available for the laptops in Council Chambers.

Mr. Bergeron said either in late May or early June the Policy Committee will bring forth an ordinance change for cemeteries.

Mr. Koloski said a Master Plan survey is coming out. Paper copies will be available throughout the City.

Mayor Lovett said that when the date is set for the Arrowhead tour, citizens had requested it be publicized in as many places as possible.

CONSULTATION WITH LEGAL COUNSEL

None

NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3,II(a) – PERSONNEL

A motion was made by Mr. Simonds and seconded by Mr. Damren to go into the Non-Public Session pursuant to RSA 91-A:3,II(a) – Personnel and to invite Mr. Santagate into the session.

Roll call vote: motion carried 9-0.

A motion was made by Mr. Damren and seconded by Mr. Simonds to exit the Non-Public Session.

Roll call vote: motion carried 9-0.

A motion was made by Mr. Damren and seconded by Mr. Raymond to seal the minutes.

Roll call vote: motion carried 9-0.

ADJOURNMENT

At 9:55 p.m., a motion was made by Mr. Damren and seconded by Mr. Simonds to adjourn.

Voice vote: motion carried 9-0.

Respectfully Submitted,

Dorée M. Russell
Clerk to the Council