



The Claremont City Council will hold a public meeting on Wednesday, October 14, 2020, at 6:30 p.m. in the Council Chambers of City Hall and via Zoom.

To join the webinar:

<https://us02web.zoom.us/j/88238233399?pwd=NjNmZDZBEYi9XcmJNbXVWQ3ZkcUx6dz09>

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Webinar ID: 882 3823 3399

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AGENDA (Revised)

- 6:30 PM 1. PLEDGE OF ALLEGIANCE
- 6:32 PM 2. ROLL CALL
- 6:34 PM 3. AGENDA CHANGES
- 6:35 PM 4. REPORT OF THE SECRETARY
Minutes of September 9, 23, and 30, 2020, City Council Meetings
- 6:37 PM 5. MAYOR'S NOTES
- 6:42 PM 6. CITY MANAGER'S REPORT
A. COVID-19 Update
- 6:55 PM 7. APPOINTMENT TO BOARDS AND COMMITTEES
- 7:00 PM 8. CITIZEN'S FORUM (Comments on Non-agenda Items Limited to 5 Minutes per Speaker (Council Rule 23))
- 9. OLD BUSINESS
 - 7:10 PM A. NH Retirement System Presentation (City Manager)
 - 7:30 PM B. Formation of Community Power Aggregation Committee
 - 7:40 PM C. Ordinance 576 Amend Merit Plan – Third Reading – Public Hearing
 - 7:50 PM D. Ordinance 577 Property Tax Credit for Veterans – Second Reading – Public Hearing
 - BREAK
 - 8:10 PM E. Ordinance 578 Property Tax Exemptions for Elderly – Second Reading – Public Hearing
- 10. NEW BUSINESS
 - 8:20 PM A. Ordinance 579 Disabled Exemption – First Reading (Council/City Manager)
 - 8:30 PM B. Ordinance 580 Board of Assessors Membership – First Reading (City Manager)

- 8:45 PM C. Sale of Property – Former Junior Sports League Building, 45 School Street (City Manager)
- 9:00 PM D. Application for Community Revitalization Tax Relief Program (RSA 79-E) 31 Myrtle Street - Public Hearing (City Manager)
- 9:15 PM E. Ordinance 581 Purchasing Policy – First Reading (Council/City Manager)
- 9:25 PM F. *NHMA Funding for Councilors (Councilor Contois)*

9:30 PM 11. COMMITTEE REPORTS

9:35 PM 12. FUTURE AGENDA ITEMS AND DIRECTIVES

9:40 PM 13. CONSULTATION WITH LEGAL COUNSEL

9:45 PM 14. ADJOURNMENT

PLEASE NOTE: Claremont City Council's next scheduled meeting will be on Wednesday, October 28, 2020, at 6:30 p.m. in the Council Chambers at City Hall and via Zoom

Council Meeting
September 9, 2020
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The Claremont City Council held a meeting on Wednesday, September 9, 2020, via Zoom.

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

Mayor Lovett read the following statement: *This meeting is being conducted in accordance with the provisions of the Governor's Executive Order no. 2020-04 and the emergency meeting provisions of RSA 91-A to permit participation of board members by electronic means. Under the conditions of the current COVID-19 pandemic and the protocols established by the Centers for Disease Control (CDC), it is not reasonably practical for a quorum of this board's members to attend this meeting in person.*

To join the webinar:

<https://us02web.zoom.us/j/87633691390?pwd=RDNJNEhEQVM3T0NJVIVScFd2S1dnUT09>
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Webinar ID: 876 3369 1390

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Members of the Council present were:

Ward I Councilor Andrew O'Hearne – Chambers – Councilors Sweetser and Stone

At-Large Councilor Abigail Kier – Home – 2-year old child

At-Large Councilor Erica Sweetser – Chambers – Councilors Stone and O'Hearne

Assistant Mayor Allen Damren – Home – Alone

Mayor Charlene Lovett – Home – Alone

At-Large Councilor Debora Matteau – Home – Alone

At-Large Councilor Nicholas Koloski – Work – Alone

Ward II Councilor James Contois – Home – Alone

Ward III Councilor Jonathan Stone – Chambers – Councilors Sweetser and O'Hearne

Also present:

Edward Morris, City Manager

AGENDA CHANGES

Mayor Lovett asked to move 10G. LSR-Welfare Costs, No Residency Requirement to the next meeting, as it was not ready. Council agreed.

REPORT OF THE SECRETARY

A motion was made by Councilor Kier and seconded by Councilor Stone to accept the minutes of the August 12, 2020, City Council meeting, as amended.

Mayor Lovett said the bottom of page 10, second to the last paragraph, "Goddard Block was approved for 5 years for 34 housing units" and that number should be corrected to 36 housing units. On page 16, on the vote for Resolution 2021-7, establishing a capital reserve, it was recorded that Councilor Stone voted yes and she voted no. It should be recorded that Councilor Stone voted no and she voted yes.

Roll call vote:

**O'Hearne - yes
Kier - yes
Sweetser - yes
Damren - yes
Matteau - yes
Koloski - yes
Contois - yes
Stone - yes
Lovett - yes
Motion carried 9-0.**

A motion was made by Councilor Kier and seconded by Councilor Contois to accept the minutes of the August 22, 2020, City Council meeting.

Roll call vote:

**O'Hearne - abstain
Kier - yes
Sweetser - yes
Damren - yes
Matteau - abstain
Koloski - yes
Contois - yes
Stone - abstain
Lovett - abstain
Motion carried 5-0, with 4 abstain as they were not at the meeting.**

A motion was made by Assistant Mayor Damren and seconded by Councilor Stone to accept the minutes of the August 26, 2020, City Council meeting.

Roll call vote:

**O'Hearne - yes
Kier - yes
Sweetser - yes**

Damren - yes
Matteau - yes
Koloski - yes
Contois - yes
Stone - yes
Lovett - yes
Motion carried 9-0.

MAYOR'S NOTES

- She read from a letter from Grace Adams, Ronald McKenzie's sister, regarding appreciation for the rededication of the McKenzie Memorial.
- Thank you to all who voted in yesterday's Primary and all who worked on the efforts. 34% of Claremont's registered voters participated.
- September is National Recovery Month, go to the SAMHSA website for more information.
- 2020 Greater Nashua Childhood Lead Poisoning Prevention Conference will take place virtually on Wednesday, September 30 and is free.
- September 30, 6:30 p.m., a special meeting of the Council will be held for governance.

CITY MANAGER'S REPORT

- **Thank You** – Thanked Claremont Police Department and other agencies that responded and helped with the call on North Street on August 27th. This incident ended peacefully. The actions shown are in line with the Claremont Police Department's Mission Statement which starts out by stating:

"The Claremont Police Department strives to provide the City of Claremont with professional, compassionate police services with a primary focus on working together with the Citizens of Claremont to help maintain or improve the quality of life within the City of Claremont."

- **Wastewater Dryer Project** – While working on a possible transition from composting our wastewater sludge to installing a sludge dryer, the City was approached about the idea of creating a regional drying facility, which could lower the costs of our sludge process and provide some revenue to our wastewater fund. I will be working with our wastewater engineers, the New Hampshire Department of Environmental Services, the Claremont Conservation Commission and others throughout the City to determine the feasibility of this concept.
- **Pleasant Street** – Now that the City Council has supported the bond resolution, City Staff is moving forward completing the design and final engineering of the project. On Tuesday, September 15, 2020, 6:00 PM, the City will host a public meeting via ZOOM to focus on the landscape architecture, structures, and streetscape to compile public input before completing final design.

- **19 Sullivan Street** - Though this is not a City project, you may have noticed that the County has initiated the Sullivan House project. One noticeable change is the sandblasting of the paint off the building. The contractor who is doing the work is certified to remove lead-based paint and is using “wet blasting” equipment to remove chips that are large enough, heavy enough, and wet enough to fall to the ground where they are bagged and properly disposed of. Through this process, there is no lead dust created.
- **Blight Issues** – The City is working with the Historic District Commission regarding possible demolition of City-owned properties at 111 Main Street, 119 Main Street, and 60 Central Street.

COVID-19 Update

- **COVID-19 Update** – As of today, there are 2 active cases in Sullivan County. Even as NH remains at a relatively low rate of infection, we must stay vigilant in our efforts to control the spread of the virus. According to the DHHS website we currently only have 5 active cases in all of Sullivan County. If we continue to keep good hand hygiene and sanitization efforts, maintain social distancing, and wear masks when in public, we can continue to keep our numbers low and protect the health of the citizens of Claremont.

Valley Regional Hospital is now a NH-HHS testing site. The Hospital asks that all people register for a testing time. For pre-registration or to make an appointment, please visit <https://www.vrh.org/covid-19-information/>. For additional questions, please call the COVID Hotline at 603-542-7850. Information is also available on the City’s webpage and other media sites, with links to online registration portal.

- **Community Center Update** - At the Claremont Savings Bank Community Center (CSBCC), the City continues to slowly expand services. While the CSBCC continues to require kids under the age of 15 to be accompanied by an adult during most open times, they will be providing afterschool programming for school children ages 10 and up, now that school is back in session. Students will be required to register for a specific time slot for the gymnasium, pool or fitness room. Students registered for these programs must meet age requirements for use of the pool, and fitness center. To help maintain social distancing and maximum capacity requirements, participants must stay in the area they registered for and not move from one program area to another. When their assigned time slot comes to an end, students will need to exit the CSBCC as tables, common areas and the exterior of the building are not available for gatherings. There is no cost for members to sign up and the cost for non-members is \$6 per week. You can register for these activities by visiting our website at Claremontparks.com or by calling (603) 542-7019. Keep an eye out for more activities to be added; kids will be able to register for them as they become available.

- **Library Update** - The Library continues to increase hours of use, and now allows patrons to move throughout the Library. Starting after Labor Day, the new Library hours will be: M, W, F: 9-3; and T, Th: 11-6.
- We have received \$30,000 from the second GOFERR payment from the CARES Act Funding. This gives the City of Claremont a total reimbursement of \$56,666.70, so far. The GOFERR reimbursement process has changed and is allowing the City to ask for reimbursement for first responder and health related payroll expenses up to the City's allotted amount of \$313,638. The City will be submitting a reimbursement request in excess of the \$256,971.30 in hopes of being reimbursed the entire amount of the grant awarded.

Mayor Lovett said in the Fire Department Report it was reported that members of the Claremont Fire Department participated in the home delivery of a healthy baby boy. She congratulated them.

APPOINTMENT TO BOARDS AND COMMITTEES

Fiske Free Library Board of Trustees

A motion was made by Councilor Kier and seconded by Councilor Matteau to appoint Annalisa Parent to Seat A-1 of the Fiske Free Library Board of Trustees.

Roll call vote:

O'Hearne - yes

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - yes

Lovett - yes

Motion carried 9-0.

Energy Advisory Committee

Mayor Lovett said Councilor Sweetser had expressed a desire to serve on the Energy Advisory Committee.

A motion was made by Councilor Koloski and seconded by Councilor Stone to appoint Councilor Sweetser to seat 4 (City Council Representative) of the Energy Advisory Committee.

Roll call vote:

O’Hearne - yes

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - yes

Lovett - yes

Motion carried 9-0.

CITIZEN’S FORUM

No one spoke.

OLD BUSINESS

Proposed Council Rule Change

1. Citizen Letters

- A. The original language, presented by Mayor Lovett, was written to outline a process for addressing citizens’ requests to have letters read into the record. Over the course of time, the requests to have such letters read into the record had become more frequent and a process for considering such requests was needed. Thus the following was proposed:

“When the Council receives a citizen’s request to enter a personal letter into the record, the letter will be attached to the minutes in its entirety. It will not be read into the record unless the citizen does so or has another citizen do so on his/her behalf. If the topic of the letter is not an agenda item, the citizen shall read the letter during citizens’ forum. If the topic of the letter pertains to an agenda item, the citizen will read the letter at the time during which that agenda is discussed.”

- B. After the original language was proposed, various concerns/questions were raised. Consequently, Mayor Lovett requested guidance from Attorney Johnston of NHMA, and received the following:

“There is absolutely no requirement that a constituent’s letter be read into the record upon request. The council may honor such a request, but it is up to the council’s discretion; there is no specific standard for deciding whether to grant such a request.

However, I would be wary of allowing it except in unusual circumstances. My concern would be that if you allow some letters to be read into the record, someone could claim that you have created a “public forum” in which you cannot discriminate based on content or viewpoint—so now you must grant every such request. If the council is discussing an issue and someone has written a letter that a councilor finds compelling, and the councilor wants to adopt that letter as an expression of his or her own opinion, I would allow the councilor to read the letter as part of the council’s debate on the issue. But I would not get into the habit of allowing letters to be read into the record just because someone has asked, unless you are willing to do it in all cases.

On your second question, I interpret “read into the record” and “entered into the record” differently. The former means that you or one of the councilors actually reads the letter at the meeting. The latter suggests that it is not actually read at the meeting, but the council refers to the letter and votes to “enter it into the record,” meaning to include it in the minutes. In either case, I would simply attach a copy of the letter to the meeting minutes.”

- C. Based on the above legal counsel, Mayor Lovett proposes the original language be amended as follows:

A citizen’s request to have a letter either read or entered into the record will only be granted if a Council member finds the letter compelling and is willing to adopt that letter as an expression of his or her own opinion on the issue before the Council. Should this occur, a copy of the letter will be attached to the meeting minutes.

2. Appointment of Councilors to Boards, Committees or Commissions

- A. Given the number of questions raised regarding the process for such appointments, Mayor Lovett originally proposed the following language:

“Appointments of Council members to boards, commissions or committees will occur in January via the nomination process at a Council meeting. Council members should indicate their desire to serve on a board, commission or committee NLT the first regularly scheduled meeting in January. After accepting all nominations for an appointment, the mayor will ask for a vote for each member seeking the appointment. The individual with the highest number of votes shall be appointed for a one-year term. If, after successfully completing his/her one-year term, the Council member is seeking reappointment, he or she should be given preference.

- B. The Council discussed the proposed rule and was not in agreement with the idea of a one-year term. Therefore, Mayor Lovett proposes the following amendment to the original language:

Appointments of Council members to boards, commissions or committees will occur in January via the nomination process at a Council meeting. Council members should indicate

their desire to serve on a board, commission or committee NLT the first regularly scheduled meeting in January. After accepting all nominations for an appointment, the mayor will ask for a vote for each member seeking the appointment. The individual with the highest number of votes shall be appointed.

Prepared by Mayor Lovett for the September 9 Council meeting.

Councilors' thoughts regarding Citizens Letter:

- Have a time limit on reading the letter into the record.
- Don't necessarily require the letters to be attached to the minutes.
- Councilors can read the letters that is an expression of their own opinion.
- Instead of Councilors reading the letters, the Council Clerk can read them into the record.
- Limit the number of words in the letter(s) to be read.
- Not in favor of reading the letters into the record. If it were a requirement to read the letters into the record, the number of letters the Council receives could increase significantly. Letters sent to the Council is feedback from the public.
- Based on legal counsel, if Councilors want to have letters read into the record by a Councilor, it is read them all, or read none.

Mayor Lovett will take Councilors' input and send to legal counsel. She will put the response into the next Council packet. She confirmed that no one was saying "no" across the board.

Mayor Lovett said in Appointment of Councilors to Boards, Committees or Commissions, it reads: "Appointments of Council members to boards, commissions or committees will occur in January via the nomination process at a Council meeting. Council members should indicate their desire to serve on a board, commission or committee NLT the first regularly scheduled meeting in January." It should read: "Appointments of Council members to boards, commissions or committees will occur in January, or upon a vacancy, via the nomination process at a Council meeting. Council members should indicate their desire to serve on a board, commission or committee during the first regularly scheduled meeting of the month. After accepting all nominations for an appointment, the mayor will ask for a vote for each member seeking the appointment. The individual with the highest number of votes shall be appointed."

A motion was made by Councilor Matteau and seconded by Assistant Mayor Damren to adopt the Council Rule: Appointment of Councilors to Boards, Committees or Commissions, as amended, "Appointments of Council members to boards, commissions or committees will occur in January, or upon a vacancy, via the nomination process at a Council meeting. Council members should indicate their desire to serve on a board, commission or committee during the first regularly scheduled meeting of the month. After accepting all nominations for an appointment, the mayor will ask for a vote for each member seeking the appointment. The individual with the highest number of votes shall be appointed."

Roll call vote:

O’Hearne - no

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - no

Lovett - yes

Motion carried 7-2.

NEW BUSINESS

Resolution 2021-14 Additional Funds for North & Main Street Project – Public Hearing

WHEREAS the City of Claremont, New Hampshire (the "City") received Federal Highway Improvement Grant funds in 2011 for the reconstruction of the North and Main Streets intersection anticipated to cost \$4,810,000 (the “Grant”); and

WHEREAS acceptance of this Grant required that the City provide local matching funds in the amount of \$785,000 for the North and Main reconstruction project (the “Project”) which was done as part of the 2011 bond as well as \$100,000 appropriated in the 2011 Budget; and

WHEREAS due to the length of time and increased costs and project expenditures previously billed at the City’s 20% match has caused an increase in projected costs;

NOW THEREFORE BE IT RESOLVED to raise and appropriate the sum of \$88,416.75 as the City’s match for the Project, said sum shall be in addition to the funds already appropriated, spent and/or encumbered previously, with offsetting revenue to come from the Municipal Transportation Capital Reserve Fund (to have no impact on the tax rate); and

BE IT FURTHER RESOLVED to authorize the City Manager or the Treasurer, or their designees, to withdraw said funds from the Municipal Transportation Capital Reserve Fund; and

BE IT FURTHER RESOLVED that the City Manager, or his designees, are hereby authorized to undertake all actions and execute all documents as may be required to implement this resolution. *(2/3 Vote Required)*

Mr. Morris gave a brief overview.

Nancy Merrill, Planning and Development Director said the North and Main Street Project has been a long time coming. This is the third project with a Federal earmark.

Tom Krebs, Project Manager, talked about cost share.

The bid will go out next fall and the project will start in 2022. This is expected to take two construction seasons and will finish in 2023. Traffic and pedestrian safety will be increased at the intersection. North Street will be a continuous route and Main Street will come to a "T." Bike lanes will be added.

A motion was made by Assistant Mayor Damren and seconded by Councilor Kier to adopt Resolution 2021-14 Additional Funds for North & Main Street Project.

Assistant Mayor Damren read the resolution into the record.

Ms. Merrill said the proposed truck route that NHDOT is working with our engineer on would go down to the end of North Street, turn left onto Main Street, to Union Street. All the parties involved in this project, are aware of this proposed truck route.

Ms. Merrill said this goes back to an earmark in 2006. It's been a long time, so that impacts the cost. The City had three projects with earmarks. The other projects moved forward ahead of this one.

Ms. Merrill said this project can be posted on the City's website for public information.

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

Roll call vote:

O'Hearne - no

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - no

Lovett - yes

Motion carried 7-2.

Ordinance 576 Amend Merit Plan – First Reading

The purpose of this proposed change is to create a position which is titled, the Adverse Childhood Experience Response Team (ACERT) Coordinator. This will be a new position within the City of Claremont's Police Department, however, no grade or salary ranges will be impacted by this amendment as this position will be slotted into the City's existing Grade 8 of the Non-Union Employee Pay Schedule – Attachment C [which document is on file at the City Manager's office]. The current maximum salary for a Grade 8 employee is \$56,829 and the minimum salary is \$37,362.60.

The amendment seeks to create this position in support of the Greater Claremont Area ACERT Program. The responsibilities of this employee will largely be associated with identifying and offering assistance to those families and children who are exposed to violence or other adverse conditions. The creation and development of this position as well as the financial obligations associated with this hiring are to be shared by and through a partnership that the City maintains with the Newport Police Department, Turning Points Network, the Sullivan County Child Advocacy Center, the Claremont School District and the TLC Family Resource Center.

Enactment of this Ordinance will amend the City of Claremont Merit Plan accordingly and institute a full job description for the position of Adverse Childhood Experiences Response Team Coordinator. This change is requested by the City Manager.

Mr. Morris said this is for the ACERT Coordinator. This is adding that position to the Merit Plan.

Police Chief Mark Chase said this is the last step to allow the City to use the grant. There are no matching funds. This will allow the Police Department to advertise for, and hire someone. This is a nonsworn, civilian position.

The job description was not included in the Council packet. Mr. Morris said that the job description and the Personnel Advisory Board minutes for that position will be included in the next Council packet.

Councilor O'Hearne would like to see that information before going forward. Mr. Koloski said if the ordinance is approved tonight, there are still two more readings where that information can be presented. Mayor Lovett agreed.

A motion was made by Councilor Koloski and seconded by Councilor Matteau to suspend Council Rules in order to just read the Explanation of Proposed Action, instead of the whole ordinance.

Roll call vote:

O'Hearne - no

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - no

Lovett - yes

Motion carried 7-2.

A motion was made by Councilor Kier and seconded by Assistant Mayor Damren to adopt Ordinance 576 Amend Merit Plan on First Reading.

Councilor Kier read the Explanation of Proposed Action into the record.

Roll call vote:

O’Hearne - no

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - no

Lovett - yes

Motion carried 7-2.

Discussion of Board of Assessors Membership

Stephan Hamilton, Interim Assessor, provided a list of boards or commissions that may have a potential conflict if a member of the Board of Assessors were to also sit on these boards or commissions: Claremont City Council, Claremont Development Authority, Claremont Housing Authority, Frances J. Tolles Home Board of Trustees, Tax Increment Finance District Advisory Board, Zoning Board of Adjustment, and Board of Appeals. He said the Claremont Planning Board could be unique and that any member of that board with a conflict could recuse themselves. There could be minor conflicts with Airport Advisory Board, Business Corridor Project, City Center Committee, City Center Initiative Committee, Claremont 250th Committee, Claremont Community Television, Inc., Claremont Planning Board, Claremont Police Commission, Conservation Commission, Fiske Free Library Board of Trustees, Historic District Commission, Mt. Ascutney Region River Subcommittee, Parks and Recreation Commission, Personnel Advisory Board, Trustees of Trust Funds, Upper Valley Lake Sunapee Regional Planning Commission, Licensing Board, and Claremont Energy Advisory Committee.

Mr. Morris said if Council is in favor, this would be sent to the attorney for legal review.

There was a discussion about whether or not this should go to the Policy Committee. The majority of the Councilors wanted to deal with it tonight.

The majority of the Council agreed to add to the list of potential conflicts three other boards: Personnel Advisory Board, Claremont Planning Board and Airport Advisory Board. Councilors agreed to authorize Mr. Morris to update the ordinance and have it reviewed by legal counsel.

Mayor Lovett said if possible, this would come back at the September 23rd meeting, if not, it would be the October 14th meeting.

Annual Approval of Investment Policy

Mr. Morris said this is an annual approval.

Lisa Richmond, Treasurer, gave a brief overview of the Investment Policy.

A motion was made by Assistant Mayor Damren and seconded by Councilor Sweetser that the Claremont City Council, pursuant to RSA 47:6 and RSA 48:16, hereby re-adopts the City of Claremont Investment Policy and authorizes the City Manager or his designees to take such actions as may be necessary to implement said Investment Policy in accordance with state law and regulation.

Roll call vote:

O’Hearne - yes

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - yes

Lovett - yes

Motion carried 9-0.

A motion was made by Assistant Mayor Damren and seconded by Councilor Stone that the Council vote to refer the Investment Policy to the Finance Committee.

Roll call vote:

O’Hearne - yes

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - yes

Lovett - yes

Motion carried 9-0.

Resolution 2021-15 Apply for NH Drinking Water & Groundwater Trust Fund – Public Hearing

WHEREAS, the City wishes to submit an application to the New Hampshire Drinking Water & Groundwater Trust Fund Bureau for funds to complete projects relating to the removal of lead lines from the Claremont Water System; and

WHEREAS, in accordance with the “2020 Award Plan”, the NH Drinking Water & Groundwater Advisory Commission requires that a funding application for the Construction Projects Assistance Program include an “authority to submit application” to meet the threshold for project readiness; and

WHEREAS, the City presently has lead components in the water lines that provide service to the residents of Claremont; and

WHEREAS, the City wishes to protect the health and wellbeing of its citizens by replacing all the lead water lines:

NOW, THEREFORE, BE IT RESOLVED by the City Council to authorize the city manager, or his designees, to take such actions as may be necessary to file an application to the New Hampshire Drinking Water & Groundwater Trust Fund for a loan of up to \$2,000,000.

BE IT FURTHER RESOLVED that the city manager, or his designees, are hereby authorized to undertake all actions and execute all documents, including the loan agreement, related to this resolution, and the city treasurer is hereby authorized to act on behalf of the Water Enterprise Fund by signing monetary disbursements. *(2/3 Vote Required)*

Mr. Morris said that these loans would work in conjunction with each other, not to exceed \$2 million. The City is still looking for forgiveness of up to 50%, but after talking with the engineer, we’ll probably get 40%.

A motion was made by Councilor Kier and seconded by Assistant Mayor Damren to adopt Resolution 2021-15 Apply for NH Drinking Water & Groundwater Trust Fund.

Councilor Kier read the resolution into the record.

Mayor Lovett opened the public hearing.

Walt Stapleton, Ward 3, was in favor of this to go along with the lead abatement.

Rebecca MacKenzie, Ward 2, thanked Mr. Morris for looking into the financing and saving the City money.

Mayor Lovett closed the public hearing.

Roll call vote:

O’Hearne - yes

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes
Contois - yes
Stone - yes
Lovett - yes
Motion carried 9-0.

Community Power Aggregation Committee Discussion

Mayor Lovett said this is step 1, mandated by statutes exploring the possibility of Community Power Aggregation, and whether it is beneficial to the community. Step 1 is to establish an aggregation committee. It can be a subcommittee of the Energy Advisory Committee (EAC).

Mr. Morris said he would like City Staff to be involved in this. He thinks being a subcommittee of the EAC would be a good idea. This will take quite a bit of work. This would allow the City to move forward and work on negotiating lower power costs for Claremont. Businesses/citizens could opt out. The City would become its own power company. It would take a lot of work and would be more than our current staff could keep up with.

Assistant Mayor Damren said we wouldn't be responsible for owning or constructing a generating facility. Mr. Morris said if there were a partnership with a big solar array, we could use that power.

A motion was made by Councilor Koloski and seconded by Councilor Sweetser to authorize the establishment of a Community Power Aggregation Committee.

There was a discussion about joining Community Power NH, or possibly making this countywide, and the number of people on the committee.

Councilor Koloski amended the motion in order to have a committee of five. Mr. Damren seconded.

Councilors wanted more information about the committee and its composition.

Councilor Koloski withdrew his motion. Assistant Mayor Damren withdrew his second. He agreed with Councilor Koloski that the committee should be made up of five individuals.

Councilors agreed there should be a Community Power Aggregation Committee. They will ask the EAC to weigh in. They will hear from Henry Herndon.

LSR-Welfare Costs, No Residency Requirement

Moved to the next meeting

LSR-Requirement for Communities to Pay into NH Retirement System

Mayor Lovett said the anticipated rate of return has been lowered. Any changes that lower the rate of return puts a heavier burden on the municipality. She said it may be best to continue to support legislation that requires the state to contribute into the retirement. Currently, the state contributes zero; years ago, it was 35%. At the September 23 meeting, Council will be given options regarding concerns about the amount that communities have to contribute to the retirement system because of the lowered rate of return.

Mr. Morris said according the NH Municipal Managers Association, the catch-up period to be fully funded may be extended to 2049. We're trying to fund a \$5 billion deficit, and moving it would make it a \$9 billion deficit. NH Retirement would be willing to brief the Council on this. He thinks we need to look at ways to address this as we are looking at an increase of over \$200,000.

There was a consensus to have a presentation with regard to the NH Retirement System.

Discuss Opening Council Chambers to Public During Council Meetings

Councilor Contois said the majority of cities in NH have mask mandate ordinances. The Governor's emergency orders regarding the pandemic are still in effect; Council can still meet via Zoom. The Governor's last order states that it is safer to stay at home. This process is working to help slow the spread of the disease. Our numbers are low and that gives us a false sense of security. Regarding children returning to school, they are using hybrid situations (some days in class and some days learning virtually). He is not in favor of the Council meeting in person.

Councilor Sweetser said she is suggesting that the Council use a hybrid approach to its meetings. She suggested adding an option for citizens to come into Council Chambers, with rules.

Councilor Matteau is in favor of the hybrid approach, as long as the Zoom option is available.

Mr. Morris said improvements are being made in Council Chambers (i.e. TVs, speakers, microphones). He cautioned Council that we would still have to follow the Governor's guidance, including wearing masks in Council Chambers, and limiting the number of people in the room.

Councilor Kier expressed her concern that even though our numbers are low, the number of cases still continue. Public safety is the first concern.

The majority of Councilors would like to move forward with a hybrid approach. Mayor Lovett asked Mr. Morris to take the steps necessary to allow the public to be able to attend the next meeting in a safe way. Mr. Morris said he thinks that everyone in that room should wear masks.

Mayor Lovett asked to have the guidelines placed in the Council packet.

Mr. Morris will encourage Directors to participate via Zoom in order to have fewer people in Council Chambers.

Councilors Contois and Kier don't think the public should be allowed in Council Chambers.

Councilor Contois reiterated the information he had put in the packet. Mr. Morris said he is not aware of any other NH cities meeting in person.

Mr. Morris said the meetings are shown on Facebook, Zoom, and CCTV (Claremont Community Television).

Mayor Lovett asked, if we do this, would all three Councilors (O'Hearne, Sweetser and Stone), who have been attending Council meetings in Council Chambers, would be comfortable wearing masks. All three said yes.

Most of the other Councilors plan to attend meetings remotely. Councilor Koloski said he plans to attend via Zoom, but if he had internet problems, he would pop into Council Chambers.

Mayor Lovett said all Councilors in Council Chambers would have to follow the same guidelines as the public. The expectation would be that the only Councilors that would continue to be in Council Chambers are the three that have been doing so, unless someone else speaks up. The idea is to give the public a safe option to participate in person, if they so choose.

COMMITTEE REPORTS

Councilor Stone said the Purchasing Policy would be worked on at the next Policy Committee meeting. The Holiday Display Policy is still being worked on.

FUTURE AGENDA ITEMS AND DIRECTIVES

There was a discussion about the City Manager's evaluation coming up. His start date was September 23, 2019. Councilor Stone said the Council also needs to address a Non-Public personnel issue.

Mr. Morris said it may be prudent in the future to do his evaluation at the end of November/beginning of December in order to set goals in January. For this first year, it makes sense to do it after his one-year mark.

The Council agreed to start the evaluation process in October. They will meet first without the City Manager and then invite him in to the meeting.

Councilor Kier said this item has no timeframe, but she would like to discuss Councilor terms. All Councilors are currently elected at the same time. There are pros and cons to staggered terms. Mayor Lovett said that would require a Charter change.

Councilor Koloski reminded the Council that since Wednesday, November 11, is a holiday, the Council would meet (by City Code) on Thursday, November 12.

CONSULTATION WITH LEGAL COUNSEL

None.

ADJOURNMENT

At 9:27 p.m., a motion was made by Councilor Matteau and seconded by Councilor O’Hearne to adjourn.

Roll call vote:

O’Hearne - yes

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - yes

Lovett - yes

Motion carried 9-0.

Respectfully Submitted,

Dorée M. Russell
Clerk to the Council

Council Meeting
September 23, 2020
Page 1

The Claremont City Council held a meeting on Wednesday, September 23, 2020, in the Council Chambers of City Hall and via Zoom.

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

Assistant Mayor Damren read the following statement: *This meeting is being conducted in accordance with the provisions of the Governor's Executive Order no. 2020-04 and the emergency meeting provisions of RSA 91-A to permit participation of board members by electronic means. Under the conditions of the current COVID-19 pandemic and the protocols established by the Centers for Disease Control (CDC), it is not reasonably practical for a quorum of this board's members to attend this meeting in person.*

To join the webinar:

<https://us02web.zoom.us/j/84879761685?pwd=YlCounclorStoneOFVWR0YwM3VtT1g0SXV6VDVOZz09>

Passcode: 726436

Or by telephone:

Dial: 1 646 558 8656

Webinar ID: 848 7976 1685

Passcode: 726436

If there is a problem getting through to that number, please call 603-542-7002.

Members of the Council present were:

Ward I Councilor Andrew O'Hearne – Chambers, Councilors Sweetser & Stone

At-Large Councilor Abigail Kier – Home, mother, father, stepfather, son, husband

At-Large Councilor Erica Sweetser – Chambers, Councilors O'Hearne & Stone

Assistant Mayor Allen Damren – Home, alone

At-Large Councilor Debora Matteau – Home, alone

At-Large Councilor Nicholas Koloski – Work, alone

Ward II Councilor James Contois – Home, alone

Ward III Councilor Jonathan Stone – Chambers, Councilors Sweetser & O'Hearne

Absent:

Mayor Charlene Lovett

Also present:

Edward Morris, City Manager

AGENDA CHANGES

Assistant Mayor Damren asked to remove Old Business B. LSR-Welfare Costs, No Residency Requirement, and C. LSR-Requirement for Communities to Pay into NH Retirement System

as they need more work. There were no objections.

Mr. Morris said that Councilor Contois had asked that during Community Power Aggregation Presentation that he be allowed to discuss a letter he had sent to the Council. Assistant Mayor Damren explained the letter has to be returned by Friday. Councilor Contois said regarding Community Aggregation, that according to County Manager Derek Ferland and Henry Herndon, the PUC (Public Utilities Commission) is moving in a direction not advantageous to Community Aggregation. That is the letter the Council will be requested to approve.

A motion was made by Councilor Matteau and seconded by Councilor Sweetser to suspend Council Rules.

Councilor O’Hearne was concerned about the number of times Council would request to suspend its Rules tonight.

Roll call vote:

O’Hearne - no

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - no

Motion carried 6-2.

Councilor O’Hearne made a point of order to make a motion to add that letter to the discussion.

A motion was made by Councilor Contois and seconded by Councilor Matteau to add that letter of support to the discussion.

Roll call vote:

O’Hearne - no

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - no

Motion carried 6-2.

MAYOR’S NOTES

National Recovery Month Proclamation

Assistant Mayor Damren read a proclamation for National Recovery Month.

Dan Wargo, Program Director for the Center for Recovery Resources, TLC, talked briefly about some of the programs that are offered through his organization.

Assistant Mayor Damren read Mayor Lovett's notes.

1. Source to Sea Clean-up – Thanks to the Conservation Commission for their participation in the annual Source to Sea Clean-up of the Connecticut River watershed. Conservation Commissioners, along with family and friends, picked up trash at Ashley's Landing, and the easement/brook area near Tractor Supply. The Source to Sea Clean-Up event will continue throughout the month of September. Anyone wishing to contribute to this year's effort is invited to contact the Chair of the Conservation Commission, Gary Dickerman. He has a list of hot spots and is working with various groups to get those areas cleaned up.
2. A ribbon cutting was held last Friday on September 18 for Helping Worries. There will be a ribbon cutting ceremony this Friday, September 25, for the Goddard Block.
3. Senator Shaheen will be in Claremont this Friday to meet with a local childcare provider and discuss the impact that COVID-19 has had on childcare providers in the region.
4. The Nashua Conference on the Prevention of Childhood Lead Poisoning will take place from 8 a.m. to 12 noon on September 30. Among the speakers will be members of the Claremont Lead Action Team. The conference will be held via Zoom and is free and open to the public.

CITY MANAGER'S REPORT

- **Thank you** – Thanked the Fire Department members of Group #3 (Captain Mike Zombeck, Lt. Brian Rapp, Fire Fighter Mike Snide and Fire Fighter Kenny Smith). This year he has asked department directors to share with their staff the One City Concept. In short, he's asking all City Staff to keep their eyes open for litter problems, dumping, graffiti, vandalism, and other issues City Staff should address. On Sunday, September 13th, while testing fire hoses, the members of Group #3, under the direction of Captain Mike Zombeck, picked up trash along the roadside at the Sid-Clarke Industrial Park. The trash had been accumulating for some time and they took action and solved the problem themselves. This kind of proactive approach is very much appreciated.
- **Primary Election** – Thanked City Clerk, Gwen Melcher, her staff and all the election volunteers for hosting a good primary election. The City issued 467 Absentee Ballots which is an unprecedented number for a primary election. City-wide voter turnout was 34% compared to 21% in 2018 and 19% in 2016. Considering all the extra COVID precautions and procedures, the election went very smoothly. Assistant Mayor Damren said that Councilor Sweetser volunteered her time at the election tables.

- **139/147 Main Street** – One bid for the wall shoring for 147 Main Street was received from Pine Hill Construction, which came in at \$243,000. CDFA likes to see three bids, so we made the case that the one bid that we did receive is reasonable, and that we did not receive any bids on the last attempt. The City reminded them that this is an emergency grant, and there is an imminent danger with this building, so it is prudent to move forward with the bid we received. On September 16th, we received the approval from CDFA and we will be moving forward completing contracts and getting a date scheduled for demolition.
- **Voluntary Water Restrictions** - Due to continuing drought conditions, the City of Claremont is asking residents to implement voluntary water conservation methods:
 - Refrain from washing down outside areas such as sidewalks and patios.
 - Water plants the minimum amount required.
 - Wash only full loads in clothes and dishwashers.
 - Use spring-loaded nozzles on garden hoses to reduce unneeded flow.
 - Identify and repair all water leaks.
 - Limit vehicle and boat washing to the minimum.
 - Take showers rather than baths.
 - Refrain from leaving faucets running while shaving, brushing teeth, or while rinsing dishes.
 - Install water-flow restrictive devices in showerheads.
 - Install water-saving devices such as plastic bottles or commercial units in toilet tanks to reduce volume.

This notice is not meant to alarm the water users. Currently, the City has an adequate amount of water storage; however, the Water Department is trying to be pro-active due to the ongoing drought conditions. The City used to have to pump water from the Sugar River to supplement our reservoir system. With the upgrades done to the system over the past few years, the City is trying to conserve enough water to allow the reservoirs to recover, so we will not have to switch over to pumping water from the river.
- **Hydrant Testing** – The Fire Department, in collaboration with the Department of Public Works, has decided to delay the flow testing of all City-owned fire hydrants until the spring of 2021. Due to the continued drought conditions the State of New Hampshire is experiencing, it would not be prudent to flow water unnecessarily when we are asking citizens to conserve water.
- **Mercantile Inspections** - The Fire Department will be restarting the “Mercantile Life Safety Inspection Program” in October. Scheduled appointments will be mailed to business owners beginning in September giving ample notice of the date and time of the department’s arrival. Inspections will be incorporated into the daily shift work schedule, providing both a training opportunity for the Fire Department staff and to ensure safe buildings for the public to enter.
- **CDBG COVID Grant** – City Staff had been working with local non-profits to prepare a COVID-19 CDBG grant. We were scrambling to warn a public hearing for the September 23 Council meeting in hopes of making Round 1 of the grant process. We were not able to get everything done in time, and will be applying during Round 2, which should be released in mid-October.

- **COVID-19 Update** – As of the time this report was written, the State of New Hampshire has had a slight uptick in positive COVID-19 cases mostly surrounding the return to school and college campuses. Even with this uptick, NH remains at a relatively low rate of infection. In order to maintain these low numbers, we must stay vigilant in our efforts to control the spread of the virus. According to the DHHS website, we currently only have 2 active cases in all of Sullivan County. If we continue to keep good hand hygiene and sanitization efforts, maintain social distancing, and wear masks when in public, we can continue to keep our numbers low and protect the health of the citizens of Claremont.
- As of today, there are five cases in Sullivan County. There are no current cases in Claremont.
- He reminded the City Council and public that Valley Regional Hospital is now the NH HHS testing site. The Hospital asks that all people register for a testing time. For pre-registration or to make an appointment, please visit <https://www.vrh.org/covid-19-information/>. For additional questions, please call the COVID Hotline at 603-542-7850. Information is also available on the City's webpage and other media sites, with links to an online registration portal.

Mr. Morris said the Tax Deed Auction will be held September 26, 11 a.m., at the Claremont Savings Bank Community Center (CSBCC). Open house hours for all of the properties will be Friday, 9 a.m.-4 p.m.

Regarding the Main Street building shoring and demolition, Mr. Morris believes it will be done before snowfall. The plan is to start shoring October 5th.

CITIZEN'S FORUM

Prashanna Sangroula, Ward 2, said he's been in Claremont 3 ½ years. He suggested using Dartmouth College for the betterment of the City's education system. He said there is a lot of housing in Claremont and suggested bringing in a bus service for the students. He said there is almost everything in this City they would need, such as the hospital.

Rebecca MacKenzie, Ward 2, talked about water in Claremont and that only 2.5% of the earth's water is fresh and 2/3 of that is in the ice cap and glacier, conveying water's preciousness.

OLD BUSINESS

Ordinance 576 Amend Merit Plan – Second Reading

The purpose of this proposed change is to create a position which is titled, the Adverse Childhood Experience Response Team (ACERT) Coordinator. This will be a new position within the City of Claremont's Police Department, however, no grade or salary ranges will be impacted by this amendment as this position will be slotted into the City's existing Grade 8 of

the Non-Union Employee Pay Schedule – Attachment C [which document is on file at the City Manager’s office]. The current maximum salary for a Grade 8 employee is \$56,829 and the minimum salary is \$37,362.60.

The amendment seeks to create this position in support of the Greater Claremont Area ACERT Program. The responsibilities of this employee will largely be associated with identifying and offering assistance to those families and children who are exposed to violence or other adverse conditions. The creation and development of this position as well as the financial obligations associated with this hiring are to be shared by and through a partnership that the City maintains with the Newport Police Department, Turning Points Network, the Sullivan County Child Advocacy Center, the Claremont School District and the TLC Family Resource Center.

Enactment of this Ordinance will amend the City of Claremont Merit Plan accordingly and institute a full job description for the position of Adverse Childhood Experiences Response Team Coordinator. This change is requested by the City Manager.

Mr. Morris noted that the position description and the minutes of the Personnel Advisory Board (PAB) were included in the Council packet. The PAB recommended adding this position.

A motion was made by Councilor Kier and seconded by Councilor Matteau to suspend Council Rules in order to only read the Explanation of Proposed Action.

Councilor O’Hearne was against suspending Council Rules to read the only the Explanation of Proposed Action.

Assistant Mayor Damren said the entire ordinance should be read at the third reading.

Roll call vote:
O’Hearne - no
Kier - yes
Sweetser - yes
Damren - yes
Matteau - yes
Koloski - yes
Contois - yes
Stone - no
Motion carried 6-2.

Councilor Kier read the Explanation of Proposed Action into the record.

A motion was made by Councilor Matteau and seconded by Councilor Kier to adopt Ordinance 576 Amend Merit Plan.

Roll call vote:
O’Hearne - no
Kier - yes

Sweetser - yes
Damren - yes
Matteau - yes
Koloski - yes
Contois - yes
Stone - no
Motion carried 6-2.

LSR-Welfare Costs, No Residency Requirement

Withdrawn.

LSR-Requirement for Communities to Pay into NH Retirement System

Withdrawn

Community Power Aggregation Presentation

Henry Herndon, Director of Local Energy Solutions with Clean Energy New Hampshire, said that Claremont one of 27 municipal members. Mr. Herndon said that new legislation (RSA 53-E) has gone into effect which has created opportunities for aggregation of electric customers which gives authorities of municipalities to procure electricity in bulk on behalf of its citizens. Electricity is delivered by the utility company and they maintain the poles and wires. The benefit is local control and the ability to procure green electricity and to build new renewables. We may be able to develop new solar locally. The first step is to establish an Electric Aggregation Committee. The Committee will develop an Electric Aggregation Plan, and then the Council would vote on whether or not to approve that Plan. There is a statewide effort to develop Community Power New Hampshire (CPNH) which would be a municipal association for the logistics and administration of negotiating the electricity purchases. Many local communities are working together to form CPNH, which would be a membership group.

Councilor Contois said he recently received a letter from Mr. Herndon regarding a letter of support to be sent to the PUC, because some of the proposed rules severely limit, and undermine, the ability to launch these programs.

Mr. Herndon said the letter is to inform the PUC that there are many communities that intend to exercise their local control authorities under this new legislation. The specific benefit for this is market competition. One proposed regulation would limit that timing flexibility.

Councilor Contois said the request is for the PUC to receive the Council's letter of support no later than September 25th.

Mr. Morris said he emailed the letter to all Councilors yesterday.

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Councilor Sweetser attended her first Energy Advisory Committee (EAC) meeting and they are gathering information. Claremont can be a tier 2 city to watch what tier 1 cities are doing. This is not a decision we are making right now.

Regarding the Electric Aggregation Committee, Mr. Morris would like the Council to move forward with the Committee in order for the members to be involved in these talks. He wants to be involved in the conversation and discussions moving forward. It doesn't commit us to anything.

Councilor Matteau said this folds into the Energy Chapter of the Master Plan.

There was a discussion about whether or not the group would be a subcommittee of the EAC.

Ms. MacKenzie said that Mayor Lovett asked the EAC to review this and share with the Council. The City is not committing to anything other than to create a committee, which will then get information back to the Council. Regarding the letter to the PUC, the EAC decided to sign its own letter and is hoping the Council will decide to do one as well.

A motion was made by Councilor Kier and seconded by Councilor Koloski to create the committee.

Councilors had questions about who the committee would answer to and what the make-up of the committee would be. Councilors would like the City Manager to submit a proposal of the make-up of the committee and whether or not it would be a subcommittee of the EAC.

A motion was made by Councilor Stone to table forming the committee. No second was received. Motion failed.

Councilor Kier retracted her motion. Councilor Koloski retracted his second.

Assistant Mayor Damren thinks it best to go back to Mr. Morris for recommendations to be brought back to the Council at the first meeting in October.

A motion was made Councilor Contois and seconded by Councilor Sweetser that the City sign onto the letter to the Public Utilities Commission.

Roll call vote:

O'Hearne - no

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - no

Motion carried 6-2.

Amended and Restated Resolution 2021-9 – Public Hearing

WHEREAS the Claremont City Council approved and adopted Resolution 2021-9 on August 26, 2020 authorizing the City to issue general obligations bonds and notes in anticipation thereof in a principal amount not to exceed \$1,000,000.00 (the “Bonds”) to finance costs to acquire and install new Community Dispatch Center (“Center”) equipment, to remove existing equipment and to make Center improvements and renovations in connection with the foregoing, either at the existing Center or as part of a regional Center option located in another building; and as applicable to renovate the building selected for such regional Center option (the “Project”); and

WHEREAS an amendment to Resolution 2021-9 is required,

NOW THEREFORE the seventh (7th) paragraph on page one (1) is hereby amended and restated as follows:

The Bonds are to be executed and delivered by the Treasurer and the City Manager under the official seal of the City attested by the City Clerk (“Clerk”) or her designated deputy or assistant, and otherwise are to be in such form and contain such terms and provisions not inconsistent herewith, as they shall approve, their approval to be conclusively evidenced by their execution thereof, and any signature thereon may be by facsimile to the extent permitted by law;

All other provisions of Resolution 2021-9 shall remain in full force and effect.

The Clerk is authorized and directed to file an attested copy of this Amended and Restated Resolution in the record of proceedings of the City Council, which record shall be open to public inspection; and

All actions undertaken by the City consistent with this resolution are hereby confirmed, ratified and approved.

(2/3 Vote Required)

Mr. Morris said Resolutions 2021-9 and 2021-10 were forwarded to Drummond Woodsum’s bond counsel and one paragraph talked about the Council signing the bond documents. That is not the way bond resolutions have been done in the past. The authority is given to the City Manager and the City Staff to sign those documents. The City usually uses Devine Millimet & Branch as bond counsel.

Assistant Mayor Damren noted the original resolutions are in effect, with the exception of these changes.

A motion was made by Councilor Contois and seconded by Councilor Kier to adopt Amended and Restated Resolution 2021-9.

Councilor Contois read the resolution into the record.

Assistant Mayor Damren opened the public hearing. No one spoke. He closed it.

Councilor O’Hearne asked how much money was spent for legal services regarding these resolutions. Mr. Morris will get that information.

Roll call vote:
O’Hearne - yes
Kier - yes
Sweetser - yes
Damren - yes
Matteau - yes
Koloski - yes
Contois - yes
Stone - yes
Motion carried 8-0.

Amended and Restated Resolution 2021-10 – Public Hearing

WHEREAS the Claremont City Council approved and adopted Resolution 2021-10 on August 26, 2020 authorizing the City to issue general obligations bonds and notes in anticipation thereof in a principal amount not to exceed \$4,800,000.00 (the “Bonds”) to finance costs to construct and equip renovations and improvements to and for (i) Pleasant Street, including parking and streetscape improvements; (ii) streets and intersections in the vicinity, and signage in the vicinity and elsewhere, to provide for the redirecting and flow of truck traffic; and (iii) drainage systems and facilities in the vicinity of the foregoing, including separation of combined sewer and drain water drainage (the “Project”); and

WHEREAS an amendment to Resolution 2021-10 is required,

NOW THEREFORE the seventh (7th) paragraph on page one (1) is hereby amended and restated as follows:

The Bonds are to be executed and delivered by the Treasurer and the City Manager under the official seal of the City attested by the City Clerk (“Clerk”) or her designated deputy or assistant, and otherwise are to be in such form and contain such terms and provisions not inconsistent herewith, as they shall approve, their approval to be conclusively evidenced by their execution thereof, and any signature thereon may be by facsimile to the extent permitted by law;

All other provisions of Resolution 2021-10 shall remain in full force and effect.

The Clerk is authorized and directed to file an attested copy of this Amended and Restated Resolution in the record of proceedings of the City Council, which record shall be open to public inspection; and

All actions undertaken by the City consistent with this resolution are hereby confirmed, ratified and approved. *(2/3 Vote Required)*

A motion was made by Councilor Kier and seconded by Councilor Matteau to adopt Amended and Restated Resolution 2021-10.

Councilor Kier read the resolution into the record.

Assistant Mayor Damren opened the public hearing. No one spoke. He closed it.

Roll call vote:

O’Hearne - yes

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - yes

Motion carried 8-0.

NEW BUSINESS

Resolution 2021-16 Airport Obstruction Removal Project – Public Hearing

WHEREAS the City is undertaking the engineering for the Airport Obstruction Removal Runway Approach Project (the “Project”) at the Claremont Municipal Airport; and

WHEREAS the City has applied for a grant for the engineering of said Project from the Federal Aviation Administration (the "FAA") in the amount of \$170,000.00; and

WHEREAS the City would like to accept and expend said grant funds;

NOW THEREFORE BE IT RESOLVED to raise, appropriate and expend the sum of \$170,000.00 with 5% or \$8,500, as the City's share of the project, to be taken from the Airport Reserve Account and the remaining funds to come from the FAA grant, SBG- SBG-02-19-2021 (to have no impact on the tax rate); and

BE IT FURTHER RESOLVED that the City Manager or his designees are hereby authorized to execute all documents and undertake all actions as may be required to implement this resolution. *(2/3 Vote Required)*

Mr. Morris gave a brief explanation for this and the following resolution.

Fire Chief Bryan Burr said this is the next phase in the removal of vegetation (trees, stumps) from Federally protected air space. This resolution will allow the City to move forward with the engineering phase of the obstruction removal.

A motion was made by Councilor Sweetser and seconded by Councilor Koloski to adopt Resolution 2021-16 Airport Obstruction Removal Project.

Councilor Contois read the resolution into the record.

Assistant Mayor Damren opened the public hearing. No one spoke. He closed it.

At 8:23 p.m., Council recessed to check the audio in Council Chambers and returned at 8:24 p.m.

Roll call vote:

O’Hearne - yes

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - yes

Motion carried 8-0.

Resolution 2021-17 Airport Runway Rehabilitation Project – Public Hearing

WHEREAS the City is undertaking the engineering for the Airport Runway Rehabilitation Project (the “Project”) at the Claremont Municipal Airport; and

WHEREAS the City has applied for a grant for the engineering of said Project from the Federal Aviation Administration (the "FAA") in the amount of \$500,000.00; and

WHEREAS the City would like to now accept and expend said grant funds;

NOW THEREFORE BE IT RESOLVED that the City Council hereby accepts the FAA grant (Project SBG-02-20-2021) Airport Runway Rehabilitation Project in the amount of \$500,000.00; and

BE IT FURTHER RESOLVED to raise, appropriate and expend the sum of \$500,000.00 with 5% or \$25,000, as the City's share of the project, to be taken from the Airport Reserve Account and the remaining funds to come from the FAA grant, SBG-02-20-2021 (to have no impact on the tax rate); and

BE IT FURTHER RESOLVED that the City Manager or his designees are hereby authorized to execute all documents and undertake all actions as may be required to implement this resolution. *(2/3 Vote Required)*

Chief Burr said this is the engineering phase of the Runway Rehabilitation Project.

A motion was made by Councilor Contois and seconded by Councilor Stone to adopt Resolution 2021-17 Airport Runway Rehabilitation Project.

Councilor Contois read the resolution into the record.

Assistant Mayor Damren opened the public hearing. No one spoke. He closed it.

Roll call vote:

O’Hearne - yes

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - yes

Motion carried 8-0.

Ordinance 577 Property Tax Credit for Veterans – First Reading

The purpose of this proposed change is to increase the benefit provided to veterans or their surviving spouses who qualify for said tax credit. If adopted, the credit shall increase from an annual tax credit of \$125 to the new standard set at \$500. In addition, the date for the submission of an amended permanent application shall be set for December 1 of every calendar year.

This amendment is intended to recognize and appreciate the dedication as well as sacrifice of our nation’s veterans.

Enactment of this Ordinance will amend the City of Claremont’s Code as to Article II, Division 2 of Chapter 18 (Sec. 18-43). This change is requested by the City Manager.

Mr. Morris said at its October 23, 2019, meeting the Council voted to make changes to the property tax credit for veterans and property tax exemptions for the elderly. If approved, Ordinances 577 and 578 will update the City Code.

Stephan Hamilton, Interim Assessor, said this is housekeeping. This is to update ordinance with action previously taken by the Council.

Assistant Mayor Damren said he would entertain a motion to suspend Council Rules in order to read only the Explanation of Proposed Action as the whole ordinance would be read at the second reading.

A motion was made by Councilor Koloski and seconded by Councilor Kier to suspend Council Rules.

Councilor O’Hearne questioned suspending Council Rules for an ordinance that is only one page long.

Roll call vote:
O’Hearne - no
Kier - yes
Sweetser - no
Damren - yes
Matteau - no
Koloski - no
Contois - yes
Stone - no
Motion failed 3-5.

A motion was made by Councilor O’Hearne and seconded by Councilor Contois to adopt Ordinance 577 Property Tax Credit for Veterans on first reading.

Councilor O’Hearne read the ordinance into the record.

Roll call vote:
O’Hearne - yes
Kier - yes
Sweetser - yes
Damren - yes
Matteau - yes
Koloski - yes
Contois - yes
Stone - yes
Motion carried 8-0.

Ordinance 578 Property Tax Exemptions for Elderly – First Reading

The purpose of this proposed change is to increase the qualification income(s) and asset holdings for those individuals seeking an elderly exemption from real estate taxes from the City of Claremont.

The motivation behind this amendment is to simply account for inflation and maintain a more current set of qualifications for potential applicants. The last change to these qualifications occurred in 2017 and the City’s Assessor is of the belief that an update to same is warranted at this time.

Enactment of this Ordinance will amend the City of Claremont’s Code as to Article II, Division 4 of Chapter 18 (Sec. 18-58). This change is requested by the City Manager.

A motion was made by Councilor O’Hearne and seconded by Councilor Matteau to adopt Ordinance 578 Property Tax Exemptions for Elderly on first reading.

Councilor O’Hearne read the ordinance into the record.

Roll call vote:

O’Hearne - yes

Kier - yes

Sweetsier - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - yes

Motion carried 8-0.

Acceptance of Multi-Year Lease for Vehicles & Equipment

Mr. Morris said this is a multi-year lease agreement for vehicles and equipment for Public Works and Parks Departments.

Mary Walter, Finance Director, said there were two proposals and the City took the lower cost proposal. The City has to close on this by September 30th. The interest is 2.94%. The first year’s payment is already appropriated in the budget. The \$459,000 is an estimate based on what directors said they needed replaced. We have not actually gone out to bid, yet.

Councilor O’Hearne asked how many vehicles are being replaced for Highway and Parks. Ms. Walter would have to check and come back with the information.

Resolution 2021-18 Rail Trail Project – Public Hearing

WHEREAS by 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; and

WHEREAS the City Council finds that the Rail Trail along Washington Street runs in close proximity to S.G. Reed Truck Services, Inc. (Reed), 287 Washington Street, map/lot 133-56; Maurice’s Auto-Truck & Trailer (Maurice), 297 and 299 Washington Street, map/lot 133-57, 133-58, and 133-59; and R&G Properties, 313 Washington Street, map/lot 133-60, and is not very well delineated. The City is attempting to make this area safer for all users by defining the Rail Trail, to include adding guardrails and gates at each end of this stretch of the Rail Trail in order to keep motorized vehicles off this portion of the Rail Trail.

WHEREAS the City Council further finds that improvements to the Rail Trail is the type of management of city-owned land intended by establishment of the Fund;

NOW THEREFORE BE IT RESOLVED to raise, appropriate and expend the sum of up to \$25,000 for Rail Trail improvements and upgrades to the portion of the Rail Trail listed above.

BE IT FURTHER RESOLVED that the City Manager, or his designees, are hereby authorized to withdraw the sum of up to \$25,000 from the City Forest Management Fund for the purpose of Rail Trail Improvements along Washington Street (to have no impact on the tax rate), and also to undertake all actions and execute all documents that may be required to implement this resolution. *(2/3 Vote Required)*

Mr. Morris said this is asking the Council for money out of the reserve fund in order to supplement the grant for the Rail Trail Project on Washington Street.

Mark Brislin, Parks and Recreation Director, said the City was originally awarded funding for the Recreational Rail Trail Grant Program for approximately \$23,000 to complete work on the Rail Trail along Washington Street that runs in close proximity with Maurice Trailer Sales and Reed Trucking. The project will make that area safer. It will add gates, hardpack and a guardrail. The City is working with the state and property owners to make sure it is safe for people to use the Trail.

A motion was made by Councilor Contois and seconded by Councilor Kier to adopt Resolution 2021-18 Rail Trail Project.

Councilor Contois read the resolution into the record.

Assistant Mayor Damren opened the public hearing. No one spoke. He closed it.

Roll call vote:

O’Hearne - yes

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone -

Motion carried 8-0.

Acceptance of Multi-Year Lease for Vehicles & Equipment – Continued

Ms. Walter said they are replacing in Parks Department a tractor, a mower, and an aerator; in the Highway Department they are replacing an F-550, an F-350, and an International 7400.

Councilor O’Hearne asked the City Manager to send the Council a copy of the lease agreement.

A motion was made by Councilor Contois and seconded by Councilor Kier that the Claremont City Council hereby authorizes the City Manager to enter into multi-year lease

agreement, an Escrow Agreement and related Exhibits and attachments with Municipal Asset Management, Inc. for vehicles and equipment for the Public Works and Parks Departments, in an amount not to exceed \$459,000.00, the expenditure for the first year of the lease being \$63,359.32 said costs having been raised and appropriated in the 2021 budget. The proposed lease agreement contains a termination clause in the event of non-appropriation of sufficient funds for any subsequent year of the lease.

Roll call vote:

O’Hearne - yes

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - yes

Motion carried 8-0.

Discussion of Purchasing Policy Recommendations

Assistant Mayor Damren said the Finance Committee looked specifically at the dollar amounts. It was the recommendation from department staff that these were outdated and needed to be raised. The Finance Committee called other communities and made recommendations accordingly.

Councilor Stone said the Policy Committee felt the proposed amounts were reasonable.

Councilor O’Hearne thanked both committees for their work on this.

Assistant Mayor Damren said this would be forwarded to the City Manager’s office for formatting and then be brought back to the Council.

COMMITTEE REPORTS

None

FUTURE AGENDA ITEMS AND DIRECTIVES

Assistant Mayor Damren said a special meeting of the Council was scheduled for Wednesday, September 30th. He is also looking for agreement from Councilors when to meet in October regarding the City Manager’s evaluation. He reminded Councilors to let Ms. Russell know available dates.

Councilors asked to make sure their phone numbers and email addresses were listed on the new website.

Assistant Mayor Damren would like a presentation to the Council by the website developer.

CONSULTATION WITH LEGAL COUNSEL

None

ADJOURNMENT

At 9:13 p.m., a motion was made by Councilor Kier and seconded by Councilor Matteau to adjourn.

Roll call vote:

O'Hearne - yes

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Stone - yes

Motion carried 8-0.

Respectfully Submitted,

Dorée M. Russell
Clerk to the Council

Council Meeting
September 30, 2020
Page 1

The Claremont City Council held a special meeting on Wednesday, September 30, 2020, in the Council Chambers of City Hall and via Zoom.

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

Mayor Lovett read the following statement: *This meeting is being conducted in accordance with the provisions of the Governor's Executive Order no. 2020-04 and the emergency meeting provisions of RSA 91-A to permit participation of board members by electronic means. Under the conditions of the current COVID-19 pandemic and the protocols established by the Centers for Disease Control (CDC), it is not reasonably practical for a quorum of this board's members to attend this meeting in person.*

To join the webinar:

<https://us02web.zoom.us/j/82930272765?pwd=NDduVHRmcUptUEVBQUxlSUVOby9Bdz09>

Password: 500737

Or Telephone:

Dial: 1 646 558 8656

Webinar ID: 829 3027 2765

Passcode: 500737

If there is a problem getting through to that number, please call 603-542-7002.

Members of the Council present were:

Ward I Councilor Andrew O'Hearne – Chambers, Councilors Sweetser & Stone, public

At-Large Councilor Abigail Kier – Home, son

At-Large Councilor Erica Sweetser- Chambers, Councilors Stone & O'Hearne, public

Assistant Mayor Allen Damren – Home, alone

Mayor Charlene Lovett – Home, alone

At-Large Councilor Debora Matteau – Home, alone

At-Large Councilor Nicholas Koloski – Work, alone

Ward II Councilor James Contois – Home, alone

Ward III Councilor Jonathan Stone – Chambers, Councilors Sweetser & O'Hearne, public

Also present:

Edward Morris, City Manager

CITIZEN'S FORUM

Walt Stapleton, Ward 3, announced his candidacy for NH House of Representative, Ward 3. He said that he has served one term, 2018-2020. This is a more than a full-time job that he is happy to do and would like to continue doing. He was asking for everyone's vote on November 3. He likes the new Claremont website.

GOVERNANCE DISCUSSION

Mayor Lovett explained that after the public session, if the Councilors wished, they could go into a non-meeting with the attorneys for further discussions.

Councilors didn't believe that would be necessary.

Shawn Tanguay, Attorney, Drummond Woodsum Attorneys at Law, said that he was requested to review the Charter and Council Rules. He said he had some concerns and that he was concerned about revealing the information to the public. He strongly encouraged the Council to discuss that portion in a non-meeting. He said the Council, under attorney client communication, can discuss whatever it wishes in a confidential manner or nonconfidential manner. He tries to take the most conservative approach.

Council agreed to go on with the presentation and then determine if it should go into a non-meeting with the attorneys.

Mr. Tanguay and Christine Fillmore, Attorney, Drummond Woodsum Attorneys at Law, discussed with the Council:

- RSA 91-A Access to Governmental Records and Meetings also known as the Right-to-Know (RTK) law
- Email from one Councilor to all Councilors creates a virtual meeting outside of the RTK law
- Recommendation that all email communications should be made by and through the City Manager's office, City Manager or Council Clerk
- Any communications to the City for departments should be made through the City Manager or his office
- Tools for efficient meetings.
- Public meeting – the only people required to speak is the Council. Public has the right to attend, but not the right to speak unless given that right by the Council
- Public hearing – purpose is for the Council to hear from a specific group of people. Public permitted to attend and given opportunity to speak
- According to the Council's Rules, in the absence of a rule to govern a point or procedure, reference shall be made to Robert's Rules of Order. Robert's Rules are based on rules of the US Congress, who have professional parliamentarians. The current edition, 12th, is 650+ pages, shortened version is 200+ pages. Municipal boards & councils found problems with the complex rules of procedure, which may set a board up for failure. The best rules are straightforward, simple and understood by most. Put on one or two pages. If rules not working, Council can change them.
- Agenda – put shorter items toward beginning. Consent agenda (noncontroversial, repetitive things) help move meetings along. Any member has the ability to remove items from the consent agenda.
- When changing the order of the agenda, it's important to explain why.

Council Meeting
September 30, 2020
Page 3

- Rules governing public comment should be made public before the meeting and need to be applied consistently and fairly.
- Once a person is given the right to speak, that triggers the First Amendment. Council can determine reasonable time, place & manner. Restriction can't be made on the content. Can restrict to a specific topic. Time limits – 3-5 minutes seems to be the sweet spot around the nation. Can require sign up. Can require to speak only once. Can tell people that the Council will not accept repetitive comments.
- Cannot restrict to only positive comments. Cannot have a rule that you cannot swear or say obscenities. Can't prevent person/group/category from speaking. Can't prevent someone wearing something or carrying a sign, as long as it does not disrupt the meeting.
- To maintain control, can encourage submitting comments in writing. Council not required to engage in discussion with public comment.
- Keep cool. When someone becomes disruptive to the meeting, the option is to ask them to leave the meeting or have them removed from the meeting (this is the last resort).
- Council request to review Charter and Council Rules – Mr. Tanguay is not making any recommendations for immediate changes.
- In Council Rules, there is no legal right for the Council to make determinations regarding abstentions, conflict of interest and absences. That is a judgement call from the person.
- In the Charter and Council Rules there are residency requirements for certain city officials. Historically, it's been found to be a violation of the Constitution.
- Certain things in the Charter are antiquated. Mr. Tanguay tends to recommend that municipal legislation be put in common speech in order to be understood. He recommended review at some point down the road.
- Conduct as an elected official.
- Every elected official has the fiduciary responsibility to put the welfare of the City and its citizens first.
- People don't give up being a citizen when they are on a board. Municipal boards act by a majority of the board. It is important to be clear which capacity a person is speaking in when making a statement.
- Conflict of interest and prejudging matters. As an appeal body, the Council is acting as a quasi-judicial body.
- Bias issue – the Council is to be impartial.
- Ad hoc committees, or subcommittees, created by the Council are advisory to the Council and provide advice to the Council. They are subject to the RTK law and have to provide notice of their meetings and minutes.

Mr. Tanguay said regarding a quorum of the Council on social media, if the subject matter has to do with City government, five Councilors responding to a post could be a violation of RSA 91-A. He strongly recommended Councilors refrain from that. Ms. Fillmore said it is also important to think about how it looks. When in doubt, don't do it.

Regarding virtual nonpublic Council sessions, Mr. Tanguay said that Councilors must verify that no one else is in the room or else you are in violation for public disclosure.

Regarding the Charter and residency requirement, Mr. Tanguay said that if the Council determines residency requirement is not something that could be enforced by the City, then it shouldn't pursue it.

Regarding Councilors saying "despicable" things on their personal Facebook page, Mr. Tanguay said that any Councilor, as a private individual, has First Amendment rights, so long as they are doing it in their individual capacity. It becomes problematic if the person conveys it as being done as the Council.

Regarding censure, Mr. Tanguay said it is an opinion of the body. It has no legal affect or remedy. He does not recommend the use of censure. He's found through the years that it creates negative thoughts and effects on the body. However, Council does have that authority.

Regarding changes to the Charter, Mr. Tanguay has identified some issues that should be addressed in the future. They are housekeeping issues and can be done when the Charter needs to be amended.

Mr. Tanguay said the only residency requirement in the Charter (Section 32) is for the City Manager, Police and Fire Chiefs and the Director of Public Works. If that requirement is problematic for recruiting, then the City may want to pursue legislative action to change it.

Regarding the value of an ethics policy, Mr. Tanguay said it has some value in the sense that it is advisory only. Councilors are elected officials. Violation of an ethics policy would likely not be sufficient to remove an elected official.

Regarding the Council Rule that "In the absence of a rule to govern a point or procedure, reference shall be made to Robert's Rules of Order," Mr. Tanguay said that Robert's Rules is a reference and not the controlling document.

Councilor Matteau asked to have a future agenda item regarding all Councilors being up for election at the same time.

ADJOURNMENT

At 8:49 p.m., a motion was made by Assistant Mayor Damren and seconded by Councilor O'Hearne to adjourn.

Roll call vote:

O'Hearne - yes

Kier - yes

Sweetser - yes

Damren - yes

Matteau - yes

Koloski - yes

Contois - yes

Council Meeting
September 30, 2020
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Stone - yes
Lovett - yes
Motion carried 9-0.

Respectfully Submitted,

Dorée M. Russell
Clerk to the Council

DRAFT



City Manager's Report

10-14-2020

- **Police** - On Saturday October 24, 2020 officers from the Claremont Police will be available at two community events. We would like to invite all members of the public to each event.

First, Claremont Police will be hosting a **DRIVE UP & DROP OFF** drug take back event. This event will be from 10am until 2pm in the parking lot in front of CVS located at 1 Wall Street. Claremont PD has partnered with the DEA for this very important community event. This event in the past has resulted in thousands of pounds of expired or no longer needed medication from finding its way to the streets or our water supply. Too often, unused prescription drugs find their way into the wrong hands, which is dangerous and often tragic. This is an important event for the community to embrace and participate in. Let's all work together in keeping our community safe.

Claremont Police has also partnered with the Claremont Soup Kitchen to host a Food Drive in the parking lot of Hobby Lobby on Washington Street on October 24, 2020 from 10am until 4pm. This is also a **DRIVE UP & DROP OFF** location. Citizens can drive up to this location and Captain Stanley Andrews, who organized the event, will lift your non-perishable food and load it in the Claremont Soup Kitchen vehicle. Cash or check donations for the Claremont Soup Kitchen will also be collected by staff. Any help will be welcome and greatly appreciated.

Thank you to the Claremont Police Department and Captain Andrews for their work and participation in these two community service events.

- **Fire Department** - The Claremont Savings Bank Foundation has donated \$850.00 to help with the Smoke Detector program run by the Claremont Fire Department. We would like to thank the Claremont Savings Bank Foundation for the generous donation that will help ensure the safety of the citizens of Claremont, and thank you to our Fire Department for initiating this life saving program.
- **Airport** – The airport apron project is about complete and is now open and usable. The City is also in the final phases of completing the terminal building project.
- **GOFERR** – The City has recently received our third, and final payment, from the States GOFERR Fund that was used to distribute CARES Act money to cities and towns. The reimbursements we have received are as follows:

Reimbursement Request #1 - \$26,666.70
Reimbursement Request #2- \$54,910.25
Reimbursement Request #3- \$232,061.05

These three reimbursements equal the \$313,638.00 that was allotted to the City of Claremont. I would like to thank the staff for tracking their expenses throughout this pandemic, and a special thank you to Amanda Benoit, the City's Office Assistant, for taking on the task of collecting the information and completing all the grant paperwork.

- **139/147 Main Street** – A pre-construction meeting is scheduled for the project this coming Monday October 12th, and both contracts will be signed by then or on that day. The plan with Pine Hill Construction was to start on October 5th, but the shoring contract has not been completed. Once the contract is signed, on or before Monday October 12, the shoring and demolition work can begin.
- **Drought Update** – The City of Claremont would like to thank those who have helped conserve water through the voluntary water conservation measures released by the City last month. The recent rain has helped a little to offset the water usage the last week. We hope the rain predicted in the long-term forecast helps the City's reservoirs to start to refill. We still ask that the residents and businesses of Claremont try to conserve water as much as possible by:
 - Preventing water waste, runoff, and by not running water on impervious surfaces
 - Refrain from washing down outside areas such as sidewalks and patios
 - Water plants the minimum amount required
 - Wash only full loads in clothes and dishwashers
 - Use spring-loaded nozzles on garden hoses to reduce unneeded flow
 - Identify and repair all water leaks
 - Limit vehicle and boat washing to the minimum
 - Use showers rather than baths
 - Refrain from leaving faucets running while shaving, brushing teeth, or while rinsing dishes
 - Install water-flow restrictive devices in showerheads
 - Install water-saving devices such as plastic bottles or commercial units in toilet tanks to reduce volume

- **COVID-19 Update** – As of the time this report was written, the State of New Hampshire has continued to have an uptick in positive COVID-19 test results mostly due to the recent acceptance of the rapid COVID-19 test results, that were not reported as positive cases in the past without a follow up test also coming back positive. Even with this uptick, NH remains at a relatively low rate of infection, and according to the DHHS website we currently have 4 active cases in all of Sullivan County, and 0 active cases in the City of Claremont.

As we enter cold and flu season, it is more important than ever, to stay vigilant in our efforts to control the spread of the virus, or any sickness. Many of the symptoms of the Coronavirus are similar to normal cold and flu symptoms. If we continue to keep good hand hygiene and sanitization efforts, maintain social distancing, and wear masks when in public, we can continue to keep our numbers low and protect the health of the citizens of Claremont, not only against COVID-19, but also against the common cold and flu. I urge all Citizens and businesses of Claremont to wear masks when in public and to follow all guidance from the State of NH and the CDC, in an effort to show respect for each other and to keep COVID numbers low within the City of Claremont.

I also want to remind people to review the symptoms of COVID-19 and if you start to feel multiple symptoms to please get tested to help control the spread of COVID. I also want to remind the City Council and public that Valley Regional Hospital is now the NHHHS testing site. The Hospital asks that all people register for a testing time. For pre-registration or to make an appointment, please visit <https://www.vrh.org/covid-19-information/>. For additional questions, please call the COVID Hotline at 603-542-7850. Information is also available on the City's webpage and other media sites, with links to an online registration portal.

FINANCE

Report

August 2020

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Finance Overview

October 06, 2020

The enclosed financials represent revenues and expenditures through **August 31, 2020**. The finance overview that I do monthly is to aide council by highlighting any areas of concern that I see with revenues or expenditures that may impact the fiscal year budget as a whole.

Revenue Summary

Revenues overall are short but that is to be expected early in the fiscal year as we have not billed out PILOTs, Meals and Rooms Revenue won't come until year end and those 2 areas make up almost all of the general fund revenue shortfall. Cemetery revenue is up in all three areas (sale of lots, grave openings & miscellaneous revenues) and income from motor vehicle fees are meeting revenue projections.

Expense Summary

Several departments are tracking more than y-t-d budgeted but they are expected costs as July had 5 pay periods and Airport had the reversal of fuel on hand at year end. Communications 911 spends most of its Equipment M&R contracted costs are paid in July, Fire has a lot of membership, dues and book costs first of the new fiscal year, and debt retirement has debt payments that are due in early July. There is nothing in the department budgets that I believe will impact the long-term expenses we have budgeted for.

Council had asked for a monthly breakdown of revenues & expenses for the CSB CC which is below. The Claremont Savings Bank Community Center has been opened since 2013. The department has continued to come in under the \$500K mark in every year since.

The finance area, like most areas, continues to experience staff shortages due to summer vacations. Staff has been working diligently with the department directors to get fiscal year 2020 closed out so that we can balance accounts and run reports for the auditors who will be here later this week or next week.

Sincerely Yours,
Mary Walter
Finance Director

CSBCC Current Budget						
FY 21	Revenue			Expenses		
	Budgeted	YTD Actual		Budgeted	YTD Actual	
July	\$ 556,739.75	\$ 32,000.00	5.75%	\$ 1,150,390.00	\$ 91,084.00	7.92%
August	\$ 556,739.75	\$ 65,664.00	11.79%	\$ 1,150,390.00	\$ 165,817.00	14.41%
September	\$ 556,739.75	\$ -	0.00%	\$ 1,150,390.00	\$ -	0.00%
October	\$ 556,739.75	\$ -	0.00%	\$ 1,150,390.00	\$ -	0.00%
November	\$ 556,739.75	\$ -	0.00%	\$ 1,150,390.00	\$ -	0.00%
December	\$ 556,739.75	\$ -	0.00%	\$ 1,150,390.00	\$ -	0.00%
January	\$ 556,739.75	\$ -	0.00%	\$ 1,150,390.00	\$ -	0.00%
February	\$ 556,739.75	\$ -	0.00%	\$ 1,150,390.00	\$ -	0.00%
March	\$ 556,739.75	\$ -	0.00%	\$ 1,150,390.00	\$ -	0.00%
April	\$ 556,739.75	\$ -	0.00%	\$ 1,150,390.00	\$ -	0.00%
May	\$ 556,739.75	\$ -	0.00%	\$ 1,150,390.00	\$ -	0.00%
June	\$ 556,739.75	\$ -	0.00%	\$ 1,150,390.00	\$ -	0.00%

Note that Expenses include \$37,897.75 to come from capital reserves for Building & Equipment M&R has been added to the revenue side - budgeted. We will receive the revenue as actual when they spend it on the expense side. There is also COVID anticipated revenue anticipated and not counted

Adjustments/Additions approved by council:

--

NET ON TAX RATE — \$1,150,390 less \$556,740 = \$593,650 anticipated on the tax rate for FY 2021.

Note that this does NOT include the removal of up to \$60,000 and \$30,000 that are transferred to capital reserves automatically per council resolution 2014-6 & 2014-7

CSBCC FY 2020 Final						
FY 20 final	Revenue			Expenses		
	Budgeted	Actual		Budgeted	Actual	
June YTD actual (deferred is separate)	\$ 650,121.00	\$ 506,958.00	77.98%	\$ 1,156,667.00	\$ 949,567.00	82.10%

NET ON TAX RATE — \$1,084,025 less \$668,968 = \$415,057 which was raised on the tax rate for FY 2019.

NET ON TAX RATE — \$1,116,186 less \$639,999 = \$476,187 which was raised on the tax rate for FY 2018.

CASH REPORT August 31, 2020

GENERAL FUND

\$100,000.00	Cash on hand
\$110,404.80	Payroll
\$5,868,644.43	Investment Account
\$1,316.55	Farmers Market
\$6,080,365.78	

SPECIAL FUNDS

\$13,387.65 Claremont Conservation Commission

SPECIAL FUNDS - (NHPDIP)

\$19,505.46	General Fund
\$118,537.88	CDA
\$551,772.30	Water Dept.
\$2,401,661.79	Sewer Dept.
\$214.70	Down Town TIF District
\$532,712.35	Retirement-Severance Expendable Trust
\$7,770.15	CSBCC Scholarship Fund
\$3,632,174.63	

WATER ACCOUNT

\$104,911.88	Investment Account
\$267,632.35	Water Capital Replacement Fees
\$372,544.23	

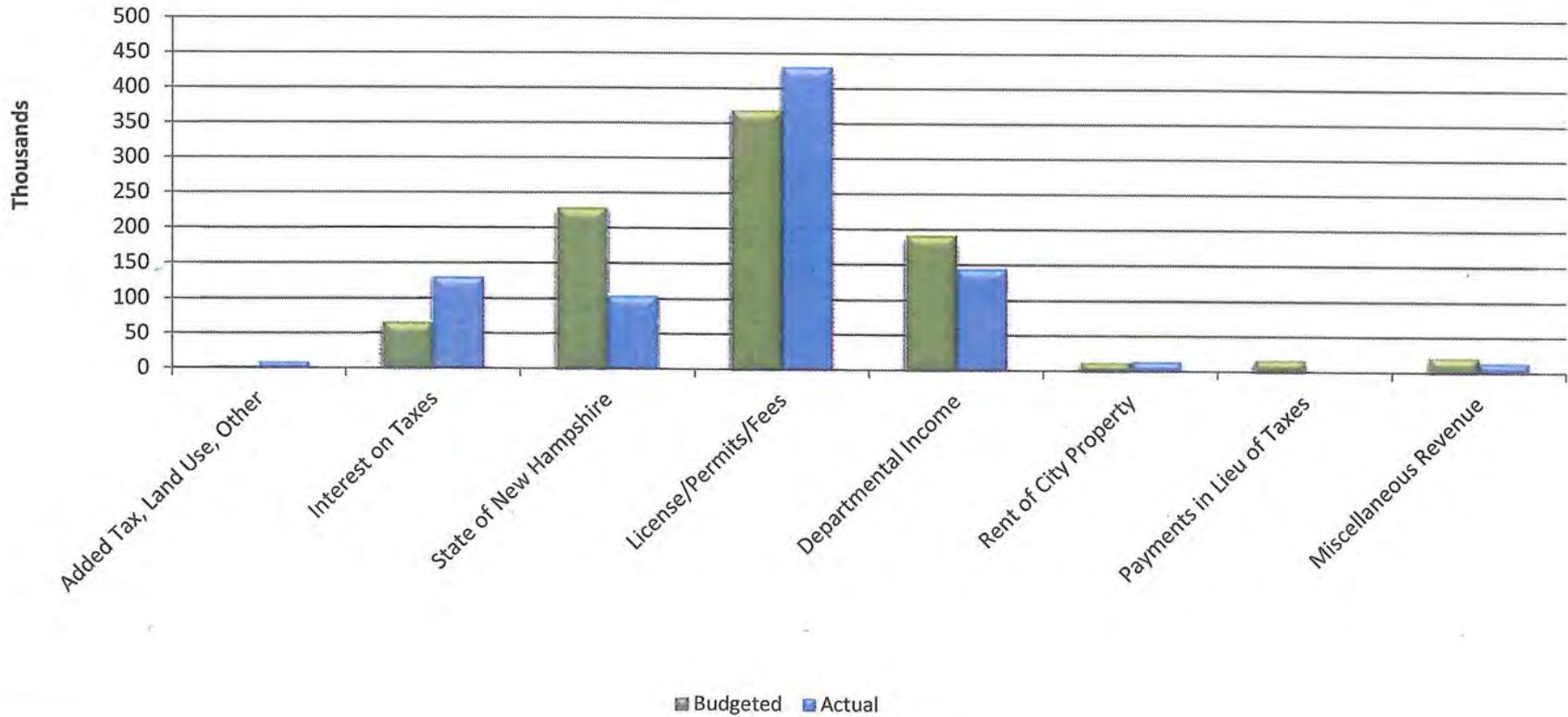
SEWER ACCOUNT

\$115,530.80	Investment Account
\$266,266.42	Sewer Capital Replacement Fees
\$381,797.22	

CAPITAL RESERVE FUND (Held by Trustees of Trust Funds)

\$10,524.60	Fire Apparatus Equipment Reserve
\$3,214.95	Streets & Roads Equipment Reserve
\$13,314.55	City Facility Repairs
\$10,286.73	Airport (\$.05 per gallon gas sales)
\$3,599.24	Parks & Rec. Comm. Ctr. Bldg.
\$330,857.91	Municipal Transportation Fee
\$461,445.15	City Communication & Technology
\$69,504.53	Cemetery
\$133,439.31	Non-Cap Res Water
\$142,917.89	Non-Cap Res General
\$151.48	City Enhancement
\$64.92	Fire Building Repair
\$11,922.91	Parks Road Improvement
\$173,604.22	CSBCC Bldg M & R Non Cap Reserve
\$258,778.04	CSBCC Equipment Non-Cap Reserve
\$5,795.70	Hagerman Skateboard Pavillion
\$79.71	Skateboard Park M & R
\$5,172.23	Dog Park
\$6.35	Mtn View Cemetery Gate
\$1,328.32	Pak 40 Anti-Tank Gun
\$196.63	Basketball Programs
\$159.53	Recreation Basketball
\$267.87	Veterans Park Infield Renovations
\$5,959.26	Cemetery Lights at Mtn. View Cemetery
\$5,298.51	Fountain Project
\$3,684.93	Voter Equipment
\$472,023.64	Water Stabilization & Contingency
\$398,145.48	Water Emergency Plant Infrastructure Replacement
\$509,452.23	Water System Replacement
\$603,443.53	Sewer Emergency Plant Infrastructure Replacement
\$599,572.21	Sewer Stabilization Contingency
\$1,680,232.61	Sewer System Replacement
\$121,998.14	Code Enforcement Non-Cap Reserve
\$3,975.41	Traffic Signals Upgrade & Maintenance
\$3,611.18	Fiske Free Library

Revenues



Revenue Report
Combined - Summary
City of Claremont
As Of: August, GL Year 2021

Account Number	Est Rev	MTD Rev	YTD Rev	Balance	%Coll
General Fund					
Totals Taxes - Revenue	17,050.00	2,950.00	8,865.34	8,184.66	51.996
Totals Interest on Taxes	400,000.00	109,305.35	130,722.64	269,277.36	32.681
Totals State of NH - Govt Revenue	1,371,810.00	0.00	104,899.83	1,266,910.17	7.647
Totals Licenses Permits & Fees	2,208,830.00	233,409.03	430,475.63	1,778,354.37	19.489
Totals Departmental Revenue	1,148,659.00	64,392.06	144,961.43	1,003,697.57	12.620
Totals Rent of City Property	73,168.00	4,664.00	13,992.00	59,176.00	19.123
Totals Payments in Lieu of Taxes	98,683.00	0.00	0.00	98,683.00	0.000
Totals Miscellaneous Revenues	122,730.00	5,493.31	13,316.55	109,413.45	10.850
Totals Other Revenues	0.00	0.00	0.00	0.00	0.000
Totals From Fund Balance/Retain Earn	983,827.75	0.00	0.00	983,827.75	0.000
Totals General Fund	6,424,757.75	420,213.75	847,233.42	5,577,524.33	13.187
TIFD - Downtown					
Totals Taxes - Revenue	735,250.00	750.03	1,890.09	733,359.91	0.257
Totals TIFD - Downtown	735,250.00	750.03	1,890.09	733,359.91	0.257
Water Department					
Totals Revenues	1,966,507.00	34,954.02	71,376.44	1,895,130.56	3.630
Totals Miscellaneous Revenues	28,000.00	3,173.48	4,859.92	23,140.08	17.357
Totals From Fund Balance/Retain Earn	0.00	0.00	0.00	0.00	0.000
Totals Water Department	1,994,507.00	38,127.50	76,236.36	1,918,270.64	3.822
Sewer Department					
Totals Revenues	2,524,570.00	72,519.02	136,044.69	2,388,525.31	5.389
Totals Miscellaneous Revenues	368,705.00	9,394.35	20,905.46	347,799.54	5.670
Totals From Fund Balance/Retain Earn	-182,315.00	0.00	0.00	-182,315.00	0.000

4

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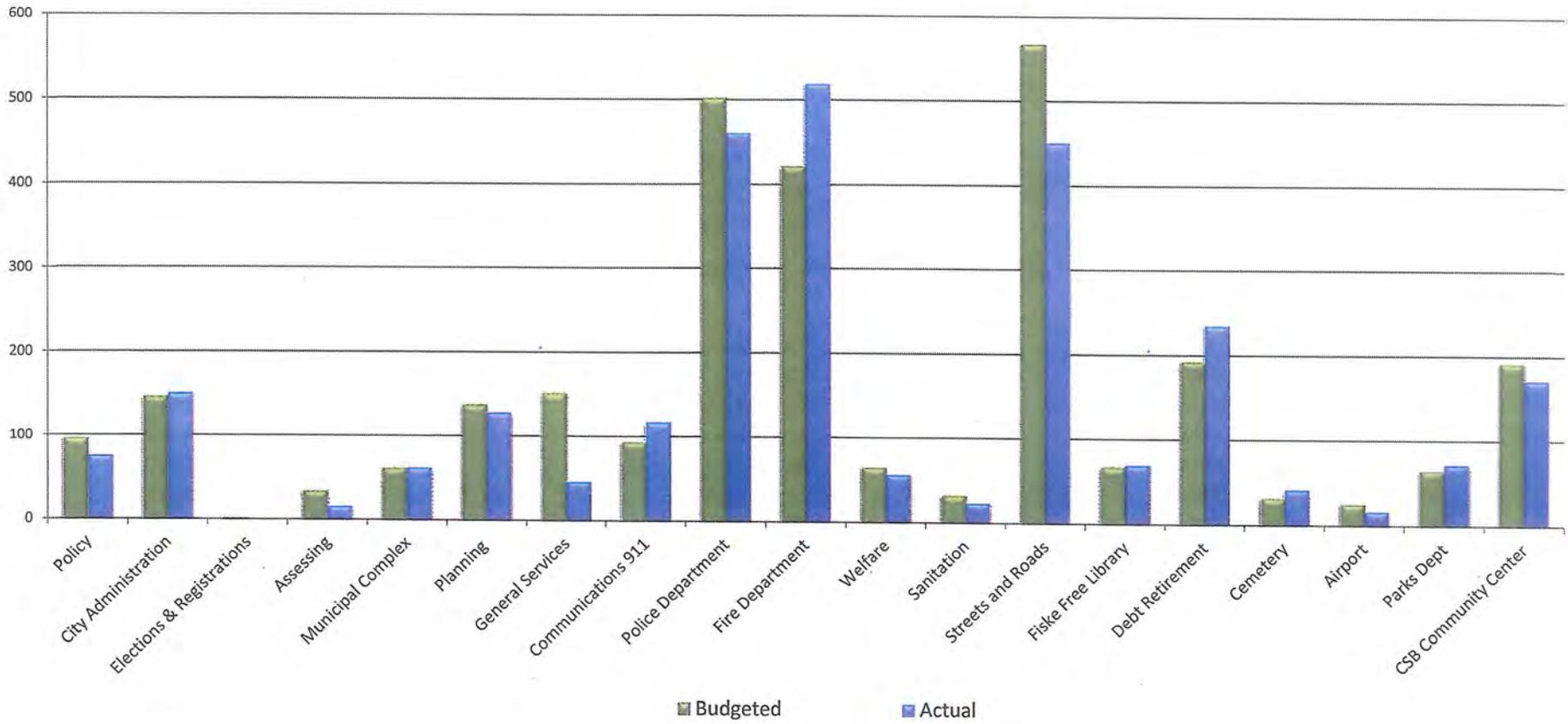
Revenue Report
Combined - Summary
City of Claremont
As Of: August, GL Year 2021

Page: 2
mwalter
ReportSortedRevenue
Revenue Report

Account Number		Est Rev	MTD Rev	YTD Rev	Balance	%Coll
Totals	Sewer Department	2,710,960.00	81,913.37	156,950.15	2,554,009.85	5.789
Grand Total		11,865,474.75	541,004.65	1,082,310.02	10,783,164.73	9.122

5

Expenses



6

Current Year Expenditures
Combined - Summary
City of Claremont
As Of: August, GL Year 2021

Account Number	Budget	MTD Exp	YTD Exp	Balance	%Used
General Fund					
Totals Policy/Exec/HR/Council	579,870.00	31,741.23	75,818.33	504,051.67	13.075
Totals City Admin- Finance/IT	879,438.00	64,014.79	150,199.82	729,238.18	17.079
Totals Elections & Registrations Expe	15,700.00	257.62	324.42	15,375.58	2.066
Totals Assessing Expenses	205,842.00	9,589.67	16,453.89	189,388.11	7.993
Totals Municipal Complex Expenses	371,459.00	21,070.20	62,191.17	309,267.83	16.742
Totals Planning & Development Expense	825,446.00	57,749.05	127,739.42	697,706.58	15.475
Totals General Services Expenses	904,869.00	39,835.74	45,592.93	859,276.07	5.039
Totals Communications 911 Expenses	560,678.00	67,679.24	117,474.31	443,203.69	20.952
Totals Police Expenses	3,012,297.00	178,740.30	460,602.13	2,551,694.87	15.291
Totals Fire Expenses	2,529,187.00	160,896.82	519,558.98	2,009,628.02	20.543
Totals Welfare Expenses	391,902.00	23,657.13	56,730.95	335,171.05	14.476
Totals Sanitation Expenses	196,123.00	16,180.91	23,553.57	172,569.43	12.010
Totals Streets & Roads Expenses	3,403,172.00	233,387.18	450,780.94	2,952,391.06	13.246
Totals Library Expenses	403,442.00	34,092.55	69,519.74	333,922.26	17.232
Totals Debt Retirement Expenses	1,155,003.00	0.00	235,557.17	919,445.83	20.395
Totals Cemetery Expenses	192,617.00	23,219.95	41,737.50	150,879.50	21.669
Totals Airport Expenses	152,965.00	1,012.70	16,194.46	136,770.54	10.587
Totals Parks Expenses	390,974.00	27,958.33	72,320.95	318,653.05	18.498
Totals CSB- Recreation Expenses	1,150,390.00	74,733.27	171,631.33	978,758.67	14.919
Totals Outside Agency Request Expense	30,000.00	0.00	0.00	30,000.00	0.000
Totals General Fund	17,351,374.00	1,065,816.68	2,713,982.01	14,637,391.99	15.641
TIFD - Downtown					
Totals Expenses	703,250.00	0.00	583,800.00	119,450.00	83.015
Totals Sawtooth - Parking Garage Expe	32,000.00	1,928.46	2,607.01	29,392.99	8.147
Totals TIFD - Downtown	735,250.00	1,928.46	586,407.01	148,842.99	79.756
Water Department					
Totals Water Enterprise Fund Expense	1,994,507.00	86,052.39	355,706.66	1,638,800.34	17.834
Totals Water Department	1,994,507.00	86,052.39	355,706.66	1,638,800.34	17.834

7

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Current Year Expenditures
Combined - Summary
City of Claremont
As Of: August, GL Year 2021

Page: 2
mwalter
ReportSortedActualExp
Council Reports

Account Number	Budget	MTD Exp	YTD Exp	Balance	%Used
Sewer Department					
Totals Sewer Enterprise Fund Expenses	2,710,960.00	188,201.25	587,400.29	2,123,559.71	21.668
Totals Sewer Department	2,710,960.00	188,201.25	587,400.29	2,123,559.71	21.668
Grand Total	22,792,091.00	1,341,998.78	4,243,495.97	18,548,595.03	18.618

8

**Long Term Debt
General Fund
August 31, 2020**

\$7,559,097.73	Beg. Balance	
(\$79,994.29)	NHMBB Series F Refund	NHMBB Series F Refunded Bond (2020)
(\$17,346.91)	CDFA14-0011	CDFA LED Lighting Project CSBCC

\$7,461,756.53 Balance as of 8/31/20

	SRF - Landfill	
\$661,815.18	CS330114-09	Beg. Balance
(\$217,263.97)		

\$444,551.21 Balance as of 8/31/20

OUTSTANDING TAX ANTICIPATION NOTES

\$0.00

OUTSTANDING BOND ANTICIPATION NOTES

\$0.00

DEBT LIMIT

\$23,549,528 Debt Limit*

\$7,461,757 Outstanding Debt-General Fund

\$16,087,771 Unutilized Capacity

*Based on Net Assessed Value of **\$784,984,259**

<https://www.revenue.nh.gov/mun-prop/property/equalization-2019/documents/debt-limit-alpha-order.pdf>

**Long Term Debt
Enterprise Funds
August 31, 2020**

SEWER FUND:	\$3,808,478.63	Beginning
	(\$22,163.56)	Principal payment -Loan #14
	(\$45,005.71)	Principal payment- Series F
	(\$146,820.04)	Principal payment- Loan #13
	\$3,594,489.32	As of 08/31/2020

Resolutions #2017-18 and #2017-20 \$60,000 with 100% forgiveness	
CS-30114-19	\$59,995.11 submitted as 7/31/2020

Resolutions #2019-7 & #2020-6 \$689,000 -no payment scheduled until completion of project	
CS-30114-20	\$62,090.63 submitted as 5/29/20

WATER FUND:	\$2,656,118.77	Beginning
	(\$123,996.87)	Principal payment- DWSRF #2
	\$2,532,121.90	As of 8/31/2020

Resolution #2017-21 \$500,000 - no bond payment schedule until completion of project	
DWSRF#3 NH#0461010	\$201,422.49 submitted as of 5-31-2020

TIF DISTRICT:	\$2,080,000.00	Mill District-bond 2007B
	(\$260,000.00)	July payment
	\$2,080,000.00	Mill District-bond 2007B
	(\$260,000.00)	July payment
	\$3,640,000.00	As of 8/31/2020



Fiske Free Library
 108 Broad Street
 Claremont, New Hampshire 03743
 Ph: (603) 542-7017
 Fax: (603) 542-7029
 Email: mgrace@claremontnh.com
www.claremontnh.com

September 2020

Library usage continues to increase since reopening with patrons checking out 2,866 items during September. Patrons also used 116 wireless internet sessions and 153 in house computer sessions during the month. 285 new items were added to the collection during September.

Circulation of materials

2020	Books	Audio-books	Music CDs	DVDs	Misc.	Total Items
March	1835	394	26	540	29	2824
April	235	297	0	0	0	532
May	492	347	0	29	0	868
June	722	371	4	167	14	1278
July	1579	369	5	330	19	2302
August	1828	418	31	333	22	2632
September	2046	429	26	345	20	2866

Items added to collection

2020	Books	Audio-books	Music CDs	DVDs	Misc.	Total Items
March	275	1	9	46	10	441
April	26	0	0	0	25	51
May	2	0	0	0	0	2
June	99	1	0	2	0	102
July	208	0	0	51	0	259
August	264	0	4	52	0	320
September	252	1	0	32	0	285

We still have free books available for children from the Children’s Literacy Foundation of Vermont. The books are now available at the library while supplies last. Each child may select two books. The library’s self-checkout station is now available and has proved popular with patrons who have tried it. We are now able to process interlibrary loan item requests as the State Library has resumed interlibrary loan van service. In October we will have our annual pumpkin painting program. This year, due to COVID, pumpkins will be available for children to take home to paint. We hope to have our pumpkin artists send us photos of their creations that we can post.

The library’s open hours will be expanded on October 5th. Open hours will be Monday, Wednesday, and Friday 9:00AM to 5:00 PM; Tuesday and Thursday 11:00AM to 7:00 PM and Saturday 9:00 AM to 1:00 PM. The Fiske Free Library is one of very few public libraries in New Hampshire to be fully open to the public.

Respectfully submitted,

Michael Grace
 City Librarian



**Claremont Fire Department
Fire Chief Bryan Burr**

100 Broad Street
Claremont, New Hampshire 03743
Ph: (603) 542-7012
Fax: (603) 542-7028
Email: firechief@claremontnh.com

FIRE DEPARTMENT MONTHLY SUMMARY FOR SEPTEMBER 2020

The Claremont Fire Department responded to **97** emergency calls during the month of September.

Fire Department

This month the department responded to 13 motor vehicle accidents of which 7 injuries were reported. Three mutual aid requests from area departments included two runs to Unity NH for reported building fires and to Newport for a brush fire. City responses included a dryer fire, a careless use of a blow torch causing minor damage to a home. Assistance was provided to the New Hampshire State Police Boom Squad for firework destruction and all services call for a suicidal subject. The department assisted in the removal of a diseased person.

Fire Prevention Bureau

The fire prevention bureau performed 38 inspections from place of assembly to city school building inspections. Two mercantile inspections also took place, an inspection program recently reinstated after a decade long hiatus. With COVID-19 we anticipated our school fire prevention program will be toned down to the extent of no direct contact. With that said we will be distributing fire prevention theme to items and learning tools to the lower grades.

Municipal Airport

The Apron Rehabilitation Project as reported in the August report is now in its final phase of completion. A portion of the airport is shut down with the exception of the runway due to the apron project thus limiting some pilots from

gaining access to aircraft. The terminal building is progressing along with the exterior siding being installed. The HVAC system is in the final phase of completion. Most of uncompleted work is within the interior of the building.



Airport apron w/new concrete spill containment pad at the aviation fuel station.



Example of one of seven new aircraft 3-point tiedown anchors (foreground)
In the background right is the new terminal building

Signed,
Bryan Burr
Fire Chief/ Airport Manager, Bryan Burr

Incident Type Category Breakdown

<u>Incident Type Category</u>	<u>Occurrences</u>	<u>Percentage</u>
[100-199] Fire/Explosion	4	4.1
[200-299] Overpressure Rupture	0	0.0
[300-399] Rescue Call	52	53.6
[400-499] Hazardous Condition	4	4.1
[500-599] Service Call	19	19.6
[600-699] Good Intent Call	12	12.4
[700-799] False Call	5	5.2
[800-899] Severe Weather/Natural Disaster	0	0.0
[900-999] Special Type/Complaint	0	0.0
Undetermined	1	1.0
TOTAL	97	100.0

Incident Type

<u>Incident Type</u>	<u>Occurrences</u>	<u>Percentage</u>
Fire, other	1	1.0
Brush or brush-and-grass mixture fire	1	1.0
Grass fire	1	1.0
Outside mailbox fire	1	1.0
Medical assist, assist EMS crew	19	19.6
EMS call, excluding vehicle accident with injury	20	20.6
Motor vehicle accident with injuries	7	7.2
Motor vehicle accident with no injuries.	6	6.2
Gasoline or other flammable liquid spill	1	1.0
Power line down	3	3.1
Water problem, other	1	1.0
Water evacuation	1	1.0
Water or steam leak	3	3.1
Smoke or odor removal	1	1.0
Assist police or other governmental agency	1	1.0
Police matter	3	3.1
Public service	3	3.1
Unauthorized burning	6	6.2
Good intent call, other	1	1.0
Dispatched & canceled en route	1	1.0
No incident found on arrival at dispatch address	6	6.2
Smoke scare, odor of smoke	4	4.1
Smoke detector activation due to malfunction	1	1.0
Alarm system sounded due to malfunction	3	3.1
Alarm system activation, no fire - unintentional	1	1.0
Undetermined incident type (Conversion only)	1	1.0
TOTAL	97	100.0

For Districts: All

For Situations: 460,223,135,462,745,735,541,540,542,445,554,551,481,480,631,672,451,751,242,72
 311,440,370,371,320,321,661,251,240,471,742,732,351,357,352,350,700,121,120,122,123,100,112,243,81
 241,140,622,138,413,162,163,164,150,151,155,161,442,220,210,221,222,212,211,200,131,510,552,444,63
 300,731,741,213,650,652,110,364,363,361,730,713,482,420,372,118,354,561,UUU,740,463,641,360,521,52

For Jurisdictions: CLA

For Street(s): All

For Location: All



Parks and Recreation Department

Mark Brislin, Director

152 South Street

Claremont, New Hampshire 03743

Ph: (603) 542-7019

Fax: (603) 542-7014

Email: mbrislin@claremontnh.com

www.claremontnh.com

Parks & Recreation Report - September 1-30, 2020

Submitted by: Mark Brislin, Director

Upcoming Events		
Date and Time	Event	Location
October 9 th	Drive in Movie (In collaboration with Greater Claremont Chamber of Commerce)	Grace River Church parking lot/Maple Ave.
October 26 th - 4-6 pm	Spooky Ride through Moody Park (Bike Event)	Moody Park
October 31 st – 3-6 PM	Modified Hallowesta – Drive-thru event	Monadnock Park

Programs

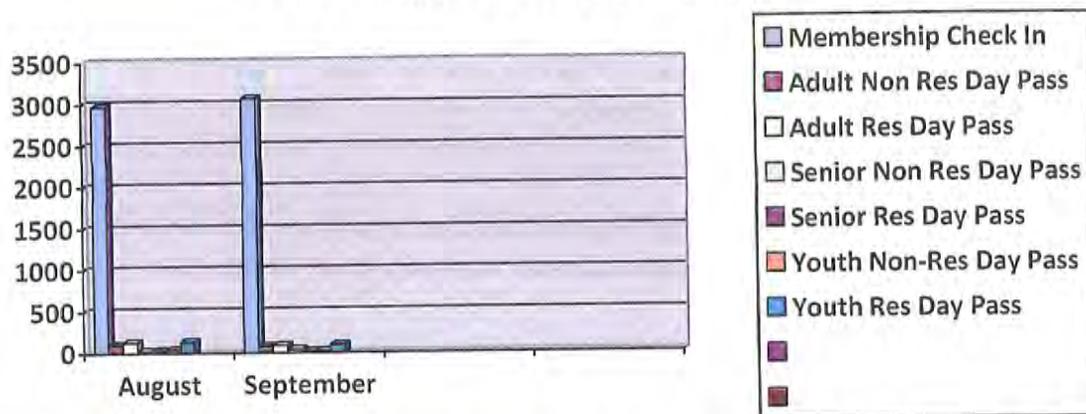
- The Claremont Chamber of Commerce’s and Claremont Parks & Recreation Department’s 23rd Annual Fall Festival and Chili Cook-off will not take place on October 3 as previously scheduled due to COVID-19. Instead, they will present a distance-friendly Epic Fall Movie Night for families on Friday, October 9 at the Grace River Church parking lot on Maple Avenue.
- The Mini-Cardinals football program is a little more than halfway through their season. The flag football program for grades 2-3 has 14 kids enrolled and grades 4-6 has 33 kids enrolled.
- Fall Soccer is underway. We have 18 participants in Start Smart, 36 participants in grades K-1, 39 participants in grades 2-3, and 56 participants in grades 4-5. Thank you to all that have volunteered to make this program successful.
- The youth field hockey program is halfway through their season and has had a limited schedule due to COVID-19. There are currently 15 participants enrolled in this program.
- Fall Mini-Cardinals Youth Cheerleading started at the CSBCC on September 11th and currently has 9 participants enrolled.
- On September 12th the Parks and Recreation Department hosted a kayaking trip to the Black River. There were 11 people who attended this outing.
- We continue to offer our fitness classes and are keeping as many outdoors as we can. Class offerings now include: Arrowhead Hike, Cardio Chisel, Dance Fit, Dirty Dozen Track Fit, Hike and Squat, Move and Groove, ROTC, Tabata Track Fit, Track Fit, Track Mashup, Walk fit, and Yoga. As we look toward the fall, we continue to work on plans to bring classes back inside at the CSBCC. We are also exploring online options for those individuals that are not ready to come back to live classes but still want a good workout.

- The Adult Softball leagues wrapped up their seasons at the end of September. The Co-ed Slow Pitch league, which played on Sundays with 17 teams, ended their season at the end of September with the championship game. Congratulations to team Premier Power in the A Division and Ball Busters in the B Division for winning the championship games. The Modified League that had 8 teams ended their season on September 24th with the championship game. Congratulations to The Free Agents for winning the championship game.
- The Parks and Recreation Department is working with the Chamber of Commerce and Riverbank Church on an alternative to the traditional Hallowesta event on Pleasant Street. Due to the pandemic and the large number of participants the Hallowesta event draws, this year's version will be a drive-thru event held at Monadnock Park from 3 to 6 PM with participation from local businesses and nonprofits. This will be a fun thrill for the entire family with treats and spooky surprises throughout your journey. For more information, please visit claremontparks.com in the coming weeks.

Facility

- The Claremont Saving Bank Community Center reopened on June 22nd after being closed for 97 days due to COVID-19. For the month of September, we have had 3,064 members check into the facility and we have sold 332 day-passes for a total of 3,396 entries into the building for use of the facility during the month of September. We are now taking reservations for room rentals and birthday parties on a limited basis. Please see the chart below for the break down and comparisons from the previous month. *Financials for the month can be found in the Finance Director's report.*

CSBCC Membership Usage Comparison



- The comparisons of December 2015 through September 2020 membership numbers by membership package are listed on the following page.

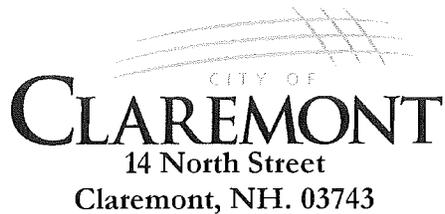
Parks

- Thank you to Bryce Robert Weymouth, a proud Life Scout seeking to obtain his Eagle rank. Bryce has finished his service project for the community which is a map kiosk for Moody Park. This kiosk was installed on Wednesday, September 02, 2020 near the sand pit intersections to help hikers, bikers, dog walkers and all trail



users navigate their way through the many trails at Moody Park. Thank you to Bryce, Scout Troop #38, Scout Master Alex Herzog, John Lambert and all who helped with this project. Be on the lookout for more map kiosks at Moody Park in the near future.

- On Labor Day, the gates at Moody Park were officially closed to vehicular traffic on weekdays. The gates will remain open on weekends only through Columbus Day.
- It has been a busy September for the Parks maintenance crew. Stevens High School Athletics started in September and have had several home games so far this season. The Parks and Recreation Department does an amazing job preparing the fields for athletic play for both Parks and Rec Programs and School Athletics.



To: Ed Morris, City Manager
From: Nancy Merrill, Director, Planning & Development
Date: Oct 2, 2020
RE: September 2020 – Monthly Report, Planning & Development Department

ECONOMIC DEVELOPMENT

Business New/Expansions/Renovations/Relocation – *Calendar Year 2020*

603 Nutrition, Pleasant St., new business	Goddard Block – 54-62 Pleasant, construction complete/36 new housing units – March 2020
KW Tire, new business in existing building, 427 Washington	McGee Toyota, 168 Charlestown – new building construction (27,000 sf) - 2020
Turning Points office project, Broad Street	Farwell Block, 46-52 Opera House Sq – upper level renovation for Community Dental Center
Unity Stone, 384 Washington, new business	Flow Studios, 16-34 Opera House Sq – new location
Claremont Barber Shop, 229 Washington – new location	Helping Worries – new business location, 14-20 Pleasant
Manny’s Appliance, 653 Washington - expansion	

Estimated Construction Cost of Building Projects undertaken in *September 2020*: \$2,456,927.

Claremont Development Authority – Sept 24, 2020

- Farwell Block - updates
- 56 Opera House Square - updates

Sept 23, 2020 –

- Key Properties Committee toured the Farwell Block project with Project Manager Tom Krebs

Business Visits – New and existing projects, staff reviews, business visitation, real estate, conference calls

Meetings/Projects/Other

- Peterson Mill
- Pleasant Street
- Arts Center
- Former Junior Sports League building
- River Valley Community College – entrepreneurship program
- UVLSRPC – Housing Audit and Rt 11/103 meetings
- Goddard Block - tour
- NH BEA - Economic Development Community Advisory Committee
- Census
- Website - updates

See Over →

PROJECTS

North/Main Street Intersection Project (NHDOT)

- DOT incorporating public comments into a report presented to Commissioners.
- Preliminary Design

Washington/Bowen Street Intersection – Road Safety Audit Report (NHDOT)

- Final walk through October 7th

Congestion Mitigation Quality Assurance grant

- Consultant has started engineering study
- Local concerns meeting for the public scheduled October 15th, 6:00 at CSB Community Center.

46-54 Opera House Square – Farwell Block

- Construction is approximately 95% complete
- Dental Center is moving into new location

56 Opera House Square – Arts Center

- Elevator is being installed

139 Main Street – Demolition

- Bids were received for 139 Main Street demolition and for 144-147 Main Street shoring. C DFA approved the contracts for signature by the city.
- Work to begin on shoring on October 5th

NH C DFA CDBG grants/Grant Administration

- Turning Points network
- Farwell Block – Ongoing grant management
- Northern Borders, Farwell Block – Ongoing grant management
- 56 Opera House Sq – Ongoing grant management
- 147 Main Street – Grant administration
- Sugar River Coop –Dubois & King selected for feasibility study; site visit scheduled first week in October

PLANNING & ZONING/BOARDS & COMMISSIONS

Conservation Commission – September 17, 2020

- Stevens Brook Access
- Tree Policy
- Litter Prevention Program – Initial survey results received; Commission opts to extend survey for another month and increase outreach
- Moody Park Invasives – Commissioners continue to work on reducing the Glossy Buckthorn invasion
- Source to Sea Clean-up – Commissioners participated in the Source to Sea clean-up by removing litter from the boat launch and the Stevens Brook easement areas

Historic District Commission – September 24, 2020

- Sullivan County, Newport NH – The Commissioners were given a courtesy presentation on the renovations to the former Eagle Times building at 19 Sullivan Street for use as sober housing.

See Over →

- HDC Rules of Procedure – The Commission conducted a Public Hearing to formally adopt its Rules of Procedure.
- Conceptual Discussion – Plans for renovation of 32-40 Pleasant Street by Chris Morley. Tax Map 120, Lot 79.
- CLG Annual Report – The Commission reviewed and approved the report for submission to NH DHR before October 31, 2020

Energy Advisory Committee – September 21, 2020

- Update on Solar Ordinance
- Municipal Aggregation Discussion
- Review newspaper article written by Robin Hutchins

Planning Board – September 14, 2020

- 168 Charlestown Road LLC – Application to amend site plan #PL2019-00008 to reflect changes made during construction of the project. (Approved)
- Master Plan Public Hearing – The Board held a public hearing to formally incorporate the Whitewater Reservoir Source Water Protection Plan into the Natural Resources Chapter of the 2017 Master Plan

September 28, 2020

- Debra & Greg Chase – Application to annex 0.04 acre from parcel 121-61 (15 First Street) to parcel 121-70 (25 Second Street). (Approved)
- Solar Ordinance – Initial Review

Zoning Board – September 10, 2020

- Crystal LaClair and Ashley Grenier – Application for a variance from Sect. 22-209 of the Claremont Zoning Ordinance to permit construction of an addition to the garage in the front setback at 6 Beacon St. (Approved)
- Pamela Fenlason – Application for a Special Exception to permit a Family Group Daycare at 58 Roberts Hill Rd. (Cont. to 10/5/2020)

BUILDING CODES

Building inspections September 2020: 110
 Building Inspections 2020 (calendar year): 711

Building Permits September 2020: 36
 Building Permits 2020 (calendar year): 343

Additional inspections:

Rental Assistance Inspections: 11
 Property Maintenance Inspections: 23
 Health Complaint Inspections: 6
 Food Service Inspections: 9

New formal code enforcement actions – 12

3 Leet, Notice of Violation
 28 High, #4, Notice of Violation
 50 School, #1, Notice of Violation
 1 Main, Notice of Violation
 19 Centennial, Notice of Violation
 24 Spofford, Notice of Violation
 6 Knight, Notice of Violation
 225 Twistback, Notice of Violation

2 Benton, Notice of Violation
24 Schmit, Notice of Violation
38 Washington, Notice of Violation
24 Meadow, Stop Work Order

Property Maintenance Report – September 2020

Complaints from previous year active – 56

Complaints year to date abated – 30

Complaints year to date – 72

NEW COMPLAINTS	ABATED
225 Twistback – Health/PMC	38 Washington - Housing
2 Benton – Trash	2 Benton – Garbage
24 School – Housing	1 Pleasant - Health
72 East – Garbage	
1 Pleasant – Housing	

Police Department Monthly Report will be in the October 28th packet.

To: Ed Morris, City Manager
From: Jeremy Clay, Assistant Director of Public Works
Date: October 6, 2020
RE: Monthly Report –September, 2020

Highway

- ✓ Paved Winter St from Slab City Rd to Route 120 (Springfield Paving)
- ✓ Went out to bid for Winter Sand, 2-year contract awarded to K A Stevens
- ✓ Completed Base Paving on Marquis St
- ✓ Went out to bid for Dump Truck #35, also Hook & Lift Body for #35. Jeremy met with Scott Reed to discuss options; Jeremy & Ted went to visit Keene DPW to learn more, as they use this system. (Attached is a brief explanation)
- ✓ Went out to bid for HWY Foreman's Truck Ford F350

Cemetery

- ✓ Gates and Pillars completed, waiting on road under gates to be black topped

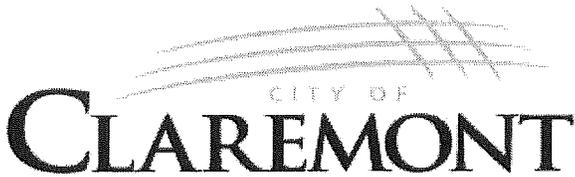
Transfer Station

Water/Sewer

- ✓ Met with Dufresne about \$2 Million SRF Loan for Water Lines
- ✓ Voluntary Water restriction due to drought; Recent rain brought levels back up

Administration

- Interviewed for Director's Position
- Hired Mitchell Deveney as Laborer
- Site walk on Elm St for potential Abenaki Cultural Center Facility
- Jeremy attended Highway Safety Improvement Program



Welfare Department
58 Opera House Square,
Claremont, New Hampshire 03743
Ph: (603) 542-7007
Fax: (603) 542-7048
Email: scarr@claremontnh.com
www.claremontnh.com

September 2020

GENERAL ASSISTANCE:

15 families assisted \$17,600.06

Rent \$ 15,070.00
Prescriptions \$ 2,530.06

		2019
45 families assisted		\$31,705.46
Rent	\$	28,874.55
Utilities	\$	1,411.51
Burial	\$	1,000.00
Fuel	\$	419.40

Property Taxes Paid From Rent (RSA 165:40-a) \$ -0-
Water/Sewer Paid from Rent (RSA 165:40-a) \$ -0-

Currently, an additional **\$9,608.00** is being held for 9 clients pending inspection/code compliance (please note: this figure includes amounts being carried over from prior months as well as those awaiting initial inspections)

REIMBURSEMENTS:

Cash received \$ 1,228.49

TRUST FUND ACTIVITY:

NONE

Respectfully submitted,

Suzanne M. Carr
Welfare Director

Claremont Community Television, Inc.
Balance Sheet
As of July 31, 2020

	Jul 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Claremont Savings Bank	138,995.08
Edward Jones	6,331.06
Total Checking/Savings	145,326.14
Total Current Assets	145,326.14
Fixed Assets	
Equipment	
1999	62,923.17
2000	2,896.95
2001	13,678.27
2002	284.86
2005	36,320.70
2006	6,854.80
2007	17,321.14
2008	23,853.33
2010	13,828.39
2011	24,372.54
2012	4,880.62
2013	48,528.91
2014	29,836.00
2015	6,988.00
2017	3,212.84
2018	1,134.51
Accumulated Depreciation	-227,808.00
Total Equipment	69,107.03
Station Start Up Expenses	
Accumulated Depreciation	-2,948.11
Station Start Up Expenses - Other	2,948.11
Total Station Start Up Expenses	0.00
Total Fixed Assets	69,107.03
TOTAL ASSETS	214,433.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Capital One	656.84
Total Credit Cards	656.84
Other Current Liabilities	
Payroll Liabilities	2,805.94
Total Other Current Liabilities	2,805.94
Total Current Liabilities	3,462.78
Total Liabilities	3,462.78
Equity	
Retained Earnings	159,231.41
Unrestricted Net Assets	17,807.98
Net Income	33,931.00
Total Equity	210,970.39
TOTAL LIABILITIES & EQUITY	214,433.17

Claremont Community Television, Inc.
Profit & Loss
 July 2020

	Jul 20
Ordinary Income/Expense	
Income	
City Franchise/Tech Fund	90,000.00
Interest Earned	2.70
Total Income	90,002.70
Expense	
Benefits	
Health Insurance	852.81
Total Benefits	852.81
Communications	
Telephone and ISP	247.91
Total Communications	247.91
Equipment and Repair	
CCTV Station	
Equipment Consumables	270.53
Total CCTV Station	270.53
Total Equipment and Repair	270.53
Office	
Bank Fees	7.00
Total Office	7.00
Other	
Technical Services Contractor	165.00
Training/Materials	155.88
Total Other	320.88
Payroll and Expenses	
Executive Director	8,484.98
Meeting Videographers	304.00
P.T. Program Coordinators	679.50
Payroll Taxes	742.68
Total Payroll and Expenses	10,211.16
Total Expense	11,910.29
Net Ordinary Income	78,092.41
Net Income	78,092.41

Claremont Community Television, Inc.
Profit & Loss
January through July 2020

	Jan - Jul 20
Ordinary Income/Expense	
Income	
City Franchise/Tech Fund	90,000.00
Interest Earned	19.33
Total Income	90,019.33
Expense	
Benefits	
Health Insurance	6,938.91
SIMPLE IRA	988.71
Total Benefits	7,927.62
Communications	
Telephone and ISP	2,143.03
Total Communications	2,143.03
Equipment and Repair	
CCTV Station	
Equipment Consumables	496.09
Replacement/Upgrade	1,200.00
Total CCTV Station	1,696.09
Total Equipment and Repair	1,696.09
Office	
Bank Fees	28.00
Supplies	24.69
Total Office	52.69
Other	
Media Consumables	42.89
Professional Affiliation Fees	250.00
Technical Services Contractor	345.00
Training/Materials	399.75
Total Other	1,037.64
Payroll and Expenses	
Executive Director	33,939.92
Meeting Videographers	3,591.00
P.T. Program Coordinators	1,887.00
Payroll Taxes	3,063.34
Total Payroll and Expenses	42,481.26
Professional Services	
Professional Fees	750.00
Total Professional Services	750.00
Uncategorized Expenses	0.00
Total Expense	56,088.33
Net Ordinary Income	33,931.00
Net Income	33,931.00


CLAREMONT
PLANNING BOARD

MEMBERS

Seat 1:

Dale Girard
 181 Pappas Road
 Claremont, N.H. 03743
 Tel: 558-0860 (c); 543-1770 (h); 542-6660 (w)
dale@goldencrossamb.com
 Apt: 5/ /2019
 Term Expires: **03/31/2021**

Seat 2:

Marlene Boisclair
 11 Hillstead Road
 Claremont, NH 03743
 Tel: 603-554-5341(c); 448-1499 (w)
marlene.jordan@lebanonnh.gov
 Apt: 4/13/2018
 Term Expires: **03/31/2021**

Seat 3:

David Putnam, Vice-Chair
 25 Bible Hill Road
 Claremont, NH 03743
 Tel: 504-8679 (c); 543-9992 (w)
davputnam@comcast.net
 Apt: 1/23/2019
 Term Expires: **03/31/2022**

Seat 4:

Richard Wahrlich, Chair
 719 Main Street
 Claremont, NH 03743
 Tel: 542-2612 (h); 454-4146 (c)
rwahrlich@comcast.net
 Apt: 1/24/2019
 Term Expires: **03/31/2022**

Seat 5:

Bruce Kolenda
 602 Red Water Brook Rd.
 Claremont, NH 03743
 Tel: 603-477-4586 (c)
bck56@comcast.net
 Apt: 3/25/2020
 Term Expires: **03/31/2023**

Seat 6:

David Pacetti
 169 Bible Hill Road
 Claremont NH 03743
 Tel: 543-0506; 603-826-4005 x3250(w)
David.pacetti@yahoo.com
 Apt: 3/11/2020
 Term Expires: **03/31/2023**

Seat 7: City Manager (ex officio)

Ed Morris
 City Hall
 Claremont, NH 03743
 Tel: 504-0291
citymanager@claremontnh.com
 Apt: 1/22/2020
 Term Expires:

Seat 8:

VACANT
 Claremont, NH 03743
 Tel:
 (email)
 Apt:
 Term Expires: **12/31/2021**

Seat 9: City Councilor (ex officio)

Debora Matteau
 10 Grand Street
 Claremont, NH, 03743
 Tel: (cell) 603-558-3398
Dmatteau.ccc@gmail.com
 Apt: 2/26/2020
 Term Expires: **12/31/2021**

ALTERNATE MEMBERS

Seat A-1

VACANT
 Claremont, NH 03743
 Tel:
 (email)
 Apt:
 Term expires: **3/31/2020**

Seat A-2

William Greenrose
 220 River Road
 Claremont, NH 03743
 Tel: 617-595-6286 (c)
billgreenrose@comcast.net
 Term expires: **3/31/2021**
 Apt: **4/13/2018**

Seat A-3

VACANT
 (address)
 Claremont, NH 03743
 Tel:
 (email)
 Apt:
 Term expires: **3/31/2016**

Seat A-4

VACANT
 (address)
 Claremont, NH 03743
 Tel:
 (email)
 Term expires: **03/31/2008**

Seat A-5 City Council Alternate (ex officio)

Nicholas Koloski
 3 Princeton Street
 Claremont, NH 03743
 Tel: 543-7570
Nkoloski.ccc@gmail.com
 Apt: 1/8/2020
 Term expires: **12/31/2021**

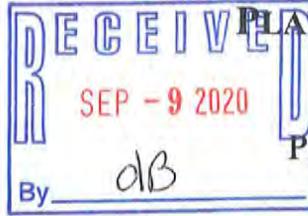
Term: 3 years

Appointment: By City Council

Election of Officers: January of each year

Meetings: 7:00 p.m., 2nd & 4th Monday each month in the City Council Chambers

Function: The Claremont Planning Board is responsible for development of the master plan and review of development proposals through the site plan and subdivision process.



PLANNING AND DEVELOPMENT
 14 NORTH STREET
 CLAREMONT, NH 03743
 PH: (603) 504-0341 FAX: (603) 542-7033
 EMAIL: dbearse@claremontnh.com

**APPLICATION / REAPPLICATION TO
 SERVE ON A BOARD OR COMMITTEE**

Date: 9 September 2020

*** All fields are required** – Please note that all applicants who are appointed will be required to be sworn in

Applicant Name:	Matt Mooshian
Street Address:	30 Bible Hill Rd Claremont, NH 03743
Mailing Address:	same as above
Telephone:	(603) 454 - 8413
E-mail:	mooshian.m@gmail.com

Please specify the Board/Committee sought: Claremont Planning Board

Occupation or Place of Employment:	Case Manager - West Central Behavioral Health
Employer and Employment Address:	52 W. Pleasant Street Claremont NH, 03743
Employment Telephone:	() -
May you be contacted at work?	Yes or <input checked="" type="checkbox"/> No

Education:
 Newport High School, HS Diploma
 New England College, Secondary Education
 Granite State College, Business Administration BS

Community Experience and Affiliations (both Claremont and Elsewhere):
 Founder & Program Chair, Rural Outright; Independent contractor, TLC Family Resource Center; Leadership Committee, Sullivan County Rights & Democracy; Leader, South Congregational Church Canoe Trip; Outreach Team Leader, Save the Children Action Network; Recipient of GCCC's 2019 Young Professional of the Year Award

How long have you resided in Claremont? Four years.

Why would you like to serve in this capacity?
Include experience or expertise relevant to board or committee for which you are applying.
 The Claremont Planning Board is responsible for reviewing development of the master plan, and for reviewing development proposals through the site plan, special permit, and subdivision processes. I am interested in serving on this board, because I would like to share my insight as a young professional in the area. As Claremont continues to work from the master plan to keep Claremont moving forward, I would like to be part of that process and offer my perspective.

NOTE: If applying for a seat on the Board of Appeals -
 Please circle the field(s) in which you have the requisite training and experience:

Architecture Engineering Construction Mechanical Plumbing Electrical

Have you served on any City Board/Committee? Which ones and when?
 No, I have not.

Have you contacted the Chair of the Board/Committee to determine the time commitment involved?
 Yes or No, I have no cotacted the Chair, but I have spoken with others.

Have you attended any meetings of the Board/Committee on which you want to serve? Yes or No

Can you commit to attend all meetings? Yes or No

Please provide a brief biography? Attach resume, if desired.

I moved to Claremont about four years ago, and I've been on the ground ever since getting to know the movers and shakers of our community. When I first came to Claremont I was immediately struck by architecture and the potential for our downtown area. During my time here I have watched amazing things happen, such as the MakerSpace coming to Claremont, the start up of Amplified Arts, and so much more. Claremont is a vibrant community with much to offer, and I would love to be on the planning board to be a voice for the younger generation, the makers and shakers of Claremont, and the folks who's voices are often left out. I've spent my entire life working for more equitable and just community spaces and I look forward to bringing that experience to the planning board. Resume attached.

Are you related to any City employee or member of any City Board/Committee, or have you ever conducted business with the City, any of its employees or members of the City's Boards/Committees? Provide details

I am not related to any city employees or any member of any board or committee.

Have you now or have you ever been cited for violating any local, state or federal ordinance, law or regulation related to land use, property maintenance, International Building Codes, or other legal requirement pertaining to the subject of the Board/Committee for which you are applying? Provide details.

No.

BY SUBMITTING THIS APPLICATION, YOU UNDERSTAND THAT:

1. All members of City Boards/Committees are subject to the City's Code of Conduct;
2. This application is for consideration and does not mean you will necessarily be appointed to this board or committee;
3. You may be contacted to follow-up on any questions pertaining to the application; and
4. This application may be forwarded to the City Council for consideration at the Mayor's discretion
5. All applicants are required to submit their application to the Boards and Commissions Coordinator
6. All board members are required to be sworn in before they can participate or vote in any meetings
7. At the end of your term, if you would like to be re-appointed you will be required to submit a new application and be sworn in

MJ Mooshian
 Applicant Signature

*** If you do not receive the appointment you are requesting, would you be interested in serving on another Board or Committee? Yes or No**



MATTHEW MOOSHIAN

603.454.8413 | mooshian.m@gmail.com | 30 Bible Hill Rd Claremont, NH | linkedin.com/in/matthewjmooshian

Community builder; queer activist; program coordinator and founder of Rural Outright, providing support and advocacy for rural LGBTQIA+ folks and their allies. Proud Granite Stater dedicated to keeping New Hampshire moving forward.

EXPERIENCE

2019 - 2020 **West Central Behavioral Health**

Vocational Specialist

Assist individuals with severe and persistent mental illness in finding and maintaining competitive employment.

2018 - 2019 **The Eagle Times**

Administrator

Perform basic office duties, such as but not limited to, filing, bookkeeping, customer service; assist sales team with maintaining productivity and quality assurance; assist circulation with logistics.

2018 **Turning Points Network**

Green Dot Coordinator & Community Educator

As Green Dot Coordinator, lead a team of community members and stake holders committed to making Sullivan County a safer place to live, work, and play. As Community Educator, provide violence prevention education to youth in schools and to the general public, also, provide messaging on the issues of domestic violence, sexual assault, and stalking.

EDUCATION

2016 **Granite State College | BS: Business Administration**

2012-2014 **New England College | Secondary Education**

While at NEC I studied history & secondary education with a focus on at-risk youth. I was part of the College Access Mentoring Program and worked with at-risk youth at Manchester West High School, helping them apply to college and obtain financial aid.

AWARDS, AFFILIATIONS, & VOLUNTEER

Greater Claremont Chamber of Commerce Young Professional of the Year Award (2019)

Group Dynamics Leader, South Congregational Church Outdoor Ministry Council Voyageurs Canoe Trip (Present)

Outreach Team Lead, Save the Children Action Network (Present)

Chair, Program Coordinator, & Founder, Rural Outright, TLC Family Resource Center (Present)

NextGen America Spring Fellow (2018)

SKILLS

- Problem-solving
- Group facilitation
- Detail oriented and self motivated
- Computer proficient (social media marketing, Publisher, Photoshop, Google Work Suites, MS Word, PowerPoint, & Excel, VAN and voter databases)
- Social media strategies

REFERENCES

Emily Johnson | (603) 986 - 8151 |

ejohnson@savechildren.org | Save The Children Action Network

Kevin Corliss | (603) 558 - 1878 | kevincorliss@comcast.net |

OMC Canoe Trip Organizer

CLAREMONT

FISKE FREE LIBRARY BOARD OF TRUSTEES

MEMBERS

Seat 1:

John Hurley
24 Severance Street
Claremont, NH 03743
Tel: 603-287-8913
jrhurjd@aol.com
Term Expires: **09/30/2021** Apt: 8/12/2020

Seat 3:

Robert Arcand
4 Oakwood Park
Claremont NH 03743
Tel: 802-233-7996 (h); 542-9609 (w)
Robertjarcand@comcast.net
Term Expires: **09/30/2020** Apt: 12/13/2017

Seat 5:

Arthur Vidro
2 Ellery Street
Claremont, NH. 03743
Tel: 543-0040
vidro@myfairpoint.net
Term Expires: **09/30/2022** Apt: 10/9/2019

Seat 2:

Cindi Cleveland- *Re-applying*
26 Myrtle Street, Unit 2
Claremont NH 03743
Tel: 504-6260
CLC516@att.net
Term Expires: **09/30/2020** Apt: 1/8/2020

Seat 4:

Spencer Batchelder
191 Pappas Road
Claremont, NH 03743
Tel: 603-289-7473
spencerbatchelder@gmail.com
Term Expires: **9/30/2022** Apt: 1/8/2020

ALTERNATE MEMBERS

Seat A-1:
VACANT

Claremont, NH 03743
Tel:
Term Expires: 09/30/2022 Apt:

Seat A-3:
VACANT

Claremont, NH 03743
Term Expires: 09/30/2021 Apt:

Seat A-2:

Sharon Wood
43 Centennial Street
Claremont, NH 03743
Tel: 542-6454
sharon_wood@pobox.com
Term Expires: 09/30/2020 Apt: 6/13/2018

Makeup: Five (5) regular members and no more than three (3) alternate members; all of whom must be residents of the City (adopted 3/14/12).

Appointment: by City Council

Term: 3 years

Meeting: Third Monday, 5:15 p.m., Sara Gilmore Room

Function: Established in accordance with the Administrative Code (Sec. 2-231, 232); as subsequently amended by the Council. The Board acts as an advisory group to the City Manager regarding selection and hiring of a qualified City Librarian, assist in budget preparation and makes recommendations for the library construction or capital improvements, recommend policy, use and management of the Fiske Free Library according to established state standards, recommend the acceptance of gifts for use in the library and other matters concerning the Fiske Free Library.



PLANNING AND DEVELOPMENT
 14 NORTH STREET
 CLAREMONT, NH 03743
 PH: (603) 504-0341 FAX: (603) 542-7033
 EMAIL: dbearse@claremontnh.com

**APPLICATION / REAPPLICATION TO
 SERVE ON A BOARD OR COMMITTEE**

Date: 9-17-2020

*** All fields are required** – Please note that all applicants who are appointed will be required to be sworn in

Applicant Name:	CINDI CLEVELAND
Street Address:	26 MYRTLE ST UNIT 2 CLAREMONT, NH 03743
Mailing Address:	AS ABOVE
Telephone:	603 504 6260
E-mail:	clc516@att.net

Please specify the Board/Committee sought: FISKE FREE LIBRARY BOARD OF TRUSTEES

Occupation or Place of Employment:	RETIRED
Employer and Employment Address:	
Employment Telephone:	() -
May you be contacted at work?	Yes or No

Education: B.A. - HILLSDALE COLLEGE
HILLSDALE, MICHIGAN 1973

Community Experience and Affiliations (both Claremont and Elsewhere):
VOLUNTEER AT CLAREMONT OPERA HOUSE (WILL CALL DESK)
STATION HOST AT CLAREMONT AMTRAK STATION (2 DAYS; 4 TRAINS PER WEEK)

How long have you resided in Claremont? 10 YRS

Why would you like to serve in this capacity?
 Include experience or expertise relevant to board or committee for which you are applying.
HAVE BEEN ALTERNATE ON LIBRARY BOARD FOR TWO YEARS. PLAN TO CONTINUE IN ENHANCING LIBRARY IN OUR COMMUNITY.

NOTE: If applying for a seat on the Board of Appeals -
 Please circle the field(s) in which you have the requisite training and experience:
 Architecture Engineering Construction Mechanical Plumbing Electrical

Have you served on any City Board/Committee? Which ones and when?
ALTERNATE ON FISKE FREE LIBRARY BOARD OF TRUSTEES

Have you contacted the Chair of the Board/Committee to determine the time commitment involved?

Yes or No

Have you attended any meetings of the Board/Committee on which you want to serve? Yes or No

Can you commit to attend all meetings? Yes or No

Please provide a brief biography? Attach resume, if desired.

LIVED IN MPLS, MN FOR 30 YRS - LAST JOB THERE FINANCIAL PROOFREADER
(MERRILL CORP)
ACTIVE IN NEIGHBORHOOD ASSOC. OF SE COMO NEIGHBORHOOD - 5 YRS - TREASURER
1995-2000
RETIRED AND MOVED "HOME" TO CLAREMONT - 2010

Are you related to any City employee or member of any City Board/Committee, or have you ever conducted business with the City, any of its employees or members of the City's Boards/Committees?

Provide details

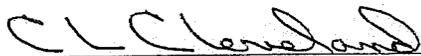
NO

Have you now or have you ever been cited for violating any local, state or federal ordinance, law or regulation related to land use, property maintenance, International Building Codes, or other legal requirement pertaining to the subject of the Board/Committee for which you are applying? Provide details.

NO

BY SUBMITTING THIS APPLICATION, YOU UNDERSTAND THAT:

1. All members of City Boards/Committees are subject to the City's Code of Conduct;
2. This application is for consideration and does not mean you will necessarily be appointed to this board or committee;
3. You may be contacted to follow-up on any questions pertaining to the application; and
4. This application may be forwarded to the City Council for consideration at the Mayor's discretion
5. All applicants are required to submit their application to the Boards and Commissions Coordinator
6. All board members are required to be sworn in before they can participate or vote in any meetings
7. At the end of your term, if you would like to be re-appointed you will be required to submit a new application and be sworn in



Applicant Signature

* If you do not receive the appointment you are requesting, would you be interested in serving on another Board or Committee? Yes or NOT AT THIS TIME

9/9/2019


CLAREMONT
HISTORIC DISTRICT COMMISSION

REGULAR MEMBERS

SEAT 1:
VACANT

Claremont, NH 03743
Tel:

Term Expires: **03/31/2021** Apt:

SEAT 2: CITY COUNCIL REPRESENTATIVE *(ex officio)*

Erica Sweetser

17 Middle Street #2
Claremont, NH 03743
Tel: 504-2474

Esweetser.ccc@gmail.com

Term Expires: **12/31/2021** Apt: 1/8/2020

SEAT 3:
VACANT

Claremont, NH 03743
Tel:

Term Expires: **03/31/2021** Apt:

SEAT 4:

David Messier, Chair

8 Bailey Avenue
Claremont, NH 03743
Tel: 542-2263 (h); 477-0210 (c); 504-6902 (w)
dkm8@comcast.net

Term Expires: **03/31/2022** Apt: 3/13/2019

*** SEAT 5: PLANNING BOARD REPRESENTATIVE** *(ex officio)*

Richard Wahrlich

719 Main Street
Claremont, NH 03743
Tel: 454-4146; 542-2612

rwahrlich@comcast.net

Term Expires: **3/31/2022** Apt: 3/13/2019

** It is not required to have a representative of the Planning Board on the HDC, but it is enabled by state and local law*

ALTERNATE MEMBERS

SEAT A1:
VACANT

Claremont, NH 03743
Tel:
(email)

Term Expires: **03/31/2007** Apt:

SEAT A2:
VACANT

Claremont, NH 03743
Tel:
(email)

Term Expires: **03/31/2011** Apt:

SEAT A3:
VACANT

Claremont, NH 03743
Tel:
(email)

Term Expires: **03/31/2007** Apt:

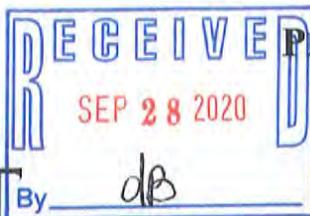
Function: In accordance with RSA 674:46-A and Sec 22-403 through Sec. 22-411 of the local ordinance

Appointed by: City Council

Term: 3 Years

Meetings: Fourth Thursday of each month at 6:00 PM at City Hall

Makeup: 5 regular members & not more than 5 alternates; one member shall be a City Councilor; one member may be a Planning Board member, both of whom shall be ex officio members (RSA 673:4; local §22-403)



PLANNING AND DEVELOPMENT
 14 NORTH STREET
 CLAREMONT, NH 03743
 PH: (603) 504-0341 FAX: (603) 542-7033
 EMAIL: dbearse@claremontnh.com

**APPLICATION / REAPPLICATION TO
 SERVE ON A BOARD OR COMMITTEE**

Date: JUNE 22, 2020

* All fields are required – Please note that all applicants who are appointed will be required to be sworn in

Applicant Name:	ERIN ANGLELEY COHEN
Street Address:	77 SULLIVAN STREET, CLAREMONT
Mailing Address:	SAME
Telephone:	603-361-0143
E-mail:	erin-angleley@gmail.com

Please specify the Board/Committee sought: HISTORIC DISTRICT COMMISSION

Occupation or Place of Employment:	CLINICAL SOCIAL WORKER
Employer and Employment Address:	NEWPORT HEALTH CENTER, 11 JOHN STARK HWY, NEWPORT
Employment Telephone:	(603) 865-2869
May you be contacted at work?	<input checked="" type="radio"/> Yes or No

Education: MSW - UNH

Community Experience and Affiliations (both Claremont and Elsewhere):
SEE RESUME

How long have you resided in Claremont? 8 YEARS

Why would you like to serve in this capacity?
 Include experience or expertise relevant to board or committee for which you are applying.
SEE ATTACHED

NOTE: If applying for a seat on the Board of Appeals -
 Please circle the field(s) in which you have the requisite training and experience:
 Architecture Engineering Construction Mechanical Plumbing Electrical

Have you served on any City Board/Committee? Which ones and when?
NO

Have you contacted the Chair of the Board/Committee to determine the time commitment involved?	
Yes or <input checked="" type="radio"/> No	
Have you attended any meetings of the Board/Committee on which you want to serve?	
Yes or <input checked="" type="radio"/> No	
Can you commit to attend all meetings?	<input checked="" type="radio"/> Yes or No <i>Mostly</i>
Please provide a brief biography? Attach resume, if desired.	
<i>SEE RESUME - ATTACHED</i>	
Are you related to any City employee or member of any City Board/Committee, or have you ever conducted business with the City, any of its employees or members of the City's Boards/Committees? Provide details	
<i>NO</i>	

Have you now or have you ever been cited for violating any local, state or federal ordinance, law or regulation related to land use, property maintenance, International Building Codes, or other legal requirement pertaining to the subject of the Board/Committee for which you are applying? Provide details.
<i>NO</i>

BY SUBMITTING THIS APPLICATION, YOU UNDERSTAND THAT:

1. All members of City Boards/Committees are subject to the City's Code of Conduct;
2. This application is for consideration and does not mean you will necessarily be appointed to this board or committee;
3. You may be contacted to follow-up on any questions pertaining to the application; and
4. This application may be forwarded to the City Council for consideration at the Mayor's discretion
5. All applicants are required to submit their application to the Boards and Commissions Coordinator
6. All board members are required to be sworn in before they can participate or vote in any meetings
7. At the end of your term, if you would like to be re-appointed you will be required to submit a new application and be sworn in

[Handwritten Signature]
 Applicant Signature

* If you do not receive the appointment you are requesting, would you be interested in serving on another Board or Committee? Yes or <input checked="" type="radio"/> No

Erin Nicolè Angley-Cohen, MSW, LICSW
77 Sullivan Street
Claremont, NH 03743
(603) 361-0143

Objective To work in a therapeutic medical setting providing support, advocacy, crisis intervention, and community outreach for at risk individuals, children and families.

Qualifications

Excellent with children with special needs, specifically Autism and Pervasive Developmental Disorders
Solid background working with children and families
Effective verbal and written communication skills
Excellent computer and analytical skills
Familiar with Applied Behavioral Analysis and Total Communication

Special Interests/Achievements

Licensed Clinical Social Worker-VT and NH
Foster Care Training in both New Hampshire and Vermont
Completion of Positive Approaches to Solving Behavior Challenges (3 Day Seminar offered by the Institute of Applied Behavioral Analysis)
Child abuse And Exploitation Investigative Techniques, September 2000
Habitat for Humanity, John's Island, SC 2001
Completed Covered Bridges Half Marathon 2008; 2009; 2011; 2012; 2016
Upper Valley Community Band Board Member 2007-2009
Volunteer Coach for Girls on the Run VT since 2009

Professional Experience Highlights

Clinical Social Worker, Newport Health Center, Newport, NH
March 2017-Present

- Provide support and resource assistance to patients in a rural health clinic
- Ensure compliance with the Sullivan County Grant
- Increase community awareness on health related issues especially mental health and addiction
- Improve collaboration with outside agencies including local mental health programs; addiction resources; school districts; community action programs, etc.

Clinical Social Worker, Birthing Pavilion/Intensive Care Nursery; Pediatric Cystic Fibrosis Program, Dartmouth Hitchcock Medical Center, Lebanon, NH

June 2011-April 2017; Present (per diem)

- Meet with at-risk mothers after delivery to assess for safety and post partum depression
- Help families cope with long term stays in the intensive care nursery
- Provide information and support to families with babies who are experiencing Neonatal Abstinence Syndrome
- Assist families with children diagnosed with Cystic Fibrosis with coping and navigating the system in order to provide for their children
- Assist with discharge planning of patients
- Provide emotional support and guidance for patients in an in-patient hospital setting

School-Based Clinician, Heath Care and Rehabilitation Services of Southeastern Vermont, Hartford, VT, April 2007-June 2011

- Provide individual therapy to high school students
- Attend IEP and team meetings as necessary
- Create individual treatment plans and psychosocial assessments

Clinical Case Manager/Behavioral Specialist, Easter Seals of New Hampshire, Manchester NH, November 2001 – June 2005; November 2005-April 2007

- Manage a caseload of 10-12 children with Pervasive Developmental Disorders in a therapeutic residential treatment facility
- Develop treatment plans and complete psychosocial assessments with a team approach based on each individual's strengths
- Handle on-call crisis intervention
- Supervise unit staff
- Ensure treatment goals are carried out by entire treatment team
- Maintain training in Therapeutic Crisis Intervention
- Provided in-home early intervention therapy to a child under three with Autism
-

Intern, Dartmouth-Hitchcock Concord, Concord, NH, November 2005-May 2006

- Provide crisis intervention as necessary to patients
- Assist patients in locating services in the community
- Provide patients assistance in applying for community services

Developmental Specialist, Cape Cod Child Development Program, Hyannis, MA, June 2005-October 2005

- Provide support and instruction to families of young children with developmental delays or who are at-risk for delays
- Conduct treatment in the natural setting, generally at home or in the community

Intern, Nashua Children's Home, Nashua NH, September 2004 – May 2005

- Provide family and individual therapy to court ordered youth in a residential treatment setting
- Complete case notes and court reports

Acting Director, Cradle & Crayon Child Development Center, Hanover, NH, April 2001 – October 2001

- Manage the duties of a Child Development Center
- Supervise a staff of 25 teachers
- Ensure curriculum planning is implemented in all classrooms

Child Protective Service Worker, State of New Hampshire Division of Children, Youth and Families, Claremont, NH, September 1999 – April 2001

- Investigate and assess reports of child abuse and/or neglect
- Court involvement as necessary
- Strengthened partnerships with community agencies and police departments

Agro-Forestry Extension Agent, Peace Corps, Mauritania, West Africa, July 1998 – April 1999

- Follow the Mission of the Peace Corps
- Explore and implement the environmental needs of a West African Village

Education

Masters of Social Work, University of New Hampshire-Manchester, 2006
Bachelor of Arts in Psychology, Centenary College, 1993

References furnished upon request

Erin Nicolè Angley-Cohen, MSW, LICSW

77 Sullivan Street

Claremont, NH 03743

(603) 361-0143

I have always had an interest in history and the importance of historical events. I have a special interest in preserving and restoring historical buildings. My husband and I bought our house on Sullivan Street in May of 2012-since we both have an interest in historical culture we spent countless hours doing research on our house and of Claremont in general. We were surprised to discover that the builder of our home, Mr. Charles Freeman, was a business owner in town with his partner Mr. David O'Neil. The two owned the woodworking/stair building company that is listed on the map in the visitors center here in town. We located the original bill of sale of the land from Mr. O'Neil to Mr. Freeman dated in 1893-Mr. O'Neil essentially sold his front yard to his partner.

We learned that Mr. Freeman was also in Civil war and managed to locate a tintype of him in service which we printed and framed for our front hallway. What we have not located is an original picture of the Queen Anne style home that we live in and continue to search for this.

It is important that we preserve our history through any means possible. It is concerning to me that the current historic district in Claremont is so small and stops at Central Street going South when there are so many beautiful and historically significant buildings beyond that. It is also important to me that these buildings be repaired to retain their historical nature. Claremont has the potential to be a vibrant city with special emphasis placed on the beautiful architecture located in the downtown area if there is a way to assist the homeowners in renovating and restoring these structures.

I would like to be a part of potentially expanding the historic district and help to find ways to improve the area that contains so many of the beautiful homes that are in disrepair as a way of promoting the important history of Claremont.



NH Retirement Presentation

Representatives from the NH Retirement System will be making a presentation as requested by the City Council, at the September 9, 2020 City Council Meeting. They will be discussing the proposed increase to the employer's contribution rates, and addressing the proposal to extend the timeframe to fund the unfunded liability.

Ed Morris
City Manager



City Manager's Office
58 Opera House Square
Claremont, New Hampshire 03743
Ph: (603) 542-7002 Fax: (603) 542-7014
Email: citymanager@claremontnh.com
www.claremontnh.com

Electric Aggregation Committee

Consistent with RSA 53-E:6 and the recommendation from the Claremont Energy Advisory Committee, the Claremont City Council authorizes the creation of an Electric Aggregation Committee that will work as a subcommittee of the Energy Advisory Committee. The purpose of the Electric Aggregation Committee will be to study community electric aggregation, make recommendations for or against the City's participation in such a program, and, if agreed upon, to develop a municipal aggregation plan in accordance with RSA 53-E:6. The Electric Aggregation Committee shall be composed of five (5) members appointed by the City Council, consisting of one (1) Council Representative, two (2) Energy Advisory Committee members, with terms expiring on alternating years, and two (2) regular members, with terms expiring on alternating years, and two (2) Energy Advisory Committee members that can serve as alternate members for any vacant regular member seat, with terms expiring on alternating years. The Electric Aggregation Committee will report to the Energy Advisory Committee who will make recommendations to the City Council. This committee will exist until its purpose is fulfilled.

Ed Morris
City Manager



Electric Aggregation Committee

<p>Composition of the Committee:</p> <ul style="list-style-type: none"> • one (1) Council Representative, • two (2) Energy Advisory Committee members, with terms expiring on alternating years, and • two (2) regular members, with terms expiring on alternating years, and • two (2) Energy Advisory Committee members that can serve as alternate members for any vacant regular member seat, with terms expiring on alternating years. <p>Appointed by: City Council Term: 2 years Meeting Schedule: TBD</p>	<p>Function: The purpose of the Electric Aggregation Committee will be to:</p> <ul style="list-style-type: none"> • study community electric aggregation, • make recommendations for or against the City’s participation in such a program, and, if agreed upon, • to develop a municipal aggregation plan in accordance with RSA 53-E:6. <p>This committee shall work as a subcommittee of the Claremont Energy Advisory Committee.</p>
---	---

REGULAR MEMBERS

Seat 1: *City Council representative*
VACANT

Claremont, NH 03743
Tel:
(email)
Apt: Term Expires: 12/13/2021

Seat 2: *EAC Member*
VACANT

Claremont, NH 03743
Tel:
(email)
Apt: Term Expires: 12/13/2021

Seat 3: *EAC Member*
VACANT

Claremont, NH 03743
Tel:

Apt: Term Expires: 12/13/2022

Seat 4: *Citizen*
VACANT

Claremont, NH 03743
Tel:
(email)
Apt: Term Expires: 12/13/2021

Seat 5: *Citizen*
VACANT

Claremont, NH 03743
Tel:
(email)
Apt: Term Expires: 12/13/2022

ALTERNATE MEMBERS

Seat A1: *EAC Member*
VACANT

Claremont, NH 03743
Tel:
(email)
Apt: Term Expires: 12/13/2021

Seat A2: *EAC Member*
VACANT

Claremont NH 03743
Tel:
(email)
Apt: Term Expires: 12/13/2022

Ordinance #576 – Amend Merit Plan for Creation of ACERT Coordinator

The purpose of this proposed change is to create a position which is titled, the Adverse Childhood Experience Response Team (ACERT) Coordinator. This will be a new position within the City of Claremont's Police Department, however, no grade or salary ranges will be impacted by this amendment as this position will be slotted into the City's existing Grade 8 of the Non-Union Employee Pay Schedule – Attachment C [which document is on file at the City Manager's office]. The current maximum salary for a Grade 8 employee is \$56,829 and the minimum salary is \$37,362.60.

The amendment seeks to create this position in support of the Greater Claremont Area ACERT Program. The responsibilities of this employee will largely be associated with identifying and offering assistance to those families and children who are exposed to violence or other adverse conditions. The creation and development of this position as well as the financial obligations associated with this hiring are to be shared by and through a partnership that the City maintains with the Newport Police Department, Turning Points Network, the Sullivan County Child Advocacy Center, the Claremont School District and the TLC Family Resource Center.

Enactment of this Ordinance will amend the City of Claremont Merit Plan accordingly and institute a full job description for the position of Adverse Childhood Experiences Response Team Coordinator. This change is requested by the City Manager.

CITY OF CLAREMONT - IN THE YEAR TWO THOUSAND AND TWENTY

ORDINANCE #576

Amending the City of Claremont's Merit Plan – Creation of Adverse Childhood Experiences Response Team (ACERT) Coordinator

THE CITY OF CLAREMONT ORDAINS:

Pursuant to Article IV, Sections 51 and 52, of the Claremont City Charter and Chapter 2, Article V, Section 2-384 of the Claremont City Code, the City of Claremont Merit Plan, as amended and readopted by Ordinance 574, on June 10, 2020, is hereby amended and readopted as follows:

Section 1. Creation of Position in the City's Police Department

The City Council hereby establishes, by and through this Ordinance, the position of Adverse Childhood Experiences Response Team (ACERT) Coordinator which shall be included in the City of Claremont Merit Plan in Section IV (A) and as part of the list of positions within the City's Police Department.

Section 2. Compensation of the ACERT Coordinator

The rate of compensation to be paid to the ACERT Coordinator shall be established within the parameters of Grade 8 of the Non-Union Employee Pay Schedule at the annualized pay scales as set forth in Attachment C (on file in the City Manager's Office).

Section 3. Classification and Job Description

The position of ACERT Coordinator is currently designated as non-union and exempt for all applicable Federal, State and City regulations and laws. A full description of this position's essential job functions, duties and qualifications for employment is on file in the City Manager's Office.

Section 4. Prior Enactments Shall Not Be Superseded

Any adoptions and/or amendments to the City of Claremont Merit Plan by action of the City Council, prior to adoption of this Ordinance, are hereby preserved subject to the current amendment as presented by this Ordinance.

Section 5. Validity

If any article, section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

Section 6. Effective Date

This Ordinance shall take effect and be enforced immediately upon passage, but shall be retroactive to the first day of the month in which it is passed upon third reading.

Introduced and passed on first reading _____ 2020.

Considered and passed on second reading _____ 2020.

Considered and passed on third reading by a two-thirds vote _____ 2020.

James Contois

Abigail Kier

Andrew O’Hearne

Nicholas Koloski

Jonathan Stone

Debora Matteau

Allen Damren

Mayor Charlene Lovett

Erica Sweetser

Attest: _____
Clerk to the Council

City of Claremont

2020 Non Union Employee Classification Plan

Attachment B

Ordinance #576

Date: _____

Grade	Position
**	City Manager
12	Public Works Director
12	City Attorney
12	Finance Director
12	Police Chief
12	Fire Chief
12	Planning & Development Director
11	Ass't. Public Works Director
11	Deputy Fire Chief
11	Deputy Police Chief
11	Director of Parks & Recreation
11	City Librarian
11	Chief Assessor
10	Police Captain
10	Water & Sewer Superintendent
10	Deputy Assessor
10	City Treasurer/Ass't. Finance Director
10	Welfare Director
10	Highway Superintendent
10	City Planner
10	Police Attorney/Prosecutor
10	Information Systems II/Network Admin
10	Planning & Development Project Manager
9	Ass't. City Librarian/Adult Services
9	Fire Code Enforcement Officer
9	Chief Building & Code Enforcement Officer
9	Business Development Coordinator

9	Human Resources Coordinator
9	City Engineer
9	Police Lieutenant
9	City Clerk/Tax Collector
9	Fire Captain
9	Communications/Records Manager
9	Superintendent Parks & Facilities
8	Children's Librarian
8	Information Systems I /MIS Coordinator
8	Superintendent of Recreation Programs
8	Deputy Building Inspector & Health Officer (NE) Adverse Childhood Experiences Response Team (ACERT) Coordinator
8	Part Time Police Accreditation Coordinator
7	Assessing Technician
7	Business Development Specialist
7	Part Time Police Detective/Prosecutor
7	Circulation Librarian
7	Program Director for Parks & Recreation
7	Executive Assistant/Clerk to the Council
7	Maintenance Supervisor
7	Legal Assistant/Fiscal Grant Administrator
7	Community Center Coordinator
6	Secretary to Public Works Dir./Office Mgr
6	Police Information Systems Coord./Firearms Trainer
6	Secretary to Police Chief
6	Part Time Youth/Adult Program Coordinator
6	Part Time Aquatic Program Coordinator
6	Community Center AM/PM Weekend Facility
5	Children's Librarian Assistant
5	<i>Legal Assistant</i>
5	Part Time Seasonal Patrol and Enforcement
5	Part Time Community Center
5	<i>Farmers' & Artisan Market Coordinator</i>
	Janitor
	Front Desk
	Play Area Attendant

- 4-A Call Firefighter
- 4-B Call Lieutenant
- 4-C Call Captain

- 3 Temporary Part-Time Crossing Guards

- 2 Part-Time Personnel (listed below)
 - After School Program Coordinator
 - Central Collections Clerk
 - Communications Specialist
 - Janitor
 - Parking Attendant
 - Dog Officer
 - Transfer Station Attendant
 - Parking Enforcement Officer
 - Police Officer
 - Library Cataloger
 - Secretary
 - Clerical
 - Teen Coordinator
 - Summer Help

- 1 Temporary & Seasonal Help
 - Any positions not specifically listed above

- ** CEO Salary & Benefits at the Total Discretion of the City Council

Red-lined

CITY OF CLAREMONT - IN THE YEAR TWO THOUSAND AND TWENTY

ORDINANCE #576

Amending the City of Claremont's Merit Plan – Creation of Adverse Childhood Experiences Response Team (ACERT) Coordinator

THE CITY OF CLAREMONT ORDAINS:

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The rate of compensation to be paid to the ACERT Coordinator shall be established within the parameters of Grade 8 of the Non-Union Employee Pay Schedule at the annualized pay scales as set forth in Attachment C (on file in the City Manager's Office).

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The position of ACERT Coordinator is currently designated as non-union and exempt for all applicable Federal, State and City regulations and laws. A full description of this position's essential job functions, duties and qualifications for employment is on file in the City Manager's Office.

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Any adoptions and/or amendments to the City of Claremont Merit Plan by action of the City Council, prior to adoption of this Ordinance, are hereby preserved subject to the current amendment as presented by this Ordinance.

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Introduced and passed on first reading _____ 2020.

Considered and passed on second reading _____ 2020.

Considered and passed on third reading by a two-thirds vote _____ 2020.

James Contois

Abigail Kier

Andrew O’Hearne

Nicholas Koloski

Jonathan Stone

Debora Matteau

Allen Damren

Mayor Charlene Lovett

Erica Sweetser

Attest: _____
Clerk to the Council

City of Claremont

2020 Non Union Employee Classification Plan

Attachment B

Ordinance #576

Date: _____

Grade	Position
**	City Manager
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12	Fire Chief
12	Planning & Development Director
11	Ass't. Public Works Director
11	Deputy Fire Chief
11	Deputy Police Chief
11	Director of Parks & Recreation
11	City Librarian
11	Chief Assessor
10	Police Captain
10	Water & Sewer Superintendent
10	Deputy Assessor
10	City Treasurer/Ass't. Finance Director
10	Welfare Director
10	Highway Superintendent
10	City Planner
10	Police Attorney/Prosecutor
10	Information Systems II/Network Admin
10	Planning & Development Project Manager
9	Ass't. City Librarian/Adult Services
9	Fire Code Enforcement Officer
9	Chief Building & Code Enforcement Officer
9	Business Development Coordinator

9	Human Resources Coordinator
9	City Engineer
9	Police Lieutenant
9	City Clerk/Tax Collector
9	Fire Captain
9	Communications/Records Manager
9	Superintendent Parks & Facilities
8	Children's Librarian
8	Information Systems I/MIS Coordinator
8	Superintendent of Recreation Programs
8	Deputy Building Inspector & Health Officer (NE)
8	<u>Adverse Childhood Experiences Response Team</u>
8	<u>(ACERT) Coordinator</u>
8	Part Time Police Accreditation Coordinator
7	Assessing Technician
7	Business Development Specialist
7	Part Time Police Detective/Prosecutor
7	Circulation Librarian
7	Program Director for Parks & Recreation
7	Executive Assistant/Clerk to the Council
7	Maintenance Supervisor
7	Legal Assistant/Fiscal Grant Administrator
7	Community Center Coordinator
6	Secretary to Public Works Dir./Office Mgr
6	Police Information Systems Coord./Firearms Trainer
6	Secretary to Police Chief
6	Part Time Youth/Adult Program Coordinator
6	Part Time Aquatic Program Coordinator
6	Community Center AM/PM Weekend Facility
5	Children's Librarian Assistant
5	<i>Legal Assistant</i>
5	Part Time Seasonal Patrol and Enforcement
5	Part Time Community Center
5	<i>Farmers' & Artisan Market Coordinator</i>
	Janitor
	Front Desk
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Communications Specialist
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Parking Attendant
Dog Officer
Transfer Station Attendant
Parking Enforcement Officer
Police Officer
Library Cataloger
Secretary
Clerical
Teen Coordinator
Summer Help

1 Temporary & Seasonal Help
Any positions not specifically listed above

** CEO Salary & Benefits at the Total Discretion of the City Council

Drummond

ATTORNEYS AT LAW

Shawn M. Tanguay
Admitted in NH

603.792.7418
stanguay@dwmlaw.com

670 N. Commercial Street, Suite 207
Manchester, NH 03101-1188
603.716.2895 Main
603.716.2899 Fax

September 3, 2020

Edward Morris, City Manager
City of Claremont
58 Opera House Square
Claremont, NH 03743

**RE: Proposed Ordinance to Amend Merit Plan -- Creation
of Adverse Childhood Experiences Response Team
(ACERT) Coordinator Position**

Dear Mr. Morris:

I write to you regarding the proposed 2020 Ordinance #576 which seeks to amend the City's Merit Plan in order to create a new position with the title of Adverse Childhood Experiences Response Team (ACERT) Coordinator. I have reviewed the draft Ordinance as drafted by myself with the assistance of Executive Assistant Dorée Russell and Samantha Lauzon, Human Resources Manager.

As required by Claremont City Council Rule 36, I hereby certify that the draft Ordinance (#576) as I have reviewed and drafted is in the correct form according to the Claremont Charter, Code as well as all other applicable administrative rules.

Sincerely,


Shawn M. Tanguay

City of Claremont, New Hampshire Position Description

Position Title:	ACERT Coordinator	Union/Merit:	Merit
Reports to:	Chief of Police	Grade Level-Points:	8 – 535
Department:	Police	Revised/Updated:	06/25/2020
FLSA Status:	Exempt		

Job Summary

As a non-sworn member of the agency, coordinates the activities of the Adverse Childhood Experiences Response Team (ACERT). Works with first responders, health care providers, families, educators, mental health professionals, and the public.

The candidate is well-versed on the effects of childhood trauma and believes in childhood intervention and treatment to mitigate the negative effects of Adverse Childhood Experiences, resulting in positive outcomes for children and families.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

Responsibilities and Duties:

1. Coordinates and serves on a collaborative, multidisciplinary team that is deployed to families in which children have been exposed to violence and trauma.
2. Reviews police reports to identify children who have potentially suffered negative effects of trauma that occurs when individuals and families as a result of an adverse experience.
3. Coordinates and leads outreach to clients to discuss community resources and make referrals to appropriate services after trauma exposure.
4. Documents activities, referrals, and follow-up in an effective manner while strictly adhering to the policies and procedures in place.
5. Establishes positive, supportive relationships with team and community members.
6. Works with adult caregivers, law enforcement, the court system, and other associated disciplines to get children into therapeutic services to mitigate trauma they have experienced.
7. Effectively works with specific target populations from diverse backgrounds in reducing cultural and socio-economic barriers between clients and services offered.
8. Builds and maintains positive working relationships with the clients, agency representatives, supervisors, and collaborating agency staff.

Page 1 of 4

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Claremont, New Hampshire

Position Description

Peripheral Duties

Analyzes and recommends improvements to processes, equipment, and facilities, as needed.

Participates in various committees.

Desired Minimum Qualifications

Education and Experience:

Bachelor's Degree or above in human services-related fields. Experience in human services field.

Necessary Knowledge, Skills, and Abilities:

Proficiency in MS Office with expertise in Microsoft Word, PowerPoint, and Excel.

Ability to analyze and revise operating practices to improve efficiency.

Detail-oriented and comfortable working in a fast-paced environment.

Exceptional communication skills.

Superior organization skills and dedication to completing projects.

Supervision Received

Works under the direct supervision of the Chief of Police with guidance provided by the ACERT Coordinating Committee.

Works independently, within established laws, policies and regulations.

Supervision Exercised

None.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. Contacts are with a wide variety of people outside the City service and will include other service providers, medical and mental health providers, educators, attorneys, public action groups, and other agencies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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City of Claremont, New Hampshire

Position Description

Licensing & Certification

Must maintain any required approvals and designations as required.
 Must maintain a valid motor vehicle operator's license.
 First Aid and CPR certifications may be beneficial.

Tools & Equipment Used

General office equipment including computers, workstation, telephone, fax machine, photocopier, etc. Personal communication devices. May be provided with a multi-channel two-way portable radio

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine,

Typical Work Environment: Inside: 90% Outside: 10%

Summary of Occupational Exposures: Work is performed in a variety of settings from comfortable office setting to extreme weather conditions.

The incumbent's working conditions are typically quiet to moderately loud.

Physical Activity Requirements

Primary Physical Requirements

Other Physical Considerations

LIFT up to 10 lbs.: Frequently required

Twisting: Occasionally required

LIFT 11 to 25 lbs.: Rarely required

Bending: Occasionally required

LIFT 26 to 50 lbs.: Rarely required

Crawling: Rarely required

LIFT over 50 lbs.: Rarely required

Squatting: Rarely required

Kneeling: Occasionally required

CARRY up to 10 lbs.: Occasionally required

Crouching: Rarely required

CARRY 11 to 25 lbs.: Rarely required

Climbing: Rarely required

CARRY 26 to 50 lbs.: Rarely required

Balancing: Rarely required

CARRY over 50 lbs.: Rarely required

Grasping: Frequently required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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City of Claremont, New Hampshire Position Description

<u>REACH above shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Fingering:</u>	Frequently required
<u>PUSH/PULL:</u>	Rarely required		

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: May be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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Personnel Advisory Board Meeting

July 14, 2020

Page 1

The Personnel Advisory Board (PAB) held a meeting on Tuesday, July 14, 2020, at 11:00 a.m. via Zoom.

Ms. Russell read the following statement: *This meeting is being conducted in accordance with the provisions of the Governor's Executive Order no. 2020-04 and the emergency meeting provisions of RSA 91-A to permit participation of board members by electronic means. Under the conditions of the current COVID-19 pandemic and the protocols established by the Centers for Disease Control (CDC), it is not reasonably practical for a quorum of this board's members to attend this meeting in person.*

Members present were:

Margaret Hurley, Chair – home – alone

Candace Crawford – home – alone

Claire Lessard – home – alone

Also present were:

Edward Morris, City Manager (via Zoom)

Samantha Lauzon, Human Resources Manager (via Zoom)

Police Chief Mark Chase (via Zoom)

Meeting was called to order at 11:03 a.m. by Margaret Hurley.

Merit Plan Review

Ms. Crawford asked clarifying questions and reviewed her recommended changes:

- Page 1, Section II – Job Description Classification – add something about confidentiality.
- Is something about budget creation needed?
- Important to include something about keeping up with new trends and the needs of human resources.

Mr. Morris said the Job Description Classification needs to be reviewed to determine if it should be removed as there are no others in the Merit Plan. He said the City is having a Pay Study done, but the consultants will not rewrite the Merit Plan. They will write some new job descriptions and pay classifications.

Ms. Crawford continued:

- Section II A, 1st sentence, add "...the job description for all positions."
- Section III – FLSA Classification third line, change hyphen to semi colon. Ms. Hurley said it could either be a comma or em dash
- Section III D, "shall verify from time to time" should read, "shall be reviewed with each employee on an annual basis."
- Page 4 D, regarding qualified applicants, she asked if the City does credit checks. Ms. Lauzon said that is not done during preemployment. Mr. Morris said it is not normally done, but would probably be done for a finance position.

Personnel Advisory Board Meeting

July 14, 2020

Page 2

- Page 6, Section XI, D – Disciplinary Action Suspension and Discharge, “file a decision in writing and shall furnish a copy to the employee involved within five (5) days.” She asked if it is business days. Mr. Morris will write it as business days.

Mr. Morris said on page 12, Section XV, O – Leave Other Than Vacation, regarding “Pay for each holiday shall be included in the employee’s regular paycheck for the week in which the holiday occurs,” the firefighters prefer to be paid in November in a lump sum. Ms. Crawford said it sounds like a good suggestion.

Mr. Morris thinks the PAB should work on this for the next couple months and then send it to legal for review.

Ms. Crawford asked Mr. Morris to update the Council that the PAB has started working on the Merit Plan review. Mr. Morris said he will update them.

The Board agreed to review the first eight pages of the Merit Plan and send their suggested changes to Ms. Russell no later than Friday, July 31st. The next meeting will be August 11 at 11 a.m.

ACERT (Adverse Childhood Experiences Response Team) Coordinator

Police Chief Mark Chase said this grant is through the Attorney General’s office. The ACERT (Adverse Childhood Experiences Response Team) Coordinator is a new position in the City. Manchester and one or two other communities in the state have it. He said this position will facilitate when the Police or School recognize that a child has had an adverse childhood experience. This person can reach out to the family/child. The grant is through the Attorney General’s office, Victims of Crimes Act (VOCA). This is three-year grant. There is some in-kind match required which would include time, but no cash.

Ms. Hurley asked if the position will coordinate with DCYF and/or CASA. Chief Chase said they will have a direct link through DCYF and they can take outside referrals. This person will be a coordinator to get services out to the family/child. They are not a therapeutic counselor. This person will have the resources to make referrals for adults who are involved in a trauma, but the focus will be on the child. Enforcement of the referrals could be difficult.

Ms. Crawford said it will be helpful when presenting to the Council to let them know that the three years will be used to set up the network, so at the end of the three years, when the grant ends, the service won’t end; so it can be sustainable going forward.

Ms. Hurley suggested putting in the Responsibilities and Duties that a workbook should be created and maintained.

Chief Chase said one of the responsibilities for this person will be to look for future funding. He said that he and Ms. Lauzon scored the position as a grade 8. Ms. Lauzon said the pay range is \$37,362-\$56,829.

Chief Chase said the person will work directly out of the Police Department, spending about 25-35% of the time in the PD, and the rest of the time will be at the school or in the field. They will have to pass a criminal justice background check.

Personnel Advisory Board Meeting

July 14, 2020

Page 3

A motion was made by Ms. Crawford and seconded by Ms. Hurley to move this position forward and recommend to the City Council to add it to the Merit Plan.

Mr. Morris said this will be an amendment to the Merit Plan.

Roll call vote: Hurley – yes, Crawford – yes, Lessard - yes; motion carried 3-0.

Other

Mr. Morris said he may have an update on the Compensation Plan ready for next meeting.

Mr. Morris said previously the payscale didn't get adjusted. Because of that, a lot of employees were maxed out and the City was hiring new employees at maximum pay. Keeping the payscale moving to where it needs to be gives employees hope that they can grow within the City.

At 12:02 p.m., a motion was made by Ms. Crawford and seconded by Ms. Hurley to adjourn.

Roll call vote: Hurley – yes, Crawford – yes, Lessard - yes; motion carried 3-0.

Respectfully submitted,

Dorée Russell

Ordinance #577 – Amend Property Tax Credit for Veterans

The purpose of this proposed change is to increase the benefit provided to veterans or their surviving spouses who qualify for said tax credit. If adopted, the credit shall increase from an annual tax credit of \$125 to the new standard set at \$500. In addition, the date for the submission of an amended permanent application shall be set for December 1 of every calendar year.

This amendment is intended to recognize and appreciate the dedication as well as sacrifice of our nation's veterans.

Enactment of this Ordinance will amend the City of Claremont's Code as to Article II, Division 2 of Chapter 18 (Sec. 18-43). This change is requested by the City Manager.

CITY OF CLAREMONT – IN THE YEAR TWO THOUSAND AND TWENTY

ORDINANCE #577

PROPERTY TAX CREDIT FOR VETERANS

The City of Claremont Ordains:

Pursuant to New Hampshire RSA 72:27-a and RSA 72-28, the Claremont City Code is hereby amended to revise Article II, Division 2 of Chapter 18 as follows:

Section 1. Property Tax Credit for Veterans

Sec. 18-43 (a). Credit amount and qualifications.

Revise Subsection (a) of Section 18-43 to increase the annual benefit, for a tax credit on real estate taxes owed, provided to qualified veterans or their surviving spouses so that the provision shall read as follows:

- (a) In accordance with RSA 72:28, the city shall provide for a credit for veterans from property tax, that every inhabitant who is a veteran or the surviving spouse of a veteran shall be exempt each year from tax on his/her residential real estate in the amount of five hundred dollars (\$500.00).

Section 1. Application for Credit

Sec. 18-46. Application for Credit.

Revise Subsection (b) of Section 18-46 to change the date for submission of an amended permanent application so that the provision shall read as follows:

- (b) Any person who changes his or her residence after filing such a permanent application shall file an amended permanent application on or before December 1 immediately following his/her change of residence. The filing of the permanent application shall be sufficient for such persons to receive these credits on an annual basis so long as the applicant does not change his or her residence.

Section 2. Validity

If any article, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 3. Effective Date

This Ordinance shall take effect and be enforced for property tax exemptions for veterans for the tax year commencing April 1, 2020.

Introduced and passed on first reading _____ 2020.

Considered and passed on second reading _____ 2020.

Andrew O’Hearne

Nicholas Koloski

James Contois

Jonathan Stone

Debora Matteau

Erica Sweetser

Abigail Kier

Allen Damren

Mayor Charlene Lovett

Attest: _____
Clerk to the Council

Red-lined

CITY OF CLAREMONT – IN THE YEAR TWO THOUSAND AND TWENTY

ORDINANCE #577

PROPERTY TAX CREDIT FOR VETERANS

The City of Claremont Ordains:

Pursuant to New Hampshire RSA 72:27-a and RSA 72-28, the Claremont City Code is hereby amended to revise Article II, Division 2 of Chapter 18 as follows:

Section 1. Property Tax Credit for Veterans

Sec. 18-43 (a). Credit amount and qualifications.

Revise Subsection (a) of Section 18-43 to increase the annual benefit, for a tax credit on real estate taxes owed, provided to qualified veterans or their surviving spouses so that the provision shall read as follows:

- (a) In accordance with RSA 72:28, the city shall provide for a credit for veterans from property tax, that every inhabitant who is a veteran or the surviving spouse of a veteran shall be exempt each year from tax on his/her residential real estate in the amount of ~~one hundred twenty five dollars (\$125.00)~~ five hundred dollars (\$500.00).

Section 1. Application for Credit

Sec. 18-46. Application for Credit.

Revise Subsection (b) of Section 18-46 to change the date for submission of an amended permanent application so that the provision shall read as follows:

- (b) Any person who changes his or her residence after filing such a permanent application shall file an amended permanent application on or before ~~the April 15~~ December 1 immediately following his/her change of residence. The filing of the permanent application shall be sufficient for such persons to receive these credits on an annual basis so long as the applicant does not change his or her residence.

Section 2. Validity

If any article, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 3. Effective Date

This Ordinance shall take effect and be enforced for property tax exemptions for veterans for the tax year commencing April 1, 2020.

Introduced and passed on first reading _____ 2020.

Considered and passed on second reading _____ 2020.

Andrew O’Hearne

Nicholas Koloski

James Contois

Jonathan Stone

Debora Matteau

Erica Sweetser

Abigail Kier

Allen Damren

Mayor Charlene Lovett

Attest: _____
Clerk to the Council

September 16, 2020

Edward Morris, City Manager
City of Claremont
58 Opera House Square
Claremont, NH 03743

**RE: Proposed Ordinance to Amend Article II, Division 2 of
Chapter 18 – Property Tax Credit for Veterans**

Dear Mr. Morris:

I write to you regarding the proposed 2020 Ordinance #577 which seeks to amend the City's Code in Article II, Division 2 of Chapter 18 by increasing the tax credit benefit for qualifying veterans or their surviving spouses. I have reviewed the draft Ordinance as drafted by myself with the assistance of Executive Assistant Dorée Russell and Stephan Hamilton as the City's Contract Assessor.

As required by Claremont City Council Rule 36, I hereby certify that the draft Ordinance (#577) as I have reviewed and drafted is in the correct form according to the Claremont Charter, Code as well as all other applicable administrative rules.

Sincerely,

Shawn M. Tanguay

Shawn M. Tanguay

Ordinance #578 – Amend Property Tax Exemption for Elderly

The purpose of this proposed change is to increase the qualification income(s) and asset holdings for those individuals seeking an elderly exemption from real estate taxes from the City of Claremont.

The motivation behind this amendment is to simply account for inflation and maintain a more current set of qualifications for potential applicants. The last change to these qualifications occurred in 2017 and the City's Assessor is of the belief that an update to same is warranted at this time.

Enactment of this Ordinance will amend the City of Claremont's Code as to Article II, Division 4 of Chapter 18 (Sec. 18-58). This change is requested by the City Manager.

CITY OF CLAREMONT – IN THE YEAR TWO THOUSAND AND TWENTY

ORDINANCE #578

PROPERTY TAX EXEMPTIONS FOR ELDERLY

The City of Claremont Ordains:

Pursuant to New Hampshire RSA 72:27-a, RSA 72-39-a and RSA 72-39-b, the Claremont City Code is hereby amended to revise Article II, Division 4 of Chapter 18 as follows:

Section 1. Property Tax Exemption for Elderly

Sec. 18-58. Exemption amount and qualifications.

Revise the introductory paragraph to read as follows:

In accordance with RSA 72:39-a and RSA 72:39-b, the city shall provide an exemption from real estate taxes, beginning in the tax year commencing April 1, 2020, for those individuals qualified for such exemption under RSA 72:39-a and RSA 72:39-b, as they may be amended from time to time, in the following manner:

Section 2. Exemption amount and qualifications

Sec. 18-58 (4). Exemption amount and qualifications.

Revise Subsection (4) of Section 18-58 to increase the qualifying net income and asset limits so that the provision shall read as follows:

- (4) To qualify, an unmarried taxpayer must have a net income of not more than twenty three thousand four hundred dollars (\$23,400), or if married, must have a combined net income of not more than thirty thousand nine hundred dollars (\$30,900). Net assets for either an unmarried taxpayer or, if married, combined assets must be not more than sixty three thousand nine hundred dollars (\$63,900), exclusive of the value of the taxpayer's residence and the land upon which it is located up to the greater of two (2) acres or the minimum single-family residential lot specified in the Claremont Zoning Ordinance for the zone in which the property lies. The combined net asset amount shall apply to a surviving spouse until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse.

Section 3. Validity.

If any article, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 4. Effective Date.

This Ordinance shall take effect for purposes of accepting applications under the increased limits immediately upon passage and shall be enforced for property tax exemptions for the elderly for the tax year commencing April 1, 2020.

Introduced and passed on first reading _____ 2020.

Adopted by the Claremont City Council on _____, 2020.

Andrew O’Hearne

Nicholas Koloski

James Contois

Jonathan Stone

Debora Matteau

Erica Sweetser

Abigail Kier

Allen Damren

Mayor Charlene Lovett

Attest: _____
Clerk to the Council

Red-lined

CITY OF CLAREMONT – IN THE YEAR TWO THOUSAND AND TWENTY

ORDINANCE #578

PROPERTY TAX EXEMPTIONS FOR ELDERLY

The City of Claremont Ordains:

Pursuant to New Hampshire RSA 72:27-a, RSA 72:39-a and RSA 72:39-b, the Claremont City Code is hereby amended to revise Article II, Division 4 of Chapter 18 as follows:

Section 1. Property Tax Exemption for Elderly

Sec. 18-58. Exemption amount and qualifications.

Revise the introductory paragraph to read as follows:

In accordance with RSA 72:39-a and RSA 72:39-b, the city shall provide an exemption from real estate taxes, beginning in the tax year commencing April 1, ~~2017~~2020, for those individuals qualified for such exemption under RSA 72:39-a and RSA 72:39-b, as they may be amended from time to time, in the following manner:

Section 2. Exemption amount and qualifications

Sec. 18-58 (4). Exemption amount and qualifications.

Revise Subsection (4) of Section 18-58 to increase the qualifying net income and asset limits so that the provision shall read as follows:

- (4) To qualify, an unmarried taxpayer must have a net income of not more than ~~twenty-two thousand dollars (\$22,000.00)~~twenty three thousand four hundred dollars (\$23,400), or if married, must have a combined net income of not more than ~~twenty-nine thousand dollars (\$29,000.00)~~thirty thousand nine hundred dollars (\$30,900). Net assets for either an unmarried taxpayer or, if married, combined assets must be not more than ~~sixty thousand dollars (\$60,000.00)~~sixty three thousand nine hundred dollars (\$63,900), exclusive of the value of the taxpayer's residence and the land upon which it is located up to the greater of two (2) acres or the minimum single-family residential lot specified in the Claremont Zoning Ordinance for the zone in which the property lies. The combined net asset amount shall apply to a surviving spouse until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse.

Section 3. Validity.

If any article, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 4. Effective Date.

This Ordinance shall take effect for purposes of accepting applications under the increased limits immediately upon passage and shall be enforced for property tax exemptions for the elderly for the tax year commencing April 1, 2020.

Introduced and passed on first reading _____ 2020.

Adopted by the Claremont City Council on _____, 2020.

Andrew O’Hearne

Nicholas Koloski

James Contois

Jonathan Stone

Debora Matteau

Erica Sweetser

Abigail Kier

Allen Damren

Mayor Charlene Lovett

Attest: _____
Clerk to the Council

September 16, 2020

Edward Morris, City Manager
City of Claremont
58 Opera House Square
Claremont, NH 03743

**RE: Proposed Ordinance to Amend Article II, Division 4 of
Chapter 18 – Property Tax Exemption for the Elderly**

Dear Mr. Morris:

I write to you regarding the proposed 2020 Ordinance #578 which seeks to amend the City's Code in Article II, Division 4 of Chapter 18 by increasing the qualification amounts in sub-section (4). I have reviewed the draft Ordinance as drafted by myself with the assistance of Executive Assistant Dorée Russell and Stephan Hamilton as the City's Contract Assessor.

As required by Claremont City Council Rule 36, I hereby certify that the draft Ordinance (#578) as I have reviewed and drafted is in the correct form according to the Claremont Charter, Code as well as all other applicable administrative rules.

Sincerely,

Shawn M. Tanguay

Shawn M. Tanguay

Ordinance #579 – Amend Property Tax Exemption for the Disabled

The purpose of the first proposed change is to increase the qualification income(s) and asset holdings for those individuals seeking an exemption for a disabled person from real estate taxes from the City of Claremont.

The motivation behind this amendment is to simply account for inflation and maintain a more current set of qualifications for potential applicants.

The amendment also seeks to eliminate social security benefits from the exclusion of income in determining eligibility. This proposal is merely an attempt to correct the original language which conflicted with RSA 72:37-b III in that such income from social security must be considered in calculating net annual income.

The only other proposed change is to move the exemption application deadline from March 1 to April 15.

Enactment of this Ordinance will amend the City of Claremont's Code as to Article II, Division 3 of Chapter 18. These changes are requested by the City Manager.

CITY OF CLAREMONT – IN THE YEAR TWO THOUSAND AND TWENTY

ORDINANCE #579

PROPERTY TAX EXEMPTION FOR THE DISABLED

The City of Claremont Ordains:

Pursuant to New Hampshire RSA 72:27-a and RSA 72:37-b, the Claremont City Code is hereby amended to revise Article II, Division 3 of Chapter 18 as follows:

Section 1. Property Tax Exemption for the Disabled

Sec. 18-53. Exemption for the disabled.

Revise Subsection (a) (2) and (3) of Section 18-53 to modify the annual net income and asset qualification standards as well as to eliminate proceeds from social security benefits from the categories of exclusion under the calculation of eligibility to read as follows:

- (2) Applicant must have had, in the calendar year preceding April 1 of the year in which the exemption is claimed, an annual net income from all sources of less than twenty thousand nine hundred dollars (\$20,900), if single, [or] a combined annual net income of less than twenty eight thousand three hundred dollars (\$28,300), if married. Such net income is to be determined by deducting from all monies received from any source whatsoever the amount or sum of any life insurance paid on the death of an insured, expenses and costs incurred in the course of conducting a business enterprise, [and/or] proceeds from the sale of assets; and
- (3) Applicant's net assets, as defined in RSA 72:37-b III(b), excluding the value of the residence and the land upon which it is located up to the greater of two (2) acres or the minimum single family residential lot size for that zone as specified in the city's zoning ordinance, must not exceed thirty seven thousand three hundred dollars (\$37,300).

Section 2. Deadline for Application

Sec. 18-54. Application.

Revise Section 18-54 to change application deadline for exemption request so that the provision shall read as follows:

Any person who desires to apply for this exemption must file with the city assessor by April 15 following the date of the notice of tax under RSA 72:1-d, a permanent application therefore, signed under penalty of perjury, on a form

approved and provided by the commissioner of revenue administration, showing that the applicant is the true and lawful owner of the property on which the exemption is claimed and that the applicant was duly qualified upon April 1 of the year in which the exemption is first claimed.

Section 3. Validity.

If any article, section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

Section 4. Effective Date.

This Ordinance shall take effect for purposes of accepting applications under the increased limits immediately upon passage and shall be enforced for property tax exemptions for the disabled for the tax year commencing April 1, 2020.

Introduced and passed on first reading _____ 2020.

Adopted by the Claremont City Council on _____, 2020.

Andrew O’Hearne

Nicholas Koloski

James Contois

Jonathan Stone

Debora Matteau

Erica Sweetser

Abigail Kier

Allen Damren

Mayor Charlene Lovett

Attest: _____
Clerk to the Council

CITY OF CLAREMONT – IN THE YEAR TWO THOUSAND AND TWENTY

ORDINANCE #579

PROPERTY TAX EXEMPTION FOR THE DISABLED

The City of Claremont Ordains:

Pursuant to New Hampshire RSA 72:27-a and RSA 72-37-b, the Claremont City Code is hereby amended to revise Article II, Division 3 of Chapter 18 as follows:

Section 1. Property Tax Exemption for the Disabled

Sec. 18-53. Exemption for the disabled.

Revise Subsection (a) (2) and (3) of Section 18-53 to modify the annual net income and asset qualification standards as well as to eliminate proceeds from social security benefits from the categories of exclusion under the calculation of eligibility to read as follows:

- (2) Applicant must have had, in the calendar year preceding April 1 of the year in which the exemption is claimed, an annual net income from all sources of less than ~~nineteen thousand six hundred dollars (\$19,600)~~ twenty thousand nine hundred dollars (\$20,900), if single, [or] a combined annual net income of less than ~~twenty six thousand six hundred dollars (\$26,600)~~ twenty eight thousand three hundred dollars (\$28,300), if married. Such net income is to be determined by deducting from all monies received from any source whatsoever the amount or sum of any life insurance paid on the death of an insured, expenses and costs incurred in the course of conducting a business enterprise, [and/or] proceeds from the sale of assets, ~~[and/or] social security payments;~~ and
- (3) Applicant's net assets, as defined in RSA 72:37-b III(b), excluding the value of the residence and the land upon which it is located up to the greater of two (2) acres or the minimum single family residential lot size for that zone as specified in the city's zoning ordinance, must not exceed ~~thirty five thousand dollars (\$35,000.00)~~ thirty seven thousand three hundred dollars (\$37,300).

Section 2. Deadline for Application

Sec. 18-54. Application.

Revise Section 18-54 to change application deadline for exemption request so that the provision shall read as follows:

Any person who desires to apply for this exemption must file with the city assessor by ~~March 1~~ April 15 following the date of the notice of tax under RSA

72:1-d, a permanent application therefore, signed under penalty of perjury, on a form approved and provided by the commissioner of revenue administration, showing that the applicant is the true and lawful owner of the property on which the exemption is claimed and that the applicant was duly qualified upon April 1 of the year in which the exemption is first claimed.

Section 3. Validity.

If any article, section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

Section 4. Effective Date.

This Ordinance shall take effect for purposes of accepting applications under the increased limits immediately upon passage and shall be enforced for property tax exemptions for the disabled for the tax year commencing April 1, 2020.

Introduced and passed on first reading _____ 2020.

Adopted by the Claremont City Council on _____, 2020.

Andrew O’Hearne

Nicholas Koloski

James Contois

Jonathan Stone

Debora Matteau

Erica Sweetser

Abigail Kier

Allen Damren

Mayor Charlene Lovett

Attest: _____
Clerk to the Council

October 8, 2020

Edward Morris, City Manager
City of Claremont
58 Opera House Square
Claremont, NH 03743

**RE: Proposed Ordinance to Amend Article II, Division 3 of
Chapter 18 – Property Tax Exemption for the Disabled**

Dear Mr. Morris:

I write to you regarding the proposed 2020 Ordinance #579 which seeks to amend the City's Code in Article II, Division 3 of Chapter 18 by increasing the qualification amounts in sub-section (a), correcting the use of social security benefits in calculating eligibility and modifying the deadline date for exemption applications. I have reviewed the draft Ordinance as drafted by myself with the assistance of Executive Assistant Dorée Russell and Stephan Hamilton as the City's Contract Assessor.

As required by Claremont City Council Rule 36, I hereby certify that the draft Ordinance (#579) as I have reviewed and drafted is in the correct form according to the Claremont Charter, Code as well as all other applicable administrative rules.

Sincerely,

Shawn M. Tanguay

Shawn M. Tanguay

Ordinance #580 – Board of Assessors

Explanation of Proposed Action

The purpose of this proposed change is to prohibit a member of the Board of Assessors from serving concurrently on certain specified City boards and commissions.

Enactment of this Ordinance will revise Chapter 2, Administration, Article II, Section 2-126 by limiting members of the Board of Assessors from concurrent membership on certain City boards and commissions. This change was requested by the City Council.

CITY OF CLAREMONT - IN THE YEAR TWO THOUSAND AND TWENTY

ORDINANCE #580

BOARD OF ASSESSORS

The City of Claremont Ordains:

Pursuant to New Hampshire RSA 48:12 and RSA 47:17, XV, the Claremont City Code is hereby amended to revise Chapter 2, Article II, Division 8, Board of Assessors, Section 2-126, as follows:

Section 1. Chapter 2, Article II, Division 8, Board of Assessors, Section 2-126

Revise the last sentence of the second paragraph of Section 2-126, Creation; Membership, so that it shall read as follows:

Members of the board of assessors shall not sit on the Airport Advisory Board, Board of Appeals, Claremont Development Authority, Claremont Housing Authority Commission, Claremont Planning Board, Frances J Tolles Home Board of Trustees, Personnel Advisory Board, Tax Increment Finance District Advisory Board, or Zoning Board of Adjustment.

Section 2. Validity

If any article, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 3. Effective Date

This Ordinance shall take effect and be enforced immediately upon passage.

Introduced and passed on first reading _____, 2020

Adopted by the Claremont City Council on _____, 2020

Andrew O’Hearne

Nicholas Koloski

James Contois

Jonathan Stone

Debora Matteau

Erica Sweetser

Abigail Kier

Allen Damren

Mayor Charlene Lovett

Attest: _____
Clerk to the Council

CITY OF CLAREMONT - IN THE YEAR TWO THOUSAND AND TWENTY

ORDINANCE #580

BOARD OF ASSESSORS

The City of Claremont Ordains:

Pursuant to New Hampshire RSA 48:12 and RSA 47:17, XV, the Claremont City Code is hereby amended to revise Chapter 2, Article II, Division 8, Board of Assessors, Section 2-126, as follows:

Section 1. Chapter 2, Article II, Division 8, Board of Assessors, Section 2-126

Revise the last sentence of the second paragraph of Section 2-126, Creation; Membership, so that it shall read as follows:

Members of the board of assessors shall not sit on ~~any other city board~~ the Airport Advisory Board, Board of Appeals, Claremont Development Authority, Claremont Housing Authority Commission, Claremont Planning Board, Frances J. Tolles Home Board of Trustees, Personnel Advisory Board, Tax Increment Finance District Advisory Board, or Zoning Board of Adjustment.

Section 2. Validity

If any article, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 3. Effective Date

This Ordinance shall take effect and be enforced immediately upon passage.

Introduced and passed on first reading _____, 2020

Adopted by the Claremont City Council on _____, 2020

Andrew O’Hearne

Nicholas Koloski

James Contois

Jonathan Stone

Debora Matteau

Erica Sweetser

Abigail Kier

Allen Damren

Mayor Charlene Lovett

Attest: _____
Clerk to the Council

October 8, 2020

Edward Morris, City Manager City of Claremont
58 Opera House Square
Claremont, NH 03743

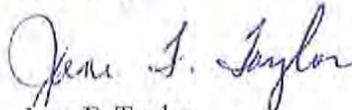
**RE: Proposed Ordinance #580 to Amend Chapter 2, Article II, Division 8,
Board of Assessors, Section 2-126, Creation; Membership**

Dear Mr. Morris:

I write to you regarding proposed Ordinance #580, which seeks to amend Chapter 2, Article II, Division 8, Board of Assessors, Section 2-126, Creation; Membership, of the Claremont City Code by limiting concurrent membership on the Board of Assessors and other specified City boards and commissions. I have reviewed the draft Ordinance as drafted by myself, with the assistance of Executive Assistant Dorée Russell.

As required by Claremont City Council Rule 36, I hereby certify that Ordinance #580, as I have reviewed and drafted, is in the correct form according to the Claremont Charter and Code, as well as all other applicable administrative rules.

Sincerely,


Jane F. Taylor



Planning and Development Department
14 North Street
Claremont, New Hampshire 03743
Ph: (603) 542-7008, ext. 1410
Fax: (603) 542-7033
Email: nmerrill@claremontnh.com
www.claremontnh.com

Memorandum

To: City Manager, Mayor & City Council
From: Nancy Merrill
Date: 10/6/20
Re: Review of former Junior Sports League Building proposal

Bid Process: The request for proposals was posted on the city web site on August 19th. An ad ran in the Eagle Times twice the week of August 22nd, twice in the Valley News on August 22nd & 25th, once in the Union Leader on August 27th, and in the August 24th edition of the eTicker. One bid was received from Jeff & Sarah Barrette.

Proposal from Jeff & Sarah Barrette: Owners of Ink Factory Clothing Co/KG Signs and Awesome Sauce, LLC.

Proposed Use: The proposed use of the property will be to house the buyer's businesses. The two businesses will be able to expand and create jobs. Currently there are 7 full time employees and it is anticipated that between them an additional 7 full time jobs will be created over the next 3 years.

Team Qualifications and Experience: Jeff & Sarah Barrette have a lifelong knowledge of Claremont. They have experience in building rehabilitation, both as a result of a recent renovation on Water Street, and also because of Jeff's 10-year experience as a general contractor. They have demonstrated the knowledge & resources to complete large building projects. They will be partnering on the project with architect Frank J. Barrett, who is an experienced professional in design and historic rehabilitation, including many projects in Claremont.

Vision: The Barrette's will invest approximately \$400,000 to complete renovations at the building. The repurposing of the building includes replacement of the existing ramp and stairs to meet accessibility standards, replacement of windows, new electrical and lighting service and new heating system. The exterior concrete portion of the exterior will be repaired & painted, and the Walnut Street side of the building will be hardscaped for a second parking area. The building will be fully utilized by the businesses and add vibrancy to the neighborhood. The City will also benefit by adding a taxable property to its tax base.

Financial Feasibility: The proposal includes a budget and financing sources with a total project cost of \$400,000. It will include a combination of equity and lending.



Planning and Development Department
14 North Street
Claremont, New Hampshire 03743
Ph: (603) 542-7008, ext. 1410
Fax: (603) 542-7033
Email: nmerrill@claremontnh.com
www.claremontnh.com

Other: The former JSL building has been vacant for 6 years due to a number of building and safety code violations. The proposed bid addresses those issues and invests in additional upgrades for the new uses. The proposal will allow existing businesses to expand. A zoning variance will be required for this proposal because the use groups are not consistent with zoning, but the unique aspects of the building would make such a request reasonable. A site plan will also be required. This proposal meets the cities interest in a project that would support community and/or economic development.

CL	NT OWNER	TOPO	UTILITIES	STRT / ROAD	LOCATION	CURRENT ASSESSMENT				
CITY OF CLAREMONT		1 Level	2 Public Water	1 Paved		Description	Code	Appraised	Assessed	2403
		4 Rolling	3 Public Sewer			Exempt	900	276,700	276,700	
CITY HALL		SUPPLEMENTAL DATA				Exempt	900	34,400	34,400	CLAREMONT, NH
NEWPORT NH 03743		Alt Prcl ID 33/31/ Plan #: District: GIS NAME * Rec Adj: GIS ID 119-274	Farm SPI: Color: BRICK Action: Review Ye Assoc Pid#							
						Total		311,100	311,100	VISION

RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	Q/U	V/I	SALE PRICE	VC	PREVIOUS ASSESSMENTS (HISTORY)								
CITY OF CLAREMONT		1108 0635	12-18-1996	U	I	0	1	Year	Code	Assessed	Year	Code	Assessed	Year	Code	Assessed
CITY OF CLAREMONT SCHOOL DISTRICT		0436 0161	11-16-1962	U		0	1	2019	900	725,900	2019	900	725,900	2018	900	666,000
STATE OF NEW HAMPSHIRE		0239 0592	06-08-1931	U	I	0	1		900	34,400		900	34,400		900	34,400
SCHOOL DISTRICT #17		0071 0031	05-05-1858	U	I	0	1		900	2,500		900	2,500		900	2,500
						Total		762800		Total		762800		Total		702900

EXEMPTIONS				OTHER ASSESSMENTS			
Year	Code	Description	Amount	Code	Description	Number	Amount
Total			0.00				

This signature acknowledges a visit by a Data Collector or Assessor

ASSESSING NEIGHBORHOOD			
Nbhd	Nbhd Name	B	Tracing
010			

APPRAISED VALUE SUMMARY	
Appraised Bldg. Value (Card)	274,200
Appraised Xf (B) Value (Bldg)	0
Appraised Ob (B) Value (Bldg)	2,500
Appraised Land Value (Bldg)	34,400
Special Land Value	0
Total Appraised Parcel Value	311,100
Valuation Method	C
Total Appraised Parcel Value	311,100

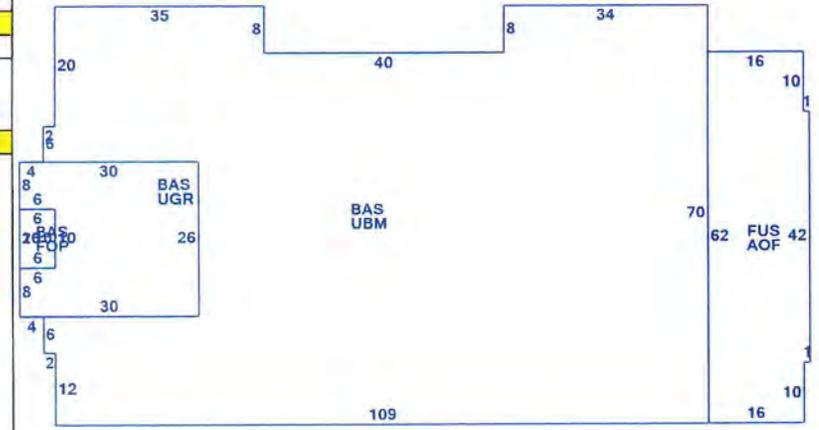
NOTES	
YOUTH CENTER	STYLE SCHOOL TO GYMNASIUM 2020
2019 CHANGED TO FAIR CONDITION	ABOVE NOTES BASED ON INT INSPECTION.
2020 TO P COND/STEAM HEAT/WATER/MOLD	
ENTIRE ROOF/INT NDS REPLACEMENT	
AYB 1950 TO 1933	
FUNC = LAYOUT	

BUILDING PERMIT RECORD								
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments
2008100	03-28-2008	EL	Electric	350	03-28-2008	100		REPL PNL

VISIT / CHANGE HISTORY					
Date	Id	Type	Is	Cd	Purpost/Result
07-23-2020	KB			00	Measur+Listed
04-26-2019	DK			07	Measur/Info taken at door.
10-07-2002	DB			01	Measur+1Visit
03-10-1989	MJ			02	Measur+2Visit

LAND LINE VALUATION SECTION																
B	Use Code	Description	Zone	LA	Land Type	Land Units	Unit Price	I. Factor	Site Index	Cond.	Nbhd.	Nhbd Adj	Notes	Location Adjustme	Adj Unit Pric	Land Value
1	929	Mun Comm MD	CR2			18,900 SF	1.04	1.00000	A	1.00	010	1.750			1.82	34,400
Total Card Land Units						0.434 AC	Parcel Total Land Area: 0.4339						Total Land Value		34,400	

CONSTRUCTION DETAIL			CONSTRUCTION DETAIL (CONTINUED)		
Element	Cd	Description	Element	Cd	Description
Style:	86	Gymnasium			
Model	94	Com/Ind			
Grade	5	C			
Stories:	2				
Occupancy	1.00				
Exterior Wall 1	20	Brick			
Exterior Wall 2					
Roof Structure	01	Flat			
Roof Cover	04	Tar & Gravel			
Interior Wall 1	01	Minim/Masonry			
Interior Wall 2					
Interior Floor 1	05	Vinyl			
Interior Floor 2	12	Hardwood			
Heating Fuel	02	Oil			
Heating Type	06	Steam			
AC Type	01	None			
Bldg Use	929	Mun Comm MDL-94			
Total Rooms					
Total Bedrms	00				
Total Baths	0				
Heat/AC	00	None			
Frame Type	03	Masonry			
Baths/Plumbing	02	Average			
Ceiling/Wall	00	None			
Rooms/Prtns	02	Average			
Wall Height	20.00				
% Comn Wall	0.00				
1st Floor Use:	929				
			MIXED USE		
			Code	Description	Percentage
			929	Mun Comm MDL-94	100
					0
					0
			COST / MARKET VALUATION		
			RCN		1,246,398
			Year Built		1933
			Effective Year Built		
			Depreciation Code		P
			Remodel Rating		
			Year Remodeled		
			Depreciation %		68
			Functional Obsol		10
			External Obsol		0
			Trend Factor		1
			Condition		
			Condition %		
			Percent Good		22
			RCNLD		274,200
			Dep % Ovr		
			Dep Ovr Comment		
			Misc Imp Ovr		
			Misc Imp Ovr Comment		
			Cost to Cure Ovr		
			Cost to Cure Ovr Comment		



OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)										
Code	Description	L/B	Units	Unit Price	Yr Blt	Cond. Cd	% Good	Grade	Grade Adj	Appr. Value
PAV1	Paving - Aspha	L	2,760	2.00	2003		25		0.00	1,400
FN1	Fence 4' Chain	L	470	9.00	2003		25		0.00	1,100

BUILDING SUB-AREA SUMMARY SECTION							
Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprec Value	
AOF	Office	1,034	1,034				
BAS	First Floor	8,270	8,270				
FOP	Open Porch	0	60				
FUS	Upper Story, Finished	1,034	1,034				
UBM	Basement, Unfinished	0	7,490				
UGR	Basement Garage	0	720				
Ttl Gross Liv / Lease Area		10,338	18,608				



Motion to Authorize Sale of City-Owned Property

The Claremont City Council hereby authorizes the City Manager or his designees to negotiate, execute and undertake all such actions as may be required to convey City-owned land and improvements thereon, located at 45 School Street and identified as Tax Map 119-274, commonly referred to as the "Junior Sports League Building" to Jeff & Sarah Barrett for redevelopment of the building for the business purposes of Ink Factory Clothing Co./KG Signs and Awesome Sauce, LLC, its successors and assigns, as well as other site improvements, and to accept all proceeds related thereto for deposit into the applicable City account.

AYES	_____	ABSENT	_____
NAYS	_____	ABSTAIN	_____

CERTIFICATION

I, Doree M. Russell, the undersigned officer, hereby certify that the foregoing Motion was adopted by the City Council of the City of Claremont, New Hampshire, at a meeting, duly noticed, and held on Wednesday, October 14, 2020.

Dorée M. Russell, Clerk to the Council



Planning and Development Department
14 North Street
Claremont, New Hampshire 03743
Ph: (603) 504-0340
Fax: (603) 542-7033
Email: nmerrill@claremontnh.com
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Memorandum

To: City Manager, Mayor and City Council
From: Nancy Merrill, Director of Planning & Development
Date: October 6, 2020
Subject: RSA 79E Application for 31 Myrtle Street

RECOMMENDATION

Accept this report and proceed with a noticed public hearing.

BACKGROUND

On July 22, 2015, the City Council approved Resolution #2016-11, which adopted the provisions of NH RSA 79-E "Community Revitalization Tax Relief Incentive." The City Council amended the Resolution on September 12, 2018 to expand the eligible area from the Historic District to City Center Zoning District. On August 26, 2020 the City Council adopted Resolution #2021-13 which expanded the eligible incentive period by 2 years for new residential units. The program is designed to enhance downtown and city centers by providing property tax incentives for the rehabilitation, or in some instances, replacement, of qualifying real estate improvement projects.

Jonathan Nelson and Berkley Health have applied seeking RSA 79-E relief for residential property located at 31 Myrtle Street. The building is currently vacant pending abatement of lead hazards.

The property consists of two residential units with a floor area of approximately 6550+/- square feet and a living area of approximately 3144+/- square feet. The building was built in 1885 and is located on a .17 acre (7405 sf) parcel. It is in the city center zoning district residential 2 (CR2) but not in the historic district. The property is currently assessed at \$73,500.

The applicant plans to invest \$65,156 to undertake lead hazard abatement and historic restoration. The owners intend to seek ZBA approval to add a third residential unit.

DISCUSSION

Overview: Jonathan Nelson & Berkley Health have applied for RSA 79-E Community Tax Relief Incentive to support renovation of 31 Myrtle Street. A copy of the application and the tax card are attached. Also attached is a memo from Historic District Commission Chairman David Messier and a historic map with information on the property.



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In order for the City to approve this application, the City Council must determine whether the structure at issue is a qualifying structure, whether any proposed rehabilitation qualifies as substantial rehabilitation, and whether there is a public benefit to granting the requested tax relief and, if so, for what duration. The City Council may grant tax relief provided the following as set forth in RSA 79-E4, IV are met:

1. The governing body finds a public benefit under RSA 79-E:7.
2. The specific public benefit is preserved through a covenant under RSA 79-E:8; and
3. The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations.

Public Benefit: In order to approve this application, the City Council must determine that the development project will create one or more "public benefits" as set forth in RSA 79-E:7, as follows:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;
- II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.
- III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B (New Hampshire's "Smart Growth" statute); or
- IV. It increases residential housing in urban or town centers.

The project only needs to satisfy one of these criteria to be eligible for consideration.

Other Considerations: In addition to those requirements mandated by the Statute, the City Council should also consider the following when evaluating this application:

1. The Claremont threshold for 79-E is an investment of \$75,000 or 25% of pre-renovation assessed value, whichever is less. The current assessed value of the qualifying structure at 31 Myrtle Street is \$58,500 and the applicant anticipates an investment of \$65,156.
2. The proposal is consistent with the 2017 Master Plan which supports enhancement of existing City neighborhoods & downtown districts; rehabilitation of existing housing stock; municipal advocacy for good quality housing; and public health/healthy homes hazard reduction.
3. The application requests 7 years of tax relief; 5 years plus an additional two (2) years for historic structure rehabilitation.



**APPLICATION FOR
COMMUNITY REVITALIZATION TAX RELIEF PROGRAM (RSA 79-E)
Instructions to the Applicant**

The following documents contain everything you need to complete your application for tax relief to revitalize your property. Please read everything carefully. The application materials are based upon the requirements set forth by N.H. RSA Chapter 79-E and Claremont City Council Resolution 2016-11, adopted July 22, 2015. You will need to fill out the application, provide required documentation, take part in a public hearing before the City Council and execute a covenant with the City of Claremont, which will be recorded in the Sullivan County Registry of Deeds. To the extent that may be required by your specific application, you may also need to submit your proposal to the Planning Board, the Zoning Board of Adjustment and/or the Historic District Commission.

The Planning and Development Department will be available to respond to questions the applicant(s) may have regarding the application form, drawings and plans. Legal assistance should be obtained from the applicant's personal attorney.

If you have any questions with the application, the process, or what to expect, please call Nancy Merrill, Director of Planning and Development at 603-504-0340 or email: nmerrill@claremontnh.com.

Office Use Only

Date Application Submitted: _____

Received by: _____

9/18/20 nm

Application Fee Received on: _____

Council Action: _____

COMMUNITY REVITALIZATION TAX RELIEF PROGRAM (RSA 79-E)
(To be completed by the Applicant)

Property/Building Information

Building Name (if any): "The Ball House"

Property/Building Address: 31 MYRTLE ST

Eligible Zoning District: _____ Tax Map: _____ Lot : _____ Registry Book/Page: _____

Contact throughout this application process will be made through the applicant listed below.

The property owner may designate an agent as the coordinator for the project. This person (the applicant) shall attend public hearings, will receive comments, recommendations, staff reports, and will communicate all case information to the other parties as required.

The Property Owner may act as the Applicant. If so, list under Applicant's Name, "Owner", and complete owner's information as requested.

Applicant's Name <u>Owner</u> Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ E-mail: _____	Owner's Name <u>JONATHAN NELSON & BERKLEY HEATH</u> Address: <u>31 MYRTLE ST</u> City: <u>Claremont</u> State: <u>NH</u> Zip: <u>03743</u> Phone: <u>802-881-6185</u> Fax: _____ E-mail: <u>jnelsonathan@gmail.com</u>
--	--

Existing Property/Building Information:

Existing Uses (describe current use, size, and number of employees):

Zoned as 2 family, but state of NH dept. of health has ordered it to be vacant or owner-occupied until lead hazards have been abated.

Is the building eligible for listing or listed individually on the State or National Register of Historic Places or located within a locally designated, State, or National Register Historic district? Yes No

If yes, provide a copy of the approved designation by the State or National Register of the building or the district.

Is the building located within and is it significant to locally designated historic district? Yes No

Gross Square Footage of Building: 6550 Year Building was Built: 1885

Gross Square Footage of Parcel 7405

Area of Parcel to be impacted:

Square footage of building to be impacted: 6550

Is the project in an existing Tax Increment Finance (TIF) District? ___ Yes ___ No

Total assessed value of parcel as of date of application:

Assessed value of building: 58,500

Assessed value of land: 15,000

Project Description

Proposed Uses (describe use, size, and number of employees):

3 FAMILY Residential

Is this a change of use associated with this project? ___ Yes No

Will the project include new residential units? Yes ___ No

If yes, please describe:

After completion of lead abatement, a third unit is proposed to be added.

Will the project include new affordable housing units? ___ Yes ___ No

Has an abatement application been filed or has an abatement been awarded on this property within the past year? ___ Yes ___ No

Will any state or federal grants or low income subsidies or any other tax credits be used with this project? ___ Yes No

If yes, describe and detail the amount of the aid and terms of repayment:

Number of years of requested tax relief: 7

For any request for tax relief for up to an additional four (4) years for historic buildings, the project described must meet the Secretary of Interior's Standards for Rehabilitation.

Replacement of Qualifying Structure

Does the project involve the replacement of a qualifying structure? ___ Yes No

1. A New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian.
2. A letter from the Claremont Historic District Commission that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located.

Public Benefit (RSA 79:E -7)

In order to qualify for tax relief under this program, the proposed substantial rehabilitation must provide at least one of the public benefits listed below. Any proposed replacement must provide one or more of the public benefits listed below to a greater degree than would a substantial rehabilitation of the same qualifying structure.

Does the project provide the following public benefits? (Check all that apply)

Enhances the economic vitality of the designated area. Yes No

If yes, please describe:

Provides housing for Claremont residents and promotes the resilience of the downtown Myrtle Street neighborhood.

Enhances and improves a culturally or historically important structure. Yes No

If yes, please describe:

31 Myrtle Street, "The Ball House," was originally built by Albert Ball, engineer, inventor, and founder of Sullivan Machinery Company. (Built in 1885)

Promotes development of the designated area, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B? Yes No

If yes, please describe:

Our project makes use of existing infrastructure in the historic village center, increasing residential density in downtown Claremont.

Increases residential housing in urban or town centers? Yes No

If yes, Please describe:

Promotes preservation and reuse of existing building stock by rehabilitation of historic structures? Yes No

If yes, Please describe:

Other issues and matters applicant deems relevant to this request? Yes No

If yes, Please describe:

Substantial Rehabilitation

Describe the work to be done and estimated costs.

1. Attach additional sheets if necessary and any written construction estimates.
2. Attach any project narratives, plot plans, building plans, sketches, renderings, or photographs that will help explain this application.

Structural (both exterior and interior):

Estimated Cost:

Electrical:

Add electrical service and meter for Apt. #3.

Estimated Cost: \$ 3500

Plumbing/Heating:

Bring plumbing to new apt (#3), replace boiler

Estimated Cost: \$15,000

Mechanical:

Estimated Cost:

Other:

Full lead abatement of property.

Interior & exterior renovations

Estimated Cost: \$46,656

Total Estimated Project Cost:

\$ 65,156

Expected Project Start Date: 10/15/20

Expected Project Completion Date: 10/15/21

IMPORTANT

PER RSA 79-E:13(II), THE BASE OR "ORIGINAL" ASSESSED VALUE FOR ANY TAX RELIEF PERIOD IS ONLY SET AFTER THE FOLLOWING TWO CONDITIONS ARE MET:

1. APPROVAL BY THE CITY COUNCIL AND;
2. THE APPLICANT'S ENTERING INTO A COVENANT WITH THE CITY OF CLAREMONT TO PROTECT THE PUBLIC BENEFIT.

THEREFORE, THE APPLICANT AND/OR PROPERTY OWNER SHALL NOT COMMENCE ANY OF THE IMPROVEMENTS INCLUDED IN THIS APPLICATION UNTIL SUCH TIME AS HE/SHE HAS SECURED THE ABOVE. THIS PROHIBITION SHALL INCLUDE ANY DEMOLITION TO AN EXISTING STRUCTURE.

Affidavit

I/we have read and understand the RSA 79-E, Community Revitalization Tax Relief Incentive and Claremont City Council Resolution 2016-11 (see attached) and am/are aware that this will be a public process including a public hearing to be held to discuss the merits of this application and the subsequent need to grant a covenant in the deed to the property to the City and pay all reasonable expenses associated with the drafting/recording of the covenant. The undersigned hereby certifies the foregoing information is true and correct;

 BERKLEY HEATH 9/17/20
Signature (printed name) Date

 Jonathan Nelson 9/17/20
Signature (printed name) Date

Signature (printed name) Date

Signature (printed name) Date

Signature (printed name) Date

Optional attachments to this application include the following:

Sketches, renderings, photographs, plot plans, building plans, elevations, construction details/costs not included in application, and multi-year cash flow pro forma showing all revenues and expenditures for the project, which might help explain the project.

Applicant/Owner Signature

To qualify for this tax relief incentive, the cost of the project must be at least 25% of the pre-rehabilitation assessed value or \$75,000, whichever is less.

I/we certify the estimated costs are reasonable and the costs of the project meet the above requirement.

Initial here: BH JN _____ _____

I/We understand that failure to meet this threshold or the listing of unreasonable construction costs will result in the denial of the application and forfeiture of the application fee.

Initial here: BH JN _____ _____

Note: The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application as required under RSA 79-E:4, II until the inventory form and letter required by RSA 79-E:4, I-a, and all other required information, have been submitted, if required

Initial here: BH JN _____ _____

Project Narrative for 31 Myrtle St

The renovation of 31 Myrtle St will be unique in its dual-focus: lead hazard abatement and historic restoration. We've found a rich history behind the construction of the "The Ball House" to match its architectural magnificence. Combined with creating a safe home for families in the community for many years to come, we hope to be an example for responsible and beautiful renovation in Claremont.

The renovation will begin by stripping all lead paint hazards from the exterior of the building. They can be found on much of the siding and porch floors, posts and ceilings. Once stripped, any deteriorated woodwork will be repaired or replaced. The modern porch balustrades will be removed and replaced with a replica of the original balustrades. Then, we will repaint the house in a polychromatic Victorian-era color scheme, highlighting the myriad architectural details.

To complete the lead abatement of the exterior, we will excavate 6 inches of soil between the house and the sidewalk of Myrtle St, dispose of it, and replace with clean soil. Among general landscaping improvements around the property, a pollinator garden will be planted along the Walnut St sidewalk.

Further excavation will occur along the west side of the house, where the concrete sidewalk has fallen into disrepair and is allowing moisture to pass through the foundation into the basement. This sidewalk will be torn out and replaced with a gravel drainage ditch after the foundation has been checked below grade for integrity.

The central chimney has spalling bricks which must be replaced. Flashing issues which have led to moisture in the attic will be addressed as well. The asphalt shingles on both porch roofs will be replaced with either slate or soldered copper, depending on what evidence we find of the original roofing material.

In both units, lead paint will be stripped from doors, moldings, and windows. Most of the 2nd story windows have been replaced and we will continue to do so. But on the 1st story, wherever possible we will save the old windows with the original wavy glass and strip the lead paint off. Once all woodwork is stripped, it will be refinished. Kitchen cabinets with lead paint will be removed and new cabinets built and installed with new countertops. Non-decorative moldings, such as in closets, will be removed and replaced.

The front two rooms of the 2nd floor are bedrooms of the 1st floor apartment. Yet they require one to walk through the formal entryway and up a set of stairs. We intend to close off the 1st floor and combine these two rooms into a one bedroom apartment, adding a 3rd unit to the property. This will require bringing plumbing to the apartment for a bathroom and kitchen, adding a window, adding an additional meter, bringing electric to the apartment for the bathroom and kitchen, removing one of the doors to the hallway, replacing the other door with a fire-resistant door, and creating a pass-through between the two rooms.

In all 3 apartments, the plaster and lath will be shored up and where necessary, a finish coat of lime plaster will be applied. The maple and oak floors will be sanded and refinished as needed.

Finally, the steam boiler will be replaced and thermostatic radiator valves will be installed to allow for efficient operation of the original steam radiators through the home.

Sincerely,
Jonathan Nelson and Berkley Heath



Property Location 31 MYRTLE ST
 Vision ID 3339

Account # 27030

Map ID 119 / / 289 / /

Bldg # 1

Bldg Name
 Sec # 1 of 1

Card # 1 of 1

State Use 102
 Print Date 10/8/2020 10:00:52 A

CURRENT OWNER		TOPO	UTILITIES	STRT / ROAD	LOCATION	CURRENT ASSESSMENT			
NELSON JONATHAN		1 Level	2 Public Water	1 Paved		Description	Code	Assessed	Assessed
HEATH BERKLEY			3 Public Sewer			Res.	100	58,500	58,500
31 MYRTLE ST		SUPPLEMENTAL DATA				Res.	100	15,000	15,000
CLAREMONT NH 03743		Alt Prcl ID 34/22/ Plan #: District: GIS NAME ROARABAUGH/MCKAY * Rec Adj: GIS ID 119-289	Farm SPI: Color: BROWN Action: Review Ye Assoc Pid#			Total		73,500	73,500

2403
 CLAREMONT, NH
VISION

RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	Q/U	V/I	SALE PRICE	VC	PREVIOUS ASSESSMENTS (HISTORY)										
NELSON JONATHAN		2119 0675	09-04-2020	U	I	50,000	13	Year	Code	Assessed	Year	Code	Assessed V	Year	Code	Assessed		
ROARABAUGH VIRGINIA		2000 0881	02-23-2017	U	I	31,000	37	2019	100	54,100	2019	100	54,100	2018	100	96,800		
HSBC BANK USA, NA TRUSTEE		1982 0428	07-07-2016	U	I	53,000	51		100	15,000		100	15,000		100	15,000		
DESMARAIS SR ESTATE BRIAN P		0723 0231	12-23-1986	U		0			100	4,400		100	4,400		100	4,400		
						Total		73500			Total			73500		Total		116200

EXEMPTIONS				OTHER ASSESSMENTS			
Year	Code	Description	Amount	Code	Description	Number	Amount

This signature acknowledges a visit by a Data Collector or Assessor

ASSESSING NEIGHBORHOOD			
Nbhd	Nbhd Name	B	Tracing
500			

APPRAISED VALUE SUMMARY	
Appraised Bldg. Value (Card)	53,500
Appraised Xf (B) Value (Bldg)	600
Appraised Ob (B) Value (Bldg)	4,400
Appraised Land Value (Bldg)	15,000
Special Land Value	0
Total Appraised Parcel Value	73,500
Valuation Method	C
Total Appraised Parcel Value	73,500

NOTES
 BROWN/WHITE
 09/18:POSTED KEEP OUT/ESTIMATED. EXT
 BEING PAINTED/NEEDS WORK/CHG TO 3 UNITS/
 3 MAILBOXES/3 MTRS.

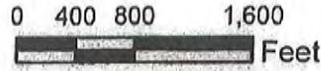
BUILDING PERMIT RECORD								VISIT / CHANGE HISTORY						
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments	Date	Id	Type	Is	Cd	Purpost/Result
1700087	03-09-2017	EL	Electric	2,500		0		RELCT MTRS TO OTSD;REL	09-28-2018	JS			09	Measur Estmt
									01-06-2003				10	Callback/Letter Sent
									11-16-2002	RP			02	Measur+2Visit
									08-27-2002	RP			01	Measur+1Visit
									05-22-1991	CI			TY	
									03-13-1990	NB			00	Measur+Listed

LAND LINE VALUATION SECTION																
B	Use Code	Description	Zone	LA	Land Type	Land Units	Unit Price	Size Adj	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes	Location Adjustmen	Adj Unit P	Land Value
1	102M	2 Family MDL-0	CR2			7,405 SF	2.02	1.00000	1	1.00	500	1.000		1.0000	2.02	15,000

Total Card Land Units 0.170 SF Parcel Total Land Area 0.17000 Total Land Value 15,000



City Center Boundary Map
City of Claremont GIS: 2014 Aerial Photo, Tax Map
Date Prepared: September 6, 2018



Data shown on this map is provided for planning and informational purposes only. The City of Claremont is not responsible for any use for other purposes or misuse or misrepresentation of this map.



PLANNING & DEVELOPMENT

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Claremont, NH 03743

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dbearse@claremontnh.com

September 29, 2020

To: deForest Bearse
Resource Coordinator

From: David Messier, Chair
Historic District Commission

Re: 37 Myrtle Street

The Historic District Commission has not formally met to discuss the historical significance of the house at 37 Myrtle Street, but I offer the following information for your discussion.

37 Myrtle Street was the home of Albert Ball, Mechanical Engineer for the Sullivan Machinery Company - a company founded in 1868 by J.P. Upham, Albert Ball, and Roger Love - to manufacture diamond drills (invented by Ball) and other quarrying machinery, water wheels, and mill fittings. Mr. Ball held over 130 patents on mining equipment which increased mine production and revolutionized the production of coal fuel. Many of the machines and tools made, sold and used by this company originated or were perfected by Albert Ball. The machinery and tools made by this company were sold to go to almost every quarter of the globe.

In 1895, the Sullivan Machinery Company employed 100-125 men with a payroll of about \$5,000 a month (equivalent to \$154,713.10 in 2020).

Clearly, Albert Ball played a significant role in the success of one of the most important industries in the history of Claremont's development. His significance goes well beyond Claremont since his products were used worldwide. Mr. Ball's home is a reflection of his importance and every assistance should be granted in support of its preservation.

TITLE V TAXATION

CHAPTER 79-E COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE

Section 79-E:1

79-E:1 Declaration of Public Benefit. –

- I. It is declared to be a public benefit to enhance downtowns and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality.
- II. It is further declared to be a public benefit to encourage the rehabilitation of the many underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.
 - II-a. In instances where a qualifying structure is determined to possess no significant historical, cultural, or architectural value and for which the governing body makes a specific finding that rehabilitation would not achieve one or more of the public benefits established in RSA 79-E:7 to the same degree as the replacement of the underutilized structure with a new structure, the tax relief incentives provided under this chapter may be extended to the replacement of an underutilized structure in accordance with the provisions of this chapter.
 - II-b. It is further declared to be a public benefit to encourage the rehabilitation of historic structures in a municipality by increasing energy efficiency in the preservation and reuse of existing building stock.
- III. Short-term property assessment tax relief and a related covenant to protect public benefit as provided under this chapter are considered to provide a demonstrated public benefit if they encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of a qualifying structure, as defined in this chapter.

Source. 2006, 167:1. 2009, 200:3, 4, eff. July 15, 2009. 2013, 78:1, eff. April 1, 2013.

Section 79-E:2

79-E:2 Definitions. –

In this chapter:

- I. "Historic structure" means a building that is listed on or determined eligible for listing on the National Register of Historic Places or the state register of historic places.
- II. "Qualifying structure" means a building located in a district officially designated in a municipality's master plan, or by zoning ordinance, as a downtown, town center, central business district, or village center, or, where no such designation has been made, in a geographic area which, as a result of its compact development patterns and uses, is identified by the governing body as the downtown, town center, or village center for purposes of this chapter. Qualifying structure shall also mean historic structures in a municipality whose preservation and reuse would conserve the embodied energy in existing building stock. Cities or towns may further limit "qualifying structure" according to the procedure in RSA 79-E:3 as meaning only a structure located within such districts that meet certain age, occupancy, condition, size, or other similar criteria consistent with local economic conditions, community character, and local planning and development goals. Cities or towns may further modify "qualifying structure" to include buildings that have been destroyed by fire or act of nature, including where such destruction occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town. In a city or town that has adopted the provisions of RSA 79-E:4-a, "qualifying structure" also means potentially impacted structures identified by the municipality within the coastal resilience incentive zone established under RSA 79-E:4-a.
- III. "Replacement" means the demolition or removal of a qualifying structure and the construction of a new

structure on the same lot.

IV. "Substantial rehabilitation" means rehabilitation of a qualifying structure which costs at least 15 percent of the pre-rehabilitation assessed valuation or at least \$75,000, whichever is less. In addition, in the case of historic structures, substantial rehabilitation means devoting a portion of the total cost, in the amount of at least 10 percent of the pre-rehabilitation assessed valuation or at least \$5,000, whichever is less, to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. Cities or towns may further limit "substantial rehabilitation" according to the procedure in RSA 79-E:3 as meaning rehabilitation which costs a percentage greater than 15 percent of pre-rehabilitation assessed valuation or an amount greater than \$75,000 based on local economic conditions, community character, and local planning and development goals.

V. "Tax increment finance district" means any district established in accordance with the provisions of RSA 162-K.

VI. "Tax relief" means:

(a) For a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation thereof.

(b) For the replacement of a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a replacement structure shall not exceed the property tax on the replaced qualifying structure as a result of the replacement thereof.

(c) For a qualifying structure which is a building destroyed by fire or act of nature, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on such qualifying structure shall not exceed the tax on the assessed value of the structure that would have existed had the structure not been destroyed.

VII. "Tax relief period" means the finite period of time during which the tax relief will be effective, as determined by a local governing body pursuant to RSA 79-E:5.

Source. 2006, 167:1. 2009, 200:5-7. 2010, 329:1, 2. 2011, 237:1, 2, eff. July 5, 2011. 2013, 78:2, eff. April 1, 2013. 2017, 203:2, eff. Sept. 3, 2017.

Section 79-E:3

79-E:3 Adoption of Community Revitalization Tax Relief Incentive Program –

I. Any city or town may adopt or modify the provisions of this chapter by voting whether to accept for consideration or modify requirements for requests for community revitalization tax relief incentives. Any city or town may do so by following the procedures in this section.

II. In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition under RSA 39:3.

III. In a city or town that has adopted a charter under RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

IV. If a majority of those voting on the question vote "yes," applications for community revitalization tax relief incentives may be accepted and considered by the local governing body at any time thereafter, subject to the provisions of paragraph VI of this section.

V. If the question is not approved, the question may later be voted on according to the provisions of paragraph II or III of this section, whichever applies.

VI. The local governing body of any town or city that has adopted this program may consider rescinding its action in the manner described in paragraph II or III of this section, whichever applies. A vote terminating the acceptance and consideration of such applications shall have no effect on incentives previously granted by the city or town, nor shall it terminate consideration of applications submitted prior to the date of such vote.

Source. 2006, 167:1. 2010, 329:3, eff. July 20, 2010.

Section 79-E:4

79-E:4 Community Revitalization Tax Relief Incentive. –

I. An owner of a qualifying structure who intends to substantially rehabilitate or replace such structure may apply to the governing body of the municipality in which the property is located for tax relief. The applicant shall include the address of the property, a description of the intended rehabilitation or replacement, any changes in use of the property resulting from the rehabilitation or replacement, and an application fee.

a. In order to assist the governing body with the review and evaluation of an application for replacement of a qualifying structure, an owner shall submit to the governing body as part of the application, a New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian and a letter issued by the local heritage commission and if the qualifying structure is located within a designated historic district established in accordance with RSA 674:46, a letter from the historic district commission or, if such local commissions are not established, a letter issued by the New Hampshire division of historical resources that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structure as required under RSA 79-E:4, II until the inventory form and the letter, as well as all other required information, have been submitted.

II. Upon receipt of an application, the governing body shall hold a duly noticed public hearing to take place no later than 60 days from receipt of the application, to determine whether the structure at issue is a qualifying structure; whether any proposed rehabilitation qualifies as substantial rehabilitation; and whether there is a public benefit to granting the requested tax relief and, if so, for what duration.

III. No later than 45 days after the public hearing, the governing body shall render a decision granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

IV. (a) The governing body may grant the tax relief, provided:

(1) The governing body finds a public benefit under RSA 79-E:7; and

(2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and

(3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and

(b) In the case of a replacement, the governing body specifically finds that the local heritage commission or historic district commission or, if such local commissions are not established, the New Hampshire division of historical resources has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of the qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement. In connection with these findings, the governing body may request that the division of historical resources conduct a technical evaluation in order to satisfy the governing body that historical resources will not be adversely affected.

(c) If the governing body grants the tax relief, the governing body shall identify the specific public benefit achieved under RSA 79-E:7, and shall determine the precise terms and duration of the covenant to preserve the public benefit under RSA 79-E:8.

V. If the governing body, in its discretion, denies the application for tax relief, such denial shall be accompanied by a written explanation. The governing body's decision may be appealed either to the board of tax and land appeals or the superior court in the same manner as provided for appeals of current use classification pursuant to RSA 79-A:9 or 79-A:11 provided, however, that such denial shall be deemed discretionary and shall not be set aside by the board of tax and land appeals or the superior court except for bad faith or discrimination.

VI. Municipalities shall have no obligation to grant an application for tax relief for properties located within tax increment finance districts when the governing body determines, in its sole discretion, that the granting of tax relief will impede, reduce, or negatively affect:

(a) The development program or financing plans for such tax increment finance districts; or

(b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment financing district; or

(c) The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.

Source. 2006, 167:1. 2009, 200:8-11, eff. July 15, 2009.

Section 79-E:4-a

79-E:4-a Coastal Resilience Incentive Zone. –

I. A city or town may adopt the provisions of this section by vote of its legislative body, according to the procedures described in RSA 79-E:3, to establish a coastal resilience incentive zone (CRIZ). Municipalities may use storm surge, sea-level rise, and extreme precipitation projections in the 2016 report of the New Hampshire Coastal Risk and Hazards Commission, "Preparing New Hampshire for Projected Storm Surge, Sea-Level Rise, and Extreme Precipitation," and its successor projections, to identify potentially impacted structures.

II. The municipality implementing a CRIZ shall determine the resilience measures it deems qualifying, such as, but not limited to, elevation and free-board renovations, elevation of mechanicals, construction of resilient natural features, enhancement or creation of tidal marshes, elevation of private driveways and sidewalks, construction or enlargement of private culverts and other structures to enable increased water flow and storm-surge, and movement of property to higher elevation on the property or to a newly acquired property at a higher elevation within the municipality. Municipalities may grant tax relief to the qualifying structure and property as described in RSA 79-E:4.

III. Municipalities may provide other relief to properties in a coastal resilience incentive zone that are subject to repeated inundation, by acquiring preservation or water control easements or establishing tax increment financing districts.

IV. Municipalities may create a nonlapsing CRIZ fund as a capital reserve fund under RSA 34 or RSA 35, or a town-created trust fund under RSA 31:19-a, to provide funding for projected municipal costs associated with projected storm surge, sea-level rise, and extreme precipitation, and such funds may be used to support the coastal resilience incentive zone purpose established in this section.

Source. 2017, 203:3, eff. Sept. 3, 2017.

Section 79-E:5

79-E:5 Duration of Tax Relief Period. –

I. The governing body may grant such tax assessment relief for a period of up to 5 years, beginning with the completion of the substantial rehabilitation.

I-a. For the approval of a replacement of a qualifying structure, the governing body may grant such tax assessment relief for a period of up to 5 years, beginning only upon the completion of construction of the replacement structure. The governing body may, in its discretion, extend such additional years of tax relief as provided for under this section, provided that no such additional years of tax relief may be provided prior to the completion of construction of the replacement structure. The municipal tax assessment of the replacement structure and the property on which it is located shall not increase or decrease in the period between the approval by the governing body of tax relief for the replacement structure and the time the owner completes construction of the replacement structure and grants to the municipality the covenant to protect the public benefit as required by this chapter. The governing body may not grant any tax assessment relief under this chapter with respect to property and structures for which an election has been made for property appraisal under RSA 75:1-a.

II. The governing body may, in its discretion, add up to an additional 2 years of tax relief for a project that results in new residential units and up to 4 years for a project that includes affordable housing.

III. The governing body may, in its discretion, add up to an additional 4 years of tax relief for the substantial rehabilitation of a qualifying structure that is listed on or determined eligible for listing on the National Register of Historic Places, state register of historic places, or is located within and important to a locally designated historic district, provided that the substantial rehabilitation is conducted in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

IV. The governing body may adopt local guidelines to assist it in determining the appropriate duration of the tax assessment relief period.

Source. 2006, 167:1. 2009, 200:12. 2010, 329:4, eff. July 20, 2010.

Section 79-E:6

79-E:6 Resumption of Full Tax Liability. – Upon expiration of the tax relief period, the property shall be taxed at its market value in accordance with RSA 75:1.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:7

79-E:7 Public Benefit. –

In order to qualify for tax relief under this chapter, the proposed substantial rehabilitation must provide at least one of the public benefits, and the proposed replacement must provide one or more of the public benefits to a greater degree than would a substantial rehabilitation of the same qualifying structure, as follows:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;
 - II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.
- III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B; or
- IV. It increases residential housing in urban or town centers.

Source. 2006, 167:1. 2009, 200:13, eff. July 15, 2009. 2013, 78:3, eff. April 1, 2013.

Section 79-E:7-a

79-E:7-a Public Benefit Determinations. – Cities or towns may adopt according to the procedure in RSA 79-E:3 provisions that further define the public benefits enumerated in RSA 79-E:7 to assist the governing body in evaluating applications made under this chapter based on local economic conditions, community character, and local planning and development goals.

Source. 2010, 329:5, eff. July 20, 2010.

Section 79-E:8

79-E:8 Covenant to Protect Public Benefit. –

- I. Tax relief for the substantial rehabilitation or replacement of a qualifying structure shall be effective only after a property owner grants to the municipality a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and as otherwise provided in this chapter.
- II. The covenant shall be coextensive with the tax relief period. The covenant may, if required by the governing body, be effective for a period of time up to twice the duration of the tax relief period.
- III. The covenant shall include provisions requiring the property owner to obtain casualty insurance, and flood insurance if appropriate. The covenant may include, at the governing body's sole discretion, a lien against proceeds from casualty and flood insurance claims for the purpose of ensuring proper restoration or demolition of damaged structures and property. If the property owner has not begun the process of restoration, rebuilding, or demolition of such structure within one year following damage or destruction, the property owner shall be subject to the termination of provisions set forth in RSA 79-E:9, I.
- IV. The local governing body shall provide for the recording of the covenant to protect public benefit with the registry of deeds. It shall be a burden upon the property and shall bind all transferees and assignees of such property.
- V. The applicant shall pay any reasonable expenses incurred by the municipality in the drafting, review, and/or execution of the covenant. The applicant also shall be responsible for the cost of recording the covenant.

Source. 2006, 167:1. 2009, 200:14, eff. July 15, 2009.

Section 79-E:9

79-E:9 Termination of Covenant; Reduction of Tax Relief; Penalty. –

I. If the owner fails to maintain or utilize the building according to the terms of the covenant, or fails to restore, rebuild, or demolish the structure following damage or destruction as provided in RSA 79-E:8, III, the governing body shall, after a duly noticed public hearing, determine whether and to what extent the public benefit of the rehabilitation or replacement has been diminished and shall determine whether to terminate or reduce the tax relief period in accordance with such determination. If the covenant is terminated, the governing body shall assess all taxes to the owner as though no tax relief was granted, with interest in accordance with paragraph II.

II. Any tax payment required under paragraph I shall be payable according to the following procedure:

(a) The commissioner of the department of revenue administration shall prescribe and issue forms to the local assessing officials for the payment due, which shall provide a description of the property, the market value assessment according to RSA 75:1, and the amount payable.

(b) The prescribed form shall be prepared in quadruplicate. The original, duplicate, and triplicate copy of the form shall be given to the collector of taxes for collection of the payment along with a special tax warrant authorizing the collector to collect the payment under the warrant. The quadruplicate copy of the form shall be retained by the local assessing officials for their records.

(c) Upon receipt of the special tax warrant and prescribed forms, the tax collector shall mail the duplicate copy of the tax bill to the owner responsible for the tax as the notice of payment.

(d) Payment shall be due not later than 30 days after the mailing of the bill. Interest at the rate of 18 percent per annum shall be due thereafter on any amount not paid within the 30-day period. Interest at 12 percent per annum shall be charged upon all taxes that would have been due and payable on or before December 1 of each tax year as if no tax relief had been granted.

Source. 2006, 167:1. 2009, 200:15, eff. July 15, 2009.

Section 79-E:10

79-E:10 Lien for Unpaid Taxes. – The real estate of every person shall be held for the taxes levied pursuant to RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:11

79-E:11 Enforcement. – All taxes levied pursuant to RSA 79-E:9 which are not paid when due shall be collected in the same manner as provided in RSA 80.

Source. 2006, 167:1. 2007, 42:3, eff. July 20, 2007.

Section 79-E:12

79-E:12 Rulemaking. – The commissioner of the department of revenue administration may adopt rules, pursuant to RSA 541-A, relative to the payment and collection procedures under RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006. 2016, 85:2, eff. July 18, 2016.

Section 79-E:13

79-E:13 Extent of Tax Relief. –

I. (a) Tax relief granted under this chapter shall pertain only to assessment increases attributable to the

substantial rehabilitation performed under the conditions approved by the governing body and not to those increases attributable to other factors including but not limited to market forces; or

(b) Tax relief granted under this chapter shall be calculated on the value in excess of the original assessed value. Original assessed value shall mean the value of the qualifying structure assessed at the time the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect public benefit as required in this chapter, provided that for a qualifying structure which is a building destroyed by fire or act of nature, original assessed value shall mean the value as of the date of approval of the application for tax relief of the qualifying structure that would have existed had the structure not been destroyed.

II. The tax relief granted under this chapter shall only apply to substantial rehabilitation or replacement that commences after the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect the public benefit as required in this chapter, provided that in the case of a qualifying structure which is a building destroyed by fire or act of nature, and which occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town, the tax relief may apply to such qualifying structure for which replacement has begun, but which has not been completed, on the date the application for relief under this chapter is approved.

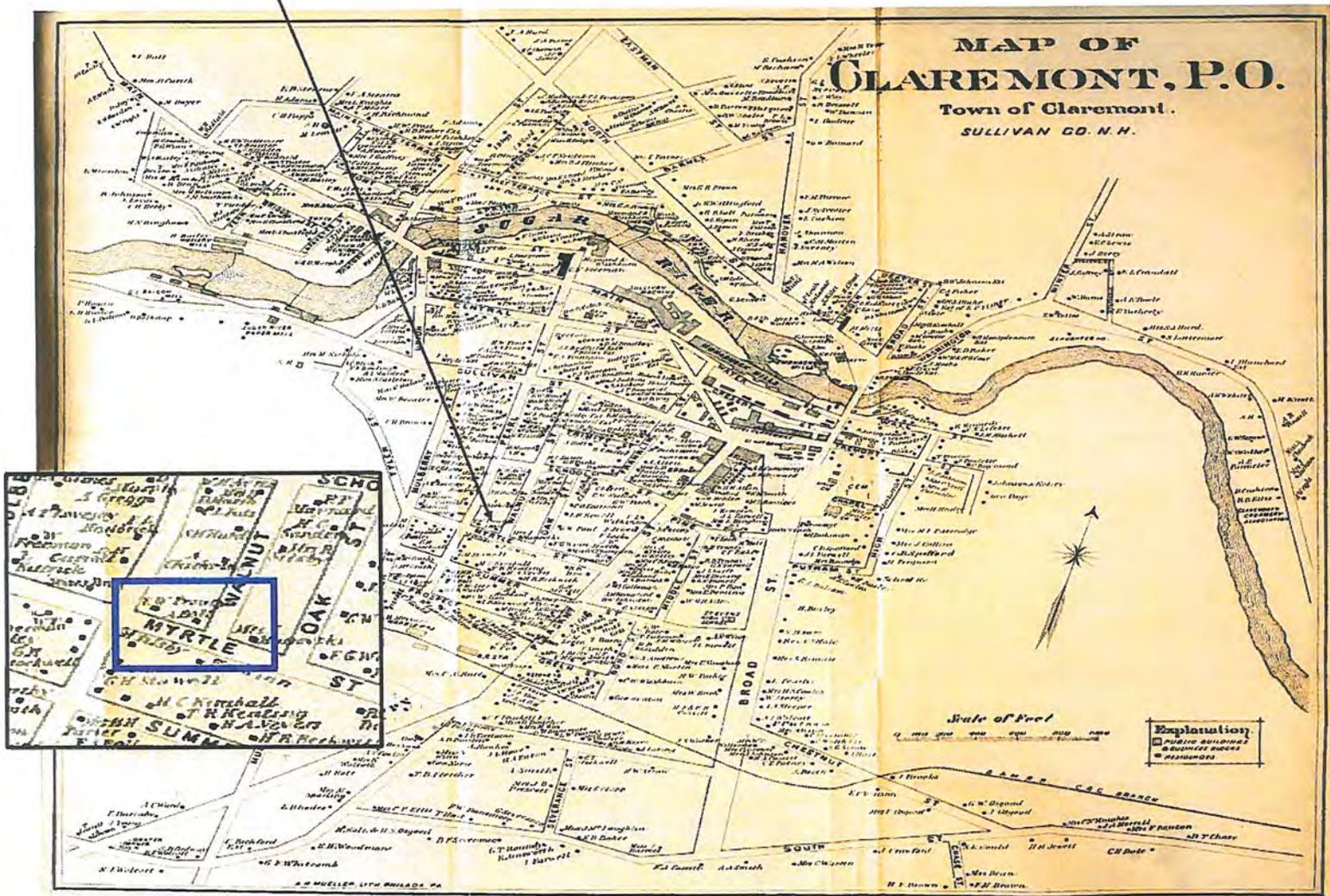
Source. 2006, 167:1. 2010, 329:6. 2011, 237:3, eff. July 5, 2011.

Section 79-E:14

79-E:14 Other Programs. – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.

Source. 2006, 167:1, eff. April 1, 2006.

37 Myrtle Street – Home of Albert Ball



From Otis
Waite's
*History of the Town
of Claremont New
Hampshire for a
Period of One
Hundred and Thirty
Years, from 1764 to
1894*
Published 1895.
Page 166

Ordinance #581 – Purchasing Procedures
Explanation of Proposed Action

The purpose of this proposed change is to increase the dollar limits applicable to the various levels of requirements for the City's purchasing regulations. The proposed change also separates out the intent and purpose provisions so that it clear that these provisions apply to the entire Division 12.

Enactment of this Ordinance will update the dollar limits throughout the purchasing procedures and will clarify the purpose and intent of the Purchasing Procedures Division of the Code. This change was requested by the City Council Policy and Finance Committees.

CITY OF CLAREMONT - IN THE YEAR TWO THOUSAND AND TWENTY

ORDINANCE #581

PURCHASING PROCEDURES

The City of Claremont Ordains:

Chapter 2, Article III, Division 12, Purchasing Procedures, of the Claremont City Code, is hereby amended as follows:

Section 1. Chapter 2, Article III, Division 12, Purchasing Procedures, Purpose and Intent

Insert a new Section 2-335, Purpose and Intent, to read as follows:

(a)..The purpose of these Purchasing Procedures shall be to:

1. Procure the necessary quality and quantity of goods and/or services in an efficient, timely and cost-effective manner, while maintaining the controls necessary for a public institution, in accordance with accepted purchasing practices as otherwise specified herein.
2. Encourage the most open, competitive purchasing process practicable for the acquisition of goods and/or services with the objective of obtaining maximum possible value while maintaining fair and equitable treatment of vendors.
3. Ensure that the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task. This may include, but not be limited to, acquisition cost, installation, disposal value, disposal cost, training cost, maintenance cost, and quality of performance and/or environmental impact.
4. To carry out all purchases in accordance with the City of Claremont Code of Conduct.

(b) It is the intent of this policy, by stating specific monetary limitations, to prohibit the practice of “ticket splitting.” Notwithstanding, it is expected that unanticipated purchases over the course of any fiscal year may, when taken together, exceed the limitations for a single purchase. To the degree that such purchases are made that, when taken together, exceed the single purchase limitations; such purchases shall not be deemed a violation of this policy in the absence of clear and convincing evidence of “ticket splitting.”

Section 2. Section 2-336

Revise the title of Section 2-336 to change the dollar reference to read as follows:

Section 2-336. General purchasing policies: \$5,000.00-\$30,000.00.

Section 3. Section 2-336, Subsection (a)

Delete Section 2-336, Subsection (a) in its entirety and add as new Section 2-335.

Section 4. Section 2-336, Subsection (b)

Revise Section 2-336, Subsection (b) to change references of “one thousand dollars (\$1,000.00)” to “five thousand dollars (\$5,000.00)” to read as follows:

(b) General purchasing process for low dollar value purchases up to five thousand dollars (\$5,000.00).

(1) The purpose of this policy is to provide guidelines for low dollar value purchases up to five thousand dollars (\$5,000.00), which shall be undertaken in accordance with the following:

(2) The city department heads shall have authority to purchase goods and services directly up to the value of five thousand dollars (\$5,000.00).

Section 5. Subsection 2-336, Subsection (c)

Revise Section 2-336, Subsection (c) to change references of “one thousand dollars (\$1,000.00)” to “five thousand dollars (\$5,000.00)” and seven thousand five hundred dollars (\$7,500.00)” to “fifteen thousand dollars (\$15,000.00)” to read as follows:

(c) Policy for the acquisition of goods or services with a total purchase price greater than five thousand dollars (\$5,000.00) but not exceeding a total price of fifteen thousand dollars (\$15,000.00)

(1) The purpose of this policy is to provide guidelines for goods or services with value greater than five thousand dollars (\$5,000.00) but not exceeding fifteen thousand dollars (\$15,000.00), which shall be undertaken in accordance with the following:

(2) The city department heads shall have authority to purchase goods and services up to a value of fifteen thousand dollars (\$15,000.00). This purchasing function shall be decentralized and it will be the responsibility of the department head to follow the guidelines established herein and to contemporaneously notify the finance department of such purchases so that the any resultant invoice may be processed in a timely and efficient manner. In addition to the general purchasing objectives, all purchases between five thousand dollars (\$5,000.00) and fifteen thousand dollars (\$15,000.00) shall be undertaken in accordance with the following:

Section 6. Subsection 2-336, Subsection (d)

Revise Section 2-336, Subsection (d) to change references of “seven thousand five hundred dollars (\$7,500.00)” to “fifteen thousand dollars (\$15,000.00)” and “twenty-five thousand dollars (\$25,000.00)” to “thirty thousand dollars (\$30,000.00)” to read as follows:

(d) General purchasing policy for purchases from fifteen thousand dollars (\$15,000.00) to thirty thousand dollars (\$30,000.00).

(1) The purpose of this policy is to provide guidelines for goods or services with value greater than fifteen thousand dollars (\$15,000.00) but not exceeding thirty thousand dollars (\$30,000.00), which shall be undertaken in accordance with the following:

(2) For the acquisition of goods or services for a total purchase price greater than fifteen thousand dollars (\$15,000.00), but not exceeding the total price of thirty thousand dollars (\$30,000.00), department heads shall consult with the finance director prior to making any formal request for proposals or solicitation of bids. All requests for proposals or quotes shall, at a minimum, be advertised in a newspaper of local circulation. At least three (3) written quotations shall be obtained, analyzed, and the results tabulated prior to award. The department heads shall prepare the requests for proposal and/or the solicitation for bids and such documents shall be reviewed and approved by the director of finance prior to advertisement or dissemination.

Section 7. Subsection 2-336, Subsection (e)

Revise Section 2-336, Subsection (e) to change references of “twenty-five thousand dollars (\$25,000.00)” to “thirty thousand dollars (\$30,000.00)” to read as follows:

(e) General purchasing policy for purchases in excess of thirty thousand dollars (\$30,000). The purpose of this policy is to provide guidelines for goods or services with value greater than thirty thousand dollars (\$30,000.00), which shall be undertaken in accordance with the following:

For acquisitions of goods and services with a total purchase price greater than thirty thousand dollars (\$30,000.00), the purchase shall, at a minimum, be advertised in a newspaper of local circulation. All requests for proposals (RFPs) for purchases in excess of thirty thousand dollars (\$30,000.00) shall be prepared by the department head in consultation with the director of finance. All RFP's for purchases in excess of thirty thousand dollars (\$30,000.00) shall also be reviewed by the city solicitor prior to advertisement or dissemination. At least three (3) written quotations shall be obtained, analyzed, and the results tabulated prior to the award. The city manager shall award any contract in excess of thirty thousand dollars (\$30,000.00).

Section 8. Section 2-337

Revise Section 2-337, Subsection (a) to change references of “twenty-five thousand dollars (\$25,000.00)” to “thirty thousand dollars (\$30,000.00)” to read as follows:

(a) Policy for consulting and professional services in excess of \$30,000.00. The purpose of this policy is to set up guidelines for acquiring consulting and/or professional services for the City of Claremont with a value in excess of thirty thousand (\$30,000.00). It is the intent of this policy to create a multi-part system in which consultants, or those providing professional services, will be pre-qualified prior to the official acceptance of any quotations or cost proposals.

Under this multi-part system, vendors shall be qualified prior to considering any quotations or cost proposals. Unless otherwise modified herein, subsection 2-336(e) above shall govern all other aspects of soliciting interest and awarding contracts. The services of consultants or professionals that are not anticipated to generate costs in excess of thirty thousand (\$30,000.00) may be secured in accordance with the general purchasing policies set forth herein unless it is determined by the department head, in consultation with the director of finance, that prequalification is desirable. In such case, this subsection and subsection 2-337(b) VII below shall govern purchases deemed to require prequalification.

Consulting and/or professional services in excess of thirty thousand dollars (\$30,000.00) shall be acquired in accordance with the following:

Revise Section 2-337, Subsection (a) (3) to read as follows:

(3) Part three. After vendors have been selected based upon qualifications and any pre-bid process is complete, quotations or cost proposals shall be solicited. Although not recommended, this process may be done simultaneous with the requests for qualifications if it is determined to be most beneficial to the city. Any quotation or cost proposal received from a vendor who has not been pre-qualified shall be destroyed prior to it being opened.

Section 9. Validity

If any article, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 10. Effective Date

This Ordinance shall take effect and be enforced immediately upon passage.

Introduced and passed on first reading _____, 2020

Adopted by the Claremont City Council on _____, 2020

Andrew O'Hearne

Nicholas Koloski

James Contois

Jonathan Stone

Debora Matteau

Erica Sweetser

Abigail Kier

Allen Damren

Mayor Charlene Lovett

Attest: _____
Clerk to the Council

CITY OF CLAREMONT - IN THE YEAR TWO THOUSAND AND TWENTY

ORDINANCE #581

PURCHASING PROCEDURES

The City of Claremont Ordains:

Chapter 2, Article III, Division 12, Purchasing Procedures, of the Claremont City Code, is hereby amended as follows:

Section 1. Chapter 2, Article III, Division 12, Purchasing Procedures, Purpose and Intent

Insert a new Section 2-335, Purpose and Intent, to read as follows:

(a) The purpose of these Purchasing Procedures shall be to:

1. Procure the necessary quality and quantity of goods and/or services in an efficient, timely and cost-effective manner, while maintaining the controls necessary for a public institution, in accordance with accepted purchasing practices as otherwise specified herein.
2. Encourage the most open, competitive purchasing process practicable for the acquisition of goods and/or services with the objective of obtaining maximum possible value while maintaining fair and equitable treatment of vendors.
3. Ensure that the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task. This may include, but not be limited to, acquisition cost, installation, disposal value, disposal cost, training cost, maintenance cost, and quality of performance and/or environmental impact.
4. To carry out all purchases in accordance with the City of Claremont Code of Conduct.

(b) It is the intent of this policy, by stating specific monetary limitations, to prohibit the practice of "ticket splitting." Notwithstanding, it is expected that unanticipated purchases over the course of any fiscal year may, when taken together, exceed the limitations for a single purchase. To the degree that such purchases are made that, when taken together, exceed the single purchase limitations; such purchases shall not be deemed a violation of this policy in the absence of clear and convincing evidence of "ticket splitting."

Section 2. Section 2-336

Revise the title of Section 2-336 to change the dollar reference to read as follows:

Section 2-336. General purchasing policies: ~~\$1,000.00—\$25,000.00~~\$5,000.00-30,000.00.

Section 3. Section 2-336, Subsection (a)

Delete Section 2-336, Subsection (a) in its entirety and add as new Section 2-335.

~~(a) — Purchasing objectives/intent.~~

~~(1) — Procure the necessary quality and quantity of goods and/or services in an efficient, timely and cost-effective manner, while maintaining the controls necessary for a public institution, in accordance with accepted purchasing practices as otherwise specified herein.~~

~~(2) — Encourage the most open, competitive purchasing process practicable for the acquisition of goods and/or services with the objective of obtaining maximum possible value while maintaining fair and equitable treatment of vendors.~~

~~(3) — Ensure that the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task. This may include, but not be limited to, acquisition cost, installation, disposal value, disposal cost, training cost, maintenance cost, and quality of performance and/or environmental impact.~~

~~(4) — All purchases shall be carried out in accordance with the adopted City of Claremont Code of Conduct.~~

~~(5) — It is the intent of this policy, by stating specific monetary limitations, to prohibit the practice of "ticket splitting." Notwithstanding, it is expected that unanticipated purchases over the course of any fiscal year may, when taken together, exceed the limitations for a single purchase. To the degree that such purchases are made that, when taken together, exceed the single purchase limitations, such purchases shall not be deemed a violation of this policy in the absence of clear and convincing evidence of "ticket splitting."~~

Section 4. Section 2-336, Subsection (b)

Revise Section 2-336, Subsection (b) to change references of "one thousand dollars (\$1,000.00)" to "five thousand dollars (\$5,000.00)" to read as follows:

~~(b) General purchasing process for low dollar value purchases up to one thousand dollars (\$1,000.00) five thousand dollars (\$5,000.00).~~

(1) The purpose of this policy is to provide guidelines for low dollar value purchases up to ~~one thousand dollars (\$1,000.00)~~ five thousand dollars (\$5,000.00), which shall be undertaken in accordance with the following:

(2) The city department heads shall have authority to purchase goods and services directly up to the value of ~~one thousand dollars (\$1,000.00)~~ five thousand dollars (\$5,000.00).

Section 5. Subsection 2-336, Subsection (c)

Revise Section 2-336, Subsection (c) to change references of “one thousand dollars (\$1,000.00)” to “five thousand dollars (\$5,000.00)” and seven thousand five hundred dollars (\$7,500.00)” to “fifteen thousand dollars (\$15,000.00)” to read as follows:

(c) Policy for the acquisition of goods or services with a total purchase price greater than ~~one thousand dollars (\$1,000.00)~~ five thousand (\$5,000.00) but not exceeding a total price of ~~seven thousand five hundred dollars (\$7,500.00)~~ fifteen thousand dollars (\$15,000.00).

(1) The purpose of this policy is to provide guidelines for goods or services with value greater than ~~one thousand dollars (\$1,000.00)~~ five thousand (\$5,000.00) but not exceeding ~~seven thousand five hundred dollars (\$7,500.00)~~ fifteen thousand dollars (\$15,000.00), which shall be undertaken in accordance with the following:

(2) The city department heads shall have authority to purchase goods and services up to a value of ~~seven thousand five hundred dollars (\$7,500.00)~~ fifteen thousand dollars (\$15,000.00). This purchasing function shall be decentralized and it will be the responsibility of the department head to follow the guidelines established herein and to contemporaneously notify the finance department of such purchases so that the any resultant invoice may be processed in a timely and efficient manner. In addition to the general purchasing objectives, all purchases between ~~one thousand dollars (\$1,000.00)~~ five thousand dollars (\$5,000.00) and ~~seven thousand five hundred dollars (\$7,500.00)~~ fifteen thousand dollars (\$15,000) shall be undertaken in accordance with the following:

Section 6. Subsection 2-336, Subsection (d)

Revise Section 2-336, Subsection (d) to change references of “seven thousand five hundred dollars (\$7,500.00)” to “fifteen thousand dollars (\$15,000.00)” and “twenty-five thousand dollars (\$25,000.00)” to “thirty thousand dollars (\$30,000.00)” to read as follows:

(d) General purchasing policy for purchases from ~~seven thousand five hundred dollars (\$7,500.00)~~ fifteen thousand dollars (\$15,000.00) to ~~twenty-five thousand dollars (\$25,000.00)~~ thirty thousand dollars (\$30,000.00).

(1) The purpose of this policy is to provide guidelines for goods or services with value greater than ~~seven thousand dollars (\$7,500.00)~~ fifteen thousand dollars (\$15,000.00) but not exceeding ~~twenty-five thousand dollars (\$25,000.00)~~ thirty thousand dollars (\$30,000.00), which shall be undertaken in accordance with the following:

(2) For the acquisition of goods or services for a total purchase price greater than ~~seven thousand five hundred dollars (\$7,500.00)~~ fifteen thousand dollars (\$15,000.00), but not exceeding the total price of ~~twenty-five thousand dollars (\$25,000.00)~~ thirty thousand dollars (\$30,000.00), department heads shall consult with the finance director prior to making any formal request for proposals or solicitation of bids. All requests for proposals or quotes shall, at a minimum, be advertised in a newspaper of local circulation. At least three (3) written quotations shall be obtained, analyzed, and the results tabulated prior to award. The department heads shall prepare the requests for proposal and/or the solicitation for bids and

such documents shall be reviewed and approved by the director of finance prior to advertisement or dissemination.

Section 7. Subsection 2-336, Subsection (e)

Revise Section 2-336, Subsection (e) to change references of “twenty-five thousand dollars (\$25,000.00)” to “thirty thousand dollars (\$30,000.00)” to read as follows:

(e) General purchasing policy for purchases in excess of ~~twenty-five thousand dollars (\$25,000)~~ thirty thousand dollars (\$30,000.00). The purpose of this policy is to provide guidelines for goods or services with value greater than ~~twenty-five thousand dollars (\$25,000.00)~~ thirty thousand dollars (\$30,000.00), which shall be undertaken in accordance with the following:

For acquisitions of goods and services with a total purchase price greater than ~~twenty-five thousand dollars (\$25,000.00)~~ thirty thousand dollars (\$30,000.00), the purchase shall, at a minimum, be advertised in a newspaper of local circulation. All requests for proposals (RFPs) for purchases in excess of ~~twenty-five thousand dollars (\$25,000.00)~~ thirty thousand dollars (\$30,000.00) shall be prepared by the department head in consultation with the director of finance. All RFP's for purchases in excess of ~~twenty-five thousand dollars (\$25,000.00)~~ thirty thousand dollars (\$30,000.00) shall also be reviewed by the city solicitor prior to advertisement or dissemination. At least three (3) written quotations shall be obtained, analyzed, and the results tabulated prior to the award. The city manager shall award any contract in excess of ~~twenty-five thousand dollars (\$25,000.00)~~ thirty thousand dollars (\$30,000.00).

Section 8. Section 2-337

Revise Section 2-337, Subsection (a) to change references of “twenty-five thousand dollars (\$25,000.00)” to “thirty thousand dollars (\$30,000.00)” to read as follows:

(a) Policy for consulting and professional services in excess of ~~\$25,000.00~~ \$30,000.00. The purpose of this policy is to set up guidelines for acquiring consulting and/or professional services for the City of Claremont with a value in excess of ~~twenty-five thousand dollars (\$25,000.00)~~ thirty thousand dollars (\$30,000.00). It is the intent of this policy to create a multi-part system in which consultants, or those providing professional services, will be pre-qualified prior to the official acceptance of any quotations or cost proposals.

Under this multi-part system, vendors shall be qualified prior to considering any quotations or cost proposals. Unless otherwise modified herein, subsection 2-336(e) above shall govern all other aspects of soliciting interest and awarding contracts. The services of consultants or professionals that are not anticipated to generate costs in excess of ~~twenty-five thousand (\$25,000.00)~~ thirty thousand dollars (\$30,000.00) may be secured in accordance with the general purchasing policies set forth herein unless it is determined by the department head, in consultation with the director of finance, that prequalification is desirable. In such case, this subsection and subsection 2-337(b) VII below shall govern purchases deemed to require prequalification.

Consulting and/or professional services in excess of ~~twenty-five-thousand-dollars (\$25,000.00)~~ thirty thousand dollars (\$30,000.00) shall be acquired in accordance with the following:

Revise Section 2-337, Subsection (a) (3) to read as follows:

(3) *Part three.* After vendors have been selected based upon qualifications and any pre-bid process is complete, quotations or cost proposals shall be solicited. Although not recommended, ~~T~~his process may be done simultaneous with the requests for qualifications if it is determined to be most beneficial to the city. Any quotation or cost proposal received from a vendor who has not been pre-qualified shall be destroyed prior to it being opened.

Section 9. Validity

If any article, section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this ordinance.

Section 10. Effective Date

This Ordinance shall take effect and be enforced immediately upon passage.

Introduced and passed on first reading _____, 2020

Adopted by the Claremont City Council on _____, 2020

Andrew O’Hearne

Nicholas Koloski

James Contois

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Erica Sweetser

Abigail Kier

Allen Damren

Mayor Charlene Lovett

Attest: _____
Clerk to the Council

October 9, 2020

Edward Morris, City Manager City of Claremont
58 Opera House Square
Claremont, NH 03743

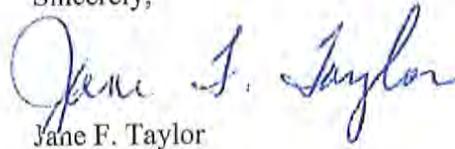
**RE: Proposed Ordinance #581 to Amend Chapter 2, Article III,
Division 12, Purchasing Procedures**

Dear Mr. Morris:

I write to you regarding proposed Ordinance #581, which seeks to amend Chapter 2, Article III, Division 12, Purchasing Procedures, which revises the dollar limits for each tier of requirements contained within the purchasing regulations. I have reviewed the draft Ordinance as drafted by myself, with the assistance of Executive Assistant Dorée Russell.

As required by Claremont City Council Rule 36, I hereby certify that Ordinance #581, as I have reviewed and drafted, is in the correct form according to the Claremont Charter and Code, as well as all other applicable administrative rules.

Sincerely,


Jane F. Taylor