



The Claremont City Council will hold a public meeting on Wednesday, September 23, 2020, at 6:30 p.m. via Zoom.

To join the webinar:

<https://us02web.zoom.us/j/84879761685?pwd=YlJsOFVWR0YwM3VtT1g0SXV6VDVOZz09>

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.

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. MAYOR'S NOTES
 - A. National Recovery Month Proclamation
- 6:40 PM 5. CITY MANAGER'S REPORT
 - A. COVID-19 Update
- 6:45 PM 6. CITIZEN'S FORUM (Comments on Non-agenda Items Limited to 5 Minutes per Speaker (Council Rule 23))
- 7. OLD BUSINESS
 - 7:00 PM A. Ordinance 576 Amend Merit Plan – Second Reading
 - 7:10 PM B. LSR-Welfare Costs, No Residency Requirement
 - 7:20 PM C. LSR-Requirement for Communities to Pay into NH Retirement System
 - 7:30 PM D. Community Power Aggregation Presentation
 - 7:50 PM E. *Amended and Restated Resolution 2021-9 – Public Hearing*
 - 7:55 PM F. *Amended and Restated Resolution 2021-10 – Public Hearing*
- BREAK
- 8. NEW BUSINESS
 - 8:10 PM A. Resolution 2021-16 Airport Obstruction Removal Project – Public Hearing (City Manager)
 - 8:20 PM B. Resolution 2021-17 Airport Runway Rehabilitation Project – Public Hearing (City Manager)
 - 8:30 PM C. Ordinance 577 Property Tax Credit for Veterans – First Reading (City Manager)
 - 8:45 PM D. Ordinance 578 Property Tax Exemptions for Elderly – First Reading (City Manager)
 - 9:00 PM E. *Acceptance of Multi-Year Lease for Vehicles & Equipment (City Manager)*
 - 9:10 PM F. Resolution 2021-18 Rail Trail Project – Public Hearing (City Manager)

9:20 PM G. Discussion of Purchasing Policy Recommendations (Finance/Policy Committee)

9:30 PM 9. FUTURE AGENDA ITEMS AND DIRECTIVES

9:35 PM 10. CONSULTATION WITH LEGAL COUNSEL

9:40 PM 11. ADJOURNMENT

PLEASE NOTE: Claremont City Council's next scheduled meeting will be on Wednesday, October 14, 2020, at 6:30 p.m. via Zoom.

COVID-19 Council Meeting Procedure

Anyone wishing to join a Council meeting in person, in Council Chambers, must adhere to following guidelines.

Mask wearing by everyone in Council Chambers is **mandatory**.

Must maintain social distancing.

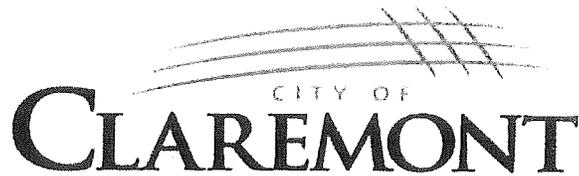
Sign-in on the form provided in Council Chambers answering the following questions and providing Name, Signature, and Phone Number (for contract tracing).

1. Have you been in close contact with a confirmed case of COVID-19?
2. Have you had a fever or felt feverish in the last 72 hours?
3. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath, that you believe may be related to COVID-19?
4. Are you experiencing any new muscle aches or chills?
5. Have you experienced any new change in your sense of taste or smell?
6. Have you traveled outside New England (Vermont, Maine, Massachusetts, Connecticut, or Rhode Island) within the last 14 days?

By signing in below, you are agreeing that you answered “NO” to all of the above questions.

PRINT NAME	SIGNATURE	PHONE NUMBER (for contract tracing)
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Councilors in Council Chambers cannot be on Zoom on their laptops.



City Manager's Report

9-23-2020

- **Thank you** – I want to take a moment to thank the Fire Department members of Group #3 (Captain Mike Zombeck, Lt Brian Rapp, Fire Fighter Mike Snide and Fire Fighter Kenny Smith). During this year, I have been asking department directors to share with their staff the One City Concept. In short, I am asking all City Staff to keep their eyes out for issues, litter problems, dumping, graffiti, vandalism, and other issues City Staff should address. On Sunday September 13th, while testing fire hose, 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. Thank you to all members of Group #3 who went above and beyond their assignment to make Claremont just a little bit better.
- **Primary Election** – I want to thank our City Clerk Gwen Melcher, her staff and all the elections 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. Thank you again to all those who helped make this a successful election.
- **139/147 Main Street** – The wall shoring bid for 147 Main Street was due this week, and we received one bid from Pine Hill Construction, which came in at \$243,000. CDFA likes to see 3 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. We also 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 OK 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.
 - 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.

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. As you may know we used to have to pump water from the Sugar River to supplement our reservoir system. With the upgrades done to the system the past few years, we are trying to conserve water to allow the reservoirs to recover so we do 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. Unfortunately, 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 ensuring safe buildings for the public to enter.
- **CDBG COVID Grant** – City Staff has 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 together 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.

I want to continue to remind 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.

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

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Attest: _____
Clerk to the Council

City of Claremont

2020 Non Union Employee Classification Plan

Attachment B
Ordinance #576

Date: _____

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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
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 - 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

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stanguay@dwmlaw.com

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

September 3, 2020

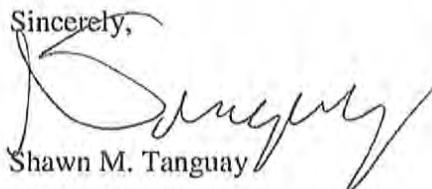
Edward Morris, City Manager
City of Claremont
58 Opera House Square
Claremont, NH 03743

**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.

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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	
<u>LIFT up to 10 lbs.:</u>	Frequently required	<u>Twisting:</u>	Occasionally required
<u>LIFT 11 to 25 lbs.:</u>	Rarely required	<u>Bending:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required	<u>Crawling:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Rarely required	<u>Squatting:</u>	Rarely required
<hr/>		<u>Kneeling:</u>	Occasionally required
<u>CARRY up to 10 lbs.:</u>	Occasionally required	<u>Crouching:</u>	Rarely required
<u>CARRY 11 to 25 lbs.:</u>	Rarely required	<u>Climbing:</u>	Rarely required
<u>CARRY 26 to 50 lbs.:</u>	Rarely required	<u>Balancing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required	<u>Grasping:</u>	Frequently required

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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.

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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 of 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

City Manager's Office

58 Opera House Square

Claremont, New Hampshire 03743

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Email: citymanager@claremontnh.com

www.claremontnh.com



Amended and Restated Resolutions #2021-9 and 2021-10

Prior to the Pleasant Street and Communications Dispatch bond votes, I sent the proposed resolutions to Attorney Shawn Tanguay from Drummond Woodsum for review. Attorney Tanguay had their bond counsel review the bond resolutions, who supplied the resolutions for the evening of the vote. I learned later, that the City usually uses Devine, Millimet & Branch as bond counsel. We sent them the approved resolutions to start the process of preparing to apply for the bonds. During a review of the resolutions they found one issue that does not coincide with how Claremont has completed bonds in the past, or how the City usually conducts business. The City Council usually authorizes the City Manager and City Officials to execute and deliver all documents and undertake all actions as may be required to implement this resolution. We then had the paragraph reviewed by Attorney Jane Taylor who agreed and helped write this minor revision.

Ed Morris
City Manager



AMENDED AND RESTATED RESOLUTION 2021-9

Communications Dispatch Center Bond

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)

Dated this 23rd day of September, 2020 the city of Claremont, County of Sullivan, State of New Hampshire.

AYES	_____	ABSENT	_____
NAYS	_____	ABSTAIN	_____

CERTIFICATION

I, Dorée M. Russell, the undersigned officer, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Claremont, New Hampshire, at a meeting duly noticed and held on September 23, 2020.

Dorée M. Russell, Clerk to the Council

RESOLUTION 2021-9

Communications Dispatch Center Bond

WHEREAS the City Council of the City of Claremont, New Hampshire (the "City Council") has recognized the urgent need for an improved Communications Dispatch Center; and

BE IT RESOLVED by the City Council, after public hearing duly noticed, acting under and pursuant to the City Charter, including Section 49 therein, and the laws of the State of New Hampshire including RSA Chapter 33 and, as applicable, RSA Chapter 35-A, that:

The City is authorized to issue general obligation 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");

The proceeds of the Bonds are appropriated to provide for the costs of the Project;

The City Council determines that the expected useful life of the Project exceeds the term of permanent bonds and any anticipated temporary notes as described below;

The Treasurer and the City Manager are authorized to prepare, issue, and provide for sale of the Bonds at one time or from time to time, as one or more separate issues, including temporary notes, if any, and long term bonds payable as to principal in not more than twenty (20) consecutive annual installments, and to determine to the extent not inconsistent with this Resolution the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption with or without premium, form(s), and other details of said Bonds, including execution and delivery of said Bonds against payment therefor;

The Bonds are to be executed and delivered by the Treasurer and ~~the City Manager~~ countersigned by a majority of the City Council 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;

The Bonds are to be issued in the name of the City and in registered form transferable only on the registration books of the City, which registration books may be kept by the City or its transfer agent, upon surrender thereof with a written instrument of transfer, duly executed by the registered owner or his/her attorney duly authorized in writing;

In lieu of physical certificates of any of the Bonds, and as an alternative to the provisions of the preceding paragraph regarding physical transfer, the Treasurer is authorized to undertake all acts necessary to provide for the issuance and transfer of such Bonds in book-entry form pursuant to the Depository Trust Company Book-Entry Only System, and the Treasurer is authorized and empowered to enter into a Letter of Representation or any other contract, agreement or understanding necessary or, in the Treasurer's opinion, appropriate in order to qualify the Bonds for and participate in the Depository Trust Company Book-Entry Only System;

The Treasurer City Manager from time to time are authorized to execute such Bonds as may be required to provide for exchanges or transfers of Bonds authorized hereunder;

The Treasurer is authorized to arrange for the sale of the Bonds to the New Hampshire Municipal Bond Bank or to such other parties at public or private sale as the Treasurer determines to be in the City's interest, to execute and deliver loan agreements and other contracts for that purpose, including without limitation loan agreement(s) with the New Hampshire Municipal Bond Bank, and to select and hire such financial advisors, underwriters, registrars, paying agents, transfer agents, and other consultants, if any, as the Treasurer deems necessary to assist with the sale of the Bonds, all on such terms not inconsistent with this Order as the Treasurer shall approve;

The Treasurer is authorized to prepare, or cause to be prepared, a Preliminary Official Statement and an Official Statement for use in the offering and sale of any of the Bonds herein authorized, any such Preliminary Official Statement and Official Statement to be in such form and contain such information as may be approved by the Treasurer, with the advice of the bond counsel for the City, and that the use and distribution of any such Preliminary Official Statement and Official Statement in the name and on behalf of the City in connection with offering the Bonds for sale is approved;

The Treasurer on behalf of the City is authorized to covenant that (i) no part of the proceeds of the Bonds shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, (the "Code"), and (ii) the proceeds of the Bonds and the Project financed by the Bonds shall not be used in a manner that would cause the Bonds to be "private activity bonds" within the meaning of Section 141 of the Code;

The Treasurer is authorized to designate any of the Bonds, as applicable, as qualified tax exempt obligations for purposes of Section 265(b)(3) of the Code;

In connection with the Bonds, the Treasurer is authorized to execute and deliver on behalf of the City an Arbitrage and Use of Proceeds Certificate in form approved by the City's bond counsel, and to covenant on behalf of the City to file any information report and pay any rebate due to the United States in connection with the issuance of the Bonds, and to take all other lawful actions necessary to ensure that the interest on the Bonds will be excludable from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the Bonds to become includable in the gross income of the owners thereof;

The Treasurer is authorized to covenant and agree, on behalf of the City, for the benefit of the holders of the Bonds, that the City will file any required reports, make any annual financial or material event disclosure, and take any other actions that may be necessary to ensure that the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, if applicable, are met;

Appropriate officials of the City are authorized to execute and deliver on behalf of the City such other documents and certificates as may be necessary or convenient to the issuance, execution, or delivery of the Bonds;

The Treasurer, City Manager, Clerk, and other proper officials of the City are authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things, not inconsistent herewith, as may be necessary or desirable in order to effect the issuance, sale, and delivery of the Bonds and the accomplishment of the Project herein authorized;

If the Treasurer, City Manager, or Clerk for any reason is unavailable to, as applicable, approve, execute, or attest the Bonds or any related financing documents, the person or persons then acting in any such capacity, whether as assistant, deputy, or otherwise, is authorized to act for such unavailable official with the same force and effect as if such official had himself/herself performed such act;

If any of the officers or officials of the City who have signed, attested, or sealed the Bonds shall cease to be such officers or officials before the Bonds so signed, attested, and sealed shall have been actually authenticated or delivered by the City, such Bonds nevertheless may be authenticated, delivered, and issued with the same force and effect as though the person or persons who signed, attested, or sealed the Bonds had not ceased to be such officer or official; and also, any such Bonds may be signed, attested, or sealed on behalf of the City by those persons who, at the actual date of execution of the Bonds, shall be the proper officers or officials of the City, although at the nominal date of the Bonds any such person shall not have been such officer or official;

The term "cost" or "costs," as used herein and applied to the Project, includes all costs related to the Project, including without limitation costs, as applicable, for (1) acquiring, constructing, renovating, repairing, improving, equipping, designing, and engineering all or any portion of the Project and infrastructure related to the Project; (2) site preparation, including as applicable, removal of any existing buildings and improvements; (3) any real property interests, rights, easements, licenses and franchises acquired or conveyed in connection with the Project; (4) planning and development, site selection, preparation of specifications, surveys, engineering and feasibility studies, and other professional services associated with the Project; (5) environmental studies, appraisals and assessments; and (6) financing charges and issuance costs related to the sale and issuance of the Bonds, including without limitation premiums for insurance, interest prior to and during construction and for a period not greater than three (3) years from the issue date of the Bonds and for any additional period permitted under Section 148 of the Code, financial advisor fees and costs, underwriters' fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses;

The Treasurer in consultation with the City's bond counsel is authorized to implement written procedures with respect to the Bonds for the purpose of: (i) ensuring timely "remedial action" for any portion of the Bonds that may become "non-qualified bonds," as those terms are defined in the Code and regulations thereunder; and (ii) monitoring the City's compliance following the issuance of the Bonds with the arbitrage, yield restriction and rebate requirements of the Code and regulations thereunder;

The City resolves and declares its official intent pursuant to Section 1.150-2(e) of the Treasury Regulations that the City reasonably expects to use the proceeds of the Bonds to reimburse certain original expenditures from the City's general or other fund, paid not earlier than 60 days prior to adoption of this Resolution or to be paid, which original expenditures have been or will be incurred in connection with costs of the Project; and further declares that the City reasonably expects that the amount of Bonds authorized hereby is the maximum principal amount that the City will issue to finance the Project;

The Clerk is authorized and directed to file an attested copy of this Order 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)

Dated this 26th day of August, 2020 the city of Claremont, County of Sullivan, State of New Hampshire.

AYES _____ ABSENT _____

NAYS _____ ABSTAIN _____

CERTIFICATION

I, Dorée M. Russell, the undersigned officer, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Claremont, New Hampshire, at a meeting duly noticed and held on August 26, 2020.

Dorée M. Russell, Clerk to the Council



AMENDED AND RESTATED RESOLUTION 2021-10

Pleasant Street Area Revitalization Phase II

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)*

Dated this 23rd day of September, 2020 the city of Claremont, County of Sullivan, State of New Hampshire.

AYES	_____	ABSENT	_____
NAYS	_____	ABSTAIN	_____

CERTIFICATION

I, Dorée M. Russell, the undersigned officer, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Claremont, New Hampshire, at a meeting duly noticed and held on September 23, 2020.

Dorée M. Russell, Clerk to the Council

RESOLUTION 2021-10

Pleasant Street Area Revitalization Phase II

WHEREAS the City Council of the City of Claremont, New Hampshire (the "City Council") has identified the revitalization of Pleasant Street as the next phase in the downtown revitalization plan ("Downtown Phase II"); having reviewed the master plan detail outlining the necessity of this major improvement as well as the need to separate combined drainage infrastructure concerns and addressing truck traffic on the street;

BE IT RESOLVED by the City Council, after public hearing duly noticed, acting under and pursuant to the City Charter, including Section 49 therein, and the laws of the State of New Hampshire including RSA Chapter 33 and, as applicable, RSA Chapter 35-A, that:

The City is authorized to issue general obligation 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");

The proceeds of the Bonds are appropriated to provide for the costs of the Project;

The City Council determines that the expected useful life of the Project is at least twenty-five years, which exceeds the term of permanent bonds and any anticipated temporary notes as described below;

The Treasurer and the City Manager are authorized to prepare, issue, and provide for sale of the Bonds at one time or from time to time, as one or more separate issues, including temporary notes, if any, and long term bonds payable as to principal in not more than twenty (20) consecutive annual installments, and to determine to the extent not inconsistent with this Resolution the date(s), maturity(ies), denomination(s), interest rate(s), place(s) of payment, call(s) for redemption with or without premium, form(s), and other details of said Bonds, including execution and delivery of said Bonds against payment therefor;

The Bonds are to be executed and delivered by the Treasurer and ~~the City Manager countersigned by a majority of the City Council~~ 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;

The Bonds are to be issued in the name of the City and in registered form transferable only on the registration books of the City, which registration books may be kept by the City or its transfer agent, upon surrender thereof with a written instrument of transfer, duly executed by the registered owner or his/her attorney duly authorized in writing;

In lieu of physical certificates of any of the Bonds, and as an alternative to the provisions of the preceding paragraph regarding physical transfer, the Treasurer is authorized to undertake all acts necessary to provide for the issuance and transfer of such Bonds in book-entry form pursuant to the Depository Trust Company Book-Entry Only System, and the Treasurer is authorized and empowered to enter into a Letter of Representation or any other contract, agreement or understanding necessary or, in the Treasurer's opinion, appropriate in order to qualify the Bonds for and participate in the Depository Trust Company Book-Entry Only System;

The Treasurer, City Manager, and Clerk from time to time are authorized to execute such Bonds as may be required to provide for exchanges or transfers of Bonds authorized hereunder;

The Treasurer is authorized to arrange for the sale of the Bonds to the New Hampshire Municipal Bond Bank or to such other parties at public or private sale as the Treasurer determines to be in the City's interest, to execute and deliver loan agreements and other contracts for that purpose, including without limitation loan agreement(s) with the New Hampshire Municipal Bond Bank, and to select and hire such financial advisors, underwriters, registrars, paying agents, transfer agents, and other consultants, if any, as the Treasurer deems necessary to assist with the sale of the Bonds, all on such terms not inconsistent with this Order as the Treasurer shall approve;

The Treasurer is authorized to prepare, or cause to be prepared, a Preliminary Official Statement and an Official Statement for use in the offering and sale of any of the Bonds herein authorized, any such Preliminary Official Statement and Official Statement to be in such form and contain such information as may be approved by the Treasurer, with the advice of the bond counsel for the City, and that the use and distribution of any such Preliminary Official Statement and Official Statement in the name and on behalf of the City in connection with offering the Bonds for sale is approved;

The Treasurer on behalf of the City is authorized to covenant that (i) no part of the proceeds of the Bonds shall be used, directly or indirectly, to acquire any securities and obligations, the acquisition of which would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, (the "Code"), and (ii) the proceeds of the Bonds and the Project financed by the Bonds shall not be used in a manner that would cause the Bonds to be "private activity bonds" within the meaning of Section 141 of the Code;

The Treasurer is authorized to designate any of the Bonds, as applicable, as qualified tax exempt obligations for purposes of Section 265(b)(3) of the Code;

In connection with the Bonds, the Treasurer is authorized to execute and deliver on behalf of the City an Arbitrage and Use of Proceeds Certificate in form approved by the City's bond counsel, and to covenant on behalf of the City to file any information report and pay any rebate due to the United States in connection with the issuance of the Bonds, and to take all other lawful actions

necessary to ensure that the interest on the Bonds will be excludable from the gross income of the owners thereof for purposes of federal income taxation and to refrain from taking any action which would cause interest on the Bonds to become includable in the gross income of the owners thereof;

The Treasurer is authorized to covenant and agree, on behalf of the City, for the benefit of the holders of the Bonds, that the City will file any required reports, make any annual financial or material event disclosure, and take any other actions that may be necessary to ensure that the disclosure requirements imposed by Rule 15c2-12 of the Securities and Exchange Commission, if applicable, are met;

Appropriate officials of the City are authorized to execute and deliver on behalf of the City such other documents and certificates as may be necessary or convenient to the issuance, execution, or delivery of the Bonds;

The Treasurer, City Manager, Clerk, and other proper officials of the City are authorized and empowered in its name and on its behalf to do or cause to be done all such acts and things, not inconsistent herewith, as may be necessary or desirable in order to effect the issuance, sale, and delivery of the Bonds and the accomplishment of the Project herein authorized;

If the Treasurer, City Manager, or Clerk for any reason is unavailable to, as applicable, approve, execute, or attest the Bonds or any related financing documents, the person or persons then acting in any such capacity, whether as assistant, deputy, or otherwise, is authorized to act for such unavailable official with the same force and effect as if such official had himself/herself performed such act;

If any of the officers or officials of the City who have signed, attested, or sealed the Bonds shall cease to be such officers or officials before the Bonds so signed, attested, and sealed shall have been actually authenticated or delivered by the City, such Bonds nevertheless may be authenticated, delivered, and issued with the same force and effect as though the person or persons who signed, attested, or sealed the Bonds had not ceased to be such officer or official; and also, any such Bonds may be signed, attested, or sealed on behalf of the City by those persons who, at the actual date of execution of the Bonds, shall be the proper officers or officials of the City, although at the nominal date of the Bonds any such person shall not have been such officer or official;

The term "cost" or "costs," as used herein and applied to the Project, includes all costs related to the Project, including without limitation costs, as applicable, for (1) acquiring, constructing, renovating, repairing, improving, equipping, designing, and engineering all or any portion of the Project and infrastructure related to the Project; (2) site preparation, including as applicable, removal of any existing buildings and improvements; (3) any real property interests, rights, easements, licenses and franchises acquired or conveyed in connection with the Project; (4) planning and development, site selection, preparation of specifications, surveys, engineering and feasibility studies, and other professional services associated with the Project; (5) environmental studies, appraisals and assessments; and (6) financing charges and issuance costs related to the sale and issuance of the Bonds, including without limitation premiums for insurance, interest prior to and during construction and for a period not greater than three (3) years from the issue date of the

Bonds and for any additional period permitted under Section 148 of the Code, financial advisor fees and costs, underwriters' fees and costs, legal and accounting fees and costs, application fees, and other fees and expenses;

The Treasurer in consultation with the City's bond counsel is authorized to implement written procedures with respect to the Bonds for the purpose of: (i) ensuring timely "remedial action" for any portion of the Bonds that may become "non-qualified bonds," as those terms are defined in the Code and regulations thereunder; and (ii) monitoring the City's compliance following the issuance of the Bonds with the arbitrage, yield restriction and rebate requirements of the Code and regulations thereunder;

The City resolves and declares its official intent pursuant to Section 1.150-2(e) of the Treasury Regulations that the City reasonably expects to use the proceeds of the Bonds to reimburse certain original expenditures from the City's general or other fund, paid not earlier than 60 days prior to adoption of this Resolution or to be paid, which original expenditures have been or will be incurred in connection with costs of the Project; and further declares that the City reasonably expects that the amount of Bonds authorized hereby is the maximum principal amount that the City will issue to finance the Project;

The Clerk is authorized and directed to file an attested copy of this Order 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)

Dated this 26th day of August, 2020 the city of Claremont, County of Sullivan, State of New Hampshire.

AYES _____

ABSENT _____

NAYS _____

ABSTAIN _____

CERTIFICATION

I, Dorée M. Russell, the undersigned officer, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Claremont, New Hampshire, at a meeting duly noticed and held on August 26, 2020.

Dorée M. Russell, Clerk to the Council



RESOLUTION 2021-16

Engineering for Airport Obstruction Removal Runway Approach Project

BE IT RESOLVED by the Claremont City Council, after a public hearing duly noticed, that:

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)*

Dated this 23rd day of September 2020, the City of Claremont, County of Sullivan, State of New Hampshire.

AYES _____ ABSENT _____

NAYS _____ ABSTAIN _____

CERTIFICATION

I, Dorée M. Russell, the undersigned officer, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Claremont, New Hampshire, at a meeting duly noticed and held on September 23, 2020.

Dorée M. Russell, Clerk to the Council



**Claremont Fire Department
Administrative Office**

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

Memorandum

To: City Manager, Ed Morris; Mary Walter, Finance Director; Mayor Lovett; City Council

From: Fire Chief/Airport Manager, Bryan Burr *BNB*

Date: September 10, 2020

Re: Resolution; Airport Obstruction Removal Project - Engineering

With the many airport projects progressing we continue to move forward with the engineering phase of the obstruction removal project, this is the next step in conjunction with aviation easements that will be acquired on privately owned land. This project will remove the vegetation also known as Obstruction Removal. The engineering portion of the removal project before you are to engineer the project before the project bid and awarded to the low and qualified bidder for the proper removal of the vegetation (trees) obstructions located in the federally protected air space under the guidelines of the FAA (Federal Aviation Administration)

The estimated cost for the engineering portion of the obstruction removal is estimated at \$170,000.00 and as the amount of funds requested in the resolution.

This fee will be incorporated into the final grant, NHDOT- Aeronautics, SBG-02-19-2021 Obstruction Removal Runway Approach which at a later date will be asking for the removal portion of the project. The grant comes at an overall fee to the city at 5% of the total project cost. All project funding comes from the city's Airport Reserve Fund at not cost to the taxpayer.

Once approved the airport consultant will move forward with the engineering. As previously communicated to the council, the removal of obstructions from the federally protected air space is vital to the airport's future and up and coming runway rehabilitation project.

The Following are bullet points for the engineering project

- **CNH Obstruction Removal Project (Off-Airport) Engineering Services:**
 - Engineering services for tree removal on 8 properties within the Runway approach, approximately 15 acres. The tree removal will be within the properties we are currently working on obtaining easements for (6 properties at the 29 end and 2 properties at the 11 end).
 - CNH Obstruction Removal engineering services to include data Collection, design (construction drawings and specifications), environmental services including a EPA Construction General Permit, general administration, bidding and arrangement for construction, construction administration, and technical observation of construction.
 - Schedule for engineering services includes design through winter 2020/2021, bidding in February 2021, and construction inspection for tree removal is anticipated to be completed after grant approval in late Fall 2021.



RESOLUTION 2021-17

Engineering for Airport Runway Rehabilitation Project

BE IT RESOLVED by the Claremont City Council, after a public hearing duly noticed, that:

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)*

Dated this 23rd day of September 2020, the City of Claremont, County of Sullivan, State of New Hampshire.

AYES _____ ABSENT _____

NAYS _____ ABSTAIN _____

CERTIFICATION

I, Dorée M. Russell, the undersigned officer, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Claremont, New Hampshire, at a meeting duly noticed and held on September 23, 2020.

Dorée M. Russell, Clerk to the Council



**Claremont Fire Department
Administrative Office**

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

Memorandum

To: City Manager, Ed Morris; Mary Walter, Finance Director; Mayor Lovett; City Council

From: Fire Chief/Airport Manager, Bryan Burr *BAB*

Date: September 14, 2020

Re: Resolution; Airport Runway Rehabilitation Project – Engineering and Design

The Airport Runway Rehabilitation Project will be a major reconstruction of the Claremont Municipal Airport's Runway. The project will encompass redesigning the overall width and regaining the usable threshold currently not being used due to the obstruction(s) of the federally protected airspace.

The estimated cost for the engineering portion of the runway rehabilitation project is estimated at \$500,000.00 and as the amount of funds requested in the resolution.

This fee will be incorporated into the final grant, NHDOT- Aeronautics, SBG-02-20-2021 Runway Rehabilitation Project which at a later date will be asking for the funds to do the construction. The grant comes at an overall fee to the city at 5% of the total project cost. All city funding comes from the city's Airport Reserve Fund at not cost to the taxpayer.

Once approved the airport consultant will move forward with the engineering.

The following are bullet points of the engineering and design for the project:

- **CNH Runway 11-29 Rehabilitation Engineering Services:**
 - **Engineering services for the rehabilitation of the existing 3,100-foot long by**

100-foot wide runway pavement including reclamation of existing pavement and base gravels, installation of new pavement, and upgrading runway electrical components.

- **CNH Runway 11-29 Rehabilitation engineering services to include data collection, design (construction drawings and specifications), environmental services including a EPA Construction General Permit and updating the overall airport Stormwater Pollution Prevention Plan (SWPPP), general administration, bidding and arrangement for construction, construction administration, and technical observation of construction. Schedule for engineering services includes design through winter 2020/2021, bidding in February 2021, and construction inspection anticipated to be completed May-July 2022**

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



Ordinance 577 Property Tax Credit for Veterans and 578 Property Tax Exemptions for Elderly

At the October 23, 2019 City Council meeting, the Council voted to make changes to the property tax credit for veterans and property tax exemptions for the elderly as shown in the ordinances attached. After making these motions, the ordinances were not updated. These two ordinances are on the agenda to make the appropriate changes in the City Code to reflect the amounts set by the Council at the October 23, 2019 City Council meeting.

Ed Morris
City Manager

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

Motion to Authorize Multi-Year Lease Agreement for City Vehicles and Equipment

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.

AYES	_____	ABSENT	_____
NAYS	_____	ABSTAIN	_____

CERTIFICATION

I, Dorée 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, September 23, 2020.

Dorée M. Russell, Clerk to the Council



RESOLUTION 2021-18

Rail Trail Improvements Along Washington Street

BE IT RESOLVED by the Claremont City Council, after a public hearing duly noticed, that

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)*

Dated this 23rd day of September, 2020, the City of Claremont, County of Sullivan, State of New Hampshire.

AYES	_____	ABSENT	_____
NAYS	_____	ABSTAIN	_____

CERTIFICATION

I, Dorée M. Russell, the undersigned officer, certify that the foregoing Resolution was adopted by the City Council of Claremont, New Hampshire, at a meeting, duly noticed, and held on September 23, 2020

Dorée M. Russell, Clerk to the Council



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

To: To: City Manager, Ed Morris and Finance Director, Mary Walter
Re: Funding for Washington Street Rail Trail Project
From: Parks and Recreation Director, Mark Brislin
Date: September 9, 2020

The City of Claremont was recently awarded funding from the Recreational Trail Grant Program for \$23,150 to complete work on the rail trail along Washington Street in Claremont that runs in close proximity to Maurice's Trailer Sales and Reed's Trucking (287 -313 Washington Street).

We recently received 3 bids back for the project. After reviewing the bids, it makes the most sense to complete the entire project including the Add Alternates that were advertised in the project's RFP. The Add Alternates were advertised as follows:

1. Pave driveway entrances.
2. Install granite post/60 stones provided by the City between rail and business property 2 to 4 feet apart.
3. If base gravel is adequate, deduct _____ for 12" crushed gravel.

To make up the difference from the grant, I would like to use up to \$25,000 from the City Forest Management Fund that was established for maintenance, operation and management of City-owned undeveloped land.

This will need to be a resolution on the September 23rd City Council Agenda.



Back to Edge
ADJUSTMENT 0700
380' x 1160' x 1030'
Clear Brush, Barbed
& Vegetation

Place Closed Trail
Bump at Obvious
St Access

Place 60 Stones
2' x 4' x 6" size
As Directed by
Municipality to
Define Trail

380 to 820
Remove Excess Fill
Install 12" 3043
Crowned Concrete
BSPHUSI FIVE
GRADE, 12" to 18" FILL
UNDERLAYER OF

880 to 1160'
Five Grade Existing
Base 16 PER
CROSS SECTION
ADD 2" 3043 TS

Extend Concrete
From 205' to
75' to Driveway
30' between Drives
100' between Drives
205' Total

LOAM & SEED
ALL DISTURBED
AREA AS NEEDED

CITY OF CLAREMONT
rail trail Washington st

0 141 282 ft

www.ci.claremont.ca.gov | Printed 02/21/2021

CITY OF CLAREMONT

Purchasing Policies and Procedures

SECTION I

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.”¹

¹ The term “ticket splitting” is meant to describe circumstances under which two or more items are purchased on separate invoices for the sole purpose of avoiding or circumventing the requirements of the City of Claremont Purchasing Policies and Procedures as they pertain to larger dollar value purchases.

SECTION II

GENERAL PURCHASING PROCESS FOR LOW DOLLAR VALUE PURCHASES UP TO \$15,000

The purpose of this policy is to provide guidelines for low dollar value purchases up to \$15,000, which shall be undertaken in accordance with the following:

The City of Claremont Department Heads shall have authority to purchase goods and services directly up to the value of \$15,000. 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 low dollar value purchases shall be undertaken in accordance with the following:

1. Department Heads shall seek to obtain the highest quality goods or services at the best possible price², available at the right time and in the right quantities.
2. Department Heads shall seek to acquire goods and/or services required from qualified suppliers in a manner in which promotes fair and equitable vendor relationships.
3. All purchases must be carried out in accordance with the limits of approved budgets.
4. The Department Head shall award the contract to the most responsible vendor whose product or service represents that greatest overall value to the City.

² The term "best possible price" as used throughout the document is intended to provide some flexibility in the awarding of a contract or purchase. The use of this term is intended to allow the City to consider factors such as quality, suitability, compatibility etc. and to recognize that these factors may dictate that other than the lowest priced good, product or service may be selected under circumstances where it represents the best overall value to the City. When other than the lowest priced good is selected, such decision shall not be arbitrary or capricious.

SECTION III

**POLICY FOR THE ACQUISITION OF GOODS OR SERVICES
WITH A TOTAL PURCHASE PRICE GREATER THAN
~~\$15,000~~ BUT NOT EXCEEDING A TOTAL PRICE OF ~~\$7,500~~15,000**

The purpose of this policy is to provide guidelines for goods or services with value greater than ~~\$1,000~~5,000 but not exceeding ~~\$7,500.00~~15,000, which shall be undertaken in accordance with the following:

The City of Claremont Department Heads shall have authority to purchase goods and services up to a value of ~~\$7,500.00~~15,000. 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 any resultant invoice may be processed in a timely and efficient manner. In addition to the general purchasing objectives, all purchases between ~~\$1,000.00~~5,000.00 and ~~\$7,500.00~~15,000 shall be undertaken in accordance with the following:

1. The Department Head must obtain a minimum of three (3) quotations, which may be solicited by any method of **written** communication, the results of which shall be analyzed and tabulated prior to the award.
2. The Department Head shall seek to obtain the highest quality goods or services at the best possible price, available at the right time and in the right quantities.
3. The Department heads shall seek to acquire goods and/or services required from qualified suppliers in a manner in which promotes fair and equitable vendor relationships.
4. All purchases must be carried out in accordance with the limits of approved budgets.
5. If less than three quotes are received, and it is determined that additional solicitation would not yield additional vendor interest, the Department Head, in consultation with the Director of Finance, shall have the authority to waive the three-~~quote~~ minimum requirement.
6. The Department Head shall award the contract to the most responsible vendor with product or service that represents that greatest overall value to the City.
7. The Department Head shall have the authority to reject any and all proposals if he/she determines, in his/her sole discretion, that additional solicitation may yield a more desirable result for the City of Claremont.

8. Competitive bidding may be waived by purchasing goods, products, or services through vendors identified and selected as quoted in the current State of New Hampshire bid list.³

SECTION IV

GENERAL PURCHASING POLICY FOR PURCHASES FROM ~~\$7,500~~15,000 TO ~~\$25,000~~30,000

The purpose of this policy is to provide guidelines for goods or services with value greater than ~~\$7,500~~15,000 but not exceeding ~~\$25,000~~30,000, which shall be undertaken in accordance with the following:

For the acquisition of goods or services for a total purchase price greater than ~~\$7,500~~15,000, but not exceeding the total price of ~~\$25,000~~30,000, 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.

All advertisements, requests for proposals or solicitation of bids shall be prepared in accordance with the following:

1. The Finance Department/Department Head shall seek to obtain the highest quality goods or services at the best possible price, available at the right time and in the right quantities.
2. The Finance Department/Department Head shall seek to acquire goods and/or services required from qualified suppliers in a manner in which promotes fair and equitable vendor relationships.
3. All purchases must be carried out in accordance with the limits of approved budgets.
4. If less than three quotes are received, and it is determined that further solicitation would not yield additional vendor interest; the Director of Finance shall have the authority to waive the three quote-minimum requirements.

³ The Director of Finance shall have the authority to expand the use of State bid lists to other states under circumstances where it is determined that the means of selection and pre-qualification for inclusion on such lists should, in all likelihood, yield the most competitive overall pricing.

5. The Director of Finance shall be consulted prior to the Department Head awarding the contract to the most responsible vendor with product or service that represents that greatest overall value to the City.
6. The Director of Finance shall have the authority to reject any and all proposals if he/she determines, in his/her sole discretion, that additional solicitation may yield a more desirable result for the City of Claremont.
7. The Director of Finance may require pre-qualification of any vendor in accordance with Section VII, 1, E & F, below.
8. Competitive bidding may be waived by purchasing goods, products, or services through vendors selected in the current State of New Hampshire bid list.⁴

SECTION V

GENERAL PURCHASING POLICY FOR PURCHASES IN EXCESS OF ~~\$25,000~~30,000

The purpose of this policy is to provide guidelines for goods or services with value greater than ~~\$25,000~~30,000, which shall be undertaken in accordance with the following:

For acquisitions of goods and services with a total purchase price greater than ~~\$25,000~~30,000, the purchase shall, at a minimum, be advertised in a newspaper of local circulation. All Requests for Proposals (RFPs) for purchases in excess of ~~\$25,000~~30,000 shall be prepared by the Department Head in consultation with the Director of Finance. All RFP's for purchases in excess of ~~\$25,000~~30,000 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 Claremont City Manager shall award any contract in excess of ~~\$25,000~~30,000.

All Requests for Proposals (RFPs) shall be prepared in accordance with the following:

1. The Finance Department/Department Head shall seek to obtain the highest quality goods or services at the best possible price, available at the right time and in the right quantities.

⁴ The Director of Finance shall have the authority to expand the use of State bid lists to other states under circumstances where it is determined that the means of selection and pre-qualification for inclusion on such list should, in all likelihood, yield the most competitive overall pricing.

2. The Finance Department/Department Head shall seek to acquire goods and/or services required from qualified suppliers in a manner in which promotes fair and equitable vendor relationships.
3. All purchases must be carried out in accordance with the limits of approved budgets.
4. If less than three quotes are received, and it is determined that additional solicitation would not yield additional vendor interest, the City Manager or the Director of Finance shall have the authority to waive the three-quote requirement.
6. The City Manager shall award the contract to the most responsible vendor with product or service that represents that greatest overall value to the City.
7. The City manager shall have the authority to reject any and all proposals if he/she determines, in his/her sole discretion, that additional solicitation may yield a more desirable result for the City of Claremont.
8. The City Manager may require pre-qualification of any vendor in accordance with Section VII, 1, E & F below.
9. Competitive bidding may be waived by purchasing goods, products, or services through vendors identified and selected as quoted in the current state of New Hampshire bid list.⁵

SECTION VI

POLICY FOR CONSULTING AND PROFESSIONAL SERVICES IN EXCESS OF ~~\$25,000.00~~30,000

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 ~~\$25,000.00~~30,000. 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, Section V 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 ~~\$25,000.00~~30,000 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.

⁵ The Director of Finance shall have the authority to expand the use of the State bid list to other states under circumstances where it is determined that the means of selection and pre-qualification for inclusion on such list should, in all likelihood, yield the most competitive overall pricing.

In such case, this Section and Section VII below shall govern purchases deemed to require prequalification.

Where the City is securing ongoing consulting or professional services, the City may enter into multi-year agreements with qualified vendors. However, no such contract shall be for a duration longer than five years and shall include a fiscal funding clause that allows the City to withdraw from the contractual relationship should the City, acting in good faith, fail to appropriate enough funds to cover the costs anticipated in the agreement. This provision shall not be construed to apply to Department Heads hired by the City Manager through contracted services. Such Department Heads serve at the pleasure of the City Manager and in accordance with the Claremont City Charter, State, and/or Federal law.

Consulting and/or professional services in excess of ~~\$25,000.00~~\$30,000 shall be acquired in accordance with the following:

Part One

The Department Head, in consultation with the Finance Department, shall send out requests for qualifications (RFQs). Upon receipt of the RFQ's, the Department Head, in consultation with the Director of Finance, shall prepare a list of qualified vendors in accordance with Section VII below.

Part Two (Optional)

The City may require any or all qualified vendors to participate in any means of pre-bid process including, but not limited to, meetings to develop the RFP or to establish the scope of work or services. This step in the process may be waived if it is determined, in the sole discretion of the City, to be unnecessary. Further, the Department Head may conduct such pre-bid process prior to establishing the list of pre-qualified vendors. Lastly, the City may require prospective vendors to submit scope proposals where it is deemed appropriate

Part Three

After vendors have been selected based upon qualifications and any pre-bid process is complete, quotations or cost proposals shall be solicited. ~~Though 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.

If the City decides to solicit scope proposals, the City may enter into negotiations with the most qualified vendor(s) with the best scope proposal to determine anticipated project costs. Ultimately, the contract shall be awarded to the vendor with the scope and cost proposal that represents the best overall value to the City.

SECTION VII

POLICY OF PRE-QUALIFICATION

1. This policy is intended to establish guidelines for the pre-qualifications of vendors. The purpose of pre-qualification is to ensure that each bidder can demonstrate that they have the necessary ability, expertise, and/or resources to satisfactorily complete the work or provide the goods required. Pre-qualification shall only be required in the following circumstances.

- A. The work is considered “high risk” with respect to regulations governed by the New Hampshire Department of Environmental Services, the Occupational Health and Safety Act, or any other State or Federal law.
- B. The work is such that contract administration costs, work inspection, follow-up, extra fee negotiations could result in substantial costs to the City if the work is not satisfactorily performed on a timely basis.
- C. The goods or equipment to be purchased must meet national safety standards, or if no standard has been established, certain performance, criteria, and conditions where pre-qualification is desirable.
- D. Work involves complex, multi-disciplinary activities, specialized expertise, knowledge, equipment, materials, or financial requirements.
- E. The material or goods to be provided may become scarce or otherwise limited in supply.
- F. Prepayment is required or finding substitute services or goods may be difficult or otherwise inefficient.

2. In accordance with Section VI, Policy for Consulting and Professional Services, there shall be a multi-part process where any sealed quotation or cost proposal shall only be entertained after pre-qualification. Any request for qualifications (RFQs) shall set forth criteria requiring bidders to provide information such as, but not limited to:

- A. Experience on similar work (firm and staff assigned).
- B. References provided from other customers for similar work.
- C. Verification of applicable licenses and/or certificates.
- D. Performance standards regarding goods or equipment sought or utilized.
- E. Health and safety policies and staff training.
- F. Availability of applicable insurance.
- G. Financial capability.

H. Current or anticipated work load.

3. Once the RFQs are received from the applicable vendors, they shall be reviewed by Director of Finance/Department Head and shall be ranked in accordance with desirability. Either the Department Head or the Director of Finance may utilize any reliable source of information available to determine qualifications and shall not be limited to the information submitted by the vendor. A list of pre-qualified vendors shall be developed from those deemed by the City, in its sole discretion, to be most qualified.

4. If the materials provided by any vendor in accordance with a City's RFQs are incomplete, the City reserves the right to request additional information and to delay opening any associated quotations or cost proposals. Notwithstanding, the City reserves the right to reject any vendor response to a City RFQ in whole should it deem that a delay in pursuing the award of a contract while additional information is sought would otherwise be undesirable.

SECTION VIII

PREFERRED SUPPLIER LIST

To the extent practicable, each year the Director of Finance shall solicit pricing from various suppliers for the aggregate purchases of gas, oil, salt, sand, cold patch, asphalt, gravel, crushed stone, office supplies, cleaning supplies, sundries, food, chemicals, medicines and other various supplies. The Director of Finance, in consultation with the Department Heads, shall determine which supplier will provide the best quality of product at the best possible prices. The Director of Finance may combine purchasing objectives with other public entities in accordance with Section X below.

Any vendor selected shall be placed on a Preferred Supplier List. This list shall be distributed to the Department Heads as developed or amended. The Preferred Supplier List shall be updated, prepared, and circulated on or about July 1st of each year and on such later dates as changes may develop. Department Heads shall direct all purchases covered by the list to the supplier providing the product specified in the Preferred Supplier List. Where the purchase of supplies or materials involves numerous products from a single supplier where the quantity of items sought would be impracticable to reduce to an RFP, the Director of Finance is authorized to add suppliers to the Preferred Supplier list without advertising or obtaining three quotations as required in Sections III, IV & V above. Notwithstanding, the Director of Finance must use due diligence before adding a supplier to the list to ensure competitive quality and pricing. The Director of Finance may use State of New Hampshire's state bid list of specified vendors and prices as circumstances warrant.

If the Department Head determines that the specific product in question can be obtained at a significantly lower cost from a vendor not specified on the Preferred Supplier List, such information shall be communicated to the Director of Finance. The Director of Finance shall have the authority to permit purchases outside of the Preferred Supplier List when it is deemed appropriate. Similarly, where there are anticipated reductions in available quantities or quality, a substitute or backup vendor may be used in accordance with Section IX below.

SECTION IX

**TEMPORARY OR ANTICIPATED REDUCTIONS IN
QUALITY OR AVAILABILITY**

Where a Department Head is aware that there will be a temporary or anticipated reduction in quality or availability of any products purchased on behalf of the City of Claremont, the Department Head shall have the authority to either solicit new bids as otherwise set forth herein or to award temporary purchases to a back-up or substitute vendor. The use of such a back-up or substitute vendor shall only be undertaken when it is determined that the agreed price no longer is supported by the quality or availability of the product sought. This policy shall apply particularly to the purchase of sand, gravel, crushed stone, salt, asphalt, wastewater treatment products, chemicals, cleaning agents, etc.

SECTION X

POLICY FOR COOPERATIVE PURCHASING

The City of Claremont may participate with other governmental agencies or public authorities in the cooperative acquisition ventures when it is in the best interests of the taxpayers to do so. These purchases may be coordinated by other governmental agencies and thus would be exempt from the purchasing policies of the City of Claremont. When coordinated by the City of Claremont, the City of Claremont shall utilize, to the best degree practicable, the policy set forth herein. During the course of any cooperative purchasing endeavor, the City Manager shall have the authority to waive any provision of this policy should he/she conclude that following the policy would otherwise undermine the primary objective of cooperative purchasing which is to get the best overall price and service through the use of aggregate purchasing power.

SECTION XI

POLICY FOR COMPLIANCE WITH PURCHASING POLICIES

All employees and Department Heads acting in accordance with the provisions of the Claremont Purchasing Policies and Procedures shall carry out such activities in accordance with the Claremont Code of Ethics. Any employee found to violate the provisions of the Claremont Purchasing Policies and Procedures or the Claremont Code of Ethics may be subject to appropriate disciplinary measures up to and including termination. The City of Claremont, the public, and the business community must have confidence in the integrity of the purchasing practices of the City of Claremont.

SECTION XII

MISTAKES OR ADJUSTMENTS IN THE BIDDING PROCESS

On occasion, it may become apparent that those responding to the Request for proposals did not understand or submit proposals that address the requirements of the City. Further, circumstances may develop where, through the bidding process, there are changes in specification that can save the City significant amounts of funds. Under such circumstances, the City reserves the right to reject all proposals or bids and re-advertise and/or modify the Request for Proposal as is necessary.

Occasionally proposals submitted by vendors may provide more advantageous pricing on a certain distinct phase, segment, element, or trade-in. The City reserves the right to offer multiple vendors distinct phases, segments, elements or trade ins as would be in the best interests of the City. Any such splitting of a proposal is subject to the approval of the vendors involved. Failure of the lowest bidder to agree to the proposal splitting may result in the City looking to the next most advantageous bidder to determine if proposal splitting is agreeable. Ultimately, award of the contract should be driven by the best overall value for the City. Notwithstanding, the City is under no obligation to split such proposals under circumstances where it believes that, in its sole discretion, dealing with one single vendor will be to the advantage of the City.

SECTION XIII

PREPARATION AND SPECIFICATION OF REQUESTS FOR PROPOSALS

Unless otherwise required by law, all solicitations shall be in the form of Request for Proposals (RFP) and the award of any resultant contract shall conform to the policies and objectives set forth herein. Every effort should be taken to draft any RFP in a manner that will yield the largest possible vendor or supplier interest. Where practicable, specifications for equipment, services, or supplies should be described generally by quantity, objective, fit, function, size, weight, compatibility requirements, mode of operation, power, color, and intended use or purpose. Notwithstanding, a specific model, make or type of equipment or supply may be specified when it is determined that due to dependability, quality, durability, trade in value, compatibility, parts availability, repair history, or familiarity, that securing a specific make, model or type is in the best interest of the City.

SECTION XIV

WAIVER/DEVIATIONS FROM PURCHASING POLICIES

It is acknowledged that certain State and Federally subsidized projects specify that certain purchasing procedures be followed which may deviate from the policies set forth herein. To the degree such funding is conditioned upon purchasing policies that differ from those set forth herein, the City shall, by virtue of accepting any such funding, be deemed to have modified its purchasing policies to conform with such State or Federal purchasing requirements.

Consistent with the City Manager's fiduciary duty to prudently manage the fiscal affairs of the City, the City Manager is hereby empowered to waive any condition of these purchasing policies when he/she determines, in his/her sole discretion, that a waiver of certain requirements that, in all likelihood, will yield a more satisfactory result for the City. Notwithstanding the City Manager shall waive only such requirements to the extent the resultant purchasing practice does not violate the purchasing objectives and statements of intent set forth in Section One above.

SECTION XV

PUBLIC WORKS CONSTRUCTION PROJECTS

All public works construction projects shall be handled on a case-by-case basis with ample consideration to the extent of professional knowledge and expertise required to complete the project. In most cases where the level of expertise required to complete the project is generally possessed by many qualified contractors, pre-qualification may be waived. Further, when such project does not require a high level of expertise or unique equipment or training, generally the contract will be awarded to a reasonable, reliable, and trustworthy bidder with the lowest equalized cost proposal. Notwithstanding, given the nature of such project and the potential for disruption of roadways, city services, and the general inconveniences to the traveling public and effected businesses, the City reserves the right to consider the anticipated timeframe for the completion of the contract in making any award. A premium may be added to any proposal that significantly reduces the overall impact to the public under circumstances where the perceived benefit outweighs the added cost. The City also reserves the right to award the contract on the basis that the City may participate in providing services or materials such as construction oversight, engineering, design, traffic control, signal repair and/or control, materials, drainage or other goods or services in a manner that provides either cost reductions or otherwise deferred expense.

FINANCE

Report

July 2020

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Finance Overview

September 11, 2020

The enclosed financials represent revenues and expenditures through *July 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 shortfall.

Expense Summary

Several departments are tracking more than y-t-d budgeted but they are expected costs. Municipal Complex has the reversal of fuel on hand at year end (as does the Airport) Communications 911 spends most of its Equipment M&R on contracted costs 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 here that 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, has been experiencing 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 in early October.

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	\$ -	0.00%	\$ 1,150,390.00	\$ -	0.00%
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 --- \$1,116,136 less \$639,999 = \$476,137 which was raised on the tax rate for FY 2018.

CASH REPORT July 31, 2020

GENERAL FUND

\$100,000.00	Cash on hand
\$95,086.52	Payroll
\$7,999,988.61	Investment Account
\$1,316.55	Farmers Market
\$8,195,075.13	

SPECIAL FUNDS

\$13,387.65 Claremont Conservation Commission

SPECIAL FUNDS - (NHPDIP)

\$19,502.83	General Fund
\$138,824.27	CDA
\$551,697.87	Water Dept.
\$2,401,337.83	Sewer Dept.
\$214.67	Down Town TIF District
\$532,640.49	Retirement-Severance Expendable Trust
\$7,769.10	CSBCC Scholarship Fund
\$3,651,987.06	

WATER ACCOUNT

\$104,749.09	Water Investment
\$267,620.99	Water Capital Replacement Fees
\$372,370.08	

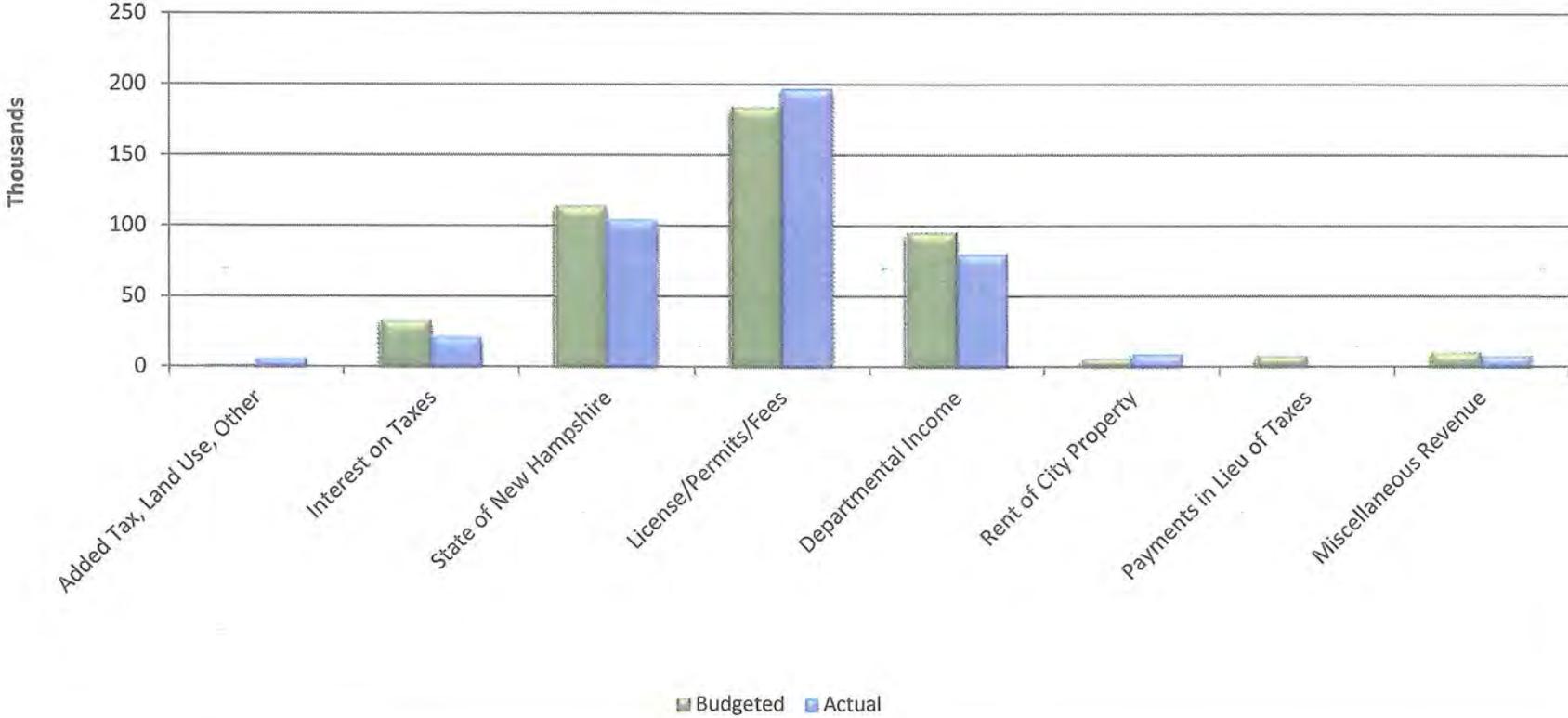
SEWER ACCOUNT

\$115,484.08	Sewer Investment
\$266,255.11	Sewer Capital Replacement Fees
\$381,739.19	

CAPITAL RESERVE FUND (Held by Trustees of Trust Funds)

\$10,523.18	Fire Apparatus Equipment Reserve
\$3,214.52	Streets & Roads Equipment Reserve
\$13,312.75	City Facility Repairs
\$10,285.34	Airport (\$.05 per gallon gas sales)
\$3,598.75	Parks & Rec. Comm. Ctr. Bldg.
\$330,813.28	Municipal Transportation Fee
\$461,382.91	City Communication & Technology
\$69,495.15	Cemetery
\$133,421.31	Non-Cap Res Water
\$142,898.61	Non-Cap Res General
\$151.46	City Enhancement
\$64.91	Fire Building Repair
\$11,921.30	Parks Road Improvement
\$173,580.80	CSBCC Bldg M & R Non Cap Reserve
\$258,743.13	CSBCC Equipment Non-Cap Reserve
\$5,794.92	Hagerman Skateboard Pavillion
\$79.70	Skateboard Park M & R
\$5,171.53	Dog Park
\$6.35	Mtn View Cemetery Gate
\$1,328.14	Pak 40 Anti-Tank Gun
\$196.60	Basketball Programs
\$159.51	Recreation Basketball
\$267.83	Veterans Park Infield Renovations
\$5,958.46	Cemetery Lights at Mtn. View Cemetery
\$5,297.80	Fountain Project
\$3,684.43	Voter Equipment
\$471,959.97	Water Stabilization & Contingency
\$398,091.77	Water Emergency Plant Infrastructure Replacement
\$509,383.51	Water System Replacement
\$603,362.13	Sewer Emergency Plant Infrastructure Replacement
\$599,491.33	Sewer Stabilization Contingency
\$1,680,005.97	Sewer System Replacement
\$121,981.68	Code Enforcement Non-Cap Reserve
\$3,974.87	Traffic Signals Upgrade & Maintenance
\$3,610.69	Fiske Free Library
\$76,193.28	Lower Cul-de-Sac
\$57,104.08	Claremont Conservation Commission (for investment purposes only) as of 6/30/20

Revenues



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

Account Number	Est Rev	MTD Rev	YTD Rev	Balance	%Coll
General Fund					
Totals Taxes - Revenue	17,050.00	5,915.34	5,915.34	11,134.66	34.694
Totals Interest on Taxes	400,000.00	21,417.29	21,417.29	378,582.71	5.354
Totals State of NH - Govt Revenue	1,371,810.00	104,899.83	104,899.83	1,266,910.17	7.647
Totals Licenses Permits & Fees	2,208,830.00	197,066.60	197,066.60	2,011,763.40	8.922
Totals Departmental Revenue	1,148,659.00	80,269.37	80,269.37	1,068,389.63	6.988
Totals Rent of City Property	73,168.00	9,328.00	9,328.00	63,840.00	12.749
Totals Payments in Lieu of Taxes	98,683.00	0.00	0.00	98,683.00	0.000
Totals Miscellaneous Revenues	122,730.00	7,823.24	7,823.24	114,906.76	6.374
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	426,719.67	426,719.67	5,998,038.08	6.642
TIFD - Downtown					
Totals Taxes - Revenue	735,250.00	1,140.06	1,140.06	734,109.94	0.155
Totals TIFD - Downtown	735,250.00	1,140.06	1,140.06	734,109.94	0.155
Water Department					
Totals Revenues	1,966,507.00	36,422.42	36,422.42	1,930,084.58	1.852
Totals Miscellaneous Revenues	28,000.00	1,686.44	1,686.44	26,313.56	6.023
Totals From Fund Balance/Retain Earn	0.00	0.00	0.00	0.00	0.000
Totals Water Department	1,994,507.00	38,108.86	38,108.86	1,956,398.14	1.911
Sewer Department					
Totals Revenues	2,524,570.00	63,525.67	63,525.67	2,461,044.33	2.516
Totals Miscellaneous Revenues	368,705.00	11,511.11	11,511.11	357,193.89	3.122
Totals From Fund Balance/Retain Earn	-182,315.00	0.00	0.00	-182,315.00	0.000

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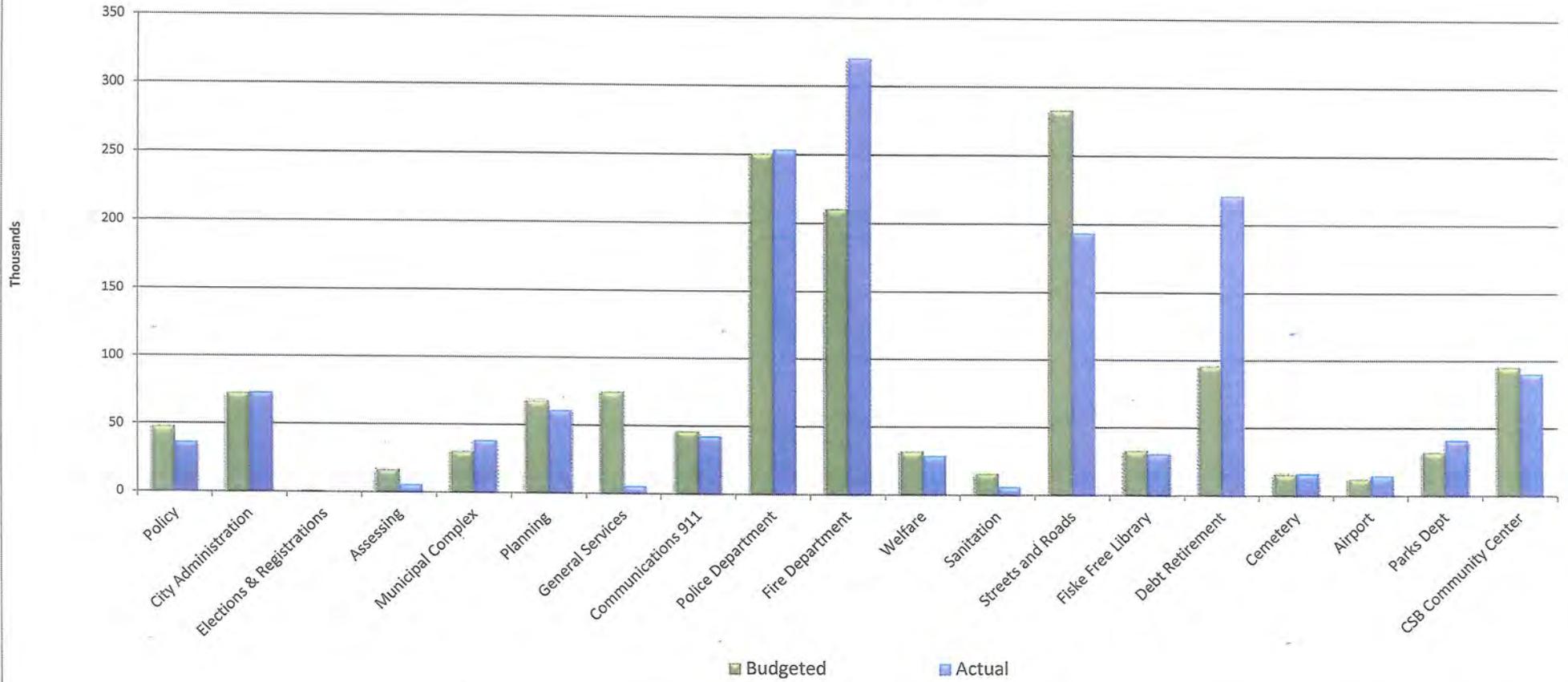
Revenue Report
Combined - Summary
City of Claremont
As Of: July, GL Year 2021

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Revenue Report

Account Number		Est Rev	MTD Rev	YTD Rev	Balance	%Coll
Totals	Sewer Department	2,710,960.00	75,036.78	75,036.78	2,635,923.22	2.768
Grand Total		11,865,474.75	541,005.37	541,005.37	11,324,469.38	4.559

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Expenses



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Expenditure Report - Current Year Only
Combined - Summary
City of Claremont
As Of: July, GL Year 2021

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Council Reports

Account Number	Net Budget	MTD Exp	YTD Exp	Encumbered	Remaining	%Used
General Fund						
Totals Policy/Exec/HR/Council	579,870.00	36,817.52	36,817.52	0.00	543,052.48	6.349
Totals City Admin- Finance/IT	879,438.00	73,416.39	73,416.39	0.00	806,021.61	8.348
Totals Elections & Registrations Expe	15,700.00	66.80	66.80	0.00	15,633.20	0.425
Totals Assessing Expenses	205,842.00	5,954.93	5,954.93	0.00	199,887.07	2.893
Totals Municipal Complex Expenses	371,459.00	39,097.10	39,097.10	0.00	332,361.90	10.525
Totals Planning & Development Expense	825,446.00	61,637.59	61,637.59	0.00	763,808.41	7.467
Totals General Services Expenses	904,869.00	5,757.19	5,757.19	16,481.18	882,630.63	2.458
Totals Communications 911 Expenses	560,678.00	43,224.89	43,224.89	0.00	517,453.11	7.709
Totals Police Expenses	3,012,297.00	254,011.83	254,011.83	199.99	2,758,085.18	8.439
Totals Fire Expenses	2,529,187.00	320,417.32	320,417.32	0.00	2,208,769.68	12.669
Totals Welfare Expenses	391,902.00	29,360.56	29,360.56	55.00	362,486.44	7.506
Totals Sanitation Expenses	196,123.00	6,465.23	6,465.23	0.00	189,657.77	3.297
Totals Streets & Roads Expenses	3,403,172.00	193,924.89	193,924.89	534.76	3,208,712.35	5.714
Totals Library Expenses	403,442.00	31,300.85	31,300.85	0.00	372,141.15	7.758
Totals Debt Retirement Expenses	1,155,003.00	221,641.17	221,641.17	0.00	933,361.83	19.190
Totals Cemetery Expenses	192,617.00	16,726.26	16,726.26	2,149.50	173,741.24	9.800
Totals Airport Expenses	152,965.00	15,181.76	15,181.76	0.00	137,783.24	9.925
Totals Parks Expenses	390,974.00	41,607.27	41,607.27	18,080.09	331,286.64	15.266
Totals CSB- Recreation Expenses	1,150,390.00	91,083.93	91,083.93	103,427.97	955,878.10	16.908
Totals Outside Agency Request Expense	30,000.00	0.00	0.00	0.00	30,000.00	0.000
Totals General Fund	17,351,374.00	1,487,693.48	1,487,693.48	140,928.49	15,722,752.03	9.386
TIFD - Downtown						
Totals Expenses	703,250.00	583,800.00	583,800.00	0.00	119,450.00	83.015
Totals Sawtooth - Parking Garage Expe	32,000.00	678.55	678.55	0.00	31,321.45	2.120
Totals TIFD - Downtown	735,250.00	584,478.55	584,478.55	0.00	150,771.45	79.494
Water Department						
Totals Water Enterprise Fund Expense	1,994,507.00	96,028.15	96,028.15	232,051.53	1,666,427.32	16.449
Totals Water Department	1,994,507.00	96,028.15	96,028.15	232,051.53	1,666,427.32	16.449

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Expenditure Report - Current Year Only
Combined - Summary
City of Claremont
As Of: July, GL Year 2021

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ReportSortedSimpleExpenditure
Council Reports

Account Number	Net Budget	MTD Exp	YTD Exp	Encumbered	Remaining	%Used
Sewer Department						
Totals Sewer Enterprise Fund Expenses	2,710,960.00	359,162.43	359,162.43	538,310.11	1,813,487.46	33.105
Totals Sewer Department	2,710,960.00	359,162.43	359,162.43	538,310.11	1,813,487.46	33.105
Grand Total	22,792,091.00	2,527,362.61	2,527,362.61	911,290.13	19,353,438.26	15.087

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

\$7,559,097.73 Beg. Balance
 (\$79,994.29) NHMBB Series F Refunded Bond (2020)

\$7,479,103.44 Balance as of 7/31/20

SRF - Landfill
 \$661,815.18 CS330114-09 Beg. Balance
 \$0.00

\$661,815.18 Balance as of 7/31/20

OUTSTANDING TAX ANTICIPATION NOTES

\$0.00

OUTSTANDING BOND ANTICIPATION NOTES

\$0.00

DEBT LIMIT

\$23,549,528 Debt Limit*

\$7,479,103 Outstanding Debt-General Fund

\$16,070,424 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.p>

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

SEWER FUND:	\$3,808,478.63	Beginning
	(\$22,163.56)	Principal payment -Loan #14
	(\$45,005.71)	Principal payment- Series F
	\$3,741,309.36	As of 07/31/2020

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
		Principal payment- DWSRF #2
	\$2,656,118.77	As of 7/31/2020

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 7/31/2020



CITY OF
CLAREMONT



Claremont Police Department
58 Opera House Square
Claremont, New Hampshire 03743
Ph: (603) 542-7009
Fax: (603) 542-7015
Email: mchase@claremontnh.com
www.claremontnh.com

Honorable Police Commission
Claremont City Council
58 Opera House Square
Claremont, NH 03743

RE: Chief's Report for August 2020

Honorable Commission Members:

The following are some activity highlights from the Chief's Office of the Claremont Police Department for August 2020:

The Claremont Police Department continues to monitor the COVID-19 pandemic and follow guidelines for personal protection of this virus. We are always evaluating our response to this event and will make adjustments as recommendations are made by health officials. Masks for the officers and any visitor at Claremont Police have been the normal protocol for the last couple of months. Officers continue to ask the citizens when speaking to the officer to wear a mask. Most people already have a mask on or agree to wear a mask when speaking to the police officers. The few people that refuse our request still receive the services that they request when they call the police or deal with the police.

I have participated along with our School Resource Officer, Crystal Simonds in meetings with the leadership team at SAU#6 about the reopening of schools. As this unit plans the school response we evaluate where we can participate or assist in the safe passage and attendance at school. We are looking forward to school reopening, just like so many parents and we hope it is a sign that things are going back to what we remember as normal.

The opening of the Deputy Chief position for Claremont PD was posted and has now gone out to the public to accept applications. We have set a goal of reviewing applications in early September and moving forward with interviews at the end of September. Once the interviews are completed, we will evaluate the candidates and complete a background and hope to have this position filled sometime this fall. We also continue to receive applications for the open patrol positions that exist at the department as well as an administrative assistant. I am working with H.R. manager Samantha



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Lauzon on all of these positions. Currently Officer Lucas Finamore has started his field training and Officer Justin Vivian is attending training at the NH Police Academy.

I have continued to monitor and participate when possible with the New Hampshire Commission on Law Enforcement Accountability, Community, and Transparency. This has been a long process and I was not able to watch or participate in all the meetings. This group of professionals and members of the public had a difficult task to complete in a short amount of time. They have now submitted a report and recommendations to the Governor's office and this report and recommendations have been made public. I did not include the entire report, however it can be located:

<https://www.governor.nh.gov/accountability>

Training was discussed in great detail along with how the police handle mental health calls. The Commission also discussed CALEA accreditation and its benefits as well as agencies having civilian oversight in the form of a Police Commission. I continue to review the recommendations that have been made and will prioritize our yearly strategic planning around these goals and objectives. This topic is still being discussed and it is even more important to keep the lines of communications open between the community and the police department. We have struggled at times to keep this line open and the last 6 months have been very challenging.

Our newest K-9 is now at Claremont Police Department full time. K-9 Officer Sullivan, aka – Sully has completed his training at Hero Pups and is a permanent member of the department. He has been welcomed by the community with very open arms. Det. Margaret Barry has a permanent shadow with Sully and we are all very excited he is here. She has made several community visits at local child care centers and the staff at VRH. Once school is up and running and into their routine, SRO Simonds will take Sully for a visit to the schools to meet all the kids. Sully is a great dog with a great personality. He seems to like all of us as well but that could be something to do with all the treats the officers keep giving him when they see him. We believe that Sully is a community dog and will make all attempts to get him out in the community to meet the residents. He has already assisted with meetings and interviews at our local Child Advocacy Center. We hope that his involvement in those interactions helps the people deal with the trauma they may have experienced.

The end of August came with two very high profile and stressful calls. I am very proud of the officers and employees that handled these calls. They all went above and beyond



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and showed professionalism and compassion in face of danger and the face of tragic loss. We have planned a complete review and debrief in both cases so the officers and go over what occurred to help process the events as well as learn from the event. The partnerships with other law enforcement agencies that we have built established over the years paid off with an out pouring of help being officer on the state and county level. These partnerships are so important when events like this occur.

As outlined above, the Claremont Police Department continues to work together with all parts of the City, County, and State Government and the citizens of Claremont, to make this City a comfortable and safe community to live in.

Yours in Policing,

A handwritten signature in black ink that reads "Mark T. Chase". The signature is written in a cursive style with a large, prominent "M" and "C".

Mark T. Chase
Chief of Police



New Hampshire Drug Monitoring Initiative

New Hampshire Information & Analysis Center

Phone: (603) 223.3859

NH.IAC@dos.nh.gov

Fax: (603) 271.0303



NHIAC Product #: 2020-4356

July 2020 Report

31 August 2020

Purpose: The NH Drug Monitoring Initiative (DMI) is a holistic strategy to provide awareness and combat drug distribution and misuse. In line with this approach the DMI will obtain data from various sources (to include, but not limited to, Public Health, Law Enforcement, and EMS) and provide monthly products for stakeholders as well as situational awareness releases as needed.

Drug Environment Report—UNCLASSIFIED

Section Title

Table of Contents:

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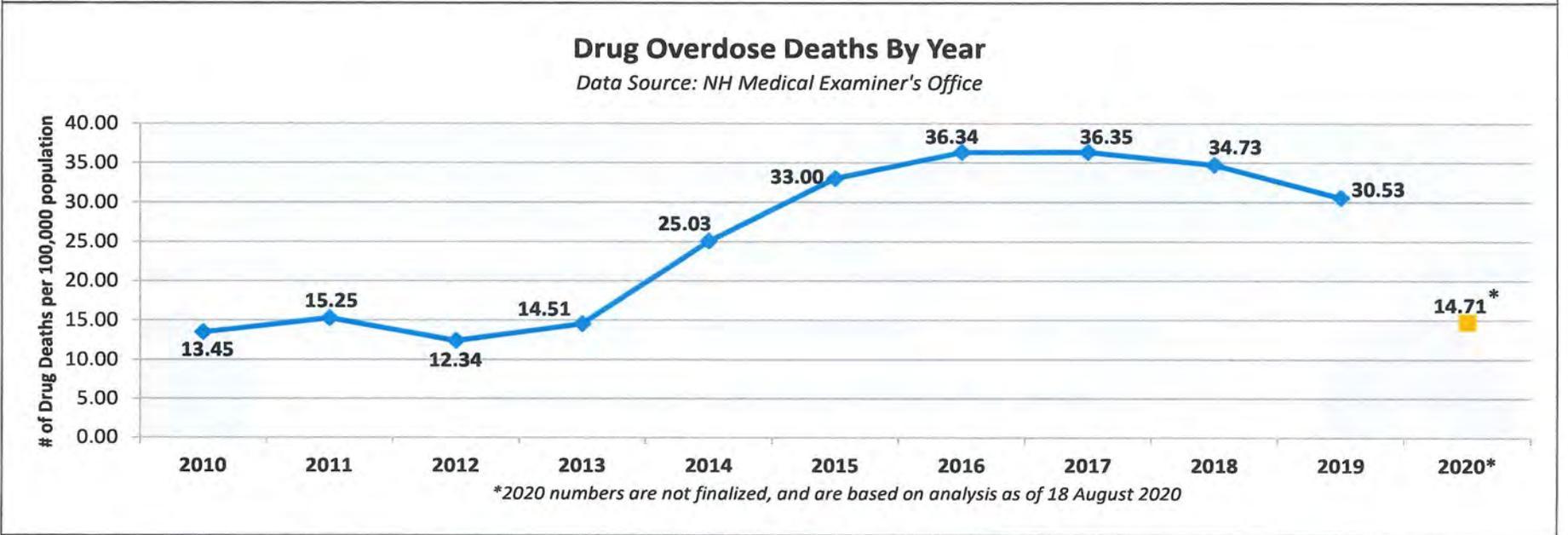
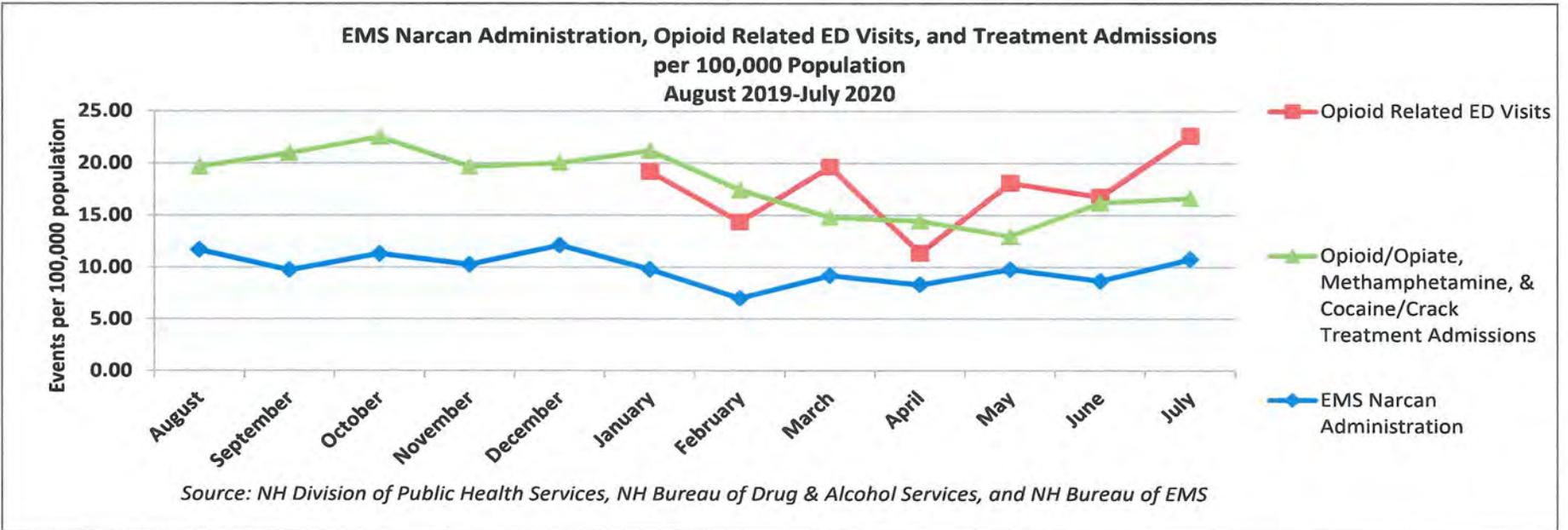
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EMS Narcan Administration Map	8
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Substance Use Disorder Treatment/Recovery Directory	14

Previous versions of the Drug Environment Report can be found at: <https://www.dhhs.nh.gov/dcbcs/bdas/data.htm>

The monthly online DMI viewer can be found at: <https://nhvieww.nh.gov/IAC/DMI/>

- ⇒ Population data source: <http://www.nh.gov/osi/data-center/population-estimates.htm>
 - Year/month overview charts are based on annual estimates from the above website. County charts are based on a 2019 estimated population of each county.
- ⇒ If your agency is looking for further breakdowns than what is in this document please contact the NHIAC.

Overview: Trends for Narcan, ED Visits, Treatment Admissions, and Overdose Deaths:



Drug Overdose Deaths:

Data Source: NH Medical Examiner's Office

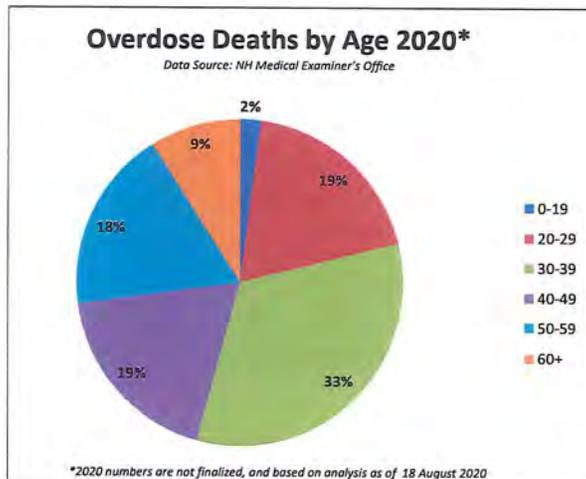
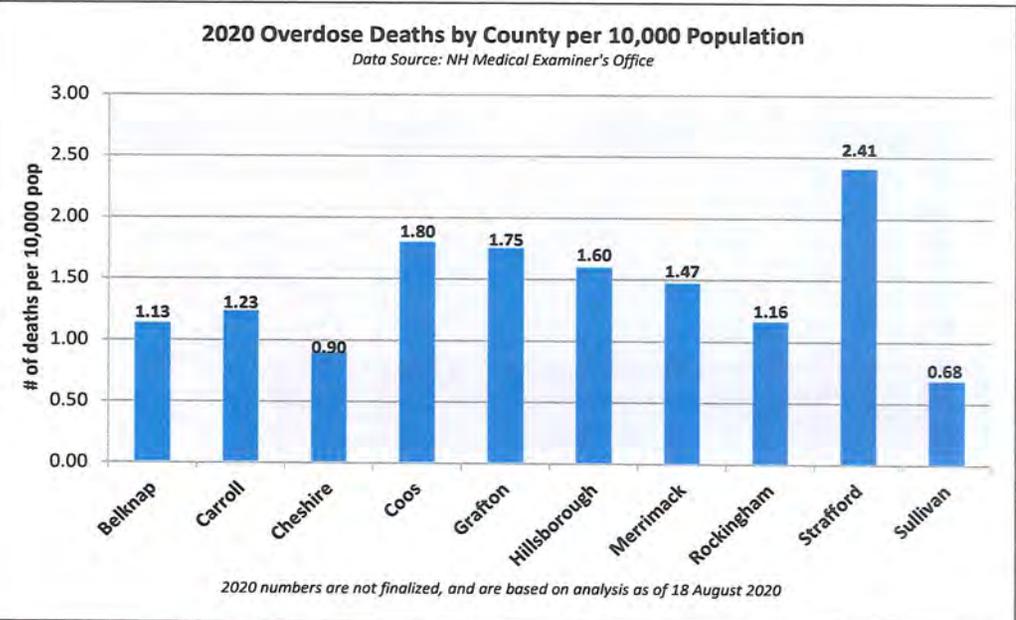
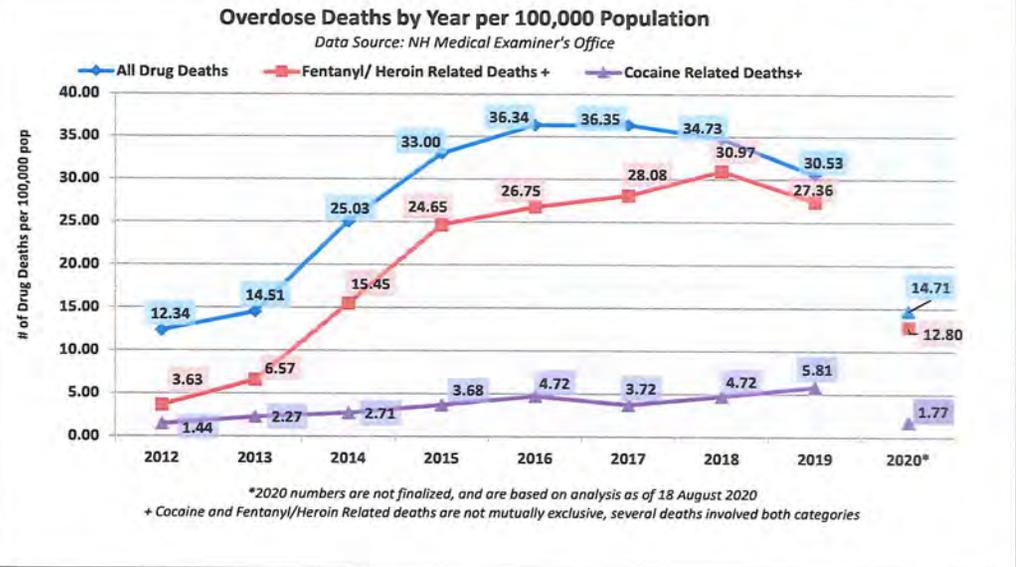
Right click on the paperclip and select "Open File" to view additional data.

Trends:

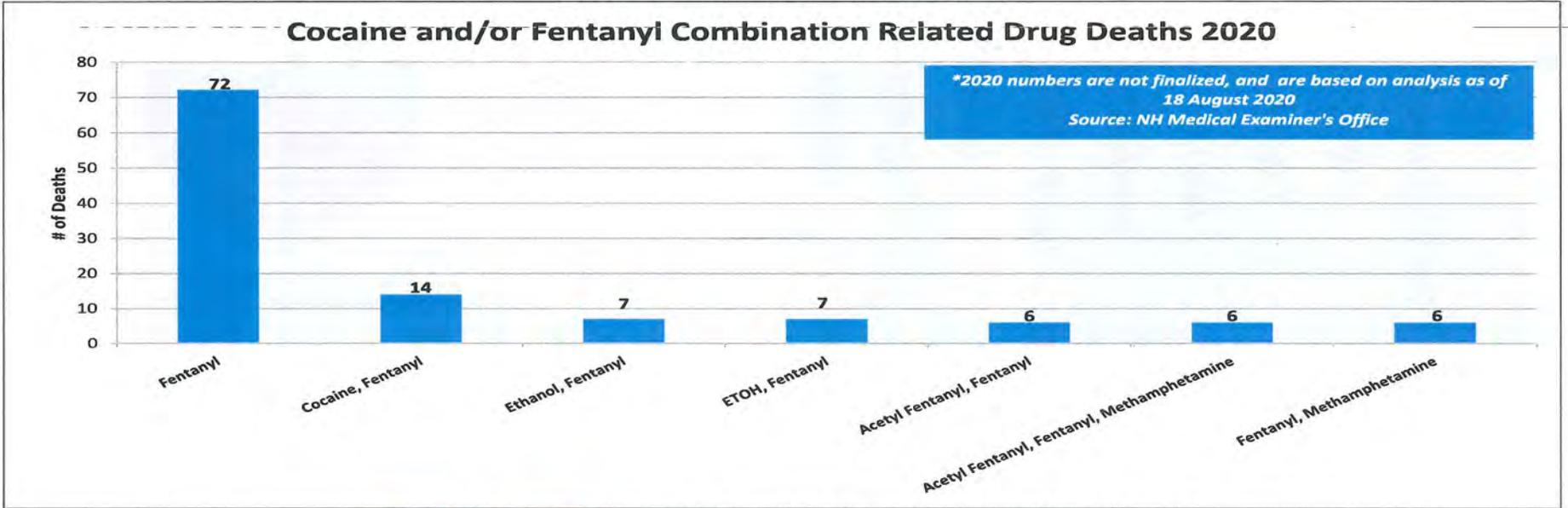
- As of 18 August there are 200 confirmed drug overdose deaths and 57 cases pending toxicology for 2020.
- Drug overdose deaths decreased from 471 to 415 from 2018-2019. This represents a 12% decrease.
- So far in 2020, Strafford and Coos Counties have the highest suspected drug use resulting in overdose deaths per capita, at 2.41 and 1.80 deaths per 10,000 population respectively.
- The age group with the largest number of drug overdose deaths is 30-39 years, which represents 33% of all overdose deaths for 2020.

***** IMPORTANT DATA NOTES *****

- ***The NHIAC recently became aware that some drug overdose death data included in prior reports reflects the location where the death occurred, not where the drug is suspected to have been used. The location data is intended to reflect the location of suspected use, as death location has the potential to change town and county level information. The NHIAC and OCME are working together to correct the issue.***



Drug Overdose Deaths (Continued):



Cocaine and/or Fentanyl Combination Related Drug Deaths that were noted once or twice*

Amphetamines, Cocaine, Fentanyl	Acetyl Fentanyl, Fentanyl, Fluoxetine, Tramadol	Alprazolam, Amphetamines, Cocaine, Fentanyl	Cocaine, Ethanol, Fentanyl	Dextro/levomethorphan, Fentanyl, Xylazine	ETOH, Fentanyl, Fluoxetine, Olanzapine	Fentanyl, Hydrocodone
ETOH, Fentanyl, Methamphetamine	Acetyl Fentanyl, Fentanyl, Methadone	Alprazolam, Ethanol, Fentanyl	Cocaine, ETOH, Fentanyl	Diphenhydramine, Fentanyl, Methadone	Fentanyl, Flualprazolam	Fentanyl, Methamphetamine, Tramadol
1, 1-difluoroethane, Etizolam, Fentanyl, Pyrazolam	Acetyl Fentanyl, Fentanyl, Methadone, Morphine	Amitriptyline, Fentanyl	Cocaine, Oxycodone	Duloxetine, Fentanyl	Fentanyl, Heroin	Fentanyl, Morphine, Oxycodone
Acetyl Fentanyl, Buprenorphine, Fentanyl, Methadone	Alprazolam, Amphetamines, Citalopram/escitalopram, ETOH, Fentanyl, Trazodone	Amphetamines, Fentanyl	Cocaine, Tramadol	Ethanol, Fentanyl, Gabapentin, Morphine	Fentanyl, Heroin, Methadone	Fentanyl, Oxymorphone
*Cells filled with gray indicate combinations noted twice					Ethanol, Fentanyl, Oxycodone	Fentanyl, Heroin, Methamphetamine

Overdose Deaths by Town* - 2020 + (Data Source: NH Medical Examiner's Office)

*Location where the drug(s) is suspected to have been used.

+2020 data was reported on August 18, 2020
There are more deaths that are suspected to be drug related, but the official cause of death is pending until the toxicology results are received.

57 CASES PENDING
19 Cases have an unknown location



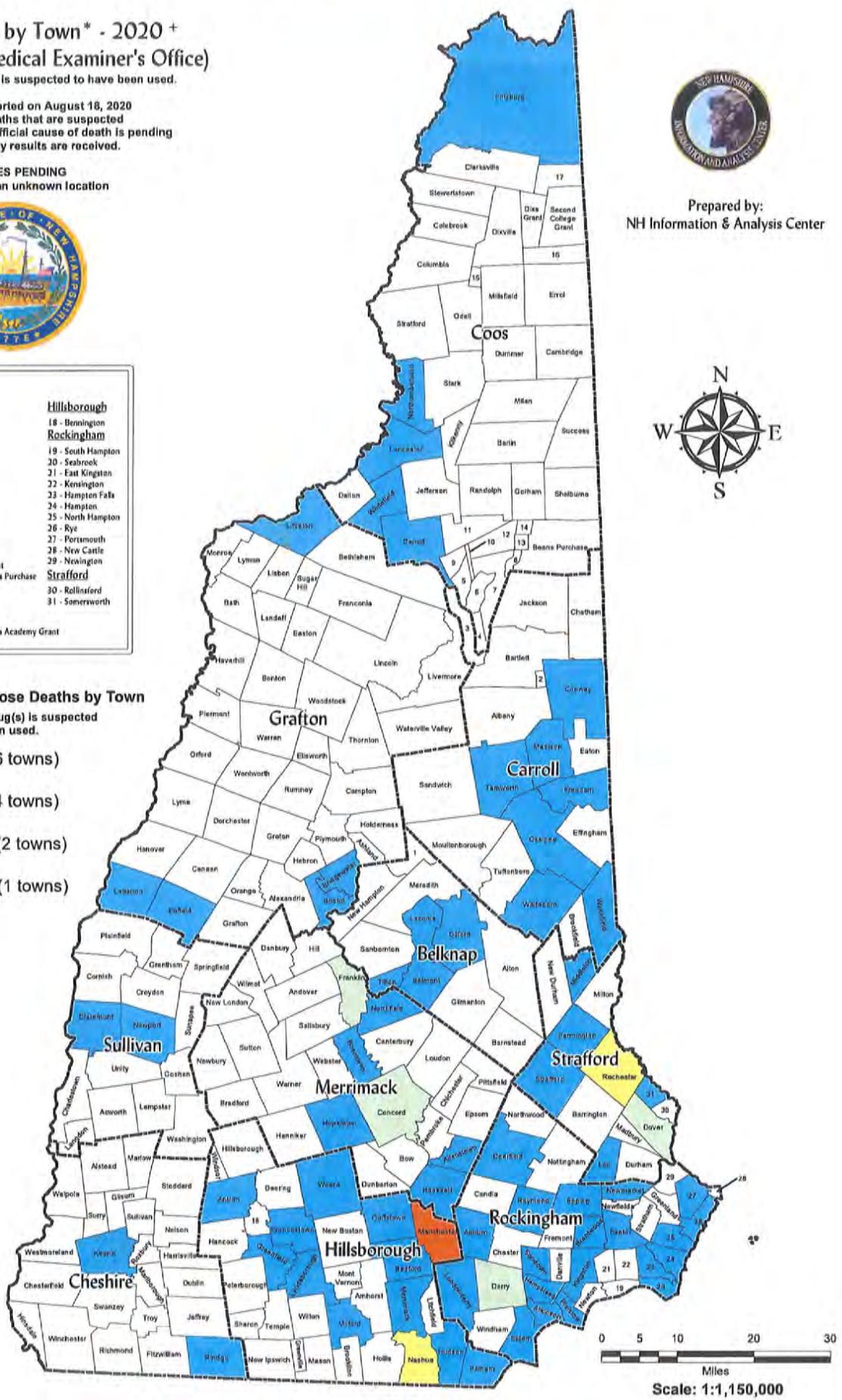
Prepared by:
NH Information & Analysis Center

INDEX	
Belknap	Hillsborough
1 - Center Harbor	18 - Bennington
Carroll	Rockingham
2 - Hales Location	19 - South Hampton
3 - Harts Location	20 - Seabrook
Coos	21 - East Kingdon
4 - Hadley Purchase	22 - Kensington
5 - Beans Grant	23 - Hampton Falls
6 - Curtis Grant	24 - Hampton
7 - Sargents Purchase	25 - North Hampton
8 - Pinkhams Grant	26 - Rye
9 - Crawford's Purchase	27 - Portsmouth
10 - Chandlers Purchase	28 - New Castle
11 - Low & Burbanks Grant	29 - Newington
12 - Thompson & Meserve Purchase	Strafford
13 - Greens Grant	30 - Rollinsford
14 - Martins Location	31 - Somersworth
15 - Erving's Grant	
16 - Wentworth Location	
17 - Atkinson & Gilmanon Academy Grant	

Number of Overdose Deaths by Town

*Location where the drug(s) is suspected to have been used.

- 1 - 4 (66 towns)
- 5 - 10 (4 towns)
- 11 - 25 (2 towns)
- 26 - 50 (1 towns)



EMS Narcan Administration:

Data Source: NH Bureau of Emergency Medical Services (EMS)

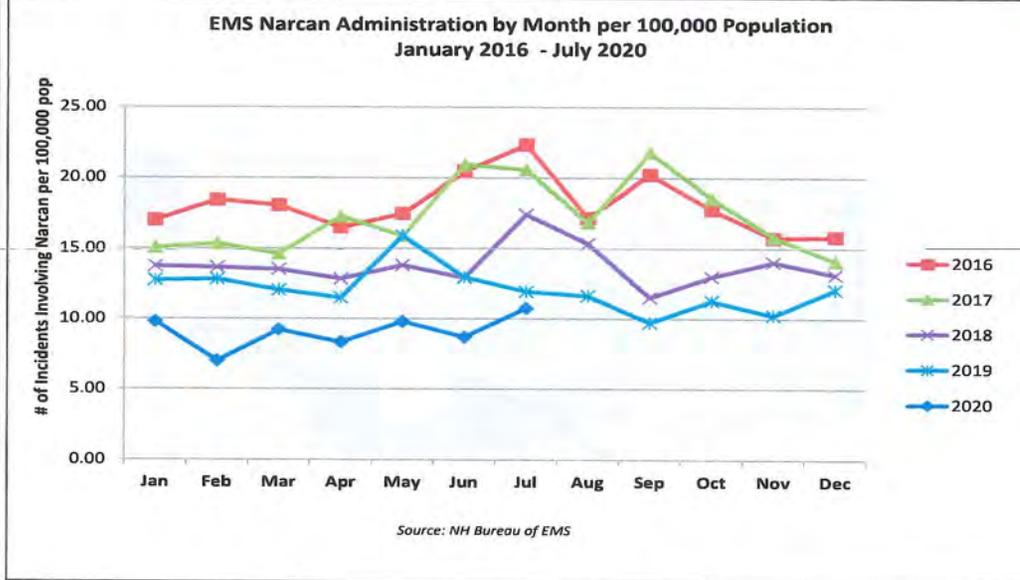
Right click on the paperclip and select "Open File" to view additional data.

Trends:

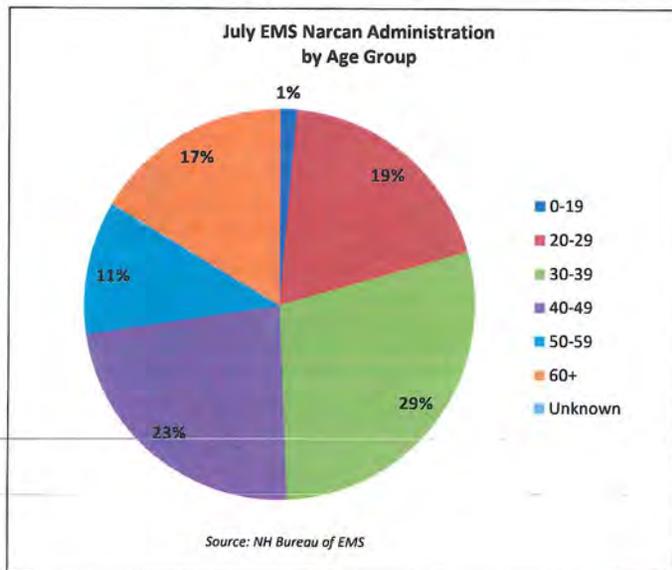
- EMS Narcan administration incidents increased by 24% from June to July.
- In July, Coos County had the most EMS Narcan administration incidents per capita with 2.40 incidents per 10,000 population. Belknap County had the second highest with 1.78 incidents per 10,000 population.
- The age group with the largest number of EMS Narcan administration incidents was 30-39, representing 29% of all EMS Narcan administrations in July.

***** IMPORTANT DATA NOTES *****

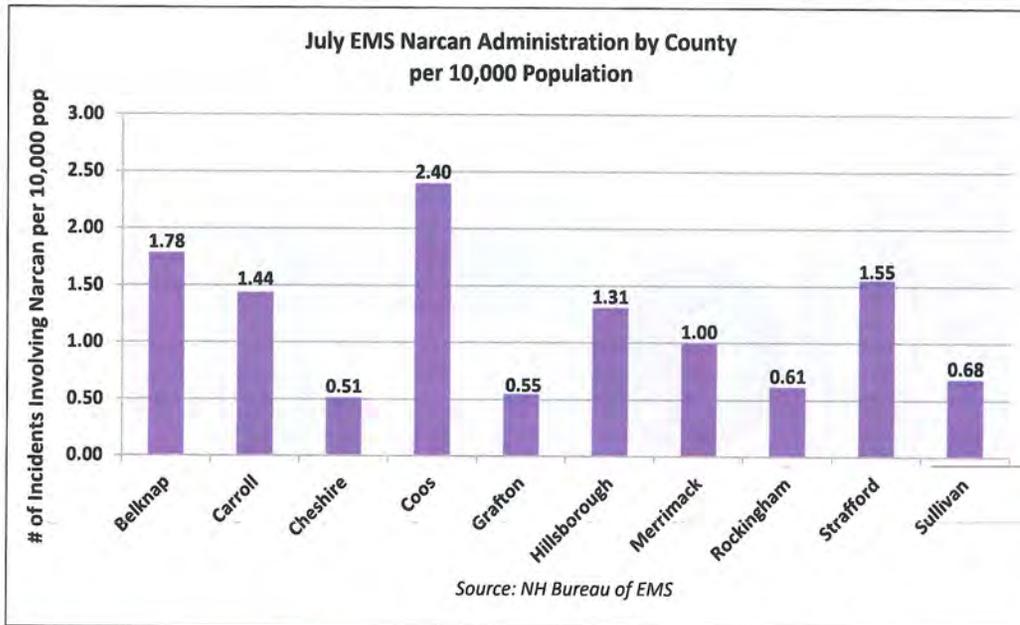
- Narcan data in this report involves the number of incidents where Narcan was administered, NOT the number of doses of Narcan during a certain time period. Multiple doses may be administered during an incident.
- Narcan may be given for a decrease in alertness or respirations due to an overdose or unknown cause. Therefore, it cannot be concluded that all reported Narcan incidents actually involved drugs.



Source: NH Bureau of EMS



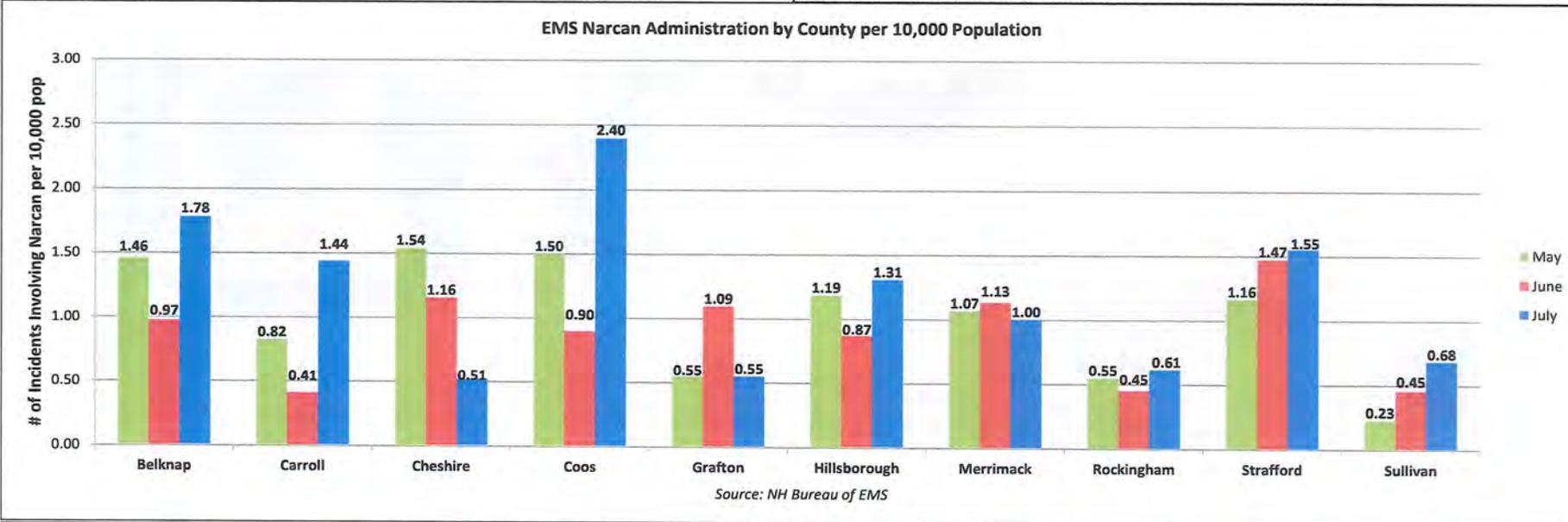
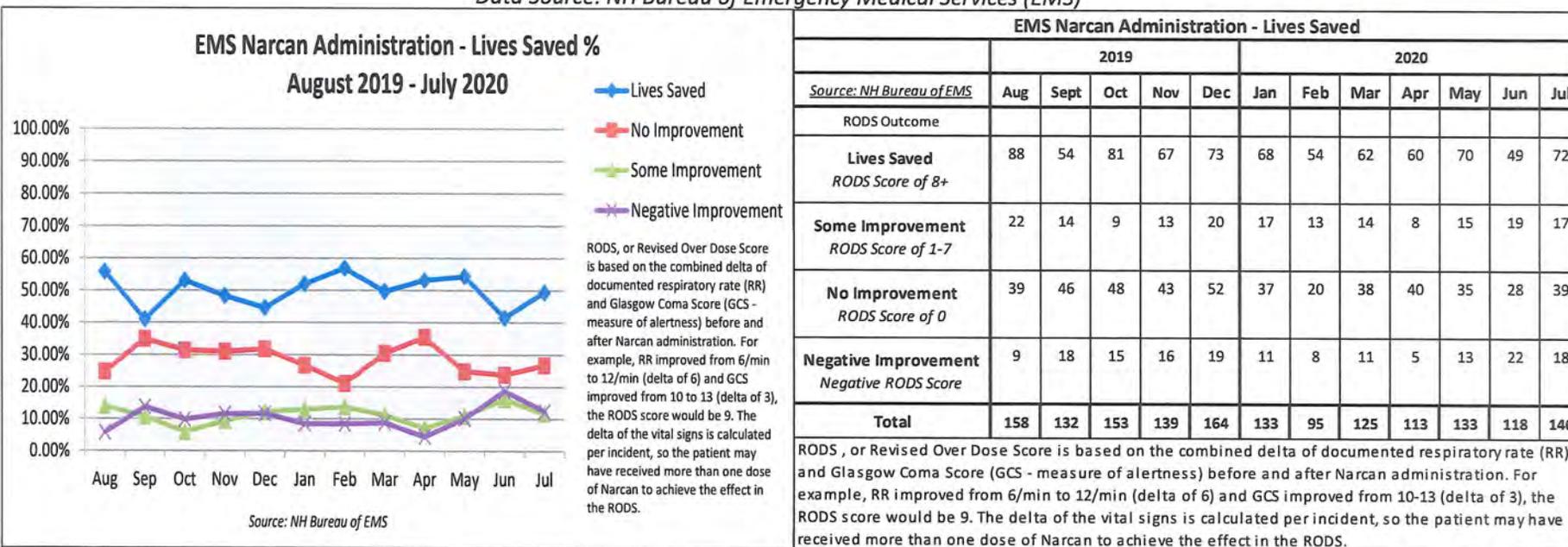
Source: NH Bureau of EMS



Source: NH Bureau of EMS

EMS Narcan Administration (Continued):

Data Source: NH Bureau of Emergency Medical Services (EMS)



EMS/Narcan Administration by Town
8/1/2019 - 7/31/2020
Data Source: New Hampshire Bureau of EMS

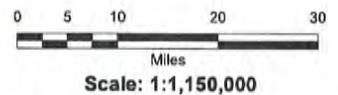
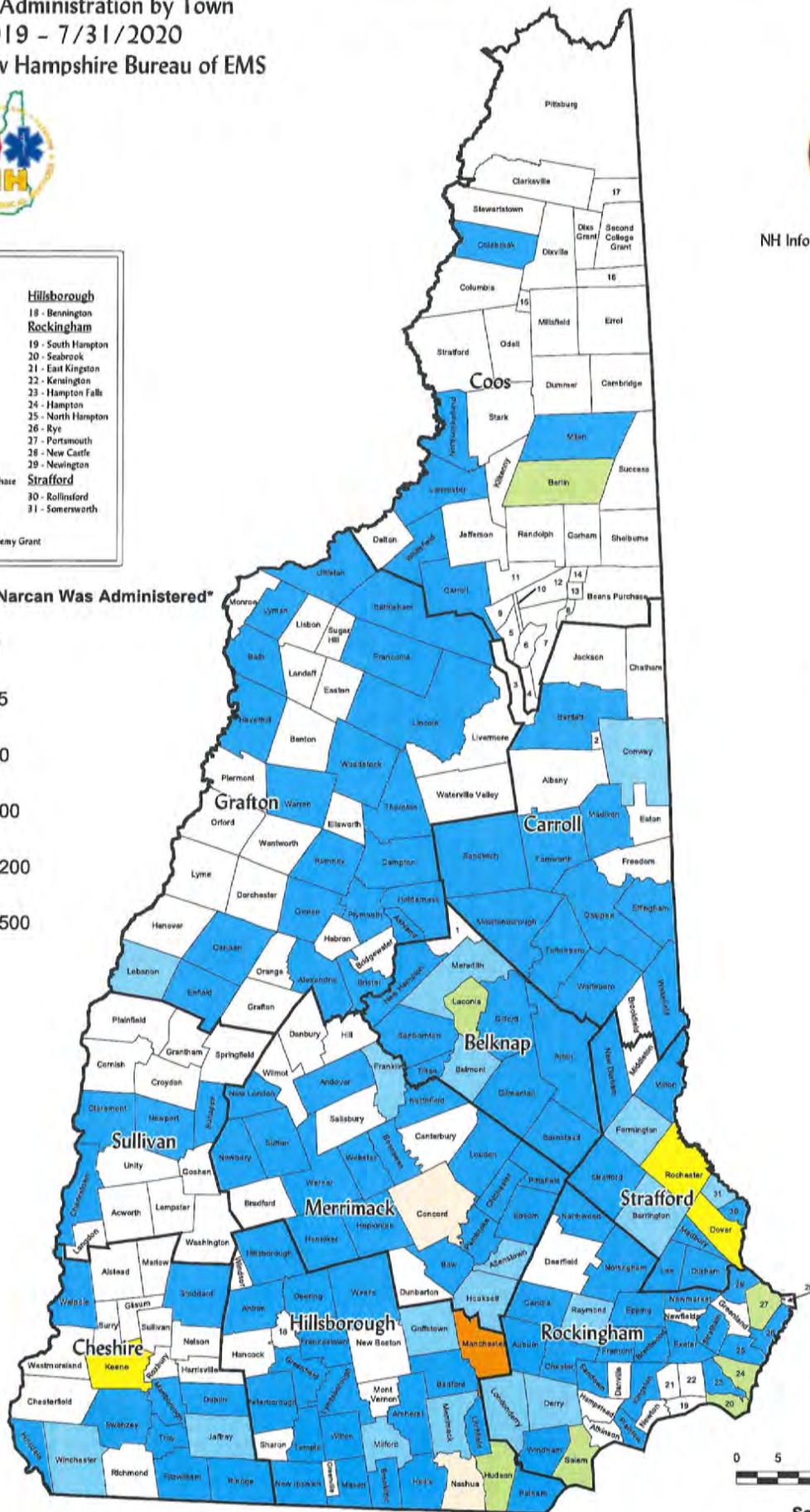


Prepared by:
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15 - Ervings Grant	
16 - Wenworth Location	
17 - Atkinson & Gilmanton Academy Grant	

Incidents Where Narcan Was Administered



Opioid Related Emergency Department Visits:

Data Source: NH Division of Public Health Services

Right click on the paperclip and select "Open File" to view additional data.

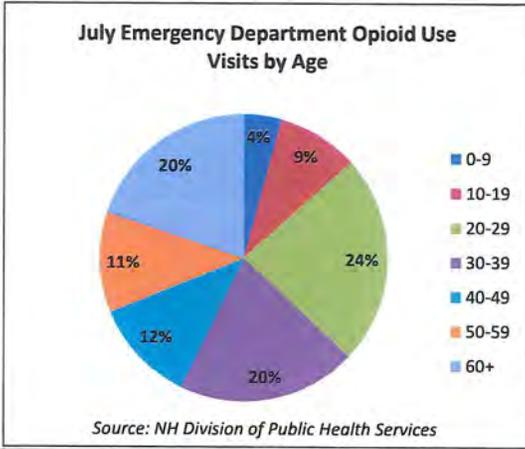
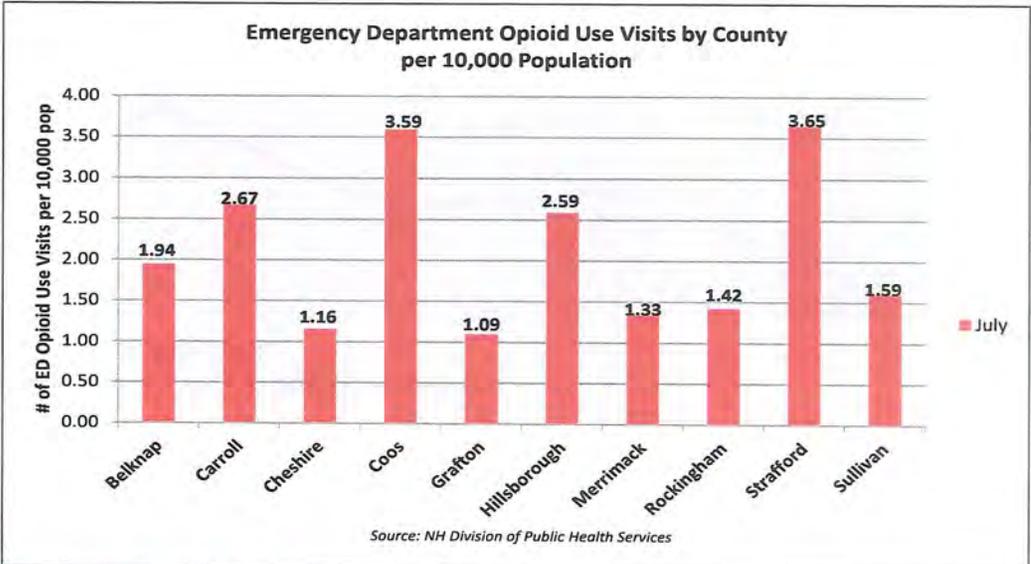
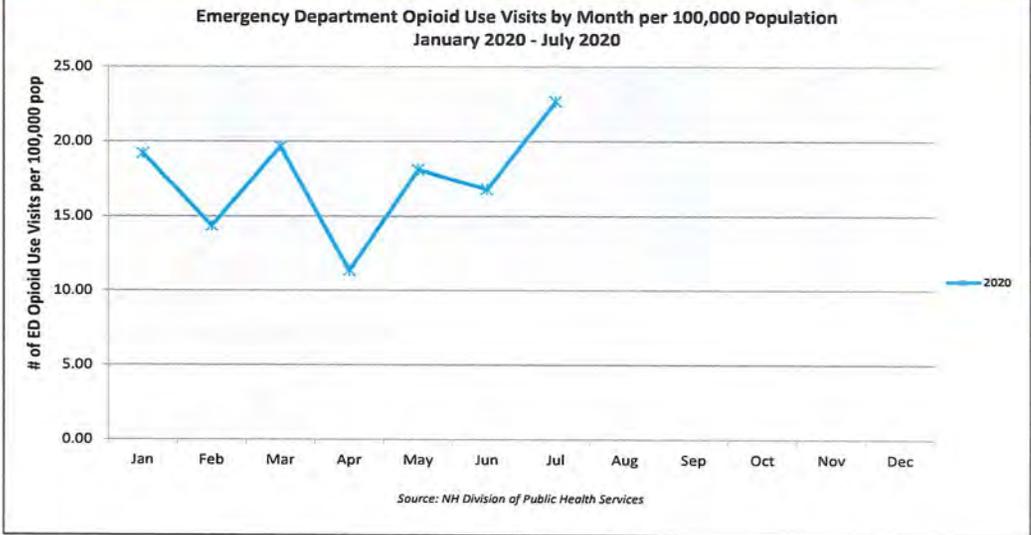
Important Note the data being reported for 2020 has different collection criteria than previous months. Due to the new collection criteria, new data is no longer comparable to previous data.

Trends:

- Opioid related ED visits increased by 35% from June to July.
- In July, residents from Strafford County had the most opioid related ED visits per capita with 3.65 visits per 10,000 population. Coos County residents had the second highest number of opioid related ED visits per capita with 3.59 visits per 10,000 population.
- In July, the age group with the largest number of opioid related ED visits was 20-29 year olds, with 24%.

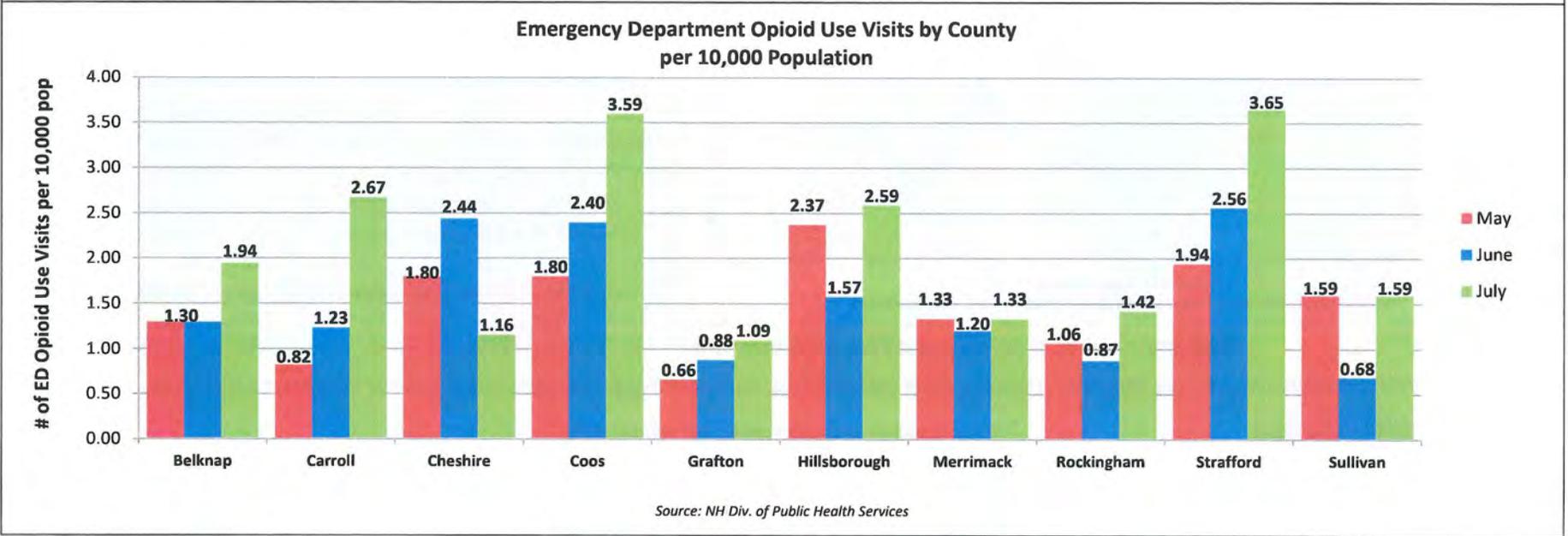
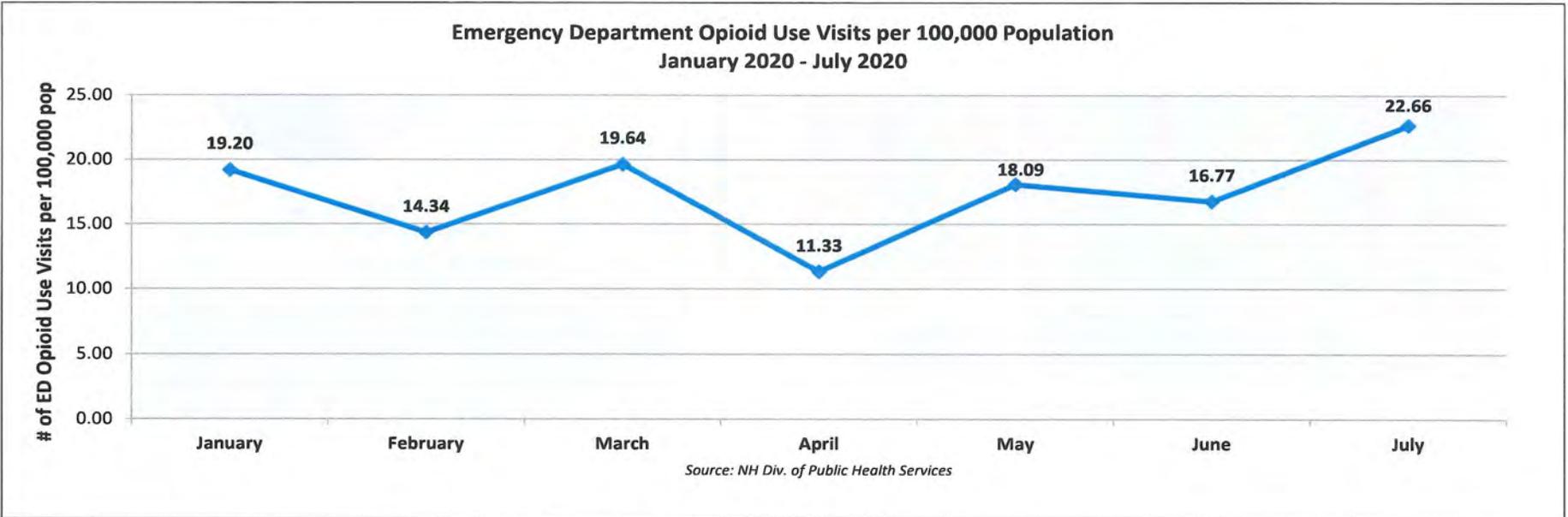
***** IMPORTANT DATA NOTES *****

- County represents where the opioid use patient resides.
- These data represent any encounter with the term "heroin, opioid, opiate, or fentanyl" listed as chief complaint text. These data also represent any encounter with an ICD-10 code that was designated for heroin and opioids.
- Currently all but **one (1)** of the hospitals are sending ICD-10 data.
- These data include other opioid-related encounters such as poisonings, withdrawals, and detox.
- These data are now collected using criteria the CDC established for their Overdose Data to Action (OD2A) grant "making this report more transparent."



Opioid Related Emergency Department Visits (Continued):

Data Source: NH Division of Public Health Services



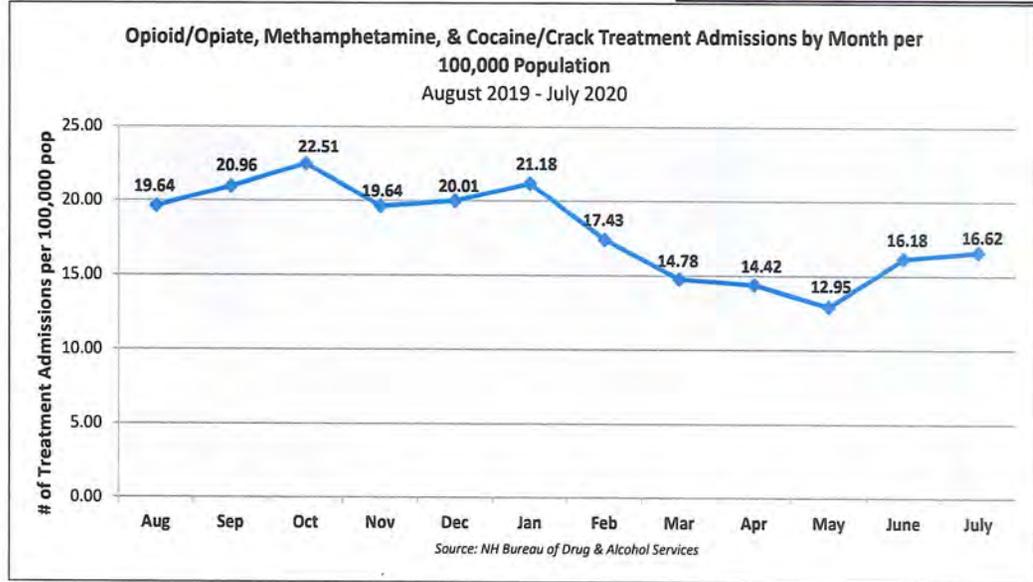
Treatment Admissions:

Data Source: NH Bureau of Drug & Alcohol Services

Right click on the paperclip and select "Open File" to view additional data.

Trends:

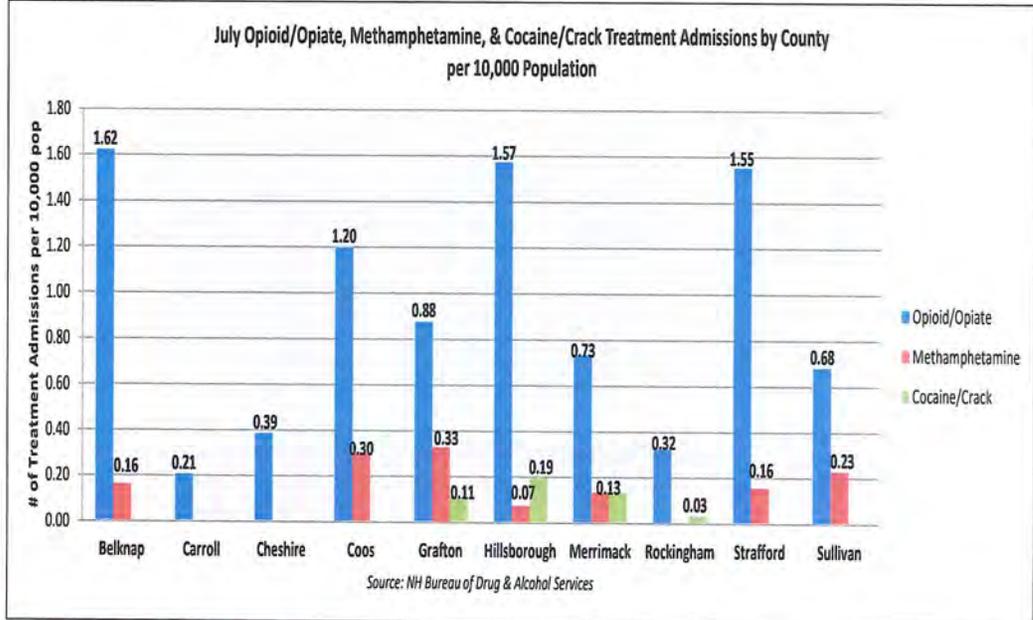
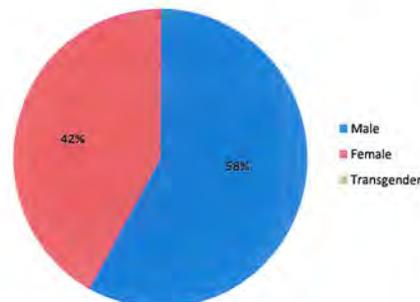
- Opioid/opiate, Methamphetamine, & Cocaine/Crack treatment admissions increased 3% from June to July.
- In July, residents from Belknap County were admitted at the highest per capita rate for opioid/opiate treatment, with 1.62 admissions per 10,000 population.
- More males than females were admitted to treatment programs in July for Opioid/Opiate, Methamphetamine, & Cocaine/Crack use.
- Methamphetamine treatment admissions decreased 8% from June to July.
- Cocaine/Crack treatment admissions increased 55% from June to July.
- Heroin/Fentanyl treatment admissions increased by 1% from June to July.



***** IMPORTANT DATA NOTES*****

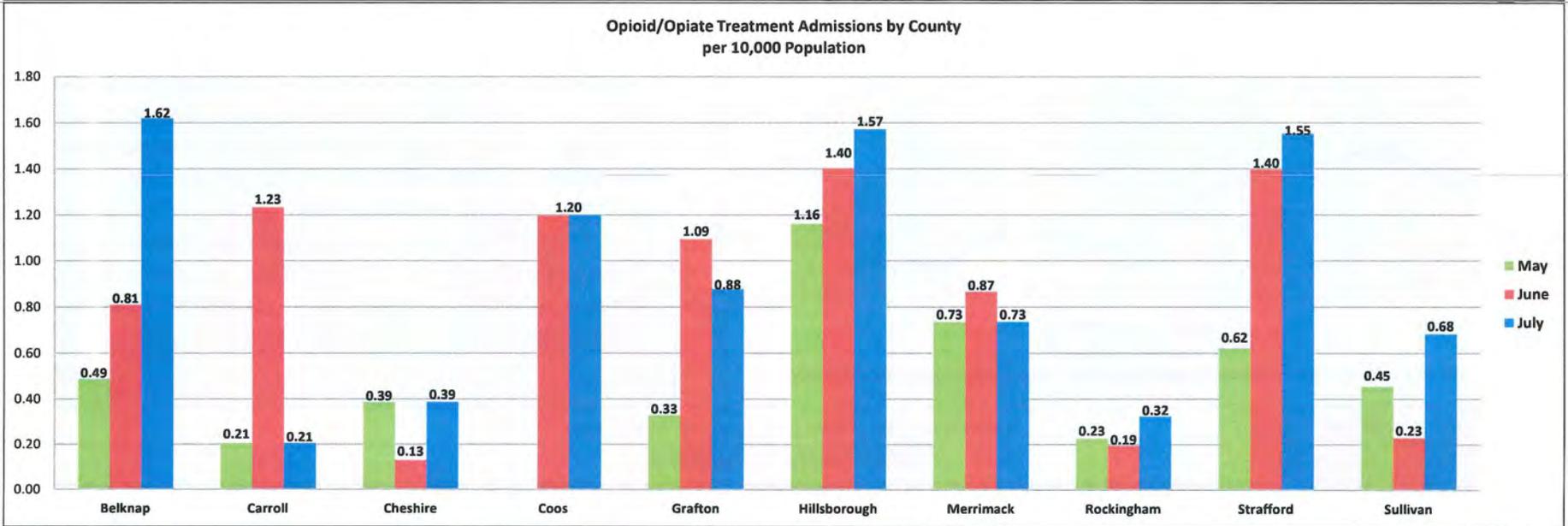
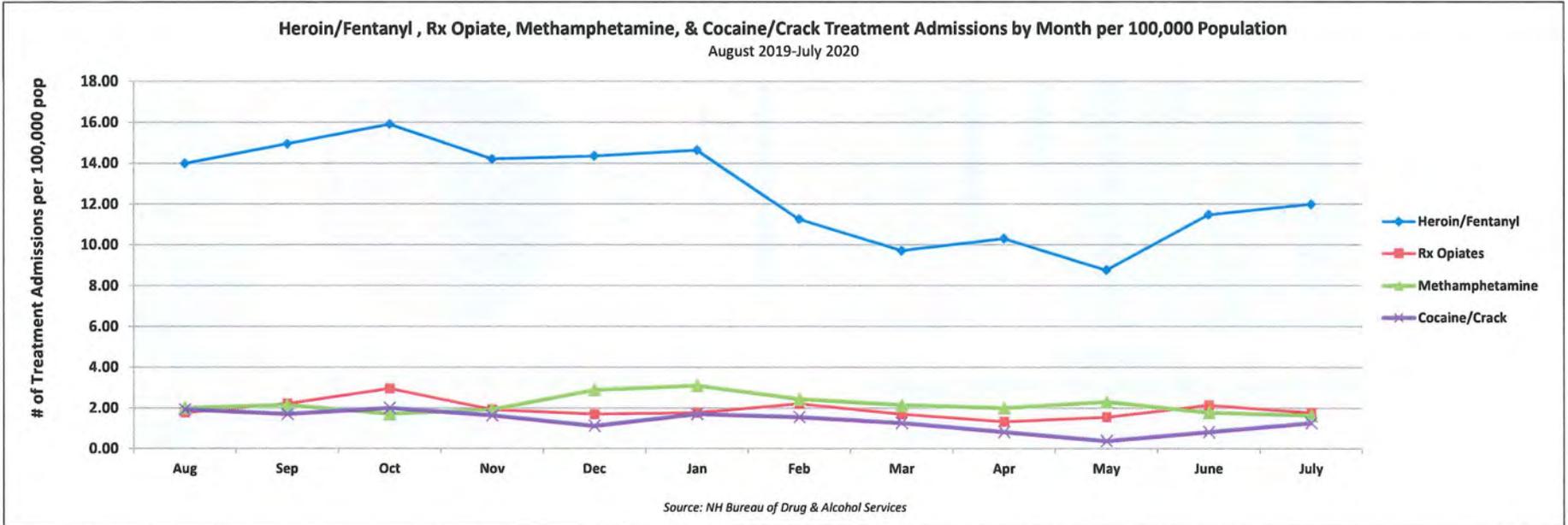
- County represents where the patient resides.
- These data represent treatment admissions to state funded facilities.
- These data have decreased due to numerous factors. The Affordable Care Act has been fully implemented, resulting in increased access to affordable health insurance and coverage for substance use disorder treatment in NH. New Hampshire expanded its Medicaid program, which also provided increased opportunities for substance use disorder treatment in the state. Substance use disorder treatment in the state has increased sharply in response to these policies which has shifted clients served by State of New Hampshire contracted treatment providers to other payment models and facilities.

July Treatment Admissions by Gender



Treatment Admissions (Continued):

Data Source: NH Bureau of Drug & Alcohol Services



Situational Awareness:



NEW HAMPSHIRE SAFE STATIONS

Manchester

Manchester Safe Station Began 5/4/2016

As of 06/30/2020

	Q2 2020	Total
Number of requests at MFD for Safe Station:	193	7,216
Number of participants transported to hospitals:	42	1,578
Number of participants taken to Substance Misuse Treatment Facilities:	44	5,455
Average length of time company "Not Available":	11.0 Min	13.7 Min
Number of UNIQUE participants:	141	3,954
Number of REPEAT participants:	55	3,440
Number of unique participants seen in both City's Safe Station Program	558	

UNH Gets Grant to Design Programs to Help Avoid Opioids

DURHAM, N.H. (AP) — The University of New Hampshire has received a grant for nearly \$1 million to provide free online resources and in-person workshops to help people manage chronic pain and avoid the pitfalls of addictive opioids.

UNH Cooperative Extension will partner with the New Hampshire State Opioid Response Team to increase opportunities in rural communities to engage in prevention activities such as the Chronic Pain Self-Management Program and online education and skill building. They also want to increase training for health care professionals on alternative pain management strategies and preventing opioid misuse in patient populations.

The goal is to design and create educational videos, in-person and online workshops, and other materials for a variety of audiences. "New Hampshire has one of the highest drug-related death rates in the nation," said Kendra Lewis, youth and family resiliency state specialist. "The opioid epidemic is not just an urban issue, it is a big concern in rural areas, which are highly concentrated with older adult residents dealing with pain on a daily basis. Our hope is to offer all residents confronted with chronic pain, and their healthcare providers, different pain management options."

Source: www.usnews.com 08/16/2020

Overdose deaths still high in New Hampshire

As the coronavirus pandemic loosens its grip, the number of overdose deaths in the state continues to increase, according to new data from the Medical Examiner's Office. In July, the state reported 36 fatal overdoses, compared to 25 in July of 2019, an increase of nearly 45%. The most recent data is part of an overall trend of increasing overdoses since March, concerning health experts. Aside from June, each month since the pandemic has brought more overdoses deaths than the year before, painting a grim picture for addiction advocates.

Advocates have long worried about the effect of COVID-19 on mental health since the start of the pandemic. To many, the combination of isolation and economic instability has created a perfect storm for those struggling with substance abuse. Some recent studies have found an association between unemployment and the risk of fatal overdoses.

Source: www.concordmonitor.com 08/19/2020

Substance Use Disorder Treatment/Recovery Directory:

State funded treatment facilities in NH (NOT a complete list) - Data Source: NH Department of Health and Human Services

BETHLEHAM

**North Country Health Consortium
(NCHC)/ Friendship House**
262 Cottage Street. Suite 230
Bethlehem, NH
Phone: 603-259-3700

DOVER

**Southeastern NH Alcohol and
Drug Abuse Services**
272 County Farm Road
Dover, NH
Crisis Center: 603-516-8181
Main: 603-516-8160

DUBLIN

**Phoenix House Comprehensive
Addiction Treatment Services**
3 Pierce Rd. Dublin, NH
Phone: 603-563-8501, Option 1

FRANKLIN

**Farnum Center North
Ray House (Women)**
14 Holy Cross Road. Franklin, NH
Phone: 603-263-6287

KEENE

**Phoenix House Comprehensive
Addiction Treatment Services**
106 Roxbury Street. Keene, NH
Phone: 603-358-4041, Option 1

LEBANON

Headrest
14 Church Street
Lebanon, NH
Phone: 603-448-4400

Alice Peck Day Hospital
10 Alice Peck Day Drive
Lebanon, NH
Phone: 603-448-4400

West Central Services, Inc.
9 Hanover Street, Suite 2
Lebanon, NH
Phone: 603-448-0126

MANCHESTER

Dismas Home of NH, Inc. (Women)
102 Fourth Street
Manchester, NH
Phone: 603-782-3004

Families in Transition - New

Horizons
293 Wilson Street
Manchester, NH
Phone: 603-641-9441 ext. 401

Farnum Center

140 Queen City Avenue
Manchester, NH
Phone: 603-622-3020

NASHUA

**Greater Nashua Council on
Alcoholism**
12 & 1/2 Amherst Street
Nashua, NH
Phone: 603-943-7971 Ext. 3

**Greater Nashua Council on
Alcoholism: Keystone Hall**
615 Amherst Street
Nashua, NH
Phone: 603-881-4848

**Greater Nashua Mental Health
Center**

110 West Pearl Street
Nashua, NH
Phone: 603-889-6147

ROCHESTER

Hope on Haven Hill
PO Box 1271
Rochester, NH 03867
Phone: 603-247-2043

A full list of Substance Use Disorder
Treatment Facilities can be found
[here.](#)

A treatment locator can be found
[here.](#)