



City Council Orientation
Minutes
January 6, 2014
City Council Chambers
7:00 p.m.

1. The Mayor called the meeting to order at 7:10 p.m.
2. Roll Call. Councilors Bennett, Bouchard, Mayor Bouley, Councilors Champlin, Coen, Grady Sexton, Herschlag, Keach, Matson, McClure, Nyhan, St. Hilaire, Shurtleff, Todd and Werner were present.
3. Ceremonial Swearing in of Mayor Bouley.
Action: City Clerk Janice Bonenfant performed the oath of office for Mayor Bouley.
4. Ceremonial Swearing in of Members of City Council.
Action: Mayor Bouley performed the oath of office for the newly elected members of Council.
5. Nominations for Mayor Pro Tem.
Action: Councilor Nyhan moved to nominate Councilor St. Hilaire as the Mayor Pro Tem. The motion was duly seconded.
6. Election of Mayor Pro Tem.
Action: Councilor Nyhan's motion to nominate Councilor St. Hilaire as the Mayor Pro Tem passed with no dissenting votes.
7. Comments, Requests by Mayor, City Councilors
Action: Mayor Bouley welcomed newly elected Council members and returning Councilors. He indicated that it was an honor to serve as the 55th Mayor of the City of Concord. He thanked his family for all their support. He recognized city employees noting that they are a representation of a true team effort.

Councilor Nyhan stated that it was a privilege to serve the city and thanked his family for their support.

Councilor Werner thanked the voters in Ward Five and thanked his family for allowing him to take on this public service position.

Councilor St. Hilaire thanked the Council for their support indicating that they are all passionate about the issues and the people of Concord. He thanked his family for their support.

Councilor Keach thanked the voters of the city and echoed Councilor St. Hilaire's comments.

Councilor Bennett thanked his wife and his colleagues for all their support.

Councilor Champlin thanked his family for their support. He thanked the voters noting that he is humbled by the trust they have placed in him.

Councilor McClure stated that it was an honor to be a Councilor serving the City of Concord. She also thanked her family for their support.

Councilor Todd thanked the voters for their support and confidence noting that he looks forward to serving on the Council. He thanked his wife for her support.

Councilor Herschlag thanked his wife and the voters stating that he looks forward to living up to their expectations.

Councilor Grady Sexton stated that it was an honor and a privilege to be back as a Councilor noting that she is excited to work with this Council. She thanked her family for their support.

Councilor Matson thanked her family and the voters in Ward Eight.

Councilor Bouchard thanked the residents for going out to vote. She also thanked her family for their support.

8. Comments, Requests by the City Manager

9. City Council Orientation

A. Overview by Mayor Bouley

Action: Mayor Bouley thanked photographer Carroll Blake. He introduced report Megan Doyle from the Concord Monitor who will be reporting on city issues.

The Mayor indicated that he would like to see three new committees established: a Main Street committee; an impact fee committee; and a committee to look at upper story development. He noted that if any Councilor had any suggestions for committees, he would like to see very specific targeted committees.

B. Comments by City Manager Aspell

Action: City Manager Tom Aspell explained that Council agenda packages will be delivered on Wednesday. He indicated that any Councilor can meet with him prior to the Council meeting to discuss items on the agenda.

C. Financial overview by Deputy City Manager – Finance Brian LeBrun

Action: Following the City Solicitor’s presentation, Mr. LeBrun provided an overview of the Finance Department and highlighted various topics including: city funds; the budget; awards; appropriations; fund balance and bonds. (A copy of the presentation is on file in the City Clerk’s Office).

D. Presentation by City Solicitor Jim Kennedy

Action: Mr. Kennedy provided a powerpoint presentation that highlighted items such as: RSA 91-A in reference to meetings, non-public sessions and minutes; oaths; collective bargaining; the ethics ordinance; and many chapters contained within the city charter pertaining to the Council. (A copy of the presentation is on file in the City Clerk’s Office).

City Manager Tom Aspell provided some information to the Council. This information includes:

- Agenda instructions document inside Council Orientation folder - a document that provides an overview of why items are placed where they are within a given Council agenda.
- Placard use is for municipal business only.
- Explanation of the noon deadline on a given Council meeting date in relation to Consent items. Councilors must notify the City Clerk if they wish to remove an item from the consent agenda prior to noon on meeting date so all members of Council as well as staff are aware a specific item is to be discussed. Revised agenda to be distributed by City Clerk via email afternoon of Council meeting day if applicable.
- Addressed issues related to the media – getting back to the media for a potential story.
- City Clerk’s office should be contacted for any needed supplies and/or research on a given item i.e. – past Council action, etc.
- Constituent contact with City Councilors:
 - Have you contacted any other Councilors? Staff?
 - Do you plan to contact anyone else?
- Discussions with Unions – You are negotiating.
- City e-mail accounts.
- Interaction with City staff:
 - Directly with City Manager, Department Heads & Division Heads
 - Do not underestimate your perceived organizational authority
- City Council payroll: \$2,000/yr Mayor and \$1,000/yr Councilors. End of each quarter in March, June, September and December.
- Security buttons/evacuation route out of Council Chambers.
- During Council discussions – speak into the microphone and do not use first names.

City Council Minutes

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Adjournment

The time being 9:33 p.m., Councilor Keach moved to adjourn the meeting. The motion was duly seconded and passed with no dissenting votes.

A true copy; I attest:

Michelle Mulholland

Deputy City Clerk