

PERSONNEL/ADMINISTRATIVE AFFAIRS COMMITTEE

AUGUST 2, 2021

7:00 PM

Aldermanic Chamber and via Zoom

Join Zoom Meeting: <https://us02w eb.zoom.us/j/83995296394?pwd=ZkQzd3FiL3NFOE9OeUHVmzk4dTNYZz09>

Meeting ID: 839 9529 6394

Passcode: 727135

Join by telephone: 1-929-205-6099

Meeting ID: 839 9529 6394

Passcode: 727135

If anybody has a problem accessing the meeting via phone or Channel 16, please call 603-589-3329 and they will help you connect.

ROLL CALL

PUBLIC COMMENT

COMMUNICATIONS

From: John Griffin, CFO/Comptroller

Re: Recommending Ordinance O-21-067

From: Kimberly Kleiner, Administrative Services Director

Re: Ordinance O-21-067 Recognizing Juneteenth as a City Holiday and Revising the Holiday Section of the Unaffiliated Employees Personnel Policies

INTERVIEWS

Arts Commission

Carol Robey (new appointment)
9 Mendelssohn Drive
Hollis, NH 03049

Term to Expire: August 31, 2024

APPLICATION TO LICENSE HAWKER'S, PEDDLER'S, ITINERANT VENDOR'S LICENSE

APPOINTMENTS BY THE MAYOR

Airport Authority

Joe Duquette (reappointment)
38 Hills Ferry Road
Nashua, NH 03064

Term to Expire: August 31, 2026

Arts Commission

Tina Cassidy (reappointment)
36 Arlington Street
Nashua, NH 03062

Term to Expire: September 1, 2024

Carol Robey (new appointment)
9 Mendelssohn Drive
Hollis, NH 03049

Term to Expire: August 31, 2024

Board of Registrars

Gwen Mikailov (reappointment)
11 Appletree Green
Nashua, NH 03062

Term to Expire: December 31, 2021

Business and Industrial Development Authority

Jason B. Haviland (reappointment)
29 Todd Road
Nashua, NH 03064

Term to Expire: September 30, 2024

Deborah Novotny (reappointment)
65 McKenna Drive
Nashua, NH 03062

Term to Expire: September 30, 2024

Bradley Vear (reappointment)
547 Amherst Street
Nashua, NH 03063

Term to Expire: September 30, 2023

Capital Improvement Committee

Charles Budris (reappointment)
2 Shelley Drive
Nashua, NH 03062

Term to Expire: August 1, 2023

Scott LeClair (reappointment)
10 Daylily Drive
Nashua, NH 03062

Term to Expire: August 1, 2023

Laurence Szetela (reappointment)
31 MacDonald Drive
Nashua, NH 03062

Term to Expire: August 1, 2022

Citizen's Advisory Committee

Beth Quarm Todgham (reappointment)
14 Ellis Drive
Nashua, NH 03063

Term to Expire: October 1, 2024

Elizabeth Houde (reappointment)
12 Oldfield Road
Nashua, NH 03060

Term to Expire: October 1, 2024

Conservation Commission

Jedidiah Crook (reappointment)
52 King Street
Nashua, NH 03060
(moving from alternate to finish William Parker's term)

Term to Expire: December 31, 2021

Cultural Connections

Amanda Martinez (reappointment)
45 Concord Street
Nashua, NH 03064

Term to Expire: May 1, 2024

Downtown Improvement Committee

Michael Buckley (reappointment) Term to Expire: January 31, 2024
207 Main Street
Nashua, NH 03060

Edward Hayes (reappointment) Term to Expire: December 31, 2022
137 Main Street
Nashua, NH 03060
(moved to another ward and replacing David Grebowski (B3) position)

Danielle Skelley (reappointment) Term to Expire: June 1, 2024
175 Main Street
Nashua, NH 03060

Hunt Memorial Board of Trustees

Tammy Crisp (reappointment) Term to Expire: December 31, 2025
7 Bartlett Avenue
Nashua, NH 03064

Planning Board

Adam Varley (reappointment) Term to Expire: March 31, 2024
3 Scotia Way
Nashua, NH 03062

Tax Increment Financing Advisory Board

Michael Cerato (reappointment) Term to Expire: September 30, 2022
4 Water Street
Nashua, NH 03060

Tim Cummings, Economic Develop. Director (reappointment) Term to Expire: September 30, 2022
229 Main Street
Nashua, NH 03060

Eric Drouart (reappointment) Term to Expire: September 30, 2022
52 Main Street #206
Nashua, NH 03060

David Fredette, City Treasurer (reappointment) Term to Expire: September 30, 2022
229 Main Street
Nashua, NH 03060

Chris Lewis (reappointment) Term to Expire: September 30, 2022
670 North Commercial Street
Manchester, NH 03101

Sarah Marchant, Comm. Develop. Director (reappointment) Term to Expire: September 30, 2022
229 Main Street
Nashua, NH 03060

Tia Phillips (reappointment) Term to Expire: September 30, 2022
2 Clocktower Place
Nashua, NH 03060

Angelina Spillos (reappointment)
15 Technology Way
Nashua, NH 03062

Term to Expire: September 30, 2022

Zoning Board of Adjustment

Efstathia Booras (reappointment)
44 Balcom Street
Nashua, NH 03062

Term to Expire: October 1, 2024

Mariellen MacKay (reappointment)
9 Webster Street
Nashua, NH 03064

Term to Expire: September 11, 2024

UNFINISHED BUSINESS

NEW BUSINESS – RESOLUTIONS

NEW BUSINESS – ORDINANCES

O-21-067

Endorsers: Alderman-at-Large Ben Clemons
Alderwoman-at-Large Shoshanna Kelly
Alderman Linda Harriott-Gathright
Alderman-at-Large Lori Wilshire
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Patricia Klee
Alderman Thomas Lopez
Alderman-at-Large David C. Tencza
Alderman Jan Schmidt
Alderman-at-Large Brandon Michael Laws
Alderman Skip Cleaver

RECOGNIZING JUNETEENTH AS A CITY HOLIDAY AND REVISING THE HOLIDAY SECTION OF THE UNAFFILIATED EMPLOYEES PERSONNEL POLICIES

TABLED IN COMMITTEE

R-20-021

Endorsers: Mayor Jim Donchess
Alderman-at-Large Michael B. O'Brien
Alderman Patricia Klee
Alderman Thomas Lopez
Alderman-at-Large David C. Tencza
Alderman Jan Schmidt
Alderman Skip Cleaver
Alderwoman Linda Harriott-Gathright

ESTABLISHING AN INFORMATION TECHNOLOGY STUDY COMMITTEE

- tabled at 6-1-20 mtg

R-21-143

Endorsers: Mayor Jim Donchess
Alderman Thomas Lopez
Alderman-at-Large Brandon Michael Laws
Alderwoman-at-Large Shoshanna Kelly
Alderman Patricia Klee
Alderman Jan Schmidt

PROPOSING AN AMENDMENT TO THE CITY CHARTER RELATIVE TO THE MANNER OF APPOINTMENTS TO THE NASHUA BOARD OF POLICE COMMISSIONERS

- tabled at 7-6-21 mtg

R-21-152

Endorsers: Alderman Thomas Lopez
Alderman Linda Harriott-Gathright

PROPOSING AN AMENDMENT TO THE CITY CHARTER RELATIVE TO ADDING TWO ADDITIONAL MEMBERS TO THE BOARD OF HEALTH

- tabled at 7-6-21 mtg

O-20-010

Endorsers: Alderman-at-Large David C. Tencza
Alderman Thomas Lopez
Alderman Patricia Klee
Alderman-at-Large Lori Wilshire

CLARIFYING THAT COIN DEALERS ARE NOT SECONDHAND DEALERS

- tabled at 3-2-20 mtg

O-20-032

Endorsers: Alderman-at-Large Brandon Laws
Alderman Thomas Lopez
Alderman Jan Schmidt
Alderman Skip Cleaver
Alderwoman-at-Large Shoshanna Kelly
Alderwoman Elizabeth Lu

REDUCING THE FINE FOR OVERNIGHT PARKING VIOLATIONS

- Tabled at 10/28/20 meeting held jointly with Cte on Infrastructure

PUBLIC COMMENT

GENERAL DISCUSSION

REMARKS BY THE ALDERMEN

POSSIBLE NON-PUBLIC SESSION

ADJOURNMENT

Graham, Donna

From: Griffin, John
Sent: Monday, July 19, 2021 1:31 PM
To: Graham, Donna
Subject: Ordinance O-21-067

Hello Donna,

Upon review, I recommend Ordinance O-21-067 Recognizing Juneteenth as a City Holiday.

Sincerely,
John Griffin
CFO/Comptroller
City of Nashua



THE CITY OF NASHUA

Administrative Services Division

"The Gate City"

Date: July 28, 2021

To: Mayor Donchess
Board of Aldermen

From: Kimberly Kleiner, Administrative Services Director

Subject: Ordinance O-21-067 Recognizing Juneteenth as a City Holiday and Revising the Holiday Section of the Unaffiliated Employees Personnel Policies

The Division of Administrative Services, which includes the Human Resources Department, acknowledges the importance of observing Juneteenth as a city holiday. While we support the proposed Ordinance O-21-067, we would like to draw attention to the following:

1. City Hall employees fall into two major groups – Unaffiliated and UAW employees.
2. Currently Unaffiliated employees have eight specified holidays and three additional holidays selected by the Mayor each year. Currently UAW employees, both Clerical/Technical and Professional unions, have nine specified holidays and two additional holidays determined by the Mayor each year, as stated in the contracts (see attached). Both groups receive the Presidential Election Day every four years.
3. The current 2021 Holiday Schedule (see attached) allows for Unaffiliated and UAW employees to observe the same holidays by selecting three additional days for Unaffiliated employees and two additional days for UAW employees each year which fall upon the same days.
4. The addition of Juneteenth as a specified holiday in the Unaffiliated Employees Personnel Policy will add an additional holiday which is not covered by the UAW current contracts. The UAW contracts expire in June of 2024.

These facts raise concern over the ability to align a holiday schedule in the future between these two labor groups, both necessary for the opening of City Hall. Taking into consideration that best practice is to negotiate holidays into a labor agreement, we would recommend addressing the issue during the bargaining of the next UAW contracts.

Holidays as stated in the UAW Clerical, Technical and Professional Contracts

**Article 14
Holidays**

Employees covered under this agreement shall receive straight time wages and not be required to work on the following holidays, except as otherwise provided in this article:

New Years
Martin Luther King, Jr. Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas
Presidential Election Day [every four years]
Presidents' Day

In addition to the above days, two (2) holidays shall be determined by the Mayor in January of each year.

Employees working in the Public Works Division, except for employees in the Engineering and Administration Departments, shall have the same holidays as those specified in Article 15A of the collective bargaining agreement between the Board of Public Works of the City of Nashua and Local 365 of the American Federation of State, County and Municipal Employees, AFL-CIO, provided that the total number of holidays shall be no less than holidays listed above.

Employees required to work a holiday shall receive one and one half (1.5) their usual straight time rate of pay for hours worked. In addition they shall receive holiday pay unless, prior to submission of the weekly payroll, the employee requests in writing to take the holiday time off on a scheduled work day satisfactory to management, within three (3) months from the date of the holiday.

When a holiday occurs during scheduled time off, the holiday shall be paid at straight time and the employee will not be charged with earned time for that day.

If a holiday falls on a Saturday and is observed on a Friday, said Friday shall be a paid holiday. If a holiday falls on a Sunday, and is observed on a Monday, said Monday shall be a paid holiday.



Holiday Schedule 2021

(Unaffiliated and UAW Employees)

New Year's Day	Friday, January 1
Martin Luther King, Jr. Day	Monday, January 18
Presidents' Day	Monday, February 15
Memorial Day	Monday, May 31
Independence Day (Observed)	Monday, July 5
Labor Day	Monday, September 6
Indigenous Peoples' Day	Monday, October 11
Veterans Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Day after Thanksgiving	Friday, November 26
Christmas Day (Observed)	Friday, December 24

Notes:

- The Mayor reserves the right to determine whether Unaffiliated employees will observe Presidents' Day, Indigenous Peoples' Day, and the Day after Thanksgiving, in future years; and to determine whether UAW employees will observe Indigenous Peoples' Day and the Day after Thanksgiving in future years.
- Presidential Election Day is observed every 4th year.
- This schedule applies to most UAW/Unaffiliated employees with the exception of the Division of Public Works as referenced in the appropriate Collective Bargaining Agreements.



ORDINANCE

RECOGNIZING JUNETEENTH AS A CITY HOLIDAY AND REVISING THE HOLIDAY SECTION OF THE UNAFFILIATED EMPLOYEES PERSONNEL POLICIES

CITY OF NASHUA

In the Year Two Thousand and Twenty-One

WHEREAS, the federal government recently recognized June 19 as a national holiday known as “Juneteenth”, to acknowledge and celebrate the end of the Civil War and the emancipation of Black Americans, and to commit together to eradicate systemic racism that still undermines our founding ideals and collective prosperity.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the City of Nashua that the City of Nashua recognizes June 19 as a city holiday known as Juneteenth.

FURTHERMORE, THE CITY OF NASHUA ORDAINS that Part I “Administrative Legislation,” Chapter 50 “Personnel”, Article I “General Provisions”, Section 50-6 “Merit system for personnel administration pursuant to Charter §86-a” of the Nashua Revised Ordinances, as amended, be hereby further amended by deleting the struck-through language and adding the new underlined language as follows:

“§ 50-6. Merit system for personnel administration pursuant to Charter §86-a.

- A. The “City of Nashua Unaffiliated Employees Personnel Policies”, dated ~~July 1, 2020~~ January 1, 2022, is hereby adopted. These personnel policies are the merit system for personnel administration required by Charter §86-a.”

The proposed changes to the “City of Nashua Unaffiliated Employees Personnel Policies” currently dated July 1, 2020, are as follows:

In Section III “Benefits”, Subsection A “Holidays”, delete the struckthrough language and add the new underlined language as follows:

ORDINANCE

O-21-067

“A. Holidays

~~Eleven (11)~~ Twelve (12) holidays are observed by the City (plus Presidential Election Day every fourth year); ~~eight (8)~~ nine (9) are standard holidays and three (3) are selected annually by the Mayor. The City shall publish an annual schedule of holidays no later than December 1st of the preceding year.

- | | |
|------------------------|---------------|
| New Year’s Day | Labor Day |
| Martin Luther King Day | Veterans’ Day |
| Memorial Day | Thanksgiving |
| <u>Juneteenth</u> | Christmas Day |
| Independence Day | |

Employees shall be paid their regular rate of pay for each holiday. Part-time employees normally scheduled to work twenty (20) or more hours per week will be paid holiday pay on a pro-rated basis if the holiday falls on a day that they were normally scheduled to work.

Non-exempt employees who work on a holiday will be paid holiday pay plus one-and-one-half times their base hourly rate for hours worked. Exempt employees who work on a holiday may use holiday compensatory time within sixty (60) days of the holiday. Nashua Fire Rescue Deputy Chiefs who work on a holiday will be paid ten and a half (10.5) hours of holiday pay at their base hourly rate in addition to their regular pay.”

These changes to the Unaffiliated Employees Personnel Policies shall take effect on January 1, 2022.

LEGISLATIVE YEAR 2021

ORDINANCE: O-21-067

PURPOSE: Recognizing Juneteenth as a City Holiday and revising the Holiday section of the Unaffiliated Employees Personnel Policies

ENDORSER(S): Alderman-at-Large Ben Clemons
Alderman-at-Large Shoshanna Kelly
Alderman Linda Harriott-Gathright
Alderman-at-Large Lori Wilshire
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Patricia Klee
Alderman Thomas Lopez
Alderman-at-Large David C. Tencza
Alderman Jan Schmidt
Alderman-at-Large Brandon Michael Laws
Alderman Skip Cleaver

Personnel/Administration Affairs Committee
Director of Financial Services Division
Human Resources Department
Personnel Advisory Board

COMMITTEE ASSIGNMENT: Mayor

FISCAL NOTE: The daily cost of the Unaffiliated payroll is approximately \$45,000.

ANALYSIS

This legislation makes June 19, "Juneteenth", a city holiday, and amends the Holiday section of the existing "Unaffiliated Employees Personnel Policies", to add Juneteenth as an additional paid holiday for unaffiliated employees starting in 2022.

Under NRO 50-3, the merit plan may be amended by ordinance. For all amendments introduced by the Board of Aldermen, the views of the Director of the Financial Services Division, the Human Resources Department, and the Personnel Advisory Board with the Mayor shall be sought with respect to each amendment or change.

Approved as to form: Office of Corporation Counsel

By: Douglas Clarke

Date: 7 July 2021



RESOLUTION

PROPOSING AN AMENDMENT TO THE CITY CHARTER RELATIVE TO THE MANNER OF APPOINTMENTS TO THE NASHUA BOARD OF POLICE COMMISSIONERS

CITY OF NASHUA

In the Year Two Thousand and Twenty-One

RESOLVED by the Board of Aldermen of the City of Nashua that pursuant to RSA 49-B:5, the following amendment to the Nashua City Charter is deemed necessary and shall be submitted to the voters by placing it on the ballot at the next regular municipal election on November 2, 2021, in the manner required by NH RSA 49-B with the following question and summary:

Shall the municipality approve the charter amendment summarized below?

SUMMARY

This amendment would provide for appointment of Board of Police Commissioners by the Mayor and the President of the Board of Aldermen upon approval of the Board of Aldermen. Appointments shall be based upon qualifications, merit and record of community service and should be balanced so that the membership of the Commission reflects the citizenship of the City. Members of the immediate family of and residents of the same household with the Mayor and any Alderman would be ineligible.

The Nashua City Charter shall be amended by deletion of the current sections A-101 through A-102 and A-141 through A-146 and by addition of the following new A-100 through A-102:

§ A-100. Appointments Based Upon Qualifications, Merit, and/or History of Community Involvement

The Board of Police Commissioners of the City of Nashua shall consist of five (5) members. Appointments will be based upon qualifications, merit and record of community service. The Mayor and the President of the Board of Aldermen should use their best efforts to balance the membership of the Commission to reflect the citizenship of the City. In no event shall a member of the immediate family or a resident of the household with the Mayor or any Alderman be eligible for appointment.

§ A-101. Appointment of commissioners

The Mayor shall, with the advice and approval of the Board of Aldermen, appoint three (3) persons to the Board of Police Commissioners, each holding office for a three (3) year term, or until his or her successor is duly appointed and qualified. The President of the Board of Aldermen shall with the advice and approval of the Board of Aldermen appoint two (2) persons to the Board of Police Commissioners, each holding office for a three (3) year term, or until her or his successor is duly appointed and qualified. Notwithstanding the foregoing any person holding office as a commissioner under the appointment of the governor and council under the authority of Laws 1913, chapter 148, at the date of the passage of this section shall continue in office as such commissioner until the expiration of his or her said term of office. The first, third, and fifth appointments following such term expirations shall be by the Mayor and the second and fourth by the President of the Board of Aldermen and shall be staggered such that the term of one or of two commissioners shall expire each year. Thereafter any vacancy from any cause shall be filled by the original appointing authority with approval of the Board of Aldermen for the remainder of the term or for a new term as is applicable. Each said commissioner shall have been a resident of the City of Nashua when appointed for at least five years immediately preceding the date of her or his appointment and shall remain a resident during said term. The Mayor or the President of the Board of Aldermen shall, annually, on or before the first day of August thereafter, with the advice and approval of the Board of Aldermen, appoint one or two commissioners, who shall succeed the ones whose term expires and who shall serve for three (3) years from September first unless sooner removed as (hereinafter) provided. Not more than three commissioners shall be of the same political party.

§ A-102. Removal of commissioners

The Mayor or President of the Board of Aldermen with the advice and approval of the Board of Aldermen shall have full power to remove any commissioner which he or she or her or his predecessor has appointed.

...

LEGISLATIVE YEAR 2021

RESOLUTION: R-21-143

PURPOSE: Proposing an amendment to the City Charter relative to the manner of appointment of the Nashua Police Commission.

SPONSOR(S): Mayor Jim Donchess
Alderman Thomas Lopez
Alderman Brandon M. Laws
Alderwomen Shoshanna Kelly
Alderwoman Patricia Klee
Alderwoman Jan Schmidt

**COMMITTEE
ASSIGNMENT:** Personnel/Administrative Affairs Committee

FISCAL NOTE: The City Clerk estimates the cost associated with a charter amendment as approximately \$200 during a regular municipal election.

ANALYSIS

This Resolution would submit to the voters a proposed amendment to the City Charter providing for appointment of police commissioners by the mayor and the president of the board of aldermen with the approval of the board of aldermen.

The procedure for charter amendments is set forth in RSA 49-B:5. The Board of Aldermen must hold an initial vote to determine if the amendment is "necessary". If the amendment is determined to be necessary, the Board of Aldermen must order that notice be given for a public hearing on the amendment. Notice of the public hearing must be published in a newspaper of general circulation at least seven (7) days prior to the scheduled hearing. The notice must contain the text of the proposed amendment and a brief explanation.

Within seven (7) days after the public hearing, the Board of Aldermen shall file with the City Clerk a report containing the proposed amendment. Within ten (10) days of filing, the City Clerk files a certified copy of the report to the secretary of state, the attorney general, and the commissioner of the department of revenue administration pursuant to RSA 49-B:4-a. Within seven (7) days after receiving approval from the secretary of state, the attorney general, and the commissioner of the department of revenue administration, the Board of Aldermen may vote to order the proposed amendment to be placed on a ballot at the next regular municipal election.

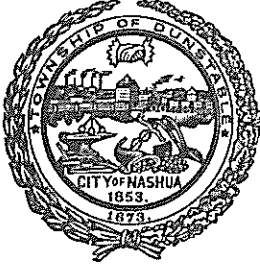
Approved as to form:

Office of Corporation Counsel

By:



Date: May 6, 2021



RESOLUTION

PROPOSING AN AMENDMENT TO THE CITY CHARTER RELATIVE TO ADDING TWO ADDITIONAL MEMBERS TO THE BOARD OF HEALTH

CITY OF NASHUA

In the Year Two Thousand and Twenty-One

RESOLVED by the Board of Aldermen of the City of Nashua that pursuant to RSA 49-B:5, the following amendment to the Nashua City Charter is deemed necessary and shall be submitted to the voters by placing it on the ballot at the next regular municipal election on November 2, 2021, in the manner required by NH RSA 49-B with the following question and summary:

Shall the municipality approve the charter amendment summarized below?

SUMMARY

This amendment would provide for two additional Board of Health members, so that the Board of Health would have five members instead of three. One of the two new members would be either a physician or an individual who has completed a doctorate level medical degree, and the other would be an individual with advanced professional credentials in the field of public health.

The Nashua City Charter shall be amended by adding the new underlined language to Charter Section 78 as follows:

“§ 78. Board of Health, how chosen

The board of aldermen on the first secular day of January, 1915, shall elect a board of health, to be composed of three members, whose terms of office shall be for one year, and on the first secular day of January in 1916 and thereafter biennially on said first secular day of January following the regular municipal election through the end of 2021, they shall elect said board of health for the term of two years, to be composed of three members, two of who shall be physicians. On the first secular day of January in 2022 following the regular municipal election, and thereafter biennially, the board of aldermen shall elect said board of health for the term of two years, to be composed of five members, two of who shall be physicians, one who shall be either a physician or an individual who has completed an accredited doctorate level medical degree, and one who shall be an individual with advanced professional credentials in the field of public health.”

LEGISLATIVE YEAR 2021

RESOLUTION: R-21-152

PURPOSE: Proposing an amendment to the City Charter relative to adding two additional members to the Board of Health

SPONSOR(S): Alderman Tom Lopez
Alderman Linda Harriott-Gathright

COMMITTEE ASSIGNMENT: Personnel/Administrative Affairs Committee
Board of Health

FISCAL NOTE: The City Clerk estimates the cost associated with a charter amendment as approximately \$200 during a regular municipal election.

ANALYSIS

This Resolution would submit to the voters a proposed amendment to the City Charter providing for an increase in the number of members on the Board of Health, from 3 to 5. Election of the members by the Board of Aldermen and the two-year terms of the members remains the same. One of the new members will be a physician or an individual who has completed an accredited doctorate level medical degree, and the other will be an individual with advanced professional credentials in the field of public health.

The procedure for charter amendments is set forth in RSA 49-B:5. The Board of Aldermen must hold an initial vote to determine if the amendment is "necessary". If the amendment is determined to be necessary, the Board of Aldermen must order that notice be given for a public hearing on the amendment. Notice of the public hearing must be published in a newspaper of general circulation at least seven (7) days prior to the scheduled hearing. The notice must contain the text of the proposed amendment and a brief explanation.

Within seven (7) days after the public hearing, the Board of Aldermen shall file with the City Clerk a report containing the proposed amendment. Within ten (10) days of filing, the City Clerk files a certified copy of the report to the secretary of state, the attorney general, and the commissioner of the department of revenue administration pursuant to RSA 49-B:4-a. Within seven (7) days after receiving approval from the secretary of state, the attorney general, and the commissioner of the department of revenue administration, the Board of Aldermen may vote to order the proposed amendment to be placed on a ballot at the next regular municipal election.

Approved as to form:

Office of Corporation Counsel

By: _____

Douglas Clarke

Date: _____

10 June 2021