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AD-HOC IMPACT FEE REVIEW COMMITTEE
Minutes
September 1, 2026 @ 4:00PM
City Hall Large 2nd Floor Conference Room
41 Green Street, Concord NH 03301

DRAFT

Attendees:

- Byron Champlin, Mayor
- Judith Kurtz, At-Large City Councilor
- Brent Todd, Ward 1 City Councilor
- Jeff Foote, Ward 10 City Councilor
- Bill Norton, Resident, representative of the Greater Concord Chamber of Commerce
- Chuck Gilboy, guest / member of the Economic Development Advisory Committee

Public:

- None

Staff:

- Matt Walsh, Deputy City Manager, Development

The meeting was called to order at 5:00PM

1. **Nonpublic Session with Legal Counsel in accordance with RSA 91-A:2, I (b)**
   Councilor Todd moved to enter nonpublic session for attorney client meeting with the City Solicitor in accordance with RSA 91-A:2, I (b). Mayor Champlin seconded. The motion carried unanimously. The session began at 5:01PM and ended at 5:21PM.

2. **Minutes of April 8, 2026**
   Bill Norton moved to approve the minutes as presented. Councilor Kurtz seconded. The motion carried unanimously.

3. **Recap of Economic Development Advisory Committee Input from April 28, 2026**
   Mayor Champlin, Chuck Gilboy, Judith Kurtz, Jeff Foote, and Matt Walsh provided a synopsis of the Economic Development Advisory Committee's discussion of impact fees on April 28, 2026. (All had attended the EDAC meeting). It was noted that several members of EDAC had no prior knowledge or understanding of impact fees, thus a significant amount of education and orientation was required. Some members of EDAC were not supportive of the City assessing impact fees to new development, others were neutral or did not take a position on the issue.

4. **Work Session**

Councilor Todd kicked off a work session discussion with the Ad-Hoc Committee. He provided a recap of the Planning Board's original recommendations to City Council to adjust transportation and recreation fees for inflation; noting that fees had not been adjusted since 2014. He also provided a brief synopsis of previous discussions and ideas discussed by the Ad-Hoc Committee, which were summarized in a memorandum included in the agenda packet.

Discussion ensued.

The Ad-Hoc Committee discussed repeal of the blanket transportation impact fee waiver for nonresidential development. It was the consensus of the Committee to recommend amendments to the Impact Fee Ordinance to remove the blanket waiver and replace with alternative waiver process – which would be available to nonresidential and residential development projects - with specific criteria for evaluating and granting waivers.

Discussion also ensured about adjustments for inflation. It was noted the no rate increases for inflation had occurred since 2014. Various proposals were made for potential rate increases to adjust for past inflation, as well as such adjustments in the future. Proposals included amending the Impact Fee Ordinance so that annual adjustments for inflation would become automatic.

Additional discussion ensued regarding potential enactment of impact fees to support the new Police Station and Concord School District Middle School Projects. It was noted that both are creating capacity to serve future development, and thus potentially eligible for impact fees to support associated debt service as authorized by NH State Law RSA 674:21. The Committee discussed ways impact fees could support these projects, such as partially supporting future debt service payments on that portion of these projects that creates capacity to serve future growth.

After additional discussion, it was the consensus of the Ad-Hoc Committee to proceed as follows:

a. Repeal the automatic waiver for transportation impact fees for nonresidential development
b. Craft a new waiver provision with specific criteria whereby applicants may apply for waivers for nonresidential and residential development projects. Criteria shall include, but not be limited to, demonstrating financial need to make the project economically viable. Other potential waiver criteria might include elimination of blight, or fostering goals set forth in the Master Plan (such as redevelopment of the opportunity corridor).
c. Adjust transportation and recreation impact fees as follows:
    a. FY2027: 5% catch up to account for lack of inflationary increase during 2014-2026, plus actual inflation per construction cost indexes set forth within the Impact Fee Ordinance, with a maximum not to exceed combined total increase of 8% in FY 2027.
    b. FY2028: 5% catch up to account for lack of inflationary increase during 2014-2026, plus actual inflation per construction cost indexes set forth within the Impact Fee Ordinance, with a maximum not to exceed combined total increase of 8% in FY 2028.
    c. FY2029 and beyond: Inflation per construction cost indexes set forth within the Impact Fee Ordinance, and that annual inflationary increases become automatic starting in FY2029.
d. Research the potential cost to develop an impact fee to support debt service costs for the new Police Station and Concord School District Middle School.

The Committee will meet on October 28th at 5:00PM to review a draft ordinance prepared by Staff, as well as result of research into potential cost of engaging a consultant for potential impact fees associated with the new Police Station and Middle School projects.

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5. **Other Business**
   None.

6. **Adjourn**
   The meeting adjourned at 6:45PM.

   Respectfully Submitted;

   Matthew R. Walsh
   Deputy City Manager – Development

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