KEENE CITY COUNCIL
Council Chambers, Keene City Hall
January 5, 2023
7:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES FROM PRECEDING MEETING

- December 15, 2022

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations - Airport Development and Marketing Committee, Ashuelot River Park Advisory Board, Assessors Board, Bicycle/Pedestrian Path Advisory Board, Conservation Commission, Energy and Climate Committee, Historic District Commission, Human Rights Committee, Keene Housing Authority, Partner City Committee, Planning Board and Trustees of Trust Funds and Cemetery Committee
2. Nominations - Bicycle Pedestrian Path Advisory Committee, Heritage Commission, Building Board of Appeals, Housing Standards Board of Appeals, Conservation Commission
3. Nominations - Trustees of Trust Funds and Cemetery Trustees, Building Board of Appeals, Housing Standards Board of Appeals

C. COMMUNICATIONS

D. REPORTS - COUNCIL COMMITTEES

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. “STEM Tales” Research Grant in Support of Youth Interest in STEM Literacy and Careers
2. Change Order for SUR Construction, Airport Fuel Tank Replacement Project
3. Acceptance of Donation

G. REPORTS - BOARDS AND COMMISSIONS

1. Ad Hoc Downtown Infrastructure Improvement and Reconstruction Project Steering Committee’s Recommendations
2. Conservation Commission Recommendations regarding the Downtown Reconstruction Project

H. REPORTS - MORE TIME

I. ORDINANCES FOR FIRST READING

1. Relating to Removal of Stop Signs on Summit Road near Wyman Road
   Ordinance O-2023-01

J. ORDINANCES FOR SECOND READING

K. RESOLUTIONS

1. In Appreciation of Michael C. Goodchild, Tim J. Ballantine, Jeffrey C. Chickering and Todd B. Lawrence Upon Their Retirements
   Resolution R-2023-02
   Resolution R-2023-03
   Resolution R-2023-04
   Resolution R-2023-05
2. Relating to an Appropriation of Funds for the Solid Waste Fund
   Resolution R-2023-06

NON PUBLIC SESSION

ADJOURNMENT

A regular meeting of the Keene City Council was held on Thursday, December 15, 2022. The Honorable Mayor George S. Hansel called the meeting to order at 7:00 PM. Roll called: Bryan J. Lake, Michael J. Remy, Gladys Johnsen, Michael Giacomo, Randy L. Filiault, Robert C. Williams, Philip M. Jones, Andrew M. Madison, Bettina A. Chadbourne, Catherine I. Workman, and Thomas F. Powers were present. Kate M. Bosley, Kris E. Roberts, Raleigh C. Ormerod, and Mitchell H. Greenwald were absent. Councilor Chadbourne led the Pledge of Allegiance.

ANNOUNCEMENTS

Mayor Hansel shared some upcoming dates of interest. This would be the last Council meeting of 2022 and the Standing Committee meetings scheduled for next week would be canceled. The annual meeting with our Legislative Delegation was scheduled for January 4 at 6:30 PM. There would also be a Right to Know workshop on January 10, at 6:00 PM. Finally, there would be a special City Council meeting on January 31 at 6:00 PM to review one of the Charter Officers.

Mayor Hansel also touched on the death of long-time community member James Rousmaniere, who was the former editor of The Keene Sentinel.

MINUTES OF THE PREVIOUS MEETING

A motion by Councilor Powers to adopt the November 17, 2022 meeting minutes as printed was duly seconded by Councilor Giacomo. The motion carried unanimously with 11 Councilors present and voting in favor. Councilors Roberts, Ormerod, Greenwald and Bosley were absent.

NOMINATIONS

Mayor Hansel nominated the following individuals to serve second terms on the following City boards and commissions:

- To the Airport Development and Marketing Committee:
  - Peter Temple to serve as a regular member, with a term to expire December 31, 2025; Luca Paris to serve as a regular member, with a term to expire December 31, 2025; Nathan Jacobs to serve as a regular member, with a term to expire December 31, 2024. The Clerk noted that Mr. Jacobs term was being extended by one year to re-balance the staggered terms on the ADMC.
- To the Ashuelot River Park Advisory Board:
  - Ruzzel Zullo to serve as a regular member, with a term to expire December 31, 2025; Suzanne Krautmann to serve as a regular member, with a term to expire December 31, 2025; Thomas Haynes to serve as an alternate member, with a term to expire December 31, 2025
- To the Assessors Board:
  - John Newcombe to serve as a regular member, with a term to expire December 31, 2025
- To the Bicycle/Pedestrian Path Advisory Committee

- Charles Redfern to serve as an alternate member, with a term to expire December 31, 2025

- To the Conservation Commission:
  - Arthur Walker to serve as a regular member, with a term to expire December 31, 2025; Andrew Madison to serve as a regular member, with a term to expire December 31, 2025
- To the Energy and Climate Committee:
  - Claire Oursler to serve as a regular member, with a term to expire December 31, 2025
- To the Historic District Commission:
  - Sophia Cunha-Vasconcelos to serve as a regular member, with a term to expire December 31, 2025; Peter Poanessa to serve as an alternate member, with a term to expire December 31, 2025
- To the Human Rights Committee:
  - Catherine Workman to serve as a regular member, with a term to expire December 31, 2025; Sophia Cunha-Vasconcelos to serve as a regular member, with a term to expire December 31, 2025
- To the Keene Housing Authority:
  - Christopher Coates to serve as a regular member, with a term to expire December 31, 2025. The clerk noted that the term for Steve Bianco as a regular member was being corrected to expire December 31, 2026
- To the Partner City Committee:
  - Michael Giacomo to serve as a regular member, with a term to expire December 31, 2023; John Mitchell to serve as a regular member, with a term to expire December 31, 2025; Gregg Kleiner to serve as a regular member, with a term to expire December 31, 2025; Will Schoefmann to serve as a regular member, with a term to expire December 31, 2025
- To the Planning Board:
  - David Orgaz to serve as a regular member, with a term to expire December 31, 2025; Armando Rangel to serve as a regular member, with a term to expire December 31, 2025
- To the Trustees of Trust Funds and Cemetery Trustees:
  - Marilyn Gemmell to serve as a regular member, with a term to expire December 31, 2025

Mayor Hansel tabled the nominations until the next regular meeting.

CONFIRMATIONS

Mayor Hansel had previously nominated the following individuals to serve as alternate members on City boards and commissions:

- To the Energy and Climate Committee:

- Lisa Maxfield, with a term to expire December 31, 2023; Kenneth Swymer, with a term to expire December 31, 2025

- To the Conservation Commission:
  - Lee Stanish, with a term to expire December 31, 2025

A motion by Councilor Powers to confirm the nominations was duly seconded by Councilor Giacomo. The motion carried on a unanimous roll call vote with 11 Councilors present and voting in favor. Councilors Roberts, Ormerod, Greenwald and Bosley were absent.

COMMUNICATION – REQUEST TO USE CITY PROPERTY – ICE AND SNOW FESTIVAL – FEBRUARY 4 – KEENE DOWNTOWN GROUP

A communication was received from Mark Rebillard, on behalf of the Keene Downtown Group, requesting the use of City property for the February 4, 2023 Ice and Snow Festival. Mayor Hansel entertained a motion from Councilor Giacomo and a second from Councilor Chadbourne to Suspend the Section 26 of the Rules of Order to introduce and act upon the request from the Keene Downtown Group. The motion carried unanimously on a roll call vote with 11 Councilors present and voting in favor. Councilors Roberts, Ormerod, Greenwald and Bosley were absent.

Councilor Giacomo made the following motion, which was duly seconded by Councilor Chadbourne. On a vote of 11–0, the Keene City Council recommended that the Keene Downtown Group be granted a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales, as well as use of downtown City property on Central Square, Railroad Square, and designated parking spaces on Central Square and Main Street to conduct the Ice and Snow Festival on Saturday, February 4, 2023 from 10:00 AM to 4:00 PM. In addition, the applicant is permitted to close off a portion of Railroad Street from Main Street to the exit of the Wells Street Parking Garage. This permission is granted subject to the customary licensing requirements of the City Council, submittal of signed letters of permission from the owner for any use of private property, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 23 Community Events Budget. Councilors Roberts, Ormerod, Greenwald and Bosley were absent.

COMMUNICATION – DOWNTOWN MAIN STREET IMPROVEMENTS – COUNCILOR GREENWALD

A communication was received from Councilor Mitch Greenwald, requesting opportunities for further public input to be provided on the downtown Main Street infrastructure improvement project. Mayor Hansel filed the communication into the record as informational.

COMMUNICATION – EVERSOURCE – TREE TRIMMING ON SCENIC ROADS: PEG SHOP ROAD, CHAPMAN ROAD, WHITCOMB'S MILL ROAD, DANIEL'S HILL ROAD, HURRICANE ROAD, LANGLEY ROAD, FELT ROAD AND STERNS ROAD

A communication was received from Dane D'Arcangelo, on behalf of Eversource Energy, seeking permission from the City Council for its periodic tree trimming on various designated scenic roads in the City. There is a statutory process that must be followed whenever there is the cutting, or removal of trees on a scenic road. A joint public hearing with the Conservation Commission is one of the requirements of this statutory process. Mayor Hansel referred the communication to the Municipal Services, Facilities, and Infrastructure Committee and the Conservation Commission. Mayor Hansel set a joint public hearing with the City Council and Conservation Commission on February 2, 2023 at 7:00 PM.

FOP REPORT – SPECTRUM SERVICE ISSUES UPDATE

A Finance, Organization, and Personnel Committee report read recommending the update from Spectrum on various service issues be accepted as informational. Mayor Hansel filed the report as informational.

FOP REPORT – EFFORTS TO REDUCE THE RISK OF LEAD PAINT POISONING – COUNCILOR WILLIAMS

A Finance, Organization, and Personnel Committee report read, recommending the communication regarding efforts to reduce the risk of paint poisoning be referred to the City Manager for further discussions with Sullivan County and Cheshire County. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy.

Councilor Williams thanked the FOP Committee for hearing his comments. He continued that lead paint is an ongoing problem today, despite being outlawed 44 years ago in 1978. Councilor Williams thanked the City Manager for being proactive about this. He thought it was possible to bring resources into the City to help homeowners and landlords to deal with this problem. The motion carried unanimously with 11 Councilors present and voting in favor. Councilors Roberts, Ormerod, Greenwald and Bosley were absent.

FOP REPORT – LIEUTENANT JOSEPH DIBERNARDO MEMORIAL GRANT – FIRE DEPARTMENT

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to accept and expend the Lieutenant Joseph DiBernardo Memorial Foundation Grant for the purpose of outfitting department members with emergency rope escape systems. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy.

Councilor Madison provided background on this grant, which he said evolved from an incident called Black Sunday. On that day, several firefighters were faced with the choice between being engulfed in flames or having to jump out of a 5th story window; two firefighters jumped out and were killed and two others escaped with rope equipment. Lt. DiBernardo gave his rope escape to another firefighter because they had a family. The firefighter survived but Lt. DiBernardo perished in his attempt to escape. Councilor Madison said this FOP decision came just days after the anniversary of the Worcester Cold Storage fire, in which six firefighters lost their lives; Councilor Madison's father was one of the investigators on that fire. Councilor Madison urged everyone to think about first responders during the holidays. He also said kudos to the Fire Department for going after grant funding to help keep them safe, and therefore keep the community safe. The motion carried unanimously with 11 Councilors present and voting in favor. Councilors Roberts, Ormerod, Greenwald and Bosley were absent.

FOP REPORT – LAW ENFORCEMENT SUBSTANCE ABUSE REDUCTION INITIATIVE GRANT – POLICE DEPARTMENT

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to accept and expend the NH Department of Safety 2023 Law Enforcement Substance Abuse Reduction Initiative Grant in the amount of $30,000. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. Councilor Williams said that he voted against this last year and would again this year as well. Ultimately, he felt that it was money to fund the drug war and he could not support that in good conscience, so he would be voting no. The motion carried with 10 Councilors present and voting in favor. Councilor Williams voted in the minority. Councilors Roberts, Ormerod, Greenwald and Bosley were absent.

FOP REPORT – 2021 HOMELAND SECURITY GRANT PROGRAM – SEARCH AND RESCUE EQUIPMENT – POLICE DEPARTMENT

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to accept and to expand a 2021 Homeland Security Grant Program Award for the purchase of Search and Rescue Equipment. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 11 Councilors present and voting in favor. Councilors Roberts, Ormerod, Greenwald and Bosley were absent.

FOP REPORT – 2020 HOMELAND SECURITY GRANT PROGRAM – CBRNE RESPONSE EQUIPMENT – POLICE DEPARTMENT

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to accept and expend a 2020 Homeland Security Program Award to be used for the purchase of CBRNE Training and Response Suits. A

motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. Councilor Powers noted that even though the recommendation indicates a certain category of equipment after the Committee had made its recommendation, the Fire Department further evaluated their needs and determined that gas masks were the priority and this adjustment in the equipment was authorized under the grant authority. The motion carried unanimously with 11 Councilors present and voting in favor. Councilors Roberts, Ormerod, Greenwald and Bosley were absent.

FOP REPORT – CONTROL AND USE AGREEMENT – AMERICAN LEGION – PARKS, RECREATION AND FACILITIES DEPARTMENT

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to negotiate and execute a control and use agreement between the American Legion Post #4 and the City of Keene for the recreational fields located at 797 Court Street. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 11 Councilors present and voting in favor. Councilors Roberts, Ormerod, Greenwald and Bosley were absent.

FOP REPORT – ENVIROTRAC ENVIRONMENTAL SERVICES WATER MONITORING AT CLOSED MUNICIPAL LANDFILL CHANGE ORDER #1 – PUBLIC WORKS DEPARTMENT

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to negotiate and execute change order #1 with Envirotrac Environmental Services for additional landfill monitoring services for an amount not to exceed $29,200 for a revised contract total of $100,700. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. Councilor Jones asked if this was in the Operating Budget and the City Manager said she believed so. The motion carried unanimously with 11 Councilors present and voting in favor. Councilors Roberts, Ormerod, Greenwald and Bosley were absent.

FOP REPORT – DESIGN CHANGE ORDER #2, MARLBORO STREET CORRIDOR IMPROVEMENTS PROJECT – PUBLIC WORKS DEPARTMENT

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to negotiate and execute an engineering services Change Order with DuBois & King for additional services required for the design of the Marlboro Street Corridor Improvements Project for an amount not to exceed $39,000. Funding to come from cost center 75J0018A. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 11 Councilors present and voting in favor. Councilors Roberts, Ormerod, Greenwald and Bosley were absent.

CITY MANAGER COMMENTS

The City Manager reported that the last time the Holiday luncheon was held was 2019. Concerns about Covid-19 canceled the gathering in 2020 and 2021. This year, she said we had hoped to return to normal, but sadly our departments and volunteers were not able to pull it off. Instead, they would be providing a $25 Hannaford gift card as a small token of thanks and contribution towards a holiday meal for our year round employees. Next year, she said the plan is to return to normal and gather at the Blastos Room in December. In 2023, we will celebrate milestones reached during the years 2020–2023.

Next, the City Manager reported on two projects in the works. Our Marketing and Communications Director, Rebecca Landry, is working with the City Manager's office on an e-newsletter to be sent out quarterly beginning mid-January. The City Manager said they would be experimenting with content and format. Ms. Landry has created a form for the departments to complete for their submissions.

The City Manager continued explaining that over the last several years, there had been a great deal of change in leadership in our departments. This change highlighted the need to review our administrative directives (or organization-wide policies) and make them easier for departments to access. With the help of the I.T. Department, they are now organized and searchable on the City's intranet system. She said they are currently working on reviewing the more than 80 policies to determine if they need to be updated or deleted.

Lastly, the City Manager thanked the Mayor, Council, and our talented group of department heads for another great year. She wished everyone a Merry Christmas and Happy Holidays.

ORDINANCE FOR FIRST READING – RELATING TO AMENDMENTS TO THE CITY OF KEENE LAND DEVELOPMENT CODE, ZONING REGULATIONS AND APPLICATION PROCEDURES FOR AMENDMENTS TO THE LAND DEVELOPMENT CODE – ORDINANCE O-2022-19

A memorandum read from the Community Development Director, Jesse Rounds, recommending that Ordinance O-2022-19 be referred to the Joint Planning Board and Planning, Licenses, and Development Committee for their review and recommendation. Mayor Hansel referred Ordinance O-2022-19 to the Joint Planning Board and Planning, Licenses, and Development Committee.

ORDINANCE FOR SECOND READING – RELATING TO PERSONAL LEAVE – ORDINANCE O-2022-17

A Finance, Organization, and Personnel Committee report read, recommending the adoption of Ordinance O-2022-17 with either an effective date of January 1, 2023, or following the processing of the first payroll in the Munis software system. Councilor Lake voted in opposition.

A motion by Councilor Powers to adopt Ordinance O-2022-17 with either an effective date of January 1, 2023 or following the processing of the first payroll in the Munis software system was duly seconded by Councilor Remy.

Councilor Lake said he initially voted against this because of concerns he expressed at the FOP meeting, specifically about potential unintended consequences of the Ordinance. He had since met with City Staff, who explained things more to him. He was no longer in opposition. The motion carried unanimously on a roll call vote with 11 Councilors present and voting in favor.

ADJOURNMENT

Mayor Hansel thanked the City Manager, the Charter Officers, all City staff and their department heads, and the City Council. He said there were a few tragic accidents in the City of Keene this year that he still thinks about and are affecting our community. He said there were some really disruptive infrastructure projects to work through, with a lot of public input. There were also some retirements and thus the welcoming of some new team members. He said that in his experience, the City Council worked together really well this year and he hoped everyone would reflect on that excellent work for the citizens of Keene. He looks forward to continuing this work in 2023. There being no further business, Mayor Hansel adjourned the meeting at 7:37 PM.

A true record, attest: Patricia
City Clerk

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: January 5, 2023

To: Mayor and Keene City Council

From: Mayor George S. Hansel

Through: Patricia Little, City Clerk

Subject: **Confirmations - Airport Development and Marketing Committee, Ashuelot River Park Advisory Board, Assessors Board, Bicycle/Pedestrian Path Advisory Board, Conservation Commission, Energy and Climate Committee, Historic District Commission, Human Rights Committee, Keene Housing Authority, Partner City Committee, Planning Board and Trustees of Trust Funds and Cemetery Committee**

Council Action:
In City Council December 15, 2022.
Tabled until the next regular meeting.

Recommendation:
I hereby nominate the following incumbents to serve a second term on the designated board or commission:

Airport Development and Marketing Committee

Peter Temple, slot 4, re-nomination	Term to expire Dec. 31, 2025
Luca Paris, slot 6, re-nomination	Term to expire Dec. 31, 2025
Nathan Jacobs, re-balance term	Extended term to expire Dec. 31, 2024

Ashuelot River Park Advisory Board

Ruzzel Zullo, slot 2, re-nomination	Term to expire Dec. 31, 2025
Suzanne Krautmann, slot 7, re-nomination	Term to expire Dec. 31, 2025
Thomas Haynes, slot 8, alternate, re-nomination	Term to expire Dec. 31, 2025

Assessors Board

John Newcombe, slot 1, re-nomination	Term to expire Dec. 31, 2025

Bicycle/Pedestrian Path Advisory Board

Charles Redfern, slot 8 alternate, re-nomination	Term to expire Dec. 31, 2025

Conservation Commission

Arthur Walker, slot 2, re-nomination	Term to expire Dec. 31, 2025
Andrew Madison, slot 7, re-nomination	Term to expire Dec. 31, 2025

Energy and Climate Committee

Claire Oursler,slot 8, re-nomination	Term to expire Dec. 31, 2025

Historic District Commission

Sophia Cunha-Vasconcelos, slot 5, re-nomination	Term to expire Dec. 31, 2025
Peter Poanessa, slot 12, alternate, re-nomination	Term to expire Dec. 31, 2025

Human Rights Committee

Catherine Workman, slot 4, re-nomination	Term to expire Dec. 31, 2025
Sofia Cunha-Vasconcelos, slot 9, re-nomination	Term to expire Dec. 31, 2025

Keene Housing Authority

Christopher Coates, slot 2, re-nomination	Term to expire Dec. 31, 2025
Steve Bianco, slot 1, corrected term	Term to expire Dec. 31, 2026

Partner City Committee

Councilor Michael Giacomo, slot 2, re-nomination	Term to expire Dec. 31, 2023
John Mitchell,slot 5, re-nomination	Term to expire Dec. 31, 2025
Gregg Kleiner, slot 8, re-nomination	Term to expire Dec. 31, 2025
Will Schoefmann,slot 9, re-nomination	Term to expire Dec. 31, 2025

Planning Board

David Orgaz, slot 5, re-nomination	Term to expire Dec. 31, 2025
Armando Rangel, slot 6, re-nomination	Term to expire Dec. 31, 2025

Trustees of Trust Funds and Cemetery Trustees

Marilyn Gemmell, slot 3, re-nomination	Term to expire Dec. 31, 2025

Attachments:
None

Background:

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: January 5, 2023

To: Mayor and Keene City Council

From: Mayor George S. Hansel

Through: Patricia Little, City Clerk

Subject: **Nominations - Bicycle Pedestrian Path Advisory Committee, Heritage Commission, Building Board of Appeals, Housing Standards Board of Appeals, Conservation Commission**

Recommendation:

I hereby nominate the following individuals to serve on the designated Board or Commission:

Bicycle/Pedestrian Path Advisory Committee

Rowland Russell, re-nomination - slot 3	Term to expire Dec. 31, 2025
Jan Manwaring, re-nomination - slot 4	Term to expire Dec. 31, 2024
Michael Davern, re-nomination - slot 6	Term to expire Dec. 31, 2025
Chris Brehme, re-nomination - alternate slot 9	

Heritage Commission

Marilyn Huston, re-nomination - slot 4	Term to expire Dec. 31, 2025
Louise Zerba, re-nomination - alternate slot 8	Term to expire Dec. 31, 2025

Building Board of Appeals
Housing Standards Board of Appeals

Malcolm Katz, re-nomination	Term to expire Dec. 31, 2025
Steven Walsh, re-nomination	Term to expire Dec. 31, 2025

Conservation Commission

Steven Bill, re-nomination slot 5	Term to expire Dec. 31, 2025

Attachments:

None

Background:

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: January 5, 2023

To: Mayor and Keene City Council

From: Mayor George S. Hansel

Through: Patricia Little, City Clerk

Subject: **Nominations - Trustees of Trust Funds and Cemetery Trustees, Building Board of Appeals, Housing Standards Board of Appeals**

Recommendation:

I hereby nominate the following individual to serve on the designated Board or Commission:

Trustees of Trust Funds and Cemetery Trustees

Michelle Howard, slot 4 — Term to expire Dec. 31, 2025

Building Board of Appeals
Housing Standards Board of Appeals

Corinne Parks, slot 1 — Term to expire Dec. 31, 2025

Attachments:

1. Howard, Michelle_Redacted
2. Park, Corinne_Redacted

Background:

From:	Patty Little
To:	Heather Fitz-Simon
Subject:	FW: Interested in serving on a City Board or Commission
Date:	Monday, November 14, 2022 9:08:18 AM

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Monday, November 14, 2022 9:04 AM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

Submitted on Mon, 11/14/2022 - 09:04
Submitted values are:
First Name:
Michelle

Last Name:
Howard

Address
26 Dale Drive

How long have you resided in Keene?
63 years

Email:
[redacted]

Cell Phone:
[redacted]

Employer:
Savings Bank of Walpole

Occupation:
Regional VP and Branch Mgr

Retired
No

Please list any organizations, groups, or other committees you are involved in
None at the moment

Have you ever served on a public body before?
Yes

Please select the Boards or Commissions you would be interested in serving on:

Trustees Of Trust Funds And Cemetery Trustees

Please share what your interests are and your background or any skill sets that may apply.
I have worked in the banking industry for 38 years.

Why are you interested in serving on this committee
I enjoyed being on this board from 2015 - 2019 and look forward to the opportunity to do so again.

Please provide 2 personal references:
Martha Curtis
[redacted]

References #2:
Dominic Perkins
[redacted]

From: Patty Little
To: Heather Fitz-Simon
Subject: FW: Interested in serving on a City Board or Commission
Date: Thursday, December 29, 2022 10:48:49 AM

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Thursday, December 29, 2022 10:47 AM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

Submitted on Thu, 12/29/2022 - 10:46
Submitted values are:
First Name:
Corinne

Last Name:
Park

Address
264 Roxbury Street

How long have you resided in Keene?
7 years

Email:
[redacted]

Cell Phone:
[redacted]

Employer:
GZA GeoEnvironmental

Occupation:
Professional Engineer

Retired
No

Have you ever served on a public body before?
No

Please select the Boards or Commissions you would be most interested in serving on.
Bicycle/Pedestrian Path Advisory Committee, Building Board of Appeals/Housing Standards

Board of Appeals

Please let us know the Board or Commission that you are most interested in serving on.
I would like to serve on the Building Board.

Optional - Please select your second choice of which Board or Commission you would like to serve on.
Bicycle/Pedestrian Path Advisory Committee

Please share what your interests are and your background or any skill sets that may apply.
I am a registered professional engineer with the state of New Hampshire. I work primarily for contractors and have extensive knowledge of structures. I also have experience in infrastructure engineering and land development.

Please provide 2 personal references:
Ana Gonzalez
agonzalez@mfs.org
[redacted]

References #2:
Jordan Aro
jordan.aro@gza.com
[redacted]

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: January 5, 2023

To: Mayor and Keene City Council

From: Martine Fiske, Library Director

Through: Elizabeth Dragon, City Manager

Subject: **"STEM Tales" Research Grant in Support of Youth Interest in STEM Literacy and Careers**

Recommendation:

Move that the Council suspend its Rules of Order to allow a vote on acceptance of a Federal pass-through grant due to an approaching deadline.

Move that the Council authorize the City Manager to do all things necessary to accept and expend a grant of up to $2,245 from Twin Cities Public Television in support of staff education and library programs.

Attachments:

None

Background:

Twin Cities Public Television developed a project called STEM Tales: Investigating the effect of media read-alouds by diverse scientists and engineers on young children's literacy and interest in STEM careers. The project, funded by a National Science Foundation Award, will feature diverse professionals in careers in Science, Technology, Engineering and Mathematics as readers of STEM-themed picture books. The readings from various places on Earth highlight the skills it takes to be a STEM professional. The read-alouds by astronauts, scientists, and engineers will be enriched with animation and live-action of children doing STEM activities that are easily replicated at home or in the library.

The grant project runs from January 2023 through November 2024. It provides two library staff with six hours of virtual professional development in the fall of 2023 on the use of digital media and STEM activities, and gender equitable and culturally responsive strategies to engage children and families in multigenerational STEM library programs. It also provides four sessions of media enhanced STEM programming for children ages 4-8 and their parents/caregivers in 2024. Researchers will interview library staff and parents at various points in the project to analyze how media read-alouds impact children's STEM content learning, literacy skills and interest in and awareness of STEM careers. A final evaluation will examine librarians' training and program implementation to better understand how to engage children and parents/caregivers around STEM topics and careers.

If this grant is accepted, the Library will receive $1,600 and programmatic support, such as flyers,

social media posts, etc., for participation in the read-aloud programming. We will also receive activity guides and other materials for take-home kits to engage families in STEM exploration at home. There is an opportunity to receive three gift cards, totaling $45, for participating in a librarians' survey and supporting participation in a survey of families. Five libraries will be invited to work with the evaluation team to conduct focus group discussions with library staff and families via videoconferences. If Keene Public Library is chosen for these focus groups, the Library would receive another $100 in gift cards. An additional $500 would be received if the Library is chosen as a site for a project researcher to observe programming and conduct interviews with participating families.

Grants such as this allow the Keene Public Library to participate in cutting edge educational programs. The Library is dependent upon grants and fundraising from the Friends of the Library and Library Trustees to provide all programs. Any gift cards earned from this grant would be used to purchase materials in support of library services and programs.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: January 5, 2023

To: Mayor and Keene City Council

From: David Hickling, Airport Director

Through: Elizabeth Dragon, City Manager

Subject: **Change Order for SUR Construction, Airport Fuel Tank Replacement Project**

Recommendation:

That the City Council authorize the City Manager to execute a change order with S.U.R. Construction West for work associated with the Airport Fuel Farm Replacement Project.

Attachments:

None

Background:

The Airport Fuel Tank Replacement Project has experienced numerous challenges, mostly resulting from conflicting design plans and bid specifications as well as the project, as designed and bid, not meeting state requirements for bulk fuel storage facilities.

This change order will allow the project to progress by adding the following work to S.U.R.s construction contract.

- The original bid did not include the installation of all required electrical conduit and wiring to connect the new fuel tanks to the electrical supply. This change order will provide for that work to be completed.

- The project design and bid documents specified protective bollard spacing that does not meet NHDES requirements. This change order will add additional bollards to address this issue.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: January 5, 2023

To: Mayor and Keene City Council

From: Merri Howe, Finance Director/Treasurer

Through: Elizabeth Dragon, City Manager

Subject: **Acceptance of Donation**

Recommendation:
Move that the City Council accept a donation of $2,883 from the Trustees of the Keene Public Library.

Attachments:
None

Background:
The City of Keene receives donations from many sources throughout the year that are brought forward to the City Council for acceptance with gratitude.

This donation reimburses the City for a piece of children's furniture not paid for by the IMLS Little Makers Grant.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: January 5, 2023

To: Mayor and Keene City Council

From: Kurt Blomquist, ACM/Public Works Director

Through: Elizabeth Dragon, City Manager

Subject: **Ad Hoc Downtown Infrastructure Improvement and Reconstruction Project Steering Committee's Recommendations**

Recommendation:

Recommend that the Ad Hoc Downtown Infrastructure Improvement and Reconstruction Project Steering Committee's recommendations be forwarded to the City Council, as a Quasi-Committee of the Whole, for their consideration.

Attachments:

None

Background:

The City though the Capital Improvement Program (CIP) has been planning for the replacement and upgrade to the existing underground infrastructure in Central Square and Main Street. The infrastructure includes:

- Stormwater,
- Water,
- Sewer,
- Telecommunication,
- Electrical,
- Broadband,
- Irrigation, and
- Building services

The utility infrastructure work will require the removal of pavement and sidewalks from building face to building face. Since the last major reconstruction, the downtown has been changing from a primarily mercantile area to an area of entertainment, restaurants, and community gatherings. To keep the downtown vibrancy into the future it has been identified that the area should support the concept of live, work and play. To further the goal of maintain vibrancy the City Council adopted changes in zoning to encourage development that would support live, work and play spaces and there is a need that the public infrastructure and public spaces should support this chosen direction for the future.

There has been discussions within the community that downtown does not meet the needs and interest of the community, residents in the area and users for social gatherings/event spaces, open and flexible spaces for use by merchants and businesses, public art displays, enhanced pedestrian and bicycle facilities. As surfaces are placed back down this provides the opportunity to make improvements to support future interest, demands and needs. Potential improvements include.

- Sidewalk areas
- Street and parking configurations,
- Intersection improvements,
- Pedestrian and bicycle facilities (street crossing, etc.),
- Wayfinding signage,
- Gathering spaces/event areas, and Open spaces and
- Redesign of Rail Road Square and Gilbo Avenue.

To assist in developing recommendations how the downtown area should be put back together for consideration by the City Council, the Mayor appointed an Ad-Hoc committee in March 2022 The committee was charged with:

> T*o review the scope and design of utility replacements as well as improvements to the downtown area. The ad hoc Committee will serve as an advocate for the project and be the host for any public interaction events. Finally, the ad hoc committee will make its recommendations to the City Council with regards to the project.*

The Mayor appointed 11 members that included City Councilors, Keene State College representative, downtown business and property owners, and representative from the Colonial Theater. The committee met publically seven (7) times between August and December 2022.

The Committee established goals for their review of options and potential improvements. The goals identified:

- Utility infrastructure improvements,
- Define/Expand Downtown District,
- Support a more sustainable built environment and transportation choices,
- Strengthen image, character, including arts and history,
- Expand flexible open space,
- Improve multimodal transportation access,
- Provide adequate parking, and
- Upgrade walking environment.

As part of the process, the Committee identified issues, opportunities and concerns. The Committee sponsored two (2) public workshops, June 29, 2022 and October 6, 2022. These workshops gathered information from the public on how downtown functioned, what improvements to functionality should be considered, and what community members and business liked and disliked about the spaces. Information was placed on an interactive website where the public could provide comment and identify areas and ideas for adjustments. The committee at their public meetings reviewed and received updates on the project including outreach and engagement, reports on the project websites, surveys, and communications. The committee reviewed data and information on existing conditions including:

- Utilities,
- Open spaces,
- Parking inventory and utilization,

- Existing traffic volumes, patterns and circulation including emergency response routes,
- Crosswalks and pedestrian volumes and facilities,
- Bicycle and transit facilities,
- Tree Inventory and conditions survey.

In reviewing the project area, the Committee identified three unique topological areas.

- Central Square,
- Main Street,
- Gilbo Avenue/Railroad Square, and
- Parking connection routes.

Based on review of data, input from public workshops, communication and discussions the Committee identified multiple options for considerations.

- Minimal Option – expanded pedestrian zones where possible, maintain angled parking in the project area, remove parking in middle, maintain a landscaped median, maintain two traffic lanes in both directions, in Central Square maintain current traffic pattern with smaller circulation areas and increasing sizes of islands and upgraded signal system.

- Main Street

1. Mutli-modal facilities with multiple vehicle lanes – expanded pedestrian zones, angled and parallel parking, removal of center parking, dedicate/protected bicycle lanes, and planted medians.

2. Multi-modal with single vehicle lanes - expanded pedestrian zones, angled and parallel parking, dedicate/protected bicycle lane, planted medians.
o Included intersection improvements (roundabouts) at Main St/Gilbo Ave/Railroad St and main St/Emerald/Eagle Ct intersections.

- Central Square

1. Northern expansion of Common (elimination of northern crossover lanes) with signals.

2. Northern expansion of Common (elimination of northern crossover lanes) with roundabout.

- Gilbo Avenue/Railroad Street and Railroad Square

1. Plaza with two-way travel lanes – maintain two-way traffic and eliminate parking between Main Street and St James Street. Maintain Railroad Street configuration and eliminate parking along north side.

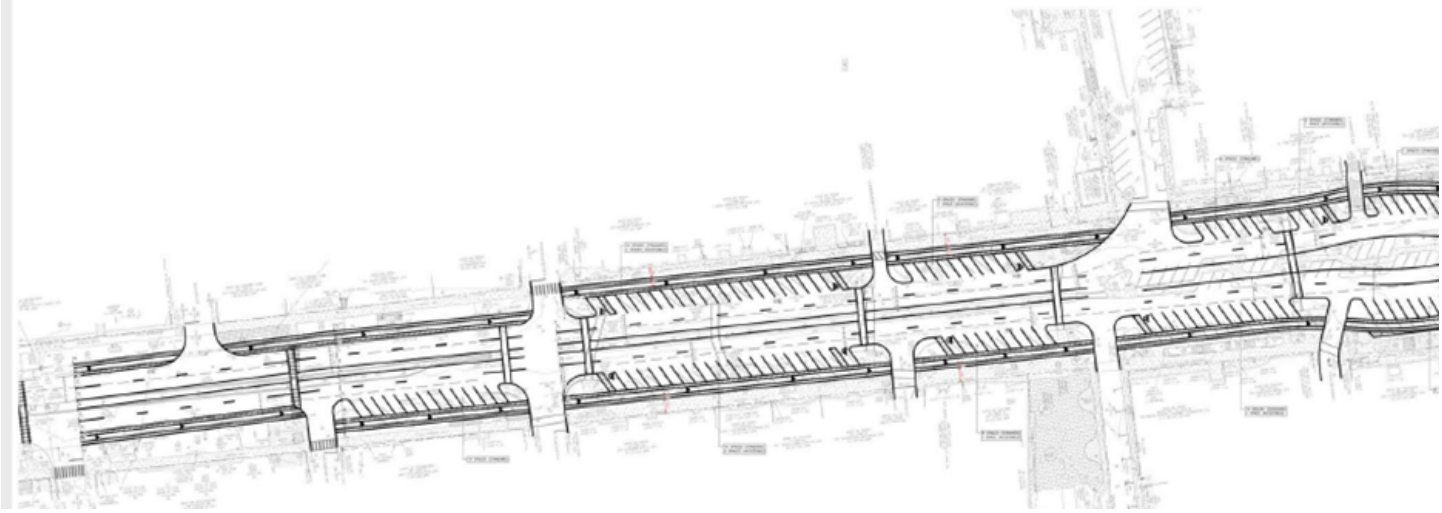
2. Plaza with one-way travel lanes – one travel lane in westerly direction (Main Street to St James Street) and eliminate parking between Main Street and St James Street. Maintain Railroad Street configuration and eliminate parking along north side.

3. Raised Plaza with one-way travel lanes raise/level road grade on Gilbo Avenue from St James Street across Main Street and onto Rail Road Street. - This would create a level plaza area connecting Railroad Street to Gilbo Avenue along with a large speed table on Main Street for traffic calming and pedestrian safety improvements.

The committee discussed and evaluated options against the established goals and the feedback being received through the various public engagement processes. The Committee at its December 13, 2022 took public comment on the options under consideration. After discussion, the Ad-hoc Committee voted, with the majority of members present, the following recommendations that best met the project goals. The following recommendations are being forwarded for consideration by the City Council and continued public input.

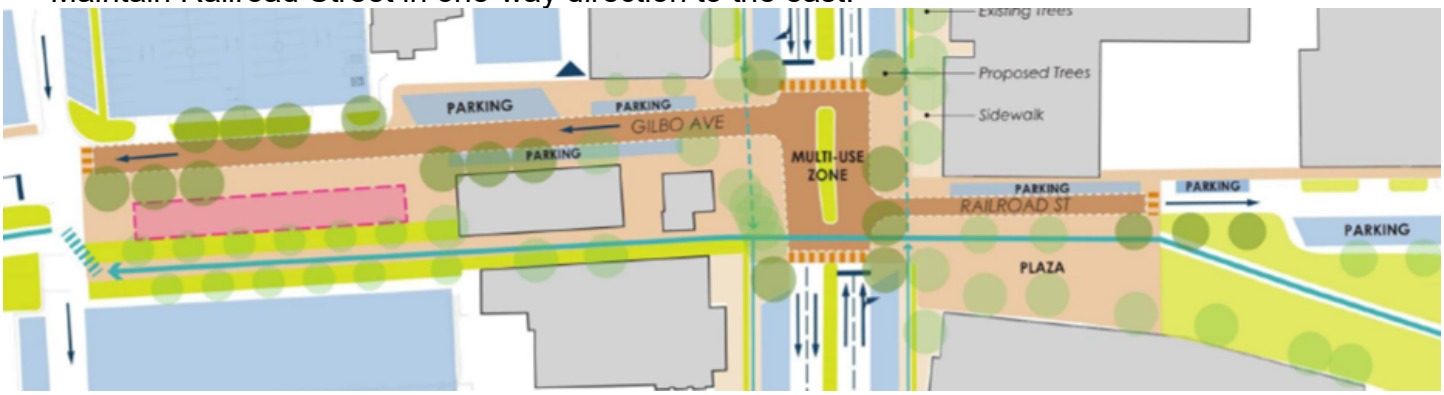
Main Street

- Two travel lanes for north and south directs
- Angled parking throughout project area, and consolidation of crosswalks,
- Increased sidewalk/flexible space, and
- Inclusion of multi-modal facilities (including protected bicycle lanes).



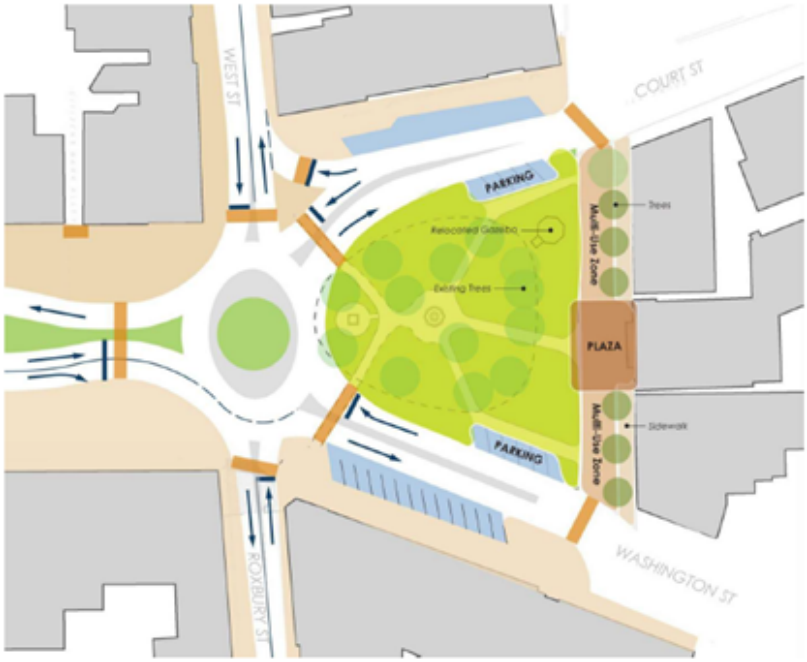
Gilbo Avenue/Railroad Square

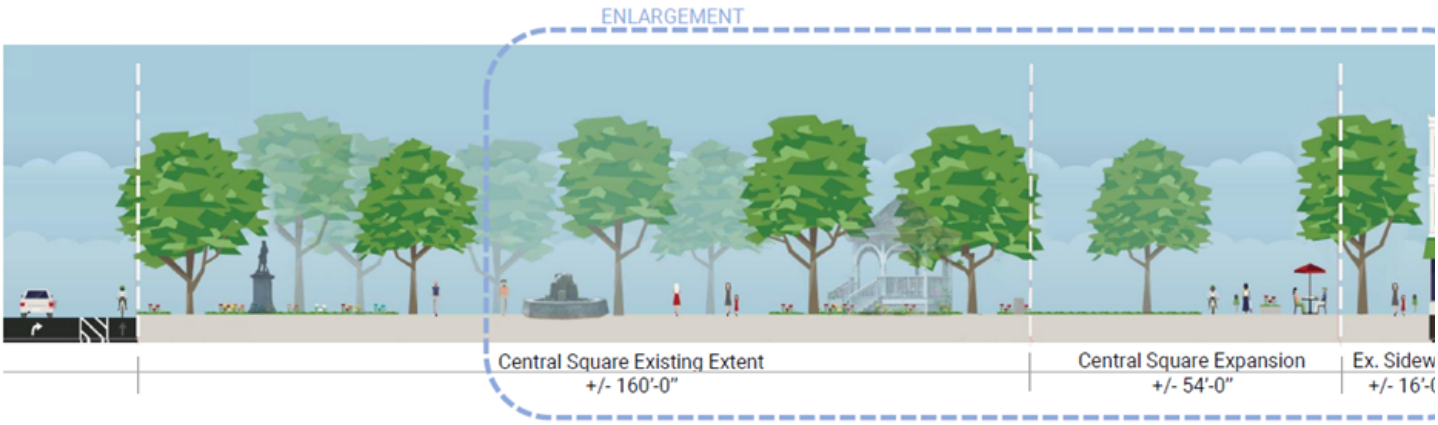
- One-way travel lane on Gilbo Avenue from Main Street to St James Street,
- Maintain parking along Gilbo Avenue,
- Raised plaza area from St James Street to Railroad Square across Main Street (creating a speed table),
- Adjust mutli-use trail to the north in Railroad Square, and
- Maintain Railroad Street in one-way direction to the east.



Central Square

- Expand the Common to the north,
- Add angled parking along east and west side of the Common, and
- Use a roundabout for traffic pattern.





The Ad-hoc Committee anticipates that the City Council would continue a public process using the committee's work as a starting place.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: January 5, 2023

To: Mayor and Keene City Council

From: Mari Brunner, Senior Planner

Through: Jesse Rounds, Community Development Director

Subject: **Conservation Commission Recommendations regarding the Downtown Reconstruction Project**

Recommendation:

Ms. Clark made the following amended motion, which was duly seconded by Mr. Therriault: "We, the Keene Conservation Commission, move to thank the City for its forethought regarding the downtown reconstruction project. Additionally, due to the tremendous environmental, social, and aesthetic value, we strongly recommend that the final design makes significant use of a diverse variety of street trees and, finally, that said trees be given every opportunity to thrive in the difficult urban environment by ensuring that each tree is planted with a buffer of at least 100 square feet." The motion carried unanimously.

Attachments:

None

Background:

Included below is an excerpt from the draft minutes of the December 19, 2022 Conservation Commission meeting minutes, where this item was discussed.

"C. Downtown Reconstruction Project

Chair Von Plinsky noted a recent article in the Sentinel about the downtown utility and redesign project. He said there is greater than 100-year-old infrastructure under the downtown that must be replaced. The City is taking advantage of that opportunity to consider a redesign of the downtown. He included this on the agenda in case the Commission wanted to make any conservation-related recommendations for the redesign. The Chair's priority was ensuring enough space is left for street trees to have the proper planting conditions, which would allow trees to grow to the size of those on Central Square.

Ms. Brunner had shared a link to the project website. She noted that these are preliminary design alternatives, from which a stakeholder Committee had made a recent recommendation to City Council. The recommendation included bike lanes at sidewalk grade, a mini roundabout at the head of Central Square (the flagpole would be shifted slightly south), expansion of Central Square by closing the northern leg of the current traffic pattern around the square for added green and event space (the area in front of the church and the Stage would be kept paved for pedestrian traffic), diagonal parking on both sides of Main Street but not in the center median, two lanes of traffic, and

tree planting beds a minimum of 8’ wide (she thought; trees downtown have had challenges with smaller spaces). This was only a recommendation to City Council, not the design chosen; some City Councilors prefer an alternative design. There would still be several public workshops with the whole City Council to weigh the options.

Mr. Bill suggested that sufficient bike racks should be included in the downtown. Chair Von Plinsky wanted to focus on conservation-related issues. All Commissioners were welcome to share their personal opinions about the various options in the upcoming public workshops.

Ms. Clark felt she needed more information before a recommendation. She wondered about the status of downtown trees and the current gazebo, and whether there had been an analysis of trees to remove. The Chair thought only one tree on Central Square would be impacted because it has issues and would be removed regardless of the project. Ms. Brunner said there was a tree inventory as a part of this project to determine what trees are in good, fair, or poor condition and whether they could be saved. Ms. Brunner posted an old downtown tree inventory from many years ago in the shared Google Drive. From the current inventory, she demonstrated the trees with high asset value that are likely to be removed. On the current inventory, Mr. Therriault said it only looked like three healthy and high-value trees were impacting utilities. Ms. Brunner said it depends on the tree location and final design chosen. She noted that many trees on Main Street are currently affected by the Emerald Ash Borer disease, so the Public Works Department is working to remove those before they impact all the surrounding trees.

Mr. Reilly wondered how much was known about how the current root structures have impacted the underground utilities. Ms. Brunner said for some of the high value trees with roots impacting utilities, the utility would not be removed, but abandoned in place because removing them would damage the root structures of the trees. She said mostly the trees right on the end of pavement above utilities would be impacted. Ms. Brunner noted that the current utilities run everywhere underneath Main Street and demonstrated a map of the utilities to be replaced, with some running diagonally under the street and Central Square; the newest utilities are from the 1920s. There are also gas lines and Eversource utilities, among many others.

Mr. Bergman touched on the issue of replacing the lost trees with native or non-native tree species. He personally liked gingko and another non-native Japanese species. He noted how some native species are subject to diseases, making it a complicated issue. He imagined there would be an incentive to fast growing trees to accomplish shade quickly, such as the locust, for which only the male trees should be planted because the female fruit is rancid.

Chair Von Plinsky recognized Ms. Robbins, who said that as a resident, she thought it was important to consider possible native species before ornamentals, and to certainly not include Norway maples. The Chair said his research before the meeting focused on trees getting enough space. He understood if 8’ was the recommendation. Everything he saw was a 6’ radius or 12’ wide area. However, Main Street is not limitless. Mr. Bergman said he was interested in there being a wide range of species with a large canopy, which he said would help prevent widespread diseases from taking over. The Chair agreed, noting that the City had been hit hard by tree diseases in the past.

Ms. Clark made the following motion, which was duly seconded by Mr. Therriault: We, the Keene Conservation Commission, move to thank the City for its forethought regarding the downtown reconstruction project. Additionally, due to the tremendous environmental, social, and aesthetic value, we strongly recommend that the final design make significant use of a variety of large canopy street trees and finally that said trees be given every opportunity to thrive in the difficult urban environment by ensuring that each tree be planted with a buffer of radius of at least 6’ from any impervious surface.

Mr. Haynes noted the word “large” included in the motion, wondering how that would be defined and whether large trees would be best in all locations downtown. The Chair thought that was a fair point and deleted the wording “large canopy.”

Mr. Reilly talked about the proposed radius around the trees, noting that they had not discussed tree height upon planting. He also wondered whether the Commission should specify native trees. On height, the Chair thought it was best to recommend a mixture of small, medium, and large mature trees. The Chair agreed that large trees might not always be best—for example, when close to buildings—but said he was thinking about the presence of the very large trees on Central Square. He continued that native trees are preferred, but noted how few urban trees are hardy enough to withstand. Mr. Bergman noted that pin oaks are a popular choice because of how quickly they mature. Mr. Bergman continued that the center island might be limited enough in size to not accommodate large trees; perhaps there is more space near crosswalks. He said foliage and shade are good things. The Commission agreed that hardy street trees that mature quickly and provide quality shade are preferred. Mr. Bill suggested opportunities to support bees and other pollinators in the locations not suitable for trees.

Councilor Williams commented that a while ago, the Emerald Ash Borer took out a lot of trees on Main Street. At that time, Councilor Williams had asked the Director of Public Works what those trees would be replaced with and was very satisfied with the answer of Logan trees. The Councilor knew City Staff were paying attention and making good decisions, that they would not choose species like the Bradford pear, and thus he was not inclined to micromanage their choices. Councilor Williams also suggested including some Liberty elms in the Elm City, and Mr. Therriault agreed. Ms. Clark said she had experience with Liberty elms, which she said are not necessarily hardy. Chair Von Plinsky recommended the following language: “a diverse variety of street trees.”

Mr. Bergman said that the older tree inventory mentioned that many trees were subjected to mowing and weed whacking that damaged the bases of trees. He wondered if there was infrastructure to protect the trees from such damage.

Chair Von Plinsky said the preliminary design alternatives proposed to maintain a buffer around impervious surfaces, possibly an 8’ radius. Ms. Brunner commented that the Planning Board development standards do not use a radius, but the area of non-compacted native permeable soil around the tree, which is a minimum of 6’ and 3’, with the idea that it could be different distances in different dimensions to reach the correct area. The Chair said he was not an arborist but that the Commission could still advocate for trees. He suggested asking for 12’ in the hopes of getting 10’. Ms. Robbins suggested the following phrase: “to maximize the vitality of the tree,” or something indicating to accommodate the trees’ longevity. The Chair worried that might end up defined however someone would want to fit the infrastructure. Councilor Williams said he thought 12’ was big and that there would likely be pushback on that. He suggested shooting for 10’. Mr. Haynes said that in the end, the design for downtown would ultimately dictate this issue. Ultimately, Mr. Haynes said this is about the designers knowing that people want as much space around trees as possible. The Chair hoped to affect the design before they pick the trees. He wondered about a 10’ wide buffer area instead of a 6’ radius. Councilor Williams suggested 120 square feet of soil. Ms. Brunner said the Planning Board standard is 300 cubic feet of excavation to be filled with permeable native soil, but she did not know where that number came from. She said that was hard to enforce. Councilor Williams noted that asking for larger excavations would mean higher costs, which would likely not go over well. Ms. Brunner knew that the Zoning regulations for a parking lot island requires an area 8’ wide for trees. The Chair suggested the following: “... that each tree be planted with a buffer of at least 10 feet square.”

Mr. Bergman asked if the number of trees to be replaced depends on the design plan chosen. Ms. Brunner referred to a tree inventory presented to the Commission and stated that all marked in yellow would be removed soon because they are dying or spreading disease. Ms. Brunner thought that those marked in green along sidewalks were the most likely to be saved. She was unsure about the trees in the center median. She reiterated that a lot depends on the final design but that the planning team is trying to save as many trees as possible.

Mr. Therriault mentioned that pollinator friendly trees do not make good street trees; they either cover too widely or are not salt hardy. He suggested leaving that choice to the experts. Councilor Williams said his concern for pollinators was less about trees and more about the large areas covered with dark mulch and just a few plantings. The Councilor thought the Commission could have pollinator influence with lower box planters.

Ms. Clark made the following amended motion, which was duly seconded by Mr. Therriault: We, the Keene Conservation Commission, move to thank the City for its forethought regarding the downtown reconstruction project. Additionally, due to the tremendous environmental, social, and aesthetic value, we strongly recommend that the final design makes significant use of a diverse variety of street trees and, finally, that said trees be given every opportunity to thrive in the difficult urban environment by ensuring that each tree is planted with a buffer of at least 100 square feet. The motion carried unanimously.

Chair Von Plinsky again encouraged all Commissioners to participate in the public workshops on this issue. Councilor Williams suggested that each Commissioner speak with one of the two City Councilors from their Ward or one of the five at-large Councilors about any concerns.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: January 5, 2023

To: Mayor and Keene City Council

From: Donald Lussier, City Engineer

Through: Kurt Blomquist, ACM/Public Works Director
Elizabeth Dragon, City Manager

Subject: **Relating to Removal of Stop Signs on Summit Road near Wyman Road Ordinance O-2023-01**

Recommendation:
That Ordinance Number O-2023-01 be referred to the Municipal Services, Facilities, and Infrastructure Committee for their consideration and recommendation back to the Council.

Attachments:
1. Ordinance O-2023-01

Background:
Two stop signs are currently located at the northern end of Summit Road. One is for Summit Road traffic heading southbound. The other is for Wyman Road traffic turning onto Summit Road. These traffic controls date to before the construction of the Keene Bypass (Rt. 12), when the volume of cars traveling on this section of Summit road was significantly higher.

Now that the state highway has been re-routed, neither of these locations satisfy the recommended criteria for the installation of stop signs as described in the Manual of Uniform Traffic Control Devices (MUTCD). The Public Works Department recommends that they be removed.

ORDINANCE

CITY OF KEENE

O-2023-01

Twenty Three

In the Year of Our Lord Two Thousand and .....

Relating to Removal of Stop Signs on Summit Road at Wyman Road

AN ORDINANCE .....

Be it ordained by the City Council of the City of Keene, as follows:

That the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by deleting the following text from the provisions of Section 94-321, "Stop Signs" in Division 5, "Specific Street Regulations" in Article IV of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows;

~~Summit Road for southbound traffic at Wyman Road.~~
~~Wyman Road for westbound traffic at Summit Road.~~

George S. Hansel, Mayor

PASSED

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: January 5, 2023

To: Mayor and Keene City Council

From: Elizabeth Fox, ACM/Human Resources Director

Through: Elizabeth Dragon, City Manager

Subject: **In Appreciation of Michael C. Goodchild, Tim J. Ballantine, Jeffrey C. Chickering and Todd B. Lawrence Upon Their Retirements**
Resolution R-2023-02
Resolution R-2023-03
Resolution R-2023-04
Resolution R-2023-05

Recommendation:
That Resolutions R-2023-02, R-2023-03, R-2023-04, and R-2023-05 be adopted by the City Council.

Attachments:
1. R-2023-02 Michael Goodchild
2. R-2023-03 Tim Ballantine
3. R-2023-04 Jeffrey Chickering
4. R-2023-05 Todd Lawrence

Background:
Mr. Ballantine retired from the Assessment Department effective December 30, 2022, with over 26 years of service. Mr. Chickering retired from the Fire Department effective December 30, 2022, with over 30 years of service. Mr. Goodchild retired from the Police Department effective December 29, 2022, with over 21 years of service. Mr. Lawrence retired from the Police Department effective December 29, 2022, with over 24 years of service.

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Three

A RESOLUTION In Appreciation of Michael C. Goodchild Upon His Retirement

Resolved by the City Council of the City of Keene, as follows:

WHEREAS: Michael C. Goodchild was hired as a Police Officer 15 October 2001 and, while spending much of his Keene Police Department career in the Bureau of Patrol, was a member of the Bureau of Criminal Investigation from 9 January 2011 to 10 March 2013; and

WHEREAS: A valuable member of the agency, Mike uses his strong work ethic, great intuition and street sense, policing skills, and dedication to a thorough investigation to assist people to positive conclusions—no matter how many calls he fields due to his busy shift assignment—translating the vision of the agency to his own work; and

WHEREAS: One of his best assets is his excellent relationships with, and regard by, both peers and supervisors because of his easygoing, approachable, and personable nature and his assistance to other officers with their cases; and his overall knowledge of the community and its citizens, as well as his concern and compassion have allowed him to establish trust with them, where he often is approached directly by members of the public—making him very effective as a positive ambassador to the community; and

WHEREAS: Mike has served as a good role model to newer officers, especially in the areas of dealing with the public and commitment to the job, bringing effort and enthusiasm on a daily basis, being active throughout his shifts by self-deploying to patrols in the downtown area and near schools, paying attention to the smaller and more mundane things, rarely losing time over the years, and taking pride in a job well done; and

WHEREAS: A well-rounded contributor who often goes above and beyond, Mike has served as a member of the Tactical Team, the Bicycle Team, and the Vehicle Committee; has served as a Field Training Officer, a firearms instructor, a crime scene and evidence processor, the DARE Officer, the concealed carry license processor, a backup Dispatcher; has been responsible for video surveillance; has assisted the New Hampshire Drug Task Force; has served as a knowledge source for cruiser maintenance and mechanical problems; and even has repaired and maintained some vehicles when necessary; and

WHEREAS: Mike retires from the City of Keene 29 December 2022 with over 21 years of dedicated and honorable service;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Keene hereby extends its sincere thanks to Michael C. Goodchild and wishes him the very best through all his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Mike in appreciation of his many years of service to the residents of Keene and the Monadnock Region.

PASSED

George S. Hansel, Mayor

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Three

A RESOLUTION In Appreciation of Tim J. Ballantine Upon His Retirement

Resolved by the City Council of the City of Keene, as follows:

WHEREAS: Tim J. Ballantine began his career with the Assessment Department August 26, 1996, as Appraiser for the City of Keene; and

WHEREAS: Well versed in the field of real estate appraisal, as well as in the latest laws governing assessment, and property taxation, Tim is certified by the State of New Hampshire as a General Appraiser and a Property Assessor Supervisor; and

WHEREAS: Tim demonstrates the high ethical standards required to carry out the department's mission, consistently puts out a highly accurate work product, and maintains confidentiality when fiduciary information comes across his desk; and

WHEREAS: With his tremendous amount of local and historical knowledge about Keene, Tim brings invaluable insight on various matters to coworkers across City departments and to outside contractors; and his respect, empathy, patience, candor, and good communication skills help customers to quickly obtain the information they not only request but also need regarding processes, taxes, inventory, etc.; and

WHEREAS: Tim's willingness to go the extra mile to find information, his attention to detail, and his enjoyment of researching and interpreting complex deeds, plans, plats, and files make him excellent at solving a variety of assessing and taxpayer property mysteries, land use matters, complex ownership issues, etc.; and

WHEREAS: He has contributed to the department's digitizing its sizeable amount of information over the years—giving input toward many important decisions relating to data conversion and how that information would be used—streamlining its processes, and integrating its databases with those of other city departments; and Tim has become adept at using each new technology to improve his work productivity and quality, fully implementing it for effective, efficient, and transparent assessing practices; and

WHEREAS: Finding personal fulfillment in meeting challenges, learning new concepts quickly whenever change is initiated, and pitching in regardless of workload, Tim has been instrumental in overcoming obstacles to bring to successful conclusion a variety of important projects over the years—whether the City's first commercial and residential revaluation effort in well over 25 years, the four-year residential data collection project, the three-year parcel re-mapping project, updating the inventory of college properties, meeting annual certification guidelines established by the New Hampshire Assessing Standards Board; and

WHEREAS: The Assessor's Board has benefited from his improved methods of relaying information to them and from his well-thought-out and comprehensive analyses as they yield abatement decisions; and Tim's additional contributions include participation with the City's GIS Committee, Energy Forum, Citizens' Appreciation Nights, employee recruitment panels, VOICE initiative, and representation at the 2000 Business-to-Business Expo; and

WHEREAS: Tim retires from the City of Keene December 30, 2022, with over 26 years of dedicated and honorable service;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Keene hereby extends its sincere thanks to Tim J. Ballantine and wishes him the very best through all his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Tim in appreciation of his many years of service to the residents of Keene.

PASSED

George S. Hansel, Mayor

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Three

A RESOLUTION In Appreciation of Jeffrey C. Chickering Upon His Retirement

Resolved by the City Council of the City of Keene, as follows:

WHEREAS: Jeffrey C. Chickering was hired in the Spring of 1992 as a Call Firefighter, then joined regular staff 1 August 1993; was promoted to Lieutenant of Operations 3 October 1999; served as Training Officer from 22 November 2004 through 14 March 2005; and was promoted from Captain to Acting Deputy Chief on two occasions prior to his regular promotion to the position effective 30 August 2015; and

WHEREAS: One of the first to become a Keene Fire Department Paramedic, he was an aggressive medic, not afraid to perform procedures within the scope of his protocols to gain a desirable outcome for those patients that may be in need of advanced life support skills; represented KFD at Cheshire Medical Center at EMS Chief meetings; implemented cost-saving measures for the program; lead advancements related to EMS care at the ALS level; obtained specialized equipment and training for the COVID response; was accountable for the quality assurance of all EMS calls and any follow-ups required; and ensured the defibrillators were replaced as needed; and

WHEREAS: With a sincere interest in helping the department move forward in a positive manner, Jeff demonstrated concern for people and their issues, advocated for department members while supporting the goals and mission of the department, provided mentoring and training as needed to help them succeed, and made many suggestions over the years to improve department operations; and

WHEREAS: Acting as the sole Deputy Chief since 2015, Jeff made himself available 24/7/365 to meet department needs and also helped keep open the lines of communication among the shift officers and firefighters; provided oversight on day-to-day building maintenance and vehicle maintenance issues with his great mechanical aptitude; participated in recruitment, promotional, training, and evaluation processes; secured every grant for which he has applied; and helped recommend changes to fire protective clothing for better protection, fit for comfort, and budget parameters; and worked on many technology projects; and

WHEREAS: Some of his past contributions include leading the Vehicle Committee and serving as an SBCA Technician, a Swift Water Technician, a Hazardous Materials Technician; a member of the Hazardous Materials Collaborative of the State Fire Marshall's Office and of the Swift Water Rescue Committee of New Hampshire Homeland Security; and

WHEREAS: Jeff retires 31 December 2022 with over 30 years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Jeffrey C. Chickering for his dedication to the City of Keene and the Monadnock Region and wishes him the very best for his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Jeff in appreciation of his years of service to the City of Keene.

PASSED

George S. Hansel, Mayor

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-Three

A RESOLUTION In Appreciation of Todd B. Lawrence Upon His Retirement

Resolved by the City Council of the City of Keene, as follows:

WHEREAS: Todd B. Lawrence began his career with the Keene Police Department as Police Officer 28 December 1998, was promoted to Sergeant starting 1 April 2010, became Lieutenant 1 June 2011, was appointed Acting Captain of the Administrative Services Division 14 March 2017, was officially promoted to Captain on 30 April 2017, and served as Acting Police Chief 1 September through 19 September 2022; and his wide range of experience includes having served as Patrol Officer, Property Officer, Detective, Patrol Sergeant, Juvenile Prosecutor, Patrol Lieutenant, Commander of the Bureau of Special Services, Field Training Officer, Field Training and Evaluation Program Coordinator, Domestic Violence Liaison, and Honor Guard member; and

WHEREAS: As Captain and an expert at time management and prioritization, Todd brought all his skills and training to focus on the many and varied administrative requirements of a modern police department, overseeing and making improvements to the Bureaus of Records, Prosecution, and Special Services, as well as to the training, accreditation, and the recruiting/ hiring/retention processes and to the facility; and

WHEREAS: Todd consistently and openly supported department policies, procedures, and initiatives, providing valued input during the decision-making process, striving to keep information flowing through the different levels of the organization, and promoting a positive and productive working environment; and

WHEREAS: Exhibiting concern for the welfare of all with whom he deals, Todd has the ability to foster and maintain teamwork through his leadership style by treating all persons and groups with respect, sensitivity, and dignity; actively soliciting input from a variety of personnel in and outside the department to improve both his operational and personal effectiveness in accomplishing the goals of department; balancing the needs of his position, the department, and the City with the needs of staff members; and serving as a mentor to several department members though his attitude, behavior, and personal and professional coaching; and

WHEREAS: Todd has been critical in some department first-time accomplishments, such as establishing an officer recruitment video, developing hiring incentives, increasing overall numbers of applications while interest in policing has declined nation-wide; obtaining and administering grants; overseeing the re-accreditation process; and, with his superior policy analysis, assisting to continually update procedures to keep members and citizens as safe as possible during the pandemic; and

WHEREAS: A committed leader whose work ethic is an example for everyone, Todd effectively melds department goals with its mission and the City-wide goals and assists with planning and resource allocation that allow implementation and follow through of programs to meet those combined goals in support of department operations; and

WHEREAS: Todd retires from the City of Keene 29 December 2022, with over 24 years of dedicated and honorable service;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Keene hereby extends its sincere thanks to Todd B. Lawrence and wishes him the very best through all his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Todd in appreciation of his many years of service to the residents of Keene and the Monadnock Region.

PASSED

George S. Hansel, Mayor

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: January 5, 2023

To: Mayor and Keene City Council

From: Duncan Watson, Assistant Public Works Director

Through: Elizabeth Dragon, City Manager
Kurt Blomquist, ACM/Public Works Director
Merri Howe, Finance Director/Treasurer

Subject: **Relating to an Appropriation of Funds for the Solid Waste Fund Resolution R-2023-06**

Recommendation:

The City Council refer Resolution R-2023-06 relating to the appropriation of funds for the Solid Waste Fund for FY 21/22 to the Finance Organization and Personnel Committee for consideration.

Attachments:

1. Resolution R-2023-06

Background:

The City of Keene Transfer Station received greater volume than expected in FY 21/22. The forecast for the amount of material anticipated to be received at the transfer station and recycling center is developed 18 months prior to the end of the fiscal year and is based on previous volumes received as well as economic forecasts. Economic activity, including greater than anticipated solid waste and construction and demolition disposal as well as more robust recycling markets has resulted in both higher revenues and expenses than budgeted. Resolution R-2023-06 adjusts the authorized budget to reflect the increase in revenue and expenses at the recycling center/transfer station.

The amount of the budget adjustment is not known until the audit preparation and fieldwork is completed. In order for the city auditors to complete the FY 21/22 audit and prepare the City's FY 21/22 financial statements, an adopted budget adjustment resolution for the Solid Waste Fund is needed.

It should be noted, that the Solid Waste Fund is completely separate from the General Fund in that no tax dollars support the Solid Waste Fund. Revenues are primarily derived from the tipping fees from disposal of solid waste and the revenue received from the sale of recyclable commodities. The net revenue in the Solid Waste Fund for FY 21/22 exceeds expenses and the excess revenue is placed in the Solid Waste Fund for future needs.

Since budget authorization is necessary to expend the additional funds, a resolution is needed to increase the appropriations as follows:

FY 21/22 Solid Waste Expenditure Appropriation

Account#	Description	FY21/22 Budget	Additional Request	Revised Budget
21200000-524480	Disposal-Operations	$2,021,867	$300,000	$2,321,867
21242200-524480	Disposal-Demolition	105,251	6,000	111,251

FY 21/22 Solid Waste Revenue Appropriation

Account#	Description	FY21/22 Budget	Additional Request	Revised Budget
212023503-441190	Tipping Fees	$4,119,291	$300,000	$4,419,291
212023503-441200	Recycling Fees	430,000	6,000	436,000

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-three

A RESOLUTION Relating to the Appropriation of Funds for the Solid Waste Fund

Resolved by the City Council of the City of Keene, as follows:

That, pursuant to Section 32 of the Rules of Order, the sum of five million three hundred twenty five thousand six hundred sixty seven dollars ($5,325,667) is hereby appropriated in the 2021/2022 fiscal year Solid Waste Fund. The revenue and expenditure appropriation increase of $306,000 is reflected as follows:

FY 21/22 Solid Waste Expenditure Appropriation

Account#	Description	FY21/22 Budget	Additional Request	Revised Budget
21200000-524480	Disposal-Operations	$2,021,867	$300,000	$2,321,867
21242200-524480	Disposal-Demolition	105,251	6,000	111,251

FY 21/22 Solid Waste Revenue Appropriation

Account#	Description	FY21/22 Budget	Additional Request	Revised Budget
212023503-441190	Tipping Fees	$4,119,291	$300,000	$4,419,291
212023503-441200	Recycling Fees	430,000	6,000	436,000

George S. Hansel, Mayor

PASSED