



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
January 19, 2023
7:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES FROM PRECEDING MEETING

- January 5, 2023

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Presentation of Retirement Resolutions - Todd Lawrence, Tim Ballantine, Michael Goodchild
2. Presentation - County of Cheshire- Update on County EMS Services

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Nominations - Bicycle Pedestrian Path Advisory Committee; Historic District Commission
2. Confirmations - Bicycle Pedestrian Path Advisory Committee, Heritage Commission, Building Board of Appeals, Housing Standards Board of Appeals, Conservation Commission
3. Confirmations - Trustees of Trust Funds and Cemetery Trustees, Building Board of Appeals, Housing Standards Board of Appeals

C. COMMUNICATIONS

1. Councilor Robert Williams - Concerns with Littering - East Keene

D. REPORTS - COUNCIL COMMITTEES

1. Rules of Order Amendment - Remote Participation
2. Ad Hoc Housing Stability Committee - Final Report

3. Spectrum Service Issues Update
4. Mission Statement, Coalition Priorities and Funding Sources - Monadnock Diversity, Equity, Inclusion, and Belonging Coalition
5. Bulletproof Vest Partnership Grant Program - 2022
6. Grant Acceptance - CLG Grant Award 2022 - Recovering Black History
7. Acceptance of Lead Service Line Inventory, Sampling Plan, and Replacement Plan Grant
8. Reallocation of Funds - Wastewater Treatment Plant Roof project
9. Change Order #1 - Engineering Services for Wastewater Treatment Plant Roof Project

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. Resignation of Linsey Edmunds from the Energy and Climate Committee

G. REPORTS - BOARDS AND COMMISSIONS

1. Ordinance O-2022-19-A: Relating to Amendments to the Land Development Code

H. REPORTS - MORE TIME

1. Request to Use City Property - Gathering of the Gourds and Taste of Keene Food Festival

I. ORDINANCES FOR FIRST READING

J. ORDINANCES FOR SECOND READING

K. RESOLUTIONS

1. Relating to an Appropriation of Funds for the Solid Waste Fund Resolution R-2023-06

NON PUBLIC SESSION

ADJOURNMENT

1/5/2023

A regular meeting of the Keene City Council was held on Thursday, January 5, 2023. 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, Kris E. Roberts, Raleigh C. Ormerod, Bettina A. Chadbourne, Catherine I. Workman, Mitchell H. Greenwald, Kate M. Bosley, and Thomas F. Powers were present. Councilor Chadbourne led the Pledge of Allegiance.

ANNOUNCEMENTS

Mayor Hansel announced that the Right-to-Know workshop would be held on Tuesday, January 10, 2023 at 6:00 PM in Council Chambers. Attorney Stephen Buckley from the New Hampshire Municipal Association would be presenting. An invitation has also been extended to those City Staff involved in responding to RTK requests. Mayor Hansel said this would be a refresher and he hoped all Councilors would attend.

MINUTES OF THE PRECEDING MEETING

A motion by Councilor Powers to adopt the December 15, 2022, meeting minutes as printed was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

CONFIRMATIONS

Mayor Hansel nominated the following individuals to serve on 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; and, as necessary to re-balance the term expirations, Nathan Jacobs to serve as a regular member, with a term extended to expire December 31, 2024
- 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; and to address an error in Mr. Bianco's previous confirmation, Steve Bianco to serve as a regular member, with a corrected term 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

A motion by Councilor Powers to confirm the nominations was duly seconded by Councilor Bosley. The motion carried on a unanimous roll call vote with 15 Councilors present and voting in favor.

NOMINATIONS

Mayor Hansel re-nominated the following individuals to serve another term on their respective boards and commissions:

- To the Bicycle & Pedestrian Path Advisory Committee:
 - Rowland Russell to serve as a regular member, with a term to expire December 31, 2025; Jan Manwaring to serve as a regular member, with a term to expire December 31, 2024; Michael Davern to serve as a regular member, with a term to expire December 31, 2025; Chris Brehme to serve as an alternate, with a term to expire Dec. 31, 2025
- To the Heritage Commission:

1/5/2023

- Marilyn Huston to serve as a regular member, with a term to expire December 31, 2025; Louise Zerba to serve as an alternate, with a term to expire December 31, 2025
- To the Building Board of Appeals/Housing Standards Board of Appeals
 - Malcolm Katz to serve as a regular member with a term to expire December 31, 2025; Steven Walsh to serve as a regular member, with a term to expire December 31, 2025
- To the Conservation Commission:
 - Steven Bill to serve as a regular member, with a term to expire December 31, 2025

Mayor Hansel tabled the nominations until the next regular meeting.

NOMINATIONS

Mayor Hansel nominated the following new members to City boards and commissions:

- To the Trustees of Trust Funds and Cemetery Trustees:
 - Michelle Howard to serve as a regular member, with a term to expire December 31, 2025
- To the Building Board of Appeals/Housing Standards Board of Appeals:
 - Corinne Parks to serve as a regular member, with a term to expire December 31, 2025

Mayor Hansel tabled the nominations until the next regular meeting.

DEPARTMENT REPORT – “STEM TALES” RESEARCH GRANT IN SUPPORT OF YOUTH INTEREST IN STEM LITERACY AND CAREERS

A memorandum read from the Library Director, Marti Fiske, recommending 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, and recommending that the City 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.

A motion by Councilor Powers to suspend Section 26 of the Rules of Order to allow action upon the time-sensitive grant was duly seconded by Councilor Bosley. The motion carried on a unanimous roll call vote with 15 Councilors present and voting in favor.

A motion by Councilor Powers to 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 was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

DEPARTMENT REPORT – CHANGE ORDER FOR SUR CONSTRUCTION, AIRPORT FUEL TANK REPLACEMENT PROJECT

The Mayor tabled this report until the end of the agenda.

ACCEPTANCE OF DONATION

The Mayor, City Manager, and Council expressed their gratitude to the Trustees of the Keene Public Library for a donation of \$2,883, which reimburses the City for a piece of children's furniture not paid for by the IMLS Little Makers Grant. A motion by Councilor Power to accept the donation with gratitude was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

CITY MANAGER COMMENTS

The City Manager first reported that the Legislative meeting with NHMA was being rescheduled. The City Manager was contacted by several members of the Legislative Delegation concerned that they would not be able to attend our original date because of conflicting responsibilities in Concord on that day. She said they are working to find a new date for this meeting, which she will share with the Council.

Next, the City Manager reported that she was asked to provide a homelessness update. She said that as of January 4, 2023 the City of Keene had nine rooms with homeless families and one individual at a local hotel. Southwestern Community Services (SCS) has three beds at a men's shelter and one bunk available at the family shelter. There are currently 19 verified residents at SCS shelters. Hundred Nights has 17 Keene residents out of 35 beds. Three beds are being held exclusively for The Doorway (all of which are empty). There is also space on the Hundred Nights bus for individuals looking to get out of the weather. The City Manager said that if Councilors are contacted by someone in need of shelter, to please send them to the City's Human Services Department for placement. The City Manager said she and Human Services Director, Natalie Darcy, met with the hospital, SCS, and Service Link today. They are discussing ways to create a stronger "no wrong door" model for our region, which was one of the recommendations in the Mayor's housing stability report. Today was the first meeting and the City Manager hopes to bring more partners to the table at the next meeting. The goal is to create a more unified support service model with all of our partner agencies.

Next, the City Manager mentioned the downtown infrastructure project. The day of this meeting, Councilors should have received via email a document that Staff created to answer some of the frequently asked questions related to the downtown infrastructure project. This document was sent to the Council first but would be circulated widely in different formats and on different platforms. Staff are also encouraging people interested in weighing-in to visit the project website for more information and opportunities to weigh-in.

Finally, the City Manager said that representatives from Cheshire County were planning to attend the January 19 Council meeting to give an update on their ambulance service. The Chamber of Commerce is looking to come to a future meeting to update the Council on their initiatives as well.

COMMITTEE REPORT – AD HOC DOWNTOWN INFRASTRUCTURE IMPROVEMENT AND RECONSTRUCTION PROJECT STEERING COMMITTEE’S RECOMMENDATIONS

Because this project spans the focus areas of all three Standing Committees, Mayor Hansel referred the Ad Hoc Committee’s recommendation to a Quasi-Committee of the Whole. This would bring the entire Council together to hear from community and hear data from consultants. This is an opportunity to discuss and come to a recommendation on what will be included in this important downtown project. Before considering the project options, the Mayor continued there will be two public input opportunities. Mayor Hansel asked that Councilors inform his office if they cannot attend the following meetings. On Monday, January 30, starting with an open house at 5:00 PM at Heberton Hall, City Staff and the representatives from Stantec would be present to answer questions one-on-one with members of the public. At 6:00 PM there will be a brief presentation and further opportunities for the public to learn more and ask questions. Comment cards will be available for the public’s use. The Mayor continued that there would be a second public informational meeting on Tuesday, February 21 at 6:00 PM at the Keene High School auditorium. The evening will include a presentation on the scope of the various options in the project and a roll-up of the public comments received at the first meeting. The public will also be provided an opportunity to provide further comments at this meeting. Mayor Hansel asked that the Council take these opportunities seriously, noting that Councilors are already getting many calls from constituents about this project. He asked everyone to stay engaged so the Council can make well thought out decisions they are proud of.

Councilor Greenwald said that in his 30 years as a City Councilor, he had never heard of and did not understand a Quasi-Committee of the Whole. He thought the Council should know these things, which he did not recall in the Rules of Order. The Councilor directed his comments to the Council and public, stating that the City has a Standing Committee structure for these reasons. He said this matter should have been referred to the Municipal Services, Facilities, and Infrastructure (MSFI) Committee for all concerns to be heard. He continued that there were unaddressed concerns that constituents were voicing and he was uncomfortable circumventing the Standing Committee process. He added that the Ad Hoc Committee minutes had not be distributed to the Council. There was no official vote from the Ad Hoc Committee. Councilor Greenwald assured the public that he would cooperate with this process and the public meetings. He hoped that all Councilors received the letter he submitted. He urged his fellow Councilors to listen to what their constituents are saying, gather all the needed information, and to not vote based on personal bias or self-interest. He reminded the Council that they are the elected officials to run this City, not the City Staff or Mayor. He said this would likely turn into an election issue as it would spill over to the next election. He assured the Staff, Mayor, and everyone that he would not be disruptive; he would participate. To Councilor Greenwald, the wishes of the residents are most important. He called this the most significant issue that had ever been before this Council, which would have lasting ramifications. He wanted to see a good decision, no matter the design chosen. He called it a compromise between doing absolutely nothing and doing absolutely everything. Councilor Greenwald was not happy with this process but said everyone needed to work together.

Mayor Hansel said this was a really important decision for the whole community. He said one of the reasons for this unusual step in the process is to get the community and Council’s input. He

was trying to design this process to allow for the maximum public input. This course of action would allow all 15 Councilors to have ample opportunities to hear from constituents and different groups in a format that is fair to everyone. Mayor Hansel said he heard Councilor Greenwald's points. The Mayor continued that if the Council gets through these two public meetings and still feel they have not heard enough from the public, then the Council can discuss another process. He thought this was the best course to handle the hybrid public interests and be as fair as possible.

Councilor Filiault agreed with Councilor Greenwald, stating that he had no problem with public meetings. That said, he had also been on the Council a long time and had never seen an infrastructure project not go through the MSFI process; the "I" in MSFI stands for infrastructure. He said this would be one of the most important decisions in the City's history and that it was unacceptable to circumvent the Standing Committee and process of elected officials. Councilor Filiault said it was simply unacceptable. He appreciated that the Mayor wanting to provide for more public input, but said that after those public meetings, the Mayor needed to follow the process and refer this to the MSFI Committee, which would make a recommendation to the full Council.

Mayor Hansel said he disagreed, stating that this project spans the specialties of all three Standing Committees: MSFI, FOP (Finance, Organization, & Personnel), and PLD (Planning, Licenses, and Development), which was why he chose this course of action that is allowed in the Rules. He said that when Staff considered all the possible options for engagement, this was the best way to involve the whole Council from the beginning and to reach the end goal.

Councilor Filiault asked what was next? He said there had always been the Standing Committee structure that was not meant for the Mayor to preempt. He asked, if that was the situation, then why have the Rules of Order? Mayor Hansel disagreed, stating that he was not winging this; it is allowed in the Rules of Order. Councilor Filiault disagreed with bypassing MSFI.

Councilor Workman echoed Councilors Greenwald and Filiault. Councilor Workman said that while the Mayor might disagree, she did feel like he was circumventing the Council and Standing Committee processes. She continued that there had been numerous other projects that had been piecemealed with the other Standing Committees, when there are finance, infrastructure, and planning parts of a project. She said this process had always worked in the past and that this matter should absolutely be referred to the MSFI Committee for their recommendation to the full Council.

Mayor Hansel asked that the Council bear with him through these two public meetings so everyone can feel better about the process. He said he knew he could count on the Council to do that.

Councilor Roberts spoke about this project overlapping all Standing Committees. He said that if an infrastructure project is proposed, the MSFI Committee needs to determine if the project is viable and in the best interest of the City. After that, the matter could go to the FOP Committee to determine the funding available. Once the FOP Committee determines that the project is possible, then the matter could go to the PLD Committee to determine how to make the project a

reality. He cited the example of what happened for the Winchester Street roundabout near Walmart. Councilor Roberts thought it was in the Council's best interest to determine if this is a viable project before investing more time and valuable Staff efforts. He said the Councilors' jobs were to try to explain to the community why the City should do this because sometimes Council decisions are against community wishes. For that reason, he thought it was very important for the MSFI Committee to determine whether this is a viable project.

The City Attorney said there were process questions being raised that he felt he needed to clarify. He acknowledged that the process involving a Quasi-Committee of the Whole was new to this Council. However, he said it was not an unusual process in cities like Concord, for example, when they consider their annual operating budget. The City Attorney said he was asked by the Mayor if there was a way the whole Council could consider this project under the existing Rules of Order. He continued that the Council's current Rules do not include such an option. The Council's Rules of Order, do state that in any event that a process is not considered in the Council's Rules of Order, that Robert's Rules of Order should be referenced. Robert's Rules of Order does allow the process of a Quasi-Committee of the Whole. He said that in order to begin the process the Council must motion to enter the Quasi-Committee of the Whole, at which point the Council could decide whether to proceed. It was still possible for the Council to vote to refer this matter to the MSFI Committee; and fall back to its regular Rules.

Mayor Hansel asked to take this one step at a time and asked for Councilors to be engaged in the two scheduled public meetings.

Councilor Madison said he appreciated the City Attorney's explanation which clarified things. He thought this would provide the whole Council an opportunity to hear the public input for this project, which would allow them to make the best decision, whether that is to have a Committee of the Whole or to refer to MSFI. In the meantime, he requested that all Councilors learn the information from the consultants to ensure they are sharing correct information with constituents. He urged avoiding the vitriol, misinformation, and personal emotions, and to use the fact sheets that City Staff provided.

COMMITTEE REPORT – CONSERVATION COMMISSION RECOMMENDATIONS REGARDING THE DOWNTOWN RECONSTRUCTION PROJECT

A report from the Conservation Commission was received with their recommendation that as part of the Downtown Reconstruction Project that the final design makes significant use of a diverse variety of street trees and, that the 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. Mayor Hansel filed the recommendation into the record as informational.

Councilor Williams said the Conservation Commission reminded everyone that the downtown is an ecosystem and steps can be taken to ensure the plants are healthy and attract native pollinators. He said the Commission was advising a specific amount of space around the downtown trees in this redesign because tree mortality due to insufficient space had occurred in the current downtown. Councilor Williams added that beyond ensuring sufficient trees are

1/5/2023

planted correctly, that native pollinators should also be considered when designing the ground plantings.

ORDINANCE FOR FIRST READING - RELATING TO REMOVAL OF STOP SIGNS ON SUMMIT ROAD NEAR WYMAN ROAD ORDINANCE O-2023-01

A memorandum read from the City Engineer, Don Lussier, recommending 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. Mayor Hansel referred Ordinance O-2023-01 to the Municipal Services, Facilities, and Infrastructure Committee.

RESOLUTIONS – IN APPRECIATION OF MICHAEL C. GOODCHILD, TIM J. BALLANTINE, JEFFREY C. CHICKERING, AND TODD B. LAWRENCE UPON THEIR RETIREMENTS – RESOLUTIONS R-2023-02, R-2023-03, R-2023-04, & R-2023-05

Councilor Powers moved to adopt Resolution R-2023-02 and thanked Mr. Goodchild for his 21 years of service to the City. Councilor Bosley seconded the motion, which carried unanimously with 15 Councilors present and voting in favor.

Councilor Powers moved to adopt Resolution R-2023-03 and thanked Mr. Ballantine for his 26 years of service to the City. Councilor Bosley seconded the motion, which carried unanimously with 15 Councilors present and voting in favor.

Councilor Powers moved to adopt Resolution R-2023-04 and thanked Mr. Chickering for his 30 years of service to the City. Councilor Bosley seconded the motion, which carried unanimously with 15 Councilors present and voting in favor.

Councilor Powers moved to adopt Resolution R-2023-05 and thanked Mr. Lawrence for his 22 years of service to the City. Councilor Bosley seconded the motion, which carried unanimously with 15 Councilors present and voting in favor.

RESOLUTION – RELATING TO AN APPROPRIATION OF FUNDS FOR THE SOLID WASTE FUND RESOLUTION R-2023-06

A memorandum read from the Assistant Public Works Director, recommending that 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. Mayor Hansel referred Resolution R-2023-06 to the Finance, Organization, and Personnel Committee.

ADJOURNMENT FOR LEGAL ADVICE

At 7:43 PM, Mayor Hansel adjourned the meeting for legal advice. The meeting reconvened at 8:03 PM the meeting reconvened.

1/5/2023

DEPARTMENT REPORT – CHANGE ORDER FOR SUR CONSTRUCTION, AIRPORT
FUEL TANK REPLACEMENT PROJECT

The Mayor pulled the memorandum from the Airport Director regarding the airport fuel tank replacement project from the table. The memorandum recommended 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.

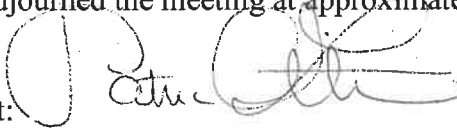
A motion by Councilor Powers to suspend Section 26 of the Rules of Order to allow action on a time-sensitive item was duly seconded by Councilor Bosley. The motion carried on a unanimous roll call vote with 15 Councilors present and voting in favor.

A motion by Councilor Powers was duly seconded by Councilor Remy to authorize the City Manager to execute a Change Order #3 with S.U.R. Construction in the amount of \$65,557 for work associated with the Airport's Fuel Farm Replacement Project #05J0006, with \$27,750 of the required total amount to being transferred from Public Works accounts #75221800/527400 into the Fuel Farm Replacement Project. The motion carried unanimously with 15 Councilors present and voting in favor.

ADJOURNMENT

There being no further business, Mayor Hansel adjourned the meeting at approximately 8:05 PM.

A true record, attest:


City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.1.

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Mayor George S. Hansel
Through: Patricia Little, City Clerk
Subject: **Nominations - Bicycle Pedestrian Path Advisory Committee; Historic District Commission**

Recommendation:

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

Bicycle Pedestrian Path Advisory Committee

Andrew Madison, slot 2

Term to expire Dec. 31, 2025

Historic District Committee

Gregory Kleiner, slot 1

Term to expire Dec. 31, 2025

Anthony Ferrantello, slot 2

Term to expire Dec. 41, 2025

Attachments:

1. Ferrantello, Anthony_Redacted

Background:

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Subject: Fw: Interested in serving on a City Board or Commission
Date: Saturday, January 7, 2023 5:38:40 AM

redaction and save to directory. thanks.

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us> on behalf of City of Keene
<helpdesk@ci.keene.nh.us>
Sent: Friday, January 6, 2023 5:56 PM
To: Helen Mattson
Cc: Patty Little; Terri Hood
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Fri, 01/06/2023 - 17:56</p>

<p>Submitted values are:</p>

First Name:

Anthony

Last Name:

Ferrantello

Address

84 Woodland Avenue
Keene, NH 03431

How long have you resided in Keene?

1.5 years

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Employer:

Retired

Occupation:

Architect

Retired

Yes

Please list any organizations, groups, or other committees you are involved in

Organizations to which i have belonged: American Institute of Architects, National Council of Architectural Registration Boards, Society of American Military Engineers, Construction Specification Institute.

Current organizations: Keene City Republican Committee, Cheshire County Republican Committee

Have you ever served on a public body before?

Yes

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

Airport Development & Marketing Committee, Building Board of Appeals/Housing Standards Board of Appeals, College City Commission, Conservation Commission, Energy and Climate Committee, Historic District Commission, Keene Housing Authority, Planning Board, Zoning Board Adjustment

Please let us know the Board or Commission that you are most interested in serving on.

Historic District Commission

Optional - Please select your second choice of which Board or Commission you would like to serve on.

Keene Housing Authority

Optional - Please select your third choice of which Board or Commission you would like to serve on.

College City Commission

< br />Please share what your interests are and your background or any skill sets that may apply.

Interests: Application of steward leadership in managing resources toward a desired quality of life for Keene residents.

Background: 40 years of experience in architecture, planning, budgeting, and construction administration for projects with various departments of the U.S. Military, municipal, collegiate, public schools and private educational facilities that span from NY, NJ, CT, PA, GA, AL, SC, KY & FL.

Skill sets: Experience in historic renovation translates into utilizing best practices in careful

architectural and structural restoration of building envelopes in compliance with the Secretary of the Interior's Standards for Rehabilitation for Historic Buildings, ADA and Life-Safety Codes. Experience with public housing projects under CIAP, CDBG, HED, HOPE VI, and other programs.

Education: CUNY School of Architecture and Environmental Studies. Doctoral Candidate in the College of Business and Professional Studies, Columbia International University.

Suggest other public bodies of interest

Anywhere there might be a need where I may provide advice commensurate with my experiences and skill sets, should be appropriate.

Please provide 2 personal references:

Sylvester Karasinski

[REDACTED]
[REDACTED]

References #2:

Jim Qualey

[REDACTED]
[REDACTED]



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.2.

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Mayor George S. Hansel
Through: Patricia Little, City Clerk
Subject: **Confirmations - Bicycle Pedestrian Path Advisory Committee, Heritage Commission, Building Board of Appeals, Housing Standards Board of Appeals, Conservation Commission**

Council Action:
In City Council January 5, 2023.
Tabled until the next regular meeting.

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	Term to expire Dec. 31, 2025

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
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Attachments:

None

Background:



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.3.

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Mayor George S. Hansel
Through: Patricia Little, City Clerk
Subject: **Confirmations - Trustees of Trust Funds and Cemetery Trustees, Building Board of Appeals, Housing Standards Board of Appeals**

Council Action:

**In City Council January 5, 2023.
Tabled until the next regular meeting.**

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

<p>Submitted on Mon, 11/14/2022 - 09:04</p>
<p>Submitted values are:</p>

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

<p>Submitted on Thu, 12/29/2022 - 10:46</p>

<p>Submitted values are:</p>

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

ITEM #C.1.

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Councilor Robert Williams
Through: Patricia Little, City Clerk
Subject: **Councilor Robert Williams - Concerns with Littering - East Keene**

Recommendation:

Attachments:

1. Communication_Councilor Williams

Background:

Councilor Williams is raising a concern regarding an increasing issue with littering in the areas of Woodland Cemetery and certain back roads in East Keene. Of particular concern is the potential impact on wetlands along Beaver Brook.

January 16, 2023

City of Keene Clerk's Office
3 Washington St
Keene, NH 03431

To the Honorable Mayor and City Council,

As I have heard from many of my constituents, and have witnessed myself, there has been a major increase in littering in the area in and around Woodland Cemetery.

North Lincoln Street, famous for its salamander crossing, is particularly affected by the regular dumping of beer cans, many of which appear to have been thrown from passing automobiles. Other back roads on the East Side, including Old Concord Road, are also experiencing this problem. Of particular concern is the impact on the wetlands along Beaver Brook that drain the area.

I ask that this topic be brought up for discussion at a Council Committee meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bobby Williams", with a stylized flourish at the end.

Bobby Williams

City Councilor, Ward 2



ITEM #D.1.

CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: Rules of Order Amendment - Remote Participation

Recommendation:

On a vote of 3–1, the Planning, Licenses, and Development Committee recommends the adoption of the proposed amendments to the Rules of Order relating to remote access. Councilor Jones voted in the minority. Councilor Johnsen was absent for the vote.

Attachments:

1. SECTION 4 Quorum TPM RL 10.13.22

Background:

Chair Bosley welcomed the City Attorney, Tom Mullins, and the City Clerk, Patty Little. The City Attorney highlighted that within this rule is the requirement to notify the City Clerk at least 24 hours in advance of requested remote participation so the Clerk's Office can ensure everything needed is in place. The City Attorney continued recalling that the Council had been discussing this remote participation rule for some time. He noted that the quorum issue is clear. He explained for the Committee and the public that by law, a quorum of active members of Standing Committees or the Council must be present physically at the publicly noticed meeting location before remote participation can be considered. If a quorum is present physically, the NH statute does currently allow one or more members to participate remotely. The City Attorney said one of the biggest changes the Council had been considering was Section Four of the Rules of Order, which is less about the reasons for remote participation but more so about the process to be allowed remote participation. This process includes notifying the City Clerk. Once the Clerk is notified, the request would be placed on the Mayor's agenda, as a procedural issue, for the Council or Standing Committee to consider at the meeting time. Thus, the member requesting remote participation would be present via Zoom at the beginning of the respective meeting, when the Chair would ask where the individual is located and if anyone is in the room with them. Once the Committee has heard the reason for the remote participation request, the Committee would determine whether to allow the participation by consensus. If there was objection to the remote participation, then the matter would be put to vote, with a two-thirds majority roll call vote required. The roll call vote is intended to dissuade denial of a request for any other motivations. The City Attorney recalled that this rule had been to the City Council, which referred the matter to this PLD Committee, who would now make a recommendation back to the Council on whether to adopt this rule.

Chair Bosley appreciated the City Attorney's explanation. The Chair reminded everyone that these changes arose after a letter from Councilor Greenwald, who joined this Committee for several meetings and was satisfied with the way this language had evolved. The Chair also thought there had been sufficient effort to arrive at this rule and she liked how it had turned out.

With no questions or comments from the Committee or public, the Chair entertained a motion by Vice Chair Giacomo, which was duly seconded by Councilor Jones.

Councilor Jones announced that he would vote in opposition, as he has been against this option all along, citing the potential for abuse and noting there had been worse abuses over the years. He said this issue was defeated overwhelmingly at the House of Representatives earlier this week.

On a vote of 3–1, the Planning, Licenses, and Development Committee recommends the adoption of the proposed amendments to the Rules of Order relating to remote access. Councilor Jones voted in the minority. Councilor Johnsen was absent for the vote.

SECTION 4. QUORUM AND REMOTE PARTICIPATION. The majority of the Councilors elected shall constitute a quorum. Roll call attendance will be taken before the start of all meetings of the City Council. In the event that a quorum is not achieved, the meeting shall be rescheduled by the Mayor or the Temporary Chair~~man~~ (“Chair”). Unless otherwise permitted by law, a quorum shall be present at the physical location of the meeting. One or more members, but less than a quorum, may participate in the meeting electronically or telephonically when permitted to do so by the ~~Mayor or the~~ City Council, and when their physical attendance is not reasonably practical, provided that all members of the public body, and the public, can hear and/or be permitted to speak to each other. Remote participation by members is discouraged. A member wishing to participate remotely must notify the City Clerk at least 24 hours prior to the meeting or remote participation shall not be permitted. **Upon such notification, the City Clerk shall take appropriate action to provide for remote electronic or telephonic access by the member to the meeting, and shall provide the requesting member with the information necessary to access the meeting. At the time appointed for the meeting, the Chair shall recognize the member requesting remote participation.** ~~Any~~ The member participating remotely shall state for the minutes the reason for their ~~non-attendance~~ request, and shall identify any other person(s) present in the location from which the member is participating. **The Chair shall call for any objection to the request for remote participation. In the absence of objection, the request shall be granted. If there is objection, the request shall be placed before the City Council for a vote. The denial of the request shall require a 2/3 roll call vote of the members present. If one or more members are participating remotely in the meeting,** ~~All~~ votes shall be by roll call. Physical attendance shall be deemed to not be “reasonably practical” in the event of serious health issues, disability, out of town employment responsibilities, or otherwise permitted in the reasonable discretion of the public body. The foregoing Rule with respect to a quorum and remote participation shall also apply to participation in Committee meetings of the City Council.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: **Ad Hoc Housing Stability Committee - Final Report**

Recommendation:

On a vote of 5–0, The Planning, Licenses, and Development Committee recommends acceptance of the final report from the Ad Hoc Housing Stability Committee.

Attachments:

None

Background:

Chair Bosley welcomed the Assistant City Manager/Communication and Information Director, Rebecca Landry, who served as the Staff Liaison to the Ad Hoc Housing Stability Committee. Ms. Landry was glad to bring this report to the PLD Committee and the Council. The Ad Hoc Housing Stability Committee was formed in 2021 with the idea of coming-up with recommendations to address housing. First, the group wanted to identify what the housing problem was and how to make recommendation to the City Council to start implementing some review and management to see what the City could do better or change in the future. The nine-member Committee was comprised of very engaged citizens who put a lot of time into this process, including subject matter experts, service providers, and visiting guest speakers who all made it an informative process. Ms. Landry noted that all agendas and meeting minutes of this Ad Hoc Committee were available on the City website. Ms. Landry continued sharing more about the Ad Hoc Committee members. The group included Mayor Hansel, Councilor Lake, Natalie Darcy (the City's Human Services Manager), Steven Bragdon, Craig Henderson (Southwest Community Services), Doug Iosue (Department of Corrections), Josh Meehan (Keene Housing), Stacie Pickford, and Jennifer Seher (NH Care Collaborative).

Next, Ms. Landry provided an overview and highlighted recommendations from the report, which was available to the Council and public on the City's website. She said that this is a big issue that affects more than Keene. Rural America is seeing a supply and demand issue with housing and Keene is no exception. As a matter of fact, Ms. Landry said that this had been a problem in NH for 10 years, so this was not new. Ms. Landry also wanted to mention that there was a lot of public participation in this process, including the Monadnock Interfaith Group president who came to most meetings, and concerned members of the public spoke at each meeting. She called this a collaborative process.

Ms. Landry listed the desired outcomes of this Ad Hoc Committee, which gave the Committee its direction. First, and what Ms. Landry said rose to the top, was homeless support and transition to

permanent housing. She quoted the report, "Homelessness is on the rise and requires positive change. Housing is a basic human need and is directly linked to health, social, educational and economic outcomes. The pressure on rental rates makes it harder for low income individuals and families to secure adequate housing. The solution is to provide timely and effective transitional services. The Committee has formulated recommendations that aim to help the local unhoused population transition to immediate and, ultimately, permanent housing." Ms. Landry continued that the Committee made recommendations that aim to help the unhoused population transition to immediate and permanent housing. Ms. Landry said the second desired outcome was to increase available housing. She noted that the pandemic did not help the supply and demand problem, but rather exacerbated it. She said people are moving to rural NH for quality of life, which has stressed rental rates and the need for housing development in Keene. Ms. Landry said the report includes recommendations that the Ad Hoc Committee hopes will increase housing available to all income groups. Next, Ms. Landry stated the third desired outcome, which is regional engagement in collaborative solutions. She said Keene alone cannot solve housing problems. There are many challenges and facets of those challenges that the region needs to collaborate on solutions.

Ms. Landry continued describing the Ad Hoc Committee's recommendations for housing development. The first recommendation is a comprehensive housing needs analysis, which is a survey process that had begun already online. She said many in the Community Development Department were working on this study. Ms. Landry encouraged everyone to take the survey available on the City website homepage. She said this information from the public would help to create long-term solutions. The second housing development recommendation is to update local Zoning laws to reduce barriers, which was a common theme for the Committee. Ms. Landry recalled the proposal to change the minimum lot size in the Rural Zone from five to two acres, which the community had talked about a lot. She said this recommendation also supports the City doing what it can to provide multi-family residential development in the Commerce District. She said that next, the Ad Hoc Committee recommended development incentive options. The Committee recommended leveraging all available development incentives to advance the construction of multifamily housing. Ms. Landry said there are many housing solutions that can help, but that multifamily housing would create the most impact in the shortest amount of time; there is more information on this in the report. Ms. Landry concluded describing the housing development recommendations, stating that the Committee also looked at accessory dwelling units (ADUs) as an option that can help people to potentially stay in their homes or help a family member who might not otherwise have an option. The Ad Hoc Committee recommended reviewing the current City requirements that allow ADUs to determine if there are any barriers. How can we make it easier for ADU development?

Next, Ms. Landry described the Ad Hoc Committee's recommendations for shelter services. Ms. Landry said it was important to highlight that the City already has case management practices in place. Every person who comes to the City's Human Services Department presenting themselves as homeless is offered assistance and services if they opt to participate, per NH statute. Thus, the Ad Hoc Committee discussed how to improve case management to again determine how to reduce barriers. Ms. Landry continued that improved engagement was another focus of the Committee. She said there are people who are reluctant to—or choose not to—engage in the human services the City provides. So, the Committee looked at how to reduce some of that hesitation and increase engagement. One of the Committee recommendations was to evaluate the possibility of a standard application. They recommended review of the City's welfare guidelines to add assistance for applicants trying to acquire things like birth certificates or valid identification, which are resources many people do not think twice about. Ms. Landry said the Committee discussed ways the City could be more helpful, but there would be a need for other agencies to do the same. Ms. Landry continued explaining the need to better define "residency." Currently, NH RSA-165 provides guidance for how municipalities are required to provide welfare services. She said a lot depends on the last town of residence for the applicant. She said that could be improved to increase participation and

responsibility of all NH municipalities and City Managers working closely on that at the State level. Ms. Landry said the City was also working with the State to map service offerings and track services. She said the City of Keene is relatively unique in that it would help all if more communities can participate in that type of tracking program.

Ms. Landry continued describing the Ad Hoc Housing Stability Committee's recommendations for shelter services. She described the NH Emergency Rental Assistance Program (NHERAP), which she said had been helpful to many since Covid-19 began. She said this could be problematic when there are high costs to place someone in a hotel if shelters are full. She said this option also included no case management, so it is challenging to identify individuals and their challenges to help improve their situations through case management. Ms. Landry said the report recommends that case management services be required to connect all housing participants with all available services and transition to permanent housing. Ms. Landry said the Ad Hoc Committee also identified the need for more homeless outreach services by *trained professionals* (this is a key term in the report). She knew the City was already working on expanded outreach efforts. She said there is a need to better support those leaving the hospital and jail; some Committee members were surprised by this need for people who might have nowhere to go after getting medical attention or serving short terms in jail. She said there are short-term solutions to help people in those situations.

On shelter services recommendations, Ms. Landry noted that the Federal Housing Choice Voucher Program—formerly Section Eight—is a program that provides rental rates for people in rentals who cannot afford it. She called this a win-win situation that is good for landlords and people who need housing. However, Ms. Landry explained that there are hesitations to participate as well as potential for income discrimination. Thus, the Ad Hoc Committee's recommendation is to work with Keene Housing on an educational campaign so that more property owners are likely to participate, and low-income housing options can be expanded; those low-income options are extremely sparse right now. The Committee also supported advocacy at the State level to help improve tenant use and landlord participation.

Ms. Landry continued on the Ad Hoc Committee on Housing Stability's recommendations for shelter services. She wanted to quote to recommendations because they were "hot topics" on camping and parking programs. She quoted item eight on page four of the report. Item eight reads as, "Safe parking programs may provide homeless persons living in their vehicles with a place to stay in their vehicles overnight. The ultimate goal is to provide a temporary safe space in the process of transition to stable housing. The Committee recommends encouraging a pilot 'blue light' safe parking program involving Southwest Community Services, local churches, and other organizations willing to participate." Ms. Landry said a pastor came to the last Committee meeting asking how to get involved, which she said was encouraging. She continued quoting, "This will include best practices such as outreach services, police safety checks, lighting, trash removal, bathrooms, training of staff and volunteers and additional measures necessary for the health and safety of all participants. The City will also play an important role in sharing information with the public," so that people know how to take advantage of these services.

Next, Ms. Landry said that homeless camping is not supported as an option for safe housing. She continued discussing number nine on page four of the report, which is about the need for transition to temporary and permanent housing. She quoted the report: "Current City Code does not allow for camping on City land, however, the Parks Director has worked with campers to allow reasonable flexibility when needed in transitioning to safe housing solutions. This includes connecting campers with community service providers. The Committee recommends that the City Code be updated to expressly provide the Parks Director with the opportunity to work with Human Services to transition campers." Ms. Landry said that while the report does not expressly support camping as an option, it provides some flexibility to help people in that situation to transition. She noted that for the last year,

the Keene Public Library had been hosting office house for human services providers, which she said had been growing momentum. She said this provides a great way for people to connect with service providers outside of City hall or other service locations. Ms. Landry noted that a Councilor—she believed Councilor Lake—raised concern for the safe disposal of needles. While needles are often associated with illegal drugs, Ms. Landry said the Ad Hoc Committee learned that people in need of housing could also have a reason to inject medication. She said that in all situations, it is important that people have needle disposal options. So, the report recommends that the City look into where needle disposal is available currently—there are locations in the community now—and determine how to share that information. The report also recommends investigating whether there is any need to provide more services.

The final recommendations in the report are on the topic of regional coordination opportunities. Ms. Landry said that to make any progress, there is a need to promote opportunities to engage a broader effort in housing services and programs. She shared the Ad Hoc Committee's first recommendation on regional coordination, which is that housing development funds use a collaboration of local funding partners. Ms. Landry explained that something happened in NH's upper valley last year, when eight employers partnered with developers and housing services to build apartment buildings. So, she said there are businesses who need employees and are willing to invest in a solution. The Ad Hoc Committee decided that this was an opportunity to consider. The Committee also recommended exploring other local collaborative funding models. Ms. Landry said the Committee looked at The Urban Institute's Collaborative Approach to Public Good Investments (CAPGI). Through CAPGI, communities use local capital stakeholder impact and a collaborative bidding process to source and pay for new services that any single stakeholder could not support at scale. Ms. Landry said that this is another opportunity for collaboration. She said there was conversation with some regional providers and the University of NH and while it is not possible in the short-term, it is something to keep an eye on.

Ms. Landry continued on the report's recommendations for regional collaboration. She said that the report also recommends reviewing existing social services and housing initiatives together to maximize impact. She said a lot of services exist and the potential to collaborate and join efforts could really have a broader impact. She noted that Southwestern Community Services (SCS) has a homeless coalition that the City team has been participating with. The report recommends formalizing that group and involving additional social service agencies who might not yet be involved across the region. Next, Ms. Landry said the Committee also discussed person- and family-centered service plans. She said the goal is to help people stay in their homes and receive the long-term care they might need. She cited Service Link as an example of a service that allows people to age in place. The Committee recommended more opportunities to look into that type of program and shifting to a person-centered entry approach. Right now, when a person needs services, they have to go through an application process. Ms. Landry said there may be an opportunity to have service providers understand who needs services and offer them in a more streamlined approach.

Ms. Landry concluded with the last Committee recommendations on regional collaboration. She said that lack of public transportation options is a unique challenge that is limiting the City's ability to help people. She said people should have access to doctors, appointments, and grocery shopping other than those within walking distance of downtown Keene. So, the Ad Hoc Committee recommended regional efforts to improve transportation services, which would help human service providers to reach some of their clients outside of Keene. Ms. Landry said the Committee also recommended gathering more information from all NH communities to track the services being used, how often, and to what end to help come up with and participate in solutions. Lastly, Ms. Landry said that the common theme of this Ad Hoc Committee's process was about reducing barriers and collaboration.

Chair Bosley heard comments on the Ad Hoc Committee on Housing Stability's work from the City

Manager, Elizabeth Dragon. The City Manager thanked Ms. Landry for her dedication to the Committee and her work generating this report. The City Manager echoed that there was a lot of public participation with this Committee. She said the Committee learned a lot through this process. She did not wait for the report to be finished before she began implementing and exploring some of these recommendations because it is such a time sensitive and important topic. She recalled that Ms. Landry mentioned the housing needs analysis that is underway currently, which the City Manager said is important because it will inform future strategies related to Zoning, other housing incentives, and things the City might consider. So, a lot of participation in that survey is important and she encouraged everyone to do so. The survey is open on the City website until February 17 and takes about 10 minutes of time.

The City Manager recalled that the Joint Planning Board-Planning, Licenses, and Development Committee had been doing a lot of work around Zoning and reducing barriers to increase housing opportunities and incentives; this work is ongoing. Regarding leveraging development incentives, the Invest NH program became available while the Ad Hoc Committee process was underway. The City was able to assist one project in leveraging funds from that for the 310 Marlboro Street project, which resulted in an additional \$3 million being invested in the project. That project is anticipated to add 55–57 housing units to the community. The City Manager said the Invest NH funds will ensure that at least 15 of those new units are affordable. She said affordable is different to everyone, but the Invest NH program set its own parameters, so over the next five years those 15 units must remain at or below 80% of the Area Median Income (AMI) limitation. She said it is all broken down on the Invest NH website by county and region. The City Manager said the City of Keene had also been fortunate to take advantage of those funds and received two grants through Invest NH to help with the housing needs analysis and implementing recommendations from that analysis. Those Invest NH funds, which are administered by the State, were created through the American Rescue Plan money.

The City Manager continued regarding ADUs. She said she spoke recently with the Zoning Administrator, John Rogers, about this to get the latest update because there are some potential Code changes that could expand ADU use and possible locations. These changes could also encourage or allow for ADUs in detached garages and buildings, where they might not be allowed now. There is also review of some non-conforming single-family homes in the Commerce District that cannot currently add an ADU. The City Manager said there are some potentials that would likely be brought before the Joint Committee soon.

On the recommendations for shelter services, the City Manager said a lot had been done to date. The City has had joint meetings with the shelters every other week to discuss difficult and complex cases or place people in permanent or temporary housing. She said that has been a huge benefit to everyone. She said that this year, the City also changed their shelter agreements. The City provides funding to both organizations in the community that provide shelter services and as a part of those agreements, the City added some language about coordinating and reporting with the City. So, when an individual comes to either of these shelters and identifies as a Keene resident, they must also come to the City as a part of their case management. She said case management numbers had grown a great deal because the City is putting itself in the middle of these conversations, but the City is trying to collaborate more with partners to find ways to make improvements. The City Manager continued echoing Ms. Landry that the Ad Hoc Committee identified barriers for residents attempting to receive services like identification and birth certificates, which was easy to find a solution for with the Human Services Director. Now, individuals can access these things through the welfare system if they are looking to receive services and that is a barrier for them. In terms of the standard application for assistance, the City Manager said that was less about the City's application and more so communities in our region; the City has a standard application already. The City Manager said that when someone presents as homeless or in need of assistance at the City of Keene, the City will provide assistance regardless of where their last residence was. By law, every community should be

providing that assistance to their residents. However, the City is trying to work with surrounding communities with different applications and questions being asked. Working with these communities would be easier with a standard application. The City Manager said it would be great if there was a standard application across NH, but at least in the Monadnock Region would be helpful.

The City Manager continued discussing changes to NH law. The City Manager thinks there needs to be a lot of changes to the State laws on providing welfare assistance. She said there had not been a lot of progress making those changes in the past. So, this year, the City is starting with a small but important step. The City Manager had worked with Senator Donovan Fenton to put forward a Bill, which has not been numbered yet. The Bill proposes a change to the definition of "residency" as it pertains to housing, shelter, and other responsibilities of municipalities. The City Manager said there was a recent effort by the Welfare Administrators group to better define that through an ethics resolution. She said they worked with their membership to come up with some language. The City Manager used that language in this Bill because the Welfare Administrators are the ones dealing with this daily, and she hopes they will help as this Bill moves forward. The City Manager said she had a lot of support for the Bill so far and she would keep the Council posted as it moves forward.

Next, the City Manager discussed the NH Emergency Rental Assistance Program (NHERAP), which provides funding for hotel stays; that funding is not through the City but through the respective shelter. Originally, both Hundred Nights and SCS were receiving those funds. Now, it is really only SCS. She said there was concern that those funds were supposed to end and there were a lot of families in the hotel that the City had never spoken to, so there needed to be a way to bring those individuals and families in for case management. This was important to understand how many people are in need of services but also so the City can be a part of the solution and transitioning them out of the hotel. She said the City had already been working on case management with SCS for those individuals in the hotel. She was very encouraged about the case management changes so far.

Next, the City Manager touched on the Ad Hoc Committee's recommendation for homeless outreach. The City Manager had worked with the Human Services Department to change the job description of a part-time role with the City in the Human Services Department to include outreach. She said there was a past advertisement for this position but it was not filled; it is a 25-hour per week, non-benefitted position and did not previously include outreach. So, now she said it is a bigger ask for someone to perform those services. She has talked with Human Services and the Finance Department about maybe needing to add the position to the salary schedule. The City Manager's original thought was to do this as a pilot and see if the job description needs to be changed more. Still, she said the problem is that it is a pilot program, so it is hard to get someone to take the position who is looking for stability. She said the Council would hear more from her about this.

The City Manager continued on a topic she had mentioned to the Council in the past. She had been working on an application to try to access some of the Opioid Grant funds coming into the State of NH. She said she was assigned to that commission by the Governor and they had already done one round of applications. The City Manager seeks to submit an application for a social worker position in the Police Department. She said she met with representatives from the City of Laconia and Dover to review their models. She had also been working on this with former Keene Police Chief Rousseau, who helped the City Manager with a draft for the next round of applications that would be going out soon. She needed to work with the current Police Chief to make sure everything is in place and then she intends to apply for these funds, which would be good for two years. She said it was something other communities were looking at doing more as well, so she thought it would be a good opportunity to see if Keene could make it work. The City Manager envisions that social worker working closely with the outreach worker in Human Services, following the City of Dover's model. She would bring further updates to the Council.

Next, the City Manager touched on the safe parking program, stating that she needed to contact SCS to see how they were doing with it, what services the City could provide, and to explore possible connections with the churches. Regarding homeless camping, the City Manager said a Chapter 58 overhaul was on its way to the City Council that has been in the works for a while to address a lot of things that needed to be cleaned-up. The Council would see more about that soon. The City Manager also touched on the Library office hours for human services, which she called a very successful program. She said that Ms. Landry also mentioned the CAPGI program and Urban Institute collaborative approach to funding. The City Manager and Ms. Landry had met in December 2021 with the University of NH about that model and everyone on the call agreed that was not something the City could put in place right now. The City Manager called it an out of the box funding model that is not conducive to the City structure. Still, the City could help facilitate bringing partners together in the future.

The City Manager talked about collaboration of resources between agencies. She said she had already met with the hospital and would meet with the jail the day after this meeting. With the hospital, she discussed coordinating services and creating a “no wrong door” model. She learned about this model from an Ad Hoc Committee member, Jennifer Seher. The City Manager learned that the “no wrong door” model already exists in NH, but she was unsure it was really implemented that way. The City Manager said she had the first of many meetings with the hope to expand this to many more service providers. She thought there would be more effort over the next year to arrive at a “no wrong door” model, which means everyone coordinating services across the service spectrum. She said this could be difficult because all services get funding from different sources and are not supposed to be in competition. The City Manager hopes to bring all the partners to the table with the acceptance of this report by the Council. On the topic of individuals released from the jail, the City Manager said she learned a lot through the Ad Hoc Committee process about improvements that the City could make on what happens to a homeless person who is incarcerated. She said that if a homeless person is held overnight or in protective custody, they are released on Gilbo Avenue, in some cases without a phone, jacket, or other needs. The City Manager thinks we could do better on this front. She would also be engaging the Sheriff’s office and County Administrator on this matter. She said that even having those individuals brought to the City’s Human Services Office could help them transition to where they need to be.

Chair Bosley appreciated the updates from Ms. Landry and the City Manager. Chair Bosley thanked community members who participated in this collaboration with the City as well as the City Councilors who wrote the letter initiating a lot of this work. She said this helped to bring a lot of behind-the-scenes work to the forefront and helped many service agencies recognize that it is important for them to be continuously working together. The Chair continued that she thought it was very important for the PLD Committee to see ADUs come back before the Joint Committee as a real topic; she thought it was brushed over in the last year as a topic on the agenda with no real forward movement. She said she wanted to see some of the points presented, like detached ADUs and whether two-family homes occupied currently are eligible for that. Chair Bosley said she also thinks street parking eliminates some of the barriers to people’s parking requirements for adding units in some of the denser areas of the City. She said the City would have to revisit that at some point; it is something that was not in the report but that the Chair has mentioned several times and wanted Staff to take note of. She said she would bring it to Council formally at some point if there is no progress behind the scenes. Chair Bosley said she also wanted to mention the Section Eight conversation with Keene Housing, as someone who is involved with tenant relationships and homelessness via her husband’s job. She said she understood this program really well and that it is a year’s long wait for people to get these vouchers, which she said is a huge problem. She said she regularly sees housed people in the community on the verge of eviction who cannot get vouchers, when there are plenty of unused vouchers sitting at Keene Housing. She said another problem is people who have vouchers but cannot find an apartment. She said there could be other safety nets before someone is in a camping

situation. She hoped that issue could be a part of conversations with Keene Housing so those open vouchers are not lost into the system. The Chair continued stating that there was a lot in the report about coordination of potential funds, Invest NH money, or resources. She said obviously that would take some time and Staff involvement to coordinate. Chair Bosley said she had also talked with the Community Development Department at many of the Joint Committee meetings about what can be done regarding Zoning, stating that all of the Ad Hoc Committee's recommendations pointed in that direction. So, she wondered if there was a way to find time when someone can identify property that might benefit from some of these investment opportunities as well and whether the City could bridge in helping that to happen. She cited Kingsbury as an example. She asked what resources could be brought to the table to get some of these projects moving forward. She said it was great to make a list and put it on the website but many people probably do not realize this is a property the City is interested in seeing move forward.

The City Manager replied to the Chair, saying that is the job of the Economic Development Director, Med Kopczynski. The City Manager said Mr. Kopczynski talks with people all the time and puts them together with available resources. He made the connection with the Marlboro Street Property. She said the City had multiple connections and people interested in the Kingsbury property but was unable to reach an agreement with the property owner. Now, she said there was only so much the City could do. Still, she said that when people are actively doing that with parcels that the City knows are vacant and ready for some sort of development, the City attempts to make those connections. The City Manager continued stating that while the Invest NH funds are a lot—\$60 million for housing development—it is very limited, only for gap funding. There is \$40 million for municipalities for things like the housing study and incentivizing zoning changes. There is also demolition money the City is pursuing a parcel for reuse. Otherwise, that \$60 million had to be out the door so quickly that there really needed to be a project already in the works and the City had to be able to match those funds. Thus, a lot of things must align for a municipality to access the Invest NH money. She said the City is actively involved in it. The City Manager continued that annually, the City uses its full allocation of Community Development Block Grant (CDBG) funding applications; the City only gets so many in each category. She said she actually has service agencies calling her one year in advance saying they want to be next to apply for the funds. So, the City Manager said the City is already taking advantage of those funds as much as possible, will continue to do so, and the City would be happy to look at any other ideas brought forward. She said the City is monitoring other things communities are doing, like the creative use of businesses looking to bring-in employees in the upper valley that Ms. Landry mentioned. She said there were early conversations with the hospital one year ago about doing something similar, but it was not something they could move forward with at this time. Still, the City Manager said it is definitely important. Anyone interested can reach Mr. Kopczynski in the City Manager's office on the third floor of City Hall.

Chair Bosley appreciated that explanation, stating that the City had not taken a sit-and-wait approach to this. The Chair had reviewed the City Manager's reports to the City Council to recall all the progress made already. There were several Zoning-related items before the Joint Committee already and the Chair said they could keep working and finding more opportunities.

Councilor Jones first addressed members of the public who were present. He clarified that the City Council was not adopting or amending this report, but just accepting it as an informational resource. He also defined ADU as accessory dwelling unit or what used to be called an in-law apartment. Councilor Jones continued saying he really liked the report. He was interested in CAPGI and he favored the intentions for ADUs. He echoed the Chair that there is a long wait for Section Eight housing vouchers, stating that there's competition with other states because it is Housing and Urban Development money, and that it is hard for someone local to get priority. If there is a fix for that, Councilor Jones would love to see it. Councilor Jones continued stating that this report is great, but that [we] also do not want Keene to become a magnet for indigence. He said the City does want to

help its own and that is what they are here for. Councilor Jones also wanted to mention that he was not supporting camping, but that he had been with local church groups on cold nights trying to get people to come inside from camping and many refuse. He said there are some that will always be there even though the City does not support them.

Councilor Ormerod said that in reading the report, he did not see children and pregnant persons addressed specifically. He said those are the people who are most at-risk in the community but least able to reach out for help or get resources. He asked if the City had some data or plans to integrate homeless children into the community, so they do not have the experience of being on the outside. He said if they experience being on the outside at a very young age, they would stay on the outside. Councilor Ormerod said to either house them in our housing or in our prisons. He hoped to see more important details like those. He added that the refugee population is growing in certain parts of the City, stating that the school district was hiring an English language learner teacher. He hoped the City was not forgetting to have resource materials available in other languages, like Ukrainian, as well as outreach to refugees. In terms of getting children into housing, Councilor Ormerod added the need to prioritize new housing developments because it cannot be guaranteed that older developments are lead free; he hoped something would be done on lead this year, after Councilor Williams brought attention to the matter. Councilor Ormerod said to prioritize young children and pregnant people in new housing developments.

Chair Bosley opened the floor to public comment, reiterating that this Committee would not be making any major amendments to this report at this meeting.

Councilor Bobby Williams of Ward Two said this had been quite a process for the City Manager, Assistant City Manager, members of the Ad Hoc Committee on Housing Stability, and members of the public, including Keene mutual aid and the Monadnock Interfaith Project. He said this was really a community effort that ended with a very strong strategy that Councilor Williams hopes the City can take forward and implement. He said he was here for that and knew many others were as well. Councilor Williams was particularly happy to read about the safe parking pilot project, which he said did not necessarily have to be a City project; SCS and some local churches are taking this on. He said the whole community wants to help. The Councilor was also heartened to hear enthusiasm for ADUs. He thinks ADUs are one of the most cost effective ways to add housing, particularly in the low end of the market. He said these options are important because homelessness is really a housing problem, a lot of which he said could be solved if there were enough places for people to live. One thing Councilor Williams did not hear mentioned was the issue of public bathrooms, which was mentioned going into this process. He was grateful for the experiment with a porta-potty this summer, stating that it was used for quite a while before it was vandalized. He said it would be nice for the City to figure out what they can do to keep that from happening. He said there were possibilities for vandalism-proof installations, like the Portland Loo, which is made out of metal. He recalled that the City is entering a phase when the plumbing under the downtown is going to be revised and said that perhaps the City can take advantage of that to determine where public bathrooms could be added to the system. Lastly, Councilor Williams mentioned that there are a lot of complaints about garbage and litter associated with homeless people. He said that while the homeless were being blamed for it, they were not necessarily the perpetrators. He said that if the City can do a better job of keeping areas clean, it would make the community more accepting of everyone who lives in Keene. Councilor Williams was grateful for all this work.

Patricia Lane from Monadnock Peer Support said she does outreach with different organizations. For example, she had been working with Hundred Nights for the past nine months. Ms. Lane said she does a lot of research and spends a lot of time in the community talking to the homeless population. She cited a partner in this outreach, Jason Solomon, who has lived at Hundred Nights for two years. She said Mr. Solomon understands a lot of homeless issues. She said Monadnock Peer Support

brings people in to help find solutions and acceptance. She said it was about learning from each other and teaching each other that everyone is human. Ms. Lane had learned that mental illness is not one of the major reasons for homelessness, but that support is the issue. She said the fact that the City undertook this effort to support and connect community organizations was amazing. She said she is at the Library on Mondays from 1:00 PM–3:00 PM and she is collaborating with the worker in the middle of the Library to create a community resource map. She had gone to over 40 organizations to share information about Monadnock Peer Support so people can find their services. She said a lot of people in town are doing outreach. She used the example of Bible study at Hannah's Books; Hannah goes to Hundred Nights to ask people what books they want and she has started doing the same for Monadnock Peer Support. Ms. Lane hopes to remain a part of the community resources for the homeless. The City is welcome to reach out to her.

Laura Tobin of Center Street echoed a lot of the previous comments. She really appreciated all the work that went into this report. She said it was great to see some of the problems from the last few years being addressed. She thought the issue of transportation was a difficult one. She does not drive and said it could be hard for others to understand how that impacts one's life and health. She must choose between CVS and the grocery store, which is in the opposite direction, knowing she needs her medications but also that she will be sore from carrying groceries home. Ms. Tobin studied psychology and hopes to get a job in the mental health field but said she had been turned down by many local agencies because she cannot drive due to epilepsy. She wondered if that was the reason she was not accepted for a job with the City's Human Services Department. Ms. Tobin also highlighted that for someone to access resources, they need resources to know where to go, call, or begin getting help. She cited frustrations that could arise from walking to one place for services to find out you must walk to a completely different place that might not actually be able to help. She appreciated the City taking an all-encompassing look at this issue.

Ken Kost of 79 Ridgewood Avenue said the report was a great piece of work with many excellent ideas, and he thought that all obviously need further action. Mr. Kost referred to the fourth recommendation about talking to developers, stating that he heard talk about this going on. He liked the idea of talking to the development community and getting them more interested in coming to Keene; he said there must be some barriers preventing that. He called for a housing needs assessment because he thought Keene had the market, though perhaps not as robust as the rest of the State. Mr. Kost said there are plenty of opportunities for developers to start building mixed income housing. He continued that an important part is incentivizing demolition of vacant or underused housing so better-quality houses could be built. He said if the City worked on that sooner it could have a quicker impact. Mr. Kost also mentioned ADUs, stating that they could have an almost immediate impact. He thought homeowners might be struggling to keep their homes or pay their heating and maintenance bills. So, if those homeowners could create a small ADU building, it would help them maintain their own houses; he called it a beautiful solution. He cited the Monadnock Interfaith Project and stated that he was happy to see the Housing Trust and one of the housing development funds mentioned in the report.

Matthew Hall of 431 Hurricane Road said it was a big report that he was very impressed by. First, Mr. Hall pointed out that not everyone in the Rural District has a lot of money. He discussed the proposed change to reduce the minimum lot size in the Rural Zone from five to two acres, stating that there were potential consequences the PLD Committee might not have considered. He said it was a matter of equity and fairness. He said he heard a lot about incentives but wondered what the incentives were for rural homeowners with four to nine acres. He said that instead, those aforementioned homeowners were "being hit over the head with a charge because they will be assessed in most cases." Mr. Hall thought that taxes would increase for those individuals with an additional building lot, stating that this was not an incentive but rather he called it regressive taxation. He said that it had not been proven yet and no tests had been done to determine whether those with four to nine acres

are eligible, stating that their taxes could go up by \$2,000, when taxes for a very modest house are already \$6,000. He said that was a 33.3% percent increase, which he compared to potential increases for lots of various sizes. He thought this matter would fall hardest on people with older, more modest homes, which he said often coincides with people on limited incomes, even if they work full time. He said that when people visit the Rural District, all they see are new buildings and “McMansions,” and they tend to not see the modest homes. Mr. Hall said that the proposed Zoning change in the Rural District might also create non-conforming houses. As he understood from previous meetings, the City Assessor would be the one to determine where the additional lots would lie, not the homeowners. He continued that if a lot had a septic system, driveway spaces, and utilities that would be retained by the house, the house could potentially become non-conforming, which would be a severe burden to the homeowner. He said this could destabilize part of the population. For those with a modest, fixed income, they must engineer their budgets carefully, especially if they are approaching retirement, so they can survive in their homes. Mr. Hall said that this could be a disincentivizing factor and questioned whether homeowners have a choice. Even if someone chose to sell their lot and move out of town, they still have a mortgage that would trigger refinancing and interest rates would be different. Next, Mr. Hall said that although the City is going to determine how many extra lots a homeowner has, that the City was taking absolutely no responsibility for the expense. He said that to subdivide there would need to be surveys to delineate wetlands, slopes, etc., and have plans drawn, stating that it is not free to determine whether a lot even qualifies as developable. He said that for elderly people or those close to retirement, they might have estate plans or trusts that have to be modified, costing them even more money. Mr. Hall cited people with modest incomes from honest work in the community. He said that in effect, if this Zoning change was accepted, it would increase a monoculture in the Rural District, potentially eliminating workforce and affordable housing and causing a rise in gentrification and “McMansions.” He said he heard a lot about substandard housing and wondered what that meant. He continued that some of those “substandard” homes might be to 20th century standards, but can still be a valid place to raise a family. He said if such a home was knocked down, it would probably end up like some of the houses on Old Walpole Road, where three bedroom modest homes are selling for \$500,000, which he said was not workforce or affordable housing. Next, Mr. Hall spoke in favor of ADUs, stating that he was pleased to see them encouraged in this report. He called this a public solution to a public problem. He said almost everyone with a house in Keene can probably find a way to add an ADU, which would help those struggling with finances. He said that an elderly person with a home could move into a two bedroom ADU and rent their house to a family. He said that ADUs do not change the character of neighborhoods. If ADUs were distributed throughout the City, there would not be increased pressure on schools from new residents. He said the issues of ADUs is democratic in many ways and helps to prioritize local people. In the case of a trust, one of the trustees must reside in either the home or ADU. Mr. Hall said that with a big development, local contractors would be bidding against out-of-town contractors; he said it was better to keep the work within the community. Thus, Mr. Hall said that ADUs aid the local economy and employment, as well as being a “green” concept that complies with the existing Keene Comprehensive Master Plan.

Chair Bosley reminded Mr. Hall that the conversation about the proposal to reduce the minimum lot size in the Rural District from five to two acres was not over. She said this report on homelessness is just a recommendation. Mr. Hall would hear a lot more about this proposed change at the Joint Planning Board-Planning, Licenses, and Development Committee, where there would be more information from the City Tax Assessor. She said the Joint Committee would be talking about creative solutions that the City might be able to offer because this is something the Council is very concerned about after hearing public feedback. Chair Bosley was glad that Mr. Hall was present and commenting, and she recommended following the Joint Committee’s updates. Mr. Hall commented on challenges getting information about City meetings and agendas, noting that he contacted the City Clerk’s office because there was vague wording about the Rural District issue; he said he did not get

a clear answer. He wondered where people are supposed to find that information. Chair Bosley encouraged members of the public to sign-up on the City's website for email updates, which include committee agendas, meeting times, and more. Chair Bosley also noted that the public can submit written comments that the City Council reads by the Tuesday after Joint Committee meetings. The Chair said those Joint Committee meetings are an opportunity for the Committee to discuss with City Staff about the possibility. If/once the matter becomes a formal Ordinance, there would be a public notice, which is posted at City Hall, on the website, and in the newspaper. The matter would have a first reading by the City Council, then it would be forwarded to the Joint Committee, and then it would come back to the Council at least twice, with public hearings. So, the Chair said there are a lot of opportunities for members of the public to voice their concerns. Mr. Hall thanked the PLD Committee for their patience, stating that he was impressed with all the work that went into this report.

Tom Julius of Gilsum is the Chair of Monadnock Interfaith Project Board. Mr. Julius complimented the Ad Hoc Committee on Housing Stability for their work. He said the Interfaith Project had been researching housing challenges for almost two years; they have spoken with elected officials, the City, Cheshire County, the State, and social services Staff. He noted what a complex problem housing is, stating that many people wonder what could possibly be done. It was clear that there is no single answer. Keene is not the only town across the country dealing with this problem. Mr. Julius said it was clear from his research and the Ad Hoc Committee report that a systems approach is necessary and it seemed that City Staff were committed to an ongoing systems approach and openness to the community, which the Interfaith Project found really encouraging. He said the Interfaith community is committed to this long-term systemic approach, which he hoped was evident from the Interfaith Project's participation in the Ad Hoc Committee meetings. Mr. Julius added that a local church and SCS are very close to a memorandum of understanding about providing overnight parking; they are discussing a lot of essential elements that have to be in place for people parking in the neighborhood. Mr. Julius concluded by encouraging everyone in the City to continue exploring development of more affordable housing units, apartments, small homes, and ADUs. He said research shows that the housing stock is very small for low to moderate income households. Mr. Julius thanked everyone for their commitment.

Vice Chair Giacomo echoed comments about the need for more affordable housing units. He said this was a part of the Conservation Residential Development (CRD) discussion; he said CRD is what affordable actually means. The Vice Chair said there are a wide variety of definitions of low income and affordable, citing 310 Marlboro Street as having some affordable units at 80% of the AMI, which is \$52,000 annually. He continued that the average person working production or in the service industry, their incomes are in the high \$40,000. Thus, those average people cannot afford those units. The Vice Chair noted that he works at a manufacturing plant, which is always struggling to get people to work production, even after wages increased during Covid-19. So, Vice Chair Giacomo knew that 80% was the guideline and supposed to be the minimum, but as what happened with CRDs, he hoped the City could go beyond that because it is harder for development incentives, because developers want to earn money. He also wanted to ensure the Council/City were not fooling themselves into thinking that they were actually providing moderate to low income housing. While wages had increased significantly, over \$50,000 annually is still a sizeable salary. Vice Chair Giacomo questioned again: what is affordable?

Councilor Jones began by thanking Mr. Julius, who he has known for many years, for his insights that the Councilor appreciated. Councilor Jones added that this is a ubiquitous problem; Keene is not the only municipality with this challenge. He thanked Chair Bosley for mentioning parking, stating that on the previous day, the City of Burlington, VT, amended their parking ordinance to help the homelessness situation. He said Keene should review their plan and consider what can be done here.

Councilor Ormerod thanked the members of the public who spoke at this meeting. He said that public participation underscores the need to have a systemic, multi-prong approach to housing. He thinks ADUs are a very good long-term approach. He said it might not catch-on right away because of the labor and material shortage, noting that Keene might have to start with larger developments and create some open houses to attract residents. Councilor Ormerod also noted that children do not necessarily go to the school closest to them but are assigned to schools with vacancies by the superintendent. He said the elementary school closest to 310 Marlboro Street has a lot of capacity but that children would still be bussed to other school. He thinks there is capacity in Keene's schools for a lot more kids. He suggested keeping all options open because the economy would change and the City would enact policies to take advantage of the best parts of all of them over the next few years.

With no further questions or comments from the public or Committee, Chair Bosley entertained a motion from Councilor Ormerod, which was duly seconded by Councilor Jones.

On a vote of 5–0, The Planning, Licenses, and Development Committee recommends acceptance of the final report from the Ad Hoc Housing Stability Committee.

Chair Bosley said this was the right Committee to present the report to and she hoped everyone would be involved in further discussions over the coming months.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Spectrum Service Issues Update

Recommendation:

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends accepting the Spectrum Update as informational.

Attachments:

None

Background:

Councilor Filiault addressed the Committee first. The Councilor stated the first time he asked the community to contact him regarding Spectrum issues he received an overwhelming response but this last time he solicited comments, many responders indicated their issues seemed to have been addressed.

Mr. Michael Liccione, Area Vice-President for Charter Communications Field Operations and Engineering for Southern New England addressed the Committee. Mr. Liccione stated they have stuck to the plan indicated to Council about having additional resources and enhancements. He stated customer feedback has been good and they are planning to continue with the same effort. Going forward he asked that future updates be provided by email but they are willing to come back before the Council if they should require it. Chair Powers requested Spectrum have continued dialog with ACM/Communications and Marketing Director Rebecca Landry who is the City's point of contact.

Councilor Jones stated he was the Chair of the Committee that negotiated with Spectrum 20 years ago and one thing they offered was Channel 8 (Peg Access Channel). Since then when programming went down with Cheshire TV that channel has been moved to Channel 1302. He asked with the new channel coming back whether Channel 8 could be brought back.

Mr. Liccione stated if this is something the City is interested it can be added to the topics of discussion.

Councilor Lake made the following motion, which was seconded by Councilor Madison.

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends accepting the Spectrum Update as informational.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Mission Statement, Coalition Priorities and Funding Sources - Monadnock Diversity, Equity, Inclusion, and Belonging Coalition**

Recommendation:

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends the release of \$10,000 included in the budget for the Monadnock Diversity, Equity, Inclusion & Belonging Coalition.

Attachments:

None

Background:

Dr. Pierre Morton Monadnock Diversity, Equity, Inclusion & Belonging Coalition and Mark Bodin representing the Savings Bank of Walpole were the next two speakers.

The Manager addressed this item first. She indicated during the budget process \$10,000 was requested to support the Coalition's effort. However, during that time the Coalitions was still forming itself. Hence, the Council placed the \$10,000 in the budget with the caveat that they come back and talk about their organization and the efforts they have made to establish themselves. Today the Coalition is looking for the release of those funds.

Dr. Morton stated they have put together a Coalition with different stakeholders throughout the community and beyond to implement the recommendations from the ad hoc Racial Justice Committee. One of the items they are working on right now is to raise funds for different events and to hire a Director (Chief Diversity Officer) to pull together different individuals and groups to implement some of the recommendations.

Dr. Morton stated he has deep roots in this community and would like his children and grandchildren to reach their highest potential in the City. He stated the goal of the Coalition is that every citizen has a voice and value and that value is codified. Mr. Bodin stated the Racial Justice Report was structured by segments of the community. One segments relates to law enforcement which is led by Sheriff Rivera. The Education Committee is led by Dr. Dottie Morris. Mr. Bodin is leading the Business Advisory Committee and Sub Committee that deals with regional engagement. They are working on a survey on the region's employers to see what they are looking for, where are they in their journey with specific focus on small businesses. Mark Rebillard is involved with the downtown

group.

Mr. Bodin stated they are moving forward with a band of volunteers, which has been challenging without a Director. With respect to fund raising they received a \$16,000 grant from the NH Endowment for Health for social media activities and a minority owned business has been hired to lead that effort. Savings Bank of Walpole has given \$15,000 plus an intern. The City has provided \$10,000.

Mr. Bodin stated they have been advised to bring in a consultant to help with the strategic planning process before a Director is hired. The money from the City will be used for direct programming in Keene. The Committee asked how the YMCA is involved with the Coalition. Dr. Morton stated they are a sponsoring organization and having them be a sponsor gives the Coalition more freedom to do more of the programming recommended in the Racial Justice report.

The Manager stated she is very excited about the work of the Coalition. He indicated Dr. Morton was involved with the recent promotion process for the Police Chief's position and he has been helpful with training opportunities for staff and Council.

Councilor Madison made the following motion, which was seconded by Councilor Chadbourne.

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends the release of \$10,000 included in the budget for the Monadnock Diversity, Equity, Inclusion & Belonging Coalition.



ITEM #D.5.

CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Bulletproof Vest Partnership Grant Program - 2022**

Recommendation:

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and expend \$6,750 from the Bulletproof Vest Partnership Grant Program funds of the US Department of Justice, Bureau of Justice Programs.

Attachments:

None

Background:

Keene Police Captain Michael Kopcha addressed the Committee next and stated the Bulletproof Vest Partnership Grant from the US Department of Justice is an annual grant. This grant enables police departments to purchase bullet proof vests which are recommended to be replaced every five years. This money will be spent for any new officers that are hired and any officers that have vests that need replaced.

Captain Kopcha continued that the department has budgeted \$3,950 for bulletproof vests; however, in order to take full access to the funds being offered through the grant, the Police Department may spend up to \$6,750.00 since it is a 50/50 match grant.

Councilor Chadbourne made the following motion, which was seconded by Councilor Lake.

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and expend \$6,750 from the Bulletproof Vest Partnership Grant Program funds of the US Department of Justice, Bureau of Justice Programs.



CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Grant Acceptance - CLG Grant Award 2022 - Recovering Black History

Recommendation:

On a 5-0 roll call vote, the Finance, Organization, and Personnel Committee recommends that the City Manager be authorized to do all things necessary to apply for, accept and expend the grant from the NH Division of Historical Resources (NHDHR) Certified Local Government Grant in the amount of \$16,000 for the Heritage Commission to work with the Historical Society of Cheshire County (HSCC,) as a part of the existing "Recovering Black History" project underway in partnership with the Monadnock Center for History and Culture and the Black Heritage Trail of New Hampshire.

Attachments:

None

Background:

Community Development Director Jesse Rounds stated this item is regarding the NH Division of Historical Resources (NHDHR) Certified Local Government Grant. This is the second year Keene is looking to use these grant funds for a project to explore Keene history.

The City will be working with a professor from Northeastern University, Kabria Baumgartner who is a professor of history and Africana studies whose expertise is in analyzing historical documents and digging into the history of communities. The title of the project is Recovering Black History and they will be looking at black history in Keene. The grant is for \$16,000 and the Heritage Commission will be using \$6,000 of their funds and \$5,000 of in kind support in collaboration with the Cheshire County Historical Society to complete this project.

Dr. Pierre Morton asked whether there was the opportunity to use citizens in the community who would be beneficial for the project. Mr. Rounds stated the Heritage Commission will be looking for local volunteers.

Councilor Lake made the following motion, which was seconded by Councilor Madison.

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to apply for, accept and expend the grant from the NH Division of Historical Resources (NHDHR) Certified Local Government Grant in the amount of \$16,000 for the Heritage Commission to work with the Historical Society of Cheshire County (HSCC,)

as a part of the existing "Recovering Black History" project underway in partnership with the Monadnock Center for History and Culture and the Black Heritage Trail of New Hampshire.



ITEM #D.7.

CITY OF KEENE NEW HAMPSHIRE

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Acceptance of Lead Service Line Inventory, Sampling Plan, and Replacement Plan Grant**

Recommendation:

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to apply for, accept and execute a grant from the New Hampshire Department of Environmental Services (NHDES) in the amount of \$50,000 for the Lead Service Line Inventory, Sampling Plan and Replacement Plan Grant.

Attachments:

None

Background:

Asst. Public Works Direct/Operations Manager Aaron Costa and Water/Sewer Operations Manager Christopher Pelletier addressed the Committee. Mr. Costa began by introducing Mr. Pelletier. Mr. Pelletier stated this item is in reference to a \$50,000 grant from New Hampshire Department of Environmental Services for the purpose of creating a comprehensive water/sewer service line inventory throughout the City. The State is requiring an inventory of service lines by October 2024 and these funds will help with that. The grant does not require a match and staff time is reimbursable. One of the items they will be checking for is the existence of lead. The money will also be used to update the lead and copper sampling plan to make sure the areas being chosen for sampling are the appropriate sampling sites.

Councilor Madison made the following motion, which was seconded by Councilor Chadbourne.

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to apply for, accept and execute a grant from the New Hampshire Department of Environmental Services (NHDES) in the amount of \$50,000 for the Lead Service Line Inventory, Sampling Plan and Replacement Plan Grant.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.8.

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Reallocation of Funds - Wastewater Treatment Plant Roof project

Recommendation:

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to reallocate \$18,000 of remaining fund balance from the Wastewater Treatment Plant Aeration Line Project (32JW002A) to the Wastewater Treatment Plant Roof Project (32JW010A).

Attachments:

None

Background:

Utilities Maintenance Manager Christian Tarr was the next to address the Committee. Mr. Tarr stated in November of last year roof replacement work at the Wastewater Treatment Plant began. This is a CIP project and the work is moving along well. The finish work which is the warranty work by the manufacturer is projected to be completed by end of this week into next week. Staff's request today is to reallocate \$18,000 of the remaining fund balance from the Wastewater Treatment Plant Aeration Line Project to the Wastewater Treatment Plant Roof Project to cover some additional grant funding work and future construction costs for some new safety equipment on the roof.

Councilor Chadbourne made the following motion, which was seconded by Councilor Lake.

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to reallocate \$18,000 of remaining fund balance from the Wastewater Treatment Plant Aeration Line Project (32JW002A) to the Wastewater Treatment Plant Roof Project (32JW010A).



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.9.

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: **Change Order #1 - Engineering Services for Wastewater Treatment Plant Roof Project**

Recommendation:

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute Change Order #1 with Brown and Caldwell Engineers to perform additional engineering services for an amount not to exceed \$4,880 for Contract 04-22-05.

Attachments:

None

Background:

Mr. Tarr addressed this item as well and stated the City pursued grant funding which caused some extra work to be done by the Engineering firm, Brown and Caldwell. 16 hours of work by the project manager and 20 hours by the project engineer were performed. The additional \$4,800 is to cover those expenses.

Councilor Lake made the following motion, which was seconded by Councilor Madison.

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute Change Order #1 with Brown and Caldwell Engineers to perform additional engineering services for an amount not to exceed \$4,880 for Contract 04-22-05.



CITY OF KEENE NEW HAMPSHIRE

ITEM #F.1.

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Mari Brunner, Senior Planner
Through: Jesse Rounds, Community Development Director
Subject: **Resignation of Linsey Edmunds from the Energy and Climate Committee**

Recommendation:

To accept the resignation of Linsey Edmunds from the Energy and Climate Committee.

Attachments:

1. Linsey Edmunds Resignation

Background:

Ms. Edmunds is moving out of state and therefore has submitted her resignation from the Energy and Climate Committee by email. She served on the Committee as a regular member for one year. Please see the attached email for her resignation.

From: [Linsey Edmunds](#)
To: [Mari Brunner](#)
Subject: Resigning from ECC
Date: Friday, January 13, 2023 8:53:25 PM

Hey Mari,

I have to submit my resignation from the Energy and Climate Committee effective immediately as my family and I will be moving out of state. It has been an honor to serve and learn more about community-based efforts to organize action and effect change in the fight for a more sustainable future. Thank you for the opportunity to serve and best wishes!

Thanks again,
Linsey

CONFIDENTIALITY NOTICE

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CITY OF KEENE NEW HAMPSHIRE

ITEM #G.1.

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Mari Brunner, Senior Planner
Through: Jesse Rounds, Community Development Director
Subject: **Ordinance O-2022-19-A: Relating to Amendments to the Land Development Code**

Recommendation:

A motion was made by Mayor George Hansel that the Planning Board find the proposed amendments by staff consistent with the Comprehensive Master Plan. The motion was seconded by David Orgaz and carried on a unanimous vote.

A motion was made by Councilor Kate Bosley that the PLD Committee request the Mayor schedule a public hearing on Ordinance O-2022-19A. The motion was seconded by Councilor Michael Giacomo and was unanimously approved.

Attachments:

1. Ordinance - O-2022-19-A
2. O-2022-19-A - Zoning Amendments_redline

Background:

Included below is an excerpt from the draft minutes of the January 9, 2023 Joint Planning Board and PLD Committee meeting where this item was discussed.

"III. Public Workshop

Ordinance O-2022-19 – Relating to amendments to the City of Keene Land Development Code - Zoning Regulations & Application Procedures. Petitioner, City of Keene Community Development Department, proposes to amend sections of Chapter 100 Land Development Code (LDC) of the City Code of Ordinances to clarify language within the zoning regulations in Articles 9, 11, and 13 of the LDC; Amend Article 15 “Congregate Living & Social Service Conditional Use Permit” to add a new section entitled “Conditional Use Permit Waiver,” and; Amend Section 25.4.3 of Article 25 “Application Procedures” to modify the process for amending the sections of the LDC that are outside the zoning regulations.

Senior Planner Mari Brunner addressed the Committee and stated the amendments being presented today are a collection of items staff has been collecting over the last six months. This is the public workshop phase of the ordinance and the Committee can still make changes to the proposed ordinance.

Ms. Brunner then went over the amendments:

(1) Section 9.3.2.2 – There is a three foot setback from the side property line. The proposed amendment would clarify that this does not apply to a common driveway that serves more than one lot.

(2) To clarify a section within Article 11 – Surface Water Protection Conditional Use Permit (CUP) section of the Zoning Regulations. There is a section that outlines which activities are permitted and not permitted with a CUP.

The permitted use says as follows “*New driveways for single and two family homes, provided that “The driveway serves to access uplands on a lot(s) of record that existed at the time this Overlay District was first adopted.”* This means if there was a parcel of land in existence prior to the Surface Water Protection Ordinance going into effect and had to cross a wetland buffer to construct a driveway – that landowner would be permitted to do so.

The uses permitted with a CUP are construction of new roads, driveways (excluding single- and two-family driveways), and parking lots.

Staff proposal is to delete the stricken as follows: “Construction of new roads, driveways (~~excluding single- and two family driveways~~), and parking lots.” Ms. Brunner explained this is because not all single and two family driveways are exempt only lots on record that existed prior to the Surface Water Protection Ordinance going into effect.

Mayor Hansel stated he did not like treating different land owners differently, just because the City passed an Ordinance on a certain date. The Mayor noted the City has regulations for setbacks and so does the State, and questioned how the Surface Water Protection Ordinance has played out for residential properties.

(3) Article 13 – Telecommunications Ordinance – staff would like to clarify - Section 13.1.3.C: Clarify that *collocation* and *modification* applications, as defined in NH RSA 12-K, are exempt from CUP and site plan review. Ms. Brunner stated this is something that is set at the State level and they are exempt from any local land use permitting and zoning. She explained the definition as outlined is that if there is already a telecommunication array and you want to add to it and don’t meet the threshold for substantial modification – you are exempt from local land use permitting and zoning. The way it is worded today created a loop hole “*Telecommunications facilities placed on existing mounts, building or structures, or modifications to existing telecommunications facilities would be exempt.* The way it is written could be interpreted as a brand new facility being place on a building where there are no existing telecommunication antennae. What staff is trying to emphasis is that this is for co-location or modification to an existing facility.

Councilor Bosley stated there are ordinances that were written for small wireless facilities in the public right of way and there are criteria that need to be followed. The Councilor asked whether that criteria needs to be adhered to here. Ms. Brunner stated what is being discussed is for installation on private property. Small wireless facilities is a completely different licensing process under City Code outside the land development code (through Public Works).

The proposed new language would read as follows:

*The installation of new ground-mounted **or structure mounted** towers and antennas, if camouflaged, or a substantial modification to an existing tower or mount that would maintain its camouflage, may occur within Zone 2 or Zone 3 of the View Preservation Overlay.*

(4) Article 15 – Amendment - - Congregate Living & Social Service Conditional Use Permit – The proposal is to add a section to allow the Planning Board to grant a waiver on a waivers on a case-by-case basis from the review criteria in Section 15.2. To grant this waiver the Board would need to make sure that all three waiver criteria have been met.

Ms. Brunner stated the reason staff is bring this forward is because there have been a few applications that have come forward and if an applicant is looking for relief from one of this criteria they would have to go before the Zoning Board for a variance. There are variance criteria that would

need to be met; one being unnecessary hardship which is a difficult criteria to meet. Councilor Bosley asked Ms. Brunner to review the CUP criteria being referred to would apply to the waivers. Ms. Brunner went over the Review Criteria as follows:
Section 15.2 Review Criteria (Land Development Code):

1. The nature of the proposed application is consistent with the spirit and intent of the Zoning Regulations, this LDC and the City's Comprehensive Master Plan, and complies with all the applicable standards in this LDC for the particular use in Section 8.3.4.
- B. The proposed use will be established, maintained, and operated so as not to endanger the public health, safety, or welfare.
- C. The proposed use will be established, maintained, and operated so as to be harmonious with the surrounding area and will not impede the development, use, and enjoyment of adjacent property. In addition, any parking lots, outdoor activity area, or waiting areas associated with the use shall be adequately screened from adjacent properties and from public rights-of-way.
- D. The proposed use will be of a character that does not produce noise, odors, glare, and/or vibration that adversely affects the surrounding area.
- E. The proposed use will not place an excessive burden on public infrastructure, facilities, services, or utilities.
- F. The proposed use will not result in the destruction, loss, or damage of any feature determined to be of significant natural, scenic, or historic importance.
- G. The proposed use will not create a traffic safety hazard or a substantial increase in the level of traffic congestion in the vicinity of the use.
- H. The proposed use will be located in proximity to pedestrian facilities (e.g. multiuse trails and sidewalks), public transportation, or offer transportation options to its client population.

(5) Amend Section 25.4 to modify the procedure for amending the LDC.

Ms. Brunner explained at the present time the LDC included many sections of City Code into one document. The different sections of the LDC had different processes as to how they were amended but they are now one general process. It is the advice of the City Attorney and staff that they be separated out

Sections 1-18 of the LDC are the Zoning Regulations which would continue to follow the zoning amendment process. There will be a first Reading of the Ordinance at City Council. It then gets referred to a public workshop before the Joint Committee of the Planning Board and PLD Committee. It is then referred back to City Council where the Mayor sets a public hearing and then is referred to PLD Committee for a recommendation. Based on the recommendation from the PLD Committee the item goes back to City Council for a 2nd Reading. At that time if PLD asks for more changes it restarts the process. However, Articles 19-28 at the present time have to go through the same process.

What is being suggested is that the Planning Board regulations would go through a public hearing before the Planning Board and then follow the same ordinance process with City Council (it cuts out the public workshop component).

(6) Item was left out of the Ordinance accidentally – Currently in Article 9, Section 9.2.7.C.2. of the LDC provides for the ZBA to grant a major parking reduction up to 50% using a special exemption process.

Subsection 2 says - *In determining whether to grant a special exception, the Zoning Board of Adjustment shall make the following findings in addition to those required for a special exception.*

- a. *The specific use or site has such characteristics that the number of required parking spaces is too restrictive.*
- b. *The requested reduction will not cause long term parking problems for adjacent properties or anticipated future uses."*

Staff is suggesting removing the *in addition to those required for a special exception.*

Zoning Administrator John Rogers addressed the Committee and explained there was an application that came before the Zoning Board of Adjustment and the Board had a difficult time applying the special exception criteria and applying appropriate Findings of Fact. In reviewing the minutes and discussing the issue further the Board felt the items outlined above were the most appropriate criteria for an accessory parking on a site. Mr. Rogers added for this reduction the applicant would always have to provide for a parking study.

The Chair asked for public comment. With no public comment, the Chair closed the public hearing. Chair Bosley stated she was not comfortable with the exception for the Planning Board to waive the CUP criteria. She indicated developing the social services ordinance was a controversial process and it was intended to be completed even before land development code was considered; it was eventually folded in. The Councilor stated she did not hear a single CUP criteria that is not appropriate to be included in that ordinance and not requiring applicants to meet. She suggested if staff feels it is necessary – the item should be considered separately.

Councilor Ormerod stated he heard what staff said about Article 15 that it has some value in having the Board that reviewed it in the first instance to review it and decide if it is necessary. The Councilor stated he does not quite agree as there is a legislative process and a judicial review process which are separate and did not feel the judicial process should be removed.

Mayor Hansel felt there was an argument to be made in having these organizations coming just before the Planning Board which he did not feel was removing public's right to bring their concerns forward. He felt one of the benefits he sees is that it takes politics out of some of these issues and places a quasi-judicial Board in charge of granting these conditional use permits. Chair Russell Slack stated she agrees with the Mayor. She recalled an application that was difficult to vote on but the matter did not have to go before the Zoning Board. She stated she agrees with the conditional use permit waiver.

A motion was made by Mayor George Hansel to amend draft ordinance in a way that is consistent with the staff recommended change. The motion was seconded by Emily Lavigne Bernier and carried on a unanimous vote.

Councilor Bosley recommended striking the language regarding the waiver for the Planning Board. She indicated if this language is left in regarding the waiver insider this packaged ordinance with all these other changes, and it gets sent to Council and Council doesn't agree this is a good course of action, the entire ordinance would fail. Hence, stated her recommendation would be to amend the ordinance to remove this language and have staff bring a separate ordinance and see how it stands on its own merits.

A motion was made by Councilor Bosley to amend the ordinance regarding the waiver for the Planning Board. The motion was seconded by Councilor Giacomo. The motion carried on a 7-4 vote with Councilors Bosley, Ormerod, Johnson and Giacomo voting in opposition.

A motion was made by Mayor George Hansel that the Planning Board find the proposed amendments by staff consistent with the Comprehensive Master Plan. The motion was seconded by David Orgaz and carried on a unanimous vote.

A motion was made by Councilor Kate Bosley that the PLD Committee request the Mayor schedule a public hearing on Ordinance O-2022-19A. The motion was seconded by Councilor Michael Giacomo and was unanimously approved."



CITY OF KEENE

Twenty-Two

In the Year of Our Lord Two Thousand and

Relating to Amendments to the Land Development Code

AN ORDINANCE

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

That the Code of Ordinances of the City of Keene, New Hampshire, as amended, is hereby further amended as follows.

1. That the City of Keene Land Development Code, Chapter 100, as amended, is further amended by deleting the stricken text and adding the bolded and underlined text, as follows.

- A. Delete the stricken text in Section 9.2.7.C.2 “Major Reduction Request” of Article 9 – Parking and Driveways, as follows.

2. In determining whether to grant a special exception, the Zoning Board of Adjustment shall make the following findings ~~in addition to those required for a special exception.~~

- a. The specific use or site has such characteristics that the number of required parking spaces is too restrictive.
- b. The requested reduction will not cause long term parking problems for adjacent properties or anticipated future uses.

- B. Amend Section 9.3.2.2 of Article 9 - Parking & Driveways to clarify that the three foot setback from the side property line is not required for common driveways that serve more than one lot, as follows.

The driveway and associated parking space(s) shall be a minimum of 3-ft from the side property line. **Common driveways approved by the Planning Board or its designee shall be exempt from the side property line setback required by this Article.**

- C. Delete the stricken text in Section 11.6.1.3 of Article 11 - Surface Water Protection, as follows. This proposed change is to eliminate redundancy with Section 11.5.I.1 of Article 11.

Construction of new roads, driveways (~~excluding single and two family driveways~~), and parking lots.

- D. Delete the stricken text and add the bolded underlined text to Section 13.1.3.C, “Exemptions” of Article 13 – Telecommunications Overlay District, as follows. The intent of this proposed change is to clarify that collocation and modification applications, as defined in NH RSA 12-K, are exempt from the requirement to obtain a conditional use permit and major site plan review.

~~Telecommunications facilities placed on existing mounts, building or structures, or~~ **Collocations** ~~or~~ modifications to existing telecommunications facilities, provided that the proposed facility or facilities do not meet the definition of substantial modification per NH RSA 12-K.

- E. Add the bolded underlined text to Section 13.2.5 “Camouflaged Telecommunications Facilities” of

PASSED

Article 13 – Telecommunications Overlay District as follows, and update Table 13-1 to reflect this change. The intent of this proposed change is to clarify that the installation of a brand new telecommunications facility on a building or structure would require the issuance of a conditional use permit and major site plan review.

The installation of new ground-mounted **or structure mounted** towers and antennas, if camouflaged, or a substantial modification to an existing tower or mount that would maintain its camouflage, may occur within Zone 2 or Zone 3 of the View Preservation Overlay (Figure 13-1). All camouflaged facilities shall require the issuance of a building permit, conditional use permit, and major site plan review.

Table 13-1: Permitted Telecommunications Facility Types

Facility Type		Zone 1*	Zone 2*	Zone 3*	Historic District
Structure Mounted (Mounted on an existing building or structure other than a tower)	Collocation/Modification	P	P	P	P
	Fully Concealed	P	P	P	P
	Substantial Modification	CUP + SPR	CUP + SPR	CUP + SPR	CUP + SPR
	Camouflaged/Non-Camouflaged (New)	CUP + SPR	CUP + SPR	CUP + SPR	CUP + SPR
Ground Mounted (Mounted to the ground or a tower constructed primarily for the purpose of supporting telecommunications facilities)	Collocation/Modification	P	P	P	P
	Camouflaged (New)	-	CUP + SPR	CUP + SPR	-
	Non-Camouflaged (New)	-	-	CUP + SPR	-

"P" = Permitted, subject to building permit

" - " = Facility Not Permitted

"CUP" = Requires Conditional Use Permit

"SPR" = Requires Site Plan Review

*Zone 1, Zone 2, and Zone 3 of the View Preservation Overlay (see Figure 13-1)

- F. Amend Article 15 - Congregate Living & Social Service Conditional Use Permit to add a new section entitled "Conditional Use Permit Waiver" after Section 15.4, as follows. The intent of this change is to allow the Planning Board to grant a waiver from the review criteria in Section 15.2 on a case-by-case basis.

15.5 Conditional Use Permit Waiver

Where the Planning Board finds that extraordinary hardships, practical difficulties, or unnecessary and unreasonable expense would result from strict compliance with the criteria set forth in this Article, it may approve waivers from the requirements set forth in Section 15.2 of this Article.

A. Waiver Criteria

The Planning Board shall not approve any waiver unless a majority of those present and voting find that all of the following apply.

- 1. The granting of the waiver will not be detrimental to the public safety, health or welfare or injurious to other property and will promote the public interest.**
- 2. Strict conformity would pose an unnecessary hardship to the applicant and the waiver**

would not be contrary to the spirit and intent of this Article.

- 3. Specific circumstances relative to the site, or the use, indicate that the waiver will properly carry out the spirit and intent of the regulations.**

In granting a waiver, the Planning Board may require any mitigation that is reasonable and necessary to ensure that the spirit and intent of the review criteria being waived will be preserved, and to ensure that no increase in adverse impacts associated with granting the waiver will occur.

- G. Amend the following sections of Section 25.4 "Land Development Code Amendments," Sub-section 25.4.3 "Procedure," and add a new section "D" for amendments to Articles 22-28.

25.4.3 Procedure

In addition to the common application and review procedures of this Article, the following procedures shall apply with respect to proposed amendments to this LDC.

- A. ~~Articles 1 through 18, and Articles 22 through 28.~~** For amendments proposed to Articles 1 through 18 ~~and Articles 22 through 28~~ of this LDC, the same application and review procedures shall be followed as those described in Section 25.3 of this LDC, with respect to amendments to the Zoning Regulations and Zoning Map.
- B. Articles 19, and 20, and Sections 25.10-25.14 of Article 25 - "Subdivision Regulations," and "Site Development Standards," and Planning Board Application Procedures.** For amendments proposed to Articles 19, ~~and 20,~~ and Sections 25.10 through 25.14 of Article 25 of this LDC, the following procedures shall apply.
1. Planning Board Public Hearing. In accordance with NH RSA 675:6, the Planning Board shall hold a public hearing on the proposed amendments, and shall decide on whether they should be approved, approved with amendments, or denied. If the Planning Board denies the proposed amendments, the process shall come to an end.
 - a. Notice for this public hearing shall be provided pursuant to NH RSA 675:7.
 2. Introduction to and Review by Council. Following either approval or approval with amendments by the Planning Board, the proposed amendments shall be submitted to City Council as a draft ordinance. Such ordinance shall be referred to the Planning, Licenses, and Development Committee for a recommendation to City Council. Upon receipt of such recommendation, the City Council shall vote to approve or disapprove the ordinance.
 3. Filing. Following approval by City Council, the amended regulations shall be certified by a majority of the Planning Board, and shall be placed on file with the City Clerk in accordance with NH RSA 675:8. A copy of the amended regulations shall be sent to the NH Office of **Planning and Development (OPD)** ~~Strategic Initiatives (OSI)~~ for filing pursuant to NH RSA 675:9; provided, however, that failure to file the amended regulations with ~~OSI~~ **OPD** shall not affect their validity.
- C. Article 21 and Section 25.15 of Article 25 - "Historic District Regulations" and "Historic District Certificate of Appropriateness."** For amendments proposed to Article 21 and Section 25.15 of Article 25 of this LDC, the following procedures shall apply.

1. Historic District Commission Public Hearing. In accordance with NH RSA 675:6, the Historic District Commission shall hold a public hearing on the proposed amendments, and shall decide on whether they should be approved, approved with amendments, or denied. If the Historic District Commission denies the proposed amendments, the process shall come to an end.
 - a. Notice for this public hearing shall be provided pursuant to NH RSA 675:7.
2. Introduction to and Review by Council. Following either approval or approval with amendments by the Historic District Commission, the proposed amendments shall be submitted to City Council as a draft ordinance. Such ordinance shall be referred to the Planning, Licenses, and Development Committee for a recommendation to City Council. Upon receipt of such recommendation, the City Council shall vote to approve or disapprove the ordinance.
3. Filing. . Following approval by City Council, the amended regulations shall be certified by a majority of the Historic District Commission, and shall be placed on file with the City Clerk in accordance with NH RSA 675:8. A copy of the amended regulations shall be sent to the NH Office of **Planning and Development (OPD)** ~~Strategic Initiatives (OSI)~~ for filing pursuant to NH RSA 675:9; provided, however, that failure to file the amended regulations with ~~OSI~~ **OPD** shall not affect their validity.

D. Articles 22-28. Unless otherwise specified in this Article, or required by state law or regulation, the following procedures shall apply for amendments proposed to Articles 22-28 of this LDC.

- 1. Introduction to and Review by City Council. The proposed amendments shall be submitted to City Council as a draft ordinance. Such ordinance shall be referred to the Planning, Licenses, and Development Committee for a recommendation to City Council. Upon receipt of such recommendation, the City Council shall vote to approve or disapprove the ordinance.**
- 2. Filing. Following approval by City Council, the amended regulations shall be placed on file with the City Clerk.**

George S. Hansel, Mayor

Twenty-Two

Relating to Amendments to the Land Development Code

That the Code of Ordinances of the City of Keene, New Hampshire, as amended, is hereby further amended as follows.

1. That the City of Keene Land Development Code, Chapter 100, as amended, is further amended by deleting the stricken text and adding the bolded and underlined text, as follows.

A. Delete the stricken text in Section 9.2.7.C.2 “Major Reduction Request” of Article 9 – Parking and Driveways, as follows.

2. In determining whether to grant a special exception, the Zoning Board of Adjustment shall make the following findings in addition to those required for a special exception.

- a. The specific use or site has such characteristics that the number of required parking spaces is too restrictive.
- b. The requested reduction will not cause long term parking problems for adjacent properties or anticipated future uses.

A.B. Amend Section 9.3.2.2 of Article 9 - Parking & Driveways to clarify that the three foot setback from the side property line is not required for common driveways that serve more than one lot, as follows.

The driveway and associated parking space(s) shall be a minimum of 3-ft from the side property line. **Common driveways approved by the Planning Board or its designee shall be exempt from the side property line setback required by this Article.**

B.C. Delete the stricken text in Section 11.6.1.3 of Article 11 - Surface Water Protection, as follows. This proposed change is to eliminate redundancy with Section 11.5.I.1 of Article 11.

Construction of new roads, driveways (~~excluding single and two family driveways~~), and parking lots.

C.D. Delete the stricken text and add the bolded underlined text to Section 13.1.3.C, “Exemptions” of Article 13 – Telecommunications Overlay District, as follows. The intent of this proposed change is to clarify that collocation and modification applications, as defined in NH RSA 12-K, are exempt from the requirement to obtain a conditional use permit and major site plan review.

~~Telecommunications facilities placed on existing mounts, building or structures, or~~ **Collocations** **or** modifications to existing telecommunications facilities, provided that the proposed facility or

facilities do not meet the definition of substantial modification per NH RSA 12-K.

D.E. Add the bolded underlined text to Section 13.2.5 “Camouflaged Telecommunications Facilities” of Article 13 – Telecommunications Overlay District as follows, and update Table 13-1 to reflect this change. The intent of this proposed change is to clarify that the installation of a brand new telecommunications facility on a building or structure would require the issuance of a conditional use permit and major site plan review.

The installation of new ground-mounted **or structure mounted** towers and antennas, if camouflaged, or a substantial modification to an existing tower or mount that would maintain its camouflage, may occur within Zone 2 or Zone 3 of the View Preservation Overlay (Figure 13-1). All camouflaged facilities shall require the issuance of a building permit, conditional use permit, and major site plan review.

Table 13-1: Permitted Telecommunications Facility Types

Facility Type		Zone 1*	Zone 2*	Zone 3*	Historic District
Structure Mounted (Mounted on an existing building or structure other than a tower)	Collocation/Modification	P	P	P	P
	Fully Concealed	P	P	P	P
	Substantial Modification	CUP + SPR	CUP + SPR	CUP + SPR	CUP + SPR
	<u>Camouflaged/Non-Camouflaged (New)</u>	<u>CUP + SPR</u>	<u>CUP + SPR</u>	<u>CUP + SPR</u>	<u>CUP + SPR</u>
Ground Mounted (Mounted to the ground or a tower constructed primarily for the purpose of supporting telecommunications facilities)	Collocation/Modification	P	P	P	P
	Camouflaged (New)	-	CUP + SPR	CUP + SPR	-
	Non-Camouflaged (New)	-	-	CUP + SPR	-

"P" = Permitted, subject to building permit

" - " = Facility Not Permitted

"CUP" = Requires Conditional Use Permit

"SPR" = Requires Site Plan Review

*Zone 1, Zone 2, and Zone 3 of the View Preservation Overlay (see Figure 13-1)

E.F. Amend Article 15 - Congregate Living & Social Service Conditional Use Permit to add a new section entitled “Conditional Use Permit Waiver” after Section 15.4, as follows. The intent of this change is to allow the Planning Board to grant a waiver from the review criteria in Section 15.2 on a case-by-case basis.

15.5 Conditional Use Permit Waiver

Where the Planning Board finds that extraordinary hardships, practical difficulties, or unnecessary and unreasonable expense would result from strict compliance with the criteria set forth in this Article, it may approve waivers from the requirements set forth in Section 15.2 of this Article.

A. Waiver Criteria

The Planning Board shall not approve any waiver unless a majority of those present and voting find that all of the following apply.

1. The granting of the waiver will not be detrimental to the public safety, health or welfare

or injurious to other property and will promote the public interest.

2. Strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of this Article.
3. Specific circumstances relative to the site, or the use, indicate that the waiver will properly carry out the spirit and intent of the regulations.

In granting a waiver, the Planning Board may require any mitigation that is reasonable and necessary to ensure that the spirit and intent of the review criteria being waived will be preserved, and to ensure that no increase in adverse impacts associated with granting the waiver will occur.

F.G. Amend the following sections of Section 25.4 “Land Development Code Amendments,” Sub-section 25.4.3 “Procedure,” and add a new section “D” for amendments to Articles 22-28.

25.4.3 Procedure

In addition to the common application and review procedures of this Article, the following procedures shall apply with respect to proposed amendments to this LDC.

- A. ~~Articles 1 through 18, and Articles 22 through 28.~~** For amendments proposed to Articles 1 through 18 ~~and Articles 22 through 28~~ of this LDC, the same application and review procedures shall be followed as those described in Section 25.3 of this LDC, with respect to amendments to the Zoning Regulations and Zoning Map.
- B. Articles 19, and 20, and Sections 25.10-25.14 of Article 25 - "Subdivision Regulations," and "Site Development Standards," and Planning Board Application Procedures.** For amendments proposed to Articles 19, ~~and 20,~~ and Sections 25.10 through 25.14 of Article 25 of this LDC, the following procedures shall apply.
 1. Planning Board Public Hearing. In accordance with NH RSA 675:6, the Planning Board shall hold a public hearing on the proposed amendments, and shall decide on whether they should be approved, approved with amendments, or denied. If the Planning Board denies the proposed amendments, the process shall come to an end.
 - a.** Notice for this public hearing shall be provided pursuant to NH RSA 675:7.
 2. Introduction to and Review by Council. Following either approval or approval with amendments by the Planning Board, the proposed amendments shall be submitted to City Council as a draft ordinance. Such ordinance shall be referred to the Planning, Licenses, and Development Committee for a recommendation to City Council. Upon receipt of such recommendation, the City Council shall vote to approve or disapprove the ordinance.
 3. Filing. Following approval by City Council, the amended regulations shall be certified by a majority of the Planning Board, and shall be placed on file with the City Clerk in accordance with NH RSA 675:8. A copy of the amended regulations shall be sent to the NH Office of Planning and Development (OPD) ~~Strategic Initiatives (OSI)~~ for filing pursuant to NH RSA 675:9; provided, however, that failure to file the amended regulations with ~~OSI~~ OPD shall not affect their validity.

C. **Article 21 and Section 25.15 of Article 25 – “Historic District Regulations” and “Historic District Certificate of Appropriateness.”** For amendments proposed to Article 21 **and Section 25.15 of Article 25** of this LDC, the following procedures shall apply.

1. Historic District Commission Public Hearing. In accordance with NH RSA 675:6, the Historic District Commission shall hold a public hearing on the proposed amendments, and shall decide on whether they should be approved, approved with amendments, or denied. If the Historic District Commission denies the proposed amendments, the process shall come to an end.
 - a. Notice for this public hearing shall be provided pursuant to NH RSA 675:7.
2. Introduction to and Review by Council. Following either approval or approval with amendments by the Historic District Commission, the proposed amendments shall be submitted to City Council as a draft ordinance. Such ordinance shall be referred to the Planning, Licenses, and Development Committee for a recommendation to City Council. Upon receipt of such recommendation, the City Council shall vote to approve or disapprove the ordinance.
3. Filing. . Following approval by City Council, the amended regulations shall be certified by a majority of the Historic District Commission, and shall be placed on file with the City Clerk in accordance with NH RSA 675:8. A copy of the amended regulations shall be sent to the NH Office of **Planning and Development (OPD)** ~~Strategic Initiatives (OSI)~~ for filing pursuant to NH RSA 675:9; provided, however, that failure to file the amended regulations with ~~OSI~~ **OPD** shall not affect their validity.

D. **Articles 22-28. Unless otherwise specified in this Article, or required by state law or regulation, the following procedures shall apply for amendments proposed to Articles 22-28 of this LDC.**

1. **Introduction to and Review by City Council. The proposed amendments shall be submitted to City Council as a draft ordinance. Such ordinance shall be referred to the Planning, Licenses, and Development Committee for a recommendation to City Council. Upon receipt of such recommendation, the City Council shall vote to approve or disapprove the ordinance.**
2. **Filing. Following approval by City Council, the amended regulations shall be placed on file with the City Clerk.**

George S. Hansel, Mayor



CITY OF KEENE NEW HAMPSHIRE

ITEM #H.1.

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: Request to Use City Property - Gathering of the Gourds and Taste of Keene Food Festival

Recommendation:

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends the requests for use of City property for the Gathering of the Gourds and the Taste of Keene Food Festival be placed on more time to allow for protocol meetings to be scheduled. Councilor Johnsen was absent for the vote.

Attachments:

None

Background:

Because both agenda items two and three were similar, the Chair heard them together. Both requests were for use of City property, one for the Let it Shine Gathering of the Gourds (formerly the Pumpkin Festival) and the other for the Keene Young Professionals Taste of Keene Food Festival. Neither group had met with City Staff yet for the necessary protocol meetings. Thus, the recommendation was to place these on more time to allow those meetings to occur.

With no comments or questions from the Committee or public, Chair Bosley entertained a motion from Councilor Jones, which was duly seconded by Councilor Ormerod.

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends the requests for use of City property for the Gathering of the Gourds and the Taste of Keene Food Festival be placed on more time to allow for protocol meetings to be scheduled. Councilor Johnsen was absent for the vote.



CITY OF KEENE NEW HAMPSHIRE

ITEM #K.1.

Meeting Date: January 19, 2023
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Relating to an Appropriation of Funds for the Solid Waste Fund
Resolution R-2023-06

Recommendation:

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2023-06.

Attachments:

1. Resolution R-2023-06_Referral

Background:

Asst. Public Works Director/Solid Waste Manager Duncan Watson addressed the Committee next. Mr. Watson stated the transfer station received greater revenue than expected from its operations. Although the Department routinely projects its revenue and expenditures as part of its operating budget; this time the revenue was greater than the expenses and this Resolution serves as an accounting exercise to balance the revenue with the expenditures. Chair Powers questioned the reason for the extra revenue. Mr. Watson stated this region seems to be doing well with construction and the extra revenue is a reflection of more trash being disposed at the transfer station.

Councilor Chadbourne made the following motion, which was seconded by Councilor Lake.

On a 5-0 roll call vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2023-06.



CITY OF KEENE

Twenty-three

In the Year of Our Lord Two Thousand and

Relating to the Appropriation of Funds for the Solid Waste Fund

A RESOLUTION

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

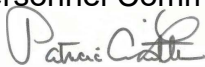
Account#	Description	FY21/22 Budget	Additional Request	Revised Budget
21200000-524480	Disposal-Operations	\$2,021,867	\$300,000	\$2,321,867
21242200-524480	Disposal-Demolition	105,251	6,000	111,251

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

In City Council January 5, 2023.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

PASSED