City of Keene
New Hampshire

KEENE CITY COUNCIL
Council Chambers, Keene City Hall
January 21, 2016
7:00 PM

Roll Call
Pledge of Allegiance
Minutes of Preceding Meetings

HEARINGS/PRESENTATIONS/PROCLAMATIONS

- Honeywell – ESCO Project Performance – Year 3 Cost Avoidance

1. ELECTIONS/NOMINATIONS/APPOINTMENTS/CONFIRMATIONS

A. Nominations – Airport Advisory Committee, Ashuelot River Park Advisory Board, Assessors Board, Cities for Climate Protection, Heritage C5ommission, Historic District Commission, Martin Luther King, Jr./Jonathan Daniels Committee, Partner City Committee, Planning Board, Southwest Regional Planning Commission, Trustees of Trust Funds
B. Appointment – Special Committee – Recruitment of a City Manager
C. Vacancy Declarations – Airport Advisory Committee, Ashuelot River Park Advisory Board, Partner City Committee
D. Confirmations – Bicycle/Pedestrian Path Advisory Committee, Heritage Commission, Assessors Board
E. Confirmation – Historic District Commission

2. COMMUNICATIONS

A. Mary Arnott – Eversource Substation on Route 12 – Tree Cutting along Route 12
B. Greg Pregent – Resignation – Bicycle Pedestrian Path Advisory Committee
C. Karen Chabot – Resignation – Martin Luther King, Jr./Jonathan Daniels Committee
D. Hundred Nights, Inc. – Lodging House License
E. Chuck Redfern/Pathways for Keene – Request to Use City Property – 4 on the 4th Road Race (Community Event)

3. REPORTS

A. COUNCIL COMMITTEES

1. Periodic Report – Library Board of Trustees – MSFI COM
2. Extension of Victoria Street and Removal of Sidewalk on South Side of Water St – MSFI
3. NH Rt. 9/Base Hill Road Intersection Improvement Project – Landscape Agreement – MSFI
4. Liberty Utilities Incident – Report Out – MSFI COM
5. Local Emergency Operations Plan – MSFI COM
6. Request to Use City Property – Ice and Snow Festival – PLD COM
7. Highway Safety Grant – Police Department – FOP COM
8. Request to Accept a Monetary Donation – FOP COM
9. Request to Accept a Donation – Partner City Committee – FOP COM
10. Sole Source - Holland Company – Chemical Supplier – FOP COM
11. Inter-municipal Agreement with Roxbury for Watershed Patrols – FOP COM

B. CITY OFFICERS AND DEPARTMENTS
1. General Comments –City Manager
2. 2017 – 2022 Proposed Capital Improvements Program – Finance Director

C. BOARDS AND COMMISSIONS

D. MORE TIME

E. QUARTERLY REPORTS
1. Fourth Quarter – 2015 – MSFI COM
2. Fourth Quarter – 2015 – PLD COM
3. Fourth Quarter – 2015 – FOP COM

4. ORDINANCES FOR FIRST READING

5. ORDINANCES FOR SECOND READING

6. RESOLUTIONS

A. Relating to Fiscal Policies
1. Memorandum – Finance Director
2. Resolution R-2016-02

B. Relating to the Absolute Discontinuance of a Portion of Summit Road
1. Report – MSFI COM
2. Resolution R-2015-42

C. Relating to the Discontinuance of a Portion of Summit Road
1. Report – MSFI COM
2. Resolution R-2011-32

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, December 17, 2015. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Terry M. Clark, James P. Duffy, Sheryl A. Redfern, Kris E. Roberts, Janis O. Manwaring, Robert J. O'Connor, Randy L. Filiault, Emily P. Hague, Thomas F. Powers, Bettina A. Chadbourne, David R. Meader, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Councilor Duffy led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the December 3, 2015 meeting was duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS – MAYOR

The Mayor reminded the Councilors that the Municipal Services, Facilities and Infrastructure Committee; the Planning, Licenses and Development Committee; and the Finance, Organization and Personnel Committee will all be canceled next week. The Mayor further reminded the Council that Friday, January 1, 2016 at noon will be the Inauguration of the 2016-2017 City Council. He continued there will be an orientation for all City Council members on Monday, January 4th at 5:30 PM. The City Attorney will be updating everyone on the recent changes in RSA 91-A as well as clarifications of the Rules of Order. The Mayor went on to announce that the first City Council meeting on January 7th will be canceled. The first regular meeting for the City Council will be held on Thursday, January 21st. He continued that the second part of the orientation process for all City Council members will be on Monday, January 11th at 5:30 PM in the IT Training Room. The focus will be on email accounts, technology, and the use policies for email accounts. The Mayor mentioned on Tuesday, January 12th at 6:30 PM in Council Chambers will be the second part of the Fiscal Policies Workshop. The Mayor finished by noting that on Wednesday, January 13th, the Municipal Services, Facilities and Infrastructure Committee and the Planning, Licenses and Development Committee will have their first meeting of the year, and on Thursday, January 14th, the Finance, Organization and Personnel Committee will have their first meeting of 2016.

NOMINATIONS

The following nominations to City boards and commissions were received from the Mayor: Emily Coey to serve as an alternate member on the Bicycle/Pedestrian Path Advisory Committee for a term to expire December 31, 2018; Kevin M. Dremel to serve as a regular member on the Heritage Commission for a term to expire December 31, 2018; and Barry LeClair to serve as a regular member on the Assessors Board for an extended term to expire December 31, 2018. The confirmations will occur at the next regular meeting.

CONFIRMATIONS

A motion was made by Councilor Greenwald and duly seconded to confirm the following nominations: Alan Bettler to the Agricultural Commission for a term to expire December 31, 2018; Peter Delaney to the Airport Advisory Commission for a term to expire December 31, 2018; Rodney Thompson to the Airport Advisory Commission for a term to expire December 31, 2018; Judy Sadoski to the Ashuelot River Park Advisory Board for a term to expire December 31, 2018; George Foskett to the Ashuelot River Park Advisory Board for a term to expire December 31, 2018; Thom Little to the Bicycle/Pedestrian Path Advisory Committee for a term to expire

December 31, 2018; Thomas O. Haynes to the Conservation Commission for a term to expire December 31, 2018; Thomas Moses to Keene Housing for an extended term to expire December 31, 2020; Jennifer Marsh to Keene Housing for an extended term to expire December 31, 2019; Pamela Russell Slack to Keene Housing for an extended term to expire December 31, 2018; William Hay to the Martin Luther King, Jr./Jonathan Daniels Committee for a term to expire December 31, 2018; Karen Chabot to the Martin Luther King, Jr./Jonathan Daniels Committee for a term to expire December 31, 2018; Melanie Everard to the Martin Luther King, Jr./Jonathan Daniels Committee for a term to expire December 31, 2018; Gary Spykman to the Planning Board for a term to expire December 31, 2018; Nathaniel Stout to the Planning Board for a term to expire December 31, 2018; Kelly Graham to serve as a regular member on the Southwest Regional Planning Commission for an extended term to expire December 31, 2017; Marilyn Gemmell to the Trustees of Trust Funds and Cemetery Trustees for a term to expire December 31, 2018; Nathaniel Stout to the Zoning Board of Adjustment for a term to expire December 31, 2018; and Josh Gorman to serve as an alternate member on the Zoning Board of Adjustment for a term to expire December 31, 2018. On a roll call vote, with 15 Councilors present and voting in favor the motion carried.

NOMINATION

The following nomination to City boards and commissions was received from the Mayor: James P. Duffy to serve as a regular member on the Historic District Commission for a term to expire December 31, 2018. The confirmation will occur at the next regular meeting.

APPOINTMENT – AD HOC COMMITTEE – DRUG ADDICTION SOLUTIONS

The following appointments to the Ad Hoc Committee on Drug Addiction Solutions were received from the Mayor: Jose Montero and John Manning as regular members. A motion by Councilor Greenwald was duly seconded to accept the Mayor's appointments. The motion passed with a unanimous vote in favor.

COMMUNICATION – GEORGE S. HANSEL - RESIGNATION FROM PLANNING BOARD

A communication was received from George S. Hansel resigning from his position on the Planning Board. A motion by Councilor Greenwald to accept the resignation with regret and appreciation for service on the board was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – JOHN BYRNES – DONATION OF PHOTOGRAPH OF FORMER MAYOR, MICHAEL EJ BLASTOS

A communication was received from John Byrnes of Swanzey, requesting the City of Keene accept the donation of a photograph of Mayor Michael EJ Blastos to hang in the recently renovated Michael EJ Blastos Community Room. The communication was referred to the Municipal Services, Facilities and Infrastructure Committee.

MSFI REPORT – TRAFFIC CALMING/ROAD DIET CHANGES – MAPLE ACRES NEIGHBORHOOD

Municipal Services, Facilities and Infrastructure Committee report read recommending the acting City Manager be authorized to move forward and do all things necessary with the recommended Traffic Calming/Road Diet Preferred Alternative as presented. A motion by Councilor Duffy to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – PANHANDLING

Municipal Services, Facilities and Infrastructure Committee report read recommending the issue of panhandling be reported out. The report was filed as informational.

PLD REPORT – PERIODIC REPORT – PLANNING BOARD

Planning, Licenses and Development Committee report read recommending the report on the activities of the Planning Board be accepted as informational. The report was filed as informational.

PLD REPORT – DOWNTOWN BANNERS – KEENE ROTARY CLUB

Planning, Licenses and Development Committee report read recommending the acting City Manager be authorized to execute an amended revocable license and indemnification agreement with the Keene Rotary Club that would authorize the assignment of their license in connection with a non-profit or designated "community events" occurring within the City of Keene. A motion by Councilor Meader to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – COLLABORATION BETWEEN CITY OF KEENE AND KEENE SENIOR CENTER

Planning, Licenses and Development Committee report read recommending the City Council approve discussions by the Keene Senior Center and the Parks and Recreation Department concerning collaboration between the two parties. A first goal would be to report back to the City Council within six months with the findings of the discussions and recommendations for further action. A motion by Councilor Meader to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – FREE PARKING WEEKENDS IN 2016 – KEENE DOWNTOWN GROUP

Planning, Licenses and Development Committee report read recommending the City Council approve the request for free downtown events in 2016 for the following dates: March 4th &5th Spring Fling, June 3rd & 4th Artwalk, July 22nd & 23rd Keene Karnivale, and November 4th & 5th Local First Weekend. A motion by Councilor Meader to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – DONATION OF PROPERTY – OLD GILSUM ROAD

Planning, Licenses and Development Committee report read recommending the City Council accept the donation of the property located on Old Gilsum Road, PARID #173-02-003.0000 subject to due diligence from the City Attorney's office, with gratitude. A motion by Councilor Meader to carry out the intent of the report was duly seconded. Councilor Meader noted he had been provided a substitute motion and moved to amend the committee report to state the following: "That the City Council accept the donation of the property located on Old Gilsum Road, PARID #173-02-003.0000 with gratitude, subject to due diligence from the City Attorney's office, and an acceptable level 1 environmental survey to be paid for from the Land Use Change Tax Fund." The motion passed with a unanimous vote in favor.

PLD REPORT – SPECIALIZED MISSION VEHICLE REPORT

Planning, Licenses and Development Committee report read recommending the report concerning the use and costs associated with the Homeland Security grant Special Mission Vehicle be accepted as informational. The report was filed as informational.

PLD REPORT – PERIODIC UPDATES ON THE USE OF THE BEARCAT ARMORED VEHICLE

Planning, Licenses and Development Committee report read recommending the City Council rescind the requirement for the periodic updates on the bearcat armored vehicle. A motion by Councilor Meader to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATION - PARKS, RECREATION AND FACILITIES

Finance, Organization and Personnel Committee report read recommending the Acting City Manager be authorized to do all things necessary to accept donations in the amount of $190.00 and that the money be used by the Parks, Recreation and Facilities Department. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF FUNDING - YOUTH SERVICES

Finance, Organization and Personnel Committee report read recommending the Acting City Manager be authorized to do all things necessary to accept and administer funds provided by Cheshire County for Youth Services Programs. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – WINCHESTER STREET/NH ROUTE 10 BRIDGE OVER ASH SWAMP BROOK

Finance, Organization and Personnel Committee report read recommending the acting City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Clough Harbour & Associates, for an Engineering Study Phase of the Winchester

Street/NH 10 Bridge over Ash Swamp Brook Replacement Project, for an amount not to exceed $61,707. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – NH ROUTE 12/MAIN STREET BRIDGE REPLACEMENT OVER BEAVER BROOK

Finance, Organization and Personnel Committee report read recommending the acting City Manager be authorized to do all things necessary to negotiate and execute a change order with The Louis Berger Group Inc. for additional technical services for the reconstruction of the water and sewer utilities for an amount not to exceed $16,494. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – MUNICIPAL WORK ZONE AGREEMENT

Finance, Organization and Personnel Committee report read recommending the acting City Manager be authorized to sign the New Hampshire Department of Transportation Municipal Work Zone Agreement for the State Multi-Use Bridge over NH Rt.101 (State Project 10309-P) and the Base Hill Road/Rt. 9 Intersection Project (State Project Keene 26765). A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – RULE STREET/SULLIVAN STREET DRAINAGE IMPROVEMENT PROJECT

Finance, Organization and Personnel Committee report read recommending the Acting City Manager be authorized to do all things necessary to negotiate and execute a change order with Philip J Mathewson Companies for additional work associated with the Rule Street/Sullivan Street Drainage Improvement Project for an amount not to exceed $67,690. Further, that funds from the Depot Road Drainage project (90293-A), the Drainage Spot Repairs project (90022-16) and the 2013 Infrastructure Project (90254-A) be reallocated to the Rule Street/Sullivan Street Drainage Improvement Project. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

ACTING CITY MANAGER – COMMENTS

The acting City Manager stated that he has provided each of the Council members an update on the construction season. The acting City Manager continued relative to City staff, at the New Hampshire Building Officers Annual Meeting, Mike Hagan, one of our Code Enforcement Officers, was elected to the governing board for a two year term. He continued that Fleet Services will be hosting a Granite State Clean Cities Annual Stakeholders meeting from 8:30 AM to 2:30 PM on Tuesday, March 24th in the Michael EJ Blastos Room. This will be an invitational and educational seminar on alternative fuels, including biodiesel. The acting City Manager stated that the Secretary of State has announced that Tuesday, February 9th will be the Presidential Primary Election date. The City Clerk's Office is seeking volunteers to work at the polls that day. He went to speak about the Community Movie Tour Book Agreement, noting this agreement will provide videos about the City; advertising the City, putting out information about the community and marketing to other communities. The acting City Manager continued that the Chamber will be hosting a broadband forum and this is a crucial element to the economic development of a community. The Mayor further commented that Rebecca Landry, IT Director, is planning a presentation regarding Gigabyte Keene which will be presented to the City Council. The Acting City Manager went on to state that Matt Byrnes and Dave Harris of Public Works have passed the written test for wastewater collection #2. He noted there are 4 levels to this certification. All of the employees in Water/Sewer Meters Division have wastewater collection certificates and drinking water distributions licenses of various levels. Todd Calderwood, Water/Sewer Foreman has completed the NorthEast Waterworks Association course on hands on valve operations and maintenance. The acting City Manager stated that the Annual Employee Recognition Event was recently held at which 54 employees were recognized for more than 894 combined years of service. At this event, a work group from Parks, Recreation and Facilities which included: Chuck Sweeney, Gary Croteau, Matthew Jewett and John Milledge were recognized for an employee achievement award in creativity innovation by repurposing an old axle to work around the parks. The acting City Manager stated that between Winter Street to Court Street will be closed for construction on Wednesday, December 23rd from 6:00 AM to 3:00 PM. The acting City Manager continued with a message from Beth Bendel of Monadnock Aviation, that the Marketing Committee at the Airport is meeting regularly and working on developing a full marketing and public relations plan. The acting City Manager closed his comments by stating that the Fire Department staff stripped and re-waxed the floors in their facility recently. They have taken ownership of their building to maintain it.

MEMORANDUM – COUNCILOR EMILY HAGUE - CITY COUNCIL GOALS SPECIAL COMMITTEE – RECOMMENDATION ON ESTABLISHING LONG TERM GOALS FOR THE CITY COUNCIL

A memorandum was received from Councilor Hague, Chair of the City Council Goals Special Committee, recommending the 2016 Keene City Council engage in the services provided by Primex to undertake a Goal Setting Facilitated Session to develop biennial goals which will guide Council policy-making and enhance its leadership of the City of Keene. A motion by Councilor Hague to carry out the intent of the memorandum was duly seconded. The motion passed with a unanimous vote in favor. The Mayor thanked the members of the Special Committee for their work.

MORE TIME

More time was granted by the Chair for the following items in Committee: Relinquishment of Parking Spaces of Railroad Property; Resolution R-2015-42: Absolute Discontinuance of a Portion of Summit Road, and; Extension of Victoria Street and Removal of Sidewalk on Water Street.

PLD REPORT AND ORDINANCE O-2015-13-A: RELATING TO LICENSES AND PERMITS

Planning, Licenses and Development Committee report read recommending the adoption of Ordinance O-2015-13-A. The report was filed as informational. Ordinance O-2015-13-A: Relating to Licenses and Permits was read for the second time. A motion by Councilor Meader for adoption of the Ordinance was duly seconded. On motion by Councilor Powers voted unanimously to amend the Ordinance by replacing the reference to "emergency management director" with the position of "fire chief" in Section 46-62, Temporary Position. Relative to the motion for adoption, on a roll call vote, with 15 Councilors present and voting in favor the motion carried. Ordinance O-2015-13-B declared adopted.

FOP REPORT AND RESOLUTION R-2015-45: APPROVING AN APPLICATION FOR CDBG FUNDS

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2015-45. The report was filed as informational. Resolution R-2015-45: Approving an Application for CDBG Funds was read for the second time. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On a roll call vote with 15 Councilors present and voting in favor, the motion carried. Resolution R-2015-45 declared adopted.

FAREWELL REMARKS FROM OUTGOING COUNCILORS

The Mayor acknowledged the following outgoing members of the Keene City Council: Sheryl A. Redfern as the Ward One Councilor for 2014-2015; Emily P. Hague as an At-Large Councilor 2014-2015; James P. Duffy as a Ward Four Councilor 2006-2015; Kris E. Roberts as an At-Large Councilor 2008-2015 and David R. Meader with a most recent term as At-Large Councilor for 2012-2015, but with total service amounting to 19 years. The Councilors were presented gifts of appreciation and a key to the City from the Mayor. In turn, each Councilor was recognized for farewell remarks.

NON-PUBLIC SESSION

At 8:20 PM, a motion by Councilor Greenwald to go into non-public session for the purposes of personnel under RSA 91-A:3 II(a), was duly seconded. On a roll call vote, 15 Councilors were present and voted in favor. A brief recess was called. The discussion in nonpublic was limited to the subject matter. The session concluded at 9:40 PM. A motion by Councilor Greenwald to keep the minutes in non-public session was duly seconded. On roll call vote, 15 Councilors were present and voting in favor.

ADJOURNMENT

At 9:41 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest: Patricia Little

City Clerk

Pursuant to Section 20 of the City Charter, a special meeting of the Keene City Council was held Friday, January 1, 2016, for the purpose of swearing in the Mayor and City Councilors-elect. The meeting was called to order at 12:00 Noon by the City Clerk, Patricia A. Little. The City Clerk announced that Kendall W. Lane was present to take the oath of office as Mayor of the City of Keene. The Honorable Howard B. Lane, Jr. administered the oath of office to the Mayor-elect. The Mayor directed the City Clerk to call a roll of the Councilors-elect. Carl B. Jacobs, Jay V. Kahn, Randy L. Filiault, Thomas F. Powers, III, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Steven L. Hooper, Bettina A. Chadbourne, David C. Richards. The Mayor administered the oath of office to the Councilors-elect. The Mayor directed the Clerk to call the roll of the full City Council. Carl B. Jacobs, Janis O. Manwaring, Robert J. O'Connor, Terry M. Clark, Jay V. Kahn, Randy L. Filiault, Thomas F. Powers, III, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. The Reverend Michael F. Hall gave the invocation. The Pledge of Allegiance was led by Claire and William O'Connor.

INAUGURATION SPEECH

Mayor Lane began by welcoming all in attendance and thanking them for coming to this opening meeting that marks the beginning of the 2016-2017 session of the Keene City Council. He went on to thank recently retired City Manager John MacLean for his 20 years of service to the City of Keene. It was through his efforts as chief administrative official for the City that we were guided through flooding and recovery, various disturbances and recession, and were still able to reinvest in our sewage treatment plant, our water system and our roads and create a smooth running organization that has continued to move forward since his retirement in October.

The Mayor then went on to thank those members of the staff present, and particularly Patty Little, City Clerk, Tom Mullins, City Attorney, and Medard Kopczynski, Acting City Manager. He noted it is through their expert assistance and direction that the City runs smoothly and the policies of the City Council are accomplished.

He went on to congratulate all those who have been sworn in today and will be serving the City for the next 2 years. He acknowledged in particular ther five new City Councilors: Steve Hooper, Bob Sutherland, George Hansel, Jay Kahn and Gary Lamoureux.

For almost 280 years people have come to Keene to establish a better life for themselves and their families. And despite all the changes that have taken place over that time, the City Council should look at our accomplishments and be proud of the results.

Most recently, the City has been working with Keene Ice to complete the ice arena at 380 Marlborough Street, which is now open to the public and is already enjoying a great deal of activity. The Cheshire Rail Trail continues to be expanded and improved. The Roundhouse T project between School and Island Streets has been completed. The section from Whitcomb's Mill Road to Hurricane Road has been completed. Soon, the section from Hurricane Road to Ammi Brown Road and Summit Road will be upgraded and South Bridge is scheduled for construction this year. We have also continued the process of reconstructing roads. Ralston Street area and Upper Washington Street reconstruction is substantially completed and the Winter Street and Summer Street reconstruction has been completed.

The College/City Commission has recently issued their first report and staff will be implementing many of the recommendations to improve the relationship between the residents of Keene and the students.

The Mayor's Committee on Drug Addiction Solutions has held several meetings and is working with both state and local groups to address the heroin addiction crisis.

These accomplishments, however, are merely a prelude to the challenges that we look forward to addressing over the next few years.

We are continuing our work on the implementation of the Comprehensive Master Plan. Over the next few years we will be working on the land use codes for the City of Keene to bring them into conformity with the Master Plan and to provide a platform for economic development. We must also continue our work to combat the heroin addiction crisis that has afflicted our City. This impacts the crime rate, the economic viability and the health and welfare of our fellow citizens. It is a public health epidemic that we must all work together to resolve.

And we must continue our efforts to provide the administrative stability this City has enjoyed for the past 38 years.

The Mayor stated that the principle issue facing the City is the need to support and expand our economic base. Since becoming Mayor he has revived the President's Court and they have had several luncheons with the business leadership in Keene to discuss issues of concern to them, including recruiting of the future employment base and the creation of desirable amenities to make the City a desirable place for families to live, work, play and stay.

But this is only a beginning. We must partner with our 3 colleges, River Valley Community College, Antioch New England University and Keene State College to support and develop our future workforce.

We must recognize that our workforce housing infrastructure is aging and by encouraging investment in affordable housing for our working families, it will better assist with corporate recruitment.

We need to create a high speed internet network that would support local businesses and allow people to conduct business on a remote basis. That is the direction of the economy in the 21st century.

We must continue to invest in our roads and bridges to allow goods and people to access the outside markets. We must continue to invest in the amenities which make the quality of life here in Keene desirable for families to live, work, play and stay. These steps will, in the long run, expand our tax base so Keene will have a stable tax rate and be an affordable place to live. This is how we will grow and prosper in the future.

Our goals are clear - to make Keene the best small City in America - to attract a 21st century workforce - to make Keene the first choice to raise a family - to obtain employment - to shop - to go to school.

We need to work to maintain a balance between the environmental quality, economic quality and the social equity in our community.

To achieve this and to maintain our quality of life is the challenge. Over the next 2 years we need to work together, not only as a City Council, but as a community made up of many people who care deeply about this City with a unified goal and a common purpose to chart the course for the future of our region and our community.

RESOLUTION R-2016-01: RELATING TO THE KEENE CITY COUNCIL'S RULES OF ORDER

Resolution R-2016-01 was read for the first time by title only. Councilor Richards moved for adoption of the Resolution. On roll call vote, 15 Councilors were present and voting in favor. Resolution R-2014-01 was declared adopted.

ANNOUNCEMENT OF STANDING COMMITTEES

The City Clerk read the Mayor's appointments to the City Council's Standing Committees. To the Municipal Services, Facilities and Infrastructure Committee: Janis O. Manwaring, Randy L. Filiault, Robert J. O'Connor, Stephen L. Hooper and Gary P. Lamoureux. To the Planning, Licenses and Development Committee: David C. Richards, Philip M. Jones, Bettina A. Chadbourne, George S. Hansel and Robert B. Sutherland. To the Finance, Organization and Personnel Committee: Mitchell H. Greenwald, Carl B. Jacobs, Thomas F. Powers, Terry M. Clark and Jay V. Kahn. The appointments were filed into the record.

The Reverend Michael F. Hall gave the benediction. As being no further business, the Mayor adjourned the meeting at 12:32 PM.

A true record, attest: Patricia Little

City Clerk

1A

City of Keene
New Hampshire

January 19, 2016

TO: The Keene City Council

FROM: Kendall W. Lane, Mayor

SUBJECT: Nomination

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

AIRPORT ADVISORY COMMITTEE
Robert Sutherland, Councilor, slot 7 — Term expires December 31, 2018

ASHUELOT RIVER PARK ADVISORY BOARD
Steve Hooper, Councilor, slot 1 — Term expires December 31, 2017
Charles Redfern, slot 7 — Term expires December 31, 2018

ASSESSORS BOARD
Joshua Greenwald, slot 3 — Term expires December 31, 2017
Real Estate Agent
Keene, NH

CITIES FOR CLIMATE PROTECTION
Mari Brunner, slot 1, reappoint — Term expires December 31, 2018
Gary Lamoureux, Councilor, slot 3 — Term expires December 31, 2017
Megan D. Straughen, slot 7 — Term expires December 31, 2018
Keene, NH
Larry Dachowski, Ph.D., alternate, slot 10 — Term expires December 31, 2018
Keene, NH

HERITAGE COMMISSION
Terry Clark, Councilor, slot 5, reappoint — Term expires December 31, 2017

HISTORIC DISTRICT COMMISSION
David Bergeron, alternate, slot 9, reappoint — Term expires December 31, 2018
Paul Cooper, alternate, slot 10, reappoint — Term expires December 31, 2018

MARTIN LUTHER KING, JR. /JONATHAN DANIELS COMMITTEE
Rev. Michael Hall, slot 3
Keene, NH

PARTNER CITY COMMITTEE

Jay Kahn, Councilor, slot 2	Term expires December 31, 2017
Dawn Thomas-Smith, slot 4, reappoint	Term expires December 31, 2018
Karen Parsells, slot 6, reappoint	Term expires December 31, 2018
Kathy Frink, slot 7, reappoint	Term expires December 31, 2018

PLANNING BOARD

Chris Cusack, slot 1	Term expires December 31, 2017
George Hansel, Councilor, slot 9	Term expires December 31, 2017
James Duffy, alternate, slot 10	Term expires December 31, 2018

SOUTHWEST REGIONAL PLANNING COMMISSION

Richard Berry, slot 3, reappoint	Term expires December 31, 2019

TRUSTEES OF TRUST FUNDS

Kathy Snow, slot 2	Term expires December 31, 2018

January 15th, 2016

To Whom It May Concern:

It would be an honor to serve on the City of Keene's Cities for Climate Protection Committee. I am deeply concerned about the threat of climate change, the effects on our City and what actions we can take now to help mitigate current and future effects.

I moved to the City of Keene in 2011 to attend Antioch University of New England. I graduated in 2013 with a Master of Science Degree in Environmental Studies. After traveling for a period of time I returned to the Keene area in November of 2014 and began working for the Monadnock Food Co-op. The Co-op fit my needs well as I am intensely passionate about working to strengthen our regional food system and the ways in which this can mitigate some of the environmental problems we are facing. Working as the Sustainability Coordinator for the Co-op has allowed me to position myself in the midst of our food system while working on a wide range of projects aimed at enhancing the Co-op's sustainability and reducing our carbon footprint and environmental impacts.

It would be an honor to serve the City of Keene by joining the Cities for Climate Protection Committee. I thank you for your consideration.

Regards,

Megan D. Straughen

Megan D. Straughen
Sustainability Coordinator
Accounts Payable
Board Administrator
Monadnock Food Co-op
34 Cypress St · Keene, NH · 03431
Direct Line: (603) 283-5404

1B

City of Keene
New Hampshire

Date: January 19, 2016

To: The Keene City Council

From: Kendall Lane, Mayor

Subject: Appointment of the Special Committee - Recruitment of a City Manager

Charge: To recommend a process and initiate the search for our new City Manager.

I hereby appoint the following individuals to serve on the Recruitment of a City Manager Special Committee:

Janis Manwaring

David Richards

Carl Jacobs

Thomas Powers

Kendall W. Lane, Chair

Jay Kahn

Mitchell Greenwald

1C

City of Keene
New Hampshire

January 19, 2016

TO: The Keene City Council

FROM: Kendall W. Lane, Mayor

SUBJECT: Vacancy Declarations

The following individuals have left the area and therefore I am declaring a vacancy on the following Committees in the following slots.

AIRPORT ADVISORY COMMITTEE
Kevin Provost, slot 2

ASHUELOT RIVER PARK ADVISORY BOARD
Jamie White, alternate, slot 8

PARTNER CITY COMMITTEE
Lynne Wagner, alternate, slot 12
Lily Hart, alternate, slot 13

In City Council December 17, 2015.
Tabled until the next regular meeting.

City Clerk

City of Keene
New Hampshire

1D

December 8, 2015

TO: The Keene City Council

FROM: Kendall W. Lane, Mayor

SUBJECT: Nomination

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

BICYCLE/PEDESTRIAN PATH ADVISORY COMMITTEE
Emily Coey, alternate, Slot 8 Term expires December 31, 2018
Keene, NH

HERITAGE COMMISSION
Kevin M. Dremel, Slot 7 Term expires December 31, 2018

ASSESSORS BOARD
Barry LeClair, reappointment Term expires December 31, 2018

December 4, 2015

Dear Mayor Kendall Lane,

I am writing to respectfully request your nomination as a full time member on the Bicycle/Pedestrian Path Advisory Committee. Cycling is an important part of my life and my family's lives. Cycling contributes to our overall wellbeing as well as connects us with each other, our community, and the outdoors. In February 2015, I was hired at Advanced Cyclist as a full-time employee. In my position here, I offer technical support and customer service to our online customers, build and maintain an appealing online presence and reputation, web design and brainstorm marketing strategies. The marketing strategy that led me to my interest in the Advisory Board is promoting urban cycling. I feel that if we could make cycling more attractive in Keene then the collective health and happiness of Keene would be improved. It is also my belief that a "Bicycle Friendly" city is a modern and growing trend that would add to the plethora of reasons people want to stake their ground here. In my short employment at Advanced Cyclist, I have planned one Bicycle Safety Rodeo, which was held at Symonds School to kick off their Walk, Ride & Roll to school program. I am interested—and so is the shop—in organizing more Bike Rodeos that would involve all the schools in Keene.

In the spring, I will be teaching a course in Beginner Cycling at Keene Community Education. The objective of the course is to teach basic maintenance and repair, suggest good paths and trails, demystifying bike shop jargon, and some fitness tips to get started. I want the participants to feel comfortable going to our local bike shops. I also want to share that we have outstanding paths and trails right here in Keene. Drummer Hill has a place in my heart and I feel so fortunate that, in a 5-minute ride from my front door, I can be winding my way through thrilling and technical mountain bike trails that are always improving and changing.

I appreciate your consideration in my involvement with the Bicycle/Pedestrian Path Advisory Committee. I hope you have a wonderful holiday season.

Respectfully,

Emily Coey

Emily Coey

P: 603 732 6320

Your Honor,

I am writing this letter to express my interest in joining the Heritage Comission. I have been participating in the work of the Comission for some time and have been involved in fundraising for the Sumner Knight Chapel for the last five years. I feel that our architectual history has great value and provides a living history of the coummunity. I believe serving on this comission is a way I can contribute to the community.

Sincerely,

Kevin M Dremel

In City Council December 17, 2015.
Tabled until the next regular meeting.

City Clerk

City of Keene
New Hampshire

1E

December 15, 2015

TO: The Keene City Council

FROM: Kendall W. Lane, Mayor

SUBJECT: Nomination

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

HISTORIC DISTRICT COMMISSION
James P. Duffy, slot 3 — Term expires December 31, 2018

2A

January 7,2016
City of Keene
Mayor and City Councilors
City Hall
3Washington St.
Keene, NH.03431

Dear Elected Officials,

The purpose of this letter is to discuss with you the proposed site of new power lines from the substation on Route 12.

Information available suggests the path Eversource proposes involves significant tree cutting along route 12.The proposed poles and wires would then negatively impact the view of Mt. Monadnock, for those traveling upon Route 12 to Keene, and establish a power corridor for future use. Establishment of this corridor would lead to the addition of poles and wires in future expansions.

Routing these poles and wires through an alternate direction, say through Wheelock park to West Street or burial of the wires through the park would remove the impact to this relatively unspoiled entrance to Keene. While our power infrastructure undergoes an upgrade let us not destroy the ambience of Keene.

Thank you for your consideration of alternate routes.

Mary Arnott
Mary Arnott
44 East Surry Rd.
Keene, NH. 03431

2B

RECEIVED
CITY OF KEENE

JAN 08 2016

OFFICE OF
CITY CLERK

Greg Pregent

86 George St.

Keene NH 03431

Jan 6th 2016

To whom it may concern. I Greg Pregent am officially resigning from the Bicycle Pedestrian Pathways Advisory Committee effective immediately on this date January 6th 2016.

I would like to thank the city, current and past members for their time.

Sincerely

Greg Pregent

1-6-2016

2C

December 17, 2015

Keene City Council

Dear City Councilors,

Please accept my resignation from the Martin Luther King, Jr./Jonathan Daniels Committee. I have family obligations in Massachusetts every Wednesday and cannot attend the meetings.

Sincerely,

Karen Chabot

Karen E. Chabot

HUNDRED NIGHTS INC.
Cold Weather Shelter Open Doors Resource Center

P.O. Box 833
17 Lamson Street
Keene, NH 03431
(603) 352-5197
www.hundrednightsinc.org
Tax ID: 45-2798171

2D

Keene City Council
3 Washington St
Keene, NH 03431

January 8, 2016

Re: Renewal Application for Operation of a Lodging House
Hundred Nights Inc. Cold Weather Shelter

Dear City Council Members,

Enclosed is our application and a check in the amount of $165.00 to renew our Lodging House License at Hundred Nights Inc., 15 Lamson Street in Keene.

The Cold Weather Shelter opened for the season on December 1, 2014. We have had an average of 26 people a night seek shelter from the cold since the doors opened this season.

Please let me know if you need any other information. Thank you for your time and consideration in the renewal of our license.

Sincerely,

Mindy Cambiar

Mindy Cambiar
Executive Director
Hundred Nights, Inc

APPLICATION FOR OPERATION OF A LODGINGHOUSE

(Please print or type)

Date 1/8/16 Location of Lodginghouse 15 Lamson St Keene

Identify local or national Fraternity or Sorority that members are pledged to (if applicable) ______

Property Owner Timoleon + Kiki Chakalos Business Phone 357-4230

Address 49 Blackberry Lane Keene Home Phone 352-1843

Operator/Resident Agent Mindy Cambiar Business Phone 352-5197

Address 574 N Shore Rd Munsonville NH 03457 Home Phone 667-1481

Number of Persons Authorized to reside on premises 26

I hereby certify that the information listed above is complete and accurate:

Timoleon Chakalos
Signature of Property Owner

Timoleon Chakalos
Name (Printed or Typed)

Mindy Cambiar
Signature of Operator/Resident Agent

Mindy Cambiar
Name (Printed or Typed)

I hereby certify that the above named Sorority or Fraternity is duly recognized by Keene State College, and is in good standing with the College:

______ Signature of College Representative

______ Name and Title (Printed or Typed)

(For Office Use Only)

Date Received Jan 8, 2016 Action Taken ______

Recommendations/Requirements

Police ______

Fire ______

Code Enforcement ______

______
City Clerk

2E

VIBRANT • ACTIVE • COMMUNITY
PATHWAYSFORKEENE.ORG
P.O. BOX 226, KEENE, NH 03431

December 31, 2015

Mayor Kendall Lane & Keene City Council
City of Keene
3 Washington Street
Keene, NH 03431

Re: Request to Use City Property

Dear Honorable Mayor & Council:

Pathways for Keene, Inc. ("PFK") plans to present the 15th Annual "4 on the 4th" road race on July 4th, 2016, and requests a permit that will allow us to proceed with race preparations.

We hope to again utilize a combination of the Railroad Square Park, Cheshire Rail Trail, City Streets, and private property for the two-miles out and two-miles back course. The planned route is identical to the route used in 2013, 2014 and 2015. Please see attached for a detail route list and map.

As with previous races, we request the City mark Railroad Street as a No Parking area from 6:00am to 11:00am. This action was taken to solve a problem we had in 2011 with a flatbed truck parked in this area for the duration of the event.

The 7am registration and 8am start should keep us out of peak holiday traffic as we will be completely done by 11am.

As you know, this race is a popular summer event, providing many residents and visitors, who walk and run with a positive experience that shows off Downtown Keene at its very best.

Sincerely yours,

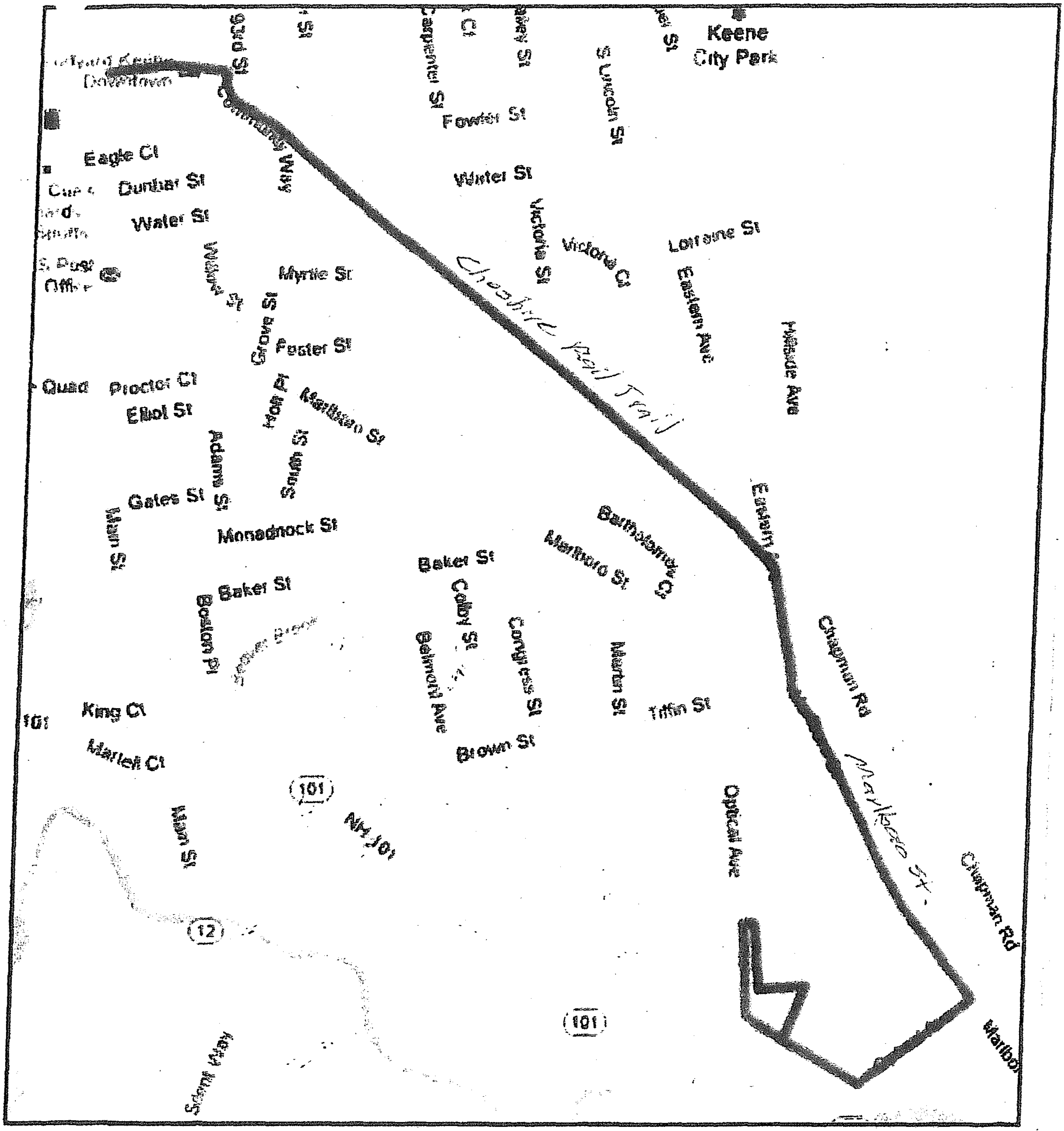
Chuck Redfern,
Treasurer

Enclosures:
cc: Keene City Clerk
PFK Board of Directors

We hope to again utilize a combination of the Cheshire Rail Trail, City streets, and private property for this two-miles out and two-miles back course. The planned route is <u>identical</u> to the route used in 2013 and 2014 and 2015

Start/Finish Railroad Street parallel to back of vacant restaurant building.
East on Railroad Street.
Right onto Community Way.
Left onto Cheshire Rail Trail.
Straight across Water Street.
Bear Right onto Eastern Avenue.
Straight through Intersection and bear left onto Marlboro Street.
Right Turn onto Optical Avenue Extension.
Right Turn into EVS Metal grass (just past EVS Metal driveway).
Cross EVS Metal grass to lot behind Timken.
Left towards Optical Avenue.
Right in front of Timken.
Left towards Optical Avenue.
Two-mile mark almost at Optical avenue.
Left onto Optical Avenue.
Left onto Optical Avenue Extension.

Left onto Marlboro Street.
Cross intersection onto Easter Avenue using as straight a tack as possible.
Bear left onto Cheshire Rail Trail (Industrial Heritage Trail).
Straight across Water Street.
Right on Community Way.
Left on Railroad Street.
Straight up Railroad Street to Finish line.
Finish at Railroad Square.



Keene City Park
Eagle Ct
Dunbar St
Water St
Fowler St
Water St
Victoria St
Victoria Ct
Lorraine St
Myrtle St
Grove St
Foster St
Eastern Ave
Hillside Ave
Quad
Proctor Ct
Eliot St
Adams St
Smith St
Gates St
Monadnock St
Main St
Baker St
Baker St
Boston Pl
Colby St
Belmont Ave
Congress St
Martin St
Tiffin St
Brown St
Chapman Rd
King Ct
101
NH 101
Optical Ave
Main St
12
101
Chapman Rd
Cheshire Rail Trail
Marlboro St.

APPLICATION FOR USE OF PUBLIC WAYS

(please print or type)

Sponsoring Organization's Name Pathways for Keene, Inc.

Sponsoring Organization's Address P.O. Box 226, Keene, NH 03431

Applicant's Name Charles Redfern Telephone # 357-4982

Applicant's Mailing Address: 9 Colby St, Keene, NH 03431

Email address: credfern@ne.rr.com

Type of Event: ____ walk-a-thon ____ bikerace ____ parade ✓ footrace

Will this event require the closure of public ways? ✓ yes ____ no

Is the event timed and competitive? ✓ yes ____ no

Date of the Event: 7/4/16

Time of Event: 6 AM to 11 AM

Estimated Attendance: 4,000 total

Route - list all streets and include map: See attached listing & map
This route includes City park lands, bike paths & streets

If your route includes City park lands or bike paths, the request to use these areas must be approved by the Parks and Recreation Department:

____
Signature of Approval, Parks and Recreation Dept.

(for Departmental Use)

Application and Fee Received on 01/12/16 by Terri Wood

Police Department Review of Route by __________________

License Approved By: ______________ Date: ______________

Issued: __________

PATHWAYS FOR KEENE- FACTS & FIGURES

Funds Raised for City of Keene Projects

Appel Way	-
Ashuelot Rail Trail, Phase 1	6,712.00
Ashuelot Rail Trail, Phase 2	2,638.00
Cheshire Rail Trail, Phase 1	25,000.00
Cheshire Rail Trail, Phase 2	41,227.54
Cheshire Rail Trail, Phase 3	30,000.00
Downtown Cheshire Trail	50,000.00
Industrial Heritage, Phase 1	35,000.00
North Bridge	100,000.00
Roundhouse T, Phase 1	44,280.53
Roundhouse T, Phase 2	30,000.00
South Bridge- N/A	
Benches	1,114.70
Racks	
Signs	
Maps	1,000.00
Total	366,972.77

Expenses for Races
2015

Participant T-Shirts	4,197.50
TriState Racing Service	1,513.50
Annual Insurance	554.00
PJD Septic Services	489.60
Gem Graphics Race Banner	264.00
City Permit	25.00
City Permit	17.50
Post Race Review Mtg.	91.92
Total	7,153.02

*excludes misc.supplies

3A1

City of Keene
NEW HAMPSHIRE

January 13, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **PERIODIC UPDATE – Library Board of Trustees**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the report from the Library Board of Trustees be accepted as informational.

Chairman/Designee

Background:

City Clerk Patricia Little reported that this is nearing the end of an initiative started due to Councilor Duffy's concern that there was insufficient communication between the City Council and the 20 other public bodies and the citizens that work on behalf of the City. She continued that Councilor Duffy had requested that staff coordinate the scheduling of the 20 public bodies to report periodically to the Council's Standing Committees. The MSFI Committee has heard from the Ashuelot River Park Advisory Board, the Bicycle/Pedestrian Path Advisory Committee, the Martin Luther King/Jonathan Daniels Committee, the Partner City Committee, and the Juvenile Conference Committee. They will hear from the Library Board of Trustees tonight and the Airport Advisory Commission at their next meeting. The chair of each board gives a verbal report regarding the board's charge, their initiatives, and what is on the horizon for them. This fosters communication, and informs the public of the boards' important functions, and gives greater transparency. Also, it encourages new citizens to come forward and serve. This effort is the springboard to the greater collaboration concept. Next year they will have the boards present again, regarding what they are doing to further the goals of the Comprehensive Master Plan

(CMP). The chairs will be made aware of what the questions are and what the City Council can do to assist the boards' efforts.

Paul Henkel, Trustee, introduced himself and Kathleen Packard, Chair of the Board of Trustees at the Keene Public Library (KPL). Mr. Henkel reported that in 1898 Edward Thayer bought a building and donated it to the City to use as a library. The City accepted the gift and along with it came some governing stipulations: it must include a board of 12 trustees, six of whom are appointed through the City process and six of whom are "Thayer Trustees." They would serve as a unified board with no difference in one kind of trustee to another. The current practice is for a City trustee who has shown interest, commitment, and engagement to become a Thayer Trustee when there is an opening among the six Thayer Trustees. The Thayer Trustees serve an indeterminately long term, whereas City Trustees serve two, three-year terms. When the City accepted the gift they also assumed responsibility for the cost of operations and maintenance of the library.

Ms. Packard reported that the Trustees are responsible for setting the rules, like bylaws and policies, which are available on the KPL website and at the reference desk. She continued that they have standing committees, mostly comprised of Trustees but also of Friends and community members. The Keene Library Annex Advisory Committee (KLAAC) is an ad hoc steering committee for library renovation projects, and includes City staff, Friends, and Trustees. They plan to update the full City Council at the February 4th meeting. The KPL presents an annual report to the City Council. All public libraries, by law, file an annual statistical report with the State. They prepare a full report to present at the Trustees' annual meeting in August; there is a snapshot of this in tonight's agenda packet. All KPL minutes and reports are posted on the KPL website. There is also an online calendar of events. She concluded that throughout the years, the Trustees have partnered with the City and worked with the City to provide the best possible library services.

Chair Manwaring asked if members of the committee or public had questions. Hearing none, she thanked Ms. Packard and Mr. Henkel. She continued that the City Council will be excited to hear how the renovation project is going.

Councilor Lamoureux made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the report from the Library Board of Trustees be accepted as informational.

3A2

City of Keene
NEW HAMPSHIRE

January 13, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **MORE TIME REPORT – Extension of Victoria Street and Removal of Sidewalk on South Side of Water Street**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the communication regarding the Victoria Street Extension and the removal of the sidewalk on the south side of Water Street be accepted as informational.

Chairman/Designee

Background:

Vicky Morton, of 275 Water Street, stated that there is a sharp corner from Water Street onto Victoria Street, which about 36 to 38 tractor trailer trucks, 53 feet in size, try to make on a regular basis. She continued that inexperienced drivers often miss the intersection and have to back up to make the corner - the most effective way is to ride the sidewalk on the north side at the intersection of Valley Street and Water Street. This activity holds up traffic and causes property damage. She noted the cistern on the corner was damaged and replaced by the City. At one time, the extension of Victoria Street onto Laurel Street was included in the CIP, but the project has been pushed out to future years. Concerns expressed were about the cost of going through the bike path to get to Laurel Street. She continued that she is asking the MSFI Committee to recommend that the Victoria Street Extension be considered a priority in the CIP process even though there is a big price tag. This is about maintaining and building up the neighborhood. The trucks are a nuisance and an obstruction and it would benefit the neighborhood to not have them.

Ms. Morton continued the 2nd issue raised in her letter relates to sidewalks. She stated the City has a fragmented system of sidewalks from Grove Street to Eastern Avenue. She recommended the City abandon an approximately 750-foot section on the southern side of Water Street, from Victoria Street up to Hancock Street where there is a crosswalk that takes pedestrians from Eastern Avenue, starting down Water Street, crossing to and finishing on Water Street on the other side. This sidewalk is poorly maintained. Water pools and freezes, there are lots of cracks. Her request is not to change the right-of-way but to replace the asphalt with topsoil and seed, and essentially abandon the sidewalk. Ms. Morton continued that after the recent snow event, the sidewalk snowplow came up from Victoria Street moving eastward, but it cannot fit between the telephone pole and the granite siding in her neighbors' yard so it just dumps the snow. This snow is piled up at the end of her driveway. She showed a photo and continued that she and her family have to climb over it. It would be wonderful if all the sidewalks could have the same attention and be in the same condition as the ones downtown. Ms. Morton spoke of other "massive snow piles" she has encountered on the sidewalks of other streets in Keene. She continued that the Public Works Director has confirmed with her that people are not allowed to obstruct the sidewalks. Ms. Morton noted that although not originally mentioned in her communication; she would like to recommend that the City do quality control on sidewalks. She wants them to clear the snow that landowners leave on the sidewalks or make the landowners remove the snow or the department should re-plow those portions of the sidewalk.

Public Works Director Kürt Blomquist stated that he appreciates Ms. Morton's communications. He continued that the Victoria Street extension project had been in the CIP, starting in about 2008 when the Mayor established a committee to look at transportation issues in the community. Victoria Street is an anomaly in the area because it is an old industrial sector in the middle of a residential area. It goes back to the railroad era – the adjacent railroad corridor used to be the transportation access for the manufacturing facilities. Over time the railroad went away and transportation turned to vehicles, including these tractor trailer trucks. Any trucks delivering to businesses down that end have to come up Water Street from Grove Street, or if they are coming from Route 101, they take Optical Avenue to Eastern Avenue and then come down Victoria Street. The committee that the Mayor appointed recommended connecting Victoria Street to Marlborough Street, through the Kingsbury property. They thought that would provide a more direct access for the businesses and industrial facilities down there. The committee recommended that as an appropriate way to improve the area and the properties. It was in the CIP for a number of years, but the City Council took it out, deciding it was no longer a project of interest. He continued that in about 2012 or 2013 the City went through the Marlboro Street Rezoning Process. Part of it was providing improvement for the clean industry type activities. There was again talk about extending Victoria Street to Marlborough Street. Staff has placed the project back into the proposed 2017-2022 CIP for FY 22 for the City Council's consideration. There is no specific action for the MSFI Committee to take tonight. This will be part of the CIP review process in February and March.

Councilor Filiault asked what the cost was when it was in the CIP. Mr. Blomquist replied that the current estimate is $1.2 million. He continued that years ago when the property was owned by David Ford, there were conversations with him and the then-owners of the Kingsbury property about the potential for a property swap. If they extend Victoria Street, they will need to acquire properties. At that point there would have been a minimum cost for property. Now, the properties have different owners who are not aware of these discussions. The City will need to update the project estimate probably with property acquisition costs. Councilor O'Connor asked about the cistern that was damaged and repaired. Mr. Blomquist replied that it was initially put there, in coordination with the property owners, to help drivers be more conscious of the turn and hopefully minimize the damage to adjacent properties. It is something the City does not normally like doing but it has been there for over 22 years.

Councilor Lamoureux stated that he looked at this area today. He asked if the CIP project is still five or six years out, is there a way they can alleviate the problem at that corner? Does the City own part of that property? Mr. Blomquist replied that the City owns a 40-foot right-of-way and Victoria Street is narrower than that. He continued that there is a road rehabilitation project proposed in the CIP for FY 17, and that includes Water Street from Grove Street up to the Eastern Avenue/Roxbury Street area. They could, as part of that, do some work on the corner to provide a little more swing room for the trucks. They might have to approach adjacent property owners if they need additional width. That could be an interim improvement until the Victoria Street extension occurs.

Councilor Lamoureux asked if during that process, the engineers will try to make that turning radius fit for the large trucks, or if they will try to wait for the Victoria Street extension. Mr. Blomquist replied that it is a road rehabilitation project, not road reconstruction. They could try to make it work, but there is truly not enough space to make the adequate turning movement.

Councilor Filiault asked why FY 22 was chosen. Mr. Blomquist replied that the direction for the CIP was to minimize any new projects. Part of it is that the Marlboro Street Rezoning project is just starting and they are not sure where it will lead and how long it will take. This was a way to start the conversation. The City Council can move the project in any direction it wants.

Councilor O'Connor asked if they would consider addressing the sidewalk question in the FY 17 project. Mr. Blomquist replied that Ms. Morton approached the City over a year ago about this. He went to the easel and showed the area in question. He continued that Ms. Morton is interested in the removal of a 750-foot section of sidewalk on the south side of Victoria Street, and this is a unique situation – usually people request to add sidewalks, not remove them. The FY 17 project is road rehabilitation of Water Street, and typically as part of that, the City works to repair adjacent sidewalks. The design process includes having neighborhood discussions and bringing the MSFI Committee/City Council the proposed design, such as adding or removing sidewalks, to give the City Council and the community the opportunity to discuss the proposed changes. If the project continues through the CIP program it would be designed in the fall of 2016 so that it would be reviewed in late 2016/early 2017 and they could decide then if they were going to keep or remove the sidewalk, or widen it to provide more green belt. The grass belt gets narrower towards Eastern Avenue. If they were going to be consistent to have a 2-3 foot buffer they would have to talk with property owners about possible easements.

Mr. Blomquist continued that for tonight he recommends the MSFI Committee take Ms. Morton's request as informational. They would want to hear from other nearby property owners to make sure everyone is in concurrence, to avoid what they have had in the past, such as half of a neighborhood wanting one thing and the other half wanting another. The design process would include notifying property owners so they can give input. The City Council would want the most accurate information as possible about the neighborhood's wishes.

Chair Manwaring asked if they would put granite curbing on Water Street. Mr. Blomquist replied probably in some areas, but not all. He continued that starting the last two years, the City has moved more towards rehabilitation instead of full street reconstruction. Then if they need to, such as at intersections, they might put curbing in. One challenge is drainage and other things have been built without curbing. If you add curbing, there is the question of adding drainage, and about how it affects private property, such as having to re-do yards. In the rehabilitation projects they do not necessarily have the funding to do that level of work.

Ms. Morton showed a photo of the area in question and showed where the only granite curbing is, on the corner of Valley Street and Water Street – it is a rental property owned by a City staff member. She showed the area where the tractor trailer trucks come onto the sidewalk and noted a 12- to 15-inch gully that has been worn away by the trucks. That would be part of the design conversation. There are six residents in this 750-foot area. One neighbor is ambivalent, two are definitely supportive, and she has not yet had a conversation with the other two. Yes, it is unusual to take away a sidewalk, but in this case it would be a benefit to the neighborhood. Also, it would be 750 feet less of sidewalk that the City has to maintain.

Chair Manwaring asked if members of the public had questions. Hearing none, she recognized Mr. Blomquist again. Mr. Blomquist stated that regarding snow operations, they do have a problem with residents and business owners coming out and clearing their own areas of snow and blocking the areas that the City has just plowed. He continued that they handle it on an individual, complaint-driven basis. People ask him why the City cannot fine or ticket these people, and the answer is, they can, under the general fining authorities of the City Code, which means he needs to give people 30 days to take corrective action. If they do not, he can send them another letter, and by the time they get to the point where he can actually make them pay a fine it is June or July. In the future he may be back to the MSFI Committee to talk about having the ability to do something faster. It is problematic when people block the plowed areas with snow and staff is concerned about this. It is complaint-driven, but there are some wider areas (such as convenience stores) that they keep an eye on. Public Works Department staff also communicates with people who do plowing. The local contractors (e.g. local landscaping firms) are more receptive to their input than the people who do smaller plow jobs are.

City Manager Kopczynski stated that Mr. Blomquist does himself an injustice by saying it is complaint driven. He continued that maybe the bulk of it is, but he drove around with Mr. Blomquist during the first snowstorm to do quality control and see how it was going, and he was concerned about the ability to clear the sidewalks and the problems they were having from individual driveways being cleared and blocking the sidewalks. He continued that regarding fining, Mr. Blomquist is talking about looking at a different way to do it because the current method is clearly not effective.

Chair Manwaring asked if there was any public comment. Hearing none, she asked the committee for their thoughts. Councilor Filiault noted that the recommended motion is to accept this as informational, or to recommend to handle it administratively, or to keep it on more time. He asked what staff prefers. City Manager Kopczynski replied that the MSFI Committee heard that the Victoria Street extension project is in the CIP process, and they will all be involved in that. He continued that the issue related to the Kingsbury property and where the right-of-way would go requires conversation. The reconstruction of Water Street itself is another conversation and there is a lot of testimony on the condition of the street and what needs to be done. If the MSFI Committee accepts that that is in the project line up for FY 17 and will most likely go through the CIP process successfully, and understands the background notes that many people will be keeping an eye on this, including Ms. Morton.

Councilor Filiault made the following motion, which was seconded by Councilor O'Connor.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the communication regarding the Victoria Street Extension and the removal of the sidewalk on the south side of Water Street be accepted as informational.

3A3

City of Keene
NEW HAMPSHIRE

January 13, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **MEMORANDUM – Public Works Director – N.H. Rt. 9/Base Hill Road Intersection Improvement Project – Landscape Agreement**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a landscape agreement with New Hampshire Department of Transportation for the Base Hill/Route 9 intersection.

Chairman/Designee

Background:

Mr. Blomquist introduced the new City Engineer, Don Lussier. He briefly gave information about Mr. Lussier's background and qualifications. He continued that Mr. Lussier has been with the City for a week. Mr. Lussier has been listening closely to the Victoria Street/Water Street conversation.

Mr. Blomquist reported that about two years ago the New Hampshire Department of Transportation (NHDOT) began looking at the Route 9/Base Hill Road intersection after the City Council expressed concerns about several severe accidents. NHDOT looked at accident data and said yes, they would look at a different design. They had Highway Safety Improvement Program money. They looked at the options, such as a traffic light or roundabout. They came back to the City Council last February and presented the roundabout design, of which he has a small section of shown on the easel. That project has continued through the design process and will go out to bid in the next month. The plan is for construction to begin in the summer and to be completed by December 2016. It will be larger than the Peterborough roundabout, and the same size as or maybe slightly larger than the Main Street/Marlborough Street/Winchester Street one.

Mr. Blomquist continued that NHDOT has approached the City about taking care of the landscaping. NHDOT does not mow or take care of detail landscaping; they are more likely to allow grass to grow to three feet tall then cut it back, but they have developed a landscape theme. He continued that his opinion is that this roundabout will become the new gateway into the City for drivers coming from the west. Before, drivers zipped through this intersection and their first entrance to the City was the lights and the next gateway was the Route 101/Winchester Street roundabout, which the City maintains through Public Works and the Parks & Recreation Departments. Walmart had been contributing also as a Spirit of Place project, which they appreciate. NHDOT designed the center section with Rhododendrons, Forsythia, Sunrise Echinacea, Harvest Moon Coneflower, and more. They are all native plants, which is good. They will not be overly difficult to take care of. The City's goal is to find community groups to help maintain it under the Spirit of Place program. They also want American Liberty Elm and some other species.

Mr. Blomquist showed a bigger picture of the area of Base Hill Road and Route 101. He continued that that another difference between the Peterborough roundabout and this one is that NHDOT will serpentine the road coming to this roundabout, so it will not be a straight shot in. Traffic will go to the left, then the right, before getting to the roundabout. That provides an island area that can have more plantings, such as Rosa Knockout 'Pink Double,' a low-growing bush, 'White Out' with white flowers, which will provide a visual barrier as people are coming towards the roundabout. It will give a more pleasant-looking and professional image as you come into the City. NHDOT will pay for the installation and they estimate the landscaping to be worth $29,360. There will be additional costs and time for the City, but it falls within the work that the Public Works and Parks & Recreation Departments do and they would seek help from the community.

Councilor Filiault stated that this is the year for infrastructure work in Keene. He asked if the City and State coordinate their efforts to minimize the inconvenience to the public. . Every major intersection is going to be tied up this summer. Mr. Blomquist replied the two departments do coordinate with each other. He continued that this roundabout will be under construction and there will be another area on Route 101 where they will be installing the multi-use bridge. The City tentatively has the Beaver Brook/Main Street bridge scheduled to go forward. He has been working with the consultant and has not had a chance to talk with all the staff yet, but he is concerned. The bridge replacement is pretty straightforward, but it will be handling about 24,000 cars per day. He might talk with the MSFI Committee about delaying that project. The financing for these projects have come together and these projects will all be happening in the next couple of years.

Councilor Hooper stated that it is a great idea to have a 'welcome to Keene' for people coming in from the west. He asked if there any regulation about how tall plantings can be in the center of the roundabout. Mr. Blomquist replied that roundabouts are unique. He continued that the roundabout in Brattleboro and the one on Court Street have filled in, and while it frustrates drivers that they cannot see all the way across to gauge whether they can make it in as they get there, they are not supposed to drive like that anyway. Drivers are supposed to come up to the intersection, yield, and look to the left. Landscaping gives visual barriers that might make people uncomfortable, but the side collisions happen when people do not stop and just try to time the gaps without stopping. Most of these species proposed are similar to the ones in the Route 101/Winchester Street roundabout and will grow three- to five-feet in height. Liberty Elms can grow tall and spread their wings across the intersection but that will not be a problem. It is not a problem to have some visual barriers at roundabouts.

Councilor Lamoureux asked if they have a similar agreement with the Winchester Street/Route 101 roundabout. Mr. Blomquist yes, so this would not be new.

Councilor Carl Jacobs stated that Mr. Blomquist is asking the MSFI Committee to consider the landscaping design, but he also quoted an expenditure. He asked if that is a separate matter to go to the Finance, Organization, and Personnel Committee. Mr. Blomquist replied that he is only asking that they recommend the City Council authorize the City Manager to enter into the landscape agreement with NHDOT. The cost of the landscaping installation is part of the project, paid for by NHDOT, but NHDOT's concern is that they do not do routine maintenance. If NHDOT is responsible for the maintenance they will just plant grass and mow it once or twice a year. If the City is interested in this elaborate landscaping they want the City to maintain it.

Councilor Jacobs asked if there is anything in the budget to maintain this landscaping. Mr. Blomquist replied no, nothing specific; they would work it into what they already do. He continued that he does not expect it to be a huge number, but it will be some additional time. It is another opportunity for a Spirit of Place project for a civic group or business which wants to give back to the City to help maintain this area.
Councilor O'Connor made the following motion, which was seconded by Councilor Lamoureux.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a landscape agreement with New Hampshire Department of Transportation for the Base Hill/Route 9 intersection.

3A4

City of Keene
NEW HAMPSHIRE

January 13, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **MEMORANDUM – Public Works Director – Liberty Utilities Incident – Report Out**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the report out on the Liberty Gas incident be accepted as informational.

Chairman/Designee

Background:

Mr. Blomquist, Emergency Management Director, stated he wanted to give a general report ~~out~~ about the incident that occurred on December 19th with Liberty Utilities' gas system. He continued the memorandum has background information that he will not go over in great detail. This was the first real large opening of the City's Emergency Operations Center (EOC), since the October 2014 Pumpkin Festival. It was an opportunity for them to get together and have a real world exercise. He cannot say enough about the team. The incident started early Saturday morning when a number of calls came in to the Fire Department regarding a strong smell of gas and carbon monoxide detectors going off. Chief Howard and the Fire Department started treating it as a normal emergency but then it became clear that it was a larger event than anticipated. Chief Howard decided the EOC needed to open. Experts on the ground manage the incident, but when it expands and more resources are needed, the EOC assists with managing resources.

Mr. Blomquist continued that the EOC opened at 10:00 AM. People who then came in included himself, the Police Chief, the City Manager, and Liberty Utilities staff. They looked at the process of what to do and how long it would take. The response continued until about 2:00 AM when the last of the buildings were inspected. Many other agencies came, such as Southwest Mutual Aid Dispatch, coordinating over 64 emergency services departments from around the region. The team included representatives from the Fire Marshall's Office, the Homeland Security Office of NH, the City's IT and Planning Departments, and more. A person from the Planning Department developed a mobile application during the event to track as they were going through and checking each building, which they can potentially use for other hazards when they have to do evacuations. This was the first time they used social media. The team consisted of himself, Fire Chief Howard, and Police Chief Costa, who became the Public Information Officer. The IT Department was helping coordinate the social media efforts. He encourages people to join the City's Twitter and other social media pages. He asked Police Chief Costa what the dispatch experience was, and he was surprised that the level of calls was a little higher than normal but not "crazy," the way you would expect for an event of that size. They think this is because the team did well with communicating to the public and the public seemed satisfied with the information they were receiving. They also had press conferences during the event, which seemed to go very well.

Mr. Blomquist continued that the Finance Department released the cost of the City's response to the event: $49,446. This has been billed to Liberty Utilities. The City expects Liberty Utilities to reimburse them for that cost. Chief Howard determined that this was a Hazardous Materials incident, which is what allows them to bill those costs. Per the statute, the 60+ other groups will submit their individual costs to Liberty Utilities. Chief Howard has asked that they advise the City so the City is aware of their costs.

Mr. Blomquist concluded that he cannot say enough good things about the team that worked together during this incident. He continued that hopefully the City Council was kept in the loop. If not, let him know, and he will make sure they are on the communications list. The emergency team had lessons that they learned from this incident, and they have already met, and will continue to meet and improve how they respond to incidents. One thing that came out of it already is they see the need for companies and homeowners to have evacuation plans. They had to remove an adult female from the Hallmark store. When the first responders checked with the people coming out of the building they said they did not know if anyone was left in the building. This was a real world example of how important it is to have an evacuation plan including a meeting place at which you do a head count, so you know if all your employees are out, and if not, first responders can find them. Overall, the response to the incident was a success.

Chair Manwaring asked if members of the committee or public had questions. Hearing none, she asked for a motion.

Councilor Hooper made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the report out on the Liberty Gas incident be accepted as informational.

3A5

City of Keene
NEW HAMPSHIRE

January 13, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **MEMORANDUM – Public Works Director – Local Emergency Operations Plan**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the 2015 Local Emergency Operations Plan be accepted and that the City Manager and Emergency Management Director be authorized to implement the plan.

Chairman/Designee

Background:

Mr. Blomquist reported that last spring then-Police Chief Meola applied and received a grant from the State to update the Local Emergency Operations Plan (LEOP), which requires updating every five years. He continued that there is a "cheat sheet" about it in the agenda packet and tonight he will give an overview, but if the City Council wants he can give more detail.

Mr. Blomquist continued that a LEOP outlines how the City will operate in response to natural and man-made disasters and emergencies, like the one they just talked about. A LEOP identifies the responsibilities of various departments during a response, and sets up the processes for coordination and communications with Federal, State, and other governmental and non-governmental agencies and private entities. As he talked about, the recent incident included assistance from the Fire Marshall's Office and others, and a warming shelter operated by the Red Cross. The LEOP outlines how the City would interact with those agencies when the time comes that it is necessary. The LEOP focuses on the response phase of the five phases of emergency management (others include prevention and mitigation), identifies the authorities that are in place (e.g. Federal, State, and local), identifies and describes the hazards and risks that are faced by the City of Keene (such as flooding or hazardous materials), and identifies how the City will manage an emergency situation. They use the National Incident Command System (ICS). ICS sets up the structure for how they report how the incident would be managed from a command center, as well as planning, and communications, etc.

Mr. Blomquist continued that the LEOP defines the roles of the individual citizens, Federal Government, non-governmental and volunteer organizations and the private sector; and defines the primary responsibilities of City departments. It establishes the general concept of operations, such as when the EOC is established and how it will operate – it is not open for every incident. There are emergencies every day, but only certain ones rise to the level of needing the EOC open. The LEOP defines how the EOC will operate when it opens, such as in monitoring mode, partially activated, or fully activated with 24/7 staffing. It establishes the organization of the EOC, alternative locations for the EOC, and has many pages of contact information for everyone from the City Manager and Mayor, the Red Cross point person, School District folks, where to buy fuel for generators, etc. It also establishes general emergency management training, which the MSFI Committee will hear more about from him and others. He continued that each department has their specific training but there is overall management for senior team members that would be of value for how to handle the operation. That is the general overview. There is more detail to it and annexes that deal with specific situations. If they want to learn more, they can call him or Fire Chief Howard.

Councilor Hooper asked if Mr. Blomquist would be the head of this process if a natural or manmade disaster broke out. Mr. Blomquist replied that as the Emergency Management Director, his understanding is that his position does not supersede that of the incident commander, whether that is a lead Fire, Police, or Public Works incident. He continued that his role is to help coordinate resources and to be able to relieve the incident commander's need to worry about things like where to get fuel and food, when to bring in outside resources, etc. The Emergency Management Director is like the manager of the baseball team – you have your experts out there, but you make sure they have what they need to do the job.

City Attorney Mullins stated that it is important for the City Council to understand that the position comes up in the emergency management section of the statute. If there is a state emergency, Mr. Blomquist could be part of a statewide response.

Chair Manwaring asked for public comment. Hearing none, she asked for a motion.

Councilor Lamoureux made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the 2015 Local Emergency Operations Plan be accepted and that the City Manager and Emergency Management Director be authorized to implement the plan.

3A6

City of Keene
NEW HAMPSHIRE

December 9, 2015

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **COMMUNICATION: Monadnock Travel Council – Request to Use City Property – Keene Ice and Snow Festival**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Monadnock Travel Council be granted permission to use City property on Central Square and Railroad Square, including outside burning of a fire in an enclosed fire pit on Railroad Square and closure of Railroad Street from Main Street to the driveway entrance at the Monadnock Developmental Services Building for the 2016 Ice and Snow Festival on Saturday, February 6, 2016 from 10:00 AM to 4:00 PM. Said permission is granted subject to the customary licensing requirements of the City Council; submittal of written consent from MDS to use their parking area; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff.

David C. Richards
Chairman/Designee

Background:

Jim Narkiewicz, of 3 Ashbrook Road addressed the request for the 14th Annual Keene Ice and Snow Festival. Mr. Narkiewicz confirmed the request is the same as in previous years.

Chair Richards asked about the protocol meeting. The City Clerk advised it has not been held yet, and will be scheduled in the very near future.

Chair Richards asked for questions or comments from the Committee.

Councilor Jones noted no hours were provided, and that the applicant usually asks for some parking spaces. Mr. Narkiewicz replied the timeframe is 10:00 AM to 4:00 PM. Mr. Narkiewicz also confirmed parking spaces would be needed for the ice carvers in front of the businesses. Councilor Jones suggested this should be listed as a condition of approval; Chair Richards agreed adding a motion should also include in compliance with any recommendations from staff.

Councilor Chadbourne thanked the applicant for putting this on noting it is a good community event that helps to promote the vibrancy of downtown.

Councilor Sutherland asked if there were any other changes from previous years or any vendor licenses being applied for. Mr. Narkiewicz replied in the negative.

Councilor Jones referred to the event hours and the timeframe for needing the parking spaces. Mr. Narkiewicz noted the barricades are put in position the previous day with a note attached, and we put the barricades out in the morning. Councilor Jones indicated this should also be noted in the recommendation and covered at the protocol meeting.

Chair Richards commented to the City Clerk we usually have more of these things worked out ahead of time. He continued should any of these things fall through at the protocol meeting will you bring this back to us. The City Clerk replied we will try to have these questions answered before you meet next Thursday.

There being no questions or comments from the Committee or public, Chair Richards asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Chadbourne.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Monadnock Travel Council be granted permission to use City property on Central Square and Railroad Square, including outside burning of a fire in an enclosed fire pit on Railroad Square and closure of Railroad Street from Main Street to the driveway entrance at the Monadnock Developmental Services Building for the 2016 Ice and Snow Festival on Saturday, February 6, 2016 from 10:00 AM to 4:00 PM. Said permission is granted subject to the customary licensing requirements of the City Council; submittal of written consent from MDS to use their parking area; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff.

3A7

City of Keene
NEW HAMPSHIRE

January 14, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Police Chief - Highway Safety Grant**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept $11,518.20 in reimbursement funding from the New Hampshire Highway Safety Agency to fund DWI enforcement patrols in the City of Keene.

Chairman/Designee

Background:

Police Chief Brian Costa addressed the Committee and stated the Police Department is in receipt of a grant from the New Hampshire Highway Safety Agency in the amount of $11,518.20. The Chief explained the purpose of this grant is to conduct thirty, one-officer DWI enforcement patrols in six-hour shifts between 9:00pm and 3:00am. These patrols will be conducted on Thursdays, Fridays, Saturdays, and holidays.

Councilor Kahn asked whether there is any concern for officer safety as a single officer patrol. Chief Costa stated this is the normal duty of a police officer and this is what they are trained to do, but they are aware backup is only moments away. Chief Costa stated safety is paramount to them and if anything should happen this is something that would be looked at more closely.

Councilor Clark made the following motion, which was seconded by Councilor Powers.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept $11,518.20 in reimbursement funding from the New Hampshire Highway Safety Agency to fund DWI enforcement patrols in the City of Keene.

3A8

City of Keene
NEW HAMPSHIRE

January 14, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Police Captain - Request to Accept a Monetary Donation**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of $35.98 from Deveda Prochilo, a resident of Orange, Florida.

Chairman/Designee

Background:

Chief Costa noted this donation is from Deveda Prochilo, a resident of Florida, who had her purse stolen during a visit to Keene in October. The purse was recovered by the department in November and subsequently mailed to Ms. Prochilo. This donation is in appreciation of the department's efforts and the cost of mailing the purse back to her.

Councilor Kahn asked whether the donor has been thanked. Chief Costa stated acknowledgement will be sent to her once the City Council approves the donation.
The Councilor asked why the city is required to formally accept donations of diminimus amounts. City Attorney Mullins stated it is a statutory requirement to accept funds coming from third parties and also for the purpose of the individuals should they wish to use it as a tax deduction. The Attorney further stated there has been discussion in the past about putting all these donations together and accepting them on one specific day. The Chair agreed in the past it has been done as such in an effort to save staff time.

Councilor Powers made the following motion, which was seconded by Councilor Clark.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of $35.98 from Deveda Prochilo, a resident of Orange, Florida.

3A9

City of Keene
NEW HAMPSHIRE

January 14, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Mayor Lane - Request to Accept Donation - Partner City Committee**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation in the amount of $250.00 from Mary Louise Monahan for the Partner City Committee fund.

Chairman/Designee

Background:

Mayor Kendall Lane stated the City of Keene sent a delegation to Einbeck, Germany in October and there were a number of people on that delegation who had a number of interests. Among the people in the delegation was Mary Monahan who found the visit to be very helpful and as a result has made a $250 donation to the Partner City Committee. Mayor Lane stated there will be a return visit to Keene from the delegation from Einbeck. He indicated the funds will be applied to that visit.

Councilor Jacobs made the following motion, which was seconded by Councilor Powers.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation in the amount of $250.00 from Mary Louise Monahan for the Partner City Committee fund.

3A10

City of Keene
NEW HAMPSHIRE

January 14, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Operations Manager and Public Works Director Sole Source Holland Company – Chemical Supplier**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a two year contract with the Holland Company for Epic-525 at a cost not to exceed $1.62 per gallon for calendar 2016 and $1.75 per gallon for calendar year 2017.

Chairman/Designee

Background:

Operations Manager Aaron Costa stated he was before the Committee to request approval to sole source a product the City purchases for the wastewater treatment plant from the Holland Company. The City has been using a product since 2004 and they have always been the lowest responsible bidder for this product.

Mr. Costa continued that WWTP regulations have become more stringent over time and more of the Epic-58 product is required. Although at one time the price per gallon was $2.26 per gallon; after the bulk storage tanks were installed and over 4000 gallons could be received in one shipment; the price was reduced to $2.00 a gallon.

In October 2015, the Holland Company contacted the City and wanted to try out a new product they were developing called Epic-525 which is very similar to Epic-58 but the active ingredient is much more concentrated and less product is required. Holland also offered a trial price of $1.62 per gallon. Mr. Costa stated so far the trial has been going well and they have seen a 25%

reduction in chemical usage. The current contract with Holland Company for the Epic-58 expired on December 31, 2015. Holland has made an offer for the Epic-525 for a price of $1.62 per gallon for calendar year FY16 and not to exceed $1.75 for FY17. Staff feels this is a good proposal and recommends sole sourcing with Holland Company for just this chemical.

Councilor Jacobs asked whether this is a two year contract. Mr. Costa stated typically the City goes for a one-year contract and within this contract there is the option to renew it for another year, but it would be a two-year agreement with Holland Company.

Councilor Kahn made the following motion, which was seconded by Councilor Powers.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute a two year contract with the Holland Company for Epic-525 at a cost not to exceed $1.62 per gallon
for calendar 2016 and $1.75 per gallon for calendar year 2017.

3A11

City of Keene
NEW HAMPSHIRE

January 14, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Public Works Director - Inter-municipal Agreement with Roxbury for Watershed Patrols**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to negotiate and execute an Inter-municipal Agreement with the Town of Roxbury, NH for the purpose of providing security patrols on City owned land in Roxbury.

Mitchell H. Greenwald
Chairman/Designee

Background:

Assistant Public Works Director Donna Hanscom began by introducing Don Lussier the City's new City Engineer. Mr. Lussier stated he has lived in the Monadnock region for the past three years and is originally from Connecticut. Mr. Lussier stated he has been running his own engineering practice for the past few years and before that he was a consultant in the engineering field. His specialty is civil engineering.

Ms. Hanscom went on with her presentation. She stated this matter is in reference to the City entering into a contract with the Town of Roxbury to perform security patrols in the watershed. Ms. Hanscom noted the City owns approximately 2,300 of unfenced area in the Town of Roxbury. She indicted the uses through this land is restricted by City ordinance and State rules. For a number of years, the Town of Roxbury received grants for watershed patrols but these grants have ended. Ms. Hanscom stated the people who trespass on this land do so because most don't know they are not supposed to be on this land. Ms. Hanscom stated since the patrols have seized there has been evidence the land is being used for recreational purposes. She felt that with new signage and patrols it would stop people from using the land. She added they are trying to prevent motorized vehicles from accidentally falling into the water and contaminating the drinking water supply.

Ms. Hanscom stated what they City would enter into an inter-municipal agreement with the Town that would be approved by the Attorney General's office.

Chair Greenwald asked how much this patrolling would cost the City. Ms. Hanscom stated for this year (remaining six months) it will be about $2,400 and then staff will write it in as an ongoing contract so that it doesn't have to be sent back to the Attorney General's office every time it needs to be updated. She added this item will show up in next year's budget as a supplemental item.

Councilor Kahn noted this agreement could go in two directions; the City of Keene requesting the Town of Roxbury to provide services or the Town of Roxbury providing permission for the City of Keene to patrol the area. Ms. Hanscom stated her understanding is the city's law enforcement cannot patrol in Roxbury but the City could hire private security personnel to do so. Chief Costa added the Keene Police Department has Mutual Aid within its department who are permitted to provide assistance to outside towns in an emergency. Barring any emergency Keene has no authority to patrol in another town.

Councilor Powers asked whether the City has an inter-municipal agreement for fire protection. Attorney Mullins stated he wasn't sure.

Councilor Clark stated he was always under the impression this land could be used for recreational purposes. Ms. Hanscom stated if the Councilor wasn't aware this is clearly because Keene didn't do a good job informing the public and this is what they are trying to do now with new signage and patrolling. The Councilor stated he doesn't support a prohibition against the public recreating on "wild land." Ms. Hanscom stated the State rule has been in effect for many years and it specifically refers to the Babbage Dam and the Roaring Brook water shed as areas not permitted for recreation. She indicated hiking is permitted on the Class VI road, but you can't go off the road, you can't hunt on City land and there are specific laws about use of City-owned land. However, for protection of the watershed itself and because this is pristine water supply, should there be a change and the City wasn't aware of it, the City could be placed in a different water quality status. She stated the City this watershed is a large asset which many communities don't have.

Councilor Jacobs clarified what the City is trying to do is to renew the patrolling activity the Town of Roxbury previously performed with funds the City is going to provide. Chair Greenwald noted here again the State is downshifting costs to cities and towns.

Councilor Clark made the following motion, which was seconded by Councilor Powers.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to negotiate and execute an Inter-municipal Agreement with the Town of Roxbury, NH for the purpose of providing security patrols on City owned land in Roxbury.

3B2

CITY OF KEENE
NEW HAMPSHIRE

FINANCE DEPARTMENT

DATE:	**January 21, 2016**
MEMO TO:	**Mayor and City Council**
THROUGH:	**Med Kopczynski, City Manager**
FROM:	**Steve Thornton, Finance Director** ST
RE:	**FY 2017-2022 Proposed Capital Improvements Program**

RECOMMENDATION:

That the City Council refer the 2017-2022 Proposed Capital Improvements Program(CIP) to the Finance, Organization, and Personnel Committee and the Planning Board for their consideration, discussion and recommendation back to the full City Council.

BACKGROUND:

Each year, City staff develops a six year capital improvements program consisting of projects with a value in excess of $20,000, and a useful life greater than five years for the consideration of the City Council and Planning Board. Included projects seek to realize community goals and objectives as outlined in the Comprehensive Master Plan (CMP), City Council priorities, and other goals and objectives of the community.

The CIP document is a comprehensive, detail filled document, providing a great deal of information on many projects. Information provided for each project includes a statement on the need for the project and what the project is designed to accomplish, its CMP relationship, if any, estimated cost, and proposed funding source. The document also includes an introductory transmittal memo from the City Manager, an Executive Summary, financial (revenue and expenditure) projections, projected debt and debt service information, and various tax and rate impact projections.

During the course of the January 21st City Council meeting, a short orientation to the CIP document will be presented.

3E 1

City of Keene
New Hampshire

TO: Honorable Mayor and City Council

FROM: Janis O. Manwaring, Chair
Municipal Services, Facilities and Infrastructure Committee

DATE: January 20, 2016

SUBJECT: Attendance Report – fourth Quarter 2015

A total of three meetings were held during the fourth quarter of calendar year 2015. Listed below are the names of those in attendance and the number of meetings attended:

James P. Duffy	3
Philip M. Jones	2
Janis O. Manwaring	3
Robert J. O'Connor	3
Sheryl A. Redfern	0

Janis O. Manwaring
Chairman/Designee

More Time Items:

A. Reconstruction of the City Roadways and the Addition of Sidewalk Construction to Reconstruction Projects - Council Policy

3E2

City of Keene
New Hampshire

TO: Honorable Mayor and City Council

FROM: David C. Richards, Chair
Planning, Licenses and Development Committee

DATE: January 20, 2016

SUBJECT: Attendance Report – fourth Quarter 2015

A total of three meetings were held during the fourth quarter of calendar year 2015. Listed below are the names of those in attendance and the number of meetings attended:

David C. Richards	2
David R. Meader	3
Bettina A. Chadbourne	3
Carl B. Jacobs	3
Emily P. Hague	3

David C. Richards

Chairman/Designee

More Time Items:

A. Councilor Clark - Definition of "Historic Property" in terms of Demolition Review Process

More Time Awaiting Either Public Hearings/Planning Board Review/Joint Committee

None.

3E3

City of Keene
New Hampshire

TO: Honorable Mayor and City Council

FROM: Mitchell H. Greenwald, Chair
Finance, Organization and Personnel Committee

DATE: January 20, 2016

SUBJECT: Attendance Report – fourth Quarter 2015

A total of five meetings were held during the fourth quarter of calendar year 2015. Listed below are the names of those in attendance and the number of meetings attended:

Mitchell H. Greenwald	5
Kris E. Roberts	4
Terry M. Clark	5
Thomas F. Powers	5
Randy L. Filiault	4

Mitchell H. Greenwald
Chairman/Designee

More Time Items:

A. Relinquishment of easement to parking spaces on railroad property on behalf of Monadnock Food Co-op

6A1

CITY OF KEENE
NEW HAMPSHIRE

FINANCE DEPARTMENT

DATE:	**January 21, 2016**
MEMO TO:	**Mayor and City Council**
THROUGH:	**Med Kopczynski, City Manager**
FROM:	**Steve Thornton, Finance Director**
RE:	**Resolution R-2016-02 - Fiscal Policies**

RECOMMENDATION:

That resolution R-2016-02 fiscal policies be introduced and read at the January 21, 2016 meeting of the City Council and be referred to the Finance, Organization, and Personnel Committee for consideration, discussion, and a recommendation back to City Council.

BACKGROUND:

The annual Fiscal Policy Workshop was held by the City Council on January 12, 2016. At the workshop, existing fiscal policies were reviewed, and one proposed amendment to the policies was advanced for consideration.

The proposed amendment is in Section X:c:ii, which covers Stabilization Funds and in this instance, capital reserves. The proposed amendment adds the Transportation Improvements Fund Capital Reserve to the list of capital reserves. This reserve was created by action of the City Council in 2015.

CITY OF KEENE

6A2

R-2016-02

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

A RESOLUTION .... Relating to Fiscal Policies ....

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

WHEREAS: the National Advisory Council on State and Local Budgeting (NACSLB) has developed a comprehensive set of recommended practices on budgeting; and

WHEREAS: one key component of those recommended practices calls for the adoption of fiscal policies by the local legislative body to help frame resource allocation decisions; and

WHEREAS: the Government Finance Officers' Association (GFOA) has endorsed the recommended practice developed by the NACSLB; and

WHEREAS: it is the intent of the City Council, by this resolution, to articulate this financial blueprint as clearly and completely as possible,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Keene that its fiscal policies are as follows:

I. <u>Fund Structure</u>

a. All funds are intended to be self-supporting, with no subsidies from one fund to another required for operations or capital outlay.

b. The City will continue to conduct its financial activities through the use of the following funds:

i. Governmental Funds

- General Fund – shall be used to account for those governmental activities that are not recorded in one of the other City Funds that have been established under the authority of the City Council
- Special Revenue Funds:
  a. Grants Fund – shall be used for those activities that are funded in part or in whole by contributions from other entities
  b. Parking Fund – shall be used to account for the operations, maintenance and capital outlay needs of the municipal parking areas
  c. PC Replacement Fund – shall be used to account for the on-going replacement of PC's and certain peripherals, and desk top software utilized by all City departments

PASSED

d. Solid Waste Fund – shall be used to account for the activities of the transfer and recycling operations and for post-closure costs associated with the closed landfill
- Capital Projects Fund – shall be used to account for the capital projects funded by any of the governmental funds

ii. Proprietary Funds
- Enterprise Funds
  a. Sewer Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the sewer collection and treatment systems
  b. Water Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the water treatment and distribution systems
- Internal Service Funds
  a. Equipment Fund – shall be used to account for the operations, maintenance and capital outlay needs of fleet services

II. Budget

a. The City shall adopt appropriated budgets for the following funds
   i. General Fund
   ii. Parking Fund
   iii. PC Replacement Fund
   iv. Solid Waste Fund
   v. Sewer Fund
   vi. Water Fund
   vii. Equipment Fund
b. All appropriated budgets shall be adopted annually.
c. All appropriations for annual operating budgets (exclusive of capital projects) shall lapse at fiscal year end unless encumbered by a City of Keene purchase order that is recorded in the Finance Department computer system on or before June 30th of any year, or as authorized by the City Manager in writing, on a case-by-case basis. Those encumbrances shall be reported to the City Council in an informational memorandum by July 15 of every year.
d. The City Council shall be presented with a budget for each of the funds that have an appropriated budget annually, and each shall be balanced.
e. The budget document shall provide projections of revenues and expenditures/expenses beyond the subject year.
f. Upon completion of any project, any residual funds shall be returned to the fund that provided the original appropriation.
g. Partner City Committee
   i. For the Partner City Committee, general fund appropriations shall be accounted for and expended separately from donations and proceeds from fund raising activities.
   ii. Each year, if the city council approves a general fund appropriation, that amount shall be transferred into a distinct non-lapsing account. The Partner City Committee is authorized to spend this appropriation, as well as the donations and proceeds from fund raising activities, for activities associated with their purpose, as defined in the city code. At year end, the

balance remaining in the non-lapsing account funded by general fund appropriations shall be reviewed by city staff. To the extent that any balance remaining exceeds the total of the two most recent appropriations, the excess shall be returned to the general fund as surplus.

III. Purchasing

a. Environmental Preferred Purchasing. To the greatest extent possible and within budgetary constraints, the City of Keene will consider life-time costs and environmental impacts when purchasing goods and services.
   i. Practices will be developed, implemented and adhered to that will reduce waste by increasing product efficiency and effectiveness.
   ii. Products that minimize environmental impacts, toxins, pollution, and hazards to worker and community safety will be given preference to the greatest extent practicable.
   iii. To the greatest extent possible and within budgetary constraints, the City of Keene will purchase products that:
      - include recycled content,
      - are durable and long-lasting,
      - conserve energy and water,
      - use agricultural fibers and residues,
      - reduce greenhouse gas emissions.
   iv. To the greatest extent possible and within budgetary constraints, the City of Keene will incorporate green building principles and practices into the planning, design, construction, management, renovation, operation, and demolition of all City facilities.
b. Collaboration. The City may seek collaboration with other interested governmental entities or agencies to consolidate when possible and practicable employees, services, and the purchase of materials, supplies, and other consumables, when doing so:
   i. reduces duplication of effort,
   ii. provide for the efficient and effective use of public resources, and
   iii. conforms to budgetary parameters and remain cost competitive.

IV. <u>Revenues</u>

a. One-time revenues. One-time revenues will only be applied toward one-time expenditures; they will not be used to finance on-going programs or services. On-going revenues should be equal to, or greater than, on-going expenditures.
b. Diversity. The City will strive to diversify its revenues in order to maintain needed services during periods of declining economic activity and/or during periods of property tax pressures.
c. Designation of Revenues.
   i. Each year, the City shall designate and set aside $25,000 for conservation purposes, funded through the allocation of the Land Use Change Tax (LUCT). If the prior years' LUCT revenues are less than $25,000, the General Fund will provide the difference from general revenues to ensure an annual contribution of $25,000. Additionally, in the years when the LUCT revenues exceed $25,000, 50% of the amount over $25,000 will be designated for the conservation purposes, with the total annual designation

not to exceed $100,000. Expenditure of funds to be made upon approval of the City Council. Balance of said sum not to exceed $500,000.

ii. Direct reimbursements from other entities shall be used to offset the appropriate City expense.

iii. Except for the provisions stated above, or as provided otherwise by Federal or State law, or by local ordinance, no unanticipated revenues shall be designated for a specific purpose(s) unless directed by the City Council.

d. Property Taxes.

i. The City shall limit its property tax revenue increases to the Boston CPI, net of expenditures required by law, and debt service payments.

ii. Property Tax Credits and Exemptions. All exemptions and credits will be reviewed with the City Council every three years, unless there are legislative changes that cause a review to occur on a more frequent basis.

e. Non-property tax revenues. The City will maximize the utilization of payments in lieu of taxes and user fees and charges.

V. Fees and Charges

a. Certain services provided by the City of Keene will be assigned a fee or charge for the users of the service, dependent upon how the community benefits from the provision of those services.

i. In the event that the benefit is community-wide, there will be no user fee or charge assessed.

ii. In the event that the service benefits a finite and definable sector of the community, then that group will be assessed a fee or charge for provision of the service.

b. Cost Recovery

i. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs (e.g. accounting, human resources, data processing, insurance, vehicle maintenance).

ii. Fees and Charges will be set at something less than full cost recovery when:

- A high level of cost recovery will negatively impact the delivery of service to low-income groups.
- Collecting the fees and charges is not cost effective.
- There is no intended relationship between the amount paid and the benefit received (e.g. social service programs).
- There is no intent to limit the use of the service (e.g. access to parks and playgrounds).
- Collecting the fees would discourage compliance with regulatory requirements and adherence to said requirements is self-identified, and as such, failure to comply would not be readily detected by the City of Keene.

iii. Fees and Charges will be set at, or above, full cost recovery when:

- The service is also provided, or could be provided, by the private sector.
- The use of the service is discouraged (e.g. fire or police responses to false alarms).

- The service is regulatory in nature and voluntary compliance is not expected (e.g. building permits, plans review, subdivisions).

iv. Ambulance:

- Service fees shall be set at 75% above the Medicare-determined usual and customary charge.
- A fee will be implemented for those instances when responses that involve the use of drugs or specialized services are provided, but there is no transport
- There will be no charge for responses determined by the Fire Department to be "public assists."

c. The method of assessing and collecting fees should be made as simple as possible in order to reduce the administrative and support costs of collection.

d. The City will periodically utilize the services of a collection agency when all other reasonable efforts to collect fees and fines have been exhausted; fees for such services to be paid from amounts collected.

e. Rate structures should be sensitive to the market price for comparable services in the private sector or other public sector entities.

f. All fees and charges shall be adopted by the City Council either by ordinance, resolution or by action of a council committee.

g. Fees and charges shall be reviewed on an on-going basis, and recommended changes brought forth to the City Council for action, to ensure that they remain appropriate and equitable.

VI. Capital Improvement Program

a. The City of Keene shall prepare a capital improvement program (CIP) with a span of six years.

b. The CIP shall be updated annually.

c. The CIP will include all projects anticipated to be undertaken in the ensuing six-year period that have an estimated cost in excess of $20,000 and an anticipated useful life of at least five years.

d. The CIP shall contain revenue projections and rate impacts that support estimated operating costs as well as the proposed capital program.

e. Each project funding-request shall originate from a city department and shall include the following information:

   i. A description of the project.
   ii. A cost estimate.
   iii. A project time line.
   iv. A priority ranking.
   v. An estimate of the operating budget impact.
   vi. A reference to Community Goals.
   vii. A reference to Master Plans.

f. The CIP will be reviewed by the Finance Committee of the City Council and by the Planning Board.

g. The CIP will be the subject of a public hearing before it is adopted.

h. The funding requests in the first year of the adopted CIP will be included in the next annual budget document.

i. Upon project completion, any residual funds shall be returned to the fund that provided the original appropriation, unless otherwise directed by the City Council.

VII. Debt

a. The City of Keene will periodically incur debt to finance capital projects. All issuances of debt are subject to State of NH RSA 34 and 162-K.
b. Debt may be issued to fund those projects with a public purpose of a lasting nature, or as otherwise allowed by state law.
c. Debt will not be issued to provide for the payment of expenses for current maintenance and operation except as otherwise specifically provided by law
d. The City of Keene shall not incur debt that exceeds any limits set by state law.
e. All bonds are authorized by Resolution of the Keene City Council and require a 2/3 vote.
f. The City of Keene may use the services of a financial advisor to assist in preparing for, and executing, any sale of bonds. Said services shall be obtained as the result of a Request for Proposals (RFP) process, which shall be conducted at a minimum of once every five (5) years.
g. The City of Keene shall acquire the required services of bond counsel as the result of a Request for Proposals (RFP) process, which shall be conducted at a minimum of once every five (5) years.
h. Form. The City of Keene has issued three types of bonds:
    i. General Obligation Bonds – repayment is backed by the full taxing power of the City of Keene.
    ii. Tax Increment Financing Bonds – repayment is first backed by the revenue stream generated by increased revenues created within an established Tax Increment Financing District; to the extent that the increased revenues created within the district are not adequate, the repayment of the bonds would then be backed by the full taxing power of the City of Keene.
    iii. Refunding Bonds – these bonds are issued to refinance outstanding bonds before their term in order to either remove restrictions on the original bonds and/or to take advantage of lower interest rates. Repayment is backed by the full taxing power of the City of Keene.
i. Competitive sale is the preferred method of sale, however negotiated sales may occur for a current or advance refunding, or for other appropriate reasons.
j. Term
    i. Debt will be incurred only for those projects with a useful life of at least five (5) years.
    ii. The term of any debt incurred by the City shall be limited to no greater than the expected useful life of the improvement.
k. The use of short-term financing, lease or lease-purchase agreements shall be kept to a minimum.
l. The City of Keene will contain its General Fund debt service and current revenue capital outlay appropriations, on a five-year average, at or less than 15% of the General Fund operating budget.
m. Other funding sources – to the extent they are available, the City of Keene will actively pursue
    i. Grants that reduce the city's initial investment in project/improvement
    ii. Grants that contribute to the on-going debt service for city project(s)
    iii. Other financing tools such as tax credits that leverage the City's initial investment in a project.

VIII. Capital Assets

a. The City of Keene will develop and maintain a computerized capital asset system and database, including the necessary procedures and policies, to ensure the accurate and timely recording and reporting of additions, modifications, improvements, transfers and disposal of capital assets in accordance with generally accepted accounting principles (GAAP).

b. Capitalization of equipment, buildings, land and improvements other than buildings (if one or more of the following criteria are met):
    i. Cost (if known) or fair market value is greater than or equal to $5,000 and useful life is greater than one year for new or replacement items
    ii. In the case of modifications and upgrades, cost is greater than or equal to $5,000 for equipment, and $10,000 for buildings and other improvements and the changes accomplish one or more of the following:
        - Prolongs the useful life of the asset
        - Adapts the asset to a new or different use
        - Substantially increases the value of the asset
        - Does not substantially replace a current asset
    iii. All land acquisitions will be capitalized at cost (if known) or fair market value
    iv. The total cost of placing an asset into service condition will be capitalized.

c. Capitalization of infrastructure
    i. Cost greater than or equal to $10,000 and useful life greater than five years
    ii. The depreciation approach will be utilized for the reporting of all infrastructure

d. Depreciation: straight-line depreciation will be used to depreciate all depreciable capital assets over the estimated useful life of each asset, as determined by industry standards.

e. Asset Classification: assets will be recorded within broad asset groups (e.g. land, buildings, etc.).

f. Budgeting: the budgeting of capital assets will be in a manner that will facilitate the identification and recording of the asset in accordance with this policy.

IX. Fund Balance Classification Policies and Procedures

a. Fund Balance: Fund balance represents the difference between current assets and liabilities and shall be comprised of non-spendable, restricted, committed, assigned and unassigned amounts defined as follows:
    1. Non-spendable fund balance - includes amounts that are not in spendable form such as inventory or prepaid expenses or are required to be maintained intact such as perpetual care or the principal of an endowment fund.
    2. Restricted fund balance - includes amounts that can only be spent for specific purposes stipulated by external resource providers such as grantors or, as in the case of special revenue funds, as established through enabling legislation.
    3. Committed fund balance - includes amounts that can be reported and expended as a result of motions passed by the highest decision making authority, the City Council.
    4. Assigned fund balance - includes amounts to be used for specific purposes including encumbrances and carry forwards authorized and fund balance to be used in the subsequent fiscal year.

5. Unassigned fund balance - includes amounts that are not obligated or specifically designated and is available in future periods.

b. Spending Prioritization: when an expenditure is incurred that would qualify for payment from multiple fund balance types, the City uses the following order to liquidate liabilities: restricted, committed, assigned and unassigned.

c. Net assets: net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors or laws or regulations or other governments. All other net assets are reported as unrestricted.

X. Stabilization Funds

a. Unassigned Fund Balance.
   i. That portion of available funds within each fund that can be used to offset emergency expenditures, a downturn in collection of significant revenues, or other unforeseen events.
      - Unassigned fund balance for the General Fund will be maintained at between seven (7) and ten (10) percent of the sum of the total of the General Fund annual operating budget and the property tax commitment for the school (both local and state) and the county.
      - Fund balances in all other budgeted funds should be maintained at between five (5) and ten (10) percent of the annual operating budget for that fund.

b. Self-funded health insurance.
   i. The City shall retain funds for its self-funded health insurance program. The intended purposes for these funds are to provide a measure to smooth rate fluctuations, to accommodate an unforeseen increase in claims, and to provide financial protection from run-out costs in the event the city moves toward a fully insured plan. The amount retained shall not exceed three months of estimated claim costs.

c. Capital Reserves.
   i. Capital Reserves, classified as committed funds, are reserves established under State of NH law, invested by the Trustees of Trust Funds, for several purposes that include the construction, reconstruction, or acquisition of a specific capital improvement, or the acquisition of a specific item or of specific items of equipment, or other purposes identified in RSA 34, relating to Capital Reserve Funds for Cities.
   ii. The City of Keene has established the following capital reserves:
      1. Fire Equipment Capital Reserve – for the acquisition or significant rehabilitation of fire apparatus
      2. Ambulance Capital Reserve – for the acquisition or significant rehabilitation of ambulances
      3. Intersection Improvements Capital Reserve – for the rehabilitation or reconstruction of existing intersections

4. Hazardous Waste Site Capital Reserve – for the clean-up, mitigation and testing associated with the old City landfill located at 580 Main Street
5. Transfer/Recycling Center Capital Reserve – for the repair and replacement of existing infrastructure, systems and equipment
6. City Hall Parking Deck Capital Reserve – for the repair and replacement of existing infrastructure, systems and equipment
7. Wells Street Parking Facility Capital Reserve – for the repair and replacement of existing infrastructure, systems and equipment
8. Landfill Closure Capital Reserve – for the closure and post-closure costs associated with the City landfill located at Route 12 North.
9. Wastewater Treatment Plant Capital Reserve – for the repair and replacement of major components of plant, including equipment and building
10. Martel Court Pumping Station Capital Reserve – for the repair and replacement of major components of station, including equipment building
11. Sewer Infrastructure Capital Reserve – for the repair and replacement of existing infrastructure, systems and equipment including pump stations and the collection system
12. Water Treatment Facility Capital Reserve – for the repair and replacement of major components of facility including pumps, controls, chemical systems, etc., and building components
13. Water Infrastructure Capital Reserve – for the repair and replacement of major components of existing infrastructure, systems and equipment including wells, lift stations, tanks, etc., and the distribution system
14. Fleet Equipment Capital Reserve – for the replacement of vehicles and equipment under the control of Fleet Services
15. Bridge Capital Reserve – for the construction, reconstruction and rehabilitation of bridges.
16. Downtown Infrastructure and Facility Improvement Capital Reserve – for infrastructure and facility improvements in the downtown.
17. **Transportation Improvements Capital Reserve - to fund, wholly or in part, improvements in the transportation system including roads, bridges, bicycle and pedestrian facilities, and intermodal facilities, except for parking.**

XI. Deposits of Excess Funds

a. Objectives (in priority order):

i. Safety – the safety of principal is the foremost objective

ii. Liquidity – investments shall remain sufficiently liquid to meet the operational cash needs of the City of Keene

iii. Yield – taking in to account the priority objectives of safety of principal and liquidity, a market rate of return

b. Authorized Investments:

i. US Treasury obligations

ii. US government agency and instrumentality obligations

iii. Repurchase agreements with NH Banks acting as principal or agent, collateralized by US Treasury/Agency obligations

iv. Certificates of Deposits in NH Banks (collateralized)

v. NH Public Deposit Investment Pool

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Kendall W. Lane, Mayor

6B1

City of Keene
NEW HAMPSHIRE

January 13, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **RESOLUTION – R-2015-42 – Relating to the Absolute Discontinuance of a Portion of Summit Road**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the adoption of Resolution R-2015-42.

Chairman/Designee

Background:

Mr. Blomquist stated the City was approached by two property owners on Summit Road regarding discontinuing a portion of Summit Road's right-of-way width, which basically gives up the public's right to have a highway. When the City gives that right up the property would revert back to the adjacent property owner. Attorney Howard Lane is here representing the property owners and will give more information. Ultimately the City and property owners came to an agreement on the amount of land - about 10 feet of the existing right-of-way, which is 60 to 80 feet. Summit Road goes back to the old state highway prior to the bypass being built. It has a relatively wide right-of-way, which is why staff recommends that it is okay to give some of that space back to the property owners. Staff looked at it from the perspective of what it could be needed for in the future. One concern staff expressed a while back was that acres of land are still not built upon near the YMCA. Potentially you could have fairly good development there (medium density housing) and then that could place additional demands on the road and they would need the additional width for something like intersection changes. But they agreed that 10 feet could be discontinued.

Attorney Howard Lane stated that he represents Michael and Becky Kiritsy and Carl Thomas, who own the commercial properties on Summit Road. He continued that they are asking for a discontinuance of 10 feet of the Summit Road highway right-of-way, from the intersection of Park Avenue and Summit Road, along their property line, roughly 1000 feet. This is the second time he has been in front of the MSFI Committee. At least one of the current MSFI Committee members was here the last time he spoke to them four years ago.

To give a brief history: there was a noise complaint as a result of outside music at MacDougal's Bar. When the City went out to see what was happening, they saw that patrons of the bar, as well as other people, were parking in the City's highway right-of-way. Some portions of the road are 100 feet wide and the paved area is 30 to 35 feet. There is about a 30- to 35-foot strip of grass on either side of the highway right-of-way. The Planning Department asked the property owners to file a petition asking that 25 feet of the highway right-of-way be discontinued. There was history for that. In the early 1970s David Barrett had discontinued 25 feet on either side of Summit Road and later for Blackbrook Park, another 20 feet was discontinued. There is a lot of highway right-of-way there not being used. So, he came to the MSFI Committee with a petition. He found out not all elements of City staff were on the same page. The topic was placed on more time. It has taken everyone four years to get back to this point; there have been lot of delays on everyone's part, a lot of it on his part and his surveyors'. They are now on the same page that this 10-foot strip of land is of no use to the City and is of great benefit to the Kiritsys and Thomases. He hopes that the MSFI Committee makes this recommendation to the City Council.

Councilor Filiault asked if the City Attorney concurred with the discontinuance. The City Attorney replied that staff reviewed it in detail, going back and forth with Attorney Lane many times. He continued that he is comfortable with the documentation. They have worked on this quite diligently.

Mr. Blomquist stated that the Public Works Department is in concurrence and recommends that the MSFI Committee recommend an absolute discontinuance, by recommending the adoption of Resolution R-2015-42. The City Attorney stated that an absolute discontinuance means the City is giving up all of their rights to this property. He continued that there will be a deed without covenants going back to the abutters and they would own the fee under that. Councilor Lamoureux asked if that includes all of the liability. The City Attorney replied that is correct; once they own it, they own it.

Chair Manwaring asked for public comment. Hearing none, she asked for a motion.

Councilor Filiault made the following motion, which was seconded by Councilor Lamoureux.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the adoption of Resolution R-2015-42.

CITY OF KEENE

R-2015-42 6B2

In the Year of Our Lord Two Thousand and Fifteen

A RESOLUTION For the Absolute Discontinuance of a Portion of Summit Road

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

The Keene City Council is of the opinion that there is occasion to absolutely discontinue a portion of Summit Road as described in the attached Description of Discontinuance as it is no longer necessary for the accommodation of the public; subject to the following conditions:

1. All documentation shall be in content and form acceptable to the City Attorney, City Engineer and Planning Director.

2. That Michael J. Kiritsy, Rebecca W. Kiritsy and Carl B. Thomas, Trustee of the Carl B. Thomas Revocable Trust of 2014, shall indemnify and save harmless the City of Keene from any and all damages that may be claimed as a result of said discontinuance and shall sign an agreement to such.

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Kendall W. Lane, Mayor

PASSED

DESCRIPTION FOR THE ABSOLUTE DISCONTINUANCE OF A PORTION OF SUMMIT ROAD

THE DISCONTINUANCE. Upon the foregoing petition, the Keene City council gave notice as aforesaid, and on the _____ day of _______________, 2015, at ____________, the City Council is of the opinion that there is no further need to use a portion of Summit Road at the following location for the accommodation of the public and there is occasion for the absolute discontinuance of said portion.

Beginning at a granite bound at the southwesterly corner of land of Michael J. & Rebecca W. Kiritsy and the southeasterly corner of land of Carl B. Thomas, Trustee of the Carl B. Thomas Revocable Trust of 2014, at a point 40 feet left of station 19+84' of the Summit Road formerly Route #12 layout;

Thence turning and running North 59° 52' 32" West, 438.46 feet to a granite bound 40 feet left of station 15+45.52' of said layout;

Thence turning and running North 18° 32' 16" East, 10.05 feet to an iron pipe at the corner of land of Carl B. Thomas, Trustee of the Carl B. Thomas Revocable Trust of 2014;

Thence turning and running South 59° 52' 32" East, 440.76 feet to an iron pin at the corner of land of said Thomas and said Kiritsy;

Thence continuing South 59° 52' 32" East, 163.93 feet to a point of curvature;

Thence turning and running on an arc of a curve to the right a distance of 379.69 feet to a point at the southeasterly corner of land of said Kiritsy, said curve having a radius of 1960.00 feet and a delta angle 11° 05' 58";

Thence turning and running North 59° 09' 05" East along land of said Kiritsy, 38.12 feet to a granite bound on the southerly line of Park Avenue;

Thence turning and running on an arc of a curve to the right a distance of 21.78 feet to a granite bound, said curve having a radius of 17.48 feet and a delta angle of 71° 25' 00";

Thence turning and running South 41° 43' 49" West, 29.74 feet to a granite bound at a point 40 feet left of station 25+40.7' of said Summit Road layout;

Thence turning and running along an arc of a curve to the left a distance of 400.99 feet to a granite bound at a point of tangency lying 40 feet left of station 21+47.9' of said Summit Road layout, said curve having a radius of 1950.00 feet and a delta angle of 11° 46' 55";

Thence turning and running North 59° 52' 32" West, 163.93 feet to the point of beginning.

Being a strip of land 10 feet wide along the westerly side of the said Summit Road layout tapering into the Park Avenue intersection, containing 0.24 acres more or less.

Meaning and intending to absolutely discontinue that portion of Summit Road as shown on a plan entitled "Proposed Alteration, Right of Way of Summit Road," prepared by David A. Mann, Land Surveyor, for Michael J. & Rebecca W. Kiritsy and Carl B. Thomas Revocable Trust [of] 2014, Summit Road, City of Keene, County of Cheshire, State of New Hampshire, dated May 12, 2011, and Revised February 12, 2015, to be recorded at the Cheshire County Registry of Deeds.

6C1

City of Keene
NEW HAMPSHIRE

January 13, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **REPORT OUT – R-2011-32 – Discontinuance of a Portion of Summit Road**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends Resolution R-2011-32 be defeated.

Chairman/Designee

Background:

Mr. Blomquist stated Resolution R-2011-32 represents the prior petition from Attorney Lane. He asked the City Attorney if the Committee needed to take action on this document. The City Attorney replied that this is a procedural anomaly, which he and the City Clerk discussed. He continued that often the MSFI Committee can simply report out to the City Council and the City Council accepts it and it goes away, but there is a provision in the Rules of Order, which requires that resolutions and ordinances get voted yea or nay. He would recommend the MSFI Committee vote to recommend that the City Council not accept this resolution, just to be procedurally consistent.

Chair Manwaring asked for comment. Hearing none, she asked for a motion.

Councilor O'Connor made the following motion, which was seconded by Councilor Filiault.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends Resolution R-2011-32 be defeated.

6C 2

CITY OF KEENE

R-2011-32

Eleven

In the Year of Our Lord Two Thousand and ....
For the Discontinuance of a Portion of Summit Road

A RESOLUTION ....

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

The Keene City Council is of the opinion that there is occasion to discontinue a portion of Summit Road as described in the attached Description of Discontinuance as it is no longer necessary for the accommodation of the public; subject to the following conditions:

1. All documentation shall be in content and form acceptable to the City Attorney, City Engineer and Planning Director.

2. That Michael J. Kiritsy, Rebecca W. Kiritsy, Carl B. Thomas and Betty L. Thomas shall indemnify and save harmless the City of Keene from any and all damages that may be claimed as a result of said discontinuance.

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Philip Dale Pregent, Mayor

PASSED