City of Keene
New Hampshire

KEENE CITY COUNCIL
Council Chambers, Keene City Hall
February 18, 2016
7:00 PM

Roll Call
Pledge of Allegiance
Minutes of Preceding Meeting

HEARINGS/PRESENTATIONS/PROCLAMATIONS

- Electric Distribution System Improvements in Central Business District – Eversource Energy
- Public Launch of OpenGov Transparency Portal

1. ELECTIONS/NOMINATIONS/APPOINTMENTS/CONFIRMATIONS

A. Nomination – Heritage Commission
B. Confirmations – Agricultural Commission, Airport Advisory Commission, Assessors Board, Bicycle/Pedestrian Path Advisory Committee, Conservation Commission, Heritage Commission, Historic District Commission, Library Board of Trustees, Partner City Committee

2. COMMUNICATIONS

A. Dorrie O'Meara – Removal of Granite Curbing – West Side of Central Square
B. Igor Monteiro/Red Devils Soccer Club Inc. – Request to Use City Property – Spring Street
C. Mark Fraser/Eversource Energy – Request to Use City Property – Electrical Distribution System in Central Business District
D. Councilor Hansel – Adoption of RSA 79-E "Community Revitalization Tax Relief Incentive"

3. REPORTS

A. COUNCIL COMMITTEES

1. Introduction of KSC Coordinator of Student and Community Relations – PLD COM
2. 57 Winchester Street – Lodging House License – PLD COM
3. United Church of Christ – Lodging House License - PLD COM
4. Rules of Order Amendments - PLD COM
5. Next Chapter Campaign Drive – FOP COM
6. American Legion Ball Field Agreement – FOP COM
7. Woodland Cemetery Wetland Restoration Project – FOP COM
8. Use of State Revolving Fund – WWTP Dewatering Equipment Replacement – FOP COM
9. Professional Services Agreement – Runway 14/32 Reconstruction Project – FOP COM
10. Grant Application – Runway 14/32 Reconstruction Project – FOP COM

B. CITY OFFICERS AND DEPARTMENTS

1. General Comments –City Manager

C. BOARDS AND COMMISSIONS

3. REPORTS

D. MORE TIME

1. Suggested Ban on Single Use Plastic Bags – PLD COM
2. Resolution R-2016-02: Relating to Fiscal Policies – FOP COM

4. ORDINANCES FOR FIRST READING

5. ORDINANCES FOR SECOND READING

6. RESOLUTIONS

A. Relating to Appropriations for Airport Improvement Projects
   1. Report – FOP COM
   2. Resolution R-2016-03

B. In Appreciation of Thomas I. Hastings Upon His Retirement
   1. Resolution R-2016-04

C. In Appreciation of Michael D. Bailey Upon His Retirement
   1. Resolution R-2016-05

D. In Appreciation of Anmarie M. Wilson Upon Her Retirement
   1. Resolution R-2016-06

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, February 4, 2016. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Robert J. O'Connor, Terry M. Clark, Randy L. Filiault, Thomas F. Powers, Robert B. Sutherland, Gary P. Lamoureux, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones and David C. Richards were present. Jay V. Kahn, George S. Hansel, Stephen L. Hooper and Mitchell H. Greenwald were absent. The Mayor noted Councilor Richard's service on the City Council spans from 2001 to the present. He spoke about the Committees that Councilor Richards served on including most recently serving as Chair of the Planning, Licenses and Development Committee since 2012. Councilor Richards led the Pledge of Allegiance. A motion by Councilor Richards to accept the minutes from the January 21, 2016 meeting was duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS – MAYOR

The Mayor reminded the Councilors that review of the CIP with an early start time on Thursday, on Thursday, February 11, 2016. This review will focus on projects from the Administrative Services and Community Services portfolios.

The Mayor restated that the re-dedication of the Michael EJ Blastos Community Room will be Saturday, February 6, 2016 at 11:00 AM.

The Mayor continued with respect to Council goal setting; the Special Council Committee charged to develop a process for establishing long term Council goals recommended that Primex be engaged to lead a facilitated session to develop such biennial goals. The goals will guide Council policy-making and enhance its leadership of the City. Primex's process, conducted through 5 hour workshop session, will include both large and small group work. With the focus of this effort being the establishment of long term goals, a Saturday session in July is anticipated.

PRESENTATION – LIBRARY PROJECT UPDATE

The Mayor recognized the City Manager for some opening comments relative to this evening's presentation. The Manager stated that this has been put together by the Friends of the Keene Public Library, the Trustees, City staff and MEDC. This has been a strong partnership in working towards this project. He went on to provide a timeline of the steps that have occurred to date in this process.

Paul Henkel and Jane Pitts of the Library Board of Trustees; Patti Farmer, Capital Campaign Manager; and Jack Dugan of MEDC came forward to address the Council. With the aid of a Powerpoint presentation, Mr. Henkel began by explaining that in 2013 the Keene Library Annex Advisory Committee was created, with membership including the Library Trustees, The Friends and City staff. He continued the first step this Committee undertook was to examine what is needed to make the Library Annex viable and code compliant. The two questions the group was charged with answering included: how these two buildings could best be used to provide library services that meet our community's 21st century needs; and, should the two buildings be physically connected, enabling services to flow between them as well as scalability for the future. Mr. Henkel stated that to determine the answers to these questions, 13 community visioning sessions were conducted by Scully Architects, and the community's needs and priorities were identified. Mr. Henkel stated that the Committee concluded that the needs and priorities identified at these sessions are in alignment with the Library's mission as well as with the City's Comprehensive Master Plan.

Mr. Henkel went on to explain where they are currently relative to the project's timeline. He noted they are about to enter Phase three of the project relative to permitting. He noted that once phase three is complete, they will have the information needed to file for a site plan review with the Planning Board. He added that two other processes have begun as well: the rezoning of the Library Annex property to match the zoning of the current Library building, and the expansion of the Wells Street Tax Increment Financing District to include the Library property, which supports the application for New Market Tax Credits to fund the project. He noted at this point Mr. Dugan will provide an update on the financing for the project.

Jack Dugan, President of the Monadnock Economic Development Corporation explained the financing for the project. He stated that MEDC is very interested in this project because it will create 79 new construction jobs and generate up to $1.7 million of sales for Keene area businesses during construction. In addition, it is estimated to bring over 2,300 new visitors to downtown Keene every year and $70,000 of new visitor spending every year. The project will also provide new meeting space, access to technology, and another "big city amenity" in a small city to attract skilled residents and new businesses.

Mr. Dugan stated this is a creative and beneficial financing plan that will minimize the impact to the taxpayers of Keene. He went on to explain the use of New Market Tax Credits, which is a program that was established by Congress in 2000 to spur new or increased investments into operating businesses and real estate projects located in low-income communities/census tracts. The program attracts investment capital to these areas by permitting individual and corporate investors to receive a tax credit against their Federal income tax return in exchange for making equity investments in a worthwhile project. The credit totals 39 percent of the original investment amount and is claimed over a period of seven years (five percent for each of the first three years, and six percent for each of the remaining four years). The investment cannot be redeemed before the end of the seven-year period commencing with the closing of the funding.

Mr. Dugan went on to describe how the use of these tax credits along with a capital investment by the City, a capital campaign, other state tax credit and grant programs and the expansion of the Wells Street TIF district would round out the financing for this project. The expansion of the TIF and the rural area we are in makes the City eligible for the New Market Tax Credits. He explained that during the 7 year recapture period, the City of Keene would lease the library annex property from MEDC Next Chapter LLC, and the lease that the City would pay would cover the interest on the City Bond plus the property taxes on the completed project. He explained the interest payment will flow through the structure and be applied to the City Bond. During that time, the property taxes will be paid back to the City, and the City, because of the TIF, has the ability to apply up to all of the returned property taxes to the principal amount of the City Bond. He noted if the TIF district is expanded to include this project, there will be an excess of funds over the expenses of the district and the City could use that surplus revenue to pay down the bond. The City's investment would not exceed $2,000,000 and would gain an over $14,000,000 investment.

Jane Pitts spoke about the third funding piece. In addition to the funds contributed towards the project's concept design, the Friends of the Library have contributed funds towards the setting up of a capital campaign. The Friends contracted with consultant Al Cantor in 2015 to conduct a feasibility study. Based on its result, the Friends and project partners are launching a $5,000,000 capital campaign drive. She continued that they have hired development professional Patty Farmer as the Campaign Manager. Ms. Pitts noted that Ms. Farmer is here this evening to provide an update on the capital campaign.

Ms. Farmer explained that the campaign effort began last fall with the appointment of campaign co-chairs Judy Putnam and Alfreida Englund. She stated the two co-chairs have assembled an outstanding campaign committee made up of civic leaders, educators, business people and "professional" retirees all who share a passion for advancing the vision and impact of the Library. She continued that the committee is in the process of developing marketing materials. She noted that the Councilors have been provided with the brochure they developed to promote the campaign and describe the philanthropic need for the renovation. She spoke about the revitalization of the Annex as well as the creation of a connector between the Library Annex. She stated her hope that the Council will become familiar with the campaign materials and able to answer questions from constituents. She noted the quiet phase of the campaign has begun with 100% participation. Ms. Farmer continued that once 80-90% of their goal is reached, a public campaign will begin.

At this point Ms. Pitts spoke briefly about the current state of the Library and Library Annex and went on to show the new design that includes a connection between the buildings, second floor space for Cheshire TV and outdoor spaces and parking. The Library will continue to provide a space for people to access information and this will allow greater use, shared spaces and collaboration.

Mr. Henkel stated this revitalization will allow the City to provide a 21st century library facility. He noted that on Councilors desks tonight is a copy of "Our Window to a Wider World", written by Susan Peery for the Library centennial. As she recounts the history and evolution of the Keene Public Library, she speaks to what it means to be a public library in today's world. "A public library is much more than the sum of all the books, periodicals, art, and other media collected there. A library is evidence of society's desire to organize information and ideas and make them accessible to all. A library brings order to the chaotic flood of data that drenches our lives. And in a democratic society that relies on an educated populace, a public library is a way to share the intellectual wealth." He ended by stating there is broad support for this project in the greater community.

At this time the Mayor asked if the Councilors had any questions.

Councilor Chadbourne asked Mr. Dugan how the figure of 2,300 additional visitors to Keene's downtown on an annual basis was derived, and how the library would generate this. Mr. Dugan stated part of the process for applying for New Market Tax Credits involves querying the library for information about what the additional venues for meeting space and technology space are likely to generate in new visitors. They provided a number that was just of 10,000 per year in total. They were then asked to break this down by how many would be from Keene or from outside Keene, and that is where the 2,300 estimate was derived, they represent people from outside Keene that would visit. They then took that information and entered it into the DRED Community Impact Program which estimated there would be about $70,000 in new spending attributed to these outside visitors annually. If someone comes from outside Keene it is anticipated they will spend money at local businesses while they are here.

Councilor Sutherland asked for clarification relative to the 3.5 million dollars for Heberton Hall. Mr. Dugan stated it is a "same day" transaction. He explained that this would allow the value of that property to be rolled into the financing. In effect MEDC would own the land during the seven year recapture period but would owe the City 3.5 million dollars. The City would lease the building during the recapture period. At the end of the recapture period MEDC would hand the keys back to the City. There is really no exchange of money, this is a way to capture that property value to use in applying for the New Market Tax Credits.

The Mayor thanked the presenters for the information provided this evening. He stated this is the beginning of a lengthy process and there will be further opportunities to answer questions as this unfolds.

CONFIRMATIONS

A motion was made by Councilor Richards and duly seconded to confirm the following nominations: Robert Sutherland to serve as a regular member on the Airport Advisory Committee for a term to expire December 31, 2018; Steve Hooper to serve as a regular member on the Ashuelot River Park Advisory Board for a term to expire December 31, 2017; Charles Redfern to serve as a regular member on the Ashuelot River Park Advisory Board for a term to expire December 31, 2018; Joshua Greenwald to serve as a regular member on the Assessors Board for a term to expire December 31, 2017; Mari Brunner reappointed to serve as a regular member on the Cities for Climate Protection for a term to expire December 31, 2018; Gary Lamoureux to serve as a regular member on the Cities for Climate Protection for a term to expire December 31, 2017; Megan D. Straughen to serve as a regular member on the Cities for Climate Protection for a term to expire December 31, 2018; Larry Dachowski to serve as a regular member on the Cities for Climate Protection for a term to expire December 31, 2018; David Bergeron to serve as an alternate member on the Historic District Commission for a term to expire December 31, 2018; Paul Cooper to serve as an alternate member on the Historic District Commission for a term to expire December 31, 2018; Rev. Michael Hall to serve as a regular member on the Martin Luther King, Jr./Jonathan Daniels Committee for a term to expire December 31, 2018; Jay Kahn to serve as a regular member on the Partner City Committee for a term to expire December 31, 2017; Dawn Thomas-Smith reappointed to serve as a regular member on the Partner City Committee for a term to expire December 31, 2018; Karen Parsells reappointed to serve as a regular member on the Partner City Committee for a term to expire December 31, 2018; Kathy Frink reappointed to serve as a regular member on the Partner City Committee for a term to expire December 31, 2018; Chris Cusack to serve as a regular member on the Planning Board for a term to expire December 31, 2017; George Hansel to serve as a regular member on the Planning Board for a term to expire December 31, 2017; James Duffy to serve as an alternate member on the Planning Board for a term to expire December 31, 2018; Richard Berry reappointed to serve as a regular member on the Southwest Regional Planning Commission for a term to expire December 31, 2019; and Kathy Snow to serve as a regular member on the Trustees of Trust Funds for a term to expire December 31, 2018. On a roll call vote, with 11 Councilors present and voting in favor the motion carried. Councilors Kahn, Hansel, Hooper and Greenwald were absent.

NOMINATIONS

The following nominations to City boards and commissions were received from the Mayor: Bettina Chadbourne as a regular member to the Agricultural Commission for a term to expire December 31, 2017; Joseph Briggs to the Airport Advisory Commission for a term to expire December 31, 2017; Barry LeClair to the Assessors Board for a term to expire December 31, 2018; Edward Guyot to the Bicycle/Pedestrian Path Advisory Committee for a term to expire December 31, 2017; Sadie Butler as an alternate to the Conservation Commission for a term to expire December 31, 2018; Robert O'Connor to Heritage Commission for a term to expire December 31, 2017; Thomas Powers to Historic District Commission for a term to expire December 31, 2018; Carl Jacobs as a liaison to Library Board of Trustee for a term to expire December 31, 2017; and Will Schoefmann as an alternate to the Partner City Committee for a term to expire December 31, 2016. The confirmations will occur at the next regular meeting.

APPOINTMENT – COLLEGE/CITY SPECIAL COMMISSION

The following appointments to the College/City Special Commission were received from the Mayor: Darryl Masterson, Phil Jones, Bettina Chadbourne, Dick Berry, Paula Jessup, Marcia Kayser and Rhett Lamb as regular members. Dean Eaton will serve as the Chair. The Mayor noted this is a reappointment of the Commission. This special commission will become a standing board through the adoption of an ordinance. At that time a new charge will be developed. A motion by Councilor Richards was duly seconded to accept the Mayor's appointments. The motion passed with a unanimous vote in favor.

APPOINTMENT – AD HOC AIRPORT MASTER PLAN STUDY ADVISORY COMMITTEE

The following appointments were made the ad hoc Airport Master Plan Study Advisory committee: Rebecca Landry (staff), Kenneth Colby, Jr., Janis Manwaring, Elizabeth Bendel, Joseph Briggs, Robert Bergevin, Jack Dugan, Phil Suter, William Summers, Dr. Ann Shedd, Rhett Lamb, Kenneth Colby and W. William Hutwelker, III as regular members. James Duffy will serve as the Chair. This is a reappointment of the ad hoc Commission. A motion by Councilor Richards was duly seconded to accept the Mayor's appointments. The motion passed with a unanimous vote in favor.

COMMUNICATION – DANIELLE BOUDRAND – SUGGESTED BAN ON SINGLE USE PLASTIC BAGS

A communication was received from Danielle Boudrand, requesting to ban of single use plastic bags. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – UNITED CHURCH OF CHRIST IN KEENE – LODGING HOUSE LICENSE

A communication was received from Rev. Christine Boardman and Kathy Blair, of the United Church of Christ in Keene, requesting a Lodging Housing License for the United Church of Christ in Keene in order to provide space for the overflow of homeless people from the Hundred Nights Shelter. The communication was referred to the Planning, Licenses and Development Committee.

MSFI REPORT – PERIODIC UPDATE – AIRPORT ADVISORY COMMISSION

Municipal Services, Facilities and Infrastructure Committee report read recommending the report by the Airport Advisory Commission be accepted as informational. The report was filed as informational.

MSFI REPORT – RE-DEDICATION OF MICHAEL EJ BLASTOS COMMUNITY ROOM

Municipal Services, Facilities and Infrastructure Committee report read recommending the rededication of the Michael EJ Blastos Community Room for Saturday, February 6, 2016. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – PERIODIC REPORT – AGRICULTURAL COMMISSION

Municipal Services, Facilities and Infrastructure Committee report read recommending the report by the Airport Advisory Commission be accepted as informational. The report was filed as informational.

PLD REPORT – REQUEST TO USE CITY PROPERTY – ICE AND SNOW FESTIVAL

Planning, Licenses and Development Committee report read recommending the periodic report from the Agricultural Commission be accepted as informational. The report was filed as informational.

PLD REPORT – REQUEST TO USE CITY PROPERTY – 4 ON THE 4^{TH} ROAD RACE

Planning, Licenses and Development Committee report read recommending the City Council grant permission to Pathways for Keene to sponsor a running race on July 4, 2016, subject to the customary licensing requirements of the City Council. In addition, the Police Department shall identify Railroad Street immediately adjacent to Railroad Square as a No Parking zone from the hours of 6:00 AM to 11:00 AM. This license is conditional upon the petitioners providing ten volunteer race marshals, and subject to any recommendations of City staff. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – LODGING HOUSE LICENSE – 100 NIGHTS, INC

Planning, Licenses and Development Committee report read recommending the City Council grant the license for Hundred Nights Shelter subject to any recommendations from staff. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – LAND USE CODE UPDATE PROJECT

Planning, Licenses and Development Committee report read recommending this update on the land use code update be accepted as informational. The report was filed as informational.

CITY MANAGER – COMMENTS

The City Manager thanked the various Presidential Campaigns for cleaning up their signs on Main Street as quickly as they did. The City Manager commented that he likes to use part of his comment period to update the Council on things that City staff are doing. He went on to state Liz Sayre and the NH local Welfare Administrators Association gave testimony for HB 1696. The City Manager noted Mitchell Smith, Highway Foreman, has earned his Senior Road Scholar Certification and designation as a Safety Champion Recognition. He continued that Will Dourdounas, Highway Maintenance Aid II, has earned his Road Scholar Two Certification and designation as a Safety Champion. The City Manager noted that Peg Bruce from the Kiwanis Club is planning on removing the lights off the downtown lights next week and the Christmas tree on February 13, 2016. He commented that the City of Keene has 4 young professionals being recognized with the 2016 Business Monadnock Trendsetters Awards on March 9, 2016. They are part of 20 other people making an impact at their companies and in the community. The selection process not only included their individual contributions to their field of work, but how they give back to the community in a meaningful way. The 4 City of Keene employees are: Will Schoefmann, a GIS technician in the Planning Department; Jennifer Ramey, an Investigator for the Keene Police Department; Meghan Spaulding, Recreation Programmer for the Parks and Recreation Department; and Tara Kessler, Planner in the Planning Department.

RULES OF ORDER AMENDMENTS – MAYOR AND CITY CLERK

A memorandum from the Mayor and the City Clerk requesting proposed amendments to the City Council's Rules of Order to redistribute the workload of the three Standing Committees and clarify the participation of non-Committee members at Standing Committee meetings. In addition, the amendments eliminate the signature of the Committee Chair on Committee Reports and the filing of quarterly attendance and more time reports. Finally, the amendments would recognize and codify the current tradition of Standing Committee Chairs presenting background information on their committee's recommendation. The memorandum was referred to the Planning, Licenses and Development Committee.

MORE TIME

More time was granted by the Chair for the following item in Committee: Emergency Operations Plan.

APPLICATION TO AMEND THE ZONING MAP AND ORDINANCE O-2016-01: AN ORDINANCE RELATING TO THE CREATION OF A RESIDENTIAL PRESERVATION DISTRICT, A BUSINESS GROWTH AND RE-USE DISTRICT AND A NEIGHBORHOOD BUSINESS DISTRICT; AND APPLICATION TO AMEND THE ZONING MAP AND ORDINANCE O-2016-02: AN ORDINANCE RELATING TO THE CHANGE OF ZONE – MARLBORO STREET PROJECT AREA AND ITS PARCELS

An application was received from the Planning Department along with Ordinance O-2016-1: an Ordinance Relating to the Creation of a Residential Preservation District, a Business Growth and Re-Use District and a Neighborhood Business District along with Ordinance O-2016-2: an Ordinance Relating to Change of Zone – Marlboro Street Project Area and its Parcels. The application was filed as informational. Ordinance O-2016-1 and Ordinance O-2016-2 were read for the first time. The Ordinances were referred to the Joint Planning Board and Planning, Licenses and Development Committee.

APPLICATION TO AMEND THE ZONING MAP AND ORDINANCE O-2016-03: AN ORDINANCE RELATING TO CHANGE OF ZONE – KEENE PUBLIC LIBRARY ANNEX AND ADJACENT PARCELS

An application was received from the Keene Public Library Board of Trustees along with Ordinance O-2016-03: an Ordinance Relating to Change of Zone – Keene Public Library Annex and Adjacent Parcels. The application was filed as informational. Ordinance O-2016-03 was read for the first time. The Ordinances were referred to the Joint Planning Board and Planning, Licenses and Development Committee.

MEMORANDUM – MAYOR AND ORDINANCE O-2016-05: AN ORDINANCE RELATING THE BICYCLE/PEDESTRIAN PATH ADVISORY COMMITTEE

A memorandum was received from the Mayor along with Ordinance O-2016-05: an Ordinance Relating to the Bicycle/Pedestrian Path Advisory Committee. The memorandum was filed as informational. Ordinance O-2016-05 was read for the first time. The Ordinance was referred to the Municipal Services, Facilities and Infrastructure Committee.

MEMORANDUM AND RESOLUTION R-2016-03: RELATING TO APPROPRIATIONS FOR AIRPORT IMPROVEMENT PROJECTS

A memorandum was received from Donald R. Lussier, City Engineer, along with Resolution R-2016-03: Relating to Appropriations for Airport Improvements Projects. The communication was filed as informational. Resolution R-2016-03 was read for the first time. The Resolution was referred to the Finance, Organization and Personnel Committee.

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(b) and a land matter under RSA 91-A:3 II (d) was duly seconded. On a roll call vote, 11 Councilors were present and voted in favor. Discussion was limited to the subject matter. The session concluded at 8:50 PM. A motion by Councilor Greenwald to keep the minutes in non-public session was duly seconded. On roll call vote, 11 Councilors were present and voting in favor. Councilors Kahn, Hansel, Hooper and Greenwald were absent.

CITY MANAGER'S CONTRACT

On motion by Councilor Richards, voted unanimously to authorize the Mayor to execute an amendment to the employment agreement with the City Manager to extend the term of the employment agreement for one additional year beyond its current expiration date, with all other terms and conditions of the agreement to remain in full force and effect.

ADJOURNMENT

At 8:52 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest: Patricia Little

City Clerk

1A

City of Keene
New Hampshire

February 16, 2016

TO: The Keene City Council

FROM: Kendall W. Lane, Mayor

SUBJECT: Nomination

Kendall W. Lane

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

HERITAGE COMMISSION

Marilyn Gemmell, slot 6 — Term expires December 31, 2018

Keene, NH

In City Council February 4, 2016.
Tabled until the next regular meeting.

Patricia Little

February 2, 2016 City Clerk

City of Keene
New Hampshire

1B

TO: The Keene City Council

FROM: Kendall W. Lane, Mayor kwl

SUBJECT: Nominations

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

AGRICULTURAL COMMISSION
Bettina Chadbourne, slot 4 Councilor — Term expires Dec. 31, 2017

AIRPORT ADVISORY COMMISSION
Joseph Briggs, slot 2 — Term expires Dec. 31, 2017

ASSESSORS BOARD
~~Barry LeClair, reappoint, slot 2~~ — ~~Term expires Dec. 31, 2018~~

BICYCLE/PEDESTRIAN PATH ADVISORY COMMITTEE
Edward Guyot, slot 1 — Term expires Dec. 31, 2017

CONSERVATION COMMISSION
Sadie Butler, alternate, reappoint, slot 9 — Term expires Dec. 31, 2018

HERITAGE COMMISSION
Robert O'Connor, Councilor, slot 5 — Term expires Dec. 31, 2017

HISTORIC DISTRICT COMMISSION
Thomas Powers, Councilor, slot 7 — Term expires Dec. 31, 2018

LIBRARY BOARD OF TRUSTEE
Carl Jacobs, Councilor, slot 7, liaison — Term expires Dec. 31, 2017

PARTNER CITY COMMITTEE
Will Schoefmann, slot 13, alternate — Term expires Dec. 31, 20116

For Slot #1

Mayor Kendal Lane
City of Keene
3 Washington Street
Keene, NH 03431

RE: Bicycle and Pedestrian Pathway Advisory Committee Membership

Dear Mayor Lane:

I would like to express my interest in re-joining the Bicycle and Pedestrian Pathway Advisory Committee.

I had been on the committee for the maximum number of full term cycles as committee member and later as chair. I had to step away under the Committee rules 2 year ago. Now that the waiting period has passed I would like to rejoin. It is my understanding that openings are available.

By way of background, I am an avid cyclist and runner. Professionally I am a Partner with John G Burk and Associates, CPAs and, in addition to my past experience on BPPAC, I have a strong background in board work not only in Keene but on a national level. Here is a partial list of local projects and boards I have had the honor to have served:

The Colonial Theatre, Founding board member and treasurer.
The Monadnock Food Co-op, Founding board member and organizer.
The Hannah Grimes Center – Board member.
Stonewall Farm, Board member and treasurer.
HM 2020 Advisory board member.
Re-Think Health, Advisor.

I am happy to provide any additional information you may need. Please feel free to reach out to me or members of the City staff as you see fit.

I look forward to your decision and the potential of serving the City again.

Respectfully,

01/16/19

Edward Guyot, CPA, CGMA
eguyot@jgbco.com
603-357-4882

RECEIVED FEB - 4 2016

2A

MOXIE REALTY, LLC

39 Central Square Suite 300
Keene, NH 03431

Phone: 603.355.2787
Fax: 603.355.2987

KEENE APARTMENTS, LLC
Your Key to the City

City of Keene

3 Washington Street

Keene, New Hampshire 03431

Dear Sirs,

I would like to once again request that the City remove the granite curbing Westt side of Central Square more specifically starting at Mon Amie Jewelry to Amidon Jewelry. I ask that the city take the same steps as they did on the head of the square and place borders around the trees that are currently there and cement over the removed curbing to be level with sidewalk.

I ask this for several reasons; I have had interest in leasing out the Ingenuity Country Store space as a restaurant however it would be contingent on seeking approval of tonight's request and also several other issues. I personally own Pedraza's Restaurant and we have had several issues with the patio setup as well as much need for expansion. Currently The Pour House is unable to have patio seating at all because the curbing takes up the entire store front.

I look forward to speaking with you at the next meeting to discuss this further.

Thank you,

Dorrie O'Meara

Moxie Realty, LLC

2B

Dear Mayor and City Council,

Red Devils Soccer Club is a new Soccer club in Keene, NH, and will be located on 17 Washington Street (the old Keene Middle School). Based on our lease agreement, we will be using the parking lot off Spring Street behind the school and adjacent to the fields. A portion of that parking lot belongs to the City of Keene (please see attached parking lot diagram).

We ask for permission from the City Keene to use the City part of the parking lot, or permission to let cars pass from one side of the parking lot to another, because the City's lot is between the entry and Red Devil's parking lot (please see diagram). We ask for this permission to be between the hours of 5:00 PM to 9:00 PM on weekdays, and from 8:00 AM to 9:00 PM during the weekend.

We will also have porta-potties and a dumpster on our side of the parking lot, to make sure that we keep our business and parking lot clean (see diagram).

Together with this e-mail I have sent you a copy of the parking lot site plan, to better describe what we as an organization are asking for. We appreciate your consideration and will do our best to maintain a well-respected local business.

Sincerely,

Igor Monteiro
(978)726-3775

President & Director of Coaching
Red Devils Soccer Club, Inc.
www.reddevilssc.com

RECEIVED
JAN 25 2016
By

B) Descriptive Narrative

Red Devils Soccer Club (RDSC) provides its members with a committed and supportive environment for athletic development, striving to provide youth players of all ages with the highest level of coaching available. We are excited for the opportunity to bring such a program to our Keene Community.

Red Devils Soccer Club would like to get the approval from the City of Keene Planning Board to use the old "Keene Middle School" field, located on 17 Washington street for our youth soccer club from the Months of April to November. The field is roughly 65 yards x 100 yards, and we hope to have a total of 9 teams this year.

Drainage & Snow Removal:
The field already has proper drainage from its previous use as a soccer and athletic field as part of Keene Middle School, and is well prepared for any type of weather conditions. Snow removal will not be needed since Red Devils Soccer Club will only be using the fields from April to November (no soccer if it snows). The landscape of the field will remain the same.

Sedimentation control, vegetation, debris management, and stormwater, drainage & erosion:
The property has already been prepared for all of the above from its previous use as the KMS athletic field, currently owned by MDP Development, LLC. We are not adding permanent structures to the property or changing its use outside its original intended use as an athletic field.

Landscaping & air quality, not applicable.

Hazardous or toxic materials, filling & excavation, stump dumps: This does not apply, we will not need or use any of these.

We will also have a small dumpster, which we anticipate to be emptied every other week as needed. This is located in red on the plot plan, marked with "D."

Noise:
RDSC would like permission to use the fields 7 days a week. Monday through Friday the peak usage will be 5:30 PM to 8:30 PM, ending at roughly 9 pm. Noise will be minimum because this is only coaches giving direction to players during practice time.

Saturdays and Sundays there may be games or tournaments held throughout the day, and will not start before 8 am, usually ending early evening. Red Devils Soccer Club does not tolerate parents coaching from the sideline, there will be no yelling from parents during games or practices. The noise we anticipate will be players and parents cheering each other on, usually less than the noise of a playground at recess time.

Architecture and visual appearance: We do not propose to add permanent structures to the property. The visual appearance of the fields will improve because they will be mowed and kept clean for the Soccer Club.

Red Devils Soccer Club, would like to request a waiver from the Planning Board Development Standards to use a lights run by generators:

Lighting: Red Devils Soccer Club would like to get permission from the City for Keene Planning Board to use 4 LED lighting poles at our facility. The lights will not be permanently attached to the ground. Instead we will be using portable lights (run by generators) that will not be taller than 20 feet high. Lights can be found of the plan plot "x" on the drawing. The lights will be pointed diagonal to the ground and will be shielded, with no portion of the bulb visible. This will also protect abutters and street traffic from additional lighting. Lights will be on from sunset and may remain on until 10 pm some nights. It is our goal that nobody be adversely affected from the lights, and we will alter their usage as needed (for example we will experiment with the lights in the field to find the safest lighting levels for our players, with the least impact to abutters). The lights will not be permanent and will therefore not affect property values of abutting properties. The four "X" marks in field corners are where we would like to have the field lights, and most likely they would be off by 9:30 pm on the evenings we have practice.

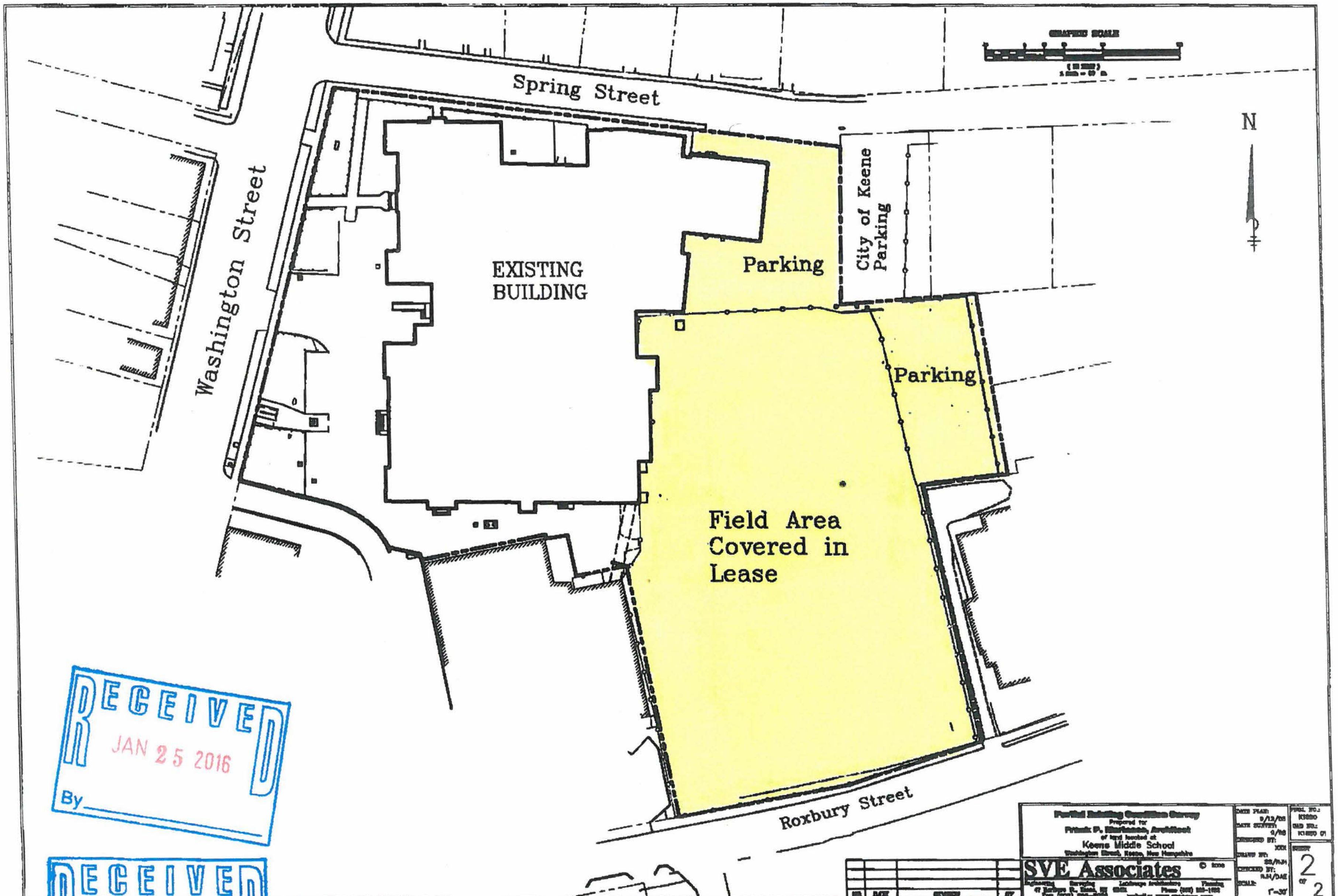
Traffic: We anticipate 2 practices 4 days each week with about 50 cars total dropping off or picking up kids in a 3-hour time period. Game days (usually Saturday and Sunday) will have similar traffic, all of which will be coming from Spring Street (there is no access from the Roxbury Street side of the fields). There is an existing sidewalk that runs across the entrance on Spring Street, which is visible within the parking lot (so there will be no increased danger to pedestrians). The area with orange striping on the plot map is the parking lot, also the existing lot on the property, which holds over 50 vehicles.

Sewer & Water: We propose to have 2 portapotties and do not plan to use city sewer or water. The two green circles are for proposed Porta Potties. Please note that this location is a "nook" hidden by the building, so it will not be visible from anywhere except the parking lot. You will not be able to see this via Spring Street or Roxbury St.

Other:
The Blue outline is currently a fence. We would like permission to have "Red Devils Soccer Club" banners on the **INSIDE** of the fence (facing inside) on all 3 edges. We would like permission to have banners facing the **INSIDE AND THE OUTSIDE** of the 2 street sides (so the signs would be visible to Roxbury Street and Spring Street traffic).

RECEIVED
JAN 25 2016
By____________

Existing conditions plan



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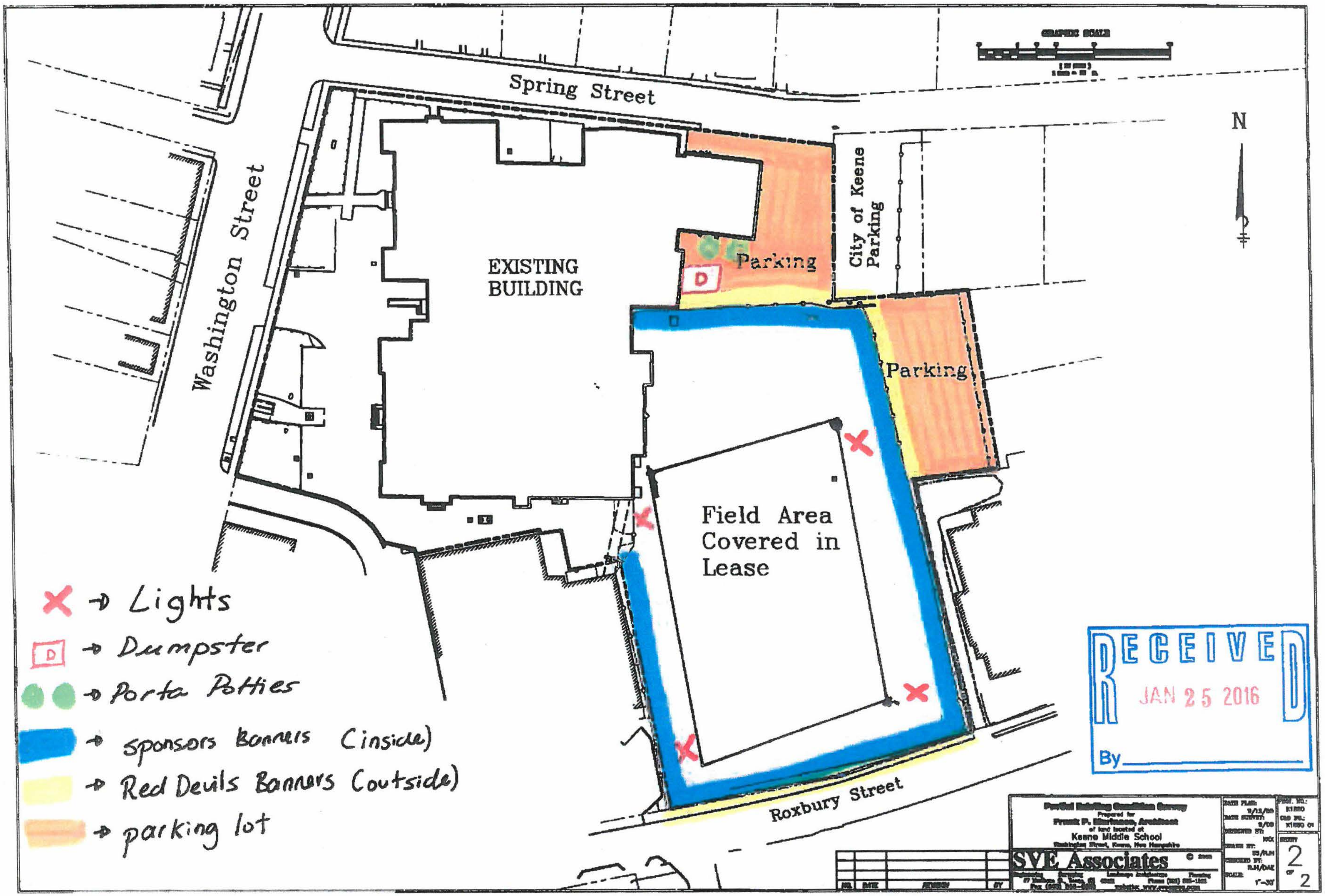
25 2016
By

Proposed conditions plan



EVERSOURCE
ENERGY

19 Production Avenue
Keene, NH 03431-3920

2C

February 16, 2016

Mayor Kendal W. Lane and
Keene City Council
City of Keene
3 Washington Street
Keene, NH 03431

Re: Permission to Use City-Owned Property / Eversource Investments in Electric Distribution System in Keene's Central Business District

Dear Mayor Lane and Councilors,

In order to increase reliability, minimize outages, and improve outage response and restoration, Eversource is making significant investments to its electric transmission and distribution system statewide. A list of investments in Keene is provided in the enclosed report. One of the priority investments listed is a $4 million investment in the electric distribution system in the City of Keene's Central Business District. This investment was identified as a priority project in 2012 and included in the Memorandum of Understanding between Eversource and the City of Keene signed in 2015. Following the execution of the Memorandum of Understanding, an advisory committee was established by the City Manager to provide input to Eversource relative to the project.

As part of this reliability improvement project, Eversource respectfully requests permission to use of city-owned property to allow for the installation of two transformers on existing concrete pads adjacent to the Commercial Street parking lot. The existing concrete pads are located (1) near the electric vehicle charging stations and (2) next to an existing aboveground transformer currently serving The Colonial Theatre. The proposed transformers will allow Eversource to serve nearby customers between Gilbo Avenue and 105 Main Street currently served by obsolete underground transformers. Underground conduit to these locations was installed in 2015 during excavation for the Commercial Street parking lot and for the replacement of a sewer line between 105 Main Street and 95 Main Street.

The installation of two pad-mounted transformers adjacent to Commercial Street parking lot is an important initial phase in a comprehensive plan to improve the safety and reliability of the electric infrastructure in the Central Business District by replacing obsolete underground equipment. Additionally, the replacement of underground equipment will eliminate the environmental and safety risks associated with the operation of oil-filled equipment in a highly corrosive and often submerged environment.

I have enclosed a map of the Central Business District showing existing aboveground transformers and potential locations for future transformers, and an overview of Eversource investments in Keene including the investments planned for the electric distribution system in the Central Business District.

I am available to provide any additional information you may need. I can be reached at mark.fraser@eversource.com or 357-7309 ext 555 5750.

Thank you for your consideration of this request.

Sincerely,

Mark Fraser

Mark Fraser
Manager, Field Engineering & Design, Western Region

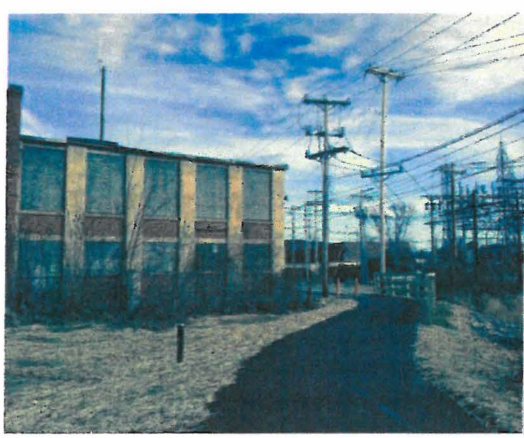
Enclosures

Investments in Eversource Electric Transmission and Distribution System

As part of a multi-year statewide initiative, Eversource is making significant capital investments to its electric transmission and distribution system in order to improve reliability, minimize the number and duration of outages, and decrease response time and quicken restoration.

Investments in Keene include the following:

- Additional substation (new, North Keene Substation) adjacent to Route 12 and Wheelock Park;
- Upgrades to Keene Substation on Emerald Street;
- Additional distribution circuits to the north and west Keene along Route 12 and in right-of-way to Court Street;
- Circuit resiliency/hardening including plant improvements and the installation of dedicated circuit neutrals between Keene Substation and south of Main Street;
- Circuit upgrades and creation of circuit loops on Court Street, Maple Avenue, and North Court Street;
- Primary cable replacement on West Street;
- Installation of distributive automation equipment in Keene and various locations throughout Eversource's Western Region;
- Improvements to electric distribution system in Central Business District;
- Improvements to service feeds to Keene Housing on Roxbury Street and Colonial Theatre and Miller Bros. – Newton near Main Street; and
- Enhanced tree trimming at various locations in Keene.



Electric Distribution System in Central Business District

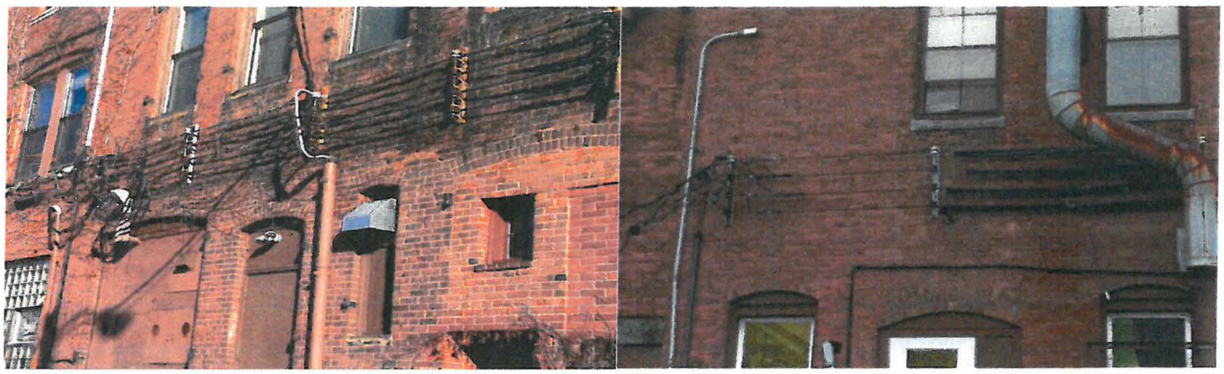
The existing electric distribution system in the Central Business district is comprised of both underground and aboveground equipment, including transformers, switches, sector cabinets, conductors, manholes and handholes. See enclosed glossary of terms.

The underground portion of the current system relies on the performance and reliability of seven transformers, seven primary switches and seven secondary tie switches located underground along Main Street, Central Square, and Washington Street. See enclosed map showing existing underground system design.

As part of its reliability enhancement program, Eversource has budgeted approximately $4 million to improve the system through a redesign of the underground system including the replacement of underground equipment with new, aboveground pad-mounted transformers. See enclosed map showing conceptual plan for system improvements. The new equipment being proposed is very similar in size and appearance to existing aboveground pad-mounted transformers currently located in the Central Business District. Conduit currently underground along Main Street and Central Square will remain underground.

The existing system configuration – which feeds all businesses and residents in the Central Business District – presents a number of challenges including safety, environmental, and reliability challenges. Due to a high water table in the City of Keene, existing underground electrical equipment is often submerged and, as a result, subject to premature degradation and corrosion which causes and/or contributes to failures and malfunctions. Failures and malfunctions often result in oil leaks or releases of SF6, a powerful greenhouse gas. When repairs are necessary, safety precautions and procedures required to prepare the underground confined space before crews can make the necessary repairs delay restoration and increase the duration of an outage. Existing equipment is obsolete and does not meet current industry standards; however, in-kind replacement is impossible because of the physical size and design configuration of new equipment.

The replacement of underground equipment with strategically located aboveground equipment will minimize the environmental and safety risks, as well as the duration and impact area of an outage. This reliability improvement project will allow Eversource to better serve the current and future electric demand of residents and businesses in the Central Business District and prepare for future economic and community growth. In several locations, the proposed system configuration will also improve safety and aesthetics by allowing for the removal of pole mounted equipment and building mounted secondary feeds.



Project Background and Next Steps

Beginning in 2008, Eversource began to evaluate options to improve the safety and reliability of the electrical distribution system in the Central Business District. By 2012, the project was identified as a priority project. In 2013, company representatives began discussing the need and benefits of the project with the City Manager. These discussions, which continued through 2014, resulted in the inclusion of the project in a memorandum of understanding between the City of Keene and Eversource. (Copy enclosed.) As a result of this memorandum of understanding, which was finalized in April 2015 after the City Council authorized the City Manager to sign, the City Manager established a committee to work with and provide input to Eversource on the project.

Since the Memorandum of Understanding was finalized, Eversource has completed a comprehensive review of the current system configuration including the identification of 35 service feeds and more than 291 meters in approximately 100 locations in the Central Business District. This review allowed Eversource to develop a proposed plan for the improved system configuration and potential equipment locations. Potential locations include both private and public property. See enclosed map showing location of existing aboveground transformers and potential locations for future transformers.

Eversource has also met on several occasions with City of Keene officials (administration and planning) and members of the City Manager's committee to discuss the project. The committee provided valuable input relative to the priorities of the business community and considerations for economic and community development. This input assisted Eversource in the development of a plan to improve the electric distribution system and prepare for economic and community development while preserving the charm of Keene's Main Street and Central Square. In order to preserve the charm of Main Street and Central Square, measures to minimize the visual impact of new aboveground equipment may be necessary in some locations. Measures discussed with city staff and members of the committee included screening, plantings, and public art.

Moving forward, Eversource will request use of city-owned property for potential locations on public property. The request accompanying this report is seeking approval to locate two aboveground transformers on city-owned property adjacent to the Commercial Street parking lot. Eversource will also begin to engage with individual private property owners to explore the feasibility of potential locations for aboveground transformers. Eversource will also continue to work with city staff to ensure that all planning and zoning requirements are met including historic district requirements. The requirements will vary depending on the exact location of each pad-mounted transformer.

Glossary of Terms

Conductor - Cable or wires used to transport electricity.

Conduit - Underground piping used to encase and protect conductors.

Handhole - A hole providing access to underground electrical equipment, large enough work from above. A handhole is not large enough for a person to work inside.

Manhole - A hole providing access to an underground electrical system, containing equipment, large enough for a person to work inside.

Primary - Distribution voltage on a conductor before being transformed to a lower voltage by a transformer.

Secondary - Conductors used to move electricity at a lower voltage to the customer.

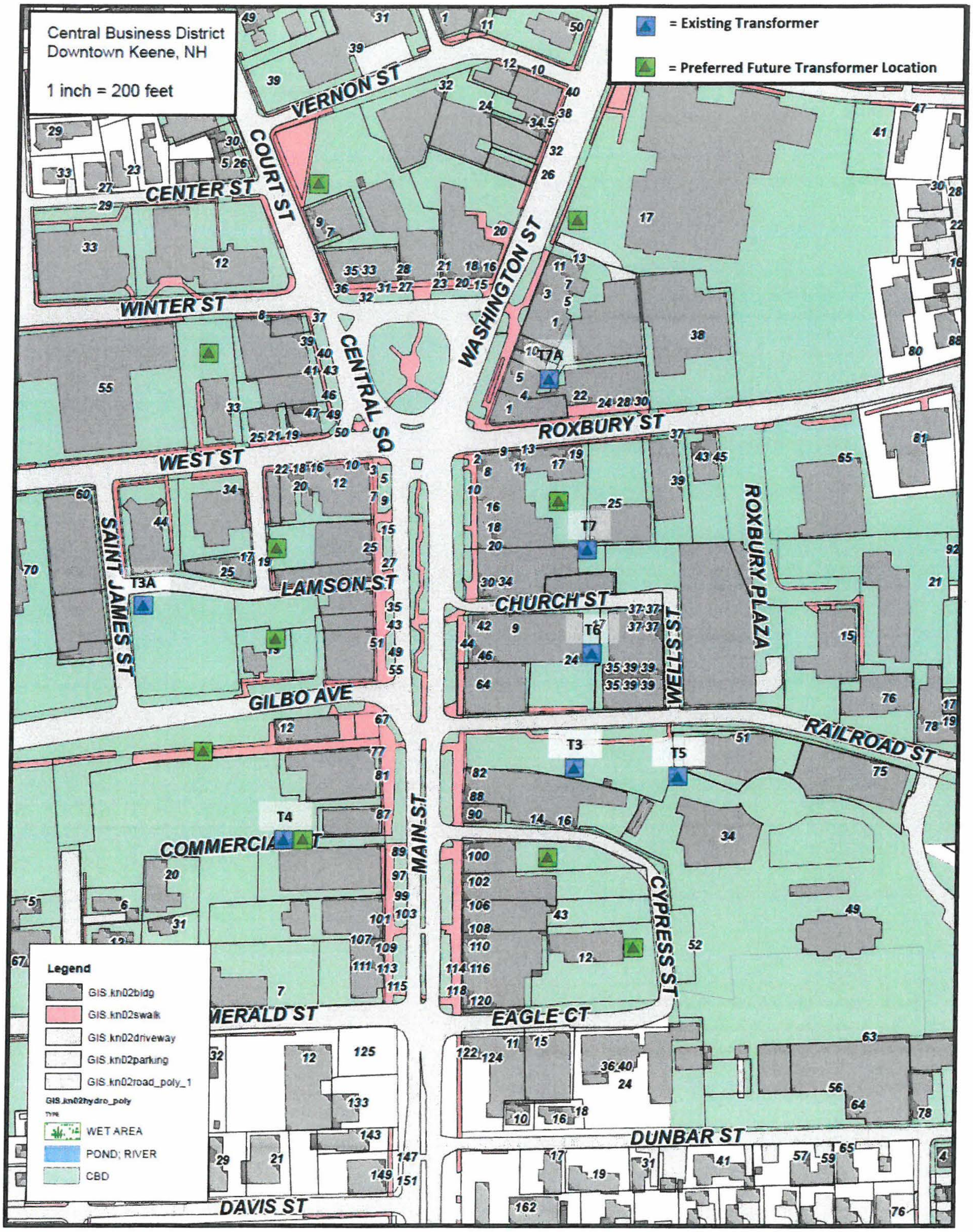
Sector cabinet – A piece of equipment used in underground loops to create a location to go two separate paths with conductors.

Switch - Used to isolate portions of line, or move electrical load for various reasons.

Transformer - Equipment used to lower voltage to a level that can be used by the customer.

EVERSOURCE ELECTRIC DISTRIBUTION SYSTEM
EXISTING UNDERGROUND SYSTEM
CENTRAL BUSINESS DISTRICT – KEENE NH

Eversource Electric Distribution System
Conceptual Plan for System Improvements
Central Business District - Keene, NH



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and between the **CITY OF KEENE**, a New Hampshire municipal corporation, with a principal place of business at 3 Washington Street, Keene, New Hampshire 03431 ("City"), and **PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE, d/b/a EVERSOURCE ENERGY,** a New Hampshire Electric Utility with a principal place of business located at 780 North Commercial Street, Manchester, NH 03101 ("PSNH").

WHEREAS, the City and PSNH have undertaken certain projects within the City for their separate benefit; and

WHEREAS, the separate projects may be related to one another, or may otherwise have an impact on the other party, or require the assistance of the other party; and

WHEREAS, the City and PSNH recognize that it is in their respective interests to understand how the projects may interrelate, and to understand how the parties may work cooperatively together on projects of mutual interest;

THEREFORE, to further this goal, the parties enter into this Memorandum of Understanding:

STREET AND OUTDOOR LIGHTING

From time to time, PSNH receives requests from third party individuals or entities to attach outdoor lighting such as street lights ("Outdoor Lighting") to utility poles located on public land or within a public right-of-way within the corporate boundaries of the City. The City recognizes that PSNH may enter into agreements for such attachments for this purpose.

PSNH recognizes that the City has an interest in knowing when and where additional Outdoor Lighting may be installed on public land or within a public right-of-way within the corporate boundaries of the City. In recognition of this interest, PSNH agrees to require the individual or entity provide documentation of prior notice to the City specific to the request to install Outdoor Lighting on public land or within a public right-of-way within the corporate boundaries of the City.

For purposes of such notification, PSNH agrees to require the individual or entity making such a request to provide a letter addressed to the Mayor and City Council stating the location and the type of Outdoor Lighting to be installed with such notice provided at least sixty (60) days' prior to the date of the installation of the Outdoor Lighting.

ELECTRICAL SERVICES/BOXES:

PSNH operates and maintains an electrical distribution system in the City's downtown. This distribution system is important to the activities and success of institutions, businesses and residents who rely on access to safe and reliable electricity.

The City of Keene places a strong emphasis on downtown as the center of the community, as represented in the 2007 Community Vision: "we will maintain the distinctive, historic and scenic character of downtown while ensuring that it remains the heart of our community and the region." The City's downtown has been recognized nationally for its unique character and appearance that distinguish Keene from the rest of the country. An early effort was made to preserve Keene's downtown included placing overhead electrical wires underground.

The City understands the importance of a safe, reliable and efficient electrical distribution system and specifically the challenges facing PSNH to maintain and upgrade aging underground electrical infrastructure. As discussed at a recent downtown site visit, the City can work cooperatively with PSNH regarding the installation of new above ground switches and transformers in a way that satisfies PSNH's safety and reliability objectives and preserves the beauty and character of Main Street and the downtown historic district.

It is therefore recognized by the City and PSNH that it is important to develop and maintain electrical distribution infrastructure in the downtown that will support a thriving social and business climate, while preserving the unique character of the downtown. Both parties agree to work together to develop mutually acceptable plans for electrical system improvements for the downtown area which may include locating electrical equipment on public or private property.

ROUNDHOUSE T:

The City of Keene has a system of multi-use trails that provide health, recreation, and transportation benefits to the community and its residents. The City is moving forward with the linking of the multi-use trails through the Roundhouse T Phase II multi-use trail project. This project will require the crossing of PSNH land between the end of Emerald Street and Island Street in the City.

It is therefore recognized by PSNH the importance of the network of multi-use trails to the community and as a community partner PSNH wishes to work with the City in providing a mutually agreeable route through PSNH property at the end of Emerald Street and Island Street. Both parties agree to work together to reach a license agreement that conveys the necessary property rights and documents the plans for the construction of the trail.

TREE CUTTING:

The City of Keene places high value on its street trees. Street trees provide significant environmental, social, and economic benefit to the community. The electrical distribution system is also critical to the health, safety, economic and social wellbeing of the businesses and residents of the City. From time to time PSNH trims and remove trees to maintain and operate a reliable electrical distribution system.

PSNH recognizes that the City has an interest in knowing the location and the extent of tree trimming and removal of trees within the corporate boundaries of City. The City recognizes that PSNH is obligated to operate and maintain a reliable electrical distribution system and to do so must perform appropriate vegetation management including maintenance tree trimming and enhanced trimming.

It therefore is recognized by PSNH and the City to mutually work together on addressing vegetation issues along the electrical distribution system. PSNH will work with and participate with the City in the planting of street trees, and semi-annually provide notification of maintenance and enhanced tree trimming to the Mayor and City Council stating the location and the type of vegetation management.

The parties understand that this MOU is intended only to accomplish its stated purpose, and that the MOU imposes no contractual or other obligations on the parties. The parties further understand that this MOU may be rescinded by either party upon thirty (30) days' prior written notice to the other party.

This MOU shall be effective as of the last date written below:

City of Keene	PSNH
By: John A. MacLean	By: Paul E. Ramsey
John A. MacLean	Paul E. Ramsey
City Manager	Vice President -- Engineering
Duly authorized	Duly authorized
Dated: 4/16/15	Dated: February 5, 2015

2D

February 17, 2016

TO: Mayor Kendall Lane, Keene City Council, and City Manager

FROM: George S. Hansel, Councilor At-Large

RE: Exploring the adoption of RSA 79-E "Community Revitalization Tax Relief Incentive"

I request that the City Council authorize city staff to investigate the possibility of adopting RSA 79-E and report back with a recommendation both positive and any negative to The Honorable Mayor and City Council.

Best regards,

George S. Hansel, Councilor At-Large

3A1

City of Keene
NEW HAMPSHIRE

February 10, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **MEMORANDUM: Acting Health Director – Introduction of KSC Coordinator of Student and Community Relations**

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the update to the 2003 Proactive Code Report and the introduction of the KSC Coordinator of Student and Community Relations be accepted as informational.

David C Richards
Chairman/Designee HLT

Background:

John Rogers referred to the Proactive Code Report created in 2003. The Committee heard an update on the report in 2005. Tonight, he would provide the Committee with another update since 2015

He reiterated one of the report's key items was improving communications between Keene State College, City Departments, and landlords. Mr. Rogers explained the creation of the Keene Community Coalition and outlined its membership makeup. He added this group meets monthly to discuss different issues such as potential actions that can be taken, program ideas, and identifying problem properties. Mr. Rogers referred to one of the actions taken by the Coalition was to help the students know what to expect and what is available to them as resources. Mr. Rogers also pointed out the Voluntary Inspection Program has been successful. Another step taken by KSC is to make the Coordinator of Student & Community Relations position full-time. Mr. Rogers introduced Robin Picard who is the new Coordinator of Student & Community Relations for KSC.

Robin Picard provided an overview of her academic background as well as her work experience; noting she has also been a landlord. She noted the goal was to give students the resources they need to be successful. After additional comments, Ms. Picard noted she would be happy to answer any questions.

Chair Richards asked for questions/comments from the Committee.

Councilor Sutherland asked if KSC had a Volunteer Program. Ms. Picard reported the College has a full-time Coordinator of Community Service; adding she did not have the actual numbers regarding the hours of Community Service completed. She noted students are required to do Community Service; pointing out many students continue above and beyond the required hours. Ms. Picard noted the College's plans to revive the Adopt a Street Program. She also pointed out that Community Service is not used punitively.

Councilor Jones welcomed Ms. Picard noting he serves on the College/City Special Commission. He referred to their report of December 2015 which was largely based on student behavior; adding the upcoming March report will focus on housing, parking, and the tax base. Ms. Picard indicated she would be joining the College/City Special Commission as a member.

Ms. Picard noted she would like to come back with an updated report in six months.

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

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the update to the 2003 Proactive Code Report and the introduction of the KSC Coordinator of Student and Community Relations be accepted as informational.

3A2

City of Keene
NEW HAMPSHIRE

February 10, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **COMMUNICATION: 57 Winchester Street – Lodging House License**

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to 57 Winchester Street Realty, LLC with the following conditions:

- No more than 16 persons may reside on the premises.
- No more than 27 persons may be within the structure at any one time.
- No less than 8 vehicular parking spaces must be provided on the premises.
- The names, home addresses, and motor vehicle registrations of the residents of the licensed premises shall be available on the premises at all times for inspection upon request by the Police, Code Enforcement or Fire Departments.
- Continued violation of the City parking ordinances by residents of the premises or their guests, as determined by the Police or the Code Enforcement Department may be grounds for suspension or revocation of the license.
- No alcoholic beverages may be sold on the premises except by written permission of the New Hampshire Liquor Commission.
- Loud noises or other disturbances after 10:00 PM that continue after warning by the Police Department may be grounds for suspension or revocation of the license.
- Access to the common areas of the licensed premises shall be granted to the Police, Code Enforcement, Fire and Health Departments of the City of Keene at all reasonable times.
- The cellar space does not meet the qualifications for public assembly and therefore cannot be used as a gathering space.
- The continuation of the license is subject to and conditioned upon successful passage of two inspections to be conducted by the City.

David C Richards
Chairman/Designee

Background:

Chair Richards noted the applicant was not present. The City Manager deferred to John Rogers and Fire Chief Mark Howard to address this application.

John Rogers, Acting Health Director reported there were minor issues being addressed but nothing that would hold up issuing the license. Mark Howard, Fire Chief reminded the Committee that moving forward this license will no longer come to the PLD Committee; instead the license will be through a permit process out of the Keene Fire Department in collaboration with the Building Department. Chief Howard also reported on the inspections conducted, noting there were three minor violations at the location, and the applicant has 30 days in which to comply. He noted the location would be re-inspected. After additional comments, Chair Richards noted his understanding that the City Clerk would not issue the license until the applicant was in compliance. The City Clerk confirmed this noting their current license expires in June. Chief Howard also explained the current license requires bi-annual inspections. Chief Howard explained why the application was before the Committee and noted he hopes the new process is in place before June; adding the applicant will not be coming for a future license.

Chair Richards asked for questions/comments from the Committee.

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

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that a lodging house license be issued to 57 Winchester Street Realty, LLC with the following conditions:

- No more than 16 persons may reside on the premises.
- No more than 27 persons may be within the structure at any one time.
- No less than 8 vehicular parking spaces must be provided on the premises.
- The names, home addresses, and motor vehicle registrations of the residents of the licensed premises shall be available on the premises at all times for inspection upon request by the Police, Code Enforcement or Fire Departments.

- Continued violation of the City parking ordinances by residents of the premises or their guests, as determined by the Police or the Code Enforcement Department may be grounds for suspension or revocation of the license.
- No alcoholic beverages may be sold on the premises except by written permission of the New Hampshire Liquor Commission.
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- Access to the common areas of the licensed premises shall be granted to the Police, Code Enforcement, Fire and Health Departments of the City of Keene at all reasonable times.
- The cellar space does not meet the qualifications for public assembly and therefore cannot be used as a gathering space.
- The continuation of the license is subject to and conditioned upon successful passage of two inspections to be conducted by the City.

3A3

City of Keene
NEW HAMPSHIRE

February 10, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **COMMUNICATION: United Church of Christ – Lodging House License**

On a vote of 4-0 the Planning, Licenses, and Development Committee recommends that a license be issued to United Church of Christ in Keene subject to 1) the lodging house license being used as an overflow for the Hundred Nights Shelter, 2) the license not being used for any more than 16 tenants at one time, and 3) subject to any recommendations of City staff.

David C. Richards HEF
Chairman/Designee

Background:

Kathy Blair, of 175 West Surry Road addressed the request by noting she is here under the advice of City Plans Examiner, Gary Schneider. Mr. Schneider advised the applicant to apply to the City Council for a Lodging House License in order to provide space for the overflow of homeless people from the Hundred Nights Shelter. She noted they had an inspection by Lt. Bates from the Keene Fire Department to ensure that they complied with the safety regulations, and they were happy to welcome anyone to visit their Church.

Chair Richards asked for questions/comments from the Committee.

Councilor Jones inquired of the location of the entry to which Ms. Blair replied it was at the rear of the building near the parking lot. She noted the Hundred Nights staff would check-in any homeless guests and then escort the guest to the church where they are met by a church member. Councilor Jones inquired when the Hundred Nights Shelter was scheduled to close their overnight accommodations. Mark Harris, the Church Administrator indicated the scheduled close down is April 15.

Councilor Chadbourne clarified the Lodging House License was for a one year term. She indicated most of the people going to the Church would be women and children; and suggested the license should not have an expiration date.

Chair Richards asked the City Manager if the Committee could put a time limit on the license, and if all City requirements had been met. The City Manager noted his understanding is that the building is safe from both the Fire and Code Departments. The City Manager also noted the term of the license is one year under the Ordinance. He explained the previous restriction on Hundred Nights, and continued they have not been using the full year as they operate from November to February/March depending on the weather. In response to Chair Richards, the City Manager commented the Ordinance does not allow a shorter term than a one year term.

Councilor Sutherland noted his understanding is this is a request to be an overflow for Hundred Nights, following the Hundred Nights check-in process. He continued if Hundred Nights is closed then people will not be sent over to the Church (UCC). The City Manager noted the reason for them having a license is to take in the overflow; but the license itself is to operate a Lodging House at that site.

Chief Mark Howard commented Hundred Nights was here last month for their license for the next year. Chief Howard reiterated Hundred Nights starts up in the fall and stops in February/March; he also noted they don't use the facility in the summer time even though their license is active. After additional comments Chief Howard noted the ultimate intent of all City staff is that they have a safe place where homeless people are going to. He further noted the Church and Hundred Nights have complied with the Fire Department requirements. Chief Howard also reiterated this will be a permit process next year; not a license so the term will not be a concern. John Rogers, Acting Health Director reported the site was inspected yesterday and it meets all Fire and Building Codes for a Lodging House.

Councilor Jones noted even though there is a relationship with the Hundred Nights Shelter, the license to operate a lodging house license would be issued to the United Church of Christ. He continued they could run a Lodging House year round and suggested adding the condition that the license is subject to the Church being used by Hundred Nights for overflow. The City Manager commented although he doesn't see the ability to put a restriction on the time frame; he suggested a condition could be added to the license that it is only for overflow.

After addressing the one year term of the license and the conditions at Hundred Nights, Councilor Chadbourne commented the Church would offer a very safe place for children (not exposing them to drugs, alcohol, and predators). She noted she was not in favor of putting any limits on the license as there are always exceptions (emergency situations not occurring on the hundred coldest nights).

Councilor Jacobs, of Ward 2 noted his previous service on this Committee and referred to the time Hundred Nights wanted to rent beds during a community event. The Committee came to the conclusion that Hundred Nights already had a Lodging House License so there was no need to come before the Committee again for this special use. Councilor Jacobs continued with that in mind, he doesn't see what the problem is if the Church saw a reason to shelter people when Hundred Nights wasn't in operation.

Hilda De Moya, of 47 Pine Avenue commented she has been involved with the Hundred Nights overflow at the UCC since its inception; she also noted they are currently housing a family, and they do house small children. Last year they only had adults; and the shelter tries to house children separately from some of the "hard elements" at the shelter. Ms. De Moya also explained there is no intent on the Church's part to be a Lodging House. Ms. De Moya outlined the setup at the Church (use of camping cots taken out at night and put away in the morning). She further explained only folks from the shelter are allowed into the Church. The Church takes in a maximum of 10 people. Ms. De Moya referred to the letter (in the packet) noting the Church is a non-profit and they would like to be exempted from the license fee.

Chair Richards asked if the Church needs a license to shelter people. The City Manager noted there is nothing in the Ordinance to allow the Church an exemption from the lodging house license. The City Manager referred to the letter and noted a condition could be added limiting the number of people to 10; this would at least restrict the potential population. Regarding the fee there is nothing in the Ordinance giving the City Council the authority to waive the fee.

Councilor Clark, of Ward 3 suggested the City Council would be remiss as humans if they were to stop the Church from housing someone in need.

Councilor Jones commented this was noticed as an overflow for the Hundred Nights Shelter; he asked if the petitioner was alright with a condition that referenced the overflow at Hundred Nights Shelter.

Chris Cornell, of 37 East View Road noted the Church's policy is to allow for 10 guests plus the 2 volunteers. They increased this number to 16 in their letter to allow for unforeseen circumstances. It is their intent to operate within the footprint of Hundred Nights; pointing out the Church is usually not called upon later in the season. After additional comments regarding the license (times of operation), Councilor Jones indicated he was more concerned with the check-in process; adding the indication was that Hundred Nights would be managing this. Mr. Cornell confirmed Hundred Nights would be responsible for the intake process.

Councilor Chadbourne suggested the license would work the way it is if the Committee were to allow for flexibility without putting limitations on it. She is not in favor of constricting the license.

Mark Harris, Church Administrator stated the Church's overflow shelter operates without any funding assistance outside of the church.

After additional comments regarding other resources for the homeless, Councilor Sutherland commented it is not so much about restricting the availability of sheltering, as it is ensuring the process is administered.

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

Councilor Jones made the following motion which was seconded by Chair Richards.
The Planning, Licenses and Development Committee recommends that a license be issued to the United Church of Christ in Keene subject to 1) it being used as an overflow for the Hundred Nights Shelter, 2) it not being used for any more than 20 tenants at one time, and 3) subject to any recommendations of City staff.

Chief Howard suggested that 20 may exceed the number of people allowed for the space inspected. He also suggested that 16 would be a safe number based on the Fire Code.

Councilor Jones amended his motion to reflect 16 tenants. Chair Richards seconded the amendment.

On a vote of 4-0 the Planning, Licenses, and Development Committee recommends that a license be issued to United Church of Christ in Keene subject to 1) the lodging house license being used as an overflow for the Hundred Nights Shelter, 2) the license not being used for any more than 16 tenants at one time, and 3) subject to any recommendations of City staff.

Councilor Chadbourne referred to Mr. Harris' comments regarding funding and asked if the petitioner was asking to not go through the Hundred Nights guidelines because they are separate. Ms. Blair responded in the negative noting the Church has signed a Memorandum of Agreement with Hundred Nights and this is a mission of the Church.

The City Manager commented that everyone (Hundred Nights, the Church, and the City) is working towards doing a good thing and they should all take comfort from that. Councilor Jones thanked the Church for extending itself.

3A4

City of Keene
NEW HAMPSHIRE

February 10, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **MEMORANDUM: Mayor & City Clerk – Rules of Order Amendments**

On a vote of 4-0, the Planning, Licenses and Development Committee recommends adoption of the changes to the Rules of Order.

David C. Richards
Chairman/Designee
tHer

Background:

Mayor Lane noted these proposed amendments to the City Council's Rules of Order are intended to redistribute the workload of the three Standing Committees and to clarify the participation of non-Committee members at Standing Committee meetings. The Mayor noted this will change the functions of the Committees to better align with the functions of the administrative portfolios.

The City Clerk provided the background of Amendment #1 by noting the recent Ordinance amendment to remove 80% of the Committee's workload in terms of making recommendations on various licenses. She indicated this would return the PLD Committee to its roots where it would serve more in a planning function. The intent is two-fold; 1) a better alignment with the portfolios, and 2) to level out the workload of the Committee's and backfill PLD with issues that are more relevant to a planning focus. The City Clerk referred to Pages 10 – 13 in the packet noting additions are shown in bold and removals are indicated by strikethroughs.

Chair Richards asked for questions/comments from the Committee.

Councilor Sutherland referred to Amendment #1 asking for clarification on the following strikethrough and addition under Finance, Organization, and Personnel Committee (**purchase and sale of real** ~~City owned~~ property). The City Clerk noted this was language from the City Attorney. Mayor Lane clarified the purpose of the language is to reflect the issue that comes before Finance is whether the City should be purchasing a piece of property or whether the City should be selling a piece of property. He continued the reference to "City owned" property was not really a correct reference for the issues that come before the Council. Councilor Sutherland asked for clarification this meant the City's purchase and sale of "real property." Mayor Lane replied yes.

On the same page under the Planning, Licenses and Development Committee, Councilor Sutherland asked why the cable franchise was moved to the FOP Committee. The City Manager noted when dealing with the cable franchise or Cheshire TV they're usually looking at specific contracts or fiduciary issues. He added the proper Committee for that would be the Finance, Organization, and Personnel Committee. Councilor Sutherland also noted the exception that the Airport and Airport leases were moved down to the Planning, Licenses and Development Committee. In response to Councilor Sutherland, the City Manager noted these are currently the only leases negotiated outside of the FOP Committee. The City Manager further clarified that the major leases, such as the restaurant lease will go through the FOP Committee. Discussion continued with the City Clerk pointing out it is important to note this is meant to be a guideline; it is not black and white. Chair Richards also commented on the recent realignment of responsibilities. Mayor Lane added the issues primarily coming to the PLD Committee will be issues related to planning or economic development. Councilor Chadbourne suggested the Airport Leases could be under the FOP Committee and Airport planning could remain with the PLD Committee.

Mayor Lane continued on with the amendments referring to the removal of the sentence ~~(No member of the Council who is not a member of the Committee may indicate how they will vote on an item on a Committee agenda.)~~ Removing this language will eliminate the confusion Councilors have about when they can most appropriately speak about issues at the committee level and to what extent they can speak. He pointed out the next sentence provides clarity noting the Committee level is the appropriate place to discuss any proposal before it goes to Council and before the Committee has made a decision as to what motion is appropriate. Councilor Jones noted he still wants to question the part "Councilors may not participate after a motion and second". The Mayor noted they are not trying to change that rule at this point.

Addressing Amendment #2, the City Clerk explained this is basically a housekeeping change; she explained the quarterly attendance report and more time items no longer have any value. In response to Councilor Sutherland, the City Clerk clarified the more time report was a recap for the Committee's issues still under consideration. Councilor Chadbourne noted she liked the attendance report as it provided a sense of accountability. She noted the concern there is no mechanism to remove committee members who don't attend the meetings.

The City Clerk moved onto Amendment #3 noting this again is more of a housekeeping change that reflects the fact that the City is moving forward with the electronic committee packet and there will be no actual signature by the Committee chair on the reports.

Mayor Lane addressed amendment #4 and noted this practice has worked out well especially with the televised meetings; it allows the general public to have some idea of what it is we're doing. Chair Richards noted he was in favor of this idea. Councilor Jones asked why the last sentence was being removed. The Mayor noted the previous sentence had been revised to include the intent of the last sentence.

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

Councilor Chadbourne made the following motion which was seconded by Chair Richards.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends adoption of the changes to the Rules of Order.

3A5

City of Keene
NEW HAMPSHIRE

February 11, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Campaign Manager for the Next Chapter Campaign Drive**

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends accepting donations of $276,469.24 listed in the December and January statements of the Cambridge Trust Bank to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

Chairman/Designee

Background:

Capital Campaign Manager for the Keene Public Library, Patty Farmer stated she was before the Committee to recommend accepting funds in the amount of $276,469.24 which funds are to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive. She explained the majority of the gifts received are from members of the campaign committee, Board members of the Friends of the Public Library, Trustees of the library as well as many from the community. Ms. Farmer noted that all of those who sent gifts to date have been acknowledged.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends accepting donations of $276,469.24 listed in the December and January statements of the Cambridge Trust Bank to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

3A6

City of Keene
NEW HAMPSHIRE

February 11, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Parks, Recreation & Facilities Director - American Legion Ball Field Agreement**

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to negotiate between the American Legion Post #4 and the City of Keene for a one year control and use agreement of the softball fields located at 797 Court Street.

Chairman/Designee

Background:

Parks, Recreation & Facilities Director Andrew Bohannon stated this item is in reference to a negotiation between the City and the American Legion Post #4 for use of their fields behind their facility. Since 2010 the City has entered into a one year lease with this entity. Councilor Jacobs clarified there is a cost of $5,000 to the City to use this field. Mr. Bohannon stated this has always been the cost.

Councilor Clark asked how many other fields the City uses. Mr. Bohannon stated there are also the fields at Wheelock Park, a field in Swanzey, as well as fields in Gilsum and Troy which don't get utilized as much. However, this year in June there will be a Junior Olympic Team consisting of 55 teams from around New England and New York who will participate. At that point, fields at the Middle School and High School will also be utilized.

Councilor Powers asked why this is a one year lease. Mr. Bohannon stated it is because the legion is looking to sign only a one year lease.

Councilor Sutherland asked whether the City is obligated to maintain any of these fields. Mr. Bohannon answered in the affirmative and added part of the fee is also passed on to the teams using the field.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to negotiate between the American Legion Post #4 and the City of Keene for a one year control and use agreement of the softball fields located at 797 Court Street.

3A7

City of Keene
NEW HAMPSHIRE

February 11, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Planner - Sole Source Approval for GZA GeoEnvironmental, Inc. - Woodland Cemetery Wetland Restoration Project**

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with GZA GeoEnviromental Inc. as a sole source provider of construction oversight professional services for the Woodland Cemetery Wetland Restoration Project for an amount not to exceed $33,000.

Chairman/Designee

Background:

Planner Tara Kessler stated in an effort to increase flood storage in the lower Beaver Brook water shed the City initiated a project to restore a one acre area in Woodland Cemetery which was historically filled. In 2013 the City received an ARM Fund Grant from the Department of Environmental Services to fund this project and in 2014 the City contracted with GZA GeoEnviromental Inc. to perform assessment of the site and to develop technical specifications. At this time the City is ready to release a bid for the construction phase of the project and part of this work is oversight of the project by a wetlands scientist, and because of GZA's experience the City feels it would be prudent to continue working with them.

Councilor Clark asked for the initial estimate. Ms. Kessler stated the initial estimate was done by Brackett Geo Sciences but further tests done by GZA indicated there needed to be additional fill which needed to be removed.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with GZA GeoEnviromental Inc. as a sole source provider of construction oversight professional services for the Woodland Cemetery Wetland Restoration Project for an amount not to exceed $33,000.

3A8

City of Keene
NEW HAMPSHIRE

February 11, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Assistant Public Works Director- Use of State Revolving Fund for the WWTP Dewatering Equipment Replacement Project**

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to apply for, accept, and execute an SRF loan for the WWTP Dewatering Equipment Replacement project.

Chairman/Designee

Background:

Assistant Public Works Director Donna Hanscom stated she was before the Committee to talk about an opportunity to save some funds on the wastewater treatment plant upgrade. A construction services bid was put out and when the state reviewed the project they noticed the specifications for the revolving fund were not included in the bid. Ms. Hanscom stated as part of the state revolving fund loan a decision was made by the state to provide a 5% loan forgiveness which will more than offset the increased amount for the extra costs which would increase for the contractor to meet the revolving fund specifications. If the City did not include these specifications, Swanzey would not have been able to accept the loan.

The plan is to take out a loan for 2.7 million dollars, DES will offer a 5% principal forgiveness of that ($136,000) and pay back the loan in a shorter period of time to minimize the interest the City would pay which equates to about $3,200. The total project cost using the SRF loan including the principal forgiveness will be 2.59 million dollars and without using the SRF loan it would be 2.64 million dollars. She noted the Town of Swanzey and the Town of Marlborough pay for a portion of the capital projects at the wastewater treatment plant. They are under contract for 4.67% (each town) of the final cost. This is because of their participation back in the 1980's of building the plant.

The City Manager felt it is important to note the City was being cooperative and helpful with the state and the Town of Swanzey.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to apply for, accept, and execute an SRF loan for the WWTP Dewatering Equipment Replacement project.

3Aq

City of Keene
NEW HAMPSHIRE

February 11, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: City Engineer - Professional Services Agreement for Runway 14/32 Reconstruction Project**

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to negotiate and do all things necessary to execute a Professional Services Agreement with Ballantine Aviation Consulting Services, PLLC for the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport in an amount not to exceed $289,000, with the funding to come from unallocated fund balance.

Chairman/Designee

Background:

City Engineer Don Lussier stated the next three items on the agenda relate to Runway 14/32. The first item is for the City Manager to enter into a contract with Ballantine Aviation Consulting Services for the design for the anticipated upgrade to this runway. The work includes resurfacing and narrowing the runway width, relocating the lighting system and also looking at realigning the runway to better facilitate to provide access to the runway.

Councilor Jacobs noted the cost of this project is $289,000 but there is an anticipated refund of 95% to the city which would mean the cost to the city would only be $14,450. Mr. Lussier agreed and this would also be a not to exceed amount but contract negotiations have not begun yet. He added the FAA covers 90% and the state covers 5%.

Councilor Sutherland asked whether this was the secondary runway. Mr. Lussier stated this is referred to as the crosswind runway which is shorter in length and is less frequently used but it is used during certain wind conditions when the main runway can't be used.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to negotiate and do all things necessary to execute a Professional Services Agreement with Ballantine Aviation Consulting Services, PLLC for the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport in an amount not to exceed $289,000, with the funding to come from unallocated fund balance.

3A10

City of Keene
NEW HAMPSHIRE

February 11, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: City Engineer - Grant Application - Runway 14/32 Reconstruction**

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to submit a Grant Application to the New Hampshire Department of Transportation, Bureau of Aeronautics for the design phase of the Runway 14/32Reconstruction Project at the Dillant-Hopkins Airport.

Chairman/Designee

Background:

This item authorizes the City Manager to submit the grant application for the 90% funding referred to previously.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to submit a Grant Application to the New Hampshire Department of Transportation, Bureau of Aeronautics for the design phase of the Runway 14/32Reconstruction Project at the Dillant-Hopkins Airport.

3D1

City of Keene
NEW HAMPSHIRE

February 10, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **COMMUNICATION: Danielle Boudrand – Suggested Ban on Single Use Plastic Bags**

On a vote of 4-0, the Planning, Licenses and Development Committee recommends the request from Danielle Boudrand to ban single use plastic bags be placed on "more time".

David C. Richards
Chairman/Designee HLF

Background:

Chair Richards reported the petitioner was unable to be present and would like to address this issue personally. Chair Richards asked Councilor Chadbourne for a "more time" motion.

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends the request from Danielle Boudrand to ban single use plastic bags be placed on "more time".

302

City of Keene
NEW HAMPSHIRE

February 11, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **RESOLUTION:** **R-2016-02: Fiscal Policies**

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends putting this item on more time.

Chairman/Designee

Background:

Councilor Jacobs stated the committee will be putting this item on more time because of the two members of the committee not present today. Mr. Kopczynski added the night this item is addressed; the City's financial advisor will be on hand to answer any questions.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends putting this item on more time.

6A1

City of Keene
NEW HAMPSHIRE

February 11, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: R-2016-03: Appropriation for Airport Improvement Projects**

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the adoption of R-2016-03.

Chairman/Designee

Background:

Mr. Lussier stated this Resolution requests the Council to approve the funding allocated for FY17 to be used in FY16. This is due to the deadline provided by DOT to submit that grant application.

Councilor Powers asked whether the unallocated fund balance will be reimbursed when the grant funds come into the city. Mr. Lussier stated it would and the FY17 project would be deleted as it is now being moved up to FY16.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the adoption of R-2016-03.

CITY OF KEENE

6A2

R-2016-03

In the Year of Our Lord Two Thousand and Sixteen

A RESOLUTION Relating to appropriations for airport improvement projects

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

That the sum of two hundred eighty nine thousand dollars ($289,000) is hereby appropriated in the 2015-2016 fiscal year for the purpose of funding a professional services contract for the following project at the Keene Dillant-Hopkins Airport:

1. Runway 14/32 Reconstruction Project, in the amount of $289,000.

Said appropriation to be funded by the General Fund unallocated fund balance. Upon award and acceptance of federal and state grants, this appropriation, less the requisite City grant match, will be returned to the General Fund unappropriated fund balance.

Kendall W. Lane, Mayor

In City Council February 4, 2016.
Referred to the Finance, Organization and Personnel Committee.

City Clerk

PASSED

R-2016-04

CITY OF KEENE

6B1

In the Year of Our Lord Two Thousand and Sixteen

A RESOLUTION In Appreciation of Thomas I. Hastings Upon His Retirement

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

WHEREAS: Hired August 19, 1974, Thomas I. Hastings began his Public Works Department career as Maintenance Aide I; progressed to Automotive Equipment Operator I on November 8, 1976; was promoted to Sewer Treatment Plant Operator I effective January 1, 1979; was elevated to Sewer Treatment Operator II on December 16, 1979; and cross-trained in the Water & Sewer Division in all aspects of reading, maintenance, and repair of water meters, as well as at the Water Treatment Facility; and

WHEREAS: Passionate about wastewater treatment and understanding how his work contributes to the overall health of the Ashuelot River and the environment, he has educated himself about new technologies and techniques for treating wastewater, adapted to process changes as a part of everyday life over 30 years at the facility, and has proven to be a veteran employee who can be counted on to calmly help his team in any emergency; and

WHEREAS: Tom was appointed *Operator of Record* for the City during a vacancy from 2007 to 2009 because of his knowledge of the Wastewater Treatment Plant's process control systems, the long- and short-term goals of division, and the National Pollutant Discharge Elimination System permit, as well as his certification as a New Hampshire Grade 4 Wastewater Operator and his experience at the current plant since its 1985 opening; and

WHEREAS: His commitment to producing a high-quality effluent with minimal impact on the environment, to having an optimally-run facility, and to meet his high ethical standards have driven him to continually develop useful ideas for more efficient and improved operations, to help develop good working relations with the plant's septage haulers, to share his knowledge with new staff members, to take pride in the facility and in his work, and to persevere as long as it takes to accomplish a task—thus playing a strong and steady role in meeting the City's service goals; and

WHEREAS: Tom regularly has volunteered for special assignments; for example, assisting with the former Rose Lane plant's land-clearing project; playing an integral role in the successful phosphorus removal project; improving the clarifier center well process to limit maintenance requirements; patiently working many long hours to deal with results of the 2005 flood; and assisting the Water Treatment Facility with remote station checks and the Highway Division with plowing; and

WHEREAS: Appreciated for his positive and friendly demeanor and his humorous philosophical poetry, Tom always can be counted on to perform even the most unpleasant jobs without complaint and to assist with City events and committees where time allows;

WHEREAS: Thomas I. Hastings retires from the City of Keene effective February 29, 2016, with more than 41½ years of honorable service to the City of Keene;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Keene hereby extends its sincere thanks to Thomas I. Hastings for his dedication to the City of Keene and wishes him the very best through all his retirement years; and

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

PASSED

Kendall W. Lane, Mayor

CITY OF KEENE

R-2016-05

6C1

In the Year of Our Lord Two Thousand and Sixteen

A RESOLUTION In Appreciation of Michael D. Bailey Upon His Retirement

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

WHEREAS: Michael D. Bailey's career with the Keene Fire Department commenced April 27, 1998, when he was hired as a Firefighter, transferring from another community; and

WHEREAS: Highly competent in all aspects of fire, technical rescue, emergency medical services, and hazardous materials handling, Mike combines his knowledge with a passion for the job, is driven to provide exceptional service, and uses his leadership skills to motivate his peers to elevate their own standards; and

WHEREAS: As a licensed Paramedic, Mike remains calm during even the most serious crisis, making a connection with his patient to help ease fears—making it very evident that his only concern is his patient and that person's issues as he talks through every step of treatment—reassuring not only the patient but also other emergency services personnel; and he gives the same care and attention to victims and the general public; and

WHEREAS: An invaluable asset to the department, his contributions have been numerous and vital to shift operations as he continually bettered his skills and abilities to provide higher levels of service, kept an open line of communication between shift officers and fellow firefighters, remained up to date on protocols, performed as division officer as necessary, and actively participated in all trainings; and

WHEREAS: Mike's other contributions have included serving as a shift trainer, Chair of the department Steering Committee, and as a member of the Hazmat Team, the Color Guard, various equipment committees, and the Peer Board during hiring processes; and

WHEREAS: Michael D. Bailey retires from the City of Keene effective February 29, 2016, with almost 18 years of honorable service to the City of Keene;

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

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

PASSED

Kendall W. Lane, Mayor

R-2016-06

CITY OF KEENE

6D1

In the Year of Our Lord Two Thousand and Sixteen

A RESOLUTION In Appreciation of Anmarie M. Wilson Upon Her Retirement

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

WHEREAS: Anmarie M. Wilson's career with the City of Keene began 18 March 1996 as a Police Dispatcher, with her status changing to part-time from 5 September 2000 to 8 September 2003, at which time she returned to full-time duties; and

WHEREAS: One of her great strengths is being a true multi-tasker, allowing her to perform consistently well under dynamic, chaotic, and stressful situations without getting flustered or disorganized—handling telephone and radio calls and entering data all at once with extreme efficiency while calming callers and assuring them assistance is on the way; and

WHEREAS: Anmarie's cheery, efficient, and professional manner, her quick response to requests for information and assistance, and her positive relations with citizens, groups, and other department members are but three of her greatest assets—demonstrating that she takes pride in her work and cares about the way the Keene Police Department is perceived and portraying the exact image for which the department strives; and

WHEREAS: Anmarie's shift rotation puts her in contact with every member of the department, and her situational awareness makes her a trusted member of the department—always aware of what each officer is doing, calmly collecting vital information and clearly advising responding units properly, keeping officers well apprised during potential officer-safety situations and sending backup, gathering and disseminating critical information to those on-scene, keeping supervisors informed throughout the shift, and preparing very complete and technically accurate logs; and

WHEREAS: Very familiar with all the workstations in the communications center, her superior technical skills, and her strong commitment to learning new equipment operation and keeping abreast of changes have allowed her to train current staff to operate new technical systems, as well as to orient new dispatchers; and

WHEREAS: As the number of calls for service have continued to rise and diverse tasks have become even more complex, Anmarie has remained very effective no matter the scenario, drawing from her broad base of experience, her commitment to making a significant contribution to overall mission of the KPD, her sensitivity to people in need, and her familiarity with department policies and procedures—not only gaining her recognition by other departments after multi-agency incidents, but allowing her to superbly represent the communications center during the agency's accreditation assessment; and

WHEREAS: Anmarie Wilson retires from the City of Keene effective 29 February 2016, just shy of 20 years of honorable service to the City of Keene;

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Keene hereby extends its sincere thanks to Anmarie M. Wilson for her dedication to the City of Keene and wishes her the very best through all her retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Anmarie in appreciation for her many years of service to the residents of Keene and the Monadnock region.

PASSED

Kendall W. Lane, Mayor