



City of Keene
New Hampshire

KEENE CITY COUNCIL
Council Chambers, Keene City Hall
May 19, 2016
7:00 PM

Roll Call
Pledge of Allegiance
Minutes of Preceding Meeting

HEARINGS/PRESENTATIONS/PROCLAMATIONS

- A. Presentation – 4th Grade Water Science Fair
- B. Presentation – The Change Direction Campaign – John T. Broderick, Jr.
- C. Public Hearing – Fiscal Year 2016-2017 Operating Budget (Resolution R-2016-17)

1. ELECTIONS/NOMINATIONS/APPOINTMENTS/CONFIRMATIONS

- A. Appointment – Airport Master Plan Advisory Committee
- B. Nomination – Zoning Board of Adjustment

2. COMMUNICATIONS

- A. Sadie Butler – Resignation – Conservation Commission
- B. Peg Bruce/Keene Kiwanis Club – Request to Use City Property – Tree lighting
- C. Councilors Terry Clark and David Richards – Funding of a Private Gas Pipeline - Rate Tariff
- D. Mayor Lane – Request to Use City Property – Fall Festival: A Celebration of Community and Culture

3. REPORTS

A. COUNCIL COMMITTEES

- 1. Request to Use City Property – Clarence DeMar Marathon - PLD COM
- 2. Request to Use City Property – Keene Music Festival – PLD COM
- 3. Ban on Single Use Plastic Bags – PLD COM
- 4. City Manager - Permission to Negotiate – PLD COM
- 5. Acceptance of Donations – Library Renovation Project – FOP COM
- 6. Acceptance of Donation - Summer Maker Corps Library Interns – FOP COM
- 7. Acceptance of Donations – Community Day Open House – FOP COM
- 8. Acceptance of Cheshire County Funding – Youth Services – FOP COM
- 9. Acceptance of Award – Monadnock Alcohol and Drug Abuse Coalition – FOP COM
- 10. FY 2015 State Homeland Security Exercise and Evaluation Program – FOP COM
- 11. Homeland Security and Evaluation Program Grant Acceptance – FOP COM
- 12. Extension of Deed Waiver – Unpaid 2012 Property Taxes – FOP COM
- 13. Records Storage and Management Services – Rate Increases – FOP COM
- 14. Airport Road Culvert Rehabilitation – Change Order #2 – FOP COM
- 15. Babbidge Reservoir Dam Improvement – Change Order #1 – FOP COM
- 16. Costs Associated with the City Manager Recruitment Efforts – FOP COM
- 17. Land Use Code Update Phase 1 – Consultant Selection – FOP COM

B. CITY OFFICERS AND DEPARTMENTS

- 1. General Comments –City Manager

3. REPORTS

C. BOARDS AND COMMISSIONS

D. MORE TIME

1. Request to Conduct Homecoming Parade – Keene High School – PLD COM

4. ORDINANCES FOR FIRST READING

A. Relating to Class Allocation Schedules

1. Memorandum – ACM/Human Resources Director
2. Ordinance O-2016-08

5. ORDINANCES FOR SECOND READING

6. RESOLUTIONS

A. Relating to the Appropriation of Funds for the: Consolidated Infrastructure Project; Defibrillator Replacement Project; Goose Pond Dam Improvements Project; Library Campus Development Project; Reservoir Dam Repairs Project

1. Memorandum – Finance Director
2. Resolution R-2016-11
3. Resolution R-2016-12
4. Resolution R-2016-13
5. Resolution R-2016-14
6. Resolution R-2016-15

B. Relating to an Appropriation from the Downtown Infrastructure Capital Reserve for Lighting Improvements to the Commercial Street Parking Lot

1. Memorandum – Finance Director
2. Resolution R-2016-20

C. In Appreciation of Nancy T. Burrige Upon Her Retirement

1. Resolution R-2016-19

Non Public Session
Adjournment



**CITY OF KEENE
PUBLIC HEARING**

Notice is hereby given that a Public Hearing will be held before the Keene City Council relative to Resolution R-2016-17, which would require that the sum of \$24,656,685 be raised by taxation during the current year which together with \$38,629,055 for estimated operating revenues aggregating \$63,285,740 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,532,648 be appropriated for capital expenditures and capital reserve appropriations in the city proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2016. An itemized breakdown of both revenue and departmental expenses is available for viewing during normal business hours in the office of the City Clerk or the budget document is available on the City of Keene website at <http://www.ci.keene.nh.us/home> under the "Public Notices" section.

CITY OF KEENE, NEW HAMPSHIRE 2016/2017 Annual Operating Budget			
General Fund Revenue & Other Financing Sources:	<i>Adopted</i>	General Fund Appropriations:	<i>Adopted</i>
Property Tax Revenue	\$24,656,685	Elected & Appointed Officials	\$2,588,346
Use of Surplus	825,000	Capital Projects	8,758,696
Other Taxes	416,000	Administrative Services	8,323,182
Tax Increment Financing	66,109	Community Services	18,701,235
Licenses, Permits & Fees	3,421,780	Municipal Development Services	6,294,688
Intergovernmental	2,604,070		
Charges for Services	1,710,895		
Fines & Forfeits	103,736		
Miscellaneous	1,376,118		
Other Financing Sources	9,485,754		
NET GENERAL FUND OPERATING REVENUES	\$44,666,147	NET GENERAL FUND OPERATING APPROPRIATIONS	\$44,666,147
TOTAL PARKING METER FUND REVENUES	\$2,276,163	TOTAL PARKING METER FUND APPROPRIATION	\$2,276,163
TOTAL PC REPLACEMENT FUND REVENUES	\$188,175	TOTAL PC REPLACEMENT FUND APPROPRIATIONS	\$188,175
TOTAL SOLID WASTE FUND REVENUES	\$4,499,245	SOLID WASTE FUND APPROPRIATIONS	\$4,499,245
TOTAL SEWER FUND REVENUES	\$5,704,278	TOTAL SEWER FUND APPROPRIATIONS	\$5,704,278
TOTAL WATER FUND REVENUES	\$3,721,631	TOTAL WATER FUND APPROPRIATIONS	\$3,721,631
TOTAL EQUIPMENT FUND REVENUES	\$2,230,101	EQUIPMENT FUND	\$2,230,101
TOTAL OPERATING REVENUES - ALL FUNDS	\$63,285,740	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS	\$63,285,740
CAPITAL:			
SEWER FUND CAPITAL FUNDING	\$2,191,203	SEWER FUND CAPITAL APPROPRIATIONS	\$2,191,203
WATER FUND CAPITAL FUNDING	\$1,872,994	WATER FUND CAPITAL APPROPRIATIONS	\$1,872,994
EQUIPMENT FUND CAPITAL FUNDING	\$1,468,451	EQUIPMENT FUND CAPITAL APPROPRIATIONS	\$1,468,451
TOTAL CAPITAL FUNDING - ALL FUNDS	\$5,532,648	TOTAL CAPITAL APPROPRIATIONS - ALL FUNDS	\$5,532,648

HEARING DATE: May 19, 2016
HEARING TIME: 7:00 PM
HEARING PLACE: Council Chambers, Keene City Hall

Per order of the Mayor and Councilors of the City of Keene, this 5th day of May, two thousand and sixteen.

Attest:

Patricia A. [unclear]
 City Clerk

A regular meeting of the Keene City Council was held Thursday, May 5, 2016. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Janis O. Manwaring, Robert J. O'Connor, Terry M. Clark, Jay V. Kahn, Randy L. Filiault, Thomas F. Powers, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Councilor Carl B. Jacobs was absent. The Mayor took a moment to recognize newly elected Councilor Sutherland's service. The Mayor continued that Councilor Sutherland began serving as Ward 4 Councilor in 2016 and is and serving on the Planning, Licenses and Development Committee. Councilor Sutherland led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the April 21, 2016 meeting was duly seconded. The motion passed with a unanimous vote in favor.

PROCLAMATION – PUBLIC WORKS WEEK

The Mayor invited Kurt Blomquist, Public Works Director forward to present him with a proclamation relative to Public Works Week. The Mayor went on to proclaim the week of May 15th through May 21st, 2016 as *Public Works Week* in Keene and encouraged citizens to recognize the vision and efforts of public works staff towards making the City of Keene a beautiful, vision and sustainable community.

PROCLAMATION – BUILDING SAFETY MONTH

The Mayor invited John Rogers, Health Director, forward to present him with a proclamation relative to Building Safety Month. The Mayor went on to proclaim May, 2016, as *Building Safety Month* in Keene and encouraged all citizens to salute all Building Safety and Fire Prevention officials for the important role they play in Public Safety and for their outstanding contributions.

PROCLAMATION – NATIONAL BIKE MONTH

The Mayor invited William Schoefmann, Mapping Technician, forward to present him with a proclamation relative to National Bike Month. The Mayor went on to proclaim May, 2016 *National Bike Month* and encouraged all citizens to celebrate by leaving their cars at home and try a healthy commute on their bicycles. Mr. Schoefmann stated there will be a kick off on Friday, May 20th, 2016 at Railroad Square and invited the Councilors and public to attend.

PROCLAMATION – PUBLIC SERVICE RECOGNITION WEEK

The Mayor invited Elizabeth Fox, Assistant City Manager/Human Resources, forward to present her with a proclamation relative to Public Service Recognition Week. The Mayor went on to proclaim May 1-7th, 2016 as *Public Service Recognition Week* and encouraged all citizens to recognize the accomplishments and contributions of the municipal employees who serve as well as those at the county, state and federal levels. Ms. Fox stated she wanted to point out the efforts of all Public Service employees are greatly appreciated and supported.

CONFIRMATIONS

The Clerk noted that Mr. Madison had expressed his desire to be considered for an alternate position on the Conservation Commission. The nomination is being amended from a regular position to an alternate position. A motion was made by Councilor Greenwald and duly seconded to confirm the following nomination: Andrew Madison to serve as an alternate member on the Conservation Commission for a term to expire December 31, 2016. On a roll call vote, with 14 Councilors present and voting in favor the motion carried. Councilors Jacobs was absent.

COMMUNICATION – KEVIN DREMEL – REQUEST TO USE CITY PROPERTY – KEENE MUSIC FESTIVAL – COMMUNITY EVENT

A communication was received from Kevin Dremel on behalf of the Keene Musical Festival, requesting to use City property to hold their 16th Annual Keene Music Festival on Saturday, September 3, 2016. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – JOHN MACLEAN– RESIGNATION – PARTNER CITY COMMITTEE

A communication was received from John MacLean resigning from his position on the Partner City Committee. A motion by Councilor Greenwald to accept the resignation with regret and appreciation for service on the board was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – WALTER LACEY – RENAMING OF THE “NORTH BRIDGE” TO THE “VIETNAM VETERANS BRIDGE”

A communication was received from Walter Lacey, requesting the renaming of the “North Bridge” to the “Vietnam Veterans Bridge”. The communication was referred to the Municipal Services, Facilities and Infrastructure Committee.

MSFI REPORT – PERIODIC REPORT – ASHUELOT RIVER PARK ADVISORY BOARD

Municipal Services, Facilities and Infrastructure Committee report read recommending accepting the Ashuelot River Park Advisory Board report as informational. The report was filed as informational.

MSFI REPORT – LIGHTING PROJECT – COMMERICAL STREET PARKING LOT

Municipal Services, Facilities and Infrastructure Committee report read recommending the City Council give staff the authority to prepare a resolution to install lighting on the Commercial Street lot in construction season 2016. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with 13 voting in favor and Councilor Sutherland opposed.

PLD REPORT – REQUEST TO DISCHARGE FIREWORKS – SWAMP BATS

Planning, Licenses and Development Committee report read recommending the Keene Swamp Bats be granted permission for the discharge of display fireworks on the following dates: Wednesday, June 22 and Sunday, July 3, 2016 on Alumni Field at no later than 10:00 PM subject to the customary licensing requirements of the City Council; submittal of a signed letter of permission from SAU 29 for use of their property; and obtainment of a Class B fireworks permit for each display date. In addition, the petitioner agrees to comply with all recommendations of the Keene Fire Department and the Keene Police Department. This permission is conditional upon the Petitioner absorbing the charges for any City services provided for the June 22 display. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 17 Community Events Budget for the July 3 display. Said payments shall be made within 30-days of the date of invoicing. A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – REQUEST TO USE CITY PROPERTY – BIG BROTHERS BIG SISTERS

Planning, Licenses and Development Committee report read recommending the City Council grant permission to BBBSNH to sponsor the annual *Stiletto Sprint* on September 17, 2016 from 3:00 PM to 6:00 PM with a “rain date” of September 18, 2016 should there be inclement weather. Said permission includes the use of Railroad Square and the closure of Railroad Street from Main Street to Wells Street and is subject to the customary licensing requirements of the City Council. In addition the Parking Division shall identify Railroad Street immediately adjacent to Railroad Square as a No Parking zone from the hours of 3:00 PM to 6:00 PM. This permission is conditional upon the Petitioner absorbing the charges for any City services provided, and compliance with any recommendations of City staff. A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – REQUEST THAT THE CITY COUNCIL TAKE A POSITION ON THE KINDER MORGAN PIPELINE

Planning, Licenses and Development Committee report read recommending the communication be accepted as informational. The Mayor ruled that the issue before the City Council was the Kinder Morgan Pipeline and if the City Council wants to take a position on the issue of including natural gas prices in electric rates then that issue needs to be agendaized and publicly noticed. A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with 13 voting in favor and Councilor Clark opposed.

PLD REPORT – LARGE GATHERING ORDINANCES

Planning, Licenses and Development Committee report read recommending the City Council accept the memorandum from the Police Department as informational. The report was filed as informational.

FOP REPORT – NH DEPARTMENT OF JUSTICE CASE #20155117214

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept forfeiture funds awarded to the Keene Police Department by the State of New Hampshire Department of Justice. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – SCA TRAILS CREW

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to execute an agreement between the City of Keene and the Student Conservation Association for \$33,097.18 funded through the Rachel Marshal Trust Fund and the Recreational Trails Grant program. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

CITY MANAGER – COMMENTS

The City Manager announced to the Councilors to use the new councilor portal for councilors to ask staff questions or requests. The staff would prefer the use of the portal versus emails to ensure proper follow up. The City Manager went on to state 5 city employees from various departments throughout the city passed their written and driving test to acquire their Commercial Driving License. Highway Division employee Garrett Greeley instructs and trains these candidates for this testing. He continued members of the Highway Division and Water & Sewer staff attended flagger certification training. He explained this 4 hour course provides safety and professionalism used within the work zone. All candidates passed and have received 3 year certification. The City Manager continued with the final totals from Green Up Keene 2016 had trash weights from the Transfer Station totaling 7860 pounds, plus estimated weights from groups who self-hauled making the total to 8100 pounds; basically 4 tons. The City Manager then provided information from the Library. Gail Zachariah, Head of Youth and Community Services, and Jennifer Bone, Assistant Director attended a 3 day workshop to receive training to qualify the Keene Public Library as a Family Place Library. The library is joining a network of Family Place Libraries nationwide that have made a commitment to provide resources, programming and a welcoming environment for families and caregivers with children birth to 5 – to ensure their children enter school-ready and able to learn. This matches community wide efforts to reach the youngest in our community in getting a good start. Our library will present two 5-week parent/child workshop series a year to help families. The City Manager congratulated the following winners of the NH State Fourth Grade Water Science Fair that was held on Wednesday May 4th: Jack Cahill of Wheelock School came in first with his project on Global Warming; Jacob Friedman of Fuller School came in second with the answer to the question “Why does a Pencil Appear to Bend in Water?”; Ethan Gray of Symonds School came in third with his project about the Panama Canal; and Benjamin Greenwald of Franklin School came in fourth with his project titled, “How Different Types of Water Affect Wood Decay”. Benjamin also took home first place at the 20th Annual City of Keene Fair on Saturday, April 30th; and Madison Lefebvre of Marlborough School was awarded an Honorable Mention at the State Fair for her project titled “Does Water Temperature Affect Stain Removal?” The City

Manager went on about the new developments at the Airport by Airport management: working on developing a forest management plan for the airport property with NH licensed foresters to develop this plan; coordinating the construction of a new corporate hangar and that process is at its early design stages and will be conducting contractor interviews in May; working with the Town of Swanzey to follow up on earlier conversations regarding a Tax Increment Finance District for the airport property; communications with Daniel Webster College and Nashua airport to discuss regional collaborative opportunities. In addition, airport staff have had success in renting vacant T-Hangers at the rate of about one per week, leaving only 3 T-Hangers vacant; examining vehicle flow patterns at the airport to prepare for increased events and attendance, and working towards a better vehicle traffic flow pattern arriving and leaving the airport. The Manager referred to the airplane landing incident on Saturday, April 30th and did not cause any injury but did damage several approach lights and Airport management is working with the insurance carriers to repair/replace these landing lights. The new Flight Deck Restaurant is scheduled to open the week of May 9th; and will be catering monthly BBQ's for airport customers beginning in June; and airport staff has been working with the Monadnock Humane Society and the City Public Works Department to help host the Annual Walk for Animals.

MORE TIME

More time was granted by the Chair for the following items in Committee: Street Lighting – Ralston Street; Driveway Permit Exceptions; Removal of Granite Curbing – West Side of Central Square; Donation of Property - Off Pearl Street; and Request to Use City Property – Clarence DeMar Marathon.

FOP REPORTS AND RESOLUTION R-2016-16: COUNCIL POLICY: RELATING TO OATHS OF OFFICE

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2016-16. The report was filed as informational. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On roll call vote, with 14 Councilors present and voting in favor, the motion carried. Resolution R-2016-16 declared adopted.

MEMORANDUM AND RESOLUTION R-2016-17: RELATING TO THE 2016/2017 FISCAL YEAR BUDGET

A memorandum was received from the Finance Director along with Resolution R-2016-17: Relating to the Fiscal Year Budget. The memorandum was filed as informational. Resolution R-2016-17 was read for the first time. The Resolution was referred to the Finance, Organization and Personnel Committee. The Mayor set a Public Hearing for Thursday, May 19, 2016 at 7:00 PM.

RESOLUTION R-2016-18: IN APPRECIATION OF ROBERT F. COLLINSWORTH UPON HIS RETIREMENT

Resolution R-2016-18: In Appreciation of Robert F. Collinsworth Upon His Retirement was read by title only. A motion by Councilor Greenwald for adoption of the Resolution was duly

05/05/2016

seconded. The motion passed with a unanimous vote in favor. Resolution R-2016-18 declared adopted.

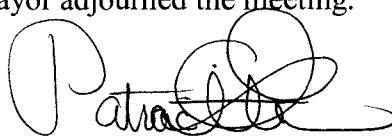
NON-PUBLIC SESSION

At 7:50 PM, a motion by Councilor Greenwald to go into non-public session for the purposes of discussion of land matters under RSA 91-A:3 II(d) and a litigation matter under RSA 91-A:3 II(e) was duly seconded. On a roll call vote, 14 Councilors were present and voted in favor. Discussion was limited to the subject matter. The session concluded at 7:58 PM. A motion by Councilor Greenwald to keep the minutes in non-public session was duly seconded. On a roll call vote, 14 Councilors were present and voting in favor.

ADJOURNMENT

At 7:58 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

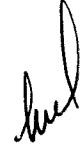
A handwritten signature in black ink, appearing to be "Patricia", written over a horizontal line.

City Clerk

City of Keene
New Hampshire

1A

DATE: May 10, 2016
TO: The Keene City Council
FROM: Kendall Lane, Mayor
SUBJECT: Appointment



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

AD HOC AIRPORT MASTER PLAN STUDY ADVISORY COMMITTEE
Jack Wozmak, Staff

1B

City of Keene
New Hampshire

May 16, 2016

TO: The Keene City Council
FROM: Kendall W. Lane, Mayor
SUBJECT: Nomination



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

ZONING BOARD OF ADJUSTMENT

John P. Rab, alternate, slot 8
Keene, NH

Term expires December 31, 2018

Helen Mattson

From: John Rab <[REDACTED]>
Sent: Tuesday, May 03, 2016 11:06 AM
To: Helen Mattson
Subject: ZBA

Follow Up Flag: Follow up
Flag Status: Flagged

It is my understanding that there may be an open slot for an alternate member on the ZBA. If so, I would like to be considered for an appointment. I have previous served on the Keene ZBA as well as the Keene Conservation Commission. I have practiced law in New Hampshire since 1986 and have been a resident of Keene for many years.

Please advise if you have any questions or need anything further.

John P. Rab, Esq.
John P. Rab, Attorney At Law, PLLC, &
President and Legal Counsel of
Skyline Title Service, Inc.
234 Court Street
Keene, NH 03431
603-357-1007 (Phone)
603-357-3613 (Fax)

2A

May 5, 2016

"Dear Mayor Kendall Lane and City Council,

I currently serve as an Alternate on the Conservation Commission. As there is currently a vacancy, I am interested in serving as a regular member. Please accept my resignation from the Conservation Commission as an alternate in order to be considered as a regular member.

Sincerely,

A handwritten signature in cursive script that reads "Sadie Butler". The signature is written in dark ink and is positioned above the printed name.

Sadie Butler



Kiwanis Club of Keene

www.keenekiwanis.org

2B

PMB Box 451
63 Emerald Street
Keene, NH 03431

May 11, 2016

Mayor Lane and the Keene City Council
3 Washington Street
Keene, NH 03431

OFFICERS:

Peg Bruce
President

David Ganio
Past President

Susan Farrell
Treasurer

Janet Genatt
Co-Treasurer

Pamela Little
Secretary

DIRECTORS:

Carl Allen

Paul Bothwell

James Faux

Donald Flibotte

Kelly Pearson

Eli Rivera

PAST PRESIDENTS:

David Ganio 2014-15

Beth Healy 2013-14

Gary Grashow 2012-13

Carl Allen 2011-12

Michael Haines 2010-11

Jodi Turner 2009-10

Judy Kalich 2008-09

Art Trombly 2007-08

Michael Ward 2005-07

Don Hayes 2004-05

Ed Morenz 2002-04

David Richards 2001-02

Re: 11/25/2016 Tree Lighting, Central Square, Keene, NH

Dear Mayor Lane and the Keene City Council:

The Kiwanis Club of Keene requests a license to produce the 2016 Tree Lighting Celebration. The proposed date and time of the event is November 25, 2016, 5 p.m. to 8 p.m. This event compliments the Kiwanis' mission of supporting our local youth. Some of our recent events include: our "Kool Wheels" Family Fun and Safety Day held each year at the Keene Recreation Center, our participation in Green Up Keene at Robinhood Park and the litter collection on the North Bridge Bike Rail Trail. Our five youth groups are very active and do many projects of their own as well as volunteering and helping at the Club's events.

This is the fourth year we are managing this event and we are asking to repeat what we did last year. We would like permission to again decorate the downtown center island light poles with wrapped LED white lights from the Flag Pole to the light on the far side of the circle at the Post Office. We plan to once again have wreaths and lights on the gazebo on Central Square. We received many positive comments from the downtown merchants with the addition of the LED lights on the light poles last year.

The new item we would like to do would be to place a tree with lights on the Circle at the intersection of Main St., Winchester St. and Marlboro St. David Ganio, a member of the club, sells Christmas trees each year and he would provide that tree. We are wondering if there is a source of electricity on the circle to use for those tree lights.

We plan to do the decorating on a Saturday earlier in the month of November. The 2015 event was the best attended over the we have been doing this. The warmer than average temperatures I am sure contributed to the larger attendance. We would like to have the fire truck circle the square this year if it can be arranged. We had 500 bells and gave them all away and still had folks looking for more.

Feel free to contact me should there be any questions. I am the current President of the Kiwanis Club of Keene and the co-chair of the 2016 Tree Lighting Committee. I can be reached at 603-762-7276 or emailed at bru.peg@ne.rr.com.

Thank you for your consideration of this request.

Sincerely,

Peg Bruce, President

Peg Bruce, President 2015-2016
Kiwanis Club of Keene

May 6, 2016

2c

Mayor and Council
3 Washington St.
Keene, NH 03431

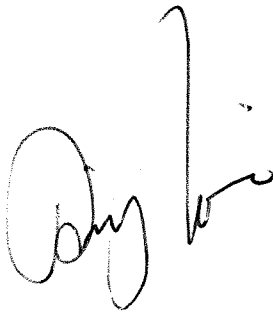
Mayor and City Councilors,

We move that the Keene City Council adopt a resolution opposing the funding of a private gas pipeline through a distribution cost recovery rate tariff.

Respectfully,



Terry M. Clark
City Councilor - Ward 3
661-8347
14 Barrett Avenue
Keene, NH 03431
tmclark@ci.keene.nh.us



David C. Richards
City Councilor - Ward 3
352-1084
201 Court St.,
Keene, NH 03431
dcrichards@ci.keene.nh.us

City of Keene
New Hampshire

20

May 10, 2016

TO: Keene City Council

FROM: Kendall W. Lane, Mayor



SUBJECT: Request to use City Property for the Fall Festival

In the spring of 2015, City Council approved the idea of holding a Fall Festival in Keene. A committee was assigned to identify the parameters for holding a Fall Festival.

Over the last several months, committee members have been working to put together a community event to celebrate all that makes the Monadnock area special. This event, entitled *The Monadnock Fall Festival; A Celebration of Community and Culture*, will include music, theater, art, poetry, agriculture, small businesses, education and all of the other things that make our area unique. It is being designed to showcase the things that make our area a place to be proud of. Keene State College is collaborating with this event to have it occur during their Parents' Weekend. It is being designed as a way for all of us to celebrate ourselves, and to get to know all of the interesting resources that are located within the Monadnock area.

The Committee has selected the date of Saturday, October 1st, 2016. The scheduled hours for activities are 10:00 AM until 4:00 PM. We are seeking permission to use Main Street and Gilbo Avenue. Sections of sidewalks will be utilized for displays ensuring that pedestrian traffic is not in any way restricted. We will be requesting that Gilbo Avenue be closed and that the use of Police and Fire Department Personnel will be needed to detail the event.

City of Keene
NEW HAMPSHIRE

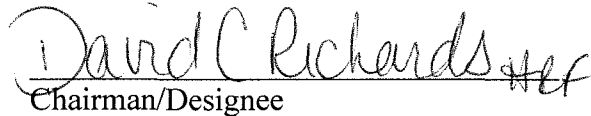
May 11, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **COMMUNICATION: Clarence DeMar Marathon – Request to Use City Property – Community Event**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that The Elm City Rotary Club be granted permission to sponsor the Clarence DeMar Marathon on September 25, 2016, subject to the customary licensing requirements of the City Council, and compliance with any recommendations of City staff. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 17 Community Events Budget, and agrees to remit said payment within 30-days of the date of invoicing.


Chairman/Designee

Background:

Rudy Fedrizzi of Court Street introduced his daughter Elaina before addressing his request. The Keene Elm City Rotary Club respectfully requests an event permit for their official Community Event; the annual Clarence DeMar Marathon and DeMar Half Marathon to be held on Sunday, September 25, 2016. A part of the event includes the Kids DeMar Marathon and Super Senior DeMar Marathon programs.

As there were no questions/comments from the Committee, Chair Richards asked if all City requirements had been met.

Kurt Blomquist, Public Works Director, reported a protocol meeting was held and this looks like another successful year for them. Staff recommends moving forward. Chair Richards asked about the signboards. Mr. Blomquist advised the signboards will be out; he also commented this is a growing event with several thousand people attending last year. Mr. Blomquist said he really appreciated being able to meet with them in advance, as there has been quite a change over in staff.

Councilor Jones addressed Elaina Fedrizzi asking if she knew Clarence DeMar was probably the most famous athlete to come out of Keene. Ms. Fedrizzi nodded in the affirmative.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that The Elm City Rotary Club be granted permission to sponsor the Clarence DeMar Marathon on September 25, 2016, subject to the customary licensing requirements of the City Council, and compliance with any recommendations of City staff. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 17 Community Events Budget, and agrees to remit said payment within 30-days of the date of invoicing.

Chair Richards advised the Petitioner this would go before the full City Council next week and he anticipates a unanimous vote.

3A2

City of Keene
NEW HAMPSHIRE

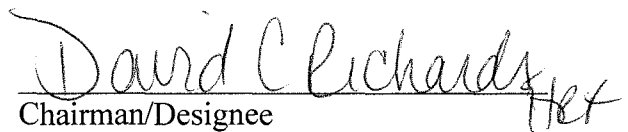
May 11, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **COMMUNICATION: Kevin Dremel – Request to Use City Property –
Keene Music Festival – Community Event**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that The Keene Music Festival be granted a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales and music venues, as well as use of City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the Keene Music Festival on Saturday, September 3, 2016 from 9:00 AM to 10:30 PM. In addition, the applicant is permitted to close off a portion of Church Street from Main Street to the entrance of the Vision Financial parking lot. This permission is granted subject to the customary licensing requirements of the City Council, submittal of a signed letter of permission from City Tire for use of their property, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 17 Community Events Budget.


Chairman/Designee

Background:

Kevin Dremel of 257 Beaver Street addressed the request noting the Keene Music Festival, in

association with the Keene Downtown Group wishes to sponsor the 16th Annual Keene Music Festival on Saturday, September 3, 2016. The scheduled hours for performances and other activities are 9:00 AM until 10:30 PM. Mr. Dremel said people usually start requesting to become part of this event in September every year. He reported this event will be slightly smaller than normal with most of our venues on Main Street.

Chair Richards asked for questions/comments from the Committee.

Councilor Chadbourne asked staff if the City charges for parking spaces numbers 164, 166, 168, 170, 172, and 174 as mentioned in the letter. Mr. Blomquist said he thinks that is part of the Community Events budget.

Councilor Chadbourne addressed her concern with waiting to put up the barriers; she suggested in the past the barricades were up from the beginning. Her concern is if we wait and determine mid-way through the event that the parking spaces need to be barricaded someone will be barricaded in. She is also concerned about the organizers being the ones to actually move those gigantic barriers. Councilor Chadbourne recommends barricading the area from the beginning. Mr. Blomquist advised they would be getting together for a protocol meeting; he suggested language could be added for staff to close the street if staff felt it necessary. Based on the description of what is intended, we do not see the need at this point and time. Mr. Blomquist continued if you do not want to add the language, certainly between the he and the Police Chief they do have the authority to do a temporary closure for the day if we feel it is necessary. Chair Richards stated you anticipate whatever occurs will occur before the event starts. Mr. Blomquist said if we felt a barricade was necessary we would close the area before the event starts. Councilor Jones clarified the motion does say the applicant is permitted to close off a portion of Church Street. Mr. Blomquist agreed he thought the language was in the motion. Councilor Chadbourne said she was aware of that language; the point she was making was she felt the determination should be made in advance and to do it one way or another rather than leaving it open. Her suggestion would require changing the motion. Mr. Blomquist responded there is no parking on the area of Church Street we are talking about so it would not be an impact if we needed to close the area; he referred to the language in the motion that does allow them to close it.

Councilor Sutherland pointed out a typo in the motion; he noted the time should be 9:00 AM to 10:30 PM, not 9:00 AM to 10:30 AM. Councilor Sutherland also asked if this event complies with the current Noise Ordinance. Councilor Jones advised all City functions are outside the realm of the Noise Ordinance. Councilor Sutherland then asked if this was typical of the times in the past. Mr. Dremel replied in the affirmative adding we say 9:30 AM so we can setup, and we say 10:30 PM so we have some time to shut down. Mr. Dremel added by tradition we shut down by 10:00 PM.

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

Councilor Jones thanked Mr. Dremel for all he does for the community; he added he does not think the Chapel up in the cemetery would exist if it was not for Mr. Dremel.

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that The Keene Music Festival be granted a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales and music venues, as well as use of City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the Keene Music Festival on Saturday, September 3, 2016 from 9:00 AM to 10:30 PM. In addition, the applicant is permitted to close off a portion of Church Street from Main Street to the entrance of the Vision Financial parking lot. This permission is granted subject to the customary licensing requirements of the City Council, submittal of a signed letter of permission from City Tire for use of their property, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 17 Community Events Budget.

Chair Richards said he anticipates the same vote at City Council next week.

3A3

City of Keene
NEW HAMPSHIRE

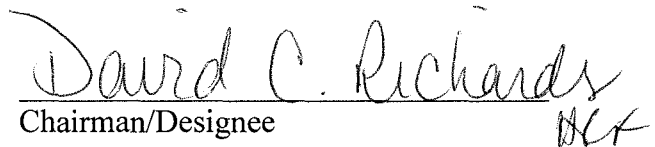
May 11, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **CONTINUED DISCUSSION: Materials to Consider for a Ban on Single Use Plastic Bags**

On a vote of 4-1, the Planning, Licenses and Development Committee recommends this be accepted as informational. Chair Richards voted in opposition.


Chairman/Designee

Background:

Chair Richards deferred to the City Attorney to hear his findings.

Attorney Mullins reiterated the Committee's last charge for him to act as a clearinghouse for the information to be submitted with respect to the proposed ban on plastic bags. He noted he did not include every last scrap of information provided to him in the packet. Continuing, Attorney Mullins noted he did want to provide information provided by the proponents that gave a good overview. He also included in the packet a letter submitted by Portsmouth's Mayor on behalf of their City Council to the Department of Environmental Services on April 21, 2016. This letter essentially raised the question Attorney Mullins raised with this Committee which is the authority of municipalities in New Hampshire to go forward and take this kind of action.

Attorney Mullins also included two memoranda; 1) from an outside Attorney to the City who concludes it is *likely* permitted under RSA 149-M, and 2) a competing memorandum prepared by Portsmouth's in-house Counsel who believes it would not be permitted under RSA 149-M. Attorney Mullins continued through the list of materials both pro's and con's included in the packet (Pages 6 through 72).

Attorney Mullins noted his role is not to take an advocacy position with respect to the legislative matter that you may decide, but to try to give you the information you need to make that decision. Attorney Mullins said his position with respect to authority has not really changed; it is very unclear under RSA 149-M, if the Council wanted to proceed with a ban, it would have to be located in that Chapter (reduce, reuse, and recycle).

Attorney Mullins said it is important to understand that Portsmouth is a little ahead of us on this, and hopefully they will be receiving some kind of answer from the Department of Environmental Services. Attorney Mullins also reported contacting the Department of Environmental Services, albeit not as formally as Portsmouth and the Department basically said it is not permitted and it is not prohibited. At this point Attorney Mullins turned the floor over to the proponents of the ban.

Danielle Baudrand of 19 Bridge Court said she was aware of the letter and was advised she could speak to City Council. She was also advised that Attorney Mullins had sent a letter asking for a recommendation. Ms. Baudrand continued ultimately she is still told her group has the authority to move forward with this.

Chair Richards asked the City Attorney if the Department of Environmental Services was going to weigh in on this. Attorney Mullins said if they have, he has not heard; he added the last information he received was a week ago Friday. Chair Richards commented to Ms. Baudrand that someone is asking so at least they will give us an answer to that one point of the debate whether they think it is or is not, authorized. Ms. Baudrand noted she still feels we should move forward with this pointing out all the efforts put forth to this point. Ms. Baudrand reiterated comments from previous testimony. She said she does not understand why we cannot go forward and let the full Council and the public speak.

Councilor Terry Clark referred to the court case *North Country Environmental Services v. Town of Bethlehem* (2004) noting findings that the intention of RSA 149-M does not conflict with a town banning plastic bags because it is in the interest of the town to do away with litter. Councilor Clark also noted the Attorney's conclusion that a ban does not conflict with the law. Councilor Clark noted his research did not reveal any other case to override this case law. Councilor Clark said he believes there is authority to do this; he also agrees it is time to ask the Council if they want to move forward with this. He also suggested we might want to wait until Portsmouth gets a response from the Department of Environmental Services; Councilor Clark feels this is important enough to ask Council whether or not they want to move forward.

Chair Richards said he agrees with Councilor Clark's assessment and that we should get Council to weigh in on whether or not they want us to proceed. Chair Richards noted he is in favor of this and pointed out the Committee has not been behind him on this one. Pointing out staff's

workload with other issues already, Chair Richards said it really is important to gauge the Council's support.

Chair Richards asked for questions or comments from the Committee.

Councilor Sutherland said there are two sides to this coin noting he previously expressed his concerns. He also addressed the consequences previously expressed by Councilor Jones. Councilor Sutherland pointed out we have not heard from the local businesses; referring to fossil fuels, he suggested our largest employer in town would not exist if we got rid of fossil fuels. Councilor Sutherland suggests that RSA 149-M:17 clearly denotes the town's responsibility and authority, and nowhere in that section is the authority granted to towns to ban anything. Councilor Sutherland reiterated comments from his previous testimony adding he feels we find ourselves at somewhat of an impasse. Councilor Sutherland advised he did read a good deal of the materials. He reiterated his comments saying he does not feel this is something we can do and we should not be an activist Council.

Councilor Chadbourne thanked Ms. Baudrand for bringing this forward, being caring, and thinking about the coming generations. She also thanked the City Attorney for providing all the information to give the Committee a more balanced approach to the issue. Councilor Chadbourne would like to see a community conversation engaging Keene State College and Antioch University on a bag initiative where they create a bag to sell and promote. This might get people talking and trying to change it without having an ordinance which is problematic with no way to regulate or enforce. Councilor Chadbourne noted the community concern with economic development; she also noted speaking to several businesses who claim this would be a burden. She provided information from Richard French of the Works Café and his efforts to go green along with the additional costs he has incurred. Councilor Chadbourne referred to the article "Bag the Ban" comparing energy and costs for plastic versus paper bags; she pointed out this might have a large impact on a small business owner. She noted her concerns with the timing of this issue adding she would prefer to start with a soft-sell and get a community conversation going.

Ms. Baudrand commented that Keene High School is one of the proponents of this issue; she noted they collected several hundred signatures on a petition. Ms. Baudrand suggested the conversation is already going on in the community. She also noted being in touch with Keene State College who is trying to ban plastic bottles on campus.

Councilor Clark commented this has only been brought to court once; this is the only case law and it favors a ban. Councilor Clark made reference to ordinances in Massachusetts noting he sent these links to Committee members. He noted these ordinances exempt small businesses and provide for a buyback. Councilor Clark commented this is a local issue here and to only apply economic reasons to this is very shortsighted.

Councilor Sutherland piggybacked on some of Councilor Chadbourne's earlier comments. He said if we were to get a movement going in the City keeping in mind the intent to reuse/recycle it would not be just about plastic bags; it would also include paper bags. Councilor Sutherland thinks this would be a great project for someone from the High School or Antioch University.

Councilor Clark pointed out the City of Keene does recycle paper bags, but they do not recycle these plastic bags. He also pointed out the big recycling boxes at the grocery stores (plastic bags) are dumped at the Keene landfill. Councilor Clark suggested perhaps they are not aware that Keene does not recycle those things.

Councilor Hansel also echoed Councilor Chadbourne's comments; he also suggested perhaps we should look at the Recycling Center if that is the problem. He commented let us find a way to recycle the bags. Councilor Hansel shared the questions he asks himself when Council is taking a hard look at something; is this business friendly and would this action have any unintended consequences that might inhibit or diminish our economic development efforts and initiatives. Continuing, Councilor Hansel said looking at all this information he is unable to support a ban on plastic bags.

Chair Richards said he would make a couple of comments before opening the floor to the public because he feels we would have this same debate next week. Chair Richards agreed with the City Attorney the legal questions are murky; he noted we have made motions in the past where they were murky and we won. He also commented you do not know what the courts will do. After additional comments Chair Richards said he does not think this leads to a ban on all plastics; we are not going to stop making pacemakers or automobiles. Chair Richards pointed out one cost; he noted we had to put two million dollars in an account so we could monitor the landfill for the next 20 years. He added filling landfills has unbelievable costs between opening and closing them. Addressing Councilor Sutherland's comment regarding an "activist Council", Chair Richards commented some Councilors think we should stay local. Chair Richards believes we should set the standard and lead on these things. Chair Richards agreed we should have a more general conversation about recycling. Chair Richards reiterated he does support this and agreed we do need to know whether the full Council is onboard or not.

Chair Richards asked for comments/questions from the public.

Darryl Masterson of 44 Willow Street said he does not necessarily oppose the idea of getting rid of the plastic grocery bags. Mr. Masterson suggested the term "single use plastic bags" is way too broad and he does not think City Council should be painting with a huge brush. He said if you want to ban grocery bags then ban grocery bags. Mr. Masterson agreed with comments by Councilor Sutherland in that one thing leads to another; where will it stop. Chair Richards commented this is another reason why he wants this to go to full Council for discussion. Mr. Masterson also suggested talking with Hannaford's pointing out that he recently shopped at one in Maine where plastic bags are banned.

Bridgett Hansel of 61 Bradford Road commented she hopes the Committee knows that Keene is a leader in sustainability in this country which is an important thing to think about. Ms. Hansel also advised there was a very good article in the New Yorker (May 2, 2016) that addresses the movement to ban plastic bags in New York City which did succeed. Ms. Hansel also addressed the landfill noting plastic will be there forever; she added that is not true of paper bags.

Karrie Kalich of 420 Main Street said she wanted to take us back to why this is important; suggesting it turns into will this be a hassle. She said this issue is important to us because we care

about the environment and the beauty of our community; most importantly we care about what the world will look like for future generations. She suggested we have no choice but to act and be responsible. Ms. Kalich agreed with Chair Richards comment about setting the bar in Keene. Ms. Kalich indicated she had spoken to local vendors and Hannaford's who said they would support whatever the community wants to do. She concluded noting she is happy there is at least some support for this concern.

Georgia Cassimatis of Swanzey referred to Councilor Sutherland's comments about the breakdown of fossil fuels. She stressed the point that this is a renewable resource that will live as long as we are here; she added we can count on the trees. Ms. Cassimatis' next point was all she sees as the number one point with plastic bags is convenience. She finds this point very uneducated and just does not get it. Ms. Cassimatis suggested it will take the Council doing something for us that will create the paradigm shift. She also suggested the overwhelming resources for banning plastic is evident; pointing out the Committee only provided one resource in opposition. Ms. Cassimatis is not in favor of an everything plastic ban; she considers this an extreme and not what the proponents are trying to do. She does agree with involving the Main Street businesses.

Councilor Hansel said he sees this as two issues; 1) you have the vision and argument against plastics and plastic bags, and 2) then you have the vehicle to get you there. Councilor Hansel commented he sees a lot of positive energy here and agrees seeing the stores voluntarily stop using plastic bags would be a positive method to get to the vision being talked about. The vehicle to the ban, the logistics, enforcement, ramifications, and costs are big things that are kind of behind the scenes. He suggested continuing with the grassroots efforts will have the most effect and get you (the proponents) closer to the people you are trying to educate. He continued an ordinance does not educate the people, it tells them what to do. Councilor Hansel hopes this can move forward without some sort of mandate from the City.

Councilor Chadbourne advised Mr. Hansel there was information in the packet regarding the efforts to ban plastics in New York City. Councilor Chadbourne acknowledged that Keene is a green city. She reiterated her previous suggestions/concerns 1) the timing, and 2) she prefers the soft sell and getting businesses involved. After additional comments Councilor Chadbourne said she does not see this as a stopping point, but as a beginning.

Councilor Sutherland clarified earlier comments noting he thinks the laws we have on the books in New Hampshire are with good intent. He addressed solid-waste suggesting it includes everything. His understanding after reading and researching is that vendors went to thicker bags after a ban was imposed; it is also his understanding that paper uses more energy and more water to produce and to recycle, which was his point. Councilor Sutherland also agreed recycling of plastic bags is something the City should consider or direct to occur. Councilor Chadbourne referred to previous testimony from Councilor Clark regarding it taking a year to gather enough plastic bags at the Recycling Center to create a bale that they then could send off/sell. She noted this is one of the reasons why we do not recycle them at this time. Councilor Clark affirmed this to be true.

Chair Richards asked the City Attorney if the Committee should ask for a draft Ordinance in order to gauge Council support. Attorney Mullins said the Committee could make a recommendation to City Council to direct City staff to draft an Ordinance with respect to the ban on single use plastic bags.

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

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

On a vote of 4-1, the Planning, Licenses and Development Committee recommends this be accepted as informational. Chair Richards voted in opposition.

Chair Richards noted he will call this back up at Council. Attorney Mullins recommended talking to the Mayor about the process. Chair Richards asked for confirmation that this is possible. Attorney Mullins replied in the affirmative. Chair Richards advised this will go to full Council next week where the debate will continue.

3A4

City of Keene
NEW HAMPSHIRE

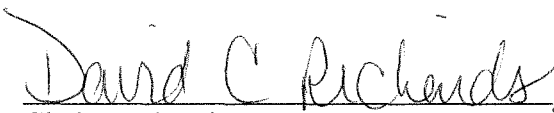
May 11, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **CONTINUED DISCUSSION: City Manager – Permission to Negotiate**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends to the City Council that the City Manager be given the authority to negotiate leases and purchase and sales agreements at the Airport only for further review and approval by the City Council.


Chairman/Designee *Hex*

Background:

Mr. Kopczynski reported there is nothing in the Charter or the Code that requires leases to come before City Council for approval; he added it is a custom more than anything. In regards to the airport, we see it as a reluctance of people to go through a process. He noted the last land lease he was able to track was the C&S hangar. We have a number of entities interested in potential land sales and leases. Continuing Mr. Kopczynski we are seeking any opportunities that might be at the airport for land leases. We will also seek any potential land sales that are also advantageous to the Airport.

Mr. Kopczynski continued that you have to understand the Airport has three governmental entities that are involved in anything that takes place there; the Town of Swanzey, the City of Keene, and the FAA. Mr. Kopczynski explained that any land leases where someone would put a substantial structure would probably be a fairly long-term lease. He added any land sale is somewhat

permanent. Mr. Kopczynski suggested that when we are going to have this type of permanence and when the land lease is ready, that is when it should come before the City Council.

Chair Richards clarified Mr. Kopczynski is really saying he wants the authority to get it to that point. Mr. Kopczynski replied in the affirmative. Chair Richards said he agrees with this because we do have to move quickly on things like this.

Councilor Hansel said he does not have a problem with the request. He noted he was curious about general inquiries and how they are handled. Mr. Kopczynski replied that when it comes to the Airport, those things have been funneled to the City Manager. Continuing Mr. Kopczynski said now that Jack Wozmak is there he has taken the lead on direct contact. Mr. Kopczynski shared the two conversations taking place there now; adding when the prospect is ready to put the request on paper we would then bring it to City Council.

Councilor Chadbourne asked if this includes the leasing of the fuel farms. Mr. Kopczynski replied in the negative. Councilor Chadbourne said with that clarification she would fully support Mr. Kopczynski's request.

Councilor Sutherland asked Mr. Kopczynski if he could clarify details on any of the leases we have presently. He said it is his understanding that the City draws money from any number of the properties out there and over a period of time those leases expire. What happens to those properties; are they still retained by the original owners? Mr. Kopczynski replied the one he would have to review in that regard, because he thinks he knows where Councilor Sutherland is going, is the C&S lease. In Mr. Kopczynski's experience, what happens at the end of the lease if the lessee does not continue the lease, is that the City ends up with the building. Mr. Kopczynski suspects that is the case with the C&S lease. Mr. Kopczynski also noted he cannot think of any other properties that have that particular setup at the moment. He mentioned the condominium of hangars. Councilor Sutherland said his concern was for any private owner that leases the land and wishes to transfer that land. Mr. Kopczynski said he would have to ask the City Attorney to weigh in, but his understanding is that the leases are assignable right now. Attorney Mullins advised generally the leases are not assignable without the permission of the City. Attorney Mullins also advised keeping in mind the FAA rules and regulations that apply to the Airport settings.

Councilor Sutherland noted his other concern and his understanding that there are actually two fuel farms out there; one of which is owned by C&S. Mr. Kopczynski said this is correct. Councilor Sutherland said that is fuel the City draws no income from. Chair Richards disagreed indicating C&S still gives the eight cents per gallon. Councilor Sutherland said his concern is that any sale the City is considering not be core to the operations of the Airport. Mr. Kopczynski verified Councilor Sutherland was speaking about land sales. Mr. Kopczynski said the best way to phrase it is you have what is within the fence line and what is in the fence line would never be an issue; it would not be sold. Outside of the fence line there is no access to the Airport. Mr. Kopczynski continued the one inquiry is not strictly aviation related and would not be a conflict with those operations. In response to Chair Richards Mr. Kopczynski said we want to have the flexibility to seek lessees out, put together a document, and then bring it to the Council without having to go back and forth.

As the discussion continued Chair Richards noted we do have a reputation for being hard to deal with and this is one thing that will help to dispel that notion.

Councilor Hansel addressed new businesses coming to Keene saying he would like to see them met by a welcoming committee. Mr. Kopczynski said that is pretty much what we are doing at the moment. Councilor Hansel also recommended in addition to City staff, bringing in people who will make things happen.

Chair Richards clarified we are talking about the Airport here. Mr. Kopczynski agreed adding, however, a lot of those entities have tentacles for potential development within the City. Mr. Kopczynski said one of the things we are trying to realize is that the Airport has a regional effect. In response to comments from Chair Richards, Mr. Kopczynski reported the Economic Development Committee is going to be looking for ideas.

Chair Richards said he thinks the Committee is all in agreement with the Airport leasing issue, and we need to figure out wording for the other leasing and how to give that approval. Mr. Kopczynski said you could put suggestions on more time and have staff bring back some ideas or simply just have ideas in your background notes to bring it back.

Councilor Hansel asked Mr. Kopczynski if it was in his administrative purview to do that or does the City Manager need an official structure to just decide that he handles new prospects and brings in the needed people to make it happen. Mr. Kopczynski said he would have to research that noting the duties of the City Manager are not economic development per say.

Councilor Chadbourne commented she thinks giving the City Manager the authority accelerates the process and is the right thing to do (for the Airport). She suggested it would be premature to bring it back to the Committee at this time and recommends going back to the Economic Committee that has been established and have them bring ideas forward to this Committee. She also recommended starting with the Mayor as he is the one who spearheaded this. Councilor Chadbourne does not recommend making a motion at this time regarding this Committee.

Councilor Sutherland noted his understanding that time is of the essence in this particular case. Mr. Kopczynski asked if he meant with the Airport. Councilor Sutherland replied with anything. Mr. Kopczynski replied he would not say it is completely dependent on the decision of this group, however, the sooner he has a clear run at it the better.

Councilor Jones said the City Manager is just being a nice guy; he is just asking us to approve something that is already in his purview. Mr. Kopczynski agreed. Attorney Mullins asked for clarification. Chair Richards replied the authority to negotiate, not execute.

Chair Richards asked do we even need a motion or do we just send a message? Attorney Mullins said what the City Manager is asking for is appropriate; it is to give him the authority to negotiate but not execute. Attorney Mullins added clearly only the City Council has authority to buy or sell property.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends to the City Council that the City Manager be given the authority to negotiate leases and purchase and sales agreements at the Airport only for further review and approval by the City Council.

Chair Richards advised he would reach out to the Mayor on the other issue.

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3A5

City of Keene
NEW HAMPSHIRE

May 12, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Campaign Manager for the Next Chapter Campaign Drive - Acceptance of Donations – Library Renovation Project through the Library Renovation Temporarily Restricted City Trust Fund**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept donations of \$53,765 listed in the February, March and April 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 regarding donations of \$53,765 listed in the February, March and April 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. She indicated they are currently in the quiet phase where the Committee members are seeking donations from community members and the library will be back before the Finance Committee next month.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept donations of \$53,765 listed in the

February, March and April 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

May 12, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Head of Youth and Community Services – Donation for Summer Maker Corps Library Interns**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a \$6,000 donation from the Friends of the Keene Public Library to be used for the hiring of two Summer Maker Corps Library Interns.



Chairman/Designee

Background:

Head of Youth and Community Services of the Public Library, Gail Zachariah stated the library has been involved in the Summer Maker Corps program the past three years. The library has had interns who have come in and helped with building programs and building capacity. These interns are from a nationally recognized program and the program these interns help with involves engineering, math and art and is a learning approach through learn and play.

Councilor Kahn asked how many kids were involved in this program last year. Ms. Zachariah stated there were approximately 200 kids who participated last year and the kids are not charged to participate in these programs. Some programs had to be run multiple times to accommodate the demand.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a \$6,000 donation from the Friends of the Keene Public Library to be used for the hiring of two Summer Maker Corps Library Interns.

3A7

City of Keene
NEW HAMPSHIRE

May 12, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Human Services Manager on behalf of the Personnel Advisory Board - Acceptance of Donations – Community Day Open House**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept grants and donations associated with the City Community Day/Open House scheduled for June 28, 2016, at the City's Marlboro Street complex.



Chairman/Designee

Background:

Human Resources Director Beth Fox stated she was before the Committee on behalf of the Personnel Advisory Board seeking permission to accept donations for a program they are doing in conjunction with the Police Department. This is for Community Day. The program will be held at the City's Marlboro Street complex.

Councilor Jacobs made the following motion which was seconded by Councilor Kahn.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept grants and donations associated with the City Community Day/Open House scheduled for June 28, 2016, at the City's Marlboro Street complex.

3A8

City of Keene
NEW HAMPSHIRE

May 12, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** Youth Services Manager – Acceptance of Cheshire County Funding for Youth Services

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and administer funds provided by Cheshire County for Youth Services programs.



Chairman/Designee

Background:

Youth Services Manager Elisabeth Brown stated the \$23,100 referred to in this item is used for the Juvenile Court Diversion program and the Youth Intervention Program. The monies are used to offset the budget.

Councilor Jacobs asked whether these are taxpayer funds coming back to the City. Ms. Brown answered in the affirmative.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and administer funds provided by Cheshire County for Youth Services programs.

3Aq

City of Keene
NEW HAMPSHIRE

May 12, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORADUM:** Youth Services Manager – Acceptance of Award –
Monadnock Alcohol and Drug Abuse Coalition

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept an award from Monadnock Alcohol & Drug Coalition in the amount of \$2,000 for use by Youth Services.



Chairman/Designee

Background:

Ms. Brown stated this donation is from the Monadnock Alcohol & Drug Coalition (MADAC) in the amount of \$2,000. This funding supports the City's website; MonadnockParents.org and MonadnockTeens.org.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept an award from Monadnock Alcohol & Drug Coalition in the amount of \$2,000 for use by Youth Services.

3A10

City of Keene
NEW HAMPSHIRE

May 12, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Fire Chief – FY 2015 State Homeland Security Exercise and Evaluation Program**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the FY 2015 State Homeland Security Exercise program funds that have been assigned to the Keene Fire Department in the amount of \$14,100 to conduct active shooter warm zone training.



Chairman/Designee

Background:

Fire Chief Mark Howard stated this item is in follow up to an item that came before the Committee last cycle. After review by staff, the Manager asked that this item be brought before the Committee for its approval. The Chief apologized for the confusion and explained acceptance of state funds can vary a great deal. He indicated under normal circumstances there is an award letter and acceptance paperwork which needs to be signed by the Manager and Finance Director and in those cases he has come before the Committee. In some cases there is just an award letter with no acceptance paperwork and that is just an allocation of funds to the Department. The final kind is when fire personnel are sent to the Fire Academy for grant funded programs that are not awarded to the Department, but if members sign up for the class and are accepted into it and they complete the program the Department gets reimbursed for same.

The Chief explained the Department was awarded \$34,890 for which he came before the Board for acceptance. What he is before the Committee for now is another grant the Department applied for.

Councilor Clark asked how the Fire Department will be involved in a shooting incident. Chief Howard stated in the last ten years the reason for many deaths in an active shooter incident is because EMS couldn't get to them sooner. He stated that fire personnel will access areas which have been neutralized by the police and they will be escorted to those areas to treat patients and get those patients out. This is referred to as a warm zone. The equipment in this training is for that type of incident. The Chief went on to say this is a program recognized by the Association of Police Chiefs, Fire Chiefs and is a program adopted nationally and hence the reason the City is following this program in effort to ultimately keep the community safe.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the FY 2015 State Homeland Security Exercise program funds that have been assigned to the Keene Fire Department in the amount of \$14,100 to conduct active shooter warm zone training.

3A11

City of Keene
NEW HAMPSHIRE

May 12, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** Police Captain – Homeland Security Exercise and Evaluation Program Grant Acceptance

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a grant of up to \$5,300.00 from the FY 2015 Homeland Security Grant program for the Keene Police Department and Keene Fire Department to conduct an active shooter table top exercise in conjunction with Keene Public Works, New Hampshire State Police, Keene High School and SAU 29.



Chairman/Designee

Background:

Police Captain Steve Russo stated this is a grant the Police Department received in the amount of \$5,300 to conduct an active shooter exercise in conjunction with Keene Public works, New Hampshire State Police, Keene High School and SAU 29 on June 16, 2016.

Councilor Clark asked for the actual cost for this training. Captain Russo stated they wouldn't know the cost until the training is completed. He added that historically this type of training has not cost the department any money.

Councilor Kahn felt this was a good exercise to pursue and asked whether something similar could be done with Keene State College. Captain Russo stated an exercise was done with the college last June and a workshop was held in December. He indicated the exercise done with the college was a little more advanced and the department tries to make these trainings available to everyone.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a grant of up to \$5,300.00 from the FY 2015 Homeland Security Grant program for the Keene Police Department and Keene Fire Department to conduct an active shooter table top exercise in conjunction with Keene Public Works, New Hampshire State Police, Keene High School and SAU 29.

3A12

City of Keene
NEW HAMPSHIRE

May 12, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** Revenue Collector – Extension of Deed Waiver for Unpaid 2012 Property Taxes

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to grant an additional 30-day extension, of the deed waiver granted by Council on March 17, 2016 for properties located at 334 Roxbury St. and 15 Cross St.



Chairman/Designee

Background:

Revenue Collector Mary Alther stated staff is requesting a 30-day extension on the last two properties on the 2012 tax list. One of the properties is going through a reverse mortgage and the other is empty right now and they are actively selling the property.

Councilor Clark asked if staff will come back for another extension if Cross Street doesn't sell within 30 days. Ms. Alther answered in the affirmative.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to grant an additional 30-day extension, of the deed waiver granted by Council on March 17, 2016 for properties located at 334 Roxbury St. and 15 Cross St.

3A13

City of Keene
NEW HAMPSHIRE

May 12, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Records Manager/Deputy City Clerk – Records Storage and Management Services – Rate Increases for Customers**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends to the City Council that the proposed rate increases for records storage and management services to outside customers be approved with an effective date of July 1, 2016.



Chairman/Designee

Background:

Records Manager/Deputy City Clerk Bill Dow stated he was before the Committee regarding proposed rate increases for records storage and management services to outside customers effective July 1, 2016. During the budget review it was determined a rate increase was necessary. The last increase happened in August 2011.

Mr. Dow explained that NH RSA 5: 132 authorizes a municipality to provide records storage and management services to qualified non-profit and governmental organizations. Qualified outside customers are charged a monthly storage fee. Outside customers also pay incremental user fees based on requested management services such as: cataloging new deposits, processing requested retrievals, and providing transportation and delivery services. Resolution R-2016-02-A relating to Fiscal Policies requires that fees and charges that benefit a finite and defined sector of the community will be assessed for those services using a methodology for cost recovery set at full cost recovery or above. Hence this was the methodology staff used to determine these new prices. The revenue generated in FY 14/15 for these services was \$16,993 and it is projected that

with the proposed rate increases revenues will increase to approximately \$22,709. This revenue is placed in the general fund.

Chair Greenwald asked whether the City was marketing the storage to potential customers. Mr. Dow stated it is done through word of mouth but they are not pursuing a formal advertising route. Councilor Clark stated to further justify this expense there is also going to be new rack shelving purchased to increase the space (\$6,000) and it will take a few years to recoup this cost. Mr. Dow agreed. Councilor Jacobs asked whether the increase would be to cover the cost of operations. Mr. Dow stated it will also include some of the capital expenses which have accrued since 2003 as well as the new project.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends to the City Council that the proposed rate increases for records storage and management services to outside customers be approved with an effective date of July 1, 2016.

3A14

City of Keene
NEW HAMPSHIRE

May 12, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** City Engineer – Airport Road Culvert Rehabilitation -
Change Order #2

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a construction change order with Ted Berry Company for an amount not to exceed \$13,500.00 for the Airport Road Culvert Repair Project.



Chairman/Designee

Background:

City Engineer Don Lussier stated this item is in reference to a change order to the airport road culvert rehabilitation project. This project was sent out for construction last summer but could not be completed by the summer. The change order is for additional work which was discovered last summer. He went on to say the original contract contemplated the work being done in July and August. What was discovered was the existing pipe was not round shaped as was expected, it was oblong shaped. This required the work to be stopped to obtain material for this odd shaped pipe. The work restarted in September/October.

Because the project was designed for during low water conditions but was restarted when the water level had risen again, the water level the contractor had to control was a lot more than he anticipated. Efforts were made to control the water, but because the water level was so high it was forcing the water into the work zone much quicker than he could deal with. As a result the work was put on hold until the next dry season. Due to these unforeseen issues the contractor has asked for some additional funding to remobilize the site as well as for some additional water control

measures. The contractor has agreed to rearrange his work schedule to work on this project when water levels are low.

Councilor Hansel asked whether there is a provision in these contracts for these types of events. Mr. Lussier stated in most circumstances that would be the case but in this case the level of the water which was contemplated in the design and the level of water when he was trying to do the design was very different. The contract shows water control to be two to three feet of water but the water depth rose to six to seven feet when the contractor was trying to do the work; the contractor is entitled to compensation for changed conditions.

Chair Greenwald asked whether or not a contractor should be ready under a contract for the unforeseen circumstances. Mr. Lussier agreed there is a lot of risk placed on the contractor to do the agreed upon work. Where the City absorbs some of that risk is when the basis of the contract bids is found to be changed. It is not fair to tell a contractor he is responsible for things he could not have foreseen when he was preparing the bid. The Chair asked for the price of the original bid. Mr. Lussier stated it was \$83,000 and the current contract value is \$105,000. Chair Greenwald stated he understands the scenario and used an example of digging a foundation and a delay being caused by a rainstorm. Public Works Director Kurt Blomquist stated it has been determined even by the Court system that things of this nature become the owner's risk – it is all about risk assignment. Chair Greenwald stated this is the reason for contingencies.

Councilor Kahn asked what kind of contingency the City includes for its contracts. Mr. Blomquist stated it is typically 20% and then it is reduced to 5% to 10% and these kind of projects it is usually 10% because of unforeseen elements. Councilor Clark asked how this is different from the Washington Street change order. Mr. Lussier stated the contract is same but the change order proposes time and materials work which is different from unit bid price work.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a construction change order with Ted Berry Company for an amount not to exceed \$13,500.00 for the Airport Road Culvert Repair Project.

3A15

City of Keene
NEW HAMPSHIRE

May 12, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** City Engineer – Babbidge Reservoir Dam Improvement
– Change Order #1

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a change order with Dubois & King, Inc. for an amount not to exceed \$11,500.00 for the design of the Babbidge Dam Improvements Project.



Chairman/Designee

Background:

Mr. Lussier stated the good news is this change order is within the budget allocated by the City Council for this project. This is a design phase change order and it is mostly additional scope of work the State has directed the City to do; consisting of hydraulic analysis to verify and confirm the overflow channel of the dam. There is also additional scope of work for the preparation and presentation to the Council of the project.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a change order with Dubois & King, Inc. for an amount not to exceed \$11,500.00 for the design of the Babbidge Dam Improvements Project.

3A16

City of Keene
NEW HAMPSHIRE

May 12, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **COMMUNICATION: Mayor Lane/Special Committee on the Recruitment of the City Manager – Costs Associated with the Recruitment Effort**

On a vote of 5-0, the Finance, Organization and Personnel Committee accepted the Mayor's communication as informational.



Chairman/Designee

Background:

Ms. Fox was the next speaker. Before Ms. Fox addressed the Committee the Chair explained that Mr. Kopczynski, who is the current City Manager, is on a limited contract with the City as a transition. The City already went through this process once to hire a permanent replacement but determined the final candidates were not suitable to fulfill the City's needs. As a result Mr. Kopczynski was hired on a temporary basis. The search needs to happen again but there are costs involved with this search. The last time lapsed salaries were used for the search but this search needs to be added into the budget as an expenditure.

Ms. Fox added there are various costs the City would incur with this search such as advertising (nationwide), travel costs for the chosen candidates, professional assistance with the search, and background searches. At this time the actual costs could vary and it is unknown until the City gets to the final item.

Councilor Clark asked whether this will come in as a supplemental item under the Human Resources budget. Councilor Powers stated the line item is already in the budget; there is a recruitment line item in the City Manager's section of the budget. The Chair felt \$30,000 seems

like a good estimated amount. Councilor Jacobs felt the last time the position wasn't marketed very well and this is where a professional would be helpful which requires expenditure of funds. He felt finding a competent City Manager is vital for the City.

Chair Greenwald made the following motion which was seconded by Councilor Jacobs.

On a vote of 5-0, the Finance, Organization and Personnel Committee accepted the Mayor's communication as informational.

3A17

City of Keene
NEW HAMPSHIRE

May 12, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** City Planner – Land Use Code Update Phase 1 –
Consultant Selection

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute a professional services contract with Town Planning Urban Design Collaborative in an amount not to exceed \$65,945 for professional services for the first phase of the Land Use Code Update project.



Chairman/Designee

Background:

City Planner Tara Kessler stated at the last meeting the Council granted authorization to the Manager to negotiate a scope of work and budget with Town Planning Urban Design Collaborative for the Land Use Code Update Phase 1 work. Since that time staff has been able to arrive at a scope of work and budget. Staff is asking that the Council authorize the City Manager to enter into a contract with this firm for an amount not to exceed \$65,945 for this work. They were one of ten firms who responded and were picked as the top ranking firm by the selection committee. It is expected the project will run from June through November of this year and the funding for the work will come from the Land Use Code Project Cost Center which has a current balance of \$200,000.

Councilor Powers clarified at the last meeting the Committee authorized the negotiation not the execution. Asst. City Manager, Rebecca Landry agreed.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute a professional services contract with Town Planning Urban Design Collaborative in an amount not to exceed \$65,945 for professional services for the first phase of the Land Use Code Update project.

301

City of Keene
NEW HAMPSHIRE

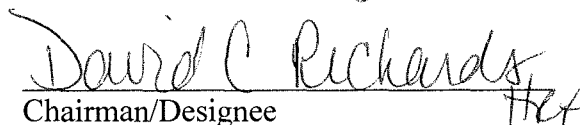
May 11, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **COMMUNICATION: Patrick Lagace/KHS Student Council Advisor -
Request to Conduct Homecoming Parade – Keene High School**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the request for the KHS Homecoming Parade be put on more time to allow for protocol meetings with City staff.


Chairman/Designee

Background:

Patrick Lagace of Stage Road, Chesterfield, stated that he was approached by Chris Coates and other Alumni members who indicated they would like to see the parade restored to downtown like it had been in the past. Mr. Lagace said last year they did the parade around the school; they decided it would be best served to involve the school and the community, and that is why we are making this effort again.

Chair Richards asked for staff comments.

Mr. Blomquist, Emergency Management Director, advised staff is asking this go on more time as it has been a number of years since the Alumni Parade has been back to its original route. He

pointed out one of the reasons they went to the shorter route was due to the concerns of the Emergency Management folks. Mr. Blomquist noted he and the Police Chief would like to meet with the organizers to see what the impact would be on the proposed change. He also noted at this time this is not a Community Event so the School District would be responsible for any associated costs and we want to make sure the Committee understands that. Chair Richards asked Mr. Lagace if he was okay with that. Mr. Lagace replied in the affirmative. Mr. Lagace agreed with the staff's recommendation.

Councilor Jones addressed Mr. Blomquist suggesting the reason the parade stopped running downtown was because Public Safety was concerned with students riding in open trucks back to the school after the parade. Mr. Blomquist's understanding is there may be several issues and that may well be one of them. Another is the number of side streets that have to be closed off as the parade progresses through its route which requires more City resources versus the shorter route they have used over the past several years. Councilor Jones suggested this was a Community Event in the past. Being new to this position Mr. Blomquist advised he did not know. Chair Richards agreed there are clearly unanswered questions here and this should go on more time.

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 Councilor Hansel.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the request for the KHS Homecoming Parade be put on more time to allow for protocol meetings with City staff.

Chair Richards requested a note be made for the City Clerk to inform Mr. Lagace when this issue comes back to Committee.

**CITY OF KEENE
NEW HAMPSHIRE**

4A1

H U M A N R E S O U R C E S

DATE: May 16, 2016
MEMO TO: Mayor & City Council
THROUGH: Medard Kopczynski, City Manager
FROM: Elizabeth A. Fox, ACM/Human Resources Director 
RE: Ordinance O-2016-08 Class Allocation and Salary Schedule

Recommendation

That the City Council refer Ordinance O-2016-08 to the Finance, Organization, and Personnel Committee.

Background

The ordinance relating to salary and wage schedules for the 2016/2017 fiscal year reflects an across-the-board increase of 2% for non-bargaining units. The effective date of this increase would be July 1, 2016. This adjustment is comparable to adjustments provided by the City's negotiated collective bargaining agreements. This revision also aligns City Code Section 2-231 with other non-union schedules and modifies the schedule provide for the City Manager position considering labor market information and other conditions.



CITY OF KEENE

4A2
O-2016-08

Sixteen

In the Year of Our Lord Two Thousand and

Relating to Class Allocations and Salary Schedules

AN ORDINANCE

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical, and Management," effective July 1, 2016.

Kendall W. Lane, Mayor

City Code Section 2-231

**COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE**
(effective July 1, 2016)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	82,347	101,938	122,371
<u>E</u>	86,052	106,525	127,878
<u>V</u>	89,925	111,319	133,633
<u>E</u>	93,971	116,328	139,646
<u>L</u>	98,200	121,563	145,930
	102,619	127,033	152,497

**PROBATIONARY PUBLIC WORKS
HOURLY WAGE SCHEDULE
Non Union
(effective July 1, 2016)**

	<u>STEP</u>			
<u>GRADE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
H 1	12.52	13.45	14.06	14.68
H 2	13.07	14.06	14.68	15.33
H 3	13.66	14.68	15.33	16.04
H 4	14.25	15.33	16.04	16.74
H 5	14.91	16.04	16.74	17.51
H 6	15.58	16.74	17.51	18.27
H 7	16.26	17.51	18.27	19.10
H 8	17.02	18.27	19.10	19.97
H 9	17.78	19.10	19.97	20.88
H 10	18.54	19.97	20.88	21.81
H 11	19.43	20.88	21.81	22.83
H 12	20.29	21.81	22.83	23.83

CLASS ALLOCATION

<u>GRADE</u>	
H 2	Maintenance Aide I; Recycler I; Recycler I/Attendant
H 4	Water & Sewer Service Aide I
H 5	Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water & Sewer Service Aide II
H 7	Mechanic I
H 8	Motor Equipment Operator II
H 9	Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator
H 10	Highway Foreman; Solid Waste Foreman; Maintenance Technician I
H 11	Water Meter Technician; Maintenance Electrician
H 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman

City Code Section 62-191

**PROBATIONARY FIREFIGHTER
HOURLY WAGE SCHEDULE
(effective July 1, 2016)**

<u>GRADE</u>		<u>STEP 1</u>
F 1	Level I/EMT B	\$18.84
F 2	Level II/A-EMT	\$19.58
F 3	Level II/Medic	\$20.49

City Code Section 62-192

**PROBATIONARY POLICE OFFICER
HOURLY WAGE SCHEDULE
(effective July 1, 2016)**

<u>GRADE</u>	<u>STEP 1</u>
P 1	\$21.57

**ADMINISTRATIVE AND CLERICAL
ANNUAL SALARY SCHEDULE
Non Union
(effective July 1, 2016)**

<u>GRADE</u>	<u>STEPS</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 1	28,633	29,921	31,267	32,674	34,144	35,680
S 2	29,921	31,267	32,674	34,144	35,680	37,286
S 3	31,267	32,674	34,144	35,680	37,286	38,964
S 4	32,674	34,144	35,680	37,286	38,964	40,717
S 5	34,144	35,680	37,286	38,964	40,717	42,549
S 6	35,680	37,286	38,964	40,717	42,549	44,464
S 7	37,286	38,964	40,717	42,549	44,464	46,465
S 8	38,964	40,717	42,549	44,464	46,465	48,556
S 9	40,717	42,549	44,464	46,465	48,556	50,741
S 10	42,549	44,464	46,465	48,556	50,741	53,024
S 11	44,464	46,465	48,556	50,741	53,024	55,410
S 12	46,465	48,556	50,741	53,024	55,410	57,903
S 13	48,556	50,741	53,024	55,410	57,903	60,509
S 14	50,741	53,024	55,410	57,903	60,509	63,232
S 15	53,024	55,410	57,903	60,509	63,232	66,077
S 16	55,410	57,903	60,509	63,232	66,077	69,050
S 17	57,903	60,509	63,232	66,077	69,050	72,157
S 18	60,509	63,232	66,077	69,050	72,157	75,404
S 19	63,232	66,077	69,050	72,157	75,404	78,797
S 20	66,077	69,050	72,157	75,404	78,797	82,343
S 21	69,050	72,157	75,404	78,797	82,343	86,048
S 22	72,157	75,404	78,797	82,343	86,048	89,920
S 23	75,404	78,797	82,343	86,048	89,920	93,966
S 24	78,797	82,343	86,048	89,920	93,966	98,194
S 25	82,343	86,048	89,920	93,966	98,194	102,613
S 26	86,048	89,920	93,966	98,194	102,613	107,231
S 27	89,920	93,966	98,194	102,613	107,231	112,056
S 28	93,966	98,194	102,613	107,231	112,056	117,099
S 29	98,194	102,613	107,231	112,056	117,099	122,368

City Code Section 62-194

ADMINISTRATIVE AND CLERICAL

(effective July 1, 2016)

<u>GRADE</u>	<u>CLASS ALLOCATION</u>
S 4	Library Aide
S 5	Minute Taker
S 6	Administrative Assistant; Records Clerk
S 7	Administrative Assistant I
S 8	NO POSITIONS ASSIGNED
S 9	NO POSITIONS ASSIGNED
S 10	NO POSITIONS ASSIGNED
S 11	Fire Department Administrator; Office Manager; Parking Services Enforcement Technician; Police Dispatch Supervisor
S 12	Librarian I; Planning Technician; Paralegal; Executive Secretary
S 13	NO POSITIONS ASSIGNED
S 14	NO POSITIONS ASSIGNED
S 15	Executive Assistant: Librarian II; Senior Staff Accountant Fund Manager ; Payroll Administrator; Human Resource Assistant; Youth Services Manager; Mapping Technician; Engineering Technician; Technical Support Specialist; Assistant City Clerk; Parking Operations Manager; Airport Maintenance and Operations Manager ; Purchasing Specialist
S 16	Planner; Laboratory Supervisor
S 17	Appraiser; Recreation Programmer; Librarian III; Parks & Cemetery Maintenance Superintendent; Treatment Plant Manager; Fleet Services Operations Manager; Airport Maintenance and Operations Manager
S 18	Water & Sewer Superintendent; Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; Engineer Utilities Inspector/Coordinator; Contract Manager ; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager
S 19	Highway Superintendent; Fleet Services Superintendent; Operations Manager; Code Enforcement and Inspections Manager
S 20	Assistant City Attorney; Systems Administrator; Purchasing & Contract Services Manager
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	Code Enforcement Superintendent
S 24	City Engineer; Assistant Public Works Director/Division Head; Assistant IT Director; Database Administrator; Airport Director; Police Captain; Deputy Fire Chief
S 25	Parks, Recreation & Facilities Cemeteries Director; Human Resources Director; Library Director; Human Services/Youth Services Director; Assistant Finance Director/Assistant Treasurer
S 26	Planning Director; Health Director; City Assessor
S 27	Police Chief; Fire Chief; Finance Director/Treasurer; Public Works Director; IT Director
S 28	NO POSITIONS ASSIGNED
S 29	NO POSITIONS ASSIGNED

CA1

CITY OF KEENE NEW HAMPSHIRE

F I N A N C E D E P A R T M E N T

DATE: May 16, 2016

MEMO TO: Mayor and City Council

THROUGH: Medard Kopczynski, City Manager

FROM: Steve Thornton, Finance Director

RE: ¹
FY 16/17 budget – bond resolutions

RECOMMENDATION:

That resolutions R-2016-11 through R-2016-15 relating to appropriation of funds for the Consolidated Infrastructure, Defibrillator Replacement, Goose Pond Dam Improvements, Library Campus Development, and Reservoir Dam Repairs projects be introduced and read at the May 19, 2016 meeting of the City Council and be referred to the Finance, Organization, and Personnel Committee for consideration, discussion, and a recommendation back to City Council.

BACKGROUND:

Included in the proposed 2016/2017 operating budget are several bond issues to fund projects advanced through the Capital Improvements Program (CIP) process, as follows:

				<i>Term</i>
R-2016-11	General Fund	Consolidated Infrastructure	\$1,454,000	10
R-2016-12	General Fund	Defibrillator Replacement	\$66,000	7
R-2016-13	General Fund	Goose Pond Dam Improvements	\$107,000	5
R-2016-14	General Fund	Library Campus Development	\$2,011,000	20
		SUBTOTAL - GENERAL FUND	\$3,638,000	
R-2016-15	Water Fund	Reservoir Dam Repairs	\$850,000	20
		SUBTOTAL – WATER FUND	\$850,000	
		TOTAL - ALL FUNDS	\$4,488,000	

R-2016-14 is anticipated to be issued through the Wells Street Tax Increment Financing District.

These resolutions require two readings before the City Council, the first of which will be May 19, 2016.



CITY OF KEENE

R-2016-11

CA2

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

A RESOLUTIONRelating to the Appropriation of Funds for the Consolidated
.....Infrastructure Project.....

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

That the sum of one million, four hundred and fifty four thousand dollars (\$1,454,000) is hereby appropriated for the Consolidated Infrastructure Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, four hundred and fifty four thousand dollars (\$1,454,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor



CITY OF KEENE

R-2016-12

CA₃

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

A RESOLUTION Relating to the Appropriation of Funds for the Defibrillator Replacement Project

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

That the sum of sixty six thousand dollars (\$66,000) is hereby appropriated for the Defibrillator Replacement Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to sixty six thousand dollars (\$66,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor



CITY OF KEENE

R-2016-13

GA4

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

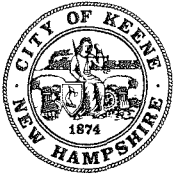
A RESOLUTION Relating to the Appropriation of Funds for the Goose Pond Dam Improvements
Project

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

That the sum of one hundred and seven thousand dollars (\$107,000) is hereby appropriated for the Goose Pond Dam Improvements Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one hundred and seven thousand dollars (\$107,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor



CITY OF KEENE

R-2016-14

6A5

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

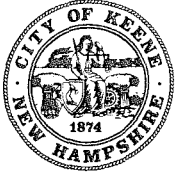
A RESOLUTION Relating to the Appropriation of Funds for the Library Campus Development
Project

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

That the sum of two million and eleven thousand dollars (\$2,011,000) is hereby appropriated for the Library Campus Development Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two million and eleven thousand dollars (\$2,011,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor



CITY OF KEENE

R-2016-15

6A6

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

A RESOLUTION Relating to the Appropriation of Funds for the Reservoir Dam Repairs Project

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

That the sum of eight hundred and fifty thousand dollars (\$850,000) is hereby appropriated for the Reservoir Dam Repairs Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to eight hundred and fifty thousand dollars (\$850,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

CoB₁

**CITY OF KEENE
NEW HAMPSHIRE**

F I N A N C E D E P A R T M E N T

DATE: May 16, 2016
MEMO TO: Mayor and City Council
THROUGH Medard Kopczynski, City Manager
FROM: Steve Thornton, Finance Director
RE: Resolution R-2016-20 Appropriation for Commercial Street Parking Lot lighting

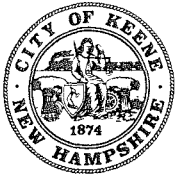
RECOMMENDATION:

That Resolution R-2016-20 be referred to the Finance, Organization, and Personnel Committee for review and recommendation to the City Council.

BACKGROUND:

During its' April 27, 2016 meeting, the Municipal Services, Facilities, and Infrastructure Committee recommended that the City Council instruct staff to prepare a resolution appropriating funds from the Downtown Infrastructure capital Reserve to install lighting at the Commercial Street Parking Lot. The most recent estimate for the cost of the work is \$95,700.

The City Council directed staff to prepare the resolution at its' May 5, 2016 meeting.



CITY OF KEENE

R-2016-20 *CB2*

sixteen

In the Year of Our Lord Two Thousand and

Related to an appropriation from the Downtown Infrastructure Capital

A RESOLUTION reserve for lighting improvements to the Commercial Street Parking Lot.

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

That the sum of ninety five thousand and seven hundred dollars (\$95,700) is hereby appropriated in the 2015-2016 fiscal year for the purpose of lighting improvements to the Commercial Street Parking Lot.

Said appropriation to be funded by Downtown Infrastructure Capital Reserve.

Kendall W. Lane, Mayor

PASSED



CITY OF KEENE

R-2016-19

6C1

In the Year of Our Lord Two Thousand and Sixteen

A RESOLUTION In Appreciation of Nancy T. Burrridge Upon Her Retirement

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

- WHEREAS: Nancy T. Burrridge began employment with the City of Keene July 2, 2005, as its Fund Manager—a key member of the finance team, serving as senior accountant and analyst to provide financial management, analysis, and administration of the City's grants, capital projects and trust funds; and
- WHEREAS: She has excelled at proactively working with members of other departments who don't possess financial backgrounds to provide guidance for a wide variety of grants with different reporting obligations, match obligations, and eligibility rules to ensure that requirements are understood and followed—and doing it with tact and good humor; and
- WHEREAS: As staff liaison to the City's Trustees of Trust Funds, Nancy has identified and changed potential pitfalls with decades-old policies regarding older perpetual care trusts; worked closely with highly-involved and hands-on Board of Trustees members to maximize returns on investment while maintaining liquidity of funds, to develop investment policies, to coordinate timely financial reporting from financial institutions regarding the City's funds and to coordinate the change in investment advisors; and was instrumental in transitioning the HUD asset management program from the City to a new agency; and
- WHEREAS: With her broad and deep base of knowledge of and diverse experience in accounting, Nancy has become heavily involved in the budgeting and accounting for community and special events, serving on a great number of committees, review teams, and projects to share financial information and ensure internal controls; and she has assisted with developing, administering and reporting for capital and operating budgets, as well as preparing for annual audits; and
- WHEREAS: City business runs smoothly and effectively under her purview due to her high self-standards and ethics, readiness to accept new challenges and help other people do their jobs more easily, effective resolution of issues, consistent representation of the City in a professional and positive manner, attitude that "close enough" is never good enough, and her delicious homemade baked goods—all moving the department toward a first-class accounting, finance and budget environment where the team enjoys working together; and
- WHEREAS: Nancy retires from the City of Keene effective June 17, 2016, just two weeks shy of 11 years of honorable service;
- NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Keene hereby extends its sincere thanks to Nancy T. Burrridge 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 Nancy in appreciation for her many years of service to the residents of Keene.

PASSED

Kendall W. Lane, Mayor