City of Keene
New Hampshire

KEENE CITY COUNCIL
Council Chambers, Keene City Hall
June 2, 2016
7:00 PM

Roll Call
Pledge of Allegiance
Minutes of Preceding Meeting

HEARINGS/PRESENTATIONS/PROCLAMATIONS

A. Retirement Resolution – Nancy Burridge
B. Presentations – West Street Dam – VHB and West Street Hydro

1. ELECTIONS/NOMINATIONS/APPOINTMENTS/CONFIRMATIONS

A. Appointment –Land Use Code Update Phase 1 Ad Hoc Committee
B. Confirmation – Zoning Board of Adjustment

2. COMMUNICATIONS

A. Rob Robbins/Keenesnoriders Snowmobile Club – Request to Use City Property
B. Laura and David Andrews – Request for Water Abatement
C. Councilor Clark – Amendment to 2016-2017 Fiscal Year Operating Budget
D. Councilor Filiault – Amendment to 2016-2017 Fiscal Year Operating Budget
E. Councilor Sutherland – Amendment to 2016-2017 Fiscal Year Operating Budget
F. Councilor Kahn – Amendment to 2016-2017 Fiscal Year Operating Budget

3. REPORTS

A. COUNCIL COMMITTEES

1. Water Asset Management Plan – MSFI COM
2. Street Lighting – Ralston Street – MSFI COM
3. Removal of Granite Curbing – West Side of Central Square – MSFI COM
4. Sale of City Owned Property – 41 Spring Street – FOP COM

B. CITY OFFICERS AND DEPARTMENTS

1. General Comments –City Manager
2. Warrant for Unlicensed Dogs – City Clerk

C. BOARDS AND COMMISSIONS

D. MORE TIME

1. Renaming of the “North Bridge” – MSFI COM
2. Driveway Code Review – MSFI COM

4. ORDINANCES FOR FIRST READING

5. ORDINANCES FOR SECOND READING

A. Relating to Class Allocation Schedules
  1. Report – FOP COM
  2. Ordinance O-2016-08

6. RESOLUTIONS

A. Relating to the 2016-2017 Fiscal Year Budget
  1. Report – FOP COM
  2. Report – FOP COM
  3. Report – FOP COM
  4. Report – FOP COM
  5. Report – FOP COM
  6. Resolution R-2016-17-A

B. 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. Report – FOP COM
  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

C. Relating to an Appropriation from the Downtown Infrastructure Capital Reserve for Lighting Improvements to the Commercial Street Parking Lot
  1. Report – FOP COM
  2. Resolution R-2016-20

TABLED

  1. Ban on Single Use Plastic Bags – PLD COM

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, May 19, 2016. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Robert J. O'Connor, 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 Clark was absent. The Mayor took a moment to recognize Councilor Powers' service. The Mayor continued that Councilor Powers began serving as Ward 5 Councilor in 2012 and has been serving on the Finance, Organization and Personnel Committee since 2012. The Mayor also acknowledged Councilor Powers' 13 years of service as Police Chief. Councilor Powers led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the May 5, 2016 meeting was duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS

The Mayor noted that the Goal Setting Meeting will be on Saturday, July 9, 2016. The Mayor reminded the Councilors that they should have received an invitation from the Keene Veterans Council to participate in the Memorial Day Activities on Monday, May 30, 2016. He noted the program is scheduled to start on Central Square at 9:00 AM.

PRESENTATION – 4TH GRADE WATER SCIENCE FAIR

The Mayor recognized Eric Swope, from Public Works and invited Jack Cahill, Jacob Friedman, Ethan Gray and Ben Greenwald forward. The Mayor stated these were the top four finishers at this year's City of Keene Water Fair and were the top finishers from the State of NH Fourth Grade Water Science Fair in Dover on May 4th. Jack Cahill of Wheelock School took 4th place at the City Fair with his Global Warming project and 1st place at the State Fair. Ethan Gray of Symonds School took 3rd place at the City Fair with his research project titled "A Man, A Plan, A Canal. Panama!" and 3rd place at the State Fair. Jacob Friedman of Fuller School took 2nd at his school fair, 2nd at the City Fair and 2nd at the State Fair with his project about how and why light rays bend as they pass from air through water. Ben Greenwald of Franklin School took 1st place at the City Fair with his project titled "How Different Types of Water Affect Wood Decay" and 4th place in the State Fair. The Mayor continued that since Ben Greenwald took 1st place, the "travelling" trophy will be at Franklin School for the 2016-2017 school year. Ben has also been invited to throw out the first pitch at the Keene Swamp Bats on June 15, 2016, honoring the "Fourth Grade Water Science Fair Night". The Mayor also thanked Cassie Stepanek, graduated on May 7th from KSC, for her volunteer service at our science fair for the past two years.

PRESENTATION – THE CHANGE DIRECTION CAMPAIGN – JOHN T. BRODERICK, JR.

The Mayor recognized John T. Broderick, Jr, from Change Direction New Hampshire. Mr. Broderick explained nearly one in every five people, 42.5 million Americans, have a diagnosable mental health condition. The five signs of mental health conditions that can be recognized include: not feeling like yourself?; are you feeling agitated?; are you feeling withdrawn?; not taking care of yourself?; and are you feeling hopeless? He stated the purpose of The Campaign to Change Direction is a collection of concerned citizens, nonprofit leaders, and leaders from the private sector who have come together to create a new story in America about mental health, mental illness and wellness. This initiative was inspired by the discussion at the White House National Conference on Mental Health in 2013, which came on the heels of the Newtown, Connecticut, tragedy.

PUBLIC HEARING – FISCAL YEAR 2016-2017 OPERATING BUDGET (RESOLUTION R-2016-17)

The Mayor called the public hearing to order at 7:20 PM. The Notice of Hearing and Certificate of Publication were read. The Mayor stated the purpose of the evening's hearing is to provide the public an opportunity to speak on the proposed 2016-2017 fiscal year operating budget. This is really the final opportunity to let the Council know of any concerns relative to the proposed budget prior to its adoption. The departmental budgets were prepared and then presented to the City Manager. The City Manager then developed his budget that was subsequently brought forward to the City Council for consideration. The Finance Committee has reviewed this proposed budget during a series of three special meetings. The City has an operating budget of approximately $63,000,000 and about $24,000,000 of this is raised through property taxes. The Mayor went on to note he will go through each section of the budget and request public comments on each section.

Mayor and City Council - Outside Agencies

The Mayor noted this section includes Outside Agency Funding. He went on to list some of the agencies that receive funding through this budget.

Mindy Cambiar, Executive Director of Hundred Nights began by thanking the Mayor and Council for their past support and urged the Council to consider providing $20,000 in support to the shelter instead of the $15,500 that is currently in the budget. She stated that they had 897 more beds over last year. They created a way to sublet the space to the men's shelter. They still had to have staff of which cost $4,000 due to having the shelter open 78 nights vs. 40 nights.

Susan Ashworth, of Home Healthcare, Hospice and Community Services of 312 Marlboro Street began by thanking the Mayor and Council for their past support for the Meals on Wheels Program and the Friendly Bus and asked for the Council's continued support. They are looking for more support specifically for the Meals on Wheels Program. They deliver meals Monday thru Friday and in the process they complete safety checks on the elderly. They have been level funded for many years and this year they are requesting an additional $2,500 for a total of $12,000 to serve 235 meals. Some of the people Home Healthcare, Hospice and Community Services deliver to have only the one meal, which is provided to them through the Meals on Wheels Program.

Peg Monahan, Executive Director of the Keene Senior Center urged continued support for her organization. She requested an additional $5,000 due to an increased in participation from serving more baby boomers.

Mayor and City Council – Unclassified

Alan Stroshine of 27 Salisbury Road spoke in support of continued funding for the DeMar Marathon, which is sponsored by the Elm City Rotary Club. Mr. Stroshine went on to note the success of the kids DeMar program that encourages local elementary school children to run or walk and to log their progress throughout the Summer, and then to run the last mile of the race on the event day. He noted they have also implemented a very successful senior program for runners in that age group as well. He ended by thanking the City for their support.

Police Department

Toby Tousley of 499 Washington Street was not in support of the new supervisory position for a dispatcher. Mr. Tousley stated that in 2010 there were 4 dispatchers and now there are 4 full-time dispatchers and 3 part-time dispatchers. He stated although both the Police and Fire Departments do an outstanding job, these increases are not sustainable.

Airport

Toby Tousley of 499 Washington Street was an advocate for the Airport. This budget has more than doubled since 2001 and although the airport is a good thing for the community, "throwing money" at it doesn't seem to be working and the Council needs to consider other alternatives.

Public Works Department

Toby Tousley of 499 Washington Street was in support of the Public Works Department. He stated that this department has not doubled its staffing since 2001 unlike the Police and Fire Department. Councilor Kahn asked for clarification as to whether Mr. Tousley was referring to the total budgets doubling in size or the staffing. Mr. Tousley replied his comments to doubling in size were in reference to the total budget.

At this point, the Mayor asked if there were any general comments on the proposed budget.

Toby Tousley of 499 Washington Street commented that there are a few other ways to reduce taxes. He went on that the taxes are too high to even attract a new City Manager. Mr. Tousley suggested city employees pay for their parking downtown, they have good wages and have no reason to have free parking.

There being no further comments, the Mayor closed the Public Hearing at 8:08 PM for oral comments. Written comments will be accepted until 1:00 PM Tuesday May 24th. Written comments must be signed and submitted to the City Clerk to be included in the record. In addition, a City Councilor who wishes to make an amendment to the proposed budget must submit the text of the proposed amendment, including the line item to be amended, to the City Clerk for inclusion on the Council agenda no later than 4:30 PM on Wednesday, May 25th.

A true record, attest:

Patricia Little
City Clerk

APPOINTMENT – AIRPORT MASTER PLAN STUDY ADVISORY COMMITTEE

The following appointment to the Airport Master Plan Study Advisory Committee was received from the Mayor: Jack Wozmak as a staff member. A motion by Councilor Greenwald was duly seconded to accept the Mayor's appointments. The motion passed with a unanimous vote in favor.

NOMINATION

The following nomination to City boards and commissions was received from the Mayor: John P. Rab as an alternate member to the Zoning Board of Adjustment for a term to expire December 31, 2018. The confirmations will occur at the next regular meeting.

COMMUNICATION – SADIE BUTLER – RESIGNATION – CONSERVATION COMMISSION

A communication was received from Sadie Butler resigning from her position on the Conservation Commission. A motion by Councilor Greenwald to accept the resignation for service on the board was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – PEG BRUCE/KEENE KIWANIS CLUB – REQUEST TO USE CITY PROPERTY – TREE LIGHTING

A communication was received from Peg Bruce on behalf of the Keene Kiwanis Club, requesting to use City property to produce the 2016 Tree Lighting Celebration on Friday, November 25, 2016. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – COUNCILORS TERRY CLARK AND DAVID RICHARDS – FUNDING OF A PRIVATE GAS PIPELINE – RATE TARIFF

A communication was received from Councilors Clark and Richards requesting that the City Council adopt a resolution opposing the funding of a private gas pipeline through a distribution cost recovery rate tariff. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – MAYOR LANE – REQUEST TO USE CITY PROPERTY – FALL FESTIVAL: A CELEBRATION OF COMMUNITY AND CULTURE

A communication was received from the Mayor requesting to use City property for the Fall

Festival: A Celebration of Community and Culture. The communication was referred to the Planning, Licenses and Development Committee.

PLD REPORT – USE OF CITY PROPERTY – CLARENCE DEMAR MARATHON

Planning, Licenses and Development Committee report read recommending 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. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – USE OF CITY PROPERTY – KEENE MUSIC FESTIVAL

Planning, Licenses and Development Committee report read recommending 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. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – BAN ON SINGLE USE PLASTIC BAGS

Planning, Licenses and Development Committee report read recommending this be accepted as informational. The Mayor acknowledged the absence of Councilor Clark and he tabled the report to a future meeting.

PLD REPORT – CITY MANAGER - PERMISSION TO NEGOTIATE

Planning, Licenses and Development Committee report read recommending 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. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORTS – ACCEPTANCE OF DONATIONS – LIBRARY RENOVATION PROJECT; ACCEPTANCE OF DONATION – SUMMER MAKER CORPS LIBRARY INTERNS; AND ACCEPTANCE OF DONATIONS – COMMUNITY DAY OPEN HOUSE

Mayor Lane noted that items 3A5 through 3A7, all related to donations would be acted upon with one motion. Finance, Organization and Personnel Committee report read recommending 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; 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; and 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. A motion by Councilor Greenwald to carry out the intent of the reports was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORTS – ACCEPTANCE OF CHESHIRE COUNTY FUNDING – YOUTH SERVICES; ACCEPTANCE OF AWARD – MONADNOCK ALCOHOL AND DRUG ABUSE COALITION; FY 2015 STATE HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM; AND HOMELAND SECURITY AND EVALUATION PROGRAM GRANT ACCEPTANCE

Mayor Lane noted that items 3A8 through 3A11, all related to grants would be acted upon with one motion. Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary: to accept and administer funds provided by Cheshire County for Youth Services programs; to accept an award from Monadnock Alcohol & Drug Coalition in the amount of $2,000 for use by Youth Services; 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; and 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. A motion by Councilor Greenwald to carry out the intent of the reports was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – EXTENSION OF DEED WAIVER – UNPAID 2012 PROPERTY TAXES

Finance, Organization and Personnel Committee report read recommending 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. 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 – RECORDS STORAGE AND MANAGEMENT SERVICES – RATE INCREASE

Finance, Organization and Personnel Committee report read recommending 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. 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 – AIRPORT ROAD CULVERT REHABILITATION – CHANGE ORDER #2

Finance, Organization and Personnel Committee report read recommending 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. 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 – BABBIDGE RESERVOIR DAM IMPROVEMENT – CHANGE ORDER #1

Finance, Organization and Personnel Committee report read recommending 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. 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 – COSTS ASSOCIATED WITH THE CITY MANAGER RECRUITMENT EFFORTS

Finance, Organization and Personnel Committee report read recommending accepting the Mayor's communication as informational. The report was filed as informational.

FOP REPORT – LAND USE CODE UPDATE PHASE 1 – CONSULTANT SELECTION

Finance, Organization and Personnel Committee report read recommending 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. 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 commented that Tara Kessler, Planner, and Rhett Lamb, ACM/Planning Director, were awarded NH Planners Association Project of the Year Award for their work on Complete Streets in this past year. Each year, the NH Planners Association awards one project, program, or tool that is a significant advantage to the cause of planning and demonstrates how a project or program implemented a plan. The City Manager stated the Monadnock Alliance for Sustainable Transportation and the League of American Bicyclists announce that Friday, May 20, 2016 is National Bike to Work Day. MAST invites commuters to stop by Railroad Square in Keene between 6:00 AM and Noon this Friday for free breakfast, giveaways, raffle prizes and more. The City Manager went on to Phase 2 Environmental Assessment kick-off meeting to be held on Tuesday, May 24, 2016 at 6:00 PM. The meeting will be held in the Delegation Meeting Room (2nd Floor) of the original Cheshire County Courthouse, 33 Winter Street. There will be a presentation by the consultants, Stantec Consulting Services, Inc. A meeting notice has been sent to City Councilors, the Edgewood Neighborhood Association and all Airport groups. The City Manager continued with Mike Harness, Solid Waste Operations Foreman in the Public Works Solid Waste Division was awarded the Sammi Izzo Award as the Recycler of the Year by the Northeast Resources Recovery Association at its annual meeting May 15-17, 2016 in Nashua, NH.

MORE TIME

More time was granted by the Chair for the following item in Committee: Request to Conduct Homecoming Parade – Keene High School.

MEMORANDUM – ACM/HUMAN RESOURCES DIRECTOR AND ORDINANCE O-2016-08: RELATING TO CLASS ALLOCATIONS AND SALARY SCHEDULES

A memorandum was received from Elizabeth Fox, ACM/Human Resources Director, along with Ordinance O-2016-08: Relating to Class Allocations and Salary Schedules. The memorandum was filed as informational. Ordinance O-2016-08 was read for the first time. The Ordinance was referred to the Finance, Organization and Personnel Committee.

MEMORANDUM – FINANCE DIRECTOR AND RESOLUTIONS R-2016-11: RELATING TO THE APPROPRIATION OF FUNDS FOR THE CONSOLIDATED INFRASTUCTURE PROJECT; R-2016-12: RELATING TO THE APPROPRIATION OF FUNDS FOR THE DEFIBRILLATOR REPLACEMENT PROJECT; R-2016-13: RELATING TO THE APPROPRIATION OF FUNDS FOR THE GOOSE POND DAM IMPROVEMENTS PROJECT; R-2016-14: RELATING TO THE APPROPRIATION OF FUNDS FOR THE LIBRARY CAMPUS DEVELOPMENT PROJECT; AND R-2016-15: RELATING TO THE APPROPRIATION OF FUNDS FOR THE RESERVOIR DAM REPAIRS PROJECT

A memorandum was received from the Finance Director along with Resolutions R-2016-11: Relating to the Appropriation of Funds for the Consolidated Infrastructure Project; R-2016-12: Relating to the Appropriation of Funds for the Defibrillator Replacement Project; R-2016-13: Relating to the Appropriation of Funds for the Goose Pond Dam Improvements Project; R-2016-14: Relating to the Appropriation of Funds for the Library Campus Development Project; and R-2016-15: Relating to the Appropriation of Funds for the Reservoir Dam Repairs Replacement Project. The memorandum was filed as informational. Resolutions R-2016-11; R-2016-12; R-2016-13; R-2016-14; and R-2016-15 were read for the first time. The Resolutions were referred to the Finance, Organization and Personnel Committee.

MEMORANDUM AND RESOLUTION R-2016-20: RELATING TO AN APPROPRIATION FROM THE DOWNTOWN INFRASTRUCTURE CAPITAL RESERVE FOR LIGHTING IMPROVEMENTS TO THE COMMERCIAL STREET PARKING LOT

A memorandum was received from the Finance Director along with Resolution R-2016-20:

Relating to an Appropriation from the Downtown Infrastructure Capital Reserve for Lighting Improvements to the Commercial Street Parking Lot. The memorandum was filed as informational. Resolution R-2016-20 was read for the first time. The Resolution was referred to the Finance, Organization and Personnel Committee.

RESOLUTION R-2016-19: IN APPRECIATION OF NANCY T. BURRIDGE UPON HER RETIREMENT

Resolution R-2016-19: In Appreciation of Nancy T. Burridge Upon Her Retirement was read by title only. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. The motion passed with a unanimous vote in favor. Resolution R-2016-19 declared adopted.

ADJOURNMENT

At 8:41 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest: Patricia Little

City Clerk

1A

City of Keene
New Hampshire

DATE: June 1, 2016

TO: The Keene City Council

FROM: Kendall Lane, Mayor

SUBJECT: Appointment of the Land Use Code Update Phase I Ad Hoc Committee

Committee Charge:
To provide oversight and guidance to City staff and the selected consultant on Phase I of the Land Use Code Update Project.

Land Use Code Update Phase I Ad Hoc Committee:
- Steve Bragdon, Bradgon & Kossayda, P.C.
- Katie Cassidy Sutherland, Katie Cassidy Sutherland Architects PC
- John Croteau, Syd's Carpet & Snooze Room
- Jim Duffy, Keene Historic District Commission
- George Foskett, The Masiello Group
- Mike Giacomo, Markem Imaje
- George Hansel, Keene City Councilor
- Jim Phippard, Brickstone Land Use Consultants
- John Rogers, City of Keene Acting Health and Code Director
- Linda Rubin, Healthy Monadnock 2020 & Cheshire Medical Center
- Jane Stabler, Putnam Foundation
- Susy Theilen, Southeast Keene Neighborhood Group
- Gary Spykman, Keene Planning Board
- Mike Welsh, Keene State College

Tara Kessler, Staff Liaison

In City Council May 19, 2016.
Tabled until the next regular
meeting.

City Clerk

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 — Term expires December 31, 2018
Keene, NH

2A

KEENESNORIDERS
PO BOX 1511
KEENE NH 03431

May 18th, 2016

To the Mayor and City Council:

The KeeneSnoRiders Snowmobile club is seeking renewal for permission to run snowmobiles in the right of way along Krif Road from the Ashuelot Rail Trail to Winchester Street, crossing Winchester Street to the property of Perry Kiritsy at 471 Winchester Street. The time frame would run from December 15^{TH} 2015 through March 30^{th} 2016 snow permitting.

We currently have permission from the following property owners:

Emile J. Ledger	460 Winchester Street	Tax Map: 84-02-001
Kiritsy LLC.	471 Winchester Street	Tax Map: 911-26-043
Emile Bergeron	OFF Base Hill	Tax Map: 911-26-055
State of NH		Tax Map: 911

We are asking renewals of license for permission to cross the following City of Keene properties:

Access to portion of Old Gilsum Rd. approximate one mile to Gilsum town line.
Crossing of Winchester St. at Krif Road
Crossing of Production Avenue approximately 200 ft. South of Route 9

Tax Map:	909-05-012	Off Route 10 by three mile reservoir
Tax Map:	911-26-015	Off Wetmore Street
Tax Map:	909-03-210	See Note Below

This is 50 feet of Keene property Tax Map 909-03-210000 to access onto power line from location were our trail groomer is located. We have been giving permission from Paul Gagnon from the Society for the Protection of New Hampshire Forests where he has stated that this is acceptable in regards to the easement on property. Contact him with any questions.

We are available to answer any concerns you may have.

Thank You,

Ron Robbins

Ron Robbins
President/Trail Administrator
Keenesnoriders Snowmobile Club
603-209-1344

Ms Little,

2B

We are writting to you today to ast for an abatement on my water bill for the 4th quarter. We have lived in our home for 12 years and never have we had a water bill over $350.00. Our forth quarter bill was over $3900.00. the water dept has checked for leaks and to see if we had a pool and it was no on both things

We would like to be heard on this matter.

Thank you
Laura + David Andrews
46 Hamden Drive Keene
603 762-35[illegible]

2C

May 27, 2016

TO: Honorable Mayor and City Council

FROM: Councilor Terry M. Clark

SUBJECT: Proposed Motion to Operating Budget

This letter serves as notice of my intent to offer the following amendments to the operating budget:

00001-61101 - Mayor	Increase the line item by $500.00 to reflect a total compensation for the Mayor at $4,000.00
00001-61102 – City Council	Increase by $7,500 resulting in an increase of $500.00 per Councilor or a total compensation for a Councilor at $2,500.00

Truly,

Terry M. Clark

May 27, 2016

2D

TO: Honorable Mayor and City Council

FROM: Councilor Randy L. Filiault

SUBJECT: Proposed Motion to Operating Budget

This letter serves as notice of my intent to offer the following amendment to the operating budget:

00002-62149 – 100 Nights Shelter	Reduce the line item by $4,500 to return back to a level funded budget

Randy Filiault

2E

May 24, 2016

To: Mayor Kendall Lane, City Council, City Manager

From: Robert Sutherland, City Councilor, Ward 4

RE: Proposed Amendment to CIP budget in 2016-2017 Operating Budget

I hereby request the City Council amend the Manager-Recommended 2016-2017 Operating Budget to delay a CIP project from the 2016-2017 budget. The project is a new sidewalk on Emerald Street. A delay would enable the City to review a more comprehensive plan for Emerald Street to include street repairs, sidewalk repairs and the new sidewalk in accordance with our dig-once policy. Much of the budget for the sidewalk project is from the Transportation Fund, so the funds will only continue to increase. Additionally, a delay would free up capital reserve to satisfy the purchase of defibrillators and avoid debt issuance of $66,205 for a non-durable good.

Background

Public Works Director Kurt Bloomquist acknowledged that the City has a dig-once policy for projects and while Emerald Street is not presently on the priority list, it would make more sense to combine a new sidewalk project with road improvements to Emerald Street in the future. In June, the Public Works Department will be engaging with an advisor to review its present roadway review rehabilitation process. This review could elevate Emerald Street in its ranking due to its heavy traffic, proximity to downtown and interconnection with bicycle paths.

Emerald Street presently has a sidewalk on the South side of the street that is also in disrepair. Should the City reconsider a more comprehensive project to rehabilitate the roadway, it would ease cost and improvements to the entire corridor and possibly save taxpayers with the dig-once policy.

Should the City decide wish to continue with the sidewalk project in the coming year or simply move to Fiscal 2017-2018, the Council could review and approve funding from the Transportation Budget at a later date.

Budget Amendments Requested

- 00004-68011 reduce by $208,927 (p. 39) The expenditure appropriation for the sidewalk
- 00004-47003 reduce by $150,000 (p. 31) Remove the funding appropriation back to the Transportation Improvements Capital Reserve*
- Apply $58,927 from 00001- 47003 (p. 31) intended to fund the rest of the project toward purchase of defibrillators on page 40 of CIP budget
- Increase + apply additional $7,278 from 00001-47003 to fund balance of defibrillator purchase

Regards,

Robert Sutherland, City Councilor, Ward 4

2F

Date: May 31, 2016

To: Mayor Lane and City Councilors

Cc: City Manager Kopczynski

From: Jay Kahn, At-large City Councilor

Subject: FY2017 City Operating Budget

Background

City staff made a concerted effort to hold the rate of growth in city expenses down in order to keep the amount raised from property taxes to $24,656,685 less than a 2 percent increase. The City Council Finance Operation and Personnel Committee attempted to achieve the same outcome, making some increases to outside agencies, and holding overall spending to the same level as recommended by the City Manager; but that didn't happen in committee and you have an FOP recommendation that exceeds the manager's proposed budget by $14,750.

Amendment

I move that the City Council amend the FY2017 budget by holding the amount of property tax revenues raised to the amount recommended by the City Manager, $24,656,685, and instructing the City Manager to balance the expense budget by taking necessary steps to reduce administrative expenses, retaining any Council recommended increases from the Manager's original recommended budget.

Rationale

This amendment grants to the City Manager the authority to make the the appropriate level of expense reductions to achieve a balance FY2017 City Operating Budget with the amount of revenue raised by property taxes to be held to $24,656,685, an estimated 1.99% increase in property taxes.

3A1

City of Keene
NEW HAMPSHIRE

May 25, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **PRESENTATION AND MEMORANDUM: City Engineer – Water Asset Management Plan**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the Water Asset Management Plan be accepted as informational.

Chairman/Designee

Background:

Chair Manwaring recognized City Engineer Don Lussier and Mike Unger from Underwood Engineers. Mr. Lussier stated tonight they will be talking about the water pipes. He continued that Underwood Engineers were retained last year to do an asset management plan of this infrastructure. This plan is part of a grant application from New Hampshire Department of Environmental Services (NHDES) to look at water management more holistically.

Mr. Unger stated that there are five core components to asset management. He continued first is inventory, second is level of service, third is criticality, fourth is life cycle costing, and fifth is a long-term funding plan.

Mr. Lussier stated this is being funded through a NHDES grant and a 50% City match, which will come in the form of staff hours to do some of the work. He continued the first portion of the asset management plan, which the City completed, is the asset inventory. The good news is that this was an easy task for staff, mostly because they already have an excellent database in the form of GIS and cartographic systems. The data, such as length, material, diameter of pipes, years installed, history of maintenance, and so on, was already being tracked in the system. The current tools the City utilized were very useful for this project. The data they maintain is constantly being updated with new CIP projects that involve replacing pipes and maintenance projects such as water main breaks. There are about 600,000 feet of pipe. They are able to determine the length of pipe installed in each decade between 1860 and 2010. There was lot of pipe installed in the "baby boomer" time from the 1950s to 1970s. Mr. Lussier noted this pipe will soon start reaching the end of its life expectancy soon.

Mr. Lussier continued that the next task that City staff did was evaluating the assets to see which are most critical and which create the highest level of risk for the City. In other words what is the probability that a given section of pipe will fail, multiplied by the repercussions of what would happen if it failed. For example, pipes serving hospitals or nursing homes are critical because of whom they serve, and they score high. On the other hand, a pipe that has had seven breaks in three years also scores high. Those are the two factors the Committee must weigh when determining which are most important to swap out. Only three lengths of pipe were determined to be very high priority in both categories: a section on Main St. just south of the roundabout, a Court St. section beyond the hospital, and most of Marlboro St.

Mr. Unger stated that one of Underwood's tasks was developing a draft Level of Service Statement – how the City wants the system to perform. He continued they focused on reliability, availability, and funding. That draft Level of Service Statement is currently being worked on.

The main focus of Underwood's work was the costing piece. They did a life cycle costing – the life cycle of a pipe can be up to 120 years. Their focus was to look at the bigger picture, as opposed to near-term selection of projects which would have more detailed factors. The firm was trying to get an idea of the total life cycle replacement cost of the system. They looked at total pipe replacement vs. leaving in the lining. Mr. Unger showed a chart of the estimated replacement cost by decade. He continued stating that as Mr. Lussier pointed out, there is a spike coming up in 2040 and higher costs coming up past that as the newer pipes age. The idea is to plan today for the future costs so it is not a surprise when it comes.

Underwood broke the funding plan into two sections. First, based on the life cycle cost – in years 0 to 60 the cost will be approximately $50 million, which is about $833,000 per year. In years 60 to 120 the cost will be approximately $94 million, which is about $1.5 million per year. The life cycle cost is all figured in 2016 dollars.

Mr. Unger continued saying that the next step is to take the two pieces, criticality assessment and long term funding planning, and put together a near term implementation plan. Underwood recognizes the existing CIP and started to focus on the most critical assets in terms of pipes that had already exceeded their expected useful life and were at high risk.

Mr. Unger continued stating that the current funding level is $650,000 per year for pipe replacement, cleaning, and lining. In this first period the goal is $833,000 for a sustainable level to meet the needs and cover future expenses. The money that has been allocated in the CIP has been spent well and the City is doing a good job meeting current needs. Underwood is just talking about incremental increases that they recommend to get to the sustainable funding level. Keene is doing a much better job than most other communities.

Mr. Unger continued saying that the goal of asset management is that this is a living document and a process, not just a report that sits on the shelf. Underwood has met several times with staff and the goal is to have buy-in from all levels - staff, the community, and the City Council. Hopefully through this process Underwood will be communicating the need and a clear way of implementing the plan.

The next step is to expand the Asset Management Plan to vertical assets in the water system, address long term funding, and refine the level of service that has been started to address other goals of the City , such as odor and taste (chlorine levels), future supply capacity to meet demands, and working pressures.

Councilor Lamoureux stated that he heard reference to today's dollars. He asked if there is a typical annual percentage increase they can keep in mind. Mr. Lussier replied that typically the estimates in the CIP budgets are based on today's dollars and they include an inflation escalator. The costs vary but basically they keep up with inflation.

Councilor Jacobs asked what a vertical asset is. Mr. Lussier replied buildings, tanks, pump stations; vertical infrastructure is infrastructure that is not underground.

Councilor Hansel asked if there are emerging technologies. Mr. Lussier replied that today the technology is the pipe lining system which started about 60 years ago and has become much better in the past 15 to 20 years. He continued saying that the products now allow structural re-linings whereas previously the pipe structure had to be in tact in order to use it. That technology has come a long way and is significantly cheaper. He thinks that trend will continue.

Councilor Hansel asked with what are they replacing most of the old pipes. Mr. Lussier replied almost exclusively cement lined ductile iron. He continued typically there are a lot of cast iron pipes which are rigid and brittle. The ductile iron can absorb more stress before it breaks. It is innovative to include a veneer of concrete on the inside. It means the mineral deposits do not accumulate like they do in a metal pipe.

Councilor O'Connor asked about the machine that cleans the pipes. Mr. Lussier replied the machine called a "pig" is pushed or pulled through and scrapes the accumulated tuberculation out of the pipe. Councilor O'Connor asked if that will affect the thin concrete. Mr. Lussier replied that this process is used with the older cast iron pipes. The ductile iron pipes have not needed the "pig."

Councilor Hooper asked what is the life of the new pipes. Mr. Unger replied over 100 years for ductile iron.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the Water Asset Management Plan be accepted as informational.

3A2

City of Keene
NEW HAMPSHIRE

May 25, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **ORAL UPDATE: Street Lighting – Ralston Street**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the two streetlights be installed as recommended by staff and the staff's report be accepted as informational.

Chairman/Designee

Background:

Mr. Lussier stated that staff's task was to look at the lighting situation on Ralston Street and compare it to the City's standards for lighting. He continued that there is currently a street light, as shown in the drawing, located at the corner of Davis and Ralston Streets. There is an existing one at the corner of Winchester and Ralston Streets. Street lights are supposed to be every 400 feet. There are about 672 feet between these two existing lights. Staff suggests one more streetlight in the center, to be in compliance, and one at the corner of Emerald and Ralston Streets for a total of two street lights to bring this area into compliance.

Councilor Lamoureux asked if that will be additional lighting put on utility poles. Mr. Lussier replied yes, high sodium vapor on "cobra-head" street lights.

Chair Manwaring asked if any members of the public had questions or comments. Hearing none, she asked if committee members had questions or comments.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the two streetlights be installed as recommended by staff and the staff's report be accepted as informational.

3A3

City of Keene
NEW HAMPSHIRE

May 25, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **ORAL UPDATE: Removal of Granite Curbing – West Side of Central Square**

On a vote of 3-2, the Municipal Services, Facilities, and Infrastructure Committee recommend the approval of the request for curbing improvements on the west side of Central Square. Chair Manwaring and Councilor Lamoureux were opposed.

Chairman/Designee

Background:

Mr. Blomquist distributed copies of drawings depicting the area of Central Square. Mr. Lussier stated that two cycles ago the MSFI Committee directed staff to meet with the property owner regarding her request to determine what could be done at the least cost to accommodate her request and return with a different option than the options they presented previously. He continued that the graphic that he brought shows existing and proposed conditions for the 'least cost option.' He met with the property owner, Dorrie O'Meara. They went down the block looking at what they could do and where they could save some money. He thinks they came up with an option that allows the outdoor seating for the least cost. The option will replace the existing vegetative island with concrete in front of the Ingenuity storefront and the Pour House and Pedraza's with an exception of a 15 to 20 foot section where the existing tree and irrigation control system is located, to eliminate the cost of removing the tree. He had a chance to meet again this week with Ms. O'Meara to go over the plan and they made some minor revisions. He thinks this plan represents what she is looking for to accommodate the seating. They estimate that the cost for this plan would be about $16,600.

Chair Manwaring invited Ms. O'Meara to speak. Dorrie O'Meara, of 326 Matthews Road in Swanzey, stated that staff members were out there several times. She continued that they measured, documented, and worked with her to come up with something that would work for the proposed tenant for the Ingenuity space and for her storefront. She thinks it is a great plan and is less expensive.

Chair Manwaring asked how much money Ms. O'Meara is contributing to this. Ms. O'Meara replied that she owns millions of dollars' worth of real estate in the City and she pays taxes and should not have to pay for the sidewalk. She continued that she does her share for the City. She takes great pride in her properties and she does what is best for the City and herself.

Councilor Lamoureux stated that the last time they spoke one thing the City Attorney brought up was that utilizing funds acquired through payment of a property tax had to be shown to be for the public good. They understand that she is looking for extra seating for her businesses. How is this for the public good?

Ms. O'Meara replied that part of the Comprehensive Master Plan (CMP) states that the City would like more outdoor seating and dining. She continued that it is not just for her, it is what the community wants. Pedraza's is not asking for additional seating. Pedraza's has nothing to do with this. The Pour House has no outdoor seating. The Ingenuity space would have potential for a fantastic restaurant tenant if there was outdoor seating. She guesses that it would be about $300,000 or $400,000 of renovations. They will pay taxes, have employees, and bring income to the City. She could rent this space to a retail store with only two employees. There is a difference between that and having the opportunity to bring in a restaurant business with 20 to 25 employees. She could come up with 25 businesses that have left Keene in recent years. The City needs to do something to get businesses here. If $16,000 in cement does it, she is all for it, and thinks the City Council should be, too.

Councilor Jacobs asked why Ms. O'Meara wants the granite curbing removed in front of Pedraza's if they do not need additional seating. Ms. O'Meara replied that she has expressed concerns before about the green area/walkway being a complete hazard. She continued saying on May 25, 2016, she videotaped a person with a disability trying to make it over that green area. It is in the way and completely useless. The bark is dead. She sweeps and leaf blows the sidewalk. She put plants there. She wants the restaurant to look beautiful. The green area looks horrible there and adds nothing. If they make it flat, the Pour House could get seating. If you just take out a little piece in front of the Pour House it will be a hazard again. People will need to go over the hump to get to Pedraza's. Making the sidewalk flat will make it symmetrical on both sides.

Councilor Hooper stated that from the get-go he wants this to happen. He continued that his initial vote was to keep this moving forward to come up with plans that would work for Ms. O'Meara and the City. He continued that there is one caveat that he is hearing from constituents – even though Ms. O'Meara pays a good portion of taxes, from a public relations standpoint, if the City is putting forward money to get this done and it is indeed for the public good and would revitalize that part of town and bring in business, it might be good for her to offer a little contribution to the plan. He knows she probably does not agree with that suggestion but it might be worthy. There needs to be a balance between what the City does to support business owners and what a business owner does. That would help move away from the feeling that it benefits the business owner more than the public.

Councilor Filiault stated that he thinks they are getting close and thanked everyone involved. He continued stating that his comment at the beginning was that what the City proposed was massive overkill and not what Ms. O'Meara was asking for. There are many areas of Keene with plenty of room for outdoor seating with no request needed. The City helped other businesses have outdoor seating. The City put the curbing there. It has not always been there. Now it has become cumbersome. The curbing was installed when the downtown area was more retail than social. There used to be no outdoor seating and then the City spent money to put curbing up. In hindsight, that was a mistake. All that is being requested is removing curbing. This is not a complex project. He wants to remind the City Council that in this time in the City's history, there are more vacancies on Main Street than he can ever remember. New businesses are not coming in. The Toadstool Bookstore will fill a huge hole in the downtown, but its departure will leave a big hole in the Colony Mill. It is like they are getting shuffleboard but not getting new businesses in. If someone comes in two weeks and wants to put a restaurant where the Kitchen Store was but needs the curbing removed, the City should do it. Downtown has become a social downtown. All that is being request is moving some curbing and dirt and putting down a little concrete. . The City could get another request from a downtown business and the City should be prepared to help. Elected officials should think about what they can do to make this happen, rather than just saying no. This request is just reversing something that does not work.

Chair Manwaring asked if any members of the public had questions or comments.

Ms. O'Meara stated that regarding Councilor Jacobs's question about why to put cement in front of Pedraza's. She does not want to be misunderstood. She will not ask for more tables at Pedraza's, but will ask for those tables to be pushed back so there is more room to walk.

Councilor Hooper stated that he thinks when they weigh what is happening downtown, with some businesses moving out, it is important to the public good to keep downtown business vital. He is leaning towards what Councilor Filiault said, wanting to try to help business owners so they can bring in more business to revitalize the Central Square area and the downtown in general. He supports this move but still asks Ms. O'Meara to reconsider making a donation to this project as a good faith gesture as to having this move forward with a lot of planning and work by the City. He thinks her donating would go over better in the long run for her as a business owner.

Councilor Filiault stated that he wonders if relocating the electric pedestal, which is stated in the plan, is necessary. He continued that The Stage has tables that go right around meters and trees and the electrical pedestal. Are there items like this in the proposed plan that they could eliminate to save even more money?

Mr. Lussier replied that what they are showing on the plan is really what they think is the least cost option. He continued that the ground is getting dug up there. That pedestal will be relocated as part of this plan. Whether it gets relocated horizontally or vertically, it will be disturbed as part of this work. They can put it closer to the light to make more room for tables. In a more broad way of answering the question: there are many items in this plan that in order to cut costs have been they eliminated. For example, they will not touch the lighting. They will see the 6 or 8 inches sticking out of the concrete. The previous plan had addressed aesthetic concerns more. This plan does not address trees at all. The tree in the center will remain in place. Previously they had talked about rounding off the ends of the vegetative islands to keep it more consistent, whereas this plan calls for square granite curbing, cut flush.

Councilor Lamoureux stated that he understands the importance of the downtown, as he was a liaison to the downtown merchants for two years. He continued saying that the downtown business owners work very hard and he understands that. He has heard comments about the area not being up to snuff. City staff works hard downtown to keep the area maintained and looking good. Working with the City staff for two years, they upgraded the downtown, correcting safety issues and improving aesthetics. He has not heard how this work would benefit more than the three businesses. When he got elected to the City Council he understood that it was their responsibility to use City money to benefit the whole community. He is having a hard time differentiating between the private entity and the public good. He sticks with the fact that they have a plan in place to revitalize the whole of downtown and he will vote against this project.

Councilor O'Connor asked where the $16,000 would be coming from. Mr. Lussier replied that there is nothing currently allocated or designated for this work. If it is approved the next step is for the Finance, Organization, and Personnel Committee to choose where money will be allocated.

Councilor Filiault replied that they would go through the FOP Committee and let them determine the funding source. He continued that he appreciates Councilor Lamoureux's perspective as a former staff member. His perspective is as a former downtown business owner. They need to look at this from the business owner's perspective, too. He does not take $16,000 for granted but he has seen other funds allocated easily for other projects. He does not think it requires a $70,000 study. The holes downtown will not be filled by retail.

Ms. O'Meara stated that she thinks the MSFI Committee would want to be part of the growth in Keene. She continued that if you were to walk out of City Hall and see a beautiful, vibrant restaurant across the street, with people sitting outside and spending money and tipping servers and cooks, it would be great for downtown. She still does not understand why this has gone this far. She owns the majority of that side of Central Square, and she takes care of the whole block. It would benefit the City and give 20+ local people jobs. It would bring in visitors who spend money, buy gas here, and stay in hotels. What we all want is more people downtown.

Councilor Hooper stated that he saw her wonderful decorations for Halloween and thought they were fantastic. He continued that they have to think in terms of the bigger picture and bringing businesses to Keene and the passion of business owners who are invested in improving Keene. Putting up those decorations shows that Ms. O'Meara has the best interest of the City and public in mind. Now that they are down to $16,000, he thinks it is important to make these changes now. The revitalization plan is coming up but there is critical work to do now to maintain the vitality. This is a short term measure. If Ms. O'Meara contributes financially to the project that gesture would be wonderful.

Councilor Filiault stated that at the airport the City spent thousands of dollars for one business owner. Downtown probably affects more people than the Airport does. That project just went through without a whisper. Why is this different? Chair Manwaring replied that that is different because the Flight Deck (restaurant at the airport) will be paying rent to the City.

Ms. O'Meara stated that the City paid for work in front of Luca's (market/restaurant). She asked if that was because they pay rent to the City. Chair Manwaring replied that her understanding is that there were safety concerns that prompted the work.

Mr. Blomquist stated the recent work outside of City Hall did not remove any curbing. He continued that the steps were deteriorating and the Code Enforcement Department determined that it was a safety issue. They also replaced the concrete because it was a safety issue. All of that was maintenance, not a reconfiguration.

Councilor Filiault stated that he has a technical question. He asked if this goes through, they need to find out where the funds are coming from, so should a motion be made to approve this or should they put it on more time to determine where the funding would come from? The City Attorney replied that the MSFI Committee has jurisdiction with whether or not to recommend that the work be performed, and to refer the matter to the City Council/FOP Committee for funding consideration. Councilor Filiault asked if the motion would go to the City Council or the FOP Committee. The City Attorney replied to the full City Council and if the recommendation is approved it then goes to the FOP Committee.

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

On a vote of 3-2, the Municipal Services, Facilities, and Infrastructure Committee recommend the approval of the request for curbing improvements on the west side of Central Square. Chair Manwaring and Councilor Lamoureux were opposed.

3A4

City of Keene
NEW HAMPSHIRE

May 26, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: City Manager - Sale of City-owned Property - 41 Spring Street**

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary for the sale of City-owned property located at 41 Spring Street.

Chairman/Designee

Background:

The City Manager stated Washington Park of Keene LLC, was the successor owner of the former Keene Middle School at 17 Washington Street and they have expressed an interest in purchasing a small, abutting tract of City-owned land located at 41 Spring Street. The Spring Street parcel was acquired by the City by Warranty Deed in 1973 and is approximately .21acres or 9,148 square feet. The Manager noted that he and the City Attorney had met and reviewed the offer, which corresponds well with a value estimate provided by the City Assessor. The offer is $150,000.00, which is acceptable.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary for the sale of City-owned property located at 41 Spring Street.

3B2

City of Keene
NEW HAMPSHIRE

June 1, 2016

TO: City Council

FROM: Patricia A. Little, City Clerk

SUBJECT: Warrant for unlicensed dogs

Recommendation:

That the City Council issue a warrant for unlicensed dogs pursuant to NHRSA 466:14, and the Animal Control Officer be directed to issue a civil forfeiture to those dog owners who have failed to license their dog by April 30, 2016.

Background:

State Statute provides that the City Council authorize the yearly warrant for unlicensed dogs. The civil forfeiture carries a $25.00 fine that must be paid by the dog owner within 15 days of receiving notice. Failure to license the dog and pay the civil forfeiture would result in a complaint being filed with Keene's Eighth Circuit Court. The following mechanisms for reminding dog owners of the licensing requirement were followed: 2 official publications appeared in The Keene Sentinel, monthly reminder emails sent to dog owners beginning in February, reminder postcards sent to owners with no email address in April, and in May an Office volunteer facilitated personal phone calls to owners with no email address on file. To-date, the City Clerk's Office has issued 2,131 dog licenses for the 2016 license period. This year the warrant contains 471 dog owners, with 612 dogs remaining unlicensed.

OwnerLast Name	OwnerFirst Name	Address	OwnerLast Name	OwnerFirst Name	Address
ACERNO	KRYSTLE	73 COURT ST.	BLAIR	KATHLEEN	13 COLBY ST.
ADAMS	JON	21 JENNISON ST.	BLODGETT	KRISTIN	82 DOVER ST.
ADAMS	MELANIE	28 NEWMAN ST.	BLOOD	KEVIN	25 IVY DR.
AIKEN	DONNA	28 GREEN ACRES RD.	BOES	GARRETT	7 CADY ST.
ALAM	DOMINIQUE	41 LAURA LN.	BOIVIN	TERI	8 RYDER RD.
ALBRIGHT	CAROLYN	28 VILLAGE DR.	BOND	ALEXANDRA	71 TIMBERLANE DR.
ALDEN	BOB	69 SOUTH ST.	BONNETTE	RON	78 WILDER ST.
ALEXANDER	GENEVIEVE	46 BLOSSOM ST.	BOYD	JANET	695 COURT ST.
ALEXANDER	RAELENE	40 NEEDLE ST.	BRACE	LINDA	123 ROXBURY ST.
ALEXANDER	STEPHEN	115 BUTTERNUT DR.	BRACEY	EUGENE	412 WASHINGTON ST.
ANDERSIB	AJA	268 OLD WALPOLE RD.	BRADY	KYLE	31 DOVER ST.
ANDERSON	ADAM	50 STARLING ST.	BROWN	JACLYN	48 SUMMIT RD.
ANGIER	DANIELLE	129 EASTERN AVE.	BROWN	KAARON	81 NORTH LINCOLN ST.
ARSENAULT	KATHLEEN	48 RUSSELL ST.	BROWN	REBECCA	38 VILLAGE DR.
ASH	MIA	323 PARK AVE.	BUCHANAN	ROSEMARY & MATTHEW	16 VICTORIA ST.
ASHE	BRIAN	6 SUMMIT RD.	BURKE	ADAM	249 PAKO AVE.
ASKEY	ROBERT	90 BRADFORD RD.	BURKE KIDDER	MEGAN	0 STEARNS RD.
AUGUST	KRIS	38 HIGH ST.	BURMAN	LORI	51 ACREBROOK RD.
BAILEY	BRETT	850 MARLBORO RD.	BURNETT	HEATHER	77 SPARROW ST.
BAKER	DARREL	8 RUSSELL ST.	BURNS	CHERYL	26 GREENWOOD AVE.
BAKER	LINDA	19 BOSTON PL.	BUTHKER	ANGELA	197 Water St
BARNES	DON & MAUREEN	455 CHAPMAN RD.	BUTLER	BETH	123 LIBERTY LN.
BARRINGER-RIVEST	MICHAEL & DEBRA	715 HURRICANE RD.	CAFFREY	DAMIEN	11 GLEN RD.
BARTON	JOELLEN	14 ARCH ST.	CAGNEY	BRIAN	54 SWEENEY RD.
BATES	JOHN	100 COLORADO ST.	CALDER	MATT	96 ADAMS ST.
BAUDRAND	MLADEN	19 BRIDGE CT.	CAMPBELL	ROB & WENDI	3 ICELAND CIR.
BEAUDRY	JENNIFER	11 BENT CT.	CAPUZZO	ALESIA	41 PARK AVE.
BEAVERS	JIM	138 ROXBURY ST.	CAREY	MATTHEW	338 WEST SURRY RD.
BECKER	AMANDA	52 SPARROW ST.	CAREY	SANDY & SEAN	4 MONADNOCK CT.
BELIVEAU	BRETT	6 STARLIGHT DR.	CARRERAS	ANGELA & KIM	19 SPEAKER ST.
BELL	KEVIN	17 CHESTNUT ST.	CARRIER	VANESSA & AARON	49 BILLINGS AVE.
BEMIS	GREG	17 CENTER ST.	CARROLL	SHANNON & DOREEN	816 COURT ST.
BENIK	ERIN	201 PEARL ST.	CARROLL	SONJA	21 BARKER ST.
BENOUSKI	KIM	143 PEG SHOP RD.	CASEY	CLAIRE	135 BASE HILL RD.
BIENVENU	WENDY	55 GRANT ST.	CASTOR	MARGURITE	59 MAPLE AVE.
BLACK	ARIANNA	306 COURT ST.	CHABOT	RAY	99 ARLINGTON AVE.
BLACK	BRANDON	236 WEST SURRY RD.	CHAFFEE	CRAIG & ASHLEY	121 PAKO AVE.
BLACKMER	CANDY	103 HIGH ST.	CHANDLER	SHELLY	92 WATER ST.

OwnerLast Name	OwnerFirst Name	Address	OwnerLast Name	OwnerFirst Name	Address
CHAPMAN	WENDY	24 FOX CIR.	DRAGON	JASON	43 DANIELS HILL RD.
CHASE	JENNIFER	49 AMERICAN AVE.	DRAKE-DEESE	KENT	23 NEWBURY LN.
CHAVIRA	SARAH	41 RUSSELL ST.	DREWING	KIMBERLY	194 WYMAN RD.
CHICKERING	MELISSA	47 HOOPER ST.	DROSEHN	SHERRY	15 WOODRIDGE RD.
CHIOVITTI	PETER	34 EASTVIEW RD.	DUCHARME	KATIE	100 PEARL ST.
CHRISTY	JEBEDIAH	17 PHEASANT HILL RD.	DUHAIME	DANIELLE	37 MAIN ST.
CLARKE	RICH	32 SALISBURY RD.	DUNNE	AUDREY	15 GARRISON AVE.
COCHRAN	ALEXIS	29 CRANBERRY RD.	DWYER	TAMMY	16 MEETINGHOUSE RD.
COHEN	JENNIFER	592 WEST ST.	EBBIGHAUSEN	CANDY	605 WASHINGTON STREET EXT.
CONSTABLE	ELIZABETH	67 CROSS ST.	EDMONDS	SONYA	2 BLUE JAY CT.
CONWAY	SHIRLEY	42 SUMMIT RIDGE DR.	EDSCORN	JOSEPH	35 CHESTNUT ST.
COOK	LISA & JOHN	27 Ivy Drive	EDWARDS	JEFFREY	10 RED OAK DR.
COOMBS	MAX	124 CROSS ST.	ELLSWORTH	SARAH	123 GREENWOOD AVE.
COPPOLA	EDWARD & LIZ	45 BRADFORD RD.	EMERSON	BRANDON	178 ELM ST.
CORNWELL	KRISTEN	516 ELM ST.	ERICKSON	TATE	242 SKYLINE DR.
COTTON	CHRIS	22 HARDY CT.	EVANS	KATHLEEN	134 ARCH ST.
COTTON-CROWLY	VICTORIA	45 SCHOOL ST.	EWALD	CHARLENE & PETER	10 LORRAINE ST.
CRAFT	ROSEANN	39 VALLEY ST.	FANTI	LAUREN	49 RUSSELL ST.
CRAIGLOW	JIM	5 ORCHARD ST.	FARLEY	JEANICE	32 BELMONT AVE.
CRAM	MATTHEW	16 CLARK CIR.	FAULKNER	ALEXANDRIA	20 CONGRESS ST.
CROTEAU	KATHY	22 HIGH ST.	FAVORITE	JACKIE	22 HOWARD CT.
CROTEAU	RACHEL	95 BRADFORD RD.	FEOLA-MAHAR	ALISON	39 PINE AVE.
CUMBACK	SCHUYLER	32 HARRISON ST.	FITZPATRICK	AMY	103 PINEHURST AVE.
CUMMINGS	BOB	303 COURT ST.	FLEMING	ROBERT	179 WYMAN RD.
CUOMO	ANGELA	59 SESAME ST.	FLETCHER	DONN	14 RUSSELL ST.
CUSHMAN	DEBRA	11 COLBY ST.	FLORENZ	ALONA	185 DANIELS HILL RD.
CZELUSNIAK	TIM & CHAD	103 BEAVER ST.	FLOWER	JONATHAN	72 WAKEFIELD ST.
DAILEY	BREANNA	45 SESAME ST.	FOLKERT	CARLA	168 DARLING RD.
DAVIDSON	SASHA	30 FINCH ST.	FONTAINE	NICOLE	12 ORIOLE AVE.
DAVIS	JOY	446 HURRICANE RD.	FORCIER	STEPHEN	15 CRESTVIEW ST.
DAVIS	JOYCE	261 WATER ST.	FORREST	DAWN	131 BUTTERNUT DR.
DAVIS	NOREENE	555 WASHINGTON ST.	FOURNIER-MORALES	CONNIE	86 FRANKLIN ST.
DEGROSKY	KIMBERLY	130 GEORGE ST.	FOWLER	BETH	27 BROOK ST.
DELVECCHIO	CHRIS	295 PAKO AVE.	FOX	ABBIE	220 ROXBURY ST.
DESROSIERS	JOANNE	179 GILSUM ST.	FRAZIER	NANCY	2 LYNWOOD AVE.
DIMEZZA	SHANNON	86 PINEHURST AVE.	FREEMAN	MEG	52 MATTHEWS RD.
DINGMAN	JENNIFER	71 CARROLL ST.	FRENCH	JEREMIAH	22 RULE ST.
DOYON	ROGER	44 UNION ST.	GAFFNEY	MICHELLE	281 CHAPMAN RD.

OwnerLast Name	OwnerFirst Name	Address	OwnerLast Name	OwnerFirst Name	Address
GANDOLFO	CELINE	346 MAIN ST.	HAYES	LINDSAY	3 FINCH ST.
GARDNER	KAREN	54 KENNEDY DR.	HAYWARD	DAVID	23 NORTH ST.
GATES	MICHELE	129 BASE HILL RD.	HEATH	MICHAEL & LEANN	228 CONCORD RD.
GAUDETTE	SAMANTHA	146 WASHINGTON ST.	HENDERSON	ANN	16 GRANT ST.
GAVIN	BARBARA	3 STEARNS RD.	HILL	LISA	32 RIDGEWOOD AVE.
GEMMELL	SANDRA & ALEX	68 RIDGEWOOD AVE.	HINCKLEY	BETTY	6 NUT HATCH LN.
GERAGHTY	CYNTHIA	95 ELM ST.	HINZ	JOHN	16 MARSHALL CT.
GERRISH	TARYN	31 SALISBURY RD.	HITCHCOCK	JEREMY	20 WOODSIDE AVE.
GILDNER-BLINN	JENNIFER	9 EASTERN AVE.	HOLLISTER	HANNELORE	15 CROSS ST.
GILES	LEAH & JEFF	672 ROXBURY RD.	HOOK	DAVID & LYNDA	37 FOX CIR.
GLINE	ANNMARIE	30 BLAKE ST.	HOUSTON	ASHLEY	67 PARK AVE.
GODDU	KELLEY	36 EVANS CIR.	HOWARD	AMITY	6 WARD CIR.
GOODCHILD	DAVID	77 NORTH ST.	HOWE	DEBORAH	73 DOVER ST.
GOODCHILD	MIKE & MICHELE	21 PAKO AVE.	HUTCHINSON	PETER & MEGAN	106 FOREST ST.
GOODELL	ANGELA	88 SPRING ST.	IZON	PHILIP	20 WRIGHT ST.
GOSS	ROGER & GIOIA	81 ORIOLE AVE.	JACKSON	LINDA	21 ROXBURY PLAZA
GRASHOW	GARY & LISA	472 CHAPMAN RD.	JACQUES	DIANE	25 BELMONT AVE.
GRAVES	PAM	45 PARK AVE.	JENSEN	ALISON	170 EASTERN AVE.
GRAY	BERNARD	66 RULE ST.	JOHNSON	KAREN	100 FOREST ST.
GREENE	ANDREA	20 KENNEDY DR.	JOHNSON	RON	18 SPRING ST.
GREENE	STEPHANIE & SEAN	489 COURT ST.	JOHNSON	RONALD	10 GREENLAWN ST.
GREENWOOD	MELANIE	739 HURRICANE RD.	JOHNSTON	BILL	20 SALISBURY RD.
GRIFFIN	MAUREEN	114 MARLBORO ST.	JOHNSTON	TRACI	21 LORRAINE ST.
GROTTON	JASON & KATHLEEN	275 GILSUM ST.	JUNIPER	BEVERLY	173 WASHINGTON ST.
GUNNELL	MARIAN	59 MARTIN ST.	JUNKALA	GEORGE	161 CONCORD RD.
HALEY	KAREN	26 HANOVER ST.	KALICH	KARRIE	420 MAIN ST.
HANSEN	JESSICA	70 CARROLL ST.	KANE	DOLORES	69 DICKINSON RD.
HANSEN	VALERIE	118 GUNN RD.	KARTER	KARL	72 ADAMS ST.
HARPER	TRUDY	38 KELLEHER ST.	KARVOSKY	TARA	12 FOX AVE.
HARRINGTON	PAUL	30 GEMINI DR.	KEATING	KIM	35 ANDOVER ST.
HARRINGTON-COTE	KATHLEEN	174 CHAPMAN RD.	KEEL	JENNIFER	408 CHESTERFIELD RD.
HARRIS	ANDREW	228 DARLING RD.	KELLY	REBECCA	250 SKYLINE DR.
HARRIS	MEGAN	70 PROSPECT ST.	KEMPTON	CHRISTINA	201 Roxbury
HART	BETHANY	57 DICKINSON RD.	KENNEY	ANDREA	160 GILSUM ST.
HART	STEVE & DEB	78 NIMS RD.	KERNOZICKY	RANDY & SHELLY	39 BROOK ST.
HARTZ	PETER	12 BROOK ST.	KIERNAN	JENNIFER	58 SOUTH LINCOLN ST.
HASTINGS	CHARLENE & RICK	284 SKYLINE DR.	KING	LAURIE	168 Baker St.
HASTINGS	RICHARD & BRENDA	240 WATER ST.	KIRITSY	JAMES	17 STARLIGHT DR.

OwnerLast Name	OwnerFirst Name	Address	OwnerLast Name	OwnerFirst Name	Address
KIRITSY	MICHAEL	110 COURT ST.	MARGAITIS	RYAN	91 KENNEDY DR.
KOLODZIEJ	STEPHANIE	51 RUSSELL ST.	MARR	DENNIS	24 WOODRIDGE RD.
KONIG	MARKUS & EVELYN	18 WETMORE ST.	MARROTTE	BAILEY	27 ROXBURY CT.
KOONS	REBEKKAH	134 HIGH ST.	MARROTTE	DAWN	18 FINCH ST.
KOUTRAS	BARBARA	59 MEETINGHOUSE RD.	MARTIN	NANCY	52 SUMMIT RD.
KOVARIK	ANNE MARIE	343 WASHINGTON ST.	MASIELLO	CHRIS	6 CRANBERRY RD.
KRAUSE	COLLEEN	19 ACREBROOK RD.	MASTERS	STACEY	40 EVANS CIR.
KRAUTMANN	SUZY	258 COURT ST.	MCCARTHY	JESSICA	59 STANHOPE AVE.
LABRIE	KEVIN	493 ELM ST.	MCCAULEY	CONNIE	548 MARLBORO ST.
LAKE	BEVERLY	810 COURT ST.	MCCAW	SHERRY	74 SULLIVAN ST.
LAMSON	LYDIA	192 EAST SURRY RD.	MCCLOREY	DENNIS	16 WHITCOMB'S MILL RD.
LANE	GILBERT	7 KIRK CT.	MCCORD	MARY	36 DICKINSON RD.
LAWRENCE	BRENDA	73 BUTTERNUT DR.	MCCORD	SHERRY	87 CROSS ST.
LAWRENCE	GLENN	81 DOVER ST.	MCDONALD	HUNTER	20 ELLIS CT.
LAWRENCE	SIGI	165 KENNEDY DR.	MCGILVERY	PAT	28 GREENBRIAR RD.
LAZZARO	LISA	20 IMPERIAL DR.	MCGRATH	DENNIS	224 GILSUM ST.
LEACH	KRISTEN	37 MIDDLE ST.	MCGRATTY	LISA	81 BUTTERNUT DR.
LIEBL	TAMMY	52 QUEENS RD.	MCGUIRK	SANDY	27 ICELAND CIR.
LINDSEY	RAYMOND	464 WASHINGTON ST.	MEEHAN	MATT	19 OAK ST.
LINN-WULFF	MOLLY	14 PINE AVE.	MELINCHUK	AMANDA	36 GREEN ST.
LIPMAN	TERRY	103 SCHOOL ST.	MENARD	AMBER	11 NELSON ST.
LLOYD	NICK	88 SPARROW ST.	MENCK KEEFE	CAROL	22 VINE ST.
LOCKHART	WHELAN	40 HARDY CT.	MERRILL	LINDA	4 BURDETT ST.
LOGAN	JIM & DAPHNE	19 EVERGREEN AVE.	MERWRE	GLENNA & NORMAN	93 SUMMIT RD.
LOUNDER	MICHELLE	90 ORIOLE AVE.	MESSIER	SAMANTHA	13 WILLOW ST.
LOUNDER	SARA	176 ROXBURY ST.	MILLAY	ANGELA	67 TIMBERLANE DR.
LOVICK	TARASA	45 BLOSSOM ST.	MILLER	JEREMIAH	64 CARPENTER ST.
LUCAS	JOANNE	19 OLIVO RD.	MILLIKEN	BOB	30 ALLEN CT.
LUCIUS	MELISSA	125 CARROLL ST.	MILLS	JACALA	282 ROXBURY ST.
LUNDIN	BRIDGET	23 WOODRIDGE RD.	MILLS	JOHN	15 RIDGEWOOD AVE.
LUOMA	ZANE	32 NEWMAN ST.	MILLS	MARTY	794 COURT ST.
LYNCH	COURTNEY	39 WOODLAND AVE.	MOLINO	KIM & MATTHEW	8 BUTTERNUT DR.
MACALLISTER	DEREK	193 WEST SURRY RD.	MOORE	CHRISTOPHER- CHELSEA	79 TIMBERLANE DR.
MACKINNON	DEBBIE	29 SCHULT ST.	MOORE	KIMBERLY	29 BIRCH ST.
MADDEN	DAN	229 CONCORD RD.	MORELLI	TIM	24 MARSHALL CT.
MALLAT	ROBERT	441 WATER ST.	MORGAN	DAWNE	17 WILLOW CT.
MALLOY	KATHY	240 COURT ST.	MORRISON	JENNIFER & PETER	221 CHAPMAN RD.
MALONEY	EDWARD	26 ORIOLE AVE.	MURPHY	PATRICIA	8 SALISBURY RD.

OwnerLast Name	OwnerFirst Name	Address	OwnerLast Name	OwnerFirst Name	Address
MUSZYNSKI	MELISSA	24 RICHARDSON CT.	ROBERTSHAW	AMY	30 GRANT ST.
NESBITT	TENEE	90 ARMORY ST.	ROCHON	CHASE	43 WOODBURN ST.
NEWCOMBE	JENNIE	324 MAIN ST.	RODERICK	DENISE	38 RICHARDSON CT.
NORMAN	HEATHER	33 COLORADO ST.	RODRIGUEZ	JEANMARIE	19 STARLING ST.
NORRIS	JOHN & DEBBIE	15 WOODBURY ST.	ROEILL	DARLEENE	74 SPARROW ST.
NORRIS	JOSLYN	27 WOODBURY ST.	ROGER DECOVERLEY	ALICE	19 EAST DIANE CIR.
NUTTING	CINDY	146 CHURCH ST.	ROGERS	CHRIS	83 ORIOLE AVE.
ONDUSO	JAMES	15 HARMONY LN.	ROGERS	PAM	38 DALE DR.
OWEN	CHRISTOPHER	131 LIBERTY LN.	ROUNDS	ALESIA	17 GARDNER ST.
PACIULLI	ANDREW	22 HOOPER ST.	ROWNTREE	KIM	31 BEECH ST.
PAINCHAUD	KELLIE	276 ELM ST.	ROY	ADRIONNA	114 ROYAL AVE.
PAINE	MICHAEL	796 COURT ST.	ROY	BETHANY	34 SPARROW ST.
PAPAPIETRO	JAMES	96 KENDALL RD.	RUBIN	GERRIE	35 DICKINSON RD.
PARROTT	RODNEY	53 PROSPECT ST.	RUE	RICHARD	14 JUNE ST.
PATNODE	GREGORY & DEBBIE	297 PEARL ST.	RUEL	SUSAN & LUKE	27 HOOPER ST.
PATNODE-JENNINGS	JAN	100 PINEHURST AVE.	RUEST	ANGELA & LARRY	57 EASTVIEW RD.
PAUKEN	ERIN	21 GREENBRIAR RD.	RUSK	ADAM	32 COLORADO ST.
PAUL	JOSEPH & CARLY SHAW	12 HOWARD ST.	RUSSELL	JARED	104 GEORGE ST.
PEARSON	BLAKE	23 FRANKLIN ST.	SCOTT	LAURA	20 LIBERTY LN.
PERKINS	BRITNEY	68 HILLTOP DR.	SCOTT	SHERRY	7 SPARROW ST.
PHILLIPSON	ROBERT	195 GUNN RD.	SEARS	KATHRYN	31 SOUTH ST.
PIEKARSKI	LINDA	15 EDGEWOOD AVE.	SEIFER	HILARY	20 BEECH ST.
PIERCE	ANTHONY	172 PEARL ST.	SELMER	LAURA	29 MINERVA LN.
PIMENTEL	JOSEPH	40 MARTIN ST.	SENAK	NICHOLAS	61 SAWYER RD.
PLOPPERT	BETTY	10 DRUMMER RD.	SEVENE	KATHY	15 HOOPER ST.
POMPANIO	DONNA	121 ROXBURY ST.	SEYMOUR	FORREST	42 DOUGLASS ST.
POWELL	BRENDA	64 FOX CIR.	SHEMCHUK	TRACY	239 WASHINGTON ST.
POWERS	KRISTIN & STEPHEN	32 HIGHLAND AVE.	SHIELDS	MALI	92 CROSS ST.
PROFITT	RALPHINE	77 WEST SURRY RD.	SIBLEY	PAULINE	110 ARCH ST.
PROULX	KATRYN	11 BELMONT AVE.	SIERRA	MARCELLA	193 ELM ST.
RATLIFF	JOHN	13 DRUMMER RD.	SINGER	STEPHANIE	177 PARK AVE.
REAGAN	AE SUK	349 PAKO AVE.	SKIFFINGTON	ALIA	112 SPARROW ST.
REDFIELD	BOB	122 ISLAND ST.	SKILLINGS	GARY	169 CASTLE ST.
REED	ANNE	10 CRANBERRY RD.	SMITH	JASON	61 LAURA LN.
RENEY	BELINDA	30 STONEHOUSE LN.	SMITH	MAGAN	387 ELM ST.
REYNOLDS	ANDREA	17 VALLEY ST.	SMITH	ROBIN	67 RIDGEWOOD AVE.
RICHMOND JR	NANCY & CHRIS	7 WOOD ST.	SNOW	JODI	93 LAURA LN.
ROBERTS	MAXINE	71 SPARROW ST.	SOLFIELL	WARREN	39 SOUTH ST.

OwnerLast Name	OwnerFirst Name	Address	OwnerLast Name	OwnerFirst Name	Address
SPIESS	GILBERT	37 HARDY CT.	WARDEN	TODD & ASTRID	130 COURT ST.
ST. PETER	EMILY	18 STARLING ST.	WARNER	MATTHEW	175 MARLBORO ST.
STAPLES	JOSEPH	176 GILSUM ST.	WATERMAN	TODD & LAUREN	191 NORTH ST.
STERLING	CINDY	32 PROBATE ST.	WATSON	AMY	85 LAURA LN.
STEWART	JOHN	70 LAURA LN.	WEBSTER	SHARON	18 BLUE JAY CT.
STROUP	CHRISTOPHER	28 CEDAR ST.	WEBSTER	ZEBULON	263 GILSUM ST.
STUBBS	CARROLL	37 BASE HILL RD.	WELLS	MARCIE	22 DORT ST.
SWEENEY	MARYBETH	5 GRANT ST.	WELLS	SUSAN	84 BLOSSOM ST.
SWEENEY	BILLIE JO	146 ARMORY ST.	WHITCOMB	DANAVAN & JAIME	48 SPRUCE ST.
SWIFT	GREGG	32 EASTERN AVE.	WHITCOMB	EMILY	55 ACREBROOK RD.
SWIFT	KATIE	19 WILFORD ST.	WHITNEY	BETHANY	136 ROXBURY ST.
SY	TAMARA	561 HURRICANE RD.	WILLARD	DIANNE	82 HOWARD ST.
SYLVAIN	WILLIAM	53 COLORADO ST. UNIT A	WILLIAMS	DAVID & DAWNE	391 OLD WALPOLE RD.
SYLVERN	ROBIN	24 GREENBRIAR RD.	WILLIS	ROBIN	30 BUTTERNUT DR.
TAPP	JASON	11 HOMER AVE.	WILSON	STACEY	50 ACREBROOK RD.
TARBOX	ED	84 SPARROW ST.	WIXON	RICHARD	62 ARCH ST.
TARDIF	KASEY	12 VERNON ST.	WOLFE	MILLIE	167 DARLING RD.
TARGETT	KRISTIN	85 TIMBERLANE DR.	WOOD	LYNN	4 CARDINAL CIR.
TARR	ROLAND	18 GREEN ST	WOOLRIDGE	WAYNE	662 HURRICANE RD.
TARR	SARAH	105 PAKO AVE.	WORCESTER	BRIAN & TRACY	5 SPARROW ST.
THIELEN	SUSAN	45 KELLEHER ST.	WRIGHT	BEN	34 KNOLL AVE.
THIEME	CAROLE	143 LIBERTY LN.	WRIGHT	DANIEL	7 PENDER CT.
THORNBLAD	VERNON	115 NORTH ST.	WRIGHT	JESSICA & BRAD	108 BUTTERNUT DR.
TIANI	MAC	105 KENDALL RD.	WRIGHT	JOHN	71 NIMS RD.
TINNIN	LARRY	2 MAGNOLIA WAY	WULLSCHLEGER	SUSAN	29 CRESCENT ST.
TOEPFER	BRIDGETT	29 HILLTOP DR.	WYMAN	VICKI	17 PITCHER ST.
TOWNS	DUANE & MARTHA	272 COURT ST.	YARDLEY	CHRISTIE	108 FOREST ST.
TRUMAN	ELIZABETH	116 RIDGEWOOD AVE.	YEATON	LINCOLN	18 UPPER KNIGHT ST.
TULLGREN	EMILY	15 NEW ACRES RD.	YOUNG	MICHELLE	431 ELM ST.
TURCOTTE	PAT	85 ORIOLE AVE.	ZABKO	GERI & WILLIAM	8 RULE ST.
ULRICH	KERRY	33 BARKER ST.	ZALASKI	ALYSSA	16 ARCH ST.
VANWEZEL	KRIS	16 CRESTVIEW ST.	ZECHA	DARCEY	28 SALISBURY RD.
VENABLE	FRANCES	109 ASHUELOT ST.	ZINN	ADAM	218 WATER ST.
VITA	THOMAS & JANET	311 PAKO AVE.	ZINN	BETH	242 CHURCH ST.
VITALE	SARAH	39 PRESCOTT ST.			
VONDERHORST	MELINDA & KEVIN	18 HOWARD ST.			
WALKER	LINDA	56 EASTERN AVE.			
WARD	KATHERINE	16 TOWNS ST.			

3D1

City of Keene
NEW HAMPSHIRE

May 25, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **COMMUNICATION: Walter Lacey – Renaming of the "North Bridge" to the "Vietnam Veterans Bridge"**

On a vote of 5 – 0, the Municipal Services, Facilities, and Infrastructure Committee recommends the communication from Walter Lacey be placed on more time until the next cycle to allow staff to do more research.

Chairman/Designee

Background:

Walter Lacey of 230 Daniels Hill Road, referenced his letter and noted he was recommending the North Bridge be renamed to pay tribute to honor all those who served in Vietnam.

Councilor Lamoureux asked for information about the City's policy about naming facilities. Parks, Recreation, & Facilities Director Andrew Bohannon stated that he wanted to describe the process that occurred in 2012. In 2012, the City Council established an ad hoc committee to review the naming process for the North Bridge. An email account was set up on the City website for emailing nominations. Names received were put on the website and if people liked a name they could support it, or put another name in. Forty names were suggested with 60 responses supporting various suggestions. The City followed the criteria set by the City Code's Section 82-97.

Mr. Bohannon continued that the criteria listed in the code are:

(a) In naming a public facility after an individual, qualifying facilities must be under the ownership of and funded through the City.
(b) The criteria for naming a facility after an individual will require that at least one of the following requirements is fulfilled:

(1) A well-known community leader, elected, appointed, or volunteer.
(2) A person who has positively influenced a large populace of the City through a significant contribution of money, time, material, or land.
(3) An individual who had a major involvement in the acquisition or development of the facility.
(4) An individual whose civic leadership or volunteerism clearly has contributed to the betterment of the City.
(5) An individual who is deceased and whose personal attributes symbolized the principles and standards of a community organization.

He continued the Ad Hoc Committee used the criteria when looking at the 40 names. Seven names submitted fit those criteria. The Committee unanimously voted to recommend to the City Council the name "North Bridge." The bridge does go west, but travels north.

As staff sees Mr. Lacey's Suggestion,, the Committee could choose one of three recommendations. The MSFI Committee could place Mr. Lacey's letter on more time to allow staff to solicit input from the public, or form another Ad Hoc Committee to consider the issue, or the Committee could accept Mr. Lacey's letter as informational and keep the current name.

Chair Manwaring stated that the ordinance is about naming public facilities after individuals. She asked if naming a public facility after a group of people would follow the same process. Mr. Bohannon deferred to the City Attorney, who stated that "it is clearly ambiguous." He continued that the ordinance does talk about it being named for a specific person. That was the original intent of the ordinance. The involvement factors of naming for a group are fewer. When naming after one person, the community really does need to be clear about why. If the MSFI Committee wants to recommend to the City Council, based on Mr. Lacey's letter, to re-name the bridge "Vietnam Veterans Bridge," that would be appropriate under the ordinance, but the City Council certainly has the right to put that out into a public process and ask the public how they feel. Mr. Mullins also noted that letter is just from one person.

Councilor Filiault stated that he has heard there are meeting minutes saying the Committee would review the bridge's name at another time, and he guesses that this is that "other time." He continued that the Committee was calling it North Bridge at the time because it was controversial and the Committee was planning to look at it later down the road. Mr. Lacey's request is appropriate. The City Attorney replied "yes," that is exactly what happened. He continued that during the meeting when the name North Bridge was selected, the Mayor suggested it would not preclude them reopening the naming issue at another point in the future.

Councilor Filiault stated that he is also a Vietnam era veteran. He continued saying he thinks the bridge should be named to honor all veterans.. He likes "Veteran Memorial Bridge." He agrees with opening up the process and getting the community involved again. He recommends placing the communication on more time for a couple weeks.

Chair Manwaring stated that to clarify a question some people may have, South Bridge is a State of NH bridge so the City will not be asked to name that bridge.

Councilor Hooper stated that he agrees with Councilor Filiault. He continued saying that initially they had a challenge with the naming of an individual. This opens discussion up to having a more general name, such as Vietnam Veterans or Veterans Memorial Bridge. This would honor an important group of people. It is good to open this up to the public and get some feedback. He likes the idea of honoring veterans in some way.

Thom Little of 1 Central Square, distributed copies of a letter he prepared. He stated that he had three additional ideas to convey to everyone. The first is, he really likes the name North Bridge, but perhaps he is prejudiced because he is the person who suggested it. He continued that the original name was "Multi-use Trail over NH Routes 9, 10, and 12, Keene, NH." Pathways for Keene needed a name that was shorter to support the fundraising activities that were taking place. Everyone knew what "Old North Bridge" was. "North Bridge" was short and seemed very familiar. Because the bridge is not in north Keene it does give a lot of people pause, wondering about how the name came about. The bridge was built on a rail trail where the Cheshire North railroad used to travel. This honors Keene's heritage of being a railroad hub for many years, as does the design of North Bridge, which is very reminiscent of the sort of railroad trestle structure.

Mr. Little continued that the second point is the focus and memorabilia. The Vietnam era was a very turbulent time in our country. Every young man in America had to decide if he was going to serve our country. The millions who served the country with him and did what they were ordered to do are ignored by the suggestion in the letter.

He continued saying that the name "South Bridge" was also suggested by him. That bridge will be in south Keene, and Keene already has North Bridge. If they have to rename something, he suggests renaming South Bridge to Veteran's Bridge. That thanks every man and woman who has served the country in the armed forces.

Chair Manwaring asked if any members of the public had questions or comments. She stated that as the public can see, this will be a process. Mr. Lacey replied that getting away from naming it after one person was the biggest issue four years ago and that is what he was thinking; it is good to honor this specific group. Veterans need recognition.

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

On a vote of 5 – 0, the Municipal Services, Facilities, and Infrastructure Committee recommends the communication from Walter Lacey be placed on more time until the next cycle to allow staff to do more research.

3D2

City of Keene
NEW HAMPSHIRE

May 25, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **MEMORANDUM: Planning Director – Driveway Code Review**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the review of driveway code provisions be placed on more time to allow staff to come back with more information.

Chairman/Designee

Background:

Rhett Lamb, Planning Director, stated he is here to continue the discussion from a few meetings ago, regarding a driveway exception that came to the City Council. He continued that in 2008 the City Council heard for the first time an appeal of a Planning Board decision. The Council all learned a lot about how that process worked and thought that there were possible improvements to be made.

Mr. Lamb continued that Mayor Lane put on the record some of his concerns, such as notification to abutters as part of the process of review and the absence of specific rules regarding what a quasi-judicial process is. He also raised the idea of temporary driveway permits. Finally, all of this raised general questions about the process they established in 2008. In the 2008 timeframe the task was to eliminate a double jeopardy situation. Prior to 2008 the exception process was given to two bodies, the Planning Board and the City Council. There was a possibility that approval could come approval from one body but not the other.

Mr. Lamb stated that the circumstance they are dealing with currently is unique in the sense that it does not happen very often. Single family driveways, except ones needing exceptions, are handled by the Engineering Division. The ones requiring exceptions are handled by the Planning Board. So it is only a tiny slice of driveways that they are talking about. The Planning Board probably deals with four or five of these each year. Since 2008 there have probably been 20 to 25 of these exceptions applied for and each was granted; this was the first that was not granted, to the best of his memory, and an appeal was filed with the City Council.

He continued that the suggestions for improvements deal with just this small slice of exceptions to the single family driveways. In the memorandum staff identified options for how to proceed. His recommendation is to place this on more time. If the MSFI Committee likes what they see in an option, staff can pursue it. It seemed appropriate for this to be an informal discussion tonight. Staff has prepared three options, based on the issues and concerns the Mayor brought up.

Mr. Lamb continued stating that option one addresses abutter notification. In the Planning Board and City Council processes they would be adding a step to notify abutters. The Planning Board recognizes that the first question people ask when there is controversy is, "Well, did the abutters get notified?" and the answer is always "no," there was no requirement for that. This is a provision that would add abutter notification to both the exception and appeal applications.

Mr. Lamb continued indicating option two would be additive to that. Options one and two could stand independently or both could be pursued simultaneously. There are procedural guidelines for the City Council to follow - the quasi-judicial rules that would apply. That means that when the appeal process takes place the City Council has a procedure and rules to follow with respect to pursuing information about the project, how to manage the meeting itself, and the testimony and evidence brought forward. It would be more like a Planning Board or Zoning Board of Adjustment process.

Mr. Lamb suggested option three would be a bit of a diversion – this would establish a different process than the City currently has. The City Engineer grants driveway permits when there is no request for exceptions and when the standards are met. The exception process is reserved for the Planning Board. The third option would grant the City Engineer the right to deal with the exception and the appeal process would go through the Planning Board. This would make the driveway exceptions administrative. The root of this option comes from the statute which establishes the Planning Board handling all aspects of the driveway permit process.

Councilor Filiault stated that the Committee learned that for the previous people who had asked for this (they already had a driveway and were asking for a second), the process was extremely intimidating with the Planning Board and attorneys. He continued that he likes part of option three, having people just deal with the City Engineer, who is one person and less intimidating to an individual. He thinks more people that are planning to ask for second driveways would do that. There are a lot of illegal second driveways out there and people are not likely to come ask the City for permission. As the Committee talked about before, households used to have just one car; that period is over. He feels the process should be simpler for people. He agrees with abutter notification. On option three, he does not like the statement that the appeal would go to the Planning Board and not the City Council. He thinks all appeals should come to the City Council since they are the elected officials of the community. Clearly there needs to be a protocol.

Councilor Lamoureux stated that originally in the discussions the Committee w thinking of some kind of process for temporary driveway permits, but he wonders why he does not see that in the memorandum. Mr. Lamb replied that the staff did not have time to finish the research for that. That is one reason the staff wants to come back with this discussion. He continued that having temporary permits would be somewhat problematic in terms of documenting and tracking the time period of the grant of the permit. If the people's circumstances change, the City might not be aware of that and might not be able to approach the person to pull back the temporary permission. Mostly the permits run with the land, not the owner. A driveway permit is in the category of a land use permit. A temporary permit would be very difficult to enforce.

Chair Manwaring asked if any members of the public had questions or comments.

Councilor Hansel asked if the Committee went with option three, how abutters would be notified and allowed to comment, and how would this be this handled administratively? Would staff have a window of time in which to notify abutters so they could comment? How would that work if there was not a public hearing?

The City Attorney replied that clearly this is a process that has not been hammered out. He continued that if option three is chosen it should involve some sort of notice to the abutters. The City Engineer should give them the opportunity to speak at the inception of the process. If there was an appeal of the City Engineer's decision, that should be stated to the abutters, and spelled out in the process.

Councilor Hansel stated that he thinks option three is the simplest way to handle the process. He thinks the appeal should go to the Planning Board because they are already operating in a quasi-judicial manner. The City Council operates in a more legislative manner and they are not in the same mindset as the Planning Board. Planning Board members are used to hearing applications to a set of standards. The next step would be court. That would expose the City to a certain level of risk if there was confusion between legislative discussion and quasi-judicial process.

Chair Manwaring asked what exactly is meant by "abutters." Mr. Lamb replied that it is defined in State law as properties that directly abut the site. He continued that the City is allowed to go further than that and in the case of the Planning Board and Historic District Commission the standard is 200 feet. The City has added to the State's criteria. An abutter could be defined either way. In his opinion in the case of a driveway permit, as opposed to the case of a bigger site plan review, it could be just the direct abutters.

Chair Manwaring asked about the quasi-judicial process and what it means. Mr. Lamb replied that in a land use setting, (like Planning Board, Zoning Board of Adjustment, and the Historic District Commission), the intent of the quasi-judicial process is to apply a juror standard to the preparation and presentation of the evidence. Planning Board members are required to only take that testimony at a public hearing at which the abutters and applicants are present and everyone who is going to make the decision has the same information in front of them. An abutter cannot have side meetings taking place in the market when an abutter approaches someone whom they know is a Planning Board member and say, " I have an opinion on the site plan that it coming to you next month.. It is a juror standard on the presentation of evidence that would be brought to bear on the decision that is made at a Planning Board level. The City Attorney concurred with Mr. Lamb's explanation.

Councilor Lamoureux asked, if they notify the abutters, do the abutters also have the right to appeal the decision that is made? The City Attorney replied that he thinks the answer, under either process, would be "yes." He continued that if an abutter wanted to file an appeal, he thinks a fair reading of the ordinance would say that would be allowed. If that came up through the Planning Board process, the process is clear. A little caveat: the driveway ordinance that the Committee has arises under a different statutory structure than the land use one. Driveways fall into the land use category. A driveway is included in the zoning ordinance and is part of the site plan review. That is why the statute places this onto the Planning Board. The answer is, if option three were adopted, the procedural process is clear – it would go to the Planning Board and any party aggrieved would have the opportunity to take it to the Superior Court.

Chair Manwaring asked what creating a driveway does to the value of the property. Mr. Lamb replied that he would have to research that and bring information back at a future meeting. He speculates that it would be a fairly minor value impact. Chair Manwaring replied that the last folks have had this driveway forever, but let us say I bought the house and wanted a garden instead of a driveway, and I take it out. What does that do? That would be a reason for having a temporary driveway permit. Mr. Lamb replied that the option for having a temporary permit is tantalizing in this case but it is probably an unwieldly solution. He continued saying that he can give a different example that would be appropriate. In the past 20 years they have dealt with a number of driveways not for residential activities, like logging. You need a driveway permit for logging even if it is only used for a few months. The City has never been able to treat those properly as single family driveways. They have made logging driveways go through the administrative or Planning Board process. They think there could be a temporary category for logging, and other situations like the corn maze at Stonewall Farm used for only a month, construction access, and so on and so forth. In order to encourage compliance with the standard, they would like to ask the City Council to consider language allowing for a temporary permit of that sort.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the review of driveway code provisions be placed on more time to allow staff to come back with more information.

5A1

City of Keene
NEW HAMPSHIRE

May 26, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: 0-2016-08: Relating to Class Allocation Schedules**

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Ordinance O-2016-08.

Chairman/Designee

Background:

Asst. City Manager/Human Resources Director, Beth Fox stated she was before the Committee regarding an Ordinance that would update the City's Class Allocation Schedule. Ms. Fox stated the City's salary ordinance provides the wage structure for the City's non-union regular full and part time employees. The City's workforce is comprised of approximately 283 regular full and part time positions. Of those regular positions, 195 are part of one of the City's six collective bargaining agreements. The proposed salary ordinance does not impact those employees covered by a collective bargaining agreement, but the probationary employees in Public Works, Police and Fire Departments are included as well as the Administrative and Clerical schedule employees, and Charter Officers. The proposed salary ordinance generally provides a wage adjustment of 2%. This adjustment is slightly less than the COLA provided by ratified collective bargaining agreements which range between 2.25% and 2.63%.

This proposed COLA of 2% follows a five year period of non-union wage adjustments which averaged 1.65% annually and include a cycle in which no adjustment was provided. Adjustment is recommended to maintain wage scales in what is becoming a tighter labor market.

Unemployment rates for the Keene region labor market remain below the State level. This rate, for the region, has fallen from 3.2% in April of 2015 to 2.3% in April of 2016 (lower than the statewide rate of 2.6%). For the City of Keene alone, the April 2016 rate published this morning is 2.2%.

Ms. Fox continued that it is this increasingly competitive state and local labor market in which the City will seek candidates to fill positions being vacated, anticipated to occur more frequently as the baby boomers in the organization retire. Metrics reported to the City Council as part of the budget document indicate that more than 30% of the City's workforce is eligible to retire. While these transitions are not going to occur all at once, or in some cases even in the next few years, it emphasizes the importance of ensuring the City is positioned to attract and retain a high performing, skilled and motivated employees to meet the organization's mission to provide service and amenities that enhance the quality of life for those who live, learn, and work in, as well as enjoy the City of Keene.

In addition to provision of a COLA, the proposed ordinance includes several other adjustments, which included: Section 2-231 Council Appointments. As a by-product of the work of the Special Committee for Recruitment of a City Manager, an adjustment to the Charter Officers salary schedule is proposed aligning its methodology to the Administrative and Clerical Schedule and adjusting the City Manager's portion to recognize occasions when COLA adjustment were deferred over the past 20 or so years as well as market wage data for this position.

The next section, 62-166 which is the Probationary Public Works Schedule, holds constant from the prior year as last year's adjustments aligned it with the current AFSCME contract Class Allocation schedule. To allow all steps in this schedule to be utilized in conjunction with the current contract, a COLA adjustment has not been applied.

Both Sections 62-191 and 62-192 include adjustments which generally reflect application of the overall COLA proposed. You may recall last year the Probationary Firefighter Schedule was adjusted to include 3 levels linked to a new hire's medical credentials. Implementation of such a schedule has produced positive results as the city has been successful in recruiting medic level (or almost medic level) personnel with this small wage differential contributing to significant reductions in City training costs. This three level schedule appears to be positioning the City in a competitive light with other career firefighter communities which are advancing the hiring of probationary firefighters with a higher level of medical certification in addition to work experience as career firefighters.

Following an adjustment of $1 last year to the 61-192 Probationary Police Officer, this year incorporates the recommended COLA.

Section 62-194 the Administrative and Clerical schedule incorporates the overall COLA and several changes to the class allocation section.

- S11 level - A position title, Parking Enforcement Technician, is updated to Parking Services Technician, reflecting the current branding of this division.

- Following a review and update of the position description, the Fund Manager is proposed to be is re-titled (with no grade change) to Senior Staff Accountant to better reflect the current essential functions and duties of this key finance position.

- To align with the recommended budget, the position of Contract Manager (S18) is eliminated and a new position of Purchasing Specialist (S15) is added. This position's essential responsibilities and skill sets focus on administrative, technical and analytical tasks and continuity of operations required for an effective and efficient procurement function that advances all aspects of the organization.

- Recognizing shifts occurring over the past six or so months at the Airport and with the retirement of the Director and hiring of an Airport Manager focused on economic development and marketing of the City's Airport asset, reclassification of the Airport Operations and Maintenance Manager position is recommended. This reclassification considers evolution in the roll of Operations and Maintenance Manager recognizing additional 24/7 responsibilities this position assumes for management of day to day airport operations, resolution of operational issues and maintenance of aviation related infrastructure.

- The final change in this section is adjustment of the title of the Parks, Recreation and Facilities Director reflecting the return of oversight of the facilities function to this department which occurred in the summer of 2015.

Councilor Powers noted the compression issue has not been addressed again this year. He explained when he says compression it means for example someone who is in charge of an entire department doesn't make much more than an hourly employee two tiers down. Within the City Code there was a method developed in 2004 which referred to a performance bonus. He felt if there is an issue with pay grade it should be fixed, but noted he understands the workload the City Manager and staff have to deal with.

The Councilor went on to say in reference to the Parking Enforcement Technician position (S11), he understands the change in services, but believes this position doesn't exist any longer and questioned why it needs to be included. Ms. Fox stated staff changes occur at time and this gives the City some flexibility without having to revisit the ordinance. It also provides some career path opportunities as employees leave the organization, it gives the City a place to expose its employees to different type of responsibilities. The Councilor stated he has to disagree with this and noted there are some part-time positions in this department who will move up to the Enforcement Technician position. He felt it should be removed and when there is a need the Council could address it. He further stated from the discussion which happened around the Council table the last time, employees are not going to be moved up, the City will be lucky to retain the positions it currently has.

The Councilor went on to say it seems like a good idea on part of staff to change the title to senior staff accountant versus fund manager; he felt there are a lot of managers, and managers are typically ones who manage people. He indicated he also understood the effort at the Airport and the reclassification and asked whether it would not be a good idea to change this title – he questioned whether a manager is going to manage a manager. In that same department there are many who do the same thing that are called superintendents.

Councilor Jacobs clarified these changes won't have any effect on the budget. Ms. Fox stated the budget provides for the COLA and one reclassification in the administrative schedule.

The Chair invited the public to comment on this item.

Mr. Joseph Mirzoeff of Summit Road clarified if a person is increased a pay grade they receive a 4.5% increase, if you increase a year of service you also get another 4.5% increase, and the COLA gives the person a 2% increase, and asked if a person who works a year who has received a pay grade could get an increase of 11%. Ms. Fox answered in the negative and stated employees move horizontally on the schedule and don't usually move up and down unless they get promoted. Mr. Mirzoeff asked what a typical starting place on the scale would be. Ms. Fox stated this would depend on the job description.

Mr. Mirzoeff stated if the Council was serious about holding the tax rate, the Council needs to hold compensation. He felt this was the greatest driving force for the tax rate. In the last eight years the tax rate has gone up 33% and in the same time there has been a decrease in valuation and housing is getting depressed. He indicated in the meantime homeowners have to face this 33% increase in their tax rate.

Mr. Mirzoeff felt the Council has an opportunity here to hold the line. He added the Council cannot give non-union employees a raise and say no to the unions. He felt the Council needs to take a stand and this might be the time to do that.

Chair Greenwald asked what the difference between step 1 and 2 was. Ms. Fox stated it was 4.5% but this does not take into account the 2% COLA; people who are moving through the steps will get the 4.5% on their anniversary as well as the 2% COLA. At the end of six years, there are no more steps unless an employee is promoted. The Chair Greenwald asked how many City employees are maxed out with their Steps. Ms. Fox it was a significant number and these employees are only getting the 2% COLA increase.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Ordinance O-2016-08.

ORDINANCE

5A2

CITY OF KEENE

O-2016-08

In the Year of Our Lord Two Thousand and Sixteen

AN ORDINANCE Relating to Class Allocations and Salary Schedules

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 and Clerical – 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 and Clerical," effective July 1, 2016.

Kendall W. Lane, Mayor

In City Council May 19, 2016
Referred to the Finance, Organization and
Personnel Committee.

City Clerk

PASSED

City Code Section 2-231

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

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

City Code Section 62-166

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

	STEP			
GRADE	1	2	3	4
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

GRADE	
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)

GRADE		STEP 1
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)

GRADE	STEP 1
P 1	$21.57

City Code Section 62-194

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

GRADE	STEPS 1	2	3	4	5	6
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)

GRADE	CLASS ALLOCATION
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

6A1

City of Keene
NEW HAMPSHIRE

May 26, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Finance Director - Staff Recommended changes to the FY 2017 Proposed Operating Budget**

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the memorandum from the Finance Director as informational.

Chairman/Designee

Background:

The Finance Director stated this memorandum requests a few changes to the operating budget. The first is a reduction to debt service principal by $196,000, the second is to add in IT standby pay in the amount of $20,000 and the third is to Police Department benefit load adjustments and the fourth is an adjustment to Public Works Fleet Service allocation (typographic error – tree maintenance to street maintenance) which leaves a net budget reduction of $30,000.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the memorandum from the Finance Director as informational.

6A2

City of Keene
NEW HAMPSHIRE

May 26, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM: Mayor Lane on behalf of the Special Committee Recruitment of City Manager - City Manager Recruitment Efforts**

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the communication from Mayor Lane as informational.

Chairman/Designee

Background:

Mayor Lane stated this item is in reference to the recruitment of a new City Manager. The Mayor stated in an effort to be transparent and to include this amount in the budget he is coming forward to the Committee with this item. The amount before the Committee is for $40,750 which includes the cost to hire a recruiter should the Council wish to move in that route. He stated some costs are likely to move into the FY17/18 budget.

Councilor Clark asked how much was spent on the last effort. Mayor Lane stated it was about $3,500. He explained the last effort was not complete, there were no costs attached to moving, the candidates lived relatively close and because the process ceased, there was no need for background check costs. The last search was paid from the lapsed salaries from the City Manager's cost center as there was a time when the City was not paying a full City Manager's salary.

Councilor Kahn thanked the Mayor for bringing this item forward so the budget doesn't have a significant element of surprise.

Councilor Sutherland stated the City does have some time to do this work and felt for the initial step perhaps an ad could be placed in a "City Manager publication" and if they cannot find someone through a passive review of the market then go to the next step of hiring recruiters. The City can keep gathering resumes even if a recruiter is hired, who could be hired on a contingency basis. The recruiter does not get paid unless they bring forward a qualified candidate. Chair Greenwald stated this procedure was tried last time; an ad was placed in the ICMA publication and it produced a limited pool of applicants. Councilor Sutherland felt the last time the City had a shorter window in terms of submitting applications.

Councilor Hooper stated even though he is one who would be fiscally conservative, it would be prudent not to be penny wise and pound foolish. He stated it is important to have a City Manager who could handle some serious concerns the City has moving forward. He felt this would be money well spent

Councilor Jacobs stated he was on the selection committee the first time and the City did go through the passive method. He felt the recruiters know of good candidates rather than advertising the position and looking for someone using that route. He added City staff spent a lot of time on the last search and this work will now be outsourced to the recruiter.

Mayor Lane stated this proposal does not pre-suppose the City would hire a recruiter – its puts money in the budget should the Council decide to go that direction.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the communication from Mayor Lane as informational.

6A3

City of Keene
NEW HAMPSHIRE

May 26, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **COMMUNICATION: Councilor Hansel - Proposed Changes to the FYI 7 Operating Budget**

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the communication from Councilor Hansel as informational.

Chairman/Designee

Background:

Councilor Hansel stated he was proposing several amendments that he believes will maximize value of the tax dollars spent, without compromising the high level of service the City provides to its citizens.

The first line item change defunds a pay increase for city councilors (a $7,500 savings). The Councilor noted while he doesn't disagree with some of the arguments for this pay adjustment, he is concerned that if the Council accepts this budget and CIP funding, they will be out of compliance with two important fiscal policies that support the overall economic health of our city. The first is the policy that ties any tax revenue increase at or below the percentage increase in the Boston CPI. This year that increase would have been 0.6%. The proposed operating budget and CIP is projected to require a 1.99% increase.

The second fiscal policy restricts General Fund debt service and current revenue capital outlay appropriations, on a five-year average, at or less than 15% of the General Fund operating budget.

Projections indicate that with the adoption of this budget and CIP, the five year average will be in the range of 16.25%. Councilor Hansel continued he was not willing to vote to increase the Councilor pay, when the Council could be doing more to put the City in the strongest possible financial position by adhering to its self-imposed fiscal policies and guidelines. He continued he did not believe any Councilor sought this elected office for financial gain. While the official calculation of the salary is based on time spent at council meetings, he envisions the compensation as a reimbursement for things like gas to/from meetings, and those times you need to grab a quick bite to eat (instead of dining more economically at home) when running from your day job to a committee meeting. Councilor Hansel noted he finds the current compensation levels adequate to cover those minor expenses.

The next three cost center adjustments increase the proposed contributions to the Community Kitchen, Elderly Meals on Wheels, and the Hundred Nights Shelter to the level that each agency requested. This represents a $14,000 increase in spending. This increase is offset by reducing the contribution to HIV AIDS Task Force from $5,000 to $0, and with a $9,000 reduction in the Human Services budget.

The proposed reallocation of these funds acknowledges a prioritization of those agencies that directly provide, or indirectly mitigate, services that the City is legally obligated to provide and it would need to provide, at a significantly higher cost, if not for the help of these non-profits. These services include care for the indigent, but it's also important to realize that providing reliable food and shelter significantly reduces the number of police and EMT calls that would be required if these services did not exist. The Councilor continued during the budget hearings, he was especially moved by the description of the "daily check" that meals on wheels provides for its elderly clients.

The Councilor also referenced the testimony they heard in regards to both the increased pressure on these three agencies to serve a growing number of Keene citizens, and the demonstrated the value that our additional investment could provide.

The $9,000 reduction in the Human Services budget would be deducted from cost center 62454 - Rents. This is the most volatile cost center in the department, and staff recommended that any reductions be applied to this line item.

There were also discussions with staff about the impact that expanded Medicaid is expected to have on their service levels, and as he understands it, this is expected to provide some relief in aid requested from the City, especially in cost center 62145 - First Aid and Medical Services. The expectation for this reduction in demand for medical services, in conjunction with the historical volatility in the "Rents" cost center, combine for what I believe to be a negligible amount of risk to maintaining current service levels after reallocating $9,000 to outside agencies.

The Councilor continued the rationale behind the reduction in funding for the HIV AIDS Task force is similar. Both expanded Medicaid and a general downtrend of those affected by HIV/AIDS lends itself to the logic that some flexibility is possible without drastically harming the level of service currently being provided to an increasingly smaller number of Keene's citizens.

Councilor Hansel noted the final amendment reduces cost center 62161 - Legal Services from $70,000 to $50,000. This is another volatile cost center that is used by the city attorney to contract outside legal expertise, mostly for litigation. While there is always the risk of a year with unusually high legal needs, this cost center has had a surplus in most years. The average amount spent annually between 2012-13 budget cycle and the 2014-15 cycle was $38,550. Additionally, the estimate for this current budget cycle is only $25,000, half of what he is recommending be reserved for next year. It is his contention that reducing this cost center from $70,000 to $50,000 provides enough of a buffer above the 3-year average (30% above) that it should not pose a significant risk to the City Attorney's ability to litigate on behalf of the city with a typical amount of legal activity.

Councilor Hansel stated if all of these changes are accepted as presented, there would be a net decrease of $27,500 from the City Manager's proposed budget.

Councilor Sutherland noted Councilor Hansel spent an inordinate amount of time going through the budget, and meeting with department heads to make sure some of these outside agencies got the money they needed. Chair Greenwald stated this was impressive work for a first time Councilor and said the same went for Councilor Sutherland's work as well. Councilor Hooper agreed with the sentiments just expressed. He indicated he too had wanted to put forth a proposal for additional funding for outside agencies and felt Councilor Hansel's proposal shows a lot of creativity. He stated he delivers 150 meals a week and this is one way to bring some happiness to someone who might be lonely otherwise. He felt this is a program which should be supported.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the communication from Councilor Hansel as informational.

6A4

City of Keene
NEW HAMPSHIRE

May 26, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **COMMUNICATION: Councilor Sutherland - Proposed Changes to the FYI 7 Operating Budget**

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the communications from Councilor Sutherland as informational.

Chairman/Designee

Background:

Councilor Sutherland stated in looking at the budget he saw that through the years there has been an increase to the part-time budget line. He noted he had conversations with staff and no longer wishes to make any adjustments to the part-time line item accounts.

The next item the Councilor Sutherland referred to was a project which is being proposed to be funded through the Transportation Fund. This is a project on Emerald Street for a new sidewalk on the north side. The Councilor stated that in talking with the Public Works Director this project has been in the CIP since 2012 and his concern with any roadway project is to focus on a "dig once" policy. The Councilor stated he also learned the City has been waiting to hear back from Keene State College as to what their plans are for the Gilbo Avenue project.

The Councilor stated his first question is whether this project can be delayed and if it can be delayed what happens to the funding set aside in the budget for this project. He also asked whether this funding could be used for other sidewalk projects, which are limited this year or other roadway projects. He added this would not have an impact on the tax rate, but it would have an impact for the development of the City – doing the work when it makes sense. The Councilor asked whether the Public Works Director could be invited to comment on this issue.

Chair Greenwald asked if the Committee was to delay the project how that would affect the budget. Mr. Thornton explained this would reduce the capital appropriation in 0004- 68011 by $208,927. It would then also reduce two revenue sources 00004-47003 (capital reserve funding) by $150,000 and property taxes by $58,927.

Mr. Blomquist stated this project was planned for in the 2012-2017 CIP programs, but in 2011 the Council ceased new sidewalk projects for budgetary reasons. This project was moved out to 2017. He indicated in the current CIP there are no proposed projects for Emerald Street.

Councilor Clark asked whether the College's suspension of their plans for Gilbo Avenue has any effect on this project. Mr. Blomquist stated he did not think the College has completely suspended their plans, the last he heard they were not going to complete it within a certain period of time. He added this area does see a lot of pedestrian traffic especially with the two new student rentals, which have been constructed. Councilor Sutherland stated his main concern is the dig once policy. This project is going to have granite curbing and drainage work, which then starts bleeding from a sidewalk project to a street and that is why he felt it better to delay the project, which will benefit the City and the taxpayer.

Councilor Kahn clarified this was the only new sidewalk project in the CIP for FY17 and moving forward there are no other new sidewalks being proposed. Mr. Blomquist answered in the affirmative. The Councilor asked how the $58,927 will be raised. Mr. Thornton stated it would be through property taxes or through the use of surplus. Councilor Kahn felt $58,000 seems like a small down payment for a complete street. The Councilor stated because this project has risen to the top of the priority list for Public Works whether one of the options could be to allocate funds to this project and declare it as an important project. Mr. Thornton stated there is a project from the CIP, which is being proposed to be funded through the operating budget for which $130,000 is being transferred from the Transportation Fund and the balance is to be raised by taxes.
Councilor Powers made the following motion which was seconded by Councilor Clark.

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the communications from Councilor Sutherland as informational.

6A5

City of Keene
NEW HAMPSHIRE

May 26, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **RESOLUTION: R-2016-17: Relating to the 2016-2017 Fiscal Year Budget**

On a vote of 5 – 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2016-17-A.

Chairman/Designee

Background:

Chair Greenwald stated at this time the floor is open to any member of the City Council. This discussion is only for the Council and the Finance Committee. He added Councilors also have the opportunity to amend the budget at the next Council meeting. The deadline to offer those amendments is May 31st at 1 pm.

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

That the Finance, Organization and Personnel Committee recommend the adoption of R-2016-17: Relating to the 2016-2017 Fiscal Year Budget.

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

That the Finance, Organization and Personnel Committee recommend amending the budget to include the staff recommended changes. Councilor Powers clarified it was the $17,000 addition to on-call pay for IT, the various changes to the Police Department, a reduction to debt service and the adjustment to Fleet charges – for a net reduction of $30,000. The amendment to reduce the budget by $30,000 carried on a unanimous vote.

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

That the Finance, Organization and Personnel Committee recommends amending the budget to add $40,750 to the budget in cost center 61000, account number 61901 for the recruitment of a new City Manager. The amendment to add $41,750 to the budget carried on a 4-1 vote, with Councilor Powers voting in opposition.

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

That the Finance, Organization and Personnel Committee recommends amending the budget to delete from cost center 61102 (Mayor and Council) the amount of $7,500 for Council pay adjustment.

Councilor Clark stated he appreciates Councilor Hansel's proposal and agreed none of the Councilors were in these positions for the money. He stated it has been 17 years since the Council has received a raise. The Councilor stated it is about the individuals they don't want to discourage from running for office while encouraging young people who might have day care expenses. The Council pay has always been deferred because there are other important things which he agreed there were, but being fair to the City Councilors who go far and beyond their call of duty is also important. Councilor Clark continued he didn't believe the $7,500 was too outrageous and felt it would be another 20 years before the Council got another raise.

Chair Greenwald noted it is $500 per person not $7,500 per person. He agreed that it is important for the Council to be a diverse group and stated there are many who spend money out of pocket because of their service on the Council.

Councilor Jacobs stated there is a lot to be said about the work the Council does, but there is also at a time when the Council needs to think about the taxpayers. He stated he could continue to live without the $500.The Councilor felt saying the taxes need to be kept in check and then give the Council a raise doesn't seem to make much sense to him.

Councilor Kahn stated he would be recommending the staff suggested changes, and the recommendation for funds to begin the search for the City Manager. He noted the line item changes recommended in this motion reduces the overall amount raised by taxes by $16,750 which is not a lot for a $24,600,000 budget. This would wind up with total dollars raised through taxes in the amount of 1.92%. He stated his vote would be to remove the increase and fund some community services and other changes previously approved.

Councilor Powers stated he would also vote to remove the increase. He added staff was asked to hold spending and then giving the Council a raise doesn't seem necessary.

The Chair noted this $7,500 is .82 cents on the property tax bill.

The motion to delete the $7,500 carried on a 3-2 vote with Chair Greenwald and Councilor Clark voting in opposition.

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

That the Finance, Organization and Personnel Committee recommends an increase to the amount allocated to the Keene Community Kitchen in the amount of $7,000 in addition to the $75,000 proposed by the City Manager. This motion was unanimously approved.

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

That the Finance, Organization and Personnel Committee recommends an increase to the amount allocated to the Elderly Meals on Wheels in the amount of $2,500 in addition to the $9,500 proposed by the City Manager.

Councilor Kahn stated the reason for this increase is because of the good work this agency does and also because Federal appropriations have decreased. This is a maintenance item not an expansion of services. This motion was unanimously approved.

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

That the Finance, Organization and Personnel Committee recommends an increase to the amount allocated to the One Hundred Nights Shelter in the amount of $4,500 in addition to the $15,500 proposed by the City Manager.

Councilor Kahn stated the compelling reason for him is not just the number of nights or the additional 800 beds, but the way in which other community organizations, particularly church communities and The Community Kitchen are helping the shelter. Chair Greenwald stated in the beginning the City was assured this organization would not come to the City for assistance and produced reports and statistics as backup. The Councilor deviated from their norm and gave them some funding as support. He felt if One Hundred Nights was four times its size they will still be at capacity. There is an unsolvable problem with the homeless in our society and he felt it should be privately funded. The other issue the Chair had was the fact that their rent was raised by a considerable amount – and he viewed that as strategy that if the rent was raised the City will support the organization. He stated he just could not support taxpayer money going towards this entity.

Councilor Jacobs felt there will be other organizations involved with this project in much more substantial ways if this Shelter did not exist. As far as rent was concerned, they were below market rate; he did not see this as taking advantage of the City and on the contrary he saw this agency as saving the City a lot of money. He felt the agency has settled down quite a bit with its management.

Councilor Clark stated when this agency first started there was a need as the homeless population had begun to rise. Other shelters don't take individuals who have substance abuse problems, which is not the case with 100 Nights. Now that substance abuse is being recognized as an illness, this organization has come forward and is offering a service to those individuals. He stated he agrees with Councilor Jacobs in that they do provide a service which is saving the City money.

This motion for funding for One Hundred Nights carried on a 3-2 vote, with Chair Greenwald and Councilor Powers voting in opposition.

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

That the Finance, Organization and Personnel Committee recommends decreasing funding to HIV Aids in the amount of $5,000.

Councilor Kahn stated there was a limited number of individuals in Keene who are receiving medical assistance through this entity. Councilor Jacobs stated what gave him pause is the fact that the organization is not very active in Keene and they operate out of Nashua. Councilor Powers noted there is a person in Keene centrally managed by Nashua to cut down on overhead costs. He felt there is a need and that is why they were before the Committee and added once again the Committee is here at the last minute trying to amend the budget, which he felt was counter-productive.

The motion failed on 2-3 vote with Councilors Kahn, Clark and Powers voting in opposition.

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

That the Finance, Organization and Personnel Committee recommends decreasing funding for legal services (line 62161) by $20,000; the Manager's proposal was $70,000.

Councilor Clark stated he would like to hear input from the City Attorney on this issue. He added for reasons which cannot be discussed, the legal services needed next year might be more. Chair Greenwald asked the City Attorney whether the Committee could hear from him as a staff person. Attorney Mullins stated the general rule is staff is available to answer questions. The rule applies to members of the Council not being able to comment after a motion has been made and seconded according to 91-A. It is the Committee's prerogative to be able to ask questions from staff. Attorney Mullins went on to say it is always unclear how the outside services line item would go. He reminded the committee a decision was made to not hire an Assistant City Attorney and for that reason the outside legal services line item was increased. He indicated during his presentation he noted he will be reviewing this line item next year but agreed this year is unpredictable. Attorney Mullins stated the Committee is welcome to reduce the line item with the understanding should litigation proceed he will need to request funding for outside services. Councilor Powers felt this was not the way to do business; the City already has a pretty tight budget and he felt the appropriation should be left as is.

The motion to reduce the legal services budget failed on a 2-3 vote with Chair Greenwald and Councilors Powers and Kahn voting in opposition.

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

That the Finance, Organization and Personnel Committee recommend decreasing Human Services account 62454 (Rents) by $9,000. The Manager's proposal was $370,000.

Councilor Kahn felt this adjustment was necessary to keep the budget increase to less than 2%. Councilor Powers stated Councilor Hansel averaged out the last few years and has come up with this number.

The motion to decrease the Human Services line item carried on a 3-2 vote with Councilors Powers and Clark voting in opposition.

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

That the Finance, Organization and Personnel Committee recommend postponing the Emerald Street sidewalk project by another year.

Chair Greenwald stated this project has been around for many years. He noted he was the one who paid for the construction of the sidewalk on the opposite side of the street. He stated the north side needs a sidewalk because of how heavily it is used. Waiting for Keene State College to construct something in this area is going to be a huge effort because of the many private property owners who will be affected by this construction. The Chair stated he is concerned by the safety issue and stated it is a main artery in the City. He stated he was not in favor of delaying this.

Councilor Jacobs stated he uses the bike path and once you get to School Street there is really no place to go and he felt this sidewalk will be a good connection. He asked that any street work be considered before a sidewalk project is considered so that it doesn't need to be dug up twice.

Councilor Powers asked whether there is going to be an adjustment to the curb line by doing this project. Mr. Blomquist explained there are two properties towards School Street which have open wide curb cuts. The City will be working with the property owners to reduce these openings.

Councilor Clark stated this part of the City is a neighborhood and is part of the trail system and he felt the City owes it to these property owners to pay attention to their needs.

The motion to delay the Emerald Street sidewalk project failed on a 1-4 vote with Councilor Powers voting in favor.

The Chair opened up the discussion to the Committee to make further amendments.

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

That the Finance, Organization and Personnel Committee recommend adding $6,484 for the Monadnock Fall Festival.

The Chair read for the record a description of the festival. This event will coincide with Keene State College parents' weekend. Councilor Jacobs stated this is going to be an exciting event organized in collaboration with Keene State College and the Keene Chamber of Commerce. The event is being planned for October 1st. This date gives parents an opportunity to see what the community offers and it will be in a much smaller scale than the Pumpkin Fest. Protocol meetings will begin shortly. The Chair noted the $6,484 is to cover City services.

Councilor Clark asked whether this event also would have to adhere to the three-year window for funding outside agencies. Chair Greenwald stated his understanding is this event is being conducted, in part, by the Music Festival.

The motion to add funding for the Monadnock Fall Festival carried on a unanimous vote.

Chair Greenwald asked for the amounts added and subtracted from the budget.
The Finance Director stated $14,734 has been added to the budget.

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

On a vote of 5 – 0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2016-17-A.

ORDINANCE

CITY OF KEENE

6A6

R-2016-17-A

In the Year of Our Lord Two Thousand and Sixteen

AN ORDINANCE Relating to the 2016/2017 fiscal year budget

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

That the sum of $24,671,419 be raised by taxation during the current year which together with $38,629,055 for estimated operating revenues aggregating $63,300,474 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, as attached hereto and made a party thereof.

Kendall W. Lane, Mayor

PASSED

CITY OF KEENE, NEW HAMPSHIRE
2016/2017 Annual Operating Budget

R-2016-17-A

General Fund Revenue & Other Financing Sources:	***Adopted***	**General Fund Appropriations:**	***Adopted***
Property Tax Revenue	$24,671,419	Elected & Appointed Officials	$2,642,080
Use of Surplus	825,000	Capital Projects	8,758,696
Other Taxes	416,000	Administrative Services	8,147,572
Tax Increment Financing	66,109	Community Services	18,837,845
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	**$44,680,881**	**NET GENERAL FUND OPERATING APPROPRIATIONS**	**$44,680,881**
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	**$63,300,474**	**TOTAL OPERATING APPROPRIATIONS - ALL FUNDS**	**$63,300,474**
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**

6B1

City of Keene
NEW HAMPSHIRE

May 26, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **RESOLUTIONS: R-2016-11: Relating to Appropriation of Funds for the Consolidated Infrastructure Project; R-2016-12: Relating to Appropriation of Funds for the Defibrillator Replacement Project; R-2016-13: Relating to Appropriation of Funds for the Goose Pond Dam Improvement Project; R-2016-14: Relating to Appropriation of Funds for the Library Campus Development Project; R-2016-15: Relating to Appropriation of Funds for the Reservoir Dam Repair Project**

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-11.

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-12.

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2016-13.

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2016-14.

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-15.

Chairman/Designee

Background:

Mr. Thornton stated the next four items are bond resolutions which authorize the City to go to market and borrow money for capital projects. These projects have been vetted thoroughly during the CIP review.

Consolidated Infrastructure
The first resolution is for $1,454,000 for ten years to be used for road overlay and associated drainage and sidewalk work.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-11.

Defibrillator Replacement
This item is for the Fire Department to replace defibrillators in ambulances. The amount is $66,000 or a term of seven years. Councilor Kahn clarified these items were vetted during the CIP review and what the Committee is doing right now is to authorize the City to make any funding arrangements.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-12.

Goose Pond Dam
The Finance Director noted this is for design work for Goose Pond Dam.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2016-13.

Library Campus Development
The Finance Director noted this is for work to be done at the library in the amount of $2,011,000 for a period of 20 years.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2016-14.

Reservoir Dam Repair
The Finance Director noted this project has to do with the water supply and for repair to Babbage Dam in the amount of $850,000 for a term of 20 years.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-15.

CITY OF KEENE

R-2016-11 6B2

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

A RESOLUTION .... Relating 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

In City Council May 19, 2016.
Referred to the Finance, Organization and Personnel Committee.

Patricia [signature]

City Clerk

PASSED

CITY OF KEENE

R-2016-12 6B3

In the Year of Our Lord Two Thousand and Sixteen

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

In City Council May 19, 2016.
Referred to the Finance, Organization and Personnel Committee.

City Clerk

PASSED

CITY OF KEENE

R-2016-13 GB4

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

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

In City Council May 19, 2016.
Referred to the Finance, Organization and Personnel Committee.

City Clerk

PASSED

CITY OF KEENE

R-2016-14 6B5

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

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

In City Council May 19, 2016.
Referred to the Finance, Organization and Personnel Committee.

City Clerk

PASSED

CITY OF KEENE

R-2016-15 GB 6

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

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

In City Council May 19, 2016.
Referred to the Finance, Organization and Personnel Committee.

Patricia Little

City Clerk

PASSED

6C1

City of Keene
NEW HAMPSHIRE

May 26, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **RESOLUTION: R-2016-20: Related to an Appropriation from the Downtown Infrastructure Capital Reserve for Lighting Improvements to the Commercial Street Parking Lot**

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-20.

Chairman/Designee

Background:

Mr. Thornton stated at the April 27, 2016 meeting the MSFI Committee instructed staff to prepare a Resolution to improve lighting at the Commercial Street parking lot. These funds are not coming out of tax payer money; but rather the parking fund. Mr. Blomquist noted this work will finish that parking lot.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2016-20.

CITY OF KEENE

R-2016-20 6C2

sixteen

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

A RESOLUTION .... Related to an appropriation from the Downtown Infrastructure Capital 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

In City Council May 19, 2016.
Referred to the Finance, Organization and Personnel Committee.

Patricia Little
City Clerk

PASSED