



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
June 16, 2016
7:00 PM

Roll Call
Pledge of Allegiance
Minutes of Preceding Meeting

HEARINGS/PRESENTATIONS/PROCLAMATIONS

- A. Retirement Resolution – Nancy Burr ridge
- B. Presentations – GIS Mapping and CIP Project - Explorer Map Application

1. ELECTIONS/NOMINATIONS/APPOINTMENTS/CONFIRMATIONS

- A. Nomination – Conservation Commission

2. COMMUNICATIONS

- A. Anthony Dionne – Water Shut Off and Restart Charge – 25 American Avenue
- B. Derek Scalia – Resignation – Martin Luther King, Jr/Jonathan Daniels Committee
- C. Eric Allen – Request for No Parking – Sheridan Avenue
- D. Anthony & Fenella Levick – Request to Sell Fruit Beer at the Farmer’s Market of Keene
- E. Councilor Hansel – Proposed Charter Amendment – Council Compensation
- F. Councilor Kahn – Encouraging a Discussion Regarding Level of Service – Television, Internet and Voice - to be Provided by Spectrum Cable TV Provider

3. REPORTS

A. COUNCIL COMMITTEES

- 1. Water Abatement – 46 Hamden Drive – MSFI COM
- 2. Status of the Dog Park – MSFI COM
- 3. Warrant for Unlicensed Dogs – MSFI COM
- 4. Renaming of the “North Bridge” – MSFI COM
- 5. Periodic Report – Historic District Commission – PLD COM
- 6. Request to Conduct Homecoming Parade – Keene High School – PLD COM
- 7. Request to Use City Property – Tree Lighting Celebration – PLD COM
- 8. Request to Use City Property – Keene SnoRiders Snowmobile Club – PLD COM
- 9. Request to Use City Property – Heidi’s Hallmark – PLD COM
- 10. Keene Recreation Center Facility Use – PLD COM
- 11. Creation of an Additional Food License – PLD COM
- 12. Funding of a Private Gas Pipeline - Rate Tariffs – PLD COM
- 13. Acceptance of Donations – Library Renovation Project – FOP COM
- 14. Acceptance of Donations – Summer Playground Scholarships – FOP COM
- 15. Acceptance of Donation – Fire Department – FOP COM
- 16. Acceptance of Grant – Rock On Foundation – FOP COM

3. REPORTS

A. COUNCIL COMMITTEES

17. Deed Waiver Request for 2012 and 2013 Property Taxes – FOP COM
18. Agreement with Cheshire County Shooting Sports Education Foundation – FOP COM
19. Consulting Services for the Roaring Brook Watershed Management Plan – FOP COM
20. Professional Services Contract for Wastewater Permitting Assistance – FOP COM
21. Financial Audit Services – FOP COM

B. CITY OFFICERS AND DEPARTMENTS

1. General Comments –City Manager

C. BOARDS AND COMMISSIONS

D. MORE TIME

1. Removal of Granite Curbing – West Side of Central Square – FOP COM
2. Request to Use City Property – Fall Festival – PLD COM
3. Charter Employee Evaluation Process – FOP COM

4. ORDINANCES FOR FIRST READING

5. ORDINANCES FOR SECOND READING

6. RESOLUTIONS

- A. In Appreciation of Christopher V. Cram Upon His Retirement
 1. Resolution R-2016-21
- B. Appropriation of Funds for Flashing Crosswalk System on West Street
 1. Memorandum – Public Works Director
 2. Resolution R-2016-22

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, June 2, 2016. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Robert J. O'Connor, Terry M. Clark, 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. The Mayor took a moment to recognize Councilor Filiault's service. Councilor Filiault was first elected as a Ward Two Councilor in 1992 and served in that capacity until 2005. He briefly returned to the Council in 2010 and served until he moved out of State. In 2014 he was elected as an At-Large Councilor and continues to serve in that position. Councilor Filiault has served on the Human Services, Health and Safety Committee, the Finance, Organization and Personnel Committee, the Planning, Licenses and Development committee and the Municipal Services, Facilities and Infrastructure Committee – often times serving as the Vice Chair or the Chair. Councilor Filiault presently serves on the Municipal Services, Facilities and Infrastructure Committee as Vice-Chair. Councilor Filiault led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the May 19, 2016 meeting was duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS

The Mayor reminded the Council that the Goal Setting Workshop will be on Saturday, July 9, 2016. The Mayor noted the summer break will be the second and third week of August.

PRESENTATION – WEST STREET DAM – VHB AND WEST STREET HYDRO

Kurt Blomquist, Public Works Director provided background information to update those Councilors who were and to put this project into context for any new Councilors. Mr. Blomquist provided the history of the West Street Dam project, which began in 2008 with Letters of Deficiency from the State of New Hampshire regarding the dam. In June of 2015 the City contracted with VHB, Incorporated to perform data collection, hydraulic modeling and technical reporting services to assess the impact of the both the removal of the dam or the raising of the dam height by one foot on the hydrology of wetlands within or adjacent to the impoundment and on wildlife and plant communities within the impoundment. In January of 2016, VHB issued their final report. Mr. Blomquist noted the Conservation Commission Chair, Thomas Haynes was present should the Council have any questions for him.

At this point Mr. Blomquist introduced Peter Walker for a slide presentation on the VHB report, and Ken Stewart who would give the Council an update on the West Street Hydro project and their schedule over the next several months.

Peter Walker said he is an Environmental Scientist who was the Manager for this study. Mr. Walker presented seven slides to discuss the report findings. He also noted the detailed report was submitted to the Conservation Commission and is available for review. Mr. Walker explained what was done creating the hydraulic model to determine the effects on wetlands with the dam removed and/or increased in height. Mr. Walker discussed the scope of the work done and the key findings noting the surprise on having determined how far upstream the dam influences the amount of water in the river. Mr. Walker also noted it would be during the times of lower flow that changes would be more perceivable to people (whether the dam is removed or

height increased). Mr. Walker noted the development of an Oxbow at the lower portion of the dam that was constructed in the late 1980's as mitigation for another project pointing out the Oxbow community was functioning as a wetland. Mr. Walker discussed the various species studied noting more information was needed on the Canada Shore Quillwort as their findings were inconclusive.

Mr. Walker's final slide depicted a summary of information presented with the dam removal option. The summary findings included: the Oxbow and aquatic bed communities would be directly and substantially affected, although some impacts could be offset; the lower floodplain forest would likely see community shifts, but not likely to see substantial wetland loss; and the Tenant Swamp would likely not be directly affected. In terms of rare species: the Northern Bog Violet, and the common Nighthawk would not be affected. The Wood turtle would be positively affected and more study was needed on the impact to the Canada Shore Quillwort.

At this point Mr. Walker turned the floor over to Ken Stewart, of West Street Hydro. Ken Stewart, of 11 Algonquin Drive noted he is a member of the Board for West Street Hydro, Incorporated. Mr. Stewart provided a history of this non-profit organization and its goals for the West Street Dam. Mr. Stewart reported most of their energy has been spent on the FERC permitting process. West Street Hydro holds a temporary permit from the FERC, which has been extended. He continued if they were to move ahead with this hydro power station they would negotiate and enter into a long-term lease agreement with the City.

Addressing the status of where West Street Hydro stands with this project; Mr. Stewart reiterated the temporary FERC permit runs a couple more years. He made note of the meeting with stakeholders and regulatory representatives held last summer along with their participation in the hydrology study of the modeling for the three options for the dam. As a result of the meeting last summer, Mr. Stewart reported they were presented with requests for studies that were substantially more than they had anticipated. He continued one is a water quality study and the other is for further studies of endangered species; specifically the Dwarf Wedge Mussel and the Canada Shore Quillwort. Mr. Stewart also reported they have been asked to continue to study and monitor for at least five years which could result in substantial operational change after the construction and startup of the hydro power station. Mr. Stewart reported this is of some concern to them. Another thing that adds further uncertainty to operational parameters and their financial model is that the New Hampshire Public Utilities Commission (PUC) is undertaking a legislatively mandated review of the net metering system currently in place. He continued their revenue model was built on the basis of net metering so they are unsure what the revenue model will look like. Mr. Stewart reported this review should take the PUC approximately 10 months to complete.

Mr. Stewart said they are in a place where they would still like to do this project and they are evaluating the financial model given the information just provided. Mr. Stewart noted they are also looking into some changes in the design (evaluate the possibility of eliminating the one-foot flashboards) which does have some effect on their operations. Mr. Stewart explained they would probably be generating power over fewer periods in a year; this will be discussed with the regulatory agencies. Mr. Stewart advised they would need a 10 to 12 month time period to get all these questions answered.

Mayor Lane asked if there were any questions for either speaker.

Councilor Clark referred to communications from residents along River Street who complained of an inordinate amount of water flooding their backyards this winter. Councilor Clark referred to Mr. Walker's comments regarding groundwater in that area and asked if he could talk about that area in his study. Councilor Clark asked if this was some sort of anomaly due to the amount of rain this year or was this something that will be affected by the decision made with the dam. Mr. Walker commented he was unfamiliar with the area and deferred to Mr. Blomquist. Mr. Blomquist advised this is a stream that runs parallel to River Street and it not discharge into the Ashuelot River, though it does discharge into Mill Creek. Mr. Blomquist advised investigations have begun with the residents and they did find a number of internal issues (some areas have been dredged due to accumulation of materials and they did find several crossovers that were damaged). Some repairs have been completed which has helped to reduce the amount of area that is flooded up through there. Mr. Blomquist also advised this is a long-term review.

Councilor Sutherland asked how the raised water level for this area (as mentioned by Councilor Clark) affects the mosquito population, and if this is an area needs more study. Mr. Blomquist advised no studies have been completed on mosquito populations. Mr. Blomquist continued the City does have a Mosquito Control Program that is run through the Health Department which monitors mosquito populations and types. Mr. Blomquist reported some of these areas are natural retention areas.

There being no further questions Mr. Blomquist noted the Council has authorized staff to continue to work with West Street Hydro and that will continue. Referring to the comments from Mr. Stewart, Mr. Blomquist advised it would be another 10 to 12 months before they can come back with their decision. Mr. Blomquist also advised at this point the New Hampshire Dam Bureau has not put pressure on the City to immediately move forward with any kind of repairs. Mr. Blomquist also reported the annual maintenance is completed annually by the Parks & Recreation Department which seems to be keeping the Dam Bureau satisfied. Mr. Blomquist noted an annual inspection is due by the Dam Bureau this year. Lastly, Mr. Blomquist noted there is no action needed by the Council this evening. Once West Street Hydro makes their decision to move forward or not they will come back to the Council. He also advised an update would be provided in six to eight months.

APPOINTMENTS – LAND USE CODE UPDATE PHASE 1 AD HOC COMMITTEE

The following appointments to the Land Use Code Update Phase 1 Ad Hoc Committee were received from the Mayor: Steve Bragdon, Katie Cassidy Sutherland, John Croteau, Jim Duffy, George Foskett, Mike Giacomo, Councilor George Hansel, Jim Phippard, John Rogers, Linda Rubin, Jane Stabler, Susy Theilen, and Gary Spykman, Tara Kessler will serve as staff liaison. The clerk noted that she had been informed earlier that evening that Mike Welsh had unfortunately declined the Mayor's appointment. The Committee charge is to provide oversight and guidance to City staff and the selected consultant on Phase 1 of the Land Use Code Update Project. A motion by Councilor Greenwald was duly seconded to accept the Mayor's appointments. The motion passed with a unanimous vote in favor.

CONFIRMATION

A motion was made by Councilor Greenwald and duly seconded to confirm the following nomination: John Rab to serve as an alternate member on the Zoning Board of Adjustment for a term to expire December 31, 2018. On a roll call vote, with 15 Councilors present and voting in favor the motion carried.

COMMUNICATION – RON ROBBINS/KEENESNORIDERS SNOWMOBILE CLUB – REQUEST TO USE CITY PROPERTY

A communication was received from Ron Robbins on behalf of the Keenesnoriders Snowmobile Club, requesting to use City property 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 from December 15, 2016 through March 30th 2017. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – LAURA AND DAVID ANDREWS – REQUEST FOR WATER ABATEMENT

A communication was received from Laura and David Andrews, requesting a water abatement because of a high water bill at their 46 Hamden Drive residence. The communication was referred to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – COUNCILOR CLARK – AMENDMENT TO 2016-2017 FISCAL YEAR OPERATING BUDGET

A communication was received from Councilor Clark requesting to amend the 2016-2017 Fiscal Year Operating Budget to increase the compensation to the Mayor and the City Council. The Mayor tabled this communication until the end of the agenda to be considered during the discussion on the 2016-2017 Fiscal Year Operating Budget.

COMMUNICATION – COUNCILOR FILIAULT – AMENDMENT TO 2016-2017 FISCAL YEAR OPERATING BUDGET

A communication was received from Councilor Filiault requesting to amend the 2016-2017 Fiscal Year Operating Budget to level fund the budget for the 100 Nights Shelter. The Mayor tabled this communication until the end of the agenda to be considered during the discussion on the 2016-2017 Fiscal Year Operating Budget.

COMMUNICATION – COUNCILOR SUTHERLAND – AMENDMENT TO 2016-2017 FISCAL YEAR OPERATING BUDGET

A communication was received from Councilor Sutherland requesting to amend the 2016-2017 Fiscal Year Operating Budget to delay a CIP project from the 2016-2017 budget. The Mayor

tabled this communication until the end of the agenda to be considered during the discussion on the 2016-2017 Fiscal Year Operating Budget.

COMMUNICATION – COUNCILOR KAHN– AMENDMENT TO 2016-2017 FISCAL YEAR OPERATING BUDGET

A communication was received from Councilor Kahn requesting to amend the 2016-2017 Fiscal Year Operating 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. The Mayor tabled this communication until the end of the agenda to be considered during the discussion on the 2016-2017 Fiscal Year Operating Budget.

MSFI REPORT – WATER ASSET MANAGEMENT PLAN

Municipal Services, Facilities and Infrastructure Committee report read recommending the Water Asset Management Plan be accepted as informational. The report was filed as informational.

MSFI REPORT – STREET LIGHTING

Municipal Services, Facilities and Infrastructure Committee report read recommending the two streetlights be installed as recommended by staff and the staff's report be accepted as informational. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with 14 voting in favor and Councilor Sutherland opposed.

MSFI REPORT – REMOVAL OF GRANITE CURBING – WEST SIDE OF CENTRAL SQUARE

Municipal Services, Facilities and Infrastructure Committee report read recommending the approval of the request for curbing improvements on the west side of Central Square. Chair Manwaring and Councilor Lamoureux were opposed. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with 11 voting in favor and Councilors Manwaring, Kahn, Hansel and Lamoureux were opposed. The Mayor noted the funding of the improvements would be referred to the Finance, Organization and Personnel Committee.

FOP REPORT – SALE OF CITY OWNED PROPERTY – 41 SPRING STREET

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary for the sale of City-owned property located at 41 Spring Street. 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 on positive news from the Airport that there is one remaining T-hangar to be rented out and the marketing for the airport is underway. There is also discussion about resigning Route 32 in front of the airport and traffic patterns at the airport to make it more convenient for access/egress. He went on to congratulate Mike Hagan of the Code Enforcement Department for passing the ICC Commercial Electrical Inspector Certification. The City Manager continued with the Fire Department's training. All operations personnel (43) received training in Trench Rescue over the last month. The training consisted of classroom and practical evolutions in trench rescue totaling 32 hours. Annually the department spends training time on this topic; however, this year the training was expanded to obtain the new State certification as part of the Firefighter Level III Curriculum.

MEMORANDUM – CITY CLERK – WARRANT FOR UNLICENSED DOGS

A memorandum was received from the City Clerk recommending that the City Council issue a warrant for unlicensed dogs pursuant to NHRSA 466:14 and that 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. The memorandum was referred to the Municipal Services, Facilities and Infrastructure Committee.

MORE TIME

More time was granted by the Chair for the following items in Committee: Renaming of the "North Bridge" and Driveway Code Review.

FOP REPORTS AND ORDINANCE O-2016-08: RELATING TO CLASS ALLOCATION SCHEDULES

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2016-08. The report was filed as informational. A motion by Councilor Greenwald for adoption of the Ordinance was duly seconded. On roll call vote, with 15 Councilors present and voting in favor, the motion carried. Ordinance O-2016-08 declared adopted.

FOP REPORTS AND RESOLUTION R-2016-17-A: RELATING TO THE 2016-2017 FISCAL YEAR BUDGET

Several Finance, Organization and Personnel Committee reports were received that related to communications submitted by staff and the Mayor as well as Councilors Hansel and Sutherland. The reports were filed into the record as informational. Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2016-17. The Clerk corrected a vote in the background notes relative to the funding of the Community Kitchen. She noted that Councilor Powers had voted in opposition to that budget amendment. The report was filed as informational.

Resolution R-2016-17-A: Relating to the 2016-2017 Fiscal Year Budget was read for the second time. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. The Mayor recognized Councilor Filiault. A motion by Councilor Filiault to reduce the line item, 00002-62149 – 100 Nights Shelter, by \$4,500 to return back to a level funded budget was duly seconded. The motion failed with 4 in favor and Councilors Jacobs, Manwaring, O'Connor, Clark, Kahn, Powers, Sutherland, Hansel, Hooper, Chadbourne and Richards opposed. The Mayor recognized Councilor Clark. A motion by Councilor Clark to increase the line item, 00001-61101 by \$500.00 to reflect a total compensation for the Mayor at \$4,000.00 and to increase the line item, 00001-61102, by \$7,500.00 resulting in an increase of \$500.00 per Councilor or a total compensation for a City Councilor at \$2,500.00 was duly seconded. The motion passed with 9 in favor and Councilors Jacobs, Kahn, Filiault, Powers, Hansel and Sutherland opposed. The Mayor recognized Councilor Sutherland. A motion by Councilor Sutherland to reduce the line item 00004-68011 by \$208,297, to reduce the line item 00004-47003 by \$150,000, to increase line item 00001-47001 by \$5,914 and reduce line item 99998-48101 by \$66,000 and reduce line item 99998-65102 by \$1,159 was duly seconded. The motion failed with 1 in favor and Councilors Jacobs, Manwaring, O'Connor, Clark, Kahn, Filiault, Powers, Sutherland, Hansel, Lamoureux, Hooper, Chadbourne, Jones, Richards and Greenwald opposed. The Mayor recognized Councilor Kahn. A motion by Councilor Kahn to amend the FY 2017 budget by holding the amount of property tax revenues raised to the amount recommended by the City Manager 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 was duly seconded. The motion passed with 9 in favor and Councilors Clark, Powers, Lamoureux, Chadbourne, Jones and Richards opposed. The Mayor asked for 3 minute recess to allow City staff to calculate the impacts of the amendments in Resolution. A motion by Councilor Greenwald to adopt the amended Resolution, R-2016-17-B was seconded. On a roll call vote, with 15 Councilors present and 11 voting in favor, the motion carried. Councilors Powers, Sutherland, Chadbourne and Jones were opposed. Resolution R-2016-07-B declared adopted.

FOP REPORTS – 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 FOR FUNDS FOR THE GOOSE POND DAM IMPROVEMENT PROJECT; R-2016-14: RELATING TO APPROPRIATION OF FUNDS FOR THE LIBRARY CAMPUS DEVELOPMENT PROJECT; AND R-2016-15: RELATING TO APPROPRIATION OF FUNDS FOR THE RESERVOIR DAM REPAIR PROJECT

Finance, Organization and Personnel Committee report read recommending the adoption of Resolutions: R-2016-11; R-2016-12; R-2016-13; R-2016-14 and R-2016-15. The reports were filed as informational. A motion by Councilor Greenwald for adoption of Resolution R-2016-11 was duly seconded. On roll call vote, with 15 Councilors present and voting in favor, the motion carried. Resolution R-2016-11 declared adopted. A motion by Councilor Greenwald for adoption of Resolution R-2016-12 was duly seconded. On a roll call vote, with 15 Councilors present and 14 voting in favor, the motion carried. Councilor Sutherland was opposed. Resolution R-2016-12 declared adopted. A motion by Councilor Greenwald for adoption of Resolution R-2016-13 was duly seconded. On roll call vote, with 15 Councilors present and voting in favor, the motion

carried. Resolution R-2016-13 declared adopted. A motion by Councilor Greenwald for adoption of Resolution R-2016-14 was duly seconded. On roll call vote, with 15 Councilors present and voting in favor, the motion carried. Resolution R-2016-14 declared adopted. A motion by Councilor Greenwald for adoption of Resolution R-2016-15 was duly seconded. On roll call vote, with 15 Councilors present and voting in favor, the motion carried. Resolution R-2016-15 declared adopted.

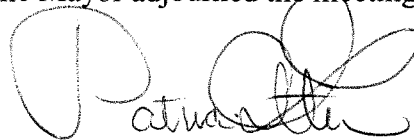
FOP REPORTS AND RESOLUTION R-2016-20: RELATED TO AN APPROPRIATION FROM THE DOWNTOWN INFRASTRUCTURE CAPITAL RESERVE FOR LIGHTING IMPROVEMENTS TO THE COMMERCIAL STREET PARKING LOT

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2016-20. The report was filed as informational. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On a roll call vote, with 15 Councilors present and 14 voting in favor, the motion carried. Councilor Sutherland was opposed.

ADJOURNMENT

At 10:03 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

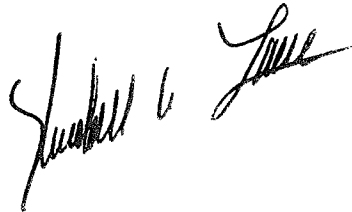
A handwritten signature in dark ink, appearing to read "Patricia", is written over the printed name "Patricia". The signature is fluid and cursive.

City Clerk

1A

City of Keene
New Hampshire

DATE: June 14, 2016
TO: The Keene City Council
FROM: Kendall W. Lane, Mayor
SUBJECT: Nomination

A handwritten signature in black ink, appearing to read "Kendall W. Lane", is written over the "FROM:" line of the letter.

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

CONSERVATION COMMISSION

Sadie Butler, regular, Slot 1
Keene, NH 03431

Term expires Dec. 31, 2018

June 13, 2016

To the Honorable Mayor and City Council,

I am composing this letter in regards to fees I have received for a water bill shut off and restart for 25 American Ave. While I understand the need for such fees in regards to untimely payments, I have to dispute these charges. While I was certainly behind on my bill, I am aware of the process and always call to verify upon receiving a blue shut off notice. I have 2 houses in Keene and have had some financial issues in the past year. I always pay my bill prior to shut off. When my husband called me to tell me we had no water I was very upset as we had not received a notice. We were charged \$219.15 for the shut off and to turn our water back on. We went to our other home to get the mail about a week after this happened (we only check it 1 time a month) and we found the blue notice had been mailed to that address instead of our home address where the water was shut off. I am requesting that the city refund the charges I incurred for the error. I would have certainly paid the bill had I received it prior to the shut off. When you are struggling financial \$219.15 is a large amount of money and I could pay almost another whole water bill with this money.

I appreciate your time in reviewing this request.

Respectfully,

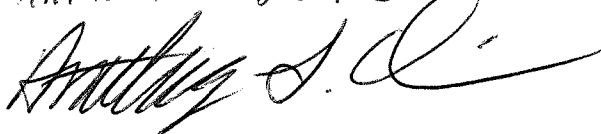
Candi Dionne

25 American Ave

Keene, NH 03431

603-358-9154

Anthony G. Dionne



RECEIVED JUN - 2 2016

2B

June 1, 2016

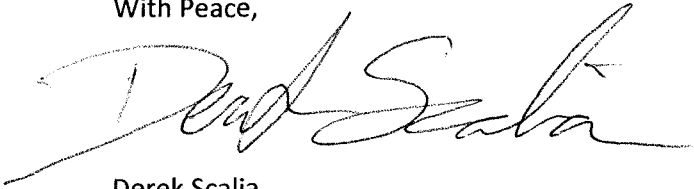
To Whom It May Concern:

I write this letter to regretfully resign my membership on the City of Keene's Martin Luther King, Jr./Jonathan Daniels Committee, effective Wednesday, June 1, 2016. For nearly six years I have served with great joy as we honored the life and legacy of these two individuals, while continuing to give voice to justice and non-violence.

Our community, state, nation and world face many difficult issues. May the work and teachings of Martin Luther King, Jr. and Jonathan Daniels serve as a model of justice and courage, as we are called not only to remember, but to do.

I wish this committee the best of luck, and look forward to supporting your endeavors in the future.

With Peace,

A handwritten signature in black ink, appearing to read "Derek Scalia". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

Derek Scalia

16 Hillside Ave.

Keene, NH

2c

Eric Allen
Mac's Market
56 ½ merchants Row
PO Box 609
Rutland, VT 05702-0609

6/14/2016

Mayor Kendall W. Lane and City Council
3 Washington St.
Keene, NH 03431

Dear Mayor and City Council,

My name is Eric Allen and I work for Mac's Market located at 501 Main Street in Keene, NH. I am writing today to ask that a "NO PARKING" sign be put on Sheridan Ave across from the dumpsters behind the Mac's Market building. The reason for the "NO PARKING" sign is because a neighbor, Keene Auto Body, is deliberately blocking the easement of both Mac's Market and Discount Oil of Keene, with a pick-up truck.

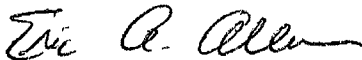
What is happening is this; when the waste truck comes to pick up the garbage, the truck uses the width of Sheridan Ave to properly position itself in order to use its front forks to pick up the waste dumpster and load its contents into the container of the waste truck. Because Keene Auto Body parks its truck directly in front, across the street, from the dumpster, the waste truck is unable to position itself to load the dumpster.

Moreover, we feel there is a potential safety hazard created by this situation because the Keene Auto Body truck could potentially block emergency vehicles from accessing either the fire hydrant on Sheridan Ave or one of the buildings on the corner of Main and Sheridan.

Furthermore, Lou Berube, owner of Discount Oil of Keene and I agree that both our transports cannot gain access to the yard through Sheridan Ave, where we share a right of way easement for large trucks to access both parties.

Thank you for your time.

Sincerely,



Eric Allen
Mac's Market
802.249.1882

20

Mooselick Brewing
Monadnock Berries
Anthony & Fenella Levick
545 West Hill Rd
Troy, NH 03465
www.monadnockberries.com

The City of Keene
The Mayor & The City Council
3 Washington St
Keene, NH 03431

Date June 13, 2016

Attn: The Mayor & The City of Keene, City Clerk's Office

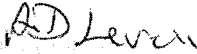
Seeking Permission to Sell our Fruit Beer at the Farmer's market of Keene

To Whom it may concern, I am writing this letter to apply to the Mayor and the City of Keene for permission to sell our fruit beers once again at the Farmer's Market. I have already applied to the Farmers Market and they have granted me permission.

This is a value added product for our farm as we use the fruit that we grow, in the beer. The home farm, Monadnock Berries, is located at 545 West Hill Rd, Troy, NH 03465 and has been providing the local folk with berries for over 20 years. Our brewery, Mooselick Brewing is located at 244 North Main St, Troy, NH 03465 our liquor license number is 203122

I ask you to kindly grant me permission to sell our beer at the Farmers Market of Keene, located in the City of Keene, NH 03431.

Your Truly,

Anthony D Levick 

Fenella D Levick



June 14, 2016
The Farmers Market of Keene
PO Box 425
Keene NH 03431

Office of the Clerk
Keene City Hall
3 Washington St
Keene NH

Dear Mayor Lane and the Keene City Council,

This letter is to inform you that Mooselick Brewing/Monadnock Berries has permission from the Farmers Market of Keene to sell the beer they and/or their employees have made at the Keene Farmers Market in 2016.

Sincerely,

A handwritten signature in black ink, appearing to read 'SP', with a long horizontal flourish extending to the right.

Susan Parke-Sutherland
Co-coordinator
Farmers Market of Keene

June 7, 2016

2E

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

FROM: George S. Hansel, Councilor At-Large

RE: Proposed amendment to City Charter

I request that the City Council consider the following amendment to the Keene City Charter. New proposed language is underlined below.

SECTION 24. COMPENSATION. The members of the City Council shall be compensated, not to exceed in aggregate a sum fixed by Ordinance. Any increase or decrease in City Council compensation shall not become effective until the first secular day of January following the next regular municipal election.

While this proposed amendment would not effect the most recent pay increase, it allows any future pay rises to be voted on without the involvement of personal interest. This proposed amendment mirrors both the City Charter in Rochester, NH and the 27th amendment to the US Constitution.

I understand from conversations with city staff that the state will not allow the official process for a Charter amendment to take place during a presidential election year. I'd also request that the Council direct staff to move forward with the amendment process at a specified time after the November 2016 election.

Best regards,

A handwritten signature in black ink, appearing to read "George S. Hansel", written in a cursive style.

George S. Hansel, Councilor At-Large

Date: June 14, 2016

To: Mayor Lane and City Councilors

From: Jay Kahn, At-large Councilor



Subject: Spectrum

2F

Background:

As a Time Warner Cable subscriber, I recently received notification of a change of service provider to Spectrum. A web search for further information shows that Spectrum is a name used by Charter Communications, the firm that states it has recently completed a transaction with Time Warner Cable. Below is an excerpt from the Spectrum website.

Charter Communications has completed the transactions with Time Warner Cable and Bright House Networks, and soon you'll get to know us by the name, Spectrum. We are proud to be the fastest growing TV, Internet, and Voice provider in the United States and are committed to bringing you the most advanced products and services for your home and business.

Exciting changes are in the works, but for now, Time Warner Cable, Bright House Networks and Charter Spectrum will continue offering their current suite of services to customers in their markets. In the coming months you'll hear more from us as it relates to network, product and service improvements. Whether it is new ways to enjoy more shows with unrivaled picture quality, better service, or faster internet speeds, we cannot wait to show you what's next.

Request:

I would like for the City to be more proactive about the level of service Spectrum offers currently and envisions providing to the Monadnock Region in the near future. This would include a discussion of level of services envisioned for television, Internet and voice services.

Rational:

There is a significant interest in the City and region for improved data and telecommunications services. A discussion with Spectrum representatives early in the development of their business plan could help shape their plans as well as future City planning. I hope Spectrum representatives would see this request for a discussion with the City Council as a priority for the near future.

Cc: Med Kopczynski, City Manager

2
3A1

City of Keene
NEW HAMPSHIRE

June 8, 2016

TO: Mayor and City Council

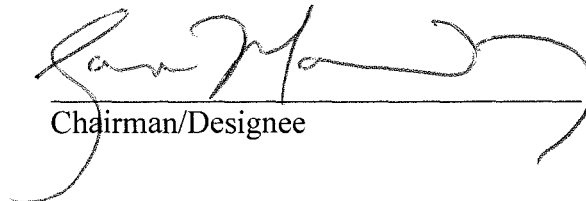
FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **COMMUNICATION: Laura and David Andrews – Request for Water Abatement – 46 Hamden Drive; MEMORANDUM – Assistant Public Works Director & Water Meter Technician – High Volume Water/Sewer Bills; and MEMORANDUM – Assistant Public Works Director & Water Meter Technician – High Water Usage Quarter 4 – 2015 – 46 Hamden Drive**

On a vote of 4-1 the Municipal Services, Facilities, and Infrastructure Committee recommend an abatement of \$3,687 to David and. Laura Andrews reducing the amount owed to \$300, their average bill. Councilor Lamoureux was opposed.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommend the memorandum from the Assistant Public Works Director and Water Meter Technician in reference to high volume water and sewer bills be accepted as informational.

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the memorandum from the Assistant Public Works Director and Water Meter Technician in reference to high water usage quarter four, 2015, at 46 Hamden Drive be accepted as informational.


Chairman/Designee

Background:

Chair Manwaring recognized David and Laura Andrews, 46 Hamden Drive, to address their request for water abatement. Ms. Andrews explained to the MSFI Committee the incident of a

high water bill received for her residence on April 20. The charge to Mr. and Ms. Andrews on the bill was \$3,987. Mr. Andrews said the residence had never received a prior bill higher than \$300. Because the City did not find a cause for the high water volume, Mr. and Ms. Andrews were requesting abatement.

Chair Manwaring asked if their residence had any underground irrigation systems. Mr. Andrews replied that they did not. He also indicated that they were frugal about water usage and cited examples such as turning water off and limiting laundry use. He referenced a relative on Arch Street several year ago whose foreclosed home's basement had flooded which resulted in a \$5,000 water bill. He said there were no such events at his residence and no evidence of leaks or toilet disrepair. He indicated that three people reside in the home - Mr. Andrews, Ms. Andrews, and their son who occupied the basement. He said they only use their lawn sprinklers once per month, and never overnight.

Chair Manwaring asked the MSFI Committee if there were any questions for Mr. and Ms. Andrews. With no questions from the Committee, Chair Manwaring recognized Ms. Donna Hanscom, Assistant Public Works Director, and Mr. Mike Cox, Water Meter Technician for the City of Keene, to address the two memoranda before the MSFI Committee.

Ms. Hanscom indicated it had been several years since the process for generating water bills and procedures in the case of a high bill had been presented to the MSFI Committee. As such, she began by explaining that process. She explained that in the City of Keene, there were approximately 6,600 water accounts, of which approximately one-third were billed monthly. She said these accounts were read electronically as Mr. Cox would demonstrate to the MSFI Committee later in the meeting. She explained that joint water and sewer bills were issued to customers with usage measured in one hundred cubic feet increments which is equivalent to approximately 750 gallons of water.

Ms. Hanscom explained that when there is an unusually high or low water bill, a specific procedure is followed to address it. In such a case, a meter technician returns to the location to visually inspect the meter and take an additional reading. After this, they schedule an appointment with the occupant to inspect for leaks and inquire about repair history. She explained that if there was a leak that does not result in water entering the sewer system, the account holder can receive a sewer credit. If a leak or necessary repair was found during the technicians visit, the meter technician will return for three weeks following repair to read the meter and ensure the usage returns to normal. If the water usage does not return to normal at that point, another inspection may be necessary or the customer may be referred to a plumber. Ms. Hanscom said if use returns to normal, according to City Code, the customer can request to have the meter tested. If the meter was proven to be in good working order, the customer will be charged \$102.

Ms. Hanscom explained that if the previously outlined options do not explain the cause of the bill, the customer can request bill forgiveness from the City Council. In that situation, City ordinance requires the meter to be tested. She indicated that in the situation of Mr. and Ms. Andrews, this test has taken place. She explained that the ordinance also requires the customer to have a plumber check for leaks and to report those findings the City Council.

Ms. Hanscom indicated that the most common abatement requests received are due to leaking hoses, burst pipes, or leaking toilets. She explained that Mr. Cox will demonstrate where and how leaks can occur and how much water can pass through specific leaks in a given amount of time. She recognized that the City Council had heard other abatement requests in the past and noted their high standards in hearing these issues and the Council's recognition of the costs to deliver water to customers.

Ms. Hanscom introduced Mr. Cox to explain water meter technology. Mr. Cox began by explaining the type of water meters used in the City of Keene, Neptune Meters, which ^{he} said are the best on the market. He indicated that these meters will not register usage unless water moves through the meter.

Mr. Cox presented the MSFI Committee with a sample meter. He explained again, based on the device design, that the meter cannot register use unless water passes through it. Mr. Cox then presented the MSFI Committee with a disk located inside the meter. He demonstrated how the disk turns and explained that the only way a meter can fail is if part of the disk breaks or if the disk becomes plugged. He said if that were to occur, the meter would return a reading of no water usage and the meter would be replaced. He demonstrated and explained that if a meter is broken, the gears inside it will skip and break, and in that case the meter will read higher than normal. The MSFI Committee members examined all three pieces of the meter presented by Mr. Cox.

Mr. Cox continued by explaining how much water can pass through leaks of various sizes. He demonstrated a specialized ruler to the MSFI Committee which allows measurement of the amount of water that can pass through a leak. He indicated that, per the ruler, a one-eighth inch drip can generate 9,500 gallons of water during one quarter.

Chair Manwaring asked Mr. Cox how many meters 9,500 gallons is equivalent to. Ms. Hanscom asked Chair Manwaring if she meant how many hundred cubic feet it was equivalent to and Chair Manwaring agreed that was what she meant. Ms. Hanscom referred to the ruler and explained that a one-sixteenth inch drip would generate 98.5 hundred cubic feet in 90 days.

Chair Manwaring asked the cost of one hundred cubic feet. Ms. Hanscom replied that according to 2015 prices, for which the bill in question was subject to, the cost of one hundred cubic feet was \$4.04. Chair Manwaring questioned if that cost was for 90 days. Ms. Hanscom explained that the cost of one hundred cubic feet, or 750 gallons, plus sewer fees were approximately \$10 for 90 days in 2015.

Ms. Hanscom continued by explaining that reading meters is electronic. As such, she asked Mr. Cox how he knows the appropriate meter was read. She asked Mr. Cox to bring examples to demonstrate how the meter reading process works.

Mr. Cox demonstrated the three ways to read a water meter depending upon the style of the meter.

Chair Manwaring asked Mr. Cox if there was an account associated with the electronic read. Mr. Cox replied that when an electronic reading occurs, the device displays the associated account number and the associated meters' 10 digit serial number. He demonstrated how the serial number was read and displayed by the device. He said with that reading, there was no way to mistake two different customer's meters.

Councilor Lamoureux asked if the electronic reader can have a crossover to another customers reading. Mr. Cox said no. Councilor Lamoureux also asked if Mr. and Ms. Andrews had an electronic meter. Mr. Cox replied no, Mr. and Ms. Andrews have a touch pad meter.

Mr. Cox then explained what happens when there is a high bill. He said they take the read and then ask the customer. He said there was a leak indicator on the meter. He showed the MSFI Committee a triangle on the meter that a technician will watch for three to four minutes for movement. If it moves within that timeframe, it indicates a leak. He said that nine out of 10 times, the leak is trickle overflow from a toilet that may be undetectable. Mr. Cox demonstrated on a sample toilet tank how and where such a leak could occur. He said that during a quarter that leak could equate to 10,000 gallons of water. He also demonstrated how a faulty toilet flapper can cause an undetectable leak and use of 750 gallons of water in 45 minutes to one hour.

Councilor O'Connor asked if they looked at the triangle at Mr. and Ms. Andrews' house and if it indicated a leak in their home at that point. Mr. Cox replied that he found no leaks in their home. He said he monitored the meter at their home for three weeks and the meter was fine. He said he tested the meter at their home with permission from Ms. Hanscom. He tried to make it fail but nothing worked and he could not find the source of the problem. Mr. Cox then sent the meter to Ti-SALES to be tested and the meter came back fine. He said the worst part of his job is when he can find no explanation and feels sorry.

Mr. Andrews said he agreed with everything Mr. Cox did and thought he did a good job. He said, regarding toilet leaks, that if older toilets leak as commonly as Mr. Cox asserted, there would be abatements every day. Mr. Andrews also addressed the issue of computer errors and said they are common. He indicated they are not asking for a free ride. Mr. Andrews said all of their water bills are current. He did not know if the problem was water going out and entering the sewer. He said maybe they could compromise and eliminate the sewer portion of the bill, but he knows they did not use \$4,000 of water.

Chair Manwaring asked Mr. Andrews if he got a new toilet after this bill. Mr. Andrews replied no.

Councilor Filiault asked Mr. Andrews what his average water bill was each month and asked if Ms. Hanscom had that figure. Ms. Hanscom said it was approximately 10 hundred cubic feet or \$125-\$150 for just the water portion prior to the high bill in question. Mr. Andrews replied that they were current on their bill. Ms. Hanscom indicated that they had been paying approximately \$300 per quarter. Mr. Andrews added that he was not there for a free ride but to have a \$4,000 bill there had to be an error, despite the water department doing their job well and professionally.

Councilor O'Connor asked Mr. Andrews how old his toilet was. Mr. Andrews said there are two toilets in the home, each approximately one year and a half old.

Councilor O'Connor asked was anyone in the neighborhood may have pulled a prank on them, by opening an outside faucet, for example. Mr. Andrews replied no, and asked Mr. Cox how many swimming pools could be filled with that amount of water. Mr. Cox replied saying that amount of water would come out of the windows if it was inside. Mr. Andrews replied that it would have saturated the house and lawn.

Councilor Hooper asked Mr. Andrews if he had heard any unusual noises or noticed the toilet running. Mr. Andrews replied no, and indicated that was the first thing Mr. Cox checked. Councilor Hooper said that was the only thing that could cause such a massive increase in water use. Councilor Hooper said he takes Mr. Andrews word that he did not hear the toilet running and thinks this was an unfortunate aberration or mistake.

Mr. Andrews said their home was a split level if there was a leak or running water he can hear it. He said there were no leaks and he does not know where the water went. He said that everyone makes errors, computers and humans.

Chair Manwaring thanked Mr. Andrews and returned to Ms. Hanscom who asked the MSFI Committee to refer back to the ruler presented. Ms. Hanscom said 364 hundred cubic feet, the amount of water in Mr. and Ms. Andrews' home is a lot of water. Based on the city's water pressure, she questioned the City Engineer if it was even possible for that much water to pass through someone's home. ~~She~~^{He} said it was possible. Ms. Hanscom said when looking at the ruler, a one-quarter inch hole at 60-70 pounds of pressure, as it was in the area of Hamden Drive, can pass 1,580 hundred cubic feet in 90 days. She said that was equivalent to 18 hundred cubic feet per day. At that rate, she indicated it would take 20 days to use the 364 hundred cubic feet in question. She recognized that as theoretical and proceeded with an example of another customer with a high bill in February. Ms. Hanscom said when Mr. Cox went to inspect that home he initially found nothing wrong and soon after the meter was speeding. She said he returned and found the toilet flapper stuck open which was audibly undetectable. Ms. Hanscom said that instance used 750 gallons of water in 45 minutes. That instance showed her the theoretical was possible and that the problem cannot always be heard. She explained that she has confidence in the meter and cannot explain what happened in Mr. and Ms. Andrews' case.

Looking at the bill, Councilor Filiault commented that most cases such as this the Council has seen have had a clear reason such as vandalism or a broken toilet. Councilor Filiault said he was not questioning anyone involved and there was no explanation for a 1,300% increases in water in three months. He said he knows the equipment was good but something went wrong and that was unknown. Councilor Filiault indicated that, while he was not making a motion yet, he recommends abatement back to the average monthly cost because he sees this as a fluke. He said that 1,300% was too much, the equipment was fairly new, and the price had returned to normal since that quarter. He explained that sometimes there was no answer and a decision has to be made. In this instance, Councilor Filiault said, he is with the petitioner.

Councilor Hooper added the petitioner has paid bills on time and responsibly. He said he believes the petitioner and agrees with Councilor Filiault that this was an aberration. Councilor Hooper indicated, knowing they paid their bills on time and something unexplainable happened, the MSFI Committee should assist them because there was no one to blame in the situation. He agreed with Councilor Filiault's recommendation to return to the monthly bill for the petitioner.

Chair Manwaring opened the discussion to the public. Ms. Hanscom asked to add a final comment. She told the MSFI Committee there were many high water bills with no explanation. Ms. Hanscom explained she were concerned with the precedent it will set for the MSFI Committee in the future and asked them to consider where they draw the line of aberrations.

Councilor Lamoureux commented he felt for the petitioners. However, he said the system in Keene appears to be a good one of checks and balances. While Councilor Lamoureux knows machinery can make mistakes, to him the system appears fool proof. He agreed with Ms. Hanscom that care must be given here because the water went somewhere in some way. Councilor Lamoureux indicated that he would prefer a compromise, as Mr. Andrews had suggested, perhaps eliminating a portion of the water or sewer bill.

Chair Manwaring asked if there were any public questions or comments, there were not.

Councilor O'Connor asked Ms. Hanscom if there were a compromise, how much the sewer bill credit would amount to. Ms. Hanscom calculated the amount assuming 10 hundred cubic feet of usage at 2015 sewer rates. The sewer charge would be \$2,096.64 for the extra 364 hundred cubic feet.

Chair Manwaring asked Mr. Cox if Mr. and Ms. Andrews have the same water meter now as they did before the high bill. Mr. Cox said the meter was the same. Ms. Hanscom disagreed and said they have a new meter. Mr. Cox agreed that the meter had been replaced. He explained that they monitored the old meter for three weeks, tested it, sent it to Ti-SALES, and it was working. They replaced that meter and the new meter was working normally. Mr. Cox said he cannot explain what happened but he knows water went through the meter. . Mr. Cox added that it was rare to not find the explanation.

Chair Manwaring said she would take communication from Mr. and Ms. Andrews first, agenda item one, and she hoped everyone would accept the memoranda, agenda items two and three as informational.

Chair Manwaring recognized Councilor Clark for comment. Councilor Clark said this was a common issue and provided an example of high bill on a constituent's property on Darling Road due to a faulty watering system. He said in that instance, the MSFI Committee did not have much compassion. He explained that he sees things passed in the City's budgets, such as the splash pad at Wheelock Park where water was not recycled. He had given thought to the amount of water spent on a splash pad for City use and resident enjoyment. Councilor Clark said he cannot imagine how much water was used on a splash pad and he hopes the new one at Robin Hood Park will recycle the water. He said when constituents come forward with an issue like this he feels compassion for the systems involved. He said, in the end, the constituents have to

pay that bill. Councilor Clark hopes there was something the MSFI Committee can do other than accepting it as informational and asked them to dig deeper. He recognized there were costs at the water plant and Federal regulations constituents have to comply with. He thinks constituents have legitimate issues that need to be “broken out.” Councilor Clark said they cannot just go along with the regular billing structure, sometimes chances need to be taken, and the Council must stand with those who pay the taxes.

Chair Manwaring thanked him for his comment and asked the MSFI Committee if they were ready to discuss the items at hand. Mr. Andrews asked to comment and Chair Manwaring recognized him.

Mr. Andrews asked who pays when fire hydrants are left running to be flushed out. Ms. Hanscom replied that all users pay for that. She said it was for the good of the citizens of Keene because it cleans the mains. She added they are conscious of how much water was used, which was much less than in years past.

Mr. Andrews asked Ms. Hanscom where that money comes from. Ms. Hanscom replied that part comes from the \$4.04 to manufacture customer water and that it all comes from the operating budget. Mr. Andrews asked if that was why taxes in Keene were so high. Ms. Hanscom replied no, that was just the water bill. Mr. Andrews said he sees the water being flushed and it seems like the time and water were not monitored. He wonders where it goes and thinks it seems costly and wasteful. Ms. Hanscom said she could address the flushing process, but the water was checked every 20 minutes until it is clear. She said the flushing is required by the state of NH twice per year to improve the water quality. The workers who perform the flushing do not spend more time doing it than necessary.

Councilor Filiault said he would like to make a motion. He followed up to Councilor Clark’s comments and agreed that sometimes there is no explanation for these issues but a decision has to be made. He does not doubt City staff, or the equipment, or the water users.

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

Councilor O’Connor commented that in a compromise, the bill would still be \$2,000. He would only be comfortable with a compromise if they knew the source of the issue.

Councilor Lamoureux added that he understood there were two failures to a meter, a broken gear inside which would return a zero reading or a broken gear that would cause the meter to skip. He said he understood that water did go through that meter because the meter read, indicating it was not broken. He does not know if it went through the sewer process. While Councilor Lamoureux understands everyone’s points, he will likely vote against an abatement for that reason, not because he does not believe the petitioners. There was a City process and from what he understands the meter was not defective. Councilor Lamoureux knows the water went through, he just does not know where it went and, therefore, he will vote against a motion to abate.

On a vote of 4-1 the Municipal Services, Facilities, and Infrastructure Committee recommend an abatement of \$3,687 to David and. Laura Andrews reducing the amount owed to \$300, their average bill. Councilor Lamoureux was opposed.

Chair Manwaring returned to memoranda in agenda items two and three.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommend the memorandum from the Assistant Public Works Director and Water Meter Technician in reference to high volume water and sewer bills be accepted as informational.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the memorandum from the Assistant Public Works Director and Water Meter Technician in reference to high water usage quarter four, 2015, at 46 Hamden Drive be accepted as informational.

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City of Keene
NEW HAMPSHIRE

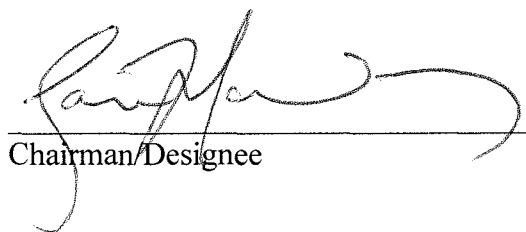
June 8, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **MEMORANDUM** – ACM/Planning Director – Status of the Dog Park

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommend the status report on the dog park be accepted as informational and further moves that the Municipal Services, Facilities, and Infrastructure Committee recommend that the location for the dog park, in Wheelock Park, shown on the concept plan prepared by Brickstone Land Use Consultants, date December 30, 2015, be placed on hold so that city staff can investigate other locations for the dog park in Wheelock Park and report back to the MSFI Committee in one month.


Chairman/Designee

Background:

Chair Manwaring recognized Holly Morin, 56 Birch Street, and Daniel Prial, 67 Forest Street. Ms. Morin indicated she and her husband have met with the City Manager and Assistant City Manager about the dog park, but this was the first time she has seen this memorandum.

Chair Manwaring said the memorandum was just to provide the MSFI Committee with the background on the dog park and that the Committee was up to speed and ready to discuss the park. She asked who the Committee was and what was currently taking place with regard to the dog park planning.

Ms. Morin said the Dog Park Committee includes herself, her husband, Mr. Prial, Chris Clay, and Bonnie Champagne.

Chair Manwaring asked where the Committee stands today.

Ms. Morin said she had met with the City Manager and Assistant City Manager, Rhett Lamb. There were concerns about the current planned location for the dog park in Wheelock Park. The proposed location is between two softball fields and batting cages. Ms. Morin explained that she has been a dog instructor for 18 years and she believes that level of activity and noise near the dog park could result in accidents and liabilities. She knows a lot of effort has gone into finding a location but she does not think it is the best choice. Ms. Morin indicated that she lives nearby Wheelock Park and uses it often and does not see how the location can work. Unless the Wheelock Park Master Plan were revised, there is not sufficient space for such an addition. She said she tried to communicate this with the City Manager, but it had been one year and a half since this process began and it needs to move forward. She thanked Mr. Andrew Bohannon, Parks & Recreation & Facilities Director, for his assistance.

Mr. Prial explained that he has lived in Keene for one year and recently adopted a dog. He joined the Dog Park Committee and learned that it was not just a need for a place for dogs to run, but a good place, like a park for children. He has been learning the history of the dog park planning and just hopes they can find the right place. Mr. Prial said the Dog Park Committee was growing and there were almost 20 individuals present at the last meeting advertised on Facebook. He added that they have raised through fundraising efforts. He said there was interest in the park and they just need to do it right.

Chair Manwaring welcomed questions. With no questions, she recognized the City Manager.

City Manager said he had communicated with Ms. Morin and Mr. Lamb via email on May 11, 2016 which resulted in a meeting. The City Manager said he included Mr. Lamb because of his planning background. It became clear that the sooner they were back before the Council with the dog park history, the better. The project has become a stalemate and they are seeking direction from the Council on how to proceed.

Chair Manwaring recognized Mr. Lamb. Mr. Lamb informed the MSFI Committee that the memorandum proposes a recommendation consistent with the current dog park proceedings that could help the dog park move forward. He also said the memorandum recognizes that there are still challenges but he believes the recommendation will allow continued investigation of the proposed site at Wheelock Park.

Mr. Lamb continued that the current proposed location in Wheelock Park does not currently meet the needs of the dog park or align with the City of Keene's use of the park. The memorandum recommends that the MSFI Committee ask for a new round of evaluations from the City Council so the Dog Park Committee and City staff can investigate an alternate location in Wheelock Park.

Mr. Lamb directed the MSFI Committee to the last page of the report. He indicated that the current site proposed for the dog park was chosen through the Wheelock Park Master Plan and developed by Brickstone Land Use Consultants. A primary concern for the proposed site was that it is currently used for other purposes in the Wheelock Park Concept Plan which would be displaced for the dog park. In order for the dog park to be established there, it would require significant changes of the Wheelock Park Concept Plan as well as time to allow phases in the plan to take place. Mr. Lamb additionally mentioned the tree removal that would result from both construction of the dog park and the Concept Plan. He said that would be a significant change to the park which was not large enough to accommodate the originally planned size of the dog park.

Mr. Lamb continued that based on the aforementioned concerns, it was necessary to investigate other possible locations for the dog park. He stated the original agreement for the dog park, that the City would provide the land and long-term maintenance, and donations would cover the construction costs. Mr. Lamb explained the cost estimates for the dog park. The proposed location in Wheelock Park would cost \$30,000-\$35,000 for a one acre dog park. The Brickstone plan, however, was for a one-third acre dog park, so the cost would likely be less. There was no cost estimate provided for the Brickstone plan, but he believed it would be less than \$35,000 and he believed they could possibly get the cost closer to \$20,000. If that were the case, then half of that amount has already been fundraised. Despite that, there was still an additional fundraising phase required.

Mr. Lamb explained what needs to take place to move forward with the dog park. He said other possible locations need to be investigated, perhaps to correspond to the original plan for a one acre dog park. He said the Dog Park Committee may be interested in a more secluded location. Because it was clear the Wheelock Park location was not ideal, he said it was necessary to continue investigating other city properties, such as the airport or Carpenter Field, and simultaneously reevaluate the criteria for the park. Past opposition to those sites were based on aesthetics which was why Wheelock Park, already in a design phase, was suggested. Mr. Lamb plans to work with the Dog Park Committee and return in the MSFI Committee in one month with a new evaluation of other locations in Wheelock Park. If no other locations in Wheelock Park meet the criteria, they will suggest reevaluating the criteria and broadening the search for a new site.

Councilor Filiault commented that the intentions regarding the dog park are good, but the location was not appropriate. He agreed that activity in proximity to that location was not ideal for a dog park. He wished the parties involved luck in their evaluations.

Ms. Morin commented that when the dog park was proposed to the MSFI Committee approximately two years ago, she explained why a parcel of land less than one acre was insufficient for a dog park. Because of dogs varying personalities and activities, one acre was the minimum size she recommends. She believed it was in the best interest of the City to maintain the one acre size, similar to what surrounding cities have developed. While fundraising is still active, it was more difficult without a specific site. She added that previously proposed sites failed because of tension with neighbors and she hopes the final site will not have that issue.

Chair Manwaring indicated that Wheelock Park was originally chosen because of its amenities. Ms. Morin responded that the amenities were not critical as many people bring their own water to dog parks.

Chair Manwaring recognized Joseph Mirzoeff, 50 Summit Road. He inquired about the long-term maintenance cost of the dog park for the city. Mr. Lamb said a consideration was that Mr. Bohannon's staff already maintains Wheelock Park and a different location could result in increased travel costs. Mr. Bohannon responded that his staff currently work and perform maintenance in Wheelock Park. If the dog park was located in Wheelock Park, the long-term maintenance will be a component of the maintenance work already performed in the park. He said these long-term maintenance activities would be a component of the operating budget already in place. He did not foresee additional costs for the City to maintain the dog park.

Councilor O'Connor asked Mr. Bohannon if he could estimate the maintenance cost for a location other than Wheelock Park. Mr. Bohannon replied that he would have to refer to previous proposals and that the cost would depend on many factors such as parking availability. He will return in one month to present spreadsheets to the MSFI Committee that will explain the possible costs for further development.

Councilor Lamoureux commented that knowing the final location was critical before discussing costs. He believes the most important step right now was to secure a location in order to finalize a cost. He believes the recommendation to reevaluate Wheelock Park and return in one month with an evaluation was the best course of action.

Mr. Prial added that they were not suggesting the City just pay for the park for patrons benefit. He said there were many people involved and perhaps volunteers could be mobilized, or in-kind donations of things such as picnic tables may be a possibility. He said it was not just a question of obtaining \$35,000.

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 recommend the status report on the dog park be accepted as informational and further moves that the Municipal Services, Facilities, and Infrastructure Committee recommend that the location for the dog park, in Wheelock Park, shown on the concept plan prepared by Brickstone Land Use Consultants, date December 30, 2015, be placed on hold so that city staff can investigate other locations for the dog park in Wheelock Park and report back to the MSFI Committee in one month.

Chair Manwaring instructed Ms. Morin to give any checks for the dog park made out to the City of Keene to the City Clerk's office.

3A3

City of Keene
NEW HAMPSHIRE

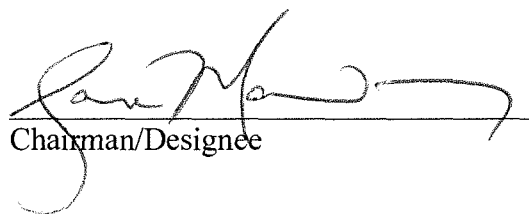
June 8, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **MEMORANDUM – City Clerk – Warrant for Unlicensed Dogs**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommend a warrant for unlicensed for dogs pursuant be issued and the animal control officer be directed to issue a civil forfeiture to those who have failed to license their dogs by April 30, 2016.



Chairman/Designee

Background:

Chair Manwaring recognized City Manager, who spoke on behalf of the City Clerk. The City Manager explained that each year, citizens were required to renew dog licenses. He indicated that this was a state statute to ensure dogs in the City of Keene have received proper vaccinations. Each year the City Clerk is required to publish a list of citizens with unregistered dogs and to request that the City Council authorize the Police Department to issue a warrant. He said in many cases, people have moved out of town or are unaware of the registration requirement.

Chair Manwaring recognized Mr. Conan Salada, 132 Kennedy Drive. Mr. Salada asked how many unlicensed dogs there typically were. Chair Manwaring responded that there are 471 dog owners with 612 dogs remaining unlicensed.

Mr. Salada asked the cost of producing one warrant. City Manager replied that he does not know the cost to produce a warrant but the fee to the dog owner is \$25.

Mr. Salada commented that most of the warrants were likely for people who have moved out of Keene or their dogs have died. He asked if it was worth the money to produce warrants and find the owners of unlicensed dogs. He said he does not see loose dogs, he more commonly sees loose cats. Mr. Salada said dogs are less likely to contract rabies than other animals. He believed the warrants were a waste of time and money and that rabies was not as serious an issue in a City like Keene as opposed to a rural area.

Chair Manwaring indicated that the requirement to license dogs was a NH state statute. Mr. Salada responded that it was also a State statute to register cats, but Keene does not require cat registration. He questioned when all animals will require registration. He believed those concerned with unlicensed dogs and vaccinations, such as the dog park owners, could monitor this.

Councilor Filiault recommended that those opposed to this Statute contact their State Representative.

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 recommend a warrant for unlicensed dogs pursuant be issued and the animal control officer be directed to issue a civil forfeiture to those who have failed to license their dogs by April 30, 2016.

3A4

City of Keene
NEW HAMPSHIRE

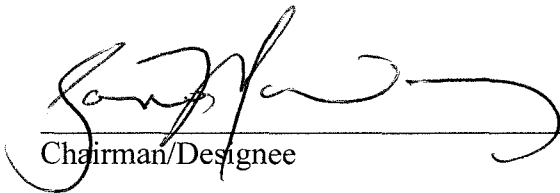
June 8, 2016

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **CONTINUED DISCUSSION** – Renaming of the “North Bridge” to the
“Vietnam Veterans Bridge”

On a vote of 4-1, the Municipal Services, Facilities, and Infrastructure Committee recommend the informational process for renaming the North Bridge be accepted. Councilor O'Connor opposed.



Chairman/Designee

Background:

Chair Manwaring, recognized Andy Bohannon, the Parks and Recreation and Facilities Director, who provided background on the bridge renaming. The last time he was before the MSFI Committee in 2012 was to name the bridge the “North Bridge.” He indicated that they had initiated an ad hoc pedestrian bridge naming committee to identify a procedure that engages and informs the community in the bridge naming process.

Mr. Bohannon said he worked with the IT department on this process and they were still willing to make the City website available for this. However, this would require City Council to appoint a small committee to organize the bride naming. He noted that he believes the name recommendation and selection process would be swift. The process could be updated and adjusted to include modern avenues of communication, such as social media.

Mr. Bohannon said the MSFI Committee can go back to accepting the bridge naming process as informational or recommend formation of a committee to City Council. He presented the MSFI Committee with the name selection process outline.

Councilor Filiault thanked Mr. Bohannon for the criteria list and asked if he would be returning for the July 27, 2016 meeting. Mr. Bohannon said if the MSFI Committee moves to initiate the process of forming a committee, he would return in six weeks.

Chair Manwaring recognized Mr. Joseph Mirzoeff, 50 Summit Road. Mr. Mirzoeff asked how the public will be included in the name selection process. Mr. Bohannon replied by reading the name selection process criteria verbatim and indicated the dates could change based on committee action.

The proposed name selection process is as follows: 1. The committee will accept letters of 250 words or less outlining the reason for the name of nomination; 2. All written communications will be posted on a City website dedicated to this process for the public to read; 3. A dedicated email address will be created for submission purposes; 4. All letters should be sent to the Parks and Recreation Department on 312 Washington Street; 5. All letters must be received before July 8, 2016 at 4:00 PM; 6. All communications will be reviewed by the committee at their next meeting; 7. The committee will report back to the MSFI Committee on July 27, 2016 with the results of the process.

Mr. Mirzoeff asked how the committee is chosen. Mr. Bohannon said the Mayor is responsible for selecting the committee.

Mr. Mirzoeff indicated that he would like to volunteer because he had a name in mind that he believes is good of the City of Keene. He asked if he had to go through this proposed process. Mr. Bohannon indicated that submission forms will be advertised on the website and in the newspaper, any written submissions should be made to the Parks and Recreation Department. The Mayor is responsible for choosing the committee. Mr. Bohannon indicated that he was the staff liaison last time, but the new committee will be chosen by the Mayor. Mr. Bohannon shared his contact information with Mr. Mirzoeff.

The City Manager added he believes any appointments of the Mayor would need confirmation from the City Council and that he was concerned that this may not work under the timeframe that the committee is thinking about. He suggested that perhaps he could appoint a committee that would not require Council confirmation.

Councilor O'Connor indicated it was still an option to maintain the "North Bridge" name. He said Mr. Thom Little had explained why keeping that name was a good option at the last meeting and it could be beneficial for him to speak on that again for the public.

Councilor Hooper asked Mr. Bohannon if there were set marketing venues or protocols. Mr. Bohannon replied that in the past they have advertised in the Keene Sentinel, the radio, and limited social media. He said social media was more prevalent today than it was then. Possible

avenues were through Public Works, email, and Twitter. There were many platforms to reach people and engage them. He said the process would appear somewhat different than the last time, but the advertising mediums would largely remain the same.

Councilor Lamoureux clarified that the City Manager would present this to the City Council next week to propose appointing a committee at staff level. The City Manager agreed and indicated that unless there was a countermotion to maintain the “North Bridge” name, he will inform the City Council of the committee selection process needed to complete this naming by July 27, 2016.

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

On a vote of 4-1, the Municipal Services, Facilities, and Infrastructure Committee recommend the informational process for renaming the North Bridge be accepted. Councilor O’Connor opposed.

3A5

City of Keene
NEW HAMPSHIRE

June 8, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **PERIODIC REPORT: Historic District Commission**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the periodic report from the Historic District Commission be accepted as informational.

David C. Richards
Chairman/Designee *Dec*

Background:

Hanspeter Weber of 22 Douglas Street, reported that he was the Chair of the Historic District Commission. He noted the Historic District Commission is tasked with reviewing development on sites within the Historic District in downtown Keene. There are seven regular members and three alternate positions. They currently have six member positions and one alternate position filled. They have a small, annual operating budget that goes toward training opportunities for members.

There are approximately 170 properties located in the Downtown District, running from Mechanic Street south to Marlboro Street. Each property has a ranking related to the integrity of the resource. Buildings that have retained most of their original historic elements are considered primary resources – for example the UCC Church at the head of the square. There are also contributing and non-contributing resources based on how many historic features of a property remain. Properties that are not yet 50 years old are not considered historic and are generally

listed as non-contributing. An example of a non-contributing property would be Cumberland Farms.

Mr Weber continued there are two different levels of review. The Commission's review is reserved for major projects like the renovation of a site or changes to a historic storefront. The HDC met eight times in 2015 and reviewed 11 major project applications and all applications were approved. Minor projects can be approved administratively by the Planning Director for changes that will not impact any historic features on a site; four such applications were approved by staff in 2015. There is no application fee and activities considered ordinary maintenance do not require a review at all.

The Comprehensive Master Plan calls for the protection of the scenic gateways to downtown, including lower Main Street, Court Street, and Washington Street. For the past two years, members of the Heritage and Historic District Commissions have been researching the area on Main Street south of the Marlboro/Winchester Street Roundabout and North of Route 101 to develop a Historic District in this well-preserved gateway to our downtown. The HDC has recently reviewed a draft Ordinance that would establish a second Historic District in this part of the City. It is anticipated that this draft Ordinance will come before City Council in July of this year.

Chair Weber closed by saying extending his appreciation for the Council's support of the Commission and their work; adding he would be happy to answer any questions the Committee might have.

Chair Richards asked for Committee questions.

Councilor Sutherland referred to the draft Ordinance and asked if the Sub-Committee worked with property owners throughout this process. Chair Weber said he believed there was a fairly extensive process with property owners involved. Ms. Kessler identified herself as the staff to the Commission and outlined the process for Councilor Sutherland pointing out all meetings were open to the public, and members of the public did attend as well as participate in the scheduled meetings of a Sub-Committee that was formed to work on the Ordinance. Councilor Sutherland also asked if there was a previous draft Ordinance from a previous City Council. Ms. Kessler replied not in her recollection.

Councilor Hansel asked how many applications were denied in the past couple of years. Ms. Kessler reiterated Chair Weber's comment that no applications have been denied since the Commission was started. Ms. Kessler also outlined the three avenues of review for a Certificate of Appropriateness pointing out the Commission does have its own set of Regulations. Ms. Kessler provided examples of things that are or are not regulated by the Commission. Chair Weber commented the applications are well vetted by the Planning Department prior to coming to the Commission.

Councilor Chadbourne noted there was a recent Driveway Permit denied by the Planning Board with an appeal that came to City Council, she asked if this was also true for the Historic District

Commission. Ms. Kessler explained the Historic District Commission's appeal process would go the Zoning Board of Adjustment, not the City Council.

Councilor Jones reminded everyone this is just an update on what the Commission has been doing; the Ordinance will go through the normal adoption process so there will be plenty of time to talk about the actual Ordinance. Chair Richards agreed this is an update and indicated the questions posed were appropriate as there are new Councilors on the PLD Committee. Chair Weber submitted a list, for the record, of the 11 properties with approved applications in 2015.

There being no further questions or comments from the Committee or public, Chair Richards asked for a motion. Councilor Hansel made the following motion which was seconded by Councilor Chadbourne.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the periodic report from the Historic District Commission be accepted as informational.

3A6

City of Keene
NEW HAMPSHIRE

June 8, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the Keene High School Student Council be granted permission to hold their annual Homecoming Parade on Saturday, October 15, 2016 at 11:00 AM starting at the NGM Parking lot, onto Gilbo Avenue, proceeding onto School Street, left onto Emerald Street, then continuing to Main Street, around Central Square, then turning onto West Street, then to School Street, and returning back to the NGM Parking Lot. Students will be bused to Wheelock Park where they will rejoin the parade and travel down Arch Street to Alumni Field. Said license is granted subject to the signing of a revocable license and indemnification agreement, the submittal of a certificate of liability insurance in the amount of \$1,000,000 with the City of Keene listed as an additional insured, and compliance with any recommendations of City staff. The petitioner agrees to absorb the cost of any City services. Said payments shall be made within 30-days of the date of invoicing.



Chairman/Designee 

Background:

Captain Steve Stewart Keene stated the Keene High School did not request a license for the Homecoming Parade in 2015. Captain Stewart outlined the route explaining the parade will use the same route as in the most previous years. Starting at National Grange Mutual and proceeding down School Street to Emerald Street, then make a left turn onto Main Street, proceed up Main

Street, around Central Square, down Main Street, making a right onto West Street and a left onto School Street, and returning to the NGM Parking lot. Chair Richards asked if all City requirements had been met. Captain Stewart replied as far as he knows. The City Clerk reported two protocol meetings were held and the indemnification document has been prepared for their signature.

Chair Richards asked for questions from the Committee.

Councilor Sutherland asked why the parade was stopped. Councilor Jones replied for various reasons including kids were riding back to the school on the floats and this represented a safety issue. Additional safety precautions are taking place.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the Keene High School Student Council be granted permission to hold their annual Homecoming Parade on Saturday, October 15, 2016 at 11:00 AM starting at the NGM Parking lot, onto Gilbo Avenue, proceeding onto School Street, left onto Emerald Street, then continuing to Main Street, around Central Square, then turning onto West Street, then to School Street, and returning back to the NGM Parking Lot. Students will be bused to Wheelock Park where they will rejoin the parade and travel down Arch Street to Alumni Field. Said license is granted subject to the signing of a revocable license and indemnification agreement, the submittal of a certificate of liability insurance in the amount of \$1,000,000 with the City of Keene listed as an additional insured, and compliance with any recommendations of City staff. The petitioner agrees to absorb the cost of any City services. Said payments shall be made within 30-days of the date of invoicing.

3A7

City of Keene
NEW HAMPSHIRE

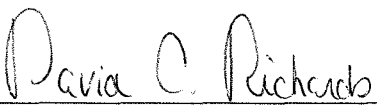
June 8, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **COMMUNICATION: Peg Bruce/Keene Kiwanis Club – Request to Use City Property – Tree Lighting Celebration and Downtown Decorations**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the Keene Kiwanis Club be granted permission to use downtown City rights-of-way on November 25, 2016 for the Tree Lighting Festival from 5pm to 8pm conditional upon the customary licensing requirements of the City Council, and that the petitioner complies with any recommendations of City staff. In addition, the petitioner is granted permission to decorate the City light poles in the center median from the flag pole to the roundabout with LED lights and erect a holiday tree on the Main/Marlboro/Winchester Street roundabout. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 17 Community Events Budget for the Tree Lighting. Said payments shall be made within 30 days of the date of invoicing.



Chairman/Designee 

Background:

Peg Bruce, of 15 L Windsor Court, addressed the request by noting this is the 4th year the Kiwanis Club has managed this event and they are asking to repeat what they did last year. The Club would like permission to again decorate the downtown center island light poles with wrapped LED white lights from the Flag Pole to the light on the far side of the circle at the Post

Office. In addition, they would like permission to hang wreaths and lights on the gazebo on Central Square. The new item the Club would like to introduce is to have a tree with lights on the roundabout at the intersection of Main Street, Winchester Street, and Marlboro Street. A Kiwanis member sells Christmas trees each year and he would provide the tree. Ms. Bruce asked if there is a source of electricity on the circle to use for those tree lights.

In response to Chair Richards' statement about not having electricity at the roundabout, Mr. Blomquist noted when the roundabout was designed the discussion was that any kind of lighting down there would be solar based. Mr. Blomquist reported a protocol meeting was held and the City agreed to work with the Kiwanis once they put the lights up to ensure they were safe. Continuing, Mr. Blomquist noted activities around Central Square are similar to previous years; and the club has met all staff requirements and will be meeting the requirements of the City Clerk. Mr. Blomquist recommends moving forward with this request.

Chair Richards asked for Committee questions.

Councilor Jones commented he appreciates the tree going up; he also asked Mr. Blomquist if there was not a policy prohibiting ornamental shrubbery on the roundabout. Mr. Blomquist reported during the discussion on landscaping of the roundabout the Council was concerned with any large landscaping that might grow and interfere with the view down Main Street to the Church. Continuing, Mr. Blomquist explained the Kiwanis request is temporary (after Thanksgiving to early February) and is in keeping with the spirit of what the Council was thinking of.

Councilor Sutherland asked if there would be any additional signage demonstrating this is put up by the Kiwanis. Ms. Bruce said she did not believe so. The Club is still planning to put lights down the center island of Main Street. To her knowledge there would be no sign on the tree saying the Kiwanis put it there. Ms. Bruce also explained the tree at the roundabout would not be lit the night of the tree lighting celebration. Councilor Chadbourne indicated her suggestion on how the club could provide signage in an appropriate fashion in keeping with the holiday spirit.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the Keene Kiwanis Club be granted permission to use downtown City rights-of-way on November 25, 2016 for the Tree Lighting Festival from 5pm to 8pm conditional upon the customary licensing requirements of the City Council, and that the petitioner complies with any recommendations of City staff. In addition, the petitioner is granted permission to decorate the City light poles in the center median from the flag pole to the roundabout with LED lights and erect a holiday tree on the Main/Marlboro/Winchester Street roundabout. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 17 Community

Events Budget for the Tree Lighting. Said payments shall be made within 30 days of the date of invoicing.

3A8

City of Keene
NEW HAMPSHIRE

June 8, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **COMMUNICATION: Ron Robbins/KeeneSnoRiders Snowmobile Club – Request to Use City Property**

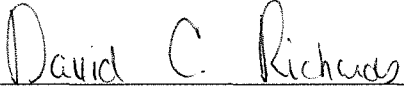
On a vote of 5-0, the Planning, Licenses and Development Committee recommends the KeeneSnoRiders, Inc. be granted a license from December 15, 2016 through March 30, 2017 to use the following locations on City property for a snowmobile trail:

The right-of-way along the north side of Krif Road from Krif Court to Winchester Street;

City property identified by tax map numbers 911-26-015, 909-05-012, 909-03-210 and 707-02-009; the crossing of Winchester Street at Krif Road; and the crossing of Production Avenue approximately 200 +/- feet south of NH Route 9; including access to the Class VI Portion of the Old Gilsum Road starting approximately one (1) mile from the Gilsum Town Line and going north. Said use is subject to the following conditions: The signing of a revocable license and indemnification agreement; and the submittal of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured.

In addition, the KeeneSnoRiders, Inc. will be responsible (including cost) for the installation and maintenance of all signage/markings, which will be in accordance with Snowmobile Trail Standards published by NH Department of Resources and Economic Division of Parks and Recreation; that all signage/markings installed shall be removed from the City right-of-way and City property when there is no longer any snow cover, no structures, including buildings, shelters, lights, displays, walls, etc. shall be permitted within the City right-of-way or on City property; no parking of motor vehicles or trailers and no catering service activities of any kind shall be permitted within the City right-of-way or on City property; grooming shall not extend outside the right-of-way of Krif Road, snow windows shall be groomed to provide adequate sight distances and a gentle sloping approach at all road and driveway intersections; no part of City streets (paved surfaces) may be used by off-highway recreational vehicles (OHRV) or their operators for any purpose other than direct crossing; and that KeeneSnoRiders, Inc. shall be

responsible for the repair of any damage (including costs) and the City right-of-way and property shall only be used when there is snow cover.


Chairman/Designee 

Background:

The KeeneSnoRiders Snowmobile Club is seeking a renewal of their 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, 2016 through March 30, 2017 snow permitting.

The City Clerk reported that Mr. Robbins was unable to attend this evening; she also noted there are no changes from past years. Mr. Blomquist outlined this annual request for the new Councilors. Chair Richards noted the great job the club does a good job keeping the trails clean.

Chair Richards asked for questions or comments from the Committee.

Councilor Chadbourne referred to the signage mentioned and asked if this was for motor vehicles. Mr. Blomquist replied it is for the snowmobilers. Councilor Chadbourne mentioned crossing at Winchester Street and questioned whether there was no signage that warns motor vehicles of snowmobile traffic. Mr. Blomquist noted the signage is typically what is published by the Trails Bureau and places the basic responsibility on the snowmobilers.

Chair Richards asked for public comments or questions.

Peg Bruce, of 15 L Windsor Court, referred to Councilor Chadbourne's question and asked if there was a way for the City to put up snowmobile crossing signs. Mr. Blomquist noted there have not been any issues, but he would look into it and work with the Club.

Councilor Chadbourne said Winchester Street is Route 10, and Route 10 is a State route. Mr. Blomquist noted the Club coordinates with the District 4 Office; he added that section of Winchester Street is City maintained.

There being no further questions or comments from the public or Committee, Chair Richards asked for a motion. Councilor Sutherland made the following motion which was seconded by Councilor Chadbourne.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the KeeneSnoRiders, Inc. be granted a license from December 15, 2016 through March 30, 2017 to use the following locations on City property for a snowmobile trail:

The right-of-way along the north side of Krif Road from Krif Court to Winchester Street;

City property identified by tax map numbers 911-26-015, 909-05-012, 909-03-210 and 707-02-009; the crossing of Winchester Street at Krif Road; and the crossing of Production Avenue approximately 200 +/- feet south of NH Route 9; including access to the Class VI Portion of the Old Gilsum Road starting approximately one (1) mile from the Gilsum Town Line and going north. Said use is subject to the following conditions: The signing of a revocable license and indemnification agreement; and the submittal of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured.

In addition, the KeeneSnoRiders, Inc. will be responsible (including cost) for the installation and maintenance of all signage/markings, which will be in accordance with Snowmobile Trail Standards published by NH Department of Resources and Economic Division of Parks and Recreation; that all signage/markings installed shall be removed from the City right-of-way and City property when there is no longer any snow cover, no structures, including buildings, shelters, lights, displays, walls, etc. shall be permitted within the City right-of-way or on City property; no parking of motor vehicles or trailers and no catering service activities of any kind shall be permitted within the City right-of-way or on City property; grooming shall not extend outside the right-of-way of Krif Road, snow windows shall be groomed to provide adequate sight distances and a gentle sloping approach at all road and driveway intersections; no part of City streets (paved surfaces) may be used by off-highway recreational vehicles (OHRV) or their operators for any purpose other than direct crossing; and that KeeneSnoRiders, Inc. shall be responsible for the repair of any damage (including costs) and the City right-of-way and property shall only be used when there is snow cover.

3Aq

City of Keene
NEW HAMPSHIRE

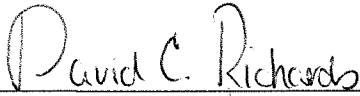
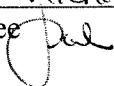
June 8, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **MEMORANDUM**: City Clerk – Use of City Property – Heidi's Hallmark

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that permission be granted to Heidi's of New England at 87 Main Street for the placement of canopy stanchions and shrubbery on City property located along the side of their building (address), subject to the customary licensing requirements of the City Council, and compliance with any recommendations of City staff.


Chairman/Designee 

Background:

The City Clerk explained this is a housekeeping matter and noted in 1997 the owner, Mr. Fitz-Simon, of Heidi's of New England approached the City Council asking for permission to create and maintain a flower bed along the side of his building, as well as permission for a canopy over the side entrance with canopy stanchions that will be affixed to the ground. At the time he was granted a revocable license that would need to be renewed year to year. As this activity is in keeping with other non-lapsing revocable licenses the City maintains with entities wishing to place encumbrances on City property, it would seem reasonable to extend the same type of

license to this licensee. The City Clerk said she is asking for permission to switch this permission over to a non-lapsing license.

Chair Richards commented they keep the alleyway very neat. Addressing the recommendation Chair Richards asked what the process would be for this change. The City Clerk advised it would be a simple vote of the Council.

Chair Richards asked for Committee questions or comments.

Councilor Chadbourne commented many licenses no longer come to this Committee, they go through the City Clerk. Referring to non-lapsing licenses she asked if this implies the applicant does not come back year to year. The City Clerk confirmed the application is filled out only once and the applicant does not come back year to year.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that permission be granted to Heidi's of New England at 87 Main Street for the placement of canopy stanchions and shrubbery on City property located along the side of their building (address), subject to the customary licensing requirements of the City Council, and compliance with any recommendations of City staff.

Mr. Blomquist noted the license does not transfer with owners; a new owner would have to apply for a license.

3A10

City of Keene
NEW HAMPSHIRE

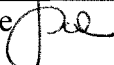
June 8, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **MEMORANDUM: Parks, Recreation and Facilities Director – Keene Recreation Center Facility Use**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the memorandum regarding Keene Recreation Center facility use be accepted as informational.


Chairman/Designee 

Background:

Andy Bohannon, Parks, Recreation and Facilities Director noted on December 9, 2015 the Planning, License and Development Committee provided direction for a review of utilized space at the Recreation Center. This conversation between Andy Bohannon and Peg Monahan, Executive Director of the Senior Center was brought forward by the idea of collaborating with the Keene Senior Center to share space at the Recreation Center for the purpose of creating a community center. Coming back at this six month point, Mr. Bohannon noted he wanted to share some of the things they had found and how it was outlined in the Comprehensive Master Plan 2010 (CMP), and the Active Passive Recreation Management Plans for creating a multi-generational facility. Mr. Bohannon noted the key issues are outlined in the memo he passed out to the membership.

Looking at the greater picture of the Recreation building itself, Mr. Bohannon noted he included a schedule that provides a general idea of the building uses. Mr. Bohannon explained the schedule is seasonal with more programming opportunities in the winter.

Mr. Bohannon said what the Parks & Recreation Department wants to do is move forward and come back to City Council in the future with a CIP project. Starting this summer they would begin to request information from firms to get an idea of the costs of a feasibility study with a more programmatic study for all of our programming. In the following year they could come back with a CIP project within a five-year timeframe with an actual project.

Mr. Bohannon concluded that is a summary of what the Committee asked staff to come back with. In the meantime, they will continue to explore programming opportunities with the Senior Center. Mr. Bohannon also recommended this update be accepted as informational.

Councilor Sutherland asked if this request came out of the Comprehensive Master Plan. Mr. Bohannon replied the request came from the Senior Center requesting to combine services. Mr. Bohannon verified the Senior Center is currently a separate entity. Councilor Sutherland asked if the City of Keene is looking for the taxpayers to pay for the Senior Center; Mr. Bohannon replied not exactly. Mr. Bohannon said right now they are looking to collaborate on programs and they would be using the Senior Center funding partially, as well as grants. In response to Councilor Sutherland, Mr. Bohannon noted the programming would come from both the Senior Center and the Rec Center. Councilor Sutherland asked if the CIP project would be paid for by the taxpayers. Mr. Bohannon replied it would be voted on through the Council and supported through the sale of the current Senior Center and grants. Councilor Sutherland made reference to the eight million dollar Library project and asked if it made sense to continue down this road with the Recreation Center or maybe they should be a look at the new space that will be created with the library project and perhaps avoiding another expensive CIP project. Chair Richards commented they are not even remotely there yet, and until they have a feasibility study this is step one. Chair Richards asked Mr. Bohannon to include this suggestion in his thinking when working on the feasibility study.

Councilor Hansel asked if there were any resources going into doing this or is it just within daily operations of City staff. Mr. Bohannon replied the Department has been working with the Senior Center and has been in dialogue with KSC's Architectural program in developing "what if" questions. Mr. Bohannon continued these discussions would all lead to coming up with some criteria and putting that criteria out to various firms to get an idea of what it would cost to do such a feasibility study. Mr. Bohannon added those costs would then be put into a CIP project for the next budget cycle. Mr. Bohannon agreed with Councilor Hansel's query about what would be included in such a study – building renovation, additional staff, and programming.

Councilor Chadbourne said she sees some Councilors are getting concerned here and feels they may be getting ahead of themselves. She referred to the background notes which state "Opportunities for such a study could be done through a Community Development Block Grant which has the next round of funding in October 2016." Councilor Chadbourne commented she wanted to point that out as they are just exploring.

Chair Richards asked Mr. Bohannon if they are going to pursue these funds. Mr. Bohannon said they could go through the CIP process. Noting conversations with Ms. Monahan and the City Manager, Mr. Bohannon suggested these funds could total \$10,000 which would be added into other funding sources. Mr. Bohannon indicated they would not make the next grant round; adding this was just one way of pursuing this.

Councilor Jones asked if there were deadlines for the Community Development Block Grant application. Mr. Bohannon replied they have grant cycles, April and October.

Councilor Hansel said this is an encouraging project and he really encourages those working on this to look at grant opportunities, creative funding, and to not look at the City of Keene to bond for another project like this in the near term. Councilor Chadbourne recognized staff's efforts in looking for grant opportunities to reduce costs.

Chair Richards commented there has to be federal funding with regards to the Senior Center. Mr. Bohannon noted the Older Americans Act was just reauthorized; Mr. Bohannon noted many of the earlier Senior Centers were built under this Act. Mr. Bohannon also reported Peg Monahan has been pursuing this with New Hampshire's Senators.

The City Manager said he likes the term programming study versus feasibility study because they are really looking at the programs for both the Senior Center and the Rec Center. He continued there may or may not be a construction project; he suggested Councilor Hansel think in terms of timeframes noting this is quite a ways down the road; it will not happen next year.

Councilor Jones referred to Mr. Bohannon's Memo and thanked him for recognizing the aging demographic of the community. Chair Richards commented there really is some potential good here, they will proceed cautiously and see what funds they can get from the Federal government.

Chair Richards asked for public comments or questions.

Peg Monahan, commented collaboration between the Senior Center and the Recreation Department has been a topic of conversations for decades. Ms. Monahan noted the work of Brian Mattson throughout the years and explained there has always been a member of Parks & Rec staff on the Senior Center's Board. Ms. Monahan commented she is always telling members the project will take four to five years. . Ms. Monahan pointed out the original building was built in 1828; there are ongoing structural issues and parking issues with the Center having 600 members. Ms. Monahan noted there are several funding sources coming online at this time that will be advantageous. She discussed the new component to the Older Americans Act showing support for multi-generational Senior Centers. Ms. Monahan reported the funding will come through the State, but they don't have the administrative rules as of yet. Ms. Monahan said the demographic is really what is driving the Federal Government to pay attention to senior projects and programs. She reported in 15 years there will be a doubling of the senior population; it will total 30% of the total population which will force a lot of different kinds of activities.

Councilor Chadbourne asked Ms. Monahan to elaborate on the multi-generational model. Ms. Monahan commented they are limited by their imagination. She cited an example in Oregon

where they have a pre-school right next door to the Senior Center with the idea that the kids and seniors could go back and forth, interacting in a very positive way. Ms. Monahan pointed out how childcare centers are always in need of more volunteers; this is something the Senior Centers have.

Councilor Sutherland commented he wanted to make sure his earlier comments were not misconstrued; he understands the demands for services are shifting. Councilor Sutherland said his concern is the underutilized space in the City that is available at different times of the day. He sees opportunities where the Senior Center programming could benefit from utilizing space at the Library, the Ice Rink, or the Rec Center. He also noted there are rooms available here at City Hall during the day time. His concern is that the City builds and yet continues to underutilize what is built. Ms. Monahan agreed with Councilor Sutherland noting there are quite a few programs that happen outside the Senior Center. Ms. Monahan continued it is the immediate facility that they have now and the parking. She also noted the efforts expended to look at other buildings and pointed out the amount of effort it would take to make the Middle School viable. Ms. Monahan said this is one of the problems; the buildings are there, but the effort to make it happen is significant and very costly.

Chair Richards addressed the debate of putting the Nursing Home up in Westmoreland going on now; after additional comments he added helping older people to be part of the community in any way they can is the right move.

Brian Mattson of 30 Page Street, commented the whole original idea of this was sharing space. They could see that eventually the Senior Center was going to have to move and there was not a lot of support for this. Mr. Mattson reiterated the issues of programming and parking. He noted the Rec Center sits unused during the day; which is the same time that the seniors would put the space to use. Seniors are now feeling the pinch with the programming at the Senior Center as they cannot squeeze in there anymore. Mr. Mattson continued this is an effort to be efficient and to use your City space. He continued after looking at other spaces and what could or could not be afforded, it kept coming back to the Rec Center. Mr. Mattson also noted the Senior Center has been partially funded by the City since it went into the building it now occupies.

Councilor Chadbourne commented she was looking at the schedule provided in the packet, specifically the walking activity and asked if this was a senior activity. Mr. Bohannon said this activity is open to the public, Senior Center members do not have to pay the annual \$10 walking membership at the Rec Center.

Ms. Monahan noted she put a packet together for the Committee: one document covers the things she has been talking about and the other is a list of towns she was able to get information from on how they do their senior centers and how they are funded. She added Keene is one of two Senior Centers (there are 42) in the State that is not funded by Federal or municipal dollars. She cited Charlestown as a volunteer only Senior Center; Ms. Monahan added it is not unusual at all for municipalities to play a role in Senior Centers. Ms. Monahan shared her knowledge about the new Senior Center in Salem which is funded by the town.

Carol Sorterup, of 631 Park Avenue, commented they have been working on this for a long time. She also noted the groups' amazement with the Salem facility. Ms. Sorterup pointed out how welcoming the facility was and noted this is one of the largest issues the Keene Senior Center is facing now. Ms. Sorterup urged the Commission to support this endeavor while commending Ms. Monahan for the work she does.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the memorandum regarding Keene Recreation Center facility use be accepted as informational.

3A11

City of Keene
NEW HAMPSHIRE

June 8, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **REPORT: Agricultural Commission – Creation of an Additional Food License Class**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends staff be directed to prepare an Ordinance to add new classification of health inspection.


Chairman/Designee

Background:

Michelle Chalice, Planner, introduced Mark Florenz a member of the Agricultural Commission to explain the recommendation submitted by the Agricultural Commission with regards to a new class of health license.

Mr. Florenz noted the recommendation by the Agricultural Commission is for the Council to consider creating a new class of license to accommodate small, local farmers. He indicated it is the opinion of the Agricultural Commission that this will be one small step to encourage local agriculture. Mr. Florenz provided the background information adding they are talking specifically about sellers of frozen USDA meat or poultry. Mr. Florenz reported he is raising pigs and selling them wholesale; but he would also like to be able to sell some retail. The issue here is the City of Keene does not have a separate class for that; he added what they do would

fall under Class 3 which includes any food service establishment seating less than 25 people. There is a \$200.00 annual fee. Mr. Florenz would also like to see this fee lowered. Mr. Florenz said the State has more classes and ranges of license fees.

Mr. Florenz said the two reasons why he thinks this makes sense are 1) there is less work for the Inspector, and 2) all he is doing is selling frozen meat. Addressing the \$200.00 license fee, Mr. Florenz suggested it becomes cost prohibitive for a business such as his. Mr. Florenz currently sells his meats through Stonewall Farms which is already an established non-profit.

Councilor Chadbourne noted she is a member of the Agricultural Commission and she wanted to clarify it is not really about lowering the fee; it is about creating a new class of license to accommodate small businesses. She continued stating instead of a \$200.00 fee it could be a \$50.00 fee. Councilor Chadbourne noted there was a thorough presentation by John Rogers at the Commission meeting. Councilor Chadbourne continued this seemed like a reasonable request; she added anything they can do to support the local farmers while still looking out for the health and safety of the citizens by having the Health Inspector do his job is a win-win. She encourages supporting this request.

In response to Chair Richards Mr. Florenz clarified this would allow him to take the meat that has already been processed off-site and allow him to sell it at his farm. Mr. Florenz also said he just needs City permission to sell from his farm. With that said, Chair Richards commented Mr. Florenz could also sell the meat to local markets. Mr. Florenz agreed he could do that if it went directly to the local markets. Councilor Chadbourne clarified this would enable him to pay a lower fee for the Health Inspector to come out and check the temperature. Mr. Florenz would maintain a freezer on his property to keep the meat that has already been USDA approved.

Chair Richards thanked Councilor Chadbourne for the clarification, reiterating this is something currently not in our Code. Councilor Chadbourne explained there is already an existing ordinance on health licenses, but the Agricultural Commission is asking to add a new license with a lesser fee.

Councilor Hansel said he agrees with the concept; he also pointed they are not looking at any sort of new class of license here tonight. He suggested this is merely a request for the Committee to authorize City staff to proceed with drafting an Ordinance that would create this new class of license.

Councilor Jones asked if this would be an amendment to the present Ordinance.

Councilor Sutherland noted there were seven other classes mentioned; he wants to ensure if the Committee is going to be directing City staff to do anything maybe they can additionally review other areas of opportunity for changes to this section Chair Richards asked for input from the City Manager. Mr. Kopczynski reported the Health Ordinance was reviewed about two years ago based on what the State did; he reiterated the State fees are higher and they do have more classifications. Mr. Kopczynski noted the City did not adopt the State Health Code. Mr. Kopczynski said staff would be happy to take a look at the classifications if the Committee would like. Mr. Kopczynski suggested perhaps Mr. Rogers can already speak to Councilor Sutherland's suggestions.

Chair Richards commented he thinks this is a good idea trying to help local business. Mr. Kopczynski said we want Mr. Rogers to be able to quantify the effort and the fee, whatever it may be, to cover the administrative cost to issue.

Councilor Carl Jacobs noted he can buy frozen meat at the Farmer's Market and asked if that is different than what is being proposed here. Mr. Florenz explained the Farmer's Market gets inspected as a whole; not each individual vendor in the Farmer's Market.

Councilor Chadbourne noted at the presentation John Rogers gave to the Agricultural Commission he mentioned a potential fee of around \$50.00. She asked for clarification on whether or not they would be creating a new class of license. Mr. Kopczynski explained the staff would be creating a new class of license within the Ordinance.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends staff be directed to prepare an Ordinance to add new classification of health inspection.

Chair Richards asked the City Manager what the turnaround time on this would be. Mr. Kopczynski indicated there is a little complication in the group with satisfying Councilor Sutherland; but he added he thinks that ordinance is current so there is not much depth to the review. Mr. Kopczynski indicated the turnaround would be quick. Mr. Kopczynski also clarified for Councilor Jones this would be a draft Ordinance going through the regular process of changing a City Ordinance. No public hearing is required.

3A12

City of Keene
NEW HAMPSHIRE

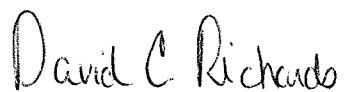
June 8, 2016

TO: Mayor and City Council

✓ FROM: Planning, Licenses and Development Committee

SUBJECT: **COMMUNICATION: Councilors Clark and Richards – Funding of a Private Gas Pipeline – Rate Tariffs**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that City Council request staff to draft a resolution opposing electrical utilities from funding a private gas pipeline through a distribution cost recovery rate tariff.


Chairman/Designee 

Background:

Councilor Clark addressed the communication that he and Chair Richards submitted which would ask that the City Council adopt a resolution opposing the funding of a private gas pipeline through a distribution cost recovery rate tariff.

Councilor Clark shared his experience from 1976 during a protest of the construction of a nuclear plant. He was protesting nuclear power and the way the plant was going to be paid for. In 1961 the New Hampshire Supreme Court determined the Public Service Company could ask for compensation for their construction work while in progress. In 1979, the New Hampshire Supreme Court overturned the 1961 decision. Councilor Clark noted the appeals process went on for years and resulted in some of the highest electricity rates in New England. Councilor

Clark noted his surprise in 2016 when the PUC ruled that the New Hampshire Law allows electric distribution companies (Eversource) to buy natural gas contracts and that they may be able to pass on those costs to rate payers in the form of a rate tariff. Councilor Clark reviewed recent events regarding the proposed pipeline and the company's final suspension of the project. Continuing, Councilor Clark said Eversource still has the petition to charge rate payers for construction work in progress in front of the PUC. Councilor Clark referred to his ninth grade civics class to discuss how laws are made. He specifically addressed Administrative Law and cited rulings by governmental agencies such as the EPA that become law until challenged at the Supreme Court level. Councilor Clark said that is what is going on right now; the utility companies are trying to get back to the bad old days when they could charge customers, making the rate payers their investors. He discussed deregulation and the difference between a producer and a provider. Councilor Clark continued it boils down to the same old question whether or not rate payers can be charged upfront for the risk the investors do not want to make. All Councilor Clark is asking is for the City Council to adopt a resolution opposing the funding of a private gas pipeline through a distribution cost recovery rate tariff. After additional comments Councilor Clark noted the City Council has delayed this decision since April; but it is a simple question does a Councilor agree that your constituents should pay or not.

Councilor Hansel suggested that Councilor Clark was talking about legal determinations on existing laws. Councilor Clark said he was talking about the PUC which is an agency of the state government and which has authority to make administrative law. Councilor Hansel disagreed saying they are not making laws they are making determinations on existing law; it is their interpretation. Councilor Clark replied which then becomes law. Dialogue continued in this vein with Chair Richards summarizing each party's contentions. Councilor Hansel said what he remembers hearing from the Consumer Advocate is that the PUC is making a legal determination; he also asked if this process is still going on and if there have been any updates. Councilor Clark said it is in front of the PUC right now and they are taking public comment. Councilor Clark continued stating now is the time for the City of Keene and other public entities to provide input to them. Councilor Clark verified this with the Clerk of the PUC. Continuing his comments outlining the PUC process and Eversource wanting customers to pay for a distribution pipeline, Councilor Clark said we need to argue our case in a different court; the court of public opinion. Councilor Clark suggests if the Council waits to make their opinion heard they will be putting out money for the Consumer Advocate to fight this decision in the Supreme Court. It is not going to cost the City a dime to support our constituents by telling the PUC no, that the city Council does not think their constituents should pay for any pipeline in the future. Councilor Hansel noted he is trying to convince himself to be in favor of this; he asked if something should be in here specifically about electricity utility rate tariffs for a gas pipeline. Councilor Clark said the language is from the Eversource petition and it is called a distribution cost recovery rate tariff. Councilor Clark reiterated Eversource does not make electricity anymore; they get the electricity from other places and they make their money from the distribution costs. Councilor Clark recommended sticking with the language Eversource is using.

On the face of it Councilor Sutherland agrees with the opposition to paying a tariff to offset the risks of an entity. Councilor Sutherland would like to see more details; he would like to understand what exactly this resolution intends to do, who it will be sent to, and why the Council

has to step in. After additional comments Councilor Sutherland said he would like the City Attorney to weigh in on this. Councilor Clark spoke over Councilor Sutherland saying the City Attorney has already weighed in. Councilor Sutherland continued he would like to know where the PUC is relative to the review of this resolution, and he would like to have the City Attorney weigh in to this Committee in real-time so we understand what it is that is in front of us.

Chair Richards simplified the conversation by noting the PUC right now is going to decide whether or not charging a tariff is legal. Chair Richards addressed the City Manager noting the City Attorney was here and weighed in on this; he basically said this is a policy thing but do not tie it to a specific issue. Councilor Clark verified this is not tied to any specific pipeline it is just a general policy.

Chair Richards suggests it is broken down into a simple concept; does the City of Keene want to comment as an elected body by saying they don't want their constituents to be charged tariffs to build somebody else's project. Councilor Sutherland said he agrees with the statement but he does not think this body needs to be involved in doing that.

Councilor Jones said he likes this because they have reduced it to a concept. He also suggested Councilor Clark's motion be changed; to move that the Keene City Council request staff to draft a resolution opposing the funding of a private gas pipeline through a distribution cost recovery rate tariff. Councilor Jones suggested when the draft resolution comes before the committee they can answer Councilor Hansel and Councilor Sutherland's questions. Chair Richards is in favor of this suggestion if the Committee can get it back for the next cycle. Mr. Kopczynski said his assumption is they are asking the City Attorney to draft this and he cannot speak for the City Attorney.

After additional comments Councilor Jacobs agreed he does not think it is right that anybody can impose a tariff to do a project; rather he believes utility companies should find investors or not do the project. He also feels this is an important thing for the City Council to take a position on.

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that City Council request staff to draft a resolution opposing electrical utilities from funding a private gas pipeline through a distribution cost recovery rate tariff.

3A13

City of Keene
NEW HAMPSHIRE

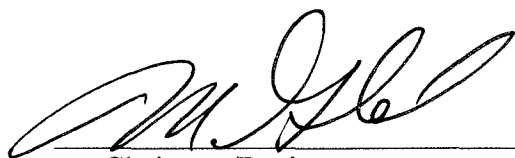
June 9, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** Campaign Manager for the Next Chapter
Campaign - Acceptance of Donations to Library

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend accepting donations of \$317,019.47 listed in the May statement of the Cambridge Trust Bank to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.



Chairman/Designee

Background:

Campaign Manager Patty Farmer was the first to address the Committee. Ms. Farmer stated she was before the Committee to request the Committee accept donations of \$317,019.47 listed in the May statement of the Cambridge Trust Bank.

The Chair added some of these were multi-year donations and went over the list as follows:

The Putnam Foundation \$50,000.00
The Putnam Foundation \$200,000.00
Sylvia and Craig McBeth \$1,000.00
Art and Patty Nichols \$1,000.00
Donald Shedd \$25.00

Friends of the KPL \$20,000.00
Thomas and Elke Hanna \$250.00
Lucy Hanna \$250.00
Richard and Susan Huleatt \$250.00
Katherine Hanna \$125.00
Katherine Hanna \$125.00
Mr. and Mrs. Baute Fund \$30,000.00
Cecile Goff \$400.00
Rob and Sherry Guardiano \$300.00
Ken and Carol Jue \$2,500.00
Mark Meese and Ann Shedd \$1,000.00
Steve and Jane Larmon \$1,000.00
Friends of the KPL \$8794.47

The Chair noted these are very generous donations.

Councilor Powers noted the balance in this special fund is \$646,000. Ms. Farmer stated the donors have been generous and the Committee has been working very hard.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend accepting donations of \$317,019.47 listed in the May statement of the Cambridge Trust Bank to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

3A14

City of Keene
NEW HAMPSHIRE

June 9, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **DISCUSSION:** Recreation Programmer - Acceptance of Donation-Summer Playground Scholarships

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept a donation of \$1,231.00 and that the money be used for the Recreation Department summer playground scholarship fund.


Chairman/Designee

Background:

Recreation Programmer Megan Spaulding stated the Recreation Department held a Middle School Dance which was a fundraiser for the summer scholarship program. \$1,231 was raised at this event, which would help local families attend eight-week summer programs.

Councilor Kahn asked over the course of the year how much money has been raised for this purpose. Ms. Spaulding stated there are two dances conducted each year, and each dance raises approximately \$1,200 - \$1,500.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept a donation of \$1,231.00 and that the money be used for the Recreation Department summer playground scholarship fund.

3A15

City of Keene
NEW HAMPSHIRE

June 9, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: MEMORANDUM: Deputy Fire Chief - Acceptance of Donation

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept a donation from Leon's and J & L in the amount of \$133.00.



Chairman/Designee

Background:

Fire Chief Mark Howard was the next speaker who stated this item was in reference to a donation from Leon's and J & L in the amount of \$133.00. Chief Howard stated the Department conducts vehicle extrication training on vehicles and after the training has been completed, the City donates the vehicle to Leon's and J&L. To date, the Department has donated about 50 vehicles. . This last time the money Leon's and J & L received for the scrap was donated back to the Fire Department.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept a donation from Leon's and J & L in the amount of \$133.00.

3A16

City of Keene
NEW HAMPSHIRE

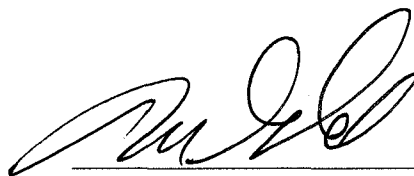
June 9, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** Recreation Programmer - Acceptance of Grant - Rock On Foundation

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept a grant donation of \$2,000.00 from the Rock on Foundation and that the money be used toward the Middle School Police Athletic League for basketball.



Chairman/Designee

Background:

Ms. Spaulding stated this past winter the department applied for a grant from the Rock On Foundation and they have received \$2,000 to help with the Middle School Police Athletic League. Ms. Spaulding stated she will be attending the Rock-On Fest on August 13 in Concord to accept the donation.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to accept a grant donation of \$2,000.00 from the Rock on Foundation and that the money be used toward the Middle School Police Athletic League for basketball.

3A17

City of Keene
NEW HAMPSHIRE

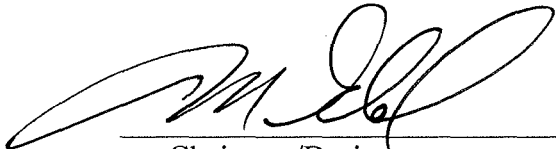
June 9, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** Revenue Collector - Tax Deeds for Unpaid 2012 and 2013 Property Taxes

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to waive tax deeding on properties outlined in the memorandum from the Tax Collector until September 1, 2016.


Chairman/Designee

Background:

Revenue Collector Mary Alther stated she was before the Committee to ask that the City Manager be authorized to waive tax deeding which would have taken place in May for properties which have unpaid property taxes for 2012 and 2013. Staff is asking for an extension through September 1, 2016.

Councilor Kahn noted September 1, 2016 is a Council night and asked whether the date should be extended to another date in September. Ms. Alther stated even though the date says the 1st the process could take about another week or two. Attorney Mullins explained once the deadline has arrived, the Tax Collector will move forward at that time with the tax deeding process and a further extension could be granted after that date. Councilor Jacobs stated this process is being put in place so the owners could find a way to retain their properties. Chair Greenwald stated he

doesn't see the Kingsbury property on this list. Ms. Alther stated the Kingsbury property is the one listed as 80 Laurel Street.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to waive tax deeding on properties outlined in the memorandum from the Tax Collector until September 1, 2016.

3A18

City of Keene
NEW HAMPSHIRE

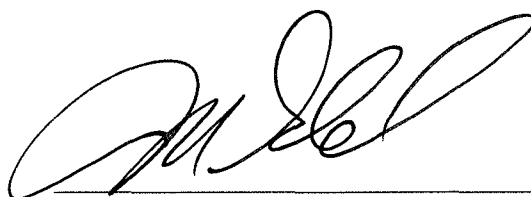
June 9, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** Planner - Agreement with Cheshire County Shooting Sports Education Foundation for the Relocation and Placement of Fill

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to negotiate and execute an agreement with Cheshire County Shooting Sports Education Foundation for the placement by the City of Keene of clean fill excavated in association with the Woodland Cemetery Wetland Restoration Project onto the property at 19 Ferry Brook Road for no fee.



Chairman/Designee

Background:

Planner Tara Kessler stated the City is looking for authorization to place approximately 3,700 cubic yards of clean fill on property owned by the Cheshire County Shooting Sports Education Foundation at 19 Ferry Brook Road. This is fill which is going to be excavated in association with the Woodland Cemetery Wetland Restoration Project. Ms. Kessler explained the City will have a wetlands scientist on site to perform testing before the fill leaves the site. Ms. Kessler stated there is no fee associated with this work and this is a critical piece associated with the restoration project.

Chair Greenwald clarified when the shooting range is doing their shooting the lead in the bullets is being shot into this fill, which can become an issue for the Shooting Range. Ms. Kessler stated

once the fill is transferred to their property it becomes their responsibility. Councilor Clark asked if this was clean fill why it was not being stored at the Public Works for use for future projects. Public Works Director stated they generate plenty of fill themselves. Councilor Kahn asked whether this fill will be sifted before it is transported. Ms. Kessler answered in the affirmative. The Councilor felt this is an excellent agreement and complimented staff.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to negotiate and execute an agreement with Cheshire County Shooting Sports Education Foundation for the placement by the City of Keene of clean fill excavated in association with the Woodland Cemetery Wetland Restoration Project onto the property at 19 Ferry Brook Road for no fee.

3A19

City of Keene
NEW HAMPSHIRE

June 9, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** **Operations Manager & Assistant Public Works
Director - Consulting Services for the Roaring Brook Watershed Management Plan**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Council authorize the City Manager to do all things necessary to negotiate and execute a professional services contract with VHB to perform the Roaring Brook Watershed Management Plan for an amount not to exceed \$67,500.



Chairman/Designee

Background:

Public Works Operations Manager Aaron Costa stated this item is in reference to the Roaring Brook Watershed Management Plan. Mr. Costa stated the City of Keene owns nearly 2,500 acres of watershed land located in the towns of Roxbury, Nelson, and Harrisville. He explained this area contains Woodward Pond and Babbidge Reservoir which together stores approximately 490 million gallons of water and Babbidge Reservoir stores about 180 million gallons of water (six to ten months of water supply for the city). The property is rural and the City has gates to prevent unwanted vehicle access and has posted no trespass signs. However, the City has seen signs of recreational traffic.

Mr. Costa stated the City would like to develop a watershed management plan to preserve water quality, as well as provide public educational opportunities, manage security, and develop timber harvesting opportunities. He noted in FY15 the City developed a water shed management plan in

the amount of \$67,500. This past winter an RFP was sent out and five responses were received. After reviewing the responses, the review Committee decided to interview four firms. The firms were rated based upon several criteria including: public outreach, education and relations, experience with watershed management plans, security, revenue, recreation, pitfalls to avoid that may negatively impact water quality and the most important piece of the project in their opinion.

VHB was judged by the interview team to be the best qualified for this work based on their experience with watershed management plans, expertise in security, sub-consultant qualifications and overall project approach. Tighe & Bond did have the lowest proposed budget, but their project approach was not complete and did not include a forestry services evaluation in its base budget. The other two firms were within \$2,200 of each other.

Councilor Jacobs clarified in the interim the city has put in place a security plan, but what is being proposed today is for the long term plan for the water supply. Ms. Hanscom answered in the affirmative and added the City is in the process of developing an Agreement with the Town of Roxbury.

Chair Greenwald noted these are Class V and Class VI roads and asked what kind of activities the public is permitted to do on these roads. Mr. Costa stated they have attempted to keep public out of the Babbage and Woodward Pond areas. However, there have been evidence of horseback riding, dog walking and camping. No trespassing signs have been posted to prevent these types of activities. He indicated these types of questions will be answered with this new Management Plan. The Chair asked about hunting. Ms. Hanscom stated hunting is prohibited here as well and added the uses of this property are not only set forth in the City Code but also in the State of New Hampshire Administrative Rules.

Councilor Clark asked what kinds of items are expected from this new Management Plan. Mr. Costa stated the plan will look at how to improve security, how the land is being managed, whether the timber is being managed appropriately, and could the yield of the reservoirs be increased without damage to water quality

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Council authorize the City Manager to do all things necessary to negotiate and execute a professional services contract with VHB to perform the Roaring Brook Watershed Management Plan for an amount not to exceed \$67,500.

3A20

City of Keene
NEW HAMPSHIRE

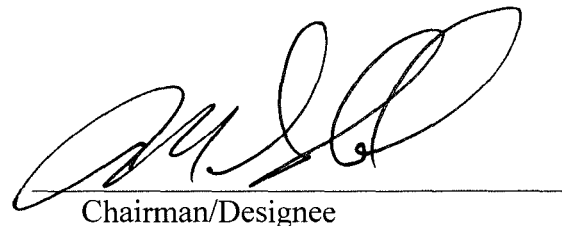
June 9, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** Assistant Public Works Director – Professional Services
Contract for Wastewater Permitting Assistance

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to negotiate and execute a contract with Weston and Sampson Engineers for an amount not to exceed \$95,000 to perform work related to Wastewater Treatment Plant NPDES Permitting.



Chairman/Designee

Background:

Ms. Hanscom stated this item is in reference to the proposals the City has received for the wastewater treatment plan and the City's collection system for the National Pollution Discharge Elimination System (NPDES) permit. The first permit for the plant was received in the 80's and since that time each permit has included limits that were either stricter or not included in the previous permit. EPA has explained their mission is not reduction but elimination of pollution. She indicated they expect the next permit to have either new monitoring or other pollutants like perhaps nitrogen.

Ms. Hanscom went on to say the City had a rather contentious permitting process the last time and as a result ended up with an administrative order and strict phosphorous discharge. This is what promoted the City wastewater treatment plant upgrade.

The City issued an RFP, received four proposals, two were considered complete and they were interviewed. This time, unlike the past, the City Attorney was included in the interview process.

Weston and Sampson Engineers was the chosen firm by the review committee. They had good strategies to minimize the impact for the next permit, a good sub-contractor who had good ideas to work with EPA and understanding their rules, and their references came back with high marks. Ms. Hanscom stated Weston and Sampson Engineers will help the City with a pre-draft permit so the City doesn't have to just reactive to what a permit would include. The consultant will also participate in discussion with EPA and DES and would also include the first level of the appeals process, if that was necessary. Ms. Hanscom noted if the work doesn't go that far the money will not be expended

Chair Greenwald asked whether this cost also includes cost for attorney fees. Ms. Hanscom answered in the negative. Attorney Mullins added the attorney is mostly in the background should there be a need for legal assistance. Most of the work is going to be on the technical side. The attorney is there should things become litigious, which he added no-one wants. Should that happen, the attorney fees will come out of the sewer fund.

Councilor Powers asked who the current engineer of record was. Ms. Hanscom stated it was Hoyle Tanner and Associates.

Councilor Jacobs asked why this process would need an attorney. Ms. Hanscom stated any comments made during draft permit there is a certain period of time to comment on it. Whatever is commented on becomes the extent to which the City can comment on issues during the legal appeal. If there was an item which should have been added in, that can't happen. This is when an attorney would be helpful to protect the legal record.

Councilor Kahn stated he would like to amend the motion to add the following language: "...perform work related to Wastewater Treatment Plant NPDES Permitting..."

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to do all things necessary to negotiate and execute a contract with Weston and Sampson Engineers for an amount not to exceed \$95,000 to perform work related to Wastewater Treatment Plant NPDES Permitting.

3A21

City of Keene
NEW HAMPSHIRE

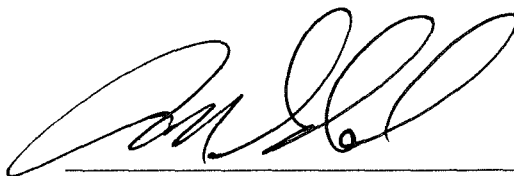
June 9, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **MEMORANDUM:** Finance Director- Financial Audit Services

On a vote of 4-1, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to sign a professional services contract for audit services with the firm of Melanson Heath for a term of five years, with two optional years, for a total amount of \$259,000, to include the preparation of a comprehensive annual financial report. Councilor Powers voted in opposition.


Chairman/Designee

Background:

Finance Director Steve Thornton was the next to address the Committee. Mr. Thornton stated the City is audited by independent auditors each year. The contract for these services expired in 2015. An RFP was issued and three proposals came in from Melanson Heath, Vashon Clukay and Company and from Ron Beaulieu & Company. Mr. Thornton stated all three firms are good, but Ron Beaulieu & Company does not have much experience with NH towns and cities and municipalities. Melanson Heath and Vachon Clukay and Company have similar experience, but the low bidder was Melanson Heath. After review the selection committee is recommending the proposal be offered to Melanson Heath.

Chair Greenwald clarified the \$259,000 would cover a period of seven years, but the contract could be terminated after five years because the contract is for five years with two optional years. Mr. Thornton agreed.

Councilor Powers asked what the fee for the contract which just ended. Mr. Thornton stated it was \$33,000.

Councilor Kahn complemented the City Manager and the Finance Director for this process. He recalled a conversation which happened after the 2015 audit when a question was raised as to whether the audit could be drafted so it is more understandable by the City and the public and felt this would be possible with the audit documents going forward. Mr. Thornton stated an “add-on” cost for a comprehensive financial report was requested as opposed to the basic financial report. Mr. Thornton stated the comprehensive financial report is a much better document and is much more thorough. Councilor Powers felt this report is similar to what is already being done by the City.

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

On a vote of 4-1, the Finance, Organization and Personnel Committee recommend the City Manager be authorized to sign a professional services contract for audit services with the firm of Melanson Heath for a term of five years, with two optional years, for a total amount of \$259,000, to include the preparation of a comprehensive annual financial report. Councilor Powers voted in opposition.

301

City of Keene
NEW HAMPSHIRE

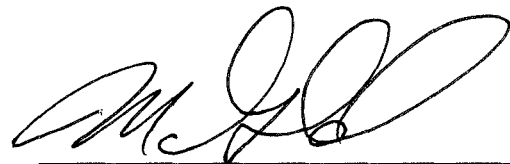
June 9, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **COUNCIL REFERRAL:** Removal of Granite Curbing - West Side of Central Square

On 5-0 vote, the Finance, Organization and Personnel Committee recommend placing the request to remove granite curbing on the west side of Central Square be placed on more time to allow the petitioner to attend.



Chairman/Designee

Background:

Chair Greenwald stated Ms. Dorrie Faulkner Masten has informed the City she will not be able to be present tonight. Councilor Powers asked when this item will be addressed. The Chair stated he believes it will be at the next meeting.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend placing the request to remove granite curbing on the west side of Central Square be placed on more time to allow the petitioner to attend.

302

City of Keene
NEW HAMPSHIRE

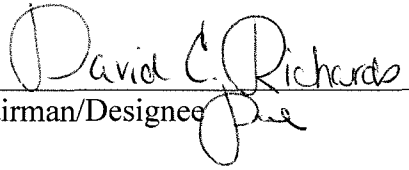
June 8, 2016

TO: Mayor and City Council

FROM: Planning, Licenses and Development Committee

SUBJECT: **COMMUNICATION: Mayor Lane – Request to Use City Property – Fall Festival**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the request from the Fall Festival Committee to use downtown City rights-of-way for the 2016 Fall Festival be placed on more time to allow City staff to hold a series of protocol meetings.


Chairman/Designee

Background:

Mayor Lane introduced Councilor Carl Jacobs, a member of the Fall Festival Committee, before addressing the request. In the spring of 2015, the City Council approved the idea of holding a Fall Festival in Keene. A committee was assigned to identify the parameters for holding the festival. Over the last several months, committee members have been working to put together a community event to celebrate all that makes the Monadnock area special. This event, entitled *The Monadnock Fall Festival; A Celebration of Community and Culture*, will include music, theater, art, poetry, agriculture, small businesses, education, and all of the other things that make our area unique. It is being designed to showcase the things that make our area a place to be proud of. Keene State College is collaborating with this event to have it occur during their Parents' Weekend. The Festival is being designed as a way for all of us to celebrate ourselves,

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

Mayor Lane reported that although the protocol meetings will begin this Thursday, June 16, 2016; discussions actually began two weeks ago at the Finance Committee meeting where Councilor Jacobs' motion to add funds to the Community Events budget was approved for this event. Mayor Lane noted at this time he is asking the Committee to put the Fall Festival on "more time" as the protocol meetings are just beginning. The Mayor commented Councilor Manwaring and Councilor Jacobs have been involved in many of the discussions as representatives of the City Council. Councilor Jacobs stated this is a very exciting opportunity for the City; he added Kevin Dremel is taking the same approach with this event as he does with the Music Festival and that no national entities are being encouraged to participate. Councilor Jacobs said the focus is on the Keene/Monadnock region; he also noted the Farmer's Market is an important part of the Festival. Mayor Lane reiterated Keene State College's involvement along with the nine visiting delegates from Keene's sister city Einbeck, Germany.

Chair Richards asked for Committee comments or questions.

Councilor Hansel commented he was a bit skeptical at first, but now commends all those involved for the work done to date. Mayor Lane thanked Councilor Hansel noting one of the strengths of this community is that it does tend to come together for significant celebrations. Councilor Jones agreed with Councilor Hansel's comments.

Councilor Chadbourne asked if there were any consideration given to somehow incorporating pumpkins into the discussions. Mayor Lane commented he thinks it is important to remember the Festival is being developed from the bottom up rather than the top down. He continued by saying they are asking organizations to put programs together and so far nobody has asked to put pumpkins in the Festival. Councilor Jacobs said pumpkins are an aspect of food and agriculture, but they do not want to limit the Festival to just pumpkins.

Councilor Sutherland said he looks forward to hearing more of the details; he pointed out a lot of comparisons will obviously be made between this and other festivals. Councilor Sutherland also asked if there will be booths by the non-profits. Mayor Lane replied in the affirmative, adding there will be opportunities for the non-profits to have booths and sell food for fundraising.

Chair Richards asked for public comments or questions.

Carol Sorterup of the Keene Senior Center Coalition asked what is happening for kids in this festival. Mayor Lane replied they will be announcing the specific events later on in the summer; but he mentioned the involvement of MoCo Arts, the Children's Museum, and the local schools in the planning of the event.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the request from the Fall Festival Committee to use downtown City rights-of-way for the 2016 Fall Festival be placed on more time to allow City staff to hold a series of protocol meetings.

303

City of Keene
NEW HAMPSHIRE

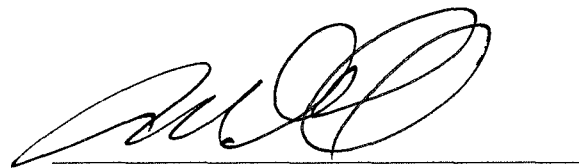
June 9, 2016

TO: Mayor and City Council

FROM: Finance, Organization and Personnel Committee

SUBJECT: **DISCUSSION: Charter Employee Evaluation Process**

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the Charter employee evaluation process be placed on more time.



Chairman/Designee

Background:

Chair Greenwald felt the Mayor needs to be present to address this item and felt moving it to the next meeting would be appropriate.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the Charter employee evaluation process be placed on more time.



6A1

CITY OF KEENE

In the Year of Our Lord Two Thousand and Sixteen

A RESOLUTION In Appreciation of Christopher V. Cram Upon His Retirement

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

- WHEREAS: Christopher V. Cram began his career with the Keene Fire Department April 20, 1981, as an Auxiliary member; was assigned February 1, 1984, to the Deluge Hose Call Company; transitioned to a full-time Firefighter/Ambulance Attendant February 1, 1989; was promoted to Fire Lieutenant November 19, 1998, after serving as Second Lieutenant since February of that year; and has stepped up as needed to serve as Acting Captain multiple times; and
- WHEREAS: Chris brings to the job topnotch knowledge, skills and experience as a firefighter, an emergency medical technician, and a company officer; a high level of awareness in the field and sound decision-making choices when confronted with a wide variety of situations; and a willingness to actively assist any way he can to better both his shift and the department as a whole; and
- WHEREAS: Taking pride in his assignments, himself and the department and not taking responsibility lightly, Chris's thorough attention to detail with everything he does gives his shift a state of readiness that goes above and beyond and sets the bar in professionalism that everyone could follow; and
- WHEREAS: His own worst critic, Chris constantly has evaluated his own performance in order to bring consistency to a shift that endured many changes—soliciting his team members' ideas and suggestions, delegating tasks using their strengths, facilitating stronger scene management, and improving overall team effectiveness; and
- WHEREAS: A vital part of the leadership team that guides B shift, he has been valued for his assistance to the senior management team in meeting goals and objectives, adaptability to and open-minded support of operational changes as the department has evolved, ideas and potential problem-solving solutions as challenges were faced—all welcome and all contributing to keep things moving smoothly in a busy department; and
- WHEREAS: A big supporter of trainings to enable his shift to address every type of emergency in a safe manner, Chris has developed company drills, arranged building familiarization tours that focused on construction and utilities, and served as trainer and mentor to both new and senior personnel; and
- WHEREAS: His active contributions to various committees and teams over the years include serving as a member of the Hazardous Materials Response Team, Assistant EMS Coordinator, Chair of the Ambulance Purchasing Committee, a Deputy Forest Fire Warden, and overseer of the department's rescue ropes; and
- WHEREAS: Chris retires from the City of Keene June 30, 2016, with over 35 years of honorable service;
- NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Keene hereby extends its sincere thanks to Christopher V. Cram for his dedication to the City of Keene and wishes him the very best through all his retirement years; and
- BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Chris in appreciation for his many years of service to the residents of Keene and the Monadnock Region.

PASSED

Kendall W. Lane, Mayor

C0B1

CITY OF KEENE
NEW HAMPSHIRE

DATE: June 13, 2016

TO: Mayor and City Councilor

THROUGH: Medard Kopeczynski, City Manager
Steven Thornton, Finance Director 

FROM: Kurt D. Blomquist, PE, Public Works Director/Emergency Management Director 

SUBJECT: R-2016-22, Resolution for Appropriation of Funds for Flashing Light System on West Street

Recommendation:

The City Council refers resolution R-2016-22 to the Finance, Organization and Personnel Committee.

Background:

The Main Street America Group/National Mutual Grange (NGM) approached the City in 2015 on improvements to the crosswalks in front of their building at 55 West Street. Due to the location of their employee parking the crosswalks across West Street between St James Street and the Greek Church are heavily used by NGM employees. To improve the safety for NGM employees and other pedestrians NGM requested the City install a flashing lighted system.

With the high volume of NGM employees using the crosswalks NGM decided to take on some of the responsibility and would perform the work and provide funding. The City Council accepted NGM proposal and agreed to fund up to \$15,000 of the cost. On August 6, 2015 the City Council voted to authorize the City Manager to do all things necessary for the installation and acceptance of a lighted crosswalk system and funding up to \$15,000 of the cost with the funds coming from unallocated fund balance.

The work was scheduled for spring/summer of 2016. NGM and the City are in the final design stages and construction will begin mid June. It is recommended that Resolution R-2016-22 be forward to the Finance, Organization and Personnel Committee.

Attachments

1. R-2016-22 Related to an appropriation for the Flashing Crosswalk System on West Street
2. City Council Report, NGM Insurance Group-Proposal for Flashing Light System on West Street, dated August 6, 2015.

In City Council August 6, 2015.
Voted unanimously to carry out
the intent of the report.

William L. Row

Deputy City Clerk

City of Keene
NEW HAMPSHIRE

6A1
INFORMATIONAL COPY ONLY

July 24, 2015

TO: Mayor and City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

SUBJECT: **MEMORANDUM** – Public Works Director – NGM Insurance Group –
Proposal for Flashing Light System on West Street

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommends to the City Council that the City Manager be authorized to do all things necessary to work with the Main Street America Group for the installation and acceptance of a lighted crosswalk system on West Street, and for the City to share the expense in the amount of up to \$15,000 from the unallocated fund balance.

James P. Pully
Chairman/Designee

Background:

Mr. Blomquist stated that this is a follow-up for the MSFI Committee. He continued that as background, in February 2014, the National Grange Mutual (NGM) Insurance group approached the City with concerns about pedestrian crossings on West Street, mainly between Federal Street and the Greek Orthodox Church. Due to the location of their employee parking lot, they have employees frequently moving back and forth across the street. NGM requested a lighted crosswalk. It would cost about \$28,000. The committee reviewed and discussed the situation, and recommended a treatment of the crosswalk with additional signage and stop bar lines. What NGM requested was to see how it goes, to determine if there is a change in driver and pedestrian behavior. NGM folks approached the City with feedback – there has not been any substantial change from employees' perspectives. Cars are still not stopping for pedestrians. Pedestrians

keep moving into the crosswalk when one lane's vehicle stops but often the other lane's vehicle does not stop.

Mr. Blomquist continued that NGM proposes moving forward with the lighted crosswalk system, with NGM and the City sharing the cost. It is about \$32,000, and they are requesting that the City pay about \$15,000. The \$15,000 would represent the work done in the street – the excavation, conduit work, wiring, and so on and so forth. Then NGM would cover the remainder of the cost for the system. Kendera Mazzuchelli will talk about the feedback she has received.

Chair Duffy stated that when the issue came up they talked about whether there had been any accidents or pedestrians being struck. He asked if there have been any since then. Mr. Blomquist replied no. Chair Duffy stated that it sounds like people feeling unsafe has continued to spike.

Kendera Mazzuchelli stated that she is here representing NGM. She continued that they came to the MSFI Committee a year and a half ago with safety concerns. Many employees are feeling unsafe crossing West Street. They use a few different crosswalks but mostly use the one by the Greek Orthodox Church. It crosses into the NGM employee parking lot. She has almost been hit and has witnessed others almost be hit. She has watched pedestrians in front of her have to jump back. Even after the new signs were installed, they still see people almost get hit. Thankfully they are not aware of accidents or people actually being struck, but there is still a lot of concern and feedback. They did an employee survey, which was recommended by the MSFI Committee, to see if it is less safe for pedestrians during certain conditions, such as daylight, darkness, rain, and so on and so forth. Really there was not any evidence that it was more dangerous in certain conditions. The results were all over the place and people feel unsafe all of the time. They got permission to bear some of the cost, but they want the City to help.

Chair Duffy stated that he recalls that last time, NGM was asking the City to bear all of the cost. Ms. Mazzuchelli replied that that is true. She continued that since it is such a concern, NGM has decided to also take on some of the responsibility.

Councilor Manwaring stated that if this goes forward and they can do this, she wonders if there can be a change in other crosswalks. She continued that she remembers one of the concerns from last year was that there are three crosswalks close together, and this sometimes contributes to drivers being a little casual about it. Maybe they can have the diagonal crosswalk and then just one of the others in that area. Mr. Blomquist replied that he will look at it. He continued that there is one at Federal Street, and one at St. James Street, and they may be able to eliminate one, but he would need to look at that with the appropriate departments. It is a concern that there are so many, and maybe they can reduce the number. Councilor Manwaring stated that she remembers that there were two off of St. James Street and then the diagonal. Mr. Blomquist replied that she is correct. He continued that they will look at the four and probably one can be discontinued. He can handle looking at it administratively unless someone has concerns with that.

Councilor Redfern asked if the light system will be on all four of the crosswalks or just one. Mr. Blomquist replied just the one – the first one you approach coming inbound. He continued that

they do not want lights on all four; there are too many and it could be confusing. But having one lighted crosswalk could at least help the inbound drivers remember that they are approaching a heavy pedestrian area.

Councilor Redfern asked if NGM employees will only use that lighted crosswalk. Mr. Blomquist replied that neither he nor Ms. Mazzuchelli can say that but probably they would choose it the most. Ms. Mazzuchelli replied that it is the one that is the most heavily used now.

Councilor Jones asked if this is a warning, like on Winchester Street by the college, and not a red light. Mr. Blomquist replied yes. He continued that the lights will not be flashing on the pavement – it is more the “wig wag” style. It is a pedestrian-activated bar light towards the bottom, flashing white and yellow to attract attention. Councilor Jones stated that it is good to be proactive when it comes to safety. He thanked Ms. Mazzuchelli for NGM’s spirit of cooperation.

Chair Duffy stated that last year when they visited this issue, they did not go this route. He asked if this is a more effective approach. Perception means a lot more than some people give it credit for. If people do not feel safe that is important. But he does not feel safe crossing on crosswalks lately and almost got hit by a taxi recently. Is this the start? Will others now be coming forward and wanting this for multiple crosswalks?

Mr. Blomquist replied that he does not recommend that these go on Main Street, where they already have indications that you are entering a heavy pedestrian zone. He continued that in this particular case they tried the Main Street treatment. Particularly for people coming from inbound, there is nothing there to tell them they are entering a heavy pedestrian zone. This may create that indicator. He would not want to continue these lighted crosswalks down West Street west because they could become confusing. Other areas might be appropriate, but they do not recommend this for every single crosswalk – maybe for more heavily used ones. They are trying a solar light on the Mills construction the private dorms. Part of the concept is access to the path. As part of that the City required the developer to put solar system lights there. Drivers are not thinking they are coming into a heavy pedestrian area. They will think they do not need to worry about college students crossing until they get to Ralston Street. The City Council did a step process for this West Street crosswalk. They did not just jump to this. They first tried other techniques to see if it would make a change. The report back is that it did not create a change.

Councilor Jacobs stated that it strikes him that speed tables would work well, like the traffic calming installations on South Lincoln and Winchester Streets. He continued that with this location on West Street, drivers are often looking ahead to the stoplight and thinking that they can make it through the green light if they hurry to get there. He does not think lights near NGM would necessarily help. He asked how the lights compare, in terms of cost, to a speed table.

Mr. Blomquist replied that the speed table would be about the same or a little less. He continued that you have to look at how it affects the road. Speed tables on Winchester Street help bring traffic speeds down and elevate the pedestrians, and in that location there are 6,000 crossings in a 12-hour period – the highest in the city. On South Lincoln Street the speed tables were installed in response to a speeding incident that caused an accident. Emergency services folks might have

concerns about speed tables on West Street, because it is a route that emergency vehicles use. Speed tables would be the next level up if the lighted crossing does not help, but it would impact emergency services capabilities. Emergency responders would have to slow down themselves. He likes a systematic approach. They can see how this measure affects driver behavior. Most problems are from people who drive the street every day. They stop noticing the signs. This is pedestrian-activated and does not constantly flash, so it does not fade into a drivers' background consciousness.

Councilor Jones stated that the one in Marlborough seems to work very well. He continued that he wants the background notes to reflect that the reason they do not recommend these lighted crossings everywhere is because this location on West Street is a segue from the commercial district to the central business district. It is a good place to have this type of crossing. Mr. Blomquist replied that that is correct.

Councilor Jones made a motion for the Municipal Services, Facilities, and Infrastructure Committee to recommend to the City Council that the City Manager be authorized to do all things necessary to work with the Main Street America Group for the installation and acceptance of a lighted crosswalk system on West Street, and for the City to share the expense in the amount of up to \$15,000 from the unallocated fund balance. Councilor Redfern seconded the motion.

Mr. Blomquist stated that if passed, the motion goes to the City Council. He continued that he recommends it come from unallocated funds. The City Council will have a resolution for first reading, which then goes to the Finance, Organization, and Personnel (FOP) Committee, and they can concur with the use of unallocated funds or come up with a different place to get the funds. The City Council is taking a summer break. Committees meet again the last week of August. The funding question then comes at the first City Council meeting in September. After that meeting the City would work with NGM about a schedule.

The City Attorney asked Mr. Blomquist to clarify a procedural question - how is the contribution being handled from NGM? Will they donate to the City or spend it on their own? Mr. Blomquist replied that the motion saying "do all things necessary" allows him to work with the City Attorney's Office and the City Manager's Office about the best way to do that.

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommends to the City Council that the City Manager be authorized to do all things necessary to work with the Main Street America Group for the installation and acceptance of a lighted crosswalk system on West Street, and for the City to share the expense in the amount of up to \$15,000 from the unallocated fund balance.



CITY OF KEENE

R-2016-22

6B2

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

A RESOLUTION Related to an appropriation for the Flashing Crosswalk System on West Street.....

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

That the sum of fifteen thousand dollars (\$15,000) is hereby appropriated from the General Fund unallocated fund balance for the West Street Flashing Crosswalk system.

Kendall W. Lane, Mayor