



City of Keene
New Hampshire

KEENE CITY COUNCIL
Council Chambers, Keene City Hall
September 15, 2016
7:00 PM

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- September 1, 2016

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Appointment - Special Committee Goal Setting
2. Confirmations - Library Board of Trustees

C. COMMUNICATIONS

1. Yvonne Gilberston - Request for Raised Crosswalk - 21 Roxbury Street
2. Lisa Grauer - Request for Lodging House License - 85 Winchester Street

D. REPORTS - COUNCIL COMMITTEES

1. Request to Use City Property - Keene Kiwanis Club - 350-400 Marlboro Street
2. Request to Use City Property - Monadnock Humane Society - Walk for Animals
3. Request to Use City Property - Pathways for Keene - 4 on the 4th Road Race
4. Event Date Change - Keene Music Festival
5. Request to Use City Property - Monadnock Fall Festival
6. Request to Use City Property - Eversource - 16 Church Street
7. Request to Use City Property - 2016 Fire Prevention Parade
8. Rescission of Resolution R-2012-06-A - Use of Vacant Space at 350-400 Marlboro Street
9. Periodic Report - Assessors' Board
10. Broadband Overview - IT Department
11. Acceptance of Donation - Parks, Recreation and Facilities Department
12. Acceptance of Donations - Library Renovation Project - Next Chapter Campaign
13. Request to Solicit Donations - Human Resources Department
14. Impact from Heberton Hall Renovations - Cheshire TV

15. Re-allocation of FY 17 CIP Mobile Radio Project Fund Balance - Fire Department
16. Acceptance of Grant - Fire Prevention and Safety - Fire Department
17. Additional Pavement Spot Repairs - Public Works Department

E. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. CITY MANAGER COMMENTS

F. REPORTS - BOARDS AND COMMISSIONS

G. REPORTS - MORE TIME

H. ORDINANCES FOR FIRST READING

1. Relating to Zone Change - West Surry Road
 - Application for a Zone Change
 - Ordinance O-2016-18

I. ORDINANCES FOR SECOND READING

J. RESOLUTIONS

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, September 1, 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 Jacobs' service. Councilor Jacobs was first elected as an At-Large Councilor in 2012 until 2015. During this time, he served on the Planning, Licenses and Development Committee. In January 2016 to the present, Councilor Jacobs was elected as a Ward Two Councilor. Most recently, he has been serving on the Finance, Organization and Personnel Committee as Vice Chair. Councilor Jacobs led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the August 4, 2016 meeting was duly seconded. The motion passed with a unanimous vote in favor.

PRESENTATION – RETIREMENT RESOLUTION – JERRY MCDUGLE

The Mayor invited Jerry McDougale from the Parks and Recreation Department forward to present him with a Retirement Resolution. The Mayor went on to express the City's gratitude to Mr. McDougale for his dedication, and went on to detail his history of employment with the City of Keene. Mr. McDougale thanked the Mayor for the acknowledgement of his years of service.

PRESENTATION – AD HOC DRUG ADDICTION SOLUTIONS COMMITTEE

Police Chief Brian Costa, introduced Mary Drew, Director of Monadnock Alcohol & Drug Coalition, and Dr. Monterio, Vice President of Population Health and Health System Integration at Cheshire Medical Center. Chief Costa expressed this was only a portion of the group that was involved in the Committee. They had several meetings over the course of the past year and determined that our community is no different than any other part of New Hampshire when dealing with this illness. They came up with the best course of action, using the 3-prong approach: Education, starting this as yearly as possible; Enforcement/Intervention; and Treatment. They stated that they need to continue to connect the dots where there are gaps in the system.

NOMINATIONS – LIBRARY BOARD OF TRUSTEES

The following nominations were received from the Mayor: Charles Redfern reappointed to serve as a regular voting member on the Library Board of Trustees with a term to expire June 30, 2019, and Nathaniel Stout reappointed to serve as a regular voting member on the Library Board of Trustees with a term to expire June 30, 2019. The nominations were tabled until the next regular meeting.

COMMUNICATION – ARDIS OSBORN – RESIGNATION – HERITAGE COMMISSION

A communication was received from Ardis Osborn resigning from his position on the Heritage Commission. A motion by Councilor Greenwald to accept the resignation for service on the board was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – KATHY HARRINGTON – RESIGNATION – AGRICULTURAL
COMMISSISON

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

COMMUNICATION – CHARLES REDFERN/PATHWAYS FOR KEENE – REQUEST TO
USE CITY PROPERTY – 4 ON THE 4TH ROAD RACE

A communication was received from Chuck Redfern of Pathways for Keene, requesting the use of City property for their 16th annual “4 on the 4th” run/walk race on July 4, 2017. The request was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – KEVIN DREMEL/KEENE MUSIC FESTIVAL – EVENT DATE
CHANGE TO COINCIDE WITH THE MONADNOCK FALL FESTIVAL

A communication was received from Kevin Dremel of the Keene Music Festival, requesting to change the date of their event to coincide with the Monadnock Fall Festival, which is scheduled for October 1, 2016. The request was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – THOMAS COOK/CHESHIRE TV BOARD OF DIRECTORS –
IMPACT FROM THE HEBERTON HALL RENOVATION

A communication was received from Thomas Cook of the Cheshire TV Board of Directors, requesting an opportunity to gain a better understanding of the potential costs that would be incurred during their displacement with the Heberton Hall Renovations as well as their transitional and eventual rent and utility expenses. The request was referred to the Finance, Organization and Personnel Committee.

COMMUNICATION – MARK FRASER/EVERSOURCE – REQUEST TO USE CITY
PROPERTY – 16 CHURCH STREET – PAD MOUNTED TRANSFORMER

A communication was received from Mark Fraser of Eversource, requesting the use of City property for the placement of a pad mounted transformer in the vicinity of 16 Church Street which would replace an existing sector cabinet in the same location. The request was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – CAROL LAUGHNER/ MONADNOCK HUMANE SOCIETY –
REQUEST TO USE CITY PROPERTY

A communication was received from Mark Fraser of Eversource, requesting the use of City property for the annual walk for animals. The request was referred to the Planning, Licenses and Development Committee.

MSFI REPORT – MARLBORO STREET CORRIDOR IMPROVEMENT
TRANSPORTATION ALTERNATIVES PROGRAM GRANT

Municipal Services, Facilities and Infrastructure Committee report read recommending the Mayor be authorized to sign a letter of support on behalf of the City Council expressing the City's support for the Marlboro Street Corridor Improvement project and its application for funding from the Transportation Alternatives Program. 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 – WATER ABATEMENT FOR WATER SHUTOFF FEE – 25 AMERICAN
AVENUE

Municipal Services, Facilities and Infrastructure Committee report read recommending denial of the request for abatement of the water shut off fee in the amount of \$219.15 for the service at 25 American Avenue. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed unanimously.

MSFI REPORT – WATER AND SEWER ABATEMENT – 169 CHURCH STREET

Municipal Services, Facilities and Infrastructure Committee report read recommending the abatement of \$1,110.95 for 169 Church Street and to authorize the City Manager to negotiate and execute an agreement with the owner of the property for the remaining amount due over the next 12 months. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with 9 voting in favor and Councilors Jacobs, Clark, Kahn, Sutherland, Hansel and Greenwald opposed.

MSFI REPORT – 2016 DROUGHT CONDITIONS ON KEENE'S DRINKING WATER
SUPPLY

Municipal Services, Facilities and Infrastructure Committee report read recommending the report on the 2016 drought conditions' impact on Keene's water supply be accepted as informational. The report was filed as informational.

FOP REPORT – REQUEST FOR SHORT-TERM, FREE PARKING - MONADNOCK
CENTER FOR VIOLENCE PREVENTION

Finance, Organization and Personnel Committee report read recommending reporting out this matter. The report was filed as informational.

FOP REPORT – ACCEPTANCE OF VEHICLE FORFEITURE

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a Vehicle Forfeiture awarded by the New Hampshire Attorney General's Office. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DRUG FORFEITURE

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept forfeiture funds in the amount of \$2,181.47 that has been awarded to the Keene Police Department from the United States Department of Justice. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – DISPOSITION OF CITY OWNED PROPERTY

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to dispose of three properties acquired through a tax deed on March 23, 2016, including, if necessary, structural demolition, and sale by advertised sealed bids. The properties being: 21 Allen Court, 270 Beaver Street, and 9 Martin 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.

FOP REPORT – PLACEMENT OF A LIEN ON 344 WEST STREET FOR RECOVERY OF ABATEMENT COSTS

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to dispose of three properties acquired through a tax deed on March 23, 2016, including, if necessary, structural demolition, and sale by advertised sealed bids. The properties being: 21 Allen Court, 270 Beaver Street, and 9 Martin 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 began his comments by welcoming everyone back from the summer break. He reminded the City Council of the Fee and Charges Workshop being held on September 20, 2016 at 6:30PM in the Council Chambers. The City Manager explained the report that will be made available to the City Council very shortly to provide them with a more details on the staff developments. One of the reports is from Bill Byrne and the beautification process occurring downtown. Some of these changes include the removal of some of the trees that have outlived their lifespan. The City Manager commented that Kurt Blomquist had attended the National Public Works Association Conference in Minneapolis, Minnesota, and received the National Emergency Management Director of the Year Award. He also recognized L.B. Brown, Youth Services Manager, being awarded as one of the Extraordinary Women in the Monadnock Area. The City Manager expressed that Donna Hanscom, Assistant Public Works Director, along with Aaron Costa and Tom Moran will participate in the Department of Energy Program for Energy Saving Measures for Waste Water Treatment Plants.

JOINT PB AND PLANNING, LICENSES AND DEVELOPMENT COMMITTEE REPORT
AND ORDINANCES O-2016-13, O-2016-14-A AND O-2016-15: RELATING TO THE
ESTABLISHMENT OF THE MAIN STREET HISTORIC OVERLAY DISTRICT

Joint Planning Board and Planning, Licenses and Development Committee report read recommending the Mayor set a public hearing date for the adoption of Ordinances O-2016-13, O-2016-14-A and O-2016-15: Relating to the Establishment of the Main Street Historic Overlay District. The report was filed as informational. The Mayor set a public hearing for October 20th at 7:00 PM.

MEMORANDUM – ELIZABETH BROWN – FINAL REPORT-DRUG ADDICTION
SOLUTIONS COMMITTEE

A memorandum was received from the Elizabeth Brown, Youth Services Manager, providing a final report from the ad hoc Drug Addiction Solutions Committee. The memorandum was referred to the Municipal Services, Facilities and Infrastructure Committee.

FOP REPORT AND ORDINANCE O-2016-16: RELATNG TO THE PARTNER CITY
COMMITTEE

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2016-16. The report was filed as informational. Ordinance O-2016-16: Relating to the Partner City Committee was read for the second time. A motion by Councilor Greenwald for adoption of the Ordinance was duly seconded. On a roll call vote, with 15 Councilors present and voting in favor the motion passed. Ordinance O-2016-16 declared adopted.

FOP REPORT AND ORDINANCE O-2016-17: RELATNG TO ENVIRONMENTAL
PREFERRED PURCHASING AND COLLABORATION

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2016-17. The report was filed as informational. Ordinance O-2016-17: Relating to Environmental Preferred Purchasing and Collaboration was read for the second time. A motion by Councilor Greenwald for adoption of the Ordinance was duly seconded. On a roll call vote, with 15 Councilors present and voting in favor the motion passed. Ordinance O-2016-17 declared adopted.

FOP REPORT AND RESOLUTION R-2016-30: RELATNG TO APPROVING A CDBG
APPLICATION FOR MAMASEZZ

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2016-30. The report was filed as informational. Resolution R-2016-30: Relating to Approving a CDBG Application for Mamasezz was read for the second time. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On a show of hands vote, with 15 Councilors present and voting in favor the motion passed. Resolution R-2016-30 declared adopted.

09/01/2016

NON-PUBLIC SESSION

At 8:37 PM, a motion by Councilor Greenwald to go into non-public session for the purposes of discussion of personnel matter under RSA 91-A:3 II(a) was duly seconded. On a roll call vote, 15 Councilors were present and voted in favor. The City Clerk was dismissed from the session and the City Attorney was requested to take minutes of the discussion, which was limited to the subject matter. The session concluded at 8:50 PM. A motion by Councilor Greenwald to keep the minutes in non-public session was duly seconded. On a roll call vote, 15 Councilors were present and voting in favor.

ADJOURNMENT

At 8:50 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:



City Clerk



City of Keene, N.H.
Transmittal Form

September 7, 2016

TO: Mayor and Keene City Council

FROM: Mayor Kendall W. Lane

ITEM: B.1.

SUBJECT: Appointment - Special Committee Goal Setting

RECOMMENDATION:

As provided for in Section 21 of the Rules of Order, I hereby appoint a Special Committee of the City Council whose charge is to work with the Goal Setting Session Report dated July 9, 2016 and, with the assistance of the City Manager, the City Attorney and the City Clerk, to determine specific achievable and measurable City Council goals, implementation strategies, and appropriate timelines to achieve each goal. The Committee will report back with their recommendations for adoption and implementation by the City Council by December 31, 2016.

Special Committee - Goal Setting

Carl B. Jacobs, Chair

Philip M. Jones

Bettina A. Chadbourne

Stephen L. Hooper

Robert J. O'Connor



City of Keene, N.H.
Transmittal Form

August 30, 2016

TO: Mayor and Keene City Council
FROM: Kendall W. Lane, Mayor
ITEM: B.2.
SUBJECT: Confirmations - Library Board of Trustees

COUNCIL ACTION:

In City Council September 1, 2016.
Tabled until the next regular meeting.

RECOMMENDATION:

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

LIBRARY BOARD OF TRUSTEES

Charles Redfern, Re-appoint, slot 5	Term expires June 30, 2019
Nathaniel Stout, Re-appoint, slot 6	Term expires June 30, 2019

ATTACHMENTS:

Description

Letter from Kathy Packard

BACKGROUND:

In City Council September 1, 2016.
Tabled until the next regular meeting.



Keene Public Library

60 Winter Street, Keene, NH 03431
www.keenepubliclibrary.org

Patricia C. Smith
City Clerk

(603) 352-0157
fax : (603) 283-5656

August 28, 2016

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

Dear Kendall,

The Keene Public Library Board of Trustees asks your consideration in filling two Board positions that ended June 30, 2016.

The positions are currently held by Nathaniel Stout, 173 North St. and Charles Redfern, 9 Colby St. We asked that they be appointed for second terms.

Thank you for your consideration.

Sincerely,

Kathleen Packard
President
Keene Public Library Board of Trustees



External Communication
Transmittal Form

September 12, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: C.1.

SUBJECT: Yvonne Gilberston - Request for Raised Crosswalk - 21 Roxbury Street

ATTACHMENTS:

Description

Communication - Gilberston

BACKGROUND:

On behalf of 41 other residents of Central Square Terrace, Yvonne Gilberston is requesting a speed bump at the crosswalk at 21 Roxbury Street to the main entrance of 5 Central Square Terrace. She notes that currently vehicles rarely slow down or stop when pedestrians are in the crosswalk.

August 25, 2016

Keene City Council
City Hall
3 Washington Street
Keene, NH 03431

Dear City Council Members,

My name is Yvonne Gilbertson. I am a resident of 5 Central Square Terrace, Ward 2, Keene, NH.

I, the residents and people in our neighborhood, are concerned with cars not stopping for pedestrians in the crosswalk on Roxbury Street near the main entrance to 5 Central Square Terrace. There are no stop signs on Roxbury street so it encourages motorists to naturally speed. We would like to proposed a speed bump at the crosswalk from 21 Roxbury Street to the main entrance of 5 Central Square Terrace where the current crosswalk exists. Currently, it is a dangerous crosswalk for our handicapped and elderly residents to cross the street. Vehicles rarely slow down or stop with the current crosswalk and signage.

With the new revitalization of commerce on Roxbury street, it will increase foot traffic. We would like to keep ahead of the need, particularly with all the children and families that will be coming to this area with the new MoCo Arts building at the old YMCA site.

I, on behalf of the residents at 5 Central Square Terrace, would like to thank you for taking the time to hear and consider our request.

Sincerely,

yvonne Gilbertson

Yvonne Gilberston
5 Central Square Terrace
Apt. 706
Keene, NH 03431
603-247-8804

*41 Signatures on
petition*

Enclosure: Signatures of Residents at 5 Central Square in support of a speed bump at the crosswalk from 21 Roxbury Street to the main entrance of 5 Central Square.

Petition for a raised crosswalk located at 21 Roxbury Street

Petition summary and background	The crosswalk layout is diagonal from 21 Roxbury Street to the entrance of 5 Central Square in Keene, NH. It is not well marked and motorists do not slow down or stop for pedestrians.
Action petitioned for	We, the undersigned, are concerned citizens who urge our leaders to act now to address the safety of pedestrians by putting a raised crosswalk that is well marked and seen by motorists from 21 Roxbury Street to the entrance of 5 Central Square, Keene, NH.

Printed Name	Signature	Address	Comment	Date
Kerry Magee	Kerry Magee	5 Center Sq. Keene	Traffic is too fast.	8/26/16
Cheryl Nelson	Cheryl Nelson	5 Central Sq. apt 413		8-26-16
Andrew Harmon	Andrew Harmon	5 Central Sq. Terr. Keene		8-26-16
Don Lambert	Don Lambert	5 Central Sq. Keene		8-26-16
Janet Cannon	Janet Cannon	5 Central Sq. Keene		8-26-16
Helen Steever	Helen Steever	5 Central Sq. Keene		8/26/16
Charles O'Connor	Charles O'Connor	5 Central Sq. Keene	almost hit there twice	8/26-16
Carol Caisse	Carol Caisse	5 Central Sq. Keene	Very dangerous crossing	8/26/16
Grace Smart	Grace Smart	5 Central Sq. Keene	dangerous	8/26/16
Rebecca Hubbard	Rebecca Hubbard	5 Central Sq. apt 306 Keene		8/26/16
Bright Huislander	Bright Huislander	5 Central Sq. Keene #300	please	8/26/16
Betty McCauley	Betty McCauley	5 Central Sq. Keene apt 413	almost got hit	9/1/16



External Communication
Transmittal Form

September 12, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: C.2.

SUBJECT: Lisa Grauer - Request for Lodging House License - 85 Winchester Street

ATTACHMENTS:

Description

Application for Lodging House License

BACKGROUND:

Albert and Lisa Grauer are requesting a lodging house license for property located at 85 Winchester Street. The Ordinance which would transfer the responsibility for the licensing of a lodging house is currently on more time before the Planning, Licenses and Development Committee. The Grauers are aware of this pending change, but they would prefer not to wait until the ordinance is acted upon.



APPLICATION FOR OPERATION OF A LODGINGHOUSE

(Please print or type)

Date 9/13/16 Location of Lodginghouse 85 Winchester St.

Identify local or national Fraternity or Sorority
that members are pledged to (if applicable) n/a

Property Owner Albert & Lisa Graver Business Phone 203-414-8058

Address 268 Rowland Rd Fairfield CT 06824 Home Phone 203-414-8058

Operator/Resident Agent Trevor Graver Business Phone 203-414-8058

Address 25 Winchester Ct Keene NH 03431 Home Phone ↓

Number of Persons Authorized to reside on premises 6

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

[Signature]
Signature of Property Owner

Lisa S. Graver
Name (Printed or Typed)

[Signature]
Signature of Operator/Resident Agent

Trevor Graver
Name (Printed or Typed)

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

n/a
Signature of College Representative

Name and Title (Printed or Typed)

(For Office Use Only)

Date Received 9/13/16 Action Taken _____

Recommendations/Requirements

Police _____

Fire _____

Code Enforcement _____

City Clerk



City of Keene, N.H.
Transmittal Form

September 7, 2016

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.1.

SUBJECT: Request to Use City Property - Keene Kiwanis Club - 350-400 Marlboro Street

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the Kiwanis Club be granted permission to use City property in the Public Works facility at 350 Marlboro Street for the storage of materials associated with the Tree Lighting and holiday celebration event. Said license is granted subject to the customary licensing requirements of the City Council and compliance with any recommendations of City staff.

BACKGROUND:

Peg Bruce, 15 Windsor Court and current President of the Keene Kiwanis, noted this request was placed on more time at a previous meeting. Ms. Bruce reported today she met with staff from the Public Works Department and Mr. Bohannon. She noted they have found space within the Public Works garage where these supplies can be stored.

Chair Richards asked if all City requirements had been met.

Kurt Blomquist, Public Works/Emergency Management Director reiterated staff has met with Ms. Bruce noting these materials are for the Tree Lighting and Holiday Celebration.

Mr. Blomquist added he is recommending the Committee authorize the Kiwanis to store their materials at the Public Works area (350 Marlboro Street) subject to the customary licensing requirements of the City Council and compliance with any recommendations of City staff. Mr. Blomquist noted he did provide the Chair with a prepared motion.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the Kiwanis Club be granted permission to use City property in the Public Works facility at 350 Marlboro Street for the storage of materials associated with the Tree Lighting and holiday celebration event. Said license is granted subject to the customary licensing requirements of the City Council and compliance with any recommendations of City staff.



City of Keene, N.H.
Transmittal Form

September 7, 2016

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.2.

SUBJECT: Request to Use City Property - Monadnock Humane Society - Walk for Animals

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Monadnock Humane Society be granted permission to use City Property for their 29th Annual Walk for Animals fundraising event that will be held on June 17, 2017. Said permission is subject to the customary licensing requirements of the City Council and compliance with any recommendations of City staff.

BACKGROUND:

Carol Laughner, Director of Marketing and Development for the Monadnock Humane Society noted this is the 4th annual request for use of the Dillant-Hopkins Airport. Ms. Laughner also noted the appreciation felt for everything the City of Keene has done to assist with this event in the past. She reported over \$41,000.00 was raised at the last event. Ms. Laughner gave special thanks to City Clerk staff Terri Hood and Heather Fitz-Simon along with the Airport staff for all of their help.

Kurt Blomquist, Public Works/Emergency Management Director reported working with the Humane Society in previous years as well as this year. He noted this has been a successful event for them as well as the City. Mr. Blomquist addressed the area to be used explaining it is the area in front of the terminal and the access road. Mr. Blomquist noted staff's recommendation is included as part of the Committee packet.

Chair Richards asked for Committee questions/comments.

Councilor Sutherland reported he serves on the Board for the Monadnock Humane Society and asked if this presents a conflict-of-interest. Chair Richards commented he sees no conflict.

There being no additional 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.

Councilor Chadbourne commented this is a really good thing; she noted some City employees are amongst the walkers who help to raise money.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Monadnock Humane Society be granted permission to use City Property for their 29th Annual Walk for Animals fundraising event that will be held on June 17, 2017. Said permission is subject to the customary licensing requirements of the City Council and compliance with any recommendations of City staff.



City of Keene, N.H.
Transmittal Form

September 7, 2016

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.3.

SUBJECT: Request to Use City Property - Pathways for Keene - 4 on the 4th Road Race

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to Pathways for Keene to sponsor a running race on July 4, 2017, subject to the customary licensing requirements of the City Council. In addition, the Police Department shall identify Railroad Street immediately adjacent to Railroad Square as a No Parking zone from the hours of 6:00 AM to 11:00 AM. This license is conditional upon the petitioners providing ten volunteer race marshals, and subject to any recommendations of City staff.

BACKGROUND:

Chuck Redfern, 9 Colby Street, reported this is the 16th annual race and the course is the same as it was in 2013 through the present day. Mr. Redfern also noted no changes are anticipated for 2017. Mr. Redfern referred to his letter in the packet describing the areas being requested for closure.

Chair Richards asked for Committee questions.

Councilor Hansel commented last year he raised the question regarding data on where the runners were coming from. Noting he had anticipated the question this year, Mr. Redfern reported runners coming from NH, VT, MA, CT, NY, NJ, MD, CA, TX, AZ, and PA. Mr. Redfern also noted Keene's race is part of a circuit many runners use to stay in shape. Councilor Hansel commented he is glad to see we are doing this for the local community and also as a way to attract people to learn what Keene is all about.

Kurt Blomquist, Public Works/Emergency Management Director reported this is one of the Community Events the City does budget for; he noted the budget has not yet been approved. Mr. Blomquist also reported protocol meetings will be held prior to budget approval and in advance of the event. Mr. Blomquist advised Committee approval of this would be subject to approval of the community event's 2018 budget.

Mr. Redfern asked for clarification regarding the approval of the use of City property with the funding as a separate component which has yet to be approved. Mr. Blomquist noted Mr. Redfern was correct. Mr. Redfern thanked Public Works, the Police Department, Parks & Recreation, and the Clerk's Office for their amazing support. Mr. Redfern reported there have been no serious injuries over the past 16 years; this has been a very safe event.

Councilor Jones reported he sits on the Board of Directors for Pathways for Keene. Chair Richards noted this presents no conflict-of-interest.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to Pathways for Keene to sponsor a running race on July 4, 2017, subject to the customary licensing requirements of the City Council. In addition, the Police Department shall identify Railroad Street immediately adjacent to Railroad Square as a No Parking zone from the hours of 6:00 AM to 11:00 AM. This license is conditional upon the petitioners providing ten volunteer race marshals, and subject to any recommendations of City staff.



City of Keene, N.H.
Transmittal Form

September 7, 2016

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.4.

SUBJECT: Event Date Change - Keene Music Festival

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the communication from the Keene Music Festival be accepted as informational.

BACKGROUND:

Lucy Brigg, Intern for the Fall Festival reported the original date for the Music Festival was Labor Day. The group is asking to switch their event date to October 1st to coordinate with Keene State College and the Fall Festival to create a new Keene-wide event.

Kurt Blomquist, Public Works/Emergency Management Director reiterated the Music Festival is moving to combine with the Fall Festival which the Mayor will be talking about next. Mr. Blomquist reported the Clerk wanted it pointed out that the Community Event funding designated in the budget (1,970.00) for the Music Festival will be moved and reallocated to be used as part of the Fall Festival. Continuing Mr. Blomquist noted they have also requested a number of parking spaces which they have utilized before. Mr. Blomquist reported this request will continue on through to the Fall Festival approval. Mr. Blomquist recommended a motion to accept the Petitioner's correspondence recognizing the change in dates of the Music Festival and its combination with the Fall Festival. Medard Kopczynski, City Manager explained his notes say the Committee should accept the correspondence as informational and take action on the next item.

Chair Richards asked for Committee questions.

Councilor Chadbourne noted the Petitioner is not asking for Railroad Street to be closed and that barriers will be present. She asked if the Police Department determines at some point the barriers need to be put up is this something City staff would do. Mr. Blomquist replied this will be addressed under the motion for the Fall Festival.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the communication from the Keene Music Festival be accepted as informational.



City of Keene, N.H.
Transmittal Form

September 7, 2016

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.5.

SUBJECT: Request to Use City Property - Monadnock Fall Festival

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the request from The Keene Music Festival to combine their event with the Monadnock Fall Festival, to be held on October 1, 2016 from 8:00 AM to 8:00 PM, be granted. Said permission to include a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales and music venues, as well as use of City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the music festival portion of the event. In addition, the applicant is permitted to coordinate a car show with the Keene Kiwanis Club to be held on Gilbo Avenue, including the Gilbo East and West Parking Lots, from 8:00 AM to 3:00 PM, and to coordinate a one-mile Road Race with Ted's Shoe and Sport to be held from 7:00 AM to 9:30 AM. A comprehensive barrier plan has been drafted by City staff to include the following street closures: Gilbo Avenue from Main Street to School Street; Lamson Street from Main Street to Federal Street; Saint James Street from West Street to Gilbo Avenue; Railroad Street from Main Street to Wells Street; and, Railroad Street from Main Street to 93rd Street (during the road race portion of the Festival only). This permission is granted subject to the customary licensing requirements of the City Council, submittal of signed letters of permission from City Tire and NGM for use of their respective properties, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The cost of any City services provided shall be paid using the City funding allocated to the Keene Music Festival in the FY 17 Community Events Budget, along with funds allocated in the Mayor and City Council's unclassified account in support of the Monadnock Fall Festival.

BACKGROUND:

Mayor Lane reported protocol meetings have been held over the past several months. Mayor Lane noted the Fall Festival is a combination of the Parents Weekend at Keene State College, the Music Festival and the new Fall Festival. The Mayor commented they are at a point where they would like to ask City Council for a license to operate. The Festival will be held on October 1st and will include a variety of activities. Mayor Lane also reported the Public Works Director has been actively involved in the protocol meetings.

Kurt Blomquist, Public Works/Emergency Management Director provided the background information noting City staff has had several protocol meetings with representatives of the Monadnock Fall Festival and the Keene Kiwanis Club, which will be hosting an antique car show during the event. He added Ted's Shoe & Sports is also sponsoring a race at 8:00 AM. Mr. Blomquist reported staff is comfortable with the safety and barrier plans. He also reported City staff has identified the following streets for closure during the event:

Gilbo Avenue from Main Street to School Street

Lamson Street from Main Street to Federal Street
Saint James Street from West Street to Gilbo Avenue
Railroad Street from Main Street to Wells Street (During Festival)
Railroad Street from Main Street to 93rd Street (Only during the Road Race portion of the Festival)

Continuing, Mr. Blomquist also noted a temporary change from one-way to two-way traffic on Federal Street to encourage business activity during the event. Mr. Blomquist reiterated the combining of the two budgets; Fall Festival budget of \$6,484.00 and the Music Festival Budget of \$1,970.00. Staff believes any overages (overtime) can be absorbed by the major Departments involved. Mr. Blomquist also reported the Farmer's Market will be participating and adjusting their hours for the event (8:00 AM to 3:00 PM).

Chair Richards asked for Committee questions.

Councilor Sutherland asked Mr. Blomquist to describe where parking will be available and whether or not some spaces will be free of charge. Mr. Blomquist noted the majority of those spaces are along Main Street; there are seven stages along Main Street with spaces in front of each. Additionally half of Commercial Street will be open for the public. Staff has also received permission from NGM to use their lot with access off of School Street along with Wells Street and other locations.

Councilor Chadbourne commented she is happy to hear the Farmer's Market is part of the event.

Councilor Jones commented he doesn't see the insurance liability statement in the prepared motion. Mr. Blomquist replied this is covered under the statement that they have to comply with all licensing requirements. Mayor Lane added the Clerk's office already has the Certificate of Insurance.

Councilor Hansel asked for clarification on a temporary street change to two-way. Mr. Blomquist verified Federal Street would temporarily be a two-way street (parking on the street will be prohibited).

Mayor Lane commented City staff has been incredibly cooperative and helpful in putting this event together. He noted a great deal of appreciation on his part and that of Keene State College and the Downtown merchants. Mr. Blomquist noted the Einbeck, Germany contingent will also be participating in 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 Chadbourne.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the request from The Keene Music Festival to combine their event with the Monadnock Fall Festival, to be held on October 1, 2016 from 8:00 AM to 8:00 PM, be granted. Said permission to include a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales and music venues, as well as use of City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the music festival portion of the event. In addition, the applicant is permitted to coordinate a car show with the Keene Kiwanis Club to be held on Gilbo Avenue, including the Gilbo East and West Parking Lots, from 8:00 AM to 3:00 PM, and to coordinate a one-mile Road Race with Ted's Shoe and Sport to be held from 7:00 AM to 9:30 AM. A comprehensive barrier plan has been drafted by City staff to include the following street closures: Gilbo Avenue from Main Street to School Street; Lamson Street from Main Street to Federal Street; Saint James Street from West Street to Gilbo Avenue; Railroad Street from Main Street to Wells Street; and, Railroad Street from Main Street to 93rd Street (during the road race portion of the Festival only). This permission is granted subject to the customary licensing requirements of the City Council, submittal of signed letters of permission from City Tire and NGM for use of their respective properties, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the

provisions of the Free Parking Policy. The cost of any City services provided shall be paid using the City funding allocated to the Keene Music Festival in the FY 17 Community Events Budget, along with funds allocated in the Mayor and City Council's unclassified account in support of the Monadnock Fall Festival.



City of Keene, N.H.
Transmittal Form

September 7, 2016

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.6.

SUBJECT: Request to Use City Property - Eversource - 16 Church Street

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that Eversource Energy be granted permission to place one pad-mounted transformer and associated apparatus (conduit, etc.) on City property adjacent to 16 Church Street, and further that staff be granted permission to sign the application for the Historic District Commission and Planning Board, if required. Said license is granted subject to the customary licensing requirements of the City Council and compliance with any recommendations of City staff.

BACKGROUND:

Mark Fraser, Eversource Manager, Field Engineering & Design addressed the Committee noting in order to increase reliability, minimize outages, and improve outage response and restoration, Eversource is making significant investments to its electric transmission and distribution system in the City of Keene's Central Business District. The \$4 million, multi-year investment involves the replacement of obsolete underground transformers with new, strategically located pad mounted transformers. Identified by Eversource as a priority in 2012, the project was included in a 2015 Memorandum of Understanding between Eversource and the City of Keene. As a result of working closely with several key property owners, Eversource has plans to enhance the distribution system in the Central Business District by upgrading from 4kV to 12kV, extending 12kV from Washington Street to Roxbury Street and filling an existing gap in the system. Eversource understands that installation of the proposed above grade, pad mounted transformer will also require approval by the Historic District Commission who seem to favor cedar fencing as the preferred screening material. The proposed transformer will replace an existing sector cabinet currently on city owned property adjacent to 16 Church Street. The installation of a transformer at this location will allow Eversource to serve nearby customers currently served by obsolete underground equipment located below Main Street. Should this request be granted, Eversource will install conduit during the parking lot resurfacing project scheduled to be completed this fall.

Mr. Fraser concluded by noting the replacement of the sector cabinet with a pad-mounted transformer adjacent to Church Street is an important phase in a comprehensive plan to improve the safety and reliability of the electric infrastructure in the Central Business District by replacing obsolete underground equipment. Additionally, the replacement of underground equipment will eliminate the environmental and safety risks associated with the operation of oil-filled equipment in a highly corrosive and often submerged environment. Mr. Fraser referred to photos in the packet depicting the sector cabinet and explained its purpose along with the size of the new transformer.

Kurt Blomquist, Public Works/Emergency Management Director reiterated Eversource has been working with

the City for a number of years; this particular area is referred as the Downtown Project. Mr. Blomquist referred to the aerial view included in the packet and designated by a bubble. He continued the City of Keene owns this area referred to as the Wells Street Plaza. The reason this request is before the Committee is because it is outside the Right-of-Way and City Council has to give permission for them to utilize the property. Mr. Blomquist addressed the paving project going underway in September and working with Eversource to avoid the issue of the City doing work and then Eversource coming in and wanting to get into the ground. Continuing, Mr. Blomquist noted they also still have to go through the Historic District Commission which will be looking at treatments to make the transformer blend in with the surrounding area. The City Manager suggested the following working be added to the prepared motion: grant permission for staff to sign the application for the Historic District Commission and Planning Board if required.

Chair Richards asked for Committee questions.

Councilor Jones referred to the aerial map and asked if the red indicated new conduit and the black indicated existing conduit; Mr. Fraser replied in the affirmative. Councilor Jones then asked if the existing conduit was coming out; Mr. Fraser replied in the negative. Councilor Jones asked if all the new conduit would be underground, or if some of it will be overhead. Mr. Fraser replied it is all in the ground.

Councilor Jones referred to conversations regarding laying conduit for broadband whenever there is a new trench dug (for future use). Mr. Blomquist noted no conduit for broadband would be laid at this time. He noted the issue of where the start and end point for the conduit was not known. Mr. Blomquist advised at this time staff does not recommend the City expend any funds to put in additional conduit.

Councilor Sutherland asked if there was screening around the existing equipment. Mr. Blomquist agreed there was none. Councilor Sutherland continued it is understood that any new equipment may require screening. Mr. Fraser noted he was unaware of what the requirements were at the time of the installation of the existing equipment. Councilor Sutherland asked if the potential screening that might be required would cause any problems relative to snow removal. Mr. Blomquist noted they always work with the Historic District Commission so they understand what the maintenance issues are when making requirements of the petitioner's. In response to Councilor Sutherland both Mr. Blomquist and Mr. Fraser agreed there would be no impact to parking. In response to the City Manager's concern, Mr. Blomquist reported the Committee has in front of them a motion which does include the installation of conduit.

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

Carl Jacobs, Councilor of Ward 2 commented he remembers the brick wall being an opportunity for a mural (Friends of Public Art); he suggested when talking about screening the opportunity for some art isn't forgotten. Mr. Blomquist advised what they are talking about is under the purview of the Historic District Commission and he would have to defer to the Planning Director and that staff.

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 Eversource Energy be granted permission to place one pad-mounted transformer and associated apparatus (conduit, etc.) on City property adjacent to 16 Church Street, and further that staff be granted permission to sign the application for the Historic District Commission and Planning Board, if required. Said license is granted subject to the customary licensing requirements of the City Council and compliance with any recommendations of City staff.



City of Keene, N.H.
Transmittal Form

September 7, 2016

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.7.

SUBJECT: Request to Use City Property - 2016 Fire Prevention Parade

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Fire Department be granted permission to use City property for the 2016 Annual Fire Prevention Parade to be held on Sunday October 9, 2016.

BACKGROUND:

Mark Howard, Fire Chief provided the background information on the request by noting that annually the Fire Department requests permission for use of City property and City streets for the Fire Prevention Parade, which kicks off Fire Prevention Week activities. This year the use of the front parking area at the Public Works Department, located at 350 Marlboro Street, is needed to stage for parade line-up. The parade will begin at 1:00 pm at 350 Marlboro Street and will proceed westerly along Marlboro Street to Main Street, then north on Main Street to Central Square, then north on Washington Street to Vernon Street where the parade will disperse. Following the parade there will be an awards ceremony at the Central Station on Vernon Street. This parade will be held rain or shine. Chief Howard commented Councilors are welcome to join us at the viewing stand and that they should have received their invitations for the Inspection Dinner (Thursday, October 13, 2016) which will begin at 6:30 PM at the Central Station. Chief Howard recommends approval of this request.

Chair Richards asked for Committee questions.

Councilor Jones asked Chief Howard if he had heard any talk about bringing back the muster. Chief Howard replied in the negative. Chair Richards noted this event has been taking place for over 100 years.

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 Hansel.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Fire Department be granted permission to use City property for the 2016 Annual Fire Prevention Parade to be held on Sunday October 9, 2016.



City of Keene, N.H.
Transmittal Form

September 7, 2016

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.8.

SUBJECT: Rescission of Resolution R-2012-06-A - Use of Vacant Space at 350-400 Marlboro Street

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the rescission of Resolution R-2012-06-A, which allows the public to utilize vacant space at 400 Marlboro Street.

BACKGROUND:

Andy Bohannon, Parks, Recreation and Facilities Director noted this is a housekeeping issue and provided the background information. He reported that in 2012, the City adopted Resolution 2012-6-A for the purposes of allowing groups needing storage space for brief periods of time to use the area behind the Police Department. Since the construction of the Keene ICE and the Michael E. J. Blastos Community Room, access to the space has been secured. Allowing access to the area creates safety issue for various City departments and it is recommended discontinuing the use of the space for this reason.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the rescission of Resolution R-2012-06-A, which allows the public to utilize vacant space at 400 Marlboro Street.



City of Keene, N.H.
Transmittal Form

September 8, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.9.

SUBJECT: Periodic Report - Assessors' Board

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting the periodic report on the Assessors Board as informational.

BACKGROUND:

City Assessor Dan Langille was the first to address the Committee. Mr. Langille stated he also serves as the Chair of the Board of Assessors. Mr. Langille stated he would like to explain the duties of the Board of Assessors.

The membership of the Board consists of Mr. Langille (non-voting member) serving in an administrative role, and three other members who make the decisions. Typically these individuals could be real estate agents, appraisers, and people who have that type of experience. The mission of this Board is to make sure that all properties are valued fairly, impartially and equitably in accordance with state law.

Mr. Langille stated the Board gets involved with appeals which can start after someone gets their final tax bill. Once the Assessing Office evaluates the property, for which an abatement was filed, they make a recommendation for the Board. The reason for abatements could be because a property is over-valued; the neighbor's property is out of line with their own property's value, etc. Once this information is received a public hearing is scheduled and the property owner is invited to address the Board. The decision by the Board is final, but the applicant can always appeal the decision to the Superior Court or to the NH Board of Tax and Land Appeals.

Mr. Langille stated it is not a requirement to have a Board of Assessors or this process, but he felt it was important to have a checks and balances and transparency within the City. It also shows the City treats these applications seriously and there is a process in place where a property owner can participate.

In addition to abatements, the Board also looks at exemptions. If the property owner is a charitable, religious or educational institution they can apply for complete exemptions, such as for religious or charitable institutions. Mr. Langille complimented the amount of work this Board does. The meetings happen twice a month between the months of February through July and they process about 15 to 20 applications per meeting.

Chair Greenwald asked whether the revaluation that is going on right now is going to cause a wave of filings to come in to the Board of Assessors, which would be outside the normal cycle. Mr. Langille stated anytime there is a change in valuation it creates more applications. He asked whether the goal of assessment is 100% of the

value. Mr. Langille stated during the revaluation the goal is to bring everyone into market value. Right now it is at 106% of market value, which indicates assessment should be coming down a bit.

Councilor Clark asked what determines when abatement applications are accepted. Mr. Langille stated the time period is determined by state law; after the final tax bill until March is when applications are accepted. Councilor Clark stated he was confused why the cutoff was March. Mr. Langille stated values are assessed as of April 1st and if this date is dragged out you run the risk of running into next year's value.

Chair Greenwald asked for explanation as to how the revaluation would work. Mr. Langille stated commercial revaluations have gone out and preliminary public hearings are being scheduled for that. If anyone feels the valuation is incorrect or they have questions they can call the number listed on their notices. This is before the process is finalized and the final tax bill is issued. The same opportunity will be awarded to residential properties as well.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting the periodic report on the Assessors Board as informational.



City of Keene, N.H.
Transmittal Form

September 8, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.10.

SUBJECT: Broadband Overview - IT Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting this report on broadband as informational.

BACKGROUND:

IT Director, Rebecca Landry addressed the Committee and stated Time Warner Cable/Charter Communications will be before the Finance Committee at their next meeting to discuss their services, which include broadband. Ms. Landry stated she wanted to give the Committee an idea as to where the City is today in terms of broadband services. Ms. Landry went on to say the City has an Economic Development Committee, a Comprehensive Master Plan. In addition, Southwest Regional Planning Commission has its Comprehensive Economic Development Strategy, a Broadband Plan, and the Chamber of Commerce has its regional series and all these groups as well as local businesses are all talking about the essential role of broadband in the future of the community. She stated the goal tonight is to talk about the current broadband landscape.

Ms. Landry then went over history of internet in Keene. MonadNet came into being in the 1990's to create an ISP. This was a grassroots efforts. At that time it was dial-up and you were able to get one-way information. MonadNet efforts proved there was demand for this service and it eventually attracted competition.

Monadnock Connect came into being in the early 2000's when Keene and the region were looking for better, faster, cheaper broadband. This was another grassroots effort which did not aspire to provide a service, but rather build a business case. Web was no longer one-way, it became interactive. It was not just information on a screen. It was voice services, video services, and it started evolving rapidly. At that time internet/broadband services, the local telephone company and cable provider left Keene behind in economic development and quality of life. Hence, local businesses and executives worked together to prove the interest and commitment to consume better broadband services. This attracted a few big players which increased competition, reduced cost, gave broadband the boost it needed in the community.

Next was NH Fast Roads which was aimed at reducing barriers to entry to potential broadband providers and improving broadband availability. Fast Roads partnered with Network NH Now, which is a UNH Initiative to receive seven million dollars in grants from the Federal government. There were matching funds required for this program and unfortunately NH was one of those states that did not provide that matching funds, which was a challenge for Fast Roads. Fast Roads went from Rindge all the way into Hanover, New Hampshire. All community anchor institutions (medical facilities, schools, etc.) in the communities along the route had the opportunity to connect with the fiber based-broadband.

The FastRoads model is an open network to eliminate the need for providers to build independent networks in order to provide voice, data and video services. Incumbents and competition lobbied hard to prevent and block this project. Next phase of Fast Roads is network expansion possibly with new partners. The web is now intelligence, innovation, information, customer service, education, youth retention, recreation, emergency response and many such things. Web is now a necessity or reserved for a few businesses or communities.

The current providers are Time Warner/Charter Communications, Fairpoint, Fast Roads, WiValley, First Light, and a number of other providers. Many of these providers are evolving into fiber based services. Ms. Landry stated this City is very fortunate in that her predecessor Keith Damon worked with a number of city departments and city management and prior Councils to install fiber services for the city which has saved the city many thousands of dollars. However, the City cannot provide this service to the community because of pole attachment rights.

The last mile is the challenge, the City has had conversation with Time Warner/Charter Communications, Fairpoint, and FastRoads to make sure fiber is available to every doorstep in the community. It is happening in some cases on a limited basis, but getting it from the provider to the doorstep is called the “last mile” and this is expensive. This involves digging up roads, installing poles, and coming to agreement with conduits and infrastructure shared.

One of the issues at the present time is local pricing is not competitive with communities that can provide gigabit bandwidth for less than \$100 per month. Fairpoint would argue that the residential and small business markets do not need anything better than DSL service based on their market analysis. That assumption or limitation creates a huge opportunity cost. Certainly there is a market for DSL services, but to limit the service to DSL is limiting to the community.

Projects like Google Fiber and Chattanooga’s municipal fiber (among many others) are spurring innovation and competition. Chattanooga is now home to a Volkswagen headquarters and an Amazon distribution center that wouldn’t be there without gigabit broadband. Gigabit service is the difference between barely keeping up with the basic needs of the business community and being known by the business community as an innovation hub, which is where we want to be.

There is definitely wireless potential – WiValley partners with NH Fast Roads and others to deliver their services. DOCSYS 3.1 (Data over Cable) and DOCSYS 3.0 both afford cable providers to invest in equipment they install at the ends of their wires and cable and not have to replace their cable plants. DOCSYS 3.1 is becoming available is much faster, but our cable provider does not provide either.

When it comes to economic development site selectors are searching for places to locate businesses. Broadband is one of the top 3 requirements in their search criteria. Why can’t we do what Chattanooga or Kansas City did? It would be nice to build our own municipal network, but Keene has some sizeable hurdles that those cities did not.

In other states, municipalities own the telephone poles and/or are the electric utility. Other states provide matching funds for broadband grants and other financial support for broadband expansion. Efforts to change legislation that prevents municipalities from bonding for broadband infrastructure where bare minimum services are already available is not supported in Concord, and this has much to do with lobbying efforts of the incumbent providers. This does not mean we are doomed. We just need to start having some conversations with these other providers, which is happening.

In terms of what we are doing? We are meeting with broadband partners to identify gaps in infrastructure and to start identifying specific plans to improve networks. We are brainstorming creative approaches to expanding existing broadband infrastructure instead of waiting for potential businesses to ask for it. We are working with

the Chamber of Commerce, MEDC, Southwest Regional Commission, local businesses and others to build awareness in Concord and push for legislative support. This concluded Ms. Landry's presentation.

Chair Greenwald stated one of the topics that came up at the Economic Development Committee is the issue with conduits and the suggestion raised was that when roads are dug up for utility work that these pipes be laid. Ms. Landry stated there is a dig policy in many cities that dictates when a road is dug up, municipal conduits be laid at the same time, but you also run the risk of conduits that are disconnected and it doesn't serve the purpose it is intended for. Ms. Landry stated there has been discussion which has happened between staff where it was felt a plan needs to be in place as to how these conduits are going to be maintained, what would happen to it once it is in the ground, and how it would be inventoried. This effort will require planning effort and this is a topic staff will raise with the Council as a future capital project.

Chair Greenwald asked how the city can force these providers to "up" their services. Ms. Landry stated competition is the most effective mechanism, but these conversations are happening already.

Councilor Clark stated at the last PLD Committee, Eversource asked about locating a transformer on Church Street and the question was raised about locating conduits at the same time because of the dig once policy. Ms. Landry stated she and the Public Works Director might have different responses; she would like fiber to be located everywhere and added she didn't think the city had a formal dig once policy but rather it is something the City is looking into.

Councilor Powers felt we need to have a plan and this needs to be a priority and added the City should not be in the public utilities business.

Councilor Jacobs noted having broadband seems to be an incentive for businesses to come to this area which would give the providers more business and asked whether this was not enough of an incentive. Ms. Landry stated this is a conversation the City has had with Fairpoint, which says the City can provide fiber based services to anyone who wants. However, if you look at Fairpoint's maps it is all about where you are located and if they don't have fiber in a certain location it would be at a hefty cost to get it there. Keene is not Boston and we are fairly rural and have lot of hills and valleys and this has not been their number one priority for them. Some businesses have had to relocate just to get fiber but that is not what the providers seem to say. The City is trying to work out the best method to figure this out.

Councilor Kahn asked whether we are thinking too much along the lines of telephone services and not enough about wireless services which is going to be the last mile connection for most. Ms. Landry agreed wireless has come a long way and Google is stalling some of its plans to move forward with fiber because of the hurdles they are facing getting on poles. Wireless depends on fiber and fiber continues to be the most band width potential and most reliable.

Mr. Kopczynski stated Facebook is going to launch a satellite to connect up the ultimate last mile which is rural Africa to the internet. He stated he doesn't want to concentrate on just the last mile, what we are really talking about is a modern economy and a modern society; we are talking about basic infrastructure that makes a modern city viable and he felt the City needs to look at the economic vitality of this community, not just the last mile.

Councilor Clark asked whether pole right agreements are negotiable. Attorney Mullins stated Ms. Landry has as much knowledge to talk about this issue but the only thing he would like to add at least in New Hampshire, these utility companies like Fairpoint and PSNH essentially own the poles and they have rights as to who gets on and who doesn't. Much of this is legislative – a lot of the hurdles we are facing is the legislature and the powerful people who do not want this to happen as there is money involved.

Councilor Hansel asked whether there was any resources available to show what services are available and

where and what gaps exist. Ms. Landry stated they have created a broadband report for the city and it outlines where fiber exists. This document needs to be updated but the providers are not forthcoming about this information. The Councilor asked whether wireless and high speed depends mostly on line of sight. Ms. Landry answered in the affirmative.

Councilor Kahn asked how the cable providers will have the capacity for things like Hulu and broadband delivery of video streaming and what type of technology changes they are going to require. Ms. Landry stated she has prepared Time Warner to be ready for this type of questioning but doesn't really have any good predictions. Ms. Landry indicated her mission is to come up with some creative solutions to get gigabit connection in the next year or two to businesses and homes – examples of this is Chattanooga, TN, Charlotte, NC, Burlington, VT, and some communities in Maine.

The Manager asked Ms. Landry which country in the world has the best internet. Ms. Landry stated it was Japan with US at #31 on this list. However, NH comes in on the top for "take rate" for internet, which means they use it when it's available.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting this report on broadband as informational.



City of Keene, N.H.
Transmittal Form

September 8, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.11.

SUBJECT: Acceptance of Donation - Parks, Recreation and Facilities Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept a donation of \$1000.00 from the Elm City Rotary Club and that the money be used by the Parks, Recreation and Facilities Department.

BACKGROUND:

Parks, Recreation and Facilities Director Andrew Bohannon stated the City has received a \$1,000 from the Keene Elm City Rotary Club. This donation is for the purchase of play equipment called Imagination Play Ground which is a giant Lego blocks set made out of foam which they can use to build their own play grounds. He indicated the Recreation Center has a stay at home parents group that meets on Tuesday and Thursday during the winter months. The goal is \$6,000 for this equipment.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept a donation of \$1000.00 from the Elm City Rotary Club and that the money be used by the Parks, Recreation and Facilities Department.



City of Keene, N.H.
Transmittal Form

September 8, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.12.

SUBJECT: Acceptance of Donations - Library Renovation Project - Next Chapter Campaign

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting donations of \$400,362.09 listed in the June and July statements of the Cambridge Trust Bank to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

BACKGROUND:

Capital Campaign Manager for the Library Renovation Project Patty Farmer stated she was before Committee to request that the Finance Committee accept \$400,362.09 listed in the June and July statements of the Cambridge Trust. Ms. Farmer stated they are continuing in the quiet phase of the campaign with campaign committee members meeting with individuals and companies and to date a total of \$1,046,167.18. The Committee plans to move into a public phase during the middle of October.

Councilor Kahn asked if he is one of the donors whether it was acceptable for him to make a motion. The City Attorney stated it was acceptable.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting donations of \$400,362.09 listed in the June and July statements of the Cambridge Trust Bank to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.



City of Keene, N.H.
Transmittal Form

September 8, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.13.

SUBJECT: Request to Solicit Donations - Human Resources Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to solicit and accept donations from local and regional businesses to be used as prizes or fundraisers for the Employee/Retiree Health Fair and the Annual Employee Recognition Event.

BACKGROUND:

Human Resources Director, Beth Fox stated there are two upcoming employee events; the Health Fair and the Employee Recognition event. Ms. Fox stated staff was here seeking authorization to solicit and accept donations from local businesses for these two events. These donations are used for door prizes and fund raising. Last year the City obtained \$800 in prizes which is listed in the Committee's memorandum.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to solicit and accept donations from local and regional businesses to be used as prizes or fundraisers for the Employee/Retiree Health Fair and the Annual Employee Recognition Event.



City of Keene, N.H.
Transmittal Form

September 8, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.14.

SUBJECT: Impact from Heberton Hall Renovations - Cheshire TV

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends this matter be referred to the City Manager for discussion and a report back at some future time.

BACKGROUND:

Mr. Tom Cook Chairman of the Cheshire TV Board stated the Board has been working very closely with the members of the library with respect to the renovation efforts. He indicated what they have learned is a design is not set in stone until the necessary funds are raised.

Mr. Cook stated Cheshire TV has been quoted upwards of \$60,000 as moving expenses and they have already created a moving expense account and have started setting aside funds to help with this move. He indicated because this move won't happen for about two years and they would like to ask the city for assistance with this funding or with the physical aspect. He also stated he would like to know how their rent will be affected and added because of the space; configuration of some of their programming will have to be put on hiatus.

Chair Greenwald stated this sounds like an opening of a lease discussion.

Councilor Kahn asked whether the current rent is paid by Cheshire TV. Mr. Cook stated his understanding is that the rent is deducted from the franchise fee the City receives.

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

On 5-0 vote, the Finance, Organization and Personnel Committee referred this matter to the City Manager for discussion and a report back at some future time.



City of Keene, N.H.
Transmittal Form

September 8, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.15.

SUBJECT: Re-allocation of FY 17 CIP Mobile Radio Project Fund Balance - Fire Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to allocate \$10,185.92 from the FY17 CIP Mobile Radio Project to the FY17 CIP Portable Radio Project.

BACKGROUND:

Fire Chief, Mark Howard stated the FY17 CIP Portable Radio Project is the first of a four year replacement project. The quote that has been received, to begin the first year purchasing of thirteen radios is \$508 more per radio than the price that was estimated in the FY17 CIP budget preparation. The current quoted price is a NH State Bid. However, on a happier note the FY17 CIP Mobile Radio Project is in the final purchase year of the project. After all mobile radios have been purchased there will be a fund balance of \$10,185.92. With approval of the allocation, there will be adequate funding for the first year purchase of the portable radios.

Councilor Jacobs asked for the difference between a portable radio and a mobile radio. Chief Howard explained the mobile radios are a fixed unit and the portable radios are assigned to individuals.

Councilor Clark clarified the \$10,185.92 is being taken out of the mobile radio project due to the amount left in the fund. Chief Howard stated these would be the funds remaining after the radios are purchased this year. He added this would allow them to purchase a few additional radios this year early, but overall the project would be under funded and he would be back before the Council looking for funding to meet the shortfall for the 66 units that is being proposed to be purchased. Councilor Clark asked whether the defibrillators were bonded. Chief Howard stated he wasn't sure.

Chief Howard explained how a \$3,000 item goes up by \$500. He stated these units which are being purchased have a life span of at least ten years. However, these models have been upgraded since they were out for about a year and when they upgraded the units, the price went up.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to allocate \$10,185.92 from the FY17 CIP Mobile Radio Project to the FY17 CIP Portable Radio Project.



City of Keene, N.H.
Transmittal Form

September 8, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.16.

SUBJECT: Acceptance of Grant - Fire Prevention and Safety - Fire Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept the FY15 Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) Fire Prevention and Safety Grant totaling \$64,625.

BACKGROUND:

Deputy Fire Chief Jeff Chickering addressed the Committee and stated he was before the Committee regarding the Federal Emergency Management Agency's (FEMA) Fire Prevention and Safety Grant totaling \$64,625.

Deputy Chief explained in an effort to supply fire officers the training and equipment they need in order to be able to assist with the new Keene Fire Department Inspection Program, the department applied for the Fire Prevention and Safety Grant. This grant will fund the training of fourteen (14) officers to the Fire Inspector 1 level and will allow the purchase of the equipment that will be used to document inspections. On Friday, September 2, 2016, the Department was notified that they were awarded \$64,625 for the said training and equipment with a 5% match of \$3,231 that will be funded from our internal training budget.

Chair Greenwald clarified that firemen will be performing inspection of all multi-family units. Deputy Chief Chickering answered in the affirmative and added this helps the firemen get familiar with the various buildings around the City. He then went on to introduce Chris Babbock, retired Battalion Chief from Patterson, NJ who has been assisting local departments with grants.

Councilor Kahn asked whether there was a recovery of revenue from the inspections. Chair Greenwald stated there was no charge for the inspections. Chief Howard stated this is a new program which is not fee based and is intended for commercial and multi-family dwellings. If there is any fee generated from it, it would be based on violations that are noted and upgrades that are required for the building. This is not something new, if a business person called and asked for an inspection today, there would be no fee for such an inspection.

Chair Greenwald asked whether this was further reaching than the Keene State inspection. Chief Howard answered in the affirmative.

Councilor Clark asked whether violations are issued. Chief Howard stated the intention of this program is compliance. However, there are times if the department can't work with a property owner then a violation is issued.

Mr. Kopczynski stated Deputy Chief Chickering was correct about the firemen getting familiarized with the city buildings, but this is also a way to raise the standard of safety for buildings in the city. Properties are now going to be better managed and it will help the property owners receive better insurance rates. He felt there are many positive aspects to be gained from this program in the long run. Chair Greenwald stated last week the Committee learned from Mr. John Rogers about the City's inability to gain access to property even though there could be known hazards and asked whether this is a mandatory program. Chief Howard stated under this program the department has to provide adequate notice as to their desire to perform this inspection. However, if an owner denies access, the department will go through an administrative warrant process to ultimately gain access. He indicated there are about 1600 properties and the goal is to have this work done in about four years. Mr. Kopczynski stated when Code and Fire work together there is going to be some resiliency seen in the program.

Councilor Kahn thanked staff for their work with this grant.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept the FY15 Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) Fire Prevention and Safety Grant totaling \$64,625.



City of Keene, N.H.
Transmittal Form

September 8, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.17.

SUBJECT: Additional Pavement Spot Repairs - Public Works Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a construction change order with BDM Sweeper Services, Inc. for an amount not to exceed \$78,345 for the 2016 Road Spot Repair Project.

BACKGROUND:

Public Works Director, Kurt Blomquist stated he was before the Committee regarding the reallocation of project balances for spot repairs on various streets. This is for work on top of the base contract in the amount of nearly \$78,000. Funding is currently available. Some of the streets needing spot repairs include West Street, River Street, Leverett Street, Bradford Street, South Street and Adams Street.

Chair Greenwald asked about Water Street. Mr. Blomquist stated this street is in the budget for FY17 from Grove Street up to where Roxbury Street connects. Councilor Powers asked about Baker Street once the gas company finishes their work. Mr. Blomquist stated some sewer work and then some sewer rehabilitation work is going to be undertaken on this street. Councilor Jacobs asked whether any pipes are going to be located here. Mr. Blomquist stated the road is not going to be dug up, it is just overlay work. He added currently he has no money in the budget to pay for conduits, but there is a plan being worked on. Councilor Powers stated just because a road is being dug up it does not necessarily mean a pipe can be located; it might not be in the right location.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary be authorized to do all things necessary to negotiate and execute a construction change order with BDM Sweeper Services, Inc. for an amount not to exceed \$78,345 for the 2016 Road Spot Repair Project.

Councilor Powers reminded the public about the Winchester Street reconstruction meeting on September 13th at 6:00 PM in Heberton Hall. This would be a listening meeting and to look at any possibilities that are available for this street.



External Communication

Transmittal Form

September 13, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: H.1.

SUBJECT: Relating to Zone Change - West Surry Road

ATTACHMENTS:

Description

Application

Narrative

Ordinance O-2016-18

Zoning Map

BACKGROUND:

Jack Franks, President and CEO of Avanru Development Group LTD has filed an application to amend the Zoning Map for property located at 32 West Surry Road on behalf of Edward A. and Kathleen Kingsbury, as Trustees of the Edward A. Kingsbury Trust and Charles O. Kingsbury, individually. the 11.9 acre parcel is currently zoned Low Density. The application seeks to change the zoning designation to High Density-1.



APPLICATION TO AMEND THE ZONING MAP

Petitioner AVANRU DEVELOPMENT GROUP LTD. Date SEPTEMBER 6, 2016

Address P.O. BOX 1015, WALPOLE, NH 03608,

Telephone (877) 410-5499 ext. 1 Property Owner EDWARD A. KINGSBURY TRUST
CHARLES O. KINGSBURY

Location of Property to be Rezoned TAX MAP PARCEL 914-07-019.0000
32 WEST SURRY ROAD

Approximate Acreage 11.9 Present Zoning District LD Proposed Zoning District HD-1

Validation of parcel ID# by
the Assessing Department

Diane C.R. Stander
Assessing Department Staff

Jack Franks
President/CEO
AVANRU DEVELOPMENT GROUP LTD
Petitioner's Signature
Jack@avanruddevelopment.com

Submittal Requirements, which must be complete at the time of submission to the City Clerk.

- A properly drafted Ordinance containing the full description of the property to be rezoned and the proposed amendment along with a typed or neatly printed narrative explaining the purpose of, effect of, and justification for the proposed change(s).
- A notarized list of property owners/agents within the boundary of the area or areas proposed for rezoning as well as the names of all abutters of the property. This list shall include the tax map number and address of each abutter and owner, and must be current with the Assessing Department's records within ten days of submittal. The list shall also include the name of any agent who should receive notice. Two sets of mailing labels shall be provided.
- Three maps showing the boundary of the area or areas to be changed, one at 8 1/2" x 11" and two at City tax map scale.
- \$100.00 application fee plus an additional \$10.00 per acre or lot for a total sum not to exceed \$500.00 as well as the publication and postage fees identified below. Check made payable to City of Keene.

Ordinance Number 0-2016-18 Date Received by City Clerk 9/8/2016

Application Fee @ \$100.00	\$ <u>100.00</u>
Area Fee @ \$10.00 per acre	\$ <u>120.00</u>
Publication of Notice in <u>The Keene Sentinel</u> @ \$90.00	\$ <u>90.00</u>
Postage Fees for property owners/ agents	<u>29.14</u>
and abutters. Total # of notices <u>47</u> @ .48	\$ <u>339.14</u>

The petitioner is also responsible for the publication costs for the public workshop before the joint Planning Board and Planning, Licenses and Development Committee. Additional costs will be collected by the Planning Department for the mailing costs associated with the public workshop as well as the publication of the public workshop notice.

August __, 2016

City of Keene
3 Washington Street
Keene, New Hampshire 03431

Re: Application to Amend the Zoning Map – 32 West Surry Road

To Whom it May Concern:

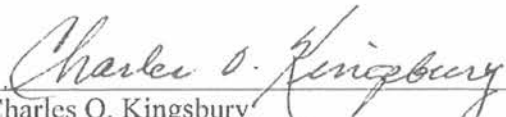
We, Edward A. Kingsbury and M. Kathleen Kingsbury, as Trustees of the Edward A. Kingsbury Trust, and Charles O. Kingsbury, individually, the owners of the property located at 32 West Surry Road in Keene, New Hampshire (the "Property"), hereby verify that Jack Franks of Avanru Development Group, Ltd. is authorized to submit an Application to Amend the Zoning Map for the Property with the City of Keene, New Hampshire.

Sincerely,

:

Edward A. Kingsbury, Trustee of the
Edward A. Kingsbury Trust

M. Kathleen Kingsbury, Trustee of the
Edward A. Kingsbury Trust


Charles O. Kingsbury

August __, 2016

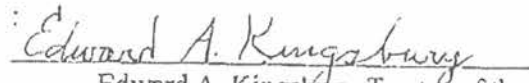
City of Keene
3 Washington Street
Keene, New Hampshire 03431

Re: Application to Amend the Zoning Map – 32 West Surry Road

To Whom it May Concern:

We, Edward A. Kingsbury and M. Kathleen Kingsbury, as Trustees of the Edward A. Kingsbury Trust, and Charles O. Kingsbury, individually, the owners of the property located at 32 West Surry Road in Keene, New Hampshire (the "Property"), hereby verify that Jack Franks of Avanra Development Group, Ltd. is authorized to submit an Application to Amend the Zoning Map for the Property with the City of Keene, New Hampshire.

Sincerely,


Edward A. Kingsbury, Trustee of the
Edward A. Kingsbury Trust


M. Kathleen Kingsbury, Trustee of
the Edward A. Kingsbury Trust


Charles O. Kingsbury

Narrative – West Surry Road – Zone Change

The purpose of the proposed amendment is to amend the zoning map so that 32 West Surry Road (the “Property”) will be in the High Density-1 District instead of the Low Density District. This amendment will allow the Petitioner to develop the Property into single family homes and affordable workforce housing units (the “Development”) with frontage and vehicle access on West Surry Road and Old Walpole Road. There is a significant need for affordable workforce housing in Keene, New Hampshire and the Property is an ideal location because it is close to the downtown area and also near the hospital, an elementary school, the Keene Middle School and the Keene YMCA. The Development is compatible with the surrounding neighborhood, which contains apartment complexes. Amending the zoning map will allow vacant land to be developed to address the need for workforce housing in Keene, which is compatible with the Keene Comprehensive Master Plan and will benefit the community as a whole.



CITY OF KEENE

O-2016-18

Sixteen

In the Year of Our Lord Two Thousand and

Relating to Zone Change - West Surry Road

AN ORDINANCE

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

That the zoning map of the City of Keene, as amended, is hereby further amended by changing the zoning designation of tax map parcel 914-07-019.0000, known as 32 West Surry Road, from Low Density to High Density-1 Zoning District.

Kendall W. Lane, Mayor

