



City of Keene
New Hampshire

KEENE CITY COUNCIL
Council Chambers, Keene City Hall
October 6, 2016
7:00 PM

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- September 15, 2016

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

C. COMMUNICATIONS

1. Councilor Jones - Effort to Show Support for Police Personnel
2. Liberty Ebright - Speeding on Jordan Road - Request for Speed Humps
3. Andrew Graham - Resignation - Cities for Climate Protection
4. Peg Bruce/Keene Kiwanis Club - Insurance Requirement and Term of License - Storage of Tree Lighting Supplies
5. John Hayes - The Naming of the Pedestrian/Multi-Use Bridge over Route 101

D. REPORTS - COUNCIL COMMITTEES

1. Periodic Update - Partner City Committee
2. Final Report - Drug Addictions Solutions Committee
3. Presentation on Agriculture in Cheshire County - Agricultural Commission
4. Presentation from Charter Communications
5. Acceptance of Donation - Sumner Knight Chapel - Parks, Recreation and Facilities Department
6. Acceptance of Donations - Holiday Family Sponsorship - Human Resources Department
7. Acceptance of Homeland Security Exercise and Evaluation Program Grant – Police Department
8. Acceptance of New Hampshire Highway Safety Grants 2017 - Police Department
9. Acceptance of Athletic Business Conference Funds - Parks, Recreation and Facilities Department
10. Haying Maintenance Agreement - Parks, Recreation and Facilities Department
11. Tax Deeds for Unpaid 2012 & 2013 Property Taxes - Finance Department
12. LED Streetlight Demonstration Project - Public Works Department

13. Reallocation of Project Funding - Public Works Department
14. Acceptance of Grant Application for Runway 14/32 Reconstruction - Public Works Department
15. Professional Services Agreement for the Runway 14/32 Reconstruction Project – Public Works Department

E. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. CITY MANAGER COMMENTS

F. REPORTS - BOARDS AND COMMISSIONS

1. Advocacy Letter Request - NH Community Solar
2. Request to Withdraw Proposed Main Street Historic District Ordinance (O-2016-13, O-2016-14, O-2016-15)
3. City Manager Recruitment

G. REPORTS - MORE TIME

1. Request for Raised Crosswalk – 21 Roxbury Street
2. Request for Lodging House License - 85 Winchester Street
3. Relating to Dormitory, Lodging or Rooming Houses and Residential Board and Care

H. ORDINANCES FOR FIRST READING

I. ORDINANCES FOR SECOND READING

J. RESOLUTIONS

1. Council Policy: Political Advertising on City Property and Rights-of-Way

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, September 15, 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 and Mitchell H. Greenwald were present. Councilor David C. Richards was absent. Councilor Greenwald led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the September 1, 2016 meeting was duly seconded. The motion passed with a unanimous vote in favor.

APPOINTMENT – SPECIAL COMMITTEE GOAL SETTING

The following appointments to the Special Committee Goal Setting were received from the Mayor: Councilor Carl B. Jacobs, as Chair, Councilors Philip M. Jones, Bettina A. Chadbourne, Stephen L. Hooper and Robert J. O'Connor. The Committee 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. A motion by Councilor Greenwald was duly seconded to accept the Mayor's appointments. The motion passed with a unanimous vote in favor.

CONFIRMATIONS – LIBRARY BOARD OF TRUSTEES

A motion was made by Councilor Greenwald and duly seconded to confirm the following nominations for the Library Board of Trustees: Charles Redfern reappointed to serve as a regular member for a term to expire June 30, 2019 and Nathaniel Stout reappointed to serve as a regular member for a term to expire June 30, 2019. On a roll call vote, with 14 Councilors present and voting in favor the motion carried. Councilors Richards was absent.

COMMUNICATION – YVONNE GILBERSTON – REQUEST FOR RAISED CROSSWALK – 21 ROXBURY STREET

A communication was received from Yvonne Gilberston, requesting for a raised crosswalk at 21 Roxbury Street to the main entrance of 5 Central Square Terrace. The request was referred to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – LISA GRAUER – REQUEST FOR LODGING HOUSE LICENSE – 85 WINCHESTER STREET

A communication was received from Lisa Grauer, requesting a lodging house license for property located at 85 Winchester Street. The request was referred to the Planning, Licenses and Development Committee.

PLD REPORT – REQUEST TO USE CITY PROPERTY – KEENE KIWANIS CLUB – 350-400 MARLBORO STREET

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

PLD REPORT – REQUEST TO USE CITY PROPERTY – MONADNOCK HUMANE SOCIETY – WALK FOR ANIMALS

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

PLD REPORT – REQUEST TO USE CITY PROPERTY – PATHWAYS FOR KEENE – 4 ON THE 4TH ROAD RACE

Planning, Licenses and Development Committee report read recommending the City Council grant permission to Pathways for Keene to sponsor a running race on July 4, 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. A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – EVENT DATE CHANGE - KEENE MUSIC FESTIVAL

Planning, Licenses and Development Committee report read recommending the communication from the Keene Music Festival be accepted as informational. The report was filed as informational.

PLD REPORT – REQUEST TO USE CITY PROPERTY – MONADNOCK FALL FESTIVAL

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

PLD REPORT – REQUEST TO USE CITY PROPERTY – EVERSOURCE – 16 CHURCH STREET

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

PLD REPORT – REQUEST TO USE CITY PROPERTY – 2016 FIRE PREVENTION PARADE

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

PLD REPORT – RESCISSION OF RESOLUTION R-2012-06-A – USE OF VACANT SPACE AT 350-400 MARLBORO STREET

Planning, Licenses and Development Committee report read recommending the rescission of Resolution R-2012-06-A, which allows the public to utilize vacant space at 400 Marlboro Street. A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – PERIODIC REPORT – ASSESSORS' BOARD

Finance, Organization and Personnel Committee report read recommending accepting the periodic report on the Assessors Board as informational. The report was filed as informational.

FOP REPORT – BROADBAND OVERVIEW – IT DEPARTMENT

Finance, Organization and Personnel Committee report read recommending accepting the report on broadband as informational. The report was filed as informational.

FOP REPORT – ACCEPTANCE OF DONATION – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance, Organization and Personnel Committee report read recommending 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. 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 DONATION – LIBRARY RENOVATION PROJECT – NEXT CHAPTER CAMPAIGN

Finance, Organization and Personnel Committee report read recommending 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. 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 – REQUEST TO SOLICIT DONATIONS – HUMAN RESOURCES DEPARTMENT

Finance, Organization and Personnel Committee report read recommending 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. 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 – IMPACT FROM HEBERTON HALL RENOVATIONS – CHESHIRE TV

Finance, Organization and Personnel Committee report read recommending this matter be referred to the City Manager for discussion and a report back at some future time. 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 – RE-ALLOCATION OF FY 17 CIP MOBILE RADIO PROJECT FUND BALANCE – FIRE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to allocate \$10,185.92 from the FY17 CIP Mobile Radio Project to the FY17 CIP Portable Radio Project. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF GRANT – FIRE PREVENTION AND SAFETY – FIRE DEPARTMENT

Finance, Organization and Personnel Committee report read recommending 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. 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 – ADDITIONAL PAVEMENT SPOT REPAIRS – PUBLIC WORKS DEPARTMENT

Finance, Organization and Personnel Committee report 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. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. Discussion followed. With 13 Councilors voting in favor and Councilor Sutherland opposed, the motion to carry out the intent of the report carried.

CITY MANAGER COMMENTS

The City Manager began his comments by reminding the Council of the reports he has sent out regarding the details of the day to day activities at the City. He stated the three properties that had been approved by the last Council Meeting for auction have been released to bid. There has been a lot of interest in those properties and looks forward to having more bids on the properties. The City Manager went on to Main Street Paving Marking Project will commence on Monday, September 19, 2016. This project will eliminate parking to add crosswalks near Keene State College. This safe area is meant to be a temporary fix until later on when they can have something more permanent than just the striping. This safe area allows people to have a place to stop safely and then to continue to the other side. The City Manager informed the Council that IT Department continues to do software upgrades and remodeling the computer room to improve the efficiency of the system and long term savings.

COMMUNICATION - JACK FRANKS/AVANRU DEVELOPMENT GROUP LTD – ORDINANCES O-2016-18: RELATING TO ZONE CHANGE – WEST SURRY ROAD

A communication was received from Jack Franks, Avanru Development Group LTD, along with application to amend the Zoning Ordinance and the Zoning Map. In addition, Ordinance O-2016-18: Relating to Zone Change was submitted and read for the first time. The memorandum and accompanying application, along with Ordinance O-2016-18 was referred to the Joint Planning Board and Planning, Licenses and Development Committee.

NON-PUBLIC SESSION

At 7:51 PM, a motion by Councilor Greenwald to go into non-public session for the purposes of discussion of land matters under RSA 91-A:3 II(d) was duly seconded. On a roll call vote, 14

09/15/2016

Councilors were present and voted in favor. Discussion was limited to the subject matter. The session concluded at 8:17 PM. A motion by Councilor Greenwald to keep the minutes in non-public session was duly seconded. On a roll call vote, 14 Councilors were present and voting in favor.

ADJOURNMENT

At 8:18 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

A handwritten signature in black ink, appearing to read "Wendy Dow", written over a horizontal line.

Deputy City Clerk



External Communication
Transmittal Form

October 5, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: C.1.

SUBJECT: Councilor Jones - Effort to Show Support for Police Personnel

ATTACHMENTS:

Description

Jones Communication

BACKGROUND:

In an effort to show support and respect for the services provided by Police Department personnel, Councilor Jones is recommending that a blue line be painted in between the no passing yellow lines along the length of Marlboro Street from Eastern Avenue to Main Street.

September 23, 2016

FROM: Councilor Philip M. Jones
TO: The Honorable Mayor and City Council
SUBJECT: Blue line on Marlboro Street to show appreciation for Police Personnel



Recommendation:

Recommend that the Keene City Council authorize the City staff to paint a blue line in between the no passing yellow lines along the length of Marlboro Street from Eastern Avenue to Main Street. This would serve to signify our community's support and respect for all the services provided and the job done by local Police personnel.

BACKGROUND:

All our Police staff drive along Marlboro Street before and after each shift. The blue stripe would serve as a reminder that they always have the support of the local community.

Modern day police personnel are working at an all-time high stress level. The blue stripe would be a continuous reminder of the community appreciation for all that they do.



External Communication
Transmittal Form

October 5, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: C.2.

SUBJECT: Liberty Ebright - Speeding on Jordan Road - Request for Speed Humps

ATTACHMENTS:

Description

Ebright Communication

BACKGROUND:

This communication is expressing a concern regarding excessive traffic speeds on Jordan Road. The petitioner is requesting the installation of speed humps as a traffic calming measure.

September 28, 2016

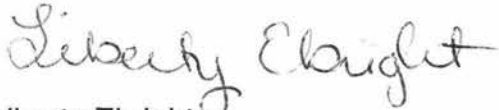
Keene Town Hall
3 Washington Street
Keene, NH 03431

Dear Mayor Lane and City Council Members,

I recently met with Councilman Jacobs to talk about speeding on Jordan Road. We moved to Keene last summer from Colorado and have 4 young children. We love the semi rural setting of our home, but do not feel safe riding bicycles with our kids on the street. People frequently zoom by at what seems to be 45mph. On a couple of occasions, while driving the 30 mph speed limit, I've had frustrated or even irate drivers zoom up behind me and aggressively tailgate the entire way down the hill into town.

Would it be possible to put in speed humps along Jordan Rd? I am confident that if I spoke with families along the street I would find plenty of support.

Thank you for your time and consideration,

A handwritten signature in cursive script that reads "Liberty Ebricht". The ink is dark and the signature is fluid.

Liberty Ebricht
312 Jordan Rd
Keene, NH 03431



External Communication
Transmittal Form

October 5, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little

ITEM: C.3.

SUBJECT: Andrew Graham - Resignation - Cities for Climate Protection

ATTACHMENTS:

Description

Graham Communication

BACKGROUND:

Andrew Graham is resigning as a member of Cities for Climate Protection Committee. He has been a member since September 17, 2015.

Effective today, September 16th, 21

I, Andrew Graham, would like to resign from the Cities for Climate Protection Committee for the reason of no longer residing in the City of Keene.

Signed,

Andrew Graham



City of Keene, N.H.
Transmittal Form

October 5, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: C.4.

SUBJECT: Peg Bruce/Keene Kiwanis Club - Insurance Requirement and Term of License - Storage of Tree Lighting Supplies

ATTACHMENTS:

Description

Bruce Communication

BACKGROUND:

The Keene Kiwanis Club recently received permission from the City Council for the storage of tree lighting supplies at the Public Works facility. The motion to grant permission was conditional upon the customary licensing requirements, which include proof of insurance. The Kiwanis Club is seeking a waiver of this insurance requirement due to the cost of obtaining coverage. In addition, the club would like to remove the one-year term for the license.



Kiwanis[®]

CLUB OF KEENE

PMB Box 451
63 Emerald Street
Keene, NH 03431
keenekiwanis.org

October 4, 2016

OFFICERS:

Paul Bothwell
President

David Ganio
Vice President

Peg Bruce
Past President

Janet Genatt
Treasurer

Sue Farrell
Co-Treasurer

Peg Bruce
Secretary

Phyllis Custer
Co-Secretary

DIRECTORS:

Carl Allen

Phyllis Custer

James Faux

Pamela Little

Eli Rivera

Arthur Trombly

PAST PRESIDENTS:

Peg Bruce 2015-16

David Ganio 2014-15

Beth Healy 2013-14

Gary Grashow 2012-13

Carl Allen 2011-12

Michael Haines 2010-11

Jodi Turner 2009-10

Judy Kalich 2008-09

Art Trombly 2007-08

Michael Ward 2005-07

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

Re: License for Use of City Storage at the Public Works Facility for Tree Lighting supplies

Dear Mayor Lane and the Keene City Council:

The Keene Kiwanis Club has two additional requests in regards to storing our Tree Lighting supplies at the Public Works Building on Marlboro Street. Since receiving the license to do so at the September 15, 2016 City Council meeting I have been researching Insurance Coverage to cover the City of Keene as a second insured. Our usual Kiwanis International Company is not able to supply this type of coverage. We do have a policy we can purchase through the Insurance Source and NGM in Keene that would provide the coverage with the City of Keene as a second insured for the amount of \$1,000,000.00 but the cost is \$413.00 each year which, though it would still save us \$247.00 of the money we spend renting our current storage space, is much less than the \$660.00 we initially thought we would be saving.

The first request is a suggestion of our new President, Paul Bothwell. He thought if we went back to the City Council you might be willing to waive the insurance requirement for this license for the use of City Property.

Our Kiwanis members are covered for activities that involve the events that we do. We will have the usual coverage for the actual Tree Lighting Event. I checked with the Kiwanis Insurance Company and our members would be covered for any injuries that might be sustained getting or returning our supplies from the Public Works Facility.

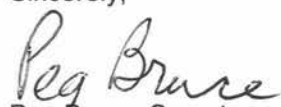
The second request I have is whether the license to store our Tree Lighting Supplies could be ongoing until the City of Keene or our Club requires that we remove the supplies and that the agreement needs to be terminated. This would save us and the Council time by eliminating the need to reapply yearly.

The Kiwanis Club of Keene is dedicated to improving the lives of children in our community.

I am happy to answer any questions and attend the appropriate meetings to have our request heard.

Thank you for your consideration of this request.

Sincerely,


Peg Bruce, Secretary
Kiwanis Club of Keene

Phone: 603-762-7276



External Communication
Transmittal Form

October 5, 2016

TO: Mayor and Keene City Council

FROM:

THROUGH: Patricia A. Little, City Clerk

ITEM: C.5.

SUBJECT: John Hayes - The Naming of the Pedestrian/Multi-Use Bridge over Route 101

ATTACHMENTS:

Description

Hayes Communication

BACKGROUND:

John Hayes, the former chair of the Bicycle Pedestrian Path Advisory Committee and a former director of Pathways for Keene, is recommending that the new pedestrian/multi-use bridge being constructed over Route 101 be named the "Redfern Bridge" to recognize the efforts of Chuck Redfern who played a central role in the development of Keene's bike system.

JOHN F. HAYES
320 Roxbury Street
Keene, NH 03431

October 3, 2016

The Honorable Mayor Kendall Lane, City Council, and
Chairperson Janice Manwaring
Municipal Services, Facilities and Infrastructure Committee
of the Keene City Council
c/o of Patricia Little, City Clerk
City of Keene
3 Washington Street
Keene, NH 03431

Re: Nomination to Name the Pedestrian/Multi-use Bridge over Route 101

Dear Mayor, City Councilors, and Chairperson Manwaring:

The City of Keene is in the enviable place of being on the verge of opening a second significant pedestrian/multi-use bridge. This bridge will connect Keene's bike path system with the rail trails to the south the way that the railroads once connected Keene to significant population centers. It is for this reason that I have come forth with a proposal to name the bridge over Route 101, connecting Keene's bike path system through the campus of Keene State College to the rail trails towards Swanzey and beyond, as the "Redfern Bridge".

As you may have learned, I am not content with generic names for our pedestrian bridges that I believe should be a source of pride for our community. While my last proposal was based on the history of our country and the important role that one individual from Keene played in the civil rights movement, this proposal is based on the history of Keene's bike path system and its transformation from abandoned rail lines to a highly valued bike path and rail trail system.

As many of the long-term members of the City Council are aware, Former City Counselor Charles "Chuck" Redfern played a central role in the development of Keene's bike path system. He took an idea from a masterplan and turned into a reality. His work included playing a central role in the creation of Pathways for Keene, the nonprofit that has raised hundreds of thousands of dollars for Keene's bike path system. This money was used to fund in part the local match that enabled Keene to receive grants from the federal transportation budget allocated towards multiuse infrastructure projects. He was a longtime member of the Bicycle Pedestrian Pathway Advisory Committee (BPPAC) that considers and recommends to the City

Council regarding issues relating to the development and maintenance of the bike path system. Above all he went to countless meetings concerning issues that affected the bike path system and he advocated to protect, promote, enhance and improve Keene's bike path system.

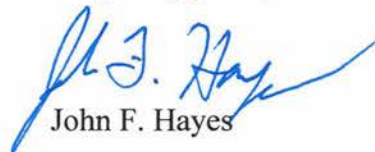
To be sure, there are many people whose efforts were critical to the development of Keene's bike path system. Some of them continue in this work, quietly and without any expectation of receiving recognition for their work. I know firsthand how hard many of these people have worked and continue to work. Additionally, I know other community-minded individuals who have picked up the mantle to continue the work that others have advanced. While it may appear that the naming of this bridge for one of the individuals who helped develop the bike path system diminishes the work that others have contributed, my view is that our common commitment towards community is represented by naming the bridge for one of our own.

There are many reasons for naming this bridge the "Redfern Bridge". As a former chairman BPPAC and former director of Pathways for Keene, I witnessed a small sampling of the work and time that Chuck Redfern devoted to the development of Keene's bike path system. Not only did he show up to countless meetings to advocate for Keene's bike path system, he recruited others to the cause and worked with everyone who wanted to join in this work. Another reason is the fact that the bridge is located in or near Ward One that Councilor Redfern represented for so many years. It also connects with the campus of Keene State College, a place of special importance to Chuck Redern as it was his home during the years that his father served as President of KSC.

I could go through each of the criteria set forth in City Ordinance Sec. 82-7 and make the case that the naming of this bridge for Charles Redfern clearly meets those requirements. However, I will just leave you with a one thought. Every once in a while a person makes a truly lasting impact on a community, its history, and most of all its future. Councilor Charles Redfern literally changed the landscape of Keene in a way that benefits our residents and visitors to our region and will do so for years into the future.

Thank you for the opportunity to submit this nomination and for your service to our City.

Very truly yours,



John F. Hayes



City of Keene, N.H.
Transmittal Form

September 21, 2016

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities, and Infrastructure Committee

ITEM: D.1.

SUBJECT: Periodic Update - Partner City Committee

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the Partner City Committee be accepted as informational, with pride.

BACKGROUND:

Tom Link, Chair of the Partner City Committee (PCC), stated that the PCC was the brainchild of Mayor Russell in the late 1990s and was put into implementation by Mayor Blastos in 2000. He continued that it became official and was signed by Mayor Blastos and the Bürgermeister from Einbeck in 2002. Einbeck is a city of about 27,000 people, in northern Germany, internationally known for its lovely timber frame housing and its beer, brewed there since 1351. The PCC is an official City committee, with members appointed by the Mayor. The committee is used for promoting educational, cultural, athletic, business, and intergovernmental partnerships between Keene and Einbeck. Mayors from both cities have visited each other with delegations, as have members of Keene's medical community; the Police, Fire, and Public Works Departments; students; soccer teams, and so on and so forth. Through the exchange, lifestyle similarities are explored, local culture is experienced by people living with host families in one another's countries, and bonds are nurtured between young people, adults, and families from both cities. The Keene PCC and Einbeck PCC have an ongoing, three year collaborative plan, which is updated yearly. In spring 2016, a Keene delegation including Mayor Lane, folks from the Keene Police Department (KPD) and Cheshire Medical Center, the Public Works Director, students, and others visited Einbeck, and students from Einbeck visited Keene's Cheshire Career Center in the fall of 2015.

Mr. Link continued that he invited folks who went to and hosted people from Einbeck to speak tonight about their personal experiences and how they feel this partnership benefits the City of Keene.

Lesley Collier, of 60 Troy Hill Road, Swanzey, NH, stated that she went to Einbeck on behalf of the KPD and had a great time. She continued that she learned a lot, staying with a Police Officer and his wife. She visited the police station and the town, and had great discussions with the Police Officer and his wife during that week of living with them, on topics such as immigration issues and how police work is done in Einbeck and how it compares to police work in Keene. The cultural experience was incredible. In two weeks, her hosts from Einbeck are coming here, and staying at her family's home in Swanzey – they cannot wait to return the favor and show them the American side of things.

Mr. Link stated that there folks here from the Cheshire Career Center. He continued that vocational programs in Germany are formal and well done. They felt that Cheshire Career Center students could benefit from learning

how they do things in Germany. Einbeck students spent almost two weeks at the Cheshire Career Center as well.

John Mitchell, of 6 Hilltop Drive, Keene, stated that the easy part of this discussion is the cultural exchange - individuals are richly rewarded. He continued that it was a wonderful experience for the individuals. From his perspective as an educator, he feels as though this is a great place to talk about the partnership. The MSFI Committee supports the City and he feels that way as an educator, too. He wants to help young people. This is a remarkable experience, to be able to travel to another country and meet with these students. Everyone sees the news and is concerned about the world and the future, but in this time in our world it is extra important to make these bridges. The world is not like what everyone sees on TV all the time. This is very important for young people. The partnership supports not just young people, but the broader community, too. It will change the debate in our community.

Kathleen Polifrone, of 415 Stone Pond Road in Marlborough, stated that it is a pleasure and honor to be part of this Einbeck community. She continued that she works as an assistant in the Culinary Arts program at the Cheshire Career Center. Her son, as a Keene student, was able to go to Einbeck, and she and her family had a guest from Einbeck stay with them in the fall. It is amazing to see the friendships unfold. It was a great opportunity for all the students who got to meet and interact with one another. When Keene students traveled to Einbeck, they got to meet and talk with some Syrian refugees, and shared these stories when they came back to Keene – about what is different, and about how so much is the same. People have made lifelong friendships through this partnership. She continued that when she and others went to Einbeck, they met with members of Einbeck's parliament. It is one thing to read about what is happening in another part of the world, but to be a part of it, to come back and spread that, that is real life. It transfers to everyone, not just the students who went. Many of the students who went to Einbeck will probably stay in the Keene area, and thus enrich Keene with what they experienced in Einbeck. She could talk for many hours about what this partnership has meant to the students. It is something that gets inside of you. It is a special experience. It is up to people who have experienced it to be ambassadors.

Matthew Polifrone, of 415 Stone Pond Road in Marlborough, NH, stated that he went to Einbeck in April. He continued that he was nervous at first about meeting a lot of new people, but when he heard that he had the opportunity to do this he was excited. When students from Einbeck came to Keene, he enjoyed showing them around town, all the businesses and his favorite places and what the community has to offer. They noticed that the fountain in Central Square is dedicated to Einbeck. The trip to Germany changed his thinking about the world. It was culture shock to go somewhere with all of the old buildings. Life was really simple there. He saw a lot of renewable energy, and everything smelled clean, and he saw no trash on the streets, and no homeless people. He spoke with Syrian refugees, speaking with one of them for two and a half hours. It was great to learn about his culture and where he came from. They went to a restaurant run by Syrian refugees and Turkish people. It was great to find a place where everyone got along. He plans on staying in Keene and wants to bring the values and ideas from Einbeck back to the Keene community.

Randy Burns, of 28 Athol Road, Richmond, NH, stated that he is a Buildings Trade teacher at the Cheshire Career Center. He continued that he entertained Einbeck students in October and also went to Einbeck in April. He could spend hours talking about it. If anyone has an opportunity to go, he strongly recommends it. He had never been to Europe before this trip, and many of the Keene students had never been on a plane. People are the same everywhere - people found that to be true no matter the cultural differences. When the German students were here, you could really see Keene students show their pride in their own community, taking the German students around and really being proud. He saw the reverse, too. The partnership makes students appreciate where they are. It made him appreciate his situation more. He saw the reciprocity with the German students. It was a great experience. He recommends it to anyone, young or old. People will receive you in the sister city.

Public Works Director Kürt Blomquist stated that he participated last year. He continued that they may talk

about the old infrastructure here in Keene, but Germany's infrastructure is often three times as old as Keene's. Some of the problems are very similar. The focuses are different. It is interesting. In Keene we deal with historic issues, but Einbeck's make Keene's seem very young. He had an opportunity to visit several businesses in Einbeck, talking about the activities and the commonalities. He spent a lot of time in the downtown area and with Einbeck's Public Works Department staff. It is fascinating to see that many of the issues they face are also ones we face in Keene, and Einbeck focuses on issues Keene does not, like taking care of things to enable pedestrian activity in the winter. He now tells his staff, yes, it can be done! The focus on parks and cemeteries is also a little different in Einbeck – they have park facilities designed for adults, not just children. That is something Keene is just starting to focus on. He will host the Purchasing Agent and his wife when they come to Keene. There will also be a visiting wastewater operator coming to Keene, and when he (Director Blomquist) was in Einbeck he toured Einbeck's wastewater treatment plant. Director Blomquist continued that he recommends that the City Council continue to support and participate in Keene's partnership with Einbeck.

Mayor Kendall Lane stated that he can only reiterate what has already been said. He continued that he had the opportunity to go to Einbeck last fall. It is an incredible experience and the hospitality is far beyond anything that Keene can provide in return. It is not only the cultural exchanges, but also the government exchanges. He was there for the opening of Einbeck's fall festival. They have sister cities in addition to Keene, one each in France, Poland, East Germany, and Austria. The mayors from all of the communities were there. They had a chance to compare notes and talk with each other. Keene's involvement with Einbeck is a huge benefit for the community, culturally and socially. One person who is not here tonight, and no longer specifically with the program, is Wally Secord - he ran soccer exchanges for a long time.

Mayor Lane continued that someone from Einbeck will be staying with him next week. He has come several times and thoroughly enjoys it here in Keene. There will be several opportunities for members of the community and the City Council to participate with people from Einbeck, who are easy going and easy to talk with; they all speak English to some degree. The opportunity to meet them and share experiences with them is invaluable for the city. It is a program that has continued to grow, expand, and prosper. When he went last fall it was an eye-opening experience and he began to get a much bigger vision of what the benefits are and what Keene gains from the relationship. He hopes that all MSFI Committee members and City Council members can participate with people from Einbeck when they are here. They have looked into being able to sell Einbeck's beer here in NH. There are a lot of hurdles and it might not happen. It is a world class beer and he encourages people to try it if they can. Mayor Lane shared an anecdote about how the US Army avoided bombing Einbeck because the brewery was in the center of the city. He concluded that he is looking forward to the upcoming visit – it will be a great opportunity.

Mr. Link thanked the MSFI Committee for listening to the thoughts of people who have experienced the cultural exchange with Einbeck. He continued that a delegation from Einbeck will be in Keene from September 30 to October 8. The City Council members are invited to a welcoming event on October 3 at 6:00 PM. There will be a fundraising event at Fireworks on October 4 at 5:30 PM. Fireworks will give all of the profits from that night to the PCC. They will serve German food in addition to their other menu. The Fall Festival is happening October 1 and Einbeck people will be there; folks from Keene's PCC will be selling Bratwurst. He encourages everyone to stop by.

Councilor Filiault stated that he is proud to be a lifetime resident of Keene and this partnership is a great example of why. They are in a little corner in the woods in NH and yet they have this great experience. He appreciates everything everyone has done to get it to this point and he looks forward to it expanding even more.

Councilor Hooper stated that he echoes what Councilor Filiault said. He continued that he is looking forward to hearing more about this. Tonight's presentation was excellent. Keene represents the philosophy of building bridges, not walls, and this is a wonderful opportunity to get the message out through the students who have participated and the community at large.

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 accepted the Partner City Committee update as informational, with pride.



City of Keene, N.H.
Transmittal Form

September 21, 2016

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities, and Infrastructure Committee

ITEM: D.2.

SUBJECT: Final Report - Drug Addictions Solutions Committee

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the Drug Addictions Solutions Committee's final report be accepted as informational.

BACKGROUND:

Mayor Lane stated that they have the report from the Mayor's Ad Hoc Committee on Drug Addiction Solutions. He continued that they presented to the City Council last week and wanted to follow up on that. The drug problem continues, which is probably no surprise to anyone. The efforts to try and mitigate the problem also continue day to day. This was an attempt by the City of Keene to assist in moving forward with a variety of potential ways that it could be mitigated. The value of the special committee, of which Councilor Filiault was a co-chair, is that it brought together people from a variety of backgrounds and experiences, and people approaching the problem in a variety of ways. It provided an opportunity for people in education, people in agencies, and first responders who have to deal with the problem on a day to day basis to come together. He thanked Brian Costa, Police Chief, and Mark Howard, Fire Chief, for actively participating in the committee and not sending someone else to do it. They personally attended on a very regular basis and it was a tremendous opportunity for everyone to work through how these problems are being addressed. There were a number of interagency efforts that are currently being made - not a result of the committee work, per se, but an opportunity for them to work together to find ways to mitigate the problem. The committee was very valuable and important. He wants to point out that it is not his intention to reappoint the committee at this point. The interagency work needs to continue but it is not necessary to continue it as a formal City committee. He will be continuing to work with the agencies that were involved to make sure that the interagency connections that have developed continue into the future, perhaps in a somewhat less bureaucratic way so the valuable discussions continue.

Mayor Lane continued that the committee developed recommendations that the City Council can continue to follow up on. This is not complete. It is a continuing issue that they need to continuously work on. It will always be facing the city. The City needs to continue to be vigilant, and evolve, and play a role. It is important that the City not get in the way of the work being done by other agencies, but support the efforts.

Chief Costa stated that it was a 26-member committee and he thanks the Mayor for making this a priority and appointing this committee. He continued that when the KPD presented its budget narrative, it included two priorities: positively influencing the heroin problem in the community, and quality of life issues. It became evident with the appointment of this committee that it is a community-wide priority. It is true that you cannot enforce your way out of this problem. It is also true that you cannot do any one thing to solve this problem. It

cannot be just treatment. It cannot be just prevention. It has to be through a community like this, with all agencies that have a stake in it working together. There needs to be prevention education, enforcement, and treatment. Education needs to start well before high school, and be age-appropriate beginning in elementary school. Enforcement efforts are towards those individuals or groups who live in or come to the city and choose to sell the product to make money off of it.

Chief Costa continued that treatment is pretty much lacking in New Hampshire. There has been a lot in the mix in the past year to change that but that will not happen overnight. In his remarks, Dr. Montero talked about the 1115 Waiver program, which will bring \$30 million dollars to the state, each in the next 5 years. It has several objectives. Its goal is to change the way behavioral, mental health, and substance misuse services are administered. The first public meeting is on March 7. There have been a lot of meetings leading up to this point. The waiver was just obtained about two months ago. The first public meeting will be for information that will figure out what that means, what this money has the potential to mean for the State. That will be important.

Elisabeth (LB) Brown, Youth Services Director, stated that being a liaison has been an honor. She continued that looking at all the different notes that came by, one can see the absolute dedication of everyone coming to the table month after month. This is a huge crisis; it is not easy, and will not be resolved in a year or two. Everyone at the table took this seriously and wants the best for this community. A lot of people showed pride. They do not have a lot of money to deal with this, or infrastructure treatment facilities, but everyone keeps coming to the table trying to help people. That says a lot about the community. She works a lot with the state. The Keene region is always known for stepping up and being the forerunner with these types of issues. They are recognized all over the state for not waiting for the State, not waiting for money to appear, but taking the first step forward and trying to make things happen. It solidified for this group that they will keep going no matter what.

Ms. Brown continued that one recommendation is to support innovation and prevention efforts earlier with youth. She went on to share the exciting news that Senate Bill 533 is putting additional funds into the alcohol fund. That will help the state diversion programs with outreach for the Police Department and develop an evidence based screening tool for alcohol and drugs. The State was so impressed with Keene's diversion program and recidivism rates that the State will reimburse them for doing a good job and screening youth at an earlier age. Most of the youth that they find coming through diversion may have a charge of something different than alcohol or drug possession but over half of these youth are using drugs and/or alcohol. This is statewide. The Governor and Commission on Alcohol and Drug Abuse Prevention Intervention and Treatment will have to vote and approve it, but this money will be available hopefully very soon. Part of the planning process is coming up with a team. People from this ad hoc committee will be happy to help her, as the coordinator of the diversion team, so they can get appropriate funding, and reaching out for referrals from the police departments and such. The group talked a lot about police and responders and agencies but there was also a public factor in the ad hoc committee, which they do not necessarily hear a lot. It was a rich experience. When you're on the inside doing your job you might not remember the frustrations and joys of being helped, when you're on the outside. This is a great group to wrap around this issue. They are ready to go forth and continue the good work.

Mayor Lane stated that the last page of the report has recommendations such as supporting legislation. He continued that if they want treatment facilities in NH they need to think about supporting permanent Medicaid expansion. That is critical in encouraging investment in treatment facilities on a long term basis. There are 50,000 people getting Medicaid because of the expansion. In two years people will not invest in treatment facilities if the expansion is only on a two year basis. There will be legislation introduced this coming legislative session and they will come to the City Council for assistance and support of that legislation. There will be other things coming up that they will be asking the MSFI Committee and the City Council to support.

Councilor Phil Jones thanked the committee for all of that they did. He continued that he attended some meetings. He was honored to be the emcee for the Tapestry of Hope summit. He encourages reading the book

Chasing the Scream. The author, Johann Hari, was the guest speaker at the summit. A quote from it is: "The opposite of addiction is not sobriety. The opposite of addiction is human connection." That is what this ad hoc committee is doing, and they look forward to future work.

Chair Manwaring stated that she was a member of the ad hoc committee, too, although could not always attend, due to a schedule conflict. She continued that she knew coming into it that "you cannot arrest your way out of this," and she was excited to hear, too, that they cannot medicate their way out of this. It is about treatment, prevention, education; it is, like Councilor Jones just said, about connection. She thanked them for their work.

Mayor Lane stated that when he was setting this committee up, there was not a single person whom he asked who said no. Everyone wanted to be a part of it. Congresswoman Kuster did a roundtable at Cheshire Medical Center and learned about efforts they are making locally and used this as a model throughout the state, for how communities should address this problem. The community should recognize that by making themselves aware of the nature of the problem, and being willing to work to mitigate the impacts of it and work towards wellness for the individuals who are suffering from addiction, they are doing work that is recognized beyond this community and other communities are using Keene as a model. Chair Manwaring praised Mayor Lane for keeping the focus on solutions, which is important.

Councilor Filiault stated that he compliments Mayor Lane. He continued that he and Councilor Clark talked with Councilor Greenwald and the Mayor about this a few years ago and he thanks the Mayor for listening and taking action, realizing that this will not be a glossy, good news headline, nor will it go away with one-liners. What Congresswoman Kuster has learned from Keene is now what they are seeing in national bills. A lot of what she is addressing came from Keene. The heroin epidemic is national. He compliments the Mayor and Congresswoman Kuster for addressing this head on. Nothing was white washed or glossed over. The committee, like the Mayor said, has wound up but the problem has not. He applauds the Mayor and the committee.

Mayor Lane stated that Chief Costa and Chief Howard testified in Washington, D.C. in connection with this. Chief Costa stated that he went to speak about one of the programs, the Cheshire County Addiction Assisted Recovery Initiative. He continued that executive officers from 20 police departments partnering with the program were invited to D.C., to try and persuade Congress to pass a funding bill. A significant portion of it would be earmarked for NH. Congress did not pass the bill and said it was not because they do not recognize the national need. There were other reasons that held it up. But the funding is coming nationally and to the state and that was just one further mechanism of proof that this is a national epidemic, not just a NH one. NH is a player, obviously, since they were invited to speak. The ad hoc committee can feel good about its work but this is just the beginning.

Mayor Lane thanked Ms. Brown for guiding the ad hoc committee through the process in the past year. He continued that she was recently named one of the Extraordinary Women in Cheshire Country, an honor that is well deserved. This work is not always an easy process or a straight line but she stuck with them and moved them forward and he very much appreciates her efforts. Chair Manwaring thanked her, too.

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 accepted the Drug Addictions Solutions Committee's report as informational.



City of Keene, N.H.
Transmittal Form

September 21, 2016

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.3.

SUBJECT: Presentation on Agriculture in Cheshire County - Agricultural Commission

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the presentation from the Agricultural Commission be accepted as informational.

BACKGROUND:

Charles Daloz, of 37 Church Street reported he and Sarah Wilton are here representing the Agricultural Commission. Mr. Daloz noted this is a new Commission and that this is their 1st annual report. Mr. Daloz continued that in looking at the Master Plan, the Commission felt it was important to highlight agriculture. The Master Plan, which was completed in 2010 has very little specific language on agriculture nor does it contain an agricultural vision. With Keene's regional focus, agriculture should make a lot of sense here. Mr. Daloz noted the Commission would like to see agriculture introduced into various City planning concepts. At this point, Mr. Daloz turned the floor over to Sarah Wilton, of 127 School Street to begin a PowerPoint presentation.

Ms. Wilton presented a PowerPoint presentation and offered comments related to the actual slides.

Ms. Wilson identified prior achievements of the Commission, which included mapping the existing community gardens; and serving as a liaison to the Farmer's Market and the Cheshire Fair Association. They have also worked on making land use management recommendations and they initiated an amendment to the Health licensing ordinance for small scale food licensing classification. They also made recommendations to the proposed surface water ordinance. In terms of ongoing initiatives, they are making recommendations for zoning management and residential chicken regulations.

In terms of next steps, she noted the Agricultural Commission will build upon the existing framework to further agricultural industries; they will be working on food security and environmental stewardship, and will be soliciting input from the community on crafting an agricultural vision. Finally, the Commission will be developing recommendations to incorporate agriculture issues and priorities into the next Master Plan.

Chair Richards asked for Committee questions/comments.

Councilor Hansel thanked Ms. Wilton for her presentation and asked if there was a mechanism to match people who want to farm with land that is currently underutilized. Councilor Hansel continued he thinks there is opportunity for people who can't afford to buy land to be able to take advantage of these resources. Ms. Wilton said the Commission mapped out the Community Gardens as one of their first projects; the Commission has visited some of the surplus land and is wondering what to do with it. She noted getting people access to the

gardens is one of the Commission's values which ties nicely into physical health. Ms. Wilton also commented the Commission is looking for more ways to utilize those resources. Councilor Hansel then asked if the Commission has found enough people going into agriculture to make a sustained effort towards this. Mr. Daloz replied in the negative adding though Keene does have an agriculture course at the High School and Antioch University. Both Mr. Daloz and Councilor Hansel agreed we have the land, but not the people with the skills to farm. Ms. Wilton added one of the challenges is the low pay; another challenge is vertical agriculture with distributors owning the actual land resources. Ms. Wilton also noted the effect Trade Agreements have had on farming and the fact that the laws to protect farmers have been diminished. Mr. Daloz commented he is interested in pursuing Councilor Hansel's idea of matching people who want to farm with the available land resources.

Councilor Jones noted that he, Chair Richards, and Councilor Chadbourne introduced the idea of an Agriculture Committee to the City Council in 2012. He also noted the recent amendment to the Health Code submitted by the Agricultural Commission relative to the reselling of meat. Councilor Jones asked Ms. Wilton if the Commission had any particular areas in mind for Community Gardens. Ms. Wilton replied not for new gardens; just those already in existence. Mr. Daloz reported the Planning Department does have a map developed by the Commission.

Addressing Ms. Chalice, Councilor Jones inquired about a document that dealt with the food supply and sustainability. Ms. Chalice suggested the document is the Climate Adaptation Plan (2004) which has several aspects that relate to the Agricultural Commission's work. Ms. Chalice also suggested this would be a good document for the PLD Committee to be aware of. Ms. Chalice noted there was an assessment done by Antioch students in 2007. Ms. Chalice also noted she understands that Keene is nationally known for this document. She also indicated she/the Commission would be happy to come back and report on the City's progress.

Councilor Chadbourne also expressed her appreciation for the presentation; she continued it is a reminder that agriculture is all encompassing, from the large farms to chickens in the backyard. She continued it is one step at a time, changing the way people think. Councilor Chadbourne said she hopes in the future they will be able to go into greater length and depth in that plan. Councilor Chadbourne mentioned the Marlboro Street Zoning Project and the talk of allowing small animals in that location. Councilor Chadbourne also noted the recent fee reduction mentioned by Councilor Jones adds to our encouraging public participation. Councilor Chadbourne shared her recent experience with gardening and canning and remarked she was aware of the canning class offered by the Co-op. She concluded her comments by noting having this Commission and discussions is a jumping off point, and she sees it mushrooming.

Councilor Sutherland noted he is in the information business and it seems like there are a lot of resources out there for information. He suggested perhaps the City could help by providing a webpage with links to different resources. Referring to the comments regarding the agricultural history of Keene, Councilor Sutherland noted that Alyson's Orchards and Monadnock Berries are among the largest fruit producers in the State. Councilor Sutherland suggested we need to make people aware of the resources that are available.

Noting she serves on the Agricultural Commission, Councilor Chadbourne said Councilor Sutherland's idea is right in line with what the Commission has been talking about. She noted the Commission does have a link on the City website.

Carl Jacobs, Councilor Ward 2 commented the Agricultural Commission is a great thing and is doing great work. Addressing the educational element, Councilor Jacobs said we should mention the Cheshire County Conservation District, and UNH Extension Service both of which bring solid information and resources to farmers. He also said they do have some equipment resources that can be shared to some extent. Councilor Jacobs addressed Keene's mapping capabilities noting the Commission did get involved in identifying agricultural soils. The Commission did go through the exercise of looking at agricultural lands and aerial photographs. Councilor Jacobs also discussed how local farmers are adding value to what they grow.

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 Chadbourne.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the presentation from the Agricultural Commission be accepted as informational.



City of Keene, N.H.
Transmittal Form

September 22, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.4.

SUBJECT: Presentation from Charter Communications

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends accepting the presentation from Charter Communications as informational.

BACKGROUND:

Melinda Poore of Charter Communications addressed the Committee and stated she has been with Time Warner for 16 years but is now employed with Charter Communications. Before the merger, Charter Communications had six million customers in 28 states. Post-merger they have 23.9 million customers in 41 states. Their headquarters is in Stamford, CT and they have 90,000 employees nationwide and offer TV, internet and voice products to residential customers and businesses. Ms. Poore then listed some of Charter Communication's commitment to New Hampshire customers; faster speeds, better video, lower costs and next year Charter will be rolling out Spectrum and we will see trucks with that brand name. Pricing and packaging is simplified and they are committed to not charge modem fees. Charter will also be merging its mobile app with Time Warner's mobile app which means a customer could watch TV anywhere. Charter is also committed to free and open internet and added that Netflix is supportive of this merger.

Ms. Poore then talked about Charter Communications investment – they are committed to extending into more areas, they will be extending into more unserved areas, increasing up to about 33 networks, investing 2.5 billion to expand into commercial areas, as well as providing low cost broadband service for families who have children on the lunch program and for seniors 65 and older receiving SSI benefits. The cost of this service will only be \$14.99 per month.

Charter also has a commitment to American jobs. Charter will be relocating call centers back to the US and adding approximately 7,000 jobs.

Ms. Poore then talked about the foot print they serve in New Hampshire. Charter serves 53 communities, Charter's network passes through 85,715 homes and businesses, serving 50,000 residents, and about 1,000 businesses throughout the state. In Keene, their coverage accesses through 11,079 homes and businesses and they have about 6,700 customers. Ms. Poore asked that if anyone hears of a customer who can't connect to their service, that she be informed so she could look into this.

Ms. Poore then showed the Committee the packages they will be offering and once the Spectrum packaging is offered, the minimum speed is going to be 60mb x 5mb and noted at the present time their highest speed is 50mb per second x 5 mb per second.

Councilor Kahn felt term definitions is important to understand what these numbers mean. Ms. Poore explained the 60mb would be the download speed and the 5mb will be the upload speed. Councilor Clark asked whether this chart would mean his rates would change. Ms. Poore stated this chart shows how broadband speeds have grown from 2008 through 2016 and this is just a demonstration of what the speeds looked like. Ms. Poore stated once their packaging is rolled out, it would be advantageous for customers to call in and compare prices.

Councilor Jacobs clarified that once the transfer is complete if a customer was on one of the plans on the chart, those speeds will be available to them if they were on the coverage map. Ms. Poore stressed the slowest speed they would offer is 60mb x 5mb but customers would have the option to stay where they are and not switch over.

Ms. Poore added most of their customers currently subscribe to the 15 mb x 1mb and less than 1% subscribe to the 50mb x 5mb service.

She further stated they also offer a full service business offering. Residences and businesses have very different service offerings. For instance, if fiber optics is required to be brought into a business, this cost is rolled into their price. At the present time there are different levels of services offered to businesses based on their need. The examples of services offered to businesses are cloud based services, symmetrical services (upload and download is the same), work from home solutions, security services, voice solutions and many such offerings. Business class teams are broken down by industry.

What's coming for Keene residents? Video and broadband will be brought early next year. Cable infrastructure will be fully digitized by 2018 which will provide for better TV viewing experiences, better utilization of the network and this opens the door for future innovation and faster broadband speeds. Ms. Poore noted a typographic error – once it is fully digitized the top residential speed would go to 100mb x 10mb. This concluded Ms. Poore's presentation.

Councilor Jacobs stated there has been great interest in the community for broadband but there are infrastructure challenges in this community to providing same. He continued he it seems Ms. Poore's feels there are no such challenges and asked for clarification. Ms. Poore stated their engineering staff is constantly making changes to their network to be able to meet consumer demand and for them it is more of a matter of seeing what obstacles some of these residences are having.

Councilor Kahn asked for added clarification of what Ms. Poore had said about Wi-Fi hotspots. Ms. Poore stated if someone is a Time Warner customer today they can download the app and for instance if someone is travelling to Washington DC today they can get on for instance on Comcast's Wi-Fi hot spot and because someone is a Time Warner cable customer today they can access this Wi-Fi hot spots nationwide. The app which should be downloaded is TWC Wi-Fi.

Councilor Kahn noted the median size of a business in the community as per the Chamber of Commerce is four and asked how this company would help those businesses that are more like a residential client. Ms. Poore stated she has heard this as well where smaller companies that look more like a residence are paying a lot mre, but these companies do have much back end support that go along with these start-up companies so they stay up and running. The Councilor stated what he is trying to advocate is for lower costs as there are many small businesses that start-up in a home before they expand.

Councilor Clark asked whether Charter Communications has any tiered services for a business of four versus a business of 300. Ms. Poore stated a lot is based on the number of seats and the speed a business would need. She stated this is information she could obtain for the Committee.

Mr. Kopczynski stated the Marlboro Street rezoning is looking at a lot of small businesses and the live/work and

felt the City was embracing the concept of small business opportunity and felt it was important to note we are not in Boston and we have a genuine need for a product that would serve the business incubator concept.

Ms. Landry stated the city has about 300 employees and does use Charter Communications as one of their providers. The city uses email services, video conferencing, IP address services, internet research etc. Her family of six who have different needs have the same broadband speed as the city does. It is not the size of the company but it is what they do with it. She stated she loves the start-up company concept but felt it was important for these providers to know the city is not going to cut anyone short as they are tech savvy and tech ready.

Attorney Mullins asked what kind of upload and download speed would a company of about eleven employees need. Ms. Landry stated at the present time Time Warner Charter is limited to 50MB and she is glad to hear that speed is going to be doubled. She noted 100 MB is not enough for that small business. They are a very rural company and may have a package they she doesn't know of. Ms. Poore stated Charter has what a company needs at the present time. She added Charter Communications is a rural company and they already have some small business packages she might not know about and stated she would look into this.

Chair Greenwald asked whether all this is about marketing. Ms. Poore stated it is not, it is about the back-end work that is done daily such as changing of hubs to better use the fiber that is on the poles; there is a maintenance and upgrades costs that happen yearly.

Councilor Powers asked whether fiber is the key element to high speed. He noted there might be fiber downtown but there is no fiber where he lives. Ms. Poore stated there is always fiber into a neighborhood.

Councilor Kahn asked whether there is line of sight where Charter Communications cable exists where it can be expanded in a cheaper manner but with greater breadth to serve this community and beyond. Ms. Poore stated past 2018 she wasn't sure what the company's plans are for a hybrid wireless solution. However, they do prefer a wired solution because of the type of weather this region faces but indicated she would look into this. The Councilor mentioned the Economic Development Master Plan and other such visions for the city and inquired if Charter Communications is looking at a merger and asked whether any partnership opportunities (experimental in nature) could be considered which would provide both the City and Charter Communications in a more cutting edge technology options. Ms. Poore stated she was willing to keep the lines of communication open to see how we can move forward with this.

Public Works Director, Kurt Blomquist clarified that every neighborhood has fiber optic cable but from the pole it is cable. He asked if a customer wants to put in a box to bring in fiber whether there was a cost to the customer. Ms. Poore stated they do this for business but are not set up to provide that service for residences but this is not a concept which is foreign to the company and the technology they have is definitely scalable.

Councilor Clark stated the question every customer is going to have is how this change is going to happen. Ms. Poore stated the change would happen overtime and the city would get a 30-day notice. A customer will need to call in to make the change but if they don't want to change they will remain where they are.

Councilor Kahn stated it was indicated 11,079 homes and businesses have connectivity and asked how many homes exist in Keene. City Assessor Dan Langille stated the city has 7,949 parcels; within a parcel there might an apartment complex that has 100's of units. There are about 4,000 single family homes.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends accepting this item as informational.



City of Keene, N.H.
Transmittal Form

September 22, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.5.

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

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$792.00 and that the money is used by the Parks, Recreation and Facilities Department.

BACKGROUND:

Parks, Recreation and Facilities Director Andrew Bohannon stated the Committee has before it a donation of \$792 from the Keene Music Festival - Mathew Lees was the person behind this event. The donation exceeded his expectation.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$792.00 and that the money is used by the Parks, Recreation and Facilities Department.



City of Keene, N.H.
Transmittal Form

September 22, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.6.

SUBJECT: Acceptance of Donations - Holiday Family Sponsorship - Human Resources Department

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept donations associated with the City's 2016 Holiday Family Sponsorship Program.

BACKGROUND:

Human Services Manager, Liz Sayre stated this matter is in reference to the holiday family sponsorship event. Ms. Sayre explained every year the city matches needy families with sponsors to provide holiday gifts and food. The purpose of this program is so that recipients will use their resources to pay for their basic needs. This past year there were 40 sponsors who participated – 298 individuals received gifts, 74 persons received gift cards and 41 elderly house bound folks received a check from the Trust Fund. This program helps the community's struggling families.

Chair Greenwald asked whether an interested individual or company would contact the Human Services Department. Ms. Sayre answered in the affirmative. She added individuals, companies, city employees, and service organizations support this program.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept donations associated with the City's 2016 Holiday Family Sponsorship Program.



City of Keene, N.H.
Transmittal Form

September 22, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.7.

SUBJECT: Acceptance of Homeland Security Exercise and Evaluation Program Grant – Police Department

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a grant of up to \$3,710.13 from the FY 2017 Homeland Security Grant Program for the Keene Police Department to participate in a State wide training event.

BACKGROUND:

Police Chief Brian Costa explained each year New Hampshire's Special Operations Units attend monthly training to maintain and improve their skills both individually and as a team. That monthly training is critically important and necessary to be prepared for the extreme high risk type of calls they respond to. Equally important is the ability for the Special Operation Units to be able to work together with unified command, mission and task sharing and communications interoperability. On Sunday, October 23, 2016 New Hampshire's Special Operations Units will come together to test those skills, working together on two problems that will present themselves on the same date, and which will occur close in time.

The exercises will test the response capabilities of the teams' abilities to effectively respond to, and manage, multiple critical incidents at the same time. Upon arrival, the requested teams will be asked to deploy in conjunction with other assisting teams in order to mitigate the incidents. All teams on scene will work under the Incident Command System (ICS) and must be able to work fluidly together, in order to work towards positive resolutions of both incidents.

Chair Greenwald asked where this training will happen. Chief Costa stated the location is yet to be determined but it is being planned in the eastern part of New Hampshire in a large commercial facility.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a grant of up to \$3,710.13 from the FY 2017 Homeland Security Grant Program for the Keene Police Department to participate in a State wide training event.



City of Keene, N.H.
Transmittal Form

September 22, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.8.

SUBJECT: Acceptance of New Hampshire Highway Safety Grants 2017 - Police Department

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept three (3) 2017 grants from the New Hampshire Highway Safety Agency:

- 1.) Bicycle and Pedestrian Grant for \$13,136.00
- 2.) Sustained Traffic Enforcement Patrol Grant for \$15,237.76
- 3.) Impaired Driving (DWI) Grant for \$11,822.40

BACKGROUND:

Chief Costa stated the next item is three grants from NH Highway Safety. The first grant is a Bicycle and Pedestrian Grant for \$13,136.00, the second is the Sustained Traffic Enforcement Patrol (STEP) Grant for \$15,237.76 and the third is the Impaired Driving (DWI) Grant for \$11,822.40.

Chief Costa stated because NH Highway Safety has been through a transition is the reason for one of these new grants. The significance for the community with the Bicycle and Pedestrian Grant and the STEP Grant is that communities are given discretion where units are deployed; whereas in the past the State dictated where the units could to be posted. Chief Costa stated the City as a result will be able to have a higher presence downtown and asking officers for instance to spend an hour on foot downtown.

Chair Greenwald stated this should be done in conjunction with better signage downtown especially for those bicyclists who ride on sidewalks. Councilor Powers stated these bicyclists know there are signs they just choose to ignore them but this might be a way to convey that message again.

Councilor Clark asked whether the STEP Grant will give the Police Department the discretion to patrol in "hot spot" neighborhoods. Chief Costa answered in the affirmative and added it will also enable the bicycle patrols downtown and as well as on bike paths, which is not seeing much patrolling today.

Councilor Jacobs asked whether this type of patrolling will require additional staffing. Chief Costa stated it will be accomplished with overtime patrols.

Councilor Kahn felt the bike patrols were important because of the miles of bike trails the city has. Chief Costa added the bike patrol has gone through an evolution. 20 years ago there were officers who wanted to patrol

streets on their bikes in January, but this is not a reasonable expectation for everyone. The department is now in a position where there is interest in these bike patrols; it won't be 24/7 but it will be more than what has happened in the past few years.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept three (3) 2017 grants from the New Hampshire Highway Safety Agency:

- 1.) Bicycle and Pedestrian Grant for \$13,136.00
- 2.) Sustained Traffic Enforcement Patrol Grant for \$15,237.76
- 3.) Impaired Driving (DWI) Grant for \$11,822.40

The City Manager thanked the Police Chief for seeking out this grant as this will help with the city's recent efforts in the downtown.



City of Keene, N.H.
Transmittal Form

September 22, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.9.

SUBJECT: Acceptance of Athletic Business Conference Funds - Parks, Recreation and Facilities Department

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept professional development funds for the Parks, Recreation & Facilities Director to attend the Athletic Business Conference from November 16-19, 2016.

BACKGROUND:

Mr. Bohannon stated he had entered a contest to attend an Athletic Business Conference. 20 individuals were selected and Mr. Bohannon was one of those selected. The Conference pays for airfare, lodging and registration which is a significant cost and this conference has been on the Director's radar for a while. The conference is in November in Orlando.

Councilor Kahn stated Mr. Bohannon's creativity as well as other city staff like Director Blomquist and Chief Costa puts the city in good standing outside this community.

Councilor Jacobs asked for added explanation of how these funds work. Mr. Bohannon stated the Conference pays airfare up to \$500, two nights lodging, the cost of the conference (\$449), pre-workshop (\$64) and additional \$25 to attend other sessions to gain credit for Mr. Bohannon's professional developmental and continue his certification. Mr. Bohannon stated the only funds he will need is one night's lodging, transportation from airport to the hotel and meals, funds which the department has in its budget. The city's portion would be \$550.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept professional development funds for the Parks, Recreation & Facilities Director to attend the Athletic Business Conference from November 16-19, 2016.



City of Keene, N.H.
Transmittal Form

September 22, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.10.

SUBJECT: Haying Maintenance Agreement - Parks, Recreation and Facilities Department

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to enter a two year agreement, expiring October 31, 2018, for a haying maintenance agreement with Rocky Knoll Farm.

BACKGROUND:

Mr. Bohannon stated in the past the city has had a haying lease which has brought in minimal response. Last year there was someone who bid on the lease but did not follow-through and the city lost an entire haying season. This year in discussion with the Agricultural Commission staff has decided to switch from a lease to a maintenance agreement. From switching to this process the city eliminates some of the work attached to a lease. This is the property located in the Bent Court area.

Councilor Jacobs stated the concern of the Agricultural Commission is that the area be kept mowed and by trying to derive money from this operation we were losing someone maintaining the property.

Councilor Clark asked what happened last year. Mr. Bohannon stated the contract was never executed. The Councilor asked what the bottom line difference would be. Mr. Bohannon stated the contract would be for \$500, \$250 for each piece of property. The City is still making the same amount.

Councilor Powers clarified because this is a maintenance agreement the Council does not take action on it. Mr. Kopczynski stated because this is a departure from history, staff felt it was important to bring the matter before Council. This is a two year maintenance agreement and the applicant has the option to renew at the end of the two years.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to enter a two year agreement, expiring October 31, 2018, for a haying maintenance agreement with Rocky Knoll Farm.



City of Keene, N.H.
Transmittal Form

September 22, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.11.

SUBJECT: Tax Deeds for Unpaid 2012 & 2013 Property Taxes - Finance Department

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to extend the deed waivers as enumerated to November 16, 2016 and the deed taking of 0 Route 9, and 0 off Wetmore Street properties.

BACKGROUND:

Revenue Collector, Mary Alther stated in June waivers were received on 38 properties to September 1st. There are 25 on the list of which three have paid as of today. Of the remaining 22 properties, staff is requesting deed waivers for two properties. Ms. Alther stated she would like to make a change to have the 0 Route 9 property also be waived as more information was received from one of the ten heirs. Hence, staff has to do more research on that.

Chair Greenwald asked where 0 Route 9 was. Mr. Langille stated this property is close to Otter Brook on Sullivan Road.

There was a typographic error noted on the Memorandum, and the extension date should read as November 2016 not November 2017 as well as the date in the background notes that indicate January 2017.

The reason the properties are broken into two sections is because the first section is manufactured homes and the second section is not. Ms. Alther stated of all these properties 11 owners have payment plans and six are on the market for sale.

Chair Greenwald pointed out the Revenue Collector works extremely hard with the property owners.

Councilor Kahn asked for more information about the property on 0 Route 9. Ms. Alther stated she has tried to locate the owner for the past two years and the mail keeps getting returned and they have not paid their taxes in the last three years. The Chair asked whether the abutters have been approached. Ms. Alther stated this cannot happen until this process is complete.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to extend the deed waivers as enumerated to November 16, 2016 and the deed taking of 0 Route 9, and 0 off Wetmore Street properties.



City of Keene, N.H.
Transmittal Form

September 22, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.12.

SUBJECT: LED Streetlight Demonstration Project - Public Works Department

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to contract with Tanko Lighting and Affinity Lighting to supply and install a total of twenty five light emitting diode (LED) streetlights on Marlboro Street for a total estimated cost of \$6,981 to be funded by the street lighting operating budget.

BACKGROUND:

Asst. Public Works Director, Duncan Watson addressed the Committee and stated that the downtown and Wells Street lot are retrofitted with LED fixtures. The technology with these fixtures has changed and the demonstration being proposed is for the Cobra Head lights. This project contemplates changing 25 of the 30 lights on Marlboro Street using two vendors in the region. The wattage on Marlboro Street ranges from 65 watts to 135 watts. The plan is to convert the 135 watt lamps to 65 watts and the 65 watt lamps to 25 watts. This is to give people an idea as to what a wholesale conversion would look like and get an opinion via some sort of survey.

Mr. Watson stated there is a grant opportunity through Eversource, and upon completion of the demonstration there would be an RFP issued to replace all the street lamps to comply with the terms of the grant.

Mr. Watson explained there are no meters attached to these street lamps and you are charged by wattage. These smart lamps have a module which will allow even the 25 wattage lights to be dimmed. The city is looking at a reduction in cost of nearly 50%, the line item for electricity for the city is nearly \$185,000 – the full conversion and the grant program would result in a payback range of 3 years.

At the present time if a street lamp burns out the city contacts Eversource, with this new program the city will own these lamps. However, the expected life span of LED lights is about 20 years so the replacement cost is expected to be reasonable.

Chair Greenwald asked whether this program is only available for municipalities. Mr. Watson stated municipalities are the only entities he has heard about so far. Councilor Powers noted many lights are always out and this is something Eversource should know.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be

authorized to do all things necessary to contract with Tanko Lighting and Affinity Lighting to supply and install a total of twenty five light emitting diode (LED) streetlights on Marlboro Street for a total estimated cost of \$6,981 to be funded by the street lighting operating budget.



City of Keene, N.H.
Transmittal Form

September 22, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.13.

SUBJECT: Reallocation of Project Funding - Public Works Department

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the reallocation of unobligated project balance from the Runway 2/20 Rehabilitation Project (90274) to the Runway 14/32 Rehabilitation Project (90802).

BACKGROUND:

City Engineer, Don Lussier and Airport Manager, Jack Wozmak were the next two presenters. Mr. Lussier stated in February Council approved the City Manager to apply for a grant for FAA and DOT funding. Last week the NHDOT advised the city that they are the recipients of this grant.

This item is in reference to reallocation of project funding. Mr. Lussier indicated these types of projects are funded 90% by FAA, 5% by DOT and 5% by the City, so the city is essentially paying 5 cents on the dollar for these approved airport projects. Through the CIP the Council approved \$14,450 for the city's share of the Runway 14/32 upgrade. This amount was based on preliminary estimates but since February exact scope of services have been derived. The final fee was higher than the estimate. The final negotiated design fee is going to be \$20,581. This action proposes to take unspent monies from the Runway 2/20 project which was recently closed out and reallocate those monies to the Runway 14/32 project.

Councilor Powers asked for explanation on how airport funding is done. He asked if the almost \$7,000 appropriated and the balance of \$30,000 will be held for future airport projects. Finance Director, Steve Thornton explained the Runway 2/20 will be closed back to the general fund, fund balance. Mr. Lussier stated the intention of the recommended motion is so that all of the unspent money from the Runway 2/20 project will be transferred into the 14/32 project. This is only a design project and because something is going to be built in the future, the plan was to keep the monies with the runway project until 14/32 is closed.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the reallocation of unobligated project balance from the Runway 2/20 Rehabilitation Project (90274) to the Runway 14/32 Rehabilitation Project (90802).



City of Keene, N.H.
Transmittal Form

September 22, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.14.

SUBJECT: Acceptance of Grant Application for Runway 14/32 Reconstruction - Public Works Department

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and execute a grant offering from the New Hampshire Department of Transportation, Bureau of Aeronautics for the design phase of the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport.

BACKGROUND:

Mr. Lussier stated this item is simply allow the Manager to accept and execute the Grant. The dollar amount is 95% of the design which would be \$391,036. The City's match will be \$20,581.

Councilor Powers clarified this is just the design phase; the construction comes later and also asked whether the city pays up front and gets reimbursed later. Mr. Lussier agreed and added part of the design contract is to prepare and submit contract for the construction phase. Councilor Clark asked whether the city will end up with approximately \$9,000 after this work. Mr. Lussier stated the Council appropriated \$14,450; Runway 2/20 has \$30,000 left bringing the total for \$44,450. The city will be taking out \$20,581 the 5% match. The remaining balance will stay in the fund until it's used as a match for the construction project.

Councilor Kahn asked for the schedule. Mr. Lussier stated the check for the grant is expected in the next day or so, and the design work will begin shortly. The big milestone is in April when the city has to submit a grant application with definitive cost estimates.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and execute a grant offering from the New Hampshire Department of Transportation, Bureau of Aeronautics for the design phase of the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport.



City of Keene, N.H.
Transmittal Form

September 22, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.15.

SUBJECT: Professional Services Agreement for the Runway 14/32 Reconstruction Project – Public Works Department

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to negotiate and do all things necessary to execute a Professional Services Agreement with Ballantine Aviation Consulting Services, PLLC for the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport in an amount not to exceed \$411,617.01.

BACKGROUND:

The final item is for the professional services agreement for the design project. Now that the contract is agreed upon, it gives the Manager authority to enter into and execute this contract. The Chairman read the following into the record: On February 18, 2016, City Council authorized the City Manager to negotiate and execute a contract with BACS in an amount not to exceed \$289,000. This amount was based on the budgeted design fee included in the FY17 Capital Improvement Program. The negotiations concluded with an agreed-upon design fee of \$411,617.01. The Chair went on to ask why there were two different amounts. Mr. Lussier stated the \$289,000 was estimated years ago before the scope of services were completely understood. The \$411,000 is from the detailed scope of service. According to FAA regulations an independent agency looks over the scope of services fee - AECOM of Rocky Hill, Connecticut placed the cost of the design work at \$449,200. In addition, NHDOT has reviewed the proposed scope and fee and found that it is comparable to the fees charged for similar airport design projects. Chair Greenwald felt this was a lot of money. Mr. Lussier agreed and added this was because of the FAA design standards such as performing geo technical work on a runway that is already constructed. But this is a requirement of the FAA. The total project cost at the present time is an estimate of about 2.3 million dollars.

Councilor Kahn felt the work that is being done is to get these runways to an acceptable standard. Mr. Wozmak agreed 14/32 is deteriorating fast, and bringing this to an acceptable level is important so that the marketing development being done can be maintained.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to negotiate and do all things necessary to execute a Professional Services Agreement with Ballantine Aviation Consulting Services, PLLC for the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport in an amount not to exceed \$411,617.01.



City of Keene, N.H.
Transmittal Form

September 23, 2016

TO: Mayor and Keene City Council

FROM: Cities for Climate Protection

ITEM: F.1.

SUBJECT: Advocacy Letter Request - NH Community Solar

RECOMMENDATION:

At their September 7, 2016 meeting, Mr. Dick Cornelius made a motion for the Cities for Climate Protection Committee to ask the City Council to “write a letter to the New Hampshire legislature, Governor, and the Public Utilities Commission, asking for changes to the Federal and state securities rules that preclude local citizens from owning, profiting from and controlling community supported solar projects.” Councilor Clark seconded the motion. The motion passed by unanimous vote.

BACKGROUND:

John Kondos, spoke with the committee at their July 7, 2016 meeting regarding the status of Community Supported Solar in the region and the regulatory challenges.

“He stated that the system started generating electricity on the roof of the Monadnock Food Co-op on May 25. He continued that on July 23 there will be a celebration of this project being operational, and there are handouts about it that Ms. Straughen created. There will also be an informational session for groups who might want to do similar projects. They published a New Hampshire Community Supported Solar guide to help others, which is relevant to groups more than individuals. They tried to develop a recognition that solar is a good investment. They spent two years slogging through the legal maze to make this project at the Co-op happen, so the guide will help other groups pursue projects a lot easier.

Mr. Kondos continued that there are still restrictions at the State and Federal level, which they hope to improve, and welcome support with. For instance, they wanted 50 to 100 people to own a stake in the system, but the number was restricted to 10 because of changes to NH legislation. Nine people own the Co-op’s solar system and will sell it to the Co-op in less than 10 years and make a modest profit, but these nine people felt frustrated and it was difficult to get them to buy in. Now, up to 25 people are allowed to own a stake. He and others will meet with the NH Bureau of Securities Regulations to see if they can make progress and make solar available to more people.

Councilor Clark asked why it is restricted to 25. Mr. Kondos replied that it is designed to protect small investors, which is well-intentioned, but they want to create something without enormous bureaucracy and believe they can provide layers of protections for investors. They want to allow everyone to have access.

Ms. Brunner asked if there is a slide presentation. Mr. Kondos replied no, although they have a video, which they will soon update with some drone footage of four relatively large commercial solar systems in Keene...Mr. Dachowski asked what the website is. Mr. Kondos replied that the website for the Monadnock Sustainability

Network is greenmonadnock.org.

Ms. Brunner asked Mr. Kondos if he has a good idea of what changes at the State or local level could help the process go more smoothly for others. Mr. Kondos replied that State and Federal changes would help. They have had correspondence with NH Bureau of Securities Regulations. They think VT law is currently too narrow and could be broader and better. It focuses only on group net metering, which is often one owner of multiple sites, as opposed to neighbors joining together. They are talking with Senator Jean Shaheen's office and Representative Ann Kuster's office.

Chair Shedd asked if there are specific requests of the State that the CCP could ask the City Council to support. Mr. Kondos replied that from the investment perspective the State rules have a lot of jurisdiction. He continued that they would like an exception from some of the restrictive rules around only 25 small, credited or sophisticated investors being able to participate. They want others to be able to invest, and believe it can be done, with protections for the investors."



City of Keene, N.H.
Transmittal Form

September 30, 2016

TO: Mayor and Keene City Council

FROM: Historic District Commission

ITEM: F.2.

SUBJECT: Request to Withdraw Proposed Main Street Historic District Ordinance (O-2016-13, O-2016-14, O-2016-15)

RECOMMENDATION:

To withdraw the proposed ordinances (O-2016-13, O-2016-14, and O-2016-15) for the establishment of a Main Street Historic District.

BACKGROUND:

At its meeting on September 21, 2016, the Historic District Commission (HDC) discussed a request to withdraw the proposed ordinances O-2016-13, O-2016-14, O-2016-15, which, if approved, would establish a historic district in the area of Main Street between the roundabout at Main St/Winchester St/Marlboro St to the north and NH Route 101 to the south. These ordinances were submitted by the HDC to the City Council and read for the first time at the July 21, 2016 City Council meeting. A public workshop on these proposed ordinances was held by the Joint Committee of the Planning Board and Planning, Licenses, and Development Committee on August 8, 2016, and a public hearing is scheduled for October 20, 2016.

Included below are relevant excerpts from the minutes of the September 21, 2016 HDC meeting as background.

“Ms. Kessler stated that Ms. Carroll-Weldon attended the September 14, 2016 Heritage Commission meeting to discuss withdrawing the proposed ordinances to establish a Main Street Historic District. Ms. Carroll-Weldon was the chair of the Historic District Commission (HDC) Ordinance Review Subcommittee, which developed the ordinances. This Subcommittee was composed of members from both the HDC and the Heritage Commission. Ms. Kessler explained that the HDC is the petitioner that submitted the proposed ordinances to the City Council for their consideration.

At the September 14th meeting, the Heritage Commission voted (4-0) in favor of recommending that the Historic District Commission make a request to the City Council to withdraw the proposed Main Street Historic District ordinances (O-2013, O-2014, O-2015).

Ms. Kessler, who noted that Ms. Carroll-Weldon would speak further on this request, presented a letter from Louise Zerba, a member of the Heritage Commission and HDC Ordinance Review Subcommittee, on the proposed motion to seek withdrawal of the ordinance. Ms. Zerba stated her regret for voting in favor of the recommendation at the Heritage Commission and expressed her thoughts on why the ordinances should not be withdrawn. The full text of this letter is included at the end of these minutes.

Ms. Carroll-Weldon stated the reasons why withdrawal of the ordinances is sought, which are described below.

Ms. Carroll-Weldon noted that the Majority of Main Street residents are opposed. They do not want regulation, even though concessions have been made such as fewer regulations and no mandatory expenses. The amendment to the draft ordinance would allow for the alteration of window and door openings, which can seriously denigrate the integrity of the building. This amendment has weakened the ordinance to the point that it has very little value.

She noted that in addition to withdrawing the draft ordinance, she suggests that the City Council address the complaints from the Main Street residents and other local citizens via proposed measures that will both address these complaints and potentially, enhance the historic nature of lower Main Street. More specifically, she stated that City Council should support and enact the following to refresh lower Main Street from Route 101 to the Winchester-Marlboro Streets roundabout. To slow the speed of traffic, the City should install traffic calming measures such as the installation of speed tables, attractive, visible traffic signs indicating maximum speed (30mph or less). In conjunction with these traffic signs, there could be lighted signs that indicate the actual speed of the vehicle.

To ease pedestrians in crossing Main Street, the City should erect a green (tree/grass) median down the center of lower Main Street, giving pedestrians refuge space between traffic moving from two directions. Crosswalks spaced at reasonable intervals (preferably with blinking lights indicating when a pedestrian is in the crosswalk) should be installed.

To highlight the historic nature and the natural beauty of Main Street there could be a beautiful, painted billboard welcoming travelers to historic Main Street. This sign could ask them to drive slowly and invite them to enjoy the variety of historic buildings that align this gateway to Keene. Majestic trees should be planted along the median and the grass strips between the sidewalks and the street.

Ms. Carroll-Weldon noted that in addition to the measures described above, which the City could take on, the Foundation for the Preservation of Historic Keene would like to raise funds to provide technical advice to residents of Keene who are interested in maintaining their historic homes, regardless of where their home is situated in Keene.

Ms. Kimball Frank commented that there is still strong opposition from many of the residents on lower Main Street to the proposed historic district. She stated that the amendments made to the ordinances by the Joint Planning Board/Planning, Licenses, and Development Committee, to further limit the types of activities that would be regulated, diminished the regulation to such a point that it no longer represents the intent of the ordinance. She noted that this list of activities had been significantly narrowed prior to review by the Joint Committee. She stated that at this point, it is too weak of an ordinance and would prefer to withdraw it. She agrees with the comments made by Ms. Zerba in her letter about the amount of work that went into developing the proposed ordinance. She still sees the process that was undertaken as valuable but she does not think they should push through an ordinance that is not as strong as it needs to be. She hopes the ordinance can come back stronger in the future...

Ms. Carroll-Weldon made the following motion, which was seconded by Ms. Kimball Frank and carried unanimously.

On a vote of 4-0, the Historic District Commission recommends that City Council withdraw the proposed ordinance for the Main Street Historic District.

Mr. Bartlett commented that although it seems harsh, the Commission wants to see the best thing happen on lower Main Street and this work has been valuable for discussion and public feedback. He does not think withdrawing the ordinance means that establishing a historic district is over. He appreciates the possibility to come back with a stronger proposed ordinance in the future. Chair Weber stated that it is a sad moment to

consider stopping this work.

Ms. Kimball Frank said she thinks they tried to work with what residents of lower Main Street want and thinks the changes Ms. Carroll-Weldon is requesting of the Council are to make this area of Keene more beautiful than before. She stated that withdrawal does not mean the HDC should stop seeking the creation of a historic district but noted that the more that can be done to beautify this area of Main Street strengthens the historic nature and character of this area.

Chair Weber thanked Ms. Carroll-Weldon, Ms. Kimball Frank, and Ms. Zerba for their hard work and said he hopes something will come from this in the future.

Ms. Carroll-Weldon commented that the intent of the work on this proposed ordinance for the last two years was to come up with a document and policy to protect these historic buildings. She thinks the amendments made at the Joint Committee meeting changed the ordinance so much that it no longer represents its intent, which is why she is in favor of withdrawal and hopes that, in the future, a stronger proposal is developed.”

Included below is the text of the letter submitted by Louise Zerba to the HDC and read into record at the September 21, 2016 HDC meeting.

“September 19, 2016

Dear Members of the HDC,

Although I voted in support with the three other members of the Heritage Commission who were in attendance to ask the HDC to withdraw the request to City Council to establish a Main Street Historic District, I am asking you to not support the withdrawal when it comes to your vote.

I have spent the last week soul-searching my vote and realize that I was wrong and giving up. With the HDC vote being the next step, I not truly believe that it is important to see it go through the process to its natural conclusion with a vote of the City Council, whatever that may be.

To withdraw now, to me, means giving up all those many years and many hours of hard work for something that I feel is so important to the long-term life and visual appearance of our Main Street entry for generations to come. To vote to withdraw the request to me seems to negate the importance that we have placed on this historic area. Again, in voting to withdraw, it feels that the work was not important enough thus throwing away all those years of effort to establish the District.

Would our forefathers have given up? I don't think so; nor should we.

Our forefathers on the west side of Main Street agreed to move their property lines back to accommodate a future large street of which we are now the beneficiary. What would have happened if one or two decided not to agree to this major property line adjustment and it remained the way it was.

Many of our past generations of Keene citizens, including Barry Faulkner in his 1917 talk on City Planning, thought and carefully planned to make this the beautiful city it continues to be.

*Thank you,
Louise R. Zerba
Member of the HDC Ordinance Review Subcommittee”*



City of Keene, N.H.
Transmittal Form

September 29, 2016

TO: Mayor and Keene City Council

FROM: Kendall W. Lane, Mayor of behalf of the Special Committee – Recruitment of City Manager

ITEM: F.3.

SUBJECT: City Manager Recruitment

RECOMMENDATION:

Move that the Special Committee for Recruitment of a City Manager recommend to the City Council that the City Manager be authorized to negotiate and execute an agreement with Novak Consulting Group for the purpose of services associated with recruiting a City Manager.

BACKGROUND:

The FY17 budget adopted by City Council provides \$40,750 of funding to support potential costs associated with recruitment of the next Keene City Manager. One potential cost item identified was use of a professional firm to assist with the recruitment. In August, an information report from the Special Committee updated the Council on a variety of items related to recruitment of a City Manager was filed and a Request for Proposals (RFP) seeking professional services to assist with recruitment of a City Manager was issued. Eight firms, from across the country, responded submitting proposals advancing methods, qualifications, and cost which were evaluated by the Special Committee. Professional services fees and costs for 7 of the 8 firms responding ranged between \$15,900 and \$24,500 with costs associated for placement of ads generally excluded by all respondents.

On September 16, 2016, the Special Committee interviewed the four top ranked firms including Novak Consulting Group, Randi Frank Consulting LLC, Municipal Resources Inc., and Colin Baezinger & Associates. Following the interviews, the Committee discussion focused on proposals from the 3 top ranked firms with the results of the committee's interview scoring of those firms provided in the matrix below. Firms were assessed on criteria including: understanding of project, recruitment strategies/methods, experience of firm and personnel assigned considering comparable recruitments, resources, quality of presentation, responsiveness to concerns and cost.

Ranking of Firms (following interview process)	1	2	3	4	5	6	Total Score
Novak Consulting Group	86	79	90	61	76	82	474
Randi Frank Consulting LLC	75	75	63	57	53	63	386
Municipal Resources Inc.	70	59	55	54	61	61	360

The top rank firm was Novak Consulting Group (Novak), based in Cincinnati Ohio, and was represented at the interview by Catherine Tuck Parrish who traveled to Keene from Rockville, Maryland. In addition to executive recruitment and coaching, Novak's practice includes facilitation, strategic planning, and community engagement. The work plan proposed by Novak for the City's recruitment effort is comprehensive and included the

development of first year work plan goals for Keene's next City Manager. The firm will work with the Special Committee to develop an approach to components of this the executive recruitment and candidate evaluation process that will meet Keene's unique needs. The firm's executive search experience is geographically broad with Ms. Parrish's experience adding a northeast focus. As leader of Novak's executive search practice, Ms. Parrish has more than 25 years of management experience working for local governments which include the roles of deputy city manager and acting city manager, and an ongoing relationship with International City/County Management Association. Her presentation to the committee was professional and she addressed questions posed by the Special Committee a comprehensive manner.

While the RFP requested respondents provide a fee schedule that allowed the City to consider working with a professional for components of the recruitment process, the Committee's recommendation is that negotiations proceed based on the assumption that the recruiter will participate in all components of the recruitment effort working with the Special Committee, City Council, and stakeholders to develop position requirements, recruitment strategy, marketing, candidate evaluation, and interview processes, background and negotiations. Novak's proposal advances a "not to exceed" cost for professional services that totals \$23,800, excluding advertising and an additional fee of \$200-\$300 per finalist associated with background checks. The fee proposal advanced, considered within the context of all of the fee proposals received and scope of work advanced, seems appropriate and is in line with cost estimates used to developing funding for the recruitment effort included in the adopted FY17 budget.



City of Keene, N.H.
Transmittal Form

September 21, 2016

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities, and Infrastructure Committee

ITEM: G.1.

SUBJECT: Request for Raised Crosswalk – 21 Roxbury Street

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee placed the request for a raised crosswalk at 21 Roxbury Street on more time for two cycles.

BACKGROUND:

Chair Manwaring asked Ms. Gilbertson to speak. Yvonne Gilbertson, from Central Square Terrace, stated that there is a major problem to cross the street. She continued that as soon as drivers cross the corner it is like a race track to them. People try to cross the street, including handicapped people and elderly people, and drivers just keep on going. With new development there will soon be a lot of children in the area. She and others see it as a danger to everyone. Some people cannot move as fast as the cars. They are asking for some kind of assistance to put something there to help the situation. They would like a speed bump or a light like the one on West Street. Maybe they could put something in like what the college has, with the speed bump and light, but she was told that probably would not happen. Some kind of raised crosswalk would hopefully lessen the problems.

Don Lambert, of 5 Central Square, stated that in the summer of summer 2014 an elderly man was hit by a speeding vehicle. He continued that the pedestrian was in the center of the crosswalk. He was crossing very legally and yet was thrown 20 feet down the road. He (Mr. Lambert) witnessed it. The person who struck the pedestrian was found not guilty because his view was obstructed by a parked vehicle and nothing was ever done. Repeatedly, motorcycles go down that road at 60 miles per hour. Someone will get killed, either there or down the street. To witness it at night, it sounds exactly like a race track. If you try to cross, maybe one motorist will stop; the others speed by. He feels in danger while crossing that street. There are a lot of elderly people. Many of the people who live in the building (on Roxbury Street) can barely walk. They need help.

Chair Manwaring asked for staff to speak about this situation.

City Engineer Don Lussier stated that he has reviewed the application since it came through the City Council last week. He continued that listening to the stories tonight, he hears that vehicles are not stopping for people in the crosswalk, which is state law, and there are visibility issues, with drivers not seeing pedestrians. To him this indicates that there are some sightline issues to look at. The petitioner raised a good point about new development – next week the Planning Board will hear MoCo Arts' plans for building at the former middle school site. It warrants a look at pedestrian access and safe crossings. He has not had the opportunity to do the homework and look at speeds, pedestrian volumes, and that sort of thing. He suggests the committee put this on more time to give staff time to gather more facts and research this more, talk with each other, and come back

to the MSFI Committee with a better plan.

Councilor O'Connor asked how many cycles they would need. Mr. Lussier replied that he would prefer two cycles. One cycle would give them three weeks. They could come back with some suggestions in that amount of time but might not have a definitive plan by then with details and cost estimates.

Ms. Gilbertson stated that the crosswalk that goes to the sidewalk across from the antique place is like a dead end. She continued that the crosswalk does not match up with the sidewalk, which means that people with wheelchairs and walkers have to go out into the street to get onto the sidewalk. Chair Manwaring replied that that is good information for staff to have; the Public Works Department will take a look at it and come up with a good plan.

Councilor Hooper stated that he would echo the request for two cycles. He continued that there are a lot of issues to assess. There are a lot of safety issues and they do not want to rush through this. They want to be thorough.

Councilor Filiault stated that two cycles is more than enough time. He continued that there is history. There was a serious accident in this area several years ago. He can also say from experience that this particular sidewalk has safety concerns. Last Thursday he and other people were halfway across the crosswalk when a driver on a cell phone went flying by them. When MoCo Arts is there it will be a heavily used crosswalk. Asking the City Council to do something about the safety of this crosswalk/street is reasonable, whether the request is for lights, a raised crosswalk, or both. The MSFI Committee is saying to staff that they expect something to happen. This is dangerous. When coming from downtown onto Roxbury Street, drivers accelerate, and drivers going from Roxbury Street into the roundabout also accelerate, trying to make it through the green light. He encourages staff to come back to the committee in two cycles.

Chair Manwaring asked if the public had any more comments. Hearing none, she asked for a motion.

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 placed the request for a raised crosswalk at 21 Roxbury Street on more time for two cycles.



City of Keene, N.H.
Transmittal Form

September 21, 2016

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: G.2.

SUBJECT: Request for Lodging House License - 85 Winchester Street

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the request for a Lodging House License at 85 Winchester Street be placed on more time.

BACKGROUND:

John Rogers, Acting Health Director advised the Committee that staff is asking for this request to be placed on more time to review the initial zoning for the property and other information in the property file with the property owner.

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 that the request for a Lodging House License at 85 Winchester Street be placed on more time.



City of Keene, N.H.
Transmittal Form

September 21, 2016

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: G.3.

SUBJECT: Relating to Dormitory, Lodging or Rooming Houses and Residential Board and Care

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the lodging house ordinance be placed on more time.

BACKGROUND:

John Rogers, Acting Health Director provided the background to the development of the ordinance as part of the continuing effort to shift licensing requirements from the City Council to the administrative staff. He added discussions have taken place between several Departments to determine which department was the most appropriate to administer a lodging house license. Because compliance with fire and life safety codes was identified as the most important consideration, the Fire Department was selected as the most appropriate department to administer the process. He also noted the change from a license to a permit if handled by the Fire Department. Mr. Rogers reported the Ordinance was sent back to Committee due to the concern regarding Council losing the ability to put stipulations on different lodging house licenses. At this time, the Committee discussion should be on whether you want this to move forward, with the Fire Department continuing to look at this to become a permit or if the Committee wants to make a recommendation for this to move forward and stay with the City Council as a license.

Chair Richards noted he was thinking about the Outdoor Seating Licenses downtown; which has the initial requests coming to the Committee and renewals being administratively issued. Noting there are differing opinions on the Committee, Chair Richards asked how the Committee would feel about setting this up like the Outdoor Seating Licenses. Chair Richards noted the debate was do we just have them go to the Fire Department for a license very similar to the Outdoor Seating License. Mr. Rogers advised that would have to be looked at to see how it would be handled. He continued this would have to continue as a license that the City Clerk's office would have to take on, and issue each following year.

Councilor Sutherland noted his recollection was the primary concerns were relative to the fact that we don't know what we don't know. Commenting there are many different circumstances that could come up it would be more beneficial to not have this as rubber stamped paperwork, but have it properly reviewed. Councilor Sutherland noted he was more in favor of it coming through for an initial approval so that the Council could attach any requirements we deem necessary.

Councilor Hansel clarified the issue Mr. Rogers is raising is if it is a permit it wouldn't be subject to that initial review; a license would have to stay a license and be reviewed annually. Mr. Rogers replied it would be difficult if it came through the first time as a license, with the ability to add conditions, and then to switch it over to a

permit through the Fire Department. Mr. Rogers continued his recommendation at this point is to send this back to staff to research and review; as neither the Fire Chief or City Clerk is here to answer questions.

Councilor Hansel commented he is all for making the process as easy as possible, especially for the applicant. He continued the other part of this was it was going to be more expeditious with the Fire Department doing the Life Safety checks anyway. Mr. Rogers clarified under a permit the Fire Department would be doing an annual inspection. Mr. Rogers noted the other reason for asking for more time is the need to review some zoning issues. Councilor Hansel commented he is in favor of streamlining the process and investigating the concept.

Councilor Jones commented it looks like Mr. Rogers is asking us to put this on more time so he can get input from the Department Heads. Mr. Rogers indicated this would have to go back to staff because what the Committee is asking for hasn't been brought forth so far. The Fire Department brought forth an Ordinance to pull the regulations from Chapter 46 into Chapter 42, which would change the process from a license to a permitting process. Mr. Rogers verified what we currently have on the books is a license through the City Council; what Chair Richards is asking for is more of a hybrid- along the lines of a Sidewalk Café license. He continued what he is hearing from the Committee is their preference that it would still be a license and stay with the City Clerk's office.

Continuing, Councilor Jones noted if the Committee was going to act on this tonight he would have offered an amendment; instead he would like to offer a suggestion. Councilor Jones referred to the appeals process which goes to the Housing Standards Board of Appeals. He commented they only deal with Housing Standards, and they can't deal with nuisances and such. Councilor Jones suggested the appeals process go through City Council. Mr. Rogers said this could be taken into consideration; he reiterated what the Committee is asking for is different than what is currently before them.

Looking for general direction, Chair Richards reiterated the idea we take a look at it the first time out and then it's a renewal. He then asked if that works for everybody. Chair Richards indicated we need to be able to give Mr. Rogers some direction, and he noted he liked Councilor Jones' idea as well.

Councilor Sutherland said he would like to get a better understanding on paper as to what the benefits are to changing this. He would also like to know how many of these licenses we have annually. Chair Richards reported we have three of these licenses annually. Councilor Sutherland continued he is trying to understand why we are trying to push this in this direction. Chair Richards explained we were looking at everything to see what we could take away from Council, and make it easier for the public to get a permit. The reason this one became so complicated is because it goes from a license to a permit. In response to Councilor Sutherland's hypothetical scenario, Chair Richards and Mr. Rogers explained the process clarifying the license/permit applies to only one property, each subsequent property would require a new application, and would require zoning and safety reviews. Councilor Sutherland explained he is looking for context so that he and everybody can understand, at the Council level, the context of what this change to the Ordinance would mean. He would like to see staff mark out the areas where these lodging houses would be permitted. Councilor Sutherland said it is important for us to know where this would apply and what kind of criteria would change or not change. Mr. Rogers indicated staff could do this; he also noted right now they are only allowed in the High Density and Medium Density zones. Mr. Rogers added a ZBA approval would be required for a Special Exception.

Carl Jacobs, Councilor Ward 2 noted he was on this Committee when changes were made to the Sidewalk License. He continued his understanding of the motivation behind this is does the City Council really need to weigh-in? If we don't, than let's not make people run through a whole bunch of extra hoops (public safety and other things still have to be considered). The exception as he recalls specifically had to do with alcohol. If they're going to be serving alcohol on the public sidewalk then Council ought to be aware of it; other than that it's like if I go to build a house, I don't have to come to Council for permission, it becomes part of the permitting process. Councilor Jacobs concluded the motivation was just to make things simpler and more business friendly. Chair Richards reiterated his earlier idea and the reasoning behind it. Councilor Jones agreed

with Chair Richards citing the United Church of Christ license that conditions were attached to; had this not come to Council no conditions would be in-place. Councilor Jones also suggests it not be changed to a permit; he indicated it should be called a license all the way due to the revocation process. Mr. Rogers agreed with Councilor Jones noting he thinks it would have to stay as a license.

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 Jones.
On a vote of 5-0, the Planning, Licenses and Development Committee recommends the lodging house ordinance be placed on more time.



City of Keene, N.H.
Transmittal Form

October 3, 2016

TO: Mayor and Keene City Council

FROM: Patricia A. Little, City Clerk

ITEM: J.1.

SUBJECT: Council Policy: Political Advertising on City Property and Rights-of-Way

RECOMMENDATION:

Recommend Resolution R-2016-31 be referred to the Planning, Licenses and Development Committee for their review and recommendation.

ATTACHMENTS:

Description

Resolution R-26-31

BACKGROUND:

Resolution R-2016-31 is being introduced in response to a recent opinion from the New Hampshire Attorney General's Office with respect to political signs on City property and public rights-of-way. The Resolution specifies where political signs can not be placed, while indicating the desire to permit the placement of political signs in all other areas of public rights-of-way. The Resolution also recognizes the statutory authority of a municipality to make bylaws regulating the distribution of campaign materials or electioneering or any activity which affects the safety, welfare and rights of voters at any election.

Prior to the State Primary, the Clerk's office received a complaint about political signs at a polling location. In discussions with the City Attorney we agreed that the Attorney General's Office should be contacted to get their latest opinion on this particular statute, which is not clear on a municipality's authority to either grant permission or restrict political signs on public property. The last time we discussed this issue with the Attorney General's Office was in 2008; at that point in time, they were indicating that a municipality did not have the right to give permission for political signs to be on public property.

The AG's office has changed its position on this Statute and they are now recommending that before the City could remove a political sign in response to a complaint, that the City Council should specify locations where political signs are not permitted. Hand-held signs are not restricted by this Resolution.

In addition, the Resolution clarifies the issue of posted political signs at the City's polling locations on Election Day. RSA 659:43 prohibits the posting of any political signs at the polling location. The Resolution clarifies that this restriction applies to the entire polling location property excepting for the area within the public right-of-way.

Hand-held signs at a polling location on Election Day are not restricted by this Resolution excepting for a ten

foot wide corridor that extends from the entrance to the polling location and for a distance determined by the Ward Moderator.

Sixteen

COUNCIL POLICY: RELATING TO POLITICAL ADVERTISING ON CITY
PROPERTY, PUBLIC RIGHTS-OF-WAY AND POLLING LOCATIONS

WHEREAS: The establishment of policies relating to the City's land, rights-of way, and buildings provides greater awareness of the policy and ensures consistency; and

WHEREAS: RSA 31:41-c authorizes municipalities to make bylaws regulating the distribution of campaign materials or electioneering or any activity which affects the safety, welfare and rights of voters at any election; and

WHEREAS: RSA 664:17 prohibits the placement or affixing of political advertising on public property or highway rights of way without the owner's consent, which advertising includes, but is not limited to political campaign signs, and which authorizes the removal of non-permitted political advertising by the City; and

WHEREAS: RSA 659:43 prohibits the posting of any campaign material at a polling place on Election Day; and

WHEREAS: The City desires to prohibit the placement or affixing of political advertising in the locations specified herein, but desires to permit the placement or affixing of such advertising on all other City rights-of- way to the extent that such placement or affixing does not interfere with maintenance of the location, obstruct the safe visibility of, or safe passage of, bicyclists, pedestrians, or motor vehicles, or otherwise impair public safety.

NOW THEREFORE BE IT RESOLVED: That political advertising is prohibited on the Main Street, Marlboro Street, Winchester Street Roundabout and splitter islands, Court Street, Maple Avenue, and East Surry Road Roundabout and splitter islands, Court Street, Allen Court and the hospital entrance Roundabout and splitter islands, Island Street, Pearl Street, and Winchester Street intersection and splitter island, Ashbrook Road median, Base Hill Road and NH Route 12 intersection medians, Winchester Street median, Maple Avenue median in front of the Middle School, Washington Street and Old Concord Road intersection, Main Street right of way (east and west side) and median north from the Main Street, Marlboro Street, and Winchester Street Roundabout to Central Square, the Central Square Common and splitter islands, and on medians or islands within the Commercial Street, Elm Street, Gilbo East and Gilbo West Parking lots or within any City park, City cemetery, or at any City facility and its adjacent rights of way other than polling locations on Election Day .

BE IT FURTHER RESOLVED: That all political advertising shall be hand-held at all polling places on Election Day except for the area within the public right-of-way, where political signs are permitted to be placed.

Kendall W. Lane, Mayor