KEENE CITY COUNCIL
Council Chambers, Keene City Hall
June 20, 2024
7:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES FROM PRECEDING MEETING

- June 6, 2024 Minutes

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Presentation - Vision Keene 20-Forward - Future IQ Solutions

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmation - Keene Housing
2. Nominations - Heritage Commission and Historic District Commission

C. COMMUNICATIONS

1. Charles Smith - Request to Address Issues of Transparency and the Impact of Homelessness

D. REPORTS - COUNCIL COMMITTEES

1. Keene Downtown Group – Request to Use City Property – Wizarding Week
2. Madam Sherri's Lounge – Request to Serve Alcohol on City ROW – Adjacent to Railroad Square
3. Kiwanis Club of Keene – Request to Use City Property – Tree Lighting Ceremony
4. Warrant for Unlicensed Dogs

5. Attorney Daniel S. Rich/PretiFlaherty Beliveau & Pachois, PLLP - Requesting that the City Quitclaim Any Interest - Former Railroad Easement - 120 Emerald Street
6. Engineering Services - 3 Million Gallon Water Storage Tank Repair Project
7. Aid Grant Funding -Sludge Pump Replacement Project
8. Sale of City Property - Map 552 Lot 035, 270 Beaver Street

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. Acceptance of Donations
2. Acceptance of Donation – 9/11 Memorial Bench

G. REPORTS - BOARDS AND COMMISSIONS

1. Resignation of Susan D'Egidio from the Heritage Commission
2. Resignation of David Weigle from the Zoning Board of Adjustment

H. REPORTS - MORE TIME

1. Attorney Thomas R. Hanna/BCM Environmental & Land Law, PLLC – Donation of Land at 0 Ashuelot Street – Compensatory Flood Storage

I. ORDINANCES FOR FIRST READING

1. An Ordinance Relating to the Installation of Stop Signs on Water Street
   Ordinance O-2024-11

J. ORDINANCES FOR SECOND READING

1. Relating to Sidewalk Cafe Enforcement Measures
   Ordinance O-2024-06-B
2. Relating to the City of Keene Organizational Chart
   Ordinance O-2024-10

K. RESOLUTIONS

1. Rescission of Resolutions Relating to Special Equipment Purchase Standardization
   Resolution R-2010-33
   Resolution R-2010-34
   Resolution R-2010-35
   Resolution R-2010-39

2. In Appreciation of Medard K. Kopczynski Upon His Retirement
   Resolution R-2024-25

NON PUBLIC SESSION

ADJOURNMENT

L. TABLED ITEMS

1. Relating to the 2024/2025 Fiscal Year Operating Budget
   Resolution R-2024-20-A
2. Relating to Class Allocations and Salary Schedules
   Ordinance O-2024-08
3. Relating to the Appropriation of Funds for the FY 2024-2025 Bond Issues: City Hall Structural Repairs; Lower Winchester Street; Stormwater Resiliency Program; Lower Winchester Street Sewer Utilities; Martell Court Bypass; WWTP HVAC Replacement; WWTF Service Water System Upgrade; Lower Winchester St Water Utilities; Water Distribution Improvements
   Resolution R-2024-10
   Resolution R-2024-11
   Resolution R-2024-12
   Resolution R-2024-13
   Resolution R-2024-14
   Resolution R-2024-15
   Resolution R-2024-16
   Resolution R-2024-17
   Resolution R-2024-18

A regular meeting of the Keene City Council was held on Thursday, June 6, 2024. The Honorable Mayor Jay V. Kahn called the meeting to order at 7:02 PM. Roll called: Kate M. Bosley, Laura E. Tobin, Michael J. Remy, Randy L. Filiault, Robert C. Williams, Edward J. Haas, Philip M. Jones, Andrew M. Madison, Kris E. Roberts, Bryan J. Lake, Bettina A. Chadbourne, Thomas F. Powers, and Mitchell H. Greenwald were present. Ward One Council seat vacant. Councilor Chadbourne led the Pledge of Allegiance.

Having declared that a quorum was present in the Council Chamber, Mayor Kahn recognized Councilor Catherine I. Workman, who requested to participate remotely due to work travel. Hearing no objections, the Mayor granted remote participation. Councilor Workman was calling alone from her location.

MINUTES OF THE PRECEDING MEETING

A motion by Councilor Greenwald to adopt the May 16, 2024, minutes as presented was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Ward One Council seat vacant.

ANNOUNCEMENTS

Mayor Kahn began by thanking the Councilors who participated in the Memorial Day event at the Recreation Center. Next, the Mayor recognized the Monadnock Resource Alliance's efforts on housing. At the end of May, the Alliance's workshop included a presentation by the Monadnock Interfaith Project on Keene's housing needs; many people came together to brainstorm some of the options available to advance the City's housing agenda. Mayor Kahn also thanked the organizers of Taste of Keene, which was a great event, and he appreciated the community's participation and the leadership that the Young Professionals Network provided. Mayor Kahn also announced that Monadnock Area Peer Support group would hold its annual meeting on June 13. Next, Mayor Kahn shared that the Southwest Regional Planning Commission's annual meeting was scheduled for June 12.

Next, the Mayor announced that the City's Human Rights Committee was organizing (in partnership with other community groups) this year's Juneteenth celebration on June 19. There will be two events: a community dinner/meeting at the Community Kitchen, and a community celebration/concert on Central Square. Later in the meeting, Councilor Workman was recognized to share details about other Juneteenth events.

The Mayor talked about the Master Plan update, with the project name: Keene 20-Forward. There are planning sessions on June 18–21. At the June 20 Council meeting, the Master Plan consultants will present to the City Council.

Lastly, Mayor Kahn shared Council updates. There would be a full Council workshop on June 11 at 6:00 PM in Council Chambers on the downtown project. The Municipal, Services, Facilities, and Infrastructure Committee will make its final recommendation on the downtown project at their regular meeting on June 26. The final vote on the downtown project by the City Council on this project is anticipated for the July 18 regular meeting. Mayor Kahn also announced that there would only be one City Council meeting on July 18th because the July 4 meeting is canceled.

Additionally, the Council's summer vacation is scheduled to start with the cancellation of the August 15 Council meeting and the September 5 Council meeting. The Council Standing Committee meetings of August 7–8 and August 21–22 are also canceled. The Committees will start meeting again on September 11–12, and the Council will start meeting again on September 19.

COMMUNICATION – KATIE CARBONARA AND DR. JULIA GIBSON – RESUBMITTING THE REQUEST THAT THE COUNCIL SUPPORT A RESOLUTION CALLING FOR THE IMMEDIATE CEASEFIRE IN GAZA

A communication was received Katie Carbonara and Dr. Julia Gibson, resubmitting their request that the City Council pass a Resolution that would demand an immediate ceasefire in Gaza by Israel, Hamas, and other Palestinian militant groups, the release of all hostages and political prisoners held by both sides, the provision of humanitarian aid to Gaza, and an end to all U.S. military aid packages and arms distribution to Israel.

Mayor Kahn recalled that a prior letter from Ms. Carbonara was accepted as informational at the May 16, 2024, meeting. The Mayor requested comments from the City Attorney, Tom Mullins, who explained that the City Council's past practice had been to not act on or accept communications of national import, but over which the Council has no authority to act. He recalled that at the May 16, 2024, meeting, Councilor Williams motioned to challenge the Mayor's decision to accept the communication as informational, and that motion failed with no second. The City Attorney explained that per the City Council's Rules of Order, once the Council disposes of a matter, it is not supposed to be heard again during that calendar year. Thus, under the Council's Rules, the City Attorney suggested that this communication not be considered again, in keeping with the May 16 action. However, he acknowledged that it is the Council's decision whether to suspend its Rules.

Mayor Kahn accepted the communication as informational.

Councilor Williams challenged the Mayor's decision. Without a second, the motion to challenge failed. Certain members of the audience voiced their objection to this action. The Mayor warned the individuals to stop the outbursts and when they failed to do so, he called a recess at 7:16 PM and asked that the Councilors clear the room. The Council reconvened at 7:25 PM.

PRESENTATION TO FORMER WARD ONE COUNCILOR RALEIGH C. ORMEROD

Mayor Kahn welcomed former Councilor Raleigh Ormerod. The Mayor celebrated Mr. Ormerod's commitment to public service since moving to Keene, including being elected to the School Board three times and the City Council two times. On the City Council, he served on the Finance, Organization, and Personnel Committee for one term, and the Planning, Licenses, and Development Committee for two terms. Mayor Kahn presented Mr. Ormerod with a gift, and the Mayor and Council wished Mr. Ormerod well in his next endeavors.

Mr. Ormerod said he felt like he had been able to plant himself into the history of Keene. He appreciated this honor, and the honor it had been serving on the City Council. He mentioned the challenges faced by Councilors elected in fall 2019, just before the Covid pandemic. He thanked

the Council for standing with him during that time. He stated that critiques of the Council are completely in order, but said it is also in order for citizens to come forward and help solve the problems. He said he was grateful to live in a community like Keene, where there are so many in the community who care and can contribute.

Mayor Kahn thanked Mr. Ormerod's family and all Councilors' families for their support.

PUBLIC HEARING – FY 2024–2025 FISCAL YEAR OPERATING BUDGET

Mayor Kahn opened the public hearing at 7:31 PM and the City Clerk read the public hearing notice. Mayor Kahn requested introductions from the City Manager and Finance, Organization, & Personnel Committee Chair, Councilor Powers.

The City Manager presented the recommended Operating Budget for 2024–2025, which includes the first year of the most recent Capital Improvements Program (CIP). Budget preparation began in February with the City Manager reviewing each department's submissions in February and March. Next, she worked with the Finance Department to bring the budget into compliance with the City's Fiscal Policy (doing so this year required over $1.6 million worth of changes to either expenses or revenues). Then, in early April, the budget was printed to be delivered to the Council on May 1. During the month of May, the Council's Finance, Organization, and Personnel Committee reviewed each section of the budget with department heads. Finally, the FOP Committee made its recommended changes to the budget on May 23: adjustments were made to electrical accounts due to a reduction in rates, an additional $1,000 was added to the nonprofit CASA in the outside agencies section of the budget, and $7,000 was added for Council Chromebooks in the City Clerk's budget to provide for more overlap during her retirement transition. The result was the budget presented at this public hearing. The final step would be a vote of the Council on June 20 and the adopted budget would begin July 1. The whole budget process lasts about six months, excluding the CIP process.

The budget can be found on the City website home page and finance page. The City Manager's memo at the beginning of the document highlights changes in the budget, some of which she discussed. She explained that balancing service levels, long-term investments, and fiscal responsibility is an ongoing challenge. A detailed explanation of the General Fund Operating Budget Factors and Fiscal Policy measures are included on pages 5–33 of the budget book. This proposed budget complies with the City Council's Fiscal Policies and is over $400,00 below the City's Fiscal Policy limit. The City Manager said the FOP-recommended budget discussed at this meeting was expected to increase the City's portion of the tax rate by 7.25%; this follows three years of minimal increases to the municipal rate with 2.82% in 2023, no change in 2022, and a decrease in 2021.

The chart on page 9 of the budget book illustrates that the primary budget driver is the increased cost in wages. Wage adjustments are tied to contracted bargaining union agreements and non-union wage adjustments, which include a 3% Cost of Living Adjustment (COLA). $1.4 million of the $2.2 million overall operational budget increase is related to wages. The remaining difference ($787,000) is primarily the increased cost of human services, specifically the

$400,000 increase in rental assistance. Leaving only relatively small operational adjustments throughout the budget.

The City Manager said that the rising costs associated with homelessness necessitated budget increases aimed at providing essential services, while also seeking long-term solutions through collaboration with community partners. The proposed budget allocated the additional $400,000 to the Human Services rental line, an increase in the City's part-time outreach position from 12.5 to 28 hours per week, a partnership with Monadnock Family Services' Street Outreach Program at $35,000, and a $50,000 contribution to the Monadnock Interfaith Housing fund to support the creation of more housing opportunities in our community, These initiatives support strategies that go beyond managing the immediate needs of individuals and leverage partnerships with other community organizations to connect individuals with pathways to permanent housing and stability. The City participated in the State's InvestNH Per Unit Program and received $150,000 related to the efficient process of permitting 15 affordable housing units (specifically the Marlboro Street project 15 units at $10,000 per unit). The proposed budget invests these funds as an offset to $100,000 of the increased rental costs and $50,000 for the housing fund contribution.

Next, the City Manager explained that this year, the Greater Monadnock Collaborative requested a $10,000 contribution to their Promoting the Region campaign. While the City Manager was unable to fund this as a part of her budget review, she was planning to use FY24 end-of-year marketing funds to make the contribution, as she stated at FOP. Next year, it will need to be added to the budget.

In accordance with Council goals related to capitalizing on funding opportunities as they arise and specifically federal funds as they become available, the City Manager had submitted several applications for the next round of congressionally directed funded projects: so far two of those requests had moved forward to the next step in the process, Congresswoman Kuster's Office, for Phase II of the Transportation Heritage Trail Project. Thanks to the support of Representative Kuster, the City received $3,990,000 for Phase I of the project that was underway, with construction scheduled in 2025. Phase II will complete the work by repurposing three historically significant bridges. The City Manager had also submitted applications to Senator Shaheen's Office for the downtown stormwater resiliency program, which is a $4.5 million project, and the City had requested 80% of the funds needed with a 20% municipal match. Page 35 of the budget book breaks down debt. At this time, the stormwater work was scheduled to be debt (Resolution R-2024-12 includes a portion of that debt just over $1.6 million). If the City is successful at getting 80% funded through a congressionally funded request, it will reduce the amount the City needs to borrow as part of this budget and next year's budget. This will positively impact future operational budgets by reducing future debt payments. It is important for the City to aggressively pursue and advocate for grant funding whenever and wherever possible to help ease the burden on taxpayers as costs continue to escalate.

Going into next year's budget process, the City Manager said she was concerned about the City's shift in values from commercial to residential and what that could mean to residential taxpayers. In 2021, the City went through a City-wide property revaluation to bring its real estate assessments to market value. Real estate prices have continued to increase since that time,

particularly for residential properties. The assessment equalization ratio for the City had dropped this past year from 80.9% to 72.8% and the City Assessor believes the City could drop to the 60s this year. At this time, the median sale price in the City was 27.2% more than its assessed value. Concerning property taxes, since all properties are around the same level, fairness and equity remains in the assessments. However, the equalization ratio still has some effects. The overall value of utility property in the City, by state law, must be equalized by the ratio. While utility values are reviewed every year to account for changes—and the value may increase from the previous year—the equalization ratio of 72.8% will still need to be applied. When this is done, the result could be an overall loss in taxable value for utility property, shifting some tax burden to other property owners and affecting the overall tax rate for the year. This budget includes the second year of an estimated $6 million reduction in utility values. Overall, the tax rate estimates are based on a conservative projection that includes a net increase in value of $4 million; this is net of the above-mentioned decline in the City's utility value of $6 million dollars.

The City Manager concluded, saying that this recommended budget considered the first year of the 2025–2031 CIP. The CIP goal is to provide for continued reinvestment in existing assets combined with strategic investments in new assets essential to the City's future success. One of those investments is the downtown infrastructure project. The City has submitted a RAISE grant application for the downtown infrastructure project, and the City Manager expected an answer at the end of June.

Councilor Powers, Chair of the FOP Committee, said that the number of services provided to the community are expensive. Prices were rising, but the City was still trying to provide the best services possible to everybody who lives, works, and travels through Keene. He said that the proposed budget that came from staff was a very good budget, within all the guidelines. While the costs were higher than last year, he was unsure the City was providing as many services at the same level as in the past because it has become so expensive. Still, a reasonable budget was the result, providing a path forward for the City. The FOP Committee met four times during this review period, and heard from each department that proposed the budget, as well as from outside agencies and community-funded events. Every attempt was made to fund those agencies and events in the best fashion. Councilor Powers said that the changes made by the FOP Committee were the result of collaboration amongst departments and the FOP Committee. He said the City was very fortunate to get a reduction in the cost of doing business in terms of electricity, which was spread across all funds. Councilor Powers explained that the proposed budget before the public at this meeting was $93,000 less than what was first proposed to the FOP Committee by the City Manager. The Councilor called it a good budget that took a lot of work. He thanked the FOP Committee for its careful review and the staff who prepared the budget. He hoped the Council would support the budget as it was proposed at this meeting.

Mayor Kahn opened the floor to comments on the budget.

Chuck Redfern of 9 Colby Street first said that when he saw the rate increase, he did some research, and found that the costs were associated primarily with staffing and personnel matters. He investigated other communities and found that they were all dealing with the same thing: raising salaries substantially to fill vacant positions and to retain talent. He said Keene is

fortunate to have a very dedicated staff force and that budget adjustments kept the tax rate increase to 7.5%, compared to towns like Lebanon with a 9% increase. Second, Mr. Redfern talked about the sensitive matter of Human Services and the rising cost of housing the unhoused in hotels and motels. He asked if there would be a cap on that spending at some point. The City Manager explained that the Human Services Department is required by law to provide assistance to everyone who meets their requirements; the state of NH does not allow the City to cap how much it spends or how many people it assists. If someone comes to the office, fills out an application, and shows they are in need of assistance, then the City must provide the assistance, regardless of the amount and the budget. Third, Mr. Redfern noted that the tax rate for Fortune 500 multinational corporations kept dropping in NH, taking resources from local municipalities. He asked the City to—through the Municipal Association—write a letter addressing this concern of an unfunded mandate placed upon municipalities without state participation. Mayor Kahn said that the Municipal Association and a group of 12 mayors signed a letter to legislative leaders and the Senate like the one Mr. Redfern mentioned. Lastly, Mr. Redfern asked whether the utility assets the City Manager mentioned were phone poles and wires, etc.; do the utilities pay rent to the City for those, and if so, how much? The City Manager did not have the answer on the spot. Mr. Redfern said his point was that with upcoming major projects, like West Street, the City should work to ensure utilities are buried for aesthetic improvements across the City.

Next, three speakers from the Monadnock Interfaith Project (MIP) and others came forward to thank the City for its $50,000 allocation to the Housing Development Fund:

Derek Scalia (of MIP) of 16 Hillside Avenue said that for the past three years, MIP members had attended countless City Council meetings, regional planning group meetings, Zoning Board meetings, and more. He was grateful that members of this Council—civil servants of the community—had all leaned deeply into this issue, and he thanked them for developing a good budget. He said that diversification of initiatives will address this housing crisis and the Council took bold steps along the way to alleviate suffering. He thought the City's investment was a bold commitment that would lead others to contribute. He called the budget a moral document that shows what Keene values: a good place to live and a good community where people can come, work, and thrive.

Becky Port (of MIP) of 42 Summit Ridge Drive, Chaplain at Covenant Living of Keene, added that there were many aspects of this budget—beyond the Housing Development Fund—that were dedicated to helping people. She shared a personal story of 36 years ago, when working in the mental health field, and her family had to leave their home and jobs without much due to a risk posed to her children because of her job. She lost her housing that had been a part of her employment, and without support from family members, she and her family would have been homeless. She encouraged the Council, reminding them that what they were doing with this fund would make a difference. The City's creative efforts, like accessory dwelling units, were not just about added housing, but helping people to find alternative housing that can make a difference in their lives.

Michael Hall (of MIP) of 9 Kennedy Drive, Minister of the Keene Unitarian Universalist Church, added that this $50,000 investment will be good for the whole Monadnock Region. He

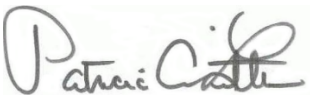
thought this strategy was sort of unusual for a political setting, noting that this is a long-term challenge to increase the affordable housing for people of all economic strata and an integrated approach is needed. He encouraged other communities with the resources to contribute, which would help lead to a sustained housing initiative. He was very pleased with this partnership.

Cody Morrison, Executive Director of Monadnock Economic Development Corporation, added his thanks. He looks forward to working with the City and Council.

Mark Bodin, President of Savings Bank of Walpole, added that the Bank had been involved with this project since the beginning as a business partner. He assured the Council that the Bank would stay involved and contribute financially to the fund at a level greater than what was asked of the City. The Bank is also working with businesses that have been identified throughout Keene to ensure they also make an impact through substantial contributions.

Heidi Schweiger of Munsonville, the newly appointed Development Director at Monadnock Center for Violence Prevention (MCVP), and Nick Hirsch, Executive Director of MCVP, also thanked the Council. Mr. Hirsch explained that MCVP addressed four areas of violence: domestic violence, sexual assault, stalking, and human trafficking (both sex trafficking and labor trafficking). He said a lot of people are surprised that MCVP deals with human trafficking a lot. He explained that he only uses his work phone when on call; at this time, he was not the first on call or backup on call, he was the "backup to the backup.". He had already received three calls in the four hours since he had been on call, meaning that the front line was busy, the backup was busy, and he received three calls. His staff work nonstop and MCVP is a homeless initiative as well, housing individuals who are fleeing violence—specifically women who have nowhere else to go—in an emergency shelter. MCVP is the only organization in the region that has a homeless shelter specifically to help women feel safe and be empowered to start their life anew. MCVP only has eight beds, and the three calls he had received this evening meant MCVP could not meet the need. Mr. Hirsch said the only way to meet the need is through partnerships like this. Ms. Schweiger looked forward to a deepened community relationship and civic engagement as well.

Hearing no further public comments, Mayor Kahn closed the public hearing at 8:08 PM, except for written public comments, which would be accepted until 1:00 PM Tuesday, June 11. Written comments must be signed and submitted to the City Clerk by that date and time to be included in the record. Mayor Kahn reminded the Council that their Rules of Order require that they submit a written communication containing any proposed amendments to the budget Resolution. The deadline for receiving Council communications to be placed on the next Council agenda would be 4:00 PM on Tuesday, June 18.

A true record, attest: 

City Clerk

ELECTION – WARD ONE COUNCIL VACANCY

Mayor Kahn began by saying that the City Council was fortunate to have the opportunity to select the next Ward One Councilor from three Keene residents with such different backgrounds. The field of candidates for the Ward One Council vacancy included: Jacob Favolise, Michael F. Conway, and Bradford Hutchison. Ethan Frock and Derek Germana withdrew their declarations as candidates.

Mayor Kahn reviewed the election process. Each candidate would be given five minutes to address their candidacy, with the Clerk serving as the timekeeper. The Council would not be permitted to ask questions of the candidates during their remarks. Because there were four candidates, there would be a Primary roll call vote to narrow the field of candidates down to two. The two candidates receiving the highest number of those votes would be declared the finalists. The final vote would also be by roll call; when the Clerk called each Councilor's name, the Councilor would indicate their choice of candidate. If a Councilor wished to not vote for either of the two candidates, they would vote "NO." If no candidate received the required eight votes, a second round of voting would occur. If no candidate received eight votes in this second round of voting, an additional filing period would be set for candidates to file a notice of their intent to seek election to the Ward One Council seat. Mayor Kahn noted that if a tie vote were to occur, the language of Section 8 of the City Charter does *not* allow the Mayor to break the tie. The candidate receiving eight votes of the elected City Council would be declared the prevailing candidate and take the oath of office and be immediately seated.

The Mayor called forward each candidate for their five-minute remarks.

Jacob Favolise discussed his candidacy, adding to the statement he made at the May 2 meeting, when he outlined his background and experiences. He reiterated his interest in filling this Council seat. In the time since May 2, he was able to attend several Council and Committee meetings, as well as the Master Plan update think tanks. He had gained a good perspective on the community's priorities and what some of the big picture potential outcomes for the City of Keene are because of its master planning process. He thanked the Council for its consideration through the first round and into this round.

Michael Conway discussed his candidacy. He said that while he was likely a stranger to many Councilors, he was no stranger to hard work and to commitment. He enjoys a challenge, solving problems, finding a way, and specifically getting things done. He enjoyed a successful career doing exactly that on behalf of his company and clients, and he welcomed the opportunity to apply these traits to the benefit of his adopted community. Mr. Conway grew up the oldest of six kids in a family of very modest means, and the values that he carries today—frugality, curiosity, diligence, persistence, honesty, compassion, and responsibility—stem from the lessons that he learned at a very early age. Those lessons served him well and with them, he believed that he would serve well the City of Keene and the good citizens of Ward One. Mr. Conway explained that he was retired, but stayed active with various interests including cycling, CrossFit, hiking, and sometimes just walking around with Nelly, his beautiful Golden Retriever, retired service

dog, who knows all the downtown people and businesses. He said it did not take long for Keene to feel like home. He lives in the middle of downtown in a mixed-use building shared by businesses and residences; he was drafted to serve on the condo association board and had since been elected treasurer, though it was not a significant time commitment. He had also volunteered with Monadnock Habitat for Humanity over the past few years, starting in construction and transitioning into planning, permitting, and land searching because of his background. He was also the newest member of Habitat's board of directors, with a moderate times commitment. Thus, Mr. Conway said he had no employment, engagement commitments, or conflicts that would interfere with him discharging the duties of a Councilor. As Councilor, he would be committed to ensuring the Council would not regret electing him. He thanked the Council for its consideration.

Bradford Hutchison spoke about matters unrelated to his candidacy before withdrawing from consideration.

There being no need for a Primary vote, the City Clerk called role for the General vote: Mr. Favolise received 11 votes (Councilors Bosley, Tobin, Remy, Filiault, Jones, Madison, Roberts, Lake, Workman, Chadbourne, and Greenwald) and Mr. Conway received 3 votes (Councilors Williams, Haas, and Powers).

The City Attorney administered the Oath of Office to Mr. Favolise, who then took his seat on the City Council. Councilor Favolise was assigned to the Municipal Services, Facilities, and Infrastructure Committee. Councilor Madison was reassigned to the Planning, Licenses, and Development Committee.

RESIGNATION OF STEVE BIANCO FROM KEENE HOUSING

A communication was received from Steve Bianco, submitting his resignation from Keene Housing. A motion by Councilor Greenwald to accept the resignation with regret and appreciation was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

NOMINATION – KEENE HOUSING

Mayor Kahn nominated Amy Lehr to serve as a regular member of Keene Housing, with a term to expire December 31, 2026. The Mayor tabled the nomination until the next regular meeting.

COMMUNICATION – KIWANIS CLUB OF KEENE – REQUEST TO USE CITY PROPERTY – TREE LIGHTING CEREMONY

A communication was received from Peg Bruce and the Kiwanis Club of Keene, requesting the annual license to conduct the Tree Lighting Ceremony on Central Square on November 29, 2024. Mayor Kahn referred the communication to the Planning, Licenses, & Development Committee.

COMMUNICATION – KEN KOST – IN SUPPORT OF THE HOUSING DEVELOPMENT FUND – PROPOSED OPERATING BUDGET

A communication was received from Ken Kost, who could not attend tonight's public hearing on the proposed Operating Budget, submitted his written comments supporting the appropriation that would establish a Housing Development Fund. Mayor Kahn accepted the communication as informational.

COMMUNICATION – KEENE DOWNTOWN GROUP – REQUEST TO USE CITY PROPERTY – WIZARDING WEEK

A communication was received from Adam Berube and the Keene Downtown Group, requesting permission for the use of City Property and closure of a portion of Church Street on July 27, 2024, in association with the Wizarding Week festivities scheduled for the week of July 22-28, 2024. Mayor Kahn referred the communication to the Planning, Licenses, & Development Committee.

COMMUNICATION – ATTORNEY DANIEL S. RICH/PRETIFLAHERTY BELIVEAU & PACHOIS, PLLP – REQUESTING THAT THE CITY QUITCLAIM ANY INTEREST – FORMER RAILROAD EASEMENT – 120 EMERALD STREET

A communication was received from Attorney Daniel S. Rich, on behalf of 120 Emerald Street, LLC, is requesting that the City quitclaim any interest that it has in this in exchange for a sidewalk easement along the City's existing right-of-way at the corner of Emerald Street and Ralston Street. 120 Emerald Street, LLC currently owns the real property and improvements, commonly called the Arcadia Apartments, located at 120 Emerald Street. Upon reviewing the back title of their property, it was revealed that a former railroad easement shares a border with the main access to the apartment building. Mayor Kahn referred the communication to the Finance, Organization, & Personnel Committee.

COMMUNICATION – ATTORNEY THOMAS R. HANNA/BCM ENVIRONMENTAL & LAND LAW, PLLC – DONATION OF LAND AT 0 ASHUELOT STREET – COMPENSATORY FLOOD STORAGE

A communication was received from Attorney Thomas Hanna, representing JRR Properties, LLC, noting that in July 2022, the City Council voted to accept the donation of 2.5 acres of a 3 acre parcel located at 0 Ashuelot Street, with the remaining acre donated to the Monadnock Conservancy as a location of their regional headquarters. The parcel proposed for development by the Conservancy is in the 100-year floodplain, requiring offsite compensatory flood storage. The only available location for the required compensatory storage is the 2.5-acre parcel gifted to the City. The petitioner requests conditional approval to locate the compensatory storage on a portion of the land that will be donated to the City. Mayor Kahn referred the communication to the Planning, Licenses, & Development Committee.

MSFI REPORT – CHARLES SMITH – REQUESTING AN OPPORTUNITY TO SPEAK BEFORE THE CITY COUNCIL ABOUT TOURISM AND HOMELESSNESS

City Manager, Elizabeth Dragon, stated that Charles Smith was in communication with the City Clerk's office and asked to withdraw his letter, so no motion was needed. Mayor Kahn accepted the report as informational.

MSFI REPORT – ORAL UPDATE – EAST SIDE RESIDENTS – TRAFFIC CALMING ON EAST-SIDE KEENE STREETS

A Municipal Services, Facilities, & Infrastructure Committee report read, unanimously recommending accepting the east side Keene update as informational. Mayor Kahn accepted the report as informational.

CITY MANAGER COMMENTS

First, the City Manager announced Community Night on June 18 from 4:00 PM–7:00 PM at the Public Works Department complex on Marlboro Street. There will be equipment available from various departments (cruisers, firetrucks, large airport snow removal equipment) as well as an opportunity for a lot of staff interaction. This has been a very popular event for families in the past. Public Works will be serving burgers and hotdogs.

Next, the City Manager talked about NH State's low to moderate income homeowners' property tax relief. The City recently had social media posts reminding people of an upcoming deadline for the State program for property tax relief for moderate to low-income homeowners. The program deadline is June 30. Those who qualify can apply for a credit of a portion of the statewide education property tax. The Assessing Department has paper copies of the application for anyone who prefers not to apply online through the NH Department of Revenue website.

The City Manager also announced the City's new Parks and Recreation Director, Carrah Fisk Hennessey, who will begin her new role on July 1. Ms. Hennessey has 20+ years of experience in the related fields of intercollegiate coaching and athletic administration, teaching in local schools as a certified elementary and special educator. Before this role, was employed by Keene State College in Athletics and Education as the Head Softball Coach and Student Athlete Committee Advisor. She has a master's degree in education, Literacy, and Language Arts, and a Bachelor of Science in both Elementary and Special Education, and Sociology. She is a graduate of Keene High School and a long-time resident of the community. Ms. Hennessey has served on various boards for community organizations and is very invested in the community. The City Manager welcomed her.

The City Manager also announced the City's new Public Works Director, Don Lussier, former City Engineer. Mr. Lussier, a seasoned professional with decades of experience in civil engineering, joined the City in 2016. Mr. Lussier holds a Bachelor of Science in Civil Engineering, is a licensed Professional Engineer in the State of NH and holds FEMA Emergency Management Institute certifications. He served 10 years in the US Army and subsequently accumulated over two decades of experience in civil engineering. He has played a key role in the successful completion of numerous complex infrastructure projects (most recently the Winchester Street project) including streets, sidewalks, roundabouts, bridges, and grants management. All of this makes him uniquely qualified for this position. The City Manager said Mr. Lussier is well liked and respected in and outside of the City organization. She congratulated him.

Lastly, the City Manager shared good news that at a recent NH Tourism Summit, Taylor Caswell, Commissioner of the Department of Business and Economic Affairs (BEA) announced that he was giving the first ever BEA Collaborator of the Year award to the Greater Monadnock Collaborative.

Mayor Kahn added that the City had done well with appointments to commissions and committees of the City, with a remaining appointment to the Southwest Regional Planning Commission (one of three City appointments) and recommendations/referrals should be sent to the Clerk's office. Those interested must submit a statement of interest. The Heritage Commission, Historic District Commission, and Ashuelot River Park Advisory Board also needed new members.

WARRANT FOR UNLICENSED DOGS – CITY CLERK

A memorandum read from the City Clerk, Patty Little, recommending that the City Council issue a warrant for unlicensed dogs pursuant to NHRSA 466:14, and that the City Clerk's office and the Keene Police Department be directed to issue civil forfeitures to those dog owners who have failed to license their dog by April 30, 2024. Mayor Kahn referred the memorandum to the Planning, Licenses, & Development Committee.

The City Clerk, Patty Little, noted that this was the second year doing two versions of the warrant: one list of those who did not renew dog licenses, and a second list of new dog owners for whom the Clerk's office received proof of rabies vaccination. Both lists have been contacted alerting them of the need to license. There are 466 owners and 573 unlicensed dogs that need to be renewed, which is a typical number.

ORDINANCE FOR FIRST READING – RELATING TO THE CITY OF KEENE ORGANIZATIONAL CHART – ORDINANCE O-2024-10

A memorandum read from the City Manager, Elizabeth Dragon, recommending that Ordinance O-2024-10 be referred to the Finance, Organization, & Personnel Committee for review and a recommendation back to the full City Council. Mayor Kahn referred Ordinance O-2024-10 to the Finance, Organization, & Personnel Committee.

ORDINANCE FOR SECOND READING – RELATING TO CLASS ALLOCATIONS AND SALARY SCHEDULES – ORDINANCE O-2024-08

A Finance, Organization, & Personnel Committee report read, unanimously recommending the adoption of Ordinance O-2024-08. Mayor Kahn tabled Ordinance O-2024-08 until the June 20, 2024 regular meeting, after adoption of the Operating Budget Resolution.

IN APPRECIATION OF MICHAEL J. ABBOTT UPON HIS RETIREMENT – RESOLUTION R-2024-22

A memorandum read from the HR Director/Assistant City Manager, Elizabeth Fox, recommending the adoption of Resolution R-2024-22. A motion by Councilor Powers to adopt Resolution R-2024-22 in appreciation of Mr. Abbott's 31 years of service was duly seconded by

Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

IN APPRECIATION OF AARON F. COOPER UPON HIS RETIREMENT – RESOLUTION R-2024-23

A memorandum read from the HR Director/Assistant City Manager, Elizabeth Fox, recommending the adoption of Resolution R-2024-23. A motion by Councilor Powers to adopt Resolution R-2024-23 in appreciation of Mr. Cooper's years of service was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

RELATING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – CITIZEN PARTICIPATION AND GRIEVANCE PROCEDURE – RESOLUTION R-2024-24

A Finance, Organization, & Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-24. A motion by Councilor Powers to adopt Resolution R-2024-23 was duly seconded by Councilor Remy. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

RELATING TO THE APPROPRIATION OF FUNDS FOR THE FY 2024-2025 BOND ISSUES: CITY HALL STRUCTURAL REPAIRS – RESOLUTION R-2024-10; LOWER WINCHESTER STREET – RESOLUTION R-2024-11; STORMWATER RESILIENCY PROGRAM – RESOLUTION R-2024-12; LOWER WINCHESTER STREET SEWER UTILITIES – RESOLUTION R-2024-13; MARTELL COURT BYPASS – RESOLUTION R-2024-14; WWTP HVAC REPLACEMENT – RESOLUTION R-2024-15; WWTF SERVICE WATER SYSTEM UPGRADE – RESOLUTION R-2024-16; LOWER WINCHESTER ST WATER UTILITIES – RESOLUTION R-2024-17; WATER DISTRIBUTION IMPROVEMENTS – RESOLUTION R-2024-18

A Finance, Organization, & Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-10. A Finance, Organization, & Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-11. A Finance, Organization, & Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-12. A Finance, Organization, & Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-13. A Finance, Organization, & Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-14. A Finance, Organization, & Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-15. A Finance, Organization, & Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-16. A Finance, Organization, & Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-17. A Finance, Organization, & Personnel Committee report read, unanimously recommending the adoption of Resolution R-2024-18. Mayor Kahn tabled Resolutions R-2024-10, R-2024-11, R-2024-12, R-2024-13, R-2024-14, R-2024-15, R-2024-16, R-2024-17, and R-2024-18 until the June 20, 2024 regular meeting, after adoption of the Operating Budget Resolution.

RELATING TO THE 2024/2025 FISCAL YEAR OPERATING BUDGET – RESOLUTION R-2024-20-A

A Finance, Organization, and Personnel Committee report read, unanimously recommending the adoption of the fiscal operating budget Resolution R-2024-20-A, as amended. Mayor Kahn tabled Resolution R-2024-20-A until the June 20, 2024 regular meeting.

Mayor Kahn thanked the City Manager, Finance Director, and FOP Committee for all their work on the budget.

NON-PUBLIC SESSION

A motion by Councilor Greenwald to enter non-public session for advice from legal counsel under RSA 91-A:3, II (l) was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor. The non-public session began at 8:53 PM.

The non-public session ended at 9:07 PM. A motion by Councilor Greenwald to keep the minutes of the non-public session, non-public as disclosure would render the proposed action ineffective was duly seconded by Councilor Bosley The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

ADJOURNMENT

There being no further business, Mayor Kahn adjourned the meeting at 9:07 PM.

A true record, attest:

City Clerk

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Mayor Jay V. Kahn

Through: Patricia Little, City Clerk

Subject: **Confirmation - Keene Housing**

Council Action:
In City Council June 6, 2024.
Nomination tabled until the next regular meeting.

Recommendation:
I hereby nominate the following individual to serve on the designated Board or Commission:

Keene Housing
Amy Lehr, slot 1 — Term to expire Dec. 31, 2026
71 Greenbriar Road

Attachments:
1. Lehr, Amy_Redacted

Background:

From: Patty Little
To: Heather Fitz-Simon
Subject: FW: Interested in serving on a City Board or Commission
Date: Monday, May 6, 2024 2:50:59 PM
Attachments: image001.png

Please redact and save

Patricia Little
CITY CLERK

(603) 352-0133, ext. 2
plittle@KeeneNH.gov
3 Washington Street, Keene, NH 03431
KeeneNH.gov

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us>
Sent: Monday, January 29, 2024 9:00 AM
To: Helen Mattson <hmattson@keenenh.gov>
Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: Interested in serving on a City Board or Commission

Submitted on Mon, 01/29/2024 - 08:59
Submitted values are:
First Name:
Amy

Last Name:
Lehr

Address
71 Greenbriar Road
Keene, NH 03431

How long have you resided in Keene?
17 years

Email:
[redacted]

Cell Phone:
[redacted]

Employer:

Savings Bank of Walpole

Occupation:
Commercial Credit & Administration Manager

Retired
No

Please list any organizations, groups, or other committees you are involved in
I am not currently serving on any other boards.

Have you ever served on a public body before?
No

Please select the Boards or Commissions you would be most interested in serving on.
Keene Housing Authority

Please let us know the Board or Commission that you are most interested in serving on.
Keene Housing Authority

Optional - Please select your second choice of which Board or Commiss ion you would like to serve on.
I would be open to serving on other boards or commissions if my skill set would add benefit.

Please share what your interests are and your background or any skill sets that may apply.
My interests are mostly family based at this time. I have 5 children and 5 grandchildren all living in Keene so that keeps me very busy. I have worked in banking for over 38 years and have been with Savings Bank of Walpole since 2002 working in the Commercial Lending Department as a lender and am currently managing the credit and administration areas of the department. Skills that could translate to appointment for one of the City's committees could include my ability to read and interrupt financial statements, budgeting, organizational skills and ability to work in teams. While not a skill, I have a great interest in the housing issue in the Monadnock Region having struggled with this in my 20's and 30's. I am fortunate to be in the position I am today and if there is a way for me t

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Mayor Jay V. Kahn

Through:

Subject: **Nominations - Heritage Commission and Historic District Commission**

Recommendation:

I hereby recommend the following individuals to serve on the designated Board or Commission:

Heritage Commission

Rose Carey, slot 3 — Term to expire Dec. 31, 2026
206 Washington Street

Louise Zerba, slot 6 — Term to expire Dec. 31, 2026
340 Parko Avenue

Historic District Commission

Louise Zerba, Heritage Commission, slot 4 — Term to expire Dec. 31, 2026

Attachments:

None

Background:

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Charles Smith

Through: Patricia Little, City Clerk

Subject: **Charles Smith - Request to Address Issues of Transparency and the Impact of Homelessness**

Recommendation:

Attachments:
1. Communication_Smith_Redacted

Background:
Mr. Smith is requesting to address the Council on two items: Issues of transparency with local government and the impact of homelessness.

To the City Council

I would like to address issues of transparency with local government.

I would also like to address the impact of homelessness.

Thank You

Charles Smith
9 Gates St
Keene N.H. 03431
[redacted]

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: **Keene Downtown Group – Request to Use City Property – Wizarding Week**

Recommendation:

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that the Keene Downtown Group be granted a license to use downtown City property on Central Square and Railroad Square, from Wednesday, July 24 through Sunday, July 28, 2024 to host Wizarding Week festivities, as well as permission for the closure of a portion of Church Street on Saturday, July 27, 2024 to host a "Daigon Alley" event as part of Wizarding Week, conditional upon the following:

- The signing of a standard revocable license and indemnification agreement;
- That the petitioner provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of $1,000,000;
- That the Petitioner agrees to absorb the cost of any City services provided to the event, and agrees to remit said payment within 30-days of the date of invoicing;
- That the July 27th event on Church Street will be held from 10:00 AM to 8:00 PM with the times for set up and clean up to be established with City staff;
- That the timeframes for use of Central Square and Railroad Square be coordinated with City staff;
- The submittal of signed letters of permission from any private property owners for the use of their property; and
- Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws; and compliance with any recommendations of City staff.

Attachments:

None

Background:

Vice Chair Jones welcomed Amy Christiansen Schoefmann of 10 Belmont Ave., representing the Keene Downtown Group, as well as Adam Berube of 710 Main St., whose request was incorporated with the Downtown Group's request for this event. Ms. Schoefmann said that this 5th annual event would be at Railroad Square and Central Square. Approval for use of these areas for artists and pop-ups has been received from the Department of Parks and Recreation and the City Clerk's Office. She noted that she typically requests extra trash bins and a truck body from Public Works, noting that her family members assist with emptying the receptacles at the close of the event. While they do use City

property, she said that most of the events take place inside the downtown stores. This year, the Downtown Group also requested the use of Church Street as “Daigon Alley” which is the reason this came to the City Council, so that road could be closed for the activity. Vice Chair Jones asked if Mr. Berube’s request was primarily to do with food trucks and Mr. Berube said yes.

Councilor Haas thought Church Street was a good idea for Daigon Alley. He asked if the Downtown Group had reached out to local youth groups to promote the activities. Mr. Berube said yes, but they were waiting until this was approved by the Committee before further planning. He anticipated a lot of youth participation.

Vice Chair Jones thought many in the community would be familiar with the event. Ms. Schoefmann agreed, adding that it is a well-established event that had been immensely successful. She noted that the event helped to keep some downtown businesses from closing during Covid. There would also be musical performances this year. As a local business owner, Mr. Berube agreed, noting that when business slows downtown during the summer, this is a great opportunity to generate revenue. The organizers were excited to continue growing and improving this exciting event.

There were no public comments.

Rebecca Landry, Deputy City Manager, said that moving forward, she would be the one reporting out on the protocol meetings for these events. While she was unable to attend this one, the Assistant City Clerk, Terri Hood, attended and assured Ms. Landry that the event met all staff requirements. Staff will continue working with the organizers as the event approaches.

Councilor Madison thanked Mr. Berube and Ms. Schoefmann for organizing this event, which the community enjoys. As the Councilor had mentioned recently, Keene is becoming an event/festival City. This was only possible because of community members like Mr. Berube and Ms. Schoefmann generously organizing and bringing the community together, which supports local businesses. Vice Chair Jones agreed.

Councilor Williams made the following motion, which was duly seconded by Councilor Madison.

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that the Keene Downtown Group be granted a license to use downtown City property on Central Square and Railroad Square, from Wednesday, July 24 through Sunday, July 28, 2024 to host Wizarding Week festivities, as well as permission for the closure of a portion of Church Street on Saturday, July 27, 2024 to host a “Daigon Alley” event as part of Wizarding Week, conditional upon the following:

- The signing of a standard revocable license and indemnification agreement;
- That the petitioner provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of $1,000,000;
- That the Petitioner agrees to absorb the cost of any City services provided to the event, and agrees to remit said payment within 30-days of the date of invoicing;
- That the July 27th event on Church Street will be held from 10:00 AM to 8:00 PM with the times for set up and clean up to be established with City staff;
- That the timeframes for use of Central Square and Railroad Square be coordinated with City staff;
- The submittal of signed letters of permission from any private property owners for the use of their property; and

- Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws; and compliance with any recommendations of City staff.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: **Madam Sherri's Lounge – Request to Serve Alcohol on City ROW – Adjacent to Railroad Square**

Recommendation:

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that Madam Sherrie's Lounge be permitted to place tables and chairs on the grassed-in area immediately east of the Railroad Square pavers for the serving of food and alcohol to patrons seated in the café area Monday through Wednesday from 4:00 PM to 9:30 PM, and Thursday through Sunday, Noon to 9:30 PM. This license is also subject to the following conditions: subject to the customary licensing requirements of the City Council; compliance with the requirements of Chapter 46 of the City Code of Ordinances; compliance with the City of Keene Sidewalk Café Guidelines issued by staff; that the area encumbered shall not extend beyond the easterly most entrance to the building; that a buffer of at least one-foot be maintained from the edge of the multiuse trail pavement to the fence/enclosure structure; that the tables and chairs be removed when Railroad Square is utilized by any community event licensed by the City of Keene or any event scheduled through the Parks and Recreation Department; that no materials, gravels, or any other alterations to the site may be made without prior approval from staff; and that the property be maintained and returned to its original state at the expiration of the license with staff reviewing the condition of the area at the end of the season to determine any needed maintenance. This license shall expire on March 1, 2025.

Attachments:

None

Background:

Vice Chair Jones questioned whether this application would fall under the Resolution relating to Central Square and Railroad Square, and whether this was separate from the Sidewalk Café process. The Assistant City Attorney, Amanda Palmeira, said that the Resolution does refer to the Sidewalk Café process, so it was incorporated.

Vice Chair Jones welcomed the applicant, Adam Toepfer of Winchester Street. Mr. Toepfer explained that he and his fellow managing partners purchased the former Hennessy's space to open a restaurant and bar, with some live entertainment. He said the intention was to set up the patio exactly the same way as Hennessy's had it before. They would be serving lunch and dinner on the patio. He provided a map in his application that showed his intention to set-up the patio the same way that the City Council approved it for Hennessy's. Vice Chair Jones wished the applicants luck with their

business.

Vice Chair Jones requested staff comments. Deputy City Manager, Andy Bohannon, said he met with Mr. Toepfer at the site. Mr. Bohannon said that the patio set-up on Railroad Square was based on what the Council had approved for Hennessy's, which he said was the best arrangement at that location in a long time. Staff would work with Mr. Toepfer to resolve any remaining issues. As a community event organizer, Mr. Toepfer was familiar with the meaningful impacts on Railroad Square.

Councilor Williams recalled that when Hennessy's applied for the patio at this location, he gave them a hard time about late-night noise, so he felt it was fair to emphasize to Mr. Toepfer as well. The Councilor asked how the new owners would keep the patio from becoming a rowdy atmosphere as it had been in the past. Mr. Toepfer understood the past concerns, and assured the Committee that the managing partners had no intention of creating a situation like in the past; they are going in a very different direction. The patio will be open until 9:30 PM, at which point the door to the patio will be locked so that patrons can only enter through the main doors.

Mr. Bohannon wanted to ensure that the following motion language included a statement ensuring that the restaurant owners have a lease to operate in that space and have the patio on Railroad Square. Mr. Toepfer said the lease had been signed but not yet submitted to the City.

There were no public comments.

Councilor Haas made the following motion, which was duly seconded by Councilor Madison.

Councilor Madison noted that he was happy to see this space utilized again. He said that if the way Mr. Toepfer organized and executed the Pride Festivals was any indication, this should also be a successful venture. The Councilor wished the owners the best. Vice Chair Jones agreed.

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that Madam Sherrie's Lounge be permitted to place tables and chairs on the grassed-in area immediately east of the Railroad Square pavers for the serving of food and alcohol to patrons seated in the café area Monday through Wednesday from 4:00 PM to 9:30 PM, and Thursday through Sunday, Noon to 9:30 PM. This license is also subject to the following conditions: subject to the customary licensing requirements of the City Council; compliance with the requirements of Chapter 46 of the City Code of Ordinances; compliance with the City of Keene Sidewalk Café Guidelines issued by staff; that the area encumbered shall not extend beyond the easterly most entrance to the building; that a buffer of at least one-foot be maintained from the edge of the multiuse trail pavement to the fence/enclosure structure; that the tables and chairs be removed when Railroad Square is utilized by any community event licensed by the City of Keene or any event scheduled through the Parks and Recreation Department; that no materials, gravels, or any other alterations to the site may be made without prior approval from staff; and that the property be maintained and returned to its original state at the expiration of the license with staff reviewing the condition of the area at the end of the season to determine any needed maintenance. This license shall expire on March 1, 2025.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: **Kiwanis Club of Keene – Request to Use City Property – Tree Lighting Ceremony**

Recommendation:

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that the Keene Kiwanis Club be granted permission to use downtown City rights-of-way on Friday, November 29, 2024, to conduct the annual Tree Lighting Festival conditional upon the following:

- The furnishing of a certificate of liability insurance in the amount of $1,000,000 naming the City of Keene as an additional insured;
- The signing of a standard revocable license and indemnification agreement;
- That the Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated to the event, and agrees to remit said payment within 30-days of the date of invoicing;
- That the agreed upon footprint and layout for the event shall encumber Central Square, including the traveled portion of the road requiring the following road closures: Central Square, West Street at Central Square, Roxbury Street from west of the Hannah Grimes Parking lot to Central Square, Washington Street from Vernon Street to Central Square, and Court Street from Winter Street to Central Square;
- That the actual event will be held from 5:00 PM to 8:00 PM with the times for set up and clean up to be established with City staff;
- That free parking be granted under the provisions of the free parking policy for the following: use of spaces with dates, times and locations to be determined in coordination with the Parking Division for volunteer parking during pre-event set-up and post-event break-down activities, and spaces within the event footprint on the day of the event; and
- Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws; and compliance with any recommendations of City staff.

Attachments:

None

Background:

Vice Chair Jones welcomed the applicant, Peg Bruce, of the Kiwanis Club of Keene, which was organizing the 11th annual Tree Lighting Ceremony. The license request was essentially the same as

in the past, with the exception that no portapotties would be available this year. The tree—on Central Square—would most likely be decorated the Saturday after Veteran's Day, and the bandstand would be decorated that week as well, with wreaths purchased from Franklin, NH. Set-up on the day of the event will begin at 1:00 PM, the event is 5:00 PM–8:00 PM, and Central Square is usually clear by 8:30 PM. A Kiwanis member as Mrs. Clause will read a story to the children. The Kiwanis Club appreciated the City's help in executing this event. Vice Chair Jones said this event is a part of what makes Keene special.

Vice Chair Jones requested staff comments. Deputy City Manager, Rebecca Landry, reported that Ms. Bruce was working with the City Clerk's office and that staff felt assured that the Kiwanis Club had met all protocol requirements. The elimination of portapotties mentioned by Ms. Bruce was discussed during the protocol meetings. After attending the protocol process, it was clear to Ms. Landry how much effort goes into making downtown Keene beautiful during the holiday season, so she thanked the organizers. Vice Chair Jones said the City appreciated the Kiwanis Club's years of effort.

Councilor Madison made the following motion, which was duly seconded by Councilor Haas.

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that the Keene Kiwanis Club be granted permission to use downtown City rights-of-way on Friday, November 29, 2024, to conduct the annual Tree Lighting Festival conditional upon the following:

- The furnishing of a certificate of liability insurance in the amount of $1,000,000 naming the City of Keene as an additional insured;
- The signing of a standard revocable license and indemnification agreement;
- That the Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated to the event, and agrees to remit said payment within 30-days of the date of invoicing;
- That the agreed upon footprint and layout for the event shall encumber Central Square, including the traveled portion of the road requiring the following road closures: Central Square, West Street at Central Square, Roxbury Street from west of the Hannah Grimes Parking lot to Central Square, Washington Street from Vernon Street to Central Square, and Court Street from Winter Street to Central Square;
- That the actual event will be held from 5:00 PM to 8:00 PM with the times for set up and clean up to be established with City staff;
- That free parking be granted under the provisions of the free parking policy for the following: use of spaces with dates, times and locations to be determined in coordination with the Parking Division for volunteer parking during pre-event set-up and post-event break-down activities, and spaces within the event footprint on the day of the event; and
- Said permission is granted subject to obtainment of any necessary licenses or permits and compliance with all laws; and compliance with any recommendations of City staff.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: **Warrant for Unlicensed Dogs**

Recommendation:
On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that the City Council issue a warrant for unlicensed dogs pursuant to NHRSA 466:14, to direct the City Clerk's Office and the Keene Police Department to issue a civil forfeiture to those dog owners who have failed to license their dog by April 30, 2024.

Attachments:
None

Background:
Vice Chair Jones welcomed the Assistant City Clerk, Terri Hood, who noted that this was before the PLD Committee (as opposed to the MSFI Committee in the past) because it must be approved by the Council between June 1–20, and this aligned with the newer Committee meeting schedule.

Ms. Hood explained that this action would result in a $25 fine being issued to anyone that had not licensed their dog for this year. The deadline was April 30. At this time, there were approximately 519 dogs remaining unlicensed and 424 owners still listed on the warrant; 100 of those were new dogs and the remaining were non-renewals. So far this year, the Clerk's office had issued 2,800 licenses, which is more than what used to be issued, potentially due to an uptick in people getting dogs during Covid. By the time the license process concludes, there should be 3,200–3,400 dog licenses issued. Ms. Hood noted that the Clerk's office goes beyond what the state statute requires for outreach to dog owners. Outreach includes two public notices, and biweekly emails to any dog owners willing to have an email address on file. There is also a postcard reminder to those without an email on file, as well as a robocall asking them to come in to relicense so they avoid the late fees—$1/month—that began on June 1. Mid-July, the Clerk's office will send out fines that will be due at the beginning of August; the Police Department helps with this process. During the second wave of this process, the Animal Control Officer goes door-to-door to verify whether there is still a dog at the residence, which will occur in early August.

Vice Chair Jones said it was clear that the Clerks were going above and beyond the requirement. Ms. Hood said that one reason that the licensing process is so important is because it ensures dogs are vaccinated against rabies, which is easily transferred among mammals and when someone develops a rabies infection, it can result in death. The law requiring dog licenses in NH was enacted in the late

1800's, shortly after the rabies vaccine was invented. The fees are returned to the state, some of which support spay and neuter services for those who cannot afford them, and some goes to the Agricultural Commission. So, this is a method to encourage vaccination, and with this information on file, the City can tell someone bitten by a dog whether that dog was vaccinated, because the City will not issue a dog license without proof of rabies vaccination. It is also a way to help return a dog to their owner, as the license tag number is associated with an address on file.

Vice Chair Jones recalled that the City went many years without an Animal Control Officer (ACO), but the position had been filled recently by someone with special talents, and he asked if the ACO would be helpful in this process. Ms. Hood said yes, while other members of the Police Department helped in the interim, having the new ACO is important for more than just dogs, and the Clerk's office was glad to have the position filled, especially by someone so qualified and knowledgeable.

Councilor Haas recalled that the City was constrained in the costs of fines and licenses by state law. Ms. Hood said yes, the statute limits what can be charged for a dog license and dictates how much of the fee goes to the State, and how much the local municipality retains. She believed the City was charging the maximum allowed for these licenses. Councilor Haas encouraged all owners to license their dogs.

Vice Chair Jones opened the floor to public comment.

City Councilor Jacob Favolise (Ward One) asked if the Clerk's office had a sense of how many dogs might be living in Keene that were not covered by one of these two lists (e.g., might be new to Keene) and how much revenue the City might be losing in that regard. Ms. Hood said no, there is no way for the Clerk's office to track that data. One way the City learns when new dogs come to the community is when they receive their rabies vaccination, as local veterinary offices are required by law to report that information to the City. If someone is not taking their dog to a vet, the City might not know whether there is a dog at a residence, which would more likely be reported through a complaint by a neighbor, for example. Vice Chair Jones said it was complaint-driven enforcement and Ms. Hood agreed.

Councilor Haas made the following motion, which was duly seconded by Councilor Madison.

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that the City Council issue a warrant for unlicensed dogs pursuant to NHRSA 466:14, to direct the City Clerk's Office and the Keene Police Department to issue a civil forfeiture to those dog owners who have failed to license their dog by April 30, 2024.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.5.

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Attorney Daniel S. Rich/PretiFlaherty Beliveau & Pachois, PLLP - Requesting that the City Quitclaim Any Interest - Former Railroad Easement - 120 Emerald Street**

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and to execute a release deed of the City's interest in real property, aka a railroad easement, impacting the property at 120 Emerald Street more particularly depicted on a certain plan entitled Right of way and Track map Connecticut River RR Company operated by the Boston and Maine Railroad Station 1108 + 80 to Station 1143 + 724 and being a portion of the property interest conveyed to the City in the quitclaim deed recorded at the Cheshire County Registry of Deeds, Book 1259 Page 0808 and further to authorize the City Manager to negotiate and to accept a sidewalk easement in a form acceptable to the City Engineer and the City Attorney.

Attachments:

None

Background:

Attorney Dan Rich of PretiFlaherty Beliveau & Pachois representing 120 Emerald Street LLC addressed the committee. He indicated his client owns Arcadia Apartments. He stated they are in the process of selling that building to the current property manager. As part of that process, the buyer has found a railroad sidetrack that borders the front of the apartment complex. The buyers' request tonight is for the City who is the current owner of the right of way to consider relinquishing that right and quitclaiming any interest it may have to the current owner, 120 Emerald Street LLC. Attorney Rich stated in exchange the City is requesting a sidewalk easement for the northwest corner of the property, which the buyer is amicable in providing.

Councilor Roberts asked whether that easement was part of the bike path. Public Works Director Don Lussier agreed and added a few years ago the City acquired the rail trail that runs from Winchester Street to Emerald Street, and this is a spur that came off that corridor to service historic properties that had access to that rail spur. The easement the applicant is requesting the City quit claim was designed to benefit both Arcadia Apartments and also the next parcel on Emerald Street. He noted a portion of this easement is actually inside the building and a portion of it is their front parking lot. Mr. Lussier stated the City has no need to ever use or turn that back into a rail spur and

the quitclaim of the City's interest will clean up this title issue. He noted there is a small encroachment of City sidewalk on to the subject property. Don Lussier concluded his remarks by stating that the Public Works Department is in support of this request.

Chair Powers asked whether this meets the needs of the City Attorney's office. Asst. Attorney Palmeira agreed it does.

Councilor Chadbourne made the following motion, which was seconded by Councilor Lake.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and to execute a release deed of the City's interest in real property, aka a railroad easement, impacting the property at 120 Emerald Street more particularly depicted on a certain plan entitled Right of way and Track map Connecticut River RR Company operated by the Boston and Maine Railroad Station 1108 + 80 to Station 1143 + 724 and being a portion of the property interest conveyed to the City in the quitclaim deed recorded at the Cheshire County Registry of Deeds, Book 1259 Page 0808 and further to authorize the City Manager to negotiate and to accept a sidewalk easement in a form acceptable to the City Engineer and the City Attorney.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Engineering Services - 3 Million Gallon Water Storage Tank Repair Project**

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a contract with Weston & Sampson, Inc. for engineering services for the 3 million gallon water storage tank repair project for an amount not to exceed $127,550.00.

Attachments:

None

Background:

Assistant Public Works Director/Operations Manager Aaron Costa addressed the committee next. Mr. Costa stated this item is for the consultant selection for the 3,000,000 gallon water storage tank repair project. He explained the City owns a 3,000,000 gallon water storage tank located behind Robin Hood Park. It is a welded steel tank that was constructed in 1962 and is due for refurbishment. In 2013, Tighe & Bond Engineers did a preliminary evaluation and cited certain deficiencies. In 2019, the City had Tata and Howard Engineers conduct a more in depth evaluation of the tank and develop a business case as to whether it was prudent to tear that tank down and rebuild a new one or go ahead and rehabilitate the existing structure. The consultant's recommendation was to rehabilitate the existing structure.

Mr. Costa noted the steel is in good condition and the bulk of the work is just the coding system inside and out that needs to be redone along with some other minor deficiencies. The City advertised an RFP for consulting services and received two proposals. A review team evaluated those proposals, but the team could not make a selection just based on the proposals. He noted both Tighe & Bond and Weston Sampson are good firms. Both firms were invited to attend interviews. After which the team rated Weston and Sampson to be the best consultant for this project and they are the lesser cost of those two proposals.

Councilor Lake made the following motion, which was seconded by Councilor Roberts.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a contract with Weston &

Sampson, Inc. for engineering services for the 3 million gallon water storage tank repair project for an amount not to exceed $127,550.00.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.7.

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Aid Grant Funding -Sludge Pump Replacement Project**

Recommendation:

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute, accept, and expend a State Aid Grant Funds from the New Hampshire Department of Environmental Services for the Sludge Pump Replacement Project.

Attachments:

None

Background:

Mr. Costa addressed the next item on the agenda. This item is to request authority for the City Manager to execute the State Aid Grant documentation. He explained the City recently completed a sludge pump replacement project at the wastewater plant. This replaced five original sludge pumps. This project was budgeted for in the CIP Plan. The project is now complete.

Mr. Costa stated the City had applied for the State Aid Grant and they were eligible for it if the City complied with all DES requirements. He stated it looks like this project may be eligible for up to 20% of grant funds which is approximately $100,000. The authority given to the Manager would be for executing those project closeout documents as it pertains to the State Aid Grant.

Councilor Remy made the following motion, which was seconded by Councilor Roberts

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute, accept, and expend a State Aid Grant Funds from the New Hampshire Department of Environmental Services for the Sludge Pump Replacement Project.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Sale of City Property - Map 552 Lot 035, 270 Beaver Street**

Recommendation:
On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City sell 270 Beaver Street, Map 552 Lot 035 through a sealed bid process and authorize the City Manager to negotiate and execute the sale with the chosen bidder.

Attachments:
None

Background:
City Assessor Dan Langille was the next to address the committee. Mr. Langille stated this item is in reference to a parcel of land the City owns on Beaver Street. The City acquired this parcel of land through a tax deed in March of 2016 and was not successful in trying to sell the land in 2016 because the winning bidder chose not to go forward. At that time there was also a house on the property. This house was built in the early 1900's, it was in poor condition and the City deemed it to be hazardous and also a liability risk. The house has since been torn down and the property is now a vacant piece of land.

Mr. Langille stated it is a good-sized lot but has some potential topography issues on the right side of the lot, as well as some access issues. The City will sell the property "as is" with no warranties. Any buyer would have to do due diligence as far as what they could do with the property.

Mr. Langille stated his office has been contacted by two separate parties expressing interest in purchasing the property. They are looking to build a small home on it. The City is in favor of selling the property, which would put the property back on the tax rolls.

Councilor Chadbourne asked how the City would decide who to sell the property as there are two parties showing interest and also asked whether the property would be opened to others to bid on. Mr. Langille stated the sale would be through a seal bid process and will be advertised through the purchasing department. The City would be open to anyone to bid on the property. The Councilor asked in addition to the advertisement in the Keene Sentinel, whether the property would also be available online.

Mr. Langille stated in the past it has been advertised on the city website, through social media, and

the purchasing office contacts contractors who may be interested.

Councilor Roberts asked whether the City has a reserved price. Mr. Langille stated the City does reserve the right to reject any bid it doesn't deem to be in the best interest of the City. He stated typically the City would try to recover its costs for back taxes and any expenses it has put into the property. However, the City cannot make a profit on the property as it was taken by tax deed, but would like to recover what has been lost.

Councilor Chadbourne asked how much the City has lost on this property. Mr. Langille stated the back taxes are approximately $22,000. Demolition was another $15,000; in total the cost was around $40,000. The Councilor asked what the value of this property would be. Mr. Langille stated at the present time it is assessed for $36,000 on the land but the city's assessment is below market value. $30,000 to $40,000 would be a reasonable price for this property.

Councilor Roberts made the following motion, which was seconded by Councilor Chadbourne.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City sell 270 Beaver Street, Map 552 Lot 035 through a sealed bid process and authorize the City Manager to negotiate and execute the sale with the chosen bidder.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Merri Howe, Finance Director/Treasurer

Through: Elizabeth Dragon, City Manager

Subject: **Acceptance of Donations**

Recommendation:
Move that the City Council accept the donations below in the amount of $850 and the City Manager be authorized to use each donation in the manner specified by the donor.

Attachments:
None

Background:
The City of Keene Community Night was on June 18, 2024, from 4:00 pm to 7:00 pm at the Public Works/Keene Police Department complex at 350 Marlboro Street.

Families had the chance to explore fire trucks, police cars, excavation equipment, airport runway snowblowers, and more. Kids also enjoyed a fun scavenger hunt and got to name the Keene Airport colossal snow blower. Other departments set up informational booths and exhibits to show the community what they do. Plus, free hamburgers and hot dogs were prepared by the Highway staff and ice cream provided by the Police and Fire Departments.

This year's Community Night was made possible by the generous donations from following organizations.

C&S	$250
City of Keene Employees Local 6288 AFT-AFL-CIO	$ 50
AFSCME Cheshire County Employee Local 2973	$100
Keene Police Department Supervisors	$100
Keene Police Officers Association	$250
Walmart Gift Card	$100

These donations total $850.

Goods/Services	
IAFF 3265	Ice Cream
Hannafords	Ice Cream and Napkins
Markem-Imaje	Water, Hot Dogs & Buns

PC Connection Use of Parking Lot

A special thank you to the Personnel Advisory Board (PAB) for leading the Community Night organization this year.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Merri Howe, Finance Director/Treasurer

Through: Elizabeth Dragon, City Manager

Subject: **Acceptance of Donation – 9/11 Memorial Bench**

Recommendation:
That the City Council authorizes the City Manager to do all things necessary to accept a donation of a 9/11 Memorial Bench from Boy Scout Wade Plaskiweicz to be installed at Station 2 on Hastings Avenue.

Attachments:
None

Background:
In August of 2023, the Keene Fire Department was approached by Wade Plaskiweicz, a sixteen-year-old Boy Scout from Surry, NH. to utilize the property at 110 Hastings Avenue (Station 2) for the construction of a 9/11 memorial. This memorial would be his Eagle Scout project and would be entirely managed by Wade.

Utilizing materials purchased through fund raising and time and labor donated by family and friends; Wade coordinated the landscaping, pouring of the concrete footing, and planting of two Sugar Tyme Crabapple trees. The concrete footing, found between the two trees, provides a foundation for the black granite bench that will be the centerpiece of the memorial space. The bench has a laser engraved inscription reading,

"Survivor Tree Memorial Bench"
This project was created in dedication of the service men and women, as well as the first responders, who took action during and after the events of 9/11. Thank you for your sacrifices

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Evan Clements, Planner

Through: Patricia Little, City Clerk

Subject: **Resignation of Susan D'Egidio from the Heritage Commission**

Recommendation:
That the City Council accept the resignation of Susan D'Egidio from the Heritage Commission.

Attachments:
1. Communication_D'Egidio_Redacted

Background:
Ms. D'Egidio submitted her resignation from the Heritage Commission. She has been a member since January 10, 2010.

From: [redacted]
To: Evan Clements
Subject: Re: Heritage Commission Meeting - June 12
Date: Friday, June 7, 2024 2:59:00 PM
Attachments: image001.png

I will not be attending, Evan. I am moving soon, so please accept this as my resignation from the Heritage Commission.

Regards,

Susan D'Egidio

On Fri, Jun 7, 2024 at 2:46 PM Evan Clements <eclements@keenenh.gov> wrote:

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Corinne Marcou, Administrative Assistant

Through: Patricia Little, City Clerk

Subject: **Resignation of David Weigle from the Zoning Board of Adjustment**

Recommendation:
That the City Council accept the regination of David Weigle from the Zoning Board of Adjustment.

Attachments:
1. Dave Weigle resignation email

Background:
David has been a Zoning Board of Adjustment member for a few short months, but for personal reasons, needs to resign.

Corinne Marcou

From: D Weigle [redacted]
Sent: Tuesday, June 18, 2024 11:26 AM
To: Corinne Marcou
Subject: Re: Attendance
Attachments: image002.jpg

I received a call regarding my resignation and I would like to submit a more formal reason.

Good morning,

Due to personal reasons conflicting with my obligations to the board I don't feel at this time I can give the full attention and time required to fulfill my duties as a board member. The board has the trust and obligation to the people of Keene that deserves a measure of dedication I cannot provide at this time. In light of this I would like to submit my resignation to the chair of the board effective immediately.

Respectfully

David Weigle

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: **Attorney Thomas R. Hanna/BCM Environmental & Land Law, PLLC – Donation of Land at 0 Ashuelot Street – Compensatory Flood Storage**

Recommendation:

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that the request for 0 Ashuelot Street Compensatory Storage be placed on more time for the City to review the request, and the consequences of it.

Attachments:

None

Background:

Vice Chair Jones welcomed Attorney Thomas Hanna and Planner Tara Kessler of BCM Environmental & Land Law, PLLC, representing JRR Properties, LLC, which owns the 3.5-acre lot behind Targett Dry Cleaners and Mascoma Savings Bank. The property was formerly the overflow parking lot for the Colony Mill. Mr. Hanna understood that the intention was for the Committee to place this matter on more time until other City staff could be present. Still, he wanted to take this opportunity to share some project details at this meeting.

Mr. Hanna continued, providing background details. JRR Properties had offered the City 2.5 acres of this 3.5-acre parcel for use as a children's playground and City park, hopefully with a launching area for kayaks and canoes. JRR Properties intended to donate the remaining 1 acre on the northeast side of the parcel to the Monadnock Conservancy, which had been quickly planning for its new regional headquarters on that site: architecture, engineering, and fundraising. He explained that 70% of the 3.5-acre parcel is in the 100-year floodplain, which under City regulations, requires compensatory storage to mitigate any loss of flood storage on the site because of infill from development. A substantial portion of the 1-acre lot—which is not technically a lot yet until formally subdivided—would need to be filled. Of the 44,000-square foot lot, approximately 18,000 square feet is upland outside of the 100-year floodplain. Mr. Hanna explained that for Monadnock Conservancy's building and parking lot, 1–1.5 feet of fill would have to be added. The only possible location for compensatory storage are offsite. Liza Sargent, civil engineer with SVE Associates, would be present at the next meeting to describe how large the compensatory storage area needs to be. Ms. Sargent's conversations with the Public Works Director, Don Lussier, indicated that there could be opportunities for compensatory storage to benefit the City's stormwater management. Mr. Hanna said the stormwater right-of-way goes through this entire parcel, and the aging pipes need the City's attention,

which Ms. Sargent would provide input on at the next meeting.

Mr. Hanna discussed his letter to the City Council, requesting that it grant conditional approval to encumber the City's land with this flood compensation storage area so Ms. Sargent can apply for the Alteration of Terrain permit from the NH Department of Environmental Services (DES). Ms. Sargent was seeking feedback from DES before applying for the Federal Emergency Management Association (FEMA) permit. There was concern about the ability to designate the flood storage compensation area precisely at this stage, but Ms. Sargent indicated that she was confident it would not be significantly more than what she proposed. So, Mr. Hanna said that he was seeking the Council's conditional approval. He needed to know—conceptually—whether the City Council agrees that the proposed portion of this property can be used for compensatory storage, which means it must remain as undeveloped open space (e.g., children's park with no structures). The conditional approval would be contingent upon agreement of the City Manager, any conditions from the City Attorney to oversee the language of the easement that the City would be granting to Monadnock Conservancy for the compensation area.

Next, Ms. Kessler oriented the Committee with maps of the parcel and its existing boundaries relative to Ashuelot Street, Ashuelot Court (north), the Ashuelot River, Targett Dry Cleaner (south), Mascoma Savings Bank (south), and residences (north). This land is the current Ashuelot River Trail and Greenway. She showed the outer boundary of where the 100-year floodplain lies on the parcel, the location of the City's stormwater easement on the parcel, and a catch basin. She also showed the Monadnock Conservancy's approximately 1-acre portion of this parcel, with an office headquarters space and parking to the north. As Mr. Hanna described, because the fill to support this development would be in the floodplain, the approximately 700 cubic yards of compensatory flood storage must be primarily offsite because of the confines of the property. She showed what flood storage was proposed onsite. It would be a grassy area designated as permanent open space; there could be no structures erected without compensating for the fill for those structures elsewhere onsite or offsite. Ms. Kessler reiterated that the reason for moving the compensatory storage offsite is because there is only a small portion of the parcel that is outside the 100-year floodplain. Based on the plans, the compensation would be a one-to-one basis.

Vice Chair Jones asked Ms. Kessler to show the Jonathan Daniels Trail on the map. Ms. Kessler noted the location and indicated that there would be no impact to the trail. Ms. Kessler showed the portion of the parcel that would be donated to the City as a park.

Councilor Madison asked if the plan for compensatory flood storage would be to lower the elevation of the onsite flood compensation area. Ms. Kessler said that was the plan, with a shallow depression. She said Ms. Sargent had preliminary discussions with the Public Works Director about potentially removing the storm drain that runs along the northern part of the parcel, which would allow for a deeper depression that could shrink the boundaries of the onsite flood compensation, meaning a smaller area would need to encumber City land. The storm drain would become like a drainage swale. Councilor Madison asked what type of fill was currently under that lot and Mr. Hanna said he could bring the answer to the next meeting.

Councilor Haas asked about the ground surface where the onsite flood compensation was proposed. Mr. Hanna said it was a flat grassy area, with no standing water. Ms. Kessler added that the topography does slope toward the catch basin, but the lot is still very flat. If allowed to deepen the depression for flood compensation onsite, Councilor Haas asked if it could turn into a pond. Ms. Kessler replied that she thought Ms. Sargent was trying to avoid that by creating a shallower depression. If the stormwater drain is removed, initial discussions between Ms. Sargent and the Public Works Director were to create a meandering channel, more akin to a swale. Ms. Kessler said the slopes would be a safe 4:1 ratio. Councilor Haas asked the parcel's base elevation relative to the

100-year floodplain and the existing river level. At this time, Ms. Kessler reported that the floodplain elevation was 474.8 feet above sea level, and the proposed building would be 1–1.5 feet higher. Ms. Kessler was unsure of the river's elevation.

Councilor Madison asked if she knew the groundwater elevation in that area. Ms. Kessler said she would ask Ms. Sargent to bring those details to the next meeting. Councilor Madison thought he and Councilor Haas were trying to understand whether deepening the flood storage elevation would reach the groundwater table, noting that this area is a live stratified-drift aquifer, with a high-water table. This could also be a factor as the adjacent Ashuelot River also has a high-water table. Ms. Kessler thought Ms. Sargent factored that into her calculations that she would present at the next meeting.

Councilor Haas mentioned the challenges of working with 18-year-old flood maps. He asked if the representatives had the ability to project what might be appropriate today, about surface water runoff rather than river rise flooding. Ms. Kessler said that—with the knowledge that the climate is changing, and floodplain maps were outdated—she was unsure what a more realistic floodplain boundary would be. She did not have those calculations and did not imagine they would be doing those calculations. However, she knew that the City worked with an engineering firm on floodplain hydraulic analysis and mapping (she thought it was in 2015). Upon submission, Councilor Haas thought it would be important for the applicants in this instance to demonstrate how much flooding is from surface water runoff and hydrology of the immediate area vs. river rise. The Councilor asked whether the applicants were still awaiting information on the stormwater drainage area. Mr. Hanna said yes, he spoke with the Public Works Director the day before this meeting about ideas for taking advantage of the Monadnock Conservancy's needs regarding stormwater drainage.

Councilor Williams said he was a big fan of the State of NH's compensatory flood compensation project across Route 101, which is basically a constructed wetland; he had seen eagles and other wildlife there. He did not see similar dynamics as a part of this project. Instead of building a constructed wetland, he said the applicants were basically opting for a lawn that would be 1 foot lower than a lawn might normally be. This causes him concern because a lawn must be fertilized, cut, and maintained. He hoped the applicants would consider a constructed wetland instead, perhaps with some boardwalks for observation. Because this is a conservation project, Councilor Williams encouraged turning the parcel into healthy habitat that supports pollinators instead of a lawn.

Vice Chair Jones asked whether compensatory areas must be 100% permeable land. Mr. Hanna said yes. Vice Chair Jones asked if it could be used as a ball field, for example. Mr. Hanna said it could be a playfield but all development—like a dugout—would be prohibited.

Councilor Haas said the City needs to pay attention to developments like this along streams and in low lying areas, of which there are many in Keene. He said that changing conditions in the atmosphere mean Keene is more vulnerable than ever before, in addition to changes in neighborhoods, upstream, and downstream that impact what the City might think is good judgment based on what it had done before. Councilor Haas said he was glad to be working on this with the applicants.

Mr. Hanna recalled representing the Colony Mill in their proposal for an 88-unit condominium development on this site approximately 15 years ago that was fully approved by the Planning Board but fell through due to finances. He said that thankfully, JRR Properties purchased the lot to basically preserve it, removing the pavement and donating it to the City and a nonprofit.

Deputy City Manager, Andy Bohannon, provided details about the storm drain that was mentioned. While it had been scheduled in the Capital Improvement Program approximately five years ago, the

City had waited to act until it was clearer what would happen with this parcel. City staff had been working alongside Mr. Hanna and his clients to determine a plan. Mr. Bohannon said the Ashuelot River Park Advisory Board (ARPAB) was aware of this project. They are supportive of and excited about what the future development may be. Mr. Bohannon addressed some of the Committee's questions. He used Pat Russell Park and mitigating stormwater runoff relative to Beaver Brook as an excellent example of what JRR Properties' future development could be. To Councilor Williams' point, Mr. Bohannon said that the ARPAB was looking forward to the educational value that this development could add to the Park, specifically with Monadnock Conservancy's headquarters there and possible collaborations with Antioch University New England. He thought the Council should keep in mind that education for the natural environment should be a top priority of the designers. In response to a question from one of the Councilors, Mr. Bohannon replied that the storm pipe in question eventually empties into Mill Creek. When the Committee hears the full proposal at the next meeting, Mr. Bohannon thought the Councilors would see it as a good opportunity.

Councilor Haas asked whether there is compensatory storage at Russell Park. Mr. Bohannon said that there, the storm drain channel originally went from Carpenter Street 90 degrees across the park to Beaver Brook. The project changed the angle of the pipe to 45 degrees and created a particular storage area that filters the storm water through a riparian buffer before entering Beaver Brook; it seemed to be working, and a lot of wildlife had been generated in the area that Mr. Bohannon had not seen there in a long time, so he thought the benefits were positive.

There were no public comments.

Councilor Williams made the following motion, which was duly seconded by Councilor Madison.

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends that the request for 0 Ashuelot Street Compensatory Storage be placed on more time for the City to review the request, and the consequences of it.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Donald Lussier, City Engineer

Through: Elizabeth Dragon, City Manager

Subject: **An Ordinance Relating to the Installation of Stop Signs on Water Street Ordinance O-2024-11**

Recommendation:

That Ordinance O-2024-11 be referred to the Municipal Services, Facilities and Infrastructure Committee for deliberation and a recommendation back to the City Council.

Attachments:

1. Ordinance O-2024-11 Stop Signs on Water Street

Background:

In February 2024, several residents of the East Keene neighborhood submitted a request to the City Council regarding the evaluation of speeding concerns and consideration of various traffic-calming measures. Public works staff collected speed data at 11 locations over the course of several months. In addition to the initial request, which was focused on speeds, we also evaluated three intersections for the potential application of multi-way stop control. A report on the speed study and intersection analysis was delivered to the Municipal Services, Facilities and Infrastructure Committee on May 22, 2024.

When evaluating intersections for the application of multi-way stop control, the department follows the guidelines found in the Federal Highway Administration's "Manual on Uniform Traffic Control Devices" (MUTCD). The intersection of Water Street with Grove Street/Community Way satisfies the MUTCD warrants for crash history and very nearly satisfies the warrant for intersection traffic volume. Given the history of crashes at this location (seven crashes in the 42 months ending February 20, 2024), Public Works recommends this intersection be controlled by a four-way stop.

ORDINANCE O-2024-11

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

AN ORDINANCE Relating to Installation of Stop Signs on Water Street

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

That the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by adding the bolded text to the provisions of Section 94-321, "Stop Signs" in Division 5, "Specific Street Regulations" in Article IV of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows;

Water Street for westbound traffic at Grove Street.

Water Street for eastbound traffic at Grove Street.

_____

Jay V. Kahn, Mayor

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: **Relating to Sidewalk Cafe Enforcement Measures**
Ordinance O-2024-06-B

Recommendation:
On a vote of 4–0, the Planning, Licenses, and Development Committee recommends the adoption of Ordinance O-2024-06-B.

Attachments:
1. O-2024-06-B Sidewalk Cafe Enforcement
2. O-2024-06-B Sidewalk Cafe Enforcement_redlined Version

Background:
Vice Chair Jones welcomed the Assistant City Clerk, Terri Hood, who was returning to the Committee with some amendments to the proposed Sidewalk Café Enforcement Measures, Ordinance O-2024-06-B. Ms. Hood explained that when she was before the Committee on May 8, an "A" version of the Ordinance was created to include changes allowing the City Manager to extend licenses beyond the November 1 expiration in 10-day increments if the weather is amenable. The second change was to institute a more succinct time frame for an unlicensed business to come into compliance by applying for a license; instead of saying "a reasonable timeframe" it now provides 7 days to apply. The "A" version was intended to appear before the Council on June 6, but during the interim, Ms. Hood worked with the new Fire Marshall, Rick Wood, who reviewed the draft Ordinance language and suggested amendments, including a mechanism to handle complaints.

Mr. Wood said he considered enforcement and how to have a consistent approach for people to access City resources. Another option was created so people can submit anonymous complaints online that they can track in the City portal.

Councilor Haas asked whether the enforcement mechanism would be through the SeeClickFix app used to report other issues in the City, like potholes. Mr. Wood said no, it is a separate complaint option on the Community Development Department webpage. Doing so allows for searching for complaints (and activities related to complaints, like staff comments) by address.

Deputy City Manager, Rebecca Landry, said the City has two systems. One is SeeClickFix, and the second is this citizen complaint portal Mr. Wood mentioned, which is already in place for other

complaints and allows users to review restaurant inspections, for example. She was glad the City was able to add this feature to the self-service portal, eliminating the need for another system. Councilor Haas was also glad to not have overlapping, contradictory systems.

Vice Chair Jones commended Mr. Wood. The Vice Chair had seen many positive outcomes of his employment with the City. It is better to be proactive than reactive. Mr. Wood thought this would be a positive change.

Vice Chair Jones opened the floor to public comments.

Dorrie Maston of Swanzey explained why the complaint system had not been working well for her business. Several complaints were filed about her sidewalk café without her being notified that the complaints existed and why. Most recently, she received a letter from the Liquor Commission, who said they received a complaint from the City of Keene. The City informed her that she needed to file a right-to-know request to receive a copy of the complaints. Following those instructions, she learned that Councilor Laura Tobin (Ward Four) was the complainant about her patio more than once. She added that there was one complaint that mentioned almost every patio in the City. Ms. Maston emphasized the work she had to do to even find these details. The complaints against Ms. Maston's patio included the TVs, the lights, the lightbulb types, and how an extension cord was plugged in. She felt that if a complaint is filed about any sidewalk café, the business owner should be alerted right away so they can work on alleviating the issue before it reaches the level of the Liquor Commission or Police Chief.

Ms. Maston continued, describing the primary complaint that impacted her business. A Councilor saw someone cross the sidewalk to enter Ms. Maston's patio with a pint glass of beer, which she said could have been soda or anything else. She said that in the past, customers crossed the sidewalk area with a glass and there had never been an incident or complaint, until now. She said the Liquor Commission had no problem with this, but she learned that in the City Code of Ordinances, it is considered an open container. Ms. Maston reiterated that her patio is duly licensed, with expensive insurance covering that part of the sidewalk. She did not think this example was in the spirit of the open container law. She expressed being emotionally upset because of this series of events. She said that nowhere in the Ordinance did it say that a server crossing the patio with a glass of beer is prohibited. She added that the 10-day window to rectify a complaint before a license is suspended is challenging if the business owner is not notified of the complaint. In the interim, Ms. Maston had to quickly hire someone specifically to carry alcohol across the sidewalk, which was particularly burdensome with staffing challenges faced by all businesses. Ms. Maston suggested that the regulations should have some wiggle room in situations like this, and she hoped the City Manager would authorize the Clerk's office to do so.

Vice Chair Jones said it sounded like better communication was needed. Ms. Maston agreed and added that she felt the anonymous complaints were somewhat cowardly. If it was a situation of public safety, she would understand, but she felt that this was becoming harassment, so she thought complainant names should be publicly accessible. It took her a lot of research to get to this point. Vice Chair Jones said he learned that much of this is the purview of the Liquor Commission; sometimes when the City sends them an inquiry, the Liquor Commission sends an inspector to review the situation and calls it "working on a complaint," which is not an official complaint, but an inquiry. He thought that might have led to some of this confusion. Ms. Maston said that the Liquor Commission had visited her business many times in the past year with no complaints; many nights, they stood at the door and watched customers cross the patio with drinks. She reiterated that there had never been an incident of broken glass, for example. She said this was more so about multiple complaints by a City Councilor, who could have stopped by to talk about any concerns with Ms. Maston as opposed to how emotionally charged this situation had become. Ms. Maston said she

should have been able to find out who made the complaint and why.

Vice Chair Jones asked Ms. Hood to speak about the 10-day period Ms. Maston mentioned. Ms. Hood explained that the 10-day extension is not related to suspending a license. Rather, the ordinance specifies that a “reasonable timeframe” be provided for compliance, because some instances might be resolved simply by staff visiting the site. This was specifically intended to provide some flexibility. Mr. Wood added that Ms. Maston’s concerns about not being notified of complaints or the inability to find information is why staff deliberately chose the complaint portal, because it would provide that instant access to any member of the public. Ms. Hood agreed, noting that the new complaint portal was not instituted before Councilor Tobin’s complaint.

Ms. Hood also pointed out that she spoke with the Liquor Commission as well. These Sidewalk Café Licenses always come to the City Council. Typical wording of these motions would include language indicating that the business is allowed to serve patrons seated in sidewalk cafés, and Ms. Hood did not think that the Ordinance was intended for patrons to carry drinks across the sidewalk. So, Ms. Hood said that when there is a Liquor Commission-related complaint, that is where the complaint would be routed, but staff would be more attentive to notifying license holders in the future. The City was learning and improving along the way, with a lot of help from Mr. Wood in developing administrative standards and ensuring that complaints are handled in a consistent manner.

Vice Chair Jones said that someone from Liquor Commission enforcement would be presenting some of this information to the City Council in the near future and felt it would be a good educational opportunity for license holders and City staff. He hoped that these actions would lead to better communication and better understanding of requirements.

Ms. Maston said the Liquor Commission had been wonderful to work with and she learned a lot from them. She asked—if the Council approves these amendments—if she would be able to access complaints without filing a 91-A request, like she had to a few weeks prior. Mr. Wood noted that staff were in the process of evaluating how best to process complaints from this portal, which was already being used by the Community Development Department for other complaints. If staff receive a complaint, they will enter it into the portal manually. Once a complaint is in the portal, one could view where that complaint had been assigned. Because this is a newer licensing procedure, all complaints are forwarded to Mr. Wood who will coordinate with the Clerk’s office to ensure it is routed to the appropriate department. Staff were in the process of reviewing how all complaints are managed and would bring updates to the Council, likely in the next two months. Staff were willing to engage other stakeholders to make sure anybody who interfaces with the complaint portal has an opportunity to provide feedback. Vice Chair Jones asked if that would help business owners to track complaints. Ms. Hood said yes, and to Ms. Maston’s point, if someone comes to file a complaint in-person, staff will ask the complainant to file it in the portal themselves or Clerk’s staff will do it for them, so everything remains accessible in that system.

Ms. Maston asked staff to—when complaints are filed—notify the respective business owner so it does not lead to problems with the Liquor Commission. Mr. Wood said the intention was that any time a complaint is filed, it is assigned to the appropriate staff member, who would follow-up with the complainant and the business, often by visiting the site. He said 90% of these problems would be resolved through improved communication.

Councilor Haas said that in hearing both sides of this issue, he had great faith in the government process to solve problems. He looked forward to this system working well, with better communication.

Vice Chair Jones said it was much like Mr. Wood said: we cannot fix the past but can fix the future.

Councilor Madison made the following motion, which was duly seconded by Councilor Williams.

On a vote of 4–0, the Planning, Licenses, and Development Committee recommends the adoption of Ordinance O-2024-06-B.

ORDINANCE O-2024-06-B

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

AN ORDINANCE Relating to Sidewalk Cafe Enforcement Measures

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

That Chapter 46 "LICENSES AND PERMITS" of the Code of Ordinances of the City of Keene, New Hampshire, as amended, is hereby further amended by deleting the stricken text and adding the bolded, underlined text in the following sections: Sec. 46-94. Fair hearing and review by city manager; Sec. 46-1193. Term of license; Sec. 46-1194. - Conditions of license; and adding a new section relating to enforcement identified as Sec. 46-1195. – Enforcement.

Sec. 46-94. - ~~Fair hearing and~~ Petition for review by city manager.

(a) **Unless otherwise specified in this chapter,** ~~A~~ any person who has been aggrieved by any decision of a designated city official to grant, deny, suspend, revoke or modify a license may petition the city manager for review of that decision. **Said petition must be submitted in writing to the City Manager's Office and shall include: licensee name, address, licensed premises, type of license issued, duration of license, and specific documentary evidence or arguments as to why the decision of the designated licensing official was unreasonable or unwarranted.**

(b) ~~Before a currently valid and lawfully issued license may be suspended, revoked, or modified, a fair hearing shall be afforded the license holder. Reasonable notice will be provided stating the reasons for such hearing and the action which may be taken. The hearing shall be before the city manager, the police chief, and the city clerk~~. The ~~majority of such panel~~ **city manager** shall decide what action shall be taken by the designated licensing official after hearing the evidence and arguments for and against the action.

(c) A license may be suspended~~, revoked or modified~~ by the designated licensing official~~, with the concurrence of the city manager,~~ without **prior notice or** a hearing in ~~cases of fraud or emergency~~ **the event of a lawfully declared emergency, or in the event of an immediate threat to public health and safety, as determined by the licensing official; provided,** however, ~~in such cases~~ **that in any such event,** the license holder may petition ~~that~~ **for** a hearing **under paragraph (a), to** be conducted as promptly ~~thereafter as may be~~ **as is** reasonable ~~and practicable~~ **given the circumstances of the suspension**.

Sec. 46-1193. - Term of license.

All licenses issued under this division shall expire on ~~March~~ **November** 1 next following their date of issuance. **The city manager shall have the authority to extend all current licenses for additional 10-**

day timeframes in November, weather permitting. Notice of such extensions shall be provided to all licensees in writing prior to November 1, or the expiration of the prior 10-day extension. There shall be no pro-rated license fees to reflect sidewalk café dining for a portion of the year.

Sec. 46-1194. - Conditions of license.

(a) A sidewalk café shall not obstruct snow removal equipment or impede winter maintenance operations in any way. **Unless a 10-day extension has been permitted by the city manager, a**ll obstructions shall be removed from the right-of-way on or before November 1 until the following ~~March~~ **April** 1. Any fence or other barrier to the public way shall be erected in a non-invasive and non-destructive manner. The method of affixing the same shall be reviewed and approved by the public works department prior to installation.

(b) Licensees holding a valid license from the state liquor commission may also serve alcoholic beverages or liquor at the sidewalk café when permitted to do so by the city clerk; provided however that if the application to serve alcohol is a first request by a licensee, then the initial license shall be granted by the city council. Any permission granted by the city clerk will be subject to any requirements of the state liquor commission.

(c) Licensees, whether providing table service or selling take-out items, shall not allow more patrons than can be seated to congregate at the sidewalk café. **Licensees shall not permit patrons to move tables and chairs within the café space in a way that would conflict with existing city code or license conditions.**

(d) Sidewalk cafés must be kept clear of litter, food scraps, and soiled dishes, and shall be cleaned on a daily basis. Licensees which do not provide outside table service shall provide at least one waste storage container approved by the solid waste director or his designee for use by sidewalk café patrons, and the location of any such container shall be noted on the plot plan submitted with the sidewalk café application.

(e) Plants shall be properly maintained and stressed or dying plants shall be promptly replaced.

(f) Outdoor furniture and equipment including chairs, tables, planters, fences or barriers shall be maintained and suitable for their intended purpose.

(g) At least 15 days prior to the expiration date of the insurance coverage, the licensee agrees to deliver to the city clerk a certificate of insurance naming the City of Keene as an additional insured.

(h) Licensees with alcohol service shall comply with all state liquor commission rules.

(i) Licensees shall not close for more than 45 consecutive days, unless the restaurant is seasonal in nature.

(j) Licensees shall comply with the approved plot plan and shall at all times allow for the unimpeded public use of the public way.

(k) Licensees shall comply with such other conditions as may be required by the city clerk**, including compliance with the City of Keene Sidewalk Cafe Guidelines issued jointly by the city clerk and the public works director.**

Sec. 46-1195. - Enforcement

A sidewalk café license and the conditions thereof may be enforced, suspended, modified, or revoked by the city clerk or designee upon receipt of evidence of noncompliance of any sidewalk café license condition or upon receipt of police complaints related to the outdoor dining area, subject to the following:

(a) All complaints received will be reviewed by the appropriate city department or departments to determine the appropriate corrective action.

(b) Life-safety related issues will be subject to the terms, conditions and enforcement measures set forth by the department or departments charged with handling the issue. Departments will notify the city clerk of the disposition of the complaint and/or next steps to resolve the issue, up to and including revocation of the license.

(c) For issues related to ADA accessibility, or any other conditions of license identified in section 46-1194, licensees will be notified by email or phone call and shall be afforded a reasonable timeframe within which to take corrective action. Failure to correct the issue within the prescribed timeframe may result in the issuance of a written Notice of Corrective Action that will be sent by first class mail to the licensee.

(d) Three or more written Notices of Corrective Action during the license period may be considered prima facie evidence of the failure to comply with section 46-1194 that will be taken into the consideration of a license application the following license year.

(e) If a noncompliance issue remains unresolved despite the city's attempts to work with the licensee, the city reserves the right to notify the licensee in writing to remove items from the city right-of-way within fourteen days of the issuance of such notice. If the licensee fails to remove items, the items will be removed by the public works department at the expense of the licensee, and licensee shall lose their ability to apply for a license the following license year.

(f) If the city clerk becomes aware of a restaurant expanding the service or seating of the restaurant onto the city right-of-way without a sidewalk café license, the entity will be immediately notified that a license is required and provided up to seven days to apply. Any restaurant that does not come into compliance within the afforded timeframe will be subject to a violation under Section 46-33 of this code, and items will be removed by the public works department at the expense of the business owner.

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Jay V. Kahn, Mayor

ORDINANCE O-2024-06-B

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

AN ORDINANCE Relating to Sidewalk Cafe Enforcement Measures

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

That Chapter 46 "LICENSES AND PERMITS" of the Code of Ordinances of the City of Keene, New Hampshire, as amended, is hereby further amended by deleting the stricken text and adding the bolded, underlined text in the following sections: Sec. 46-94. Fair hearing and review by city manager; Sec. 46-1193. Term of license; Sec. 46-1194. - Conditions of license; and adding a new section relating to enforcement identified as Sec. 46-1195. – Enforcement.

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(a) **Unless otherwise specified in this chapter,** ~~A~~ any person who has been aggrieved by any decision of a designated city official to grant, deny, suspend, revoke or modify a license may petition the city manager for review of that decision. **Said petition must be submitted in writing to the City Manager's Office and shall include: licensee name, address, licensed premises, type of license issued, duration of license, and specific documentary evidence or arguments as to why the decision of the designated licensing official was unreasonable or unwarranted.**

(b) ~~Before a currently valid and lawfully issued license may be suspended, revoked, or modified, a fair hearing shall be afforded the license holder. Reasonable notice will be provided stating the reasons for such hearing and the action which may be taken. The hearing shall be before the city manager, the police chief, and the city clerk~~. The ~~majority of such panel~~ **city manager** shall decide what action shall be taken by the designated licensing official after hearing the evidence and arguments for and against the action.

(c) A license may be suspended~~, revoked or modified~~ by the designated licensing official~~, with the concurrence of the city manager,~~ without **prior notice or** a hearing in ~~cases of fraud or emergency~~ **the event of a lawfully declared emergency, or in the event of an immediate threat to public health and safety, as determined by the licensing official; provided,** however, ~~in such cases~~ **that in any such event,** the license holder may petition ~~that~~ **for** a hearing **under paragraph (a), to** be conducted as promptly ~~thereafter as may be~~ **as is** reasonable ~~and practicable~~ **given the circumstances of the suspension**.

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day timeframes in November, weather permitting. Notice of such extensions shall be provided to all licensees in writing prior to November 1, or the expiration of the prior 10-day extension. There shall be no pro-rated license fees to reflect sidewalk café dining for a portion of the year.

Sec. 46-1194. - Conditions of license.

(a) A sidewalk café shall not obstruct snow removal equipment or impede winter maintenance operations in any way. **Unless a 10-day extension has been permitted by the city manager, a**ll obstructions shall be removed from the right-of-way on or before November 1 until the following ~~March~~ **April** 1. Any fence or other barrier to the public way shall be erected in a non-invasive and non-destructive manner. The method of affixing the same shall be reviewed and approved by the public works department prior to installation.

(b) Licensees holding a valid license from the state liquor commission may also serve alcoholic beverages or liquor at the sidewalk café when permitted to do so by the city clerk; provided however that if the application to serve alcohol is a first request by a licensee, then the initial license shall be granted by the city council. Any permission granted by the city clerk will be subject to any requirements of the state liquor commission.

(c) Licensees, whether providing table service or selling take-out items, shall not allow more patrons than can be seated to congregate at the sidewalk café. **Licensees shall not permit patrons to move tables and chairs within the café space in a way that would conflict with existing city code or license conditions.**

(d) Sidewalk cafés must be kept clear of litter, food scraps, and soiled dishes, and shall be cleaned on a daily basis. Licensees which do not provide outside table service shall provide at least one waste storage container approved by the solid waste director or his designee for use by sidewalk café patrons, and the location of any such container shall be noted on the plot plan submitted with the sidewalk café application.

(e) Plants shall be properly maintained and stressed or dying plants shall be promptly replaced.

(f) Outdoor furniture and equipment including chairs, tables, planters, fences or barriers shall be maintained and suitable for their intended purpose.

(g) At least 15 days prior to the expiration date of the insurance coverage, the licensee agrees to deliver to the city clerk a certificate of insurance naming the City of Keene as an additional insured.

(h) Licensees with alcohol service shall comply with all state liquor commission rules.

(i) Licensees shall not close for more than 45 consecutive days, unless the restaurant is seasonal in nature.

(j) Licensees shall comply with the approved plot plan and shall at all times allow for the unimpeded public use of the public way.

(k) Licensees shall comply with such other conditions as may be required by the city clerk**, including compliance with the City of Keene Sidewalk Cafe Guidelines issued jointly by the city clerk and the public works director.**

Sec. 46-1195. - Enforcement

A sidewalk café license and the conditions thereof may be enforced, suspended, modified, or revoked ~~upon receipt~~ by the city clerk or designee upon receipt of evidence of noncompliance of any sidewalk café license condition or upon receipt of police complaints related to the outdoor dining area, subject to the following:

(a) All complaints received will be reviewed by the appropriate city department or departments to determine the appropriate corrective action.

(b) ~~For issues related to life-safety, the licensee will be notified by email or phone call and shall be afforded a 24-hour period within which to take corrective action.~~ Life-safety related issues will be subject to the terms, conditions and enforcement measures set forth by the department or departments charged with handling the issue. Departments will notify the city clerk of the disposition of the complaint and/or next steps to resolve the issue, up to and including revocation of the license.

(c) For issues related to ADA accessibility, or any other conditions of license identified in section 46-1194, licensees will be notified by email or phone call and shall be afforded a reasonable timeframe within which to take corrective action. Failure to correct the issue within the prescribed timeframe may result in the issuance of a written Notice of Corrective Action that will be sent by first class mail to the licensee.

(d) Three or more written Notices of Corrective Action during the license period may be considered prima facie evidence of the failure to comply with section 46-1194 that will be taken into the consideration of a license application the following license year.

(e) If a noncompliance issue remains unresolved despite the city's attempts to work with the licensee, the city reserves the right to notify the licensee in writing to remove items from the city right-of-way within fourteen days of the issuance of such notice. If the licensee fails to remove items, the items will be removed by the public works department at the expense of the licensee, and licensee shall lose their ability to apply for a license the following license year.

(f) If the city clerk becomes aware of a restaurant expanding the service or seating of the restaurant onto the city right-of-way without a sidewalk café license, the entity will be immediately notified that a license is required and provided up to seven days to apply. Any restaurant that does not come into compliance within the afforded timeframe will be subject to a violation under Section 46-33 of this code, and items will be removed by the public works department at the expense of the business owner.

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Jay V. Kahn, Mayor

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Relating to the City of Keene Organizational Chart**
Ordinance O-2024-10

Recommendation:
On a 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2024-10.

Attachments:
1. O-2024-10 - Organizational Chart_Referral
2. Organizational Chart_FINAL_EFF_Jun_2024

Background:
Deputy City Manager Rebecca Landry stated this item came up due to the salary changes completed through Council process. There have also been some changes made to the positions of Assistant City Managers to Deputy City Managers. The organizational chart is included in the City Code so any amendments would need to be accomplished through an Ordinance.

Ms. Landry referred to the various changes to the chart to include the Deputy City Managers. She added there may also be some changes to the section depicting Boards and Commissions because of the abolishment of the Agricultural Commission.

Chair Powers stated what he hears the most is “what is facilities” and asked whether this has been ironed out. Ms. Landry stated this used to be Parks, Recreation and Facilities. Ms. Landry stated she can investigate this, but in the past, facilities has been about anything that went through facilities assessment, but stated she will come back with added clarification before next Thursday.

Councilor Chadbourne made the following motion, which was seconded by Councilor Lake.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2024-10.

ORDINANCE O-2024-10

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

AN ORDINANCE Relating to the City of Keene Organizational Chart

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

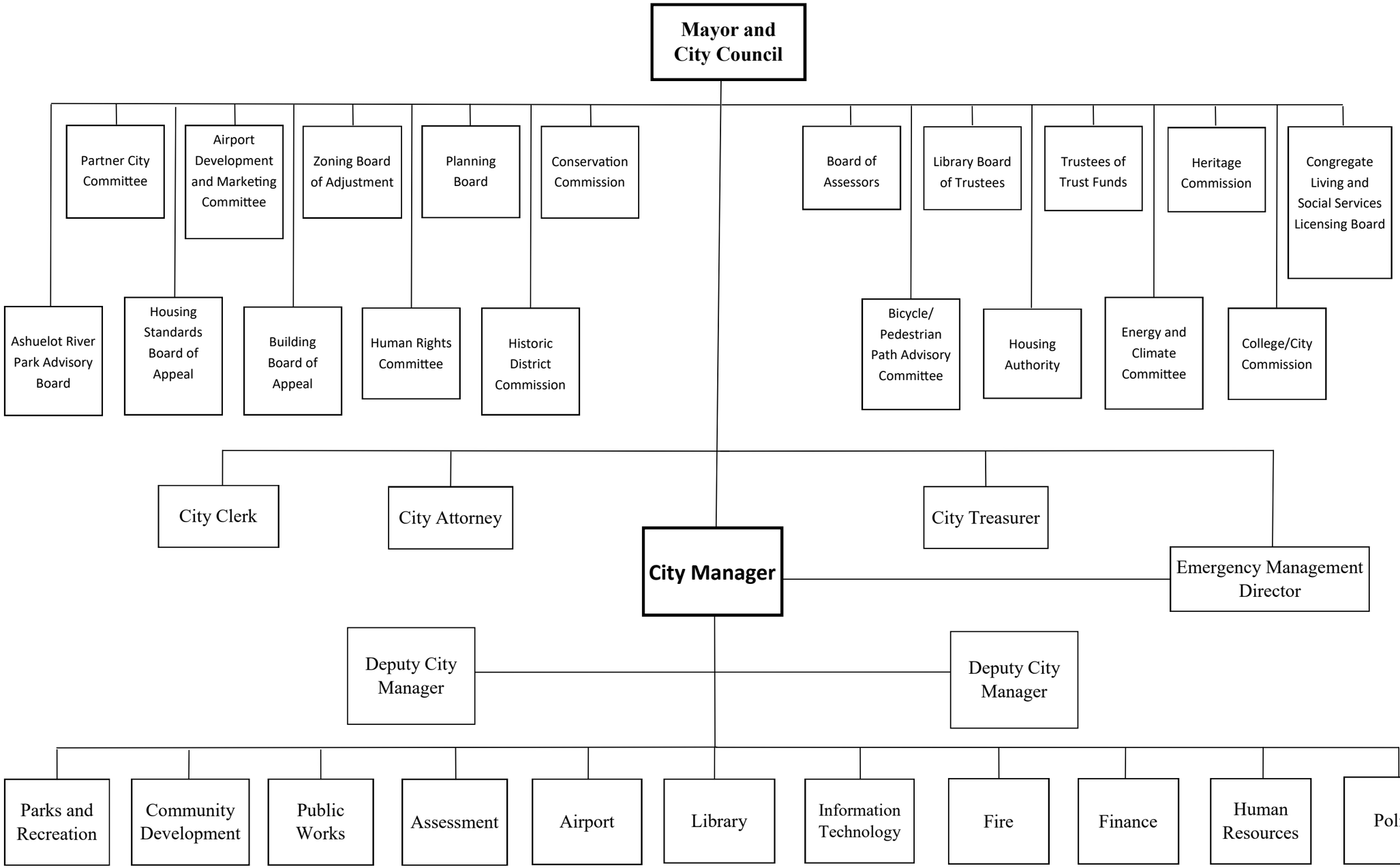
That the Ordinances of the City of Keene, as amended, are hereby further amended by replacing the organizational chart contained within Section 2-111, "Functions and Powers" of Chapter 2, "Administration" of Article III, "Charter Officers" of Division 2, "City Manager" with the attached organizational chart.

In City Council June 6, 2024.
Referred to the Finance, Organization and Personnel Committee.

City Clerk

Jay V. Kahn, Mayor

City of Keene
Organizational Chart



CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Rescission of Resolutions Relating to Special Equipment Purchase Standardization**
Resolution R-2010-33
Resolution R-2010-34
Resolution R-2010-35
Resolution R-2010-39

Recommendation:
On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council rescind Resolutions R-2010-33, R-2010-34, R-2010-35 and R-2010-39 relating to special equipment purchase standardization.

Attachments:
1. Resolution R-2010-33
2. Resolution R-2010-34
3. Resolution R-2010-35
4. Resolution R-2010-39

Background:
Acting Fire Chief Jason Martin stated the item before the committee tonight is to request the Finance Organization and Personnel Committee recommend that Resolutions R-2010-33, R-2010-34, R-2010-35 and R-2010-39 relating to special equipment purchase standardization be rescinded. Chief Martin explained recently, the Fire Department has been evaluating these special equipment purchase standardization resolutions and it was determined that the four current resolutions prevent the Fire Department from competitively purchasing the best equipment available on the market.

He stated since the adoption of these sole source resolutions, technology has changed. They have also seen an increased number of manufacturers and vendors resulting in better competitive pricing. The Department needs a more flexible procurement process and is therefore asking that these Resolutions.

Councilor Remy stated he could not go back in the minutes to see why this was placed on the books; he could only go back to 2015. He stated he is glad to get rid of sole source but is curious to see why these Resolutions were placed on the books as sole source. Ms. Landry stated she is certain the City

Clerk would be able to go back to minutes from 2010. She went on to say she could not speak for the Fire Department, but from the IT Department's perspective there were standards that made sense back then because of the availability and price of buying things in quantities, but she can look into why it was done for the Fire Department.

Chair Powers noted it became apparent over time that certain items became difficult to purchase.. He indicated the prior Purchasing Manager came up with a number of different schemes that were very much akin to the federal procurement process where you could standardize which was the principle behind it at that time. However, since that time everything has changed and you can achieve the same thing, such as going through the bid process.

Councilor Roberts stated he was on the Finance Committee at that time and one of the things they were doing was applying for multi-year grants for safety equipment that needed to be replaced and standardized and there were only a few companies you could obtain this equipment from.

Councilor Lake made the following motion, which was seconded by Councilor Remy.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council rescind Resolutions R-2010-33, R-2010-34, R-2010-35 and R-2010-39 relating to special equipment purchase standardization.

CITY OF KEENE

R-2010-33

Ten

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

A RESOLUTION ..... RELATING TO SPECIAL EQUIPMENT PURCHASE STANDARDIZATION

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

WHEREAS: There are certain items of equipment regularly purchased by the City that need to be compatible with each other, need regular stocking of compatible replacement parts, and need reliable factory maintenance, and

WHEREAS: City Code Sec. 2-1336 provides that the normal purchasing requirements may be waived where it is deemed inadvisable to solicit bids because of a single source of supply or because of the need of standardization of materials supplied and equipment or services,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that the Council hereby waives any City purchasing requirements to the contrary and authorizes the standardization of Scott Self-Contained Breathing Apparatus, as long as City staff is aware that the prices being paid by the City are compatible with the prices being charged by those companies to other municipalities and competitive in general with similar products from other companies.

Philip Dale Pregent, Mayor

PASSED

September 16, 2010

A true copy, attest:

Deputy City Clerk

CITY OF KEENE

R-2010-34

Ten

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

A RESOLUTION ..... RELATING TO SPECIAL EQUIPMENT PURCHASE STANDARDIZATION

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

WHEREAS: There are certain items of equipment regularly purchased by the City that need to be compatible with each other, need regular stocking of compatible replacement parts, and need reliable factory maintenance, and

WHEREAS: City Code Sec. 2-1336 provides that the normal purchasing requirements may be waived where it is deemed inadvisable to solicit bids because of a single source of supply or because of the need of standardization of materials supplied and equipment or services.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that the Council hereby waives any City purchasing requirements to the contrary and authorizes the standardization of Physio-Control Defibrillator Purchases, as long as City staff is aware that the prices being paid by the City are compatible with the prices being charged by those companies to other municipalities and competitive in general with similar products from other companies.

Philip Dale Pregent, Mayor

PASSED

September 16, 2010

A true copy, attest:

Deputy City Clerk

CITY OF KEENE

R-2010-35

Ten

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

A RESOLUTION ..... RELATING TO SPECIAL EQUIPMENT PURCHASE STANDARDIZATION .....

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

WHEREAS: There are certain items of equipment regularly purchased by the City that need to be compatible with each other, need regular stocking of compatible replacement parts, and need reliable factory maintenance, and

WHEREAS: City Code Sec. 2-1336 provides that the normal purchasing requirements may be waived where it is deemed inadvisable to solicit bids because of a single source of supply or because of the need of standardization of materials supplied and equipment or services.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that the Council hereby waives any City purchasing requirements to the contrary and authorizes the standardization of Hurst Extrication Equipment, as long as City staff is aware that the prices being paid by the City are compatible with the prices being charged by those companies to other municipalities and competitive in general with similar products from other companies.

Philip Dale Pregent, Mayor

PASSED

September 16, 2010

A true copy, attest:

Deputy City Clerk

CITY OF KEENE

R-2010-39

Ten

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

A RESOLUTION ..... RELATING TO SPECIAL EQUIPMENT PURCHASE STANDARDIZATION

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

WHEREAS: There are certain items of equipment regularly purchased by the City that need to be compatible with each other, need regular stocking of compatible replacement parts, and need reliable factory maintenance, and

WHEREAS: City Code Sec. 2-1336 provides that the normal purchasing requirements may be waived where it is deemed inadvisable to solicit bids because of a single source of supply or because of the need of standardization of materials supplied and equipment or services,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that the Council hereby waives any City purchasing requirements to the contrary and authorizes the standardization of Globe Structural Firefighting Gear, as long as City staff is aware that the prices being paid by the City are compatible with the prices being charged by those companies to other municipalities and competitive in general with similar products from other companies.

Philip Dale Pregent, Mayor

PASSED

September 16, 2010

A true copy, attest:

Deputy City Clerk

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Elizabeth Fox, ACM/Human Resources Director

Through: Elizabeth Dragon, City Manager

Subject: **In Appreciation of Medard K. Kopczynski Upon His Retirement**
Resolution R-2024-25

Recommendation:

Recommend the adoption of Resolution R-2024-25: In Appreciation of Medard K. Kopczynski Upon His Retirement.

Attachments:

1. R-2024-25 Kopczynski Retirement

Background:

Medard K. Kopczynski will be retiring from the City of Keene on June 28, 2024. with almost 24 years of service and career contributions in a variety of roles providing service to the City, including a term as City Manager.

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION In Appreciation of Medard K. Kopczynski Upon His Retirement

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

WHEREAS: Medard K. Kopczynski began his career with the City of Keene 17 July 2000 as Code Enforcement Superintendent; was appointed Acting Health Director 21 August 2000; became Health Director 9 October 2000; was promoted to Assistant City Manager/Health Director 4 June 2001; added duties as Acting City Manager/ Health/Code Enforcement and Facilities Director 3 January 2010; was selected as Acting City Manager by City Council 2 October 2015; succeeded to City Manager 31 December 2015; and became Economic Development, Initiatives and Special Projects Director 28 December 2017; and

WHEREAS: Believing that government should be citizen centric and possessing an impressive customer service philosophy, he has used his analytical and problem-solving abilities to embrace team management as mentor, advisor, and leader—working with individuals and groups within the organization to break silos and to further their goals and projects that focus on the public's needs, serving as a change agent to improve processes and outcomes and advocating for two-way communication with the community—creating a more sustainable culture for the organization and the broader community; and

WHEREAS: One of Med's most lauded accomplishments was to simplify and modernize Keene's development regulations into a Land Use Code—updating policy, streamlining regulations, reconciling inconsistencies, incorporating a more modern approach to zoning and, ultimately, providing a one-stop document with all the relevant rules, and subordinating his own preferences for the greater good—as well as to upgrade the associated technical components for staff; and

WHEREAS: With his skill to drive forward projects and bring them across the goal line and his easy ability to deal with all those with whom he comes in contact, some of Med's other positive impacts include overseeing large building projects improving economic vitality both within and for the City, such as the 350-400 Marlboro Street municipal complex and Keene Ice, conversion of the Masonic Temple to Heberton Hall, and further expand the Library through a public-private partnership; taking the facilities management function from decentralized confusion to a standardized, planned program that coordinates its staff and all aspects of maintenance, energy efficiency, contract management, and submissions to the Capital Improvement Program; managing the Dillant-Hopkins Airport during a vacancy;; organizing plans related to police communications, downtown economic and parking efforts, and the City Hall fourth-floor "master plan;" and temporarily supervising the minute taking function; and

WHEREAS: His additional contributions as a team player engaged in adding value to the community include serving on or assisting the City's Anti-Graffiti Committee, Building Maintenance Committee, Citizens Appreciation Nights/Community Nights, City Hall Space Needs Analysis Committee, City/College Relations Committee, Computer Policy Committee, Environmentally Preferable Purchasing (EP3) Committee, Fleet Services Review Committee, Green Team, Keene Green Up Days, Monadnock United Way campaigns, and Personnel Advisory Board; initiating City Hall cleanup days; and being appointed to the State Building Code Review Board and the National Green Building Standard™ Consensus Committee; and

WHEREAS: Med retires 28 June 2024 with approximately 24 years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Medard K. Kopczynski for his dedication to the City of Keene and wishes him the very best for his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Med in appreciation of his years of service to the City of Keene and the greater Monadnock community.

_____

Jay V. Kahn, Mayor

CITY OF KEENE
NEW HAMPSHIRE

ITEM #L.1.

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Relating to the 2024/2025 Fiscal Year Operating Budget**
Resolution R-2024-20-A

Council Action:
In City Council June 6, 2024.
Tabled until the June 20, 2024 meeting.

Recommendation:
On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of the fiscal operating budget Resolution R-2024-20-A, as amended.

Attachments:
1. R-2024-20 -A FOP VERSION_ relating to the 2024-2025 fiscal year budget_referral
2. R-2024-20-A FOP VERSON_FY2025 Operating Budget

Background:
Councilor Chadbourne referred to Outside Agencies, Page 42 – CASA. There was a department request for $5,000 but the recommendation is for $4,000. The Councilor stated she would like to increase the amount back to the requested amount of $5,000. She noted this money goes toward training volunteers and felt it was critical work that these volunteers do, and it is not much that they are asking for. She added this is to help children who are incredibly vulnerable.

Councilor Chadbourne made a motion to amend the budget for Outside Agencies Line Item 521430 – to change the amount from $4,000 to $5,000. The motion was seconded by Councilor Roberts.

Councilor Robert stated this is going to be a difficult decision as everyone has valid stories and unfilled needs. However, there is a process that everyone must go through and while he would support this request it will be an isolated case on his part. The Councilor referred to the committee that reviews all outside agency requests and the process they follow. He went on to say the reason he is going to support this request is because of the insight he has received serving on the school board and the number of homeless children the city has due to negative behavior on the part of the parents.

Councilor Lake stated he agrees with everything that has been said and indicated that CASA does good work and extended his appreciation to them. However, felt the committee has some tough choices to make. While CASA does great work, they have been given raises the previous two years

prior and felt the funding being approved for this year makes sense and he will be voting against the amendment. The Councilor added he, however, does understand why the motion was made.

Councilor Chadbourne stated she has sat on the review committee in the past and has seen Councilors come forward thereafter and make amendments far more significant than $1,000. She noted that the Community Kitchen was given $25,000 more even after having gone through the whole process. She felt $1,000 was not a very significant amount and shows a commitment on the city's part to honor the work that CASA does.

Chair Powers felt $1,000 was a huge benefit to the city for the work CASA does with youth in the community. This is an established program that is working well.

On a 3-1 vote, the Finance, Organization and Personnel Committee amended the budget for Outside Agencies Line Item 521430 – to change the amount from $4,000 to $5,000. Councilor Lake voted in opposition.

The Manager addressed the committee next. She indicated the first change is to reduce the budget in several departments, in both the General Fund and the other funds, such as Solid Waste Parking, Sewer, Water and the Equipment Fund to reflect the lower electric price that has been discussed in the past. It changes the bottom line by $94,393 and is broken down as follows: Solid Waste $4,417, Parking Fund $1,546, Sewer Fund, $46,738, Water Fund, $29,953 Equipment Fund $1,361, for a total of $84,015 and then the General Fund is the $94,393.

Councilor Powers made the following motion, which was seconded by Councilor Lake.

On a vote of 5-0, the Finance, Organization and Personnel Committee amended the FY25 budget to reduce the amount of $94,393 for the reduction in projected electricity cost due to a change in provider vendor in the General Fund operating budget and that the following other fund budgets be reduced as follows: Solid Waste Fund $4,417, Parking Fund 1,546, Sewer Fund, $46,738, Water Fund, $29,953, and Equipment Fund $1,361.00, for a total of $84,015 in reduction to these funds.

The Manager addressed the next item; Adjust the Compensated Absences Fund for FY25 budget to add $100,000 to account number 48000000-513040. She noted this is the scrivener's error the Finance Director discussed. It does not change the bottom line, but the expense line needs to be added.

Councilor Lake made the following motion, which was seconded by Councilor Roberts.
On a vote of 5-0, the Finance, Organization and Personnel Committee amended the Compensated Absences Fund for the FY25 budget to add $100,000 to 48000000-513040 Wages Full-Time due to a scrivener's error in order to balance the Compensated Absences budget.

The Manager addressed the next change: To move $7,000 currently assigned for the Council's tablets to the City Clerk's personnel budget line for additional succession planning. The Manager stated this was not an easy calculation to do and it is not very straightforward. She indicated when the wages and personnel budgeting are changed it adjusts the system automatically. If it is a full-time employee it would adjust benefits as well. The Manager stated they took the simpler route and moved it to the Clerk's elected officials line for elections and the Clerk could use it for coverage. There was a discussion about the City Clerk needing additional time for coverage in preparation for her retirement. This would eliminate the $7,000 for the chrome books and add $6,701.00 to the City Clerk's wage lines.

Councilor Chadbourne asked what the backup plan is if one of these chrome books fail. The

Manager stated the funds would be taken from the IT budget - Equipment Fund Replacement line. She added chrome books are not currently in that fund; in the past, they have been funded by cable franchise dollars, but it is being moved to the PC Replacement Fund in the future.

Councilor Powers made the following motion, which was seconded by Councilor Lake.

On a 4-0 vote, the Finance, Organization and Personnel Committee amended the FY24 budget to remove $7,000 from Account 0100000--527110 – Mayor and City Council Equipment Minor for the replacement of the City Council chrome books and utilize up to $7,000 to increase the City Clerk's personnel budget for additional succession planning.

Councilor Powers made the following motion, which was seconded by Councilor Lake.

On a 4-0 vote, the Finance, Organization and Personnel Committee amended the FY25 budget to add $6,701 to the following personnel budget lines in the City Clerk's personnel budget for additional succession planning from the amount removed from the Mayor and City Council Equipment Computer Minor Account 0100000-527110 to be allocated as follows:
Account 2000000-513040 Wages, Full Time, $4,715
Account 2000000-517010 Health Insurance, $942
Account 2000000-517020 Dental Insurance $39
Account 2000000-517030 Retirement Contribution $638
Account 2000000-517040 Social Security $360.00
Account 2000000-517050 Workers Compensation $7.00

The Finance Director stated after the adjustments the bottom line for the operating budget is now $52,428,200.

Councilor Roberts made the following motion, which was seconded by Councilor Lake.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of the fiscal operating budget Resolution R-2024-20-A, as amended.

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the 2024/2025 fiscal year budget

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

That the sum of $29,723,294 be raised by taxation during the current year which together with $43,665,195 for estimated operating revenues aggregating $73,388,489 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of $5,788,812 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2024, as attached hereto and made a part thereof.

In City Council June 6, 2024.
Tabled until the June 20, 2024 meeting.
City Clerk

Jay V. Kahn, Mayor

R-2024-20-A - 2024/2025 Annual Operating Budget

General Fund Revenue & Other Financing Sources:	*Adopted*		General Fund Appropriations:	*Adopted*
Property Tax Revenue	$29,723,294		Elected & Appointed Officials	$2,844,210
Use of Surplus	2,340,946		Capital Projects	7,480,839
Other Taxes	1,133,000		Administrative Services	6,617,202
Tax Increment Financing	1,086,549		Community Services	23,714,089
Licenses, Permits & Fees	4,367,892		Municipal Development Services	7,948,825
Intergovernmental	3,664,454		Debt Service	3,823,035
Charges for Services	2,621,597			
Fines & Forfeits	68,310			
Miscellaneous	2,048,450			
Other Financing Sources	5,373,708			
NET GENERAL FUND OPERATING REVENUES	**$52,428,200**		**NET GENERAL FUND OPERATING APPROPRIATIONS**	**$52,428,200**
TOTAL PARKING FUND REVENUES	**$1,170,986**		**TOTAL PARKING FUND APPROPRIATIONS**	**$1,170,986**
TOTAL PC REPLACEMENT FUND REVENUES	**$140,900**		**TOTAL PC REPLACEMENT FUND APPROPRIATIONS**	**$140,900**
TOTAL SOLID WASTE FUND REVENUES	**$5,673,872**		**TOTAL SOLID WASTE FUND APPROPRIATIONS**	**$5,673,872**
TOTAL SEWER FUND REVENUES	**$6,149,063**		**TOTAL SEWER FUND APPROPRIATIONS**	**$6,149,063**
TOTAL WATER FUND REVENUES	**$4,782,030**		**TOTAL WATER FUND APPROPRIATIONS**	**$4,782,030**
TOTAL EQUIPMENT FUND REVENUES	**$2,943,438**		**TOTAL EQUIPMENT FUND APPROPRIATIONS**	**$2,943,438**
TOTAL COMPENSATED ABSENCE FUND REVENUES	**$100,000**		**TOTAL COMPENSATED ABSENCE FUND APPROPRIATIONS**	**$100,000**
TOTAL OPERATING REVENUES - ALL FUNDS	**$73,388,489**		**TOTAL OPERATING APPROPRIATIONS - ALL FUNDS**	**$73,388,489**
CAPITAL:				
PARKING FUND CAPITAL FUNDING	**$215,700**		PARKING FUND CAPITAL APPROPRIATIONS	**$215,700**
SOLID WASTE FUND CAPITAL FUNDING	**$497,500**		SOLID WASTE FUND CAPITAL APPROPRIATIONS	**$497,500**
SEWER FUND CAPITAL FUNDING	**$2,485,100**		SEWER FUND CAPITAL APPROPRIATIONS	**$2,485,100**
WATER FUND CAPITAL FUNDING	**$1,066,400**		WATER FUND CAPITAL APPROPRIATIONS	**$1,066,400**
EQUIPMENT FUND CAPITAL FUNDING	**$1,524,112**		EQUIPMENT FUND CAPITAL APPROPRIATIONS	**$1,524,112**
TOTAL CAPITAL FUNDING - OTHER FUNDS	**$5,788,812**		**TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS**	**$5,788,812**

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Relating to Class Allocations and Salary Schedules**
Ordinance O-2024-08

Council Action:
In City Council June 6, 2024.
Tabled until the June 20, 2024 meeting.

Recommendation:
On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2024-08.

Attachments:
1. O-2024-08 Class Allocation & Salary Schedules_referral

Background:
Asst. City Manager/HR Director Beth Fox addressed the committee next regarding an update to the city's salary ordinance that applies to non-union and probationary employees within the organization. The ordinance this year reflects a 3% cost of living adjustment which adjustment is provided for within the operating budget. She noted this adjustment is similar to adjustments that are provided in collective bargaining agreements.

The first section of the ordinance refers to the 3% cost of living adjustment. The next section in the addresses call firefighters which also includes a 3% adjustment.

Ms. Fox noted across the probationary schedules there are more significant adjustments. In order to position the city more competitively in this labor market, the city has increased its starting rates for AFSCME by shortening their current schedule, which is a three step schedule, to a one step schedule. This adjustment makes these rates within a comparison framework for those that are similar to employees in the KCE Bargaining Units.

For probationary firefighters, the city has added a premium increase from 3% to 5% - recognizing the value medic certified personnel, whether they hold only a medical license or a firefighter medic license, brings to the city as a starting employee. Those starting rates are increased more dramatically between 7% to almost 9%.

The Police Department is also seeing an adjustment to their entry rate. That adjustment is almost

10%. Ms. Fox reminded the committee that staff has been before the committee a number of times this year talking about the need to fill positions in the Police Department and staff feels that adjustment was appropriate within the current labor situation.

The two final pages of the ordinance refers to the salary ordinance that applies to about 85 non-union personnel in the organization and the salary job titles within that group. The Parks and Rec Department had talked about the addition of two Recreational Specialist positions and there is provision made for that migration from part time status to full time status, adding a job title to the schedule.

There is also a reclassification for the Fire Department Administrator. There are some additional duties assigned to this individual, particularly in the area of grant support.

Staff is also recommending a reclassification by one grade of the Mapping Technician position to be GIS Coordinator. His influence in the organization is really a coordination across the organization.

Ms. Fox referred to a typographic error: the word “Property” was left off for the title of “Appraiser”.

The final change in the job title list is the addition of the job title of Deputy City Clerk, which relates to the succession plan discussed earlier within the Clerk’s office.

Chair Powers asked about the Utilities Treatment Operator position. Ms. Fox stated an adjustment was made in December 2023 when the title was moved around. At that time she neglected to strike out the old title. This is currently not a position in the system and is being proposed to be deleted.

Councilor Chadbourne made the following motion, which was seconded by Councilor Lake.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2024-08.

ORDINANCE 2024-08

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty-four

AN ORDINANCE Relating to Class Allocations and Salary Schedules

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules;" of Chapter 2, entitled "Administration;" as well as Section 62-141 "Call Firefighter Hourly Wage Schedule;", Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule;", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192 "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule;", effective July 1, 2024.

Jay V. Kahn, Mayor

In City Council May 16, 2024.
Referred to the Finance,
Organization and Personnel Committee.

City Clerk

In City Council June 6, 2024.
Tabled until the June 20, 2024 meeting.

City Clerk

City Code Section 2-231

COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE
(effective July 1, 2024)

SALARY	City Clerk	City Attorney	City Manager
L	99,595	123,288	148,000
E	104,077	128,836	154,660
V	108,760	134,634	161,620
E	113,654	140,693	168,893
L	118,768	147,024	176,493
	124,113	153,640	184,435

City Code Section 62-141

CALL FIREFIGHTER
HOURLY WAGE SCALE

Non-bargaining unit
(effective July 1, 2024)

GRADE		STEP 1
CF1	Non-certified Probationary Firefighter	$ 11.59
CF2	Probationary Firefighter (Level 1)	$ 15.07
CF3	Probationary Firefighter (Level 2)	$ 16.77
CF4	Firefighter (Level 1)	$ 17.39
CF5	Firefighter (Level 2)	$ 20.87
CF6	Special services (Chaplain, Photographer & Aide)	$ 16.22

City Code Section 62-166

The hourly wage schedule for probationary public works employees is as follows:

PROBATIONARY PUBLIC WORKS
HOURLY WAGE SCHEDULE
Non-bargaining unit
(effective July 1, 2024)

GRADE	STEP 1
PPW 2	$17.57
PPW 4	$19.20
PPW 5	$20.06
PPW 7	$21.49
PPW 8	$22.89
PPW 9	$23.92
PPW 10	$25.00
PPW 11	$26.11
PPW 12	$27.31

GRADE	
PPW 2	Maintenance Aide I; Recycler I; Recycler I/Attendant
PPW 4	Water & Sewer Service Aide I
PPW 5	Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water & Sewer Service Aide II
PPW 7	Mechanic I
PPW 8	Motor Equipment Operator II
PPW 9	Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator
PPW 10	Highway Foreman; **Transfer Station** ~~Solid Waste~~ Foreman; Maintenance Technician I; Lead Mechanic
PPW 11	Water Meter Technician; Maintenance Electrician
PPW 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman; **Senior Utility Operator**

City Code Section 62-191

PROBATIONARY FIREFIGHTER
HOURLY WAGE SCHEDULE
Non-bargaining unit
(effective July 1, 2024)

GRADE		STEP 1
PF 1	Firefighter/EMT B	$22.44
PF 2	Firefighter/A-EMT	$24.13
PF 3	Firefighter/Medic	$26.25
PF 4	Paramedic Only	$25.00

City Code Section 62-192

PROBATIONARY POLICE OFFICER
HOURLY WAGE SCHEDULE
Non-bargaining unit
(effective July 1, 2024)

GRADE	STEP 1
PP 1	$30.28

City Code Section 62-194 Administrative, office, technical and management personnel.

The annual salary schedule for administrative, office, technical and management personnel is as follows:

ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT
ANNUAL SALARY SCHEDULE
Non-bargaining unit
(effective July 1, 2024)

	STEPS					
	1	2	3	4	5	6
GRADE						
S 4	39,525	41,304	43,163	45,105	47,135	49,256
S 5	41,304	43,163	45,105	47,135	49,256	51,473
S 6	43,163	45,105	47,135	49,256	51,473	53,789
S 7	45,105	47,135	49,256	51,473	53,789	56,210
S 8	47,135	49,256	51,473	53,789	56,210	58,739
S 9	49,256	51,473	53,789	56,210	58,739	61,382
S 10	51,473	53,789	56,210	58,739	61,382	64,144
S 11	53,789	56,210	58,739	61,382	64,144	67,030
S 12	56,210	58,739	61,382	64,144	67,030	70,046
S 13	58,739	61,382	64,144	67,030	70,046	73,198
S 14	61,382	64,144	67,030	70,046	73,198	76,492
S 15	64,144	67,030	70,046	73,198	76,492	79,934
S 16	67,030	70,046	73,198	76,492	79,934	83,531
S 17	70,046	73,198	76,492	79,934	83,531	87,290
S 18	73,198	76,492	79,934	83,531	87,290	91,218
S 19	76,492	79,934	83,531	87,290	91,218	95,323
S 20	79,934	83,531	87,290	91,218	95,323	99,613
S 21	83,531	87,290	91,218	95,323	99,613	104,096
S 22	87,290	91,218	95,323	99,613	104,096	108,780
S 23	91,218	95,323	99,613	104,096	108,780	113,675
S 24	95,323	99,613	104,096	108,780	113,675	118,790
S 25	99,613	104,096	108,780	113,675	118,790	124,136
S 26	104,096	108,780	113,675	118,790	124,136	129,722
S 27	108,780	113,675	118,790	124,136	129,722	135,559
S 28	113,675	118,790	124,136	129,722	135,559	141,659
S 29	118,790	124,136	129,722	135,559	141,659	148,034
S 30	124,136	129,722	135,559	141,659	148,034	154,696
S 31	129,722	135,559	141,659	148,034	154,696	161,657
S 32	135,559	141,659	148,034	154,696	161,657	168,932

City Code Section 62-194

ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT

(effective July 1, 2024)

S 4	Library Aide
S 5	Minute Taker
S 6	Administrative Assistant; Records Clerk
S 7	Administrative Assistant I
S 8	NO POSITIONS ASSIGNED
S 9	NO POSITIONS ASSIGNED
S 10	Audio Video Production Specialist, **Recreation Specialist**
S 11	Office Manager; Parking Services Technician
S 12	Librarian I; Planning Technician; Executive Secretary; Staff Accountant; ~~Fire Department Administrator;~~ Purchasing Specialist; Human Resource Specialist
S 13	NO POSITIONS ASSIGNED
S 14	NO POSITIONS ASSIGNED
S 15	Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant; Youth Services Manager; ~~Mapping Technician;~~ Engineering Technician; Assistant City Clerk; Senior Paralegal; Police Dispatch Supervisor; Social Worker; **Fire Department Administrator**
S 16	Planner; Laboratory Supervisor; **GIS Coordinator**
S 17	**Property** Appraiser; Recreation Programmer; Librarian III; Airport Maintenance & Operations Manager; IT Systems Specialist; Parking Operations Manager; Recreation Facilities Manager
S 18	Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager; Treatment Plant Manager; **Deputy City Clerk**
S 19	Transportation/Stormwater Operations Manager; ~~Utilities Treatment Operations/Plant Manager;~~ Senior Planner; Recreation Manager; Fleet Services Manager, Accounting & Fund Manager; Infrastructure Project Manager
S 20	Systems Administrator; Purchasing & Contract Services Manager; Assistant City Attorney; Water/Sewer Operations Manager
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	NO POSITIONS ASSIGNED
S 24	City Engineer; Database Administrator; Building/Health Official
S 25	Assistant Finance Director/Assistant Treasurer; Assistant Public Works Director/Division Head; Airport Director
S 26	City Assessor; Police Captain; Human Resources Director; Library Director; Deputy Fire Chief; Parks & Recreation Director
S 27	IT Director; Community Development Director
S 28	Finance Director/Treasurer
S 29	Police Chief; Fire Chief; Public Works Director
S 30	NO POSTIONS ASSIGNED
S 31	Deputy City Manager
S 32	NO POSITIONS ASSIGNED

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: June 20, 2024

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Relating to the Appropriation of Funds for the FY 2024-2025 Bond Issues: City Hall Structural Repairs; Lower Winchester Street; Stormwater Resiliency Program; Lower Winchester Street Sewer Utilities; Martell Court Bypass; WWTP HVAC Replacement; WWTF Service Water System Upgrade; Lower Winchester St Water Utilities; Water Distribution Improvements**
Resolution R-2024-10
Resolution R-2024-11
Resolution R-2024-12
Resolution R-2024-13
Resolution R-2024-14
Resolution R-2024-15
Resolution R-2024-16
Resolution R-2024-17
Resolution R-2024-18

Council Action:
In City Council June 6, 2024.
Tabled until the June 20, 2024 meeting.

Recommendation:
On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-10.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-11

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-12

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-13.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-14.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-15.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-16.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-17.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-18.

Attachments:

1. R-2024-10 City Hall Structual Repair Bond FY25_referral
2. R-2024-11 Lower Winchester Street Bond FY25_Referral
3. R-2024-12 Stormwater Resiliency Program Bond FY25_referral
4. R-2024-13 Lower Winchester St Sewer Bond FY25_Referral
5. R-2024-14 Martell Court ByPass Bond FY25_referral
6. R-2024-15 WWTP HVAC Replacement Bond FY25_referral
7. R-2024-16 WWTP Service Water System Upgrade Bond FY25_referral
8. R-2024-17 Lower Winchester St Water Utilities Bond FY25_Referral
9. R-2024-18 Water Distribution Improvements Bond_Referral

Background:

Finance Director Merri Howe stated there are nine bonds before the committee tonight and these are the bonds that will be funding capital projects approved in March.
R-2024-10: City Hall Structural Repairs – General Fund bond for $1,258,000
R-2024-11: Lower Winchester Street - General Fund bond for $805,000
R-2024-12: Stormwater Resiliency Program - General Fund bond for $3,550,000
Total for General Fund Bonds are $5,613,000.

The next few bonds are for Sewer Projects:
R-2024-13: Lower Winchester Street Sewer Utilities – Bond for $418,000
R-2024-14: Martell Court Bypass - Bond for $3,420,000
R-2024-15: WWTP HVAC Replacement - Bond for $327,000
R-2024-16: WWTF Service Water System Upgrade - Bond for $262,000
The total for the sewer fund is $4,427,000

The next two bonds are for Water Projects:
Resolution R-2024-17: Lower Winchester St Water Utilities - Bond for $1,004,000
Resolution R-2024-18: Water Distribution Improvements - Bond for $1,307,000
The total for the sewer fund is $2,311,000

All bonds collectively are $12,351,000.

Councilor Roberts made the following motion, which was seconded by Councilor Lake.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-10.

Councilor Roberts made the following motion, which was seconded by Councilor Lake.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-11

Councilor Roberts made the following motion, which was seconded by Councilor Lake.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-12

Councilor Chadbourne made the following motion, which was seconded by Councilor Roberts.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-13.

Councilor Chadbourne made the following motion, which was seconded by Councilor Lake.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-14.

Councilor Chadbourne made the following motion, which was seconded by Councilor Lake.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-15.

Councilor Lake made the following motion, which was seconded by Councilor Roberts.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-16.

Councilor Lake made the following motion, which was seconded by Councilor Roberts.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-17.

Councilor Lake made the following motion, which was seconded by Councilor Roberts.

On a 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2024-18.

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for the City Hall Structural Repairs

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

That the sum of one million two hundred fifty-eight thousand dollars ($1,258,000) is hereby appropriated for City Hall Structural Repairs, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million two hundred fifty-eight thousand dollars ($1,258,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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Jay V. Kahn, Mayor

In City Council May 17, 2024.
Referred to the Finance, Organization and Personnel Committee.

City Clerk

In City Council June 6, 2024.
Tabled until the June 20, 2024 meeting.

City Clerk

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for Lower Winchester Street

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

That the sum of eight hundred five thousand dollars ($805,000) is hereby appropriated for Lower Winchester Street, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to eight hundred five thousand dollars ($805,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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Jay V. Kahn, Mayor

In City Council May 17, 2024.
Referred to the Finance, Organization and Personnel Committee.

City Clerk

In City Council June 6, 2024.
Tabled until the June 20, 2024 meeting.

City Clerk

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for the Stormwater Resiliency Program

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

That the sum of three million five hundred fifty thousand dollars ($3,550,000) is hereby appropriated for the Stormwater Resiliency Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three million five hundred fifty thousand dollars ($3,550,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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Jay V. Kahn, Mayor

In City Council May 17, 2024.
Referred to the Finance, Organization and
Personnel Committee.

City Clerk

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City Clerk

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for Lower Winchester Street Sewer Utilities

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

That the sum of four hundred eighteen thousand dollars ($418,000) is hereby appropriated for Lower Winchester Street Sewer Utilities, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to four hundred eighteen thousand dollars ($418,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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Jay V. Kahn, Mayor

In City Council May 17, 2024.
Referred to the Finance, Organization and
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City Clerk

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City Clerk

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for the Martell Court Bypass

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

That the sum of three million four hundred twenty thousand dollars ($3,420,000) is hereby appropriated for the Martell Court Bypass, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three million four hundred twenty thousand dollars ($3,420,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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Jay V. Kahn, Mayor

In City Council May 17, 2024.
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City Clerk

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for WWTP HVAC Replacement

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

That the sum of three hundred twenty-seven thousand dollars ($327,000) is hereby appropriated for WWTP HVAC Replacement, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to three hundred twenty-seven thousand dollars ($327,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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Jay V. Kahn, Mayor

In City Council May 17, 2024.
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City Clerk

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for WWTP Service Water System Upgrade

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

That the sum of two hundred sixty-two thousand dollars ($262,000) is hereby appropriated for WWTP Service Water Syste [Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

m Upgrade, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred sixty-two thousand dollars ($262,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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Jay V. Kahn, Mayor

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In City Council June 6, 2024.
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City Clerk

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for Lower Winchester Street Water Utilities

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

That the sum of one million four thousand dollars ($1,004,000) is hereby appropriated for Lower Winchester Street Water Utilities, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million four thousand dollars ($1,004,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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Jay V. Kahn, Mayor

In City Council May 17, 2024.
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City Clerk

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City Clerk

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Four

A RESOLUTION Relating to the Appropriation of Funds for Water Distribution Improvements

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

That the sum of one million three hundred seven thousand dollars ($1,307,000) is hereby appropriated for Water Distribution Improvements, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million three hundred seven thousand dollars ($1,307,000) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

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Jay V. Kahn, Mayor

In City Council May 17, 2024.
Referred to the Finance, Organization and Personnel Committee.

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