



City of Keene
New Hampshire

KEENE CITY COUNCIL
Council Chambers, Keene City Hall
March 1, 2018
7:00 PM

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- February 1, 2018

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Public Hearing - 2019-2024 Capital Improvement Program

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Nominations
 - Airport Advisory Commission
 - Heritage Commission
 - Historic District Commission
 - Housing Standards Board of Appeals
 - Building Board of Appeals
 - Cities for Climate Protection
 - Martin Luther King, Jr./Jonathan Daniels Committee
 - Library Board of Trustees
 - Planning Board
 - Conservation Commission

C. COMMUNICATIONS

1. James Griffin - Requested Improvements on Key Road
2. Richard Cornelius - Resignation - Cities for Climate Protection
3. Tim Zinn/Let It Shine - Request for 2018 Pumpkin Festival Event License
4. Tim Zinn/Let It Shine - Request for Community Event Status - Pumpkin Festival
5. Councilor Mitchell H. Greenwald - Veterans Tax Credits
6. Councilor Manwaring - License Fees for Events Requiring Staff Protocols

D. REPORTS - COUNCIL COMMITTEES

1. Winchester Street Bridge Replacement Preferred Alternative
2. Portion of North Lincoln Street Closure During Amphibian Migration
3. Councilor Jacobs – Process for Consideration Proposed Art Projects

4. American Legion Ballfield Agreement - Parks, Recreation and Facilities Department
5. Keene Link: Keene State College and City of Keene Agreement on Shared Library Systems and Services
6. Lease – Jazzlyn Hospitality, LLC – Economic Development, Initiative and Special Projects

E. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. CITY MANAGER COMMENTS

F. REPORTS - BOARDS AND COMMISSIONS

G. REPORTS - MORE TIME

1. FY17 Audit Presentation – Melanson Heath

H. ORDINANCES FOR FIRST READING

1. Amendment to the Zoning Ordinance - Sign Regulation Changes
Ordinance O-2018-02
2. Relating to Probationary Firefighter and Probationary Police Officer
Ordinance O-2018-03

I. ORDINANCES FOR SECOND READING

1. Relating to the Airport Development and Marketing Committee
Ordinance O-2018-01-A

J. RESOLUTIONS

1. Relating to the Release of Drainage Easements and Acceptance of a Deed for a Relocated
Drainage Easement - Ashuelot Street
Resolution R-2018-05

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, February 1, 2018. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Thomas F. Powers, Terry M. Clark, Randy L. Filiault, Bartolmiej K. Sapeta, Margaret M. Rice, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Bettina A. Chadbourne, Stephen L. Hooper, Philip M. Jones and Mitchell H. Greenwald were present. Councilor David C. Richards was absent. Councilor Manwaring led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the January 18, 2018 regular meeting was duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS

The Chair announced that the Finance, Organization and Personnel Committee will start its review of Capital Improvements Project at the February 8, 2018 at 5:30 PM. The Chair announced a workshop on economic development will be held on Tuesday, February 20, 2018 at 6:30 PM in Council Chambers. The Chair expressed that he had attended the Mayor's Conference in Washington, DC with about 130 people in attendance. He was invited to talk about the work that the City has done in making the City more amenable to transportation alternatives and biking. The presentation was well received. The City of Keene was ahead of the curve on many ways and there was a great deal of interest in some of the work we have done to bring connectivity to the trail system.

PRESENTATION - DOWNTOWN REVITALIZATION STUDY – MCFARLAND JOHNSON

Mayor Lane invited Public Works Director Kurt Blomquist to open the presentation. Mr. Blomquist stated this evening the City Council will be provided an update on the Phase I Downtown Revitalization review. Staff has been working with the ad hoc Downtown Revitalization Committee. This evening representatives from McFarland Johnson are here to go over their initial public input survey results. The concept was to work with the community and talk to them about what themes and experiences they envision that would enhance our downtown. With that, Mr. Blomquist introduced Gene McCarthy, Senior Project Manager, as well as Jennifer Zorn and Jonathan Law to provide an overview.

Ms. Zorn began that this has been a very enjoyable project. City staff was great to work with, and City residents are so enthusiastic. People were very interested in sharing their ideas and that was a real asset to McFarland Johnson as they looked at the possibilities for Keene's downtown. She went on to discuss some of the survey responses they received as well as the outreach methods used to reach the largest audience possible. She noted they had over 500 people participate in the survey. They also had over 100 people participate in a community visioning forum that was held over a three day period. At this venue they were able to get into in-depth conversations. With the aid of maps, participants were able to point out problem areas, etc. Everything that was collected via these tools was synthesized to create themes or experiences that could be achieved in the downtown. These are not designs; they are concepts to consider when revitalizing the downtown. Ms. Zorn went on to discuss how retail consumer patterns, demographics, and generational changes are impacting what people want in a prosperous downtown. The two predominant generations - millennials and baby boomers – are looking for the same things: more space for cultural events, more space for outdoor dining, more green

space, outdoor markets, public art, beautiful landscaping, more activities and retail options, more restaurants, as well as a downtown that is modernized yet retains its historic character, etc. Ms. Zorn went on to discuss what people did not want, which is also very important. One of the major issues brought forward was loitering and panhandling activities. Other things people did not want included: not wanting taxpayer money to be spent unwisely, too many bars, smoking, and vehicular traffic congestion. By taking all this information, Jonathan Law has created “experiences” to share as to how these concepts would look.

Mr. Law stated they had created conceptual experiences based on what certain criteria would look like in an improved downtown space. He went on to review several themes created to demonstrate what the possibilities are. Each experience was depicted visually in the presentation using scenes of the downtown and incorporating the elements described. In experience A the theme included: widened sidewalks, social gathering areas and outdoor seating, enhanced street lighting, enhanced landscaping and greenery and parallel parking with a bike lane. Parallel parking allows for sidewalk expansion as well as incorporating the bike lane. The landscaping includes rain gardens to provide storm water management. Experience B included: widened sidewalks, areas for display of public art, enhanced street lighting, and enhanced landscaping and greenery. Experience C is based on the Weinreich concept which would close down a portion of the street to pedestrianize it. Experience C included: pedestrianization of the street between Gilbo Avenue and Emerald Street by creating a pedestrian mall and closing that area to vehicular traffic, enhanced public gathering zones, enhanced street lighting, and enhanced landscaping and greenery. Mr. Law noted that emergency access vehicles and deliveries would still be accommodated in this concept. Pocket parks and green lawn areas would allow people to hang out and there would be festooned lighting to allow spaces to be usable into the evening hours. Experience D included: widened sidewalks, designated bike lanes, parallel parking, accessible parking spaces, and the incorporation of historic street materials to create brick sidewalks.

Mr. Law and Ms. Zorn ended their presentation by offering to answer any questions the Council might have. Mr. Blomquist commented there are some exciting concepts here and he emphasized these are just concepts. As we are talking about this, the goal is to get some excitement going and to acknowledge that downtown could be something better. Mayor Lane thanked the representatives from McFarland Johnson for their presentation and noted this will also be presented to the community to gathering feedback on the various concepts. He went on to invite members of the Council to ask questions.

Councilor Greenwald stated he was surprised there was no scenario depicting the parking remaining as it is today. He would have hoped to see that as part of the presentation. The input he has gotten from the public is that they prefer not to use parallel parking spaces. He ended he is sure there are many interesting plans that could be brought forward that would allow the angled parking to remain. Mr. Blomquist stated that part of going forward from here is recognizing that as we talk about things, one of the challenges we have is that we only have so much space to work with. He encouraged Councilors to walk around in the area from Central Square to the College to look at how much room we have from building face to building face. That is our limiting factor so as we think about what we want to add or change – it needs to fit within that space. The exciting part of what is coming forward is to look at what is possible. Ms. Zorn added

that they wanted to show something totally different from what the current design is to generate ideas and discussion.

Mayor Lane added that for many, many years, Keene has advertised itself as having the widest paved Main Street in the World, and whether that is true or not, no one really knows. Certainly it has been something this community has advertised for a hundred years or more. What that means is we have more space between the buildings on the east side and the buildings on the west side than most communities have. What we do and how we utilize that space is critical. Right now we are using it for parking and for vehicular traffic. How we use that space in the future is a decision the community is going to have to make. We can continue to do exactly what we are doing right now, or we can look to the future and try to make it more amenable to a different part of the population. We need to recognize that downtowns are evolving and changing, and that what we have today is not what we had one hundred years ago. Conversely, what we will have in the next 30 years may be very different than what we had in the last 30 years.

Councilor Manwaring commented on concept C and asked if the pedestrian mall concept includes bike lanes. Mr. Law commented that because the area is closed to vehicular traffic, it opens up the space to bicyclists making bike lanes unnecessary.

Councilor Hansel noted that there will need to be a business case presented to affected property owners to make these kinds of changes. He continued that these concepts have been implemented in other places and wanted to know if they have been in place long enough so that economic development data is available. Mr. Law stated they worked on the Concord, New Hampshire redesign project, and it was a challenging project because there were people that were uncertain about moving forward with the changes. They as professionals gave their opinions about the feasibility and encouraged them to move forward. There is now good economic data coming out of that project that demonstrates these changes have been a catalyst for development and bringing money into the City.

Councilor Sapeta stated he likes that these concepts are completely different because it brings people to the table to discuss the options. He urged them to continue bringing forward innovative concepts for consideration. He asked that they consider the area between Route 101 and the Main/Marlboro/Winchester Street roundabout because it is part of the gateway to upper Main Street and Central Square.

Councilor Jones commented on the fact that brick and mortar retail is going away and in their place we are getting service organizations. Is there a way to attract more retail businesses rather than bars or service organizations? He then commented on a proposal related to Gilbo Avenue that would have included a pedestrian mall. The Councilor stated he felt the pedestrian mall concept might work better on Gilbo Avenue rather than on Main Street and it should be considered in the future.

Mr. Blomquist stated he would be interested in the thoughts of the Council and any feedback they receive from constituents relative to downtown revitalization. He went on to discuss some next steps involving further public input that will be more focused on areas of the downtown. These discussions will continue to be conceptual in nature.

Councilor Clark stated including bike lanes does not address bike safety and he felt the concepts shown did not aid in making it safer for bicyclists. He stated he would not want to see the money allocated to this be relegated to just pursuing the concepts presented this evening. Mr. Blomquist stated the next round of funding is not identified for a particular design at this time. The next sum of money is to further facilitate gathering ideas. The preliminary design phase is budgeted for FY 19.

CONFIRMATION

A motion was made by Councilor Greenwald and duly seconded to confirm the following nomination: Drew Bryenton to serve as a regular member on the Bicycle/Pedestrian Path Advisory Committee with a term to expire December 31, 2020. On a roll call vote, with 14 Councilors present and voting in favor the motion carried. Councilor Richards was absent.

COMMUNICATION – REVEREND MICHAEL F. HALL – RESIGNATION – MARTIN LUTHER KING/JONATHAN DANIELS COMMITTEE

A communication was received from Reverend Michael F. Hall resigning from the Martin Luther King/Jonathan Daniels Committee. A motion by Councilor Greenwald to accept the resignation with regret and appreciation of service was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – BRETT AMY THELEN/HARRIS CENTER – REQUEST TO TEMPORARY CLOSE A PORTION OF NORTH LINCOLN STREET

A communication was received from Brett Amy Thelen, science director of the Harris Center, requesting to temporarily close a portion of North Lincoln Street for the salamander crossing brigade. The communication was referred to the Municipal Services, Facilities and Infrastructure Committee.

PLD REPORT – JIM NARKIEWICZ/MONADNOCK TRAVEL COUNCIL – REQUEST TO USE CITY PROPERTY – KEENE ICE & SNOW FESTIVAL

Planning, Licenses and Development Committee report read recommending that the Monadnock Travel Council be granted permission to use City property on Central Square and Railroad Square, including outside burning of a fire in an enclosed fire pit on Railroad Street from Main Street from Main Street to the exit of the Wells Street Parking structure for the 2018 Ice and Snow Festival on Saturday, February 3, 2018 from 10:00 AM to 4:00 PM. Said permission is granted subject to the customary licensing requirements of the City Council; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff. A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – MINDY CAMBIAR – HUNDRED NIGHTS – LODGING HOUSE LICENSE REQUEST

Planning, Licenses and Development Committee report read recommending that a lodging house license be issued to Timoleon Chakalos to engage in the operation of a lodging house at 15 Lamson Street subject to the following conditions: no more than 26 persons may reside on the premises at any one time; compliance with all applicable sections of the City Code; compliance with any requirements or recommendations of City staff. Said license will expire on the 2nd day of February, 2019 and may be revoked by the City Council in accordance with Section 46-590 "Suspension or Revocation." A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – THE REVEREND CYNTHIA E. BAGLEY & KATHY BLAIR/UNITED CHURCH OF CHRIST IN KEENE – OVERFLOW FROM THE HUNDRED NIGHTS – LODGING HOUSE LICENSE REQUEST

Planning, Licenses and Development Committee report read recommending that a lodging house license be issued to the United Church of Christ at 23 Central Square subject to said lodging house license only being used as an overflow for the Hundred Nights Shelter; and managed by the Hundred Nights Shelter; no more than 16 persons may reside on the premises at any one time; compliance with all applicable sections of the City Code; compliance with any requirements or recommendations of City staff. Said license will expire on the 2nd day of February, 2019 and may be revoked by the City Council in accordance with Section 46-590 "Suspension or Revocation." A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – LEGISLATIVE UPDATE

Planning, Licenses and Development Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

FOP REPORT – ACCEPTANCE OF DONATIONS – ST. JAMES THRIFT SHOP, KEENE ROTARY CLUB, AMBULANCE CHILD RESTRAINT SYSTEM, CHESHIRE COUNTY 2017 FUNDSS

The Mayor noted that the next three Finance Organization and Personnel Committee reports would be considered together. Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a donation of \$750.00 from the St. James Thrift Shop and that the money is used by the City's Martin Luther King Jr./Jonathan Daniels Committee for its annual programming.

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a donation of \$5,000.00 from the Keene Rotary Club for the purposes of creating a pocket park at 238 Church Street.

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept one Ambulance Child Restraint system from the Child Passenger Safety Program at Injury Prevention Center - DHMC.

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept and administer funds provided by Cheshire County for Youth Services programs. A motion by Councilor Greenwald to carry out the intent of the reports was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATIONS – LIBRARY RENOVATION PROJECT – CAMPAIGN MANAGER FOR THE NEXT CHAPTER

Finance Organization and Personnel Committee report read recommending the City Council accepts donations of \$129,905.00 as listed in the Cambridge Trust December 7-31, 2017 Donor list to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – LIBRARY CONSTRUCTION CONTRACT #2 – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a sole source professional services contract with Engleberth Construction Inc. for construction services required for the Library Renovation project for \$623,317.93. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – COUNCILORS GREENWALD AND RICHARDS – CIP ADJUSTMENTS DUE TO RECEIPT OF STATE OF NEW HAMPSHIRE GRANT FUNDS

Finance Organization and Personnel Committee report read, recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

FOP REPORT – AUTHORITY TO BORROW – CLEAN WATER STATE REVOLVING FUND – PUBLIC WORKS DEPARTMENT

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to apply for, accept, and execute a loan from the New Hampshire “Clean Water State Revolving Fund” in an amount not to exceed \$120,000. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – MUNICIPAL SOLAR ARRAY 350-400 MARLBORO STREET – PUBLIC WORKS DEPARTMENT

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate with the two finalists as recommended in the City's solar consultant decision matrix to provide renewable energy for City of Keene facilities at a cost equal to or below expected utility prices for electrical services and that the most appropriate agreement be brought forward for consideration. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – CONSTRUCTION AND ENGINEERING SERVICES CHANGE ORDERS – BABBIDGE RESERVOIR DAM IMPROVEMENTS PROJECT – PUBLIC WORKS DEPARTMENT

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a construction change order with Kingsbury Companies, LLC of Waitsfield, VT in an amount not to exceed \$297,454.72 for the Babbidge Reservoir Dam Improvements Project; and that the City Manager be authorized to do all things necessary to negotiate and execute a change order with Dubois and King, Inc. of Randolph, VT in an amount not to exceed \$70,688 for additional technical and construction phase services associated with the Babbidge Reservoir Dam Improvements Project. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

MORE TIME

More time was granted by the Chair for Janis Manwaring/Pathways for Keene – Request to Use City Property – 4 on the 4th.

CITY MANAGER COMMENTS

The City Manager announced that on January 26, 2018 Michael Bergeron and Mollie Kaylor, from the State of NH Economic Development Office met with city staff. The discussion was on current economic development initiatives in the City. They reviewed the City's efforts to date in the Marlboro Street corridor to encourage redevelopment through the rezoning of the area as well as the adoption of 79E and the Economic Revitalization Zone. The discussion acknowledged the City's desire to see something positive happen at the former Kingsbury site, the efforts of the Downtown Revitalization Committee, and the work of our engineers as presented this evening to bring together themes for consideration as we move forward with the downtown. On-going conversations with local businesses and the college to discuss the need to find ways to address workforce challenges were also discussed. The discussion went on to promote and further develop the airport as well as the project to create a unified development code. The goal of the meeting was to bring the State officials up to speed on initiatives in the community so that when they are reaching out to our potential market, which has been identified as Connecticut, New York and Western Massachusetts, that they understand the level of effort and work that has already been done here in Keene and continues to be done to be an attractive place to live, work, and play. As stated in the adopted Economic Development Action Plan, we

are open for business and ready for growth. It is our job to keep connected to the state and keep reminding them of all that we have to offer. As a result of another recommendation of the Economic Development Action plan, we will be ramping up our outreach and marketing, via the city website and social media.

The City Manager continued with the library project which is an economic development project, in its own right is underway. On Facebook, the library has posted time lapse photos of the construction. It is a great place to follow the progress of the project.

The City Manager thanked Beth Fox, Assistant City Manager/ Human Resources Director, our Emergency Management Director, our Police and Fire Department, our Highway team and other staff for the team work they exhibited and the professional way they dealt with the flooding in the lower Main Street area which began on Saturday, January 13, 2018. We are fortunate to have such a capable team.

MEMORANDUM & ORDINANCE O-2018-01: RELATING TO AIRPORT DEVELOPMENT AND MARKETING COMMITTEE

A memorandum was received from the City Manager along with Ordinance O-2018-01. The memorandum was filed into the record. Ordinance O-2018-01 was referred by the Chair to the Planning, Licenses and Development Committee.

RESOLUTION R-2018-02: IN APPRECIATION OF PAUL A. SZOC UPON HIS RETIREMENT

Resolution R-2018-02: In Appreciation of Paul A. Szoc Upon His Retirement was read by title only. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. The motion carried with a unanimous vote in favor.

RESOLUTION R-2018-03: IN APPRECIATION OF TIMOTHY T. MASON UPON HIS RETIREMENT

Resolution R-2018-03: In Appreciation of Timothy T. Mason Upon His Retirement was read by title only. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. The motion carried with a unanimous vote in favor.

FOP REPORT AND RESOLUTION R-2018-04: RELATING TO GENERAL ASSISTANCE GUIDELINES

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2018-04. The report was filed as informational. A motion by Councilor Greenwald to delete Section 25 regarding mass casualties from the guidelines was duly seconded. On a show of hands vote, with 14 Councilors present and voting in favor, the motion carried. A motion by Councilor Greenwald to amend Resolution R-2018-04 to reflect February 1, 2018 as the adoption date of the guidelines was duly seconded. On a show of hands vote, with 14 Councilors present and voting in favor, the motion carried. A motion by Councilor Greenwald

02/01/2018

for adoption of the Resolution was duly seconded. On a show of hands vote, with 14 Councilors present and voting in favor, the motion carried. Councilor Richards was absent. Resolution R-2018-04-A declared adopted.

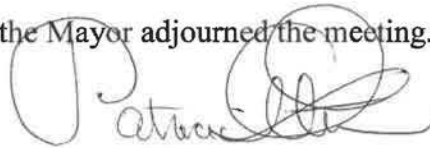
FOP REPORT AND RESOLUTION R-2017-44: RELATING TO THE ACCEPTANCE OF AN ADDITIONAL APPROPRIATION OF HIGHWAY BLOCK

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2017-44. The report was filed as informational. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On a roll call vote, with 14 Councilors present and voting in favor, the motion carried. Councilor Richards was absent. Resolution R-2017-44 declared adopted.

ADJOURNMENT

At 8:25 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

A handwritten signature in cursive script, appearing to read "Patricia", is written over a circular stamp or seal.

City Clerk



PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held before the Keene City Council relative to the proposed City of Keene Capital Improvement Program for the 6-year period starting July 1, 2018 and ending June 30, 2024. The plan identifies non-school capital projects and equipment acquisitions that are planned to be undertaken in the community and which calls for a financial investment totaling \$87,368,611.00 from local, State and Federal resources. The first year investment totals \$16,574,417.00 from all sources. The local portion of the program is funded by the sale of bonds, property taxes and other miscellaneous sources.

HEARING DATE: March 1, 2018

HEARING TIME: 7:00 pm

HEARING PLACE: Council Chambers, Keene City Hall

Per order of the Mayor and Councilors of the City of Keene, this eighteenth day of January, two thousand and eighteen.

Attest:

City Clerk



City of Keene, N.H.
Transmittal Form

February 13, 2018

TO: Mayor and Keene City Council

FROM: Mayor Kendall W. Lane

ITEM: B.1.

SUBJECT: Nominations

RECOMMENDATION:

I hereby nominate the following individuals to serve on the designated board or commission:

ATTACHMENTS:

Description

Resume - Naadzenga

Resume - Schuerman

BACKGROUND:

Airport Advisory Commission

Mitchell H. Greenwald, Councilor slot 7

Term to expire Dec. 31, 2019

Heritage Commission

Charlotte K. Schuerman, regular slot 6
189 Court Street

Term to expire Dec. 31, 2018

Historic District Commission

Joslin Kimball Frank, alternate slot 8

Term to expire Dec. 31, 2020

Housing Standards Board of Appeals

Donald Flibotte, regular slot 5

Term to expire Dec. 31, 2020

Building Board of Appeals

Donald Flibotte, regular slot 5

Term to expire Dec. 31, 2020

Cities for Climate Protection

Jake Pipp, slot 2

Term to expire Dec. 31, 2020

Terry M. Clark, Councilor slot 3

Term to expire Dec. 31, 2019

Aperr Naadzenga, alternate slot 8

Term to expire Dec. 31, 2020

Martin Luther King, Jr./Jonathan Daniels Committee

Jan Manwaring, slot 3

Term to expire Dec. 31, 2018

Library Board of Trustees

George Scott, slot 9

Term to expire June 30, 2020

Planning Board

George Hansel, Councilor slot 9

Term to expire Dec. 31, 2019

Conservation Commission

Eloise Clark, regular slot 4

Term to expire Dec. 31, 2020

Arthur Walker, alternate slot 8

Term to expire Dec. 31, 2019

APERR NAADZENGA

(603) 209-1668 (Cell)

QUALIFICATION HIGHLIGHTS

- Taught Environmental science and Geography to teens and adults
- Developed creative outdoor programming promoting growth and challenge for all ages
- Experienced in innovative pedagogy and outdoor teaching techniques
- Fosters an appreciation and respect for the environment through outdoor activities and adventure

EXPERIENCE AND ACCOMPLISHMENTS

Teaching & Team Building

- Experienced training youth, teens, and adults from diverse backgrounds
- Bonds and engages groups with project based activities
- Utilizes inquiry based learning concepts
- Facilitates and debriefs fun teambuilding initiatives and activities

Natural Resources and Interpretation

- Leads educational natural and environmental history hikes (single, multi-day, and overnight)
- Experienced in Keene's Robin Hood park and White Mountains of New Hampshire ecosystems and natural history
- Incorporates scientific inquiry, systems approach, and place-based teaching techniques
- Utilizes community projects to engage in stewardship

Group Leadership and Management

- Developed strong, trusting relationships with participants, parents, faculty, and staff
- Managed group dynamics, conflicts, and interactions
- Rated highly for integrity, honesty and respectful interactions

Planning & Logistics

- Organizes and facilitates small and large group meetings and training events
- Ensures activities, projects and tasks occur on-time and on-budget
- Works effectively with all levels of the organization

APERRE NAADZENGA

Outdoor Leadership Experiences

- Planning and leading weekend, multi-day, multi-week trips
 - Hiking and Backpacking
 - Biking (mountain and road)
 - Canoeing
 - Sailing (lake, bay and coastal)
 - Skiing (cross-country, backcountry, alpine)
 - Snowshoeing
-

EMPLOYMENT HISTORY

Educational/Academic

Adirondack Watershed Institute; Watershed Research Steward 2017 - current
Paul Smiths College,
New York

Antioch University-
New England,
Keene NH

Library Associate (Work Study position) 2017 - spring

Professional/Corporate

Consultant Aperr Environmental Services: 2012 - current
Community Education Instructor

Non-Profit / Volunteering Experience and Affiliations

Community Leader Shepherd Global Media Outreach, Plano TX 2010-current

SELECTED CERTIFICATIONS, CONFERENCES AND WEBINARS

- Adapting Forested Watershed to Climate Change Workshop, Antioch University NH, 2017
- Winning with People, ADD-Vance Academy, World-Bank Estate, Abia SE Nigeria, 2010
- MDGs TOT (Millennium Development Goals Training of the Trainers), Refreshers, Nigeria, 2012-2014.
- Telling your story with ArcGIS maps CBI-Conservation Biology Institute, 2017

APER NAADZENGA

- Green Up Keene NH, Earth Day, environmental cleanup; spent a little over an hour in Keene NH neighborhood and filled 9 trash bags with 87 pounds of trash
Organized by the Monadnock Community and Antioch University, April 2017
 - CTEC Symposium on “New Approaches to Conservation Conflict” Center for Tropical Ecology and Conservation (CTEC), Antioch University New England. May 2017
 - Maestro Conference on Water quality; the fight to keep fossil fuels in the ground, February 2017
 - MEEA Conference: Maine Environmental Education Association, March 2017
 - Basic Wilderness First Aid – CPR NY, Summer 2017 (in view)
 - American “Leave no trace” watershed management certification , NY Summer 2017 (in view)
-

TECHNICAL AND PROFESSIONAL AFFILIATIONS

- GIS and Excellent skills in Microsoft Office products
 - Extensive experience implementing and supporting enterprise applications
 - Student Member – America’s Watershed Initiative (Uniting people, land and water across 31 states)
 - Student Member – American Association of Geographers (AAG)
 - Student Member – Association of Nigerian Geographers (ANG)
 - Student Member – Society of American Foresters, 11.5 Category
 - Student Member – Northeast ArcGIS User Group (NEARC)
 - Student Member – The New England Urban and Regional Information Association (NEURISA)
 - Student Member – Solid Waste Association of North America (SWANA)
-

EDUCATION

B.S., Geography and Environmental Management, University of Abuja, F.C.T, Nigeria

Currently: M.S. candidate, Environmental Studies, Antioch University New England, Keene, NH

Charlotte K. Schuerman
189 Court Street
Keene, New Hampshire 03431
603-499-8599

January 30, 2018

Mayor Kendall W. Lane
3 Washington Street
Keene, New Hampshire 03431

Dear Mayor Lane,

I am writing to express my interest in becoming a member of the Keene Heritage Commission. I believe I can contribute to the work of the Commission because of my interest in historic architecture and my experience in working with historic houses.

I moved to Keene several years ago from Chicago. During the previous twelve years I volunteered as a docent for the Frank Lloyd Wright Robie House, the Glessner House designed by Henry Hobson Richardson, and the Clarke House, the oldest house in the original boundaries of Chicago. I was also a member of the Chicago Architecture Foundation. After moving to Keene I became a volunteer at the Horatio Colony House Museum and a member of the Cheshire Historical Society.

I am impressed and excited about the efforts now underway with the Commission and look forward to working with it, with you, and the rest of the Keene administration.

Sincerely,



Charlotte K. Schuerman

cc: Rosie Carey



External Communication
Transmittal Form

February 8, 2018

TO: Mayor and Keene City Council

FROM: James Griffin

THROUGH: Patricia A. Little, City Clerk

ITEM: C.1.

SUBJECT: James Griffin - Requested Improvements on Key Road

ATTACHMENTS:

Description

Communication - Griffin

BACKGROUND:

James Griffin is requesting safety improvements for Key Road. They include the painting of crosswalks at two locations and the installation of a "dead end" or a "no outlet" sign on Key Road.

195 Key Road # 18

Keene, NH 03431

February 5, 2018

Keene CityCouncil

Municipal Services, Facilities, and Infrastructure Committee

Keene City Hall

3 Washington St.

Keene, NH 03431

Dear Councilors,

I am requesting three safety improvements for Key Road.

First, there needs to be a crosswalk provided at the intersection of Ivy Drive and Key Road. Many elderly people from the Autumn Leaf complex, as well as families from the Brookbend complexes, walk to Riverside Plaza and other businesses in the area. With no crosswalk, and cars continually turning in and out of Ivy Drive to get to McDonald's and Wendy's, attempting to cross the street here, particularly for the elderly or physically handicapped, is extremely dangerous. The opening of Chipotle's has only exacerbated the situation. During the hours after daylight, since the lighting is poor, this crossing is doubly hazardous.

Second, a resident of Autumn Leaf also has requested a crosswalk where Ivy Drive makes the left turn onto Autumn Leaf and Brookbend.

The simple and inexpensive act of painting crosswalks at these locations will help eliminate a hazardous situation.

Third, there needs to be a new Dead End or No Outlet sign placed on Key Road, either at the beginning, or at the southbound only exit. Right now, the only Dead End sign on Key Road, which is partially hidden by foliage in the spring and summer, is at the Holiday Inn. There is a second one, placed privately, at the Princeton Arbor Apartments. By the time an errant driver sees these signs, they are far past any safe turning point. It is especially a problem when the Key Road Car Wash is open, and a tractor-trailer driver realizes he or she has no place to turn around, and must complete a complicated maneuver to get out of the situation. This inconveniences both the owners and patrons of the car wash, and also the residents of Ashbrook and Princeton Arbors.

My front windows overlook Key Road, and on weekends there can be a literal parade of vehicles

turning around to get back to the proper street, usually Route 9.

A dying pine tree was recently removed from in front of my apartment, and once it was taken down, cars, instead of reversing, just started driving across Ashbrook's lawn, damaging it, and through the parking lot to get out of the dead end. Keene Housing had to place a picnic table on the lawn to prevent drivers from taking this shortcut.

All the above are simple and inexpensive fixes, that will reduce some of the hazardous situations on Key Road.

Sincerely,

A handwritten signature in dark ink, appearing to read 'James J. Griffin', with a long horizontal line extending to the right.

James J. Griffin



External Communication
Transmittal Form

February 9, 2018

TO: Mayor and Keene City Council

FROM: Richard Cornelius

THROUGH: Patricia A. Little, City Clerk

ITEM: C.2.

SUBJECT: Richard Cornelius - Resignation - Cities for Climate Protection

ATTACHMENTS:

Description

Communication - Cornelius

BACKGROUND:

Although eligible for a second term on the Cities for Climate Protection, Mr. Richard Cornelius is indicating his desire that his name not be considered for a second term.

To: Mayor Lane 2/6/18

Re: Cities for Climate Protection Committee

This is to confirm my previous
correspondence by email

that my term expired on the
committee at the end of 2017
and that I did not wish to be
reappointed.

If you reappointed me, please
accept my resignation

Richard Cornelius

Judith Reed
Richard Cornelius
20 Green Acres Road
Keene, NH 03431



External Communication
Transmittal Form

February 14, 2018

TO: Mayor and Keene City Council

FROM: Tim Zinn

THROUGH: Patricia A. Little, City Clerk

ITEM: C.3.

SUBJECT: Tim Zinn/Let It Shine - Request for 2018 Pumpkin Festival Event License

ATTACHMENTS:

Description

Let It Shine Communication - Request for Event License

BACKGROUND:

Mr. Zinn is seeking permission to use downtown City property to conduct the 2018 Pumpkin Festival brought to you by the Children of SAU 29. The event would be held on Sunday, October 28, 2018 from 1:00 PM to 7:00 PM.

Let it Shine!



KEENE PUMPKIN
FESTIVAL



PumpkinFestival.org
c/o Sterling, 214 Washington Street
Keene, NH 03431

February 7, 2018

Honorable Mayor and Keene City Council,

On behalf of Let It Shine, I am pleased to submit our request for a license for a 2018 Keene Pumpkin Festival brought to you by the students of the area's schools.

Following closely the format and success of last year's Festival, we continue to strive to provide local residents with the opportunity to enjoy the magic and inspiration that is our local Pumpkin Festival.

We are excited to build on the positive outcomes for our local students, citizens, Keene State College, and our City. Together, we can continue to change the conversation, expectations, and digital footprint for all concerned.

We look forward to communicating our vision for this year's event. Attached is the Event License application.

On behalf of Let It Shine,

A blue ink signature of Tim Zinn.

Tim Zinn (Board Chair, LIS)



Shaundi Rider photo, 2017

Sunday, October 28, 2018 • 1-7pm

KEENE PUMPKIN FESTIVAL

In
the
HEART of
Downtown
Keene, NH

Key points, January 25, 2018

- Kids, Smiles, “Pure Pumpkins” with continued focus on school children’s creations, hoping to add the area’s other elementary schools
- Same footprint limited to Central Square, estimate 5,000-6,000 pumpkins
- Controlled marketing, community event
- Estimated attendance under 10,000
- No vendors hosted by Let it Shine but hoping to see 3-4 Downtown establishments offer outdoor snacks to benefit area non-profits
- Sunday date a quiet time in Downtown Keene
- Life lessons in accountability, persistence, teamwork, communication.

Overview of Pumpkin Festival 2018

We intend to build on the success of Pumpkin Festival 2017....

The simple joy of carving pumpkins

Giving school children the opportunity to display their creations for their community and all to enjoy is the heart of Keene Pumpkin Festival.

Spirit of collaboration, an example to our community and beyond
Attracting volunteers, including several dozen students from Keene State College, puts a spotlight on coming together as a community.



Shaundi Rider photo, 2017

Let it Shine!



PumpkinFestival.org



External Communication
Transmittal Form

February 14, 2018

TO: Mayor and Keene City Council

FROM: Tim Zinn

THROUGH: Patricia A. Little, City Clerk

ITEM: C.4.

SUBJECT: Tim Zinn/Let It Shine - Request for Community Event Status - Pumpkin Festival

ATTACHMENTS:

Description

Let It Shine Communication - Community Event Funding

BACKGROUND:

Mr. Zinn is requesting consideration for Community Event Funding for the 2018 Pumpkin Festival brought to you by the Children of SAU 29.

Let it Shine!



KEENE PUMPKIN
FESTIVAL



PumpkinFestival.org

c/o Sterling, 214 Washington Street
Keene, NH 03431

February 7, 2018

Honorable Mayor and Keene City Council,

Attached please find Let it Shine's request for Community Event Funding Status for 2018 Keene Pumpkin Festival brought to you by the students of the area's schools.

Following closely the format and success of last year's Festival, we continue to strive to provide local residents with the opportunity to enjoy the magic and inspiration that is our local Pumpkin Festival.

We are excited to build on the positive outcomes for our local students, citizens, Keene State College, and our City. Together, we can continue to change the conversation, expectations, and digital footprint for all concerned.

We look forward to communicating our vision for this year's event.

On behalf of Let It Shine,

A handwritten signature in blue ink, appearing to read "Tim Zinn".

Tim Zinn (Board Chair, LIS)



Shaundi Rider photo, 2017



City of Keene
New Hampshire

COMMUNITY EVENT FUNDING QUESTIONNAIRE

Date completed: 1-27-18

Sponsoring Organization Let it Shine Inc.

1. Is your organization incorporated as a non-profit? (Please provide date of incorporation/founding date and list of current board members) Yes.
501 C 3 # 27,494 1779. F. 2011. Board Members: Tim Zinn, Nancy Hickox, Ruth Sterling

2. Please provide copies of the following financial statements for your organization:
• Profit & loss statement for previous fiscal year ✓
• A current balance sheet ✓
Separate documents.

4. Has your organization received community event funding in the past for this or other events? Please indicate other events.
YES NO
Pumpkin Festival 2011, 2012, 2013 + 2014

Proposed Event Information (Funding Request FY 2018, July 1, 2018 to June 30, 2019)

Name of Event: Keene Pumpkin Festival

Anticipated Event Date(s): Sunday, October 28, 2018

1. Please complete Attachment A (Use of City Property Questionnaire) to provide a detailed description of the proposed event. ✓

2. Does your event take place on public property? (Please indicate location(s) below)
Yes, Central Square, Downtown Keene

3. Is your event a leisure time activity that is open to the public free of charge?

☒ YES

NO

If NO, provide information regarding anticipated admission charges as part of event budget documentation.

4. Has your group successfully run this event two consecutive times or more prior to this request?

☒ YES

NO

When did this event receive community event status?

2011

5. Confirm whether anticipated event scope (activities planned) and location (event footprint) as described on the Use of City Property Questionnaire will be similar to the prior year or most recent event. Describe anticipated support to be provided for set up, break down and event security by event sponsor.

Yes, similar to 2017 in scope

Yes, similar to 2017 in staffing and volunteer support.

Hoping to see 3-4 Downtown establishments offer outdoor snacks to benefit area non-profits.

6. Does your event appeal to a cross-section of the community? (Please explain briefly)

Yes, Keene Pumpkin Festival appeals to everyone who enjoys autumn and the tradition of carving, displaying and viewing jack-o'-lanterns.

7. Please attach documentation detailing the costs incurred and revenue generated (excluding city community event funding) by this event last year or when last conducted (if a bi-annual event).

See Detailed P&L provided

8. Please attach documentation demonstrating your organization's efforts to raise monies through other sources for last year's event. Please include all donations received and the names of major sponsors.

See Detailed P+L provided for donor names.

9. What is the anticipated total budget (exclusive of in-kind services) that will be required for the upcoming event?

\$20,000 plus city services

10. List anticipated funding sources, their level of funding and the percentage of the total event budget. *Demonstration of progress toward fund raising may be required.*

2017 donors plus sources from earlier Let it Shine festivals are being approached. Let it Shine aims to cover all costs by donations, including estimated city services costs.

I hereby certify that it is our organization's intent to conduct similar fund raising activities to support our upcoming event, and that all information included on this application is true and accurate.


Signature of Officer

(For office use only)

Date Received: _____ By: _____

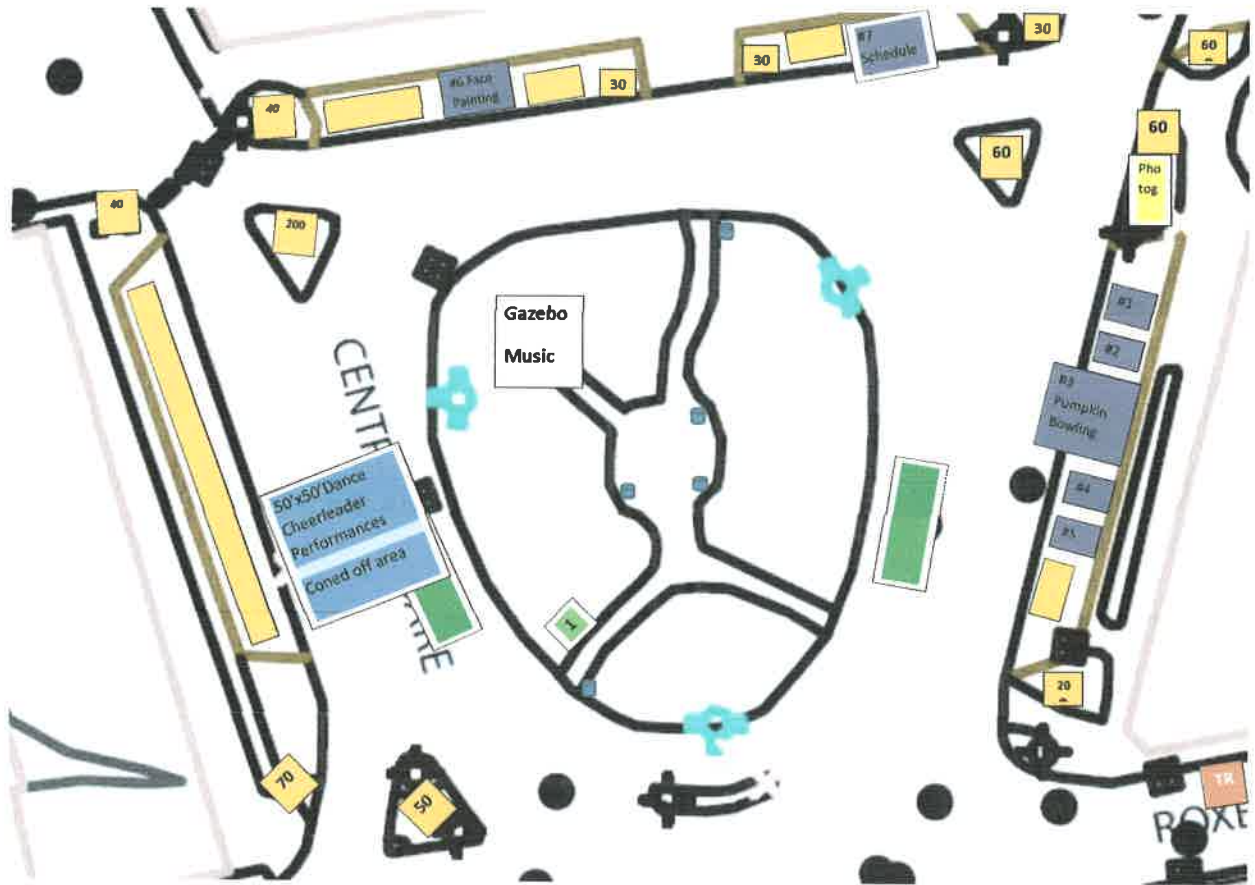
Date Forwarded to Finance Department for Review: _____

Final Disposition of Request: _____

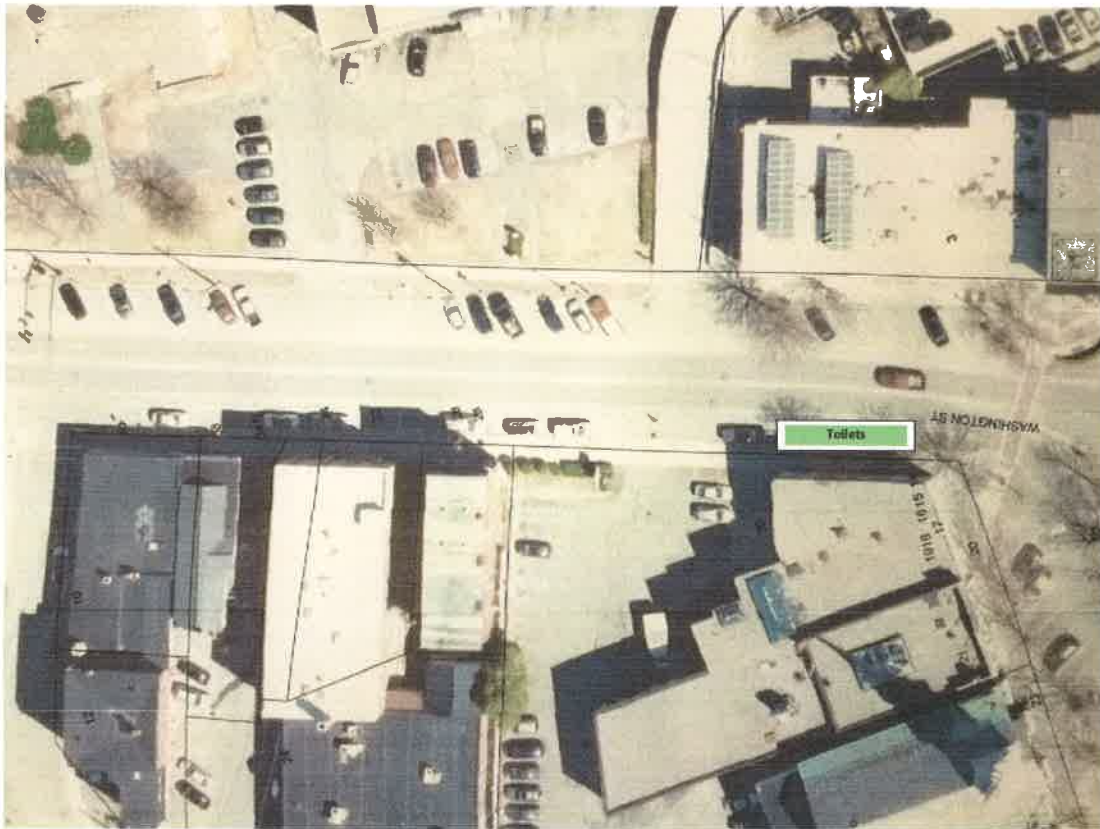
Finance Department Signature

Handwritten mark

2017



2017



NOTES:

- **#1** Book tent 10x10. (sandbags or blocks, no spikes 10x20 limit for permitting)
- **Games:** #1 Corn hole toss, #2 Ladder Toss, #3 Pumpkin Bowling, #4 tic tac toe, #5 Can toss, # 6 Face Painting, #7 Caterpillar cart, Scheduled times for Hula Hoop, Pumpkin Broom Race.
- **Photographer:** Grassy island area in front of Luca's (just left of games). Staged photos with Debbie Daniele.
- **Gazebo:** Two scheduled bands, DJ canned children's music, announcements.
- **Toilet:** 8 Regular, 2 handicapped. Placed in the first two parking areas on Washington St. by BOA. Those spots measure 52' in total length and will allow room for barriers and clearance entry into the City parking garage. Toilet dimensions: Regular 43"x47", Handicapped 61"x61" (39' total). These two spots also allow for the minimal disruption to parking Fri – Monday. Dave's Septic has agreed to chain the toilets together and to a fixed object if available (meters and trees in that area.). They will come with padlocks and padlocks will be installed at the end of the event for Monday pickup.
- **Perimeter orange** = overflow capacity. Parking areas provide sufficient area for any overflow of pumpkins outside the SAU29 expectations. Islands provide an additional resource provided flowers are not affected. Chain spacing around perimeter of the square is roughly 10' on centers for frame of reference. Approximately 1k capacity. Additional A frames, crates, lumber on standby if needed. 10' planks on the granite pillars as done in prior festivals provide an additional 1k.
- **Dumpster locations during cleanup.** Delivered by Waste Management at Cleanup
- **TR** = Trash only Dumpster just outside jersey barriers Roxbury St.
- Trash Cans 🗑️
- Possible flatbed (no vehicle) parked along the center island parking for storage of A frames lumber etc. Across from Moe's or Synergy.
- Misc: Parking area footage - Pumpkin bowling main area provides for 13 parking spaces (19'D x 117'L) , Pedrazza 14 spaces, Stage 7, Church 9

SCHOOL	MAP	# Pumpkins
WHEELLOCK	A	100
KMS	B	730
SYMONDS	C	365
Waldorf	D	145
FRANKLIN	E	249
Surry Mountain Charter	F	30
HARRISVILLE	G	52
CHESTERFIELD	H	300
WESTMORELAND	I	150
MARLOW	J	50
FULLER	K	436
MARLBOROUGH	L	190
NELSON	M	85
Saint Josephs	N	200
TOTAL		3082

A Frame = 

Granite Post Planks = 

01/24/18

Let it Shine Inc.
Profit and Loss Detail
January 1, 2017 through January 24, 2018

Date	Name	Amount	Balance
Ordinary Income/Expense			
Income			
Donation			
08/17/17	Applebee's Keene	250.00	250.00
08/17/17	Keene Orthodontic Spec...	500.00	750.00
08/17/17	WS Badger	250.00	1,000.00
08/17/17	Best Western Plus	2,000.00	3,000.00
08/17/17	Holiday Inn Express	1,500.00	4,500.00
08/17/17	Fairfield Inn & Suites Ke...	1,500.00	6,000.00
08/25/17	The Stage	1,000.00	7,000.00
08/25/17	Savings Bank of Walpole	500.00	7,500.00
08/25/17	Sting Ray Optics	500.00	8,000.00
08/25/17	Monadnock Food Co-op	100.00	8,100.00
10/08/17	Clark-Mortenson Agenc...	250.00	8,350.00
10/08/17	Lab'N Lager, LLC	250.00	8,600.00
10/08/17	George Scott & Charlott...	100.00	8,700.00
10/08/17	James T. Pettapiece	100.00	8,800.00
10/08/17	Sean P Drower, DMD, PC	500.00	9,300.00
10/08/17	Corey Williams	100.00	9,400.00
10/08/17	William & Elizabeth Cotter	100.00	9,500.00
10/08/17	Markem-Imaje	1,000.00	10,500.00
10/08/17	Amherst Label Inc.	1,000.00	11,500.00
10/08/17	United Natural Foods	1,000.00	12,500.00
10/08/17	Courtyard Marriott	500.00	13,000.00
10/08/17	F.H. Hamblet, LLC	500.00	13,500.00
10/08/17	Ted's Shoe and Sport	215.00	13,715.00
10/08/17	Life is Sweet	250.00	13,965.00
10/08/17	Raynor Dental	250.00	14,215.00
10/12/17	Bayada Home Health Care	1,000.00	15,215.00
10/12/17	ABTech Inc.	242.00	15,457.00
10/12/17	Nancy Sporborg	6,232.00	21,689.00
10/12/17	Rupert & Honora Zinn	75.00	21,764.00
10/12/17	Martha D Hennum	200.00	21,964.00
10/12/17	Country Life Restaurant	20.00	21,984.00
10/12/17	Walpole Creamery, LTD.	100.00	22,084.00
10/12/17	TD Bank	100.00	22,184.00
10/12/17	The Toadstool Bookshop	200.00	22,384.00
11/27/17	TRANSFER PAYPAL IDPA...	2,900.39	25,284.39
01/17/18	Kris Roberts	150.00	25,434.39
01/17/18	Mike Giacomo & Rachel ...	400.00	25,834.39
01/17/18	Courtyard by Marriott D...	500.00	26,334.39
Total Donation		26,334.39	26,334.39

01/24/18

Let it Shine Inc.
Profit and Loss Detail
January 1, 2017 through January 24, 2018

Date	Name	Amount	Balance
Interest Earned			
01/31/17	Interest Paid	0.07	0.07
02/21/17	INTUITPMTS INTUIT PYM...	0.15	0.22
02/28/17	Interest Paid	0.06	0.28
03/31/17	Interest Paid	0.06	0.34
04/30/17	Interest Paid	0.07	0.41
05/31/17	Interest Paid	0.06	0.47
06/30/17	Interest Paid	0.02	0.49
07/31/17	Interest Paid	0.03	0.52
08/31/17	Interest Paid	0.03	0.55
10/31/17	Interest Paid	0.42	0.97
11/30/17	Interest Paid	0.70	1.67
12/31/17	Interest Paid	0.78	2.45
Total Interest Earned		2.45	2.45
Total Income		26,336.84	26,336.84
Gross Profit		26,336.84	26,336.84
Expense			
Accounting Expense			
01/17/17	INTUIT *QB ONLINE 800...	39.95	39.95
05/11/17	Rachel Elkins	800.00	839.95
Total Accounting Expense		839.95	839.95
Business Licenses and Permits			
05/11/17	State of NH Registration	75.00	75.00
Total Business Licenses and Per...		75.00	75.00
Event Expense			
08/17/17	Dave's Septic	600.00	600.00
10/17/17	BMI	239.00	839.00
10/17/17	ASCAP	75.00	914.00
10/17/17	SESAC	95.00	1,009.00
11/07/17	Emily Soddors	146.00	1,155.00
11/26/17	Jeff Cutter	200.00	1,355.00
11/26/17	Jenna Schiffelbein	380.76	1,735.76
11/26/17	Ariel Printing	125.00	1,860.76
11/26/17	Waste Management	1,539.92	3,400.68
12/27/17	Newmont Farm LLC	5,000.00	8,400.68
01/11/18	City of Keene	13,850.00	22,250.68
01/11/18	Waste Management	507.36	22,758.04
Total Event Expense		22,758.04	22,758.04

01/24/18

Let it Shine Inc.
Profit and Loss Detail
January 1, 2017 through January 24, 2018

Date	Name	Amount	Balance
	Insurance Expense		
10/12/17	K&K Insurance Group	2,120.00	2,120.00
	Total Insurance Expense	2,120.00	2,120.00
	Total Expense	25,792.99	25,792.99
	Net Ordinary Income	543.85	543.85
	Net Income	543.85	543.85

Let it Shine Inc.
Balance Sheet Summary
As of January 27, 2018

	<u>JAN 27, 2018</u>
ASSETS	
Current Assets	
Checking/Savings	1,607.78
Other Current Assets	0
Total Current Assets	<u>1,607.78</u>
 TOTAL ASSETS	 <u>1,607.87</u>
 LIABILITIES & EQUITY	
Equity	1,607.78
TOTAL LIABILITIES & EQUITY	<u>1,607.78</u>



City of Keene, N.H.
Transmittal Form

February 23, 2018

TO: Mayor and Keene City Council

FROM: Councilor Mitchell H. Greenwald

ITEM: C.5.

SUBJECT: Councilor Mitchell H. Greenwald - Veterans Tax Credits

ATTACHMENTS:

Description

Communication - Greenwald

BACKGROUND:

Councilor Greenwald was approached by a constituent who requested that the City consider expanding the Veterans Tax Credit to all veterans.



Mitchell Greenwald
Chairman, Finance Organization and Personnel Committee
Ward 2, City Councilor

February 20, 2018

To: Mayor Kendall Lane

I recently received a phone call from a Keene resident requesting that City Council consider extending the tax credit for Veterans to All Veterans.

I am therefore requesting that City staff prepare a presentation to the Finance committee on the above, and that the matter be placed on the agenda for the March 8, 2018 FOP committee meeting for discussion and vote.

Thank you,

Mitchell Greenwald



City of Keene, N.H.
Transmittal Form

February 12, 2018

TO: Mayor and Keene City Council

FROM: Councilor Jan Manwaring

ITEM: C.6.

SUBJECT: Councilor Manwaring - License Fees for Events Requiring Staff Protocols

ATTACHMENTS:

Description

Communication - Manwaring

BACKGROUND:

Councilor Manwaring is requesting a review of all license fees associated with licensed events.

February 12, 2018

Mayor Kendall Lane and
City Councilors
3 Washington Street
Keene, New Hampshire 03431

I am requesting a discussion on the license fees that the City of Keene levies on organizations and business. As we are learning the cost of staff time from the City Clerk to the Public Works Department, it is time to review these fees and make needed adjustments.

Thank you for your cooperation.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jan Manwaring", with a long, sweeping horizontal stroke extending to the right.

Jan Manwaring
City Councilor, Ward 1
50 Belmont Avenue
Keene, New Hampshire 03431



City of Keene, N.H.
Transmittal Form

February 21, 2018

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.1.

SUBJECT: Winchester Street Bridge Replacement Preferred Alternative

RECOMMENDATION:

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends that "Replacement Option 1", as presented, be selected as the preferred alternative for the rehabilitation of the Winchester Street Bridge over Ash Swamp Brook, and that the City Manager be authorized to do all things necessary to implement this proposed alternative.

BACKGROUND:

City Engineer Don Lussier introduced Robert Faulkner of CHA Design to go over the process to date. Mr. Faulkner displayed a Powerpoint presentation. He began by explaining that this project has been to study alternatives for the rehabilitation or replacement of the Winchester Street Bridge over Ash Brook Swamp. The engineering study phase has been an evaluation of alternatives, initial environmental screening, and public outreach to determine the preferred alternatives. Mr. Faulkner noted this is partially funded through New Hampshire Department Of Transportation Bridge Aid Program, and the design process goes through their Local Public Agency or LPA program. Once the engineering study has been reviewed and approved by DOT, then authorization to begin the engineering stage of the project, then environmental permitting and final design and construction can occur.

Mr. Faulkner provided some information about the bridge. It was built in 1941 and is a cast in place concrete box. It has a waterway width of about 19 feet with height of 11 feet an overall length of about 48 feet. The bridge supports two 12 foot lanes of traffic. In the original design there were parapet curves and a railing that have now disintegrated and been replaced with a temporary concrete barrier. There is an existing sewer main that passes through the structure and partially blocks the waterway opening. There is also telephone conduit mounted to the side of the bridge. The actual structure itself – the sides and bottom - are in good condition, but the deck is severely deteriorated that resulted in the DOT red listing.

Mr. Faulkner stated that Route 10/Winchester Street is considered a gateway corridor by the City's Complete Street guidelines. It has about 21,000 vehicles a day, and it serves as a major north/south truck route for the Monadnock Region.

He explained the design criteria for the bridge. The design speed through that corridor is 30 to 35 miles per hour, and the structure needs to carry legal highway loads. Lane widths between 10 and 12 feet, with sidewalks and shoulders for walkers and bicycle traffic to comply with the City's Complete Streets guidelines. Maintaining the bottom elevation of the deck, will not create a hump on Winchester Street as you approach the

bridge. An evaluation of the hydraulic capacity was completed to mitigate flooding that occurs through that corridor. Because of the volume of traffic on this bridge, two-way traffic during construction will be necessary minimize overall impacts. Mr. Faulkner continued the Winchester Street corridor from the Route 101 roundabout to the Swanzey town line is in the City's CIP for a more comprehensive rehabilitation and improvements so they wanted this particular project to blend in well with those future improvements.

Don Lussier added that a few months ago the City asked the FOP Committee for a small change order on this contract in order to ensure planning for the future improvements were included for this corridor. He continued the City also approached the DOT to expand the scope of the study to look outside the limits of the bridge. The exciting news is the DOT has now accepted the Winchester Street Corridor project into their 10 year plan. It is in the program for 2025 construction.

Mr. Faulkner continued there was a local concerns listening meeting held March 2016 to explain the project's goals, provided some initial concepts, and answered questions in person and through mail in cards that could be submitted after the meeting. The biggest concern of participants was the flooding. He added there was also concern regarding the placement of the Route 9 culvert by the Monadnock Shopping Plaza. When replaced back in the early 2000's, increased the flows downstream exacerbating the flooding down at the Route 10 culvert. Mr. Lussier added he was surprised that the majority of the comments made by public had to do with mitigating the flooding versus any inconvenience the project might cause in travelling on the road or an impact the businesses in the area. In response to those concerns, the City will ask DOT and the Council to look at a little more detailed analysis of the hydraulic aspects.

Relative to flooding, Mr. Faulkner displayed a FEMA flood insurance rate map study showing that this entire area along Winchester Street is inundated during a 100 year storm event. He continued they did a hydraulic analysis to look at the effects of the improvements upstream at the Route 9 culvert had impacted downstream. What that study showed was that the flood elevations are controlled by the Ashuelot River which the Ash Brook flows into. So when the Ashuelot River comes up that floodplain spreads out and dictates the flood elevations through that area. With the Route 9 culvert replacement further upstream there is really minimal impact associated with the 10 and 100 year storm. They also looked at the effects of that existing sewer main going through the bridge, and the impact that had on the hydraulic capacity of the bridge. What was discovered is that if debris hangs up on that sewer main during a storm event, it can actually increase the water surface elevation by as much as a foot. They also looked at what replacement structures could do and in that analysis they realized a one and a half foot decrease in water surface elevation between the 10 and 100 year storm. This assumes the existing sewer main will be relocated.

As far as future improvements to Winchester Street, Mr. Faulkner noted that in the FY 22 CIP there is a project for engineering from the roundabout at Route 101 down to the Swanzey town line, in FY24 they would secure the necessary right of way, with construction in FY 25. The goal of that project is really to improve the capacity through corridor along with the safety and mobility of vehicular and pedestrian/bicycle traffic. This is a Complete Streets gateway corridor designation.

Mr. Faulkner stated the first option they looked at was rehabilitation of the existing bridge, consisting of removing and widening the deck as well as demolishing the old wing wall adding new wing walls downstream to provide two 10 to 12 foot lanes and a dual use center turn lane which actually exists just north of the bridge that would be 11 feet wide. With this option there could be five foot sidewalks, with a minimal, 2 and a half foot width shoulders. This would not meet the Complete Streets criteria for a gateway corridor. This option would carry legal highway loads, and there would be the 10 to 12 foot lane width. However, with the high truck volume on this road the narrow lanes they would be able to accommodate would be tight for tractor trailers. There would be no improvement in the hydraulic capacity. Two-way traffic during construction with the existing bridge would be possible. This option does minimize impacts to the greatest extent practical. It does not fully address or take into account future Winchester Street improvements.

Mr. Faulkner moved on to replacement options. He went on to describe replacement option 1, consisting of a precast concrete arch that would go from the 19 foot existing clear span to a 20 foot clear span. This option would increase the waterway opening and relocate the sewer line. This will realize a water surface elevation reduction of one and a half feet to a half a foot in a 100 year storm. Two-way traffic would be maintained during construction. This alternative will carry highway loads and include two 12 foot plus travel lanes, a dual use center turn lane, five foot shoulders, a five foot sidewalk and new railing on either side of the bridge. With this alternative, we are widening upstream and downstream so there will be right of way impacts. This option is consistent with future Winchester Street improvements, and is compliant with Complete Streets guidelines.

Mr. Faulkner continued that replacement option 2 consists of a precast concrete arch much like what was proposed by DOT in the late 1990's. The DOT at that time had suggested a five lane road, with two lanes of traffic in each direction, a center turn lane and five foot shoulders as well as a five foot sidewalk on each side. This option would have significant impacts on the right of way and commercial properties in the area, and is not the recommended option.

Mr. Faulkner went over alternatives matrix showing which criteria each option would meet. He went on to discuss the preliminary cost estimates for the various options: rehabilitation would come in at a cost of \$1.5 million, replacement option 1 would be \$2.5 million, and replacement option 2 would be \$2.675 million costs. Life cycle costs for each option were considered.

Mr. Faulkner stated the preferred alternative they are recommending is replacement option 1. He reiterated that this option would have the three lanes, five foot shoulders, and sidewalks along with full height rails on each side and dual use turning lane. The interim condition (Until Winchester Street reconstruction is completed) would have grass shoulders. Utilities, the sewer line and telephone conduits would be relocated. He showed a view of this option from above.

Mr. Faulkner stated that, due to the narrowness of the current bridge temporary bridge during construction would be built to accommodate tractor trailers, emergency vehicles and pedestrians. It would accommodate two lanes of traffic, with one lane on the existing bridge and one lane on the temporary bridge. He went on to provide a project schedule and plans for temporary traffic flow considerations during the construction process. He noted that after a preferred alternative is chosen by the Council, the engineering study is complete with the steps will be to obtain DOT approval and allow construction to begin in the 2019 construction season.

Councilor Sutherland asked if there would be any issues with flow when the sewer line is relocated. Mr. Faulkner stated they will be installing a syphon that is "U" shaped. Mr. Lussier added that syphons are not ideal because they require more maintenance, and they are used judiciously when needed. At listening sessions residents and business owners stated that debris was hanging up on the existing sewer line causing flooding issues making it necessary to find an alternative.

Councilor Sutherland stated timing is a concern because there is an overdue project for reconstruction of the Main Street Bridge, and he surmised a significant amount of that traffic would utilize this route. Mr. Lussier agreed and commented that is the reason they are not under construction at the same time.

Councilor Lamoureux stated he understands why they are not adding sidewalks in the interim because there is no sidewalk along the corridor, and asked if it was a legal issue in terms of safety. Mr. Faulkner agreed and said there is also a winter maintenance issue.

Councilor Hooper asked if the grass will be lawn or turf, wondering about the routine maintenance needed. Mr. Lussier stated it will be like other grass belts in City, and the City will likely ask adjacent property owners to assist with maintenance. Councilor Lamoureux suggested installing turf (fake grass) to avoid having to maintain the area. Mr. Lussier agreed this was a good idea.

Chair Manwaring made note that there are no sharrows or bike lanes and expressed a safety concern for bicyclists. Mr. Lussier stated there are five foot wide shoulders that will allow for bikes. This shoulder area is in addition to the travel lanes and sidewalk. Bike lanes (5 foot shoulders on both sides) will be included both in the interim and final project.

Councilor Sutherland asked how this will project will be funded. Mr. Lussier said the project will be funded at 80% by the State through the State Aid Bridge Fund, and the city will fund 20%. We will also be responsible for ongoing maintenance because this is located in the urban compact.

As there were no further comments, Chair Manwaring called for a motion.

Councilor Sutherland made the following motion, which was seconded by Councilor Lamoureux. Move to recommend that "Option 1", as presented, be selected as the preferred alternative for the rehabilitation of the Winchester Street Bridge over Ash Swamp Brook, and that the City Manager be authorized to do all things necessary to implement this proposed alternative.

Mr. Lussier asked that the motion also include wording clarifying the Committee was recommending replacement option 1, so it is clear they are not choosing the rehabilitation option.

Councilor Sutherland made the following motion at the request of staff to clarify the wording. The motion was seconded by Councilor Lamoureux.

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee moved to amend the motion to add the word "Replacement" so the chosen option would be referred to as 'Replacement Option 1'.

Back to the main motion on the floor:

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends that "Replacement Option 1", as presented, be selected as the preferred alternative for the rehabilitation of the Winchester Street Bridge over Ash Swamp Brook, and that the City Manager be authorized to do all things necessary to implement this proposed alternative.

Chair Manwaring asked if the Conservation Commission be involved in this project. Mr. Lussier answered yes, because there will be a significant wetland impacts.



City of Keene, N.H.
Transmittal Form

February 21, 2018

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.2.

SUBJECT: Portion of North Lincoln Street Closure During Amphibian Migration

RECOMMENDATION:

On vote of 4-0 the Municipal Services, Facilities and Infrastructure Committee recommends that the City Council authorize the closing of a portion of North Lincoln Street for several evenings that are coordinated with City staff between March and April, 2018 when conditions are favorable for amphibian migration. City staff may cancel the closure and/or reopen the road at any time, if deemed necessary for the convenience and safety of the public.

BACKGROUND:

Brett Amy Thelen stated she is the Science Director for the Harris Center for Conservation Education. She stated she is here to provide some further information on her request to close a portion of North Lincoln Street over several evenings for amphibian crossings. With the aid of a Powerpoint presentation Ms. Thelen explained that for the last eleven years she has been organizing salamander crossing brigades focused on reducing road kill during the spring amphibian migration and also providing a hands on environment education experience. She explained that many do not know there is a spring amphibian migration when thousands of salamanders and frogs leave wooded areas where they spend the winter to go to vernal pools and wetlands to breed. Many times they are returning to the wetland where they were born. Unfortunately, many now have to cross roads to make this journey to their breeding pools. She continued this migration is highly weather dependent requiring three things to happen: thawed ground, minimal snow cover and warm temperatures at night (over 40 degrees Fahrenheit), as well as fog or rain.

Ms. Thelen continued there are four species in particular that migrate across the road: the spotted salamander, wood frogs, spring peepers, and the Jefferson/blue-spotted salamander (which is rare and considered a species of greatest conservation need). Amphibians are important to our wooded areas and are important prey for other animals. They are an integral part of the food web with many predators relying on them as a food source. They also eat an incredible amount of insects. There is new research that they may also help with carbon sequestration in our forests helping to combat climate change.

Ms. Thelen continued there is a growing body of knowledge that shows that amphibians are the hardest hit animals when it comes to road kill mortality. People don't always notice amphibians because they are active at night, are small and soft bodied so by morning they are usually gone. She went on to reference a study of a two mile stretch of road in Canada where over the course of a four year period over 30,000 amphibians were killed. She continued that location matters, with roads near water having the highest impact. Traffic volume is another consideration. A dirt road with two houses on it would not have a high impact on the amphibian population, whereas a highway would have lost its amphibian population long ago. For this reason, the lower and mid-range

traffic roads are the ones that are targeted. There are crossing brigades that move the animals across the road faster than they can get across themselves. Some other communities are incorporating amphibian tunnels, which are very effective but expensive. Also highly effective, but less costly is the instituting temporary closures and detours around specified roadway areas on migration nights.

Ms. Thelen continued what they are proposing is that the City allow for road closures to allow the crossings to occur on certain nights this spring, the dates of which would be dictated by weather conditions. Over 900 plus volunteers have been trained. Lots of families volunteer, and return from year to year. It truly is a transformative and powerful educational experience. Safety is paramount for families with children. At all trainings safety is always emphasized: flashlights, reflective gear, etc. are strongly encouraged.

Ms. Thelen continued that 35,000 live amphibians have been moved off roads throughout the Monadnock region. In Keene this occurs at Jordan Road, Eastern Avenue, and North Lincoln Street. Tonight we are discussing closure of North Lincoln Street where amphibians are moving off the forested hillside of Robin Hood Park into the wetland that is part of Woodland Cemetery. She noted that since 2006, the crossing brigade volunteers have moved 12,211 off the roads in Keene and counted more than 3,000 dead. These are under-representations relative to the number that actually get hit on a given night. Most volunteers come out at sundown and leave before midnight, but the migration goes on all night. On a really busy night there will be more than 25 volunteers and they will move about 1,000 amphibians across the road in about 4 hours. Temporary road closures would protect the amphibians while giving the families a way to be part of the migration in a safe environment. The road would be closed just north of the last house on North Lincoln Street at Beaver Street. No one lives on the closed stretch of the road. She went on to provide their plan for notifying the City staff about the road closures needed during optimal weather conditions. The staff would carry out support activities during business hours to avoid overtime charges. This would occur on three to six nights in a six week span from mid-March to late April.

Councilor Sutherland asked why there are no migrations on the west side of Keene. Ms. Thelen stated there might be, but on the east side of Keene these migrations have been identified. The one area she is aware of in west Keene is on Base Hill Road, but it is too unsafe to place volunteers there.

Councilor Hooper asked about the health of the ecosystem in these areas impacting the migration. Ms. Thelen stated she was not sure. There is still a good population there but she can't speak to the health of the ecosystem.

Assistant Public Works Director Duncan Watson stated that the Public Works Department, Engineering and the Police Department have consulted on this request and determined this could be accommodated to help with the amphibian crossing while maintaining safety. He is recommending this be done in consultation with staff as to when closures will happen. There will be variable message boards and social media posts put out to inform the public and keep the inconvenience to a minimum. Staff is supportive of this detour program and ready to assist if the Council chooses to allow this to happen.

Margaret Kasschau of 40 North Lincoln Street stated her home is very close to where the detours would go. She stated she thinks this is a fabulous idea and many of her neighbors that she inquired with agree.

Jan Lambert of Charlestown, New Hampshire stated she is the Editor and Chief Writer for The Valley Green Journal. She noted Keene in general has really impressed her because this is the only community she could find in the area that has done things like include rain gardens in new construction projects and municipal facilities. She has done the crossing brigade as a volunteer in Westmoreland. She will be writing about salamander migration and would be excited to include Keene in her story. Given that this is almost the season when salamanders will be migrating she hoped the Council will support this effort.

Mary Kate Sheridan of 60 Martin Street said she has been doing the crossing brigades since the beginning. .

Often she has been to North Lincoln Street, and no matter what families do show up for this. Safety is important. They are not always prepared in terms of safety and allowing the road closure is important to allow them to participate.

Beth Caldwell of 27 Langley Road stated in answer to Councilor Sutherland's prior question, there are a lot of salamanders in west Keene particularly on the Horatio Colony land, but most of the activity does not have to cross the road due to the location of the wetland area. She went on to say there was a close call on Base Hill Road once years ago when this program was less organized and for that reason they have chosen not to do it in that location. She noted her children were involved with this in the 1990's and 2000's, and it was an amazing experience. She noted there is a concentration of vernal pools in Robin Hood Park area, and for that reason she would like to see a crossing that includes road closure on Jordan Road in the future.

Ms. Thelen added that there are volunteers on Jordan Road but they decided the North Lincoln site was the easiest one to start with in terms of trying a road closure because it is an unpopulated area.

Nora McIntire of 26 Barker Street explained her family has been crossing these amphibians for some time and it has meant a lot to them. It has been a great experience for her entire family. She urged support of the road closure request.

Jess Bown of 67 Woodburn Street also thinks Eastern Avenue warrants closure in the future. She has been doing this a long time, and it is such an important program. This migration was happening long before humans were even in this area and it is magical to watch and be connected to nature in this way.

Denise Burchsted of 93 Grant Street said she is here to echo that the neighborhood is supportive of this request. Grant Street runs parallel to North Lincoln Street. She appreciates the wetland they have in their neighborhood and is very much in support of this minor inconvenience that will continue to support that system.

Kristen Riley from Peterborough, New Hampshire stated she and her family has been part of the crossing brigade in Peterborough and is asking Council to support this request.

As there were no further questions or comments, Chair Manwaring requested a motion.

Councilor Lamoureux noted there was a staff recommendation to add some language allowing staff to cancel the closure and reopen the road if needed. Mr. Watson stated this came from City emergency services to address any concerns with public safety.

Councilor Hooper made the following motion, which was seconded by Councilor Lamoureux: move to recommend that the City Council authorize the closing of a portion of North Lincoln Street for several evenings that are coordinated with City staff between March and April when conditions are favorable for amphibian migration. City staff may cancel the closure and/or reopen the road at any time, if deemed necessary for the convenience and safety of the public.

Councilor Lamoureux moved to amend the Committee recommendation to include the year so it was clear this pertains to March and April of 2018. The motion was seconded by Councilor Sutherland.

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends that "2018" be added to the motion after the words "March and April".

Back to the main motion on the floor:

On vote of 4-0 the Municipal Services, Facilities and Infrastructure Committee recommends that the City Council authorize the closing of a portion of North Lincoln Street for several evenings that are coordinated with

City staff between March and April, 2018 when conditions are favorable for amphibian migration. City staff may cancel the closure and/or reopen the road at any time, if deemed necessary for the convenience and safety of the public.



City of Keene, N.H.
Transmittal Form

February 21, 2018

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.3.

SUBJECT: Councilor Jacobs – Process for Consideration Proposed Art Projects

RECOMMENDATION:

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends this matter be referred to City staff to create a proposal to bring forward the first cycle in April for consideration by the Council.

BACKGROUND:

Councilor Carl Jacobs stated he has been involved with Arts Alive and with Friends of Public Art, a group under the fiscal sponsorship of Arts Alive. They have done some public art projects in Keene. He noted that each time a project was done, how to go about it has to be reinvented. They are seeking a process for acceptance and display of public art to provide clarity and continuity. There could be a lot of different parts of the city involved depending on the location where the art would be installed and what the project is. This is an effort to come up with a way to specify how we will do these things. Questions about the art would need to be answered, such as: would it be a gift to the City or would it be on loan for period of time. If the City took ownership of a piece of art, will there be maintenance issues, costs for infrastructure, storage, insurance, utility needs, etc. This proposal comes from an ad hoc group that has been working on this.

Councilor Jacobs stated depending on where the art is proposed to be displayed, some locations are under the purview of the Parks and Recreation Department and some are under Public Works. Many of these are related to facilities so it makes sense to at least initially funnel things through the Parks and Recreation Department. They are not proposing a rigid decision tree because this needs to be a flexible process. If many of these issues are addressed in the first three sections of the policy, the City can then make an informed decision as to whether to accept a piece of public art or approve the installation.

Parks, Recreation and Facilities Director, Andy Bohannon thanked Councilor Jacobs for bringing this forward. He continued he has been part of many projects and worked with The Friends of Public Art since their creation in trying to help them foster different ways to support public art. When this larger group came together they were able to formulate a process and that is what is outlined here. The Parks and Recreation Department would like to formalize this process a bit more, by looking at what other communities are doing. Often times when he is able to attend larger conferences, he seeks out public art sessions. He strongly believes there is art in recreation as evidenced by the many murals that have been done around town. Mr. Bohannon noted there are many opportunities we would like to pursue, such as the Emerald Street project that will hopefully come next year and hopefully create some economic impact for the community. It will have national recognition, so there are a lot of opportunities that we could seek. This policy is a part of moving that process forward.

Councilor Lamoureux thanked Councilor Jacobs for doing this. He noted this is a great starting point for getting the conversation going on setting these policies. We have been talking about public art in the community for a long time, and public art adds value to the community. He added he does have a couple concerns relative to liability, insurance and first amendment rights as to what type of art might be proposed. He feels we need to hone in on that a bit.

Public Works Director Kurt Blomquist stated we are talking about multiple spaces and there are opportunities here. He stated that about 4 years ago he discovered that St. Paul, Minnesota has an artist in residence and they do maintenance art working with City Departments in that regard. He went on to mention several art installations in Keene including the murals at the Recreation Department and the Community Room. Mr. Blomquist ended by thanking Councilor Jacobs for bringing this forward.

Councilor Sutherland stated last year on Planning, Licenses, and Development Committee there was a request for a piece of art to be placed on Railroad Square. At that time he brought up that we need a policy for these types of installations to apply in the future. He went on to ask how they envision this plan to work. Will there be rotation of art pieces or seasonality to displays. The obvious concerns about safety and insurance also need to be addressed. This is a great start and there are a lot of issues with this that need to be worked through. One of his concerns is if we are gifted artwork, what will be done with it in terms of ongoing storage. Councilor Jacobs stated there has been a lot of discussion about that and those issues were raised during the drafting of this proposal. If there are strings that the owner of the art piece would want to include, the City would need to consider those things and decide if they are willing to take that on.

As a follow up, Councilor Sutherland asked if this would be treated differently than the current policy on acceptance of gifts. The City Manager stated that is something the Council will need to consider. The acceptance process still needs to be outlined and this gets people thinking about it. This isn't necessarily a policy but an internal process that would be conducted in the event an artist comes forward. After the information is gathered then the policy comes into play.

Chair Manwaring noted the policy could stipulate suggested locations and set parameters, etc.

Councilor Lamoureux said at this point it seems that staff needs to put together a proposal using Councilor Jacobs' work as a starting point. He asked if that is the intent. The City Manager answered that is what they would like to see happen.

Councilor Jacobs stated he wants to see this moving forward and that is the reason he put this letter in to Council. We may not all agree on what "art" is obviously and this will require further discussion. Chair Manwaring asked if this is focused on City property. Councilor Jacobs answered yes. He added this could be an opportunity to provide for art as we do city projects. Winchester Street in the park area as the project to reconstruct is done was given as an example from by Mr. Lussier.

Councilor Sutherland asked about commissioning art for various installations. Mr. Bohannon stated this has been done noting the murals at the Blastos room and the Recreation Center as examples. We have a lot of examples from around the country we can pull from. This is an important thing to move forward, particularly given the Monadock region and what the arts means to us. He added public art was mentioned the CMP as well.

Steve Hooper thanked Carl and Andy Bohannon for moving this initiative forward.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends this matter be referred to City staff to create proposal to bring forward the first cycle in April for consideration by the

Council.



City of Keene, N.H.
Transmittal Form

February 8, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.4.

SUBJECT: American Legion Ballfield Agreement - Parks, Recreation and Facilities Department

RECOMMENDATION:

On 4-0 vote, Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a control and use agreement between the American Legion Post #4 and the City of Keene for of the softball fields located at 797 Court Street.

BACKGROUND:

Parks, Recreation and Facilities Director Andrew Bohannon addressed the Committee and stated this item is in reference to the use of the ball fields by the legion. The legion has been on a one-year agreement with the City for the past few years.

Councilor Clark asked whether the city has discussed multi-year lease options with the legion. Mr. Bohannon stated this has been raised with the legion and this is something they would need to coincide with their processes.

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

On 4-0 vote, Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a control and use agreement between the American Legion Post #4 and the City of Keene for of the softball fields located at 797 Court Street.



City of Keene, N.H.
Transmittal Form

January 22, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.5.

SUBJECT: Keene Link: Keene State College and City of Keene Agreement on Shared Library Systems and Services

RECOMMENDATION:

On 5-0 vote, Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a revised Agreement between Keene State College and the City of Keene concerning Keene Link, the joint library automation system.

BACKGROUND:

Library Director Nancy Vincent stated she was here before the Committee to request a revised agreement between the city and Keene State College for Keene Link, the joint library automation system.

She noted this agreement was put in place in 1991 and recognizes both entities' responsibility to keep up the database, borrowing and ongoing financial commitment. Keene Link came on board in 1992 (planning started in 1989) and this was for the need to automate the systems because of the close proximities of the two libraries.

Ms. Vincent stated Innovative Interfaces was selected as the software provider for Keene Link. when this was first put in place, it was agreed both the city and Keene State would share in the cost of the system but the city at that time did not have the financial resources to go ahead and hence the college stepped forward and paid for a system sized for both.

Through the 1991 agreement that is currently in place the city pays 1/3rd of the annual maintenance charge and the college pays 2/3rds. Last year's maintenance charge was \$59,000 and the city's portion was \$17,500 and this cost is funded through the IT budget.

In 2019 with the maintenance fees and the implementation fees of \$5,000 would be the same of \$59,000 but if the proportion was changed to 50/50 the cost of the city's share would be \$29,500. Given that the upgraded systems offer features that will be jointly shared by both libraries, the College is asking that the agreement be renegotiated so that each pays 1/2 of the yearly charges.

Councilor Jacobs asked for the rationale for the percentage change. Ms. Vincent stated when it was 1/3rd 2/3rds, the automation consultant decided it would be the number of terminals each has; the Public Library at that time had 1/3rd the number of terminals. This is no longer relevant. Also, the city only used some of the modules. The upgraded system would have each entity sharing equally and would offer more opportunities to the Public Library. Chair Greenwald asked whether the city uses equally with the college. Ms. Vincent answered in the affirmative.

Committee members agreed they have used this system and see the benefit it offers.

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

On 5-0 vote, Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a revised Agreement between Keene State College and the City of Keene concerning Keene Link, the joint library automation system.



City of Keene, N.H.
Transmittal Form

February 22, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.6.

SUBJECT: Lease – Jazzlyn Hospitality, LLC – Economic Development, Initiative and Special Projects

RECOMMENDATION:

On 5-0 vote, Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a lease with Jazzlyn Hospitality, LLC for parking at the Wells Street Garage.

BACKGROUND:

Director-Economic Development Initiatives and Special Projects, Medard Kopczynski stated the original redevelopment to create the Lane Hotel was 20 years ago and as part of that redevelopment the Wells Street garage was built. As part of that agreement, MEDC agreed to a long term lease agreement of 20 years (55 spaces). The lease was assigned to Jazzlyn Hospitality as a sub-lease by the Council in 2016; this is when Jazzlyn purchased the Lane Hotel and converted it to Fairfield. The lease with MEDC continued which lease has now expired.

Jazzlyn Hospitality has expressed agreement to continue with the lease. The new lease would be a five year lease with a five-year extension. Chair Greenwald asked whether the lessee was current in their payments. Mr. Kopczynski answered in the affirmative.

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

On 5-0 vote, Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a lease with Jazzlyn Hospitality, LLC for parking at the Wells Street Garage.



City of Keene, N.H.
Transmittal Form

February 22, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: G.1.

SUBJECT: FY17 Audit Presentation – Melanson Heath

RECOMMENDATION:

On 5-0 vote, Finance, Organization and Personnel Committee recommends the FY 17 Audit be placed on more time.

BACKGROUND:

Asst. Finance Director Merri Howe addressed the Committee and introduced Scott McIntyre of Melanson Heath and Company to address the FY17 audit.

Mr. McIntyre stated he was before the Committee to address the city's June 30, 2017 financial statements. He stated the city's audit of the financial statements went very well and found the books to be in good working order. FY17 is the second year the city has put together a comprehensive financial report

Mr. McIntyre referred to Page 29 – long term prospective balance sheet – second number from the bottom - unrestricted net restriction is shown in parentheses and this is because liabilities outweigh the revenue. The reason for this is FY17 the third year, like all governmental entities is being required to put the pension liability on the face of the balance sheet.

Page 31 – governmental funds balance – the first column represents what the city accounts for as the general fund plus the capital reserve funds. They are accounted for separately but for formal presentation they are consolidated. Third number from the bottom, first column has a number of \$8,656,000, which is an increase of about a million dollars (11% of general fund levy).

Mr. McIntyre then referred to page 35, budget and comparative schedule, has a million dollars and this is the budgetary result of operations (combination of revenue and expenditure). The negative number on this page is the use of fund balance appropriated toward the FY17 budget.

Chair Greenwald referred page 35, use of fund balance of 1.2 million dollars – by dropping down to the bottom line it indicates the fund balance being refilled. Mr. McIntyre agreed.

Mayor Lane noted in 2017 there seems to be a substantial increase, it went from 14% to 17.6% which is higher than it has ever been above and asked why this would be and also noted this seems inconsistent with page 110 which shows a decrease in the percentage of debt limit - 60% to 40%. Mr. McIntyre stated if he was to look closely at the city's debt schedules he should be able to answer that but does not have that answer at this time.

He noted pages 59-61 show a rapid pay out of debt which is a strength to the community.

Finance Director Steve Thornton explained the debt service is a percentage of non-capital expenditure which went up from 14% to 17.61% between 2016 and 2017. Expenditures across funds decreased by 1.2 million from 2016 to 2017.

Councilor Powers clarified on page 35 and noted to get to that 1.2 million, the city would have to not spend and there has to be a surplus in the budget and this would mean the city would not be able to provide the service it envisioned at the beginning of the year.

The Committee expressed concern they had not received this audit report until last night and suggested continuing this item to the next meeting until they had time to review it further.

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

On 5-0 vote, Finance, Organization and Personnel Committee recommends the FY 17 Audit be placed on more time.



City of Keene, N.H.
Transmittal Form

February 23, 2018

TO: The Mayor and City Council

FROM: John Rogers, Acting Health Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: H.1.

SUBJECT: Amendment to the Zoning Ordinance - Sign Regulation Changes

RECOMMENDATION:

That the Mayor and the City Council refer the attached Ordinance O-2018-02, relative to Amending the Zoning Ordinance - Sign Regulations, to the Joint Planning Board/Planning, Licenses and Development Committee for review and consideration, and a recommendation back to City Council.

ATTACHMENTS:

Description

Application to Amend Zoning Ordinance

Ordinance O-2018-02

BACKGROUND:

The purpose of this amendment is to make changes to the City's current Sign Code to incorporate the new Business Growth & Reuse and Neighborhood Business zones along Marlboro Street and to clean up some language within the code. At the same time, this amendment makes changes to the Sign Code to become content neutral code based on the Supreme Court decision of *Reed v. Town of Gilbert, AZ*. This Supreme Court decision does not prevent government from enacting sign codes but it does not allow them to have content based restrictions.



APPLICATION TO AMEND THE ZONING ORDINANCE

Petitioner City of Keene Date February 8, 2018

Address 3 Washington Street, Keene NH

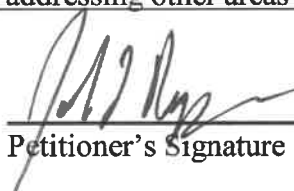
Telephone (603) 352-5440 Email: jrogers@ci.keene.nh.us

Existing Section Reference in Chapter 102, Zoning Ordinance ARTICLE VIII. - SIGN REGULATIONS

Does the amendment change the existing "Minimum Lot Size" Yes ☐ No ☒

Does the amendment change the existing "Permitted Uses" Yes ☐ No ☒

Brief Description of Proposed Change The proposed change would update the current sign code in line with recommendation due to the Supreme Court ruling in the Reed vs Town of Gilbert case. Also being addressed are the new Business Grown& Re-use Neighborhood Business zones created along the Marlboro Street corridor while also addressing other areas on recommendations from the Code Enforcement Department.


Petitioner's Signature

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

- A properly drafted Ordinance containing the amendment in a form meeting the requirements of the City Clerk.
- A typed or neatly printed narrative explaining the purpose of, effect of, and justification for the proposed change(s).
- \$100.00 application fee.
- As provided for in RSA 675:7, if the proposed amendment would change the minimum lot sizes or the permitted uses in a zoning district, and such change includes 100 or fewer properties, the Petitioner shall submit a notarized list of property owners affected by the zoning amendment. If the proposed amendment changes the boundary of a zoning district, the Petitioner shall submit a notarized list of all property owners within the zoning district directly affected by the proposed boundary line change, and of all property owners outside of the zoning district that abut the proposed boundary line change.



CITY OF KEENE

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

AN ORDINANCE Relating to Chapter 102 Zoning Code Article VIII Sign Regulations.....

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 inserting the bolded text and eliminating the stricken text in Article VIII Sign Regulations of Chapter 102 entitled Sign Regulations as follows:

ARTICLE VIII. - SIGN REGULATIONS

DIVISION 1. - IN GENERAL

AMENDMENT #1

Sec. 102-1282. - Definitions.

The following definitions shall govern this article:

Building directory sign: A wall sign composed of individual smaller panels which identify businesses, occupants, owner(s) and/or the property manager. ~~Such building directory signs may set forth the occupation or other address information but shall not contain any advertising.~~

Building frontage: That portion of a building used to calculate the allowable signage. There are three types of building frontage that are relevant for purposes of this article:

- (1) *Parking lot building frontage:* Frontage along a building wall facing a parking lot that conforms to an approved site plan or the City of Keene Zoning Ordinance (hereinafter "zoning ordinance"), said building wall having an entry to the building that conforms to all applicable building and fire codes.
- (2) *Primary frontage:* Frontage along the narrowest point of a lot or parcel where the building wall faces a street or right-of-way that is determined to be of primary importance ~~(for purposes of ingress and egress)~~ to the business establishment occupying the premises, ~~said street or right-of-way being the same as the street address.~~
- (3) *Secondary frontage:* Frontage along a point of a lot or parcel where the building wall is parallel to a street or right-of-way that is of secondary importance to the business establishment occupying the premises ~~for purposes of ingress and egress.~~
- (4) *Tenancy frontage:* A line parallel or facing the parking lot building frontage, primary frontage or secondary frontage and defined by an extension of the tenant separation walls.

Bulletin board: A sign used for the posting of bulletins, notices, announcements, or other messages, ~~by a noncommercial organization.~~

Construction sign: A sign ~~advertising the architect, engineer or contractors, donors or financial institution for a building or project, when such sign is placed upon the site under construction.~~

~~Primary sign: In the case of a single business establishment, a primary sign is a sign that sets forth the name and nature of that business. In the case of a development, a primary sign is a sign that sets forth the name and nature of that development.~~

Snipe sign: Means any sign, generally of temporary nature, made of any material, when such sign is tacked, nailed, posted, pasted, glued or otherwise attached to trees, poles, stakes, fences, or other objects not erected, owned and maintained by the owner of the sign.

AMENDMENT #2

DIVISION 2. - APPLICATION PROCESS

Sec. 102-1287. - Signs excepted from permit requirement.

The following signs shall not require a sign permit unless otherwise provided in this article. Such signs shall conform to all building, structural, and electrical codes and regulations of the city. Building permits may be required to erect such signs even though the signs do not require a sign permit.

- (8) *Business signs.* No sign permit shall be required for signs displaying ~~the name of a business establishment~~ when said sign is attached or otherwise affixed to the business frontage in a covered common walkway of a shopping center, provided the area of such sign shall not exceed four square feet.

AMENDMENT #3

DIVISION 4. - PERMISSIBLE AND PROHIBITED SIGNS

Sec. 102-1292. - Prohibited signs.

The following signs shall be prohibited:

- (18) ~~Reserved.~~ **Snipe signs**

AMENDMENT #4

DIVISION 6. - SPECIFIC REGULATIONS FOR INDIVIDUAL SIGNS

Sec. 102-1301. - Temporary signs.

- (a) *Permit requirement for temporary signs.* A permit shall be required prior to the erection, construction, relocation, alteration or maintenance of temporary signs on property located in every zoning district of the city, unless specifically excepted from the permit requirement as set forth below. Permits for temporary signs shall authorize the erection, construction, relocation, alteration or maintenance of said signs for a period not exceeding 14 days, at which time they shall be removed. A subsequent temporary sign permit in any one calendar year may be issued only after the previous temporary sign permit has expired and the sign has been removed for at least 30 days. Only four temporary sign permits shall be issued in any one calendar year to the same property owner or applicant. A single permit for a temporary sign shall include all such temporary signs on the premises. The signs must be in conformance with the provisions of this article as well as all applicable building, structural, and electrical codes and regulations of the city.
- (b) *Exceptions to permit requirements for temporary signs.* The following temporary signs shall be excepted from the sign permit requirement set forth above:

- (1) ~~Agricultural signs. No sign permit shall be required for the erection, construction, location, or maintenance of signs advertising the sale of agricultural produce that is grown, raised, and/or harvested on the premises where such sale is permitted. However, there shall be no more than four signs on said premises at any one time and each shall not exceed four square feet in area. One temporary sign with a sign face no larger than 6 square feet are allowed per lot in the Agriculture, Rural, Low Density, Medium Density, High Density, Office, Residential Preservation and Central Business districts. One temporary sign with a sign face no larger than 32 square feet are allowed per lot in all other districts not listed above.~~
- (2) *Mobile vendor signs.* No sign permit shall be required for the erection, construction, relocation, or maintenance of temporary mobile vendor signs provided said vendors are properly licensed, and actually selling merchandise on the premises. No permanent mobile vendor signs are permitted. The total aggregate area of all such signs shall not exceed 12 square feet.
- (3) *Business relocation signs.* No sign permit shall be required for the erection, construction, relocation, or maintenance of temporary business relocation signs advertising the relocation of a business enterprise from the premises to a new location within the city, provided the area of any such sign shall not exceed 24 square feet, and shall be removed within 45 days after the business has been relocated.
- (4) *Construction signs.* No sign permit shall be required for the erection, construction, relocation, or maintenance of one sign with any development when building permits have been issued, provided the area of any sign shall not exceed 48 square feet, and shall be removed within 20 days after the last structure has been initially occupied or upon expiration of the building permit, whichever is sooner.
- (5) *Temporary event signs.* No sign permit shall be required for the erection, construction, relocation, or maintenance of temporary event signs, subject to the following conditions or limitations:
 - a. Zoning districts. Temporary event signs are only permitted in commerce and central business limited districts of the city.
 - b. Setbacks. Temporary event signs shall not be placed in or within ten feet of any travel lane or driveway, nor within the sign setback lines established in this article.
 - c. Illumination. Temporary events signs shall not be internally or externally illuminated.
 - d. Multiple sites for periodic events. Temporary events signs shall be separated from other sites containing other actively permitted periodic event signs by a 1,000 foot separation as measured from property line to property line.
 - e. Size limitations. Temporary events signs shall be a maximum of four feet by eight feet and shall comply with all applicable codes and regulations.
 - f. Duration of signage display. Temporary events signs may be displayed for up to two weeks prior to the event plus the duration of the event, but shall be removed within 24 hours after the event concludes.

~~Sign permit required for erection of sign structure and replacement of sign face. A sign permit shall be required, but no permit fee will be assessed, for the erection of a sign structure and/or the replacement of a sign face for a periodic temporary events sign. Written permission of the property owner where the sign is to be located must be submitted to the department in conjunction with a sign permit application.~~

 - g. Signs for street fairs or community events. Please refer to chapter 46, licenses and permits, article XVIII, street fairs or community events, which governs the permitting process, approval of uses, registration, and participation and permit fees for street fairs and community events.
- (6) Posters, bulletins, banners, notices. No sign permit shall be required for the display of posters, bulletins, banners, notices inside windows, and other similar temporary signs displayed inside windows, provided the sign is not otherwise prohibited by this article and provided the total area

of such sign does not exceed ten percent of the total window area of any building elevation of any building, up to a maximum total area of ten square feet on each building elevation.

- (7) ~~Real estate signs. No sign permit shall be required for the erection, construction, relocation, and maintenance of real estate signs, provided such signs are removed within 14 days after the sale, lease, or rental transaction has been completed. Temporary real estate signs shall be located on the property that is for sale or for lease, and only one such temporary real estate sign shall be permitted per property. Temporary real estate signs for the sale, lease, or rental of residential property, shall not exceed 6 square feet. Temporary real estate signs for the sale, lease, or rental of commercial property shall not exceed 32 square feet. In the central business district, all temporary real estate signs for the sale, lease, or rental of any property shall not exceed six square feet. Off-site open house signs are permitted but must be removed by the end of the day of the open house.~~

AMENDMENT #5

Sec. 102-1304. - Development signs.

All development signs shall be subject to the following provisions in addition to any limitations or conditions set forth elsewhere in this article:

- (1) *Location.* One development sign shall be allowed for every access road to a development as defined in this article. If more than one access road to a development exists, the development signs for said development shall be a minimum of 300 feet apart. The development sign(s) shall be located at the intersection of a state numbered highway and the street or access road which provides access to the development. The development sign may be located on the side of the road or in an island if the road is divided. The sign shall be located either on public land or private land owned by the developer. If a development sign is located on private land, said land must be owned by and a part of the development. If the development sign is located within a city right-of-way, city council permission shall be required prior to the erection and construction of said sign.
- (2) *Lot ownership.* If a development is owned by more than one person, the application for a sign permit shall be signed by all persons that represent more than 80 percent of the land of the development.
- (3) *Sign copy.* All sign copy for a development sign shall be a minimum of eight inches in height and a maximum of 18 inches in height. ~~The development sign shall only contain the name of the development.~~
- (4) *Height.* Development signs shall not be more than ten feet in height.
- (5) *Temporary signs.* No temporary sign shall be affixed to, attached to, or otherwise hung from a development sign or any part thereof, including the sign structure.
- (6) *Sign area.* No development sign shall exceed 50 square feet.
- (7) *Type of sign.* All development signs shall be freestanding signs.
- (8) *Illumination.* Development signs may only be externally illuminated.

AMENDMENT #6

Sec. 102-1306. ~~Education signs.~~ **Reserved.**

~~Educational signs shall only be approved for degree granting post secondary colleges or universities and must be issued by the city council under such terms and conditions as it may reasonably require.~~

AMENDMENT #7**DIVISION 7. - DISTRICT REGULATIONS****Sec. 102-1310. - Signs in office district, neighborhood business district, and legal non-conforming commercial property in any district.**

Unless otherwise provided in this article, a sign permit shall be required for all signs erected, constructed, or relocated in the office district of the city. All such signs shall conform to the provisions specified herein in addition to any other conditions or limitations set forth in this article. Signage for the office district, **neighborhood business district and legal non-conforming commercial property** will be calculated at one square foot of signage per linear foot of primary building frontage. On secondary building frontages, signs are calculated at .5 square feet signage per linear foot. On parking lot building frontages, signs are calculated at .25 square feet signage per linear foot. In multi-tenant buildings, the aforementioned calculation of the maximum allowable area shall be based on the tenancy frontage.

- (1) *Parallel signs.* Parallel signs shall be subject to the following restrictions:
 - a. Area. The total area of a parallel sign shall not exceed 12 square feet per business, with a maximum of 36 square feet per building.
 - b. Limitation of placement and area. No parallel sign shall cover any portion of any building wall opening or project beyond the ends or top of the wall.
 - c. Maximum height. A parallel sign shall not extend above the bottom windowsills of the second story above grade plane of any building.
 - d. Minimum height. No parallel sign shall be permitted at a height of less than seven feet above the grade.
 - e. Projection. No parallel sign shall project more than 12 inches from the face of the building wall to which it is attached and shall not project beyond the end or top of the building wall.
 - f. External illumination. Externally illuminated parallel signs shall not be illuminated until the start of business or 8:00 a.m., whichever is later, and shall cease to be illuminated at the end of the business day or 9:00 p.m., whichever is later.
- (2) *Freestanding signs.* Freestanding signs shall be subject to the following restrictions:
 - a. Number. Only one freestanding sign structure may be permitted per frontage. At no time shall there be more than two freestanding signs per lot.
 - b. Area. The area of any freestanding signs shall not exceed one square foot per five linear feet of lot frontage. The total area of any freestanding sign shall not exceed 20 square feet in area.
 - c. Height. Freestanding signs shall not exceed eight feet in height for the sign structure and six feet in height for the sign when placed within one-half (.5) of the district setback, and such signs shall not exceed 14 feet in height for the sign structure and 12 feet in height for the sign when placed beyond this line.
 - d. Proximity to property line or entrance/exit. No freestanding sign shall be located closer than ten feet to any public right-of-way and/or within ten feet of a building entrance/exit.
 - e. External illumination. Externally illuminated freestanding signs shall not be illuminated until the start of business or 8:00 a.m., whichever is later, and shall cease to be illuminated at the end of the business day or 9:00 p.m., whichever is later.
- (3) *Temporary signs.* Temporary signs are prohibited in the office district.
- (4) *Projecting signs.* Projecting signs shall be subject to the following restrictions:
 - a. Substitution. If a projecting sign is used, no freestanding sign shall be permitted.
 - b. Number. There shall be no more than one projecting sign per primary business frontage.

- c. Area. The total area of a projecting sign shall not exceed ten square feet.
- d. Projection. The maximum projection of a projecting sign beyond the building line shall not exceed four feet.
- e. Minimum height. The lower edge of a projecting sign shall be at least eight feet above the grade.
- f. Maximum height. A projecting sign shall not be placed or extend beyond the first story above grade plane.
- g. Sign copy. Sign copy shall not be less than one inch nor more than 12 inches in height.

AMENDMENT #8

Sec. 102-1311. - Signs in commerce, commerce limited, **business growth and re-use** and central business limited districts.

Unless otherwise provided in this article, a sign permit shall be required for all signs erected, constructed, or relocated in the commerce, commerce limited **business growth and re-use**, and central business limited districts of the city. All such signs shall conform to the provisions specified herein in addition to any other conditions or limitations set forth in this article. Signage for the commerce, commerce limited and central business limited districts will be calculated at two square foot of signage per linear foot of primary building frontage. On secondary building frontages, signs are calculated at one square feet signage per linear foot. On parking lot building frontages, signs are calculated at .5 square feet signage per linear foot. In multi-tenant buildings the aforementioned calculation of the maximum allowable area shall be based on the tenancy frontage.

- (1) *Parallel signs.* Parallel signs shall be subject to the following restrictions:
 - a. Limitation of placement and area. No parallel sign shall cover any portion of a wall opening, nor project beyond the ends or top of the building wall.
 - b. Area. The total area of one or more parallel signs shall not exceed 200 square feet.
 - c. Projection. Except for marquee signs, no parallel sign shall project more than 12 inches from the face of the wall to which it is attached
 - d. Minimum height. No parallel sign shall project into a vehicle or pedestrian right-of-way at a height of less than seven feet above grade.
- (2) *Freestanding signs.* Freestanding signs shall be subject to the following restrictions:
 - a. Number. Only one freestanding sign shall be permitted per frontage. At no time may there be more than two freestanding signs per lot.
 - b. Area. The total area of any such sign shall not exceed one square foot per one linear feet of frontage or a total of 100 square feet. In the commerce district, if the frontage is greater than 300 feet, then the maximum allowable sign area may be no more than 200 square feet.
 - c. Height. Freestanding signs shall not exceed 14 feet in height when placed within one-half of the district setback line and 18 feet in height when placed beyond this line.
 - d. Proximity to street property line and/or entrance/exit. Freestanding signs located closer than ten feet from the street property line and closer than ten feet from an entrance or exit are not permitted.
- (3) *Menu board and changeable copy signs.* Menu board and changeable copy signs shall be restricted as follows:
 - a. Number. Only one menu board sign and one changeable copy sign shall be permitted per lot or site frontage.
 - b. Area. A menu board or changeable copy sign may be either a parallel or

freestanding sign. A menu board sign is in addition to the number of signs specified above. The area of either or both shall be included in the total area allowed based on building area or tenant area calculations.

- c. Height. A menu board sign shall not exceed six feet in height. A changeable copy sign shall not exceed 12 feet in height.
 - d. Limitation of placement. A menu board sign shall not be located in the front setback.
 - e. Projection. A parallel sign which is also a menu board or a changeable copy sign shall not project more than one foot from the face of the wall to which it is attached.
- (4) *Banners.* Notwithstanding the restrictions set forth in sections 102-1292 and 102-1301, banners are permitted in the commerce district subject to the following restrictions:
- a. Location. Banners may be located at shopping centers/plazas in the commerce district that have a minimum of 200 feet frontage.
 - b. Numbers. A maximum of two banners may be mounted per pole. The poles for said banners shall be relocated on the property line common with the city right-of-way. There shall be a minimum of 60 feet between each pole containing banners.
 - c. Copy. Sign copy for all banners shall be limited to the logo/emblem and/or the name of the shopping center/plaza. Copy identifying individual stores is prohibited.
 - d. Height. Banners shall be no more than of 18 feet higher than the first story above grade level and no less than ten feet higher than the first story above grade level.
 - e. Size. Each banner shall be a maximum of 16 square feet. The square footage of any banner shall be added to the maximum allowable area for a freestanding sign.
 - f. Height. The lower edge of a banner shall be at least eight feet above the grade directly beneath the sign as measured from the lowest point where the grade meets the building line on the facade to which the sign is attached. The maximum height to the top of such a sign, as measured from the lowest point where the grade meets the building line on the facade to which the sign is attached, shall not exceed 18 feet.
 - g. Materials. Banners shall be constructed of cloth, canvas or other material treated to withstand inclement weather.
 - h. Mounting. Banners are to be safely mounted so as to withstand winds, storms, etc.
- (5) *Projecting signs.* Projecting signs shall be subject to the following restrictions:
- a. Number. There shall be no more than one projecting sign per tenancy frontage.
 - b. Area. The total area of such a projecting sign shall not exceed 20 square feet.
 - c. Projection. The maximum projection of such sign beyond the building line shall not exceed four feet.

AMENDMENT #9

Sec. 102-1315. - Signs in agricultural/conservation/residential preservation** district.**

Unless otherwise provided by state law, no signs shall be permitted in the conservation district. Unless otherwise provided in this article, a sign permit shall be required for all signs erected, constructed, or relocated in the agricultural district and **residential preservation district** of the city. All such signs shall conform to the provisions specified herein in addition to any other condition or limitation set forth in this article. Signage for the agricultural district **and residential preservation district** will be calculated at one square foot of signage per linear foot of primary building frontage. On secondary building frontages, signs are calculated at .5 square feet signage per linear foot. On parking lot building frontages, signs are calculated at .25 square feet signage per linear foot. In multi-tenant buildings the aforementioned calculation of the maximum allowable area shall be based on tenancy frontage.

- (1) *Parallel signs.* Parallel signs shall be subject to the following conditions:
 - a. Limitation of placement and area. No parallel sign shall cover any wall opening, nor project beyond the ends or top of the building wall.
 - b. Projection. No parallel sign shall project more than one foot from the face of the wall to which it is attached.
- (2) *Freestanding signs.* Freestanding signs shall be subject to the following restrictions:
 - a. Number. Only one freestanding sign shall be permitted per lot.
 - b. Area. The total area of any such sign shall not exceed 32 square feet.
 - c. Height. Freestanding signs shall not exceed 12 feet in height.

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

February 26, 2018

TO: Mayor and Keene City Council

FROM: Elizabeth A. Fox, ACM/Human Resources Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: H.2.

SUBJECT: Relating to Probationary Firefighter and Probationary Police Officer

RECOMMENDATION:

That the City Council refer Ordinance O-2018-03 to the Finance, Organization, and Personnel Committee.

ATTACHMENTS:

Description

Ordinance O-2018-03

BACKGROUND:

The ordinance advanced, proposing an adjustment to the probationary police officer salary schedule, is a component of a developing strategy responding to ongoing challenges attracting sufficient numbers of qualified candidates to create a pipeline to fill authorized positions within the City's Police Department. Amendment to Section 62-192 modifying the probationary pay rate, and providing an opportunity for adjustment during the probationary period, are strategies directed at the recruitment of uncertified personnel and will position the department more favorability in the context of entry level recruitment statewide.

The ordinance amendment proposed also includes deletion of the Section 62-193 related to auxiliary officers not modified since 2009 which are no longer a component of the Police Department's staffing model.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Eighteen

Relating to Probationary Firefighter and Probationary Police Officer
AN ORDINANCE

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 62-192 "Probationary police officer"* and *Section 62-193 "Auxiliary police officer trainee"* in the retitled Subdivision IV of Chapter 62, Personnel and by substituting in lieu thereof *Section 62-192 Probationary Police Officer*:

Subdivision IV. – Probationary firefighter and probationary police officer ~~Probationary & auxiliary officers~~

Sec. 62-192. – Probationary Police Officer

The hourly wage for probationary officers is as follows:

HOURLY WAGE SCHEDULE
(effective April 1, 2018)

<u>Grade</u>	<u>Step 1</u>
P1	\$23.25
P2	\$24.30

~~Sec. 62-193. – Auxiliary police officer trainee.~~

~~The hourly wage schedule for auxiliary police officer trainees is as follows:~~

HOURLY WAGE SCHEDULE
(effective July 1, 2009)

<u>Grade</u>	<u>Step 1</u>
A+	\$6.88



City of Keene, N.H.
Transmittal Form

February 21, 2018

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: I.1.

SUBJECT: Relating to the Airport Development and Marketing Committee

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2018-01 Relating to the Airport Development and Marketing Committee, as amended.

ATTACHMENTS:

Description

Ordinance O-2018-01-A

BACKGROUND:

The City Manager referred to the strike through copy of the Ordinance included in the packet noting minor changes were made since coming before the Committee last. She reviewed each of the proposed amendments.

The City Manager noted it was very important to the City Clerk to have it clarified whether or not the Mayor would be counted as one of the five residents of Keene. A proposed amendment to the Ordinance clarifies that the Mayor will not be one of the five members from Keene; so technically there will end up being six members who reside in Keene. The City Manager said this moves the Committee away from day to day operations into a conversation of how the airport can be developed and marketed.

There being no Committee questions Chair Richards asked for public comments or questions.

Councilor Terry Clark commented the Mayor has a vote on the Planning Board which is governed by State Statute. He wonders if the Mayor having a vote on a Committee where he appoints the members is within the spirit of the City Charter. He also said he does not oppose this action he just wants clarity for future generations.

The City Attorney confirmed the Mayor's status on the Planning Board per State Statute. He continued the statute in that context does not apply to a direct legislative body that is created by the City. The Charter provision applies to the Mayor's actions with respect to his relationship with the City Council. Under the City Charter the Mayor does not have a vote unless there is a tie vote on the Council. The Committee being established is a legislative advisory body and really has no authority other than that. Attorney Mullins continued it is up to the City Council as to whether or not they want to provide for the Mayor to have a vote in a legislative Committee that it creates.

Along those same lines Councilor Hansel commented with 11 members and the City Manager not voting he would want to make certain that there will be an odd number of members. The City Attorney clarified there are 11 voting members and the City Manager does not count as a member.

Councilor Clark asked if the two members being added are the Mayor and City Manager. The City Attorney replied in the negative. Jack Wozmak, Airport Manager outlined vacancies existing on the prior Committee adding if the Committee gets flushed out to the full 11 you may see four new members in addition to the Mayor.

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

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2018-01 Relating to the Airport Development and Marketing Committee, as amended.



CITY OF KEENE

O-2018-01-A

Eighteen

In the Year of Our Lord Two Thousand and

AN ORDINANCE~~Relating to -- Airport Development and Marketing Committee~~.....*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 inserting the bolded text and eliminating the stricken text in Division 2 of Article IV "Departments" Chapter 2 entitled "Administration" as follows:

DIVISION 2. – AIRPORT DEVELOPMENT AND MARKETING COMMITTEE
~~AIRPORT ADVISORY COMMISSION~~

Sec. 2-621. - Membership.

- (a) The airport **development and marketing committee** ~~advisory commission~~ shall consist of **eleven** ~~nine~~ regular voting members. No less than five voting members must be residents of the city. At least one of the voting members must reside in the Town of Swanzey, and one voting member must be a member of the city council.
- ~~(b) If the mayor and city council desire, additional city council members may be designated as council liaisons to the commission. Additional council liaisons shall, however, be nonvoting members.~~
- ~~(e)~~ (b) The mayor, **or his designee**, shall be an ex officio member ~~of the commission with a vote without a vote. The mayor, or his designee, shall not be counted as one of the minimum of five voting members who are residents of the city.~~
- (c) **The city manager shall be an ex officio member without a vote.**
- ~~(d)~~ (d) The membership of the **committee** ~~commission~~ shall elect a chair, who shall be a city resident. The chair shall have a demonstrated interest in aviation and shall assume an active role in the development **of the airport.** ~~business of the commission and airport issues~~

Sec. 2-622. - Terms.

The terms for members of the airport **development and marketing committee** ~~advisory commission~~ shall be for a period of three years.

Sec. 2-623. - Relation to department.

The airport director **will work with the committee to market and develop the airport.** ~~shall report to the airport advisory commission on the activities of his office. The airport director shall also advise the commission of his judgment concerning matters before the commission or on matters he feels should come before the commission. The commission shall advise the airport director relative to other airport-related issues.~~

Sec. 2-624. - Functions and guidelines.

In accordance with the provisions of applicable law, the functions and guidelines in this section are established for the conduct of the airport **development and marketing committee.** ~~advisory commission~~ The **committee** ~~commission~~ shall:

- (1) **Take a proactive role in the development of the Keene Dillant-Hopkins Airport by collaborating with other city and local economic development efforts to implement the Airport Master Plan.**
- (2) **Serve as ambassadors for the airport both locally and regionally.**
- (3) **Assume primary responsibility in developing and implementing various marketing and public relations programs regarding the benefits of the airport and aviation. These efforts should be aggressive and ongoing.**
- ~~(1) Take a proactive role in the development of the Keene Dillant-Hopkins Airport by actively striving for the implementation of the adopted master plan. It shall also review the master plan from time to time to ensure responsiveness to changing conditions.~~
- ~~(2) Promote communication and the exchange of ideas and concerns between airport users and city staff and the city council.~~
- ~~(3) Review the airport rules, regulations, and ordinances to ensure effectiveness and currency; make recommendations relative to amendments to procedures and regulations, as well as the minimum standards.~~
- ~~(4) Make regular reports and recommendations to the municipal services, facilities and infrastructure committee of the city council.~~
- ~~(5) Assume primary responsibility in developing and implementing various marketing and public relations programs regarding the benefits of the airport and aviation. These efforts should be aggressive and ongoing.~~
- ~~(6) Perform other related functions as required by the city council or as requested by the city manager.~~

Kendall W. Lane, Mayor



External Communication

Transmittal Form

February 27, 2018

TO: Mayor and Keene City Council

FROM: Thomas Frawley, Summit Distributing, LLC

THROUGH: Patricia A. Little, City Clerk

ITEM: J.1.

SUBJECT: Relating to the Release of Drainage Easements and Acceptance of a Deed for a Relocated
Drainage Easement - Ashuelot Street

ATTACHMENTS:

Description

Communication - Summit Distributing, LLC

Resolution R-2018-05

Release of Drainage Easement

Acceptance of Easement Deed

Easement Plan

BACKGROUND:

Summit Distributing LLC is working on a proposed gas station redevelopment project at 219 West Street. The project was conditionally approved by the Planning Board at their September 25, 2017 meeting. In order to relocate an existing 18 inch municipal drain line, located within the subject property, the owner is requesting the release of a portion of an existing City drainage easement along with the granting of a new drainage easement for the new relocated drain line.



Wednesday, January 31, 2018

Mayor, City of Keene
City Council, City of Keene

**RE: Map 98, Block 2, Lot 014 -219 West St, Keene, NH Summit Distributing, LLC -
Release of existing drainage easement and acceptance of new drainage easement.**

Mr. Mayor,

Per the attached plan dated 1/30/18 we are requesting that a portion of existing drainage easement granted to the City of Keene and recorded in Book 667, Page 411, and Book 489 page 411, be released and we further grant a new drainage easement also described on the attached plan as "proposed drainage easement to the City of Keene area = 241sq.ft." adjacent Ashuelot St.

Sincerely,

Thomas J. Frawley, Manager
Summit Distributing, LLC



CITY OF KEENE

R-2018-05

Eighteen

In the Year of Our Lord Two Thousand and

Relating to the Release of Drainage Easements and the Acceptance of a

A RESOLUTION Deed for a Relocated Drainage Easement – Ashuelot Street

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

That the City of Keene release to Summit Distributing, LLC all its right, title and interest in and to two (2) drainage easements as shown on the plan entitled "Easement Plan," dated January 30, 2018; by MHF Design Consultants, Inc., to be recorded at the Cheshire County Registry of Deeds. Said rights having been originally conveyed to the City of Keene by deed of Faulkner & Colony Company recorded on September 20, 1940, at Volume 489, Page 402, and by deed of Spurwink Co. recorded on March 17, 1960, at Volume 667, page 411 of the Cheshire County Registry of Deeds, and authorize the City Manager to do all things necessary to execute and deliver a Deed without Covenants thereto.

That the City Manager be authorized to accept an Easement Deed with warranty covenants from Summit Distributing, LLC for the purpose of constructing, reconstructing, and maintaining a relocated drainage system for surface water as shown on the above-described plan.

Kendall W. Lane, Mayor

THE SPACE ABOVE IS FOR RECORDING INFORMATION

No transfer tax pursuant to RSA 78-B:2, I

DEED WITHOUT COVENANTS

The **CITY OF KEENE**, a New Hampshire municipal corporation, with a principal place of business at 3 Washington Street, Keene, Cheshire County, New Hampshire 03431, for consideration paid, hereby grants to **SUMMIT DISTRIBUTING, LLC**, a New Hampshire Limited Liability Company, with an address of 240 Mechanic Street, Lebanon, Grafton County, New Hampshire 03766, **WITHOUT COVENANTS**, all its right, title, and interest in:

The rights of way across land of the grantee in the City of Keene for the purpose of constructing, reconstructing, and maintaining drainage easements as shown on the plan entitled "Easement Plan," dated January 30, 2018 by MHF Design Consultants, Inc., to be recorded at the Cheshire County Registry of Deeds.

Said rights having been originally conveyed to the City of Keene by deed of Faulkner & Colony Company recorded on September 20, 1940, at Volume 489, Page 402, and by deed of Spurwink Co. recorded on March 17, 1960, at Volume 667, page 411 of the Cheshire County Registry of Deeds.

WITNESS its hand this _____ day of _____, 2018.

CITY OF KEENE

Witness: _____

By: _____

Elizabeth A. Dragon, City Manager
Duly authorized

STATE OF NEW HAMPSHIRE
CHESHIRE, SS

On this the _____ day of _____, 2018, before me, the undersigned officer, personally appeared Elizabeth A. Dragon, who acknowledged herself to be the City Manager of Keene, New Hampshire, a municipal corporation, and that she as such City Manager, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the municipal corporation by himself as City Manager.

Notary Public / Justice of the Peace

THE SPACE ABOVE IS FOR RECORDING INFORMATION

No transfer tax pursuant to RSA 78-B:2, I

EASEMENT DEED

That **SUMMIT DISTRIBUTING, LLC**, a New Hampshire Limited Liability Company, with an address of 240 Mechanic Street, Lebanon, Grafton County, New Hampshire 03766, for consideration paid, hereby grants to **CITY OF KEENE**, a New Hampshire municipal corporation, with a principal place of business at 3 Washington Street, Keene, Cheshire County, New Hampshire 03431, with **WARRANTY COVENANTS**:

An easement for drainage over a parcel of land now or formerly owned by Summit Distributing, LLC and shown on a plan entitled, "Easement Plan," dated January 30, 2018; by MHF Design Consultants, Inc., and recorded herewith at the Cheshire County Registry of Deeds, and being more particularly described as follows:

Beginning at a point the westerly side of Ashuelot Street, being N10°57'15"E a distance of one hundred fourteen and forty-five hundredths (114.45) feet from the northerly side line of West Street; Thence

N07°08'21"W a distance of sixteen and ten hundredths (16.10) feet to a point at an existing drainage easement; Thence

N10°57'15"E along said easement a distance forty-eight and thirty hundredths (48.30) feet to a point; Thence

S07°08'21"E a distance of sixteen and ten hundredths (16.10) feet to a point along the aforementioned westerly side of Ashuelot Street; Thence

S10°57'15"W along said westerly side of Ashuelot Street a distance of forty-eight and thirty hundredths (48.30) feet to the point of beginning.

Containing 241 square feet, more or less.

WITNESS its hand this _____ day of _____, 2018.

Witness: _____

By: _____

Duly authorized

STATE OF NEW HAMPSHIRE
CHESHIRE, SS

On this the _____ day of _____, 2018, before me, the undersigned officer, personally appeared Tom Frawley, who acknowledged himself to be the President of Summit Distributing, LLC, a Limited Liability Company, and that he as such President, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Limited Liability Company by himself as President.

Notary Public / Justice of the Peace

F:\Projects\CAD\403116\4031ESMT.dwg EASEMENT PLAN 1/30/18 5:03pm .joc

MAP 98 BLOCK 2 LOT 1501
N/F MASCOMA SAVINGS BANK
PO BOX 4399
WHITE RIVER JUNCTION, VT 05001
BOOK 2219 PAGE 0611

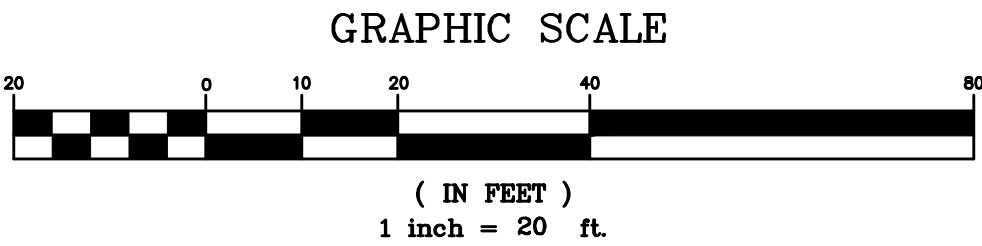
MAP 98 BLOCK 2 LOT 016
N/F TD PROPERTIES OF KEENE, LLC
P.O. BOX 768
KEENE, NH 03431
BOOK 2351 PAGE 458

MAP 02 BLOCK 03 LOT 009
N/F 29-35 ASHUELOT STREET KEENE LLC
P.O. BOX 1060
KEENE, NH 03431

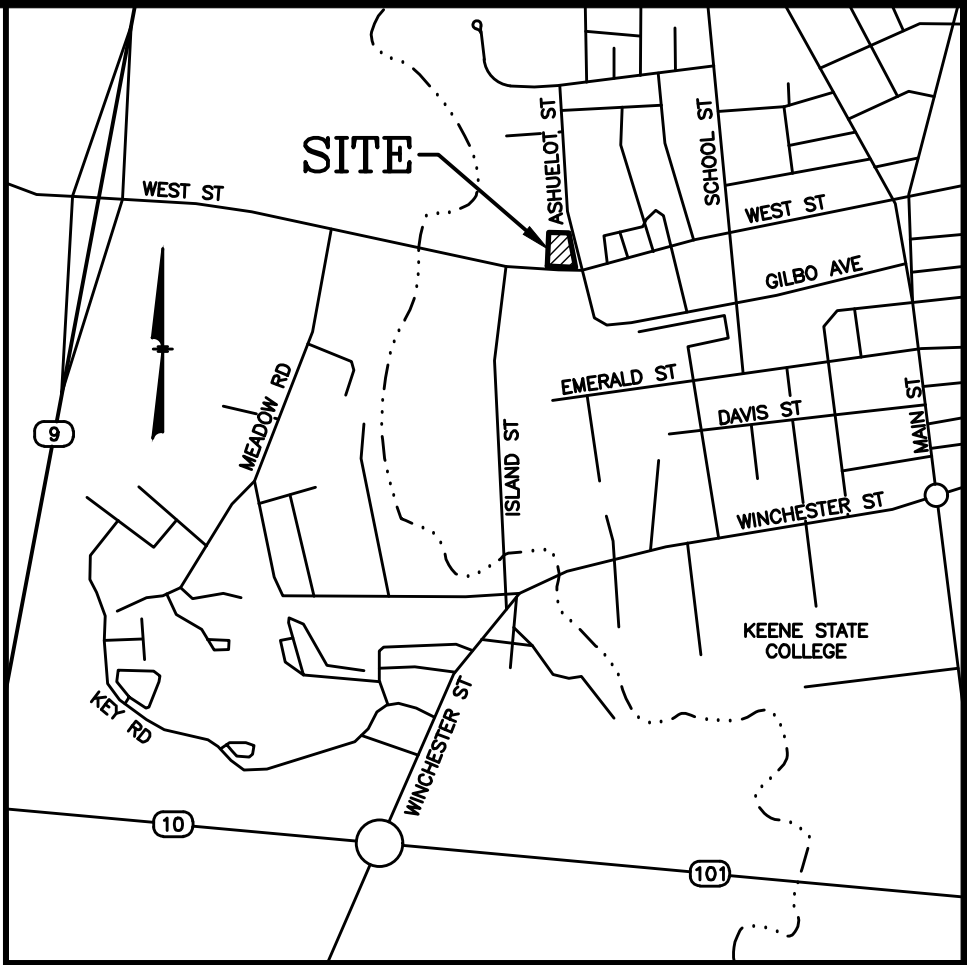
MAP 002 BLOCK 03 LOT 024
N/F GEORGE SKIPITARIS
9 ASHUELOT STREET
KEENE, NH 03431

ABUTTER ACROSS STREET
MAP 047 BLOCK 01 LOT 004
N/F BRADY SULLIVAN KEENE
PROPERTIES LLC
670 NORTH COMMERCIAL STREET
MANCHESTER, NH 03103

ABUTTER ACROSS STREET
MAP 047 BLOCK 01 LOT 003
N/F BANK OF NEW HAMPSHIRE
10-380 WELLINGTON STREET
LONDON ONTARIO CANADA N6A 5B5



OWNER OF RECORD:
SUMMIT DISTRIBUTING LLC
240 MECHANIC STREET
LEBANON, NH 03766
BOOK 2518 PAGE 0616



LOCATION MAP
(NOT TO SCALE)

NOTES:

- 1) THE INTENT OF THIS PLAN IS TO SHOW A PROPOSED DRAINAGE EASEMENT, A PORTION OF THE EXISTING DRAINAGE EASEMENT TO BE RELEASED, AND A PROPOSED ACCESS EASEMENT.

PLAN REFERENCES:

- 1) PLAN SET ENTITLED "PLANS OF PROPOSED FEDERAL AID URBAN PROJECT U 013-1(17), N.H. PROJEXT NO. C-7206-A, N.H. ROUTE NO. 12". DATED 4-28-66 BY STATE OF NEW HAMPSHIRE DEPARTMENT OF PUBLIC WORKS.
- 2) PLANS ENTITLED "PLANS OF PROPOSED ECONOMIC GROWTH CENTER FUND PROJECT, DP-U-013-1(22). N.H. PROJECT NO. C-2464-A CONTRACT #1. DATED 7-23-85 BY STATE OF NEW HAMPSHIRE DEPARTMENT OF PUBLIC WORKS.
- 3) CHESHIRE COUNTY REGISTRY OF DEEDS (C.C.R.D.)
PLAN CAB 12 DR 5 #225
- 4) C.C.R.D. PLAN CAB 12 DR 5 #024

CERTIFICATIONS:

I CERTIFY THAT THIS SURVEY AND PLAN WAS PREPARED BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT THIS PLAN IS THE RESULT OF AN ACTUAL SURVEY PERFORMED ON THE GROUND ON JULY 7, 2016 AND HAS AN ERROR OF CLOSURE OF NOT MORE THAN ONE PART IN TEN THOUSAND.

I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

JOEL A. CONNOLLY, LLS 997		DATE	
NO.	DESCRIPTION	BY	DATE
REVISIONS			
EASEMENT PLAN			
ASSESSORS MAP 098 BLOCK 02 LOT 014 219 WEST STREET KEENE, NEW HAMPSHIRE PREPARED FOR/OWNER: SUMMIT DISTRIBUTING, LLC 240 MECHANIC STREET LEBANON, NEW HAMPSHIRE 03766			
 MHF Design Consultants, Inc.		44 Shiles Road, Suite One Salem, New Hampshire 03079 (603) 893-0720 ENGINEERS • PLANNERS • SURVEYORS www.mhfdesign.com	
SCALE: 1"=20'		DATE: JANUARY 30, 2018	
DRAWN BY: JAC		CHECKED BY: JAC	
		PROJECT NO. 403116	
		DRAWING NO. 4031ESMT.DWG SHEET NO. 1 OF 1	