City of Keene
*New Hampshire*

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

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- 05/17/2018 Site Visit Minutes
- 05/17/2018 Council Minutes

## A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Presentation - Community Development - The New 4th Floor

## B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmation

   Airport Development and Marketing Committee

2. Nominations

   Ashuelot River Park Advisory Board
   Airport Development and Marketing Committee

## C. COMMUNICATIONS

1. Darryl Masterson - Resignation - College City Commission
2. Rod Thompson - Resignation - Airport Development and Marketing Committee
3. Carolyn Sweet/Machina Arts - Use of City Property - First Friday Events
4. Kevin Dremel - Use of City Property - Keene Music Festival
5. Peggy Schauffler/Country Life - Use of City Property - Sandwich Board Sign
6. Anthony & Fanella Levick/Granite Roots Brewing - Request to Sell Beer at Farmer's Market
7. Councilor Terry Clark - Proposed Amendment to Operating Budget - Sustainability Manager
8. Councilor George Hansel - Proposed Amendment to Operating Budget - Economic Development Coordinator
9. Councilor Randy Filiault - Proposed Amendment to Operating Budget - Hundred Nights Shelter

## D. REPORTS - COUNCIL COMMITTEES

1. Skate Park Location-Parks, Recreation and Facilities Director
2. Department Presentation-Water Meters Leak Detection

3. Report Out – Discussion Regarding a Proposed Ordinance for Disorderly Residences
4. Report Out - Reconstruction of the City Roadways and the Addition of Sidewalk Construction to Reconstruction Projects
5. Acceptance of Donations to Library Renovation Project
6. Thomas Transportation Parking Space Lease - Airport

## E. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. CITY MANAGER COMMENTS

## F. REPORTS - BOARDS AND COMMISSIONS

## G. REPORTS - MORE TIME

1. Options for Main Street Crosswalks and Lighting Changes and Relating to the Acceptance of LED Street Light Program Rebate and Use of Funds for Downtown Crosswalk and Lighting Repairs and Improvements (Resolution R-2018-19)

## H. ORDINANCES FOR FIRST READING

1. Relating to Administrative Departments
   Ordinance O-2018-09

## I. ORDINANCES FOR SECOND READING

1. Relating to Class Allocation and Salary Schedule
   Ordinance O-2018-08-A

## J. RESOLUTIONS

1. Relating to the Absolute Discontinuance of a Public Way Known as Wells Street Parking Lot and For the Return of Layout of a Public Right-of-Way Known as Wells Street
   Resolution R-2018-12
   Resolution R-2018-13
2. Relating to an Appropriation for Lower Main Street Crosswalk Improvement Project
   Resolution R-2018-18
3. Relating to the 2018-2019 Fiscal Year Operating Budget
   Resolution R-2018-17-A
4. Relating to the Appropriation of Funds for the Goose Pond Dam Improvement Projects; Relating to the Appropriation of Funds for the Winchester Street By-Pass Project; Relating to the Appropriation of Funds for the Consolidated Infrastructure Project; Relating to the Appropriation of Funds for the Martell Court Headworks Replacement Project
   Resolution R-2018-08
   Resolution R-2018-09
   Resolution R-2018-10
   Resolution R-2018-11

Non Public Session
Adjournment

SITE VISIT – RELATING TO THE ABSOLUTE DISCONTINUANCE OF WELLS STREET PARKING LOT AND RETURN OF LAYOUT FOR WELLS STREET

A site visit was held Thursday, May 17, 2018 at 5:30 PM relative to a petition from Kurt Blomquist, Public Works Director of the City of Keene, to consider Resolution R-2018-12, Relative to the Absolute Discontinuance of a Public Way Known as Wells Street Parking lot and Resolution R-2018-13, Relative to the Return of Layout of a Public Right-of-Way Known as Wells Street. Councilors in attendance included: George S. Hansel, Philip M. Jones, Margaret M. Rice, Gary P. Lamoureux, Steven L. Hooper, Robert B. Sutherland, Thomas F. Powers, Mitchell H. Greenwald, David C. Richards, Terry M. Clark, Carl B. Jacobs, and Randy L. Filiault. Mayor Kendall W. Lane and Staff in attendance included the City Attorney, City Manager, Planning Director and the Public Works Director. Councilors Bettina A. Chadbourne, Janis O. Manwaring and Bartolmiej K. Sapeta were absent. The Mayor called the site visit to order at 5:45 PM.

With the aid of a drawing, the Public Works Director reviewed the history of the roads under consideration and described their existing locations as well as the changes made to the area to accommodate the developments of the Wells Street parking garage as well as the adjacent senior housing building. The streets remained designated as public ways in order to protect the municipality from liability claims. Changes to the municipal liability law have occurred negating the need to retain these areas as a public way. The proposed project is necessary in order to accommodate requests for long term parking leases in the parking lot.

The Director answered questions from the City Councilors and members of the public who were in attendance.

As there were no further comments, the Mayor declared the site visit closed at 5:55 PM.

A true record, attest:

Deputy City Clerk

A regular meeting of the Keene City Council was held Thursday, May 17, 2018. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Thomas F. Powers, Terry M. Clark, Randy L. Filiault, Margaret M. Rice, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Bettina A. Chadbourne Stephen L. Hooper, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Janis O. Manwaring and Bartolmiej K. Sapeta were absent. Councilor Chadbourne led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the May 3, 2018 regular meeting was duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS

The Mayor announced that on Tuesday, June 19th at 6:30 PM in Council Chambers, there will be a workshop on Parking Issues and Utilization. On Thursday, June 21st, at 5:30 PM in Council Chambers, there will be a Workplace Harassment Workshop.

PROCLAMATION – BIKE FRIENDLY COMMUNITY

The Mayor presented a proclamation to Keene's Bicycle Mayor, Tiffany Mannion and Drew Bryenton, member of the City's BPPAC Committee, Monadnock Cycling Club, and Monadnock Alliance for Sustainable Transportation. The proclamation identified May of 2018 as Bike Month in the City of Keene and encouraging people to commute to work and engage in recreational bicycling. Ms. Mannion and Mr. Bryenton said a few words to thank the City of Keene for its role in promoting bicycling, and acknowledging that the City received a bronze level award for being a bike friendly community. It was also noted they have a goal of surpassing that award when they reapply in 2019.

PROCLAMATION – PUBLIC WORKS WEEK

The Mayor read a proclamation dedicating the week of May 21st, 2018 as Public Works Week in the City of Keene and presented the proclamation to Public Works Director and EMD, Kurt Blomquist. Mr. Blomquist thanked the Mayor and went on to note that in honor of Public Works Week his Department has organized a Fill-A-Truck food drive event. He went on to provide details regarding how the public can participate and support this worthy cause.

PUBLIC HEARING – RELATING TO THE ABSOLUTE DISCONTINUANCE OF WELLS STREET PARKING LOT AND RETURN OF LAYOUT FOR WELLS STREET

The Mayor opened the public hearing at 7:14 PM. The Notice of Hearing and Certificate of Publication read. Mayor recognized Kurt Blomquist to discuss the discontinuance of Wells Street Parking Lot and the Return of Layout for Wells Street, Resolution R-2018-12 Resolution R-2018-13. Mr. Blomquist went over the timing of the review process noting it will be referred to the Municipal Services, Facilities and Infrastructure Committee for discussion prior to a final vote by the City Council. With the aid of a map of the area, he described the location of Roxbury Street, Church Street and Railroad Street in relation to Wells Street Lot, and further identified the area the city owns and maintains. As background, back in the 1970's, the city was involved in the purchasing and acquisition of a number of properties between Railroad Street and Roxbury

Street for the purpose of facilitating the construction of an elderly housing complex known as the Cleveland Building. As part of that process they discontinued and laid out a number of items. Church Street layout was modified along with laying out a new street known as Roxbury Plaza. At this time the area was laid out as a public way and eventually the Wells Street Parking Lot was constructed on the site. One of the reasons this may have been done is because back at that time the liability laws for municipalities would be more protective if this was laid out as a public way. Today laws have changed and that is no longer a concern. Mr. Blomquist continued the city is interested in the long term lease of parking spaces in Wells Street Parking Garage, ranging anywhere from one year to five years. However, the statutes and common law practice is that you cannot long term lease within the public way, creating a conflict in leasing these spaces on a long term basis with its designation as a public way. What is before the Council this evening for consideration is to discontinue that public way that was designated back in 1976 known as Wells Street but not constructed, and re-laying out Wells Street where it exists today. There is no exchange or loss of property, it is more a legal definition or overlay on the property the city will be relinquishing. It will continue to be city property.

The Mayor invited public comment. There being none, the Mayor closed the public hearing for oral testimony at 7:17 PM. He noted the hearing will remain open for written public comments until Tuesday, May 22, 2018 at 1:00 PM. Written comments must be signed and submitted to the Office of the City Clerk by that date and time to be included in the record.

A true record, attest:

Deputy City Clerk

PUBLIC HEARING – RELATING TO THE FISCAL YEAR 2018-2019 OPERATING BUDGET

The Mayor opened the public hearing at 7:18 PM. The Notice of Hearing and Certificate of Publication read. The Mayor recognized the City Manager. Ms. Dragon stated tonight we present to the City Council and the public the operating budget for 2018-2019, which includes the first year of the fiscal 2019 through 2024 Capital Improvements Program. She went on to reference a Citizens Budget Guide that has also been prepared to summarize and graphically present expenditures and revenues in the budget, noting there are copies available in the room this evening. The Guide also includes a chart to illustrate how much of the overall 2018 tax rate is used to support the school, city, and county budgets. The City has a Fiscal Policy which aims to limit property tax increases to a rolling three year average of the Boston CPI net any expenditure required by law. This calculation is equal to 1.47 % this year. The staff worked diligently to bring forward the proposed budget presented in the printed budget book, which includes a 1.45% increase in general property taxes to fund fiscal 2019 operations. During the budget review at the Finance, Organization and Personnel Committee (FOP), two staff recommended changes not included in the budget book were discussed, which again will be summarized at the next FOP meeting. The first one is related to health insurance. Early in 2018, the city received a not to exceed quote of a 15.14% increase in premiums, equating to a $551,000 increase in the operating budget. A request for proposals was completed and a new carrier

selected after the budget books were printed. The new plan reduces the budget as presented by a quarter of a million dollars of which $209,000 is general fund savings. The second item is a proposal that came forward after the printed budget document for a public-private partnership that the Manager noted has her support. Ms. Dragon stated this proposal would add $25,000 to the budget as a contribution from the city towards a Downtown Coordinator position to be housed at MEDC with the remaining $25,000 to be funded through contributions from downtown businesses. With these two proposed changes, the 1.45% (or $368,855) increase in general property taxes to fund fiscal 2019 operations is reduced to $177,404 representing a .71% increase in comparison to last year's 1.99% increase. The City Manager went on to discuss some notable changes in the budget, including: a complete reorganization of 4th floor Departments at City Hall, which will be combined into one Community Development Department; inclusion of funding for the creation of an Economic Development, Initiatives and Special Projects Director, which had been previously approved by the City Council; and the Library Campus Development Project, which is an increase in the TIFD expenditures by $249,247. Water and sewer rates include a proposed increase of about 3.09%, or $37.32 per year for a typical household using 2,700 cubic feet of water. The Manager added that staff revisited the proposed Capital Reserve appropriations and made a $100,000 reduction in each fund, which differs from the CIP approved by the City Council. Supplemental budget requests were also reviewed and we did not fund $127,235 of those requests. The city felt this was necessary due to an initial projected increase in the combined utility bill of 6.2% or $79.68 per year. The final product is a budget we feel reasonably supports the city services provided to residents, accommodates the goals set by the City Council, and includes current labor agreements and other contractual obligations, while also supporting the city's infrastructure program through continued funding of the CIP plan.

Mayor Lane noted that prior to beginning the actual review of the budget and allowing public comment, he wanted to recognize Councilor Clark to speak relative to a proposed amendment he is requesting, noting the public would have the opportunity to speak on the amendment this evening. Councilor Clark explained he was going to propose a motion to add $40,000 to the City Manager's budget to allow the Manager the additional funding to consider contracting for a Sustainability Officer. As background, in 2004 the City of Keene adopted the Climate Action Plan, which recommended an environmental coordinator position to implement the Plan, and this did not occur at that time. In 2007, City Council adopted the Climate Adaptation Plan, which recommended that in order for the city to successfully implement Keene's Climate Adaptation Planning efforts, that we devise a financial strategy to support creation of Sustainability Coordinator position. Again the position was not created, but did implement staff goals with each Department Head charged to look at the goals of the City in the then Master Plan with the intent to roll them into projects as they were brought forward. In 2010 a new Master Plan was drafted and it too emphasized sustainability as a community goal, and it really made it equal to environmental quality, economic vitality and social equity. Councilor Clark continued while this was all happening the city of Keene started making efforts to reduce greenhouse gas emissions and the report last year showed that we have made good progress through this departmental plan to carry out the goals of sustainability city-wide. But there is much more to be done in the community. In fact, the goals we set for the community were not met at all, and in a couple areas we actually fell behind – particularly transportation. Councilor Clark stated it is time now for the City Council to take a leadership role in moving the rest of the community along. We've proven we can do the job and now we need to have a point person to go out in community to do the

things we've already been doing. Ironically, the report we did was released two yers late because we did not have an employee to compile the results. In 2005, 2007 and 2010 the Earth's climate had not heated up enough for us to see the dire need for this type of action, but it has now. The Earth's CO2 level has just surpassed 400 parts per million. The question now is, has the political climate heated up enough in Keene for the City Council to take a leading role. In a few minutes members of the public will speak about how implementing sustainability measures promotes savings that will more than pay for this position, and how reinvestment of those savings can spur economic development. Hundreds of cities and regions across the country have already started to address the changes on the world scene. The United States is far behind on this, and may of the cities and towns right here in New Hampshire are starting to realize this is a top priority. This contract position will give us a seat at the table of other community entities like the School Board, the County, industry, non-profits and other commerce. It will take leadership and that leadership is the City Council.

Councilor Jacobs asked if this issue will be voted on this evening. The Mayor stated it would not be voted on tonight.

The Mayor asked Councilor Clark what the $40,000 represents. Councilor Clark stated they have done some research on other positions that have been created throughout New England, and this is in-line with what other organizations are paying a part time person with the requisite education and skillset to do the job, as well as the number of hours it will likely require. This is just a starting place; we might not need to spend all of the funds.

Councilor Hansel stated the city staff is very sustainability minded. This appears to be more of an outwardly facing position, focused on the community. There are other organizations working on this effort in the State and asked if we have looked at partnering with other outside agencies that do this all the time.

Councilor Clark responded they will have an internal impact as well assisting Departments with sustainability initiatives, in addition to partnering with outside entities. He mentioned the schools in particular and the joint purchasing initiative that he would like to see taken further than it has gone so far.

The Mayor began to review the various sections of the budget, noting he would give the public time to make comments on each of the Departments and portfolios.

The Mayor started by reviewing the Elected and Appointed Officials section of the budget which includes the Mayor and City Council, as well as outside agency funding. He stated there are a number of entities that received funding through the outside agency funding budget, making up .59% of the total budget. He went on to name some of the agencies that receive funding. This section also includes the City Manager, City Attorney and City Clerk budgets. He asked for comments on this section, noting the Manager's budget is where the part time position Councilor Clark has proposed would be funded from.

Dr. Ann Shedd, 59 Greenwood Avenue, identified herself as the Chair of the newly renamed Energy and Climate Committee. She thanked Councilor Clark for bringing forward the proposed

amendment to create new position for Sustainability Coordinator. Dr. Shedd went on to describe the return on investment the city could expect from this position. She noted in her research she found that no two towns were comparable in terms title and scope of duties for this type of position. She noted that the scope of the position also differed depending on the size of the municipality. She went on to provide details about a similar positions in Scarborough, Maine, and South Portland, Maine, both of whom have populations similar to Keene. She noted towns as small as Hartford, Vermont, with a population of 10,000, added an Energy Coordinator position last fall, and in the first seven months of that position they have garnered enough savings for the city to cover the first year's salary for that position. Although she does not have actual numbers regarding return on investment, the implication is that a position integrating the energy savings efforts of the city and the community would likely result in some savings. Dr. Shedd noted within the city a beautiful example of this savings would be the ESCO contract cost avoidance of quarter million dollars per year for the first five years through a combination of measures. There are also other things that communities and regions are doing that we could have this position look into such as aggregate energy purchasing to create a net savings for those participating. Another promising realm this position could investigate would be the potential for renewable energy generation combine with energy storage to shave off the expense of peak demand, which can account for as much as 40% of the energy costs for commercial energy consumers. She described other places that have done this and realized significant savings. Integration across city Departments would also be valuable. With all those potential savings on the municipal side and the community side, there is potential savings, economic development and job creation opportunities. NH sends 6 billion dollars out of state for energy purchases. A more sustainable energy system also results in more predictable, stable pricing resisting some of the disruptions of supply and pricing fluctuations as well as the disruptions of unexpected extreme weather events. This would be particularly critical for our emergency services personnel and out health services. The adaptation and resilience piece of this work cannot be forgotten, which is vital to develop and implement infrastructure measures to improve our community's resilience in the face of those increased risks has clear health benefits and economic benefits. After Hurricane Irene as many as 20% of small businesses in Vermont never reopened after those events. Some anticipatory investment in energy and infrastructure might keep some of our local businesses open when they might otherwise close. The health and safety of our residents would benefit by someone reaching out to coordinate greater transitions to local, renewable energy and energy efficiencies. The City of Nashua is about to launch a solarize and weatherize campaign for its citizens where it is functioning to negotiate with contractors to provide installations of solar and efficiency measures, and the more citizens that sign up the greater the discounts received. There is great potential here to move the city and our citizens to a more sustainable future.

Peter Hansel, 61 Bradford Road, identified himself as the Co-Chair of the Energy and Climate Committee. Mr. Hansel explained he is also involved on the steering committee of the Monadnock Alliance for Sustainable Transportation. He continued Tiffany Mannion, our Bicycle Mayor, has been working with the Alliance to try to find more sustainable transportation in our area. As a committee member of the Energy and Climate Committee, they have been tasked with creating a plan for the next phase of what will happen in Keene in terms of energy and sustainability. The municipal sector of the city has done a magnificent job reducing greenhouse gas emissions, but the rest of community needs to do more. One thing that's important to note is that a lot of that energy use in the whole community comes from transportation. Half of our

energy is being generated from that source. Mr. Hansel pointed out that he read today in The Business Journal that the NH Department of Environmental Services has announced its role as a state campaign partner in an historic initiative between the states auto makers to increase electric car use throughout region. According to the press release, states and auto makers are working together toward a sustainable future with more battery electric vehicles, fuel cell electric vehicles on the roads, and more infrastructure support in place. Our whole transportation system is going to rapidly change over the next 10 to 20 years. As a community we need to be on top of this and hopefully lead some of that change. Having a city employee charged with helping us to navigate that change is very important. Mr. Hansel continued a year ago this City council endorsed the Paris Climate Accord trying to meet the goals the rest of the world is trying to meet. We are just one little city, but we all need to do our part to meet the very important goals set forth in that Accord. If we do not give it the importance it needs we will fall behind, and part of that is dedicating a position to look into climate and energy issues for the future. Mr. Hansel continued that he wanted to note what other resources are out there. He reiterated he is on two volunteer organizations that are focusing on this problem. These organizations rely on volunteers and public organizations like the City of Keene who support the Energy and Climate Committee. The MAST group he is on relies on the Southwest Regional Planning Commission to provide the in-house staff support needed to allow them to do their jobs. There are other resources out there to marshal, and both the committees Ms. Hansel serves on, have tried to leverage them as best they can. There was discussion about this being a shared position that might involve other communities, the school district, the university system, as well as businesses that may not have a sustainability officer at their disposal. The person in this position could work with companies like his to try to attain common goals. He sees this person as trying to help spur the economic development of our community in becoming a partner with other organizations as mentioned. Another important point is that are we are trying to attract and maintain a younger workforce. Having a commitment from the city in the form of sustainability, will attract and maintain young people looking for a place to put down their roots. Millennials want to work in a place they feel good about, it is not just about the salary they are paid. It is about what the community stands for. Keene has developed a wonderful reputation around the country in this respect, but we need to maintain that position and continue to attract young people to the area. Creating this position is an important part of that.

Lawrence Dachowski, 41 Fairview Street, stated he too supports the proposal for an energy coordinator. He is currently serving an alternate on Energy and Climate Committee. Marvelous place to live we have a really fine civil service. The department heads and employees do a terrific job but they are busy and have their own jobs to do. We need someone who will have an overall perspective on energy and climate issues so we can do even better in this regard. He strongly urged the Council to support this request. It is important not just now, but what we decide today will affect the future as well.

Nancy Gillard, 72 Reservoir Street, spoke in favor of the sustainability coordinator and thanked Councilor Clark for bringing this forward. She appreciates the Energy and Climate Committee and the work they have done. She would like to see this included as part of the budget, and appreciates all city has done to be a model by being forward thinking in implementing renewable energy and sustainable practices. Now we need to take this a step further and this position will help to bring people together collaboratively to engage others in this initiative to conserve our

resources and push us towards a more sustainable future. Ms. Gillard continued she would like to see more collaboration occur between the City, the schools and Keene State College as was mentioned by Councilor Clark in his comments. She sees this position as an opportunity for someone to promote this and move it forward through things like educational outreach, partnerships and ways to work together. She ended she believes this will ultimately save us all money and be good for the environment in addition to having the health benefits that were already mentioned. Having this paid staff person specifically focused on sustainable practices and initiatives and conservation of all resources has both economic and environmental benefits. She ended by urging Council to support the creation of this position.

Caroline Jones, 14 Monadnock Street, spoke in favor of the sustainability coordinator. She thanked Councilor Clark and noted she is thankful for all that the city has done in the past and for planning for the future to make our city more sustainable. She encouraged this be included in the budget. Ms. Jones commented this will move us into the future. She has lived here off and on since she was 17 years old and loves Keene. Ms. Gillard stated there will be economic value to the city and encouraged the Council's support.

Dee Robbins, 11 Hancock Street, spoke in favor of the sustainability coordinator. She stated she was prompted to come tonight and speak in part because of what of all the alternatives and best solutions, having someone designated and paid to go forward without relying solely on volunteers makes the most sense based on the need to swift action and proper care. Ms. Robbins went on to read a paragraph from a report in the 5th edition published in March 2018 produced by the Physicians of Social Responsibility and The Concerned Health Professional of New York as follows: All together findings to date from scientific, medical and journalistic investigations combine to demonstrate that fracking poses significant threats to air, water, health, public safety, climate stability, seismic stability, community cohesion, and long-term economic vitality. Emerging data from a rapidly expanding body of evidence continue to reveal a plethora of recurring problems and harms that cannot be sufficiently averted through regulatory frameworks. There is no evidence that fracking can operate without threatening public health directly or without imperiling climate stability upon which public health depends. It is not just about the public health of this community, but also the communities in which fracking is happening. There are communities in NH that the pipeline infrastructure will go through that brings natural gas to Keene and the seacoast to be exported to other countries. Ms. Robbins ended that there are some important regional decisions coming up in November about Liberty Utilities ramping up their natural gas facilities in Keene and the ramifications will need to be considered. It seems unconscionable that we would rely on volunteers for this role. She urged the Council to support this position.

The Mayor went on to review the Administrative Services Portfolio segment of the budget, including the City Assessor, Finance, Human Resources, and the IT Department. No public comments on this section.

The Mayor reviewed the Community Services segment of the budget which includes the Fire Department, Library, Parks and Recreation and the Police Department. No public comments on this section.

The Mayor reviewed the Municipal Services segment which includes the Airport, Planning Department and Public Works. No public comments on this section.

The Mayor then went over the city's various funds, starting with the Parking Fund, which is responsible for providing adequate parking in the City of Keene and maintaining the parking areas. No public comments on this section.

Next he reviewed the PC Replacement Fund which is an IT Department fund used for replacement of our computers. No public comments on this section.

The Mayor went on to review the Solid Waste Fund which is responsible for disposing and managing community's solid waste in an efficient, economical and environmentally sensitive manner. He also reviewed the Sewer Fund which is responsible for maintenance, collection and treatment of city sewage. The Mayor reviewed the Water Fund as well, which is responsible for providing quality drinking water to the community and adequate water pressure. Finally, the Mayor reviewed the Equipment Fund which is for vehicles operated by the City. No public comments on these sections.

The Mayor asked for general comments or questions. There being none, the Mayor closed the public hearing for oral testimony at 8:08 PM. He noted the hearing will remain open for written public comments until Tuesday, May 22, 2018 at 1:00 PM. Written comments must be signed and submitted to the Office of the City Clerk by that date and time to be included in the record.

A true record, attest:

Deputy City Clerk

PRESENTATION – MARKETING AND COMMUNICATIONS PLAN

The Mayor recognized IT Director Rebecca Landry to introduce the presenters. Ms. Landry introduced Madison Lamothe and Lillian Sawyer who are recent graduates of Keene State College. Ms. Landry stated that Ms. Lamothe and Ms. Sawyer were generous enough to volunteer their services over their last five weeks of time here in Keene putting together a Marketing and Communications Plan for the city of Keene.

Ms. Sawyer began the presentation by explaining that they created the plan they will be presenting over the last several weeks, and the purpose of this plan was to make recommendations to the city of Keene to reclaim its identity through branding and to further develop the local economy. She continued as self-explanatory as those items are, rebranding and honing in on what people think of Keene when the name comes to mind is paramount. This means both the negative and positive aspects. Knowing the negative connotations allows for these concerns to be dispelled and defused whether they are true or not. Relative to economic development, they wanted to focus on the perception of what people considered the economic state of the city – relative to how local business owners and those considering Keene for their business may perceive the economic climate in terms of working with the city, etc. They wanted

to highlight the fact that the rewrite of the zoning code was going to be very helpful because it will make the city a more accessible place for people and businesses to communicate with the city and for the city to meet the expectations of new businesses.

Ms. Lamothe described their approach to the project. She explained that they did research on successful communication and marketing plans in other communities of similar size to help them establish a solid structure for this plan. They also held several interviews with city staff members and conducted an internal SWOT Analysis with each departmental group, and through that they found there are two primary target audiences that are strengths that Keene can capitalize on – families and businesses. Things that Keene can offer families include: stability, dependability, a great environment to start and raise a family, ample childcare and education options, and our unique location close to Boston from the White Mountains and the seacoast providing many leisure and vacation opportunities. For businesses Keene can offer amenities like the Airport, proximity to multiple higher educational institutions for recruitment of young professionals, and a stable economy that isn't necessarily affected by economic highs and lows.

Ms. Sawyer went on to discuss their short, mid and long term recommendations related to families. It was noted in meeting with city personnel that Keene is very attractive to families. After reviewing the information collected in the SWOT Analysis the recommendations that came out of that included in the short term: sharing family centered posts via social media outlets that hone in on identified strengths of the community like safety, education systems, etc. Near term goals included: attendance and engagement of staff in school and community events to promote department services and speak to citizens face to face to strengthen the cohesiveness between government and the community, and create an easily accessible webpage providing real information on property taxes. There is a perception that property taxes are very high in Keene. Making information about where tax money goes and having a visual representation on how their money is being spent is important. Long range recommendations include: radio and television promotions for regional broadcast that highlighting Keene's amenities like Main Street, shopping centers, schools, etc. that emphasize the good family life available in Keene. Additional long range recommendations would be to produce and circulate promotional documents that introduce city departments, and recognize important accolades and services in order to promote what we have to offer.

Ms. Lamothe discussed their short, mid and long range recommendations related to businesses. She stated in the short term the city could identify airport resources that would be attractive to businesses, as well as communicating recent business successes to make existing businesses feel we have a better relationship with them and also attract new businesses by demonstrating they can be successful here. A near term goal would be to market the resources that are available here like the airport, as well as partnering with educational facilities on joint marketing and communications projects. Long term goals would be to consider charter flights at the airport for short distance trips, and the planning of an annual event to spread awareness about Keene businesses and engage current stakeholders and prospective businesses.

Ms. Sawyer when on to discuss short, near and long term objectives regarding identity control, noting when people think about Keene, search online for Keene or talk about Keene there are things we would want to be considered characteristics inherent to our city. Short term goals in

this regard would include conducting a city employee and residential survey that captures what Keene is and is not. This would essentially be a SWOT Analysis conducted on a much broader level distributed to everyone including business owners, their employees, residents, etc. This would serve to directly address misconceptions about doing business with the city. This would allow us to address complaints and mitigate negative word of mouth. Near term goals would be to advertise city programs that are little known or under-utilized, and improve communication between city departments and educate employees on all services available to the public. In terms of long term goals, Ms. Sawyer suggested engaging in opportunities to network with local businesses and educational institutions to strengthen those relationships to make the community a better more efficient place.

Ms. Lamothe spoke about some tools and techniques they are recommending to the city. In the short term that would include to hold some regular internal social media and communications meetings. Making this a more regular occurrence could provide for more consistency in communication and ensure everyone is always on the same page. Another recommendation is to advance the city's online relationship with the public and make it more interactive in terms of photo contests or geo-filters, things that make people feel like they are part of the city. Near term would be, while still maintaining specific department logos, the city could design a cohesive logo that all city departments could use, as well as training city staff to empower the staff in brand responsibility and brand awareness for the city. In the long term the recommendations would include to start using analytics as a tool to attract the consumers we are looking to attract to Keene, and to make a business-only page separate from the city website to make information more easily accessible.

Ms. Sawyer went on to go over some of the most common themes that came up during their SWOT Analysis. Strengths that resonated among respondents included the relationship between the city and Keene State College, our great downtown and Main Street, the desirability of Keene as a place to start and raise a family, city services including safety and parks and recreation, outdoor activities, sustainability, the airport, and local anchors like the Colonial Theatre. Ms. Lamothe went over some of the weaknesses that were recurrent in the discussion such as the perception of public safety (whether accurate or not), the perception that regulations in Keene area archaic or cumbersome, the perception that Keene taxes are high without understanding what those funds are used for, and the relative isolation of the area.

Ms. Lamothe spoke more about creating even stronger connections with entities like Keene State. Ways to attract young professionals, etc. Emphasis on more use of the airport as an economic driver, and more digital communication were also identified as priorities, with less focus on paper circulars. Ms. Sawyer added to that by saying the threat of people moving out of the area is a big concern, such as high school and college graduates moving away or residents moving to outside towns where property taxes are lower. In addition the conception that Keene city codes are not business friendly and the need for more digital communication.

The Mayor asked the Council members if they had questions for Ms. Lamothe and Ms. Sawyer. Councilor Hansel asked who they interviewed for their SWOT Analysis, specifically was anyone from outside Keene interviewed. Ms. Lamothe noted it was mostly city department heads, many of whom do not live in Keene.

Councilor Jones noted the presenters had used the anagram SWOT and explained its meaning: strengths, weaknesses, opportunities and threats. He noted he wanted to make that clear so the public would know what it meant.

The City Manager took a moment to thank Ms. Sawyer and Ms. Lamothe for all their work and efforts in creating a marketing and communications plan for the city.

CONFIRMATIONS

A motion was made by Councilor Greenwald and duly seconded to confirm the following nominations: Christopher Coates to serve as a regular member of the Keene Housing Authority with a term to expire December 31, 2022 and Erin Benik to serve as a regular member of the Heritage Commission, with a term to expire December 31, 2018. On a roll call vote, with 13 Councilors present and voting in favor the nominations were confirmed. Councilors Manwaring and Sapeta were absent.

NOMINATION

The following nomination was received from the Mayor: Brian W. Johnson to serve as a regular member of the Airport Development and Marketing Committee, with a term to expire December 31, 2020. The nomination was tabled until the next regular meeting.

COMMUNICATION – DR. ANN SHEDD – IN SUPPORT OF AMENDMENT TO OPERATING BUDGET – PART TIME POSITION – ENERGY & SUSTAINABILITY MANAGER

A communication was received from Dr. Ann Shedd, Chair of the Energy and Climate Committee, registering support for the creation of an Energy and Sustainability Manager position to be funded in the FY 19 operating budget. The communication was filed as informational.

COMMUNICATION – COUNCILOR CLARK – PROPOSED AMENDMENT TO OPERATING BUDGET – CONTRACT FOR SUSTAINABILITY MANAGER

A communication was received from Councilor Clark giving notice of his intent to offer an amendment to the FY 19 operating budget that would fund a contract position for Sustainability Manager. The communication was referred to the Finance, Organization and Personnel Committee.

PLD REPORT – KEENE SWAMPBATS – REQUEST TO DISCHARGE FIREWORKS

Planning, Licenses and Development Committee report read recommending the Keene Swamp Bats be granted permission for the discharge of display fireworks on the following dates: Saturday, June 16th and Tuesday, July 3rd , 2018 on Alumni Field at no later than 10:00 PM subject to the customary licensing requirements of the City Council; submittal of a signed letter of permission from SAU 29 for use of their property; and obtainment of a Class B fireworks

permit for each display date. In addition, the petitioner agrees to comply with all recommendations of City staff. This permission is conditional upon the Petitioner absorbing the charges for any City services provided for the June 16th display. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 19 Community Events Budget for the July 3rd display. Said payment shall be made within 30-days of the date of invoicing. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – KEENE LIONS CLUB – REQUEST TO USE CITY PROPERTY

Planning, Licenses and Development Committee report read recommending the City Council grant permission to the Keene Lions Club to use City property on June 16, 2018, to conduct the Annual Great Ashuelot River Duck Race, and permission to use a bay at the Public Works Garage to sort and count ducks on a date to be determined with City staff, use of a City loader and operator to dump the ducks, and subject to the following conditions: subject to the customary licensing requirements of the City Council, and compliance with any requirements of City staff. In the event of inclement weather, the event may be postponed to a future date to be determined in conjunction with City staff. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – THE MAGICAL HISTORY TOUR – REQUEST TO ENDORSE THE 2019 WALLDOGS MURAL FESTIVAL AND USE OF CITY PROPERTY

Planning, Licenses and Development Committee report read recommending the City Council wholeheartedly endorse the Magical History Tour efforts to coordinate the 2019 Walldogs Mural Festival to be held in downtown Keene from June 20 through June 23, 2019. The Petitioner agrees to return with further details relative to the use of City property as their plans are solidified. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – REQUEST TO USE CITY PROPERTY – MAIN STREET BLOCK PARTY

Planning, Licenses and Development Committee report read recommending that Good Fortune be granted permission to use downtown city property to host the Good Fortune Block Party on Saturday, June 2, 2018 from 10:00 AM to 5:00 PM, including the closure of two lanes of traffic on Main Street on the northbound side from Eagle Court to Cypress Street. A rain date of June 9, 2018 has been identified in the event of inclement weather. 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. In addition, the Petitioner agrees to absorb the cost of any City services provided. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with 12 voting in favor and Councilor Sutherland opposed.

FOP REPORT – ACCEPTANCE OF A DONATION – PICKLE BALL COURTS – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager do all things necessary to accept a donation from the Keene Lions Club for $15,900.00 for pickle ball courts located behind the Jonathan Daniels School. 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 – BANNER SPONSORSHIP UPDATE – PARKS, RECREATION AND FACILITIES DEPARTMENT

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 – LEASE AGREEMENT – SENATOR SHAHEEN – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to execute a lease agreement with United States Senator Jeanne Shaheen for the office space located at 12 Gilbo Avenue. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – RE-ALLOCATION OF FY 18 CIP FUNDS TO CITY OF KEENE LAND USE CODE UPDATE

Finance, Organization and Personnel Committee report read recommending that City Council re-allocate $30,000 appropriated in the FY18 Capital Improvement Program for the Downtown Revitalization Study to the Land Use Code Update. 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 – PUBLIC WORKS FILL-A-TRUCK PROJECT – FOOD DONATIONS

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to solicit and accept donations for the Public Works Department "Fill a Public Works Truck" campaign to celebrate National Public Works Week 2018. 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 – ROSE LANE CHANGE ORDER – LOURIERO ENGINEERING

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to execute change order 4 with Loureiro Engineering for an amount not to exceed $9,818 for Contract 04-16-04. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

CITY MANAGER COMMENTS

The City Manager stated she had a couple updates for the Council. On May 15th she attended a ground breaking ceremony held by the Historical Society for the Bruder House Project. One of the things they are interested in doing is to create a welcome center at that facility for both Keene and the region. This is something we have been talking about as well, and the timing is perfect for us to collaborate on that effort. She continued that also on May 15th she attended a meeting at Keene State College held by the New Hampshire High Tech Counsel, an event focused on work force development around technology, design, and the life sciences industry. They were focused on discussing how to make a connection to the life sciences field from the College not only here but across the state, similar to the conversation we are having about mapping out the needs and what is coming out of our school systems. This is another very timely topic.

MEMORANDUM – ASSISTANT CITY MANAGER/HUMAN RESOURCES DIRECTOR AND ORDINANCE O-2018-08 RELATING TO CLASS ALLOCATION AND SALARY SCHEDULE

A memorandum was received from the Assistant City Manager/Human Resources Director along with Ordinance O-2018-08. The memorandum was filed into the record. Ordinance O-2018-08 was referred to the Finance, Organization and Personnel Committee.

PLD REPORT AND ORDINANCE O-2018-02-A RELATING TO CHAPTER 102 ZONING CODE ARTICLE VIII SIGN REGULATIONS

Planning, Licenses and Development Committee report read recommending the adoption of Ordinance O-2018-02-A Relating to Chapter 102 Zoning Code Article VIII Sign Regulations. The report was filed into the record. Ordinance O-2018-02-A was read for the second time. A motion by Councilor Richards for adoption of the Ordinance was duly seconded. On a roll call vote, 13 Councilors were present and voting in favor. Councilors Manwaring and Sapeta were absent. Ordinance O-2018-02-A declared adopted.

MEMORANDUM – FINANCE DIRECTOR AND RESOLUTIONS: R-2018-08 RELATING TO APPROPRIATION OF FUNDS FOR THE GOOSE POND DAM IMPROVEMENT PROJECTS; R-2018-09 RELATING TO APPROPRIATION OF FUNDS FOR THE WINCHESTER STREET BY-PASS PROJECT; R-2018-10 RELATING TO APPROPRIATION OF FUNDS FOR THE CONSOLIDATED INFRASTRUCTURE PROJECT; & R-2018-08 RELATING TO APPROPRIATION OF FUNDS FOR THE MARTELL COURT HEADWORKS REPLACEMENT PROJECT

A memorandum was received from the Finance Director along with Resolutions R-2018-08, R-2018-09, R-2018-10, and R-2018-11. The memorandum was filed into the record. Resolutions R-2018-08, R-2018-09, R-2018-10, and R-2018-11 were referred to the Finance, Organization and Personnel Committee.

MEMORANDUM – PUBLIC WORKS DIRECTOR/EMD AND RESOLUTION R-2018-19 RELATING TO THE ACCEPTANCE OF LED STREET LIGHT PROGRAM REBATE AND USE OF FUNDS FOR DOWNTOWN CROSSWALK AND LIGHTING REPAIRS AND IMPROVEMENTS

A memorandum was received from the Public Works Director/EMD along with Resolution R-2018-19. The memorandum was filed into the record. Resolution R-2018-19 was referred to the Finance, Organization and Personnel Committee.

FOP REPORT AND RESOLUTION R-2018-15 RELATING TO GILBO EAST PARKING LOT IMPROVEMENTS

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2018-15 Relating to Gilbo East Parking Lot Improvements. The report was filed into the record. Resolution R-2018-15 was read for the second time. A motion by Councilor Richards for adoption of the Resolution was duly seconded. On showing of hands, 13 Councilors were present and voting in favor. Councilors Manwaring and Sapeta were absent. Resolution R-2018-15 declared adopted.

MEMORANDUM – FINANCE DIRECTOR AND RESOLUTION R-2018-18 RELATING TO AN APPROPRIATION FOR MAIN STREET CROSSWALK IMPROVEMENTS

A memorandum was received from the Finance Director along with Resolution R-2018-18. The memorandum was filed into the record. Resolution R-2018-18 was referred by the Chair to the Finance, Organization and Personnel Committee.

ADJOURNMENT

At 8:55 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

Deputy City Clerk

City of Keene, N.H.
*Transmittal Form*

May 7, 2018

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** B.1.

**SUBJECT:** Confirmation

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**COUNCIL ACTION:**
In City Council May 17, 2018.
Tabled until the next regular meeting of the City Council.

**RECOMMENDATION:**
I hereby nominate the following individual to serve on the designated board or commission:

Airport Development and Marketing Committee

Brian W. Johnson - slot 2 Term to expire Dec. 31, 2020
32 Christian Hill Rd
Swanzey NH, 03446

ATTACHMENTS:
Description
Background - Johnson

Brian W. Johnson

32 Christian Hill Rd

Swanzey NH, 03446

Cell 860-729-0319

Home 603-357-0659

[redacted]

Highly trained aviation professional, A&P, IA

- 4/2018 to Present

Director of Aviation, C&S Wholesale Grocers

Overseeing Pilots, maintenance, line service and flight scheduling departments for part 91 operation's

Managing the maintenance of a 2 to 3 ohnsoaircraft part 91 flight department flying 1100 to 1600 hours per year

All aspects of aircraft maintenance tracking, planning, budgeting and training

FAA liaison

Inventory control and parts purchasing

Gained ISBAO level 2 certification for flight department, SMS

Overseeing all aspects of hanger and grounds, Fuel farm and fuel farm QC

Fuel purchasing for in house fuel farm

Technical side of Aircraft Sales and Acquisitions for flight department

Team lead for intergraded materials management plan (storm water runoff monitoring and reporting EPA)

Responsible for all aspects of flight department in the absence of the Director/VP of Aviation

- 2006 to 3/2018

Sr. Aviation Maintenance Manager, C&S Wholesale Grocers

Managing the maintenance of a 2 to 3 aircraft part 91 flight department flying 1100 to 1600 hrs per year

All aspects of aircraft maintenance tracking, planning, budgeting and training

FAA liaison

Inventory control and parts purchasing

Gained ISBAO level 2 certification for maintenance department

Overseeing all aspects of hanger and grounds, Fuel farm and fuel farm QC

Fuel purchasing for in house fuel farm

- 2001 to 2006

Gulfstream Aerospace Westfield Mass,

Sr. Airworthiness inspector

Inspecting multiple product lines insuring all maintenance, repairs and modifications where accomplished

In accordance with manufacture's specifications, TCDS, STC's and within regulatory requirements

- 1995 to 2001: Gulfstream Aerospace, General Dynamics Aviation services, KC Aviation. Westfield Mass.

Lead Challenger technician CL 600.601.604, overseeing up to 20 personnel on 2 shifts, Accomplishing heavy maintenance checks and various installs and large projects on Challenger aircraft.

Worked heavy maintenance checks on the following airframe's

Challenger 600, 601,604

Falcon 20, 50, 2000, 900

Hawker 125 series 400, 600, 700, 800,XP 850XP & 900XP,

Gulfstream GII, III, IV

Gulfstream G100, 200 Lear 31, Westwind.

Beechjet 400A

Engine experience

GE CF34

Honeywell TFE731 & HTE7000

Prat &Whitney 308

Education:

North American Institute of Aviation

Conway, SC received the distinguished graduate award.

Aircraft that I have received certified training on:

Falcon 2000LX

Challenger 300,600,601,604

Hawker 700,800,850XP,900XP

Gulfstream G100, G200

Beechjet 400A

Additional Training:

NBAA leadership course

AIMM Aviation interpersonal maintenance management, conflict resolution

FAA ruby award for training, received multiple years

FAA human factors training

Part 65 training

Certified Hazmat training

OSHA training

EPA storm water run off prevention

Fall protection training

PPE training

CPR certified

AED certified

Blood borne pathogens training

City of Keene, N.H.
*Transmittal Form*

May 22, 2018

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** B.2.

**SUBJECT:** Nominations

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**RECOMMENDATION:**
I hereby nominate the following individuals to the designated Board or Commission:

Ashuelot River Park Advisory Board
Paul Boenko slot 6 Term to expire Dec. 31, 2020

Airport Development and Marketing Committee
Richard Blood slot 3 Term to expire Dec. 31, 2020

ATTACHMENTS:
Description
Background - Boenko
Background - Blood

ANTIOCH UNIVERSITY
NEW ENGLAND
40 Avon Street, Keene, NH 03431-3516 | 603-357-3122 | www.antiochne.edu

May 12, 2018

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

Dear Mayor Lane,

I am pleased to submit this letter of request to be appointed to the Ashuelot River Park Advisory Board. For several months, I have been in conversation with George Foskett regarding this prospect. We both believe that my role as a faculty member at Antioch University New England (AUNE) and my history in Keene regarding engaging public school students in city park activities will be assets to the board.

I have been affiliated with AUNE since 1993 when I began as a student in the Environmental Studies Department. Since that time, I have held numerous positions at AUNE: Adjunct Faculty, Project Director, and now Teaching Faculty in the Education Department. I was the director of the Rachel Marshall Outdoor Learning Lab (RMOLL) from 1997-2003. RMOLL's purpose was to engage teachers and students in real-life science problem solving with support from school district, city, and university partners. The opportunity for that type of activity in collaboration with AUNE still exists. I also see many opportunities to operationalize AUNE resources and graduate student energy to help the park achieve desired goals.

A complimentary role that I play for AUNE and the Keene community is Project Manager of the Horatio Colony Nature Preserve. The Colony Memorial Trust, owner of the Horatio Colony House Museum and Nature Preserve, has contracted with AUNE since 1987 to manage education, public program, and site maintenance activities at the preserve.

More important than these considerations, if appointed, I will participate as an active member of the board to achieve the mission of the park regardless of AUNE's connection. I am more than happy to answer questions and or provide further information.

Sincerely,

Paul Bocko, Teaching Faculty
AUNE Department of Education

Richard Blood
61 Sparrow Street
Keene, NH 03431
603-903-3773
[redacted]

**EDUCATION**

| | | |
|---|---|---|
| Keene High School | 1979 | Diploma |
| U.S. Navy | 1979-1981 | General Discharge E3 |
| Franklin Pierce University | 1995-1997 | Liberal Arts Continuing Ed courses |

**PERTEINENT EXPERIENCE**

In the Navy, I was assigned to VA-75. Based in Oceana, Virginia and deployed onboard the USS Saratoga. I was a Plane Captain whose role was similar to that of a Crew Chief, responsible for the inspection and care of my assigned aircraft. I worked on A-6E all-weather attack bombers

For more than ten years, I have been a photographer and videographer and I am currently responsible for cable television production efforts at Cheshire TV, the local cable access channel.

I also have more than 10 years' experience as a professional photographer. The past 4 years specializing in aviation photography. This endeavor provides me with opportunities to visit numerous airports, air shows and aviation events and has allowed me to gain insight into these events. In just the past 4 years, I have traveled to more than 40 aviation events.

My travels have brought me to Melbourne FL, Myrtle Beach, SC, Quonset, RI, Dayton, OH, Westover AFB, MA, Oceana, VA, Stuart, FL and Pensacola, FL and other locations to participate and witness a variety of aviation events. I bring a unique level of experience from these aviation events that provide me insight into attendance fees, attendance expectations, sponsors and vendors and can provide much insight for the Airport Marketing and Development Committee on the logistics associated with launching these events.

I would be honored to bring my enthusiasm, connections and knowledge to the Airport Marketing and Development Committee to provide energy and assistance to bring more events and publicity to the Dillant-Hopkins Airport.

# External Communication
*Transmittal Form*

June 4, 2018

**TO:** Mayor and Keene City Council

**FROM:**

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.1.

**SUBJECT:** Darryl Masterson - Resignation - College City Commission

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**RECOMMENDATION:**

Darryl Masterson is resigning his membership on the College City Commission. Mr. Masterson has been a member of the Commission since March 3, 2017.

ATTACHMENTS:

Description

Communication - Masterson

From: Darryl Masterson [redacted]
Subject: College City Commission
Date: Apr 15, 2018 at 10:27:16 PM
To: Patty Little plittle@ci.keene.nh.us, Bart Sapeta bsapeta@keene.edu, Tara Kessler tkessler@ci.keene.nh.us

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Patty, Bart, Tara, Mayor Lane and Keene City Council,

Due to continued scheduling conflicts I ask you to accept my resignation from the College City Commission effective immediately.

Thank you,
Darryl Masterson

# External Communication
*Transmittal Form*

June 5, 2018

**TO:** Mayor and Keene City Council

**FROM:** Rod Thompson

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.2.

**SUBJECT:** Rod Thompson - Resignation - Airport Development and Marketing Committee

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ATTACHMENTS:

Description

Communication - Thompson

**BACKGROUND:**

Mr. Thomspon has submitted his resignation from the Airport Development and Marketing Committee. Mr. Thompson was previously a member of the Airport Advisory Commission.

**Rod Thompson**

**Subject:** FW: Airport Marketing Committee

**From:** Rod Thompson [redacted]
**Sent:** Friday, June 01, 2018 5:17 PM
**To:** 'edragon@ci.keene.nh.us'
**Cc:** 'jwozmak@ci.keene.nh.us'
**Subject:** Airport Marketing Committee

Elizabeth A. Dragon,
City Manager, Keene, NH

Dear Ms. Dragon,

Thank you for the nomination to serve as a member of the Airport Development and Marketing Committee. It was my honor to be selected to serve our City in this capacity. Unfortunately, this position does not provide me with the same voice in dealing with important matters pertaining to the Keene Airport as was my charge when serving as a member of the now dissolved Airport Advisory Commission.

Therefore, I ask that you accept my resignation as a member of the Airport Development and Marketing Committee effective immediately.

Sincerely,

Rod Thompson
331 West Surry Road
Keene, NH

# External Communication
*Transmittal Form*

May 29, 2018

**TO:** Mayor and Keene City Council

**FROM:** Carolyn Sweet

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.3.

**SUBJECT:** Carolyn Sweet/Machina Arts - Use of City Property - First Friday Events

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ATTACHMENTS:

Description

Communication - Machina Arts

**BACKGROUND:**

Carolyn Sweet of Machina Arts is requesting permission for the use of City property on Railroad Square for a series of First Friday events that would include art exhibits, vendors, live performances and activities.

May 23, 2018
To the Mayor and Keene City Councillors:

Proposal: Initiate an ongoing Keene First Friday, First Friday Arts Hop, beginning July 6, 2018, and continuing each First Friday of the year. The event will run from 5pm - 9pm in Railroad Square.

Dates:
First Friday of each month, beginning July 6, 2018; August 3, 2018, September 7, 2018, October 5, 2018, November 2, 20118, December 7, 2018, January 4, 2019, ongoing
# of people expected- Up to 500, enhancing activities already underway during that time

Activities:
The First Friday Arts Hop will enhance the downtown Keene experience through the activation of Railroad Square. Keene First Fridays is a celebration of art, culture, performance, music, and food. It provides an opportunity to cultivate creative community-building, share space, & network. It amplifies the downtown experience for locals and tourists. Local organizations and businesses will be invited to engage through art installations and partnership opportunities through which they can promote their events, missions, and businesses.

Railroad Square will be activated through the promotion of the arts and supporting activities. This will include an artist vending market, live performances, and art installations, such as temporary parklettes that help artists, nonprofits, and businesses promote their mission, upcoming events, and other relevant information. 'Parklettes' will provide space for temporary additional seating in the square, some accompanied by a piece of art, while other parklette installations will promote family-friendly activities. We will provide an opportunity for artists to vend their products from both 10x10 booths and in smaller spaces. Only artists directly selling their own creations will be permitted to vend art. Attendees will be encouraged to visit other activities in the downtown through a map, advertising, and promotion of other events.

It is our intention to facilitate the inclusion of all community groups in Keene First Friday. Organizations and businesses will be offered an opportunity to promote their work in an innovative way that supports the intention of the event. While some traditional style 'tabling' may at times be necessary, First Friday Art Hop will support interested participants in preparing parklettes to promote their work. Food will be considered an art and the events will promoted local food. Limited local snack food vending in the Square will not compete with downtown restaurant offerings and restaurants will be invited to participate through concurrent specials or the promotion of the arts at their location and these will be listed on the event map.

Partners: Machina Arts, LLC., Arts Alive, Monadnock Buy Local, The Colonial Theater, Monadnock Music, local artist Jim Murphy, Local chef Jordan Scott, and facilitated by Carolyn Sweet, Community and Economic Development Consultant for Machina Arts, LLC.

Thank you for your consideration.

Kind regards,

Carolyn Sweet
First Friday Program Developer, on behalf of Machina Arts, LLC. and partners

# External Communication
*Transmittal Form*

May 29, 2018

**TO:** Mayor and Keene City Council

**FROM:** Kevin Dremel

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.4.

**SUBJECT:** Kevin Dremel - Use of City Property - Keene Music Festival

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ATTACHMENTS:

Description

Communication - Keene Music Fest

**BACKGROUND:**

Kevin Dremel is requesting the annual license to hold the Keene Music Festival on September 1, 2018. This is a designated Community Event.

63 Emerald St, #363
Keene, NH 03431
http://www.keenemusicfestival.org

May 25, 2018

The Honorable Mayor and City Council
Keene City Hall
3 Washington Street
Keene, NH 03431

Re: 18th Annual Keene Music Festival

The Keene Music Festival wishes to sponsor the 18th Annual Keene Music Festival on Saturday, September 1st, 2018, 2018. The scheduled hours for performances and other activities are 10:00 AM until 10:30 PM; inclusive of set up and tear down time.

As with the seventeen previous events, we are seeking permission to use the common area and bandstand in Central Square, Railroad Square and those sections of the following sidewalks that are located within the Downtown area: Main Street, Washington Street, Lamson Street and Gilbo Avenue. Musicians, merchants and city permitted restaurants will use the sidewalks. In no instance will a sidewalk be blocked in a manner that restricts pedestrian traffic. In addition to these locations, City Tire Company (124 Main Street), Lindy's Diner, as well as other possible downtown businesses, will also be designated as performance venues. We would like to request and reserve the use of parking metered spaces #'s 164, 166, 168, 170, 172, and 174 on Main Street in front of the City Tire Company. The Main Street metered spaces are being requested to serve as a staging area to allow the sound crew to prepare equipment to be set up in the City Tire Company parking lot; and could be opened for use later in the day.

While we do not request that Railroad Street, from Main Street to the parking garage, be officially closed, we are asking that the Public Works Department please provide us with adequate barriers for that eventuality. If the Keene Police Department determines that there is a safety issue, we will close the street with the barricades. We are also requesting

to place a stage at Lamson Street; in the area between Main Street and the sidewalk. We would request access to portable safety barriers to place at the entrance to Lamson Street to serve as a buffer between Main Street and the performers. The performance area would be designed to fit within the area between Main Street and the sidewalk adjacent to Lamson Street.

As with prior years, and in a manner consistent with community event protocol, we ask that the City please give due consideration to absorbing any additional cost of Police Officers and Fire Department Medical Personnel for the day. We are requesting that Police and Fire Department Personnel be detailed to the event between the hours of 11:00 AM and 10:30 PM.

As required, we will provide a $1Milion certificate of insurance to the City, and work closely with City staff to ensure that this is a safe and enjoyable event.

Our previous Music Festivals have always been a great success. There have been no public issues; the performances have been amazing, and the crowds' orderly. As in previous years, Keene Music Festival does not consider or accept outside vendor applications. We prefer to encourage our guests to explore local businesses and shops as they enjoy the music. Events such as this add to the vibrancy of our Downtown area and the City in general and help Keene to be the exceptional place that it is. We thank you in advance for your continued consideration and support.

Sincerely,

Kevin M. Dremel
Music Festival Director

# External Communication
*Transmittal Form*

May 30, 2018

**TO:** Mayor and Keene City Council

**FROM:** Peggy Schauffler

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.5.

**SUBJECT:** Peggy Schauffler/Country Life - Use of City Property - Sandwich Board Sign

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ATTACHMENTS:

Description

Communication - Country Life

**BACKGROUND:**

The owner of Country Life Vegetarian Restaurant is requesting permission for the placement of a portable sandwich board sign on City property located at the corner of Roxbury Street and Main Street for wayfaring purposes.

Country Life Restaurant
& Health Food Store LLC

May 29, 2018

City of Keene
3 Washington Street
Keene NH 03431

Regarding: Permission to place sign on city property

To whom it may concern:

I am writing on behalf of Peggy Schauffler owner of the Country Life Vegetarian Restaurant located at 15 Roxbury St. in Keene. We are asking the city's permission to post a "sandwich board" style sign on the city property shown in the location marked on the attached sketch.

The proposed location, on the corner of Roxbury and Main Streets is across from Rymes Oil and would be in front of the city's utility box. The owner of that building has give her approval for placing the sign in front of her building (see attached).

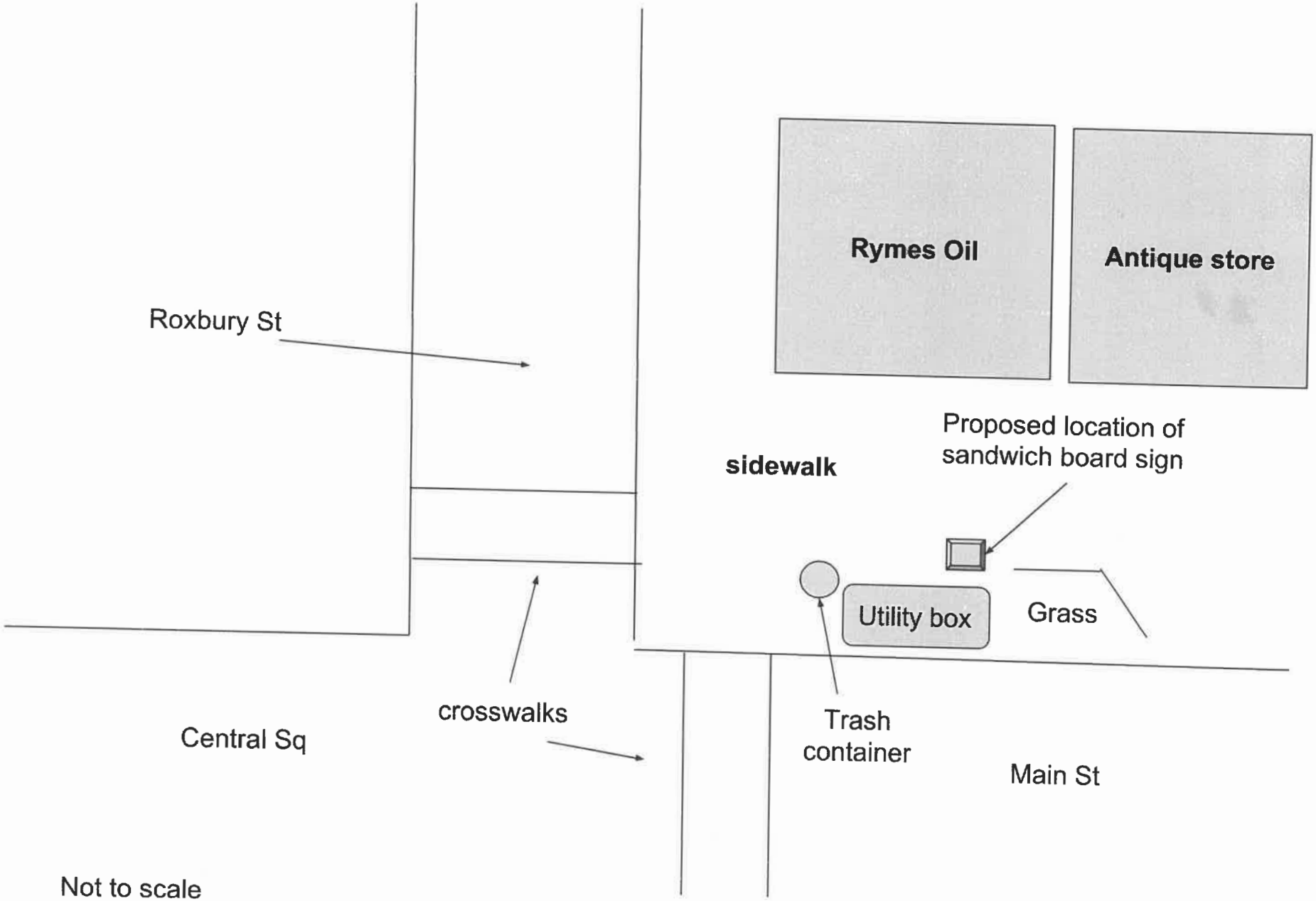
We are also attaching a certificate of liability insurance showing the City of Keene as a certificate holder.

Please let me know how to proceed in obtaining the city's approval. Thank you.

Julie Weisberg
Keene Website Developers
(603) 313-3236

Peggy Schauffler
Country Life Vegetarian Restaurant

3 attachments


Rymes Oil
Antique store
Roxbury St
Proposed location of sandwich board sign
sidewalk
Utility box
Grass
crosswalks
Trash container
Central Sq
Main St
Not to scale

Gmail david weisberg

# Country Life Restaurant request about a sidewalk sign

**Jane Osgood** Wed, Oct 25, 2017 at 10:09 AM
To: david weisberg
Cc:

We approve the sign.

Jane

Jane E. Osgood
State and Main Associates
PO Box 27
85 Main Street
Windsor, Vermont 05089
(o) 802-674-5768
(c) 802-230-8386

Sent from my iPad

[Quoted text hidden]

<street-sign-example.jpg>

<sign-24x36-sidewalk-country-life-restaurant.pdf>

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/15/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|---|---|
| **PRODUCER**<br>Kapiloff Insurance Agency, Inc.<br>417 Winchester Street<br>Keene NH 03431 | **CONTACT NAME:** Brittnie Stockton<br>**PHONE (A/C, No, Ext):** (603)352-2224 **FAX (A/C, No):** (603)357-1217<br>**E-MAIL ADDRESS:** bstockton@kapiloff.com |
| **INSURED**<br>Country Life Restaurant & Health Food Store, LLC<br>15 Roxbury Street<br>Keene NH 03431 | **INSURER(S) AFFORDING COVERAGE** — **NAIC #**<br>**INSURER A :** Mount Vernon Insurance Company<br>**INSURER B :** Amtrust North America — CCLLC<br>**INSURER C :**<br>**INSURER D :**<br>**INSURER E :**<br>**INSURER F :** |

**COVERAGES** **CERTIFICATE NUMBER:** CL1791505313 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | [X] COMMERCIAL GENERAL LIABILITY<br>[ ] CLAIMS-MADE [X] OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>[X] POLICY [ ] PRO-JECT [ ] LOC<br>[ ] OTHER: | | | | 08/19/2017 | 08/19/2018 | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG<br>[ ] | $ 1,000,000<br>$ 100,000<br>$ 5,000<br>$ 1,000,000<br>$ 2,000,000<br>$ 2,000,000<br>$ |
| | AUTOMOBILE LIABILITY<br>[ ] ANY AUTO<br>[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS<br>[ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident)<br>[ ] | $<br>$<br>$<br>$<br>$ |
| | [ ] UMBRELLA LIAB [ ] OCCUR<br>[ ] EXCESS LIAB [ ] CLAIMS-MADE<br>[ ] DED [ ] RETENTION $ | | | | | | EACH OCCURRENCE<br>AGGREGATE<br>[ ] | $<br>$<br>$ |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [Y]<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below | N/A | | | 11/05/2016 | 11/05/2017 | [ ] PER STATUTE [ ] OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | $ 100,000<br>$ 100,000<br>$ 500,000 |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

City of Keene is an additional insured in regards to the General Liability.

**CERTIFICATE HOLDER**

City of Keene

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

Brittnie Stockton

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# External Communication
*Transmittal Form*

June 4, 2018

**TO:** Mayor and Keene City Council

**FROM:** Anthony & Fanella Levick - Granite Roots Brewing

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.6.

**SUBJECT:** Anthony & Fanella Levick/Granite Roots Brewing - Request to Sell Beer at Farmer's Market

---

ATTACHMENTS:

Description

Communication - Levick

**BACKGROUND:**

Granite Roots Brewing is submitting their annual request to sell beer produced by them at their nano brewery at the Farmers Market of Keene. The Liquor Commission requires that the governing body give permission for this sale every year.

RECEIVED JUN 4 - 2018

Granite Roots Brewing
Located at 244 North Main St Troy NH
Mailing Address 545 West Hill Rd
Troy NH
03465

Mayor of Keene
Town Hall
City of Keene, NH
03431

June 1, 2018,

Dear Mayor of Keene, We are writing to you today to ask for permission to sell our beer produced by us at our Nano Brewery , Granite Roots, at The Farmers Market of Keene.We have been selling beer there for the last three years.

We have asked the Farmers Market of Keene to send a letter of permission to you once again, and they have done so.

The New Hampshire Liquor Commission requires that we apply every year that we wish to sell our beer at the market.

We do not wish to sample the beer at the market, just sell it. We would like to sell our beer in 16 ounce and 22 ounce glass bottles and 16 oz cans.

The New Hampshire Liquor Commission requires a letter from you, stating your approval and our attendance at the Farmers Market of Keene on Saturdays begining July 23, 2018 to October 10, 2018 from 9 am to 1 pm.

Thank you for your attention to this matter.

Yours sincerely,

Anthony & Fenella Levick owners of Granite Roots Brewing

City of Keene, N.H.
*Transmittal Form*

June 1, 2018

**TO:** Mayor and Keene City Council

**FROM:** Councilor Terry M. Clark

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.7.

**SUBJECT:** Councilor Terry Clark - Proposed Amendment to Operating Budget - Sustainability Manager

---

ATTACHMENTS:

Description

Communication - Clark

**BACKGROUND:**

Councilor Clark is submitting notice of his intent to make a motion to amend the Fiscal Year 2019 operating budget to fund a contract position for a sustainability manager.

**May 29, 2018**

**To: Mayor and City Council**

**Re: Amendment to 2018-19 Keene City Budget**

**Please place this item on the June 7, 2018 City Council meeting agenda.**

I move that the city council adjust the Proposed FY 2018-19 City Manager budget by $43,124 to fund the contract position of sustainability manager, to be funded as follows:

| | | | |
|---|---|---|---|
| General Fund | | | |
| | 00300 | 61401 Sustainability Coordinator | 40,000 |
| | 00300 | 61704 SS/Medicare | 3,060 |
| | 00300 | 61705 Worker's Comp | 64 |
| | | Total | $43,124 |

Respectfully,

Terry M. Clark
Ward Three City Councilor
14 Barrett Ave.
Keene, NH 03431
661-8347

City of Keene, N.H.
*Transmittal Form*

June 1, 2018

**TO:** Mayor and Keene City Council

**FROM:** Councilor George S. Hansel

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.8.

**SUBJECT:** Councilor George Hansel - Proposed Amendment to Operating Budget - Economic Development Coordinator

---

ATTACHMENTS:

Description

Communication - Hansel

**BACKGROUND:**

Councilor Hansel is providing notice of his intent to move to amend the Fiscal Year 2019 operating budget to fund a $25,000 contribution to a public/private partnership that will hire an economic development coordinator.

May 31, 2018

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

**FROM:** George S. Hansel, Councilor At-Large

**RE:** Proposed Amendment to FY 19 Operating Budget – Contribution for an Economic Development Coordinator

This memo expresses my intent to introduce the following amendment to the FY 19 operating budget on adoption night:

| **General Fund** | | | |
|---|---|---|---|
| 00003 | 62185 | Marketing and Development | 25,000 |
| 00400 | 41105 | Property Taxes | 25,000 |

This amendment proposes to increase the budget by $25,000. This sum represents the city's contribution to a public/private partnership that will hire an Economic Development Coordinator for the city.

Best regards,

George S. Hansel, Councilor At-Large

City of Keene, N.H.
*Transmittal Form*

June 4, 2018

**TO:** Mayor and Keene City Council

**FROM:** Councilor Randy Filiault

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.9.

**SUBJECT:** Councilor Randy Filiault - Proposed Amendment to Operating Budget - Hundred Nights Shelter

---

ATTACHMENTS:

Description

Communication - Filiault

**BACKGROUND:**

Councilor Filiault is submitting notice of his intent to make a motion to amend the Fiscal Year 2019 operating budget to withhold the $20,000 funding allocation to Hundred Nights Shelter until a review of their financials and statistical information has been conducted by City staff.

June 4, 2018

To: The Honorable Mayor and City Council

From: Councilor Randy L. Filiault

Re: Proposed Amendment - FY 19 Budget Allocation – Hundred Nights Shelter

This letter serves as notice of my intent to propose an amendment to the FY 19 operating budget that would withhold the $20,000 funding in cost center 62-149 for Hundred Nights Shelter until City Staff reviews the Hundred Nights Shelter's financials, as well as their bed and shelter statistics (including residency statistics). I am asking that City staff report back to the City Council the results of that statistical review.

City of Keene, N.H.
*Transmittal Form*

May 23, 2018

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** D.1.

**SUBJECT:** Skate Park Location-Parks, Recreation and Facilities Director

---

**RECOMMENDATION:**
On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends that the skate park remain at its current location on Gilbo Avenue.

**BACKGROUND:**
Chair Manwaring recognized Andy Bohannon, Director of Parks, Recreation and Facilities. Mr. Bohannon referred to the Municipal Services, Facilities and Infrastructure Committee meeting held April 11, 2018, stating that the current group is looking to solidify the location of the skate park. He requested that the Committee recommend the skate park remain at its current location on Gilbo Avenue.

Mr. Bohannon explained to the Committee that in 2010, an ad-hoc relocation committee was convened to learn about potential sites around Keene that could better serve as the location. The report listed multiple sites, all of which may or may not work, but the current location remained.

In 2014, another group created a concept plan of Wheelock Park and a space was designated for a skate park. He noted that the fundraising efforts for the project were not achievable and the group moved away.

Mr. Bohannon stated the current group came to him last year during the CIP process. During this time he mentioned to the City Council that a new group approached the department looking to move forward with the project. However, the group was only interested in keeping the skate park at the current site.

He stated that the current group feels that the skate park is best located in the downtown because it is good for the economy. Mr. Bohannon reported the group has received one grant from EverSource in the amount of $2,000. In addition, there are several other grants in the cue.

Mr. Bohannon reported the group is using Pathways for Keene as their fiscal agent in order to have a nonprofit status.

Councilor Sutherland commented it is encouraging that the group has a formal organization that is already raising money. He asked if Mr. Bohannon was aware if any of the former groups fundraising efforts could be added into the project. Mr. Bohannon replied that the current group is the only group that has been active with fundraising. He stated that Kathleen Burke is spearheading the fundraising campaign for the group. Ms. Burke's goal is to start building the skate park by next fall.

Councilor Filiault asked if the department would continue making modifications and repairs to the park until the next phase. Mr. Bohannon replied they have received three quotes for the pliers and additional materials are on order. He noted this would ensure the park is much more enjoyable until the next phase. Councilor Filiault asked if the park would continue to be used by skateboarders and BMX bikes. Mr. Bohannon replied in the affirmative.

Mr. Bohannon reported an individual that helped build the original skate park is now involved in the current project. He noted this individual added a lot to the project in terms of their knowledge and connections to sponsors.

Councilor Sutherland stated that he knew of an ice cream truck that goes to the local ball fields and shares a portion of their profits to local charities. He asked if this truck would be permitted at the skate park. Mr. Bohannon replied that the group is actively seeking opportunities of this nature. He reported that June 21, 2018 is Go Skateboarding Day and the group is holding a fundraising event at Railroad Square. The group is teaming up with Local Burger to help host the event. In addition to the food, there will also be an auction and a local DJ will play music.

Chair Manwaring welcomed public comment. With no comment, Chair Manwaring asked if there was a motion.

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

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends that the skate park remain at its current location on Gilbo Avenue.

City of Keene, N.H.
*Transmittal Form*

May 23, 2018

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** D.2.

**SUBJECT:** Department Presentation-Water Meters Leak Detection

---

**RECOMMENDATION:**
On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends acceptance of the Department Presentation on Leak Detection as informational.

**BACKGROUND:**
Chair Manwaring recognized Rob Chaput and Mike Cox, Water Technicians with the Water Meter Department. Mr. Cox began the presentation by describing how a water meter works. He explained that water enters a chamber containing a disc and the water pressure drives the disc to rotate. The disc rotates counter clockwise as water passes through the meter. As the disc spins the magnet in the disc turns the numbers on the meter head. Mr. Cox presented a nutating disc to the Committee to demonstrate how water flows through the disc. He noted that if the magnet breaks the numbers will automatically stop.

Chair Manwaring asked if the top part of the disc breaks will the water stop flowing. Mr. Cox replied that the water will continue to flow.

Mr. Cox stated that it is important to know where water meters are located in homes. He explained that this is important because the stop tap, which controls the flow of water to the house, is located inside the water meter box. Mr. Cox noted that water meters are located in cellars, under kitchen sinks, buried in the dirt and even in walls.

Mr. Cox then demonstrated how someone would turn off the water in case of an emergency. He presented two different valve options that a home may have. The first is a ball valve that is designed with a ball inside the valve that controls the water flow. The second valve presented was a gate valve. The gate valve opens by lifting a round gate out of the water. Mr. Cox noted that ball valves are more durable, reliable and close more securely after long periods of use. He noted that a gate valve is a problem waiting to happen and suggested having gate valves replaced by a plumber.

Mr. Cox continued explaining that a water meter can also help to detect possible leaks. He stated that a simple check involves turning off all taps to the water system. Once everything has been turned off, check the meter to see if any of the numbers are still recording. If the numbers continue to record this is an indication of a leak. Mr. Cox noted that the number one culprit is the toilet. In addition, he stated that the toilet is the most common cause for a high water bill. The other causes for high water bills can be cause by dripping faucets, broken pipes and outdoor spigot left running.

Mr. Cox reported there is a new device that the City uses to help detect leaks in homes. He reported there is a new technology called the RV4 that is used to help customers understand their water usage patterns when there is a high water bill. Mr. Cox explained that the device is attached to the house, free of charge, in order to find the cause of the leak. The device provides the exact date, time and total water consumption.
Chair Manwaring asked why a water meter would be installed in the ground and what a home owner should do if the meter is buried in the ground. Mr. Cox stated that the best thing a home owner could do is to hire a plumber to get the meter out of the ground. He also explained that a lot of the older homes buried the water meters in the ground due to cost.

Chair Manwaring welcomed public comment. With no comment, Chair Manwaring asked for a motion.

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

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee accepts the Department Presentation on Leak Detection as informational.

City of Keene, N.H.
*Transmittal Form*

May 23, 2018

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** D.3.

**SUBJECT:** Report Out – Discussion Regarding a Proposed Ordinance for Disorderly Residences

---

**RECOMMENDATION:**

On a vote of 5-0, Municipal Services, Facilities and Infrastructure Committee recommends that the Discussion Regarding a Proposed Ordinance for Disorderly Residences be reported out of the Committee with no further action.

**BACKGROUND:**

Chair Manwaring recognized the City Manager, Elizabeth Dragon. The City Manager stated that the Committee asked for an update on all of the more time items. The proposed Ordinace for Disorderly Residences was put on more time because there was more work that was being done. She said some of the challenges they faced when looking at implementing the Ordinance had to do with tracking and having a system in place in order to track. In addition, there were some concerns and questions about the legality of enforcement in relation to a Disorderly Residence Ordinance. The City Manager stated this year the Legislature had taken up a bill but this did not make it through the House and Senate. She stated based on that information, she spoke with Mayor Lane and he would like to see this verbally reported out. The City Manager stated that if something should change with the Legislature, a new item will then be added to the Committee's agenda.

Councilor Hooper asked if the City Manager was stating that if this has action legislatively, it would then be brought back before the Commitee. The City Manager replied that they were hoping that the Legislature might add some more guidance. She added that she is not stating that there cannot be a Disorderly Ordinance but there are some gray areas that need further clarification. The City Manager stated that if the City decided to go forward with the Ordinance locally, the City would need to work on tracking the calls of service. Councilor Sutherland stated that his understanding of this to some degree is there are issues with penalizing an owner of a property for another persons actions. He stated that this does not seem legal under any construct.

With no further comment, Chair Manwaring asked for a motion.

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

On a vote of 5-0, Municipal Services, Facilities and Infrastructure Committee recommends that the Discussion Regarding a Proposed Ordinance for Disorderly Residences be reported out of the Committee with no further action.

City of Keene, N.H.
*Transmittal Form*

May 23, 2018

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** D.4.

**SUBJECT:** Report Out - Reconstruction of the City Roadways and the Addition of Sidewalk Construction to Reconstruction Projects

---

**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends that the reconstruction of the City roadways and the addition of sidewalk construction to reconstruction projects be reported out of the Committee with no further action.

**BACKGROUND:**

Chair Manwaring recognized Kurt Blomquist, Public Works Director. Mr. Blomquist stated that this item goes back to 2013-2014 and this communication was put in by Councilor Duffy and Councilor Richards. He said what happened at that timeframe was the City was maintaining a list for new sidewalk constructions around the City and that program list was over 4 million dollars. Mr. Blomquist noted that the City Council had not been expending any funds toward that list for a number of years. At the same time, large reconstruction projects on Washington Street and Court Street were taking place and Councilor Duffy and Councilor Richards felt new sidewalks were not moving along as they should be. Councilor Duffy and Councilor Richards then decided to speak with this Committee to determine priorities with regard to building new sidewalks.

Mr. Blomquist stated that in his opinion the Committee can report this item out due to the City Council adopting the Complete Streets Guidelines. In addition, Mr. Blomquist stated that the City has stepped back from major street reconstruction to focus more on rehabs and maintenance of existing streets. In addition, Mr. Blomquist stated that the City Council at the previous CIP cycle, decided to eliminate the new sidewalk list. Mr. Blomquist stated for the reasons he mentioned he felt that the Committee could report this item out.

Councilor Sutherland asked if there would be a new sidewalk on Bradford Road. The Public Works Director replied there would not be a new sidewalk in that neighborhood because no one was interested in having the sidewalk on their side of street. In addition, the City Council did not want to take property to put in a sidewalk.

With no further comment, Chair Manwaring asked for a motion.

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

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends that the reconstruction of the City roadways and the addition of sidewalk construction to reconstruction projects be reported out of the Committee with no further action.

City of Keene, N.H.
*Transmittal Form*

May 24, 2018

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.5.

**SUBJECT:** Acceptance of Donations to Library Renovation Project

---

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept donations of $105,514.00 as listed in the April 20, 2018 - May 11, 2018 Cambridge Trust report to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

**BACKGROUND:**

Ms. Dita Englund Co-Chair of the Library Capital Campaign addressed the Committee and stated she was before the Committee to request acceptance of donations in the amount of $105,514.00 as listed in the April 20, 2018 - May 11, 2018 Cambridge Trust report. She stated the Campaign Committee is still seeking donations. She continued that these donations represent the pledges made over the last three or four year period from individuals and corporations. These pledges continue to be received in a very timely manner. It is still possible to make donations to the renovation project.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept donations of $105,514.00 as listed in the April 20, 2018 - May 11, 2018 Cambridge Trust report to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

City of Keene, N.H.
*Transmittal Form*

May 24, 2018

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.6.

**SUBJECT:** Thomas Transportation Parking Space Lease - Airport

---

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a land lease for 40 parking spaces at the Dillant-Hopkins Airport with Thomas Transportation.

**BACKGROUND:**

Airport Manager Jack Wozmak stated this item is regarding the continued lease of parking spaces to Thomas Transportation. Historically, Thomas Transportation has rented 80 spaces (for about $6,000 to $7,000 a year), but it is now reducing that number down to 40 spaces due to change in their needs. Mr. Wozmak noted when the Town of Swanzey did a reassessment and the value of this property increased, the rent for these spaces also increased because the tenant is responsible for the taxes. The price for the 40 spaces was re-negotiated and the tenant will now be paying $6,000 which is essentially an "all in" lease and won't be affected by real estate taxes going forward. The current lease expired about three months ago and they have been negotiating with the tenant to recognize the new assessed value with the Town of Swanzey. In the meantime Thomas Transportation has been continuing to pay as a hold over tenant.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute a land lease for 40 parking spaces at the Dillant-Hopkins Airport with Thomas Transportation.

City of Keene, N.H.
*Transmittal Form*

May 24, 2018

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** G.1.

**SUBJECT:** Options for Main Street Crosswalks and Lighting Changes and Relating to the Acceptance of LED Street Light Program Rebate and Use of Funds for Downtown Crosswalk and Lighting Repairs and Improvements (Resolution R-2018-19)

---

**RECOMMENDATION:**
On 4-0 vote, the Finance, Organization and Personnel Committee recommends this item be put on more time to allow staff to research other options.

**BACKGROUND:**
Mr. Blomquist stated staff would like to see the crosswalk improvements completed this construction season for safety considerations. These crosswalks were installed in 1988 as part of the downtown rehabilitation project and have seen their share of wear and tear. It is becoming difficult for the Public Works Department to maintain these crosswalks and they have tried various techniques over the years to keep them going, but there really isn't much more than can be done with them. They have become a hazard to the public.

The first scope option staff has is to complete the "worst of the worst" crosswalks around Central Square, the crosswalk at the top of Main Street and the crosswalk near Railroad Square.

The second scope option would include "poor" crosswalks at Church Street, across Main Street just south of Church Street and at Gilbo Avenue.

After determining the scope, staff has two surface treatments options for the Council to consider. Regardless of which scope is chosen, the existing pavers will need to be removed and pavement will need to be installed. The first treatment option is basic white paint and the other option is stamped asphalt with an acrylic finish. This treatment is currently in use at the head of the square, Washington Street, Court Street and the crosswalk by the Colonial Theatre and Bagel Works. This option is an upgrade and does fit into the downtown, which is the heart of the community and the economic driver, and staff believes it deserves a higher treatment.

Mr. Lussier referred to the committee's handout and referenced the two different scope options. Regardless of which option is chosen the existing bricks will be removed, milling out the material underneath it, re-grading the base and paving will be added to the existing grade.

White paint is clearly less expensive. There is an annual contract each May for repainting all pavement markings downtown and by spring the markings look a little ragged.

Acrylic is the recommended option as it wears much better and is easy to repair. However, it is more expensive.

Chair Greenwald asked how old the existing stamped crosswalks were. Mr. Blomquist stated they were about four years old. The Chair stressed the reason for this work is purely for pedestrian safety and it is not to encourage shopping downtown or renting space downtown. Councilor Clark talked about a black line painted next to the white surface to give it a 3D effect, which he felt was very effective for drivers. Mr. Lussier in response stated this is not an approved pavement marking.

Mayor Lane addressed the Committee and began by thanking the Public Works Department for coming forward with this item. He agreed the crosswalks at the present time are dangerous and need to be replaced. He stated if the work was going to be done it should be done for the entire downtown as he felt consistency of the downtown is important. He added the installation of an acrylic crosswalk on Washington and Court Streets were experimental. He added the white painted crosswalks don't last at all and he felt it would be irresponsible to spend money to paint crosswalks. He urged the committee to consider acrylic crosswalks for the downtown.

Councilor Jacobs stated the committee is being asked to accept a donation from Eversource in the amount of $100,000 to go towards this project, in that case if the acrylic option was considered the balance would be $47,200.

The Manager stated when this proposal first came up she was reluctant to consider it because there was discussion about a downtown project. However, once the Council decided not to move forward with the downtown project, staff needed to consider what should be done with this particular maintenance work. The Manager noted she felt this was maintenance work. Ms. Dragon stated she has been impressed with the longevity of the acrylic and felt overtime maintaining painted crosswalks is an issue. She also talked about the issue with doing work in the downtown and the issue that causes to traffic flow.

The Manager went on to say the rebate from Eversource has been identified as a funding source for this work with the remaining $47,000 coming from end of the year savings in the Public Works Department. She noted the funds from Eversource are not a donation, but rather a rebate for an energy saving project completed in the downtown.

Councilor Powers asked who will be doing this work. Mr. Lussier stated the work would be contracted out.

Councilor Filiault stated the problem with acrylic crosswalks is they look great during the daytime but they are difficult to see at night. He went on to say when it is dark and someone is on the crosswalk it is difficult to see them, but with the bright white lines it is easier to see pedestrians and felt the reason for crosswalks are for safety. He felt that staff should be able to touch up the white paint with not too much trouble once a year.

Councilor Clark asked how much the acrylic white paint would be. Mr. Blomquist noted the acrylic is not paint. It is instead a certain kind of film material. Councilor Clark reiterated the importance of crosswalks for safety and what is used should keep safety in mind.

Chair Greenwald asked staff in the ensuing weeks to research the option of acrylic white as well as some reflective possibilities for the stamped brick. Councilor Powers asked for staff to look into when the existing crosswalks were installed.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends this item be put on more time to allow staff to research other options.

City of Keene, N.H.
*Transmittal Form*

June 4, 2018

**TO:** Mayor and Keene City Council

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

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** H.1.

**SUBJECT:** Relating to Administrative Departments

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**RECOMMENDATION:**
That the City Council refer Ordinance O-2018-09 to the Finance, Organization, and Personnel Committee.

ATTACHMENTS:
Description
Ordinance O-2018-09

**BACKGROUND:**
The recommended FY18/19 operating budget reflects several organizational adjustments including combining the departments of Planning, Code Enforcement and Health into a new Community Development Department. Other changes reflected in the budget document include alignment of Youth Services with the Parks, Recreation and Facilities Department and Human Services with Finance. A series of ten amendments to City Code, Chapter 2 and Chapter 18, are advanced that incorporate these changes contained within the budget into City Code. The discussion below is organized considering the interrelationship between the various amendments proposed.

Amendment #1: Section 2-111, Function and Powers, replaces the organizational chart in its entirety with an updated chart which adds to the department structure Community Development and removes Human Services and Youth Services. Also incorporated are several other changes that reflect current code, including several adjustments to committee titles and addition of the College/City Commission, the position of Emergency Management Director and the role of the assistant city manager/department head prescribed by City Code.

Amendment #2: Section 2-262, Administrative Departments, replaces the table detailing administrative services departments to incorporate the organizational changes advanced related to community development, planning, health, code enforcement, human services and youth services.

Amendment #3 & 6: Section 2-326, Functions, aligns human services with finance adding administration of human services programs as a function of the finance department along with deletion of Section 2-406 to conform to the relocation of the human services function.

Amendment #4 & 8: Section 2-366, Functions, establishes Community Development as a department detailing as its function various activities related to planning, health and code enforcement along with deletion of Section

2-486 related to planning that are reflective of the new department's configuration.

Amendment #5 & 10: Section 2-367 and 18-26, Administrative amendments to adopted codes, adds Section 2-367 and amends Section 18-26 to attribute responsibilities assigned by City Code to planning, health and code enforcement departments and directors to the community development director and other community development personnel.

Amendment #7 & 9: Section 2-466, Functions, adds youth programs related to court and criminal justice diversion and prevention as a function of parks, recreation and facilities and deletes Section 2-546 to align with relocation of these youth services functions.

With adoption of the amendments proposed and creation of a Community Development Department, City Code will reflect important actions taken toward implementing a component of the vision of Economic Development Action Plan adopted by the City Council in the Spring of 2017 and align with the operating budget for FY 18/19 implementing this new department and other adjustments reflecting current management structure incorporated into the Class and Allocation Schedule effective July 1, 2018.

ORDINANCE

# CITY OF KEENE

O-2018-09

In the Year of Our Lord Two Thousand and Eighteen

AN ORDINANCE RELATING TO ADMINISTRATIVE DEPARTMENTS

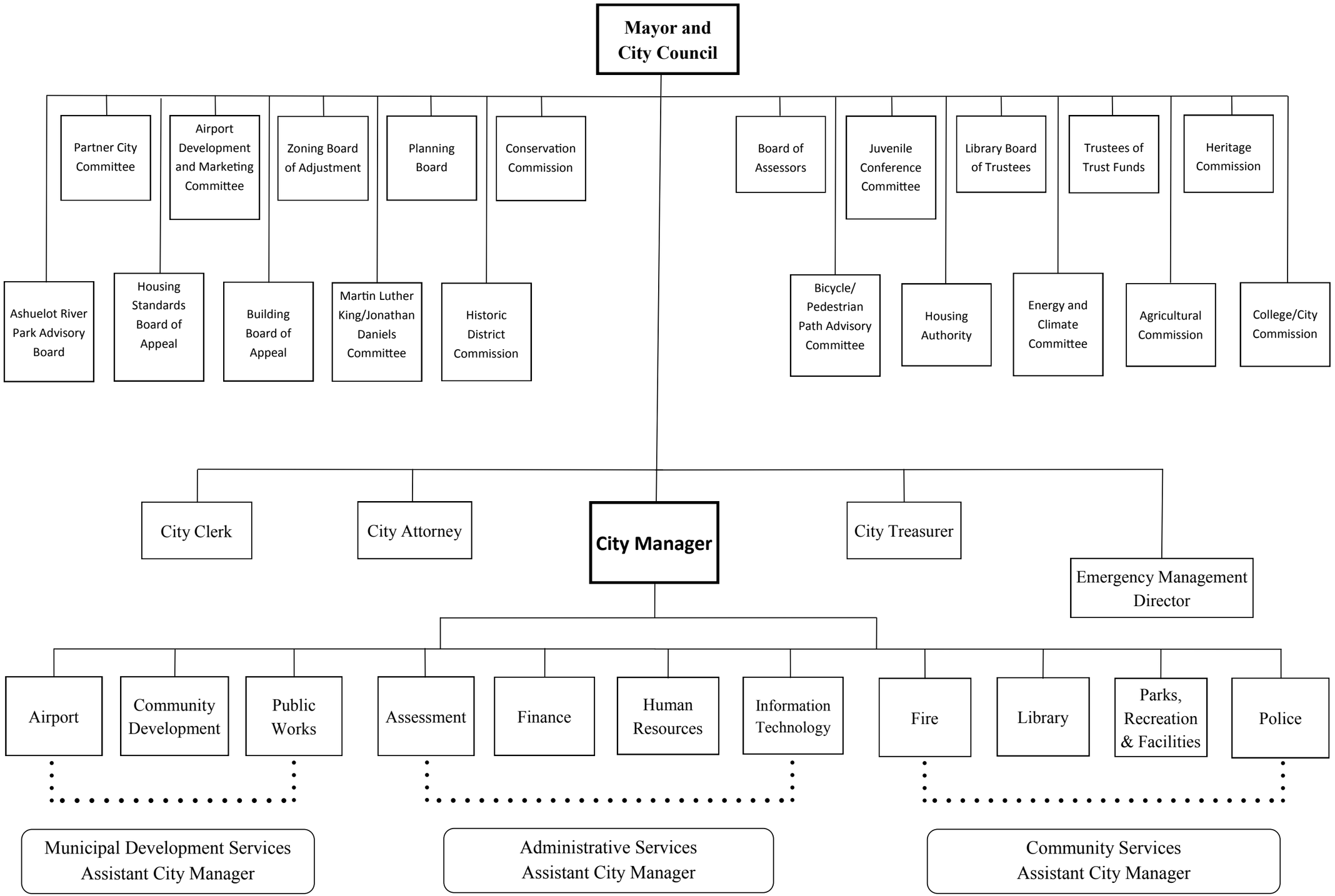
***Be it ordained by the City Council of the City of Keene, as follows:***

That the Ordinances of the City of Keene, as amended are hereby further amended by replacing the organizational chart that follows Sec. 2-111 "Functions and Powers" in Division 2 "City Manager"; by replacing in its entirety Sec. 2-262. "Administrative Departments"; by adding the bolded text to Sec. 2-326 "Functions" (Finance Department); by deleting the stricken text and inserting the bolded text to Sec. 2-366. "Functions" (Health and Code Enforcement) of Division 6; by creating a new Sec. 2-367 "Administrative Amendments to Adopted Codes"; by deleting in its entirety Sec. 2-406 "Functions" (Human Services); by adding the bolded text to Sec. 2-466 "Functions" (Parks, Recreation and Facilities Department); by deleting in its entirety Sec. 2-486 "Functions" (Planning); by deleting in its entirety Sec. 2-546 "Functions" (Youth Services) in Article IV "Departments" of Chapter 2 entitled "Administrative Departments"; and further by deleting the stricken text and inserting the bolded text to Sec. 18-26. "Administrative Amendments to Adopted Codes" in Division 1 "Generally" of Chapter 18 entitled "Building Regulations".

PASSED

**Amendment #1**

# City of Keene
# Organizational Chart



**Amendment #2**

Sec. 2-262. – Administrative Departments

In addition to others created in the future by the city council, the city's administrative service shall consist of the following departments, and the department heads shall be known by the title shown:

| | Department | Department Head |
|---|---|---|
| (1) | Airport | Airport director |
| (2) | Assessment | City assessor |
| (3) | Community development | Community development director |
| (4) | Finance | Finance director |
| (5) | Fire | Fire chief |
| (6) | Human resources | Human resources director |
| (7) | Information technology | Information technology director |
| (8) | Library | Library director* |
| (9) | Parks, recreation and facilities | Parks, recreation and facilities director |
| (10) | Police | Police chief |
| (11) | Public works | Public works director |

*This designation to be subject to the Thayer Agreement.

## Amendment #3

Sec. 2-326. - Functions.

The major functions of the finance department are to:

(1) Develop and maintain a citywide accounting and budgeting system.

(2) Develop and maintain a citywide central purchasing system.

(3) Provide general revenue collection operations.

(4) Develop and maintain a citywide payroll system.

(5) Audit departmental accounts as appropriate and see to the independent audit each year of the city's books of the immediately preceding fiscal year.

(6) Carry out and/or oversee all city financial transactions.

(7) Assist the trustees of trust funds and city treasurer in the investment of city funds.

**(8) Administer human services programs, as prescribed by state law, to provide for those in need of assistance in basic life needs while aiding residents with long term solutions for returning to a state of financial self-sufficiency.**

## Amendment #4

DIVISION 6. - ~~HEALTH AND CODE ENFORCEMENT~~ **COMMUNITY DEVELOPMENT**

Sec. 2-366. - Functions.

The major functions of the ~~health and code enforcement~~ community development department are to:

(1) Protect and promote public health and safety.

(2) Conduct a food service sanitation program.

(3) Inspect day care settings.

(4) Investigate complaints of unsanitary conditions or environmental pollutants.

(5) Provide advice on public health issues and enforce state and local health laws and rules.

(6) **Determine compliance with construction and building codes and** ~~A~~administer the plan review and inspection program.

(7) **Assist applicants while also enforcing building codes,** ~~Enforce~~ zoning, floodplain and sign ordinances as well as site plan, subdivision regulations.

(8) ~~Determine compliance with construction and building codes~~. **Provide technical and administrative support for the planning board and the zoning board of adjustment.**

(9) Provide the public with information on codes and development processes **and leadership, guidance and technical information for the city master plan.**

**(10) Coordinate the subdivision, site plan review and driveway permit processes with the planning board.**

**(11) Assist with the development of the capital improvement program.**

**(12) Make recommendations relative to zoning amendments and road and utility layouts.**

**(13) Gather, organize and record data and information relative to the various physical aspects of the community in order to provide the services in subsections (1) through (5) of this section in a coherent manner.**

**Amendment #5**

**Sec.2-367- Administrative amendments to adopted codes**

**(1) Whenever "health department" or "code enforcement department" or "planning department" appears in the code it shall read "community development department".**

**(2) Whenever "planning director" appears in the code, it shall be read "community development director".**

**(3) Whenever "health director, superintendent of code enforcement, building official, code official , zoning administrator" or "code administrator "appears in the code, it shall read "building/health official".**

## Amendment #6

~~DIVISION 8. - HUMAN SERVICES~~

~~Sec. 2-406. - Functions.~~

~~The major function of the human services department, in accordance with state law, is to administer a program to provide for those in need of assistance in basic life needs.~~

## Amendment #7

Sec. 2-466. - Functions.

The major functions of the parks, recreation and facilities department are to:

(1) Provide, maintain and operate recreational facilities.

(2) Provide recreational programs.

(3) Facilitate the provision of public leisure activities through clubs, associations, and service organizations.

(4) Provide adequate cemetery facilities and burial services.

(5) Maintain safe and functional municipal and departmental buildings.

**(6) Provide, through various programs, methods for diverting youth from the court and criminal justice system while holding youth accountable for their actions, support prevention through community collaboration and create positive opportunities for youth interactions within the community.**

## Amendment #8

DIVISION 12. - ~~PLANNING~~

~~Sec. 2-486. - Functions.~~

~~The major functions of the planning department are to:~~

~~(1) Provide leadership, guidance and technical information in the city master plan development and updating.~~

~~(2) Serve as secretary for the planning board and provide technical and administrative support.~~

~~(3) Assist with the development of the capital improvement program.~~

~~(4) Coordinate the subdivision, site plan review and driveway permit processes with the planning board.~~

~~(5) Make recommendations relative to zoning amendments and road and utility layouts.~~

~~(6) Gather, organize and record data and information relative to the various physical aspects of the community in order to provide the services in subsections (1) through (5) of this section in a coherent manner.~~

~~(7) Assist applicants in various permit processes such as wetlands, excavation and floodplain permits.~~

**Amendment #9**

~~DIVISION 15. - YOUTH SERVICES~~

~~Sec. 2-546. - Functions.~~

~~The major function of the youth services department is to provide, through various programs, methods for diverting youth from the court and the criminal justice system as well as provide a means by which juveniles may provide restitution for their offenses.~~

**Amendment #10**

Sec. 18-26. - Administrative amendments to adopted codes.

The following sections apply to the administrative sections of the State Building Code adopted pursuant to state law.

(1) Whenever "building official" or "code official" appears in the codes, it shall be read "**building/health official** ~~assistant city manager/health director~~."

(2) Whenever "department of building safety" appears in the codes, it shall read "**community development** ~~code enforcement~~ department."

(3) Nothing contained in this section shall be interpreted or construed to allow any work for which a permit is not required herein to be done in any manner contrary to the requirements of the codes and laws of the city. Violations of the codes or other laws in any work not requiring a permit shall be subject to the general penalty of the codes in the same manner as if a permit had been required.

_____

Kendall W. Lane, Mayor

City of Keene, N.H.
*Transmittal Form*

May 24, 2018

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** I.1.

**SUBJECT:** Relating to Class Allocation and Salary Schedule

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**RECOMMENDATION:**
On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2018-08-A.

ATTACHMENTS:
Description
Ordinance O-2018-08-A

**BACKGROUND:**
Asst. City Manager/HR Director Beth Fox stated she was before the Committee regarding the annual update for class allocation to sections of Chapter 62 – Class Allocation and Salary Schedule related to charter officers, and schedules for probationary highway and firefighters, and administrative and clerical positions, which are not subject to a collective bargaining agreement. This update however does not pertain to Section 62-192, probationary police officers because this salary scale was only recently updated as part of the hiring incentive program.

The Human Resources Director continued this ordinance includes changes to Chapter 62 that anticipate organizational changes recommended in the operating budget. In particular, changes are being recommended to the Planning, and Health and Code Enforcement Departments, which are proposed to be combined into a single Community Development Department. In addition, alignment of assignments of Human and Youth Services to the Finance Director and the Parks, Recreation, and Facilities Director are proposed. Staff is currently finalizing additional adjustments to Chapter 2 related to department and organizational structures to complete implementation of the organizational changes reflected in the FY19 budget. These further changes will be incorporated into an Ordinance that will be submitted to the Council on June 7.

The schedules before the committee tonight reflect a cost of living adjustment of 2.25%, providing wage adjustments that fall within the parameters set by the City's collective bargaining agreements which range from 2% to 3%. Ms. Fox noted the Northeast Urban Consumer Price index as of April 2018 reflects an annual rate of 2.1%.

Ms. Fox reiterated these schedules are the wage structure for the City's non-union regular full and part time employees, which consist of about 90, of the City's 285 regular full and part time positions. The proposed COLA is for a five year period of non-union wage adjustments which have averaged less than 2%. The proposal before the committee tonight at 2.25%, is recommended to maintain a competitive non-union wage

schedule in an increasing competitive labor market. As stated before, competitive wages are one component that helps to attract and retain high performing employees that provide the services that the community needs and expects.

Ms. Fox went on to say the bulk of the changes relate to the City's 4th floor shifting from two departments to a combined Community Development Department. The ordinance before the committee deletes four positions; Planning Director, Health Director, Code Enforcement Superintendent and Code Enforcement & Inspections Manager and adds the positions of a Community Development Director, a Building/Health Official and a Senior Planner.

A second area of change which is also reflected in the operating budget is the deletion of the position of Human Services/Youth Services Director. This position has been vacant for more than five years. These functions will now be assigned to the Finance Department and Parks, Recreation and Facilities Department, respectively.

There is a grade reclassification for the Parks, Recreation, and Facilities Director because of the added expectations and responsibilities of this position relating to facilities and the growing importance of this service area and how it contributes to the community vibrancy.

Other ordinance adjustments relate to finance operations; restructuring of work flow and staff resources within the department. The specific changes are reflected in the elimination of the purchasing specialist position and the inclusion of a staff accountant position which will work in conjunction with the senior staff accountant on the budget efforts, supporting grants, Trustees of Trust fund operations and the reconciliation process.

The final adjustment is the addition of a step 30 which currently has no positions in it, but for the schedule to work effectively there needs to be a step 30.

Councilor Powers referenced the police probationary scale adjustment not being included in this ordinance. The HR Director responded when she developed the recent ordinance change she was using a July 1st 2.25% percent increase. In this instance the scale was not included, but in a normal circumstance a cola adjustment ordinance would include the probationary police scale.

Councilor Powers inquired whether the senior planner in S19 would replace the planner in S16. Ms. Fox stated there will be another planner, but the senior planner would have supervisory responsibilities over the planner and the planning technician.

Ms. Fox indicated there was a Scribner's error in the ordinance that she would like to have addressed by the committee. She noted that she had included a reference to Sec. 62-192 in the preamble of the ordinance as being a section to be deleted. This was in error and she was requesting an amendment to the ordinance to remove the reference to Sec. 62-192 in the instructions to the codifier.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the correction of a Scribner's error as proposed by the Human Resources Director to the Ordinance.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2018-08-A.

ORDINANCE

# CITY OF KEENE

O-2018-08A

In the Year of Our Lord Two Thousand and Eighteen

AN ORDINANCE Relating to Class Allocations and Salary Schedules

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" and Section 62-194, "Administrative and Clerical – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" and Section 62-194, "Administrative and Clerical," effective July 1, 2018.

_____

Kendall W. Lane, Mayor

PASSED

**City Code Section 2-231**

## COUNCIL APPOINTMENTS
## ANNUAL SALARY SCHEDULE

(effective July 1, 2018)

| SALARY | City Clerk | City Attorney | City Manager |
|---|---|---|---|
| L | 85,884 | 106,316 | 127,626 |
| E | 89,749 | 111,101 | 133,370 |
| V | 93,787 | 116,100 | 139,371 |
| E | 98,008 | 121,325 | 145,643 |
| L | 102,418 | 126,784 | 152,197 |
| | 107,027 | 132,490 | 159,046 |

**City Code Section 62-166**

# PROBATIONARY PUBLIC WORKS
# HOURLY WAGE SCHEDULE
## Non Union
(effective July 1, 2018)

| | STEP | | | |
|---|---|---|---|---|
| GRADE | 1 | 2 | 3 | 4 |
| H 1 | 12.80 | 13.76 | 14.38 | 15.03 |
| H 2 | 13.36 | 14.37 | 15.01 | 15.69 |
| H 3 | 13.97 | 15.01 | 15.69 | 16.40 |
| H 4 | 14.57 | 15.66 | 16.37 | 17.10 |
| H 5 | 15.25 | 16.39 | 17.13 | 17.90 |
| H 6 | 15.93 | 17.13 | 17.90 | 18.70 |
| H 7 | 16.63 | 17.87 | 18.68 | 19.52 |
| H 8 | 17.40 | 18.71 | 19.55 | 20.43 |
| H 9 | 18.18 | 19.54 | 20.42 | 21.34 |
| H 10 | 18.96 | 20.38 | 21.30 | 22.25 |
| H 11 | 19.87 | 21.36 | 22.32 | 23.32 |
| H 12 | 20.75 | 22.30 | 23.31 | 24.35 |

CLASS ALLOCATION

| GRADE | |
|---|---|
| H 2 | Maintenance Aide I; Recycler I; Recycler I/Attendant |
| H 4 | Water & Sewer Service Aide I |
| H 5 | Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water & Sewer Service Aide II |
| H 7 | Mechanic I |
| H 8 | Motor Equipment Operator II |
| H 9 | Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator |
| H 10 | Highway Foreman; Solid Waste Foreman; Maintenance Technician I |
| H 11 | Water Meter Technician; Maintenance Electrician |
| H 12 | Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman |

**City Code Section 62-191**

**PROBATIONARY FIREFIGHTER**
HOURLY WAGE SCHEDULE
(effective July 1, 2018)

| GRADE | | STEP 1 |
|---|---|---|
| F 1 | Level I/EMT B | $19.26 |
| F 2 | Level II/A-EMT | $20.42 |
| F 3 | Level II/Medic | $21.42 |

**City Code Section 62-194**

# ADMINISTRATIVE AND CLERICAL
# ANNUAL SALARY SCHEDULE
## Non Union
(effective July 1, 2018)

| | STEPS | | | | | |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| GRADE | | | | | | |
| S 1 | 29,864 | 31,208 | 32,612 | 34,080 | 35,614 | 37,217 |
| S 2 | 31,208 | 32,612 | 34,080 | 35,614 | 37,217 | 38,892 |
| S 3 | 32,612 | 34,080 | 35,614 | 37,217 | 38,892 | 40,642 |
| S 4 | 34,080 | 35,614 | 37,217 | 38,892 | 40,642 | 42,471 |
| S 5 | 35,614 | 37,217 | 38,892 | 40,642 | 42,471 | 44,382 |
| S 6 | 37,217 | 38,892 | 40,642 | 42,471 | 44,382 | 46,379 |
| S 7 | 38,892 | 40,642 | 42,471 | 44,382 | 46,379 | 48,466 |
| S 8 | 40,642 | 42,471 | 44,382 | 46,379 | 48,466 | 50,647 |
| S 9 | 42,471 | 44,382 | 46,379 | 48,466 | 50,647 | 52,926 |
| S 10 | 44,382 | 46,379 | 48,466 | 50,647 | 52,926 | 55,308 |
| S 11 | 46,379 | 48,466 | 50,647 | 52,926 | 55,308 | 57,797 |
| S 12 | 48,466 | 50,647 | 52,926 | 55,308 | 57,797 | 60,398 |
| S 13 | 50,647 | 52,926 | 55,308 | 57,797 | 60,398 | 63,116 |
| S 14 | 52,926 | 55,308 | 57,797 | 60,398 | 63,116 | 65,956 |
| S 15 | 55,308 | 57,797 | 60,398 | 63,116 | 65,956 | 68,924 |
| S 16 | 57,797 | 60,398 | 63,116 | 65,956 | 68,924 | 72,026 |
| S 17 | 60,398 | 63,116 | 65,956 | 68,924 | 72,026 | 75,267 |
| S 18 | 63,116 | 65,956 | 68,924 | 72,026 | 75,267 | 78,654 |
| S 19 | 65,956 | 68,924 | 72,026 | 75,267 | 78,654 | 82,193 |
| S 20 | 68,924 | 72,026 | 75,267 | 78,654 | 82,193 | 85,892 |
| S 21 | 72,026 | 75,267 | 78,654 | 82,193 | 85,892 | 89,757 |
| S 22 | 75,267 | 78,654 | 82,193 | 85,892 | 89,757 | 93,796 |
| S 23 | 78,654 | 82,193 | 85,892 | 89,757 | 93,796 | 98,017 |
| S 24 | 82,193 | 85,892 | 89,757 | 93,796 | 98,017 | 102,428 |
| S 25 | 85,892 | 89,757 | 93,796 | 98,017 | 102,428 | 107,037 |
| S 26 | 89,757 | 93,796 | 98,017 | 102,428 | 107,037 | 111,854 |
| S 27 | 93,796 | 98,017 | 102,428 | 107,037 | 111,854 | 116,887 |
| S 28 | 98,017 | 102,428 | 107,037 | 111,854 | 116,887 | 122,147 |
| S 29 | 102,428 | 107,037 | 111,854 | 116,887 | 122,147 | 127,644 |
| **S 30** | **107,037** | **111,854** | **116,887** | **122,147** | **127,644** | **133,388** |

**City Code Section 62-194**

## ADMINISTRATIVE AND CLERICAL

(effective July 1, 2018)

| GRADE | CLASS ALLOCATION |
|---|---|
| S 4 | Library Aide |
| S 5 | Minute Taker |
| S 6 | Administrative Assistant; Records Clerk |
| S 7 | Administrative Assistant I |
| S 8 | NO POSITIONS ASSIGNED |
| S 9 | NO POSITIONS ASSIGNED |
| S 10 | NO POSITIONS ASSIGNED |
| S 11 | Fire Department Administrator; Office Manager; Parking Services Technician; Police Dispatch Supervisor |
| S 12 | Librarian I; Planning Technician; Paralegal; Executive Secretary**; Staff Accountant** |
| S 13 | NO POSITIONS ASSIGNED |
| S 14 | NO POSITIONS ASSIGNED |
| S 15 | Executive Assistant; Librarian II; Senior Staff Accountant; Payroll Administrator; Human Resource Assistant; Youth Services Manager; Mapping Technician; Engineering Technician; Technical Support Specialist; Assistant City Clerk; Parking Operations Manager;~~ Purchasing Specialist~~ |
| S 16 | Planner; Laboratory Supervisor |
| S 17 | Appraiser; Recreation Programmer; Librarian III; Parks & Cemetery Maintenance Superintendent; Treatment Plant Manager; Fleet Services Operations Manager; Airport Maintenance & Operations Manager, |
| S 18 | Water & Sewer Superintendent; Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager, |
| S 19 | Highway Superintendent; Fleet Services Superintendent; Operations Manager; **Senior Planner** ~~Code Enforcement & Inspections Manager~~ |
| S 20 | Systems Administrator; Purchasing & Contract Services Manager |
| S 21 | NO POSITIONS ASSIGNED |
| S 22 | NO POSITIONS ASSIGNED |
| S 23 | ~~Code Enforcement Superintendent~~ |
| S 24 | City Engineer; Assistant Public Works Director/Division Head; Assistant IT Director; Database Administrator; Airport Director; **Building/Health Official** |
| S 25 | ~~Parks, Recreation & Facilities Director;~~ Human Resources Director; Library Director; ~~Human Services/Youth Services Director;~~ Assistant Finance Director/Assistant Treasurer; Police Captain; Deputy Fire Chief |
| S 26 | **Community Development Director**;~~ Planning Director~~; ~~Health Director~~; City Assessor **Parks, Recreation & Facilities Director** |
| S 27 | Finance Director/Treasurer; IT Director |
| S 28 | Police Chief; Fire Chief; Public Works Director |
| S 29 | NO POSITIONS ASSIGNED |
| **S 30** | **NO POSITIONS ASSIGNED** |

City of Keene, N.H.
*Transmittal Form*

May 23, 2018

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** J.1.

**SUBJECT:** Relating to the Absolute Discontinuance of a Public Way Known as Wells Street Parking Lot and For the Return of Layout of a Public Right-of-Way Known as Wells Street

---

**RECOMMENDATION:**

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Resolution R-2018-12.

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Resolution R-2018-13.

ATTACHMENTS:

Description

Resolution R-2018-12

Resolution R-2018-13

**BACKGROUND:**

Chair Manwaring stated that she was not present at the site visit for Wells Street parking lot and layout of public right of way. Chair Manwaring turned the meeting over to Councilor Filiault. Chair Pro Tem Filiault recognized Kurt Blomquist, Public Works Director.

Mr. Blomquist displayed a layout of the Wells Street Parking Lot. He stated that the process is both code related and statutory. He noted that both of these Resolutions did receive first reading and that City Council has done a site visit for the return of layout.

Mr. Blomquist stated that back in the early 1970's the City was working with a number of organizations with regard to the construction of an elderly housing complex, known as the Cleveland Building. He said this was an area that there were a number of different properties. The City did go through and acquire these properties through friendly processes and through eminent domain. Mr. Blomquist stated that the City did take these buildings down in order to facilitate construction for the building. In 1976, the City discontinued Church Street from where it ends today. In addition, they laid out what is known as the Roxbury Plaza and this property provided the frontage for the Cleveland Building. At the same time, the City decided that it was going to layout an area to be used for public parking. Wells Street was discontinued to make this happen.

Today, Mr. Blomquist stated that the City is interested in doing long term leases on the ground level in the Wells Street facility. He noted that long term leases have been done on the second floor of the parking structure. Mr. Blomquist said when that occurred in late 1998, the City Attorney at that time, looked at it and said that it was

not an issue. Mr. Blomquist stated that this was not an issue because the second deck is in the air.

Mr. Blomquist stated due to the interest in ground space today, we run into the issue of long term leasing of the public way. He said to resolve this issue the City must reverse the action of the City Council back in 1976.

Councilor Sutherland commented that he was concerned at what point does public parking facility no longer become public if it is not accessible to the public. He asked if the City would consider selling the parking garage. Mr. Blomquist stated that the City Council would be learning more about parking on June 19th at their meeting. He continued that from his perspective the City never gives up property because of what could happen in the future.

Chair Pro Tem Filiault welcomed public comment. With no commment, Chair Pro Tem Filiault asked for a motion.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Resolution R-2018-12.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Resolution R-2018-13.

# CITY OF KEENE

R-2018-12

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

A RESOLUTION ..... RELATING TO THE ABSOLUTE DISCONTINUANCE OF A PUBLIC WAY KNOWN AS WELLS STREET PARKING LOT .....

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

That the Keene City Council is of the opinion that there is no further need to designate what is known as the Public Way to be known as Wells Street Parking Lot for the accommodation of the public and that there is occasion to rescind Resolution R-76-15 A and for the absolute discontinuance of the Public Way know as Wells Street Parking Lot as described in the attached Description of Complete Discontinuance, subject to the following conditions:

All documentation is in a content and form acceptable to the City Attorney and City Engineer.

Kendall W. Lane, Mayor

In City Council April 5, 2018.
Referred to the Municipal Services, Facilities and Infrastructure Committee and the Planning Board. Site visit scheduled for Thursday, May 17, 2018 at 5:45 PM. Public Hearing scheduled for Thursday, May 17, 2018 at 7:00 PM.

City Clerk

PASSED

# CITY OF KEENE

R-2018-13

In the Year of Our Lord Two Thousand and Eighteen

A RESOLUTION FOR THE RETURN OF LAYOUT OF A PUBLIC RIGHT OF WAY KNOWN AS WELLS STREET

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

The Keene City Council is of the opinion that for the accommodation of the public there is occasion to layout Wells Street for the purposes of a highway, utilities or other public improvements as described in the attached Return of Layout and said Petition, subject to the following conditions:

1. All documentation is in a content and form acceptable to the City Attorney, and City Engineer.

Kendall W. Lane, Mayor

In City Council April 5, 2018.
Referred to the Municipal Services, Facilities and Infrastructure Committee and the Planning Board. Site visit scheduled for Thursday, May 17, 2018 at 5:45 PM. Public Hearing scheduled for Thursday, May 17, 2018 at 7:00 PM.

City Clerk

PASSED

City of Keene, N.H.
*Transmittal Form*

May 24, 2018

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** J.2.

**SUBJECT:** Relating to an Appropriation for Lower Main Street Crosswalk Improvement Project

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**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2018-18, Relating to an Appropriation for Lower Main Street Crosswalk Improvement Project.

ATTACHMENTS:

Description

Resolution R-2018-18

**BACKGROUND:**

Public Works Director, Kurt Blomquist and City Engineer Don Lussier were the next two presenters. The City Manager noted this evening the Committee would be considering the Resolution relating to an appropriation for the lower Main Street crosswalk improvements, and at their next meeting the acceptance of a donation from Keene State College would be addressed. She explained the Finance Director asked that this be addressed as two separate items once there was confirmation from the College that they are going to donate the $120,000. If the Council supports the recommended motion, a letter would be sent to KSC requesting the funds. Once the $120,000 is received, the staff would be back before the committee for the acceptance of the donation. She added the design of the lower Main Street crosswalk project is going to be addressed by the MSFI Committee.

Mr. Blomquist stated the portion of the City being addressed is Lower Main Street near Elliot Street where crosswalk work was recently completed. This project is outlined in the CIP at a cost of $240,000. After recent discussions with the college, they have expressed interest in funding some of the improvements with a contribution of $120,000.

Mr. Lussier stated the work will build on what already exists – raised medians from the Westwood Center north to just pass Elliot Street. There will be a cross over for emergency vehicles to access Elliot Street. The project will also include decorative lighting and pedestrian activated push button signals similar to what exists on West Street and Roxbury Street. The curb line will be extended out for better visibility for both pedestrians and motorists. There will be two crosswalks – one at Elliot Street and one at the Westwood Center.

Councilor Powers clarified this work would happen within the existing right of way. Mr. Lussier stated all the work - including two lanes north and two lanes south and a four foot median - will be within the right-of-way.

Councilor Clark asked whether staff has looked at which crosswalk locations pedestrians use the most. Mr. Lussier stated this type of survey has not been done yet and will be looked at as part of the design.

The City Manager stated the reason this item is coming this evening is because it is part of the CIP and the Mayor had asked the City to contact KSC to see if they would like to move forward with this work. She added the City is in a time crunch with reference to this matter as the College would like to complete this work by the fall.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2018-18, Relating to an Appropriation for Lower Main Street Crosswalk Improvement Project.

# CITY OF KEENE

R-2018-18

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

A RESOLUTION .....Related to an appropriation for Main Street crosswalk improvements.....

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

That the sum of one hundred and twenty thousand dollars ($120,000) is hereby appropriated in the 2017-2018 fiscal year for the purpose of providing funding for Main Street crosswalk improvements.

Said appropriation to be funded by the General Fund unassigned fund balance ($120,000).

Kendall W. Lane, Mayor

In City Council May 17, 2018.
Referred to the Finance, Organization
and Personnel Committee.

William S. Dow

Deputy City Clerk

PASSED

City of Keene, N.H.
*Transmittal Form*

May 24, 2018

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** J.3.

**SUBJECT:** Relating to the 2018-2019 Fiscal Year Operating Budget

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**RECOMMENDATION:**
On a vote of 4 – 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2018-17-A.

ATTACHMENTS:
Description
Summary of amendments
Resolution R-2018-17-A

**BACKGROUND:**
Chair Greenwald noted the public has had the opportunity to comment on the budget. This conversation is open for comment from Councilors until a motion is made and then the discussion is then only open to the Finance Committee. At the next Council meeting, all Councilors will be permitted to make additional amendments.

The City Manager referenced a handout which she had distributed to the Committee. It contained the following proposed amendments:

1. Health insurance – this amendment will adjust the budget by $209,448 which is a decrease throughout the budget.

2. An increase of $25,000 for the contribution of an economic development initiative which is related to the downtown coordinator position.

3. A decrease of $10,000 for the pumpkin festival activities.

4. The closure of the Wheelock Park campground.

These changes would adjust the original increase to the budget which was $361,855 or 1.45% to $174,627 or a .7% change

Councilor Clark addressed the Committee and stated in 2004 the Cities for Climate Protection Committee (CCP) recommended the City establish an energy efficiency environmental coordinator position to implement

the Climate Action Plans. In 2007, the CCP recommended that in order for the City to successfully establish a climate action plan the City create a sustainability coordinator position. While this was happening, the City committed to reduce its greenhouse gas emission as a municipality. There was success by the City, but the goal fell short at a community scale.

The Councilor felt the Sustainability Coordinator can bring the community together on this effort. He felt the City as a municipality is able to do this and felt the rest of the community should be educated as well.

Councilor Richards added if this position is funded, a position like this could look at other savings as well. This would be similar to how the city and school and county have been working on fuel savings. He noted this is a contract position and felt its addition could save the City much more than $40,000. He added this position is mentioned twice in the master plan and is a position recommended by the CCP. He stated he looks at this position as a return on investment.

Councilor Hansel was the next to address the committee. He stated he wanted to address the public/private partnership for the downtown coordinator position. He stated this is not a City position. MEDC will handle all the administrative costs for this position. Every tax dollar invested in this initiative is being matched by a private entity. There are also grant sources being looked at by MEDC. The Councilor added the City Manager and Council will have a lot of say in what this position does. He further stated the fundraising efforts are ongoing for matching funds for this position and it is important for the City to move it forward.

Councilor Hansel stated the City has had long time collaboration with MEDC and they are looking for a partner to drive this process. He sees value in the City investing in this idea. He went on to say by appropriating this money right now what the City is saying is that it is interested in investing in the downtown. The Council will have a say in how the money is going to be used and that the City has a significant leadership role in this instance.

Ms. Dragon referred to a recent discussion she had had regarding the sustainability coordinator position and agreed the City has done a good job in trying to reduce greenhouse gas emission and there are also some projects on the horizon the City is looking at. She noted if this is a position the Council was considering it would be an outward focused position because the City currently has staff to continue on the path of sustainability.

The Manager further stated she was concerned at the public hearing because the comments about the position were confusing but Councilor Clark has indicated tonight that this would be outwardly focused position and this is what the recent discussion focused on.

Councilor Richards asked whether the $5,000 for the pumpkin festival came from the Finance Committee or through protocol meetings. Ms. Dragon stated it came through the Finance Committee.

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

That the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2018-17, relating to the 2018-2019 Fiscal Year Operating Budget.

Councilor Clark made the following motion, which was seconded by Councilor Jacobs:

Move to add $40,000 to cost center 00300 to fund a contract for a sustainability manager.

Councilor Clark stated this community is not reaching its goals and there has to be someone who is able to lead this work. He felt this is an important issue for the taxpayer. He stated someone has to start thinking about the “entirety” and he felt Keene should step forward and take on this task. He noted a Councilor suggested an

intern, but stated the committee that suggested this position was reluctant on giving such a task to an intern and felt a point person was necessary.

Councilor Powers stated the department heads brought forward a budget which was solid and within the guidelines set forth by the Council. On this topic and others which might need funds added to the budget, he will have to vote no. He stated if anything more is going to be added to the budget it will have to be for things like roads, the opioid crisis, homelessness, unemployment, things of that nature. If this item was discussed six months ago and the committee had time to discuss it, he might have voted in favor.

Councilor Jacobs stated he will vote in favor of a sustainability coordinator because he was asked to sign the original letter. He stated he understands that this is an outward position. The City has air quality issues that need to be addressed and he felt it is a public health issue and a person addressing these concerns was necessary. He noted it was a small investment; it has a time limit as it is a contract position and the City always has the opportunity to evaluate if the position works.

Chair Greenwald stated he is all for the idea of sustainability. He suggested a collaborative effort between the city, school district, university system, chamber of commerce, southwest regional planning, all working together would be worthwhile, but he did not feel an employee was needed to corral these entities together. He noted the City was not responsible for the school district, but the City was doing its part with respect to sustainability. The Chairman felt a quarterly report from department heads as to what they are doing to further this initiative was prudent. He did not feel any more money needs to be allocated to fund a position which will only keep increasing in costs. The Chairman stated he will not be supporting a sustainability coordinator's position.

On a vote of 2 – 2, the Finance, Organization and Personnel Committee failed to recommend a motion to add $40,000 to cost center 00300 to fund a contract for a sustainability manager. Chair Greenwald and Councilor Powers voting in opposition.

Referring to the recommendation from the City Manager to adjust the health insurance budgets (61701) and associated funding sources; Councilor Powers noted the good work that was done by many to obtain a good health insurance policy.

Councilor Powers made the following motion, which was seconded by Councilor Jacobs:

On a vote of 4 – 0, the Finance Organization and Personnel Committee recommends a decrease in the general fund of $209,448 to reflect a change in health insurance coverage for City employees.

Again referring to a recommendation of the City Manager regarding an economic development initiative, Councilor Powers made the following motion, which was seconded by Councilor Greenwald:

The Finance, Organization and Personnel Committee recommends the addition of $25,000 to fund a contribution towards an economic development coordinator.

Councilor Clark noted this was a position that was originally funded through the Chamber of Commerce over the years of 2008-2011. He questioned the sustainability of the funding source, especially because the downtown merchants association is not a formal group and can't make a formal contract. He asked what happens if the match is not made and questioned whether the City should get involved in a non-guaranteed funding source. The Councilor felt this might be a position that would only last for a year or two and questioned how beneficial something like that could be.

Chair Greenwald stated if this position is connected with MEDC, this is a solid organization that has been around and they are fundraising with bigger corporate entities that see the value of downtown and the importance of this position. Councilor Clark asked what happens if the $25,000 match is not reached?

The Manager stated one of the strengths of this recommendation is that it is a public/private partnership and it is not all on the City. This type of effort will involve a variety of people and organizations. As stated by Councilor Hansel, work will need to be done to be certain that the scope of the job meets our needs. She stated her understanding is that fundraising would be required for the first two years so the position has two solid years. The Manager continued the other issue is there are organizations which are already pursuing the course just described by Councilor Clark with small individual donations from downtown businesses. There is a person already in the role who does not know if they will be able to continue from month to month. It is tough to get any momentum and develop long term relationships in programs such as this.

The Manager continued she supported this proposal from Councilor Hansel because she is aware that the City Council is very interested in economic development and redevelopment and it was a big part of the Economic Development Action Plan. In her opinion, this position really furthers that in a partnership with the private sector. In addition MEDC has a longstanding reputation with the City in being able to raise funds and being able to put together difficult projects. They are a 501C 3 and are able to raise funds separately from the government. The Manager agreed if they are not successful after two years, they might be back before the Council to re-evaluate the position to see if this is the best model or not and noted she has seen other models presented in the last eight months.

The Chairman stated he wanted it to be clear that no check will be written until a job description and a statement of goals is written. Councilor Jacobs stated he would also like to see the $25,000 from the partnership in place.

On a vote of 2 – 2, the Finance, Organization and Personnel Committee failed to recommend an addition of $25,000 to fund a contribution towards an economic development coordinator. Councilor Powers and Clark voted in opposition.

Referring to another recommendation from the City Manager, Councilor Powers made the following motion, which was seconded by Councilor Jacobs:

Move to decrease the supplemental appropriation for the Pumpkin Festival by $10,000.

Councilor Clark stated the City previously spent a great deal of money on the Pumpkin Festival in the past. He noted the music festival cost the City less than $800, the film festival cost the City less than $300 and many other events don't cost the City anything. The Councilor asked what is it about this event that is costing the City so much money. Councilor Powers stated this is because the downtown is getting shutdown which requires City staff involvement.

On a vote of 4 – 0, The Finance, Organization and Personnel Committee recommends the pumpkin festival supplemental appropriation be reduced by $10,000.

Referring to the City Manager's recommendation to adjust the Parks and Recreation budget to reflect the closing of the Wheelock Park campground, Councilor Powers made the following motion, which was seconded by Councilor Jacobs:

On a vote of 4 – 0, the Finance, Organization and Personnel Committee recommends campground revenue be reduced by $20,000 and expenditures be reduced $12,780 resulting in a $7,220 increase in the use of property taxes for the operation of Wheelock Park campground.

Chair Greenwald made a motion to allocate $2,500 to an outside agency. The NH Kids Collaborative. The motion was seconded by Councilor Clark.

Chair Greenwald stated the presentation made by this agency's representative did not communicate very clearly the benefits of this organization. He explained the group of children helped by this organization is an identified population of kids mainly from Keene Housing Authority properties – Studies have shown when these kids are introduced to organizations such as MoCo Arts or the Recreation Center that that experience enriches them and their families and it breaks the cycle of poverty, gets them out of the unemployment world and the subsidized world and gives them a real leg up.

Councilor Powers confirmed that the NH Kids Collaborative is an existing outside agency that followed the process, but the internal staff review did not support funding.

Councilor Greenwald noted the Committee was not furnished the "whys" of the denial, but he recalls that it was perceived that this might be a duplication of services.

Councilor Jacobs stated it was noted when the presentation was made that the services this agency provides is something the City is already providing through the Parks and Recreation Department. Chair Greenwald stated the rationale is that the funding is being provided so the kids could be enrolled in programs with Parks and Rec or MoCo Arts.

Councilor Powers stated the numbers involved far exceed what Parks and Rec could accommodate and by receiving the funding these children can be enrolled in other programs.

On a vote of 3 – 1, the Finance, Organization and Personnel Committee recommends funding the NH Kids Collaborative at $2,500. Councilor Jacobs voted in opposition.

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

On a vote of 4 – 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2018-17-A.

## Summary of FY 2018-2019 Proposed Operating Budget - FOP Amendments

| | |
|---|---|
| **1. Health Insurance Reduction Due to Change of Carrier (various cost centers)** | |
| General Fund | (209,448) |
| Parking Fund | (1,543) |
| Solid Waste Fund | 4,415 |
| Sewer Fund | (17,443) |
| Water Fund | (15,944) |
| Fleet Fund | (11,922) |
| **Total Reduction in Health Insurance Budget** | **(251,885)** |
| **2. Pumpkin Festival Reduction in City Funded Support** | **(10,000)** |
| **3. Campground Closure - Increase in Property Tax** | **7,220** |

| | |
|---|---|
| Net Expenditure Budget Decrease | 12,780 |
| Campground Revenue Decrease | (20, 000) |
| Property Tax Increase | 7,220 |

| | |
|---|---|
| **4. NH Kids Collaborative - Outside Agencies** | **2,500** |

## Summary of FY 2018-2019 Property Tax Change - FOP Amendments

| | | |
|---|---|---|
| **Increase in taxes to Fund Operations as Published** | **361,855** | **1.45%** |
| Decrease in Health Insurance - General Fund | (209,448) | -0.84% |
| Decrrease in taxes to fund Pumpkin Festival | (10,000) | -0.04% |
| Increase in taxes to offset loss of campground revenue | 7,220 | 0.03% |
| Increase in taxes to fund NH Kids Collaborative | 2,500 | 0.01% |
| **Increase in taxes to fund operations as amended by FOP** | **152,127** | **0.61%** |

# CITY OF KEENE

R-2018-17-A

Eighteen

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

Relating to the 2018/2019 fiscal year budget

**A RESOLUTION** .....

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

That the sum of $25,181,726 be raised by taxation during the current year which together with $34,730,109 for estimated operating revenues aggregating $59,911,835 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of $6,081,533 be appropriated for capital expenditures and capital reserve appropriations in the city proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2018, as attached hereto and made a part thereof.

_____

Kendall W. Lane, Mayor

PASSED

## 2018/2019 Annual Operating Budget

**R-2018-17-A**

| General Fund Revenue & Other Financing Sources: | *Adopted* | General Fund Appropriations: | *Adopted* |
|---|---|---|---|
| Property Tax Revenue | $25,181,726 | Elected & Appointed Officials | $2,849,955 |
| Use of Surplus | 882,403 | Capital Projects | 3,107,892 |
| Other Taxes | 448,000 | Administrative Services | 3,724,847 |
| Tax Increment Financing | 628,685 | Community Services | 20,175,479 |
| Licenses, Permits & Fees | 3,657,935 | Municipal Development Services | 6,688,335 |
| Intergovernmental | 2,705,635 | Debt Service | 4,533,629 |
| Charges for Services | 1,832,673 | | |
| Fines & Forfeits | 89,821 | | |
| Miscellaneous | 2,573,287 | | |
| Other Financing Sources | 3,079,971 | | |
| **NET GENERAL FUND OPERATING REVENUES** | **$41,080,137** | **NET GENERAL FUND OPERATING APPROPRIATIONS** | **$41,080,137** |
| | | | |
| **TOTAL PARKING METER FUND REVENUES** | **$1,935,734** | **TOTAL PARKING METER FUND APPROPRIATION** | **$1,935,734** |
| **TOTAL PC REPLACEMENT FUND REVENUES** | **$176,260** | **TOTAL PC REPLACEMENT FUND APPROPRIATIONS** | **$176,260** |
| **TOTAL SOLID WASTE FUND REVENUES** | **$4,797,407** | **SOLID WASTE FUND APPROPRIATIONS** | **$4,797,407** |
| **TOTAL SEWER FUND REVENUES** | **$5,690,219** | **TOTAL SEWER FUND APPROPRIATIONS** | **$5,690,219** |
| **TOTAL WATER FUND REVENUES** | **$3,926,770** | **TOTAL WATER FUND APPROPRIATIONS** | **$3,926,770** |
| **TOTAL EQUIPMENT FUND REVENUES** | **$2,305,308** | **EQUIPMENT FUND** | **$2,305,308** |
| **TOTAL OPERATING REVENUES - ALL FUNDS** | **$59,911,835** | **TOTAL OPERATING APPROPRIATIONS - ALL FUNDS** | **$59,911,835** |
| **CAPITAL:** | | | |
| SEWER FUND CAPITAL FUNDING | **$2,064,722** | SEWER FUND CAPITAL APPROPRIATIONS | **$2,064,722** |
| WATER FUND CAPITAL FUNDING | **$2,600,470** | WATER FUND CAPITAL APPROPRIATIONS | **$2,600,470** |
| EQUIPMENT FUND CAPITAL FUNDING | **$1,416,341** | EQUIPMENT FUND CAPITAL APPROPRIATIONS | **$1,416,341** |
| **TOTAL CAPITAL FUNDING - ALL FUNDS** | **$6,081,533** | **TOTAL CAPITAL APPROPRIATIONS - ALL FUNDS** | **$6,081,533** |

City of Keene, N.H.
*Transmittal Form*

May 24, 2018

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** J.4.

**SUBJECT:** Relating to the Appropriation of Funds for the Goose Pond Dam Improvement Projects; Relating to the Appropriation of Funds for the Winchester Street By-Pass Project; Relating to the Appropriation of Funds for the Consolidated Infrastructure Project; Relating to the Appropriation of Funds for the Martell Court Headworks Replacement Project

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**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of R-2018-08, Appropriation of funds for Goose Pond Damn improvements project.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of R-2018-09, Appropriation of funds for the Winchester Street Bypass Project.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of R-2018-10, Appropriation of funds for the consolidated infrastructure project.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of R-2018-11, Appropriation of funds for the Martell Court Headworks Replacement Project.

ATTACHMENTS:

Description

Resolution R-2018-08

Resolution R-2018-09

Resolutoin R-2018-10

Resolution R-2018-11

**BACKGROUND:**

The Finance Director stated these are bond resolutions that provide the City with authorization to issue bonds for capital projects included in the CIP adopted by the Council. The Finance Director identified each Resolution's funding level and its purpose.

R-2018-08 would appropriate funds for Goose Pond Damn improvements in the amount of $885,000. R-2018-09 would appropriate funds for the Winchester Street Bypass project in the amount of $610,000. R-2018-10 would appropriate funds for the consolidated infrastructure project in the amount of $1,271,000 and R-2018-11 would appropriate funds for the Martell Court Headworks Replacement project in the amount of $1,350,000.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of R-2018-08, Appropriation of funds for Goose Pond Damn improvements project.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of R-2018-09, Appropriation of funds for the Winchester Street Bypass Project.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of R-2018-10, Appropriation of funds for the consolidated infrastructure project.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of R-2018-11, Appropriation of funds for the Martell Court Headworks Replacement Project.

# CITY OF KEENE

R-2018-08

**In the Year of Our Lord Two Thousand and** Eighteen

**A RESOLUTION** Relating to the Appropriation of Funds for the Goose Pond Dam Improvements Project

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

That the sum of eight hundred and eighty five thousand ($885,000) is hereby appropriated for the Goose Pond Dam Improvements Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to eight hundred and eighty five thousand ($885,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 17, 2018.
Referred to the Finance, Organization and Personnel Committee.

William S. Dow
Deputy City Clerk

PASSED

# CITY OF KEENE

R-2018-09

In the Year of Our Lord Two Thousand and Eighteen

A RESOLUTION Relating to the Appropriation of Funds for the Winchester Street By-Pass Project

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

That the sum of six hundred and ten thousand ($610,000) is hereby appropriated for the Winchester Street By-Pass Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to six hundred and ten thousand ($610,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 18, 2018.
Referred to the Finance, Organization and Personnel Committee.

William S. Dow

Deputy City Clerk

PASSED

# CITY OF KEENE

R-2018-10

In the Year of Our Lord Two Thousand and Eighteen

A RESOLUTION Relating to the Appropriation of Funds for the Consolidated Infrastructure Project

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

That the sum of one million, two hundred and seventy one thousand ($1,271,000) is hereby appropriated for the Consolidated Infrastructure Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, two hundred and seventy one thousand ($1,271,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 17, 2018.
Referred to the Finance, Organization and Personnel Committee.

William S. Dow

Deputy City Clerk

PASSED

# CITY OF KEENE

R-2018-11

In the Year of Our Lord Two Thousand and Eighteen

A RESOLUTION Relating to the Appropriation of Funds for the Martell Court Headworks Replacement Project

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

That the sum of one million, three hundred and fifty thousand ($1,350,000) is hereby appropriated for the Martell Court Headworks Replacement Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million, three hundred and fifty thousand ($1,350,000) under the provisions of the Municipal Finance Act, and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from date of approval.

Kendall W. Lane, Mayor

In City Council May 17, 2018.
Referred to the Finance, Organization
and Personnel Committee.

William S. Dow

Deputy City Clerk

PASSED