



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
May 15, 2025
7:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES FROM PRECEDING MEETING

- May 1, 2025 Minutes

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Community Recognition: Endorsement of Legislative Action - Naming of "Charles Redfern Bridge" over Route 101
2. Public Hearing: Application for 79E Tax Relief - 34 Court Street

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Nominations - Heritage Commission, Human Rights Committee

C. COMMUNICATIONS

1. Frederick MacMillan - Request to Install a Sculpture at Patricia Russell Park
2. Keene Elm City Rotary Club - Request to Use City Property - Clarence DeMar Marathon - September 28, 2025
3. Timken Aerospace - Request for the Installation of a Crosswalk - Tiffin Street

D. REPORTS - COUNCIL COMMITTEES

1. Keene SwampBats - Request to Discharge Fireworks - July 25, 2025
2. Jim Coppo/Jimmy Tempesta - Request to Discharge Fireworks - First Responder Appreciation Community Day - August 24, 2025

3. Keene Family YMCA - Request for Road Closure - Summit Road - June 8, 2025
4. Lease of Airport Property - Avanru Development
5. Pamela Beaman/MCVP - Donation of Real Property - Lot 45 - Damon Court

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. Acceptance of Donations
2. Resignation - Malcolm Katz - Trustees of Trust Funds and Cemetery Committee

G. REPORTS - BOARDS AND COMMISSIONS

H. REPORTS - MORE TIME

1. Relating to the 2025-2026 Operating Budget
Resolution R-2025-12

I. ORDINANCES FOR FIRST READING

1. Relating to Class Allocation and Salary Schedule
Ordinance O-2025-18
2. Relating to the Discharge of Fireworks
Ordinance O-2025-19
3. Relating to Setbacks and Build-to Dimensions
Ordinance O-2025-20
4. Relating to Definitions for Accessory Structure, Setbacks and Build-to Dimensions
Ordinance O-2025-21

J. ORDINANCES FOR SECOND READING

1. Relating to Water & Sewer Utility Charges
Ordinance O-2025-16

K. RESOLUTIONS

1. Relating to the Appropriation of Funds for the FY 2025-2026 Bond Issues: Fire Apparatus Replacement Program; Lower Winchester Street Reconstruction Project; Roadway Preservation & Rehabilitation Project; Stormwater Resiliency Program; T-Hangar Apron Maintenance Project; Sewer Improvements Program; 3MG Water Tank Repairs; Water

Distribution Improvements Program; Well Field Upgrade Program

Resolution R-2025-13

Resolution R-2025-14

Resolution R-2025-15

Resolution R-2025-16

Resolution R-2025-17

Resolution R-2025-18

Resolution R-2025-19

Resolution R-2025-20

Resolution R-2025-21

2. Relating to the Appropriation of Funds for the Beaver Street Bridge and Spring Street Bridge Load Rating Study
Resolution R-2025-22
3. Relating to Appropriations of Funds for the Transfer Station Paving Project
Resolution R-2025-23
4. In Appreciation of Patricia A. Little Upon Her Retirement R-2025-24

NON PUBLIC SESSION

ADJOURNMENT

A regular meeting of the Keene City Council was held on Thursday, May 1, 2025. The Honorable Mayor Jay V. Kahn called the meeting to order at 7:00 PM. Roll called: Kate M. Bosley, Laura E. Tobin, Robert C. Williams, Edward J. Haas, Philip M. Jones, Andrew M. Madison (arrived at 7:03 PM), Kris E. Roberts, Jacob R. Favolise, Bryan J. Lake, Catherine I. Workman, Thomas F. Powers, and Mitchell H. Greenwald were present. Randy L. Filiault and Bettina A. Chadbourne were absent. Having declared a quorum was physically present in the Council Chamber, Mayor Kahn recognized that Councilor Michael J. Remy requested to participate remotely; the Councilor stated his request was due to work travel and he was calling alone from his location. Hearing no objections from the Council, the Mayor granted remote participation. Councilor Bosley led the Pledge of Allegiance.

MINUTES FROM PRECEDING MEETING

A motion by Councilor Greenwald to adopt the April 17, 2025, minutes as presented was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilors Filiault and Chadbourne were absent.

ANNOUNCEMENTS

Mayor Kahn welcomed the newly appointed City Clerk, Terri Hood. Members of the public can view on the City of Keene website, an announcement about Ms. Hood being sworn in as the new City Clerk as well as an announcement about Patty Little's retirement

Next, the Mayor announced the second annual Keene Runway 5K on Sunday, May 18, 2025 at 9:00 AM, benefiting the Keene Senior Center: www.runsignup.com. All age groups to 90+ were welcome. Mayor Kahn thanked Airport Director, David Hickling, for supporting and hosting this worthwhile event, as well as his Publicity Manager and the Race Director, Sally Reinhart. All participants were eligible to win some lessons and over 30 other prizes (valued \$100–\$1,000), in addition to a raffle (\$1 tickets or 15 for \$10) and food trucks. The Keene Senior Center expressed its appreciation for the City's and Mr. Hickling's support to make the event successful.

The Mayor noted that May is Mental Health Awareness Month. There were many events occurring, including the May 31, 2025 (5:30–8:30 PM) Floating Lanterns Festival at Alyson's Orchard to benefit Monadnock Peer Support. Additionally, Mayor Kahn shared that School Superintendent, Rob Malay, organized an ice bucket challenge, calling attention to Mental Health Awareness, in which the Mayor participated. The City's AV Production Specialist, Asah Cramer, documented Executive Assistant, Nicole Howe, dunking the Mayor. The video could be viewed on the [City of Keene Facebook](#) page.

Mayor Kahn and the Public Works Department also expressed thanks to the over 300 volunteers and 41 organizations who participated in the April 26, 2025, Green-Up Keene. They collected a record 3,280 lbs. of trash around the City. The Mayor also thanked Public Works Department staff—including Mitchell Smith and Mark Allen—who together with 4th grade teachers Ms. Gianferrari and Ms. Elsesser, helped 40 Franklin School students participate in an Arbor Day planting of two Armstrong maples at 137 Washington St. The event was also documented by Ms.

Cramer (viewable on the [City's Facebook](#) page) and helped Keene qualify for its 47th Tree City Designation.

The Mayor announced he and the Mayors from Nashua, Concord, Laconia, and Franklin would testify on the NH budget to the Senate Finance Committee on May 6, 2025 to carry their joint message of concern about budget cuts impacting municipalities. He welcomed Councilors to share concerns with him in advance.

Lastly, Mayor Kahn shared the Council's summer schedule:

- The July 3, 2025, City Council will be canceled for Independence Eve.
- The rest of the July meetings will be held as usual.
- The August 7, 2025, City Council will be canceled, and
- August 13 and 14, 2025, PLD and FOP meetings will be canceled.
- Council will resume its regular schedule on August 21, 2025.

COMMUNITY RECOGNITION - OCKLE JOHNSON - BOSTON MARATHON

The Mayor welcomed Ockle Johnson and read a tribute to him. Mr. Johnson earned his undergraduate degree in physics at Siena College, one master's degree in theology from Washington Theological Union, and another in mathematics from the University of Georgia, and a PhD in mathematics from Brown University in 1990. That led Mr. Johnson to Keene State College (KSC) in 1992, where he taught in the Mathematics Department for nearly 30 years. When asked his most affirming moments teaching at KSC, Mr. Johnson's reply, posted on KSC's website, was when his daughters and their classmates received excellent high school mathematics instruction from one of his former students. He taught many students who made their careers teaching in Keene, as well as students who entered the insurance or computational industries, or became City Councilors. Mayor Kahn said Mr. Johnson's straightforward approach and integrity earned him great appreciation from colleagues on and off KSC's campus, in this community and in his profession. Mr. Johnson served on the KSC College Senate (which he chaired) and led the Faculty Union and Promotion and Tenure Committee. He was very active in leadership roles with the Mathematical Association of America, for which he served in various leadership capacities from 2000 to 2016; he led the Northeast Section and served on the Association's Governing Board for many years. In addition to outstanding teaching and leadership in his field, when KSC went through a leadership transition and President Treadwell was appointed, she named Mr. Johnson Provost from 2019–2021 prior to his retirement in 2021.

Following his retirement, the Mayor said Mr. Johnson continued pushing toward new goals and accomplishments. Mayor Kahn noted that Mr. Johnson turned 70 years old leading up to the April 21, 2025, Boston Marathon, in which he ran three of the six legs of the global marathon competition. In the prior year, Mr. Johnson performed impressively in his age group, placing 3rd in the Boston Marathon and 4th in the New York City Marathon. In 2024, he also placed 1st in the: Clarence DeMar Half Marathon, Keene Runway 5K (in the 70+ age group), 4 on the 4th Race, the Wobble Gobble, East Bay Half Marathon in RI, and Holyoke St. Patrick's Road Race in MA (in 2023 as well). The Mayor shared that on April 21, 2025, Mr. Johnson ran the Boston Marathon, placing 5th—2nd among Americans—with a time of 3 hours 32 minutes; there were

228 finishers in this age group. The Mayor called it remarkable that every time he knew Mr. Johnson ran a marathon, he finished within 10 minutes of that time. Mayor Kahn noted the 2025 Age Group World Championships would be at the New York City Marathon on November 2, 2025.

In Keene, the proud hometown of local hero Clarence DeMar, the Mayor thought it was appropriate to honor Mr. Johnson's academic career and celebrated athletic accomplishments to date. The Mayor led the Council in wishing Mr. Johnson success in training for the 2025 Age Group World Championships. In recognition of Mr. Johnson's accomplishments and in appreciation for the visibility he brought to Keene's running community, Mayor Kahn presented Ockle Johnson with an honorary Key to the City.

Mr. Johnson thanked the Mayor, stating that Keene was a wonderful place to be, live, work, and raise a family. Mr. Johnson would not be a marathon runner if not for Keene. When he came to Keene, he preferred basketball and tennis competitively, but in a very busy work life, running was easiest to fit in for exercise, not competition. Then, he became a competitive runner because he lives on Baker Street and would watch the marathoners run by annually and thought he could do it too. He began running the Clarence DeMar Marathon in 2003 and ran it or the Half Marathon every year since. After being a solitary runner for a long time, he joined the Scores Running Club, running on Saturdays with friends Alan Stroshine and Mike Jablonski. Mr. Johnson noted he had not slowed much with age and became very competitive in his 60s and 70s. He encouraged others to participate in the Keene Runway 5K. Mr. Johnson added in his retirement he was also President of the Keene Senior Center Board, which the 5K would benefit. He noted there would be an Open House at the Keene Dillant-Hopkins Airport that same day (May 18) and encouraged participation. Mr. Johnson said he was very proud to be a Keene runner.

PROCLAMATION - NATIONAL KIDS TO PARKS DAY

Mayor Kahn welcomed Director of Parks & Recreation, Carrah Fisk-Hennessey. The Mayor read into the record a Proclamation declaring May 17, 2025, Kids to Parks Day in Keene, which would broaden children's appreciation of nature and outdoors and recognize the importance of creating responsibility while enjoying the benefits of the outdoors. He encouraged all kids to join Parks & Recreation staff at Pat Russell Park on May 17, 2025, 12:30–3:00 PM. Ms. Fisk-Hennessey agreed, stating there would be lots of fun, family-friendly activities like face painting and an inflatable soccer arena for kids. Kona Ice and Toasty Buns would provide sweet treats.

PROCLAMATION - BIKE MONTH

Mayor Kahn welcomed Sam Jackson of the Bicycle/Pedestrian Path Advisory Committee. The Mayor read into the record a Proclamation declaring May 2025 Bike Month in Keene and encouraged all citizens to celebrate the City as a walkable and bike bikeable community by commuting to work, school, the store, parks, and around neighborhoods by walking or biking. Ms. Jackson said beginning May 16, 2025 the 3rd Friday each month through October would be an approximate one-hour community bike ride starting at 5:30 PM from Fire Dog Breads; arrive at 5:15 PM for safety and route information.

PROCLAMATION - FRONTLINE WORKERS

The Mayor noted that May included Firefighters Appreciation Day, National Nurses Month, Teacher Appreciation Week, National Police Week, National Emergency Management System Week, and Frontline Worker Appreciation Month. So, the City was honoring all those groups in one Proclamation. The Mayor welcomed Keene Police Department Lt. Collin Zamore, Keene High School Teacher Bill Gillard, and Cheshire Medical Center's Sr. Director of Acute Care Services and Care Management, Tiffany Boyd, DNP. Mayor Kahn read into the record a Proclamation declaring May 2025 Frontline Worker Appreciation Month in Keene, encouraging all residents to join him in recognizing and honoring the work and contributions of teachers and paraprofessionals, healthcare workers, firefighters, law enforcement officers, and EMS personnel.

Lt. Zamore said it was always an honor and great to work at the Keene Police Department. He thanked everyone, stating that it was an honor to provide the service they could. Ms. Boyd thanked the City for this meaningful recognition on behalf of the nurses at Cheshire Medical Center, noting Nurse's Week would kick off May 6, 2025; the Mayor recalled Ms. Boyd was one of two in Keene recognized in the 2024 NH Union Leader 40 Under 40. Mr. Gillard was grateful, noting the community was historically supportive of its schools, which he said was important in these difficult times for education. He appreciated the community support not just for teachers, but all who work to educate and care for students—nurses, paraprofessionals, classroom assistants, guidance counselors, and more.

COMMUNICATIONS - PAMELA BEAMAN/MCVP - DONATION OF REAL PROPERTY - LOT 45 - DAMON COURT

A communication was received from Pamela Beaman, representing MCVP, writing to donate MCVP interest in the property located on Damon Court, identified as Lot 45 on Tax Map Number 553 045 000 000 000 to the City of Keene via a Quitclaim Deed. Mayor Kahn referred the communication to the Finance, Organization and Personnel Committee.

COMMUNICATION - JEB THURMOND/KEENE MARLBORO GROUP LLC - WITHDRAWAL OF ORDINANCE O- 2025-07: RELATING TO AMENDMENTS TO THE ZONING MAP - 425 MARLBORO STREET

A communication was received from Jeb Thurmond, representing Keene Marlboro Group LLC, requesting the withdrawal of Ordinance O-2025-07: Relating to Amendments to the Zoning Map - 425 Marlboro Street. Mayor Kahn called Ordinance O-2025-07 from the Planning, Licenses and Development Committee. A motion by Councilor Bosley to accept the withdrawal of Ordinance O-2025-07 was duly seconded by Councilor Jones.

Councilor Bosley recalled this Ordinance was brought to the City by the petitioner seeking a Zoning change. After a conversation during the Joint Planning Board-Planning, Licenses and Development Committee public workshop, an alternative was found that better suited the petitioner, so the petitioner offered to withdraw.

The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilors Filiault and Chadbourne were absent.

MSFI REPORT - VERBAL UPDATE: DOWNTOWN INFRASTRUCTURE PROJECT

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending accepting the report as informational. Mayor Kahn filed the report as informational.

CITY MANAGER COMMENTS

The City Manager, Elizabeth Ferland, reported on the very popular Eversource tree giveaway (energy savings tree event), noting Eversource would distribute approximately 200 trees to residents who previously signed up to receive them. Distribution would occur at the Keene Ice parking lot on May 8, 2025, 12:00 PM–7:00 PM. She thought the community could have used even more trees based on their popularity. Related, the City Manager noted the Public Works Department solicited “nominations” for public locations to receive new street trees this spring for the City’s street tree planting program. The Department received many requests but was still accepting nominations from residents at this time via the See-Click-Fix app, or by calling Public Works at 603-352-6550. The Highway Division would begin planting the new trees later in May 2025.

Next, the City Manager shared an update on the Findings property, where restoration work was complete. The parcel was graded and seeded, and Parks and Recreation would be adding some trees later this spring. City Manager Ferland reported that a vehicle entered the property and caused ruts in the freshly seeded lawn prompting the Highway Division to place temporary boulders across the former driveway opening to prevent recurrence.

The City Manager also reported updates to signs and labels to consolidate ParkMobile zones into larger, more flexible areas:

- Central Square would become one unified zone.
- Main Street (from West Street to Marlboro/Winchester Streets) would be another.
- Side streets such as Washington Street and Court Street would each become single zones rather than being split by side.

These changes would allow customers to pay once and move within a zone without incurring additional processing fees, whether using credit cards at pay stations or through ParkMobile. Additionally, customers could use any pay station within that zone. For example, someone parked in the middle strip of Main Street could walk to any nearby pay station and pay with a card, even if their immediate meter is coin-only; this was not possible with the most recent setup. The new zones would appear in the ParkMobile app on May 5, 2025, and during a transitional period, the City Manager noted there could be discrepancies between what customers would see in the app and what is shown on signs; she advised users to follow the zone number listed in the ParkMobile app when making payments.

The City Manager also explained a new text-to-park option, allowing customers to text the zone number (shown on the pay station) to a number provided and receive a link to a secure payment portal. This offers a convenient, app-free payment option with no additional fees beyond the standard processing fee. The City hoped these new options would improve convenience, increase compliance, and reduce the need for enforcement. The City Manager said Parking Manager, Chelsea North, was excited about all these changes that would help modernize and streamline the parking system, enhancing operational efficiency and customer experience. The City Manager highlighted Linda Boisvert, Lynn Desruisseaux, Jane McDermott, Bryan Johnston, in Parking Services, and Rick LeMieux from the IT Department for their hard work, and Rebecca Landry (Deputy City Manager) and Asah Cramer (AV Production Specialist) for their help with communications. The City Manager hoped this would be a welcome change in the downtown.

City Manager's Budget Introduction:

Next, the City Manager introduced the proposed Fiscal Year-2026 Budget book to the Council (also available on the City website). She recognized Finance Director/Treasurer Kari Chamberlain, and Assistant Finance Rob Constable. The City Manager noted the monumental task Ms. Chamberlain undertook preparing this Budget using a system entirely new to her only months after assuming her role. Mr. Constable consistently stepped up and accepted additional responsibilities throughout this transition. The City Manager also acknowledged Human Resources Director/Assistant City Manager, Beth Fox (past finance director), who worked closely with Ms. Chamberlain throughout the Budget process, providing assistance and critical guidance regarding past practices. City Manager Ferland thanked the Department leaders and staff; each year, they are tasked with preparing budgets balancing operational needs of their departments with the City's broader fiscal realities. She said once again, they delivered proposals with minimal operational increases, demonstrating their continued commitment to responsible budgeting and cost control. The City Manager and Finance Director also thanked Silver Direct, who printed this year's Budget book same-day. The City Manager reported that this year, Deputy City Manager Bohannon attended all Budget meetings alongside her in a cross-training effort, preparing him to assume greater roles in the future. Additionally, Deputy City Manager Landry sat in on the final stages of hard decision making—the team effort to make the Budget meet the Council's Fiscal Policy. The City Manager said it was a great process.

The City Manager continued, explaining the Council's Fiscal Policy limits property tax revenue increases to a rolling three-year average of the Northeast Region Consumer Price Index (CPI); previously the Boston-Cambridge-Newton CPI, but the Council changed it in 2024. The City Manager reported this year's average as 4.1%, excluding expenditures required by law, debt service payments, and capital leases. Fiscal Policy details and calculations on page 6 of the Budget. This proposed Budget was \$468,506 below the City's Fiscal Policy limit and as in the past, the City Manager adjusted until the Budget was well below the Fiscal Policy threshold and the tax rate was within a good range. The result was an anticipated 2.06% increase in the City's portion of the tax rate (approximately \$0.27). The City Manager summarized specific aspects of the Budget.

Personnel & Wage Adjustments: The Budget included the four additional firefighters (one per shift) recently approved by City Council. It did not include expenses associated with a potential Federal Emergency Management Agency Staffing for Adequate Fire and Emergency Response (SAFER) Grant; if awarded, separate appropriations would be requested for training and equipment not covered by the grant. Fire suppression and ambulance wage lines were increasing by \$478,000 and \$170,000, respectively. Additional increases were due to union-negotiated agreements and non-union wage adjustments, including a 3% COLA. Library part-time wages were also adjusted by \$126,405 to align with staffing changes made in recent years to return to being fully staffed. Wages were shown on page 9 of the Budget book. The City Manager noted in total, \$1,496,216 of the \$1,599,685 overall increase was tied to wages. The remaining \$103,469 reflected a modest rise in operational costs. Offsetting reductions in other sections of the Budget resulted in a General Fund bottom-line increase of only \$762,000.

Capital Investments (page 49): This Budget represented the second year of the 2025–2031 Capital Improvement Program. The City Manager said the only change was moving the downtown public restrooms project initially planned for FY-26 (as a debt project) out another year. The City was still preparing as if there would be a public restroom as a part of the downtown project to ensure there would be necessary underground infrastructure when the time comes. The Gilbo Avenue portion of the project was not programmed until FY-27. Additionally, the West Keene Fire Station continued to be moved out and was listed as a project that would not move forward until grant funding is identified.

Property Valuation & Revenue Forecasting: The City completed its last revaluation in 2021 during a period of significant real estate appreciation. Another citywide revaluation was scheduled for 2026—expected to increase assessed values and lower the tax rate accordingly. The City Manager reported the equalization ratio dropped again over the prior year—from 72.8% to 66.8%—reflecting continued escalation in the real estate market. Today, a home assessed at \$250,000 was typically sold for approximately \$374,000. Tax rate estimates assume a conservative projection with no net increase in Citywide assessed value; annually, when the City’s equalized value continues dropping, it adjusts utility values, and this would be the third year doing so—a \$6–\$8 million adjustment in value. The City Manager said historically, other increases in citywide property values largely offset this decline. Therefore, for budgeting purposes, she was conservatively projecting that the City’s total assessed property value would remain level for the upcoming fiscal year. Regarding revenue, the City Manager reported projected increases, with the most significant stemming from interest income (\$600,000), motor vehicle registrations (\$165,000), and ambulance billing (\$200,000). These additional revenues help offset the rising costs associated with personnel and operations. Additionally, the City Manager noted NH Municipal Aid, including Rooms & Meals Tax revenue, was projected to remain level with current figures. The Council heard from the NH Municipal Association at the Legislative Delegation that the NH House of Representatives would be including the Rooms & Meals Tax at the same amount as the current year, which was how the City Manager included it in the City’s Budget too.

Staffing Plan Adjustments: Regarding staffing to comply with the Fiscal Policy, the City Manager adjusted staffing levels this year, similar to how a position was unfunded due to vacancies—not removed, it could still be hired for—in the Police Department the year prior. This

FY, to meet Fiscal Policy constraints again, the Budget included adjustments based on known vacancies. One Police Officer position was excluded from wage lines. The Fire Marshal position was split between the Community Development (20%) and Fire Departments (80%), offset by reductions to one Deputy Fire Chief and the Building/Health Official, each funded at 50%.

The City Manager concluded her budget presentation, stating her belief that this Budget carefully balanced costs while also maintaining service levels. It would address long-term infrastructure needs and manage pressure on the tax rate. It represented a collaborative effort by staff across the organization to align with the Council's Fiscal Policy while continuing to meet community expectations. The City Manager announced the special Finance, Organization and Personnel (FOP) Committee Budget meeting dates at times (listed on the website; staff and Committee to receive light meals in advance):

- May 6 at 5:30 PM – Special FOP Meeting
- May 8 at 5:30 PM – Regular FOP Meeting with early start time to accommodate budget discussions
- May 13 at 5:30 PM – Special FOP Meeting
- May 15 at 7:00 PM – City Council Meeting, in which Bond Resolutions & Salary Ordinance would be introduced.
- May 20 at 5:30 PM – Special FOP Meeting
- May 22 at 5:30 PM – Regular FOP Meeting with early start time to accommodate Budget discussions, including recommendations from FOP on the Budget, Salary Ordinance, and Bond Resolutions
- June 5 at 7:00 PM – City Council Meeting and public hearing on the Budget
- June 19 at 7:00 PM – City Council meeting to vote on Budget, Bond Resolutions, & Salary Ordinance

REPORT - CITY OFFICERS AND DEPARTMENTS - REALLOCATION OF OPERATING FUNDS - RECREATION CENTER

Mayor Kahn noted this matter was time-sensitive. A motion by Councilor Powers to suspend Section 26 of the Rules of Order to act on the item on first reading was duly seconded by Councilor Lake. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilors Filiault and Chadbourne were absent.

Councilor Powers noted that the last Finance Committee meeting had been cancelled due to a lack of sufficient number of agenda items to make it practical to hold a meeting. This item would have been the only item on their agenda.

A motion by Councilor Powers recommending the City Council reallocate \$20,000 from the Facilities – DPW (65316672) operating budget to the Brian A. Mattson Recreation Project (65J0004A) was duly seconded by Councilor Lake. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilors Filiault and Chadbourne were absent.

REPORT - CITY OFFICERS AND DEPARTMENTS - REALLOCATION OF OPERATING FUNDS - RECREATION CENTER – 79-E COMMUNITY REVITALIZATION TAX RELIEF APPLICATION FOR 34 COURT LLC

A memorandum read from Dan Langille, City Assessor, recommending the Mayor set a public hearing regarding a 79-E Community Revitalization Tax Relief application submitted by Zach Luse for the property at 34 Court Street and owned by 34 Court LLC. Mayor Kahn scheduled the public hearing during the May 15, 2025, City Council meeting at 7:00 PM, and referred the application to the Finance, Organization and Personnel Committee to be taken up after the hearing is held.

PB-PLD REPORT - RELATIVE TO FEATHER SIGNS IN THE INDUSTRIAL AND INDUSTRIAL PARK DISTRICTS - ORDINANCE O-2025-08-A

A Joint Planning Board/Planning, Licenses and Development Committee report was read, with the PLD Committee unanimously requesting the Mayor set a public hearing on Ordinance O-2025-08-A and the Planning Board unanimously finding Ordinance O-2025-08-A consistent with the 2010 Master Plan. Mayor Kahn scheduled a public hearing for June 5, 2025, at 7:00 PM.

PB-PLD REPORT - RELATIVE TO SINGLE-FAMILY PARKING REQUIREMENTS ORDINANCE O-2025-09

A Joint Planning Board/Planning, Licenses and Development Committee report was read, with the PLD Committee unanimously requesting the Mayor set a public hearing on Ordinance O-2025-09 and the Planning Board unanimously finding Ordinance O-2025-09 consistent with the 2010 Master Plan. Mayor Kahn scheduled a public hearing for June 5, 2025, at 7:05 PM.

MORE TIME - MSFI REPORTS - STEPHEN BRAGDON AND CHERYL BELAIR - SAFETY ISSUES ASSOCIATED WITH THE DRIVEWAY AT 82 COURT STREET; IAN D. MATHESON - COURT STREET PEDESTRIAN SAFETY RISKS; ADAM TOEPFER - REQUEST TO ADD AUDIO AND DATA CABLES AS PART OF DOWNTOWN INFRASTRUCTURE PROJECT; & PROPOSAL TO ADD THE NECESSARY INFRASTRUCTURE TO ACCOMMODATE BANNERS ACROSS MAIN STREET

The first Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending placing the item [Stephen Bragdon and Cheryl Belair] on more time with staff to report back at the May 21, 2025 meeting. A second MSFI Committee report was read, unanimously recommending placing the item [Ian D. Matheson] on more time to allow the Petitioner to be present. A third MSFI Committee report was read, unanimously recommending placing the item [Adam Toepfer] on more time to allow the Petitioner to be present. A final MSFI report was read on a vote of 4–1, recommending placing the item [Proposal to Add the Necessary Infrastructure to Accommodate Banners Across Main Street] on more time. Mayor Kahn granted more time for all four items.

Councilor Remy asked about Items 3 and 4, wondering if placing them on more time vs. adding them to the downtown project directly as bid alternates would make them too late to be included

in the project. The City Manager, Elizabeth Ferland, agreed that it would be important to know whether they would be bid alternates before going out to bid, and asked for more details from the City Engineer, Bryan Ruoff. Mr. Ruoff explained the intention to bid the downtown infrastructure project by end of October 2025, by which point the details of any additions to the project plans would need to be specified. During the boring program, he said they completed borings at the proposed banner location, so the preliminary engineering was completed to potentially incorporate that into the project. Mr. Ruoff stated he did not see any reason those two aspects could not still be incorporated into the project as bid alternates.

ORDINANCES FOR FIRST READING - RELATING TO AMENDMENTS TO THE LAND DEVELOPMENT CODE TO ENCOURAGE HOUSING DEVELOPMENT IN KEENE - ORDINANCE O-2025-15

An application was received from Jared Goodell, requesting to amend the Land Development Code to encourage housing development in Keene, along with Ordinance O-2025-15 Relating to Amendments to the Land Development Code to Encourage Housing Development in Keene. Mayor Kahn referred Ordinance O-2025-15 to the Joint Planning Board/Planning, Licenses and Development Committee.

ORDINANCES FOR FIRST READING - RELATING TO WATER & SEWER UTILITY CHARGES - ORDINANCE O-2025-16

A memorandum was read from Don Lussier, Public Works Director, recommending Ordinance O-2025-16 Relating to Water and Sewer Utility Charges be referred to the Finance, Organization and Personnel Committee. Mayor Kahn referred Ordinance O-2025-16 to the Finance, Organization and Personnel Committee.

ORDINANCES FOR FIRST READING - RELATING TO AMENDMENTS TO DEFINITIONS OF THE LAND DEVELOPMENT CODE TO ENCOURAGE HOUSING DEVELOPMENT IN KEENE AND THE DEFINITIONS RELATING TO CHARITABLE GAMING FACILITIES - ORDINANCE O-2025-17

A partner amendment to the Land Development Code was received from Jared Goodell along with Ordinance O-2025-17 Relating to Definitions of the Land Development Code, that would amend the definitions section, which is within the administrative section of the LDC, by modifying definitions for the following terms: "Build-To Zone," and "Front Setback"; as well as adding definitions for "Charitable Gaming Facility," and "Gaming Position." Mayor Kahn referred Ordinance O-2025-17 to the Planning, Licenses and Development Committee.

Mayor Kahn asked when this would appear before the PLD Committee. City Clerk, Terri Hood, explained it would typically go on more time while the other Ordinance goes through the Joint Committee process so they could be taken up together as partner ordinances relating to different segments of the Land Development Code. The City Attorney, Amanda Palmeira, agreed it was a unique aspect of having both zoning and non-zoning ordinances in the Land Development Code.

ORDINANCES FOR SECOND READING - RELATING TO AN AMENDMENT OF THE CITY CODE, REGARDING STOP SIGNS - ORDINANCE - O-2025-10-A

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending the adoption of Ordinance O-2025-10-A Relating to Stop Signs. A motion by Councilor Greenwald to adopt Ordinance O-2025-10-A was duly seconded by Councilor Workman.

Councilor Madison asked questions to the City Engineer, Bryan Ruoff, because the Councilor thought he saw inconsistencies about the stop signs to be removed. He referred to Elm Street and Union Street, noting Elm is one-way southward in that area. Councilor Madison saw the proposed removal of “Union Street for southbound traffic on Elm Street” (shown on page 125/146 of the [meeting agenda packet](#)), indicating to him that the Ordinance called to remove the stop sign on Union Street at the intersection with Elm Street—he vehemently opposed this and requested clarification. Mr. Ruoff explained this Ordinance would not add or remove any physical, existing stop signs; only add signs that had been installed but not adopted into City Code. A lot of locations were where roundabouts had been installed or traffic directions had changed, like the Councilor described at Elm Street. Mr. Ruoff said this was only a process to update the Code to what existed on the streets currently.

Councilor Madison said at this time, traffic on Union Street was east–west, and Union Street for southbound traffic on Elm Street was crossed out in the draft Ordinance, so he was concerned this would remove those signs. Mr. Ruoff said Elm Street had been southbound one-way since 2010, so the description shown was inconsistent with the rest of the City Code. Councilor Madison reiterated he was referring to Union Street for southbound traffic on Elm Street. Mr. Ruoff said that specific line was added after review by the Public Works Director but if the stop sign had not in fact been physically removed, the location could be re-reviewed, and the Ordinance revised. Councilor Madison asked if that meant reviewing whether the signs would remain there. Mr. Ruoff clarified that the intent was only to remove signs from the Ordinance that were no longer physically in place. If there was still a sign at that location, it was mistakenly listed for removal from the Ordinance, and Mr. Ruoff apologized.

A motion by Councilor Madison to amend Ordinance O-2025-10-A to remove the line crossing out “Union Street for southbound traffic on Elm Street” was duly seconded by Councilor Lake. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilors Filiault and Chadbourne were absent. The Clerk noted this change would make the ordinance before the Council for adoption a “B” version.

The motion to adopt Ordinance O-2025-10-B carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilors Filiault and Chadbourne were absent.

ORDINANCES FOR SECOND READING - RELATING TO AN AMENDMENT OF THE CITY CODE, REGARDING YIELD SIGNS - ORDINANCE O-2025-11-A

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending the adoption of Ordinance O-2025-11-A Relating to Yield Signs. A motion by

Councilor Greenwald to adopt Ordinance O-2025-11-A was duly seconded by Councilor Workman. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilors Filiault and Chadbourne were absent.

ORDINANCES FOR SECOND READING - RELATING TO AN AMENDMENT OF THE CITY CODE, REGARDING TRAFFIC SIGNALS - ORDINANCE O-2025-12

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending the adoption of Ordinance O-2025-12 Relating to Traffic Signals. A motion by Councilor Greenwald to adopt Ordinance O-2025-12 was duly seconded by Councilor Tobin. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilors Filiault and Chadbourne were absent.

ORDINANCES FOR SECOND READING - RELATING TO AN AMENDMENT OF THE CITY CODE, REGARDING VEHICLE TURNING LIMITATIONS - ORDINANCE O-2025-13-A

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending the adoption of Ordinance O-2025-13-A Relating to Vehicle Turning Limitations. A motion by Councilor Greenwald to adopt Ordinance O-2025-13-A was duly seconded by Councilor Tobin. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilors Filiault and Chadbourne were absent.

ORDINANCES FOR SECOND READING - RELATING TO THE INSTALLATION OF A STOP SIGN ON WILBER STREET AT WATER STREET - ORDINANCE O-2025-14

A Municipal Services, Facilities and Infrastructure Committee report was read, unanimously recommending the adoption of Ordinance O-2025-14 Relating to the Installation of a Stop Sign on Wilber Street at Water Street. A motion by Councilor Greenwald to adopt Ordinance O-2025-14 was duly seconded by Councilor Tobin. The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilors Filiault and Chadbourne were absent.

RESOLUTIONS - RELATING TO THE 2025–2026 OPERATING BUDGET - RESOLUTION R-2025-12

A memorandum was read from Kari Chamberlain, Finance Director/Treasurer, recommending Resolution R-2025-12 relating to the Fiscal Year 2025–2026 Budget be referred to the Finance, Organization and Personnel Committee for their review and recommendation, and that a public hearing be scheduled for Thursday, June 5, 2025. Mayor Kahn scheduled the public hearing for June 5, 2025, at 7:10 PM, and referred Resolution R-2025-12 to the Finance, Organization and Personnel Committee.

NON PUBLIC SESSION

At 8:29 PM, a motion by Councilor Greenwald to go into non-public session to discuss land matters pursuant to RSA 91-A:3, II(d); to receive legal advice pursuant to RSA 91-A:3, II(L);

05/01/2025

and for consideration of the release of non-public minutes pursuant to RSA 91-A:3, II(m) was duly seconded by Councilor Bosley. On a roll call vote, 13 Councilors were present and voting in favor. Councilors Filiault and Chadbourne were absent. A recess was called to admit Councilor Remy into the session via conference phone. The session commenced at 8:35 PM.

The session concluded at 9:35 PM.

A motion by Councilor Greenwald to seal the minutes of the non-public session held this evening as divulgence of the information would render the proposed actions ineffective was duly seconded by Councilor Bosley. On a roll call vote, 13 Councilors were present and voting in favor. Councilors Filiault and Chadbourne were absent.

A true record, attest:



City Clerk

POTENTIAL RELEASE OF NON-PUBLIC MINUTES

A motion by Councilor Greenwald to keep the minutes from November 2, November 9, and December 7, 2023 sealed as the circumstances that justified keeping the minutes from the public under RSA 91-A:3, III remain was duly seconded by Councilor Bosley. On a roll call vote, 13 Councilors were present and voting in favor. Councilors Filiault and Chadbourne were absent.

A motion by Councilor Greenwald to unseal the following non-public minutes: discussion item 1 from the minutes of January 2, 2025, and discussion items 1 and 2 from the minutes of February 20, 2025, pursuant to RSA 91-A:3 IV (b) because the reason the minutes were originally sealed no longer applies was duly seconded by Councilor Bosley. On a roll call vote, 13 Councilors were present and voting in favor. Councilors Filiault and Chadbourne were absent.

ADJOURNMENT

There being no further business, Mayor Kahn adjourned the meeting at 9:39 PM.

A true record, attest:



City Clerk



CITY OF KEENE
PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held before the City Council relative to an application for Community Revitalization Tax Relief under RSA 79-E:4,II submitted on behalf of 34 Court, LLC for property located at 34 Court Street.

The purpose of the Public Hearing is to determine whether the structure at issue is a qualifying structure; whether any proposed rehabilitation qualifies as substantial rehabilitation; and whether there is a public benefit to granting the requested tax relief and, if so, for what duration. 34 Court, LLC is requesting the City Council consider sufficient relief that would allow for the redevelopment of the second floor of a historic building into an indoor beer garden. Copies of the application and background information are available during regular business hours in the Office of the City Clerk, 3 Washington Street, Keene.

Per order of the Mayor and Councilors of the City of Keene, this 1st day of May, two thousand and twenty-five.

Hearing Date: May 15, 2025
Hearing Time: 7:00 PM

Attest:


City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #B.1.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Mayor Jay V. Kahn
Through: Terri Hood, City Clerk
Subject: **Nominations - Heritage Commission, Human Rights Committee**

Recommendation:

Attachments:

1. Johnston, Acacia_Redacted
2. Odatto, Julie_Redacted

Background:

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

Heritage Commission

Acacia Johnston - Slot 2
167 Marlboro Street

December 31, 2027

Human Rights Committee

Julie Odatto, Alternate - Slot 13
30 Sweeney Road

December 31, 2026

From: [Patty Little](#)
To: [Heather Fitz-Simon](#); [Terri Hood](#)
Subject: Fw: New submission from City Board or Commission Volunteer Form
Date: Tuesday, April 8, 2025 5:42:12 PM

Sent from my U.S.Cellular© Smartphone
Get [Outlook for Android](#)

From: City of Keene <developers@paragondigital.com>
Sent: Tuesday, April 8, 2025 4:23:37 PM
To: Nicole Howe <nhowe@keenenh.gov>; Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>
Subject: New submission from City Board or Commission Volunteer Form

Submitted on 04/08/2025

Submitted fields are:

Name
Acacia Johnston
Email
[REDACTED]
Phone
[REDACTED]
Address
167 Marlboro St Apt 5 Keene, New Hampshire 03431 United States Map It
How long have you resided in Keene?
4 years
Employer
Nelson Elementary School
Occupation
Tutor
Retired?
No
Please list any organizations, groups, or other committees you are involved in
I'm not currently involved in any other groups.

Have you ever served on a public body before?

No

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

- Heritage Commission

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

I'm interested in the Heritage Commission.

Please share what your interests are and your background or any skill sets that may apply.

I'm an avid genealogist as well as being very interested in local history. I have a bachelor's degree in anthropology, so I'm trained in human history and safeguarding historical sites.

Suggest other public bodies of interest

I'm unclear on what this means.

Please provide two personal references:

Name

Tony Cavaliere

Email

tcavaliere@townofjaffrey.com

Phone

[REDACTED]

Name

Nicole Gordon

Email

ngordon@sau29.org

Phone

[REDACTED]

From: [Patty Little](#)
To: [Heather Fitz-Simon](#)
Cc: [Terri Hood](#)
Subject: Fw: Interested in serving on a City Board or Commission
Date: Sunday, March 9, 2025 6:09:53 PM

please redact and save.

Patricia A. Little

City Clerk

City of Keene

3 Washington Street

Keene, NH 03431

(603) 352-0133 x2 | KeeneNH.gov

Report Issues: [SeeClickFix/Keene](#)

From: helpdesk@ci.keene.nh.us <helpdesk@ci.keene.nh.us> on behalf of City of Keene
<helpdesk@ci.keene.nh.us>

Sent: Sunday, March 9, 2025 2:10 PM

To: Nicole Howe <nhowe@keenenh.gov>

Cc: Patty Little <plittle@keenenh.gov>; Terri Hood <thood@keenenh.gov>

Subject: Interested in serving on a City Board or Commission

<p>Submitted on Sun, 03/09/2025 - 14:10</p>

<p>Submitted values are:</p>

First Name:

Julie

Last Name:

Odato

Address

30 Sweeney Rd

How long have you resided in Keene?

10 years

Email:

[REDACTED]

Cell Phone:

[REDACTED]

Employer:

SAU 29 - Keene School District

Occupation:

Teacher - Librarian Franklin School

Retired

No

Have you ever served on a public body before?

No

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

Human Rights Committee

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

Human Rights Committee

Please share what your interests are and your background or any skill sets that may apply.

I have been a teacher/librarian for more than 20 years and have a deep interest in creating schools and communities where all children and adults feel safe, valued, and respected. I have done a lot of professional development work around serving traditionally underrepresented groups. I am a member of the LGBTQ+ community and would bring that life experience to the group as well.

Please provide 2 personal references:

Sam Sintros

[REDACTED]

References #2:

Jen Alexander

[REDACTED]



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.1.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Frederick MacMillan
Through: Terri Hood, City Clerk
Subject: **Frederick MacMillan - Request to Install a Sculpture at Patricia Russell Park**

Recommendation:

Attachments:

1. Rick MacMillan Letter to Mayor and Council 051225_Redacted

Background:

The Friends of Public Art (FPOA) and Frederick MacMillan are requesting to install a sculpture at the Patricia Russell Park and have been working with the Parks and Recreation Department to reserve space for that sculpture.

39 Hathersage Ln
Dublin NH 03444
May 12,2025

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

Re: Request to Install a Sculpture at Patricia Russell Park

Dear Mayor and City Councilors:

It has been the vision of Friends of Public Art (FPOA) and Frederick MacMillan to establish sculpture art in the Monadnock Region as an added attraction to the cultural amenities in our area. While we have an abundance of performing arts and two-dimensional art, we lack three-dimensional art. For the past several months we have sought a “cornerstone” project, seeking a high-quality installation to get things started. Opportunities were pursued in Peterborough, and on the campus at Dublin School. And while the Dublin School has installed sculptures along their Nordic ski trails, our other efforts have fallen short until now. We believe the installation of a “cornerstone” sculpture will breed interest from the sculpture/art community, which will bloom into a robust sculpture trail through-out the Monadnock Region.

Recently we were introduced to Christopher Curtis, a nationally known sculptor residing in Duxbury, VT. Known for his contemporary work in stone and metal, Curtis has been creating sculpture for more than fifty years. His affection for stone started as a young boy collecting rocks in the woods of Vermont. Over the decades, his fascination expanded from pebbles to cobbles to large boulders. Curtis claims to have looked at literally millions of stones, collected multiple thousands, and discarded nearly as many, which has honed his discerning focus on shape as well as material.

As an avid rock climber in his youth, Curtis developed a highly tactile understanding of stone as a medium. That passion, coupled with his ongoing interest in geology and astronomy, fueled his close observation of the natural world and stars, both of which inform his art.

Curtis attributes much of his artistic approach to his mentor, Professor Paul Aschenbach, during his formal art training at the University of Vermont in the 1970s. Aschenbach insisted his students become proficient in a wide variety of media and promoted the use of stone, a plentiful Vermont resource. Works by Christopher Curtis are in more than 250 public and private places throughout New England and the United States. Among his sculptures on public

view are works at the Tulsa Botanic Gardens, Tulsa, OK; the Appleton Museum, Ocala, FL; Lemon Fair Sculpture Park, Shoreham, VT; United States Federal Reserve Bank, Washington, DC; University of Arkansas, Little Rock, AR; and State of Vermont Public Art Collection, Montpelier, VT, and the U.S. Embassy, Copenhagen, Denmark.

Curtis has agreed to loan FPOA one of his works, now installed at the Trapp Family Lodge in Stowe, VT. The title of the sculpture is “Thought Cage”, which carries this reflection of its inspiration.

“A Thought Cage can be contemplated from different viewpoints. Physically, each side presents a different viewpoint, yet all of them are equally true. When we are trapped in our own thought cages, we believe that our personal views are superior to other’s. This may or not be objectively true. The only escape from a thought cage is through an open mind.”

A photo of “Thought Cage” is attached. Details can be found at:

<https://www.christophercurtis.com/portfolio/thought-cage>

More information on the artist can be found at @ www.christophercurtis.com. Additional information is at Instagram: [#christophercurtis1](https://www.instagram.com/christophercurtis1). and www.sculpturetour2022.com

Curtis has agreed to provide transportation and installation services, which will be done upon completion of landscaping and improvements at Patricia Russell Park.

Marketing/Advertising – Press Coverage- Promotion of this project is essential to attracting a viewing public.

The Sentinel, My Keene Now, The Union Leader, Leader Transcript, Arts Alive, City of Keene- Social Media, Friends of Public Art social media. Website feature on established City forums.

Sculpture Project Particulars

1. **Description of art** - Granite, Steel- 8’x2’6”x2’6”- 2019- Carved from a column of stone, mounted on a steel base, *Thought Cage* is bold in its simplicity. The polished interior contrasts with the raw, unaltered exterior and the brutalist 1” thick steel plate base and clamp.
2. **Length of the Loan**- 12 months- Contract between Friends of Public Art and Element 3 Inc. EIN 04-3354351 (Artist)
3. **Location**- Patricia Russell Park

4. **Installed and removal-** Artist will be responsible for delivery, installation, deinstallation and recovery. Installation requires access to site by 18,000 lb. boom truck within 10 feet of site.
5. **Site requirements:** The 30"x 30" steel base rested directly on flat, level hardscape. The sculpture, weighing nearly one ton, is held upright by gravity. It has been in its current location since 2019. Any further anchoring required will be the responsibility of the site management. No electricity is needed
6. **Funding-** Installation costs and Insurance would be provided through the Grand Monadnock Rotary Foundation (Estimated costs \$1,200)
7. **Maintenance requirements:** No routine maintenance is required other than keeping the site free of detritus.
8. **Value** -Retail price of sculpture is \$23,000.00. Artist will pay sponsoring agency (Friends of Public Art) 10% commission if sold.
9. **Signage-** Artist will supply signage with QR code directing viewers to his website.
10. **Insurance-** Prudence would dictate precautions against spray paint vandalism. Being ready with graffiti removal and applying it quickly is wise. Lighting at the site would help, but not required. Insured value is 90% of retail or \$20,700.

The Parks and Recreation Department has communicated to us that it has reserved two spots in the newly created Patricia Russell Park for outdoor sculpture. I hope the above details for this project address the information you need in order for us to proceed. Please let me know if I can provide any additional information.

Sincerely,



Frederick W. MacMillan







CITY OF KEENE NEW HAMPSHIRE

ITEM #C.2.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Alan Stroshine/Race Director
Through: Terri Hood, City Clerk
Subject: Keene Elm City Rotary Club - Request to Use City Property - Clarence DeMar Marathon - September 28, 2025

Recommendation:

Attachments:

1. Clarence DeMar 2025 Letter to Mayor and Council

Background:

Mr. Stroshine has submitted the annual request to conduct the Clarence DeMar Marathon and the DeMar Half Marathon on Sunday, September 28, 2025.



May 6, 2025

Mayor Jay Kahn
Keene City Council
3 Washington St
Keene, NH 03431

Re: 47nd Annual Clarence DeMar Marathon and 11th Annual DeMar Half Marathon
Request for City Event permit

Dear Mr. Mayor and City Councilors,

The Keene Elm City Rotary Club respectfully requests an event permit for our official City of Keene Community Event; the annual Clarence DeMar Marathon and DeMar Half Marathon to be held on Sunday, September 28th 2025. A part of our event includes the Kids DeMar Marathon and Super Senior DeMar Marathon programs.

I invite all members of city government and staff to join us on the quad at Keene State College to experience the energy and personal accomplishment of so many people on race day.

I am available for any questions you might have.

Yours in service,

A handwritten signature in black ink, appearing to read "Alan Stroshine".

Alan Stroshine, Race Director
Member, Keene Elm City Rotary Club

Keene Elm City Rotary
PO Box 1786
Keene, NH 03431

Clarence DeMar Marathon Corp is a 501c3 organization – Tax ID: 02-0454040



CITY OF KEENE NEW HAMPSHIRE

ITEM #C.3.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Alisa Arroyo - Safety Coordinator
Through: Terri Hood, City Clerk
Subject: **Timken Aerospace - Request for the Installation of a Crosswalk - Tiffin Street**

Recommendation:

Attachments:

1. Timken_Crosswalk Request

Background:

Ms. Arroyo has submitted a communication on behalf of Timken requesting consideration for the installation of a crosswalk on Tiffin Street between their building and the adjacent parking lot for the safety of their 50 plus employees that cross this road on a daily basis.



Alisa Arroyo
Safety Coordinator
Timken Aerospace
T 603.358.4757
Alisa.arroyo@timken.com

Alisa Arroyo
7 Optical Ave.
Keene, NH 03431
alisa.arroyo@timken.com
802-689-9218
5/7/25

Mayor Jay Kahn
Office of the Mayor
Keene
3 Washington St.
Keene, NH 03431

Subject: Request for Crosswalk Installation on Tiffin Street

Dear Mayor Kahn,

I am writing to formally request the installation of a pedestrian crosswalk on Tiffin Street, specifically between the Timken building and the adjacent parking lot.

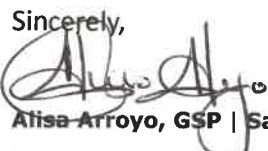
Each day, over 50 employees and visitors cross this section of the road multiple times, yet there is currently no designated crosswalk to facilitate safe passage. It has been repeatedly observed that vehicles frequently travel at high speeds along this stretch, significantly increasing the risk of pedestrian accidents.

The lack of a marked crosswalk not only presents a daily safety hazard but also detracts from the town's commitment to providing safe infrastructure for its working residents. A clearly marked crosswalk, potentially paired with appropriate signage or traffic calming measures, would drastically reduce the risk, and promote responsible driving in the area.

We appreciate your continued attention to community safety and respectfully urge your office to consider this request. I would be happy to discuss the matter further or provide additional information as needed.

Thank you for your time and service to our city.

Sincerely,



Alisa Arroyo, GSP | Safety Coordinator

Timken Aerospace | 7 Optical Avenue Keene, NH 03431 | T: +1 603-358-4757

The Timken Company
Mail Code: KNE-01
7 Optical Avenue
Keene, NH 03431



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.1.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: Keene SwampBats - Request to Discharge Fireworks - July 25, 2025

Recommendation:

On a vote of 4–0, the Planning, Licenses and Development Committee recommends that the Keene Swamp Bats be granted permission for the discharge of display fireworks on Friday, July 25, 2025 on Alumni Field at no later than 10:00 PM, and reserving a “rain date” to be determined in conjunction with City staff in the event of inclement weather. Said permission is subject to following conditions: the signing of a revocable license and indemnification agreement; that the Keene Swamp Bats provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000; that the fireworks vendor also provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000; submittal of a signed letter of permission from SAU 29 for use of their property; and obtainment of a State Fireworks permit. In addition, the petitioner agrees to comply with any recommendations of City staff. The Petitioner agrees to absorb the cost of any City services provided. Said payment shall be made within 30 days of the date of invoicing.

Attachments:

None

Background:

Chair Bosley welcomed the applicant, Kevin Watterson, Keene SwampBats President. Mr. Watterson explained that the SwampBats initially planned to request three nights of fireworks in 2025 as they have during some years in the past, typically on opening night, Independence Eve, and the last game of the season. However, it is a small town, and they learned the Council might have felt the SwampBats were over-requesting fireworks displays. In deference, Mr. Watterson said they are only requesting two display dates this year. In addition to their Independence Eve event, they would request fireworks for the last Friday of the season as usual, which is a big night for the SwampBats when they recognize host families, so they think fireworks are appropriate.

Chair Bosley appreciated the SwampBats following the Council’s conversation about fireworks and she knew the Council saw the SwampBats annually. Chair Bosley explained the Council was working on an Ordinance putting parameters around the discharge of fireworks in any one location in an attempt to not fully burden one City District, while still allowing more than three displays in the

municipality. Chair Bosley knew there was another request for fireworks at this location later on the agenda, so this would leave room for that.

Chair Bosley requested staff comments and the City Manager, Elizabeth Ferland, said there were no staff concerns with this request.

Councilor Williams thanked Mr. Watterson, stating it was very thoughtful to leave space for others. Councilor Williams asked if Mr. Watterson had feedback on the City's fireworks permitting process (e.g., challenges, areas to improve). Mr. Watterson said in terms of permitting, he could not praise the Fire and Police Departments more. The Departments were instrumental in ensuring the SwampBats completed all licensing aspects appropriately with Atlas Fireworks, and Mr. Watterson added that the Departments are great at the events. Councilor Williams was glad to hear it, noting how proud the City is of its Fire and Police Departments.

Vice Chair Jones thought he might be the only one in the room who remembered that the Elm City Rotary previously ran the Independence Day Celebration. Mr. Watterson agreed. When the Rotary could unfortunately no longer secure volunteers and the City thought there would be no more Independence Day fireworks, Vice Chair Jones said the SwampBats picked it up and ran with it, calling it a tremendous comeback for celebrating Independence Day. Vice Chair Jones thanked Mr. Watterson for it. Mr. Watterson said it spoke to who the SwampBats are, citing their tagline of "community wrapped in baseball"—they spend 80% of their time on community and 20% on baseball, and he said baseball is easy. So, he appreciated the Vice Chair's comments. Chair Bosley noted her teenagers were excited for the season, which Mr. Watterson was glad to hear.

There were no public comments.

Councilor Williams asked about the first game. Mr. Watterson explained the players would arrive on May 31, 2025, and their games would begin on June 3, 2025. They play six nights per week for a total of 44 games. In 2024, nine SwampBats were drafted in the Major League Baseball draft, of which they were very proud. However, Mr. Watterson thought they were probably proudest of gathering 5,000–6,000 people for Independence Eve, calling it a special night. Councilor Williams loves the opportunity to call Keene a baseball City.

Councilor Williams made the following motion, which was duly seconded by Vice Chair Jones.

On a vote of 4–0, the Planning, Licenses and Development Committee recommends that the Keene Swamp Bats be granted permission for the discharge of display fireworks on Friday, July 25, 2025 on Alumni Field at no later than 10:00 PM, and reserving a "rain date" to be determined in conjunction with City staff in the event of inclement weather. Said permission is subject to following conditions: the signing of a revocable license and indemnification agreement; that the Keene Swamp Bats provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000; that the fireworks vendor also provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000; submittal of a signed letter of permission from SAU 29 for use of their property; and obtainment of a State Fireworks permit. In addition, the petitioner agrees to comply with any recommendations of City staff. The Petitioner agrees to absorb the cost of any City services provided. Said payment shall be made within 30 days of the date of invoicing.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.2.

Meeting Date: May 15, 2025

To: Mayor and Keene City Council

From: Planning, Licenses and Development Committee, Standing Committee

Through:

Subject: **Jim Coppo/Jimmy Tempesta - Request to Discharge Fireworks - First Responder Appreciation Community Day - August 24, 2025**

Recommendation:

On a vote of 4–0, the Planning, Licenses and Development Committee recommends that Jim Coppo and Jimmy Tempesta for the First Responder Appreciation Community Day, be granted permission for the discharge of display fireworks on Sunday, August 24, 2025, on Alumni Field at no later than 10:00 PM. Said permission is subject to following conditions: the signing of a revocable license and indemnification agreement; that Jim Coppo and Jimmy Tempesta for the First Responder Appreciation Community Day, provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000; that the fireworks vendor also provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000; submittal of a signed letter of permission from SAU 29 for use of their property; and obtainment of a State Fireworks permit. In addition, the petitioner agrees to comply with any recommendations of City staff. The Petitioner agrees to absorb the cost of any City services provided. Said payment shall be made within 30 days of the date of invoicing.

Attachments:

None

Background:

Chair Bosley welcomed the applicant, Jim Coppo, who noted his co-applicant, Jimmy Tempesta, could not attend. Mr. Coppo explained this would be the second year of the event honoring police, fire, and all other first responders. The event would include a softball game (a big hit the first year), touch-a-truck, music, and the public showing appreciation to the first responders. There was a large, blue carpet event at Mr. Tempesta's business—Tempesta's Restaurant—promoting this, with 330 police officers (86 from Keene) and their families, Mayor Kahn, Governor Ayotte, senators, and a congresswoman. Mr. Coppo explained that he and Mr. Tempesta go above and beyond on Easter, Thanksgiving, and Christmas annually to feed all the police officers who are working. This led to them establishing the First Responder Appreciation Community Day in 2024, when they feed all first responders in the City and counties who attend and have the "battle" games (e.g., softball) between the City and various counties and inter-counties, as well as fire vs. police. In 2024, the Fitzwilliam Police Department had a car show, and there were 200 exotic cars and trucks on display. The event

ended with the fireworks, and Mr. Coppo said it was special, with colors and music themed for the first responders. In 2024, the event was August 18, but in speaking with Mr. Watterson (SwampBats President), the organizers wanted to help spread their events out more, so they requested August 24 instead. Mr. Coppo hoped for better weather this year.

Chair Bosley knew the first responders, and the City appreciated the great first event in 2024. Councilor Haas appreciated the organizers' flexibility with the date, saying it was nice to spread things out, and added that it would be nice to have an end-of-August fireworks display before school starts. Vice Chair Jones also expressed appreciation for having attended and enjoyed the first event. The Vice Chair thought this event said a lot about Keene and thanked the organizers.

Mr. Coppo stated he and Mr. Tempesta only did it because they could and wanted to. They both have great pride, citing their many family members who were first responders, including Mr. Coppo's son (police officer), daughter (emergency services), and brother-in-law (Fire Department). The event is an opportunity to shake all their hands and thank them for their service. Mr. Coppo expressed emotion, citing the day-to-day realities first responders face, which he was aware of as a family member, so the point of the event was to allow them and their families to relax for a day. Chair Bosley said the organizers' care showed, noting it likely took a whole year to coordinate, and she thought the Council was excited to support it again. The City Manager keeps the Council aware of the Fire and Police Departments' hard work. Chair Bosley was glad the counties were included, too. Discussion ensued about the excitement surrounding the competitions between the City, counties, and fire and police, but all would be in good fun.

Regarding the fireworks, Mr. Coppo stated that they were very mindful of the noise, and the display was intended to add something special. Everything was arranged with the SAU, Police and Fire Departments, and Atlas Fireworks. He said they wanted to keep the event in the City of Keene. Mr. Coppo hoped every community member would come to thank the first responders.

Councilor Williams asked if Mr. Coppo had any feedback on the permitting process (e.g., challenges, areas for improvement). Mr. Coppo noted he was unfamiliar with the process in the first year and therefore behind on things, so this year they were able to have everything in place in advance. They were also cognizant of the dates, as mentioned. He shared in 2024, there were \$1 million worth of corvettes, police and firefighters, NH Police on motorcycles, a BearCat, and more highlights. Mr. Coppo reiterated that the thanks belonged to the first responders, not the organizers, but he appreciated the support.

There were no public comments.

Vice Chair Jones made the following motion, which was duly seconded by Councilor Haas.

On a vote of 4–0, the Planning, Licenses and Development Committee recommends that Jim Coppo and Jimmy Tempesta for the First Responder Appreciation Community Day, be granted permission for the discharge of display fireworks on Sunday, August 24, 2025, on Alumni Field at no later than 10:00 PM. Said permission is subject to following conditions: the signing of a revocable license and indemnification agreement; that Jim Coppo and Jimmy Tempesta for the First Responder Appreciation Community Day, provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000; that the fireworks vendor also provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000; submittal of a signed letter of permission from SAU 29 for use of their property; and obtainment of a

State Fireworks permit. In addition, the petitioner agrees to comply with any recommendations of City staff. The Petitioner agrees to absorb the cost of any City services provided. Said payment shall be made within 30 days of the date of invoicing.

Chair Bosley reiterated her appreciation, noting the Fire and Police Departments appreciated it too, and she was sure Mr. Coppo's son did as well.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.3.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: Keene Family YMCA - Request for Road Closure - Summit Road - June 8, 2025

Recommendation:

On a vote of 4–0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to the Keene Family YMCA to sponsor a youth triathlon on Sunday, June 8, 2025 from 8 AM to 11 AM, including the closure of Summit Road just after the YMCA entrance and Summit Ridge Drive where it intersects with Summit Road subject to the following conditions: the signing of a revocable license and indemnification agreement and the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured. This license is conditional upon the petitioners providing an adequate number of volunteer race marshals to ensure runner safety along the course, providing advance notice of the race to impacted residents, and subject to any recommendations of City staff. The petitioner agrees to absorb the cost of any City services provided. Said payment shall be made within 30 days of the date of invoicing.

Attachments:

None

Background:

Chair Bosley welcomed the applicant, Kelly Fleurette, Senior Program Director for Keene Family YMCA. Ms. Fleurette indicated they are requesting closure of Summit Road on June 8, 2025 for the fourth YMCA Youth Triathlon. Ms. Fleurette anticipated 80–100 kids for the 2025 event. Chair Bosley recalled that Vice Chair Jones lived in this neighborhood and in past years, the Vice Chair mentioned the YMCA communicated the road closure well to all neighbors, which Chair Bosley assumed was happening again this year. Ms. Fleurette said yes. Chair Bosley said the City never received feedback in past years that neighbors were inconvenienced or struggled, so she appreciated the YMCA's efforts.

Chair Bosley asked the City Attorney if there were other instances of regular road closure requests like this in the City, for which at some point City Council extended the ability for the Clerk's office to administratively approve the annual request. The City Attorney, Amanda Palmeira, said it was something staff could explore, and she wanted to compare to past instances for her own context. The Attorney was mindful that NH statute places management of roads and road closures in the City

Council's hands, so it would automatically be the Council's responsibility to create a structure delegating it to staff. The City Attorney wanted to ensure it could be a sound system staff could check in on about it regularly going before the Council.

Chair Bosley asked for other staff comments on this application. City Manager, Elizabeth Ferland, reported from the Protocol Committee that the Public Works Department recommended soft barriers to facilitate closure at Summit Road by the YMCA entrance. The barriers would be delivered Friday before the event. The Police Department would provide an officer and cruiser for the duration of the event. The City Manager said the licensee was required to request police coverage by completing and submitting an outside detail request form and verifying the soft barriers are appropriately placed for the bike race portion of the event. Runners must stand on the sides of the road and not attempt to stop, block, or control vehicle traffic along the race route. The City Manager said everything was in order and there were no concerns from the Protocol Committee. Ms. Fleurette noted the footraces occur on the YMCA property (grass) and only the bike portion would be on the roadway.

There were no public comments.

Councilor Haas made the following motion, which was duly seconded by Vice Chair Jones.

On a vote of 4–0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to the Keene Family YMCA to sponsor a youth triathlon on Sunday, June 8, 2025 from 8 AM to 11 AM, including the closure of Summit Road just after the YMCA entrance and Summit Ridge Drive where it intersects with Summit Road subject to the following conditions: the signing of a revocable license and indemnification agreement and the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured. This license is conditional upon the petitioners providing an adequate number of volunteer race marshals to ensure runner safety along the course, providing advance notice of the race to impacted residents, and subject to any recommendations of City staff. The petitioner agrees to absorb the cost of any City services provided. Said payment shall be made within 30 days of the date of invoicing.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.4.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: Lease of Airport Property - Avanru Development

Recommendation:

On a vote on 4–0, the Planning, Licenses and Development Committee recommends that the City Manager be authorized to do all things necessary to execute a land lease at the Keene Dillant-Hopkins Airport to Avanru Development for the construction of an aircraft hangar.

Attachments:

None

Background:

Chair Bosley welcomed Airport Director, David Hickling, and Jack Franks from Avanru Development Group. Mr. Hickling explained the City had been trying to develop Airport property. In summer 2024, the City placed a request for proposals, and the one respondent was Avanru Development. City staff has negotiated a lease per the Airport Land Leasing Policy, including language needed to comply with all grant assurances. Mr. Hickling thought it was a good lease and that this development would help the Airport and the community by providing increased revenue from the lease and fuel sales, increased viability from activity at the Airport, and more money from the State of NH due to more based aircraft.

Mr. Franks thanked the City Manager and Airport Director for their time, energy, and effort getting this lease to a point that worked for everyone. Mr. Franks said his company was growing and they needed to travel, so a hangar in Keene would allow them to travel quickly to multiple projects around the state, and now RI and NJ. He said this was a really big opportunity for Avanru Development and would allow them even more growth and scalability to other states, getting there quickly to help with the housing crisis across the nation.

Chair Bosley called it an exciting opportunity and requested staff comments. The City Manager, Elizabeth Ferland, agreed it was an exciting opportunity and the more activity at the Airport like this hangar, the better. The City Manager agreed it would bring additional lease revenue for the City of Keene and additional tax revenue for the Town of Swanzey, as well as activity for the local businesses and the Airport Fixed Base Operator, Monadnock Aviation. There were many benefits, and the City Manager was excited.

Councilor Haas asked if the lease agreement incorporated the 3% escalator clause and Mr. Franks said yes. Mr. Haas gave staff credit for getting that moving forward. Councilor Haas also recognized Avanru Development Group pursuing new materials in construction and new techniques to make construction less expensive going forward. The Councilor called it the key to the future and Avanru a leader in that area. Mr. Franks appreciated that perspective, stating we could not spend our way out of the housing crisis we are in. Mr. Franks said we need to engineer better paths forward, which Avanru Development had done for 12 years, allowing them to now build housing twice as fast for less money, which he called more energy efficient than anything else available. Mr. Franks stated with collective effort, great ideas, and cities wanting to expand their housing and opportunities, Avanru was in a great position to help.

There were no public comments.

Councilor Williams made the following motion, which was duly seconded by Vice Chair Jones.

On a vote on 4–0, the Planning, Licenses and Development Committee recommends that the City Manager be authorized to do all things necessary to execute a land lease at the Keene Dillant-Hopkins Airport to Avanru Development for the construction of an aircraft hangar.

Chair Bosley expected the Council to support this and see it move forward.



CITY OF KEENE NEW HAMPSHIRE

ITEM #D.5.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Pamela Beaman/MCVP - Donation of Real Property - Lot 45 - Damon Court

Recommendation:

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the acceptance of Lot 45 – on Damon Court, Tax Map #553 045 000 000 000 as a donation to the City of Keene.

Attachments:

None

Background:

Pamela Beaman Chair of the Board of Directors for Monadnock Center for Violence Prevention addressed the committee and stated that their property has a retaining wall, which is crumbling and they received a letter from the City asking that it be repaired. She stated her organization contacted the City to assist with this repair. She stated they have received contracts for this work ranging from \$3,500 up to \$85,000. Ms. Beaman stated they are looking for a way to either donate the property to the City or to an abutting neighbor. She stated this is an expense the organization cannot afford.

She stated they wanted to go with the lower end estimates but hesitated because it might not meet the requirements of the City.

Ms. Beaman stated the Public Works Director reached back out to her recently and indicated there is a bridge nearby that needs to be repaired and the City would need access to MCVP's property in order to make that repair and suggested that the City might now be more amenable to taking on this parcel. Ms. Beaman stated she is here today to see if the City was willing to accept a donation of this parcel from MCVP.

The Manager addressed the committee and stated the City did look at this property but are not able to spend taxpayer dollars on private properties. The City did offer potential solutions related to seeking grant funds. Recently both the Public Works Director and the Emergency Management Director looked at the situation and expressed concern about any potential flooding from the deterioration of this retaining wall. The Public Works Director has recommended that the City might be willing to take on the parcel but it is only because of the work the City needs to do, as a way to help the City mitigate flooding.

Public Works Director Don Lussier stated since this issue was brought to the property owners' attention they have been looking for a way to resolve the issue. He stated that the Manager is correct, ordinarily, he would be advising the committee that it is not appropriate for the City to be engaging in this transaction because there is no public purpose for the retaining wall. However, there is a unique situation here in that the Beaver Street Bridge is in poor condition, and it is going to have to be replaced in the not-too-distant future. He stated there would be a Resolution coming to the Council next week for some funding. DOT had notified the City earlier this year that the bridge has deteriorated to a condition where it is now on their critical list.

Mr. Lussier stated that when the bridge has to be replaced at some point, the City will require temporary easements on this property in order to do the construction. He stated there would be a public purpose served by the City accepting this donation. He stated he wanted the Committee to understand fully that this is also a liability. If the City were to accept this donation, staff would be recommending some immediate remediation. Mr. Lussier stated that what he would suggest for the time being is to remove the deteriorated portion of the wall, slope that side back and armor it with riprap. This could be done by City staff at a lower cost with no real impacts to the river itself.

Councilor Lake clarified that the shed and the fencing are all part of the property. Mr. Lussier answered in the affirmative but stated he has not looked inside the shed to see what is in it. The Councilor asked whether the property can be used in the future for perhaps a pocket park. Mr. Lussier agreed it could be.

Councilor Haas stated this is one of the worst bridges and is glad the City is addressing it soon.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the acceptance of Lot 45 – on Damon Court, Tax Map #553 045 000 000 000 as a donation to the City of Keene.



CITY OF KEENE NEW HAMPSHIRE

ITEM #F.1.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Kari Chamberlain, Finance Director/Treasurer
Through: Elizabeth Ferland, City Manager
Subject: **Acceptance of Donations**

Recommendation:

Recommend that the City Council accept donations in the amount of \$2,875, and the City Manager be authorized to use each donation in the manner specified by the donor.

Attachments:

None

Background:

The Keene (Elks) Lodge B.P.O.E. 927 donated \$250 to offset construction costs associated with the ADA ramp at the Recreation Center.

The Human Rights Committee is hosting a Pride event on June 12, 2025. This event is bringing LGBTQIA+ artists downtown to transform restaurants and shops into pop-up galleries, creating an immersive and dynamic experience for both artists and attendees. Bensonwood has donated \$200 in an effort to help the HRC Pride subcommittee cover costs associated with the opening night event.

The Keene Rotary Club has donated \$2,425 in additional funding for Rail Trail Wayfinding Project signage, to be installed during late summer. The council previously accepted a donation of \$30,000 for this project; however, the contract came back at \$32,425.



CITY OF KEENE NEW HAMPSHIRE

ITEM #F.2.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Kari Chamberlain, Finance Director/Treasurer
Through: Elizabeth Ferland, City Manager
Subject: **Resignation - Malcolm Katz - Trustees of Trust Funds and Cemetery Committee**

Recommendation:

Accept the resignation of Malcolm Katz, regular member of the Trustees of Trust Funds and Cemetery Committee, with gratitude for his service.

Attachments:

1. Malcolm Katz Resignation Trustees of Trust Funds and Cemeteries_redacted

Background:

Malcolm Katz has served as a regular member of the Trustees of Trust Funds and Cemetery Committee since January 2025.

■
From: [Terri Hood](#)
To: [Heather Fitz-Simon](#)
Subject: FW: Resignation from city Trustee of Trusts and Cemetery Comm
Date: Wednesday, May 14, 2025 10:45:11 AM

From: Malcolm Katz [REDACTED]
Sent: Monday, May 12, 2025 4:43 PM
To: Jay Kahn [REDACTED]
Cc: Terri Hood <thood@keenenh.gov>
Subject: Re: Resignation from city Trustee of Trusts and Cemetery Comm

Jay Kahn,
It is with regret that I submit my resignation for my position on the City of Keene Cemetery Finance Committee. I have a schedule conflict which prohibits me from attending meetings. Thank you for understanding.
Malcolm Katz
55 Wilder Street

From: Jay Kahn [REDACTED]
Sent: Monday, May 12, 2025 4:08 PM
To: Malcolm Katz [REDACTED]
Cc: Terri Hood <thood@keenenh.gov>
Subject: Resignation from city Trustee of Trusts and Cemetery Comm

Please send me your note of resignation and add the City Clerk, Terri Hood, as a copy.

Jay

Jay Kahn
[REDACTED]



CITY OF KEENE NEW HAMPSHIRE

ITEM #H.1.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Finance, Organization and Personnel Committee, Standing Committee
Through:
Subject: Relating to the 2025-2026 Operating Budget
Resolution R-2025-12

Recommendation:

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends placing R-2025-12 on more time to allow for the budget review process to continue.

Attachments:

1. R-2025-12 Fiscal Year 2025-2026 Operating Budget_referral
2. R-2025-12 FY2026 Operating Budget ALL FUNDS for CC introduction - 1

Background:

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends placing R-2025-12 on more time to allow for the budget review process to continue.



CITY OF KEENE NEW HAMPSHIRE

ITEM #1.1.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Elizabeth Fox, ACM/Human Resources Director
Through: Elizabeth Ferland, City Manager
Subject: **Relating to Class Allocation and Salary Schedule
Ordinance O-2025-18**

Recommendation:

That the City Council refer Ordinance O-2025-18 to the Finance, Organization, and Personnel Committee.

Attachments:

1. O-2025-18 Relating to Class Allocations & Salary Schedule

Background:

The ordinance relating to salary and wage schedules for the 2025/2026 fiscal year reflects an across-the-board increase of 3% to non-bargaining unit wage schedules, which is within the parameters of cost-of-living adjustments provided by the City's ratified collective bargaining agreements. The effective date for this increase would be July 1, 2025.



CITY OF KEENE

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

A RESOLUTION Relating to Class Allocations and Salary Schedule

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules;" of Chapter 2, entitled "Administration;" as well as Section 62-141 "Call Firefighter Hourly Wage Schedule;," Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule;," of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192 "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule;," effective July 1, 2025.

Jay V. Kahn, Mayor

City Code Section 2-231

**COUNCIL APPOINTMENTS
ANNUAL SALARY SCHEDULE**

(effective July 1, 2025)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
CA1	102,583	126,987	152,440
CA2	107,199	132,701	159,300
CA3	112,023	138,673	166,469
CA4	117,064	144,913	173,960
CA5	122,332	151,434	181,788
CA6	127,837	158,249	189,968

City Code Section 62-141

**CALL FIREFIGHTER
HOURLY WAGE SCALE**

Non-bargaining unit
(effective July 1, 2025)

<u>GRADE</u>		<u>STEP 1</u>
CF1	Non-certified Probationary Firefighter	\$ 11.94
CF2	Probationary Firefighter (Level 1)	\$ 15.52
CF3	Probationary Firefighter (Level 2)	\$ 17.27
CF4	Firefighter (Level 1)	\$ 17.91
CF5	Firefighter (Level 2)	\$ 21.50
CF6	Special services (Chaplain, Photographer & Aide)	\$ 16.71

City Code Section 62-166

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

PROBATIONARY PUBLIC WORKS HOURLY WAGE SCHEDULE

Non-bargaining unit
(effective July 1, 2025)

<u>GRADE</u>	<u>STEP 1</u>
PPW 2	\$18.10
PPW 4	\$19.78
PPW 5	\$20.66
PPW 7	\$22.13
PPW 8	\$23.58
PPW 9	\$24.64
PPW 10	\$25.75
PPW 11	\$26.89
PPW 12	\$28.13

GRADE

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

City Code Section 62-191

PROBATIONARY FIREFIGHTER

HOURLY WAGE SCHEDULE

Non-bargaining unit
(effective July 1, 2025)

<u>GRADE</u>		<u>STEP 1</u>
PF 1	Firefighter/EMT B	\$23.15
PF 2	Firefighter/A-EMT	\$24.85
PF 3	Firefighter/Medic	\$27.05
PF 4	Paramedic Only	\$25.75

City Code Section 62-192

PROBATIONARY POLICE OFFICER

HOURLY WAGE SCHEDULE

Non-bargaining unit
(effective July 1, 2025)

<u>GRADE</u>		<u>STEP 1</u>
PP 1	Uncertified Hire	\$31.30

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

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

**ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT
ANNUAL SALARY SCHEDULE**

Non-bargaining unit
(effective July 1, 2025)

	<u>STEPS</u>					
<u>GRADE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 4	40,711	42,543	44,457	46,458	48,549	50,734
S 5	42,543	44,457	46,458	48,549	50,734	53,017
S 6	44,457	46,458	48,549	50,734	53,017	55,403
S 7	46,458	48,549	50,734	53,017	55,403	57,896
S 10	53,017	55,403	57,896	60,501	63,224	66,069
S 11	55,403	57,896	60,501	63,224	66,069	69,042
S 12	57,896	60,501	63,224	66,069	69,042	72,149
S 15	66,069	69,042	72,149	75,396	78,789	82,335
S 16	69,042	72,149	75,396	78,789	82,335	86,040
S 17	72,149	75,396	78,789	82,335	86,040	89,912
S 18	75,396	78,789	82,335	86,040	89,912	93,958
S 19	78,789	82,335	86,040	89,912	93,958	98,186
S 20	82,335	86,040	89,912	93,958	98,186	102,604
S 21	86,040	89,912	93,958	98,186	102,604	107,221
S 22	89,912	93,958	98,186	102,604	107,221	112,046
S 23	93,958	98,186	102,604	107,221	112,046	117,088
S 24	98,186	102,604	107,221	112,046	117,088	122,357
S 25	102,604	107,221	112,046	117,088	122,357	127,863
S 26	107,221	112,046	117,088	122,357	127,863	133,617
S 27	112,046	117,088	122,357	127,863	133,617	139,630
S 28	117,088	122,357	127,863	133,617	139,630	145,913
S 29	122,357	127,863	133,617	139,630	145,913	152,479
S 30	127,863	133,617	139,630	145,913	152,479	159,341
S 31	133,617	139,630	145,913	152,479	159,341	166,511
S 32	139,630	145,913	152,479	159,341	166,511	174,004

City Code Section 62-194

ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT

(effective July 1, 2025)

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



CITY OF KEENE NEW HAMPSHIRE

ITEM #1.2.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Amanda Palmeira, City Attorney
Through:
Subject: Relating to the Discharge of Fireworks
Ordinance O-2025-19

Recommendation:

That the Ordinance be referred to the Planning, Licenses, and Development Committee for its review and recommendation.

Attachments:

1. O-2025-19 Relating to Discharge of Fireworks

Background:

In November 2024, the City Council received a communication from Councilor Robert Williams requesting consideration of guidelines that would limit the number of fireworks display permits issued at a single location. In discussing this communication, the Planning, Licenses, and Development Committee agreed with limiting the number of displays permitted at one location as well as limiting the number of displays permitted each year. The PLD Committee also expressed that fireworks displays at Fourth of July celebrations should be given priority to request permission from the City Council. On April 17, 2025, the City Council voted to direct the City Attorney to draft an ordinance on fireworks that would incorporate recommendations from the PLD Committee at their April 9, 2025 meeting.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

AN ORDINANCE Relating to Discharge of Fireworks

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 removing the stricken text and adding the bolded text throughout Article III “Fireworks and Explosives”; and renumbering the subparagraphs of Section 42-61 as follows:

ARTICLE III. FIREWORKS AND EXPLOSIVES¹

Sec. 42-61. Sale, possession and display of fireworks.

- (1) **Display fireworks conditions and restrictions.** No person within the city shall offer for sale, expose for sale, give or transfer to another, with or without consideration, **discharge or display as defined by RSA 160-B:1, V**, or have in his possession or custody, any ~~non-permissible~~ **Display F** fireworks, **as defined by RSA 160-C:1, III**, packaged or unpackaged, without first obtaining **written permission from the property owner as well as a permit for sale, possession and display of fireworks from the City Council pursuant to the following:**
 - a. **All requests for a permit for discharge of Display Fireworks must be submitted for review and comment by the Fire Chief or designee and in accordance with must comply with the guidelines requirements set forth under state and federal regulations.**
 - b. **Display Fireworks will only be permitted to be discharged from the same location, as determined by the City Council, a maximum of three (3) times per calendar year.**
 - c. **The City Council may grant a maximum of five (5) permits for the discharge of Display fireworks within the City per calendar year, of which one (1) permit will be granted for a discharge of Display Fireworks for a Fourth of July celebration, if requested. If the permit reserved for a Fourth of July celebration is not requested, the permit may be granted for another date within the same calendar year.**
- (21) **Consumer fireworks conditions and restrictions:** Any person wishing to discharge ~~New Hampshire Permissible (Consumer) Fireworks~~, **as defined by RSA 160-B:1, IX and RSA 160-C:1, II**, shall comply with the following specific conditions and restrictions regarding their use. This is in addition to any applicable state law requirements.
 - a. The person discharging fireworks must possess proof that he is the landowner of the location where the fireworks discharge will occur or has written permission from the landowner.
 - b. Fireworks shall not be ignited or possessed by minors (anyone under the age of 21).

¹State law reference(s)—Explosives, RSA 158:9 et seq.; fireworks, RSA 160-B; **Permissible Fireworks, RSA 160-C.**

- c. The person discharging fireworks must be at least 21 years of age or older (pursuant to state statute).
- d. The person discharging fireworks must possess and make available upon request a valid photo identification listing their name, address and date of birth.
- e. Fireworks shall be purchased from licensed permissible fireworks retailers in New Hampshire only. A copy of the receipt of purchase must be kept and made available upon request.
- f. The person discharging fireworks shall only purchase the quantity of fireworks needed for the planned display. Storage of permissible fireworks is prohibited.
- g. Fireworks shall be ignited a minimum of 50 feet from any public way, overhead utilities, structures, woodlands, property lines or boundaries.
- h. The person discharging the fireworks is required to have a means of fire extinguishment readily accessible.
- i. Anyone discharging or igniting fireworks shall not be under the influence of any drugs or alcohol.
- j. Notwithstanding any other provision of City Code to the contrary, permissible fireworks shall only be discharged or used between the hours of 10:00 a.m. and 10:00 p.m.
- k. Fireworks can only be discharged on days when the fire danger day is Class One, Two, or Three as determined by the New Hampshire Division of Forest and Lands - Bureau of Forest Protection.
- l. **Discharge of consumer fireworks by anyone other than a consumer, as defined by Saf-C 2602.07, as regulated under Saf-C 2607.06 Permissible Fireworks by Other Than a Consumer, may only be displayed by a person who holds a valid New Hampshire Certificate of Competency for display fireworks in accordance with Saf-C 5003, and all such displays shall be regulated in accordance with section (1) above.**

(32) Enforcement.

- a. Any sworn law enforcement officer of the city, county or state, as well as the fire chief or their designee shall be empowered to enforce this section.
- b. Persons found in possession of, or discharging ~~non-permissible~~**Display** fireworks shall be subject to the penalties outlined in NH RSA 160-B. This section shall not apply to those individuals that hold valid certificates of competency issued by the NH Department of Safety and hold a valid display fireworks permit issued in accordance with RSA 160-B and Saf-C 5000, or any other ordinance. Nothing in this section shall preclude any sworn police officer from enforcing any section of NH RSA 160-B, or NH RSA 160-C.

Sec. 42-62. Storage of explosives.

No person shall possess, store, or transport any explosives or blasting caps without meeting all the ~~guidelines~~ **requirements** regarding the possession, storage and transportation of explosives and blasting caps set forth under state and federal regulations and notifying the police chief and the fire chief, in writing, within 15 days, of the location, amount and description of the explosives, storage capacity, type of facility being used, and the owner's name and address of any explosives or blasting caps that have been stored.

(Code 1970, § 1607.2)

Secs. 42-63—42-90. Reserved.

Jay V. Kahn, Mayor



CITY OF KEENE NEW HAMPSHIRE

ITEM #1.3.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Mari Brunner, Senior Planner
Through: Paul Andrus, Community Development Director
Subject: **Relating to Setbacks and Build-to Dimensions
Ordinance O-2025-20**

Recommendation:

To refer Ordinance O-2025-20 to the Joint Committee of the Planning Board and the Planning, Licenses and Development Committee for a public workshop.

Attachments:

1. Application
2. O-2025-20_Setbacks and Build-to Dimensions
3. Narrative
4. Article 1_Introductory Provisions
5. Article 8_Zoning Use Chapter

Background:

This Ordinance proposes to amend Section 1.3.3 "Setbacks & Build-To Dimensions" of Article 1 of the Land Development Code (LDC) to clarify that building setbacks apply to any building or structure to be located on a lot unless a specific exemption exists in the LDC. The proposal also clarifies that the Build-To Line (BTL) and Build-To Zone (BTZ) apply to any principal building or structure and provides allowances for buildings or structures to be located outside the BTZ when the proposed building or structure is blocked by another principal building or structure. Lastly, this Ordinance proposes to amend Section 8.4.1.C of Article 8 to clarify that accessory uses and structures are not allowed in the BTZ.

The attached materials include the full text of Ordinance O-2025-20 and excerpted sections of the City of Keene Land Development Code that are proposed to be amended with Ordinance O-2025-20. Text that is highlighted in yellow and bolded is proposed to be added, and text that is stricken through is proposed to be deleted.



APPLICATION TO AMEND THE ZONING ORDINANCE

Petitioner: Community Development Department Date: May 13, 2025

Address: 3 Washington St., Keene NH

Telephone: (603) 352-5440 Email: communitydevelopment@keenenh.gov

Existing Section Reference in Chapter 100, Land Development Code: 1.3.3, 8.4.1C

Does the amendment affect "Minimum Lot Size"? ☐ Yes ☒ No

Does the amendment affect "Permitted Uses"? ☐ Yes ☒ No

Number of parcels in Zoning District*: N/A

Validation of Number of parcels by the
Community Development Department

Petitioner's Signature

SUBMITTAL REQUIREMENTS WHICH MUST BE COMPLETE AT TIME OF SUBMISSION TO THE CITY CLERK:

- A properly drafted Ordinance containing the amendment in a form meeting the requirements of the City Clerk.
- A typed or neatly printed narrative explaining the purpose of, effect of, and justification for the proposed change(s).
- \$100.00 application fee.
- As provided for in RSA 675:7, if the proposed amendment would change the minimum lot sizes or the permitted uses in a zoning district, ***and such change includes 100 or fewer properties**, the Petitioner shall submit a notarized list of property owners affected by the zoning amendment. The list shall include the tax map number and address of each abutter or owner, and must be current with the Assessing Department's records within ten days of submittal. Two sets of mailing labels shall be provided.

Date Received by City Clerk: 5/13/2025 Ordinance Number: O-2025-20

On City Council agenda: 5/15/2025 Workshop to be held: _____

Public Hearing to be held _____



APPLICATION TO AMEND THE ZONING ORDINANCE

APPLICABLE FEES:

Application Fee @ \$100.00	\$ <u>N/A</u>
Publication of Notice in <u>The Keene Sentinel</u> @ \$90.00	\$ <u>N/A</u>
Postage Fees for property owners/agents and abutters at current USPS 1 st Class Mailing rate <i>(Only needed if amendment impacts 100 or fewer properties)</i>	\$ <u>N/A</u>
Total Fees submitted to City Clerk	\$ <u>N/A</u>

The petitioner is also responsible for the publication costs for the public workshop before the joint Planning Board and Planning, Licenses and Development Committee. Additional fees will be collected by the Community Development Department for the mailing costs associated with the public workshop (If a mailing is required pursuant to RSA 675:7), as well as the publication of the public workshop notice.



CITY OF KEENE

In the Year of Our Lord Two Thousand and _____ Twenty Five

AN ORDINANCE Relating to Setbacks and Build-to Dimensions

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

That Chapter 100 of the Code of Ordinances of the City of Keene, New Hampshire, as amended, is hereby further amended by deleting the stricken text and adding the bolded and underlined text, as follows:

- I. That Section 1.3.3 “Setbacks & Build-To Dimensions” of Article 1 be amended to modify the definitions of Building Setback, Build-to Line, and Build-to Zone, as follows:
 - A. Building Setback. The required minimum or maximum distance any building or structure must be located from a lot line, which is unoccupied and unobstructed by any portion of a building or structure, **unless expressly permitted by this LDC.**
 1. Front Setback. The required minimum or maximum distance that any building or structure must be located from the front lot line, **unless expressly permitted by this LDC.**
 2. Rear Setback. The required minimum or maximum distance that any building or structure must be located from the rear lot line, **unless expressly permitted by this LDC.**
 3. Side Setback. The required minimum or maximum distance that any building or structure must be located from the side lot line, **unless expressly permitted by this LDC.** A side setback may be measured perpendicular to the interior side setback or to the corner side lot line.
 - C. Build-To Line (BTL). A build-to line (BTL) is a set line on a lot, measured perpendicularly from the applicable lot line, where any principal building or structure must be located. The building façade line of any structure must be located on the build-to line. Façade articulation (e.g. window or wall recesses and projections) are not counted as the building façade line, which begins at the applicable façade wall.
 - E. Build-To Zone (BTZ). A build-to zone (BTZ) is the area on a lot, measured perpendicularly from the lot line, within which all principal buildings or structures must locate, **whenever possible. Principal buildings or structures may locate outside the BTZ only if they cannot be located within the BTZ due to the presence of other principal buildings or structures.** A BTZ sets a minimum and maximum dimension within which the building façade line must be located (e.g. 0-5-ft). Façade articulation (e.g. window or wall recesses and projections) are not counted as the building façade line, which begins at the applicable façade wall.

II. That Section 8.4.1.C of Article 8 be amended as follows:

- C. Accessory uses and structures shall comply with the dimensional requirements (e.g. setbacks, lot coverage, height) of the zoning district in which they are located, unless an exception is expressly granted below or elsewhere in this LDC.
 - 1. No accessory use or structure may occupy any part of a front setback **or build-to zone** unless the front setback extends beyond the front of a legally nonconforming building; in such case, the portion beyond the front of the building may be used.

Jay V. Kahn, Mayor

CITY OF KEENE
NEW HAMPSHIRE

O-2025-20 Relating to Setbacks and Build-to Dimensions

This Ordinance proposes to amend Section 1.3.3 “Setbacks & Build-To Dimensions” of Article 1 of the Land Development Code (LDC) to clarify that building setbacks apply to any building or structure to be located on a lot, unless a specific exemption exists in the LDC. The proposal also clarifies that the Build-To Line (BTL) and Build-To Zone (BTZ) apply to any principal building or structure and provides allowances for buildings or structures to be located outside the BTZ when the proposed building or structure is blocked by another principal building or structure. Lastly, this Ordinance proposes to amend Section 8.4.1.C of Article 8 to clarify that accessory uses and structures are not allowed in the BTZ.

The attached materials include the full text of Ordinance O-2025-20 and excerpted sections of the City of Keene Land Development Code that are proposed to be amended with Ordinance O-2025-20. Text that is highlighted in yellow and bolded is proposed to be added, and text that is stricken through is proposed to be deleted.

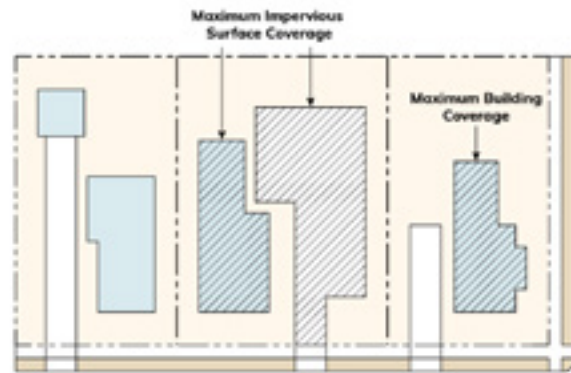
1.3 RULES OF MEASUREMENT & EXCEPTIONS

1.3.1 Lot Dimensions

- A. Lot Area.** The total area within the boundary lines of a lot, excluding any public right-of-way open to public use.
- B. Lot Line, Front.** The boundary line separating a lot from a street right-of-way or, for a corner lot, the line separating the narrower street frontage of the lot from the street right-of-way.
- C. Lot Line, Rear.** The boundary line most distant and opposite from the front lot line or, where the lot is irregular, a line parallel to the front lot line and at least 10-ft long within the lot.
- D. Lot Line, Side.** The boundary lines connecting the front and rear lot lines.
- E. Lot Width at Building Line.** The horizontal distance between side lot lines measured at the building line.
- F. Road Frontage.** The continuous portion of a lot fronting on a public right-of-way. The minimum frontage shall mean the smallest width, measured along the lot line that abuts a public right-of-way to which access may be permitted.

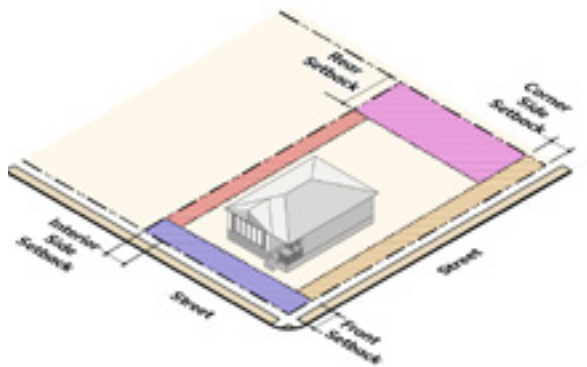
1.3.2 Lot Coverage

- A. Impervious Coverage.** Maximum area of a lot that is permitted to be covered by surfaces that do not allow the absorption of water into the ground (e.g. roofed buildings or structures, pavement, etc.), which is measured by dividing the total impervious surface area of the lot by the total lot area.
- B. Building Coverage.** Maximum area of a lot that is permitted to be covered by buildings or structures, which is measured by dividing the total area of building footprints (as measured from the outside ground wall and floor wall lines) of all principal and accessory structures by the total lot area.



1.3.3 Setbacks & Build-To Dimensions

- A. Building Setback.** The required minimum or maximum distance **any** building or structure must be located from a lot line, which is unoccupied and unobstructed by any portion of a building or structure, unless expressly permitted by this LDC.
 - 1. Front Setback.** The required minimum or maximum distance that **any** building or structure must be located from the front lot line, **unless expressly permitted by this LDC.**
 - 2. Rear Setback.** The required minimum or maximum distance that **any** building or structure must be located from the rear lot line, **unless expressly permitted by this LDC.**
 - 3. Side Setback.** The required minimum or maximum distance that **any** building or structure must be located from the side lot line, **unless expressly permitted by this LDC.** A side setback may be measured perpendicular to the interior side setback or to the corner side lot line.
 - a.** In residential zoning districts, the corner side lot line shall be measured from the property line adjacent to the street, and shall be 10-ft greater than the minimum side setback required in the zoning district.



4. Structure Setback Exceptions.

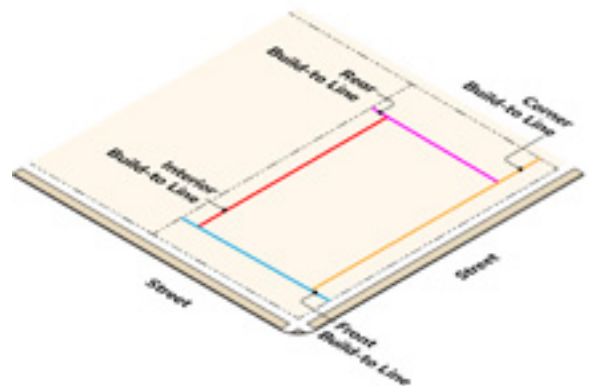
- a. The following may be excluded from required setbacks.
 - i. Steps and stairs necessary to provide access to a building or structure
 - ii. Access landings up to 25-sf
 - iii. Structures necessary to afford access for persons with physical disabilities
 - iv. Canopies and awnings
 - v. One detached utility accessory building of less than 125-sf (e.g. garden shed)
 - vi. Fences
 - vii. Signs as regulated by Article 10
- b. Paved and unpaved parking lots and associated travel surfaces associated with all uses other than single- and two-family dwellings shall comply with the setback requirements in Section 9.4 of this LDC.
- c. Driveways and parking spaces associated with single- and two-family dwellings shall comply with the setback requirements in Section 9.3 of this LDC.
- d. If a front building setback extends beyond the front of a legally nonconforming building, an accessory use or structure may occupy the portion

of the front setback beyond the front of the building.

- e. The following structures may encroach up to 10-ft from the rear lot line of lots in residential zoning districts.
 - i. Pools, either above- or in-ground
 - ii. Decks, either detached or attached
 - iii. Garages, either detached or attached
 - iv. Accessory Dwelling Units, either detached or attached

B. Building Façade Line. The vertical plane along a lot where the building's façade is located. Upper story building façade lines relate to that part of the façade that requires a setback.

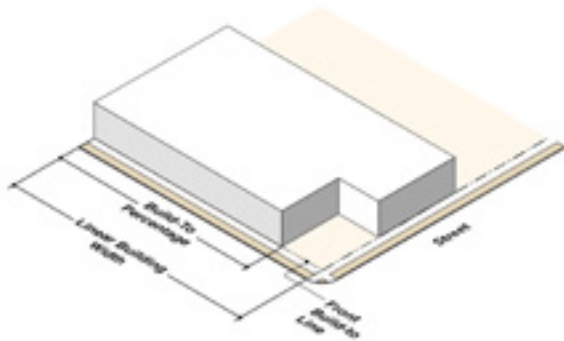
C. Build-To Line (BTL). A build-to line (BTL) is a set line on a lot, measured perpendicularly from the applicable lot line, where **any principal building or** structure must be located. The building façade line of a structure must be located on the build-to line. Façade articulation (e.g. window or wall recesses and projections) are not counted as the building façade line, which begins at the



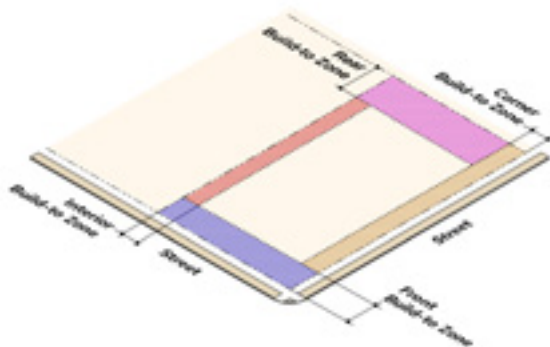
applicable façade wall.

D. Build-To Percentage. A build-to percentage specifies the percentage of the building façade that must be located within the build-to zone or at the build-to line. Façade articulation (e.g. window or wall recesses and projections) do not count against the required build-to percentage. Plazas, outdoor dining, and other public open

space features that are also bounded by a building façade parallel to the frontage are counted as meeting the build-to percentage. Build-to percentage is calculated by building façade, not lot width.



- E. Build-To Zone (BTZ).** A build-to zone (BTZ) is the area on a lot, measured perpendicularly from the lot line, within which **all principal buildings or structures must locate, whenever possible. Principal buildings or structures may locate outside the BTZ only if they cannot be located within the BTZ due to the presence of other principal buildings or structures.** A BTZ sets a minimum and maximum dimension within which the building façade line must be located (e.g. 0-5-ft). Façade articulation (e.g. window or wall recesses and projections) are not counted as the building façade line, which begins at the applicable façade wall.

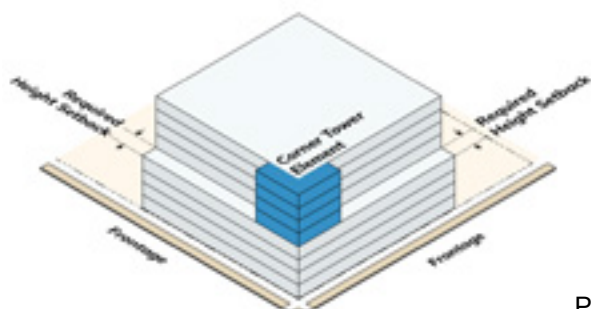


1.3.4 Building Height

- A. Building Height, Feet.** The vertical distance measured from the grade plane of the lot grade to the highest point of the roof or structure.
- B. Building Height, Stories.** The vertical distance measured from the finished ground floor level to

the surface of the second floor, or, in the case of a one-story building, from the finished ground floor level to the surface of the roof. Each upper story of a structure is measured from the surface of the floor to the surface of the floor above it, or, if there is no floor above, from the surface of the floor to the surface of the roof above it.

1. When building height allows for half-stories, the half-story is calculated as the space under a sloping roof where the line of intersection of roof decking and exterior wall face is no more than 5-ft above the top floor level.
 2. Attics, habitable attics, and basements are not counted as stories.
- C. Height, Ground Floor.** Ground floor height is the measurement of height for the first story of a structure, calculated as the height from the grade plane to the floor of the second story.
- D. Story, Above Grade.** Any story having its finished floor surface entirely above grade, except that a basement shall be considered as a story above grade when the finished surface of the floor above the basement is:
1. More than 6-ft above grade plane;
 2. More than 6-ft above the finished ground level for more than 50% of the total building perimeter; or
 3. More than 12-ft above the finished ground level at any point.
- E. Optional Corner Tower Element.** A corner tower element is an accentuated vertical element located on a building corner at a street intersection that can be located within a required setback. In no case may the corner tower element exceed the building's overall height.



communications service (PCS), and common carrier wireless exchange access services or other similar services. It does not include any structure erected solely for a residential, noncommercial individual use (e.g. television antennas, satellite dishes, amateur radio antennas).

2. **Use Standard.** Telecommunication facilities are subject to the standards set forth in the Telecommunications Overlay District in Article 13, which includes limitations on where such facilities are allowed to be located in the City and whether a telecommunications conditional use permit is required from the Planning Board.

8.3.8 Transportation Uses

A. Parking Lot

1. **Defined.** The principal use of a lot, which excludes any public or private street, for the temporary parking or storage of operable motor vehicles, whether for compensation or at no charge.
2. **Use Standard.** All parking lots shall comply with the Parking Lot Design Standards in Section 9.4 of this LDC.

B. Parking - Structured Facility

1. **Defined.** The principal use of a lot for the temporary parking or storage of operable motor vehicles, whether for compensation or at no charge, in a multi-level parking structure.
2. **Use Standards.** All structured parking lot facilities shall comply with the Parking Structure Design Standards in Section 9.5 of this LDC.

8.4 ACCESSORY USES & STRUCTURES

8.4.1 General

- A. All accessory uses shall comply with the standards in Section 8.4.1.
- B. Accessory uses and structures may be permitted in conjunction with permitted principal uses. Permitted accessory uses and structures include those listed in Section 8.4.2 and additional accessory uses and structures that, as interpreted by the Zoning Administrator, meet the following criteria.
 1. Are clearly incidental and customarily found in connection with an allowed principal building or use.
 2. Are subordinate in area, extent, and purpose to the principal building or use served.
 3. Are located on the same site as the principal building or use served.
 4. Were not established on a lot prior to the establishment of a permitted principal use.
 5. Do not create a public or private nuisance.
- C. Accessory uses and structures shall comply with the dimensional requirements (e.g. setbacks, lot coverage, height) of the zoning district in which they are located, unless an exception is expressly granted below or elsewhere in this LDC.
 1. No accessory use or structure may occupy any part of a front setback **or build-to-zone** unless the front setback extends beyond the front of a legally nonconforming building; in such case, the portion beyond the front of the building may be used.



CITY OF KEENE NEW HAMPSHIRE

ITEM #1.4.

Meeting Date: May 15, 2025

To: Mayor and Keene City Council

From: Mari Brunner, Senior Planner

Through: Paul Andrus, Community Development Director

Subject: **Relating to Definitions for Accessory Structure, Setbacks and Build-to Dimensions
Ordinance O-2025-21**

Recommendation:

To refer Ordinance O-2025-21 to the Planning, Licenses, and Development Committee.

Attachments:

1. O-2025-21_Definitions of Setbacks and Build-to Dimensions
2. Narrative
3. Article 29_Defined Terms

Background:

This Ordinance proposes to amend Article 29 "Definitions" of the Land Development Code (LDC) as a companion Ordinance to O-2025-20 by changing the respective definitions of Building Setback, Front Setback, Side Setback, Rear Setback, Build-To Line, Build-To Zone, and Accessory Structure to clarify that that building setbacks apply to any building or structure to be located on a lot, unless a specific exemption exists in the LDC. The proposal also clarifies that the Build-To Line (BTL) and Build-To Zone (BTZ) apply to any principal building or structure and provides allowances for buildings or structures to be located outside the BTZ when the proposed building or structure is blocked by another principal building or structure.

The attached materials include the full text of Ordinance O-2025-21 and excerpted sections of the City of Keene Land Development Code that are proposed to be amended with Ordinance O-2025-21. Text that is highlighted in yellow and bolded is proposed to be added, and text that is stricken through is proposed to be deleted.



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

AN ORDINANCE Relating to Definitions of Accessory Structure, Setbacks and Build-to Dimensions

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

That Chapter 100 of the Code of Ordinances of the City of Keene, New Hampshire, as amended, is hereby further amended by deleting the stricken text and adding the bolded and underlined text, as follows:

- I. That Article 29 “Definitions” be amended to modify the definitions of Building Setback, Build-to Line, and Build-to Zone, as follows:

Accessory Structure – **Any** structure that is subordinate and customarily incidental to a principal structure that is located on the same lot.

Building Setback - The required minimum or maximum distance **any** building or structure must be located from a lot line, which is unoccupied and unobstructed by any portion of a building or structure, unless expressly permitted by this LDC.

Build-To Line (BTL). A build-to line (BTL) is a set line on a lot, measured perpendicularly from the applicable lot line, where **any principal building or** structure must be located. The building façade line of **any** structure must be located on the build-to line. Façade articulation (e.g. window or wall recesses and projections) are not counted as the building façade line, which begins at the applicable façade wall.

Build-To Zone (BTZ). A build-to zone (BTZ) is the area on a lot, measured perpendicularly from the lot line, within which **all principal buildings or structures must locate, whenever possible. Principal buildings or structures may locate outside the BTZ only if they cannot be located within the BTZ due to the presence of other principal buildings or structures.** A BTZ sets a minimum and maximum dimension within which the building façade line must be located (e.g. 0-5-ft). Façade articulation (e.g. window or wall recesses and projections) are not counted as the building façade line, which begins at the applicable façade wall.

Setback, Front - The required minimum or maximum distance that **any** building or structure must be located from the front lot line, **unless expressly permitted by this LDC.**

Setback, Rear - The required minimum or maximum distance that **any** building or structure must be located from the rear lot line, **unless expressly permitted by this LDC.**

Side Setback - The required minimum or maximum distance that **any** building or structure must be located from the side lot line, **unless expressly permitted by this LDC.** A side

setback may be measured perpendicular to the interior side setback or to the corner side lot line.

Jay V. Kahn, Mayor

CITY OF KEENE
NEW HAMPSHIRE

O-2025-21 Relating to Definitions of Accessory Structure, Setbacks and Build-to Dimensions

This Ordinance proposes to amend Article 29 “Definitions” of the Land Development Code (LDC) as a companion Ordinance to O-2025-20 by changing the respective definitions of Building Setback, Front Setback, Side Setback, Rear Setback, Build-To Line, Build-To Zone, and Accessory Structure to clarify that that building setbacks apply to any building or structure to be located on a lot, unless a specific exemption exists in the LDC. The proposal also clarifies that the Build-To Line (BTL) and Build-To Zone (BTZ) apply to any principal building or structure and provides allowances for buildings or structures to be located outside the BTZ when the proposed building or structure is blocked by another principal building or structure.

The attached materials include the full text of Ordinance O-2025-21 and excerpted sections of the City of Keene Land Development Code that are proposed to be amended with Ordinance O-2025-21. Text that is highlighted in yellow and bolded is proposed to be added, and text that is stricken through is proposed to be deleted.

ARTICLE 29. DEFINED TERMS

Abandoned/Nonapplicable Sign - Any sign which advertises or publicizes an activity or business no longer conducted on the premises upon which such sign is maintained or which has been abandoned under circumstances indicative of an intention to abandon the use and any vested right.

Abutter - Any person whose property is located in New Hampshire and adjoins or is directly across the street or stream from the land under consideration by the local land use board. For purposes of receiving testimony only, and not for purposes of notification, the term "abutter" shall include any person who is able to demonstrate that their land will be directly affected by the proposal under consideration. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a condominium or other collective form of ownership, the term abutter means the officers of the collective or association, as defined in NH RSA 356-B:3,XXIII. For purposes of receipt of notification by a municipality of a local land use board hearing, in the case of an abutting property being under a manufactured housing park form of ownership as defined in NH RSA 205-A:1, II, the term "abutter" includes the manufactured housing park owner and the tenants who own manufactured housing which adjoins or is directly across the street or stream from the land under consideration by the local land use board.

Accessory Structure - **Any** structure that is subordinate and customarily incidental to a principal structure that is located on the same lot.

Accessory Use - Any use subordinate in both purpose and size to, and is incidental to and customarily associated with, any principal use that is located on the same lot.

Activation - The articulation of a façade to contribute to a pedestrian-friendly public realm.

Addition (to an existing structure) - Any construction that increases the size of a structure in terms of site coverage, height, or gross floor area.

Agricultural-Related Educational and Recreational Activity as a Business - A commercial activity that is appropriate to a farm or rural setting and/or relates to agricultural uses or customs. Activities may include programs, functions, and other demonstrations that are either recreational or educational in nature (e.g. sleigh rides, hay rides, petting farms) and other demonstrations of rural, agricultural and natural resource activities and customs.

Alley - A narrow passageway located between or behind buildings providing access to service areas, waste storage, parking, ancillary structures, and usually containing utility easements.

Alteration (as applied to a structure) - Any construction or renovation to an existing structure other than repair or addition. Applied to a building this means a change or rearrangement in the structural parts, and may include flood proofing or other modifications.

Animal Care Facility - An establishment that provides care for domestic animals, including veterinary offices for the treatment of animals where such animals may be boarded indoors during their convalescence and pet grooming facilities. An animal care facility does not include kennels or animal training centers.

Animated Sign - A sign displaying motion, the patterned illusion of motion, action or flashing, or other light and color changes which is activated by environmental, mechanical, electrical, or other non-natural means. This term includes wind-activated elements such as flags, pennants, or banner signs. This term does not include changeable copy signs.

Base Flood Elevation - The elevation of surface water resulting from a flood that has a 1% chance of equaling or exceeding that level in any given year. The Base Flood Elevation (BFE) is shown on the Flood Insurance Rate Map (FIRM).

Basement - The portion of a building which is partly or completely below grade. For the purposes of the Floodplain Regulations in Article 23, a basement shall mean any area of the building, including any sunken room or sunken portion of a room, having its floor area below ground level (subgrade) on all sides.

Bed and Breakfast - An owner- or operator-occupied single-family dwelling that provides lodging for a daily fee in guest rooms with no in-room cooking facilities (excluding microwaves and mini-refrigerators), and prepares meals for guests.

Blank Wall, Ground Floor - The horizontal linear dimension of contiguous building wall that does not contain fenestration, doors, or decorative elements (e.g. banding, medallions), artwork (e.g. murals and mosaics), change in wall plane of at least 3-in, or other architectural or material embellishment. Any wall less than 5-ft in height is not considered to be a blank wall.

Blank Wall, Upper Floor - The horizontal or vertical linear dimension of contiguous building wall that does not contain fenestration, doors, or decorative elements (e.g. banding, medallions), artwork (e.g. murals and mosaics), change in wall plane of at least 3-in, or other architectural or material embellishment. Any wall with a minimum dimension of less than 5-ft (height or width) is not considered to be a blank wall.

Building - Any structure used or intended for sheltering any use or occupancy.

Building Coverage - Maximum area of a lot that is permitted to be covered by buildings or structures, which is measured by dividing the total area of building footprints (as measured from the outside ground wall and floor wall lines) of all principal and accessory structures by the total lot area.

Building Façade Line - The vertical plane along a lot where the building's façade is located. Upper story building façade lines relate to that part of the façade that requires a setback.

Building Frontage - The measurement in linear feet of the portion of a building that is parallel with an existing right-of-way or street. For the purposes of calculating a building's sign allowance as specified in Article 10 - "Sign Regulations," there are four types of building frontage, which are defined separately in this LDC: primary frontage, secondary frontage, parking lot building frontage, and tenancy frontage.

Building Height, Feet - The vertical distance measured from the grade plane of the lot grade to the highest point of the roof or structure.

Building Height, Stories - The vertical distance measured from the finished ground floor level to the surface of the second floor, or, in the case of a one-story building, from the finished ground floor level to the surface of the roof. Each upper story of a structure is measured from the surface of the floor to the surface of the floor above it, or, if there is no floor above, from the surface of the floor to the surface of the roof above it.

Building Line - A line parallel to the street, establishing the closest point to the street at which a structure can be constructed and be in compliance with the setback and lot width requirements of the Zoning Regulations.

Building Length - Building length is measured as the length of the façade abutting a street. Pedestrian passages, breezeways, and similar building connections are included in the calculation of total building length.

Building Setback - The required minimum or maximum distance **any** building or structure must be located from a lot line, which is unoccupied and unobstructed by any portion of a building or structure, unless expressly permitted by this LDC.

Build-To Line (BTL) - A build-to line (BTL) is a set line on a lot, measured perpendicularly from the applicable lot line, where **any principal building or** structure must be located. The building façade line

of a structure must be located on the build-to line. Façade articulation (e.g. window or wall recesses and projections) are not counted as the building façade line, which begins at the applicable façade wall.

Build-To Percentage - A build-to percentage specifies the percentage of the building façade that must be located within the build-to zone or at the build-to line. Façade articulation (e.g. window or wall recesses and projections) do not count against the required build-to percentage. Plazas, outdoor dining, and other public open space features that are also bounded by a building façade parallel to the frontage are counted as meeting the build-to percentage. Build-to percentage is calculated by building façade, not lot width.

Build-To Zone (BTZ) - A build-to zone (BTZ) is the area on a lot, measured perpendicularly from the lot line, within which **all principal buildings or structures must locate, whenever possible. Principal buildings or structures may locate outside the BTZ only if they cannot be located within the BTZ due to the presence of other principal buildings or structures.** A BTZ sets a minimum and maximum dimension within which the building façade line must be located (e.g. 0-5-ft). Façade articulation (e.g. window or wall recesses and projections) are not counted as the building façade line, which begins at the applicable façade wall.

Bulk Storage and Distribution of Goods - The outdoor storage of a product or material in large quantities and/or the distribution of products for resale off the premises or to the end user, excluding retail sales on the site. This use is distinguished between bulk storage and distribution of goods including flammable materials and bulk storage and distribution of goods excluding flammable materials.

Bulletin Boards - A sign used for the posting of bulletins, notices, announcements, or other messages.

Car Wash - An establishment for the washing and cleaning of motor vehicles or other light duty equipment, whether automatic, by hand, or self-

service. The car wash facility may be within an enclosed structure, an open bay structure, or other configuration.

Cemetery - Land or structures dedicated for the interment of human or animal remains.

Changeable Copy Signs - A sign whereon provision is made for letters, characters, or other copy to be placed in or upon the surface area to provide a message that is capable of being changed. Such signs may be either manually activated, whereby the letters, characters, or other sign copy are changed manually on the display surface or electronically activated, whereby the letters, characters, or sign copy are changed electronically, including time/temperature.

Channel Letter Sign - A sign with internal illumination of a translucent sign face.

Character Defining Feature - The form, material and detail of those architectural features that are important in defining the character of a building or structure and whose retention will preserve that character. Character-defining features may include, but are not limited to: facades, roofs, porches, windows, doors, trim, massing, shape, orientation and landscape features, such as fences, walls, posts and walkways.

Charitable Gaming Facility - A facility licensed in accordance with the requirements of RSA 287-D, and operated by a Licensed Game Operator as defined by RSA 287-D:1, VII; or any facility operated by a person or entity licensed by the lottery commission under RSA 287-D:7 to operate games of chance on 5 or more dates per calendar year. Charitable Gaming Facilities may offer Lucky 7, as defined in RSA 287-E, as long as their use complies with all licensure and operation requirements under RSA 287-E and rules published by the New Hampshire Lottery Commission. This use includes facilities licensed to operate Bingo or bingo style games as Commercial Halls (287-E:1, V-a) or as Host Halls (RSA 287-E:1, X).

use include, but are not limited to, large-scale home improvement centers with outdoor storage and display, lumberyards, and sales of heavy equipment. Wholesale establishments that sell to the general public, including those establishments where membership is required, are considered heavy retail establishments.

Retail Establishment, Light - An establishment that provides physical goods, products, or merchandise directly to the consumer, where such goods are typically available for immediate purchase and removal from the premises by the purchaser. A retail goods establishment does not include specialty food service.

Reverse Channel Letter Sign - A sign with box letter sign copy that has lighting behind an opaque sign face.

Road Frontage - The continuous portion of a lot fronting on a public right-of-way. The minimum frontage shall mean the smallest width, measured along the lot line that abuts a public right-of-way to which access may be permitted.

Roof Sign - A sign mounted on the main roof portion of a building or on the highest edge of a parapet wall of the building, said sign being wholly or partially supported by such building. Signs mounted on mansard facades, eaves, and architectural projections such as canopies or marquees, shall not be considered to be roof signs.

RSA - The abbreviation "RSA" shall mean the latest edition or supplement of the New Hampshire Revised Statutes Annotated.

Sandwich Board Sign - A sign with two sign faces hinged together to form a triangle when the sign is erected and placed on the ground.

Seasonal Stream - A stream that flows for sufficient time to develop and maintain a defined channel, but which might not flow during dry portions of the year or during long-term periods of drought as defined in Wt. 101.47, N.H. Code of Administrative Rules, as may be amended or updated. May also be referred to as intermittent stream.

Secondary Façade - Any building façade that is not designated as a principal façade.

Secondary frontage - Frontage along the building wall that is determined to be of secondary importance to the business establishment occupying the premises.

Security Barrier - A wall, fence, or berm that restricts an area from unauthorized entry or trespass.

Self-Storage Facility – Exterior Access - A facility for the storage of personal property, where individual renters control and access individual storage spaces, and where each storage unit has individual access from the outdoors. Outdoor storage of materials is prohibited.

Self-Storage Facility – Interior Access - A facility for the storage of personal property, excluding hazardous or flammable materials, where individual renters control and access individual storage spaces located within a fully enclosed building. Outdoor storage of materials is prohibited.

Senior Center - A facility operated by a public, nonprofit or charitable institution, which provides meeting space and organizational administration in assisting the social needs of the community's senior citizens.

Service Connection - An assembly of pipes, conduits, valves, junctions and other appurtenant equipment whose purpose is to provide an individual customer access to a public utility.

Setback - The distance between any property line and the nearest point to which any building or structure can be erected. Measurement shall be to the outermost vertical plane nearest the property line.

Setback, Front - The required minimum or maximum distance that **any** building or structure must be located from the front lot line, **unless expressly permitted by this LDC.**

Setback, Rear - The required minimum or maximum distance that **any** building or structure must be located from the rear lot line, **unless expressly permitted by this LDC.**

Sexually Oriented Business - As defined in Section 8.3.2.AH of this LDC.

Side Setback - The required minimum or maximum distance that **any** building or structure must be located from the side lot line, **unless expressly permitted by this LDC**. A side setback may be measured perpendicular to the interior side setback or to the corner side lot line.

Sewer Service - That portion of any pipe from the sewer main through which sewage may be conveyed to the public system from any building, together with all valves, fittings and access boxes thereon.

Shade Tree - A tree, usually deciduous, planted primarily for overhead canopy.

Shared Parking - On-site or off-site parking lots that can be used to meet the minimum parking requirements of two or more defined land uses at separate times of day.

Shut-off Valve - See "Curb Stop"

Sign - Any identification, description, illustration, or device illuminated or not illuminated which is visible to the general public and directs attention to a product, service, place, activity, institution, business or solicitation, including any permanently installed or situated merchandise; or any emblem, painting, flag, banner, balloon, pennant, or placard designed to advertise, identify or convey information.

Sign Cabinet - A cabinet constructed to accept a slide-in sign face.

Sign Copy - Any character, letter, logo, symbol, or any other combination thereof, that creates a message of any sort.

Sign Face - The surface of a sign upon, against, or through which the sign copy or message is displayed or illustrated.

Slough - Wetland channels or a series of shallow lakes. Water in a slough is stagnant or may flow slowly on a seasonal basis.

Snipe Sign - Any sign, generally of a temporary nature, made of any material, that is tacked, nailed, posted, pasted, glued or otherwise attached to trees, poles, stakes, fences, or other objects not erected, owned, and maintained by the owner of the sign.

Solar Energy System - An energy system that consists of one or more devices and/or structural design features, and other associated infrastructure, which provides for the collection of solar energy for electricity generation, consumption, storage, or transmission, or for thermal applications.

Solar Energy System (Small-Scale) - A solar energy system and associated mounting hardware that is either affixed to or placed upon the ground, and occupies 2,000-sf of solar footprint or less.

Solar Energy System (Medium-Scale) - A solar energy system and associated mounting hardware that is either affixed to or placed upon the ground, and occupies greater than 2,000-sf and less than 1-acre of solar footprint.

Solar Energy System (Large-Scale) - A solar energy system and associated mounting hardware that is either affixed to or placed upon the ground, and occupies 1-acre or more of solar footprint.

Solar Footprint - The footprint of a ground-mounted solar energy system that is calculated by drawing a perimeter around the outermost panels of the system and any equipment necessary for the functioning of the solar energy system, such as transformers and inverters. The footprint does not include any visual buffer or perimeter fencing. Transmission lines (or portions thereof) required to connect the system to a utility or consumer outside the system's perimeter shall not be included in calculating the footprint.

Solar Land Coverage - The land area that encompasses all components of the solar energy system including but not limited to mounting equipment, panels and ancillary components of the system. This definition does not include access aisles/ roads or fencing and is not to be interpreted as a measurement of impervious surface as it may be defined in this LDC.



CITY OF KEENE NEW HAMPSHIRE

ITEM #J.1.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Planning, Licenses and Development Committee, Standing Committee
Through:
Subject: Relating to Water & Sewer Utility Charges
Ordinance O-2025-16

Recommendation:

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2025-16, with an effective date of July 1, 2025.

Attachments:

1. O-2025-16 Utility Rates_referral

Background:

Public Works Director Don Lussier and Asst. Public Works Director Aaron Costa were the next two speakers. Mr. Lussier stated in 2021, the City hired a consultant and developed a rate model they have been using to set rates for water and sewer utility charges.

The new Finance Director and her staff have updated that model from the last time the City went through this exercise and now staff is able to see the fiscal health of the water and sewer utility funds.

Mr. Lussier stated the rate changes propose a 5% increase in both water and sewer and added staff envisions 5% rate increases for the next couple of years in order to maintain the fund within the fiscal guidelines the City Council has set in terms of unallocated fund balance and capital reserves.

He stated since the last rate increase in 2021, construction costs in the industry have gone up by nearly 15% and felt it won't be advisable to add the rate increase in one lump sum hence they are suggesting an incremental increase.

Councilor Chadbourne asked for clarification of the "letting on" and "letting off charges" with a minimum of \$75. Mr. Lussier stated this is a flat rate that the City charges when a customer's water is turned on or off and is something that has always been in the code. It is for any service call during business hours. He added the fiscal policies suggest that the rates for services should be based on the cost of providing that service rather than the added administrative burden of trying to calculate the exact time and cost every time that a customer service call is made. This flat fee covers 99% of

2025-168

the service calls during normal business hours and is based on two staff members and a van visiting the customer for an hour.

Councilor Lake noted there is a new water meter rate which is the volumetric rate for water dispense into a tanker truck or other boat container for a City dispenser and asked for explanation of this charge. Mr. Lussier explained the bulk rate that has been added to the list relates to a project that is coming up next year. This is a project included in the CIP to construct a bulk water filling station that is going to be an automated dispenser where tanker trucks or RV's can fill up their water tanks and be on their way. Currently, that service is offered but it is a hose off a hydrant at DPW. Currently this service is only available during business hours. The new service will be available 24/7 and a new rate will be added for customer convenience.

Chair Powers noted in the past, when there was a rate increase it usually came after the budget was passed. The Chair asked whether the committee should recommend the adoption or hold it until budget adoption. The Manager stated originally the thought was to put it on more time with the budget resolution and adopt them at the same time. However, this ordinance is slated to be effective July 1st, and there is a customer that needs 60 days' notice, If it is moved forward now the city can meet that timeline.

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

On a vote of 3-0, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2025-16, with an effective date of July 1, 2025.



CITY OF KEENE

In the Year of Our Lord Two Thousand and _____ Twenty Five

AN ORDINANCE Relating to Water & Sewer Utility Charges

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

That Appendix B Fee Schedule of the Ordinances of the City of Keene, as amended, are hereby further amended, effective as of July 1, 2025, by deleting the stricken text and inserting the bolded text in Chapter 98 “Utilities” and Chapter 100 “Land Development Code”, as follows:

§ 98-165. Backflow operating permit fees:

Original backflow preventer operating permit\$ 25.00

Permit renewal~~\$5.00~~ **\$10.00**

§ 98-216. Private wastewater disposal permit and inspection fee~~\$15.00~~ **\$50.00**

~~§ 98-297. Building sewer permit and inspection fees:~~

~~Residential, institutional or commercial building sewer permit15.00~~

~~Industrial building sewer permit30.00~~

§ 98-359. Fee for industrial users to defray the administrative costs of the industrial discharge permits (IDP) program:

Significant industrial users, flat fee per year~~\$1,500.00~~ **\$2,000.00**

Additional fee per gallon based on one day's average flow~~\$0.01~~ **\$0.02**

Minor industrial users, flat fee per year~~\$100.00~~ **\$200.00**

§ 98-511(a). Water meter rates:

Volumetric Rate for water passing through the meter	5.35 \$5.62 per hcf
Volumetric Rate for water dispensed into a tanker truck or other bulk container from a City dispenser	\$22.44 per hcf
	\$0.03 per gallon
Fixed Quarterly Charge (meter size in inches)	
5/8"	24.33 \$25.55
3/4"	36.50 \$38.33
1"	60.83 \$63.87
1 1/2"	121.65 \$127.73
2"	194.64 \$204.37
3"	364.96 \$383.21
4"	608.26 \$638.67

6"	1216.52 \$1,277.35
----	--------------------------------------

§ 98-511(c). Flat Rates:

Unmetered 5/8" service; flat fee per quarter... \$78.71

§ 98-511(g). Public and private fire protection service charges:

Private Fire Protection (per connection, per year)	
Private Fireline 1 ½"	29.42 \$30.89
Private Fireline 2"	62.70 \$65.84
Private Fireline 4"	388.14 \$407.55
Private Fireline 6"	1127.46 \$1183.83
Private Fireline 8"	2402.66 \$2,522.79
Private Fireline 10"	4320.91 \$4,536.85
Private Fireline 12"	6979.30 \$7,328.27
Private Hydrant (per hydrant, per year)	1127.46 \$1,183.83

§ 98-512(a). Sewer rates:

Volumetric Rate (\$ per hcf)	6.29 \$6.60
Fixed Quarterly Charge (meter size in inches)	
5/8"	50.93 \$53.48
¾"	76.39 \$80.21
1"	127.32 \$133.69
1 ½"	254.63 \$267.36
2"	407.41 \$427.78
3"	763.89 \$802.08
4"	1,273.15 \$1,336.81
6"	2,546.31 \$2,673.63

§ 98-512(b) Septage and holding tank charges:

Septage, per gallon~~0.085~~ **\$0.095**

Minimum fee for each load of septic waste~~8.50~~ **\$10.00**

Holding tank waste, per gallon~~0.045~~ **\$0.065**

Minimum fee for each load of holding tank waste~~4.50~~ **\$10.00**

§ 98-513(b) Letting-on and letting-off charges:

The minimum charge for any service requiring staff to visit a customer's premises shall be \$75, or shall be billed based on the basis of actual labor, equipment and materials.

§ 98-514(a) Meter testing charges:

Flat rate charge for meter testing, regardless of size... \$150

5/8"	\$102.00
¾"	102.00

1"	102.00
1 1/2"	130.00
2"	130.00
3"	158.00
4"	158.00
6"	214.00

Chapter 100; § 22.4 Service connection permit

Engineering inspection fees, per hour~~\$55.00~~ **\$58.00**

Connection Type	Fee
Water, ≤ 2"	\$100.00 \$200.00
Water, > 2"	\$200.00 \$400.00
Sewer, design flow ≤ 5,000 GPD	\$100.00 \$200.00
Sewer, design flow > 5,000 GPD	\$200.00 \$400.00
Storm drain, ≤ 6"	\$100.00 \$200.00
Storm drain > 6"	As determined by the public works director

Jay V. Kahn, Mayor

In City Council May 1, 2025.
Referred to the Finance,
Organization and Personnel
Committee.



City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #K.1.

Meeting Date: May 15, 2025

To: Mayor and Keene City Council

From: Kari Chamberlain, Finance Director/Treasurer

Through: Elizabeth Ferland, City Manager

Subject: Relating to the Appropriation of Funds for the FY 2025-2026 Bond Issues:
Fire Apparatus Replacement Program; Lower Winchester Street
Reconstruction Project; Roadway Preservation & Rehabilitation Project;
Stormwater Resiliency Program; T-Hangar Apron Maintenance Project;
Sewer Improvements Program; 3MG Water Tank Repairs; Water
Distribution Improvements Program; Well Field Upgrade Program
Resolution R-2025-13
Resolution R-2025-14
Resolution R-2025-15
Resolution R-2025-16
Resolution R-2025-17
Resolution R-2025-18
Resolution R-2025-19
Resolution R-2025-20
Resolution R-2025-21

Recommendation:

That resolutions R-2025-13, R-2025-14, R-2025-15, R-2025-16, R-2025-17, R-2025-18, R-2025-19, R-2025-20, and R-2025-21 be introduced and read at the May 15, 2025 meeting of the City Council and be referred to the Finance, Organization, and Personnel Committee for consideration, discussion, and a recommendation back to City Council.

Attachments:

1. R-2025-13 Bond - Fire Apparatus Replacement Program
2. R-2025-14 Bond - Lower Winchester Street Reconstruction Project
3. R-2025-15 Bond - Roadway Preservation & Rehabilitation Program
4. R-2025-16 Bond - Stormwater Resiliency Program
5. R-2025-17 Bond - T-Hangar Apron Maintenance Project
6. R-2025-18 Bond - Sewer Improvements Program
7. R-2025-19 Bond - 3MG Water Tank Repairs
8. R-2025-20 Bond - Water Fund - Water Distribution Improvements Program
9. R-2025-21 Bond - Water Fund - Well Field Upgrade Program

Background:

Included in the proposed FY 2025-2026 operating budget are several bond issues to fund projects advanced through the Capital Improvements Program (CIP) process, as follows:

FY 2026 Budget - Bond Resolutions				
Resolution	Fund	Description	Amount	Term
R-2025-13	General Fund	Fire Apparatus Replacement	\$ 1,308,000	5
R-2025-14	General Fund	Lower Winchester Street	687,000	10
R-2025-15	General Fund	Road Rehabilitation	1,402,000	10
R-2025-16	General Fund	Stormwater Resiliency	1,320,000	15
R-2025-17	General Fund	T-Hangar Apron Maintenance	201,000	10
Subtotal - General Fund			\$ 4,918,000	
R-2025-18	Sewer Fund	Sewer Improvements	\$ 1,275,000	15
Subtotal - Sewer Fund			\$ 1,275,000	
R-2025-19	Water Fund	3MG Water Tank Repairs	\$ 690,000	15
R-2025-20	Water Fund	Water Distribution Improvements	970,000	15
R-2025-21	Water Fund	Well Field Upgrades	709,000	15
Subtotal - Water Fund			\$ 2,369,000	
TOTAL - ALL FUNDS			\$ 8,562,000	

These resolutions require two readings before the City Council, the first of which will be May 15, 2025.



CITY OF KEENE

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

A RESOLUTION Relating to Appropriation of Funds for the Fire Apparatus Replacement Program

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

That the sum of one million three hundred eight thousand dollars (\$1,308,000) is hereby appropriated for the Fire Apparatus Replacement Program, 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 eight thousand dollars (\$1,308,000) 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 the date of approval.

Jay V. Kahn, Mayor



CITY OF KEENE

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

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

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

That the sum of six hundred eighty-seven thousand dollars (\$687,000) is hereby appropriated for the Lower Winchester Street Reconstruction Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to six hundred eighty-seven thousand dollars (\$687,000) 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 the date of approval.

Jay V. Kahn, Mayor



CITY OF KEENE

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

A RESOLUTION Relating to the Appropriation of Funds for the Roadway Preservation & Rehabilitation Project

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

That the sum of one million four hundred two thousand dollars (\$1,402,000) is hereby appropriated for the Roadway Preservation & Rehabilitation Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million four hundred two thousand dollars (\$1,402,000) 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 the date of approval.

Jay V. Kahn, Mayor



CITY OF KEENE

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

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

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

That the sum of one million three hundred twenty thousand dollars (\$1,320,000) is hereby appropriated for the Stormwater Resiliency Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to one million three hundred twenty thousand dollars (\$1,320,000) 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 the date of approval.

Jay V. Kahn, Mayor



CITY OF KEENE

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

A RESOLUTION Relating to the Appropriation of Funds for the T-Hangar Apron Maintenance Project

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

That the sum of two hundred one thousand dollars (\$201,000) is hereby appropriated for the T-Hangar Apron Maintenance Project, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred one thousand dollars (\$201,000) 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 the date of approval.

Jay V. Kahn, Mayor



CITY OF KEENE

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

A RESOLUTION Relating to the Appropriation of Funds for the Sewer Improvements Program

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

That the sum of one million two-hundred seventy-five thousand dollars (\$1,275,000) is hereby appropriated for the Sewer Improvements Program, 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 seventy-five thousand dollars (\$1,275,000) 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 the date of approval.

Jay V. Kahn, Mayor



CITY OF KEENE

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

A RESOLUTION Relating to the Appropriation of Funds for the 3MG Water Tank Repairs

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

That the sum of six hundred ninety thousand dollars (\$690,000) is hereby appropriated for the 3MG Water Tank Repairs, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to six hundred ninety thousand dollars (\$690,000) 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 the date of approval.

Jay V. Kahn, Mayor



CITY OF KEENE

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

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

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

That the sum of nine hundred seventy thousand dollars (\$970,000) is hereby appropriated for the Water Distribution Improvements Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to nine hundred seventy thousand dollars (\$970,000) 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 the date of approval.

Jay V. Kahn, Mayor



CITY OF KEENE

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

A RESOLUTION Relating to the Appropriation of Funds for the Well Field Upgrade Program

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

That the sum of seven hundred nine thousand dollars (\$709,000) is hereby appropriated for the Well Field Upgrade Program, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to seven hundred nine thousand dollars (\$709,000) 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 the date of approval.

Jay V. Kahn, Mayor



CITY OF KEENE NEW HAMPSHIRE

ITEM #K.2.

Meeting Date: May 15, 2025

To: Mayor and Keene City Council

From: Bryan Ruoff, City Engineer

Through: Elizabeth Ferland, City Manager
Donald Lussier, Public Works Director

Subject: **Relating to the Appropriation of Funds for the Beaver Street Bridge and Spring Street Bridge Load Rating Study Resolution R-2025-22**

Recommendation:

That Resolution R-2025-22 be referred to the Finance, Organization and Personnel Committee for their consideration.

Attachments:

1. R-2025-22 Relating to Appropriations for the Beaver St and Spring St Bridges Load Rating Study

Background:

In the Winter of 2024-2025, the New Hampshire Department of Transportation (NHDOT) performed inspections of City-owned and maintained bridges. Based on the inspections performed by NHDOT, three bridges were identified as having critical deficiencies, which included: George Street Bridge over Beaver Brook (#142/092), Spring Street Bridge over Beaver Brook (#140/078) and Beaver Street Bridge over Beaver Brook (#140/079). Of these three bridges, the George Street Bridge is currently in final design to be removed and replaced in construction years 2025-2026 under a NHDOT-administered 80/20 federally funded program. The other two bridges, Spring Street and Beaver Street, are required to be assessed to determine the reduced/adjusted load rating and associated required weight limits postings based on the existing deficiencies, or these bridges could be subjected to closure by NHDOT. In consideration of this, the engineering division solicited scope and fee proposals from qualified consultant engineering firms to perform an assessment of the bridges, determine the reduced loading capacity, recommend temporary weight limits postings and develop a preliminary cost estimate for the replacement of the bridges. The funds that are proposed to be appropriated by this resolution will be utilized to execute a contract with the identified consultant engineering firm to perform the scope of services for the City.



CITY OF KEENE

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

A RESOLUTION Relating to the appropriation of funds for the Beaver Street Bridge and Spring Street Bridge Load Rating Study

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

That the sum of Twenty-Five Thousand Dollars and Zero Cents (\$25,000.00) be and hereby is appropriated from the unallocated fund balance to the Public Works Bridge Repair and Replacement Program (75M020) for the purpose of funding the contract execution for an engineering study to perform an engineering study to determine the reduced structural loading capacity to determine temporary weight limits posting requirements and perform preliminary engineering for the replacement of the Spring Street Bridge over Beaver Brook (#140/078) and the Beaver Street Bridge over Beaver Brook (#140/079).

Jay V. Kahn, Mayor



CITY OF KEENE NEW HAMPSHIRE

ITEM #K.3.

Meeting Date: May 15, 2025

To: Mayor and Keene City Council

From: Bryan Ruoff, City Engineer

Through: Elizabeth Ferland, City Manager
Donald Lussier, Public Works Director

Subject: **Relating to Appropriations of Funds for the Transfer Station Paving Project**
Resolution R-2025-23

Recommendation:

That Resolution R-2025-23 be referred to the Finance, Organization and Personnel Committee for their consideration.

Attachments:

1. R-2025-23 Relating to Appropriations for the Transfer Station Paving Project

Background:

The FY25 CIP includes \$297,500 for the replacement of pavement at the recycling center / transfer station. The budget assumed milling, shimming and overlaying approximately 2.6 acres of paved surface with 2-inches of asphalt. During the development and coordination of the project design and contract documents by City staff, it was determined—based on the current condition of the facility—that the scope of pavement repairs, reconstruction, and rehabilitation needed to be expanded beyond the original assumptions used to develop the cost estimate for the City's Capital Improvements Plan (CIP). Specifically, additional work is required at various locations within the Transfer Station facility, including site grading, excavation, gravel and pavement sub-base replacement, pavement expansion to address rutting and erosion, drainage improvements, and increased pavement depth to maximize pavement longevity. The project was publicly bid, and the additional funds allocated through this resolution will allow the City to execute a contract with the lowest responsive and responsible bidder. The work is anticipated to be performed during off hours to avoid disruptions to Transfer Station operations.



CITY OF KEENE

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

A RESOLUTION Relating to the appropriation of funds for the Transfer Station Paving Project

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

That the sum of Ninety Thousand Dollars and Zero Cents (\$90,000.00) be and hereby is appropriated from the unallocated fund balance to the Transfer Station Paving Project (21J0004A) for the purpose of executing the contract for construction with the lowest responsive and responsible bidder.

Jay V. Kahn, Mayor



CITY OF KEENE NEW HAMPSHIRE

ITEM #K.4.

Meeting Date: May 15, 2025
To: Mayor and Keene City Council
From: Elizabeth Fox, ACM/Human Resources Director
Through: Elizabeth Ferland, City Manager
Subject: In Appreciation of Patricia A. Little Upon Her Retirement R-2025-24

Recommendation:

Recommend the adoption of R-2025-24 in Appreciation of Patricia A. Little Upon Her Retirement.

Attachments:

1. R-2025-24 Retirement of Patricia A Little 4 30 2025

Background:

Patricia A. Little retired as City Clerk on April 30, 2025, with more than 45 years of service in the position and more than 46 years of total service to the City.



CITY OF KEENE

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

A RESOLUTION In Appreciation of Patricia Little Upon Her Retirement

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

- WHEREAS: Patricia A. Little began her career with the City of Keene as a Secretary I in the City Clerk's Office under the tutelage of City Clerk Frances D. Pitcher February 12, 1979; promoted to Secretary II August 12, 1980; and Patty was selected by the City Council to serve as City Clerk on April 20, 1981; and
- WHEREAS: Patty has dedicated an exceptional 46 years to the City of Keene, holding the distinction of being the longest-serving City Clerk in both Keene and the entire State of New Hampshire. Her remarkable tenure has provided consistent and knowledgeable support to numerous elected and appointed officials, including 10 Mayors, 138 City Councilors, 4 City Managers and 6 City Attorneys, demonstrating an unparalleled commitment to the city's governance; and
- WHEREAS: Patty has served as the steadfast Chief Elections Officer for Keene, ensuring the integrity and uniformity of electoral processes across all five wards. Her diligent training and oversight of countless election officials and volunteers have been crucial in upholding the democratic principles of the City. Over her career, she has expertly managed just over 140 elections, encompassing significant presidential, state, and municipal contests, showcasing her meticulous attention to detail and deep understanding of election laws; and
- WHEREAS: She has proactively embraced technological advancements to enhance the efficiency and accuracy of city operations. She spearheaded the introduction of electronic vote tabulation in 1994 and has diligently overseen the upcoming transition to new electronic vote tabulation technology for the 2025 municipal elections. Furthermore, she implemented the use of electronic poll pads, first deployed in the 2024 Presidential Primary, modernizing the voting experience for Keene residents; and
- WHEREAS: Demonstrating exceptional leadership, Patty Little initiated and oversaw the creation of the Municipal Records Center, recognizing the importance of proper records management. Her advocacy extended to successfully championing legislation allowing the City to offer full-service records storage to both municipal departments and external non-profit organizations. Her oversight also included the complex licensing for city events and property use, notably coordinating the filming of "Jumanji" and establishing the enduring Protocol Review process for large-scale events like the Pumpkin Festival; and
- WHEREAS: Patty Little took direct responsibility for the minute-taking program in 2008, establishing comprehensive Administrative Directives and a thorough training program. This initiative ensured the timely creation, accuracy, and proper preservation of essential public body minutes. Leveraging her understanding of databases, she also created a custom system in 2010 for efficient records management, storage, and the tracking of board memberships and meeting minutes; and
- WHEREAS: Patty Little has consistently pursued professional development, graduating from the New England Municipal Clerks Institute and Academy in 1985 and earning the prestigious Certified Municipal Clerk's Designation in 1989. She also obtained a Parliamentary Procedure Certification in 2010, demonstrating her commitment to continuous learning. Her dedication extended to serving in leadership roles within professional organizations, including as President of the New Hampshire City and Town Clerks Association and on the Executive Board of the New England Municipal Clerks Institute and Academy.; and
- WHEREAS: Patty retires as a charter officer on April 30, 2025, with more than 45 years of honorable service as City Clerk and 46 years of total service to the City.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Patricia A. Little for her dedication to the City of Keene and wishes her the very best for her retirement years; and

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