



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
May 22, 2025
5:30 PM

A. AGENDA ITEMS

1. 79E Community Revitalization Tax Relief Application for 34 Court LLC
2. Engineering Agreement with Hoyle and Tanner for the Beaver St Bridge and Spring St Bridge Loading Rating Study - City Engineer
3. Execution of an Agreement for Engineering Services During Construction with Greenman-Pedersen Inc, (GPI) as part of the Marlboro Street Corridor Construction Project - City Engineer
4. Execution of an Agreement for Engineering Services During Construction with Greenman-Pedersen Inc, (GPI) as part of the George Street Bridge Reconstruction Project - City Engineer
5. Relating to the Appropriation of Funds for the Beaver Street Bridge and Spring Street Bridge Load Rating Study
Resolution R-2025-22
6. Relating to Appropriations of Funds for the Transfer Station Paving Project
Resolution R-2025-23
7. 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

8. Relating to Class Allocation and Salary Schedule
Ordinance O-2025-18
9. Relating to the 2025-2026 Operating Budget
Resolution R-2025-12

B. MORE TIME ITEMS

NON PUBLIC SESSION

ADJOURNMENT

CITY OF KEENE RSA 79-E COMMITTEE REPORT

Property Owner: 34 Court Street LLC

Property Location: 34 Court Street

Applicant: Zach Luse

Date application submitted: 4/24/2025

Date of Committee Review: 4/28/2025

- Is property located within the 79-E district? ☒ YES ☐ NO
- Is property located within a TIF District? ☐ YES ☒ NO
- Does the project require additional infrastructure by the City? ☐ YES ☒ NO
- Is the property listed or eligible to be listed on the national or state register of historic places and a copy of historic designation submitted? ☒ YES ☐ NO
- If yes, does the project devote at least \$5,000 to energy efficiency? ☒ YES ☐ NO ☐ N/A
- Does project replace or redevelop an existing structure? ☐ REPLACE ☒ REDEVELOP
- If a replacement, has HDC approval been obtained? ☐ YES ☐ NO ☒ N/A
- Are project cost estimates provided? ☒ YES ☐ NO
- Does the estimated project cost exceed the 75,000 minimum? ☒ YES ☐ NO

Summary of work:

2nd Floor renovations, Energy efficiency upgrades, interior alterations, kitchen, bar, bathrooms

- What is the proposed use of the building?
First floor to remain office Use, 2nd floor will be indoor beer garden w/small kitchen
- Does the project include one or more required public benefit(s)? ☒ YES ☐ NO
- Does the project comply with the Master Plan? ☒ YES ☐ NO
- Does the proposed use meet current zoning regulations? ☒ YES ☐ NO

Notes:

- Is the application complete with necessary documentation? ☒ YES ☐ NO
- Has the owner agreed to the execution and recording of a covenant? ☒ YES ☐ NO

SUMMARY OF PUBLIC BENEFITS (as proposed by the applicant):

See application for full details

April 23, 2025

Mayor Jay Kahn And Keene City Council
3 Washington Street
Keene, NH 03431

Re: RSA 79-E for 34 Court St Project

Honorable Mayor and City Council:

My name is Zach Luse, Founder and CEO of Paragon Digital Marketing, headquartered in the heart of downtown Keene. I'm also the proud owner of the former church building at 34 Court Street. This beautiful building is an architectural and cultural landmark listed on the National Register of Historic Places, featured on the New Hampshire Preservation Alliance's Seven to Save List, and a key part of Keene's Downtown Historic District. It is the last of the three historic churches that once stood at the end of Court Street.

Five years ago, Paragon became the first business in Keene to utilize RSA 79-E, the Community Revitalization Tax Incentive. It proved critical in restoring and repurposing 34 Court Street. Thanks to that support, we were able to breathe new life into this historic structure. Today, Paragon continues to thrive — creating high-quality local jobs, generating global revenue for the city, and producing more solar energy than we consume, with the surplus benefiting our neighbors through the grid.

Now, I am writing to request your support once more, as we propose the next chapter for this beloved building: Platz Beer Garden. This new venture will transform the long-vacant sanctuary — unused for nearly 15 years — into a vibrant, family-friendly beer garden inspired by traditional German beer halls and the spirit of community. Platz will feature local and international beer and wine, quality counter-service food, non-alcoholic options, and free popcorn — all in a space that feels like an inviting backyard patio beneath cathedral ceilings.

Platz will create 2–3 full-time jobs and several part-time positions while offering a welcoming and unique gathering space. More importantly, it will breathe new life into a historic sanctuary—once again, becoming a place where families and friends can connect, celebrate, and share in the spirit of community. Honoring Keene's partnership with its sister city, Platz will feature beer from Einbeck, Germany, alongside local brews, fostering a cultural bridge and creating a shared sense of place rooted in both tradition and togetherness.

The temporary property tax relief provided under RSA 79-E will allow us to invest more deeply in energy efficiency, restoration, job creation, and community engagement. I believe

our attached application clearly demonstrates how this project supports the goals laid out in the City of Keene's Comprehensive Master Plan and Sustainable Energy Plan.

I respectfully ask for your consideration of the maximum relief under RSA 79-E—five years—to help make this transformative project a reality. Thank you for your time, attention, and continued support for initiatives that build on Keene's unique character and strengthen our shared future.

Warm Regards,



Zach Luse

Founder & CEO, Paragon Digital Marketing
Owner, 34 Court Street
Owner, Platz Beer Garden
Proud Keene Resident

**Community Revitalization Tax
Relief Incentive (RSA 79-E)**

KEENE
NEW HAMPSHIRE



APPLICATION FORM

Contact throughout the application process will be made with the Applicant listed below. The property owner or a designated agent may act as the Applicant.

Property Owner:

Print Name: 34 Court LLC

Address: 63 Emerald St #468

City: Keene State: NH Zip: 03431

Phone: 603-399-6400 Email: zach@paragondigital.com

Applicant (if different from owner):

Print Name: Zach Luse

Address: 34 Court St

City: Keene State: NH Zip: 03431

Phone: 603-399-6400 Email: zach@paragondigital.com

Building Information:

Building Name (If Any): Former Grace Methodist Church

Building Address: 34 Court St

Tax Map Lot #: 568-022-000-000-000 Zoning District: Downtown Core

Cheshire County Registry of Deeds Book #: 3039 Page#: 0877

Gross Square Footage of Building: 11,127 Year Built: 1869

Is the building eligible for listing or listed individually on the National or State Register of Historic Places or located within a locally designated, State or National Historic District? No: _____ Yes*: X

**If yes, provide a copy of the approved designation by the National or State Register of the building or the district*

Does the property currently have any credit or exemption from real estate tax assessment?

No: _____ Yes*: X *If yes, please describe:

This property has a solar exemption and a previous 79-E exemption that will be expiring this year.

Continue ➔

Return this completed application to:
COMMUNITY DEVELOPMENT DEPARTMENT
3 Washington St, 4th Floor
Keene, NH 03431
Phone: (603) 352-5440

OFFICE USE ONLY

Date Submitted: _____

Received by: _____

Date Complete: _____

Project Information:

Describe Existing Uses *(include detail on the current uses of the building/site, number of units by type and size, number of employees, etc.):*

The property at 34 Court St is a 11,875 square foot church located on a 0.18-acre lot in the Downtown Core Zoning District. The current use of the property is office space and church assembly space (place of worship). The current offices of Paragon Digital Marketing occupy approximately 4,000 square feet on the first floor. The church space occupies about 5,785 square feet on the second floor and mezzanine. The remaining area consists of common areas and utility/mechanical room spaces.

Describe Proposed Uses *(include detail on proposed use of the building/site, number of units by type and size, number of employees, etc.):*

The proposed project would convert the current church space to an indoor beer garden that serves beer, wine and non-alcoholic beverages. A small kitchen will be added to the space to prepare simple foods with counter service. Bathrooms will also be added to the space. The main space on the second floor will have seating for 104 customers, the mezzanine will have seating for 52 customers. There will be 2-3 full-time employees, and several part-time employees scheduled based on demand.

Is a change of use associated with this project? No: _____ Yes*: X

*If yes, please describe:

A change of use for an indoor beer garden and office space was approved on 4/23/25. The church/place of worship to a bar/restaurant use will be converted to an indoor beer garden (the second floor and mezzanine). The first floor will remain in its current use as office space.

Will any state or federal grants or funds be used to finance the rehabilitation or construction? No: X Yes*: _____

*If yes, what is the amount of the aid?

Note: Rehabilitation or construction subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50% of construction costs from state or federal programs are not eligible for 79-E tax relief.

Does the project involve the replacement of an existing structure? No: X Yes*: _____

*If yes, following materials shall be submitted with this application:

- ☐ A New Hampshire Division of Historical Resources individual resource inventory form, prepared by a qualified architectural historian.
- ☐ A letter from the Keene Heritage Commission that identifies any and all historical, cultural and architectural value of the structure(s) that are proposed to be replaced and the property on which those structures are located.

Note: This application shall not be deemed complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structure as required under RSA 79-E:4,II until the inventory form and letter from the Heritage Commission, as well as all other required information, have been submitted, if required.

Describe the work to be done and estimated cost (Attach additional sheets if necessary)

1. Attach a copy of a contract, contractor estimates, or itemized list of materials
2. Attach a project narrative, building plans or sketches, renderings or photographs to help explain the proposed rehabilitation or construction.

Structural: Engineering and boiler room roof reinforcement	10,000 \$
Exterior Alterations (storefront, walls, windows, doors, etc.): Screening for HVAC Equipment	8,000 \$
Interior Alterations (walls, ceilings, moldings, doors, etc.): New partitions, doors and finishes.	84,000 \$
Electrical: Electric Service upgrade to support heat pumps and wiring for kitchen, bathrooms and bar.	80,000 \$
Plumbing/Heating: Replacement of oil boiler with commercial energy efficient VRF Heat pumps. Install 4 energy recovery ventilators. Plumbing for kitchen, bathrooms and bar.	387,000 \$
Mechanical:	\$
Energy Efficiency: Insulation, Air Sealing, LED Lighting	59,000 \$
Other: Fire Alarm & Suppression System Modifications, Architects & Engineers	30,000 \$
TOTAL ESTIMATED PROJECT COST: <i>Note: To be considered for this tax relief incentive, the project costs must be \$75,000 or greater.</i>	\$ 658,000

Expected Project Start Date:

5/15/2025

Expected project completion date:

9/1/2025

Public Benefit (Attach additional sheets if necessary)

In order to qualify for tax relief under this program, the proposed work must provide at least one of the public benefits listed below. Greater consideration will be given to projects that provide three or more public benefits. Any proposed replacement must provide one or more of the public benefits listed below to a greater degree than would a substantial rehabilitation of the same structure.

Enhances the economic vitality of downtown areas. No: ☐ Yes*: ☒

***If yes, please describe:**

See Attached Explanation

Enhances & improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located. No: ☐ Yes*: ☒

***If yes, please describe:**

See Attached Explanation

Promotes the preservation and reuse of existing building stock by the rehabilitation of historic structures, in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation. No: ☐ Yes*: ☒ ***If yes, please describe:**

See Attached Explanation

Promotes efficient design, safety, and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan. No: ☐ Yes*: ☒ ***If yes, please describe:**

See Attached Explanation

Will add to the City's employment base by creating at least one new, full-time job in Keene's downtown area. No: ☐ Yes*: ☒ ***If yes, please describe:**

See Attached Explanation

Directly supports the integration of public art in the downtown. No: ☒ Yes*: ☐

***If yes, please describe:**

Promotes development of a sustainable building stock in the downtown that achieves a nationally or internationally recognized green building standard (e.g. LEED, Green Globes, National Green Building Standard, and International Green Construction Code). No: ☒ Yes*: ☐

***If yes, please describe:**

Although we are not pursuing a green building certification, we have performed commercial energy audits and striving for the greatest efficiency we can attain within our budget. We want the building to be as healthy, energy efficient and sustainable as possible.

Maintains owner occupancy of a residential building or it returns a residential building to owner occupancy. No: ☒ Yes*: ☐ ***If yes, please describe:**

Results in an increase in energy sustainability in conformance with the City adopted greenhouse gas initiatives as determined by a home energy score of at least six (6), and demonstrated carbon emission reduction of at least 10%. No: ☐ Yes*: ☒ ***If yes, please describe:**

See Attached Explanation

Affidavit

I (we) hereby submit this application under the Community Revitalization Tax Relief Incentive Statute (NH RSA 79-E) and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate.

I (we) have reviewed the statute and Resolution R-2017-41 (see attached) and understand that:

- a) This application will be reviewed for completeness;
- b) There will be a public hearing to evaluate the merits of this application;
- c) If this application is approved by City Council, I (we) will need to enter into a covenant with the City; and
- d) I (we) may be required to pay reasonable expenses associated with the creation of the covenant.

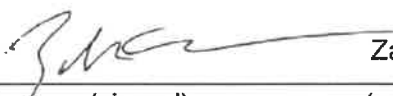
I (we) understand this application will not be determined as complete and recommended to the City Council until all of the necessary information is provided.

IMPORTANT:

Per RSA 79-E:13, the base or "original" assessed value for any tax relief period is set only after the following two conditions are met:

- 1. Approval by City Council; and
- 2. The Applicant has entered into a covenant with the City of Keene to protect the public benefit.

Tax relief granted will pertain only to assessment increases attributable to the substantial rehabilitation or replacement performed under the conditions approved by the City Council and not to those increases attributable to other factors including but not limited to market forces.

34 Court LLC		Zachary Luse	4/24/2025
APPLICANT	(signed)	(name printed)	(date)

34 Court LLC		Zachary Luse	4/24/2025
OWNER	(signed)	(name printed)	(date)

NOTE: Owner must sign this Affidavit, if Owner is not the Applicant

Project Narrative - 34 Court Street

The property at 34 Court Street is an 11,875-square-foot historic church located on a 0.18-acre lot in Keene's Downtown Core Zoning District. The structure currently serves a mixed-use purpose: approximately 4,000 square feet on the first floor houses the offices of Paragon Digital Marketing, while the remaining space—about 5,785 square feet on the second floor and mezzanine—is a largely unused church sanctuary. Additional square footage comprises common areas, mechanical rooms, and utility space.

The proposed project seeks to revitalize the vacant sanctuary by converting it into **Platz Beer Garden**, a vibrant indoor gathering space modeled after traditional German beer halls and community festivals. The beer garden will serve local and international beer, wine, and non-alcoholic beverages. A small kitchen will provide high-quality, casual fare through counter service, and restrooms will be added to the space. A portion of the existing choir loft will be extended to create usable space above the new kitchen and restrooms.

A significant portion of the renovation budget is allocated toward **energy efficiency upgrades and sustainability**, ensuring the building remains functional, comfortable, and environmentally responsible for future generations.

Exterior Alterations

Exterior changes are minimal and designed to respect the historic nature of the building. Necessary modifications include:

- Installation of HVAC equipment, which will be screened from neighboring properties and positioned with at least a three-foot setback from roof edges.
- Conversion of a rear window into an emergency exit door. The window is located at the back of the building and only visible from Center Street across a neighboring driveway.
- Replacement of deteriorated, yellowed plexiglass covering a dormer window opening that is barely visible from public vantage points. The window opening does not contain a window and is open to the attic. It will be replaced with a wood panel featuring a louvered vent to blend more harmoniously with the building's character.

These alterations aim to balance modern functionality with preservation of the building's historic facade.

See attached images and mockup.

Interior Alterations

- **First Floor:** The office use will remain unchanged. Two hallways will be constructed to improve access to the elevator for deliveries and ADA compliance, as well as provide a new rear egress through an existing interior stairwell.
- **Second Floor (Sanctuary):** This area will be transformed into the main space for Platz Beer Garden. Key improvements include:
 - Addition of restrooms and a small commercial kitchen.
 - Extension of the choir loft above these rooms to enhance the space.
 - All alterations are designed to preserve the sanctuary's unique architectural features, with a commitment to retaining as much original detail as possible.

Replacing outdated, energy-intensive systems is central to the project's goals. Planned upgrades include:

- Removal of the oil-fired steam boiler, radiators, and associated piping.
- Installation of energy-efficient air-source heat pumps for heating and cooling.
- Addition of energy recovery ventilators to comply with modern code and improve indoor air quality.
- Aerobarrier air sealing of the building envelope—an innovative approach that was previously used on the first floor with excellent results.
- Attic insulation upgrades to reduce energy loss and improve overall comfort and efficiency.

These updates reflect a strong commitment to reducing the building's environmental footprint while enhancing long-term viability.

See attached floor plans for more details.

Material Selection

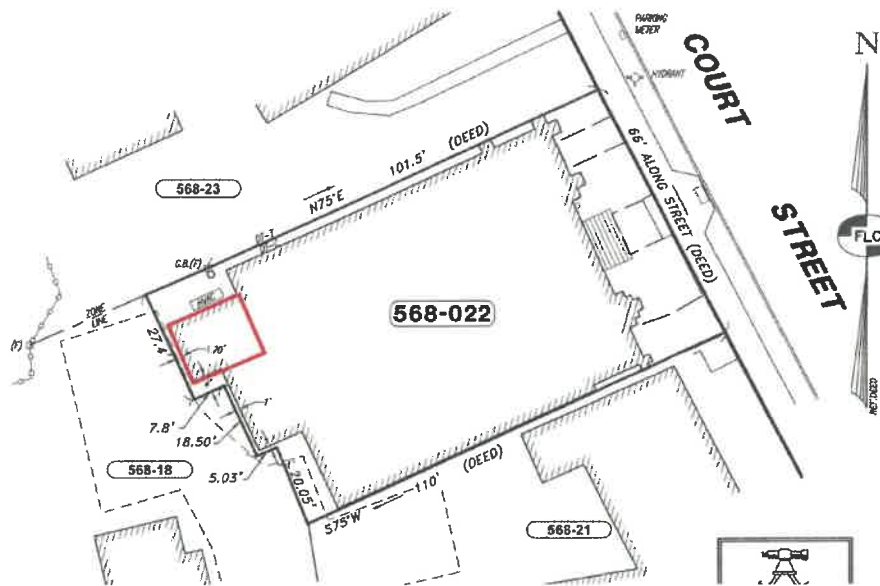
Wherever possible, existing materials are being salvaged and reused to preserve the building's historical character. Examples include:

- Reclaimed **flooring, pews, woodwork, and original window sashes.**
- New materials will be selected to complement and enhance the original features, ensuring a seamless integration of old and new.

Site Features / Landscape Features

No significant exterior landscaping or site work is planned. The scope will be limited to general site clean-up and ongoing maintenance. The focus remains on the thoughtful and sustainable adaptation of the existing structure.

Images and Attachments



Location of Boiler Room



View of Boiler Room from Rear – HVAC Equipment will be placed on the roof and screened with wood louvers to allow air flow to the equipment while masking the equipment from neighboring properties.



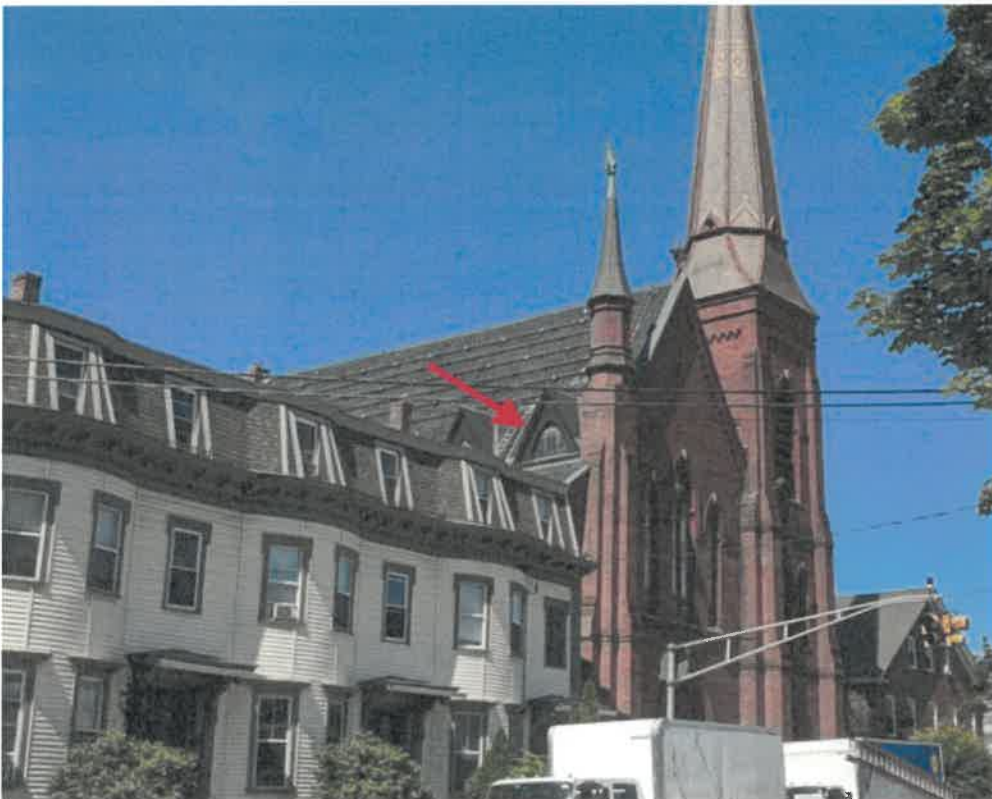
Existing Window at rear of building.



Mockup of door installed in window opening. Door to be painted bronze to match trim.



The dormer window opening on the right will be converted to a louvered vent.



View of dormer window opening from East Side of Court St just south of the building.

Public Benefit

Enhances the economic vitality of downtown areas.

Having a thriving downtown is essential to the success of Platz Beer Garden. Being part of the downtown Keene community is deeply important to Platz, Paragon, and Zach. Platz brings a one-of-a-kind gathering space to downtown that not only serves as a welcoming place for the community but also stands out for its unique setting and expansive selection of beer and wine — features that will attract both locals and visitors to Keene.

Bringing residents and visitors to downtown Keene helps maintain a thriving and vibrant downtown. Platz is committed to investing in downtown Keene, supporting local businesses and partnering with initiatives and projects that promote the city.

Direct contributions to the economic vitality of downtown include:

Attracting Foot Traffic and Complementary Spending

Platz will serve as a **destination**—drawing both locals and visitors downtown. This increase in foot traffic can benefit nearby businesses such as:

- Retail shops
- Restaurants and cafes
- Local breweries
- Local entertainment venues
- Cultural and arts organizations

People coming for a drink, a meal, or an event at Platz are likely to **spend more time and money in the area**, extending their stay and exploring more of what downtown Keene has to offer.

Arts and Culture

Platz will directly support arts, culture and tourism through:

- Hiring local musicians to play background music.
- Collaborating with and supporting local organizations that are integral to our community like the Colonial Theatre.
- Partnering with local yoga studios to host Sunday Yoga and Mimosas.
- Working with and participating in downtown festivals and integrating our space as an extension these events.
- Featuring local art and history throughout our space.
- Providing a space for local non-profits and clubs to meet and gather.

Adaptive Reuse as a Catalyst

Transforming a long-vacant historic building into a thriving business can **inspire other downtown property owners** to reinvest in their buildings. This sets an example for:

- Sustainable development
- Historic preservation with modern use

It signals that Keene is a place where **innovation and tradition meet**, encouraging further private-sector investment.

Tax Revenue and Value Creation

Even with the temporary tax relief under RSA 79-E, long-term impacts include:

- Increased assessed value of the property
- New rooms and meals tax revenue
- More jobs and income generating taxable economic activity

Once the RSA 79-E period ends, the city benefits from a **stronger, more valuable property** and downtown tax base.

Platz, Paragon and Zach are dedicated to downtown Keene and our community; this project will allow Platz to thrive in our small city while directly and indirectly supporting the economic vitality of downtown.

Enhances & improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located.

The former Grace Methodist Church is the last of 3 historic Court Street churches. The other two were demolished in the 1960's. The building is located in Keene's Historic District and was added to the National Historic Register of Historic Places in 1985. This historic building was also listed as one of New Hampshire Preservation Alliance's Seven to Save. The structure remains mostly as it was when it was completed in 1869. I intend to maintain the historic character of the building as much as possible while adapting it for modern use. The stained glass, woodwork and architectural details of the building will be retained and restored over time. We have already invested extensively into repairing masonry and brickwork, reglazing and preserving stained glass and restoring and painting exterior woodwork. We intend to continue this work over the coming years. The income generated by Platz will help fund future restoration of the exterior of the building including restoration of the steeple and spire.

Promotes the preservation and reuse of existing building stock by the rehabilitation of historic structures, in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

The following guidelines that apply to this project from the U.S. Secretary of the Interior's Standards for Rehabilitation are being adhered to wherever possible:

- Insulation and air sealing will be done in a manner that preserves the historic character of the building. (Page 56)
- Restoration and preservation of the stained-glass windows will continue. Window frames and all exterior trim will remain intact and be restored. (Pages 25-26)
- The floor plan will remain open and new bathrooms and kitchen have been designed in a way to minimize any interruption of the space and the stained-glass windows. (Page 37)
- Original woodwork and hardwood floors will be restored wherever possible. (Page 38)

Promotes efficient design, safety, and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan.

This project aligns with the City of Keene's Comprehensive Master Plan in numerous ways. Here are several examples from the Master Plan that are directly supported by this project:

- **Character-defining features of historic buildings should be preserved.** (Page 40)
- It is imperative to the community's success and quality of life that historic areas are protected and preserved as much as possible, **while also adaptively reusing historic resources for modern, sustainable uses.** (Page 52)
- Traditionally, historic buildings have not been viewed as "environmentally sound" structures since older buildings are often assumed to be inefficient. However, **restoring and renovating these buildings is more environmentally sound and energy efficient than building new ones**, especially after they are retrofitted with energy upgrades. In addition, the dense development pattern indicative of many historic downtowns and neighborhoods **promotes walkability** and allows residents to be automobile-independent. (Page 52)
- The **identification and recruitment of uses for the community's historic buildings in downtown is important** to the city's economic development. (Page 53)
- We should continue to **strive for energy efficiency in all buildings** in the community. (Page 67)

- The city and community should **actively pursue the integration of renewable, large- and small-scale energy sources**, such as wind, **solar**, and geothermal, into the community's energy mix. (Page 67)
- **New jobs must be a primary objective for Keene** and the region. **High quality jobs that pay a living wage are viewed as imperative to Keene's long-term economic sustainability**, expansion of tax base and lessening the tax burden on homeowners. Growing the job base will require a multi-pronged approach including **fostering local start-up companies, retaining and expanding existing firms**, and new business recruitment. (Page 70)
- Since the creative economy also strengthens traditional economic sectors by creating new jobs in the technical, service, and management areas and also promotes community vitality and quality of life, **we should pursue ways to support creative industries**, cultural non-profit organizations and individual artists to further expansion of the creative economy in the community and region. (Page 76)
- **Reduces sprawl** and the inefficient use of resources (Page 38)
- We intend to install a **public bike maintenance station** on the property. This was planned with the previous project but some of our plans were disrupted by the pandemic. The location also **promotes walking to downtown businesses and other restaurants as well as walking in the surrounding neighborhood**. (A Walkable Community – Encourage Walking and Bicycling, Page 56)

Will add to the City's employment base by creating at least one new, full-time job in Keene's downtown area.

These improvements will allow Platz to hire 2-3 full-time employees and several part-time employees in downtown Keene.

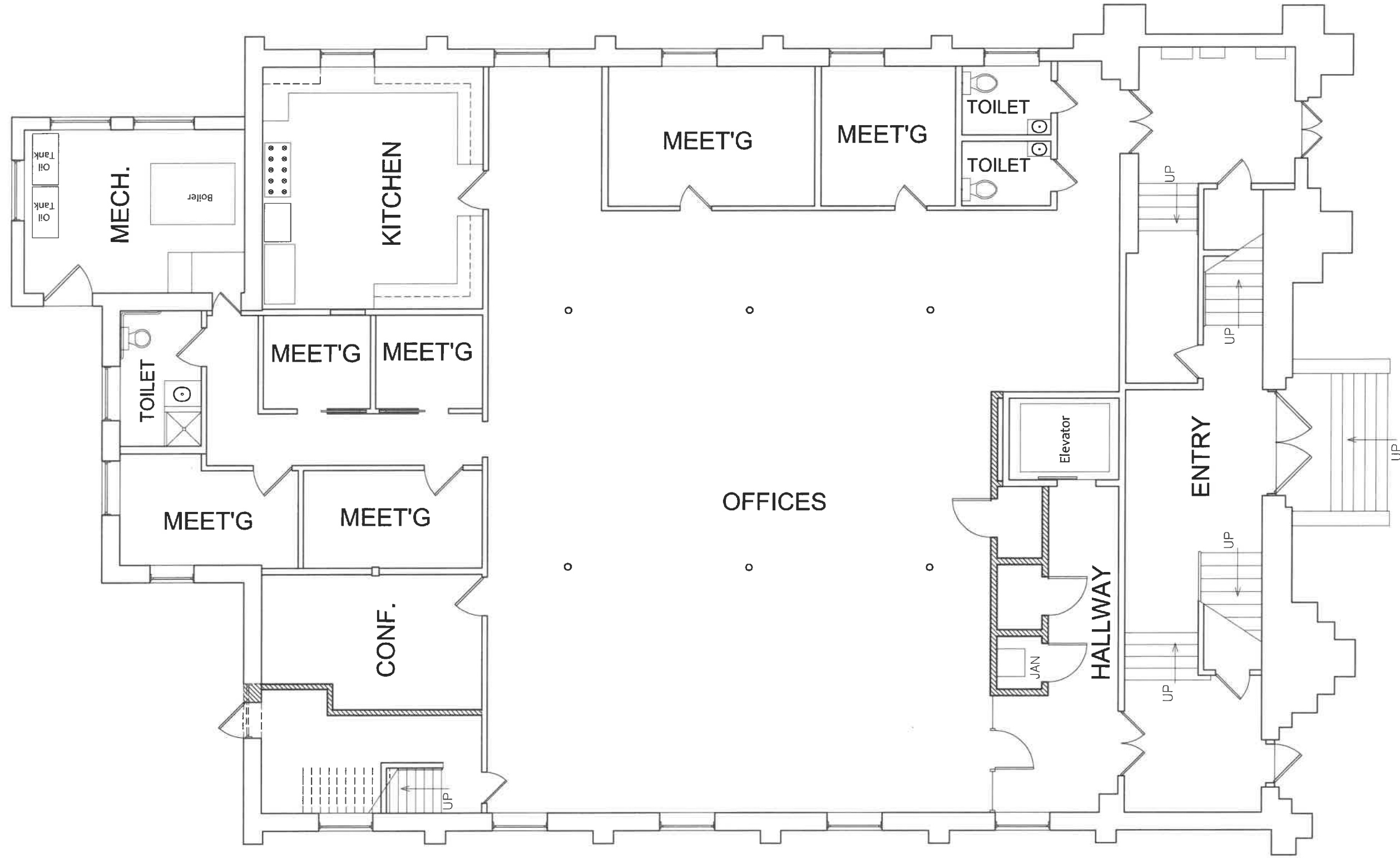
Platz is committed to paying a living wage to all employees and creating good paying jobs. We believe our employees are our greatest asset and strive to provide a healthy, happy and fun workplace with great culture and benefits.

Platz will have live background music during all peak times, so we will frequently hire local musicians and artists to perform. This will create additional employment opportunities in the arts.

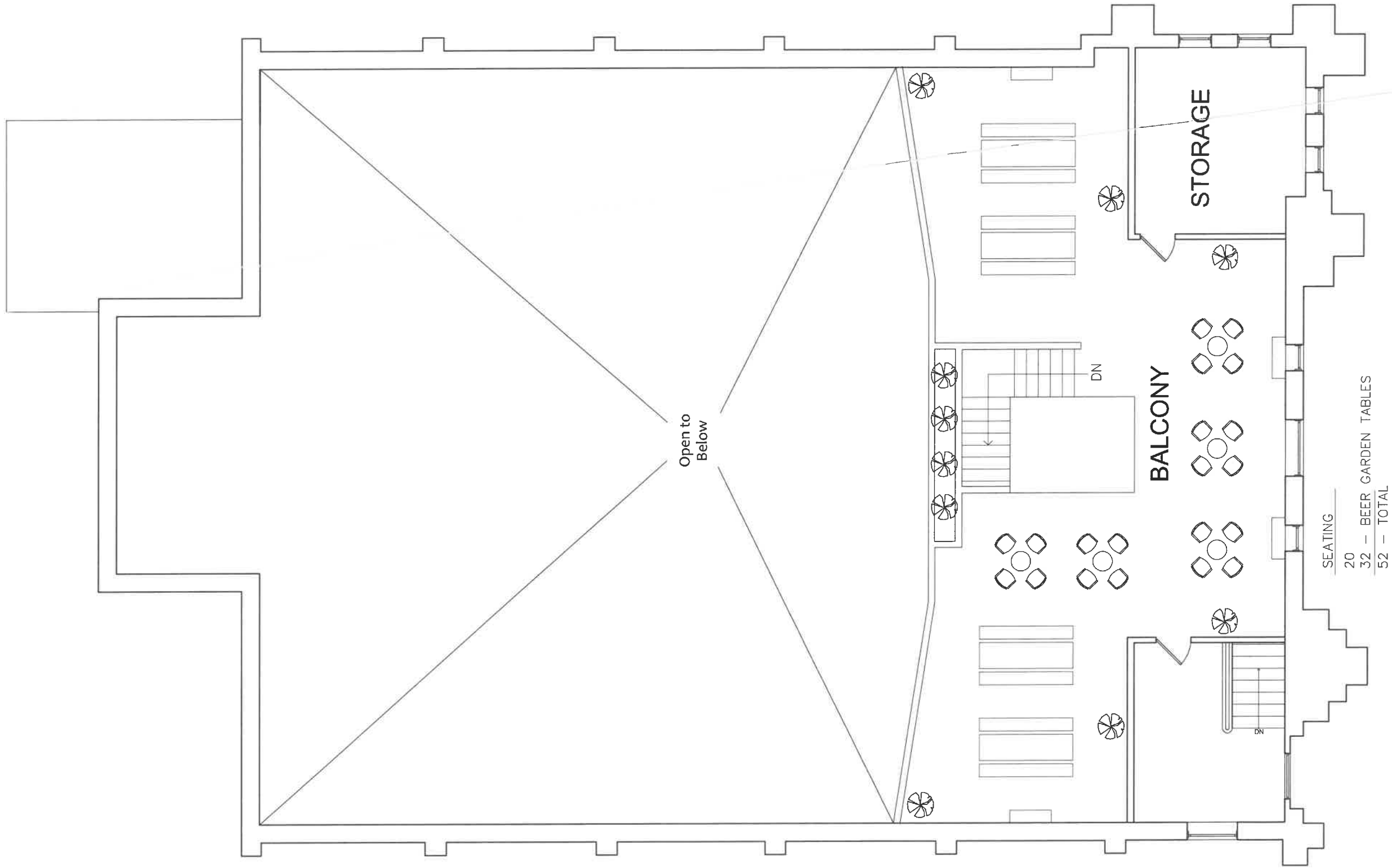
Results in an increase in energy sustainability in conformance with the City adopted greenhouse gas initiatives as determined by a home energy score of at least six (6), and demonstrated carbon emission reduction of at least 10%.

The first floor of the building was converted to mini-split heat pumps for all its heating and cooling needs. The solar array provides all of the power needed for the first floor and Paragon's operations.

The second floor and mezzanine of the building currently relies on a large oil steam boiler which would result in thousands of gallons of fossil fuel consumption each winter. By adding insulation, air sealing and replacing the boiler with high efficiency commercial air source heat pumps, we will completely eliminate our reliance on fossil fuels. The remaining light fixtures and any new lighting will all be LED. We've done extensive work with energy auditors and mechanical engineers to focus on making the space as energy efficient as possible within our budget. These improvements also align with the City's Sustainable Energy Plan and goal to switch to 100% renewable energy by 2030.



GROUND LEVEL FLOOR PLAN 1/8" = 1'-0"
2-18-2025



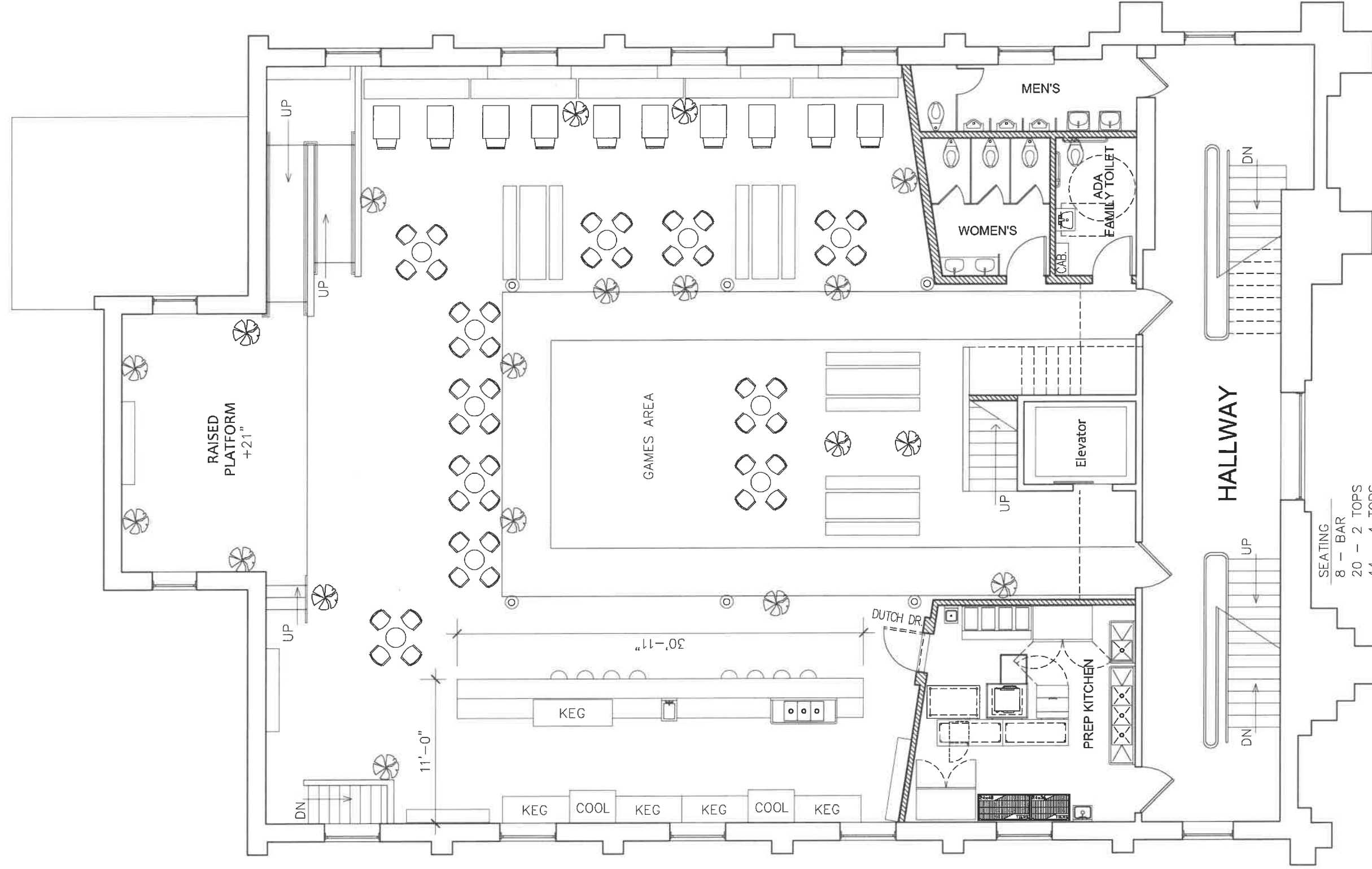
BALCONY PLAN

COURT STREET BEER GARDEN

SD-2

DANIEL SCULLY ARCHITECTS
 59 CHARCOAL ROAD, DUBLIN, NH 03444
 603/357-4544

KEENE, NEW HAMPSHIRE



SEATING

8	-	BAR
20	-	2 TOPS
44	-	4 TOPS
32	-	BEER GARDEN TABLES
104	-	TOTAL

FLOOR PLAN

1/8" = 1'-0"

2-18-2025



wv engineering associates, pa.
11 king court, keene, new hampshire 03431

www.wvengineering.com
t: 603.352.7007

April 15, 2025

Mr. Zach Luse
Paragon Digital Marketing
34 Court Street
Keene, NH 03431

Re: Platz Beer Garden
34 Court Strteet
Keene, New Hampshire
Electrical Design
WVA Project No. 25051

Dear Zach:

We are pleased to submit the following proposal for electrical design for the Platz Beer Garden, to be located on the 2nd floor of the Former Methodist Church building at 34 Court Street.

Engineering work is for electrical servic sizing and design, layout of electrical power, lighting, and telecom, devices, circuiting, and electrical equipment specification. Final drawings and specifications will be stamped and suitable for permitting.

WVA Scope of Services

- Attend a kick off meeting with you to review existing conditions, discuss electrical concepts and preliminary layouts, confirm the project scope, schedules and budgets.
- Electrical design for electrical systems shall include contract drawings and specifications. The documents shall be suitable for negotiation with suppliers and sealed for permits.
- Prepare layout of contract drawings based on our kick off meeting with sizing, placement of equipment, and distribution. Deliver a check set to your office for review and comment.
- Finalize design drawings and specifications, incorporate review comments and corrections.
- Prepare Design Affidavits and COMcheck documents if required for permitting.

Construction Admin

- Review electrical submittals.
- Attend construction job meetings, as requested by your office.
- Prepare a Construction Affidavit and punch list electrical work at project substantial completion.

Services Provided to the Engineer

- Liaison between our office, the owner, and state and local agencies.
- Building background drawings suitable for our use.
- Equipment cuts of all owner or vendor furnished equipment requiring electrical service.
- Printing and distribution of construction drawings and specifications.
- Construction administration at bidding and thereafter.

Engineering Fee for Services

Our fee for Engineering services as outlined in our scope of services, including normal reimbursable expenses for mileage, postage, photography and printing, will be billed hourly not to exceed a lump sum of Six Thousand Seven Hundred Dollars (\$6,700.00).

Thank you for the opportunity to submit this proposal. If there are any questions concerning any of the above, do not hesitate to contact us.

Sincerely,

WV Engineering Associates, PA



Charles F. Herr, PE

Proposal Acceptance:

Signature

Date



Previously Life Safety Fire Protection & Capitol Alarm Systems

From | **Encore Fire Protection**
97 Lower Jaffrey Road
Dublin NH 03444
1-877-433-3300
<https://www.EncoreFireProtection.com>
If you have any questions or concerns
please reach us at
servicelocation14@encorefireprotection.com

Quote No. | **2137610**
Type | Installation
Prepared By | Jeffrey Denis
Created On | 04/07/2025

Quote For | **New Customer Request -**
New Hampshire
Court Street Beer Garden
34 Court Street
Keene NH 03431

Description of Work

Quote Includes:

1. Fire sprinkler design submitted to the Keene Fire Department for approval. Permit to be obtained prior to start of work.
2. Existing wet fire sprinkler system to be extended to protect new ground floor closets, second floor prep kitchen and second floor bathrooms. Above ceiling sprinkler protection to be provided at new second floor dropped ceilings. System modifications to meet NFPA 13 standards.
3. Pipe to be schedule 10 and 40 black steel connected with listed grooved and cast-iron threaded fittings.
4. Pipe to be supported to NFPA 13 standards.
5. Sprinklers to be quick response brass uprights and concealed pendent type with white cover plates.
6. System testing and inspection with the Keene Fire Department.

Quote Excludes:

1. Painting of pipes.
2. Modifications to the existing fire sprinkler system due to conflicts with new mechanicals (if required).

Services to be completed

Sprinkler

Extend existing wet fire sprinkler system to protect ground floor closets and second floor prep kitchen & bathrooms. Modifications to meet NFPA 13 standards.

Sprinkler

Finish installation, system testing & final inspection.

GRAND TOTAL | **\$9,500.00**

Terms and Conditions

Warranty:

Life Safety Fire Protection, Inc. (Company) warrants that all materials and equipment shall be new and that all work shall be of good quality, free from faults and defects for a period of one year from the date of completion.

Terms:

1. Payment terms are NET 30 with no retainage.
2. In the event customer fails to make payment pursuant to this proposal (this Proposal), Customer agrees that Customer shall be entirely responsible for any and all costs of collection, including, but not limited to attorneys fees.

3. Unless otherwise specified, all installations (the Services) will be conducted between Monday & Friday, 7:00am 3:30pm Eastern Standard Time. Customer shall be subject to a minimum service charge for scheduled installations cancelled without a 24hr notification.
4. Company shall be admitted into all areas of the Premises for the purpose of providing the Services. Appropriate and reasonable notice will be given by Customer to any occupant and notify all parties that may be affected by alarms initiated during installation. This may include parties such as the building occupants, the fire alarm system monitoring company, and the public fire service.
5. Customer may not transfer or assign this Proposal.
6. If a dispute arises out of or relates to this Proposal, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure.
7. Customer assumes the entire responsibility and liability for and shall defend, indemnify and hold Company, its agents, employees and officials (hereinafter Indemnitee) harmless from any and all claims, demands, damages, expenses, losses, fines, penalties or liabilities (collectively, Claims), arising from, resulting in any manner directly or indirectly from, or connected with, Companys performance of the Services. Customers obligation to defend, indemnify and hold Indemnitee harmless shall include, but is not limited to, Indemnites attorney and expert fees, court costs, and all other Claim-related expenses, to the fullest extent permitted by law, subject only to the limitations provided below. Customers duty to indemnify shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from: (a) the sole negligence of Indemnitee, or (b) the concurrent negligence of (i) Indemnitee, its agents or employees and (ii) Customer, its agents or employees, with such liability limited to the extent of Customer or Customers agents or employees negligence. The provisions of this section shall survive termination or expiration of this Proposal.
8. This Proposal and all matters relating thereto shall be governed and construed in accordance with the laws of the State of New Hampshire without regard to the conflicts or choice of law provisions thereof. Each party hereby consents to the exclusive personal jurisdiction of the State of New Hampshire and further agrees that the exclusive venue for any such action shall be the Courts of the State of New Hampshire located in the County of Hillsborough.
9. Companys liability to Customer arising from performance under this Proposal shall be limited to the price for Services under this Proposal. In no event shall the Company be liable for any special, indirect, incidental, consequential, or liquidated, punitive or any economic damages of any character, including but not limited to loss of use of the Customers property, loss of profits or loss of production, whether claimed by the Customer or any third party, irrespective of whether claims or actions for such damages are based upon contract, warranty, negligence, tort, strict liability or otherwise.
10. If any term, clause or provision of this Proposal is judged to be invalid and/or unenforceable, the validity and/or enforceability of any other term, clause or provision in this Proposal shall not be affected thereby.

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: _____ Date: _____

Signature: _____

Proposal

PINNEY PLUMBING & HEATING

PO BOX 87

WEST SWANZEY NH 03469-0087

603-357-0944 603- 924-7588

February 11, 2025

Reference #: 15242-102

Tech: MARC

Due Date: 3/13/2025

ZACHARY LUSE
34 COURT STREET
KEENE, NH 03431

Job Name:
ZACH LUSE
34 COURT STREET
KEENE, NH 03431

603-903-7312 ZACH C.

603-903-7312 CELL

We Hereby Submit Specifications And Estimates For:

Installation and supplying of materials for budget numbers to install HVAC equipment per Design Day Mechanicals option 3, three phase VRF ASHP design and specifications at 34 Court St, Keene, NH.

This proposal is based on the Scope of work provided by Design Day Mechanicals and is not a fully engineered plan.

This proposal does not include any demolition of the existing boiler or existing piping associated with the boiler.

This proposal does not include any demolition of existing plumbing or domestic water piping.

This proposal does not include any demolition of existing electrical equipment or components.

This proposal includes plumbing for condensate drains only. No other plumbing is included in this proposal.

This proposal does not include any domestic water piping.

This proposal does not include the installation of any electrical services required for the proposed HVAC equipment.

This proposal does not include any crane or rigging work required.

This proposal does not include any scaffolding or lifts (if needed)

This proposal does not include any carpentry or patching of drywall.

This proposal does not include any fire protection.

This proposal does not include any concrete cutting or patching.

This proposal does not include any costs associated with mechanical engineered stamped plans for permitting.

Any general contracting in relation to coordinating or scheduling of others is not a part of this proposal.

Note - Any material price increases at the time of installation will be added to the cost of the installation.

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: \$337,425.00

Payment to be made as follows:

50% deposit upon acceptance of proposal. Balance upon completion unless other arrangements are made previously. Credit Card payments subject to 3% surcharge

All work performed by us is warranted against defect in material and workmanship for a period of one year from the completion date of this contract. This warranty does not include damages due to abuse, misuse, owners inattention, unattended property or freezing temperature in any way. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. This proposal may be withdrawn by us if not accepted by the above due date. Material prices may be subject to increases based on vendor costs at time of purchase. Credit Card payments subject to 3.0% surcharge. We maintain the right to mechanics lien in the event of non payment.

Authorized
Signature



Acceptance
Signature



Date 4/22/2025

Estimate

Print Date: 02/24/2025

Page 1 of 2

PO Box 2142
Concord, NH 03302
P: 603-415-1115
F:
E: info@neairsealing.com
W: www.neairsealing.com



Estimate #: 11925-00
Date: 02/24/2025
Terms: Due on receipt
PO #:
Plan ID:
Sales Rep: Rich Burns
Phone #: 603-491-4476
Email: rich@neairsealing.com

Customer Name:
Zach Luse
34 Court St
Keene, NH 03431
zach@paragondigital.com
P: 603-399-6401 (W) A: 603-903-7312 (C)

Job Name:
Aerobarrier
34 Court St
Keene, NH 03431
zach@paragondigital.com
P: 603-399-6401

Description	Total
ATTIC PACKAGE:	Package Accepted (please circle one): YES / NO
All of the loose fill fiberglass will be removed to air seal and install closed cell foam.	\$12,986.00
6" closed cell spray foam on the slopes	\$51,786.00
3" closed cell spray foam on the vertical walls in the attic	\$5,817.00
ATTIC PACKAGE TOTAL: \$70,589.00 (Package Is Included In Total)	
BELL TOWER PACKAGE:	Package Accepted (please circle one): YES / NO
6" Urethane (R42) - attic hatch	\$211.86
Attic, flat-open, R50	\$1,101.76
BELL TOWER PACKAGE TOTAL: \$1,313.62 (Package Is Included In Total)	
SMALL ATTIC ABOVE THE STAIRS PACKAGE:	Package Accepted (please circle one): YES / NO
Attic, flat-open, R50	\$1,101.76
Insulation dam, min 1/2" wood w/reinforced corners	\$122.40
Remove & dispose of existing insulation	\$616.00
6" Urethane (R42) - attic hatch	\$94.16
SMALL ATTIC ABOVE THE STAIRS PACKAGE TOTAL: \$1,934.32 (Package Is Included In Total)	
CRAWLSPACE/RIGHT FRONT ENTRANCE PACKAGE:	Package Accepted (please circle one): YES / NO
12 mil poly, 12" overlapped & sealed seams, mechani	\$1,691.80
3" closed cell spray foam on the walls in the right-front entrance	\$2,016.00
3" closed cell spray foam in the crawlspace	\$976.50
Apply Intumescent Paint Covering (per fire code)	\$1,311.00
CRAWLSPACE/RIGHT FRONT ENTRANCE PACKAGE TOTAL: \$5,995.30 (Package Is Included In Total)	
AIR SEALING PACKAGE:	Package Accepted (please circle one): YES / NO
Estimated labor & materials to air seal the building as noted in the work description.	\$2,851.42
Note: Some of this labor may not be necessary after air sealing the attic. More testing will be done before moving forward.	

Estimate

Print Date: 02/24/2025

Page 2 of 2

PO Box 2142
Concord, NH 03302
P: 603-415-1115
F:
E: info@neairsealing.com
W: www.neairsealing.com



Estimate #: 11925-00
Date: 02/24/2025
Terms: Due on receipt
PO #:
Plan ID:
Sales Rep: Rich Burns
Phone #: 603-491-4476
Email: rich@neairsealing.com

Customer Name:
Zach Luse
34 Court St
Keene, NH 03431
zach@paragondigital.com
P: 603-399-6401 (W) A: 603-903-7312 (C)

Job Name:
Aerobarrier
34 Court St
Keene, NH 03431
zach@paragondigital.com
P: 603-399-6401

AIR SEALING PACKAGE TOTAL: \$2,851.42 (Package Is Included In Total)

AEROBARRIER PACKAGE:

Package Accepted (please circle one): YES / NO

Install Aerobarrier with a target of 1.0 ACH50

\$8,908.00

AEROBARRIER PACKAGE TOTAL: \$8,908.00 (Package Is Included In Total)

Please circle "YES" next to each package being accepted then sign and date below. All jobs require a 50% deposit; payable by check, cash, Visa, MC or Discover; credit card payments may be made online <https://neairsealing.com/contact>. Balance due at job completion. Upon acceptance by you, Northeast Air Sealing will perform the services described in the estimate. Any additional services requested by you and not covered by the estimate will incur additional charges.

If spray foam is being installed in your home, you will need to vacate the property during the spray foam installation and for 24 hours after installation. Your signature is acknowledgement and agreement to these terms.

AUTHORIZED SALES SIGNATURE

DATE

Subtotal: **\$91,591.66**

SIGNATURE

PRINT NAME

DATE

GrandTotal: **\$91,591.66**



QUALITY INSULATION WORK AGREEMENT

License #:NONE ON FILE

Branch#: 675 | 110 Perimeter Rd | Nashua, NH 03063-1301 | (603) 889-6647

CUSTOMER/BUILDER
PARAGON DIGITAL / New
34 COURT ST
KEENE STATE COLLEGE, NH 03435
(603) 903-7312

JOB SITE INFORMATION
34 COURT ST
KEENE STATE COLLEGE, NH 03435

TRADE: INSULATION
QUOTE #: 83039804 / 1
ISSUE DATE: 08-26-2024
SALES PERSON: Russell, Michael C

Base

Work Area	Item	Notes
Ceiling Area Vaulted	INSULATION-REMOVAL-HAUL OFF	REMOVE AND DISPOSE OF THE EXISTING INSULATION IN THE STEEP VAULTED CEILINGS OF THE SANCTUARY. THIS INCLUDES THE COSTS OF DUMPSTER RENTAL(S).
Ceiling Area Vaulted	R-38 HFO REG = 5.25 Nominal Inches & Thermal Barrier Coating CLOSED CELL FOAM	INSTALL R38 CLOSED CELL FOAM AND THERMAL BARRIER PAINT ON THE BACKSIDE OF THE LATHE AND PLASTER IN THE STEEPEST PORTION OF THE SANCATUARY. INCLUDES UP AND AROUND THE DORMERS/ WINDOWS
Ceiling Area Flat	R-38 HFO REG = 5.25 Nominal Inches & Thermal Barrier Coating CLOSED CELL FOAM	INSTALL R38 CLOSED CELL FOAM AND THERMAL BARRIER PAINT ON THE BELL TOWER FLAT CEILING.
Attic Access	SHEATHING SP ATLAS SHEATHING, 2", 4'X8' SHT	TREAT EACH ACCESS PANEL WITH 4" FOAM BOARD AND WEATHER STRIPPING.
Attic	IBL USG ALL-IN-ONE ALL-BORATE 25 LB R-38 BLOW	OPEN BLOW BOTH SIDE PORTIONS OF THE SANCTUARY WITH R38 CELLULOSE, ASSUMES ~R19 MINIMUM IN THE ATTIC SPACES. ONCE SIDE OF THE ATTIC WILL NEED TO BE ACCESSED FROM THE ROOF. INLCLUDE ATTIC FLAT AT TEH TOP OF THE STAIRS
Attic KneeWall	R-21 HFO REG = 3 Nominal Inches & Thermal Barrier Coating CLOSED CELL FOAM	INSTALL 3" CLOSED CELL FOAM AND THERMAL BARRIER PAINT ON THE ATTIC KNEEWALL ADJACENT TO CONDITIONED SPACE.

BASE TOTAL: \$40,100.00

OPTIONS - Initial the sections that you would like added and/or reduced from base total.

CRAWLSPACE

Work Area	Item	Notes
Crawl Ground Cover	DURASKRIM II 16' X 100'	INSTALL DURASKRIM GROUND COVER MEMBRANE OVER THE EXISTING PLASTIC. FOAM ALL OF THE SEAMS AND PENETRATIONS WITH CLOSED CELL FOAM.
Crawl Ground Cover	R-11 HFO REG = 1.5 Nominal Inches CLOSED CELL FOAM	FOAM PENETRATIONS/ SEAMS IN THE DURASKRIM

Initial: _____ TOTAL for option: **+ \$1,940.00**

NOTE: This agreement consists of multiple pages. If you do not receive the number of pages noted below, please contact Contractor directly at the telephone number stated above.

Draft stop, fire block, fire stop (IBC 718.4.1, 718.4.2 and 718.4.3 or locally adopted equivalent), and fire rated caulking are not included within Contractor's Work unless specifically listed above.

Contractor is willing to furnish to you all material and labor required for the Scope of Work, subject to the terms and conditions stated in this agreement.

TERMS OF PAYMENT: Payment in full due as stated on invoice regardless of any payment arrangements you have with third parties. Visit www.truteambillpay.com to manage your invoices and make payments online with TruTeam Bill Pay.

CELLULOSE NOTICE. If cellulose is to be applied with a wet spray application, you must allow adequate time for it to cure and dry before installing drywall or other materials. The adequate time required varies depending upon climate, altitude and weather. Do not install vapor barriers, vapor retarders, dry wall, or other interior finish until the material has dried to less than 20% moisture content. Time to cure will vary based on climate and weather. Be sure to schedule your trades accordingly.

ACCEPTANCE: Contractor may change and/or withdraw this agreement if Contractor does not receive your signed acceptance within 10 business days after the Date stated above.

PRICING: The prices stated in the Scope of Work above will remain firm for 60 days after the Date stated above. If performance of this agreement extends beyond this 60 day period, you agree to pay Contractor's then current pricing ("Price") for any Work performed after that 60 day period. The Prices are based only on the terms and conditions expressly stated in this agreement. The Prices exclude any and all terms and conditions not expressly stated herein, including, without limitation, any obligation by Contractor to name you or any third-party as an additional insured on its insurance policy; to provide per project aggregate insurance coverage for the Work; to participate in any owner controlled, wrap, or similar insurance program; to indemnify or defend you or any third-party from any claims, actions and/or lawsuits of any kind or nature whatsoever except to the limited extent state in Section 18 of this agreement. Any terms or conditions required by you by contract or otherwise in addition to or inconsistent with those expressly stated in this agreement will result in additional charges and/or higher Prices. Any additional work performed is subject to Contractor's then current pricing (unless Contractor otherwise agrees in writing) and to this agreement.

CUSTOMER:

By: _____
SIGNATURE TITLE

Company Name: _____

CONTRACTOR:

By: _____
SIGNATURE TITLE

Date: _____

THE INFORMATION CONTAINED IN THIS AGREEMENT IS CONFIDENTIAL. NEITHER THIS AGREEMENT NOR ITS TERMS MAY BE DISCLOSED TO THIRD PARTIES.

1. **ACCEPTANCE.** This agreement is expressly limited to and made conditional upon your acceptance of its terms and conditions. Any of your terms and conditions which are in addition to or different from those contained herein which are not separately agreed to in writing (except additional provisions specifying quantity, description of the products or work ordered and shipping instructions) are deemed material and are hereby objected to and rejected. You waive your objection to any terms and conditions contained herein if Contractor does not receive written notice of your objection within ten business days of the date of this agreement. You will in any event be deemed to have assented to all terms and conditions contained herein if any part of the products or work described herein are provided or performed. Please note particularly the Limited Warranty, Limitation of Remedies and Limitations on Actions and Liability provisions set forth below. You acknowledge that the prices stated are based on the enforceability of these terms and conditions, and on the Limited Warranty, Limitation of Remedies and Limitation of Actions and Liability provisions below, that the price would be substantially higher if Contractor could not limit its liability as herein provided, and that you accept these provisions in exchange for such lower prices.

2. **LIMITED WARRANTY.** All work performed by Contractor is warranted to be free from defects in material and workmanship for one year from the date of completion of the installation subject to the terms below. Contractor makes no warranties regarding products sold but assigns to you any manufacturer warranties relating to the products. **THIS EXPRESS WARRANTY IS IN LIEU OF AND EXCLUDES ALL OTHER WARRANTIES, WHETHER EXPRESSED, IMPLIED OR STATUTORY, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** This limited warranty does not cover damages relating to (a) accident, misuse, abuse, neglect, or normal wear and tear; (b) failure to use or maintain the product in accordance with manufacturer's instructions; and (c) alteration, repair or attempted repair by anyone other than Contractor or its authorized representative. You shall be solely responsible for the correctness of the plans and specifications and shall release and hold harmless Contractor from any damages resulting from improper, inadequate or vague information supplied by you. Contractor does not take on any obligation to inspect or evaluate the work of other parties in any manner or aspect. This warranty is not transferable.

3. **INSURANCE.** Contractor shall maintain workers' compensation (employer liability), as required by law, and \$1,000,000 in general liability insurance while performing the work. Contractor reserves the right to be self insured to the extent allowed by applicable law. Contractor does not agree to name any other persons or entities as additional insureds.

4. **LIMITATION OF REMEDIES.** Your sole and exclusive remedy against Contractor for any and all claims for damages arising out of or alleged to have arisen out of the Work will be limited to the repair or replacement by Contractor, at Contractor's option, of any nonconforming work or to the issuance of a credit for such nonconforming work in accordance with these terms and conditions provided Contractor is given a reasonable opportunity to inspect the work and confirms such nonconformity. This exclusive remedy shall not be deemed to have failed of its essential purpose so long as Contractor is willing and able to repair or replace the nonconforming work and, in any event, Contractor's maximum liability for any damages shall be limited to the total amount paid to Contractor for the Work under this agreement. This Limitation of Remedies clause shall apply to the parties to this agreement as well as to the current owner(s) of the project and its/ their respective successors and assigns. If you receive a claim for damages by any owner arising out of or alleged to have arisen out of the Work, you agree to give written notice to Contractor of the claim and provide Contractor an opportunity to inspect the alleged damages within 30 days after Contractor's receipt of the notice. If you fail to give the required notice and/or fail to allow Contractor an opportunity to inspect the alleged damages within 30 days, you hereby waive any and all rights for damages and/or correction of work against Contractor. This Limitations of Remedies may be plead as a complete bar to any action in violation of this clause.

5. **LIMITATIONS ON ACTIONS AND LIABILITY.** All claims and/or lawsuits including but not limited to claims or lawsuits for indemnity and/or contribution against Contractor arising under this agreement must be made within 13 months from the date of completion of the installation. **CONTRACTOR WILL NOT BE LIABLE FOR ANY LOSS, DAMAGE OR INJURY RESULTING FROM DELAY IN DELIVERY OF THE PRODUCTS OR FOR ANY FAILURE TO PERFORM THAT IS DUE TO CIRCUMSTANCES BEYOND ITS CONTROL. CONTRACTOR DISCLAIMS ALL LIABILITY FOR ANY AND ALL DAMAGE WHICH MIGHT BE SUSTAINED BY ANY PERSON WHO MAY BE ALLERGIC TO OR AFFECTED BY THE EMANATION OF PARTICLES FROM CERTAIN TYPES OF INSULATION. THE MAXIMUM LIABILITY, IF ANY, OF CONTRACTOR FOR ALL DAMAGES, INCLUDING WITHOUT LIMITATION CONTRACT DAMAGES AND DAMAGES FOR INJURIES TO PERSONS OR PROPERTY, WHETHER ARISING FROM CONTRACTOR'S BREACH OF THIS AGREEMENT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHER TORT WITH RESPECT TO THE PRODUCTS, OR ANY SERVICES IN CONNECTION WITH THE PRODUCTS, IS LIMITED TO AN AMOUNT NOT TO EXCEED THE CONTRACT PRICE. IN NO EVENT SHALL CONTRACTOR BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, LIQUIDATED, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION, LOST REVENUES AND PROFITS, ATTORNEYS FEES AND/OR COSTS EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE RIGHT TO RECOVER DAMAGES WITHIN THE LIMITATIONS SPECIFIED IS YOUR EXCLUSIVE REMEDY IN THE EVENT THAT ANY OTHER CONTRACTUAL REMEDY FAILS OF ITS ESSENTIAL PURPOSE.**

6. **PRICES, TERMS AND SHIPMENT.** No cash discounts, back charges, set offs or counterclaims are allowed unless specified by Contractor. In addition to the prices specified, you agree to pay any federal, state or local excise, use, occupational, or similar tax now in force or to be enacted in the future, assessed against Contractor or you by reason of this transaction. No retention is permitted unless Contractor agrees otherwise in writing. Any past due payment will be, at Contractor's option, subject to interest at 1.5% per month (18% per annum) to the extent permitted by law. You agree to receive (or permit Contractor to receive) near the work site, any materials needed to complete the Work. You agree to protect such materials from damage or loss and provide Contractor, free of charge, with reasonable use of light, heat, water, power, storage space and use of available elevators and hoists as needed. Title to all materials under this agreement shall not transfer to you until Contractor receives payment in full. Contractor may charge you a fee and its actual expenses if the job site is not ready for work on the date you specify.

7. **FORCE MAJEURE.** Contractor shall not be liable for any delay, failures, or default in performance of this agreement or otherwise, in whole or in part, caused by the occurrence of any contingency beyond the control either of Contractor or of suppliers to the Contractor. Such contingencies include but are not limited to failure or delay in transportation, acts of any government or any agency or subdivision thereof, judicial action, labor disputes, fire, accident, acts of nature, severe weather, product allocation or shortages, labor shortages, fuel shortages, raw material shortages, machinery or technical failure, or work that cannot be completed because of another contractor covering the pertinent portion of the building. If any contingency occurs, Contractor may allocate production, deliveries, and performance of work among its customers or substitute substantially similar materials, in its sole discretion, without liability for doing so.

8. **CONFIDENTIALITY.** If you visit Contractor's premises or you otherwise receive any pro-prietary or confidential information from Contractor, you shall retain such information as confidential and not use or disclose it to any third party without Contractor's written consent.

9. **CREDIT APPROVAL.** Shipment and delivery of goods and performance of work shall at all times be subject to the approval of Contractor's credit department and Contractor may at any time decline to make any shipment or delivery or perform any work except upon receipt of payment or upon terms and conditions or security satisfactory to Contractor. By signing this agreement, you authorize Contractor to check your credit and references.

10. **CANCELLATION.** This agreement, or any part of it, may only be cancelled with Contractor's written approval. In the event of cancellation of this agreement, or any part hereof, you shall pay: (a) the contract price of all completed items; (b) that portion of the contract price that is equal to the degree of completion of products or work in process, effective on the date Contractor receives notice of cancellation; (c) the cost of any materials and supplies which Contractor shall have purchased to perform and which cannot be readily resold or used for other or similar purposes; (d) a restocking fee; and (e) any expenses incurred by Contractor (including legal fees and judgments) as a result of the cancellation of subcontracts or purchases related to this agreement.

11. **DEFAULT.** You may terminate this agreement for Contractor's default, wholly or in part, by giving Contractor written notice of termination as follows. You may give a written notice of termination only if Contractor has received a written notice from you specifying such default, the default is not excusable under any provision hereof, and the default has not been remedied within thirty (30) days (or such longer period as may be reasonable under the circumstances) after Contractor's receipt of the notice of default. Delivery of nonconforming products or work by Contractor shall give you the rights set forth in paragraph 4 hereof but shall not be deemed a default for purposes of termination. In the event of termination for default, you shall be relieved of the obligation to pay for work not performed by Contractor prior to the effective date of such termination. A default on Contractor's part shall not subject Contractor to liability, through payment by Contractor, set off or otherwise, for any other damages, whether direct, consequential or incidental, and whether sought under theories of contract or tort.

12. **ASSIGNMENT.** You may not assign this agreement or any claim against Contractor relating to this agreement.

13. **GOVERNING LAW.** This agreement shall be construed, interpreted and the rights of the parties determined in accordance with the laws of the State of Contractor's address first listed on the front of this agreement.

14. **DISPUTES AND MANDATORY MEDIATION.** In the event that a dispute arises over the reasonableness of or entitlement to fees charged by Contractor, the prevailing party will be entitled to reasonable attorneys fees and costs. In all other disputes of any nature, each party shall pay its own fees and costs. Except as required to protect confidential information and to obtain preliminary injunctive relief to prevent irreparable harm, you and the Contractor agree that prior to the initiation of any legal action the parties will engage in facilitative mediation of any and all disputes in any way related to this agreement. If the parties cannot agree upon a facilitative mediator within 30 days of when the dispute arose, one will be selected pursuant to the Commercial Mediation Rules of the American Arbitration Association. Each party will share equally the fees of the facilitative mediator and costs of the mediation.

15. **INSULATION DOES NOT PREVENT FROZEN PIPES.** Insulating around water lines in an unconditioned or semi-conditioned area will not prevent pipes from freezing or accumulating condensation. To decrease the possibility of frozen pipes, locate any water pipes within a conditioned area, such as internal walls rather than external walls. If you do not locate the pipes within an internal wall, you hold Contractor harmless and release Contractor from any claims relating to frozen or burst pipes.

16. **SEVERABILITY.** If any provision on this agreement is not enforceable, that provision shall be effective only to the extent permitted by law and all other provisions of this agreement shall remain.

17. **ENTIRE AGREEMENT.** This instrument contains the entire agreement of the parties relating to the subject matter hereof and may only be waived, changed, modified, extended or discharged orally by a writing signed by the party against whom enforcement of any such waiver, change, modification, extension or discharge is sought. The terms and conditions of this agreement supersede any agreement to which it is attached.

18. **INDEMNITY.** Each of the parties to this agreement agrees to defend and indemnify one another from any and all claims, actions and/or lawsuits caused by the party's negligent acts or omissions. This indemnity clause and the obligations created herein shall control and take priority over any contrary indemnity agreement entered into prior to this agreement. Furthermore, this indemnity clause and the obligations created herein shall control and take priority over any contrary indemnity agreement entered into subsequent to this agreement unless the subsequent agreement specifically refers to this indemnity clause and declares it null and void.



QUALITY INSULATION

ADDENDUM

License #:NONE ON FILE

Branch#: 675 | 110 Perimeter Rd | Nashua, NH 03063-1301 | (603) 889-6647

CUSTOMER/BUILDER

PARAGON DIGITAL / New
34 COURT ST
KEENE STATE COLLEGE, NH 03435
(603) 903-7312

JOB SITE INFORMATION

34 COURT ST
KEENE STATE COLLEGE, NH 03435

TRADE: INSULATION

QUOTE #: 83039804 / 1
ISSUE DATE: 08-26-2024
SALES PERSON: Russell, Michael C

Quality Insulation ("Contractor") and Customer each agree to amend the agreement ("Agreement") for the Project specified above as follows:

1. Customer has contracted with Contractor for the installation of spray polyurethane foam in accordance with the scope of work ("Work") specifically set forth in the Agreement. This Addendum modifies the terms of the Agreement and its exhibits and addenda. If any of the terms and conditions of this Addendum should conflict with any terms and conditions of the Agreement this Addendum shall control. These modifications are mutually agreed to by the parties and are supported by legal consideration. Customer's acceptance shall be evidenced by permitting Contractor to perform the Work.
2. Contractor agrees to incorporate by reference the scope of work and terms and conditions as set forth in Contractor's Proposal, dated August 26, 2024, including all exclusions contained therein.
3. In performing work, Subcontractor is not inspecting or assessing, and undertakes no responsibility to inspect or assess, the Project site (or any component or system thereof) for any purpose other than to perform the Work. The rights and obligations between Contractor and Customer concerning Work performed by Contractor shall be as expressly stated in the Proposal.
4. Customer acknowledges that the spray polyurethane products and the installation specifications selected by the Customer and described in the Work are subject to building codes and evaluation reports which contain express requirements and/or recommendations which are outside the Work unless expressly enumerated in the Proposal. Such requirements and/or recommendations may include, but are not necessarily limited to: installing a specified attic hatch; limiting entry to the attic or crawl space only for service of utilities and not permitting storage in the attic or crawl space; ensuring that (a) there are no interconnected attic, crawl space or basement areas, (b) the air in the attic or crawl space is not circulated to other parts of the building, (c) combustion air and attic ventilation is provided when required, (d) the attic assembly has been properly constructed and (e) a code official has provided the required inspections.
5. The Contractor bears no responsibility for the failure of the Customer, developer, builder, owner or subsequent owner, to use and maintain the attic space in strict accordance with the applicable building codes and evaluation reports.
6. Building codes may require, and evaluation reports may specify, a thermal barrier or ignition barrier be applied to the spray foam applied insulation. A thermal barrier or ignition barrier is not included within the Work unless specifically listed in the Proposal.

CUSTOMER:

CONTRACTOR:

By: _____

By: _____

Date: _____

Date: _____



City of Keene *New Hampshire*

February 1, 2019

Zach Luse
Paragon Digital Marketing
25 Roxbury Street
Keene, NH 03431

Dear Mr. Luse,

The property located at 34 Court Street in Keene, New Hampshire, historically known as the Grace Methodist Church, is located within the Downtown Keene Historic District and is ranked as a Primary Resource.

Constructed in 1869, the church is one of three surviving church structures located in close proximity to Central Square, the heart of Keene's downtown. It is also the only surviving structure in Keene that was designed by Boston architect Shephard S. Woodcock, one of New England's leading exponents of the High Victorian Gothic Style. The prominent location of the building and its relatively unaltered condition make the church an important representative of its era and a focal point of Keene's locally designated historic district.

Sincerely,

Hanspeter Weber,
Chair, Keene Historic District Commission

United States Department of the Interior
National Park Service

For NPS use only

National Register of Historic Places Inventory—Nomination Form

received FEB 7 1985

date entered FEB 7 1985

See instructions in *How to Complete National Register Forms*
Type all entries—complete applicable sections

1. Name

historic Grace Methodist Episcopal Church

and/or common GRACE UNITED METHODIST CHURCH

2. Location

street & number 34 Court Street n/a not for publication

city, town Keene, n/a vicinity of

state New Hampshire code 33 county Cheshire code 005

3. Classification

Category	Ownership	Status	Present Use	
☐ district	☐ public	☒ occupied	☐ agriculture	☐ museum
☒ building(s)	☒ private	☐ unoccupied	☐ commercial	☐ park
☐ structure	☐ both	☐ work in progress	☐ educational	☐ private residence
☐ site	Public Acquisition	Accessible	☐ entertainment	☒ religious
☐ object	☐ in process	☒ yes: restricted	☐ government	☐ scientific
	☐ being considered	☐ yes: unrestricted	☐ industrial	☐ transportation
	☒ N/A	☐ no	☐ military	☐ other:

4. Owner of Property

name Trustees of the Grace United Methodist Church

street & number 34 Court Street

city, town Keene, n/a vicinity of state New Hampshire 03431

5. Location of Legal Description

courthouse, registry of deeds, etc. Cheshire County Registry of Deeds (Vol 206 Page 55
Cheshire County Courthouse Vol 764 Page 352)

street & number 12 Court Street

city, town Keene, state New Hampshire 03431

6. Representation in Existing Surveys

title None has this property been determined eligible? ☐ yes ☒ no

date ☐ federal ☐ state ☐ county ☐ local

depository for survey records

city, town state

7. Description

Condition

☒ excellent
☐ good
☐ fair

☐ deteriorated
☐ ruins
☐ unexposed

Check one

☐ unaltered
☒ altered

Check one

☒ original site
☐ moved date N/A

Describe the present and original (if known) physical appearance

Grace United Methodist Church is a large brick structure in the High Victorian Gothic Style. Measuring about 89 by 65 feet, the church is built on a foundation of locally quarried granite. Its walls, laid in a running bond, are broken at frequent intervals by belt courses, buttresses, and brick hood mouldings, and are further articulated by details of cut granite. The building's axis runs east to west, and its broad roof planes have been covered since 1938 by asphalt shingles. The tall spire at the northeast corner of the building retains most of its original slate covering and displays some of the polychromy which once marked the roof coloration more fully.

The eastern elevation of the church is treated as the facade. The broad gable end is broken by a number of openings, by a turreted buttress that marks the division between the nave and the southern aisle, and by a monumental tower on the northeastern corner. On the first story of the facade are three doorways set within pointed arched openings. The north and south doorways are set one step above the grade and retain their original panelled wooden doors. The central opening, which provides the principal entrance to the building, is elevated six steps above the grade and has two modern glass doors set beneath an original rose window. All three door openings are surmounted by moulded brick archivolt which spring from a brick belt course and have granite keystones. At the second floor level, the facade has a trefoil window above the southern door, three lancet windows filled with stained glass above the main entrance, and a pair of arched windows above the tower doorway. The cornice of the facade consists of a wooden moulding supported by brick corbel table. The square brick buttress at the juncture of the aisle and nave roofs terminates in an octagonal wooden turret capped by a faceted spire with a poppyhead at its tip. The square belltower at the northeast corner of the facade has a belfry above the second floor level, with an arched and louvered opening in each face and a corbel table above. This tower is capped by an octagonal spire which rises to a height of 150 ft. and terminates in a turned finial.

The south elevation of the church, now partially obscured by a block of dwellings, has six evenly-spaced windows on both the main and lower stories, with buttresses which reinforce each window pier. The windows of the lower story, glazed with frosted glass, are capped by brick labels which rise from the brick belt course. The floor line between the stories is defined by a second brick belt course, and the windows of the auditorium, filled with stained glass, are capped by brick archivolt which spring from a third belt course. The eaves of the building, thirty feet above the grade, consist of a series of corbelled brick courses capped by a wooden crown moulding.

The northern side elevation of the building is essentially the same as the southern, except that there are only five window bays; the northeast bay is interrupted by the belltower.

**United States Department of the Interior
National Park Service**

**National Register of Historic Places
Inventory—Nomination Form**

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Continuation sheet 1

Item number 7

Page 2

Both the northern and southern slopes of the roof are pitched by six gable-roofed lucarnes at the break between the aisle and nave roof planes. These have flushed-boarded fronts and pointed windows with silvered glass.

The rear elevation of the church has two windows on the first floor flanking a brick projection which houses the organ. This projection has a single first and second story window on its sides, two first story windows on the rear, and a bull's eye window at the gable. A single-flue chimney pierces the ridge of the building at the rear wall.

In 1959 a small concrete block addition measuring fifteen by seventeen feet were added at the northwest rear corner of the building, out of the public view, to house a new oil-fired steam boiler.

The interior of the building is divided into two floors. The lower or basement story includes a vestry measuring 41 by 57 feet, a nursery, three classrooms, a church office, and a kitchen. The exterior walls of these basement rooms are plastered and have hard wood door and window casings, hardwood floors, and pressed metal ceilings.

The main floor of the church has a single large auditorium measuring 58 by 64 feet. This room is lighted by five stained glass windows on each side; these are memorial windows installed in 1907 at the time of the other remodellings to the room. The room has three banks of slip pews on its main floor, but has no columns or other supports to separate the aisles from the central nave. At the front of the room is a dias for reading desks and chairs. This has a black walnut communion rail at the front with vasiform balusters. Installed during the remodellings of 1907, this rail and the accompanying furniture are the work of local craftsman Goerge Poole, a member of the church.

At the rear of the dias is a panelled choir area. At the center of the rear (west) wall of this area is a recess framed by a pointed arch supported by engaged Gothic columns with stiff-leaf capitals. Set within this recess is a tracker-action pipe organ built in 1869 by Steer and Turner of Westfield, Massachusetts. Above the organ is a bull's-eye window.

At the east end of the auditorium are two doorways providing access to the room from the foyer of the building. Above these is a balcony which has a panelled face that projects forward into the auditorium on four moulded wooden knees. The balcony opening is spanned by a Tudor arch which springs from a pair of engaged wooden columns. The east wall of the balcony is lighted by the three lancet windows in the front of the gable of the church.

**United States Department of the Interior
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The auditorium ceiling has a series of false rafters which define the bays between the lucarne windows. These rafters appear to bear upon longitudinal beams at the juncture of the nave and aisle roof planes; these intersections are marked by moulded brackets and turned drops from which are suspended electric light fixtures. The roof is actually supported above the auditorium ceiling by two concealed wood-and-iron longitudinal trusses which span the full distance between the front (east) and rear walls of the church and receive the feet of the rafters of the upper slopes of the roof and the heads of the rafters of the lower slopes. Thus, most of the stresses of the church roof are transmitted to the front and rear walls rather than being borne by the side walls; the latter serve primarily as curtain walls.

Original appearance: Grace United Methodist Church has changed little in essential appearance since its completion in 1869. Its exterior wood-work, originally painted a dark color, has been lightened, and the main roof had its original slate covering replaced by asphalt shingles following damage in the New England hurricane of 1938. The auditorium was remodelled in 1907 with new woodwork and furniture on the dias and with stained glass windows; early wall and ceiling stencilling has been covered by light-colored paint in recent years. The balcony has recently been partially enclosed with modern materials to conserve heat, and the heating plant of the building has been moved to the concrete block structure at the northwest rear corner.

8. Significance

Period	Areas of Significance—Check and justify below			
☐ prehistoric	☐ archeology-prehistoric	☐ community planning	☐ landscape architecture	☐ religion
☐ 1400-1499	☐ archeology-historic	☐ conservation	☐ law	☐ science
☐ 1500-1599	☐ agriculture	☐ economics	☐ literature	☐ sculpture
☐ 1600-1699	☒ architecture	☐ education	☐ military	☐ social/
☐ 1700-1799	☐ art	☐ engineering	☐ music	☐ humanitarian
☒ 1800-1899	☐ commerce	☐ exploration/settlement	☐ philosophy	☐ theater
☐ 1900-	☐ communications	☐ industry	☐ politics/government	☐ transportation
		☐ invention		☐ other (specify)

Specific dates 1869 Builder/Architect Shepard S. Woodcock

Statement of Significance (in one paragraph)

The Grace United Methodist Church is one of the few large Victorian Gothic churches in western New Hampshire and is an excellent example of the ecclesiastical work of a prolific Boston architect. The building was designed by Shepard S. Woodcock, who was responsible for a great number of religious, public, and academic buildings in New England during the course of a long career. The church remains relatively unaltered, and typifies the many large religious structures built in New England during the post-Civil War era.

Architecture: Grace United Methodist Church was built between the summer of 1868 and the fall of 1869 and was completed at a cost of \$40,000. The expense of the construction was greater than the congregation could properly bear, and the church remained in debt until 1896.¹ The efforts made by the church to erect a building beyond its parishioners' means resulted, however, in the completion of one of the largest and more interesting religious structures in southwestern New Hampshire, and introduced to that region a Boston architect who would later receive other commissions in Keene and elsewhere in southern New Hampshire. These commissions collectively would represent the best examples of the Victorian Gothic style in New Hampshire.

The Grace United Methodist Church was designed by Shepard S. Woodcock, who was born in 1824 in Sidney, Maine; and was apprenticed in the building trade in Massachusetts during the early 1840's. Apparently self taught as an architect, Woodcock began his career as a contractor and landscape designer, probably deriving much inspiration from the books of A.J. Downing. He established himself in the Boston area as an architect in 1856, and during the next forty years designed and in some cases constructed more than 140 churches, 50 school buildings, and a number of public buildings, hotels, and houses. Probably due to his early experience in construction, Woodcock continued to be inclined toward works which involved applied engineering, and designed a number of manufacturing buildings; included among these were the Pacific Mills and the woolen mills at Lawrence, Massachusetts.² Woodcock's knowledge of engineering undoubtedly led him to the unusual roof design of the Grace United Methodist Church, where the wood-and-iron trusses being introduced into mid-nineteenth century American construction were used to achieve an uninterrupted span of unusual extent.

Woodcock emerged during the 1870s as one of New England's leading exponents of the High Victorian Gothic style. Grace United Methodist Church utilizes the style to a degree, but several of Woodcock's later buildings were among the most ambitious examples of the style in northern New England. Among these was Keene, New Hampshire, High School (1876), a large, four story building of brick and granite with a polychrome slate roof.³

9. Major Bibliographical References

History of the Town of Keene, NH by S.G. Griffin; 1903, pp.544, 698
History of the N.H. Conf. Methodist Church, by Otis Cole 1921, pp.156-57
History Upper Ashuelot, by History Committee

10. Geographical Data

Acreage of nominated property .243 acre

Quadrangle name Keene, NH

Quadrangle scale 1:62500

UTM References

A 18 721600 4756900
Zone Easting Northing
C
E
G

B
Zone Easting Northing
D
F
H

Verbal boundary description and justification The nominated property is bounded on the south by the Baker Block, on the north by the Hayes property, on the west by the Whippie property, and on the east by Court Street. Boundaries of the nominated property are indicated on the attached sketch map. These boundaries represent the parcel historically occupied by the church.

List all states and counties for properties overlapping state or county boundaries

state	N/A	code	county	code
state	N/A	code	county	code

11. Form Prepared By

name/title John C. Perry

organization

date August 15, 1984

street & number 26 Court Street

telephone (603) 352-3911

city or town Keene,

state New Hampshire 03431

12. State Historic Preservation Officer Certification

The evaluated significance of this property within the state is:

 national state X local

As the designated State Historic Preservation Officer for the National Historic Preservation Act of 1966 (Public Law 89-665), I hereby nominate this property for inclusion in the National Register and certify that it has been evaluated according to the criteria and procedures set forth by the National Park Service.

State Historic Preservation Officer signature

title New Hampshire State Historic Preservation Officer

date

For NPS use only

I hereby certify that this property is included in the National Register

Keeper of the National Register

date

Attest:

Chief of Registration

date

United States Department of the Interior
National Park Service

**National Register of Historic Places
Inventory—Nomination Form**

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Just as Woodcock's design of the Grace United Methodist Church had played a role in his selection as architect of the high school in the same town, his design of Keene High School led to his receiving a similar commission on the opposite side of the state. In 1883, Woodcock designed the private Sanborn Seminary in Kingston (National Register 1983) which, though smaller, is greatly reminiscent of the Keene school. Woodcock maintained his practice in Boston from 1856 until 1900, becoming one of that city's most prolific and reliable architects, though not one of the best remembered or documented.⁴

Grace United Methodist Church stands as one of the best-documented of the post-Civil War churches of southern New Hampshire. Its general size and form are typical of an era of increased prosperity and religious piety. Its design and engineering are important examples of the work of a leading New England architect. Its relatively unaltered condition makes the church an important representative of its era, of its locale, and of the work of its designer.

NOTES:

¹Otis Cole and Oliver S. Baketel, ed., History of the New Hampshire Conference of the Methodist Episcopal Church (New York: The Methodist Book Concern, 1929), p. 157; Grace United Methodist Church Commemorating the Bicentennial of the United States of America (Keene, N.H.: by the church, 1976).

²Edward A. Samuels and Henry H. Kimball, ed., Somerville, Past and Present (Boston: Samuels and Kimball, 1897), p. 653.

³Keene History Committee, "Upper Ashuelot," A History of Keene, New Hampshire (Keene, N.H.: City of Keene, 1968), pp. 127, 451.

⁴Boston City Directories, 1856-1900.

United States Department of the Interior
National Park Service

National Register of Historic Places
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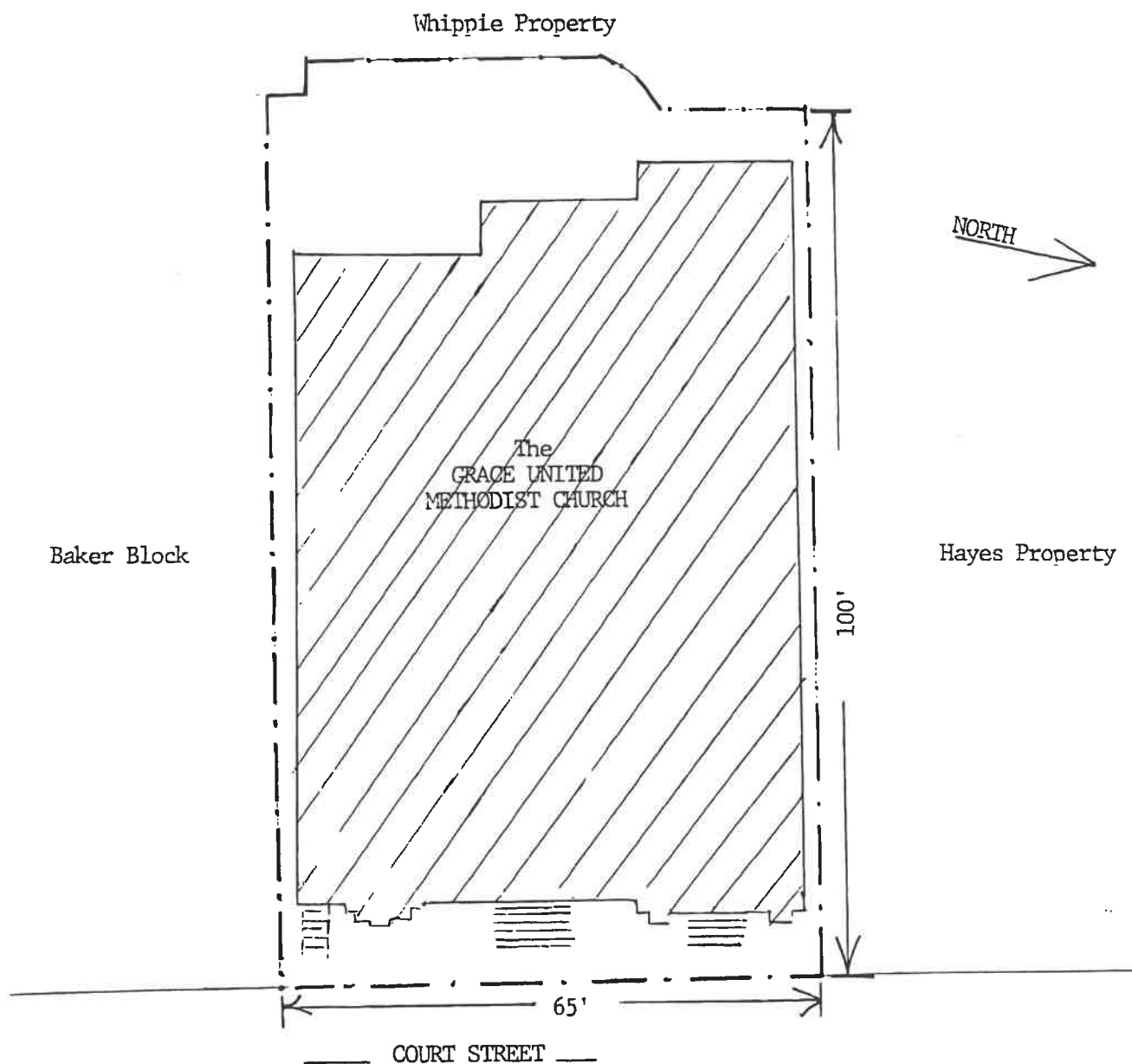
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Note: Boundaries of the nominated property are highlighted in yellow, (map not to scale).

THE
GRACE UNITED METHODIST CHURCH
Keene, New Hampshire



CITY OF KEENE

R-2018-33

In the Year of Our Lord Two Thousand and Eighteen

A RESOLUTION RELATING TO ADOPTING THE PROVISIONS OF RSA 79-E
"COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE"

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

WHEREAS, RSA 79-E "Community Revitalization Tax Relief Incentive" (hereinafter "RSA 79-E") declares it a public benefit to enhance downtown and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality; and

WHEREAS, RSA 79-E further declares it a public benefit to encourage the rehabilitation of underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.; and

WHEREAS, RSA 79-E also declares it a public benefit to provide short-term property assessment tax relief and a related covenant to protect public benefit in order to encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of qualifying structures, as described herein; and

WHEREAS, RSA 79-E:3 permits municipalities to adopt modifications of the provisions of RSA 79-E, as set forth within the Statute.

WHEREAS, on December 21, 2017 the City Council adopted RSA 79-E within certain districts located within the City as defined in R-2017-41; and

WHEREAS, the City Council hereby rescinds R-2017-41, and readopts and expands RSA 79-E in accordance with this Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that the Council hereby readopts and re-implements the provisions of RSA 79-E, with certain modifications, as follows:

A. For purposes of administering a RSA 79-E program within Keene, the City hereby defines that a "qualifying structure" shall mean a non-residential building, a mixed use building with residential uses occupying less than 50% of the gross living area, or a residential use building, being located within the area depicted on the map labeled "City of Keene Community Revitalization Tax Relief Incentive (RSA 79-E) District" dated _____ attached hereto and made part of this Resolution.

PASSED

B. For purposes of administering a RSA 79-E program within Keene, the City Council shall ensure that the proposed substantial rehabilitation provides one or more of the following public benefits, or that the proposed replacement provides one or more of the public benefits to a greater degree than would substantial rehabilitation of the same qualifying structure:

- I. It enhances the economic vitality of downtown areas;
- II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;
- III. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation;
- IV. It promotes efficient design, safety, and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan;
- V. It will add to the City's employment base by creating at least one new, full-time job in Keene's downtown area;
- VI. It directly supports the integration of public art in the downtown; or
- VII. It promotes development of a sustainable building stock in the downtown that achieves a nationally or internationally recognized green building standard (e.g. LEED, Green Globes, National Green Building Standard, and International Green Construction Code).
- VIII. It maintains owner occupancy of a residential building or it returns a residential building to owner occupancy;
- IX. It results in an increase in energy sustainability in conformance with the City adopted greenhouse gas initiatives as determined by a home energy score of at least six (6), and demonstrated carbon emission reduction of at least 10%.

C. "Substantial Rehabilitation" shall mean rehabilitation of a qualifying structure which costs at least \$75,000 and, in certain cases, replacement of a qualifying structure which costs at least \$75,000;

D. "Tax Relief Period" shall mean that for a period of up to five (5) years the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation or reconstruction thereof, beginning only upon completion of substantial rehabilitation or, in the case of a replacement structure, upon completion of its construction;

E. In accordance with RSA 79-E:5, the duration of the tax relief period for applications filed in Keene shall be considered in the context of each specific application and shall only provide that level of tax relief necessary in the discretion of the City Council to effectuate the specific targeted public benefit(s) outlined as determined by the City Council. By way of example, a qualifying project that is deemed by the City Council to provide one or two of the public

benefits listed above may be granted a tax relief period of up to two years, and a qualifying project that provides three or more public benefits may be granted a tax relief period of up to five years; provided, however, that in determining what, if any, tax relief duration to provide, the City Council may consider the impact the proposed substantial rehabilitation will have on existing, or required, City infrastructure.

BE IT FURTHER RESOLVED that a property owner, as a condition of being granted such tax relief, shall

A. Document the proposed public benefit(s) at the time of the application for tax relief under the Keene RSA 79-E program; and

B. Provide the City promptly with all information and documentation that the City may deem relevant for review of the application for such tax relief, as well as for review of the rehabilitation or replacement project under federal, state, and local laws, codes and regulations, as may be applicable; and

C. Grant to the City a Covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefit(s) for which the property tax relief was granted and shall require the property owner to obtain casualty insurance, and flood insurance, if appropriate, for twice the term of the tax relief granted; and

D. Grant to the City a lien against the property for the purpose of ensuring proper restoration or demolition of damaged structures and property; and

E. Maintain the property as taxable, regardless of whether the property owner is otherwise subject to property taxes under RSA Chapter 72; and

BE IT FURTHER RESOLVED that if the Covenant is terminated for any reason, the City shall assess all current and arrears taxes, with interest, to the property owner as though no tax relief was granted in accordance with RSA 79-E:9,II; and

BE IT FURTHER RESOLVED that the City Manager or her or his designee, is hereby authorized to execute all documents and undertake all actions as may be required to implement this resolution.

This resolution shall take effect upon sixty (60) days following approval by City Council.

PASSED: November 15, 2018

In City Council November 1, 2018
Referred to the Planning, Licenses
and Development Committee.

City Clerk

Kendall W. Lane, Mayor

A true copy,

Attest:

City Clerk



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: May 22, 2025

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Engineering Agreement with Hoyle and Tanner for the Beaver St Bridge and Spring St Bridge Loading Rating Study - City Engineer**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to negotiate and execute an engineering services agreement with Hoyle & Tanner for the Beaver Street Bridge and Spring Street Bridge Load Rating Study up to \$25,000.

Attachments:

None

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 by NHDOT 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 Engineering Division received three scope and fee proposals from qualified Engineering Consultants, with the lowest fee proposal of \$21,100 received from Hoyle and Tanner. Contract execution with the selected consultant shall be contingent to City Council approval of resolution R-2025-22, which allocates \$25,000 in funding for the scope of engineering services to a newly created project as part of the Public Works Department, Bridge Repair and Replacement Program (75M020).



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: May 22, 2025

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Execution of an Agreement for Engineering Services During Construction with Greenman-Pedersen Inc, (GPI) as part of the Marlboro Street Corridor Construction Project - City Engineer**

Recommendation:

Move to authorize the City Manager to do all things necessary to execute an agreement with Greenman-Pedersen Inc (GPI) for engineering services during construction as part of the Marlboro Street Corridor Construction Project (75J0018B) up to \$300,000.

Attachments:

None

Background:

The City selected GPI based on a Qualifications-Based Selection (QBS) process that included the publicly advertised request for qualifications for Construction Engineering Services for the Marlboro Street project in conformance with New Hampshire Department of Transportation (NHDOT), Local Public Agency (LPA) and federal funding requirements. The NHDOT approved the City's QBS process on September 30, 2024. A draft scope of work was prepared by GPI and submitted to the City for review and comment on October 31, 2024. The City requested scope updates and revisions in November 2024 and again on April 18, 2025, to finalize the scope and associated fee for the project. Updates to the proposed scope were completed by GPI to address the City's comments and the scope was resubmitted to the City for review and confirmation on April 24, 2025. The revised scope and fee submitted by GPI addressed the City's comments.

GPI provided a blank fee worksheet for the City to prepare an Independent Government Estimate (IGE) of GPI's scope of engineering services during construction for the project. After the City's IGE was completed, the City requested that GPI provide their fee proposal. The City's IGE was \$283,944, which is roughly \$16,400 more than the proposed fee that was submitted by GPI. The City and GPI agreed to an assumed duration of 30 weeks for the project. The project and the execution of the associated agreement with GPI for these services is contingent on NHDOT approval and is 80% federally funded through NHDOT with a corresponding 20% City match for the project.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: May 22, 2025

To: Finance, Organization and Personnel Committee

From: Bryan Ruoff, City Engineer

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

Subject: **Execution of an Agreement for Engineering Services During Construction with Greenman-Pedersen Inc, (GPI) as part of the George Street Bridge Reconstruction Project - City Engineer**

Recommendation:

Move to authorize the City Manager to do all things necessary to execute an agreement with Greenman-Pedersen Inc (GPI) for engineering services during construction as part of the George Street Bridge Replacement Project (75M020A), up to \$350,000.

Attachments:

None

Background:

The City selected GPI based on a Qualifications-Based Selection (QBS) process that included the publicly advertised request for qualifications for Engineering Services during construction as part of the George Street Bridge Replacement project - NHDOT#40653, in conformance with NHDOT LPA and federal funding requirements. The NHDOT approved the City's QBS process on April 14, 2025. A draft scope of work was prepared by GPI and submitted to the City for review and comment on April 15, 2024. The City requested scope updates and revisions on April 15, 2025. Updates to the proposed scope were completed by GPI to address the City's comments and the scope was resubmitted to the City for review and confirmation on April 25, 2025. The revised scope and fee submitted by GPI addressed the City's comments.

GPI provided a blank fee worksheet for the City's use in preparing an Independent Government Estimate (IGE) of GPI's scope of engineering services during construction for the project. After the City's IGE was completed, the City requested that GPI provide their fee proposal. The City's IGE was \$297,676, which is consistent with the proposed fee that was submitted by GPI. The City and GPI agreed to an assumed duration of 30 weeks for the project. The project and the execution of the associated agreement with GPI for these services is contingent on NHDOT approval and is 80% federally funded through NHDOT with a corresponding 20% City match for the project.



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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk



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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.

Devi Ward
City Clerk



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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk



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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.

Ceri Wood
City Clerk



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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.

Ceri Ward
City Clerk



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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.


Cari Ward
City Clerk



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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk



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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk



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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk



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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.

Chris Wood
City Clerk



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

In City Council May 15, 2025.
Referred to the Finance, Organization
and Personnel Committee.

Cassie Ward
City Clerk



CITY OF KEENE

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

AN ORDINANCE _____
Relating to Class Allocations and Salary Schedule

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

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

In City Council May 15, 2025.

Referred to the Finance, Organization
and Personnel Committee.

City Clerk

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	\$27.50
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>GRADE</u>	<u>STEPS</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	Police Chief, Fire Chief, Public Works Director
S 30	NO POSITIONS ASSIGNED
S 31	Deputy City Manager
S 32	NO POSITIONS ASSIGNED



CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Five

A RESOLUTION Relating to the 2025/2026 fiscal year budget

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

That the sum of \$30,291,365 be raised by taxation during the current year, which together with \$22,890,746 for estimated operating revenues aggregating \$80,412,389 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$5,566,255 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2025, as attached hereto and made a part thereof.

Jay V. Kahn, Mayor

In City Council May 1, 2025.
Referred to the Finance, Organization
and Personnel Committee.
Public Hearing set for June 5, 2025 at 7:10 PM.

Geri M. Wood

City Clerk

R-2025-12 2025/2026 Annual Operating Budget

General Fund Revenue & Other Financing Sources:		Proposed	General Fund Appropriations:		Proposed
Property Tax Revenue		\$30,291,365	Elected & Appointed Officials		\$2,750,811
Use of Surplus		2,340,946	Capital Projects		6,951,263
Other Taxes		1,698,000	Administrative Services		7,079,557
Tax Increment Financing		639,073	Community Services		24,764,023
Licenses, Permits & Fees		4,471,819	Municipal Development Services		8,098,837
Intergovernmental		3,767,264	Debt Service		3,537,620
Charges for Services		2,819,219			
Fines & Forfeits		64,910			
Miscellaneous		2,253,525			
Other Financing Sources		4,835,990			
NET GENERAL FUND OPERATING REVENUES		\$53,182,111	NET GENERAL FUND OPERATING APPROPRIATIONS		\$53,182,111
TOTAL PARKING FUND REVENUES		\$1,616,048	TOTAL PARKING FUND APPROPRIATIONS		\$1,616,048
TOTAL PC REPLACEMENT FUND REVENUES		\$151,387	TOTAL PC REPLACEMENT FUND APPROPRIATIONS		\$151,387
TOTAL SOLID WASTE FUND REVENUES		\$6,198,221	TOTAL SOLID WASTE FUND APPROPRIATIONS		\$6,198,221
TOTAL SEWER FUND REVENUES		\$8,590,185	TOTAL SEWER FUND APPROPRIATIONS		\$8,590,185
TOTAL WATER FUND REVENUES		\$6,428,989	TOTAL WATER FUND APPROPRIATIONS		\$6,428,989
TOTAL EQUIPMENT FUND REVENUES		\$4,245,448	TOTAL EQUIPMENT FUND APPROPRIATIONS		\$4,245,448
TOTAL OPERATING REVENUES - ALL FUNDS		\$80,412,389	TOTAL OPERATING APPROPRIATIONS - ALL FUNDS		\$80,412,389
CAPITAL:					
PARKING FUND CAPITAL FUNDING		\$458,000	PARKING FUND CAPITAL APPROPRIATIONS		\$458,000
SOLID WASTE FUND CAPITAL FUNDING		\$288,980	SOLID WASTE FUND CAPITAL APPROPRIATIONS		\$288,980
SEWER FUND CAPITAL FUNDING		\$2,202,200	SEWER FUND CAPITAL APPROPRIATIONS		\$2,202,200
WATER FUND CAPITAL FUNDING		\$1,351,183	WATER FUND CAPITAL APPROPRIATIONS		\$1,351,183
EQUIPMENT FUND CAPITAL FUNDING		\$1,265,892	EQUIPMENT FUND CAPITAL APPROPRIATIONS		\$1,265,892
TOTAL CAPITAL FUNDING - OTHER FUNDS		\$5,566,255	TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS		\$5,566,255