



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
July 10, 2025
6:00 PM

A. AGENDA ITEMS

1. BCM Environmental Land Law, PLLC - Request for City's Contribution to Monadnock Conservancy for Drainage Replacement at 0 Ashuelot Street
2. Councilor Favolise - Request to Place Keno Question on 2025 Municipal General Election Ballot
3. Acceptance of YouthWell New Hampshire Spring Grant for Youth Services
4. Acceptance of Donation - AED device - Fire Department
5. Skatepark Fence - Transfer of Funds - City Manager's Office

B. MORE TIME ITEMS

1. Heritage Commission - City Support for a 250th Independence Day Celebration - July 4, 2026

NON PUBLIC SESSION

ADJOURNMENT

June 17, 2025

VIA HAND DELIVERY AND ELECTRONIC SUBMISSION

Keene City Council
Attn: Terri M. Hood, City Clerk
3 Washington Street
Keene, New Hampshire 03431

**Re: City's Contribution to Monadnock Conservancy For Drainage Replacement
at 0 Ashuelot Street**

Dear Mayor Kahn and City Councilors:

My firm represents the Monadnock Conservancy in connection with the Conservancy's construction of new headquarters at the northeast corner of 0 Ashuelot Street. The property is part of a 3 ½-acre parcel owned by JRR Properties, LLC, which is donating one acre to the Conservancy and the remaining 2 ½ acres to the City for a city park and playground.

As part of its project, the Conservancy is collaborating with the City to replace the City's aged stormwater drainpipe that runs in a north/south direction through the entire site. (See attached "Two Lot Subdivision" plan, which received final approval from the Keene Planning Board on May 27, 2025). The collaboration involves substituting the northerly half of the City's stormwater drainpipe with a flood compensation swale and replacing the remaining stormwater drainpipe itself to the south end of the site. The idea for accomplishing the dual objectives of the City (replacement of its drainage pipe) and the Conservancy (flood compensation swale) was mostly the brainchild of Public Works Director Donald Lussier.

The swale will perform the function of the underground pipe by conveying stormwater drainage to the point where water will join the newly replaced drainpipe. The Conservancy has contracted to do all of the work at a cost of \$269,000, and the City will contribute a substantial portion of the cost.

The specific purpose of this letter is to request that the City Council confirm the amount to be paid to the Conservancy for the site work and officially authorize the work. The Conservancy requests a contribution in the amount of \$234,845 for the Conservancy's work. The remainder of this letter will explain the derivation of this figure.

At a meeting in December 2024, attended by Don Lussier, City Attorney Amanda Palmeira, former City Attorney Tom Mullins, Conservancy President Peter Hansel, Conservancy

engineer, Liza Sargent, and Tom Hanna, Don Lussier stated that the amount set aside by the City to be paid to the Conservancy, was \$230,000. That is the amount that the Conservancy budgeted and has relied as being paid by the City for the Conservancy to accomplish the work that the City would have otherwise expended to replace the stormwater drainpipe.

In May of this year, it was pointed out that the City's FY21 -FY27 Capital Improvement Program (CIP) actually budgeted only \$201,400 . (See attached City chart entitled "Flood Management Projects.") However, in his May 16, 2025 email to me, Don Lussier explained that the City's "normal practice is to assume 3% annual inflation to the year of construction." The CIP budget included this rate of inflation but assumed the work would be performed in 2021. Don's email continued as follows:

"If we apply the same inflation factor from 2019 to 2025 (6 years), the inflated total would be \$226,750. However, we've had several years of higher than normal inflation. If we look at the Engineering News Record "Construction Cost Index" for that period of time, costs have increased 23.7%. That would bring our original estimate to **\$234,845.**" (I am quoting from Don's email with his permission, and he indicated that he is willing to share his inflation estimates with the council committee.)

Based on the foregoing and the amount that the Monadnock Conservancy has relied on since December, the Conservancy believes that the fair amount to be paid to the Conservancy for its 2025 site work should be \$234,845. We request that the City Council allocate that amount for the portion of the Conservancy's site work that relates to replacing the drainage function of the stormwater drainage. In addition, we request that the City Council formally authorize payment to the Monadnock Conservancy for completion of the project.

We look forward to answering questions about this request, and we expect that Don Lussier will also be available to discuss this with the appropriate Council committee.

Sincerely,



Thomas R. Hanna
hanna@nhlandlaw.com

Enc.

CC: Donald Lussier, Public Works Director
Amanda Palmeira, City Attorney
Peter Hansel, President, Monadnock Conservancy
Amanda Littleton, Executive Director, Monadnock Conservancy

FOR PLANNING BOARD REVIEW
-NOT FOR RECORDING-

Zoning Districts
COM (Commerce)
REQUIREMENTS

MAX HEIGHT	2 STORIES/35'
LOT SIZE	15,000 sf
FRONTAGE	50'
BUILDING SETBACKS	
FRONT	20'
SIDE	20'
REAR	20'
MAX BUILDING COVERAGE	80%
MAX IMPERMEABLE COVERAGE	80%
MIN GREEN/OPEN SPACE	20%

Overlay Districts

Surface Water Protection District:
30' SETBACKS FROM SURFACE WATERS

Easements

THE SURVEYED PARCEL IS SUBJECT TO THE FOLLOWING RIGHTS AND EASEMENTS:

- THE RIGHT OF THE CITY OF KEENE TO MAINTAIN A DRAINAGE CANAL, COVERED OR ENCLOSED, AS DEFINED IN 489/402 AND AMENDED IN 650/405, 650/456, 654/268 & 655/324. THE DRAINAGE EASEMENT IS SHOWN AND CENTERED ON THE EXISTING DRAINAGE STRUCTURES PER PLAN REF No.1.
- THE SURVEYED PARCEL MAY BE SUBJECT TO RIGHTS RESERVED BY FAULKNER AND COLONY MFG IN 602/181 (NOW CITY OF KEENE) TO:
 - FLOW THE LOW LANDS UP TO AN ELEVATION OF 474±. (FLOWAGE)
 - MAINTAIN THE BANK OF THE RIVER. (MAINTENANCE)
 - ENJOY A RIGHT OF WAY OVER THE ROADWAY O THE EASTERLY BANK OF THE POND. (ACCESS)

THE RIGHTS OF NET&T & PSNH, AND THEIR ASSIGNS, FOR DISTRIBUTION LINES AND APPURTENANCES LOCATED ON OR OVER THE PARCEL. SEE 612/33. THE DEED REFERS TO POLES WITH POLE NUMBERS NOT FOUND ON THE PREMISES BUT DESCRIBED AS BEING NEAR THE SOUTHERLY BOUNDARY LINE OF ASHUELOT COURT. THE POLE ON THE PROPERTY AND WIRES CROSSING AT THE NORTHEAST CORNER OF THE SURVEYED PARCEL HAVE BEEN ASSUMED TO BE THE LOCATION OF THE EASEMENT IN QUESTION.

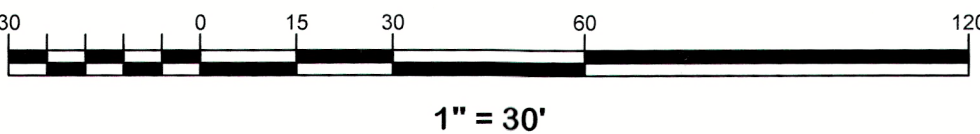
Symbol Legend

	CATCH BASIN
	DRAIN MANHOLE
	STORM SEWER LINE
	HYDRANT
	WATER VALVE
	CURB STOP
	WATER LINE
	SEWER MANHOLE
	SEWER CLEANOUT
	SANITARY SEWER LINE
	LIGHT POLE
	SIGN
	POST/BOLLARD
	CHAIN LINK FENCE
	TREE LINE
	EDGE OF PAVEMENT
	EDGE OF GRAVEL
	IRON PIN/PIPE
	CAPPED 5/8" REBAR
	CRB SET 3/18/2025
	RAILROAD SPIKE SET 3/18/2025
	FOUND
	SET
	SURVEY STATION
	KEENE ENGINEERING DEPARTMENT
	CHESHIRE COUNTY REGISTRY OF DEEDS
	TAX MAP PARCEL NUMBER
	DEED VOLUME & PAGE



[576-012]
MASCOMA BANK
255 West Street
Keene, NH 03431
3011/45

Graphic Scale

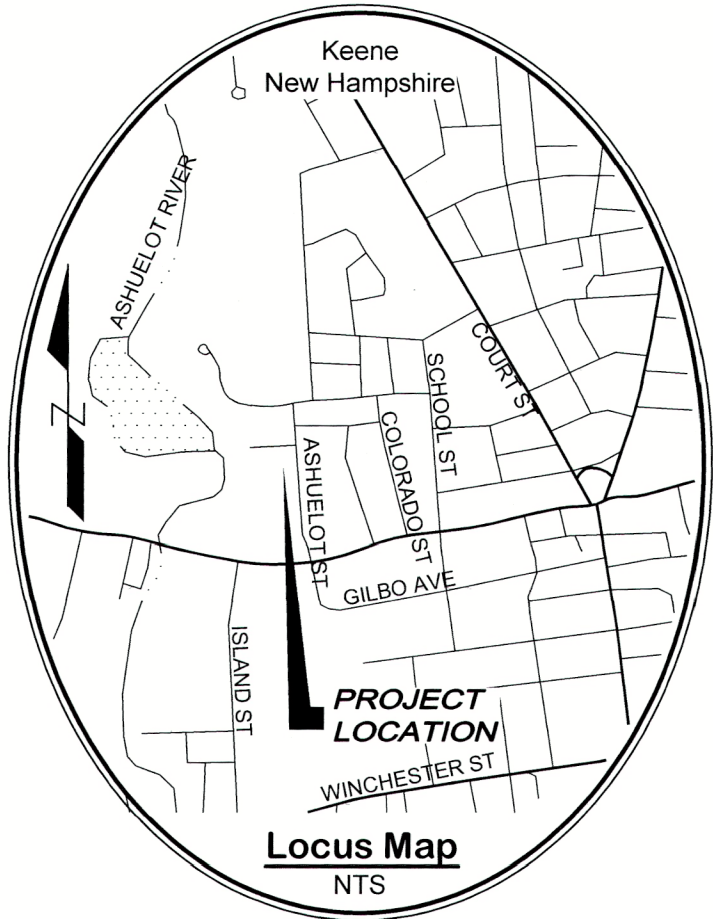


NO.	DATE	REVISION	BY
2	5/14/25	Add proposed Easements	RJH
1	1/8/25	CHANGE PROPOSED LOT NUMBERS	RJH

Plan References

REFERENCES INCLUDE ALL INFORMATION REFERRED TO ON ANY OF THE FOLLOWING PLANS

- ALTA/ACSM LAND TITLE SURVEY OF MAYO TWO, LLC, ASHUELOT STREET PROPERTY, DATED JUNE 2004; BY ROGER T. MONSELL, CLOUGH HARBOUR & ASSOCIATES LLP (Provided by Client)
- PLAT OF EMILE J. LEGERE SUBDIVISION, ASHUELOT STREET, KEENE, NH, DATED FEBRUARY 28, 1983, BY THOMAS W. FLAVIN (Pb.48 Pg.66 CCRD)
- PART OF FORMER LILLIAN L. COLIVAS PROPERTY OWNED BY JOHN C. CONN & HARLEY M. CHATTERTON, DATED JANUARY 1959, BY ROY K. PIPER. (Pb.10 Pg.12 CCRD)
- PLAN OF CITY DRAINAGE DITCH ON PROPERTY OF FAULKNER & COLONY MFG, DATED NOVEMBER 1935 W.E. FAULKNER Jr. (Pb.8 Pg.48 CCRD)



Notes

- THE BEARINGS SHOWN ON THIS PLAN ARE BASED ON A MAGNETIC OBSERVATION PER PLAN REFERENCE NO.1 AND SERVE ONLY TO DEFINE ANGULAR RELATIONSHIPS.
- THE BOUNDARY LINES SHOWN ON THIS PLAN WERE CALCULATED FROM BOUNDARY EVIDENCE AND CONTROL SHOWN ON PLAN REFERENCE NO.1. AND FOUND DURING THE FIELD SURVEY. A BOUNDARY SURVEY WAS NOT PERFORMED.
- TOPOGRAPHY SHOWN ON THIS PLAN IS FROM AN ACTUAL FIELD SURVEY BY HUNTLEY SURVEY & DESIGN, PLLC PERFORMED DURING THE MONTH OF MAY, 2021, SUPPLEMENTED BY POINT CLOUD DATA OBTAINED FROM NH GRANIT FOR AREAS OUTSIDE THE IMMEDIATE SURVEY LIMITS. THE VERTICAL DATUM IS NAVD 88 OBTAINED BY CONVERTING THE NGVD 1929 BENCHMARKS INDICATED ON PLAN REFERENCE No.1. CONTOUR INTERVAL IS ONE (1) FOOT.
- THE PARCEL SHOWN IS PARTIALLY WITHIN IN ZONE AE, A FEMA SPECIAL FLOOD HAZARD AREA WITH AN ANNUAL 1% CHANCE OF FLOODING, PER FEMA FIS 33005CV001A, SHEET 20P, CROSS SECTIONS BR & BS, ALSO AS SHOWN ON FEMA FLOOD PANEL 33005C0286E, EFFECTIVELY DATED MAY 23, 2006. THE FLOOD HAZARD (100 YEAR FLOOD) ELEVATION IS 474.8' NADVD88. THE 10 YEAR FLOOD LINE HAS BEEN INTERPOLATED FROM THE SAME FIS CROSS SECTIONS TO BE 473.7.
- WATER ELEVATION AT SHORE OF ASHUELOT RIVER IN THE SURVEYED AREA ON JUNE 18, 2024 WAS APPROXIMATELY 471.4'

- JURISDICTIONAL WETLANDS WERE DELINEATED BY HUNTLEY SURVEY & DESIGN DURING THE MONTH OF AUGUST, 2024 USING THE THREE PARAMETER APPROACH DESCRIBED IN TECHNICAL MANUAL Y-87-1, THE CORPS OF ENGINEERS 1987 WETLAND DELINEATION MANUAL AND SUPPLEMENTED BY THE JANUARY 2012, REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHCENTRAL AND NORTHEAST REGION U.S. ARMY CORPS OF ENGINEERS, V.2.
- THE PROPOSED LOTS WILL BE SERVICED BY MUNICIPAL SEWER AND WATER.

- UNDERGROUND UTILITIES, STRUCTURES AND FACILITIES HAVE BEEN PLOTTED FROM DATA OBTAINED FROM FIELD SURVEY OF SURFACE LOCATIONS & INFORMATION SHOWN ON PLAN REFERENCE No.1 THEIR EXISTENCE MUST BE CONSIDERED APPROXIMATE. THERE MAY BE OTHER UNDERGROUND UTILITIES THE EXISTENCE OF WHICH ARE NOT KNOWN. THE SIZE AND LOCATION OF ALL UTILITIES AND STRUCTURES MUST BE VERIFIED PRIOR TO ANY AND ALL CONSTRUCTION. CALL DIG-SAFE PRIOR TO ANY CONSTRUCTION.

- WASTEWATER SEWER LINES AND STORM SEWER LINES ARE SHOWN FROM LOCATION OF SURFACE STRUCTURES AND MEASURED INTERVALS.
- WATER LINES ARE SHOWN FROM LIMITED DATA OBTAINED FROM CITY GIS AND A SINGLE SURFACE STRUCTURE.
- GAS LINES ARE SHOWN FROM TIES AND GIS DATA OBTAINED FROM LIBERTY GAS.
- SUBSURFACE ELECTRIC LINE LOCATIONS WERE NOT INVESTIGATED OR MARKED OUT BY THE PROPER AUTHORITIES, AND IF THEY EXIST, ARE NOT SHOWN.

Owner Certification

WE CERTIFY THAT WE ARE THE CURRENT OWNERS OF THE TRACTS SHOWN HEREON AND THAT I APPROVE OF THE SUBDIVISION.

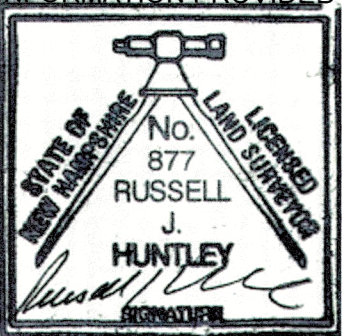
Thomas P. Flavin 5-16-25
OWNER'S SIGNATURE DATE
manager

OWNER'S SIGNATURE DATE

APPROVED BY THE KEENE PLANNING BOARD	
BY	CHAIRMAN
AND	SECRETARY
ON 5-30-25	

Surveyor's Certification

PURSUANT TO RSA 678: 18 III AND RSA 672: 14, I CERTIFY THAT THIS SURVEY AND PLAT WERE PRODUCED BY ME OR THOSE UNDER MY DIRECT SUPERVISION FROM A TOTAL STATION AND DATA COLLECTOR TRAVERSE THAT MEETS OR EXCEEDS NH LAN 500 AND THE ALLOWABLE RELATIVE POSITIONAL ACCURACY FOR URBAN AREAS AS REQUIRED BY THE STATE OF NEW HAMPSHIRE IN TABLE 500.1, "ACCURACY MEASUREMENTS, LOCAL ACCURACY OF CONTROL SUPPORTING THE SURVEY," AND IS BASED ON INFORMATION RECORDED AT THE CHESHIRE COUNTY REGISTRY OF DEEDS AS REFERENCED HEREON, INFORMATION PROVIDED BY THE CLIENT AND PHYSICAL EVIDENCE FOUND.



Two Lot Subdivision

LAND OF
JRR Properties LLC
located at
Tax Map Parcel No. 567-001
0 Ashuelot Street, Keene, Cheshire County, New Hampshire
Book 2805, Page 630

Scale 1"= 30'
Surveyed 05/2021 Plan prepared 10/31/2024
Project No. H24-007 Cad File No. H20-007 Subd.dwg

Huntley Survey & Design, PLLC

NH & VT Land Surveying, Wetlands & NH Septic System Design
659 West Road, Temple, NH 03084 (603) 924-1669 www.huntleysurvey.com

FINAL

FLOOD MANAGEMENT PROJECTS

The table below outlines approximate priorities and costs for planned flood management projects.

Street	Objective and Scope of Work	2019 estimated cost ⁽²⁾	Planned Construction year	Inflation adjust. (3% per year)	Construction year estimated cost**
Roxbury Street ⁽¹⁾	Reduce localized street flooding in the Vernon St. / Elm St. area. Replace the existing brick drainage pipe along Roxbury St. between Central Sq. and Beaver Brook with a larger-diameter pipe.	\$868,757	2021	\$52,907	\$921,700
Ashuelot Street	A private developer plans to expand the Ashuelot River Park into the empty parcel between the existing park and Ashuelot St. The City drainage pipelines under this parcel are undersized and in poor condition. This project will increase the capacity of these pipes and allow park development to proceed.	\$189,869	2021	\$11,563	\$201,400
Carpenter Street / Church Street	Reduce localized street flooding in the Church St. area. Construct a new larger-diameter drainage pipe between Beaver Brook in Carpenter Park, then along Carpenter St. to Church St. Phase 1 of several phases in this neighborhood.	\$657,428	2022	\$60,961	\$718,400
Gilbo Ave ⁽³⁾	Replace deteriorated corrugated metal pipes between Main St. and School St. Work planned in preparation for the Arts Corridor revitalization project.	\$562,986	2022	\$52,204	\$615,200
Central Square	Reduce localized street flooding on Court St. and side Streets from Central Sq. to Mechanic St. Replace the existing drainage pipe along Central Sq. between Court St. and Roxbury St. with a larger-diameter pipe.	\$441,048	2023	\$55,355	\$496,400
Main Street	Reduce localized street flooding on Main St. Replace the existing 8" clay drain pipe between Eagle Ct. and Water St. with a larger-diameter pipe.	\$322,881	2023	\$40,524	\$363,400
Key Road	Existing 48" diameter corrugated metal pipe that crosses Key Rd. has deteriorated in several locations and is causing roadway sinkholes. Replace the existing pipe and repair the roadway.	\$86,099	2024	\$13,713	\$99,800
Charles Street	Reduce drainage issues to properties west and downhill of Charles Street. Extend a new drainage pipe from George St. along Charles St.	\$132,295	2024	\$21,071	\$153,400
Court Street	An existing stone and corrugated metal drainage pipe underneath the roadway between Evergreen Ave. and Windsor Ct. has deteriorated in several locations and is causing undermining of the roadway and a critical water main. Replacement is difficult due to limited access and traffic control. Replace the existing deteriorated pipe using trenchless technology.	\$200,000	2026	\$45,975	\$246,000
Probate Street / Church Street	Reduce localized street flooding in the Church St., Probate St., and Roxbury St. area. Replace existing drain pipe with a larger-diameter pipe along Church St. and Probate St. between Carpenter St. and Roxbury St. Phase 2 of several phases in this neighborhood.	\$600,326	2026	\$137,999	\$738,300
Edwards Street / Church Street	Reduce localized street flooding in the Church St., Edwards St., and Roxbury St. area. Replace existing drain pipe with a larger-diameter pipe along Church St. and Edwards St. between Carpenter St. and Roxbury St. Phase 3 of several phases in this neighborhood.	\$522,221	2028	\$159,159	\$681,400
Colonial Drive	Reduce localized street flooding. Replace existing corrugated metal drainage pipes between Colonial Dr. and the Tenant Swamp behind Keene Middle School.	\$350,000	2030	\$134,482	\$484,500

Notes:

- 1) Funding for the Roxbury Street Project is spread over two years (FY 20 & FY21). Construction will be in FY21.
- 2) All costs include funding for design, construction contingencies, and construction oversight as applicable.
- 3) The costs for this work are included in the "Arts & Culture Corridor - General Fund" project request.

June 17, 2025

City of Keene Clerk's Office

3 Washington Street

Keene, NH 03431

To the Honorable Mayor and City Council:

On Tuesday, June 17, 2025, a Senate and House Committee of Conference approved HB 737, which authorizes Keno statewide except in municipalities that have opted out. The final language of the bill makes its effective date June 1, 2027. While the full House and Senate have not yet voted, it appears likely this bill will pass.

Keene voters have repeatedly voted on the question of authorizing Keno and have rejected doing so each time. Given that the state continues to expand when and where Keno can be operated, this could represent a significant change in the community that we have limited control over. At the same time, there could be economic benefits and increased funding for the state Education Trust Fund as a result of new Keno locations. So, in order to allow for robust community discussion and preserve local control on this matter, I request that the City Council place the following question on the ballot at the next regular municipal election: "Shall we prohibit the operation of Keno games within Keene?" and that the Mayor and City Council set a public hearing on this question at least 15 but no more than 30 days before it is to be voted on.

Respectfully,

Jacob Favolise

Ward 1 Councilor





CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: July 10, 2025

To: Finance, Organization and Personnel Committee

From: Alyssa Bender, Youth Services Manager/JCC Coordinator

Through: Carrah Fisk-Hennessey, Parks and Recreation Director
Elizabeth Ferland, City Manager

Subject: **Acceptance of YouthWell New Hampshire Spring Grant for Youth Services**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and expend funds provided by YouthWell New Hampshire for Youth Services programs.

Attachments:

None

Background:

Youth Services has been granted a funding opportunity from YouthWell New Hampshire totaling \$12,560 for work related to youth mental health first aid trainings and wellness programs.

Youth Services has hosted Youth Mental Health First Aid trainings for local school districts and community partners. Youth Mental Health First Aid is designed to teach caring citizens how to help an adolescent (aged 12-18) who is experiencing a mental health or addiction challenge or is in crisis. Youth Services has been able to offer this training free of charge through supplemental funds from UNH Extension and other community partners. Wellness programs are offered at schools and in the community in a variety of different forms, from peer-to-peer support to teaching healthy living, substance use, mental health, and social emotional learning.

YouthWell New Hampshire is a non-profit focused on addressing youth mental health issues across our state. They support the community as a funding source for existing programs. Youth Services was fortunate to be one of the spring grant recipients.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: July 10, 2025

To: Finance, Organization and Personnel Committee

From: Gregory Seymour, Deputy Fire Chief

Through: Jason Martin, Fire Chief
Elizabeth Ferland, City Manager

Subject: **Acceptance of Donation - AED device - Fire Department**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of an AED from ZOLL Medical and Outdoor AED enclosure from Dartmouth Health's Cheshire Medical Center and AED Team.

Attachments:

None

Background:

As part of the annual **Rescuers Reuniting with the Rescued: A Celebration of Survival** event that took place on June 05, 2025, the City of Keene Fire Department was recognized for 5 cardiac arrest saves within the past year. Those survivors in attendance were able to tell their personal story and meet those who took part in their survival story. In recognition of the lives saved, Zoll Medical donated an Automated External Defibrillator (AED) to the event, and the AED Team provided an AED enclosure at cost to the Cheshire Medical Center, the sponsor of the event. This year, the Cheshire Medical Center has chosen the City of Keene as the recipient of the AED and AED enclosure with the understanding that it will be installed somewhere within the city where it will have 24-hour public access. Any cost incurred by the city would be for the installation of the enclosure and occasional inspection and changing of AED Pads.

According to the American Heart Association, more than 350,000 cardiac arrests occur outside of the hospital each year. Immediate CPR and deployment of an AED can double or triple a person's chances of survival. Survival without immediate CPR and AED is less than 10%. The recommended location for the AED is Railroad Square, where it can be accessible 24 hours a day, protecting the visitors and citizens who frequent downtown areas for our many events and vibrant businesses.

When someone calls 911 reporting a cardiac arrest or near cardiac arrest, 911 will give the caller the location and code to the AED box, allowing them access to the lifesaving AED located inside. Otherwise, the box will remain locked, protecting the AED from theft and vandalism, ensuring that it is available and ready when someone needs it.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: July 10, 2025
To: Finance, Organization and Personnel Committee
From: Andrew Bohannon, Deputy City Manager
Through: Elizabeth Ferland, City Manager
Subject: **Skatepark Fence - Transfer of Funds - City Manager's Office**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Council reallocate \$17,000 from the Municipal Parks Maintenance Projects (65M0006A) to the Skate Park Improvements Project (65J0008A).

Attachments:

None

Background:

Due to rising construction and demolition costs associated with the Findings project, the skate park site improvement budget was reduced. To meet safety requirements and fulfill grant assurances, additional funding is now needed to install an 8-foot-high fence around three sides of the park, leaving the side open to the sidewalk connection between Water Street and the Russell Park parking lot.