



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
January 15, 2026  
7:00 PM

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MINUTES FROM PRECEDING MEETING**

- December 18, 2025  
January 1, 2026

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Community Recognition - Steven Levy - Owner of Toy City
2. Public Hearing - CDBG Grant Application - 657 Marlboro Street
3. Public Hearing - CDBG Grant Application - Community Kitchen

**B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS**

1. Nominations - Bicycle Pedestrian Path Advisory Committee, Congregate Living and Social Services Licensing Board, Human Rights Committee, Planning Board, Trustees of Trust Funds and Cemetery Trustees

**C. COMMUNICATIONS**

1. Vicky Morton — Concerns Regarding Current Keene Tax Rate and Request for Creation of a Citizen's Budget Advisory Committee
2. Thomas Burton - Request for Increase to Disabled Veteran Property Tax Credit

**D. REPORTS - COUNCIL COMMITTEES**

1. 2025 Homeland Security Grant Program Award - 2025 Tactical Equipment

2. Reallocation of Funds from the West Side Downtown Parking Structure Project to the City Hall Parking Deck Maintenance Program
3. Engineering Services Agreement for the FY26 Stormwater Channel Rehabilitation Project
4. Howard Street Sale RFP Recommendation

**E. CITY MANAGER COMMENTS**

**F. REPORTS - CITY OFFICERS AND DEPARTMENTS**

1. Resignation - Sarah Vezzani - Planning Board

**G. REPORTS - BOARDS AND COMMISSIONS**

1. Energy & Climate Committee Recommendation Regarding the Commercial Property Assessed Clean Energy & Resiliency (C-PACER) Program

**H. REPORTS - MORE TIME**

**I. ORDINANCES FOR FIRST READING**

**J. ORDINANCES FOR SECOND READING**

**K. RESOLUTIONS**

1. Community Development Block Grant Approval - 657 Marlboro Street Resolution R-2026-02
2. Community Development Block Grant Approval - Community Kitchen Resolution R-2026-03
3. Relating to the Reallocation of Unspent Bond Funds for the WWTP Service Water System Upgrade Project Resolution R-2026-04

**NON PUBLIC SESSION**

**ADJOURNMENT**

A regular meeting of the Keene City Council was held on Thursday, December 18, 2025. The Honorable Mayor Jay V. Kahn called the meeting to order at 7:00 PM. Roll called: Kate M. Bosley, Laura E. Tobin, Michael J. Remy, Randy L. Filiault, Robert C. Williams, Edward J. Haas, Philip M. Jones, Andrew M. Madison, Kris E. Roberts, Jacob R. Favolise, Bryan J. Lake, Catherine I. Workman, Bettina A. Chadbourne, Thomas F. Powers, and Mitchell H. Greenwald were present. Councilor Chadbourne led the Pledge of Allegiance.

#### MINUTES FROM PRECEDING MEETING

A motion by Councilor Greenwald to adopt the December 4, 2025 meeting minutes as presented was duly seconded by Councilor Filiault. The motion carried unanimously with 15 Councilors present and voting in favor.

#### ANNOUNCEMENTS

Mayor Kahn led the Council in honoring Councilor Jones, who celebrated his birthday in December 2025.

The City Clerk has posted the current list of vacancies for City boards and commissions on the public website. The Mayor noted that many positions would be filled during this meeting thanks to those who stepped forward and expressed interest. Anyone else interested in learning more should go to the City's website, where an online volunteer submittal form is available. Councilors, please encourage members of the public to get involved.

Mayor Kahn announced Keene happenings during December 2025:

- The Mayor and his wife looked forward to hosting the Council's Holiday Party immediately after this meeting.
- Free Holiday Parking in the City: December 18 through 25, 2025 and on January 1, 2026. Time limits would still apply. The City hoped this would encourage people to visit downtown for their holiday shopping and dining.
- City of Keene Holiday Closures: Thursday, December 25, 2025 and Thursday, January 1, 2026. The City would be open for business on the Fridays following each of these holidays.

Mayor Kahn noted that the Municipal Services, Facilities and Infrastructure Committee meeting scheduled for December 24, 2025 was canceled. The Finance, Organization and Personnel Committee meeting scheduled for December 25, 2025 was rescheduled to December 23. The City Council Inauguration ceremony was scheduled for January 1, 2026 at 12:00 PM (noon) in the Council Chambers.

#### FAREWELL TO DEPARTING COUNCILORS

Mayor Kahn provided traditional Mayoral farewell comments for City Councilors whose terms were ending, so this was their final meeting on the Council: Councilors Bosley, Remy, and Madison.

Mayor Kahn said Councilor Kate Bosley had served on City Council since August 1, 2019, when the Council chose her to fill a vacancy. She was then elected to an At-Large vacancy and within six months of becoming Councilor, she was selected to Chair the Planning, Licenses and Development (PLD) Committee, which she had done since January 2020. She made impressive contributions as the PLD Chair and to the Joint Committee of the PLD and Planning Board (PB/PLD). Mayor Kahn noted that Councilor Bosley became Chair of PLD just before Covid and effectively oversaw her duties during that difficult time. As a small business owner and property manager, Councilor Bosley was uniquely qualified to assist the City: with updating zoning regulations, codes, and enforcement issues; with drafting and adopting the current Land Development Code; with shepherding several valuable zoning and land development initiatives to fruition for the benefit of the City of Keene, its residents, and developers; with the Housing Needs Analysis undertaken by the PB/PLD Committee; and with several housing related Land Development Code amendments to encourage more housing development and available affordable housing in the City of Keene (e.g., the Cottage Court overlay and loosening of boundary and height restrictions to facilitate multifamily housing). During Councilor Bosley's time as Councilor and PLD Chair, she worked with three Community Development Directors; Mayor Kahn said this stretched Councilor Bosley's leadership responsibilities as she helped to guide them into their duties. The Mayor said Councilor Bosley proved her ability to see and manage difficult initiatives through to completion as leadership changed within the City's administrative team. With great admiration, which he was sure the Council shared, Mayor Kahn presented Councilor Bosley with an Honorary Key to the City and a parting gift.

The Mayor noted that Councilor Michael Remy began on the Council in January 2020 and since then, he had been consistently serving on the Finance, Organization and Personnel (FOP) Committee. Because of his skills and acumen with finance and more, Councilor Remy had been recognized in his employment and by the Council. He was appointed as Vice Chair of the FOP Committee in January 2022, and the Mayor said this leadership role fit Councilor Remy very naturally because of his vast knowledge of finance and logistics (e.g., his role at C&S Wholesale Grocers). Through many difficult and time-consuming meetings to discuss Capital Planning and Operating Budgets, Mayor Kahn said that Councilor Remy was always prepared with sound advice about the City's finances, which he absorbed and understood quickly and thoroughly. Councilor Remy had also served as the City Council's designee on the Planning Board (PB) since February 2020, and was involved in several of their initiatives: drafting and adopting the 2025 Comprehensive Master Plan, a document that would shape the future of the City for many years to come; the Joint PB/PLD Committee's Housing Needs Analysis project in 2022 and 2023; and several amendments to the Land Development Code to encourage housing development and affordable housing availability in the City. Councilor Remy was also a strong advocate for development, having served as a process engineer in the revision of Planning Board regulations, helping to spur economic development in the City. He was a part of the City Manager's Fire Staffing Committee, assisting with recommendations and necessary changes to augment the Fire Department team. Councilor Remy also served as an Alternate Member to the Zoning Board of Adjustment prior to becoming a City Councilor. Mayor Kahn noted that Councilor Remy must travel across the country for his work and he had never shirked his responsibilities as a City Councilor, even if he participated remotely and it resulted in roll call votes. Councilor Remy thought remote participation might have been the first action he

introduced as a Councilor. The Mayor said it had served the Council well. Mayor Kahn presented Councilor Remy with an Honorary Key to the City and a parting gift.

The Mayor said Councilor Andrew Madison began as a City Councilor in March 2021, when he was appointed to fill a vacant Ward 3 Council seat. Councilor Madison began his service as a member of the Municipal, Services Facilities and Infrastructure Committee in 2022. He then joined the Finance, Organization and Personnel Committee. In June 2024, he was selected to fill a mid-term opening on the Planning, Licenses and Development Committee. Mayor Kahn called Councilor Madison the prototype “utility fielder” City Councilor, serving on all three of its permanent Standing Committees. Prior to serving on the City Council, Councilor Madison served as Vice Chair of the Conservation Commission from January 2016 through December 2018, a position well suited to him through his role with New Hampshire Department of Environmental Services. After joining the Council, he returned to the Conservation Commission in 2020, served as Vice Chair from 2022 to 2024, and became Chair in 2025. During his tenure, environmental stewardship was Councilor Madison’s priority and he helped to make it the City Council’s priority too, including adoption and implementation of the Greater Goose Pond Forest Stewardship Plan and various land acquisitions that had recreational and conservation value (e.g., land abutting Beaver Brook Falls and land around the Greater Goose Pond Forest). Councilor Madison served on the Bicycle/Pedestrian Path Advisory Committee from February 2023 through January 2024. He had served on the Partner City Committee since November 2023 and would continue serving after his term, per Mayor Kahn, “Until Einbecker beer is no longer made.” The Mayor said Councilor Madison’s service on all three Standing Committees, and the many boards and commissions, highlighted his dynamic and civic-minded service to the City and its residents. The Mayor said the City would be forever grateful for Councilor Madison’s service and the Mayor knew the Councilor would continue serving the City in every capacity that he is capable. Mayor Kahn presented Councilor Madison with an Honorary Key to the City and a parting gift.

Mayor Kahn thanked the City Clerk’s office for arranging these honors.

CONFIRMATIONS - AIRPORT DEVELOPMENT AND MARKETING COMMITTEE; ASHUELOT RIVER PARK ADVISORY BOARD; ASSESSORS BOARD; BICYCLE/PEDESTRIAN PATH ADVISORY COMMITTEE; BUILDING BOARD OF APPEALS; CONSERVATION COMMISSION; HERITAGE COMMISSION; HISTORIC DISTRICT COMMISSION; HOUSING STANDARDS BOARD OF APPEALS; KEENE HOUSING; *AND* PARTNER CITY COMMITTEE

Mayor Kahn nominated the following individuals to City boards and committees:

To the Airport Development and Marketing Committee: Peter Temple, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028; Julie Schoelzel, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028. To the Ashuelot River Park Advisory Board: Arthur Winsor, re-nominated to move from an Alternate to Regular Member, with a term to expire December 31, 2028; Thomas Haynes, re-nominated to serve as an Alternate Member, with a term to expire December 31, 2028. To the Assessors Board: John T. Newcombe, re-nominated to serve as a Regular Member, with a term to expire December 31,

2028. To the Bicycle/Pedestrian Path Advisory Committee: Rowland Russell, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028; Charles Redfern, re-nominated to move from an Alternate to Regular Member, with a term to expire December 31, 2028; Michael Davern, re-nominated to move from a Regular to Alternate Member, with a term to expire December 31, 2028; Diana Duffy, re-nominated to serve as an Alternate Member, with a term to expire December 31, 2028; Andy Holte, re-nominated to serve as an Alternate Member, with a term to expire December 31, 2028. To the Building Board of Appeals: Corinne Park, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028; Malcolm Katz, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028; Steven Walsh, re-nominated to serve as a Regular Member, with a term to expire December 31, 2027. To the Conservation Commission: Robert Milliken, re-nominated as an Alternate Member, with a term to expire December 31, 2028; Steven Bill, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028; Kenneth Bergman, re-nominated to move from an Alternate to Regular Member, with a term to expire December 31, 2028; Alexander “Sparky” VonPlinsky, re-nominated to serve as an Alternate Member, with a term to expire December 31, 2028. To the Heritage Commission: Cauley Powell, re-nominated to move from an Alternate to Regular Member, with a term to expire December 31, 2028. To the Historic District Commission: Anthony Ferrantello, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028; Sophia Cunha-Vasconcelos, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028; Peter Poanessa, re-nominated to serve as an Alternate Member, with a term to expire December 31, 2028. To the Housing Standards Board of Appeals: Corinne Park, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028; Malcolm Katz, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028; Steven Walsh, re-nominated to serve as a Regular Member, with a term to expire December 31, 2027. To Keene Housing: Cody Morrison, re-nominated to serve as a Regular Member, with a term to expire December 31, 2030. To the Partner City Committee: John Mitchell, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028; Andrew Madison, re-nominated to move from Councilor to Regular Member, with a term to expire December 31, 2028; William Schoefmann, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028; Doris McCollister, re-nominated to serve as a Regular Member, with a term to expire December 31, 2026; Gerald Lins, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028.

A motion by Councilor Greenwald to confirm the nominations was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

#### RESIGNATION - KATHERINE BAER - LIBRARY BOARD OF TRUSTEES - LIBRARY DIRECTOR

A memorandum was received from Library Director Marti Fiske, recommending that the Council accept the resignation with gratitude for Ms. Baer’s service. A motion by Councilor Greenwald to accept the resignation with regret and gratitude for service was duly seconded by Councilor Bosley. The motion carried unanimously with 15 Councilors present and voting in favor.

NOMINATIONS - AIRPORT DEVELOPMENT AND MARKETING COMMITTEE; BICYCLE, PEDESTRIAN PATH ADVISORY COMMITTEE; CONSERVATION COMMISSION; ENERGY AND CLIMATE COMMITTEE; HERITAGE COMMISSION; HISTORIC DISTRICT COMMISSION; HUMAN RIGHTS COMMITTEE; LIBRARY BOARD OF TRUSTEES; PARTNER CITY COMMITTEE; PLANNING BOARD; TRUSTEES OF TRUST FUNDS AND CEMETERY TRUSTEES; *AND* ZONING BOARD OF ADJUSTMENT

Mayor Kahn nominated the following individuals to City boards and committees:

To the Airport Development and Marketing Committee: Mitchell H. Greenwald, re-nominated to serve as a Councilor, with a term to expire December 31, 2027; Councilor Jacob Favolise, nominated to serve as a Regular Member, with a term to expire December 31, 2027. To the Bicycle, Pedestrian Path Advisory Committee: Brian Phillips, nominated to serve as a Regular Member, with a term to expire December 31, 2028. To the Conservation Commission: William White, nominated to serve as a Regular Member, with a term to expire December 31, 2028; Michele Chalice, nominated to serve as a Councilor, with a term to expire December 31, 2027. To the Energy and Climate Committee: Councilor Bryan Lake, re-nominated to serve as a Regular Member, with a term to expire December 31, 2027. To the Heritage Commission: Molly Ellis, nominated to serve as a Councilor, with a term to expire December 31, 2027; Connie Joyce, nominated to serve as an Alternate Member, with a term to expire December 31, 2028. To the Historic District Commission: Councilor Edward Haas, nominated to serve as a Regular Member, with a term to expire December 31, 2027. To the Human Rights Committee: Bettina Chadbourne, nominated to serve as a Regular Member, with a term to expire December 31, 2027; Gregory Kleiner, re-nominated to move from an Alternate to Regular Member, with a term to expire December 31, 2028; Sofia Cunha-Vasconcelos, re-nominated to move from a Regular to Alternate Member, with a term to expire December 31, 2028. To the Library Board of Trustees: Jennifer Friedman, nominated to serve as a Regular Member, with a term to expire December 31, 2026. To the Partner City Committee: Laura Ruttle-Miller, nominated to serve as a Councilor, with a term to expire December 31, 2027. To the Planning Board: Mike Heofer, re-nominated to move from an Alternate to Regular Member, with a term to expire December 31, 2028; Ken Kost, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028; Andrew Madison, nominated to serve as a Regular Member, with a term to expire December 31, 2028; Molly Ellis, nominated to serve as a Councilor, with a term to expire December 31, 2027. To the Trustees of Trust Funds and Cemetery Trustees: Janelle Sartorio, nominated to serve as a Regular Member, with a term to expire December 31, 2028. To the Zoning Board of Adjustment: Stephen Buckley, nominated to serve as an Alternate Member, with a term to expire December 31, 2028; Michael Zoll, nominated to serve as an Alternate Member, with a term to expire December 31, 2028.

Mayor Kahn tabled the nominations until the January 1, 2026 City Council Inauguration Meeting.

COMMUNICATION - ADAM WRIGHT - REQUEST FOR WITHDRAWAL OF ORDINANCE O-2025-28-A: RELATING TO AMENDMENTS TO THE ZONING MAP –

## LOW DENSITY TO COMMERCE – INTERSECTION OF PEARL STREET AND WINCHESTER STREET

A communication was received from Adam Wright, requesting to withdraw his petition and pending Ordinance O-2025-28-A, which proposed to amend the City of Keene Zoning Map designation on five properties located at the intersection of Pearl Street and Winchester Street from Low Density to Commerce. A motion by Councilor Jones to accept the withdrawal of Ordinance O-2025-28-A was duly seconded by Councilor Filiault. The motion carried unanimously with 15 Councilors present and voting in favor.

## PLD REPORT - KEENE DOWNTOWN GROUP - REQUEST TO USE CITY PROPERTY - ICE AND SNOW FESTIVAL - FEBRUARY 7, 2026

Councilor Haas requested to be recused due to serving on the Keene Downtown Group Board. Hearing no objections from the Council, Mayor Kahn granted the recusal.

A Planning, Licenses and Development Committee report was read, unanimously recommending that the Keene Downtown Group be granted a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales, as well as use of downtown City property on Central Square, Church Street, Commercial Street, Gilbo Avenue, Main Street, Roxbury Street, Railroad Street, and designated parking spaces on Central Square and Main Street to conduct the Ice and Snow Festival on Saturday, February 7, 2026, from 11:00 AM to 5:00 PM, and reserving an inclement weather date of Sunday, February 8, 2026. In addition, the applicant is permitted to close off a portion of Railroad Street from Main Street to 93rd Street, Church Street from Main Street to Hannah Grimes back parking lot, and Commercial Street from Main Street to Commercial Street parking lot. The petitioner is further granted permission for two small outdoor campfires in enclosed firepits on City property adjacent to Railroad Square subject to obtainment of a burn permit from the Fire Prevention Bureau. This permission is granted subject to the signing of a revocable license and indemnification agreement, submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as additional insured, submittal of signed letters of permission from the owner for any use of private property, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 26 Community Events Budget. A motion by Councilor Jones to carry out the intent of the Committee report was duly seconded by Councilor Bosley. The motion carried unanimously with 14 Councilors voting in favor. Councilor Haas abstained.

Councilor Jones mentioned that the Keene Downtown Group was looking for indoor spaces (e.g., empty storefronts), where they could register ice carvers during the event.

## FOP REPORT - 2025 HOMELAND SECURITY GRANT PROGRAM - HAZMAT TRAINING AWARD

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to accept and expend the 2025 Homeland Security Grant Program – Hazmat Training award. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

**FOP REPORT - PROFESSIONAL SERVICES CONTRACT—WWTP HVAC REPLACEMENT & GRIT CHAMBER DUCTWORK INSULATION REPAIR PROJECT**

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Precision Temperature Control LLC to perform design and construction services for the WWTP HVAC Replacement & Grit Chamber Ductwork Insulation Repair Project for an amount not to exceed \$396,700. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

**FOP REPORT - RELATING TO THE EXECUTION OF AN AGREEMENT FOR ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES, INC. (STANTEC) FOR THE DESIGN OF THE GILBO AVENUE SOLAR PAVILION PROJECT (75J0034B)**

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to execute an agreement with Stantec for engineering services for the design of the Gilbo Avenue Solar Pavilion Project, for an amount not to exceed \$340,000. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy.

Councilor Greenwald asked for this vote to be held after the City Manager's Comments. The City Manager, Elizabeth Ferland, thought that this project was independent of the Downtown Project. She asked the Public Works Director to correct her if she was wrong, but she said this would be a standalone project on Gilbo Avenue, recalling that Gilbo Avenue was removed from the scope of work for the Downtown Infrastructure Project. Councilor Greenwald stated that he would not support this. He said he had great concerns about any project involving the Stantec organization and their ability to manage a project and bidding. He said the Council would hear more later and he would leave it at that. Otherwise, Councilor Greenwald said he thought this project would be great with a different engineer. Councilor Filiault said he echoed everything by Councilor Greenwald; Councilor Filiault would not vote "Yes" on anything that Stantec has before this Council.

Councilor Remy noted it was hard to vote on this, without knowing what Councilors Greenwald and Filiault were referring to. The Mayor recognized the City Manager who explained that at 2:00 PM, earlier on the afternoon of this meeting, bids for the Downtown Infrastructure Project were opened. Two bids were received: (1) Casella Construction Inc. for approximately \$28 million and (2) Albanese Brothers Inc. for approximately \$30.8 million. The City Manager recalled that the City Council approved this project's budget at \$19 million and therefore, both bids came in significantly higher than the City's funding capacity. At this time no action was

requested by the Council related to the Downtown Infrastructure Project. Project staff would be taking a deliberate pause to fully review the bid submissions and evaluate the available options, including whether to rebid the project in spring of 2026. City Manager Ferland said this matter would be discussed further at the next Municipal Services, Facilities and Infrastructure Committee meeting on January 21, 2026.

The motion to carry out the intent of the FOP Committee report failed on a roll call vote with 5 Councilors voting in favor and 10 Councilors voting in opposition. Councilors Tobin, Williams, Roberts, Lake, and Powers voted in the minority.

#### FOP REPORT - ACCEPTANCE AND EXECUTION OF A GRANT AGREEMENT WITH THE NEW HAMPSHIRE FISH AND GAME DEPARTMENT FOR THE JORDAN ROAD SALAMANDER CROSSING PROJECT

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to execute, accept, and expend a grant agreement with the New Hampshire Fish and Game Department for the engineering, permitting and construction of the Jordan Road Salamander Crossing Project. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy.

Mayor Kahn pointed out that the background material referenced The Harris Center's role in contributing to the match.

Councilor Greenwald said he was not being nasty; he loves salamanders and had been out there with a flashlight. He called it a beautiful thing for residents to help the little animals across the street. He also pointed out that the salamanders are Ward 2 residents. However, Councilor Greenwald said he could not stand behind \$375,000 for a salamander tunnel. He did not care where the money came from, whether it was the New Hampshire Department of Fish and Game or a scratch ticket. He said there were better uses for that money. On one hand, hoped the Council would pass this; on the other hand, he said he would vote in opposition.

Councilor Williams agreed that \$375,000 is a lot of money. He suggested not thinking of it as just the salamanders though, noting that this money would enhance the preservation of the entire ecosystem, which he said unfortunately costs money. However, Councilor Williams noted that these salamanders had brought fame to Keene, with stories about the crossings in the New York Times. He said it was a lot of money, but Councilor Williams suggested preserving Keene's ecosystems.

Councilor Madison said he could go on about the many ecological benefits of salamanders. He understood that the City could do a lot of good things with \$375,000 but noted that New Hampshire Fish and Game set aside this \$375,000 for the City of Keene; the City could not spend the money on another use. Councilor Madison said Keene could use this money for a salamander crossing or the funds could be reallocated to another community for a salamander crossing. He thought the money should come to Keene.

The motion to carry out the intent of the Committee report carried with 13 Councilors voting in favor and 2 Councilors voting in opposition. Councilors Filiault and Greenwald voted in the minority.

#### FOP REPORT - ACCEPTANCE OF DONATIONS FOR THE JORDAN ROAD SALAMANDER CROSSING PROJECT

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to accept in-kind donations from the Harris Center for Conservation Education. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

#### FOP REPORT - ACCEPTANCE OF DONATION - ASHUELOT RIVER PARK GREENSPACE

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to accept a donation of \$35,000.00 from an anonymous donor, and that the money is allocated for a conceptual design for the Ashuelot River Park - Greenspace. A motion by Councilor Remy to carry out the intent of the Committee report was duly seconded by Councilor Powers. The motion carried unanimously with 15 Councilors present and voting in favor.

#### FOP REPORT - LAND AND WATER CONSERVATION FUND GRANT ROUND 36 - PATRICIA T. RUSSELL PARK PHASE II

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to execute the submission of the application for Land and Water Conservation Fund Grant Round 36 for the Patricia T. Russell Park – Phase 2 project amendment. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Remy.

Councilor Haas asked if this funding was intended for more parking lot or to improve the grounds. The City Manager, Elizabeth Ferland, said it was for the parking lot.

The motion to carry out the intent of the Committee report carried with 14 Councilors voting in favor and 1 Councilor voting in opposition. Councilor Haas voted in the minority.

#### FOP REPORT - TRANSFER OF CAPITAL IMPROVEMENT PROJECT FUNDS FOR THE AIRPORT TAXIWAY A RECONSTRUCTION PROJECT

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Council authorize the transfer of remaining project balance from project 05J0008A, Airport Hazard Beacon Replacement, to project 05J0004B, AIP Taxiway A Reconstruction, to fund unanticipated taxiway paving expenses. A motion by Councilor Powers to carry out the

intent of the Committee report was duly seconded by Councilor Remy. The motion carried unanimously with 15 Councilors present and voting in favor.

#### CITY MANAGER COMMENTS

The City Manager, Elizabeth Ferland, reiterated her comments from earlier in the meeting about opening bids for the Downtown Infrastructure Project on this date: Thursday, December 18, 2025 at 2:00 PM. Two bids were received: (1) Casella for approximately \$28 million and (2) Albanese for approximately \$30.8 million. The City Manager recalled that the City Council approved this project's budget at \$19 million and therefore, both bids came in significantly higher than the City's funding capacity. At this time no action was requested by the Council related to the Downtown Infrastructure Project. Project staff would be taking a deliberate pause to fully review the bid submissions and evaluate the available options, including whether to rebid the project in spring 2026. City Manager Ferland said this matter would be discussed further at the next Municipal Services, Facilities and Infrastructure Committee meeting in January 2026. City Manager Ferland noted that City staff had not had sufficient time yet to compare both engineering estimates. However, the Purchasing Department's preliminary work showed that the two firms were in wildly different categories, which the City Manager called strange. So, she thought the City needed more of the normal time to review the bids and would then be able to present additional information and recommendations to the MSFI Committee in January 2026.

Next, the City Manager gave credit to City Assessor Dan Langille. The City Manager noted that Eversource Energy had been appealing its property tax assessments with many municipalities throughout New Hampshire for many years. The appeals were for both their transmission and distribution assets: transmission assets are the larger lines and equipment related to transmitting electricity throughout New England and beyond, while distribution assets relate to the transmission of electricity throughout communities in New Hampshire. With so many appeals, City Manager Ferland said the New Hampshire legislature finally codified a formula in 2019 to value the distribution assets only. Even with the new legislation in place, Eversource continued appealing the transmission values after 2019. What this meant for the City of Keene: Eversource appealed the entire valuation of its assets for 2017 and 2018; for 2019 through 2022, it only appealed the transmission assets. By filing these appeals, Eversource sought to lower their assessments, which would have meant the City having to pay back over \$2 million in taxes, plus interest for the combined five years. Future years would have also been affected by lower valuations. On the date of this meeting, the City of Keene learned—after a lengthy and technical trial—that the New Hampshire Superior Court upheld all of the City's assessments. The City Manager noted that Eversource accounts for over \$100 million in assessed value annually. She said kudos to City Assessor Langille and the whole Assessing team.

#### ORDINANCE FOR FIRST READING - RELATING TO APPLICATION PROCEDURES FOR ZONING APPLICATIONS AND THE DEFINITION OF PRIMARY ENTRANCE - ORDINANCE O-2025-39

A memorandum was read from Senior Planner Mari Brunner, recommending that Ordinance O-2025-39 be referred to the Planning, Licenses and Development Committee for review and

recommendation. Mayor Kahn referred Ordinance O-2025-39 to the Planning, Licenses and Development Committee.

**ORDINANCE FOR FIRST READING - RELATING TO SETBACK EXCEPTIONS, ACCESSORY DWELLING UNITS, AND PARKING REGULATIONS - ORDINANCE O-2025-40**

A memorandum was read from Senior Planner Mari Brunner, recommending that Ordinance O-2025-40 be referred to the Joint Planning Board and Planning, Licenses and Development Committee for a public workshop to be held. Mayor Kahn referred Ordinance O-2025-40 to the Joint Planning Board and Planning, Licenses and Development Committee.

**ORDINANCE FOR SECOND READING - RELATING TO AMENDMENTS TO THE ZONING MAP - LOW DENSITY TO COMMERCE - INTERSECTION OF PEARL STREET AND WINCHESTER STREET - ORDINANCE O-2025-28-A**

The Mayor noted the City Council had accepted the withdrawal of Ordinance O-2025-28-A earlier during the meeting along with Communication C.1. from Adam Wright.

**ORDINANCE FOR SECOND READING - PETITION TO AMEND THE ZONING MAP - 1.24-ACRE PORTION OF 62 MAPLE AVENUE - INDUSTRIAL PARK TO MEDIUM DENSITY - ORDINANCE O-2025-34-A**

A Planning, Licenses and Development Committee report was read, unanimously recommending the adoption of Ordinance O-2025-34-A. Mayor Kahn filed the report as informational. Ordinance O-2025-34-A, a Petition to Amend the Zoning Map - 1.24 Acre Portion of 62 Maple Avenue - Industrial Park to Medium Density, was read for the second time. A motion by Councilor Jones to adopt Ordinance O-2025-34-A was duly seconded by Councilor Haas. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

**ORDINANCE FOR SECOND READING - RELATING TO THE MUZZLING OF VICIOUS DOGS - ORDINANCE O-2025-35**

A Planning, Licenses and Development Committee report was read, unanimously recommending the adoption of Ordinance O-2025-35. Mayor Kahn filed the report as informational. Ordinance O-2025-35 Relating to the Muzzling of Vicious Dogs was read for the second time. A motion by Councilor Williams to adopt Ordinance O-2025-35 was duly seconded by Councilor Filiault.

Councilor Williams reported on behalf of the Committee. He noted that this adoption had been a long time coming. It had been just about two years since Suzette, a very small white dog, was on a walk with her owner and was attacked by a much larger dog, who took Suzette into its mouth and when the owner tried to get Suzette away, the owner was bitten as well. The owner also had to have rabies treatment, which is quite unpleasant. Eventually, it was learned that the offending dog had attacked before, so there was a pattern of history. Councilor Williams noted that in the New Hampshire Code, there are different levels, "dog crimes." There is barking and chasing; but a Vicious dog is specifically defined as a dog that attacks, with a serious bite. He noted that the

City has an Animal Control Officer, whose job it is to evaluate the bite and decide if this was in fact a Vicious attack; there are fines (e.g., \$50) attached to that in the City's Code of Ordinances. Then, the Vicious dog would have to wear a muzzle for a period of two years for purposes of public safety so there are no more Suzettes and the accompanying psychological damage for the owners. Councilor Williams felt like it was a very fair Ordinance, including other features, such as "time off" for good behavior if an owner recognizes their responsibility, takes their dog to a valid certified trainer, and receives early approval of the Animal Control Officer. Councilor Williams thought the City Attorney put this together very well, along with Police Chief Stewart, and the animal control officer. Councilor Williams thought it was a very strong Ordinance, and it was not easy to achieve through the legislature. He explained that there was an oddity in New Hampshire law, so the was not able to enact muzzling without getting this legislation passed first, which was shepherded by Representative Jodi Newell. Now that the Governor signed the legislation into law, the City could enact a muzzling Ordinance, such as this. Councilor Williams understood that there were other municipalities looking at this, so Suzette had really cast a long shadow here. He thought this was something the Council could do for public safety and hoped his colleagues would support it.

Mayor Kahn thanked Councilor Williams for his persistence and patience with the process, and for sharing credit with the City Council. The Mayor recalled that the first action on this was the Council's request for the Mayor to write a letter of support for legislation; he happened to be in Concord on the day to offer his support for the letter before the Legislature. Mayor Kahn was glad the City was taking the lead on this. He thanked Councilor Williams for his work.

The motion to adopt Ordinance O-2025-35 carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

Mayor Kahn also thanked City Attorney Amanda Palmeira for her work on Ordinance O-2025-35.

#### ORDINANCE FOR SECOND READING - RELATING TO UPDATE OF CHAPTER 18 PROPERTY AND HOUSING STANDARDS CODE - ORDINANCE O-2025-36-A

A Planning, Licenses and Development Committee report was read, unanimously recommending the adoption of Ordinance O-2025-36-A. Mayor Kahn filed the report as informational. O-2025-36-A, Relating to Update of Chapter 18 Property and Housing Standards Code, was read for a second time. A motion by Councilor Jones to adopt Ordinance O-2025-36-A was duly seconded by Councilor Filiault.

Councilor Bosley noted that this item came before the PLD Committee twice for First Reading and there were several recommendations from the Committee. She was unfortunately not present for the follow-up meeting to see City staff's interpretation of the Committee's recommendations and upon further review, Councilor Bosley noticed that there were some inconsistencies. She wanted to see the Ordinance go back to Committee for one more discussion, and she could be present at the PLD meeting to comment as a constituent.

A motion by Councilor Bosley to refer Ordinance O-2025-36-A back to the Planning, Licenses and Development Committee for additional review was duly seconded by Councilor Filiault.

Mayor Kahn did not think this was a time sensitive Ordinance, so he agreed with taking more time and encouraged anyone concerned with property and housing standards to take a look and offer their comments and feedback to the PLD Committee.

The motion to refer Ordinance O-2025-36-A back to the Planning, Licenses and Development Committee for additional review carried unanimously with 15 Councilors present and voting in favor.

#### ORDINANCE FOR SECOND READING - RELATING TO NEW CHAPTER 44 BUILDING CONSTRUCTION AND DEMOLITION - ORDINANCE O-2025-37

A Planning, Licenses and Development Committee report was read, unanimously recommending the adoption of Ordinance O-2025-37. Mayor Kahn filed the report as informational. Ordinance O-2025-37 Relating to New Chapter 44 Building Construction and Demolition was read for a second time. A motion by Councilor Jones to adopt Ordinance O-2025-37 was duly seconded by Councilor Filiault. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

#### ORDINANCE FOR SECOND READING - RELATING TO AMENDMENTS TO THE PLANNING BOARD REGULATIONS AND APPLICATION PROCEDURES - ORDINANCE O-2025-38

A Planning, Licenses and Development Committee report was read, unanimously recommending the adoption of Ordinance O-2025-38. Mayor Kahn filed the report as informational. Ordinance O-2025-38 Relating to Amendments to the Planning Board Regulations and Application Procedures was read for a second time. A motion by Councilor Jones to adopt Ordinance O-2025-38 was duly seconded by Councilor Filiault.

Councilor Bosley thought this was sort of a ceremonious adoption, noting that the City Council does not have authority over the Planning Board's regulations. The Planning Board adopts its regulations and that action preceded the PLD Committee's consideration.

The motion to adopt Ordinance O-2025-38 carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

#### RESOLUTION - RELATING TO ADOPTING THE PROVISIONS OF RSA 79-E" "COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE" - RESOLUTION R-2025-35

A Planning, Licenses and Development Committee report was read, unanimously recommending the rescission of Resolutions R-2018-33 and R-2025-09 and the adoption of Resolution R-2025-35. Mayor Kahn filed the report as informational. A motion by Councilor Jones to rescind Resolutions R-2018-33 and R-2025-09 and to adopt Resolution R-2025-35 was duly seconded by Councilor Filiault.

Mayor Kahn recalled that the Committee was asked how 79-E would be implemented with some sort of standardization, so that it is not just episodic for each individual proposal. He said the City Manager, Elizabeth Ferland, helped to point out some further consideration. The City Manager agreed, noting that she checked with the Community Development Department and the project consultant. The City Manager said the consultants' next steps would be to create an application form, a review checklist, a checklist for the applicant, a council checklist when considering these applications, and some additional educational materials for the City to share and (e.g., sample applications). So, there would be more work coming forward from the consultants on a future PLD Committee agenda, most likely as an informational item.

Councilor Bosley noted that she was not present at Committee to see this item conclude but she is pretty progressive about supporting housing development and encouraging things like this in the City. So, she was going to support this and not ask to have it returned to the PLD Committee. However, she wanted to see the PLD Committee, in the future, consider expanding 79-E into areas without access to City water and sewer. She cited two of the criteria for Residential Property Revitalization Zones as (1) adding new housing units and (2) creating net zero homes; she called both of those things really valuable additions to the Rural District and the limitation to areas with City water and sewer took this opportunity (e.g., Accessory Dwelling Units, solar projects) away from homeowners in those districts. Councilor Bosley still thought the Council should adopt the Resolution now.

The motion to rescind Resolutions R-2018-33 and R-2025-09 and to adopt Resolution R-2025-35 carried unanimously with 15 Councilors present and voting in favor.

#### ADJOURNMENT

This being the last meeting of the 2025 City Council term, Mayor Kahn thanked everyone for their service to the City, particularly retiring Councilors Bosley, Remy, and Madison. The Mayor called it a good year, with a lot accomplished. He looked forward to remarking upon the year at the City Council's Inauguration Ceremony on January 1, 2026.

There being no further business, Mayor Kahn adjourned the meeting at 8:16 PM.

A true record, attest:   
City Clerk

The Inauguration of the Keene City Council was held on Thursday, January 1, 2026. The City Clerk, Terri Hood, called the meeting to order at 12:00 PM and announced that Jay V. Kahn was present to take his oath of office as Mayor. Attorney Edward J. Burke administered the Oath of Office to Mayor-Elect Kahn. Attorney Burke administered the Oath of Office to the Councilors-Elect, who were all present, and the Mayor presented them all with a pin of the City's seal: Randy L. Filiault, Michele A. Chalice, Catherine I. Workman, Edward J. Haas, Bettina A. Chadbourne, Philip M. Jones, Kris E. Roberts, Jacob R. Favolise, Laura E. Ruttle-Miller, Molly V. Ellis, Mitchell H. Greenwald. The City Clerk called roll for all City Councilors: Randy L. Filiault, Michele A. Chalice, Catherine I. Workman, Edward J. Haas, Bettina A. Chadbourne, Laura E. Tobin, Robert C. Williams, Philip M. Jones, Kris E. Roberts, Jacob R. Favolise, Bryan J. Lake, Laura E. Ruttle-Miller, Molly V. Ellis, Thomas F. Powers, and Mitchell H. Greenwald were present. Mayor Kahn took the gavel and congratulated the 2026–2027 Keene City Council.

#### INVOCATION & PLEDGE OF ALLEGIANCE

Rabbi Daniel Aronson of Congregation Ahavas Achim delivered the Invocation. Mayor Kahn's grandsons, Andrew and Joshua Terra, led the Pledge of Allegiance.

#### INAUGURAL ADDRESS

Mayor Kahn provided the following inaugural address:

*Today, for the 123rd time, Keene City Councilors have taken the Oath of Office to serve the City (est. 1874). The City Clerk's Office notes that until 1940, the Oath of Office was administered yearly (although they might not have been elected yearly). Unique in this 2026 Council is the gender balance; only once before, in 1988, has the Keene City Council had as many as six women Councilors (Mayor Kahn congratulated all the women elected this year).*

*This Council is fortunate to be supported by three capable and respected leaders. Thank you Charter Officers Elizabeth Ferland, Amanda Palmiera, and Terri Hood. Also of note, this is the first time all Charter Officers are women (which the Council applauded).*

*I'm also grateful for the community leaders, who have taken time on a national holiday to honor this occasion—Judge Ed Burke, Rabbi Dan Aronson, and Reverend Elsa Worth. I also am thankful to my grandsons Andrew and Joshua Terra for their participation and for the guests, family, and friends supporting our Councilors and me by attending our Inauguration ceremony on New Years Day 2026.*

*I think all of us will find that serving on the Keene City Council is a constant learning experience. Most certainly, we learn through the activities carried out by City staff. They are constantly adjusting to federal and state fiscal changes and to newer technologies, through which they can stretch taxpayer dollars and accomplish more with limited resources.*

*You'll also find we learn from unexpected issues brought to the Council. There are a few instances that stand out from the last couple years and are informative to our roles on the City Council.*

*One is that state and national issues are brought to the Council that test our resolve to preserve the Council as a non-partisan municipal government, which is proclaimed in the City's Charter. It's a slippery slope to descend into issues, on which there is no direct effect on City operations, but for which we care deeply.*

*Another stand-out lesson to me is to take note of our social media posts that are being scrutinized by the public. As an elected official, you're judged not just by your values, but by other people's as well.*

*A third lesson is that the public's Right-to-Know requests sometimes are insatiable, requesting incredible numbers of messages and pages from City records, which includes your City mailbox.*

*And a fourth lesson is our City, which is the birthplace of Civil Rights martyr Jonathon Daniels, cherishes civil rights for all who reside in our City. Caring for others in our community symbolizes Keene's high marks for social capital—a socio-economic index for interconnectedness of relationships that facilitate action and cooperation for mutual benefit and adds to our quality of life.*

*Looking ahead to our tasks over the next couple of years, there are a few objectives that I'd like to highlight.*

*Objective 1: The City needs to contribute to what our Chamber of Commerce—the Greater Monadnock Collaborative—describes as the “Thriving Economy.” I partnered with the NH Business and Economic Affairs regional developer, Steve Fortier, as co-chairs of the Keene Area Manufacturing Consortium. The Consortium aims to form local partnerships and spotlight the vibrancy of our local economy and what is needed to reach the local economy's full potential. In the past year, the Manufacturing Consortium hosted visits from Cong. Goodlander, Gov. Ayotte, NH Commissioners for Business and Economic Affairs and Employment Security, and Keene State College Interim President Don Birx. January's guests included New Hampshire Business and Industry Association President Mike Skelton and visitors from Poland's Trade Council. Ideas are exchanged among technology-based businesses serving aerospace, defense, construction, and business services. And the interactions among business, government, and education are creating synergies addressing a common concern for our City—a skilled workforce.*

*Objective 2: We must assert our community's influence on the future of Keene State College, Antioch University New England, and River Valley Community College. Cheshire Career Center, Cheshire Medical Center, and Keene State College have stepped up to fill some voids created by a lack of community college offerings in Keene. How we fill workforce needs in this region is an evolving agenda, becoming more serious with Keene State College leadership and enrollment changes. The City will need to consider the means for coordinating community efforts to support Keene State College particularly. There are several groups with diverse interests wanting to have their voices heard by the College, the University System, and the State Legislature. The City will work with College leaders to determine a structure that supports the College's future stability.*

*Objective 3: Increasing housing opportunities is important to area employers trying to attract workforce, local business owners who depend on our local economy, and long-time residents who wish to downsize or be closer to downtown. Keene innovatively updated its Zoning and Land Development Codes to facilitate new and renovated housing. It's slow to see the impact of these changes (but people are stepping up to meet needs).*

*Cottage Courts or compact housing options are attracting local builders and property owners to partner and create an opportunity for owner-occupied housing. Currently, Cottage Court opportunities are limited to where City water and sewer are provided, which excludes many buildable properties beyond the City's center. I hope this Council will consider eliminating this prohibition as a means for increasing housing and the value of taxable properties in the City.*

*Another option this Council will act upon soon is rules for Residential Property Revitalization Zones. This would establish a tax abatement incentive for property owners to improve the assessed value of their properties, by enhancing features like kitchens and bathrooms.*

*I believe this Council will be able to act upon center City infill projects, creating more downtown housing.*

*And we need to work with our community safety net non-profit agencies to provide shelter for those in our community needing assistance.*

*Objective 4: Keene's infrastructure is aging and some single points of failure need attention. It's not just downtown. We need to head off unplanned interruptions of services, which would be even more expensive than planned improvements, not just for the City but for businesses left with stranded inventories and residents with unusable properties. This Council faces some tough choices determining how much the City can afford to spend and still maintain the quality of services, on which our residents and businesses depend.*

*Recently, we've seen state and federal government aren't going to provide the aid that we need and which they have provided in the past. On the plus side, Keene's downtown has proven to be resilient, continuing to attract new businesses and serving as a stage for well-run community festivals throughout the year. This Council will need to make certain that Keene retains the features that make it a desirable destination for visitors throughout New England. At the same time, the Council must protect the investments made in our downtown and accommodate residential and commercial growth opportunities.*

*Objective 5: The City needs to remain affordable to people who have lived here over many years. It's an issue largely outside of the City's control. The New Hampshire Legislature's willingness to cut taxes without taking responsibility for the consequences of its actions is undermining the quality of life in our state: on health care, public education, higher education, roads, flood protection, and the arts. This Council will need to actively work with state officials, other NH cities, Cheshire County, and statewide organizations like the NH Municipal Association to advocate for the needs of our residents and businesses.*

*Objective 6: Opening the doors and windows to City Government represents an additional task for this Council. The Council and Planning Board did that well over the past couple years through Downtown Project review and the 20-Forward Master Planning sessions. The City sponsors 19 Committees that recommend implementation of Master Plan Goals. We need help getting more people involved in City affairs and filling positions on City committees. Please bring your recommendations forward. Anyone in Keene can go to the City's website to observe and register an interest for what committee vacancies exist.*

*Every 2 weeks, I spend an hour with the Mayor's Youth Council at Keene High School to demonstrate that this City values civic engagement. I'm proud of the collaborative efforts that helped this year's Youth Council offer a Native American Heritage Day exhibit at the Keene Middle School for 300 seventh graders. The Youth Council brought local history to life and passed along a sense of pride in our hometown. We have another opportunity to demonstrate community pride by hosting a Monadnock Region celebration of our nation's 250th Independence Day on July 4th, 2026. The planning group led by Councilor Molly Ellis and supported by the Keene Downtown Group, the Historical Society of Cheshire County, and the County Commission will attract participation from towns throughout the Monadnock Region.*

*Finally, I believe this City Council begins from a place of shared passion and commitment for sustaining Keene as a great place to live. We have local access to general practice and specialty healthcare providers, good schools, a 115-year-old state college, thriving arts and entertainment programs, lots of eating-out opportunities, regionally recognized outdoor activities through bike trails and running events, local banks, and generous neighbors and businesses, whose philanthropy sustains over 800 nonprofit organizations in Cheshire County.*

*All of these features bring notoriety to Keene and the Monadnock Region. This City Council faces the task of ensuring we don't lose the features that support our region's independence and attractiveness.*

*And I can assure this City Council that your service and participation in City events is noticed and valued. So, dive into your roles and enjoy the best of what we have in Keene, New Hampshire. And let me be among the first to thank you for the contributions you will make to what Keene can become. Thank you, Mayor Jay Kahn.*

#### RESOLUTION R-2026-01: RELATING TO THE CITY COUNCIL'S RULES OF ORDER

The City Clerk read Resolution R-2026-01 into the record. Mayor Kahn noted that these were the same Rules of Order that had been in effect since the last update in 2025. A motion by Councilor Greenwald to adopt Resolution R-2026-01 was duly seconded by Councilor Filiault. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

#### STANDING COMMITTEE ASSIGNMENTS

Mayor Kahn directed the City Clerk to announce the 2026-2027 City Council Standing Committee assignments:

To the Municipal Services, Facilities and Infrastructure Committee:

- o Mitchell H. Greenwald, Chair
- o Catherine I. Workman, Vice Chair
- o Jacob R. Favolise
- o Laura E. Tobin
- o Molly V. Ellis

To the Planning, Licenses and Development Committee:

- o Randy L. Filiault, Chair
- o Philip M. Jones, Vice Chair
- o Edward J. Haas
- o Robert C. Williams
- o Laura E. Ruttle-Miller

To the Finance, Organization and Personnel Committee:

- o Thomas F. Powers, Chair
- o Bettina A. Chadbourne, Vice Chair
- o Bryan J. Lake
- o Kris E. Roberts
- o Michele A. Chalice

## CONFIRMATIONS TO CITY BOARDS AND COMMISSIONS

The Mayor nominated the following individuals to City boards and commissions:

To the Airport Development and Marketing Committee: Mitchell H. Greenwald, re-nominated to serve as a Councilor, with a term to expire December 31, 2027; Councilor Jacob Favolise, nominated to serve as a Regular Member, with a term to expire December 31, 2027. To the Bicycle, Pedestrian Path Advisory Committee: Brian Phillips, nominated to serve as a Regular Member, with a term to expire December 31, 2028. To the Conservation Commission: William White, nominated to serve as a Regular Member, with a term to expire December 31, 2028; Michele Chalice, nominated to serve as a Councilor, with a term to expire December 31, 2027. To the Energy and Climate Committee: Councilor Bryan Lake, re-nominated to serve as a Regular Member, with a term to expire December 31, 2027. To the Heritage Commission: Molly Ellis, nominated to serve as a Councilor, with a term to expire December 31, 2027; Connie Joyce, nominated to serve as a Regular Member, with a term to expire December 31, 2028. To the Historic District Commission: Councilor Edward Haas, nominated to serve as a Regular Member, with a term to expire December 31, 2027. To the Human Rights Committee: Councilor Bettina Chadbourne, nominated to serve as a Regular Member, with a term to expire December 31, 2027; Gregory Kleiner, re-nominated to move from an Alternate to Regular Member, with a term to expire December 31, 2028; Sofia Cunha-Vasconcelos, re-nominated to move from a Regular to Alternate Member, with a term to expire December 31, 2028. To the Library Board of Trustees: Jennifer Friedman, nominated to serve as a Regular Member, with a term to expire

June 30, 2026. To the Partner City Committee: Laura Ruttle-Miller, nominated to serve as a Councilor, with a term to expire December 31, 2027. To the Planning Board: Mike Heofer, re-nominated to move from an Alternate to Regular Member, with a term to expire December 31, 2028; Ken Kost, re-nominated to serve as a Regular Member, with a term to expire December 31, 2028; Andrew Madison, nominated to serve as a Regular Member, with a term to expire December 31, 2028; Molly Ellis, nominated to serve as a Councilor, with a term to expire December 31, 2027. To the Trustees of Trust Funds and Cemetery Trustees: Janelle Sartorio, nominated to serve as a Regular Member, with a term to expire December 31, 2028. To the Zoning Board of Adjustment: Stephen Buckley, nominated to serve as an Alternate Member, with a term to expire December 31, 2028; Michael Zoll, nominated to serve as an Alternate Member, with a term to expire December 31, 2028.

A motion by Councilor Greenwald to confirm the nominations was duly seconded by Councilor Filiault. The motion carried unanimously on a roll call vote with 15 Councilors present and voting in favor.

#### BENEDICTION

Reverend Elsa Worth of Keene's St. James Episcopal Church delivered the benediction. She led the Council and audience in the song "If I Had a Hammer (Hammer Song)" written by Pete Seeger and Lee Hays.

#### ADJOURNMENT

Mayor Kahn adjourned the Inauguration at 12:50 PM.

A true record, attest:



City Clerk

NOTICE OF PUBLIC HEARINGS  
City of Keene  
Community Development Block Grant Application

The City of Keene City Council will hold two consecutive public hearings on 01/15/2026 at 7:00pm at City Hall at 3 Washington Street in Keene, second floor, to hear public comment on a Community Development Block Grant (CDBG) housing grant application proposal for the 657 Marlboro Street Rehabilitation Project to the Community Development Finance Authority (CDFA). Up to \$500,000 annually is available on a competitive basis for housing/public facilities, economic development, microenterprise and emergency activities that directly benefit low- and moderate-income persons. Up to \$25,000 is available for feasibility study grants. The proposal to be considered includes: 1. A proposed housing grant for \$500,000 in CDBG funds. A portion of funds will be subgranted to Monadnock Affordable Housing Corporation and will be used for the rehabilitation of 4 units of affordable housing for low- and moderate-income persons. 2. Review and adoption of the City of Keene's Residential Anti-displacement and Relocation Plan.

Interested persons are invited to attend and comment on the proposed application and plans. If you need assistance to attend or participate in the hearing, please contact Elizabeth Ferland, Keene City Manager, five days in advance. Anyone wishing to submit written comments should address them in writing to the City Manager, City of Keene, 3 Washington Street, Keene, NH 03431 and submit them by the close of business on the day preceding the hearing.

## **NOTICE OF PUBLIC HEARINGS**

### **City of Keene Community Development Block Grant Application**

The City of Keene City Council will hold two consecutive public hearings on 1/15/26 at 7:00pm at City Hall at 3 Washington Street in Keene, second floor, to hear public comment on a Community Development Block Grant (CDBG) public facilities grant application proposal for The Community Kitchen Facility Improvements Project to the Community Development Finance Authority (CDFA). Up to \$500,000 annually is available on a competitive basis for housing/public facilities, economic development, microenterprise and emergency activities that directly benefit low- and moderate-income persons. Up to \$25,000 is available for feasibility study grants. The proposal to be considered includes: 1. A proposed public facilities grant for \$500,000 in CDBG funds. A portion of funds will be subgranted to The Community Kitchen, Inc. and will be used for improvements to their facility at 37 Mechanic Street in Keene. 2. Review and adoption of the City of Keene's Residential Anti-displacement and Relocation Plan.

Interested persons are invited to attend and comment on the proposed application and plans. If you need assistance to attend or participate in the hearing, please contact Elizabeth Ferland, Keene City Manager, five days in advance. Anyone wishing to submit written comments should address them in writing to the City Manager, City of Keene, 3 Washington Street, Keene, NH 03431 and submit them by the close of business on the day preceding the hearing.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #B.1.

**Meeting Date:** January 15, 2026  
**To:** Mayor and Keene City Council  
**From:** Mayor Jay V. Kahn  
**Through:** Terri Hood, City Clerk  
**Subject:** **Nominations - Bicycle Pedestrian Path Advisory Committee, Congregate Living and Social Services Licensing Board, Human Rights Committee, Planning Board, Trustees of Trust Funds and Cemetery Trustees**

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**Recommendation:**

**Attachments:**

1. Robertson, Jacob\_Redacted
2. Matheson, Ian\_2\_Redacted
3. Porschitz, Jennifer\_Redacted
4. White, William\_Redacted
5. Bergeron, David\_Redacted
6. Scheck, Heather\_redacted

**Background:**

I hereby nominate the following individuals to serve on the designated City Board or Commission:

**Bicycle Pedestrian Path Advisory Committee**

Jacob Robertson  
20 Salisbury Road  
Regular Member, Slot 6

Term Exp. December 31, 2028

**Congregate Living and Social Services  
Licensing Board**

Ian Matheson  
11 Court Street  
Regular Member, Slot 5

Term Exp. December 31, 2028

**Human Rights Committee**

Jennifer Porschitz  
196 South Lincoln Street  
2026-19

Term Exp. December 31, 2028

Alternate Member, Slot 10

William White  
21 Richardson Court  
Alternate Member, Slot 14

Term Exp. December 31, 2028

**Planning Board**

David Bergeron  
139 Old Walpole Road  
Regular Member, Slot 1

Term Exp. December 31, 2028

**Trustees of Trust Funds and Cemetery  
Trustees**

Michelle Howard  
Reappointment, Regular Member, Slot 4

Term Exp. December 31, 2028

Heather Scheck  
15 Newman Street  
Alternate Member, Slot 6

Term Exp. December 31, 2028

**From:** [City of Keene](#)  
**To:** [Nicole Howe](#); [Terri Hood](#); [Heather Fitz-Simon](#)  
**Subject:** New submission from City Board or Commission Volunteer Form  
**Date:** Thursday, January 8, 2026 4:40:29 PM

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Submitted on 01/08/2026

Submitted fields are:

|                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                                                                                                                                                                                                |
| Jacob Robertson                                                                                                                                                                                                            |
| <b>Email</b>                                                                                                                                                                                                               |
| <a href="mailto:jacob@zepptech.com">jacob@zepptech.com</a>                                                                                                                                                                 |
| <b>Phone</b>                                                                                                                                                                                                               |
| <div></div>                                                                                                                                                                                                                |
| <b>Address</b>                                                                                                                                                                                                             |
| 20 Salisbury Road<br>Keene, New Hampshire 03431<br>United States<br><a href="#">Map It</a>                                                                                                                                 |
| <b>How long have you resided in Keene?</b>                                                                                                                                                                                 |
| 6 years                                                                                                                                                                                                                    |
| <b>Employer</b>                                                                                                                                                                                                            |
| Self                                                                                                                                                                                                                       |
| <b>Occupation</b>                                                                                                                                                                                                          |
| Software Engineer                                                                                                                                                                                                          |
| <b>Retired?</b>                                                                                                                                                                                                            |
| No                                                                                                                                                                                                                         |
| <b>Please list any organizations, groups, or other committees you are involved in</b>                                                                                                                                      |
| Currently a member of the State 9 Racing Team, which is made up of racers throughout the state of New Hampshire.<br>I'm a member and license holder with USA Cycling.<br>Member of New England Bicycle Racing Association. |
| <b>Have you ever served on a public body before?</b>                                                                                                                                                                       |
| Yes                                                                                                                                                                                                                        |
| <b>Please select the Boards or Commissions you would be most interested in serving on.</b>                                                                                                                                 |
| <ul style="list-style-type: none"><li>Bicycle/Pedestrian Path Advisory Committee</li></ul>                                                                                                                                 |
| <b>Please let us know the Board or Commission that you are most interested in serving on.</b>                                                                                                                              |
| Bicycle/Pedestrian Path Advisory Committee                                                                                                                                                                                 |

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

I've been a Keene resident for 6+ years and have spent most of my life in the Monadnock region. I've been riding bicycles both on and off-road throughout Keene and surrounding areas for 20 years, spending an average of 500+ hours on the bike each year.

I enjoy the outdoors and am interested in the long term preservation and growth of outdoor accessibility in Keene.

Having the chance to ride and race throughout the country I've seen how providing citizens quality outdoor recreation infrastructure adds immense value to the community.

My belief is that we are lucky to live in Keene which provides such a wealth of road and trail to ride and hike.

What I hope is that we continue to provide enjoyable and safe spaces for all to pursue outdoor recreation and transportation both on the bike and by foot.

**Suggest other public bodies of interest**

New England Bicycle Racing Association, (NEBRA)  
USA Cycling

**Please provide two personal references:**

**Name**

Ed Guyot

**Email**

[REDACTED]

**Phone**

[REDACTED]

**Name**

Paula Aarons

**Email**

[REDACTED]

**Phone**

[REDACTED]

**From:** [City of Keene](#)  
**To:** [Nicole Howe](#); [Terri Hood](#); [Heather Fitz-Simon](#)  
**Subject:** New submission from City Board or Commission Volunteer Form  
**Date:** Friday, December 5, 2025 2:50:20 PM

---

Submitted on 12/05/2025

Submitted fields are:

|                                                                                                         |
|---------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                                                                             |
| Ian Matheson                                                                                            |
| <b>Email</b>                                                                                            |
| [REDACTED]                                                                                              |
| <b>Phone</b>                                                                                            |
| [REDACTED]                                                                                              |
| <b>Address</b>                                                                                          |
| 11 court st #2<br>Keene, New Hampshire 03431<br>United States<br><a href="#">Map It</a>                 |
| <b>How long have you resided in Keene?</b>                                                              |
| 4 years                                                                                                 |
| <b>Employer</b>                                                                                         |
| Groundworks Collaborative                                                                               |
| <b>Occupation</b>                                                                                       |
| Case Manager                                                                                            |
| <b>Retired?</b>                                                                                         |
| No                                                                                                      |
| <b>Please list any organizations, groups, or other committees you are involved in</b>                   |
| Former tri-chair of the Truth, Reconciliation and Equity Collaborative at KSC                           |
| <b>Have you ever served on a public body before?</b>                                                    |
| No                                                                                                      |
| <b>Please select the Boards or Commissions you would be most interested in serving on.</b>              |
| <ul style="list-style-type: none"><li>• Congregate living and social services licensing board</li></ul> |
| <b>Please let us know the Board or Commission that you are most interested in serving on.</b>           |
| Congregate living and social services licensing board                                                   |
| <b>Please share what your interests are and your background or any skill sets that may apply.</b>       |
| I currently work in human services in Vermont, but grew up in the Granite State. I have a mixed         |

background in social services work, public safety, and nonprofit service that provides me with a unique lens to look upon things with.

**Suggest other public bodies of interest**

N/A

**Please provide two personal references:**

**Name**

Jessica Trombley

**Email**

[jtrombley@keene.edu](mailto:jtrombley@keene.edu)

**Phone**

(603) 358-2228

**Name**

Debbie Bowie

**Email**

[REDACTED]

**Phone**

[REDACTED]

**From:** [City of Keene](#)  
**To:** [Nicole Howe](#); [Terri Hood](#); [Heather Fitz-Simon](#)  
**Subject:** New submission from City Board or Commission Volunteer Form  
**Date:** Tuesday, October 21, 2025 2:24:22 PM

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Submitted on 10/21/2025

Submitted fields are:

|                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                                                                                                                                                  |
| Jennifer Porschitz                                                                                                                                                           |
| <b>Email</b>                                                                                                                                                                 |
| [REDACTED]                                                                                                                                                                   |
| <b>Phone</b>                                                                                                                                                                 |
| [REDACTED]                                                                                                                                                                   |
| <b>Address</b>                                                                                                                                                               |
| 196 South Lincoln St<br>Keene, New Hampshire 03431<br>United States<br><a href="#">Map It</a>                                                                                |
| <b>How long have you resided in Keene?</b>                                                                                                                                   |
| 20 years                                                                                                                                                                     |
| <b>Employer</b>                                                                                                                                                              |
| SAU 29/Keene High School                                                                                                                                                     |
| <b>Occupation</b>                                                                                                                                                            |
| Social Work (Mental Health and Substance Use Prevention and Counseling at Keene High School). Also as a telehealth group counselor for individuals with Opioid Use Disorder. |
| <b>Retired?</b>                                                                                                                                                              |
| No                                                                                                                                                                           |
| <b>Please list any organizations, groups, or other committees you are involved in</b>                                                                                        |
| Monadnock Democracy Alliance<br>Monadnock Youth Coalition Steering Committee                                                                                                 |
| <b>Have you ever served on a public body before?</b>                                                                                                                         |
| Yes                                                                                                                                                                          |
| <b>Please select the Boards or Commissions you would be most interested in serving on.</b>                                                                                   |
| <ul style="list-style-type: none"><li>Human Rights Committee</li></ul>                                                                                                       |
| <b>Please let us know the Board or Commission that you are most interested in serving on.</b>                                                                                |
| Human Rights Committee                                                                                                                                                       |
| <b>Please share what your interests are and your background or any skill sets that may apply.</b>                                                                            |

My professional and personal interests center on promoting belonging, mental health, and community wellness. As the mental health and substance use counselor at Keene High School, I work daily with students and families from diverse backgrounds to ensure that everyone feels seen, supported, and valued.

I'm particularly interested in how communities can address stigma, foster inclusion, and strengthen social connection through education, art, and public engagement. I've been involved in local initiatives focused on wellness, equity, and youth voice, and I enjoy helping to bridge perspectives across different parts of the community.

Skills I bring include program development, facilitation, and communication, as well as experience navigating complex social issues with empathy and practical problem-solving. I'd like to contribute those strengths to the Human Rights Committee's ongoing work toward a more just and inclusive Keene.

In my free time I enjoy travelling and exploring, creative projects, learning German (very slowly!), time with friends and family, hiking, and working in my yard in East Keene.

#### **Suggest other public bodies of interest**

Mental Health or Substance Use Task Forces  
Arts and Culture/Public Art Committee

#### **Please provide two personal references:**

##### **Name**

Cindy Gallagher

##### **Email**

[REDACTED]

##### **Phone**

[REDACTED]

##### **Name**

Patrick Heneghan

##### **Email**

[REDACTED]

##### **Phone**

[REDACTED]

**From:** [City of Keene](#)  
**To:** [Nicole Howe](#); [Terri Hood](#); [Heather Fitz-Simon](#)  
**Subject:** New submission from City Board or Commission Volunteer Form  
**Date:** Saturday, December 6, 2025 1:01:31 AM

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Submitted on 12/06/2025

Submitted fields are:

|                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                                                                                                                                                                                                                                                                                                                                                               |
| William White                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Email</b>                                                                                                                                                                                                                                                                                                                                                                              |
| [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Phone</b>                                                                                                                                                                                                                                                                                                                                                                              |
| [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Address</b>                                                                                                                                                                                                                                                                                                                                                                            |
| 21 Richardson Ct<br>Keene, New Hampshire 03431<br>United States<br><a href="#">Map It</a>                                                                                                                                                                                                                                                                                                 |
| <b>How long have you resided in Keene?</b>                                                                                                                                                                                                                                                                                                                                                |
| 2 years. 7 years including college                                                                                                                                                                                                                                                                                                                                                        |
| <b>Employer</b>                                                                                                                                                                                                                                                                                                                                                                           |
| Bedford fire department                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Occupation</b>                                                                                                                                                                                                                                                                                                                                                                         |
| Firefighter/EMT                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Retired?</b>                                                                                                                                                                                                                                                                                                                                                                           |
| No                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Please list any organizations, groups, or other committees you are involved in</b>                                                                                                                                                                                                                                                                                                     |
| Head of public relations committee for IAFF local 3936.                                                                                                                                                                                                                                                                                                                                   |
| <b>Have you ever served on a public body before?</b>                                                                                                                                                                                                                                                                                                                                      |
| Yes                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Please select the Boards or Commissions you would be most interested in serving on.</b>                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"><li>• Ashuelot River Park Advisory Board</li><li>• Bicycle/Pedestrian Path Advisory Committee</li><li>• College City Commission</li><li>• Congregate living and social services licensing board</li><li>• Conservation Commission</li><li>• Energy and Climate Committee</li><li>• Heritage Commission</li><li>• Historic District Commission</li></ul> |

- Human Rights Committee
- Partner City Committee

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

Heritage commission

**Optional - Please select your second choice of which Board or Commission you would like to serve on.**

Conservation commission

**Optional - Please select your third choice of which Board or Commission you would like to serve on.**

Ashuelot river park advisory board

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

I have a strong interest in history and conservation of historical heritage. I have a degree in political science and history from Keene state. I also am an avid outdoorsman and care very much about conservation of natural resources and recreation spaces. As a career firefighter and EMT I am well versed in community service and public safety.

**Suggest other public bodies of interest**

Public safety, public service, community relations and outreach. Cultural and historical preservation. Parks and recreation.

**Please provide two personal references:**

**Name**

Micheal Davenport

**Email**

[mdavenport@bedfordnh.org](mailto:mdavenport@bedfordnh.org)

**Phone**

(603) 213-0970

**Name**

Keith Culligan

**Email**

[kculligan@bedfordnh.org](mailto:kculligan@bedfordnh.org)

**Phone**

(603) 502-7976

**From:** [City of Keene](#)  
**To:** [Nicole Howe](#); [Terri Hood](#); [Heather Fitz-Simon](#)  
**Subject:** New submission from City Board or Commission Volunteer Form  
**Date:** Sunday, January 11, 2026 1:27:03 PM

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Submitted on 01/11/2026

Submitted fields are:

|                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                                                                                                                         |
| David Bergeron                                                                                                                      |
| <b>Email</b>                                                                                                                        |
| [REDACTED]                                                                                                                          |
| <b>Phone</b>                                                                                                                        |
| [REDACTED]                                                                                                                          |
| <b>Address</b>                                                                                                                      |
| 139 Old Walpole Road<br>Keene, New Hampshire 03431<br>United States<br><a href="#">Map It</a>                                       |
| <b>How long have you resided in Keene?</b>                                                                                          |
| 50 yrs                                                                                                                              |
| <b>Employer</b>                                                                                                                     |
| retired                                                                                                                             |
| <b>Occupation</b>                                                                                                                   |
| development consulting                                                                                                              |
| <b>Retired?</b>                                                                                                                     |
| Yes                                                                                                                                 |
| <b>Please list any organizations, groups, or other committees you are involved in</b>                                               |
| City of Keene Historic District Commission                                                                                          |
| <b>Have you ever served on a public body before?</b>                                                                                |
| Yes                                                                                                                                 |
| <b>Please select the Boards or Commissions you would be most interested in serving on.</b>                                          |
| <ul style="list-style-type: none"><li>• Bicycle/Pedestrian Path Advisory Committee</li><li>• Historic District Commission</li></ul> |
| <b>Please let us know the Board or Commission that you are most interested in serving on.</b>                                       |
| Planning Board                                                                                                                      |
| <b>Optional - Please select your second choice of which Board or Commission you would like to serve on.</b>                         |

Zoning Board

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

Have appeared before the Planning and Zoning Boards many times over the past 30 years representing property owners. I am familiar with the process and the city regulations involved in site development. I would like bring my past experience to board to aid in reviewing pending projects.

**Suggest other public bodies of interest**

none

**Please provide two personal references:**

**Name**

Mari Brunner

**Email**

[mbrunner@keenenh.gov](mailto:mbrunner@keenenh.gov)

**Phone**

(603) 352-5440

**Name**

William Fenton

**Email**

[bfenton@fentonautosales.com](mailto:bfenton@fentonautosales.com)

**Phone**

(603) 354-5001

**From:** [City of Keene](#)  
**To:** [Nicole Howe](#); [Terri Hood](#); [Heather Fitz-Simon](#)  
**Subject:** New submission from City Board or Commission Volunteer Form  
**Date:** Friday, December 19, 2025 7:39:48 PM

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Submitted on 12/19/2025

Submitted fields are:

|                                                                                                   |
|---------------------------------------------------------------------------------------------------|
| <b>Name</b>                                                                                       |
| Heather Scheck                                                                                    |
| <b>Email</b>                                                                                      |
| <a href="mailto:hscheck@walpolebank.com">hscheck@walpolebank.com</a>                              |
| <b>Phone</b>                                                                                      |
|                                                                                                   |
| <b>Address</b>                                                                                    |
| 15 Newman St<br>Keene, New Hampshire 03431<br>United States<br><a href="#">Map It</a>             |
| <b>How long have you resided in Keene?</b>                                                        |
| 14 years                                                                                          |
| <b>Employer</b>                                                                                   |
| Savings Bank of Walpole                                                                           |
| <b>Occupation</b>                                                                                 |
| Regional VP Branch Manager                                                                        |
| <b>Retired?</b>                                                                                   |
| No                                                                                                |
| <b>Please list any organizations, groups, or other committees you are involved in</b>             |
| Vice Chair, Monadnock Family Services<br>Vice Chair, Chesco, Inc.                                 |
| <b>Have you ever served on a public body before?</b>                                              |
| No                                                                                                |
| <b>Please select the Boards or Commissions you would be most interested in serving on.</b>        |
| <ul style="list-style-type: none"><li>Trustees Of Trust Funds And Cemetery Trustees</li></ul>     |
| <b>Please let us know the Board or Commission that you are most interested in serving on.</b>     |
| Trustees of Trust Funds and Cemetery Trustees                                                     |
| <b>Please share what your interests are and your background or any skill sets that may apply.</b> |

I was referred to this position by Martha Curtis, the current board chair. I am a banking professional who has been in the industry for over 20 years. I am well-versed in reviewing trust documents and understand fiduciary responsibility. My husband and I served as my nephew's co-guardians for a time, and I also served as his representative payee, which required significant record keeping and reports to the Windham County Court in VT and the Social Security Administration. I have experience in serving on boards of directors, and aside from my current positions on the boards of MFS and Chesco, I previously served on the boards of Arts Alive! and The Samaritans.

I am also a longtime Keene resident. My husband and I live near Wheelock Park. We enjoy spending time with family, friends, and our cats; traveling; and going to comedy shows and rock concerts.

**Suggest other public bodies of interest**

Human Rights Committee

**Please provide two personal references:**

**Name**

Reed Graves

**Email**

[reed@insurancesource.com](mailto:reed@insurancesource.com)

**Phone**

[REDACTED]

**Name**

Sarah Brubaker

**Email**

[REDACTED]

**Phone**

[REDACTED]



## CITY OF KEENE NEW HAMPSHIRE

ITEM #C.1.

**Meeting Date:** January 15, 2026

**To:** Mayor and Keene City Council

**From:** Vicky Morton

**Through:** Terri Hood, City Clerk

**Subject:** **Vicky Morton — Concerns Regarding Current Keene Tax Rate and Request for Creation of a Citizen's Budget Advisory Committee**

---

**Recommendation:**

**Attachments:**

1. SKM\_C550i26010217160

**Background:**

Ms. Morton is concerned with the property tax rate and is requesting the creation of a Citizens' Budget Advisory Committee to help explain our current situation and possibly offer creative solutions to reduce our current tax rate.

January 2, 2026

Jay Kahn, Mayor  
Elizabeth Ferland, City Manager  
Members of City Council  
3 Washington Street  
Keene, New Hampshire

Vicky Morton  
275 Water Street  
Keene, New Hampshire

Dear City Leaders,

To read the December 16, 2025, Keene Sentinel headlines that Charlestown and Keene had the highest property tax rate in the State of New Hampshire was more than attention getting. I would like you, Keene's city leadership, to explain why that is true. Understandably, this is complex.

In reviewing data from the sites listed below, one could compare Keene to other communities based on population, valuation, annual budget and/or other factors. So many variables. That is why it is essential for the community to understand how we got to the point of being the most expensive in the State and to identify actions for remedy.

Should one compare municipalities of similar size, one would find:

| <b>Municipality</b> | <b>Property Tax rate</b> | <b>Population</b> | <b>2026 Budget</b> |
|---------------------|--------------------------|-------------------|--------------------|
| Londonderry         | \$14.14                  | 27,101            | \$44,820,806       |
| Hudson              | \$17.11                  | 25,787            | 68,864,328         |
| Bedford             | \$16.49                  | 23,856            | 39,431,860         |
| Keene               | \$34.37                  | 23,036            | 81,746,416         |
| Goffstown           | \$12.98                  | 17,310            | 29,706,797         |

Source: <https://www.revenue.nh.gov/sites/g/files/ehbemt736/files/documents/2025-municipal-tax-rates.pdf>  
<https://worldpopulationreview.com/us-cities/new-hampshire> and individual municipal websites

Why is Keene's tax rate double that of cities of relative size? What, exactly, makes us more expensive? Most importantly, what do we need to do to reduce the tax burden to less than \$30? What, exactly, are your plans to reduce the tax rate? Action on this situation is of importance in that the process of preparing next year's budget will likely start soon.

Understanding our current situation is indeed very complex. So complicated that I urge you to consider the creation of a Citizen's Budget Advisory Committee to help explain our current situation and possibly offer creative solutions to reduce our current tax rate. We need individuals with understanding of complex financials and strategies. We need creative actions to reduce our tax rate. There are tough questions to be asked and even tougher actions to enact.

Respectfully,



Vicky Morton



## CITY OF KEENE NEW HAMPSHIRE

ITEM #C.2.

**Meeting Date:** January 15, 2026  
**To:** Mayor and Keene City Council  
**From:** Thomas Burton  
**Through:** Terri Hood, City Clerk  
**Subject:** **Thomas Burton - Request for Increase to Disabled Veteran Property Tax Credit**

---

**Recommendation:**

**Attachments:**

1. Burton\_Communication

**Background:**

Thomas Burton is requesting consideration for an increase to Keene's optional property tax credit for 100 percent service-connected disabled veterans, from the current \$4,000 to the statutory maximum of \$5,000 authorized under RSA 72:35. Mr. Burton notes in his communication that, effective July 13, 2025, the New Hampshire Legislature amended RSA 72:35 to increase the allowable optional credit for veterans with total and permanent service-connected disabilities.

Dear Mayor Kahn and Council,

I am writing to respectfully request that you bring forward for City Council consideration an increase to Keene's optional property tax credit for 100 percent service-connected disabled veterans, from the current \$4,000 to the statutory maximum of \$5,000 authorized under RSA 72:35.

Effective July 13, 2025, the New Hampshire Legislature amended RSA 72:35 to increase the allowable optional credit for veterans with total and permanent service-connected disabilities up to \$5,000. Keene has already adopted the optional credit, and therefore the City has clear legal authority to adjust the amount within the newly expanded statutory range.

The individuals eligible for this credit are narrowly defined: veterans rated by the U.S. Department of Veterans Affairs as totally and permanently disabled due to service-connected injuries, as well as certain surviving spouses. For many, this credit directly offsets rising housing and property tax costs while living on fixed disability-based incomes. Because the qualifying population is limited, the fiscal impact of increasing the credit by \$1,000 per household is modest, predictable, and manageable.

Increasing the credit to the maximum amount would:

- Fully implement the Legislature's intent in expanding the statute.
- Provide meaningful and targeted tax relief to some of Keene's most severely disabled veterans.
- Reinforce Keene's commitment to honoring military service through concrete local action.
- Ensure Keene remains equitable with other municipalities that may choose to adopt the full authorized credit.

The credit applies only to a veteran's principal residence and is administered evenly across tax payments, making it straightforward to implement and transparent in its effect.

I respectfully ask that you place this issue on a future City Council agenda or otherwise initiate discussion so the Council may consider adjusting the credit to the new maximum. I believe this would be a reasonable, fiscally responsible, and well-supported policy decision.

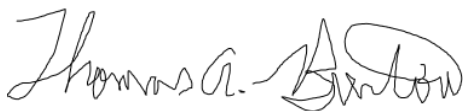
Thank you for your time, leadership, and consideration.

Respectfully,

Thomas Burton

45 Dover St.

Keene, NH

A handwritten signature in black ink that reads "Thomas A. Burton". The signature is written in a cursive, flowing style.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #D.1.

**Meeting Date:** January 15, 2026  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** **2025 Homeland Security Grant Program Award - 2025 Tactical Equipment**

---

**Recommendation:**

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and expend the 2025 Homeland Security Grant Program Award - Tactical Equipment grant in the amount of \$12,714.00.

**Attachments:**

None

**Background:**

Police Captain Steve Tenney addressed the Committee. He stated the first item is an annual grant received from the State's Homeland Security Office for the purchase of tactical team-related equipment. These funds are often used to update aging equipment. This year the department has been awarded \$12,714. These funds will be used to replace eight headsets that work with the department's radios. These newer headsets use new technology.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept and expend the 2025 Homeland Security Grant Program Award - Tactical Equipment grant in the amount of \$12,714.00.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #D.2.

**Meeting Date:** January 15, 2026

**To:** Mayor and Keene City Council

**From:** Finance, Organization and Personnel Committee, Standing Committee

**Through:**

**Subject:** **Reallocation of Funds from the West Side Downtown Parking Structure Project to the City Hall Parking Deck Maintenance Program**

---

**Recommendation:**

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to reallocate unspent CIP project funds in the amount of \$15,350 from the West Side Downtown Parking Structure Project (22J002AA) to the City Hall Parking Deck Maintenance Program (22M006).

**Attachments:**

None

**Background:**

City Engineer Bryan Ruoff was the next speaker. Mr. Ruoff stated this item is a request to reallocate funds from the west side downtown parking structure project to the City Hall parking deck maintenance program. Staff has been working with a consultant, THA on the development of the City Hall parking garage rehab plans and specifications for bidding. The City is about two weeks out from being able to bid that project.

Mr. Ruoff stated in 2024 the City hired Weston Sampson to perform an evaluation of existing parking trends and a feasibility study of constructing a parking garage on the west side of Keene.

It was concluded this is not an immediate need to the City. As a result, the planned CIP fiscal year 27 funding for parking garages is now being removed from the program for the foreseeable future. The project and study were completed with unspent allocated funds - approximately \$15,350. What staff is looking to do is to reallocate that to part of the THA project to make repairs to the City Hall parking garage.

Chair Powers clarified these funds are in the parking fund, they are not new tax dollars; funds being moved from one project to another within that fund. Staff agreed.

The following motion by Councilor Lake was duly seconded by Councilor Chadbourne.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to reallocate unspent CIP project funds in the amount of \$15,350 from the West Side Downtown Parking Structure Project (22J002AA) to the City Hall Parking Deck Maintenance Program (22M006).



## CITY OF KEENE NEW HAMPSHIRE

ITEM #D.3.

**Meeting Date:** January 15, 2026  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** **Engineering Services Agreement for the FY26 Stormwater Channel Rehabilitation Project**

---

**Recommendation:**

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute an agreement with Dubois & King for the Design of the Stormwater Channel Rehab Project (75M01626) for an amount not to exceed \$96,000.

**Attachments:**

None

**Background:**

Mr. Ruoff stated this item is a request for engineering services agreement for a stormwater channel rehabilitation project.

In the last CIP update, Public Works added this program into the CIP for the need to update tax ditches throughout the city. Staff has identified the Tannery Brook as one location where the area is completely overgrown and needs to be rehabilitated to minimize potential future flooding. There is another location identified recently which has also been added to this work to make it more cost effective. What was identified this past year is a portion of the stream embankment along the Martell Court access way to the pump station. This area is eroding rapidly and what is also being included as part of this project is the re-stabilization of that embankment.

The project was sent out for bid and two bids were received. Mr. Ruoff stated consultant selections were not based solely on price it was based on a defined criteria. The difference between the two proposals were significant. Dubois King provided the best reference scope of work and best price proposal. Staff is requesting to complete this agreement with Dubois King.

Councilor Chalice stated she has noticed pretty significant and impressive state projects for managing floodwaters along the highways in our area. She stated there is one mode of thought: making channels deeper which makes water move faster which erode banks overtime. She asked whether this work is consistent with the State's recommendations of trying to find opportunities for

that water to begin to spread and be contained, instead of just trying to fight it by armoring those bank walls.

Mr. Ruoff in response stated what is included in both of these areas, since they are both in the regulated floodplain is a need for a no rise analysis and a no increase in storm water flows so the cubic feet per second won't be increased. What the consultant will look to do is to increase the storage capacity, slow down the flows, thereby, reducing the erosion and providing a sustainable restoration for both locations.

Councilor Lake noted at the end of the background notes it mentions that the City has \$200,000 in the program. After the design, \$100,000 will be left in that fund. He asked whether these are the anticipated amounts that the City was planning on spending. Mr. Ruoff stated there is additional money planned to be allocated for the coming fiscal year and noted it is too early to say whether those funds would be sufficient. Staff want to use the most cost-effective method possible, which could be perhaps using the highway division to save costs. If it is beyond the staff's capacity, it will be bid out, but this will depend on what is designed.

The following motion by Councilor Chadbourne was duly seconded by Councilor Lake.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute an agreement with Dubois & King for the Design of the Stormwater Channel Rehab Project (75M01626) for an amount not to exceed \$96,000.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #D.4.

**Meeting Date:** January 15, 2026  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** Howard Street Sale RFP Recommendation

---

**Recommendation:**

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute an agreement for the sale and residential development of 0 Howard Street, parcel 536-034-000-000-000.

**Attachments:**

None

**Background:**

Deputy City Manager Rebecca Landry addressed the committee next. Ms. Landry stated staff has been looking at selling City-owned property to meet the housing needs in the community.

Property on 0 Howard Street is a property staff has been looking at. She noted this area is grown over and hence a wetland study was completed before listing the property for sale. The Community Development Department has merged the four or five lots that were much smaller lots on that property and it is now under an acre in size.

The City has received one proposal in response to the RFP that was sent out for the purchase of that property. Ms. Landry explained the City used the RFP process because the City doesn't want to just sell the property, they want a development agreement for housing to make sure it is used for that purpose. Staff is before the committee tonight to request authority for the City Manager to sign a purchase and sales agreement, which will also include a development agreement for that property. The sole proposer is Granite State Housing Group. They are proposing to construct 16 workforce-housing units on that property and most likely the initial or preliminary concept would be "fourplexes". Ms. Landry noted they have a design that will maximize the use of open space, locate all parking together to minimize how much paved parking there is on the property, and the City is confident that their approach is a good one. She felt they would most likely use the cottage court process.

Councilor Chadbourne felt this proposal is in keeping with the master plan goals as it relates to housing and puts the property back on the tax roles.

Councilor Chalice noted the development agreement would be the City's last opportunity to have any effect on what happens to that property before it is sold. She noted to the term "efficient building systems" used in the background notes and asked whether the city has more specifics about what this means. She asked whether the city has the ability to make sure that all the efficient measures are taken. Ms. Landry stated the City cannot dictate that a developer should for instance use solar or propane versus oil; the city doesn't have the mechanisms to do that. However, felt it could be discussed during the negotiation process to see what they are willing to do.

The Councilor noted it was mentioned that certain developers have already established energy costs for the developments that they create and felt maybe this is can be an issue of making sure the person who does this can meet that type of level. Ms. Landry agreed it is in Granite State Housing Group's proposal, but agreed it is not a specific definition of what it means to be sustainable. She added this is something the City can prioritize in their negotiation process.

Chair Powers noted this project will eventually go before the Planning Board, it will be reviewed by Code Enforcement and felt any developer who undertakes a project such as this would want to make it the most efficient. Ms. Landry noted the preliminary concept calls for "high efficiency heat pumps HVAC systems, high insulation tightly air sealer building envelopers, durable low maintenance exterior materials, modular construction" she felt a number of issues have already been addressed with this proposal.

The Mayor addressed the committee next. He asked for the total acreage for the property. Ms. Landry stated it was .91 acres. The Mayor noted to the recent proposal the Planning Board approved on Elm Street; 18 units on 2.5 acres. The Mayor noted based on the building standards 16 units on less than an acre is likely on the low end of square footage per unit, which makes him question whether this will be owner occupied housing or whether they will be small rentals. He added this type of density is of concern to the community, especially for abutters. He added this is information that will likely be reviewed during the Planning Board process but if this is information that is available, it would be helpful for Council.

Ms. Landry explained the proposal is not the same as agreement. The proposal provides a design concept for City consideration and for the applicant's planning purposes. The applicant will have to go through much review but their concept is for 16, 1,100 square foot units.

Councilor Chalice felt there is a market for people who don't even want 1,100 feet square feet; who want to live in much less area in order to have it be more reasonable for their life. She stated she would be looking for consideration to have a broader variety of ownership opportunities in the City for people who are looking to dramatically downsize.

The following motion by Councilor Chalice was duly seconded by Councilor Lake.

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute an agreement for the sale and residential development of 0 Howard Street, parcel 536-034-000-000-000.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #F.1.

**Meeting Date:** January 15, 2026  
**To:** Mayor and Keene City Council  
**From:** Megan Fortson, Planner  
**Through:** Paul Andrus, Community Development Director  
**Subject:** **Resignation - Sarah Vezzani - Planning Board**

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**Recommendation:**

Accept the resignation of Sarah Vezzani from the Planning Board with gratitude for her two years of service.

**Attachments:**

1. Resignation Letter\_Sarah Vezzani\_redacted

**Background:**

Sarah Vezzani is a regular member of the Planning Board. She has served on the Board for two years and has submitted her resignation effective as of December 22, 2025.

**Sarah Vezzani**  
**464 Elm St. Keene, NH 03431**  
[sarah@thevezzaniagency.com](mailto:sarah@thevezzaniagency.com)



**December 22, 2025**

**Honorable Members of the Keene City Planning Board**  
**3 Washington St. Keene, NH 03431**

**Subject: Resignation from the Planning Board**

Dear City of Keene Planning Board Members and City Staff,

Please accept this letter as formal notification of my resignation from the City of Keene Planning Board, effective December 22, 2025.

I am grateful for the opportunity to have served the City of Keene on the Planning Board for the past two years. I appreciate the experience and the chance to contribute to our community.

Thank you for your understanding.

Sincerely,  
Sarah Vezzani



## CITY OF KEENE NEW HAMPSHIRE

ITEM #G.1.

**Meeting Date:** January 15, 2026

**To:** Mayor and Keene City Council

**From:** Megan Fortson, Planner

**Through:** Paul Andrus, Community Development Director  
Mari Brunner, Senior Planner

**Subject:** **Energy & Climate Committee Recommendation Regarding the Commercial Property Assessed Clean Energy & Resiliency (C-PACER) Program**

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**Recommendation:**

A motion was made by Councilor Bryan Lake that the Energy and Climate Committee recommend that City Council amend the City Code of Ordinances to include the Commercial Property Assessed Clean Energy & Resiliency or "C-PACER" Program as a voluntary funding mechanism for energy-efficient upgrades, building insulation, cost-effective and renewable energy, and water conservation measures for development projects in Keene. The motion was duly seconded by Dr. Gordon Leversee and was unanimously approved.

**Attachments:**

1. C-PACER Model Ordinance

**Background:**

At the November 24, 2025 and December 22, 2025 Energy & Climate Committee (ECC) meetings, members discussed making a recommendation that City Council adopt an ordinance enabling the Commercial Property Assessed Clean Energy & Resiliency (aka "C-PACER") Program to be used as a voluntary funding mechanism in Keene.

If incorporated into City Code, the C-PACER Program would enable commercial property owners and developers in Keene to access private capital for energy efficiency, clean energy, water conservation, and property resiliency improvements. Included below are the relevant sections of the minutes from each of these meetings. Additionally, a model ordinance created by the New Hampshire Business Finance Authority is included as an attachment to this memo.

**ECC Meeting Minutes — November 24, 2025:**

1. **Commercial Property Assessed Clean Energy & Resiliency (C-PACER) Program – Update**

City Planner Megan Fortson explained that this relatively new program in New Hampshire would have to be adopted by the City Council through an ordinance process before becoming available to community members. Ms. Fortson hoped that either Frank Richter or Sarah Brock from Clean Energy New Hampshire would attend the December 2025 Energy and Climate Committee (ECC) meeting (in person or remotely) for a brief overview and to answer questions. Ms. Fortson said that if the ECC wanted to pursue the whole ordinance process, it would take a few months to go through City Council. She said there would be more to come.

Mr. Pipp appreciated the links to the webinar recording and called the C-PACER Program straight forward and well presented. He thought the ECC should encourage the City Council to adopt it in Keene. Mr. Pipp said it did not seem like there were drawbacks if anyone wanted to use it as a tool on any future projects.

Chair Murphy said C-PACER seemed like something this Committee might be able to work with because it exists already and the experts from Clean Energy New Hampshire could potentially fill in the gaps. Then, he said it would ultimately move toward the ECC recommending the C-PACER Program to City Council, which is partly why Chair Murphy thought the ECC exists. Ms. Fortson agreed.

Councilor Lake noticed a lot of agreement about the C-PACER Program from the Committee. He mentioned recently attending the monthly New Hampshire Energy Committee work group call, at which Sarah Brock from Clean Energy New Hampshire provided another overview of C-PACER and answered questions from that group. Councilor Lake said the program was well received by the New Hampshire Energy Committee work group. He said Ms. Brock mentioned knowing that Keene was working on C-PACER and noted that it could be the first municipality in New Hampshire to implement it. Based on Ms. Brock's comments and the ECC's indications of agreement, Councilor Lake wondered if the ECC wanted the extra time for the experts to present in December or if the Committee had reviewed the materials and felt comfortable moving forward with a recommendation at this meeting. He added that Ms. Brock and Mr. Richter are very busy, so if not necessary to have them come, he would hate to take up their time. Councilor Lake also did not want to rush the Committee if others felt they needed the month to ask more questions.

Mr. Pipp said that in thinking back to his earlier comments, he was in favor of making a recommendation to the Council (i.e., now), stating that whenever this happens it should come as a recommendation from the whole ECC. He did not want to rush anyone who still had questions though. However, he added that the next ECC meeting was scheduled for December 22, 2025, when the Committee might struggle to establish a quorum right before a holiday and might not be able to secure Ms. Brock's and Mr. Richter's attendance. Ms. Fortson said it sounded like they would be available.

Dr. Larmon said that between the notes and listening to others, he did not see a downside to the Program as another source of funding that might make projects feasible. He asked if anyone knew of a downside or a reason to wait and bring in Ms. Brock and Mr. Richter. Dr. Larmon felt like he knew more about the C-PACER Program this month compared to in October and was unsure what questions he would have for the speakers in December. It seemed to him like a good program available to the City and Dr. Larmon thought the Committee should move ahead. He asked if anyone else had learned of any downsides. Vice Chair Roth said he also received the presentation and did not see a downside. Councilor Lake said he specifically asked Ms. Brock about downsides because

this would be discussed amongst the City Council and that she was hard-pressed to come up with anything. She only suggested that maybe the municipality would have to take on the burden of managing the plan, but that is easily disputable because the municipality has to do very little and the state really manages the plan.

Councilor Lake also felt like it was a “no-brainer,” but acknowledged there was something the Committee could be missing. He said the C-PACER Program is not a new one, with many states across the nation having similar programs. Councilor Lake said the only issues had been municipalities taking on the actual burden of human implementation. Dr. Larmon said that if nobody on the Committee saw a downside, there could be an advantage to trying to get involved early because of the funding that might be available; he thought that may be a reason for the Committee to move ahead. Otherwise, that advantage could be delayed for a few more months due to the timing of Committee meetings around the holidays.

Vice Chair Roth noted that *towns* have to vote on whether to implement the C-PACER Program, but *cities* do not, so Keene has the advantage of not having to put it up for a citywide vote. Chair Murphy said that while a town like Dublin would require a whole Town Meeting vote, the Keene City Council could approve the C-PACER Program by ordinance. Vice Chair Roth agreed, calling it a significant difference.

Chair Murphy heard a lot of favorable comments from the Committee and really appreciated the enthusiasm. For the sake of conversation and discussion, he presented a counterpoint. He said the C-PACER Program was new to New Hampshire, with no municipality having adopted an ordinance for it, although it is a tried-and-true Program in approximately 35 other states. However, if the ECC were to discuss it with the City Council and be put on the spot, Chair Murphy wondered if the Committee would be in a better position to have done its due diligence and be able to say it had an audience with a state-level agency, like Clean Energy NH or the NH Business Finance Authority (NHBFA), which administers the C-PACER Program; NHBFA works with commercial lenders make the Program work. Chair Murphy said he had not spoken with NHBFA or heard from it specifically other than the pitch at the webinar. He presented the question for the sake of conversation: If able to tick off boxes about what the Committee did for due diligence, would it be in a better position to send a recommendation to Council?

Dr. Koning felt better waiting until December to make the recommendation because she still needed more information and would be more comfortable having that before voting. She was in favor of a presentation by Mr. Richter or getting more information herself.

Councilor Lake thought that if there was any desire from the Committee to wait and Ms. Fortson was confident that Ms. Brock and/or Mr. Richter could attend the December meeting, then the Committee should discuss it more and decide next steps in December. Chair Murphy appreciated the enthusiasm because it sounded like a positive program and just one more tool that Keene was not currently offering. He thought the Committee could have more peace of mind about being in a better spot by having done its homework. Additionally, in anticipation of the visit from Ms. Brock and/or Mr. Richter, Chair Murphy asked the Committee members to do individual homework considering the potential downsides and any other questions they might have about the C-PACER Program for a robust conversation in December. Chair Murphy thought the Committee would be better prepared to collectively answer any questions that come from the City Council.

Ms. Fortson noted that the loan is secured through a special assessment of the property, and she

was unsure whether that would happen at the local level or at the state level by NHBFA hiring a third party. So, Ms. Fortson thought the potential biggest question was whether C-PACER would create more work for Keene's Assessing Department. Otherwise, she thought it seemed like a pretty great opportunity.

Discussion also ensued about which Committee members planned to attend the December meeting for the purposes of ensuring a quorum. The December meeting was moved from its normal Wednesday date to Monday, December 22, 2025 because of the Christmas holiday. Mr. Pipp inquired about the ability for Committee members to attend remotely because of the meeting date's proximity to the holiday. Ms. Fortson said members are allowed to attend remotely with the Chair's prior approval, but a quorum (six members of the ECC) still must be physically present at the meeting location to hold a meeting. Chair Murphy said he did not see a reason not to allow that plan, especially under the circumstances, unless the prevailing sentiment of the group at the time was that they did not want those participating remotely to have voting privileges. Chair Murphy thought everyone was feeling good about this program and wanted to understand some of the intricacies it had not yet.

Mr. Boulton noted that since the Committee's ultimate recommendation would come in the form of a letter to Council, another advantage to this course of action could be strengthening that letter based on the conversation with the guests in December. Chair Murphy agreed that the letter could address things like special assessment responsibility and Committee members' individual questions.

Mr. Boulton initiated discussion of how, with the excitement around this Program, there might be a strategy to intelligently expedite this through the City process once the Committee recommends it to City Council. For example, what are the next steps if the Committee approves the recommendation to City Council? Ms. Nebenzahl said the C-PACER webinar recommended having a template for the ordinance in advance, so she thought the Committee might want to discuss that further. Chair Murphy asked about the process. Councilor Lake explained the multi-week City Council process:

- Week 0: The ECC would submit a letter to the City Council, recommending adoption of the C-PACER Program ordinance. The Committee could attach the example ordinance the state provided for the City Attorney to review and build in the City's details.
- Week 1: At a City Council meeting, the Mayor would refer the C-PACER Program to a City Council Standing Committee for some amount of action.
- Weeks 2–6: That Standing Committee would probably recommend the City Attorney write an ordinance for the next Council meeting, one to two weeks later. That Ordinance would return to the Standing Committee again for public input, before final presentation to Council for adoption.

Chair Murphy thought it would be valuable to include the sample ordinance with the Committee's recommendation. He asked Ms. Fortson to send the sample to the Committee for its review and Ms. Fortson agreed. She added that Councilor Lake described the typical ordinance process, but she could also potentially first see the City Council authorizing the City Manager to have Community Development Department staff prepare an Ordinance, which would go through a very similar process. Community Development Staff would make any necessary changes to the ordinance, review it with the City Attorney, and review it with any relevant parties (in this case, probably the Assessing Department). Ms. Fortson said she would follow up with Senior Planner Mari Brunner to see what pathway she envisioned.

Discussion ensued about when “Week 0” might occur in December 2025/January 2026. Mr. Pipp asked how far in advance of a City Council meeting the letter would need to be submitted. Councilor Lake was unsure if there would be a formal City Council meeting to address this matter on Thursday, January 1, 2026, during or after the City Council’s Inauguration or if the matter would wait until the Council’s January 15, 2026, regular meeting. He was unsure how far in advance the letter needed to be submitted to the Council, but he anticipated just a few days prior. Chair Murphy asked how Community Development’s role with the Ordinance, if at all, could affect the schedule Councilor Lake outlined. Ms. Fortson said it would depend, and she did not want to commit, but she envisioned it going one of two ways: (1) sometimes staff internally generate ordinance applications, which means that Community Development staff would submit it to the City Clerk’s office and go through the same process as if the ECC were submitting it; or (2) the ECC would submit a letter to Council, the Council’s would provide feedback on whether it wants to move forward with a C-PACER ordinance, and then have the Community Development Department work on an ordinance. She said that if the Council wanted to review the Program before directing anybody to start working on an actual ordinance, it would be a longer process. Chair Murphy asked Ms. Fortson to report more on that process at the December meeting. Ms. Fortson agreed, noting she would consult the Senior Planner to confirm all the steps.

Dr. Leversee thought that if the Council approved of a C-PACER ordinance, they might ask about the practical benefits of moving expeditiously versus a more measured manner. In terms of money. He was unsure whether there was a good answer to that question.

Mr. Boulton pointed out that December 22<sup>nd</sup>–January 1<sup>st</sup> are not famously productive days and suggested the Committee plan how it would accomplish its letter to City Council. Discussion ensued. When distributing the sample Ordinance to the Committee, Chair Murphy also asked Ms. Fortson to share a few sample letters from the ECC to City Council recommending anything from the past.

Dr. Larmon wondered if Chair Murphy and Ms. Fortson could work on drafting a letter in advance of the December 22<sup>nd</sup> ECC meeting. Dr. Larmon did not think it needed to be a complicated letter, just one telling the Council that the ECC thinks this is a really important program and recommends it be adopted into City Code through the Ordinance process. Chair Murphy was open to that recommendation, but having never seen draft letters to Council, he still requested that Ms. Fortson send some samples along with the sample ordinance. Mr. Pipp volunteered to start drafting the letter to Council if Ms. Fortson could provide sample letters from past recommendations.

Chair Murphy thanked the Committee members for their enthusiasm.

### **ECC Meeting Minutes — December 22, 2025:**

#### **1. C-PACER (Commercial Property Assessed Clean Energy & Resiliency) Program — Continued Discussion**

Chair Murphy recalled the November 24, 2025 Energy and Climate Committee (ECC) meeting, when the ECC continued discussing how it was doing its homework and learning about how the C-PACER (Commercial Property Assessed Clean Energy & Resiliency) Program could work for the City of Keene. Those November ECC meeting minutes showed the Committee’s enthusiasm for C-PACER, and a sense that the City of Keene might be ready not only to move in this direction for itself, but to blaze a trail and perhaps be the first municipality in New Hampshire to move in this direction.

A few Committee members attended webinars, and more information was available via the [New Hampshire Business Finance Association's website](#) (NH BFA). A representative of Clean Energy NH, Frank Richter, was present at the meeting to field the Committee's questions and direct any questions he could not answer back to Sarah Brock from Clean Energy NH and/or James Key-Wallace, Executive Director of NHBFA and the C-PACER Program Administrator. Mr. Richter said one question that he hoped for a quick turnaround on was who would actually conduct the special assessments for the program: Keene's Assessing Department or a separate third-party entity? He had scoured the NH BFA website, looking for the answer, without success. Chair Murphy requested background on the C-PACER Program.

Mr. Richter explained that there were three different categories of municipalities listed for New Hampshire: towns, cities, and village districts. Most towns or cities that he talked to had Select Boards, which would have to adopt C-PACER at a Town Meeting through a Warrant Article. Some towns would wait to pass drafted legislation which would allow a Select Board or town officials to adopt the C-PACER program. So, some towns were just waiting for legislation versus going through the warrant article process. Mr. Richter said Keene is lucky enough to have a City Council and an active Committee, like the ECC, that was researching the program, asking good questions, and who could bring it to the City Council with a prepared presentation.

Mr. Richter explained that C-PACER is both an environmental and energy conservation program, in addition to a business-generating and ultimately, tax revenue-generating (i.e., full package) mechanism for the states in which it is adopted. Close to 30 states throughout the country already have C-PACER in place and New Hampshire is putting it forth at this time. In simple terms, Mr. Richter calls C-PACER a lending program, through which a business or nonprofit (not municipalities) can borrow money to incorporate energy efficiency measures (e.g., efficient windows, efficient boilers, insulation, energy retrofits), as well as resiliency measures (e.g., water conservation projects, lead abatement), to improve an existing structure or include as part of a new construction project. Mr. Richter said the main goal of C-PACER is energy efficiency.

Mr. Richter said the C-PACER loan, issued by a bank, can extend for up to 30 years. It is like a mortgage, but the difference is that the assessment is assigned to and stays with the property. If a businessowner takes out this loan, improves the property, and then sells it based on that assessment, the assessment would go with the property and the businessowner would not have to pay off the debt when they sell it. Mr. Richter explained how there could be an advantage for a business owner who may want to improve their structure, even if they do not plan on holding it for a long period, because they would not have to pay off the full cost of the loan. Instead, the loan could move forward with the property and continue to be administered through NHBFA and held by the bank.

One of the variables in the calculation of the loan payment is the amount of anticipated cost savings from implementing these energy saving measures. Mr. Richter said the goal is not to cost the business owner more than what they are saving in energy costs over the life of the loan. He cited an incentive being that NHBFA would administer the C-PACER Program, taking the burden off of any municipality that wants to allow this type of lending tool. Mr. Richter suggested that the Committee review the [list of Frequently Asked Questions \(FAQs\) on NHBFA's C-PACER webpage](#). Mr. Richter welcomed questions.

If Mr. Richter had to argue against the C-PACER Program in some way or name some weakness

from his perspective, Mr. Boulton asked what his best argument against it would be, and then if Mr. Richter wanted to rebut that argument. Mr. Richter said his former argument against the program was that towns and cities, particularly those without administrative staff, would have had the burden of administering it; however, he noted that this was no longer the case and there would be minimal administrative involvement from participating municipalities. Looking at the cost basis, Mr. Richter said his rebuttal was the cost versus expense or time put into the structures; property assessments and tax revenue may go up. He said it would be good for business and good for the City.

Dr. Leversee asked if there would be a downside from the perspective of the buyer of one of these properties: would it feel like a lien on the property for which they are responsible when buying, despite the energy savings? Mr. Richter said the buyer would know they are buying a building, for which the purpose of this assessment (loan) is to make it more efficient, so the energy costs would be leveled compared to the building next door that might not be a part of the program. Additionally, he said someone could buy a property and get 10 years into the loan, with a plan to sell the building 10 years later before they must pay it off to the bank, and the assessment would still go to the next owner.

Ms. Nebenzahl agreed with the fact that C-PACER makes properties more sellable; property owners would gain from the improvements. She thought the 30-year loan period was a very good feature of the program. Ms. Nebenzahl had also learned about a longer, 36-month "Look-Back" option for the program, but she did not see enough information online about specific items that could be considered. Mr. Richter said that it is for when someone has made improvements already. For example, he said many projects take a loan to start construction and then refinance or take another loan to flatten things. He said that would be the reason for a "Look-Back." Ms. Nebenzahl wanted to know if specific improvements were allowed for the Look-Back. Mr. Richter replied that it was all in line with the existing requirements for proposed improvements to an existing or proposed building.

Mr. Boulton recalled Mr. Richter saying that the assessment terms are typically designed, so that the payout is less than the savings. Mr. Richter replied, ideally, yes. Mr. Boulton was curious if Mr. Richter had a sense of whether that was typical for 80% or 90% of C-PACER projects. Mr. Richter said he would have to reach out to the 30 other C-PACER states to find out whether they were on target. Mr. Boulton said it was a very attractive arrangement if it could be achieved, and he wondered how common it really was. Mr. Richter said it was a good question, and it would be interesting to see what happens in New Hampshire. Chair Murphy asked Mr. Richter to inquire about some other states, which Mr. Richter said should be possible because the formulas they use for calculations are similar. Discussion ensued briefly about how these lending principles are the same even when the formulas are different. Mr. Richter said he would answer the Committee's questions and return with some examples.

Dr. Leversee asked whether any of the 30 states that had enacted C-PACER had tried to discontinue it and, if so, what the reason(s) were. He said he supported the program, but if New Hampshire decided to continue with it, he also wanted to understand the exit path. Mr. Richter said he would look into it, but he had not heard of any states who backed out of the C-PACER Program, and he was unsure how that would be handled. Given that the assessment would be attached to the property, Mr. Richter imagined it would be a simple process if the law ended, but he was unsure.

Councilor Lake knew that across the country, the program standard was actually called "C-PACE" (Commercial Property Assessed Clean Energy) and New Hampshire decided to add the "R" for "Resilience." Councilor Lake wondered whether any other states added "Resiliency" and how that

affected their rate decisions, because he said there would not be the same return on investment for this category of improvements (e.g., flood mitigation and insurance reduction).

Regarding the municipality's responsibility for the C-PACER Program, Councilor Lake thought his reading indicated that the City would be responsible for performing the assessment. He was curious whether the NH BFA would send anyone for the assessment or whether one of the lenders would take more responsibility, perhaps. Councilor Lake asked Mr. Richter to outline any other responsibilities the City would have in actually carrying out the C-PACER Program. Mr. Richter replied by reading from and elaborating what Keene's process would be from the [C-PACER Program Guidebook](#), F. Municipality/County Participation & Process (p. 10/17):

- Program Establishment: *"The municipality or county adopts a C-PACER Ordinance or Resolution and a C-PACER District."*
- C-PACER Participation Agreement: *"The municipality or county enters into a C-PACER Participation Agreement with the NH BFA."*
- Duties and Responsibilities: *"The municipality or county, with assistance from the NH BFA, executes the required C-PACER special assessment and lien documents:*
  1. *Assessment Agreement with the Property Owner,*
  2. *Notice of Assessment and Lien – recorded at the Registry of Deeds, and*
  3. *Assignment of Notice of Assessment and Lien to Capital Provider."*

Mr. Richter said this is the grey area: what documents must the municipality execute? Does this mean the assessment? He said it was not clearly outlined, and he would get the answer. It listed an *"Assessment Agreement"* with the property owner, which he said is not much different than other property transactions. If the property owner does not pay the loan, the City would not have to do anything as the lender would foreclose on the property and the next owner would start over.

Mr. Richter read the final statement under Section F. of the Guidebook on the Municipality/County Participation & Process: *"The municipality or county provides a 'Certification of Full Payment' upon written notice from the Capital Provider that the C-PACER assessment has been paid in full; the Property Owner is responsible for obtaining and recording a discharge from the Capital Provider. To the degree collected from the property owner for this express purpose, the NH BFA may reimburse a municipality or county for actual expenses incurred by the municipality or county in the performance of the municipality's or county's C-PACER specific duties."*

Councilor Lake asked if there were any public education plans in place to ensure the development community would be aware of this program, or if the Community Development Department staff should just share it when members of the public come in with a Site Plan application. Mr. Richter thought the City could benefit from the C-PACER Program overall, so he thought it would be good for the City to share it in the way Councilor Lake described, in addition to a public meeting, for example. Mr. Richter was also confident that banks would market C-PACER as an investment and lending tool, noting that NH BFA was signing up more banks daily. Mr. Richter thought that at least the big developers already knew about the program at this time.

Chair Murphy recognized Peter Hansel of Keene, who asked whether there was any implication that taxes would be affected for either the property owner or the municipality. Mr. Richter said the C-PACER Program should not affect the City's property taxes; the assessment is purely for the loan on a specific property and would not affect the taxes directly. However, if the City were to decide that a

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property is worth more in tax revenue because of certain improvements, he said that it would be between the City and the business, and he would hope it would dissipate. Otherwise, Mr. Richter stated that the C-PACER Program is completely decoupled from anything to do with municipal tax revenue. Mr. Hansel said that this answered his question.

Vice Chair Roth asked how C-PACER alters the associated property deeds to reflect the liens. Mr. Richter said it would be the same as with a regular bank loan, which is why when the loan is paid off, the one final step the City may have to take (possibly with help from NH BFA) is to file with the Registry of Deeds. Chair Murphy said that this aspect was foggy for him and seemingly some others as well, but noted that it could be because C-PACER is still such a new program to New Hampshire residents. He said it was great to know that NH BFA was committed to administrative staffing of C-PACER and helping make it work.

It was still unclear to Chair Murphy, however, whether NH BFA would be prepared to step in and provide technical assistance to the City on a project with specific complexity and workload. Mr. Richter said NH BFA had expressed that many times about the C-PACER Program; that it would be just one of their lending tools to administer. Vice Chair Roth asked what sort of technical assistance the Chair was thinking about. Chair Murphy referred to the workload category again, asking if the City Assessor is expected to complete the work and has a six-month waiting list. Would the BFA then be in a position to lend support, so the City could keep a project moving? On the complexity issue, he thought the City might benefit from NH BFA's experience on a specific type of project or loan that is beyond what the City has handled before, for example. Mr. Richter would share that feedback with NH BFA. Committee members could share more questions with Mr. Richter via Ms. Fortson.

Mr. Boulton heard the administrative pathway described and wondered if it was the same for any ordinary economic activity in the City, so that it would not be perceived as an extra burden on City staff's everyday workload; rather, just a sign of greater economic activity. Mr. Hansel suspected that the City did not have staff with this specific assessment training as a part of their purview. Mr. Richter agreed, noting that it is an assessment for lending, not tax purposes, and he thought that was why the City would rely on NH BFA. Mr. Boulton thought this might be a technical assistance matter, and Chair Murphy thought it was also an issue of complexity. Chair Murphy wondered if the Committee was remiss not to involve the City's Assessing Department in this conversation.

City Planner, Megan Fortson, noted that the City does ask for the total value of a project when a Building Permit is submitted because the Building Permit fee is calculated based on the total project value. Since C-PACER would be new to New Hampshire, she said she had no idea what the level of responsibility would be for City staff; it sounded to her like it probably could fall to the Assessing Department, but she was unsure. Ms. Fortson added that this Committee would be recommending that the City Council modify the City Code to include a C-PACER Ordinance, which would enable developers to utilize the program as a voluntary funding option. If the proposed ordinance affects specific City departments (e.g., Assessing), they would be included as a part of that review to ensure no issues are created for that Department before the recommendation gets to City Council.

Mr. Richter noted one question that could come up at City Council, which the ECC might want to consider: would this recommended C-PACER ordinance affect the whole City, meaning could anyone in Keene participate? The C-PACER Program allows the designation of specific areas in which the program is available in a community, but Mr. Richter said most communities have applied the program to their entire municipality because things could change 20 years from now (i.e., zoning shifts). Mr. Richter could not offer an opinion about the Committee's recommendation on this matter.

He said the City might want to prohibit the program on parcels in the Conservation District, where development is generally not encouraged.

Ms. Fortson recalled the types of uses eligible for C-PACER funding: any nonresidential use (i.e., commercial) and residential uses of five units and above. Mr. Richter clarified that those five plus residential units must be within the same structure to qualify, so an 18-unit Cottage Court development would not qualify, for example. Ms. Fortson thought there was less concern, in her opinion, about C-PACER driving development into rural portions of the City because of the restrictions and allowed uses defined within Keene's existing zoning ordinance. For example, a higher density development would not be allowed in the Rural District unless it was through something like the Cottage Court process. Ms. Fortson also thought it would be City Council's duty to clarify if the program should apply to the whole City or only specific areas.

Councilor Lake said that if there were certain sections of the community the ECC would recommend to specifically include in the C-PACER Program, he thought the City Council would be open to hearing from them. He thought the topic was raised at one of the many virtual meetings hosted by Ms. Brock from Clean Energy NH. Councilor Lake saw no reason not to have the C-PACER Program apply throughout the entire City of Keene, specifically because of the zoning and building regulations in place (e.g., Conservation Areas only allow open space uses, etc.). So, he also thought the City was pretty well protected by the existing zoning regulations in place. He felt as though C-PACER would be just another economic development tool that could be used in the areas where City wants development happening anyway. Councilor Lake personally supported C-PACER for the totality of the City, knowing the City's Land Development Code and Zoning Ordinance should cover it in those areas.

Ms. Fortson noted that City Council adopted an updated 79-E District (NH RSA 79-E Community Revitalization Tax Relief Incentive) at their meeting on December 18, 2025. The updated program expanded the number and scope of projects that could qualify for the City's 79-E Program. She said the City Council had a similar discussion during this project about whether the program should apply to the whole City or only certain parts. Because a specific requirement of the 79-E Program is a property's access to City water and sewer, future expansion of these utilities could make other areas of the City eligible to participate in the program. Ms. Fortson thought this was somewhat similar to the C-PACER Program.

Councilor Lake stated that 79-E is a fantastic program that does something very similar to C-PACER. He said 79-E is for: (1) redeveloping old buildings and reusing the energy that was already invested into the City again, which is a part of the reason for requiring City services; and (2) to encourage infill/redevelopment in downtown and commercial areas. Councilor Lake explained that during the City Council's most recent 79-E District update, the commercial district was expanded to include West Street, and the residential district now includes the entire City. Ms. Fortson agreed. So, Councilor Lake said it would not be outside the norm for the City to have something applied Citywide and/or targeted; however, he thought the C-PACER program was general enough—like the residential aspect of 79-E—that it could be expanded Citywide.

Chair Murphy recalled that the Committee planned on including the minutes from any of its C-PACER Program discussions along with its recommendation to the City Council. He said the Committee was deciding whether to recommend this program and was not yet to the point of such finer decisions as whether to prohibit certain parts of the community, but it would be good to put it forward.

Mr. Redfern noted that he was curious about this political realm, and how these public hearings and processes could pan out with questions and confusion. He didn't have time yet to read all the material. He asked whether more complicated improvements would raise someone's property taxes more; if making improvements in energy efficiency towards the City's general mission. He wondered if there would be public push back due to confusion. Mr. Redfern was unsure if someone would want their property taxes increased by making certain improvements using this Program. Ms. Fortson confirmed that C-PACER is entirely voluntary. Mr. Redfern wondered if there would be some sort of campaign (e.g., in the Keene Sentinel) to help the public understand the Program and help with the buy in. He suggested the Committee would need answers to the public's questions, which the Outreach Work Group could take the lead on, if the ECC recommended this process.

Chair Murphy was unsure that the Committee was ready to assign that type of role to the Outreach Work Group but could see it being a suitable role in the future. At this time, Chair Murphy thought the ECC was at the stage of understanding the program well enough to justify whether the Committee thinks it is a good idea to recommend adoption to City Council. The ECC would not have answers to all the questions or all the strategies developed when it makes that recommendation to Council, but it would show the ECC's intent for a long-term partnership (e.g., outreach and educating the community might be a role for the Committee); the conversation would continue. Discussion ensued briefly about the differences between the C-PACER Program (i.e., residential allowed if five units and above, and commercial) and RSA 79-E (i.e., more about economic development and steering development to certain parts of the community, including residential).

Chair Murphy wondered if Cheshire County adopted its own C-PACER Program down the line, if it would subsume all the other programs throughout the County. Mr. Richter had not encountered that question and discussion ensued briefly about how the language in the [C-PACER Program Guidebook](#) was worded. Chair Murphy thought the wording meant that if the County were to proceed, then it would be in lieu of the municipality needing to. Discussion continued about whether that would be the case, with Vice Chair Roth noting that New Hampshire is a "Mother May I?" (i.e. – Dylan's Rule) state. Chair Murphy asked Mr. Richter to inquire with NHBFA. Mr. Richter said he would also ask how towns could end C-PACER program participation, similar to the question asked about states terminating the program earlier in the meeting.

Dr. Leversee recalled the ECC's prior meeting, when the Committee discussed moving forward with this recommendation to the City Council. Next steps included drafting a letter, and gathering other evidence of the ECC's due diligence. He said there was a clear sense then that a number of Committee members wanted to move forward expeditiously. The group came up with more questions during this meeting, but he felt that this process of questions and waiting for answers could go on for a long time. Having reviewed the materials, Dr. Leversee said he came to this meeting prepared to vote in favor of recommending the C-PACER Program to the City Council. He asked if the Committee was at the point of entertaining a motion.

Chair Murphy appreciated Dr. Leversee's summary. The Chair noted that the Agenda's listed item "Continued Discussion" of C-PACER did not limit the Committee's ability to take this action. While there were some unanswered questions, he thought this had been a good opportunity for continued conversation, from which he learned more. He asked Councilor Lake or Ms. Fortson if they felt it was premature for a recommendation, while there were still a few questions left unanswered that the Council might have; or would it be better to move forward and build momentum? As a former Councilor, Mr. Redfern suggested that if something is complex, it could be better to wait for answers to the questions that Mr. Richter was seeking and then to move the recommendation forward to the

Council. He noted that the Council is already overloaded with stacks of issues.

Councilor Lake said it was a good point that any proposed ordinance should be well explained to the Council in some fashion—sometimes that is just a few paragraphs, but financials have a large complexity of moving components that are challenging to communicate simply. He thought that whoever would present this recommendation to the Council—whether City staff, an ECC member, or him to the Finance Standing Committee—should be able to explain the program briefly. Councilor Lake said questions like whether the City Assessor would do the assessment might not have an answer at the City Council meeting, but that would also be a time to ask City staff to talk about the program. He said that if the Committee still had more substantive questions about the program at this time, then he thought they should wait for those answers before making this recommendation to Council.

The Committee reviewed the shortlist of four C-PACER Program questions that Mr. Richter was still tracking:

1. How much of the program assessment would actually fall to the City of Keene Assessing Department?
2. Examples of how the various states calculated the assessment terms, based on savings.
3. Have any other states incorporated/addressed resiliency?
4. How much does NH BFA help with technical assistance?

Mr. Richter had just found the answer to the fifth question: what would happen if Cheshire County created a C-PACER Program? Mr. Richter read the following passage from the C-PACER Program Guidebook, A. Program Overview/Program Description: *“Adopted by participating New Hampshire municipalities (meaning any city, town, or village district) or Counties (for unincorporated places) and overseen by the NH BFA, the C-PACER Program...”* Discussion ensued and everyone agreed that there are no unincorporated places in Cheshire County, and a county’s only role in the C-PACER Program would therefore only be for unincorporated places.

Mr. Boulton appreciated the distinction between the remaining substantive issues and others that could come to bear in mind during a Council meeting. He was ready to vote in support of recommending the program. While all these questions were interesting to him, they did not change Mr. Boulton’s support for the program, and he was ready to move forward. Ms. Nebenzahl agreed with Mr. Boulton and Dr. Leversee. Ms. Nebenzahl had read a lot of the materials, and although she did not think it would hurt to get more answers for the Council, she felt the Committee should move ahead.

A motion was made by Councilor Lake that the Energy and Climate Committee recommend that City Council amend the City Code of Ordinances to include the Commercial Property Assessed Clean Energy & Resiliency or “C-PACER” Program as a voluntary funding mechanism for energy-efficient upgrades, building insulation, cost-effective and renewable energy, and water conservation measures for development projects in Keene. The motion was duly seconded by Dr. Leversee.

The Committee agreed that in lieu of writing a letter to the City Council, any past ECC meeting minutes related to the C-PACER Program would accompany this motion as background, in addition to the sample pre-filled C-PACER ordinance.

On a roll call vote of 7 to 0, the Energy and Climate Committee unanimously recommended that the

2025-615

City Council amend the City Code of Ordinances to include the Commercial Property Assessed Clean Energy & Resiliency or C-PACER Program as a voluntary funding mechanism for energy-efficient upgrades, building insulation, cost-effective and renewable energy, and water conservation measures for development projects in Keene.

Ms. Fortson explained the next steps in the City Council process to the Committee. These draft minutes would be produced by the Minute Taker the week following the meeting, after which Ms. Fortson would submit the Council recommendation (past adopted minutes, model Ordinance) onto the City staff platform. So, this likely would not be on the Council's agenda before January 15, 2026. Mr. Redfern wondered which City Council Standing Committee this might be sent to, whether they would accept public comment, and when that timing would be for Clean Energy NH and NH BFA members to attend. He said that it would be when Councilors pose the most questions. Ms. Fortson did not think the Committee was quite at that point yet and should wait to see the Council's decision on the ECC's recommendation. Chair Murphy thought Mr. Redfern should keep that anticipation at the forefront.

## Commercial Property Assessed Clean Energy and Resiliency (C-PACER) District

### Section 1. Purpose.

The commercial property assessed clean energy and resiliency program (C-PACER) permitted by RSA 53-F, allows the [\_\_\_\_\_ City \_\_\_\_\_] to establish an energy efficiency and clean energy district whereby properties within the boundaries of the district may fund qualifying improvements to real property through private lenders/capital provider whereby the financing is then secured by a special assessment lien on the property through an assessment agreement between the property owner and the [\_\_\_\_\_ City \_\_\_\_\_].

### Section 2. Authority.

The [\_\_\_\_\_ City \_\_\_\_\_ of \_\_\_\_\_ Keene \_\_\_\_\_] hereby adopts RSA 53-F [following a vote of the legislative body in the manner specified under RSA 53-F] subject to the following provisions.

### Section 3. Declaration of Public Purpose and Findings.

It is declared that the financing of qualified projects through special assessments is a valid public purpose. The [\_\_\_\_\_ City \_\_\_\_\_ of \_\_\_\_\_ Keene \_\_\_\_\_] therefore intends, in accordance with RSA 53-F, the following:

- A. To authorize direct financing between property owners and capital providers as the means to finance qualified projects; and
- B. To authorize special assessments, entered into voluntarily by a property owner with the [\_\_\_\_\_ City \_\_\_\_\_] by means of a written assessment contract ("Assessment Agreement"), as the means to repay the financing for qualified projects available to property owners by Capital Providers pursuant to a Financing Agreement.

### Section 4. Applicability/Boundaries.

The commercial property assessed clean energy and resiliency district [shall encompass the entire area within the boundaries of the [\_\_\_\_\_ City \_\_\_\_\_] OR [Enter Specific Zone(s) and/or District(s)] OR [Enter Specific Properties and Designated Tax Map and Lot Number(s)].

### Section 5. Definitions.

This Ordinance hereby incorporates the definitions as set forth in RSA 53-F, as may be amended; in addition, as used in this chapter, the following definitions apply:

*Administrative Agreement* – means the agreement entered into between the New Hampshire Business Authority and the [\_\_\_\_\_ City \_\_\_\_\_] outlining the terms of the NHBFA's administration of the C-PACER program for the [\_\_\_\_\_ City \_\_\_\_\_] and the [\_\_\_\_\_ City's \_\_\_\_\_] roles and responsibilities.

*Property Owner* – means the fee title owner(s) of the property seeking participation in the C-PACER Program. Property Owner may also include the holder of a leasehold estate on the property, provided it is approved by the NH BFA, the holder of said lease provides a copy of the recorded lease or lease term sheet, and a signed and notarized consent of the fee title owner(s) or some other recorded document sufficient to show the leaseholder’s right to bind the property to a C-PACER assessment and lien.

*Real Estate Taxes* – as defined in RSA chapter 72, RSA 76:5 and RSA chapter 80, except shall not include the C-PACER special assessment.

*Taxes* – means Real Estate Taxes including the C-Pacer special assessment.

## **Section 6. Qualified Projects and Improvements.**

The following applies to qualified projects and improvements:

- A. Must be a type of resiliency improvement, energy conservation and efficiency improvement, clean energy improvement, or water conservation improvement, on privately owned commercial, industrial, or agricultural real property, or multifamily residential real property with five or more dwelling units.
- B. May be new construction or a retrofit, rehabilitation, or redevelopment of existing construction.
- C. The types of qualified projects and improvements include, but are not limited to:
  - a. Solar PV
  - b. Solar Thermal
  - c. Wood biomass
  - d. Wind
  - e. Geothermal systems
  - f. Air sealing
  - g. Insulation
  - h. HVAC systems meeting or exceeding ENERGY STAR standards
  - i. Building modifications to increase use of daylighting
  - j. Replacement of windows with units meeting or exceeding ENERGY STAR standards
  - k. Energy controls or energy recovery systems
  - l. Efficient lighting equipment
  - m. Air quality improvements
  - n. Snow and/or flood mitigation
  - o. Energy storage and microgrids
  - p. Alternative vehicle charging infrastructure
  - q. Fire and/or wind resistance improvements
  - r. Measures, equipment, or devices that:
    - i. decrease the consumption of, or demand for, water,
    - ii. address safe drinking water
    - iii. eliminate lead from water used for drinking or cooking
- D. Improvements must be permanently affixed to a building or facility that is part of the real property.

## **Section 7. Program Administration.**

The C-PACER Program shall be administered by the New Hampshire Business Finance Authority (“NHBFA”), or a third party designated by the NHBFA.

## **Section 8. Local Administration; Program Official.**

The [ Choose City Manager / Department Head ] shall be the designated [ City ]’s] Program Official responsible for: executing the appropriate documentation for the imposition of the special assessment; working with the NHBFA; and administering the duties and responsibilities of the [ City ] set forth in the administrative agreement with the NHBFA.

## **Section 9. Priority; Collection and Enforcement.**

The [ City ] has the authority to bill and collect on the special assessment and lien, except that the [ City ] may delegate such responsibilities to any outside third party approved by the NH BFA; such delegation shall occur on the “Assignment of Notice of Assessment and C-PACER Lien and Assignment of Assessment Agreement for C-PACER Financing” (the “Assignment”) whereby the [ City ] assigns the special assessment lien to the Capital Provider.

- A. If the [ City ] does not delegate billing and collection responsibilities to a third party, the [ City ] shall bill and collect the special assessments, and such billing and collection may be made by the tax collector or other official responsible for property tax collection pursuant to RSA 80:19, by bills for water or sewer service or another municipal service, or by separate bills.
- B. Delinquent payments incur interest and penalties as specified in the financing agreement between the property owner and the Capital Provider.
- C. Each special assessment imposed under this ordinance, including any interest on the assessment and any penalty, constitutes a first and prior lien against the property on which the assessment is imposed, from the date on which the notice of special assessment is recorded at the Registry of Deeds in the county in which the district area is located until the assessment, interest, and any penalty, is paid.
- D. The lien runs with the property.
- E. Notwithstanding RSA 80:19, in the case of default or delinquency, enforcement shall only be by the capital provider through the procedures under RSA 479, including the power of sale, or as set forth in the Deed of Trust, if applicable. Any outstanding and delinquent property taxes at the time of the enforcement action shall be satisfied along with the delinquent amounts of the special assessment lien. The [ City ] is not responsible for, nor required to, tax deed the property for any default or delinquency of C-PACER payments to the Capital Provider.

F. Assessments not yet due may not be accelerated.

G. Assessments may not be eliminated by foreclosure or bankruptcy.

#### **Section 10. Tax Liening, Tax Deeding, Sale Proceeds.**

For any C-PACER property which is tax liened pursuant to RSA chapter 80 for failure to pay Real Estate Taxes, the C-PACER lender shall be permitted to redeem the property by making sufficient payment as required by RSA 80:32 or RSA 80:76.

For any C-PACER property which is tax deeded pursuant to RSA chapter 80 for failure to pay Real Estate Taxes, the [\_\_\_\_\_ City \_\_\_\_\_] will make all reasonable attempts to sell the property in as short a time frame as possible, following the process of RSA 80:76 et seq., including the 90-day right of repurchase requirements contained in RSA 80:89. The [\_\_\_\_\_ City \_\_\_\_\_] will include in any public notice for the sale of the property, any auction notice, any bid documents, and any Purchase and Sale, a clear notification that the property is subject to a C-PACER assessment and lien.

Upon sale of the property, the process laid out in RSA 80:88 et seq. for the distribution of proceeds shall be followed, and any delinquent C-PACER special assessment payments are considered “Taxes” for purposes of payment from sale proceeds (RSA 80:19 – “For the purposes of this chapter, the word ‘taxes’ shall include special assessments.”).

The C-PACER special assessment and lien remain on the property and shall pass to the new owner, who becomes responsible for payment upon transfer of title.

#### **Section 11. Liability.**

The [\_\_\_\_\_ City \_\_\_\_\_] shall incur no liability as a result of the C-PACER Program or for the private debt created or evidenced by the Assessment Agreement, the Assessment and C-PACER Lien, the Financing Agreement, or any related document, nor shall any members of the governing body, employees, board members or officers of the [\_\_\_\_\_ City \_\_\_\_\_] be personally liable for exercising any rights or responsibilities pursuant to or in furtherance of the C-PACER Program. The [\_\_\_\_\_ City \_\_\_\_\_]’s participation in the C-PACER Program shall not be interpreted to pledge, offer, or encumber the [\_\_\_\_\_ City's \_\_\_\_\_]’s full faith and credit.



## CITY OF KEENE NEW HAMPSHIRE

ITEM #K.1.

**Meeting Date:** January 15, 2026

**To:** Mayor and Keene City Council

**From:** Jack Ahern  
Associate Planner - SWRPC

**Through:** Terri Hood, City Clerk

**Subject:** **Community Development Block Grant Approval - 657 Marlboro Street  
Resolution R-2026-02**

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**Recommendation:**

**Attachments:**

1. CDBG Request Memo - 657 Marlboro St
2. R-2026-02 CDBG Grant Approval - 657 Marlboro St
3. 657 Marlboro St - Project Handout
4. CDBG Overview Handout
5. HUD FY 2025 Income Limits - Cheshire County

**Background:**



***Southwest Region Planning Commission***  
37 Ashuelot Street      Keene, NH 03431      603-357-0557      Fax 357-7440

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**DATE:**            **JANUARY 13, 2026**

**TO:**             **THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL**

**FROM:**        **JACK AHERN, ASSOCIATE PLANNER, SWRPC** 

**THROUGH:**   **ELIZABETH A. FERLAND, CITY MANAGER**

**RE:**            **PROPOSED APPLICATION FOR CDBG FUNDS: 657 MARLBORO STREET REHABILITATION**

**Recommendation:**      That the City Council adopt the attached resolution approving an application for federal Community Development Block Grant (CDBG) funds to the NH Community Development Finance Authority (CDFA); and further to adopt the Anti-Displacement and Relocation Assistance Plan specific to this project.

**Proposed Application:**   The proposal is to request up to \$500,000 in CDBG Housing funds to be sub-granted, less administrative costs, to Keene Housing to be used toward the rehabilitation of their property at 657 Marlboro Street in Keene, NH. The project will provide funds for lead remediation, energy efficiency upgrades, and accessibility improvements. The building consists of four units of permanently affordable housing, two of which are currently unoccupied due to the presence of lead-based paint. The project will preserve two units of housing and bring two additional units back into service for low- and moderate-income households.

**Public Hearing and Schedule:**   The CDBG application will be due on or about January 26, 2026. Two public hearings will be scheduled for January 15, 2026 for the following purposes:

1. Public hearing for the 657 Marlboro Street Rehabilitation project.
2. Public hearing to adopt the Anti-Displacement and Relocation Assistance Plan specific to this project.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to Approving a CDBG Grant Application for the 657 Marlboro Street Rehabilitation Project

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

- WHEREAS: the City of Keene has stated as one of its Community Goals that suitable housing should be available to meet the varied needs of community residents; and
- WHEREAS: the Community Goals state that there should be a wide range of standard housing available throughout the City; and
- WHEREAS: the U.S. Department of Housing and Urban Development has established a Community Development Block Grant Program which is administered within the State of New Hampshire by the Community Development Finance Authority; and
- WHEREAS: if awarded, the Community Development Block Grant would provide up to \$500,000 to be sub-granted, less administrative costs, to Monadnock Affordable Housing Corporation for the rehabilitation of apartments for low- and moderate-income households at 657 Marlboro Street in Keene.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves and supports the City's grant application to the New Hampshire Community Development Finance Authority for an amount up to \$500,000 in Community Development Block Grant funds; that the City will adopt the Residential Anti-Displacement and Relocation Assistance Plan specific to this project; and that the City will accept the grant if it is approved and enter into a contract with the Community Development Finance Authority; and, further, that the City Manager is authorized to execute any documents which may be necessary for the project, including a new contract with the Southwest Region Planning Commission for the administration of the program.

\_\_\_\_\_  
Jay V. Kahn, Mayor

**Monadnock Affordable Housing Corporation**

**657 Marlboro Street Rehabilitation**

**CDBG Application Summary**

|                               |                                                                                                                                                                                                           |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Applicant:                    | City of Keene                                                                                                                                                                                             |
| Proposed Subrecipient:        | Monadnock Affordable Housing Corporation                                                                                                                                                                  |
| Proposed Grant Administrator: | Southwest Region Planning Commission                                                                                                                                                                      |
| Needs Addressed:              | Rehabilitation of 4 units to provide safe, affordable, high-quality housing to LMI households.                                                                                                            |
| Estimated Beneficiaries:      | Four LMI households.                                                                                                                                                                                      |
| Project:                      | The CDBG funds would be used to rehabilitate 4 units of affordable housing at 657 Marlboro Street. Rehab activities include lead remediation, energy efficiency upgrades, and accessibility improvements. |
| Amount of CDBG funds:         | \$500,000                                                                                                                                                                                                 |
| Use of CDBG funds:            | Housing                                                                                                                                                                                                   |
| Other funds:                  | MAHC reserve funds.                                                                                                                                                                                       |

## **New Hampshire Community Development Block Grant Program**

The New Hampshire Community Development Block Grant (CDBG) Program represents federal funding from the United States Department of Housing and Urban Development (HUD). CDBG projects must target low to moderate income individuals and households. The program is administered by the New Hampshire Community Development Finance Authority (CDFA). Following are the categories of CDBG projects that are available to municipalities:

### **CDBG Housing Grants - up to \$500,000 annually**

- Affordable housing and housing rehabilitation grants to purchase, rehabilitate, expand, and improve the condition and supply of housing for low- and moderate-income homeowners and tenants.
- Applications for housing and public facilities are accepted on the last Monday of January and July of each year.

### **CDBG Public Facilities Grants - up to \$500,000 annually**

- Public Facilities grants include water and sewer system improvements, transitional and homeless shelters, sidewalks, handicapped access, and neighborhood or community centers that provide public services to low- and moderate-income individuals.
- Applications for housing and public facilities applications are accepted on the last Monday of January and July of each year.

### **CDBG Economic Development - up to \$500,000 annually**

- CDBG Economic Development grants provide funds through an annual set-aside for activities which create and retain employment, primarily for low- and moderate-income individuals.
- Can provide business financing through Regional Development Corporations (RDC) and Economic Development Entities (EDE), or through public facility improvements to support economic development efforts.
- CDBG Economic Development Funds can be used for acquisition of land and buildings, construction of commercial buildings, purchase of machinery and equipment, employee training, and public facilities improvements. Applications are accepted as long as funds are available.

### **CDBG Microenterprise - up to \$750,000 annually**

- CDBG Microenterprise grants provide support to low- and moderate-income microenterprise businesses through training, technical assistance, and loans.
- Grant funding is sub-granted to a Subrecipient entity that provides services to the microenterprise businesses.

### **CDBG Feasibility Studies Grants - up to \$25,000 annually**

- The objectives of a feasibility study grant are to determine whether or not a proposed CDBG project is feasible and/or to recommend specific action(s) to be undertaken and that at least 51% of the intended beneficiaries will be of low- to moderate-income.
- Eligible activities include income surveys, preliminary architectural and engineering design, cost estimates, and market analysis.

### **CDBG Emergency and Unanticipated Events Grants - up to \$500,000 annually**

- Grant funds are available for eligible CDBG projects which result from emergencies and unanticipated events that have a serious and immediate threat to public health and safety and must benefit low- to moderate-income individuals.
- Applications are accepted on a first-come, first-served basis.



# FY 2025 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

## FY 2025 Income Limits Summary

| FY 2025<br>Income<br>Limit<br>Area | Median Family Income<br><a href="#">Click for More Detail</a> | FY 2025 Income Limit<br>Category<br><a href="#">Click for More Detail</a>       | Persons in Family |        |        |               |        |         |         |         |
|------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------|--------|--------|---------------|--------|---------|---------|---------|
|                                    |                                                               |                                                                                 | 1                 | 2      | 3      | 4             | 5      | 6       | 7       | 8       |
| Cheshire<br>County,<br>NH          | \$107,000                                                     | Very Low (50%) Income<br>Limits (\$)<br><a href="#">Click for More Detail</a>   | 38,700            | 44,200 | 49,750 | <b>55,250</b> | 59,700 | 64,100  | 68,550  | 72,950  |
|                                    |                                                               | Extremely Low Income<br>Limits (\$)***<br><a href="#">Click for More Detail</a> | 23,250            | 26,550 | 29,850 | <b>33,150</b> | 37,650 | 43,150  | 48,650  | 54,150  |
|                                    |                                                               | Low (80%) Income<br>Limits (\$)<br><a href="#">Click for More Detail</a>        | 61,900            | 70,750 | 79,600 | <b>88,400</b> | 95,500 | 102,550 | 109,650 | 116,700 |

\* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

For last year's Median Family Income and Income Limits, please see here:



## CITY OF KEENE NEW HAMPSHIRE

ITEM #K.2.

**Meeting Date:** January 15, 2026

**To:** Mayor and Keene City Council

**From:** Jack Ahern  
Associate Planner - SWRPC

**Through:** Terri Hood, City Clerk

**Subject:** **Community Development Block Grant Approval - Community Kitchen  
Resolution R-2026-03**

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**Recommendation:**

**Attachments:**

1. CDBG Request Memo - Community Kitchen
2. R-2026-03 CDBG Grant Approval - The Community Kitchen
3. TCK - Project Handout
4. CDBG Overview Handout
5. HUD FY 2025 Income Limits - Cheshire County

**Background:**



***Southwest Region Planning Commission***  
37 Ashuelot Street      Keene, NH 03431      603-357-0557      Fax 357-7440

**DATE:**            JANUARY 13, 2026

**TO:**             THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:**        JACK AHERN, ASSOCIATE PLANNER, SWRPC 

**THROUGH:**   ELIZABETH A. FERLAND, CITY MANAGER

**RE:**            PROPOSED APPLICATION FOR CDBG FUNDS: THE COMMUNITY  
                     KITCHEN FACILITY IMPROVEMENTS

**Recommendation:**      That the City Council adopt the attached resolution approving an application for federal Community Development Block Grant (CDBG) funds to the NH Community Development Finance Authority (CDFA); and further to adopt the Anti-Displacement and Relocation Assistance Plan specific to this project.

**Proposed Application:**   The proposal is to request up to \$500,000 in CDBG Public Facilities funds to be sub-granted, less administrative costs, to The Community Kitchen, Inc. to be used toward improvements to their facility in Keene, NH. The project will provide funds for the installation of a freight lift and stand-by generator, as well as the replacement of two rooftop HVAC units, new flooring in the dining area, a new rear entryway, additional cooler space, and pavement improvements. The Community Kitchen serves approximately 4,000 unduplicated individuals a year through its food pantry program and distributed 400,000 meal equivalents in 2025 through its soup kitchen program.

**Public Hearing and Schedule:**   The CDBG application will be due on or about January 26, 2026. Two public hearings will be scheduled for January 15, 2026 for the following purposes:

1. Public hearing for The Community Kitchen Facility Improvements project.
2. Public hearing to adopt the Anti-Displacement and Relocation Assistance Plan specific to this project.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to Approving a CDBG Grant Application for The Community Kitchen Facility Improvements Project

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

- WHEREAS: the City of Keene has stated as one of its Community Goals to make available supportive services and opportunities designed to nurture and meet the needs of our citizenry; and
- WHEREAS: The Community Kitchen provides hot meals and a pantry program to persons with low- and moderate-income in need of food assistance; and
- WHEREAS: the U.S. Department of Housing and Urban Development has established a Community Development Block Grant Program which is administered within the State of New Hampshire by the Community Development Finance Authority; and
- WHEREAS: if awarded, the Community Development Block Grant would provide up to \$500,000 to be sub-granted, less administrative costs, to The Community Kitchen, Inc. for improvements to its facility at 37 Mechanic Street in Keene.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves and supports the City's grant application to the New Hampshire Community Development Finance Authority for an amount up to \$500,000 in Community Development Block Grant funds; that the City will adopt the Residential Anti-Displacement and Relocation Assistance Plan specific to this project; and that the City will accept the grant if it is approved and enter into a contract with the Community Development Finance Authority; and, further, that the City Manager is authorized to execute any documents which may be necessary for the project, including a new contract with the Southwest Region Planning Commission for the administration of the program.

\_\_\_\_\_  
Jay V. Kahn, Mayor

## **The Community Kitchen – Facility Improvements**

### **CDBG Application Summary**

|                               |                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Applicant:                    | City of Keene                                                                                                                                                                                                                                                                                                                                                                           |
| Proposed Subrecipient:        | The Community Kitchen, Inc.                                                                                                                                                                                                                                                                                                                                                             |
| Proposed Grant Administrator: | Southwest Region Planning Commission                                                                                                                                                                                                                                                                                                                                                    |
| Needs Addressed:              | Improved operational capacity and resiliency for a year-round soup kitchen and food pantry providing meals to predominantly LMI individuals.                                                                                                                                                                                                                                            |
| Estimated Beneficiaries:      | Approximately 4,000 unduplicated individuals per year.                                                                                                                                                                                                                                                                                                                                  |
| Project:                      | The CDBG funds would be used to implement several spot improvements throughout the facility, including: installation of a freight lift, acquisition of a stand-by generator, replacement of two rooftop HVAC units, replacement of dining area flooring, new cooler space, installation of an improved rear entry way, and pavement improvements in the front and rear of the building. |
| Amount of CDBG funds:         | \$500,000                                                                                                                                                                                                                                                                                                                                                                               |
| Use of CDBG funds:            | Public Facilities                                                                                                                                                                                                                                                                                                                                                                       |
| Other funds:                  | No matching funds committed.                                                                                                                                                                                                                                                                                                                                                            |

## **New Hampshire Community Development Block Grant Program**

The New Hampshire Community Development Block Grant (CDBG) Program represents federal funding from the United States Department of Housing and Urban Development (HUD). CDBG projects must target low to moderate income individuals and households. The program is administered by the New Hampshire Community Development Finance Authority (CDFA). Following are the categories of CDBG projects that are available to municipalities:

### **CDBG Housing Grants - up to \$500,000 annually**

- Affordable housing and housing rehabilitation grants to purchase, rehabilitate, expand, and improve the condition and supply of housing for low- and moderate-income homeowners and tenants.
- Applications for housing and public facilities are accepted on the last Monday of January and July of each year.

### **CDBG Public Facilities Grants - up to \$500,000 annually**

- Public Facilities grants include water and sewer system improvements, transitional and homeless shelters, sidewalks, handicapped access, and neighborhood or community centers that provide public services to low- and moderate-income individuals.
- Applications for housing and public facilities applications are accepted on the last Monday of January and July of each year.

### **CDBG Economic Development - up to \$500,000 annually**

- CDBG Economic Development grants provide funds through an annual set-aside for activities which create and retain employment, primarily for low- and moderate-income individuals.
- Can provide business financing through Regional Development Corporations (RDC) and Economic Development Entities (EDE), or through public facility improvements to support economic development efforts.
- CDBG Economic Development Funds can be used for acquisition of land and buildings, construction of commercial buildings, purchase of machinery and equipment, employee training, and public facilities improvements. Applications are accepted as long as funds are available.

### **CDBG Microenterprise - up to \$750,000 annually**

- CDBG Microenterprise grants provide support to low- and moderate-income microenterprise businesses through training, technical assistance, and loans.
- Grant funding is sub-granted to a Subrecipient entity that provides services to the microenterprise businesses.

### **CDBG Feasibility Studies Grants - up to \$25,000 annually**

- The objectives of a feasibility study grant are to determine whether or not a proposed CDBG project is feasible and/or to recommend specific action(s) to be undertaken and that at least 51% of the intended beneficiaries will be of low- to moderate-income.
- Eligible activities include income surveys, preliminary architectural and engineering design, cost estimates, and market analysis.

### **CDBG Emergency and Unanticipated Events Grants - up to \$500,000 annually**

- Grant funds are available for eligible CDBG projects which result from emergencies and unanticipated events that have a serious and immediate threat to public health and safety and must benefit low- to moderate-income individuals.
- Applications are accepted on a first-come, first-served basis.



# FY 2025 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

## FY 2025 Income Limits Summary

| FY 2025<br>Income<br>Limit<br>Area | Median Family Income<br><a href="#">Click for More Detail</a> | FY 2025 Income Limit<br>Category<br><br><a href="#">Click for More Detail</a>   | Persons in Family |        |        |               |        |         |         |         |
|------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------|--------|--------|---------------|--------|---------|---------|---------|
|                                    |                                                               |                                                                                 | 1                 | 2      | 3      | 4             | 5      | 6       | 7       | 8       |
| Cheshire<br>County,<br>NH          | \$107,000                                                     | Very Low (50%) Income<br>Limits (\$)<br><a href="#">Click for More Detail</a>   | 38,700            | 44,200 | 49,750 | <b>55,250</b> | 59,700 | 64,100  | 68,550  | 72,950  |
|                                    |                                                               | Extremely Low Income<br>Limits (\$)***<br><a href="#">Click for More Detail</a> | 23,250            | 26,550 | 29,850 | <b>33,150</b> | 37,650 | 43,150  | 48,650  | 54,150  |
|                                    |                                                               | Low (80%) Income<br>Limits (\$)<br><a href="#">Click for More Detail</a>        | 61,900            | 70,750 | 79,600 | <b>88,400</b> | 95,500 | 102,550 | 109,650 | 116,700 |

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## CITY OF KEENE NEW HAMPSHIRE

ITEM #K.3.

**Meeting Date:** January 15, 2026

**To:** Mayor and Keene City Council

**From:** Aaron Costa, Asst. Public Works Directors/ Operations Mgr.

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

**Subject:** **Relating to the Reallocation of Unspent Bond Funds for the WWTP Service Water System Upgrade Project  
Resolution R-2026-04**

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**Recommendation:**

That Resolution R-2026-04 "Relating to the Reallocation of Unspent Bond Funds" be referred to the Finance, Organization and Personnel Committee for their consideration and a recommendation to the City Council.

**Attachments:**

1. R-2026-04 Relating to the Reallocation of unspent bond funds for the WWTP Service Water System Replacement Project

**Background:**

The City owns and operates a wastewater treatment plant (WWTP) that came online in 1985. The WWTP is designed to treat 6 million gallons of wastewater per day and operates 24 hours a day, 7 days a week.

The plant is equipped with a non-potable service water system. Service water is wastewater that has been treated and is suitable for discharge into the river, but not for drinking. To conserve resources, service water is used throughout the WWTP in applications where drinking water quality is not required. The service water system is original to the plant (circa 1985) and is 40 years old and has reached the end of its useful life.

The City advertised a bid for construction services and received 5 bids, with the low bid coming in at \$389,000. The City currently has \$285,600 allocated for this project. Therefore, staff is requesting that \$148,695.97 in unspent bond funds from the WWTP Aeration Line Replacement Project 32JW002A be reallocated to the WWTP Service Water System Upgrade Project 32JW024A.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to the Reallocation of Unspent Bond Funds for the WWTP Service Water System Upgrade Project

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

That the sum of \$148,695.97 in unspent bond proceeds from the WWTP Aeration Line Replacement Project (32JW002A) be reallocated to the WWTP Service Water System Upgrade Project (32JW024A).

\_\_\_\_\_  
Jay V. Kahn, Mayor