KEENE CITY COUNCIL
Council Chambers, Keene City Hall
August 6, 2026
7:00 PM

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES FROM PRECEDING MEETING

- July 16, 2026 Minutes

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Presentation - City-wide Reevaluation - City Assessor

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Nomination - Human Rights Committee

C. COMMUNICATIONS

1. Paul Allen-Webber - Request to Reevaluate Dog Restrictions During the Pumpkin Festival
2. Kenneth Kost - Request for a Comprehensive Planning Study of the Gilbo Avenue Site Prior to Solar Pavilion Development
3. Warren Steinberg - Request for Temporary Free Parking within Active Downtown Construction Zones
4. Councilor Jones - Request for Consideration of an Ordinance Establishing a Temporary Moratorium on Data Centers and Cryptocurrency Mining Facilities
5. Councilor Tobin - Request for Roadway Safety Action Plan Update

D. REPORTS - COUNCIL COMMITTEES

1. Robin Hood Park Renovation - CHA Phase 1 Presentation - Parks & Recreation Director

2. Eversource Energy - Request for Temporary Access and Use of Old Gilsum Road for Eversource Transmission Structure Replacement Project
3. Proposed Rumble Strips on Route 12 and Route 9 - Public Works Director
4. Roadway Safety Audit - Intersection of Route 9 and Whitcomb's Mill Road - Public Works Director
5. Restricting Vehicular Access to Wastewater Treatment Plant Driveway - Public Works Director
6. Airport Terminal Renovations - Deputy City Manager
7. Downtown Infrastructure Project Update - Public Works Director
8. 79-E 112 Washington St: Waiving City's Claim Against Proceeds from Casualty and Flood Insurance
9. 79-E 34 Court LLC: Waiving City's Claim Against Proceeds from Casualty and Flood Insurance
10. Request to Carry Forward Fiscal Year 2026 Personnel Funds for City Clerk's Office Renovations - Deputy City Clerk and Assistant Clerk

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. Collective Bargaining Agreements - City Manager
2. Acceptance of Donations - Finance Director
3. Opportunity Zone 2.0 (OZ 2.0) Expansion Nomination Endorsement - Deputy City Manager
4. Resignation - Alexander Von Plinky - Conservation Commission
5. Resignation - Dottie Morris - Human Rights Committee

G. REPORTS - BOARDS AND COMMISSIONS

H. REPORTS - MORE TIME

1. Erik Murphy - Petition - Safety Improvements at the South Lincoln Street and Roxbury Street Intersection
2. Gilbo Ave Solar Pavilion Conceptual Design - City Engineer

I. ORDINANCES FOR FIRST READING

1. Relating to Amendments to Article VII. - Food Service Establishments Ordinance O-2026-14
2. Relating to the Installation of Two Stop Signs on Roxbury Street Ordinance O-2026-15

J. ORDINANCES FOR SECOND READING

K. RESOLUTIONS

1. Relating to Fiscal Policies
   Resolution R-2026-34-A
2. Relating to the Appropriation of Wastewater Treatment Plant Capital Reserve Funds to the Wastewater Treatment Plant HVAC Replacement Project
   Resolution R-2026-36
3. Relating to the Alteration of Thompson Road
   Resolution R-2026-37
4. Acknowledging Dr. Dottie Morris for her Years of Service to Keene State College, the City of Keene Human Rights Committee, and the Community
   Resolution R-2026-39
5. Relating to the Appropriation of funds for the Marlboro Street & Cheshire Rail Trail Improvements Project
   Resolution R-2026-40

NON PUBLIC SESSION

ADJOURNMENT

A regular meeting of the Keene City Council was held on Thursday, July 16, 2026. In the Mayor's absence, the City Clerk called the meeting to order at 7:01 PM. Roll called: Randy L. Filiault, Michele A. Chalice, Catherine I. Workman, Bryan J. Lake, Jacob R. Favolise, Laura E. Tobin, Robert C. Williams, Philip M. Jones, Kris E. Roberts, Bettina A. Chadbourne, Edward J. Haas, and Mitchell H. Greenwald were present. Councilors Laura E. Ruttle-Miller, Molly V. Ellis, and Thomas F. Powers were absent. A motion by Councilor Filiault to elect Councilor Greenwald as the Temporary Chair was duly seconded by Councilor Chadbourne. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Ruttle-Miller, Ellis, and Powers were absent. Chair Greenwald took his place at the dais. Councilor Filiault led the Pledge of Allegiance.

MINUTES OF THE PRECEDING MEETING

A motion by Councilor Filiault to adopt the July 2, 2026 minutes was duly seconded by Councilor Workman. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Ruttle-Miller, Ellis, and Powers were absent.

ANNOUNCEMENTS

Chair Greenwald acknowledged Councilor Haas, who celebrated a July Birthday.

Chair Greenwald also shared a reminder that the Council's summer break would start after the August 6, 2026 Council meeting and extend through Labor Day. The Council would return from break with meetings of the PLD Committee on September 9, 2026 and FOP on September 10, 2026.

Chair Greenwald also knew that if Councilor Ellis were present, she would comment on how excellent the Monadnock 250th Parade was. He was sure that when Mayor Kahn returned, he would express his gratitude to Councilor Ellis and the others involved in making the event such a huge success.

COMMUNICATION - EVERSOURCE ENERGY - REQUEST FOR TEMPORARY ACCESS AND USE OF OLD GILSUM ROAD FOR EVERSOURCE TRANSMISSION STRUCTURE REPLACEMENT PROJECT

A communication was received from Remy Schneider, representing Eversource Energy, submitting a request for authorization to use the Class VI portion of Old Gilsum Road for temporary access to the L-163 Transmission Corridor in support of an Asset Condition Replacement Project. The request includes access for up to one year to replace five transmission structures, temporary widening of an existing opening in a stone wall to facilitate construction access, and restoration of the affected area in accordance with a proposed stone wall restoration agreement. Chair Greenwald referred the communication to the Municipal Services, Facilities and Infrastructure Committee.

Chair Greenwald noted that there was another communication from Councilor Tobin that was directed to City staff and perhaps could have been on the agenda; nonetheless, it would be referred to the City Manager. It was regarding the annual Roadway Safety Action Plan and Councilor Tobin requested a report out on that topic. The City Manager assured Chair Greenwald that there would be information about it at the next Municipal Services, Facilities and Infrastructure Committee meeting in September 2026 because it would take time to develop the information.

PLD REPORT - LET IT SHINE - REQUEST FOR USE OF CITY PROPERTY - KEENE PUMPKIN FESTIVAL - OCTOBER 17, 2026

A Planning, Licenses and Development Committee report was read, unanimously recommending that the City Council grant a revocable license to Let It Shine to use downtown City rights-of-way to conduct the Keene Pumpkin Festival on Saturday, October 17, 2026, subject to the licensing requirements identified in the staff report, including associated road closures and authorization of free parking. All permissions granted herein are subject to compliance with the City-approved safety protocol document, which becomes a part of this license. A motion by Councilor Jones to carry out the intent of the Committee report was duly seconded by Councilor Filiault. The motion carried unanimously with 12 Councilors present and voting in favor. Councilors Ruttle-Miller, Ellis, and Powers were absent.

PLD REPORT - COUNCILOR RUTTLE-MILLER - REQUEST TO REINSTATE THE COLLEGE CITY COMMISSION

A Planning, Licenses and Development Committee report was read, unanimously expressing its deep support for Keene State College and looking forward to working with them in the future, accepting the letter from Councilor Ruttle-Miller with great thanks for directing the Committee in that way, and accepting the letter as Informational. Chair Greenwald filed the report as Informational.

FOP REPORT - YANKEE BOTTLE CLUB - SUPPORT FOR THE INSTALLATION OF A KEENE GLASS COMPANY HISTORICAL MARKER

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Council confirm that its previous authorization for the Yankee Bottle Club to design, fabricate, donate, and install a historical marker on the Cheshire Rail Trail was granted with the understanding that all project costs would be privately funded through donations and fundraising, and that the City Manager be authorized to take all actions necessary to facilitate the installation. A motion by Councilor Chadbourne to carry out the intent of the Committee report was duly seconded by Councilor Lake.

Councilor Ellis arrived at 7:10 PM. Chair Greenwald noted that tonight she was named one of Keene's Outstanding Women and had attended a banquet recognizing the distinction.

The motion to carry out the intent of the FOP Committee report carried unanimously with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

FOP REPORT - RESIDENTIAL PROPERTY REVITALIZATION ZONE (RPRZ) (RSA 79-E:4-B) APPLICATION FOR 429 ELM STREET

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the structure proposed for redevelopment located at 429 Elm Street is a qualifying structure as defined by RSA 79-E:4-b; that the structure is not within a currently defined Tax Increment Financing District; that the structure is not a residential property subject to an election for tax assessment relief under the low income housing tax credit program of RSA 75:1-a; that the proposed rehabilitation cost estimates exceed the threshold amount of $50,000 and constitutes substantial rehabilitation; that the property is served by city water and sewer; that this proposed rehabilitation is consistent with the City's Master Plan; and that the proposed rehabilitation provides the following public benefits as required by Resolution R -2025-35:

1. It adds at least one unit of new housing;
2. It promotes efficient design, safety, and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan.

Therefore, the Committee recommends that the Application for real property tax relief on any assessed tax increment resulting from the substantial rehabilitation of the qualifying structure be granted for a period of four years beginning with the completion of the substantial rehabilitation as determined by the City's Community Development Department, and conditioned upon the property owner granting to the City at the time of substantial completion a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for the period of the tax relief, to be recorded at the Cheshire County Registry of Deeds at the cost and expense of the property owner. Further, the committee recommends that the City Council waive the inclusion of a lien against proceeds from casualty and flood insurance claims in the covenant.

A motion by Councilor Chadbourne to carry out the intent of the Committee report was duly seconded by Councilor Lake.

Councilor Tobin noted this a fantastic project, though she really struggled to see it aligning with this particular part of the RSA. She struggled with where it is defined as a residential structure in a Residential Property Revitalization Zone (RPRZ), the residential structure for that particular section of 79-E, Section B. She said Section C addresses a lot of other areas and general structures, but she said this is specifically residential structures. She said the City's website talks about the purpose of the RPRZ being to revitalize existing housing stock by providing relief, etc., but she had tried finding definitions of a residential structure and this, to her, did not feel like housing stock. She said Section C would be the one that would address that. She thought it was mentioned at the Finance, Organization and Personnel (FOP) Committee meeting that the City opted out of doing that because it would require a component that restricted income, so it had an income cap; that would basically mean revitalizing new housing and you have a new unit that it would be lower income housing. Councilor Tobin said it was really the residential structure that she was struggling with in this instance and the fact that this type of property is addressed in another area (Section C) of the RSA. Councilor Roberts said that unfortunately, higher level government rarely writes something that is easily understood. Now, he said the Council is in a situation where they cannot base it on what they wrote; they cannot really follow it to the letter of the law. So then, he stated that good leadership looked back and asked what the intent or the spirit of the law was, since no one was telling them exactly what it was. He said the FOP Committee felt that it was very worthwhile to follow the spirit and intent of the law "instead of just sitting there waiting for Concord or someone else trying to sort it out."

Councilor Lake said this was something the FOP Committee discussed quite a bit and he had kind of come in with the same idea, with a little bit of a concern around that specific part of the language. He noted as the Committee talked about it more and looked back to when they were presented with this information, he knew one of the target areas was Accessory Dwelling Units (ADUs) out of carriage houses, of which he thought barns would be a very similar, maybe slightly different, use. Councilor Lake believed this application fit the spirit of the RSA and the spirit of what the City is trying to accomplish. He said it is not a commercial building; this is on a residential plot. He thought it fit within the residential general definition. He certainly understood some of the hesitation but believed that in the spirit of the way the law was intended, this use fit within the City's rules and within the RSA.

Chair Greenwald spoke as a Councilor. Very simply, he said this would be creating housing, which is a major goal of this Council; it is creating a tax base. It is changing something from basically a vacant barn into a taxable property. He said to bear in mind that after the four years are over, it would be fully taxed. Chair Greenwald knew there were different varieties of 79-E apparently, but he was all in favor of this.

Councilor Tobin completely agreed that this is a great project and understood that the Council wants to build housing. She also wanted to keep in mind that there are established guidelines and sometimes it can feel like the Council is pushing the edge of each one a little bit and she just wanted to be careful that they are staying within the parameters of the laws that they actually create; she knows that there are decisions that are carefully thought out. For ADUs, she said this particular section of the RSA does define them and specifies that they need to be in four-unit buildings, but they would need to be attached. So, she said she was trying to wrap her brain around how she could make this situation match what this law says. Councilor Tobin said she was really struggling to find a way to make the law fit this situation because right now it just did not to her. In terms of the spirit of the law, she completely understood Councilor Roberts' perspective. Councilor Tobin also said the fact that the situation has a different set of guidelines in the next part of the RSA made her feel like that was not within the spirit of the law because it is identified somewhere else.

The motion carried with 12 Councilors present and voting in favor and one voting in opposition. Councilor Tobin voted in the minority. Councilors Ruttle-Miller and Powers were absent.

FOP REPORT - EXECUTION OF A CHANGE ORDER FOR CONSTRUCTION SERVICES WITH LAKES REGION FUEL SYSTEMS FOR THE MARTELL COURT FUEL TANK REPLACEMENT PROJECT - CITY ENGINEER

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 contract change order in an amount not to exceed $150,000 for Construction Services with Lakes Region Fuel Systems as part of the Martell Court Pump Station Fuel Tank Replacement Project (32JM008B). A motion by Councilor Chadbourne to carry out the intent of the Committee report was duly seconded by Councilor Lake. The motion carried unanimously with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

FOP REPORT - RE-ALLOCATION OF UNSPENT FUNDS FROM THE MARTEL COURT SEWER FORCE MAIN INSPECTION PROJECT - CITY ENGINEER

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to reallocate $50,000 from the Sewer Force Main Inspection Project (32MI0222) to the Island Street Sewer Improvement Project (32JMI0224). A motion by Councilor Chadbourne to carry out the intent of the Committee report was duly seconded by Councilor Lake.

Councilor Chadbourne reported on this item as it was discussed in FOP. Councilor Favolise said he had read this report a few times and he had been trying to make a piece of it make sense. So, he asked a question about how the earmark did not cover all engineering services and there is money left over. So, he was trying to make both of those things make sense. The City Manager replied that she believed that the money was left over from a different project. She believed that the earmark was for one project and then there was the Island Street Reconstruction Project. She thought it was explained that the money was left over from the Martel Court unspent money and was being moved.

Clarifications for the record: There were scrivener errors found in the FOP report that led to the confusion mentioned by Councilor Favolise and the City Manager. It was noted for the record that there were two funding sources for the Martel Court project, one being Congressional earmark funds and the other being CIP funds. The unspent monies leftover from the Martel Court Sewer Force Main Inspection Project were a portion of the CIP funds. The City Engineer asked for these unspent $50,000 of CIP funds from the Martel Court project to pay for an unexpected sewer line collapse on Pearl Street (which is the adjacent street to Island Street). The repair for that sewer line became part of the Island Street Sewer Improvement Project and now needs to be funded.

The motion carried unanimously with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

FOP REPORT - EXECUTION OF A CHANGE ORDER FOR ENGINEERING SERVICES WITH MCFARLAND JOHNSON FOR THE LOWER WINCHESTER STREET 40666 RECONSTRUCTION PROJECT - CITY ENGINEER

A Finance, Organization and Personnel Committee report was read, unanimously recommending that the City Manager be authorized to do all things necessary to execute a contract change order in an amount not to exceed $1,338,000 for Engineering Services with McFarland Johnson as part of the Lower Winchester Street 40666 Reconstruction Project (75J0026A). A motion by Councilor Chadbourne to carry out the intent of the Committee report was duly seconded by

Councilor Lake. The motion carried unanimously with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

CITY MANAGER COMMENTS

First, City Manager Elizabeth Ferland reported something she had brought to the Council's attention before. The Library Director shared some information about a great resource at the Keene Public Library if someone is looking to advance their career, to prepare for certification, or to take a specific test. It is through Peterson's Test and Career Prep software at the Library at no cost to card holders. It has resources like preparing for a firefighter exam, law enforcement, CDL, nursing, teaching, IT, real estate, military, and many others. Last year alone, the firefighter test prep resource was used 30 times. It is a very valuable resource. City employees, even if they do not live within the Keene borders, do have a free Library card, so they can access this as well.

Next, the City Manager said she was planning to talk a little bit more about the Roadway Safety Action Plan (RSAP). She made the other Councilors aware that Councilor Tobin wrote a letter regarding the City's RSAP, recalling that Councilor Tobin vice-chaired the City's RSAP Committee and was very active. This Plan was adopted by the City Council in January 2025, and it serves as a comprehensive framework for identifying road safety concerns, prioritizing improvements, and reducing accidents and fatal crashes. It is not only motorists, but also pedestrians as well. The plan actually identifies the Municipal Services, Facilities and Infrastructure (MSFI) Committee, which is noted in Councilor Tobin's letter, as the body responsible for receiving annual implementation updates. Consistent with that, at the September 2026 MSFI meeting, the City Manager planned for that update.

Regarding the Airport, the City Manager reported that starting next week, DART planned to begin day-basing at the Airport several days per week. Day-basing means the helicopter and its medical crew will be stationed at the Airport from approximately 9:00 AM to 9:00 PM, allowing them to respond more quickly to emergencies throughout the Monadnock Region. The City Manager called this a very positive development for Keene and the entire region; having DART there on a more regular basis is going to strengthen our emergency response options for the area. It also is important because it shows the importance of the Airport in this region as well. It is a temporary arrangement for now to see how this works over the next 12 months.

The City Manager also provided an update on the Airport solar project after her longer, complicated update at the previous meeting. As discussed previously, one of the City's priorities had been protecting the project's eligibility for the federal investment tax credit, while also keeping the project on schedule. They had been evaluating the use of a domestic content steel racking system because there is no federal waiver available for iron and steel requirements. She was pleased to report that ReVision Energy had confirmed domestic content racking was available and could be delivered without delaying the project's 2027 in-service schedule. The additional cost is less than anticipated: it is going to be approximately $50,300. ReVision has agreed to apply only 10% overhead, which brings it to $55,300. No additional profit was being added, and she really appreciated the effort of ReVision energy and the work that they put into helping the City preserve the federal tax credit, which could be approximately $2.9 million. She said they had been creative, responsive, and willing to reduce their normal overhead and eliminate profit in this change order to help the City achieve the best possible outcome. The City Manager called this a great outcome so far, but said the City was not completely out of the woods. She was still working on the domestic content waiver for the 2025 solar panels that were purchased to preserve the Safe Harbor provision. She thought she had a way forward for that. She said it was in the works.

Finally, City Manager Ferland reported that the Downtown Project was scheduled to begin on July 27, 2026. She said the City Attorney had been diligently working with Main Street America, or AmFam, for the access agreement. The City's sticking point had been about insurance requirements. The City is a little unusual and does not have the standard insurance. The City is insured through Primex and that is a pooled risk, but the City Manager thought they were very close to getting there. She said the plan would be to execute that agreement with them. She cited an on-site walk happening Monday, July 20, 2026, and then Casella would put up their snow fencing for the entire site and move into that location.

Councilor Tobin said she did write a letter that included links and a lot of information that she thought would be helpful and she addressed it to all the Councilors. This is the letter previously mentioned by the Chair Greenwald at the start of the meeting and by the City Manager in her City Manager comments about the Roadway Safety Action Plan (RSAP). Councilor Tobin said she hoped that it would be forwarded to all of them. The City Manager said she would be happy to forward it to them all this evening.

MORE TIME - PLD REPORT - COUNCILOR WILLIAMS – REQUEST TO CONSIDER RESTRICTING THE SALE OF 7- HYDROXYMITRAGYNINE (7-OH) AND CONCENTRATED KRATOM PRODUCTS; PLD REPORT - COUNCILOR FILIAULT - REQUEST FOR CONSIDERATION OF AN ORDINANCE AMENDMENT REGULATING DOGS AT DOWNTOWN EVENTS; *AND* FOP REPORT - RELATING TO FISCAL POLICIES - RESOLUTION R-2026-34

The first Planning, Licenses and Development Committee report was read, unanimously recommending that the Request to Consider Restricting the Sale of 7-Hydroxymitragynine (7-OH) and Concentrated Kratom Products be placed on More Time. A second Planning, Licenses and Development Committee report was read, unanimously recommending that Councilor Filiault's Request for Consideration of an Ordinance Amendment Regulating Dogs at Downtown Events be placed on More Time. A Finance, Organization and Personnel Committee report was read, unanimously recommending R-2026-34 be placed on More Time. Chair Greenwald granted More Time on the three items.

ORDINANCE FOR SECOND READING - RELATING TO WAGE SCHEDULE REVISION - ORDINANCE O-2026-12

A Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Ordinance O-2026-12. Chair Greenwald filed the report. Ordinance O-2026-12 Relating to Wage Schedule Revision was read for a second time. A motion by Councilor Chadbourne to adopt Ordinance O-2026-12 was duly seconded by Councilor Lake.

Councilor Chadbourne explained that a new position of a Legal Assistant is being added under S13 pay scale as a replacement position to the soon retiring paralegal in the legal department. Councilor Tobin added that there were already a lot of interested applicants, so that was exciting.

The motion carried unanimously on a roll call vote with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

RESOLUTIONS - PROPERTY TAX EXEMPTIONS AND CREDITS - CITY ASSESSOR – RESOLUTIONS R-2026-25, R-2026-26, R-2026-27, R-2026-28, R-2026-29, R-2026-30, R-2026-31, R-2026-32, R-2026-33

The first Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Resolution R-2026-25. A second Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Resolution R-2026-26. A third Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Resolution R-2026-27. A fourth Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Resolution R-2026-28. A fifth Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Resolution R-2026-29. A sixth Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Resolution R-2026-30. A seventh Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Resolution R-2026-31. An eighth Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Resolution R-2026-32. A ninth Finance, Organization and Personnel Committee report was read, unanimously recommending the adoption of Resolution R-2026-33.

A motion by Councilor Chadbourne to adopt Resolution R-2026-25 was duly seconded by Councilor Lake. The motion carried unanimously with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

A motion by Councilor Chadbourne to adopt Resolution R-2026-26 was duly seconded by Councilor Lake. The motion carried unanimously with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

A motion by Councilor Chadbourne to adopt Resolution R-2026-27 was duly seconded by Councilor Lake. The motion carried unanimously with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

A motion by Councilor Chadbourne to adopt Resolution R-2026-28 was duly seconded by Councilor Lake. The motion carried unanimously with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

A motion by Councilor Chadbourne to adopt Resolution R-2026-29 was duly seconded by Councilor Lake. The motion carried unanimously with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

A motion by Councilor Chadbourne to adopt Resolution R-2026-30 was duly seconded by Councilor Lake. The motion carried unanimously with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

A motion by Councilor Chadbourne to adopt Resolution R-2026-31 was duly seconded by Councilor Lake. The motion carried unanimously with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

A motion by Councilor Chadbourne to adopt Resolution R-2026-33 was duly seconded by Councilor Lake.

Councilor Chalice hoped that the City might take the opportunity to do a posting to make sure the community knows that this new tax exemption exists on the City's part for service members currently in areas of conflict. She thanked Councilor Lake for this suggestion. Councilor Chalice could not imagine that anyone currently serving in these situations would have any idea the City Council is doing this right now. So, she hoped for some public service announcement or something to make it known to the community.

The motion to adopt Resolution R-2026-33 carried unanimously with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

Chair Greenwald recognized Councilor Roberts' standing Conflict of Interest on Resolution R-2026-32, so he would abstain.

A motion by Councilor Chadbourne to suspend Section 33 of the Rules of Order to act up on Resolution R-2026-32 was duly seconded by Councilor Lake. The motion carried unanimously on a roll call vote with 12 Councilors present and voting in favor. Councilor Roberts abstained. Councilors Ruttle-Miller and Powers were absent.

A motion by Councilor Chadbourne to adopt Resolution R-2026-32 was duly seconded by Councilor Lake. The motion carried unanimously with 12 Councilors present and voting in favor. Councilor Roberts abstained. Councilors Ruttle-Miller and Powers were absent.

Councilor Favolise asked the City Attorney to confirm if the vote to Suspend the Rules was to allow the Council to take up that item again within the calendar year. Deputy City Attorney Brandon Latham replied that it was exactly what that was. Actually, he said Councilor Lake brought it up at the FOP meeting when this was originally discussed, and that is why they were prepared for that motion to suspend at this meeting. The Deputy City Attorney said that was exactly what Councilor Favolise pointed out.

RESOLUTION - ENDORSING AND APPLAUDING THE MISSION STATEMENT OF THE CITIZENS FOR KEENE STATE COLLEGE - RESOLUTION R-2026-35

A Resolution was received from Councilor Philip Jones to express the City Council's support for the mission of Citizens for Keene State College, a volunteer coalition advocating for the continued strength and independence of Keene State College. The resolution recognizes the College's importance as a center of public higher education, workforce development, economic vitality, and civic engagement within the City of Keene and the Monadnock Region. It further applauds the coalition's advocacy efforts and formally endorses its mission to promote the long-term success and autonomy of Keene State College. The intent is for the resolution to be adopted upon introduction as a demonstration of the City Council's strong and unified support for both Citizens for Keene State College and the continued success and vitality of Keene State College.

A motion by Councilor Jones to adopt Resolution R-2026-35 was duly seconded by Councilor Filiault.

Councilor Jones said this Resolution would simply be applauding the mission statement for the Citizens for Keene State College, which is not a City committee or a committee of the College. It is a coalition of private citizens who are working to strengthen the College and use the strengths of the college within the City; that includes economic, cultural, and intellectual strengths. He said you can go on and on about the benefits of the college within the City, and the goal of this is for the City Council to acknowledge them, applaud their mission statement, and thank them for the work they are doing.

The motion to adopt Resolution R-2026-35 carried unanimously with 13 Councilors present and voting in favor. Councilors Ruttle-Miller and Powers were absent.

RESOLUTION - RELATING TO THE APPROPRIATION OF WASTEWATER TREATMENT PLANT CAPITAL RESERVE FUNDS TO THE WASTEWATER TREATMENT PLANT HVAC REPLACEMENT PROJECT - RESOLUTION R-2026-36

A memorandum was read from the Assistant Public Works Director, Aaron Costa, recommending that the City Council Adopt Resolution R-2026-36 Relating to the Appropriation of $32,000 of WWTP Capital Reserve Funds to the WWTP HVAC Replacement Project (32JW004A). Chair Greenwald referred Resolution R-2026-36 to the Finance, Organization and Personnel Committee.

ADJOURNMENT

There being no further business, Chair Greenwald adjourned the meeting at 7:49 PM.

A true record, attest: Terri Hood
City Clerk

ITEM #B.1.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date:	August 6, 2026
To:	Mayor and Keene City Council
From:	Mayor Jay V. Kahn
Through:	Terri Hood, City Clerk
Subject:	**Nomination - Human Rights Committee**

Recommendation:

Attachments:
None

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

HUMAN RIGHTS COMMITTEE

Julie Odato December 31, 2028

Moving from Alternate to Regular Member

Slot 5

2026-382

ITEM #C.1.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Paul Allen-Webber

Through: Terri Hood, City Clerk

Subject: **Paul Allen-Webber - Request to Reevaluate Dog Restrictions During the Pumpkin Festival**

Recommendation:

Attachments:
1. Communication - Paul Allen-Webber_redacted

Background:
Mr. Allen-Webber is requesting the City Council consider removing dog restrictions during the Pumpkin Festival from the City Code of Ordinances. He asks that the City instead focuses on enforcing standard leashing and behavior rules, allowing responsible local pet owners and visitors to enjoy the City of Keene year-round.

2026-364

121 Dean Farm Road, Jaffrey, NH 03452
[redacted]

PAUL ALLEN-WEBBER

Date: July 17, 2026

The Honorable Jay Kahn
Mayor of the City of Keene
Keene City Council
3 Washington Street
Keene, NH 03431

Re: Opposition to Ordinance Section (e) Regarding Dog Restrictions During the Pumpkin Festival

Dear Mayor Kahn and City Council Members,

I am writing as a regular visitor to the City of Keene – a shopper, diner, hiker, and event attendee - to formally voice my opposition to Ordinance O-2004-15-A, Section (e), adopted on 10-7-2004, which bans dogs (except service animals) from public property and downtown streets specifically and exclusively during the Pumpkin Festival. This ban may have been necessary when attendance topped 50,000, but today's Pumpkin Festival draws a much smaller crowd.

While I fully understand and support the city's commitment to public safety, applying this restrictive rule to only one specific date out of the entire year is arbitrary and unfair. Keene hosts multiple high-traffic public gatherings, street fairs, and community events in the downtown area throughout the year. None of these other events carry a blanket prohibition on leashed, well-behaved family pets.

Furthermore, this ordinance introduces several issues that warrant reconsideration:

Unfair Burden and Legal Liability for Volunteers: It is entirely unfair to expect the non-profit organization hosting the Pumpkin Festival to police and enforce a city-mandated bylaw. Non-profits rely heavily on limited staff and community volunteers whose energy should be entirely focused on event coordination and logistics. The confrontations that stem from volunteer enforcement create ill will between the organization and the very people they depend on for support.

Furthermore, forcing untrained volunteers to gatekeep access to public streets creates a serious risk of violating the Americans with Disabilities Act (ADA). Volunteers are not trained to properly navigate the nuances of questioning individuals about service animals, creating a high probability of accidentally infringing on the rights of those with disabilities and creating immense legal liability for the organization and/or the city.

Negative Impact on Visitors and Downtown Commerce: This localized ban unfairly penalizes out-of-town visitors, tourists, and travelers who may be entirely unaware that the Pumpkin Festival is occurring. A traveler stopping in Keene for a break, or someone who made an outdoor dining reservation months in advance expecting a pet-friendly atmosphere, will suddenly find themselves turned away from public streets and sidewalks. Blindsiding visitors in this manner creates a hostile impression of the city and directly harms downtown businesses that rely on pet-friendly tourism.

Inconsistency and Confusion: Singling out a single date makes local regulations confusing for residents and regular visitors who routinely walk their dogs downtown. If it is safe for leashed dogs to navigate the downtown footprint during other busy community events, there is no logical basis for a total ban during this one.

Lack of Proportionality: The city already has robust leash laws and public nuisance ordinances in place to address irresponsible pet ownership or aggressive behavior. Enforcing existing municipal laws is a precise solution; a blanket ban is an overreach.

I understand you recently received a letter from City Councilor Randy Filiault, who appears to infer that the City Council should revisit the ban and extend it to other/all downtown events, based on witnessing “several incidents”.

If the City Council will not consider a reversal of this targeted ban, or chooses to extend it to other events, then the city should take full responsibility for its execution and enforcement. The burden of a city-mandated ordinance belongs to the city, not the hosting non-profit. Should the ban remain in place, the city should provide:

Clear Signage: Prominent, highly visible signs posted at all key entry points into the restricted downtown footprint outlined in the ordinance to avoid blindsiding travelers and diners.

Public Education: City employees stationed at these entry points to proactively educate the incoming crowds, travelers, and residents about the specific restriction.

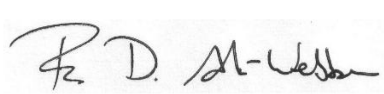
Official Enforcement: Uniformed police officers tasked with enforcing the bylaw, ensuring that volunteers and non-profit staff are never put in the position of acting as municipal code enforcement or risking ADA violations.

If the city’s stance is that crowds present an inherent danger to or from pets, then this policy should logically apply to all downtown festivals. If it does not apply to all, it should not apply to any. However, if this specific ban is maintained, the city should step up to properly fund, sign, and police its own ordinance.

I urge the City Council to reconsider this ordinance and instead focus on enforcing standard leashing and behavior rules, allowing responsible local pet owners and visitors to enjoy the City of Keene year-round.

Thank you for your time and your service to our community.

Sincerely,



Paul D. Allen-Webber

ITEM #C.2.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Kenneth Kost

Through: Terri Hood, City Clerk

Subject: **Kenneth Kost - Request for a Comprehensive Planning Study of the Gilbo Avenue Site Prior to Solar Pavilion Development**

Recommendation:

Attachments:

1. Communication - Kost - Gilbo Solar Pavillion

Background:

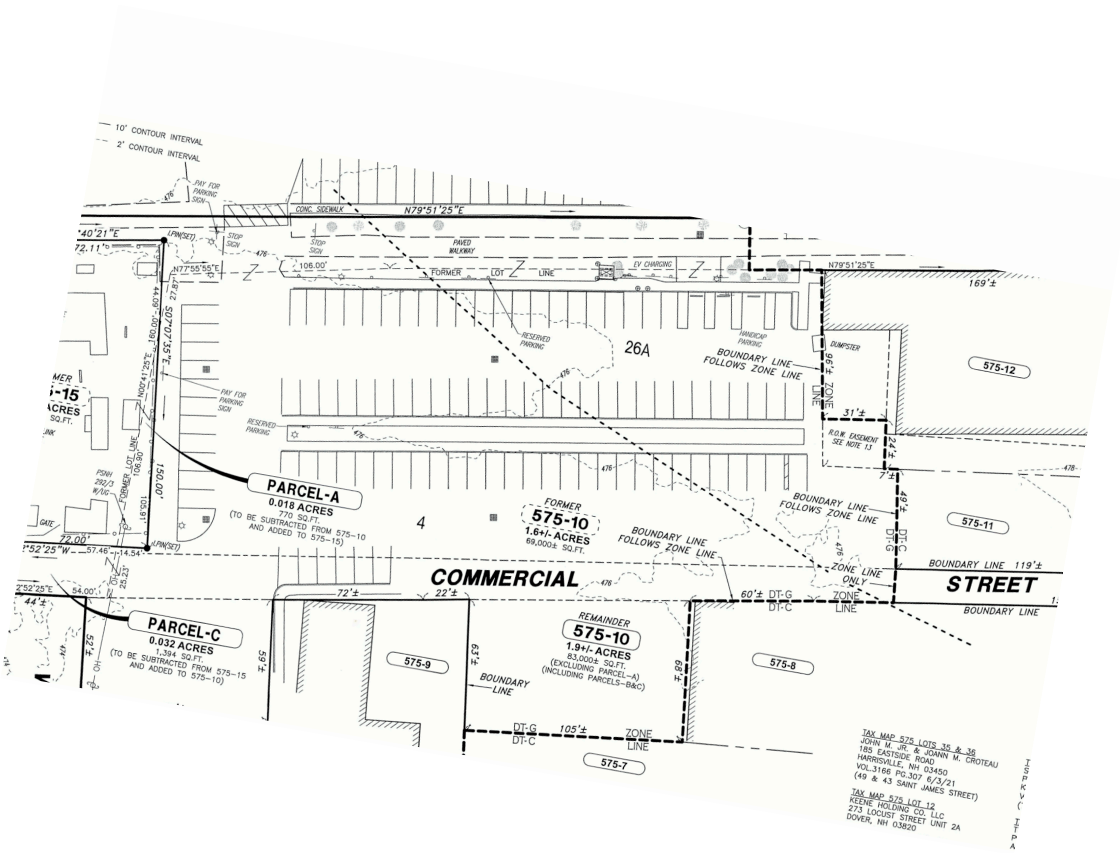
Mr. Kost is asking that the City conduct a comprehensive planning study of the 1.9-acre Gilbo Avenue site before finalizing the layout of the solar pavilion.

2026-366

Subject: Site Layout for Proposed Gilbo Avenue Solar Pavilion
August 6, 2026

Dear Mayor and Members of the City Council,

I am writing to ask the City to conduct a comprehensive planning study for the 1.9-acre Gilbo Avenue site before finalizing the layout for the solar pavilion.



Under the current Land Development Code for the Downtown Growth zone, this parcel supports a multi-story mixed-use project with roughly 300 housing units, ground-floor commercial space, structured parking, and public open space. Given our region's need for housing, we need to understand the potential of this entire parcel before locating the solar pavilion in a way that would preclude future development.

Taking time to study the site layout does not mean abandoning renewable energy or the Farmers Market. A master plan can show how housing, commercial space, the market, and a solar pavilion can function together on the same property. Strategic placement of the pavilion now will protect future building options.

From a financial standpoint, the long-term tax revenue from high-density housing and commercial space will far exceed the energy savings of a surface-lot solar pavilion.

A brief study to establish a full vision for this parcel will allow the City to move forward with the solar pavilion while preserving the downtown's long-term growth potential.

Plan NH -https://plannh.org will conduct a charrette with professional designers for about $6k or the city can contract with a professional urban design firm for a more thorough study.

This parcel is one of our best downtown locations to build housing and commercial. Please do not squander its potential.

Ken Kost

51 Railroad Street

CITY OF KEENE
NEW HAMPSHIRE

ITEM #C.3.

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Warren Steinberg

Through: Terri Hood, City Clerk

Subject: **Warren Steinberg - Request for Temporary Free Parking within Active Downtown Construction Zones**

Recommendation:

Attachments:

1. Communication - Warren Steinberg_redacted

Background:

Mr. Steinberg is requesting that the City Council consider adopting a temporary free parking policy for all public parking spaces located within an active downtown construction area during the current downtown infrastructure project. He further comments that he believes this request is consistent with Resolution R-2015-11, the City Council Policy Relating to Free Parking.

2026-370

Communication to the Honorable Mayor and City Council

Submitted through the Office of the City Clerk

Subject: Request for Temporary Free Parking Within Active Downtown Construction Zones

Honorable Mayor and City Council:

I respectfully request that the City Council consider adopting a temporary free parking policy for all public parking spaces located directly within the active downtown construction area during the current downtown infrastructure project.

As construction progresses through its various phases, the designated free parking area should move with the active construction zone so that the businesses and customers most directly affected receive relief while work is occurring in front of or adjacent to them.

This request is consistent with Resolution R-2015-11. The ongoing downtown construction is a City-led project that temporarily disrupts access, visibility, and customer traffic for downtown businesses. Providing free parking within the active construction area would help offset these impacts, encourage continued patronage of local businesses, and support the continued vitality of downtown Keene throughout the duration of the project.

The requested waiver would apply only to parking spaces located within the current construction limits for each phase of the project. As work advances, the free parking area would move accordingly so that assistance remains targeted to the businesses and visitors most directly affected.

Because this request relates to a government project and is intended to preserve the vitality of downtown during construction, I respectfully request that the City Council grant this temporary parking waiver and refer this communication to the appropriate committee for consideration.

Thank you for your time, consideration, and continued service to the City of Keene.

Respectfully submitted,

Warren Steinberg
36 Concord Hill Dr
Keene, NH 03431
[redacted]

ITEM #C.4.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Councilor Philip M. Jones

Through: Terri Hood, City Clerk

Subject: **Councilor Jones - Request for Consideration of an Ordinance Establishing a Temporary Moratorium on Data Centers and Cryptocurrency Mining Facilities**

Recommendation:

Attachments:

1. Councilor Jones Request for Drafting of an Ordinance

Background:

Councilor Jones is formally requesting that the City Council direct the appropriate staff and committees to draft an ordinance establishing a temporary, two-year moratorium on the construction, development, and operation of Data Centers and Cryptocurrency Mining Centers within the City of Keene. He reasons that a two-year moratorium will grant our City the necessary time to gain a comprehensive, transparent, and proactive understanding of these intensive industries before they establish a permanent footprint in our community.

2026-378

August 4, 2026

Dear Mayor Kahn and Fellow Councilors,

I am writing to formally request that the City Council direct the appropriate staff and committees to draft an ordinance establishing a temporary, two-year moratorium on the construction, development, and operation of Data Centers and Cryptocurrency Mining Centers within the City of Keene.

As these newly innovative technologies expand rapidly across the region, a temporary pause is vital. A two-year moratorium will grant our City the necessary time to gain a comprehensive, transparent, and proactive understanding of these intensive industries before they establish a permanent footprint in our community.

This period of review will allow the City of Keene to safeguard its infrastructure and community character by accomplishing the following goals:

1. **Energy and Climate Review:** Allow the Keene Energy and Climate Committee to thoroughly study these operations and issue a formal report aligning with our City's renewable energy goals and Climate Protection Plan.
2. **Environmental and Resource Impact Assessment:** Enable City staff to analyze the intense water usage, thermal impacts, unique exhaust system, and backup energy requirement characteristic of these facilities.
3. **Economic and Utility Evaluation:** Evaluate the long-term impacts on Keene's local economy, tax base, and regional energy supply stability.
4. **Zoning and Neighborhood Protection:** Explore the direct impacts of these high-density operations on the quality of life, proximity to residential and commercial areas, potential for noise or obnoxious odors, aesthetic qualities, and the overall historic character of our neighborhoods.

Taking a deliberate pause ensures that Keene remains a forward-thinking City that welcomes technological innovation only when it safely preserves our ecosystem, economy, and community well-being. Thank you for your time, consideration, and dedication to the future of Keene.

Sincerely,

Philip M. Jones

Philip M. Jones
Keene City Councilor

ITEM #C.5.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Councilor Laura Tobin

Through: Terri Hood, City Clerk

Subject: **Councilor Tobin - Request for Roadway Safety Action Plan Update**

Recommendation:

Attachments:
1. Roadway Safety Action Plan Update

Background:
Councilor Tobin has requested that City staff present the annual Roadway Safety Action Plan update to the Municipal Services, Facilities and Infrastructure Committee, consistent with the Plan's annual reporting provisions.

2026-389

July 14, 2026

Re: Roadway Safety Action Plan Update

Honorable Mayor and Fellow City Councilors,

In January 2025, the City adopted the Roadway Safety Action Plan, which is intended to be a "living document." Since then, speeding, speed mitigation, and traffic enforcement have remained recurring topics at MSFI meetings. Recent observations of minors traveling on scooters at high speeds in the roadway, together with safety concerns for vulnerable road users raised during the NHDOT public hearing for the Reconstruction of NH 101 (NHDOT Project #41590), urther demonstrate the need for ongoing dialogue between the City and the public.

Appendix G calls for an annual progress report and identifies the MSFI Committee as the body responsible for monitoring implementation of the Plan. As the former Vice Chair of the Roadway Safety Action Plan Committee, I would like to request that staff present the annual update to MSFI at its next regular meeting.

In addition to implementation status and crash data, it would be helpful for the update to include the Plan's public outreach and engagement efforts, along with any changes to priorities based on the City's findings. This would allow both the Council and the public the opportunity to review the City's progress, ensure the Plan's implementation, and hear new or unresolved safety concerns.

For your reference:

Adopted Roadway Safety Action Plan

101 Reconstruction (Keene 41590)

Thank you for your consideration.

Laura Tobin

City Councilor, Ward 4

ITEM #D.1.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee

Through:

Subject: **Robin Hood Park Renovation - CHA Phase 1 Presentation - Parks & Recreation Director**

Recommendation:
On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends the City Council approve the final design of the project and authorize the City Manager to do all things necessary to bid and construct that design, as recommended by City staff and the City's consultant engineer, CHA.

Attachments:
None

Background:
Carrah Fisk-Hennessey, Parks and Recreation Director, introduced Mike Moonan, Project Manager from CHA. He has been doing background engineering services, especially central to Phase 1, the pool rehabilitation.

Mr. Moonan stated that he is Landscape Architect and a Project Manager for this project, here to present the Robin Hood Park pool facility. He continued that it has many deficiencies, including ADA access issues, a leak causing it to lose 5,000 to 8,000 gallons per day, issues with the gutter seam, and cracks throughout the pool deck.

Mr. Moonan stated that there are options for the pool renovation. The basic improvements option, Option 1, involves putting in a new pool liner, minor repairs of the pool mechanicals, and ADA access improvements, mainly an ADA access stair into the pool and relocation of the existing ADA lift. For pool deck upgrades, it would be replacing the entire pool deck, but with some value engineering they might just remove parts of it. Option 2 adds a zero-depth entry into the pool and includes all of the other improvements listed in Option 1.

Mr. Moonan stated that the building is in good shape. It meets all the codes except for one minor ADA access code. The doors into each changing facility do not meet ADA guidelines. CHA proposes taking out those two doors and putting in one overhead door at the main entrance. While the pool is open, that door would be open for people to go in and out of, to the right or left. When it is locked, the

2026-356

sliding door would go down. Ms. Fisk-Hennessey clarified that that is the doorway to access to the pool itself, not the main entrance to the pool building.

Mr. Moonan continued that CHA would also refinish the floor with an epoxy resin coating. Those are the only improvements now proposed for the building. They looked at modifying some partitions and benches, but those could be done later or by City staff. To keep the budget down, CHA only looked at minor building improvements.

Mr. Moonan continued that to outline the big picture costs, for Option 1, the demolition is $65,000. The pool infrastructure improvements, the liner and gutter repair, would cost $380,100. Pool mechanicals need some upgrades, such as replacing the sand in the filters, for $153,100. Replacing the entire pool deck would be $285,440. The bathhouse improvements, the door and the flooring, would be $10,000. The base project budget is $894,640. With estimated overhead, profit, and a contingency, it is just over $1.1 million.

Mr. Moonan continued that Option 2 has a zero-entry ADA accessibility into the pool added onto the base cost, should it move forward at the same time. The beach entry ramp demo would be $12,000. The beach entry ramp addition, the L that comes out of the pool, would be $368,825. With that, they would need to upgrade additional pool mechanicals to improve the turnover rate on the pool, because they would be increasing the pool's volume. That addition with overhead, profit, and contingency would be $686,480.

Mr. Moonan continued that splash features by the beach entry, which have been requested and were in the Master Plan, would be an additional $100,000 to $180,000, depending on the features. Adding those features would require adding another pump system. CHA looked at putting that in the storage area on the end of the building, should that move forward. A separate splash pad would be to the north of the pool in the open grass area. It could range from $450,000 and up, depending on the level of splash pad. They are looking at adding that to the Master Plan part of the project, to make it one of the improvements outlined in the revised Master Plan.

Currently, Mr. Moonan continued, CHA is looking at raising the floor in the pool's deep end and decreasing the depth. This would attempt to make the water volume the same, to avoid the pool mechanical upgrades. Batting this idea around rather late in the project, they determined that the amount of work that would involve would add costs to the project, too. The cost would be almost as much as the cost of revising the mechanicals.

Mr. Moonan added that regarding the Master Plan, CHA is working with the Steering Committee on some concepts. They will be discussing them over the next couple of months and will then have some plans to present the additional concepts.

Ms. Fisk-Hennessey stated that they look forward to designing concepts for the park side of the Robin Hood Park renovation, which will include everything separate from the pool. She continued that a Steering Committee would come together in early August 2026 and identify a date in September 2026 to gather public feedback.

Chair Greenwald asked if eliminating the bathhouse door Mr. Moonan mentioned in the first slide eliminates a second egress. Mr. Moonan replied no, the building would still have two means of egress. Chair Greenwald replied that he does not understand why they would remove the door. Mr. Moonan replied that ADA requires one foot to one foot and six inches at the door opening, and the doors do not have that. The corridors' width does not allow the addition of that required door width. Ms. Fisk-Hennessey explained that it would be an overhead door, like a coiling door that would come down and lock up. It would be in the same location. It would be removing the doorways and doorframes that go to the men's and women's changing facilities, and then putting in a door that is lockable.

Councilor Tobin asked for an explanation of the zero-entry, because it was not what she was picturing, in terms of it having a separate path. She continued that also; she wonders if adding the extension surface area would require additional lifeguards.

Mr. Moonan replied that CHA looked at doing a zero-depth entry down the whole length of the pool, but the length required in the landings would push it very far out. It would therefore be very costly. They need to get down three feet, at the end of the pool where the depth is three feet, which is why they need the extra length of the "L." Ms. Fisk-Hennessey clarified that it is because of the slope and grade requirements. They could not bring the whole shallow end out further to create the zero-depth entry access point. She added that it would require additional lifeguards.

Councilor Tobin stated that her concern is that if it is shallow, children will end up playing in that space, which does not seem to be the intent. Mr. Moonan replied that children do end up playing in that space and people must go around them.

Chair Greenwald stated that this is a public discussion. He continued that no decision will be made tonight. The designers and City staff want public input. It would be wonderful to have a water slide and other features, but as taxpayers, they need to keep this reasonable and functional. However, it is their one shot to improve this pool, probably in our time. He asked for public comments, thoughts, or suggestions.

Nell Wiener (of 352 Roxbury St.) stated that she is wondering about the bathhouse. She asked to see the plan again. She is confused because it looked very different than how it is currently, regarding the configuration of the concession area and the changing rooms being swapped. She wonders if she was reading it backwards. Mr. Moonan replied that they are not swapping them. He indicated Reservoir St. on the plan, which clarified the orientation for Ms. Wiener.

Ms. Wiener asked why the plan for the men's changing room does not have the same shower area partitions as the women's side. Ms. Fisk-Hennessey replied that they talked about that and determined that that is some high-quality winter work that KPRD staff would be able to do instead of having it be part of this project.

Andy Bohannon, Deputy City Manager stated that regarding tonight's recommended motion, he believes the Parks and Recreation Director is looking for final design and approval to move forward. He continued that this relates to the construction timing. To move forward, they need to make sure they are constructing to have an open pool for next season. He asked if that is correct. Ms. Fisk-Hennessey replied yes.

Pat Giorgio (of 97 Wilbur St.) asked if the pool renovations are going to happen for sure, because about five years ago, there was conversation about how maybe Robin Hood Park would never have a pool because of the major construction needed. Ms. Fisk-Hennessey replied that this is a done deal; it is going forward. Chair Greenwald agreed that it is a commitment. There will be a pool.

Chair Greenwald said he hears that they need a final design. He asked Mr. Moonan to go through the options for the Committee to consider.

Mr. Moonan stated that the “base renovations” option is the one that could fit within the current budget. It does not have the zero-entry. The team has been discussing, however, the feasibility of adding the zero-entry later, if these improvements occur now, should additional funding become available in the future. Ms. Fisk-Hennessey added that a benefit of running through all the different design options is having all the plans, so they know what it would take to add something on in the future.

Chair Greenwald stated that one option [option 1 plus option 2] is to add the zero-entry. Ms. Fisk-Hennessey replied that is correct; that would be the base $1.1 million plus the $689,000.

Chair Greenwald stated that the next question is about the splash pad. He asked about “each entry spray feature.” Mr. Moonan explained that they would probably make the zero-entry a little wider and put a spray feature to the side of it, such as a splashing mushroom or tree. The splash pad would be a standalone in the area north of the pool, within the pool footprint. That could easily be added later.

Chair Greenwald asked if Wheelock Park is getting a splash pad. Ms. Fisk-Hennessey replied that Wheelock Park had a splash pad installed several years ago, and it is now defunct. Per Chair Greenwald’s request for more information, Mr. Bohannon explained how it was installed in 2011 and was operational for two or three years before elements of it broke and could not be replaced. Wheelock Park’s splash pad has not been usable for five or six years.

Councilor Ellis asked, following up on Councilor Tobin’s question, if additional lifeguards would be necessary to have the zero-entry, or if they did the splash features along with the zero-entry, or both. Ms. Fisk-Hennessey replied both. Councilor Ellis asked if that would potentially be a problem in the future with staffing. Ms. Fisk-Hennessey replied yes. Councilor Ellis asked how possible it would be to not do the zero-entry now but to look at that for, say, five years out. She asked if that would be a huge undertaking. Ms. Fisk-Hennessey replied that today, they are looking to do the baseline renovations to ensure they seal the leaks and have an efficient pool system with a safe pool liner. The feasibility of adding a zero-entry later is a little more difficult than the feasibility of adding a splash pad or splash features.

Vicky Morton (of 275 Water St.) asked if the zero-entry was initially designed for handicapped access. Mr. Moonan replied yes. Ms. Morton asked why, then, they would put a splash feature where a handicap access is. Mr. Moonan replied that it is done often; you just put it off to the side, and you still have handicap access on the other side of the zero-entry ramp. The zero-entry ramp would be a little wider. He showed an example of a zero-entry where the splash feature off to the side would not interfere with patrons entering the pool.

Kelly McKenney (of Peg Shop Rd.) asked if there have been feasibility studies of the chair hoist versus zero-entry, for people with disabilities. Mr. Moonan replied that as part of the project, the existing chair lift would be relocated within the pool. He continued that to comply with current code, the pool needs two means of ADA access, so they are also adding an ADA access stairway, which has more rails.

Councilor Workman asked for further explanation of what the depth of the leisure pool would be. Mr. Moonan replied that it would be the same depth as it is now. He continued that it goes from about three feet to three feet and six inches, then to four feet and six inches, and then coming around the corner it goes to five feet, and then ten feet at the deep end. Ms. Fisk-Hennessey added that currently there are buoy lines at the four feet and six inches depth to separate the shallow end from the middle section, and a line of buoys to separate the middle section from the deep end.

Councilor Tobin asked about the water temperature. She continued that water chillers are becoming more important in some places. With rising temperatures and shallower areas, she imagines it could heat up more quickly. She asked if that would be a concern. Ms. Fisk-Hennessey replied that she does not think that would be a concern, because they have the mandatory turnover with the pool mechanicals right now, so the water is filtered regularly.

Pete Runez (of 261 Chapman Rd.) stated that he wants older kids to use and be excited about this pool. He asked if they have plans for any features for them, such as diving boards or water slides.

Ms. Fisk-Hennessey replied that there used to be diving boards and a water slide, way back, but it comes down to insurance and liability. She continued that insurance and liability are why they do not have diving boards and water slides right now and cannot add them. She hopes that older kids will still come and swim and have a good time. The KPRD hosts pool parties, which add-in some competitions and different kinds of fun.

Councilor Favolise stated that before someone makes a motion, he wants to know what staff's recommendation is, regarding the options. Ms. Fisk-Hennessey replied that staff recommends Option 1, which does not include the beach entry at the current time, but does give them the plan, so that if more funding becomes available later, they have different options that have already been fully investigated.

The following motion by Councilor Ellis was duly seconded by Councilor Workman.

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends that the City Council approve the final design of the project and authorize the City Manager to do all things necessary to bid and construct that design, as recommended by City staff and the City's consultant engineer, CHA.

ITEM #D.2.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee

Through:

Subject: **Eversource Energy - Request for Temporary Access and Use of Old Gilsum Road for Eversource Transmission Structure Replacement Project**

Recommendation:

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends that the City Manager be authorized to negotiate and execute agreements with Eversource Energy for the removal of a portion of the stone wall marking the boundary between Parcel #218-006 and #212-030; and for an access agreement to allow construction of a temporary gravel road on Old Gilsum Road.

Attachments:

None

Background:

Mr. Lussier stated that Eversource is here to make a two-part request to the City Council. He continued that one part is access to Eversource's powerline off Old Gilsum Rd. The second part relates to breaching a stone wall that marks the boundary between City property and Eversource property. He, the City Attorney, and the City Engineer have reviewed the first part of the request. City Code says Old Gilsum Rd. is closed to vehicle traffic but owners of property abutting Old Gilsum Rd. are allowed to use Old Gilsum Rd. to access their property. The property Eversource is trying to access is owned by Eversource, so they have inherent authority to access it. That said, they are still required to get an excavation permit from the City to do work on that right-of-way. He thinks they will do minor grading improvements and similar work. That process is under way. The second part of the request falls under State law. A stone wall in New Hampshire that marks the boundary between two properties cannot be moved or breached without the consent of both abutting property owners. To move that stone wall to replace the tower Eversource wants to replace, they need the Council's authority.

Remy Schneider of Eversource asked if the Committee had questions. Chair Greenwald asked if whether it is or is not a scenic road has any bearing in this. Mr. Lussier replied no.

Chair Greenwald stated that this project is more significant than just stringing wires. Mr. Remy replied that Eversource plans to replace five structures here to finish their asset condition replacement project.

2026-357

Councilor Tobin stated that sometimes the movement of disturbed earth ends up introducing or moving invasive species. She asked about Eversource's strategies for managing and limiting that. Mr. Remy replied that typically, through the State's environmental process reviews, there are strict guidelines for dealing with invasive species. Those include brushing or spraying off any mats or equipment brought through areas of invasive species. That is typical practice for Eversource, keeping soil from invasive species' areas within that specific location.

Councilor Favolise asked if it is correct that this asset replacement project would strengthen the grid and strengthen the resilience of the physical infrastructure. Mr. Remy replied that is correct. The wooden structures were built in 1975 and have not been replaced since. Now, they have either been deemed "too old" or have a structural integrity issue due to, say, woodpeckers, insects, or bears. They would be replaced with the weathered steel commonly seen across the state.

Chair Greenwald asked if Mr. Schneider's colleague wanted to add anything. Joshua Perez stated that he is the Project Manager and he thinks Mr. Schneider covered it.

Chair Greenwald asked if there were any further questions from the Committee or public. Hearing none, he asked for a motion.

The following motion by Councilor Workman was duly seconded by Councilor Tobin.

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends that the City Manager be authorized to negotiate and execute agreements with Eversource Energy for the removal of a portion of the stone wall marking the boundary between Parcel #218-006 and #212-030; and for an access agreement to allow construction of a temporary gravel road on Old Gilsum Road.

ITEM #D.3.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee

Through:

Subject: **Proposed Rumble Strips on Route 12 and Route 9 - Public Works Director**

Recommendation:
On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends the report from the New Hampshire Department of Transportation relating to Proposed Rumble Strips on Route 12 and Route 9 be accepted as informational.

Attachments:
None

Background:
Mr. Lussier introduced Corey Spetelunas of the New Hampshire Department of Transportation (NHDOT) and asked him to present.

Mr. Spetelunas stated that he is the Safety Section Project Manager, here to speak about rumble strips on Route 12, primarily in northern Keene for this stretch. This project includes rumble strips from Fitzwilliam to Newport, on Routes 12, 11, and 9. Regarding the project's purpose, most people think of "lane departure" as their vehicle fully entering the shoulder or other lane. That is not necessarily what a lane departure is. As soon as your tire crosses the lane, you have departed the lane. It does not take much to hit another vehicle, cyclist, or pedestrian. This project addresses the risk that might occur for anyone who leaves their lane even just a little bit. Roadway departure could result in hitting a fixed object, sliding down an embankment, flipping your vehicle, or worst-case scenario, hitting a person or vehicle.

Mr. Spetelunas stated that determining whether and where to install rumble strips is a systemic effort, meaning crash history is a supporting factor, but not the only factor. This is a preventative effort to deter people from having these sorts of crashes in the future. During the seven- to eight-year period from July 2017 to December 2024, NHDOT is aware of 58 crashes on Route 12 in Keene, 16 of which were run-off-the-road crashes, for a total of 28%. That is a little lower than the corridor average, but it is still not great. Injury and fatality crashes are the priority to prevent and hopefully eliminate. Keene had 14 of those, and five were run-off-the-road, and 36% of those resulted in injuries. Usually, those types of crashes result in more significant injuries, from high speeds coming at each other, hitting a fixed object, or hitting a vulnerable user.

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Mr. Spetelunas continued that NHDOT's roadway departure statistics from 2024 show that while New Hampshire has fewer fatalities than nationwide, 60% of New Hampshire's fatal crashes were due to lane departures, compared to 46% of fatal crashes nationwide. Last year's percentages were similar. He expects it will be about the same this year, too. Although they cannot predict exactly where drivers will leave their lane in either direction and cause a crash, they can predict the types of facilities that are more apt to those sorts of crashes happening. They are the facilities with higher speeds, narrow lanes, and even wide shoulders, because people feel more comfortable driving faster and stop paying attention. Regarding lane departure fatal crash history by year on NH Routes 9, 11, and 12, there was a minor spike in 2024. NHDOT hopes to bring that number to zero.

Mr. Spetelunas stated that rumble strips are a milling of the pavement in a particular pattern. He continued that the slide shows the more traditional rectangular rumble strips. NHDOT proposes sinusoidal rumble strips, a fully milled pattern in a sine wave. It results in less noise. The reason for rumble strips is they are very effective for their cost. Head-on crashes are reduced from 44% to 64% by the addition of centerline rumble strips. Going the opposite direction, for vehicles leaving the roadway on the shoulder side, rumble strips reduce head-on crashes by 13% to 51%. That is a large range, but many studies are closer to the 50% than the lower range. Thus, rumble strips are effective in both directions. They are inexpensive. About one mile of rumble strips costs $12,000. The construction time is short, such as completing 50 miles in two weeks, so traffic disruptions are minimal.

When looking at rumble strips, Mr. Spetelunas continued, there are some requirements to abide by. Most importantly, the road's posted speed must be at least 40 mph. At lower speeds, drivers would not feel the rumble strips as vividly and they would be less effective. Pavement must be in good condition, so the rumble strips do not cause a maintenance issue. The total width of the lane and shoulder must be at least 28 feet, to give people room to stay away from the rumble strips. For a shoulder rumble strip, at least six feet are required, which leaves enough room for bicyclists on the shoulder in addition to the cars.

Mr. Spetelunas showed the sinusoidal rumble strips NHDOT proposes installing. He continued that they have officially changed all non-interstate rumble strip projects to this pattern. The noise level of a vehicle hitting the sinusoidal rumble strips at 60 mph is 74 decibels. With the traditional, rectangular rumble strips, it would be 81 decibels. For comparison, the noise from a truck with an air brake would be about 105 decibels. A motorcycle is 10 decibels higher than that. One of citizens' most common concerns about rumble strips is the noise, which he understands. He would not want to hear rumble strips in the middle of the night, either. He also would not want to hear a driver hit a tree outside his yard. The noise from rumble strips is brief. People do not normally ride the rumble strips just to aggravate neighbors.

Mr. Spetelunas continued that regarding effectiveness in New Hampshire, NHDOT installed rumble strips on Route 16 through Wakefield in 2011. The chart shows that after the rumble strips were installed, the rate of lane departure crashes was reduced by almost 50%, even though traffic increased in the area.

Mr. Spetelunas explained the next slide, which showed the Keene locations NHDOT will install rumble strips in. He continued that they propose rumble strips on the center line and on both shoulders. On Route 12 it would be from the intersection with Route 9 up north, with small breaks at exit 2 and skipping over a bridge. The project is fast paced. They plan to advertise it next month

(August 2026), with construction starting in spring of 2027. It typically would take the contractor a couple of weeks. As with the Wakefield study, NHDOT would continue to observe what happens in Keene and see how the installation of the rumble strips affects the crash rates.

Mr. Spetelunas concluded that if anyone has concerns about the areas NHDOT proposes rumble strips in, where local input would say that maybe they should not have rumble strips in certain locations, they can contact him.

Chair Greenwald stated that he assumes this presentation was required. Mr. Spetelunas replied that the offer to present it was required. Chair Greenwald asked if that means the Committee does not need to say yes or no to this project, because it is just informational. Mr. Spetelunas replied that if the Committee was completely against the rumble strips, they would not have to be installed. Chair Greenwald replied that that was not what he meant; he just wanted to get the parameters. He continued that Mr. Spetelunas gave a great presentation. Mr. Spetelunas replied that the current guidance is that if NHDOT is installing rumble strips in a community that does not already have them, they should reach out and give a presentation like this so people at least know why NHDOT is doing this and what the benefits are.

Chair Greenwald asked if the rumble strips would go on Route 9 towards Old Concord Rd. and Sullivan Rd. Mr. Lussier replied that it would not be on Route 9 at all; it would be Routes 11 and 12. In Keene, it is Route 12. It goes from the Routes 9/10/12 interchange all the way to the Surry town line on Route 12.

Deputy City Manager Bohannon stated that as he drives, he sees the rumble strips through Antrim on Route 9. They have deteriorated the road quite a bit in the median. He asked how they prevent that from happening in Keene. Mr. Spetelunas replied that he does not know if those rumble strips were installed too early, perhaps, because there is a certain time period for the pavement to cure, to then be receptive so that deterioration does not happen. Maybe those rumble strips were installed when the pavement condition was not such that they would not cause that deterioration. NHDOT vetted all of this through its Materials and Research Bureau, and they have the pavement conditions of all the State-maintained roads. First thing, they make sure the rumble strips will not cause the problem the Deputy City Manager is referring to.

Councilor Tobin stated that the percentage of run-off-the-road crashes was lower in Keene than in other areas. She was curious whether that was related to how data is reported. She does not know if NHDOT collects the data itself or gets the data from others. Mr. Spetelunas replied that that could be. NHDOT's data usually comes from local police, so information could be delayed or missing, and then it goes through the Department of Public Works and the Department of Safety before it gets to NHDOT. They are working on streamlining that. There could certainly be omissions or misinformation.

J.B. Mack (of 21 Pine Ave.) stated that at the intersection of Wyman Rd. and Route 12, they would not have rumble strips through that area, he thinks. He asked if that is correct. Mr. Spetelunas replied that they would have breaks in the shoulders and then the centerline would have a gap at the intersection itself.

Mr. Lussier stated that along those lines, it is a little off NHDOT's map because the entrance to the Transfer Station is in Surry, but that is a rather high-volume intersection/driveway into that facility. It would be great if they would leave a break there. Mr. Spetelunas replied that he would confirm.

Typically, they leave breaks for high-volume intersections or such facilities.

The following motion by Councilor Tobin was duly seconded by Councilor Workman.

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends the report from the New Hampshire Department of Transportation relating to Proposed Rumble Strips on Route 12 and Route 9 be accepted as informational.

ITEM #D.4.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee

Through:

Subject: **Roadway Safety Audit - Intersection of Route 9 and Whitcomb's Mill Road - Public Works Director**

Recommendation:
On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends the New Hampshire Department of Transportation's Report relating to Roadway Safety Audit for the Intersection of Route 9 and Whitcomb's Mill Road be accepted as informational while recommending Concept 1 with the hope for lighting.

Attachments:
None

Background:
Mr. Lussier stated that the Roadway Safety Audit (RSA) at the intersection of Route 9 and Whitcomb's Mill Rd. was an important topic for residents in that area. There have been many crashes there. The City applied for and received an RSA, and now Corey Spetelunas from NHDOT is here reporting on the results.

Mr. Spetelunas stated that this is a process by which the City can apply for NHDOT and other stakeholders to come out and evaluate what is working and what is not, in terms of safety at specific locations. He continued that this is for Route 9 at Whitcomb's Mill Rd. It is a relatively traditional four-way intersection. Whitcomb's Mill Rd. is north-south and it is stop-controlled on both legs. Route 9 is east-west with a minor horizontal curve. Route 9 averages 14,000 vehicles a day with a posted speed of 55 mph with an average speed of 56 mph. The 85th percentile is 61 mph, meaning that 85% of the traffic is going 61 mph or below, and 15% of the traffic exceeds that speed. There are 12-foot travel lanes and 10-foot shoulders on both directions. Whitcomb's Mill Rd. has about 1,000 cars per day and is 24 to 28 feet wide, depending on the part of the road. It has a significant vertical grade coming up to the intersection. It is stop controlled but there are no stop bars, nor any other pavement markings such as a center line or edge lines. This is a City-owned facility.

Mr. Spetelunas continued that the RSA was submitted in 2023. NHDOT's Safety Section was going through a personnel shortage, which is why it took a while to get to, but they did conduct the RSA in 2025. They used 11 years of crash data from 2012 to 2022, which had a total of 30 crashes. They

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generated the final report earlier this month. Of the documented crash types at this intersection, 64% were multi-vehicle. There were a notable number of crashes involving animals; vulnerable road users, which are pedestrians or bicyclists; and fixed objects. The goal of the Highway Safety Improvement Program (HSIP) he runs is to reduce or eliminate crashes with fatalities or serious injuries. Thus, they look at what has happened, although that is not the only metric they try to measure these by. He explained the chart that showed the crashes analyzed by severity. Two accidents had serious injuries, and six or seven had minor injuries, as identified by the reporting Police Officer. Just over half of the crashes had no injuries, just property damage.

Mr. Spetelunas continued that NHDOT breaks down the crash data in a few different ways. He would be happy to hear the Committee's theories as to why there might be spikes in certain months. November and December had a bit of a spike, likely due to inclement weather. Saturdays likely had higher traffic than other days, so that spike makes sense. He is not sure why there was a Wednesday spike. Maybe there was a prominent event or occurrence on Wednesdays in Keene that attracted more traffic. Regarding time of day, crashes spiked around noon, which also makes sense to NHDOT, as people are commuting for lunch and might be in a hurry.

The stakeholders who participated in the RSA, Mr. Spetelunas continued, included the KPD and KFD, the Public Works Director, and people from the Southwest Regional Planning Commission (SWRPC). NHDOT had people from Safety, Traffic, and District 4; their consultant, VHB; and the Federal Highway Administration. When doing RSAs, NHDOT of course identifies what is not working, but they also like to identify what is working. That list was:

- Good pavement condition
- Route 9 has wide, 10-foot shoulders
- Most pavement markings were present and in good condition
- Sight distance is very good, for the most part
- Existing signs are in good condition and located appropriately
- Centerline rumble strips exist in this stretch of road

Mr. Spetelunas continued that in terms of issues NHDOT found, they divided the issues in five categories:

- Driver Behavior Issues
    - Speeding
    - High speed left turns
    - Passing on shoulder
- Sight Distance and Visibility
    - Grade of southern approach of Whitcomb's Mill Rd.
    - Vegetation concerns
    - No overhead lighting
- Lack of Multi-modal Accommodations
- Road Geometry through the Intersection
    - Horizontal curve for NH Route 9

- No turn lanes

- Environmental-Related Issues

  - Sun glare
  - Winter weather

Mr. Spetelunas stated that NHDOT looked at what they can do to mitigate some of those issues. Near-term improvements, short-term actions without significant impact or cost, often end up being Town or City responsibilities. Intermediate-term improvements require a bit more. Long-term improvements have significant impacts or costs. NHDOT identified some vegetation in one of the quadrants, on a City road, so it would be the City's responsibility to mitigate that. Another near-term improvement would be to relocate the guardrail further from the edge of the pavement to increase the sight distance, which would be NHDOT's responsibility, or installing overhead lighting to bring conspicuity to the intersection. Intermediate-term improvements include re-striping Route 9 to have left turn lanes in one or both directions. NHDOT would need to assess the shoulder structural strength and whether it would accommodate traffic moving over 6 to 12 feet and not cause maintenance issues for the shoulder. Another would be installing gateway treatments, either in the form of a median buffer of paint with rumble strips inside, or a curbed median island. A long-term improvement would be a roundabout or profile adjustments along Route 9 or Whitcomb's Mill Rd. to adjust the vertical on the southern leg.

Mr. Spetelunas stated that he would go through the three concepts for improvements. It need not be today, but NHDOT would ask for concurrence from the City for alternatives to pursue as part of this. The concepts include various components that could be used ala carte; it need not be all of nothing for any of them. He presented the following concepts:

Concept 1:

- Clearing in the southwest quadrant
- Relocating the guardrail, likely in conjunction with the resurfacing project
- Adding left turn lanes if the shoulders would not be compromised

Concept 2:

- Adding gateway treatments

  - Six-foot median buffer with two rumble strips in the middle
  - Four-foot raised median island

- Reconstructing Whitcomb's Mill Rd.'s leg on the northern side to raise those vehicles up, so vehicles enter the road from a fairly level starting point, and increase sight line over the guardrail

- Relocating the guardrail

Concept 3:

- Roundabout

Mr. Spetelunas stated that the HSIP requires a certain benefit to cost ratio in order to use those monies for safety improvements. Much of that is based on the crash history and type of safety improvement based on the cost. That ratio needs to be 1.0 or over to be eligible for HSIP money. That is not to say these options would be off the table if they do not meet that 1.0. They would just need a different funding source, which is where J.B. Mack would come in. This is where the ala carte options would come in, too, because they would not necessarily need to do all of these improvements.

In Concept 1, Mr. Spetelunas continued, the guardrail relocation, restriping, and vegetation clearing met the 1.0. Whether all of that would be needed is up for discussion. Concept 1A adds roadway material under the shoulders, if they are currently deficient, to strengthen them. The benefit to cost ratio for Concept 3 is well below 1.0. It would not be feasible with HSIP money, but the City could consider alternate funding sources. Concept 2A was the six-foot painted median, and Concept 2B was the raised median. The cost of the raised median would make Concept 2B very unfeasible. Doing parts of 2A could push it into eligibility status.

Mr. Spetelunas stated that because it always comes up, NHDOT considered a traffic signal. Signals were not warranted here. Whitcomb's Mill Rd. does not have enough volume, and they probably would not want to stop Route 9 traffic like that.

Chair Greenwald asked which option would deal with Whitcomb's Mill Rd.'s geometry. Mr. Spetelunas replied that for that, he would recommend they reconstruct Whitcomb's Mill Rd. to bring it up higher and improve the sight line, giving drivers the ability to get into traffic. Currently, accelerating takes longer, so drivers need a bigger gap in traffic on Route 9. Leveling the platform out would increase sight distances in both directions and make it easier to accelerate into traffic. Chair Greenwald asked if that would be State money. Mr. Spetelunas replied that HSIP is for any public road. He could use HSIP to do that if it met the benefit to cost ratio, which he meant to look at to see how much it costs. He would have to confirm, but he imagines it would be eligible.

Chair Greenwald stated that a factor not considered is the parcel just to the side, with the potential for more housing. There could be much more traffic than what is being considered. They are looking toward the future. A hybrid of guardrail, striping, and the change of geometry would make sense to him. He does not think a roundabout would happen anytime soon. He does not think the City's budget would support that.

Mr. Spetelunas replied that the beauty of the HSIP funding is it does not require municipality matches. He continued that he thinks the Whitcomb's Mill Rd. platform would be the easiest, or at least, the most eligible option to do. The guardrail relocations and additions of left turn lanes, which he thinks would be beneficial, could be done under a future resurfacing project, which NHDOT would be responsible for.

Mr. Lussier stated that he is in favor of the roundabout option, but the funding would be a challenge. He continued that there are City intersections he considers higher priorities for that kind of improvement than this one. The City applied to the Ten-Year Plan for the Main St./Old Homestead Highway to be converted. He thinks that is a much better candidate for a roundabout conversion than this location. He likes the idea of adjusting Whitcomb's Mill Rd.'s geometry. He would have to look more carefully at the feasibility. He worries that bringing it up at the high end would cause the rest of the road to be very steep. That warrants more consideration.

Mr. Lussier stated that Mr. Spetelunas mentioned that the vegetation would be the City's responsibility, which he thinks would be true even if it were within the State highway right-of-way, because the City would be providing visibility to the City road. Mr. Spetelunas agreed. Mr. Lussier continued that Public Works should pursue that, regardless of what the NHDOT decides to do. Conspicuously absent on that slide was who would be responsible for intersection lighting. His understanding is that NHDOT removed intersection lighting from many locations. He asked Mr. Spetelunas who would be responsible for intersection lighting. Mr. Spetelunas replied that much of the intersection lighting was removed due to cost concerns, but that was before LED lights were available. He would need to confirm, but he does not think it would be a huge ask. He imagines it would be NHDOT's responsibility, but he cannot be sure.

Mr. Lussier stated that while he would love a roundabout, it is unlikely. He likes the intermediate-term option of adding turn lanes.

Chair Greenwald asked if Mr. Spetelunas was looking for a specific recommendation tonight. Mr. Spetelunas replied that if they cannot give a specific recommendation tonight, he would like at least a list of alternatives that the City would consider as improvements to this intersection.

Chair Greenwald asked Mr. Lussier what he would advise the Committee to do. Mr. Lussier replied that the only option discussed that meets the 1.0 for eligibility for HSIP funding would be Concept 1. That would be cost-effective if the City were responsible for clearing vegetation. It would not cost $80,000 to clear the vegetation. The $700,000 cost for adding the lanes, if it would not require roadway reconstruction, is very high. He thinks Concept 1 should be the first order of business. Mr. Spetelunas reiterated that they would not need to do all three items listed in Concept 1 if they did not want. For example, if they wanted to adjust Whitcomb's Mill Rd., that could be an independent project under the HSIP. Then, they could potentially address the restriping and addition of turn lanes. The guard rail could be either/or.

Councilor Favolise stated that relocating the guardrail to improve the sight distance would have a benefit of $0, and yet it was one of the recommendations made as a result of this audit. He asked how they got to those dollar figures. Mr. Spetelunas replied that those dollar figures are usually derived from crash modification factors, and relocating guardrail has not really been studied, but knowing that it would improve the sight distance, NHDOT knows it is a benefit for safety.

Councilor Favolise stated that he drives up and down Route 9 daily. He continued that he really likes the idea of a left turn lane. The turn lanes work well at Chesterfield Rd., and he would see them working well here, too. Whatever final concept moves forward, that must be an important part of the conversation.

Chair Greenwald stated that he senses they should recommend Concept 1. He asked if they would see Mr. Spetelunas at the September MSFI Committee meeting with the final negotiated options. Mr. Lussier replied that Mr. Spetelunas could explain the HSIP funding program. He does not think the City will automatically get funding for a project. Rather, this would put the City in a competitive position to apply for HSIP funding. Mr. Spetelunas replied that is correct. He continued that if he could program the money, it would be a much shorter timeframe than the Ten-Year Plan.

Councilor Ellis asked if the motion would be to authorize Mr. Lussier to apply for this. Mr. Spetelunas replied that the RSA happening in the first place is kind of the "entry fee," so the City is already "in" the program. Now they know what they can do, so what they *should* do is the question. If the City wanted Concept 1, the next available project and/or a project funded by HSIP could push toward that.

Councilor Tobin stated that she noticed in the data that some of the crashes involved cyclists or pedestrians. She asked how a roundabout could impact cyclists. The area is moving toward a multi-modal transportation system. Mr. Spetelunas replied that a cyclist would take the lane going through the roundabout, depending on the cyclist's comfort level. Councilor Tobin clarified that her question was whether a roundabout here would be easier or harder for a cyclist, typically, than the current conditions. Mr. Spetelunas replied that a roundabout would probably be less comfortable for a cyclist, but safer. Councilor Tobin stated that roundabouts are often more difficult for cyclists and pedestrians. She understands that some people favor roundabouts, but she wants that to be clear.

J.B. Mack (of 21 Pine Ave.) stated that he is with the SWRPC and he was part of the study. He continued that he does not want the Committee to discount the earlier discussion about lighting. That option would be worth exploring. It is a rather dark stretch of road. Chair Greenwald made the point that traffic might be increasing there. The high school uses the road a lot. For people in Chesterfield, the easiest way to get to Cheshire Medical Center, according to Google, is to use this road. Many people from West Keene like to use this road to get to their destination without going all the way to Route 9/10/12. All this to say, lighting is worth looking at. Mr. Lussier said earlier that he probably would not need $84,000 to clear vegetation, so there might be a budget there.

The following motion by Councilor Ellis was duly seconded by Councilor Tobin.

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends the New Hampshire Department of Transportation's Report relating to Roadway Safety Audit for the Intersection of Route 9 and Whitcomb's Mill Road be accepted as informational while recommending Concept 1 with the hope for lighting.

ITEM #D.5.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee

Through:

Subject: **Restricting Vehicular Access to Wastewater Treatment Plant Driveway - Public Works Director**

Recommendation:
On a vote of 5 to 0, the Municipal Services, Facilities, and Infrastructure Committee recommends the Public Works Director's report on Restricting Vehicular Access to the Wastewater Treatment Plant Driveway be accepted as informational.

Attachments:
None

Background:
Mr. Lussier stated that last August (August 2025), the Committee discussed closure of the Wastewater Treatment Plant (WWTP) access road during business hours. He continued that that decision was within his authority but poorly executed. Public Works did not do any public outreach or explanation of why, and it was an unpopular decision, so they backtracked. What brought him to the Committee tonight is that the Swanzey Police Chief asked the Keene Police Department (KPD) for help. Swanzey Police have received many nighttime calls about illicit activity happening on the WWTP driveway, such as people drag racing, doing donuts, and burnouts.

Mr. Lussier continued that Public Works wants a vehicular gate, just after the Airport terminal where the driveway to the WWTP begins. Public Works staff would close and lock it when they leave for the night. Bicyclists and pedestrians would still be able to use the driveway for recreational purposes after hours, but it would preclude vehicle access and the illicit activities. He believes this is within his authority, but he did not want to repeat his mistake and do it unilaterally. He wants to hear the Committee's thoughts, but there is no recommended motion for them to authorize anything, as he is the department head responsible for the security of this facility.

Councilor Workman asked if public vehicles would still be able to use the road during the day for recreation. Mr. Lussier replied yes. He continued that when staff is on site from Monday to Friday from 7:00 AM to 3:00 PM, they would have the gate open. When staff leave the site, they would lock the gate behind them. Councilor Workman replied that she knew people with accessibility issues drive into the area for recreational purposes and she wanted that to still be an option, even if there

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were limited hours. Mr. Lussier added that it would also be available during staff's limited Saturday hours.

Councilor Favolise asked if the City of Keene is the only entity, to Mr. Lussier's knowledge, to own property that is physically within another municipality's boundaries. Mr. Lussier replied he imagines not, but he cannot cite specific examples. The City owns land in Swanzey and Roxbury. Councilor Favolise asked to what extent it is the City of Keene's responsibility to assist with enforcing the laws in another municipality. The immediate impetus for this vehicular gate seems to be the Swanzey Police Chief saying they want to close it down. When a person owns a home somewhere else and illicit activity happens there, the City of Keene does not get a request for help from that municipality. Mr. Lussier replied that it is true that the City is essentially just a property owner in Swanzey. He continued that that is the impetus that brought him here tonight, but Assistant Public Works Director Aaron Costa has been drawing his attention to the need to do something about this since early spring 2026. The agenda packet's photos of the new pavement on the WWTP driveway show the skid marks from donuts and burn-outs. It is not just about aesthetics; such erratic driving damages the pavement. Thus, there is also a City interest in protecting that asset.

Councilor Favolise stated that he appreciates the City's partnership with the Town of Swanzey, and he is happy to serve on the Airport Development and Marketing Committee (ADMC) with members from Swanzey. It is a good partnership, and he knows it has improved a lot over the years. He continued that the Saturday hours are what changed his mind about this. At first, he thought the daytime access would be great for people with accessibility issues who are able to use the road during the work week, but the addition of some Saturday availability is even better. He also wanted to commend the Public Works Director for learning from the last time and coming to the Committee and giving a little more lead time.

Ryan Cooley, Airport Director, stated that he works until 5:30 or 6:00 PM and was quite shocked a few months ago to hear people screaming from their vehicles in the WWTP area. He could not see them through the trees, but he could hear them. When he walked out to his car, people were running very quickly past the Airport parking lot and out to the road. If people do this when there is still a public presence at the Airport on weekdays, he can only imagine what they do on weekends when no one is there. As the Airport steward, he would hate to have an accident or incident in front of the Airport terminal. He heard stories from his Operations staff, Mr. Lussier, and others, and now from his own experience, he can say there is a problem out there. It would be great to do something about it.

Councilor Workman asked for public comment. Hearing none, she asked for a motion.

The following motion by Councilor Workman was duly seconded by Councilor Ellis.

On a vote of 5 to 0, the Municipal Services, Facilities, and Infrastructure Committee recommends the Public Works Director's report on Restricting Vehicular Access to the Wastewater Treatment Plant Driveway be accepted as informational.

ITEM #D.6.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee

Through:

Subject: **Airport Terminal Renovations - Deputy City Manager**

Recommendation:

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends the City Manager be authorized to execute an Authorization to Submit a Pre-application for the fall funding cycle of the Northern Borders Regional Commission's Timber for Transit grant program for the Dillant-Hopkins Airport terminal building.

Attachments:

None

Background:

Deputy City Manager Bohannon stated that he and Airport Director Ryan Cooley are bringing forward the feasibility study they conducted with Michael Petrovick Architects, a local firm that has been working with them since February 2026. They came up with some concepts. They went before the ADMC last month and again this week.

The Deputy City Manager continued that with a feasibility study, you hear about concept plans, schematic designs, and feasibility, and they are all steps in the process. The feasibility study is the first step, like a reality check of whether the project is even feasible, and whether you can fit what you dream of in this particular location. They need to check ADA accessibility. The Airport building is tired. He has fond memories of going there as a child, dropping his dad off to go to Kingsbury, and going many times to the Red Roof Restaurant. Not much has changed with the building since he was a child. They also need to look at circulation and egress, and to make sure the flow happens correctly in the building. They wanted to get a little technical and look at everything. Michael Petrovick came in and completed that.

The Deputy City Manager continued that the questions of whether it is possible and practical are important to answer before they get into the next step with detailed designs. They have some concepts to consider. They wanted to show the MSFI Committee the opportunity of what the Airport terminal could look like if they expanded space inside the terminal. There is plenty of room, quite a bit of space that is now empty. But you could also limit yourself. The team talked about how this could happen, but what would happen if services came in, or other tenants that needed space, and whether there is space to do it. That was the purpose of the feasibility study. The slide of the current design iteration shows a more robust lobby area that could house a few different things. The Airport Director will speak to some of the potential that is happening at the Airport terminal building.

The Deputy City Manager continued that the next slide is a rendering of what it potentially looks like. Something the team is attracted to, and what started the whole conversation back in February, is the availability of the Timber for Transit grant. Two agenda items ago, the Committee saw what that would look like on Gilbo Ave. The Airport would be applying for those same funds. There are a few complications they are working through to see if it could happen. The rendering shows a front entrance spruced up a little bit. The Burlington, Vermont airport recently received these funds. You see a timber-frame glass that creates a very welcoming environment. As the Airport Director will speak to, the Dillant-Hopkins Airport is a center point with a lot of activity and a lot of potential new activity. It is the first impression many people receive when they come into Keene, especially coming in from the air side.

The Deputy City Manager showed a rendering of the back of the terminal, the air side. He continued that a covered pavilion would get people out of the elements and into the building itself. Another canopy a little further down would be for the restaurant area, so maybe in the warmer months, people could be outside; it could be more of a three-season space. Another rendering shows the inside of the terminal where they would look to raise the roof a little in the lobby. They would create additional windows for more natural light and make it more inviting. There would be a passenger waiting area. The restaurant would still be off to the left. These are the high-level designs showing what it could possibly look like. They had a couple different variations and settled on these.

Regarding the next steps, the Deputy City Manager continued that the Airport Director has been doing a phenomenal job of putting many of the pieces of the puzzle together. They had a few concrete things, and then goals and aspirations to reach for.

Mr. Cooley stated that he identified, along with the Deputy City Manager, funds put aside for the Airport's parking lot rehabilitation, of about $379,300. Then in fiscal year 2028, $402,250. That is just shy of $900,000 in capital improvements funds that they have put aside to strictly focus on the pavement and the roof. The City just awarded the bids for the Wildlife Fence Project that was in process for quite a while, to fully encapsulate the airport and its operating areas for security and safety. That came in under budget, which left the Airport with what used to be known as Bipartisan Infrastructure Law Funding, now called IIJA funding from the FAA, of a little over $833,000. Those funds are specific to infrastructure improvements. Most Airport Directors in positions like his would like to utilize those funds at targeted interests that would normally potentially qualify for FAA funding but usually are not approved because they are just so far removed from pavement and the runway that the FAA declines because they have other runways they need to fund.

Mr. Cooley continued that having this funding available made him think about how if they could get the application in in time, the local match is only 2.5% of that $833,000. Thus, total FAA/IIJA funding of $877,192 could be achieved with that State match and the City match of 2.5%. That could help fund much of the parking lot and the roofing upgrades. Then he thought, if they had the funds available to do terminal upgrades with FAA funds, that would free up some of the capital money they have put aside for projects which will now hopefully be taken care of by Federal dollars. That led him to think back to the feasibility project and the potential for the Timber for Transit funds. That opened up the possibility of using some, most, or all of the capital improvement monies the Airport has put aside, as a match for Timber for Transit.

Mr. Cooley explained that a medium approach could use the currently programmed $379,300 parking lot amount as the Timber for Transit match. The Timber for Transit request would be a little over $1.5 million. The local Timber for Transit match would be covered by the $379,300, bringing the total Timber for Transit project total to $1,896,500, combined with the IIJA portion, for a total of $2.77 million for rehabilitation and upgrade of the airport terminal. A larger approach, if they wanted to tackle this and really take advantage of the funding opportunity they have with money already put aside, would be to request a little over $3 million from Timber for Transit, with a local match of $759,620, with a total project for Timber for Transit of $3.79 million. Combined with the IIJA funding, that brings it up to a $4.67 million dollar project. That would really enhance the terminal.

Mr. Cooley asked if the Deputy City Manager had more to add before he spoke about the history of what he has been working on for the past seven months. The Deputy City Manager replied that he wanted to highlight the economic development impact of this. He continued that Mr. Cooley has been working closely with companies from out of town to attract them to Keene. People come in and see a building that was designed and built in the 1960s, without much upkeep, maintenance, or improvements. If they saw a building that the City was putting $4 million of improvements into, they would want to be a part of it. They would come, and it would create a snowball effect of development. Mr. Cooley has done a phenomenal job reaching out to all these companies. It shows the avenue they could take, with already-allocated funding, to approach this opportunity and get things done. It would be similar to when they did the Rec Center with the CDFA funding and it just kind of came upon them.

The Deputy City Manager continued that they need to apply for the Timber for Transit grant and submit a letter of interest to show that they are prepared and ready to move forward. That process would be in August, which is why he and Mr. Cooley are here tonight. If their application gets accepted, they would receive notice in October and they would move forward in December. They would be back in front of the Committee a couple more times. They are making sure they are on track for every step in the grant process.

Chair Greenwald asked if there was any reason the Committee should not just say yes. The Deputy City Manager replied that he cannot think of one. Mr. Cooley added that he would not be wasting the Committee’s time if he thought there would be potential reasons to say no.

Councilor Favolise stated that he had a question to clarify the funding. If they go for the larger approach to use that for the local match, and he understands each of the pots of money this would be coming from, what the local match would be is still less than what is in the current CIP over the next couple of years for the parking lot and roof projects combined, if he is doing the math correctly. Mr. Cooley replied that the local match would be no more than what they already have in place for FY 27 and FY 28.

Councilor Ellis stated that she knows the renderings are concepts and nothing is definitive, but she wonders if this can be accomplished with the ideas they have here. The Deputy City Manager replied that when Mr. Petrovick presented the final feasibility report at the ADMC meeting this week, he put a scale to the project. Because they had not yet defined the details, there was a broad range of $3.5 to $5.5 million. What they are coming in with is right in the middle, as they did with the Recreation Center. If they had a pot of money, this is what they would be able to accomplish, and they would work from there. It worked out well for that.

The following motion by Councilor Tobin was duly seconded by Councilor Workman.

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends the City Manager be authorized to execute an Authorization to Submit a Pre-application for the fall funding cycle of the Northern Borders Regional Commission's Timber for Transit grant program for the Dillant-Hopkins Airport terminal building.

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ITEM #D.7.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee

Through:

Subject: **Downtown Infrastructure Project Update - Public Works Director**

Recommendation:
On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends the Downtown Infrastructure Project Update be accepted as informational.

Attachments:
None

Background:
Mr. Lussier stated that construction has officially begun on the Downtown Infrastructure Project, which is exciting. He continued that the informational binders he and the Project Ombudsman presented a couple of meetings ago have all been distributed to all the business owners. At least, everyone staff is aware of who wanted one has received one. Before they meet again, they will have at least the first update out with additional schedules, timeframes, and so on and so forth. Contracts are all signed. This week, they inked the temporary access agreement with Main Street America for the gravel lot. Casella is actively setting that parcel up. Liberty Utilities began replacing their pipes last week.

Mr. Lussier continued that Casella will begin their prep work in the street next week, setting up traffic control signs and “construction ahead” signs, and similar work they need to do before they put a shovel in the ground. This plays into something Casella’s Project Manager described when he was before the MSFI Committee last month, about not wanting to do a “shock and awe” approach, instead letting people warm up to the idea that downtown is getting torn up. The week after next, Casella will begin exploratory excavation, digging very small holes at specific locations where they need critical elevation information. If they know the elevation of Pipe 1 in Manhole A and the elevation of Pipe 1 in Manhole B, they connect the dots and assume that it is a straight pitch between them. Elevations are what the design is based on. However, when two utilities cross very close together and it is critical to get that elevation right, they do exploratory excavation. They will expose the pipes where they are and make sure they know the exact locations. That is important because it avoids conflicts when you are under construction. It also makes sure that the structures being built on a prefabricated concrete caster will have holes in the right location and right elevation. That work will happen the week of August 3.

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However, Mr. Lussier added, the “shock and awe” is coming the week of August 10. The trees scheduled for removal under this phase of the project will be removed then. A couple of weeks ago, attendees at Coffee and Hard Hats asked if someone could mark the trees that were designated to be removed. That has been done; those 14 trees have pink ribbons on them. Three trees on the west side have blue ribbons, showing they are scheduled to be transplanted. The City planted them three or four years ago. They are still small enough to feasibly be relocated within the right-of-way on other City streets.

Mr. Lussier stated that August 12 will be the next Coffee and Hard Hats meeting at 9:00 AM. The location has not been finalized. If the weather is good and tree-cutting is not happening that day, the plan is a pop-up tent in Central Square. Otherwise, it will be at the Transportation Center. The September 9 Coffee and Hard Hats will also occur before the MSFI Committee’s next meeting.

Chair Greenwald asked if they scheduled a formal ground-breaking. Mr. Lussier replied that he and the City Manager talked about it, and they decided against a ground-breaking ceremony. He continued that instead, they will wait and have a nice ribbon-cutting ceremony.

The following motion by Councilor Ellis was duly seconded by Councilor Tobin.

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends the Downtown Infrastructure Project Update be accepted as informational.

ITEM #D.8.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **79-E 112 Washington St: Waiving City's Claim Against Proceeds from Casualty and Flood Insurance**

Recommendation:
On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Council forgo the right to include a lien against proceeds from casualty and flood insurance in the covenant to be recorded for the 79-E Community Revitalization Tax Relief previously granted to 112 Washington LLC.

Attachments:
None

Background:
Chair Powers noted the owner of this property is a family member. The Committee did not feel there was a conflict.

City Attorney Palmeira explained when 79E tax relief is granted to a property, a covenant is recorded on their property. The Covenant is intended to be a restriction on the property so that they are obligated to complete what they outlined they would complete on their application. The Attorney noted this is under State Law.

There is a provision that gives the governing body sole discretion as to what is included in the Covenant to include a lien on the property and this lien would get recorded with the Covenant. The Covenant would be for the City to receive the proceeds of flood and casualty insurance if the property owner does not complete what is outlined in this application. The statue also says if the municipality receives those proceeds; the municipality is obligated to use those funds to finish that project. The funds cannot be used to raze what has been built nor can the funds be used for anything else other than to complete the project.

This issue came to the attention of the City on previous 79 E tax relief properties. When the lien was recorded, the property owners had issues getting financing for their property because the lien would be superior to future mortgages and banks did not want that lien included.

She noted the City has completed two subrogations for those liens. Instead of going through that process again in the future, staff is bringing these two pieces back to Committee so that there can be a vote to not include that lien in the first instance.

Attorney Palmeira stated the City would not want those proceeds because there is an obligation to use it to finish the process and added this is not something the City is in the business of doing.

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 Council forgo the right to include a lien against proceeds from casualty and flood insurance in the covenant to be recorded for the 79-E Community Revitalization Tax Relief previously granted to 112 Washington LLC.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #D.9.

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **79-E 34 Court LLC: Waiving City's Claim Against Proceeds from Casualty and Flood Insurance**

Recommendation:
On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Council forgo the right to include a lien against proceeds from casualty and flood insurance in the covenant to be recorded for the 79-E Community Revitalization Tax Relief previously granted to 34 Court LLC.

Attachments:
None

Background:
Attorney Palmeira stated this is the same as the first item. Should the Committee have questions the City Assessor is present today.

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

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Council forgo the right to include a lien against proceeds from casualty and flood insurance in the covenant to be recorded for the 79-E Community Revitalization Tax Relief previously granted to 34 Court LLC.

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ITEM #D.10.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Request to Carry Forward Fiscal Year 2026 Personnel Funds for City Clerk's Office Renovations - Deputy City Clerk and Assistant Clerk**

Recommendation:
On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Council authorize the City Clerk to carry forward $22,000 in unexpended Fiscal Year 2026 personnel appropriations and repurpose those funds to augment the City Hall Structural Repairs Capital Improvement Project for City Clerk's Office renovations that address accessibility, customer service, operational efficiency, and security concerns.

Attachments:
None

Background:
Deputy City Clerk Kathleen Richards and Assistant Clerk Heather Fitz-Simon were the next two speakers. Ms. Richards stated they were before the Committee tonight to request approval to carry forward $22,000 in unexpended FY26 personnel funds to augment the City Hall structural repairs project with improvements to the City Clerk's office. She noted their office would be temporarily relocated for approximately three to four months to complete these structural repairs.

Ms. Richards stated while that relocation presents some challenges, it also provides the Clerk's Office a unique opportunity. Once the office is vacant and the construction has exposed ceilings and floors, improvements can be completed far more efficiently and at a lower cost.

Ms. Fitz-Simon stated these improvements are significant, as this space has not been renovated in over 20 years. During the 20 years, their responsibilities have expanded considerably, but the workspace has remained largely the same. Ms. Fitz-Simon stated they have ADA accessibility concerns, limited privacy for customer transactions, a crowded public lobby, and safety concerns for the front counter staff. She added while this relocation would cause a challenge for staff and the public, the renovated office would allow for better service to customers in the future.

Ms. Richards stated the proposed improvements include a larger and more functional public lobby, private areas for confidential conversations, improved accessibility, enhanced staff safety, and

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workspace that better reflects how the office operates today. She stressed these are not cosmetic changes but functional improvements that will serve the City well for many years.

In closing, Ms. Fitz-Simon stated, by completing these improvements while construction is already underway, the City avoids future demolition, additional project costs, and other disruptions to City operations. Staff believe this is a fiscally responsible way to improve the long-term functionality of the City Clerk's office while leveraging an otherwise disruptive construction project that will occur either way.

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

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends that the City Council authorize the City Clerk to carry forward $22,000 in unexpended Fiscal Year 2026 personnel appropriations and repurpose those funds to augment the City Hall Structural Repairs Capital Improvement Project for City Clerk's Office renovations that address accessibility, customer service, operational efficiency, and security concerns.

ITEM #F.2.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date:	August 6, 2026
To:	Mayor and Keene City Council
From:	Kari Chamberlain, Finance Director/Treasurer
Through:	Elizabeth Ferland, City Manager
Subject:	**Acceptance of Donations - Finance Director**

Recommendation:
Move that the City Council accept donations totaling $27,196.70, as noted below, and the City Manager be authorized to use each donation in the manner specified by the donor.

Attachments:
None

Background:

- $23,686.70 from Revo Casino as part of the Host Community partnership approved by City Council on 9/18/2025
- $2,000 bench donation from Michelle Stitham for the purpose of purchasing and installing a bench in Robin Hood Park, honoring Jeremiah "Miah" Crump, a dear friend of the community who passed suddenly in May 2025
- $500 from C&S Wholesale Grocers to offset food expenses for our annual Community Night on August 18, 2026
- $1,000 from Savings Bank of Walpole for the 2026 Keene International Festival
- $10 from Mike Governor for the "Branch Out for Parks" park forestry program

2026-379

CITY OF KEENE
NEW HAMPSHIRE

ITEM #F.3.

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Rebecca Landry, Deputy City Manager

Through: Elizabeth Ferland, City Manager

Subject: **Opportunity Zone 2.0 (OZ 2.0) Expansion Nomination Endorsement - Deputy City Manager**

Recommendation:

Move that the City Council direct the Mayor to send a letter of support for Keene's Opportunity Zone 2.0 Expansion nomination.

Attachments:

None

Background:

City Council endorsement is recommended for the City's Opportunity Zone 2.0 (OZ 2.0) expansion nomination, a strategic initiative designed to attract long-term private equity investment to targeted local corridors. By expanding the city's designated Opportunity Zone boundaries, Keene can leverage federal and state tax incentive frameworks to bridge financing gaps for workforce housing, incentivize the redevelopment of underutilized commercial and industrial parcels, and foster regional economic resilience. Supported by key community partners across economic development, housing, and education, Council endorsement will demonstrate unified local leadership and position Keene's application competitively ahead of state selection.

The nomination period closes on August 28, 2026. Due to the timing, it is requested that the City Council suspend its Rules of Order to act on this request on first reading. Further details on this program are available on HUD.gov: Opportunity Zones | HUD.gov / U.S. Department of Housing and Urban Development (HUD).

2026-388

ITEM #F.4.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Mari Brunner, Senior Planner

Through:

Subject: **Resignation - Alexander Von Plinky - Conservation Commission**

Recommendation:
Move to accept the resignation of Alexander "Sparky" Von Plinsky from the Conservation Commission with gratitude for his years of service.

Attachments:
1. 2026-08-04_VonPlinsky_Resignation

Background:
Alexander "Sparky" Von Plinsky has served on the Keene Conservation Commission since 2017, for several of those years as the chair. On July 20, he submitted his resignation after serving almost 10 years. The resignation is attached.

2026-380

From: Sparky & Brenda Von Plinsky
To: Gary Flaherty; Mari Brunner
Subject: Sparky Von Plinsky's Resignation
Date: Monday, July 20, 2026 3:56:02 PM

Mari & Gary,

I hope that you both are doing well. I apologize for my frequent absences this year. Between health and family obligations (both this year and into next) it has become clear that I should resign from the commission and allow my spot to be better utilized.

I will be at today's meeting but that will probably be my last one for a while.

Thank you both for everything that you do for Keene and I hope that you have a wonderful year.

Sparky

ITEM #F.5.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Alyssa Bender, Youth Services Manager/JCC Coordinator

Through:

Subject: **Resignation - Dottie Morris - Human Rights Committee**

Recommendation:
Move to accept the resignation of Dottie Morris from the Human Rights Committee with gratitude for her years of service.

Attachments:
1. Morris_Resignation_redacted

Background:
Ms. Morris has submitted her resignation from the Human Rights Committee. She has served on the Committee since 2014.

2026-381

From: Mayor Jay Kahn
To: Terri Hood
Subject: FW: Update
Date: Tuesday, August 4, 2026 2:01:12 PM
Attachments: Outlook-10yrarp0.png

Jay

Jay Kahn
Mayor, City of Keene
603-381-2930 (c)
603-357-9804 (o)

From: Dottie Morris <dmorris@keene.edu>
Sent: Wednesday, April 29, 2026 11:34 AM
To: Gregory Kleiner <[redacted]>; Debbie Bowie <[redacted]>
Cc: Mayor Jay Kahn <jkahn@keenenh.gov>
Subject: Update

Good morning Chair Kleiner and Vice Chair Bowie,

I am writing to let you know that Monday, May 4, will be my last meeting for the City of Keene Human Rights Committee. As I am sure you are aware at this time, my position at Keene State College has been eliminated. Since I don't live in Keene and I will not be representing Keene State College on this committee anymore, I am not eligible to serve.

Serving on this committee for many years brought great joy to me. This committee, in so many ways, contributed to my sense of belonging that allowed me to grow to love this community so much. It has been an honor and privilege to be a part of this committee. I am extremely sad that I will not be a part of all of the amazing future endeavors of this committee.

Take care and thank you so much,
Dottie

Dottie R. Morris, Ph.D.
Keene State College
229 Main Street
Keene, NH 03431-1501
[redacted]

Wisdom to make a difference.

ITEM #H.1.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee

Through:

Subject: **Erik Murphy - Petition - Safety Improvements at the South Lincoln Street and Roxbury Street Intersection**

Recommendation:

On a vote of 5 to 0, the Municipal Services, Facilities and Infrastructure Committee recommends placing "Petition – Safety Improvements at the South Lincoln Street and Roxbury Street Intersection" on More Time to allow for staff to develop options for consideration to be presented at the next MSFI Committee meeting on September 23, 2026, and direct the City Manager to introduce an ordinance for a four-way stop at this intersection.

Attachments:

None

Background:

Erik Murphy stated that he is a resident at the corner of Roxbury St. and the South Lincoln St./North Lincoln St. intersection. He continued that in June 2026, a pickup truck survived a crash in the middle of the intersection and ran through his hedge. He has seen this twice. There have been two more accidents at the same location in the six weeks since his petition was signed by his neighbors and other concerned community members. The petition offers the City Council opportunities to think differently about how to approach a dangerous intersection where there are speeding cars. The best solution seems to be a four-way stop, ensuring that traffic slows to a complete stop, provided people read the sign. Blinking LED lights could be on the sign's perimeter. This would be the first step, similar to the case of the intersection at Water St. and Grove St. He believes this solution is reasonable. It spares them from needing extensive traffic studies and multiple specialists. The intersection is too dangerous to leave as it is. The concerns are not going away.

Mr. Murphy continued that various City departments might be reluctant to say that change is needed. However, he does not want to come back to the Committee with a fatality as the reason for presenting the same solution. Several other people tonight will want to give their own testimony.

Chair Greenwald thanked Mr. Murphy and asked to hear from the Public Works Director.

Don Lussier, Public Works Director, stated that they have looked at this intersection a couple of times over the past few years. He continued that he understands the Petitioner's point. He himself does not want to see an injury or fatality at this intersection. He continues to have significant reservations about an all-way stop. He is not convinced a four-way stop sign would actually get drivers on Roxbury St. to stop. He thinks the primary concern there is sight distances, for northbound traffic on South Lincoln St. and southbound traffic on North Lincoln St. In addition, for westbound traffic coming down the hill on Roxbury St., coming around the corner, stopping sight distance is limited by the horizontal curve of the roadway. It would be challenging for drivers to stop in time, especially people unfamiliar with the area. His concern is that a four-way stop there would lead to more rear-end collisions.

Mr. Lussier continued that the Petitioner is right that due to the traffic collision history at this intersection, clearly something must be done. He and the City Engineer have spent the last couple of weeks looking at many options, such as additional signage. Last time this was in front of the Committee, staff recommended and installed advance warning signs to alert drivers to the upcoming curve and slow them down. They talked about transverse rumble strips. For example, on Route 101 in Peterborough, as you approach the roundabout there is a series of sequential rumble strips. Each one is a little bit closer together, so they raise your heartbeat a little as you speed along. Those can effectively warn drivers of unexpected hazards in the roadway. However, transverse rumble strips are also very noisy, and this is a residential neighborhood. They can raise traffic noise, depending on the speed and volume of traffic, by approximately 10 decibels. That is essentially doubling the traffic noise. He thinks the neighborhood would not want that.

Mr. Lussier continued that they also considered speed feedback signs. Similar to the radar panels the City uses to collect data throughout the city, they could do something more permanent at this location. He would also like to explore acquiring a "view easement," because he thinks the primary issue is the sight distance for traffic entering Roxbury St. from North and South Lincoln St. One corner has a hedge right up against the right-of-way, and another corner has a fence right up against the right-of-way, obstructing drivers' view of traffic coming from the east, especially for those in low vehicles. He would like to explore whether those property owners would be willing to donate or sell to the City the right to move those obstructions back.

Mr. Lussier continued that in summary, he has continued reservations about an all-way stop and cannot recommend that. Instead, he recommends the Committee place this item on more time and allow staff to return in September with more information. Alternatively, the Committee could refer this to the City Manager and allow staff to work on it over the next couple of months and return with more concrete solutions.

Mr. Murphy stated that this has never been labeled a "dangerous intersection," but "dangerous intersection ahead" signs exist elsewhere. He continued that one option would be to have such a sign coming down Roxbury St. The space between the corners there has never had a speed table. Speed tables are silent and generally effective. He has seen speed tables slow drivers elsewhere in Keene. Mr. Lussier replied that those are valid suggestions staff can look at.

Chair Greenwald stated that the intersection in question is part of his regular commute, so he is familiar with it. He continued that he is one of the drivers coming down the hill. He thinks drivers on Lincoln St. not stopping is causing the issue. The Public Works Director made a good point about improving the sight information, which is important. More signage would be great. He likes the idea of speed tables, too, on Roxbury St., Lincoln St., or both.

Councilor Tobin stated that she thinks it would be good to have an ordinance regarding sight lines. She continued that many City guidelines about things like how far a vehicle can be parked from an intersection are related to sight lines or about sight lines, but they are considered separately and do not consider how all those things fit together. Regarding an all-way stop at this location, she understands that it can be difficult for people coming down the hill to know that they need to stop and to stop. However, most people driving this intersection are driving it regularly. She thinks people would get used to a sign. She thinks people coming down that hill and around the curve would anticipate that and would slow down. Even if someone could not see coming off Lincoln St., they would have enough time to stop. The four-way stop is worth considering.

Councilor Favolise stated that he is not very familiar with this intersection, but he is familiar with speed tables in the part of town he drives regularly. He continued that speed tables slow people down, or if they do not, that is a mistake people only make once. He thinks a speed table is worth exploring. As mentioned in the petition, the Committee had a similar discussion a couple of years ago about the four-way stop at Water St. and Grove St. He was skeptical then, for the same reasons as the Public Works Director. He understands the sight lines and geometry are different here. He has been pleasantly surprised by how well the four-way stop has been working at the Water St. and Grove St. intersection. He hears Mr. Lussier's concerns, and there are some other alternatives that sound positive, which the lead petitioner might be open to discussing further. However, he concurs with Councilor Tobin. A four-way stop has surprised him positively before, and maybe it could do so here.

Councilor Ellis stated that the City had a roadway safety study a few years ago, and she thinks it did recommend a stop sign or four-way stop at this location. She continued that she remembers that Public Works decided it did not meet the standards for requiring a stop sign. She asked for more information about that.

Mr. Lussier replied that the Manual on Uniform Traffic Control Devices (MUTCD) are the Federal guidelines. He continued that the City Council adopted the State standards for traffic control standards, which is the MUTCD. The MUTCD uses several criteria to evaluate whether an all-way stop is warranted. Research has shown that if a municipality installs stop signs at every intersection, people stop obeying them. Stop signs are effective when used judiciously where they make sense and are needed. If overused, they tend to have the opposite effect. Crash history is one criterion, and that is the most compelling reason to consider it. This intersection does not meet the other criteria, such as traffic volume on the minor and major approaches, and relative speeds. A four-way stop at this intersection would create a false sense of security for the minor approaches. Drivers on South and North Lincoln St. would expect the drivers on Roxbury St. to stop, when maybe they would not.

Councilor Ellis stated that she also wondered about what Mr. Lussier said about how collisions might increase, but rear-end collisions. She asked if it is correct that rear-end collisions would be less dangerous than the collisions from people speeding through. Mr. Lussier replied that a collision's seriousness is a function of relative speed. He continued that a T-bone collision at full speed is probably the worst, but rear-end collisions are also very dangerous, especially if the second car is driving too fast.

Councilor Workman stated that she agrees with a lot of what has been said. She continued that one of the biggest issues for North and South Lincoln Sts. is the sight distance, so she loves the idea of the City working with the corner property owners to reduce the landscaping. She agrees that something must be done right away. It comes down to traffic enforcement. She has worked and had private meetings with the City Manager and was reassured that there would be additional traffic enforcement in the City throughout the summer. She has not seen that implemented. She strongly believes that if they had a visible presence of police officers and they more frequently issue tickets, word would spread like wildfire. That is important to do. She asked whether temporary rumble strips or speed tables could be installed to test them out.

Mr. Lussier replied that last year, the City purchased a temporary speed hump system, smaller than full-sized speed tables. They used it in response to a concern on Pearl St., for two or three months. Those systems are bolted to the asphalt and must be removed before winter. Results were mixed. Drivers slowed down. Several home surveillance videos showed the downsides, such as a car leaving the ground due to hitting the speed hump at about 45 to 50 mph, which is dangerous, and vehicles getting rear-ended because the car in front did not see the speed hump until the last moment and slammed on its brakes. Someone drove across a lawn to avoid the speed hump. There is no engineering solution for human behavior.

Chair Greenwald asked if the thought would be to have a speed hump on Lincoln St. or Roxbury St. Councilor Workman replied that she was thinking before the curve on Roxbury St., to slow drivers down as they approach the intersection. Presumably, the issue with most accidents is people coming around that downhill curve too fast and being unable to see well enough. Chair Greenwald replied that acknowledging that this will be studied more, he again says the problem is people who are not stopping, not the people who are going.

Vicky Morton (of 275 Water St.) stated that it was not just Mr. Murphy who submitted this petition; she and many others joined his request to have something done with this intersection. She continued that she does not understand why the four-way stop would be such a hindrance, if by installing it the City would not be violating State or Federal law, nor receiving a financial penalty, and the neighborhood is asking for safety. The hedge staff proposes Mr. Murphy give up currently protects him from having a pick-up truck crash into his yard. At an East Side Keene neighborhood meeting a couple of months ago, the City Manager clearly said that with the Police force understaffed, the priority is not traffic, stop signs, or red lights. The priority is assaults, robberies, and investigations. No one is yet discussing that when the Downtown Infrastructure Project is underway, traffic unable to get through downtown is likely to go to this neighborhood. Drivers already race through Beaver St., North Lincoln St., South Lincoln St., and Eastern Ave. The neighborhood, again, wants to know how the traffic patterns will change and how they will be monitored. Simultaneously, they hear that traffic, stop signs, and red lights are not the priority. If they will not get support from the KPD, it would be important to have the four-way stop. Blinking lights on a four-way stop would draw more attention, and she wants to see that.

Jennifer Sizo (of 10 Fairfield Ct.) stated that she is in favor of a four-way stop. She continued that she lives off Water St. and to get downtown, she takes Lincoln St. and wants to make a left turn onto Roxbury St. Making that left turn is scary. The drivers coming down the hill are the problem, because turning left onto Roxbury St., you cannot see them in time. She looks left, looks right, looks left again, and then just goes quickly, hoping no one is speeding down the hill. She thinks a four-way stop sign with lights is necessary, and signage up the hill to explain that the four-way stop is coming. They could put out electronic signs ahead of time to tell drivers this will be happening. That was how they warned people of the upcoming four-way stop on Water St. By and large, people obeyed the signs.

Nell Wiener (of 352 Roxbury St.) stated that her high school physics teacher was adamant that you should not be braking while you are curving. If you try to stop your velocity going forward while also changing your velocity from side to side, that is a problem. Thus, vehicles need to slow down before the curve. She suggests a stop sign at Reservoir St. and Roxbury St. That is also a park, where children frequently cross. Next to the stop sign, she recommends a "dangerous curve ahead" sign. Drivers would already be slowed down when they hit the steeper hill and then the curve.

Chair Greenwald asked Mr. Lussier if the Committee and Council, should they want to do this four-way stop, can do it despite what the Public Works Department says. Mr. Lussier replied absolutely, it is completely up to the Committee and Council's discretion. The Committee and Council are not required to follow his recommendations. He continued that stop signs are required to be listed in City Code to be enforceable, so it would take an ordinance to enact that.

Julie Runez (of 261 Chapman Rd.) stated that the intersection is part of her daily commute. She continued that her husband was in a serious accident here about a year ago. He was T-boned heading up Roxbury St. by a car heading north on Lincoln St. His SUV flipped over completely and landed back on its tires. She understands the compulsion to say a four-way stop would fix this dangerous intersection, but she disagrees. When you are heading north on Lincoln St., the stop sign is almost completely obscured by a tree trunk. The person whose car hit her husband's did not see the stop sign and did not touch the brakes. That driver and her husband did not see each other until the moment of impact due to the hedge on the southwest corner. Obstructed sight caused by the tree trunk and the hedge are the two major issues. If those two elements are not addressed, no amount of signs, speed tables, or speed reduction strategies will stop the accidents, and someone will die.

Razia Ali Hamm (of 51 Beech St.) stated that she drives this intersection multiple times a day, and it is the most dangerous intersection she has encountered living in many places. She continued that she sees the danger exactly as Ms. Runez described, and from drivers coming down the hill. Where she used to live was very flat. Exploring New Hampshire, she has found many similar intersections, which have stop signs, and people are able to stop while coming down the hill. Signs prepare drivers for the stop ahead. She knows this stop sign is there and so she stops, but she often does not see the sign, especially coming down Lincoln St. She frequently debates whether to drive a different route to avoid this intersection.

Joan Murphy (of 287 Roxbury St., spouse of Mr. Murphy) stated that the corner of Roxbury St. and South Lincoln St. is also a bus stop. She continued that they have to be mindful of that, because every morning and afternoon, kids are being picked up or dropped off. The incident Mr. Murphy referred to was the second time a vehicle went through their hedge. When it first happened, their three-year-old son was fortunately not in the yard. They do not need to wait for there to be a fatality to make safety improvements here. She asks the Committee to give the many great suggestions some serious consideration.

Pete Runez (of 261 Chapman St.) stated that he is the one whose SUV was hit and rolled over in the intersection. He continued that he does not think drivers going up and down Roxbury St. are the problem. South Lincoln St. is where they need to fix the problem with a stop sign, cut off the hedges and the tree, and consider adding a strip or a speed bump. However they do it, it needs to be fixed. Since the downtown construction is happening, he hopes something can be done sooner rather than later, instead of waiting until September. Something should happen in the next week or so.

Steve Salamin (of 30 North Lincoln St.) stated that he has lived here for 26 years. He continued that he is a night owl, and even when it is silent in the middle of the night, there are accidents. He knows this is a balancing act, with many perspectives, and they are trying to determine what is most cost-effective and helpful. It is clear to him that awareness is a big deal at this intersection. Drivers need to be made aware, whatever direction they are traveling, that this intersection can be problematic. The second most recent accident was someone speeding up Roxbury St. unable to make the curve. Due to the speed, the car was sadly sent airborne into a tree, and the driver was banged up. Thus, sight line is important, probably priority. He believes the owner of the house on Roxbury St. on the corner of North Lincoln St. is considering replacing his fence. Now would be the time for the City to contact him and see about that easement they need for sight line, because a new fence right there might make it worse.

Mr. Saliman continued that the options he sees include the extremes of either doing nothing, which is not a solution at all; or doing major infrastructure. He is not an expert but would recommend a blinking light installed over the intersection, with red for North and South Lincoln St. and yellow for everyone. No extra bumps or major signs would be needed. A blinking light would be enough for awareness. Living between Beaver St. and Roxbury St., he is amazed by people blowing past the Beaver St. stop sign. Every night, he hears people blast right through the Roxbury St. stop sign. Increasing awareness probably would not stop those types of drivers, but they need to look at the possibility of increasing awareness and obeying the law.

Councilor Favolise asked if this is an “either/or” for the Committee tonight. He continued that considering how the ordinance process works, with the Council needing to consider an ordinance at a first and second read, by the time the Council approved stop signs to be installed, it would be fall 2026 for installation. If the Committee places this on more time, maybe the continued conversations yield a helpful result, or not. He asked if there is a motion the Committee could make tonight that would allow for the four-way stop sign process to begin, which would not mean the Council would have to vote for the ordinance in a few months when they get the chance, but that would not preclude other potential solutions from happening. He does not want them to be frozen doing nothing for months. Clearly, something needs to be done.

Amanda Palmeira, City Attorney, replied that she thinks that is possible, but she wants confirmation from Public Works. She continued that an option is to vote to refer it to the City Manager for immediate action from Public Works. The risk would be that whatever remedial action staff take now might be different from what the community or the Committee ultimately decides to do. With Committee guidance, staff could immediately act, but as said, there would need to be an ordinance to put the stop sign into the Code. It sounds like there are multiple options at play, so how that shakes out might not be what the Committee picks.

Councilor Favolise replied that he wants the Committee to begin the process of introducing an ordinance for a four-way stop. He continued that he does not want that to preclude Public Works and the petitioners from working on interim solutions that may or may not work in the way they are hoping. He wants both things to be able to happen.

Mr. Lussier stated that staff does not need the Council to vote to tell staff to introduce an ordinance. He continued that if the Committee tells staff they think that is a viable option, staff can introduce an ordinance next week at the Council meeting. Council would refer it to the MSFI Committee, for deliberation on September 23, 2026. That same night, staff would return with a menu of options to consider. One option would be the four-way stop ordinance.

Chair Greenwald stated that police emergency powers exist. This could be done immediately through those powers. He does not know whether this rises to that level. The Council could consider that possibility at the next meeting. He does not want to preclude all the analysis and suggestions Public Works will determine. Mr. Lussier replied that he suggests both could proceed in parallel, and both would hit the Committee's agenda on the same night. Chair Greenwald replied that he is saying this does not have to be introduced in September 2026, acted on in October 2026, implemented in November 2026. It can happen faster, if it is the Council's will.

Councilor Tobin stated that regarding the intersection to the park that someone mentioned, they should see what can be done there. It is terrifying to cross there. Second, she wants to make sure that when the Council hears of a problem at an intersection, staff checks to make sure all signs that are supposed to be there really are there and are visible to people who need to see them.

Regarding the second point, Mr. Lussier said, neighbors brought some visibility issues to his attention this week. He continued that the City will not take down a mature street tree; that would not be popular. Right away, they could look at adding a "Stop Sign Ahead" sign about 200 feet before the stop sign. That does not require Council action. Regarding putting a stop sign at the Reservoir St. intersection, he even less recommends that option. Having too many stop signs creates compliance issues. When a driver goes through a stop sign 20 times and does not see any cross traffic, it trains the driver to violate the stop sign. Councilor Tobin clarified that she did not specifically suggest a stop sign there. She said they should look at the safety of that intersection, since it is a park entrance and the precursor to much of the traffic coming down the hill.

Fiona Lowry (of 74 South Lincoln St.) stated that she is the Business Manager at Gathering Waters School on South Lincoln St. She continued that the school would be very much in favor of having a speed hump in front of the school and at the entrance to the park. People from the school cross there multiple times a day. The level of traffic, especially at night, of people speeding through and needing to screech to a stop if they realize there is a stop sign, is alarming. A permanent speed hump would slow drivers down on South Lincoln St. and increase awareness of the stop sign. It "becomes a drag race." South Lincoln St. is used to come into downtown from Eastern Ave. Drivers speeding down South Lincoln St., going to turn left, are less likely to pause long enough to see the traffic coming from either direction. More than the hedge, the telephone pole on the corner of South Lincoln and Roxbury St. causes visibility issues when you cannot see far enough up the hill.

Julie Runez (of 261 Chapman Rd.) stated that there is already a "Stop Sign Ahead" sign on South Lincoln St. heading north. The problem is that some people are then looking for the stop sign but cannot see it and thus do not stop. She understands not cutting down the mature tree. Maybe the flashing red light is a better option, because right now, the stop sign is not visible.

Chair Greenwald thinks City staff need to consider all of these good suggestions. He does not want the Committee to act in haste and think that they have solved this. He could see a four-way stop in the future, but staff needs the opportunity to digest all that has been said.

Jennifer Sizo (of 10 Fairfield Ct.) stated that she does not recall if the stripes are at all four ways at that intersection. She asked if they need to be repainted, and if that would help. Mr. Moonan replied that they get repainted once a year. He cannot remember what they look like now.

Councilor Favolise stated that he agrees with Chair Greenwald that there is a lot to explore here. He asked for the Committee's thoughts on placing this on more time for staff to develop some options, while also making clear that the Committee wants an ordinance to be introduced.

Councilor Ellis stated that she thinks strong action is warranted. She wants to try a four-way stop, maybe with a “Dangerous Intersection Ahead” sign on Roxbury St., and maybe a flashing light. She wants to see the menu of options staff could bring forward. If it does not work, at least they will have tried what the community asked for. Maybe if it does not work, in a year or so, the community will return and say so. Chair Greenwald replied that history says once it is in, it is in.

Councilor Workman stated that she would not be opposed to a four-way stop and implementing that sooner rather than later. She is still concerned about the traffic coming down Roxbury St. and having enough time to stop and potentially rear-ending someone. However, as Councilor Ellis said, rear-end collisions are less of a risk than head-on collisions. She would not be opposed to temporary speed tables at South Lincoln St. near the school and somewhere between Terrace St. and Reservoir St. on Roxbury St.

Chair Greenwald said that there are many options, and rather than doing this on the fly, he thinks staff need to digest the information and determine a plan. Councilor Workman clarified that those would be immediate, temporary options to try to mitigate the situation now while they allow staff more time to determine a permanent solution.

Councilor Tobin stated that she would be comfortable starting the process for a four-way stop. When it comes back to the Committee in September 2026, if the Committee decides Public Works has come up with better solutions, the Committee might choose not to implement the four-way stop, but it is worth starting the process now.

Chair Greenwald stated that they could have a motion to direct staff to prepare the ordinance and simultaneously prepare a list of other options. However, they are approaching summer break, and he thinks there is too much time between meetings to deal with this. When the Council returns in August [actually September 2026], they could have the four-way stop proposal. Public Works might then say they have a better option, such as speed humps. He asked the City Attorney if that is a good compromise.

The City Attorney replied that she thinks that could work. She continued that to Councilor Favolise’s question, to start the process earlier, Public Works could bring an ordinance to the next Council meeting for discussion at the next [MSFI] Committee meeting [on September 23, 2026]. The ordinance’s content would be up to staff’s discretion, trying to capture the Committee’s conversation. The Committee could change it, depending on what they end up deciding. Due to the numerous options, it is unclear whether what staff recommends ends up being what the Committee ultimately wants.

Councilor Ellis stated that she agrees with Councilor Tobin. She continued that as Councilor Favolise implied, if they find other interim solutions and they show to be working, they could be permanent solutions. Then they would not have to move forward with the ordinance. However, it is good to start the process.

Councilor Favolise stated that he wants clarification about the City Attorney’s comments. He is confused about what could be in the ordinance beyond the stop sign. He asked if speed humps would have to be in the ordinance.

Mr. Lussier replied that of the options discussed tonight, only the stop sign would require an ordinance. He continued that speed humps and/or advanced warning signage could be done under the Public Works Director's authority. A flashing red/yellow light would require significant funding. Thus, that would be a resolution to appropriate funds. That could be one of the options to discuss in September 2026, and it would be a longer-term solution.

Kelly McKenney (of Peg Shop Rd.) stated that the speed humps on Winchester St. by the college drastically reduce drivers' speed. Having speed humps in addition to stop signs would slow people down at the Roxbury St. and Lincoln St. intersection. People would not speed there unless they were from out of town, but as someone said, people speeding there would only do it once. People could still speed through stop signs or not read signs, but speed humps that rock a vehicle's suspension would slow people down and they would obey the stop sign when they reach it. She would suggest the four-way stop in addition to speed humps.

The following motion by Councilor Favolise was duly seconded by Councilor Tobin.

The Municipal Services, Facilities and Infrastructure Committee recommends placing "Petition – Safety Improvements at the South Lincoln Street and Roxbury Street Intersection" on More Time to allow for staff to develop options for consideration to be presented at the next MSFI Committee meeting on September 23, 2026, and direct the City Manager to introduce an ordinance for a four-way stop at this intersection.

Chair Greenwald clarified that the ordinance for the four-way stop will come forth and it will be up to the Committee and the Council whether that happens. In the meantime, City staff will analyze everything that has been said and come up with recommendations.

Mr. Bohannon added, so the public understands, that August 6, 2026 would be the next City Council meeting, and the next MSFI Committee meeting would be September 23, 2026. Then the ordinance would be back to the Council for a second reading, if that is what the Committee decides to do, on October 1, 2026.

The motion passed on a vote of 5 to 0.

Mr. Murphy thanked the Committee for their thoughtfulness and for the dialogue that allows the neighborhood to represent multiple perspectives. He thinks a successful conclusion will always include him trimming his hedge, which he will continue.

ITEM #H.2.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Municipal Facilities, Services and Infrastructure Committee, Standing Committee

Through:

Subject: **Gilbo Ave Solar Pavilion Conceptual Design - City Engineer**

Recommendation:
On a vote of 4 to 1, the Municipal Services, Facilities and Infrastructure Committee recommends placing the Gilbo Ave Solar Pavilion Conceptual Design on More Time.

Attachments:
None

Background:
Mr. Lussier introduced Bill Siemer, who joined about a month ago as the Assistant City Engineer and has been doing a fantastic job. He continued that Mr. Siemer is the Project Manager on the solar pavilion. Russ Bates is also here from the design firm that is doing the solar pavilion project. This project idea stemmed out of the Downtown Infrastructure Project; specifically, the conversation he had with the Conservation Commission about how they want more trees downtown, and the Energy and Climate Committee's desire for solar-powered lighting/carbon-free energy downtown. The marriage of those two concepts was the idea of putting a solar array off of Main St. but sized to offset the electrical demands for the downtown. The City, through the City Council's authorization, was able to get a Timber for Transit grant from the Northern Borders Regional Commission. That comes with a requirement that the structure be something that enhances and develops the advanced wood products industry within New Hampshire.

Russ Bates from NXTGEN Clean Energy Solutions stated that they are excited about this project. He continued that NXTGEN is the Prime Consultant. They are doing project coordination, community engagement, concept development and refinement, engineering coordination, and bid package preparation support. Supporting consultants are ARM Group, an engineering firm with several gigawatts of clean energy in their portfolio, which is important with this project. ARM Group will take care of all the civil, structural, and electrical; everything involved with the drawings. The City is doing a fantastic job with the grant, but Kellogg and Sovereign Consulting is also a partner to help with anything the City needs in grant administration.

Mr. Bates explained the proposed pavilion site on Gilbo Ave. where the Keene Farmer's Market is. The three concepts he will show all have nearly the same footprint, about 230 feet long and 30 feet wide. Many characteristics are the same in all three concepts, such as a 75 kW solar array system. Solar canopies/pavilions are typically not watertight to protect from rain; they provide shade and generate electricity. Short-term fixes have been attempted in recent years. A partner of NXTGEN has designed a fantastic system that would catch all the water in a guttering system, so nothing would drip under the canopy. That would be important to people under the canopy at events, and important for icicle prevention in the colder weather. The captured water would go to a drain system in the local area.

Mr. Bates continued that the pavilion would accommodate food trucks and other events. The space could be customized. There would be LED lighting under it, which means events can go later in the day in the fall when it gets dark early. There would also be electrical service. Food trucks would not need to use generators or their engines; they could plug into the electricity in the pavilion. Timber is common across all three concepts.

Concept 1, Mr. Bates continued, has a monoslope roof. At the low end, the clearance would be about 15 feet, and about 19 feet on the high end. For procurement and construction, the cost would be about $1.62 million. Concept 2 has the "check mark" roof, similar to but a little bigger than the monoslope. From the side, it looks like a check mark. The bigger size would provide additional protection from rain and sun on the walkway between the green area and the parking area. The grade level view would be similar to the monoslope roof, but with the additional length at the opposite end of Gilbo Ave. Lighting, solar array sizing, and electrical service would be the same. Clearance would be about 15 feet on the low end and about 17 feet on the high end. The cost would be higher, due to increased foundation work and increased materials, at about $1.69 million for procurement and construction. Concept 3 looks very different with a gable roof design. The roof would be more traditional, the material not yet determined. Solar would be southside for generational purposes. This traditional design is fitting for the area. The issue, compared to the others, is it would be a little tighter. It would still have lighting, electrical service, and a watertight system. The structure is closest to Gilbo Ave. and would make it a little more difficult for maneuverability of, say, trucks pulling in for snow removal. Concept 3 would involve more and thus cost more, $1.74 million.

Mr. Bates continued that the following would be the same for all three concepts:

- 75kW solar energy generation
- Good weather protection
- Covered gathering space
- Mass timber integration
- Event infrastructure – lighting and electrical service

He continued that the differences in overall appearance are Concept 1 with a monoslope roof is "modern," Concept 2 with the check mark roof is "signature," and Concept 3 with the gable roof is "traditional." Which appearance is "better" is subjective. Regarding vehicle access and maneuverability, Concepts 1 and 2 are excellent. Concept 3 is not excellent but good; its gable roof would need more supports, which would add constraints. Regarding construction complexity, all three concepts would be easy to build. Concept 1 would be the easiest, followed by Concept 2, and Concept 3 would be most complex. That lines up with construction costs. Concept 1 would be least expensive, followed by Concept 2, then Concept 3.

Mr. Bates continued that the team has had some community feedback. A session with stakeholders was at 2:00 PM today and a session with the general public was at 4:00 PM. They gave this same presentation and received a lot of great feedback and had some great discussions. This has been the best one, in terms of great input from the community. People voted on what they preferred and provided comments. Overwhelmingly, people's favorite was Concept 1 with the monoslope roof. Some people liked Concept 2 and a few liked Concept 3.

Mr. Bates continued that regarding the next steps, the team would continue scouring the data and reviewing community input, but no question, the community feedback is the preference for Concept 1. The team's next step would be to select the preferred concept, and they want the Committee's feedback. Then they would get into the engineering aspect of this, which involves a lot of discussion with the City. That would turn into the construction documents, fully engineered, stamped drawings. The City would put it out for competitive bid and evaluate and select a bid, and then the project would be built.

Chair Greenwald asked if it is correct that this would be Federally-funded. Mr. Bates replied that it is a grant. It would be about 80% covered.

Chair Greenwald asked if it would be 80% of $1.6 million, $1.7 million, or $1.8 million. Mr. Siemer replied that the total budget was about $2.2 million. He continued that that includes the grant amount and the City's cost share. The grant amount is about $1.9 million, which covers design and construction. Chair Greenwald asked if that means if the City chooses a more expensive option, it would cost a bit more. Mr. Siemer replied yes. Chair Greenwald stated that while it is great that the City is getting this money and the solar panels will power downtown, he wanted something more exciting than having food trucks or the Farmer's Market in there. He personally does not like the monoslope roof at all. He continued that if the City must have this, it should at least be somewhat reminiscent of the train station, which would be the gable roof. He tries to be positive about almost everything happening downtown, but he feels this is just a project they created because they have money. This does not inspire him.

Mr. Siemer stated that during today's engagement sessions, people talked about maneuverability, such as parking vehicles and the ability to set up things like tents for events. Many people shared Chair Greenwald's thoughts on the look of the gabled roof, but with that design, the layout of the foundation, footings, and timber structure would cause problems with maneuverability and snow plows might hit the structure.

Chair Greenwald asked how many people attended these two listening sessions. Mr. Siemer replied 42 total, split almost evenly. He continued that about 31 people filled out the feedback form. Chair Greenwald replied that that is not a large crowd driving a project of almost $2 million.

Councilor Favolise stated that he does not see that either of these plans include something like a drainage pipe or gutter. He asked what the plan would be for that. Mr. Bates replied that there would be a gutter system, and where it runs to would be determined in the detailed design. It would probably go into the stormwater.

Councilor Favolise continued that his comment is similar to Chair Greenwald's. He imagines that many people, like himself, would have been interested in giving feedback about the project but were unable to attend today's sessions because they work between the hours of 9:00 AM and 5:00 PM. Additionally, the agenda for this came out yesterday. It included staff's recommendation for the Committee. Thus, the recommendation for Concept 1 was presented in the agenda packet in advance of today's feedback sessions. He is glad the result of the feedback sessions was that the people who were there liked the monoslope roof concept, but he questions how much the recommendation was truly informed by the public feedback sessions that happened *after* the recommendation was in the agenda packet. He does not have an appetite for spending additional money on this project even though he thinks the gable roof in Concept 3 is the nicest. The long-term purpose of this project would be to save money by generating energy for downtown. He would not be inclined to add costs to increase its aesthetics.

Councilor Ellis stated that there were many interesting suggestions at the afternoon session she attended, so she feels a little uncomfortable being expected to already move forward with a concept, given that there were so many suggestions to consider, including ones the Public Works Director thought were feasible. She hesitates to move forward. She agrees with Councilor Favolise's statement. This is about the solar panels, not so much the aesthetics. She loved the look of the gable roof design but would not want to try and park in there. To Chair Greenwald, she would say that some people in the session had interesting ideas for how to use the space, and it sounded like it could be really dynamic. How it would be best used would be up to the community.

Councilor Tobin stated that she is thinking about the orientation of the pavilion and the Farmer's Market. It appears that people would not be able to walk down the middle aisle to access all of Farmer's Market. They would have to walk around to the other side to access half of it. One image showed all of the Farmer's Market tents under the pavilion, but that would not be the whole thing. You would have to go to the other side of the slope, which feels odd to her. It looks like the entrance for events would be facing away from the sidewalk. Mr. Siemer replied that for Farmer's Market, the trucks would probably back in and the customers would be on the sidewalk side, not necessarily the street side. He continued that that could change. This was just how the rendering was shown. Mr. Bates agreed that there would be flexibility within the space for setup. Councilor Tobin clarified that she was not talking about what happens within the space, but rather, the direction the structure would be built in. It is not what she was expecting.

Chair Greenwald stated that Farmer's Market vendors back their vehicles in to set up, and the vehicles stick into the roadway, which is a current issue to discuss. Their tables would be under whatever the overhang is. A solution would be to not allow the vendors to use their vehicles. They could use tables or tents. Councilor Tobin added that she envisioned that both the vendor tables and the visiting customers would be somewhat under the same roof. Right now, she does not see how that could happen. Chair Greenwald added that currently, half of Farmer's Market is on Gilbo Ave. and half is in the parking lot. This would not address that at all. Mr. Bates replied that the Farmer's Market attendees at the sessions were very enthusiastic about the concept designs. They did not have concerns. Chair Greenwald replied that Farmer's Market vendors are mostly not from Keene. Keene would design it and vendors would use it the way Keene designed it. But again, he personally wanted to hear about other uses beyond the Farmer's Market and food trucks, if the pavilion would take up this large piece of valuable development property.

Mr. Lussier stated that regarding Councilor Favolise's comments, the recommendation in the agenda packet was clearly written to be the City staff recommendation, and yes, it was written before the public feedback sessions. He was glad the public agreed with Concept 1, but that was staff's recommendation regardless, for many of the reasons discussed. He agreed that the gable roof of Concept 3 would be most aesthetically appropriate, but he had concerns about that structure from a resiliency and maintenance perspective. The main reason staff shied away from Concept 3 is that the structure would get beat up from vehicles parking and snowplows. The choice between Concepts 1 and 3 came down to concerns about snow damming up on the Concept 2 roof and becoming a maintenance problem.

Mr. Lussier continued that today's sessions had some great ideas. He, Deputy City Manager Bohannon, the Assistant City Engineer, and Mr. Bates met afterwards and agreed there were some great ideas that gave them a lot to think about. They discussed whether they needed to ask the MSFI Committee to place the item on more time to allow the team to vet the ideas. They realized that all of the ideas they want to explore more still fell within Concept 1. An example would be the idea of expanding the sidewalk so the legs of the structure are part of the sidewalk space and not in the parking stalls. He has a list of the ideas they discussed, and all are design elements they could incorporate as they move forward, if the Committee and Council agreed with Concept 1.

The other big question raised, Mr. Lussier continued, was picking up the entire structure and putting it inside the Commercial St. parking lot. That idea had some validity and interested him. Deputy City Manager Bohannon brought him back to reality. A big reason why they wanted this project and why they chose the Gilbo Ave. location was the goal of activating and creating more interest in Gilbo Ave. Currently, the distance from the curbing where this begins to the curbing in front of Lindy's Diner in the parking lot is 70 feet wide. It is just a sea of asphalt. This afternoon, they discussed the idea of pushing the structure and the parking spaces closer to Gilbo Ave., adding more space but having more of a road frontage. It would make it part of the streetscape rather than just parking spaces. The bottom line is, yes, the recommendation was in the agenda packet in advance of the feedback sessions today. However, after consideration, he thinks all of the good ideas people gave the team can fall within Concept 1 or 2. He hopes the Committee does not choose Concept 3.

Councilor Workman stated that clearly, they are not ready to decide tonight, and many options could still be fleshed out. She wants to know if they are up against any timelines right now for the grant. Her other question is about public engagement and how much opportunity people have. She understands that tonight would have been an opportunity for people to weigh in. She agrees with Councilor Favolise's concerns that the times available today were not feasible for many people.

Mr. Lussier replied that regarding the timing, the City's goal is to have this ready for construction next season. He thinks they still have ample time to do that. The issue would be in terms of keeping the consultant working toward the project. They are at a point now where their next step will be doing more engineering. Designing the structures is the next step, which they do not want to do until the Council has given clear direction on which design concept they want to move forward.

Councilor Workman asked if, while the consultants continue to work on concepts, design, and everything Mr. Lussier just said, City staff could hold more public input meetings. Mr. Lussier replied yes.

Councilor Tobin stated that she could get on board with Concept 1, thinking of it as a concept. She continued that she hears all the hesitations, but she can look at this and start to visualize it with other things around it, such as plants, people walking around, cars parking there, and activity. The space is awkward right now. Keeping in mind that this is a concept, it is always hard to look at a concept as the whole thing, because the angle shown in the image would not be the angle they would be looking at when they walk through it. These would be beams at eye level, and she could envision what she would see looking up, and she could get on board with Concept 1. She understands wanting to develop more concepts. But many of their concerns are about implementation and things that happen in the more specific engineering and design process. Something like extending the sidewalk a little could make her see this completely differently. Part of her wants to ask for more ideas, but she feels like every time the Committee has said that it has come back to haunt them, and they have ended up in the same place and should have just taken the step.

Chair Greenwald stated that if the Committee had just forged forward with what was presented to them, they would have had a completely different Main St. plan. He disagrees that the Committee needs to accept what is there. Their job is to look at it, think about it, and consider options. Once this pavilion is built, it is all they will see there for 20 years. The vast length of it concerns him. They could consider splitting it and putting half in the parking lot and half not. He does not know what other ideas were discussed. This is not ready for a commitment.

Councilor Ellis stated that she is comfortable with Concept 1. She continued that to Councilor Tobin's point about pedestrians, the rendering seems to show the entrance from the street side, whereas the entrance would be from the sidewalk side. She wonders if the legs could be moved to the opposite side so the back is on the street side and people's tents would be set up toward the Gilbo Ave. side, and they would be walking in. They would have some parking space as well as the sidewalk. It would not change the design so much as change its supports. Mr. Bates asked if she meant moving the supports closer to Gilbo Ave. Councilor Ellis replied yes. So the backside of the pavilion would be Gilbo Ave. Mr. Bates replied that would be a possibility. The concern would be parking and snow removal, because the structure would be closer instead of out of the way.

Mr. Bates stated that once a concept is selected, many of the elements the Committee is discussing could go into the detailed design and they could have that back and forth to figure it out. First, determine which of the three concepts makes sense, and then fine tune it. The team could incorporate the great input into the design, but they are stuck until they know which concept to go with.

Councilor Favolise stated that he leans towards placing this item on more time, even though he knows which concept he prefers. His concern was that this would be a multi-million-dollar project in the downtown. It would be important to provide the community with additional opportunities to weigh in with either more ideas or concept preferences. He would like additional public outreach, either in person or online. If they voted tonight, he could easily vote for Concept 1, but to be thoughtful about the process, he would ask for more time, and it did not sound like they would be at risk of losing grant funding. He appreciated Councilor Tobin's comments.

The following motion by Councilor Favolise was duly seconded by Councilor Workman.

On a vote of 4 to 1, the Municipal Services, Facilities and Infrastructure Committee recommends placing the Gilbo Ave Solar Pavilion Conceptual Design on More Time. Councilor Ellis voted in opposition.

CITY OF KEENE
NEW HAMPSHIRE

ITEM #I.1.

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Paul Andrus, Community Development Director

Through: Elizabeth Ferland, City Manager

Subject: **Relating to Amendments to Article VII. - Food Service Establishments Ordinance O-2026-14**

Recommendation:

That the City Council refer Ordinance O-2026-14 to the Planning, Licenses and Development Committee.

Attachments:

1. O-2026-14-Relating to a Replacement of Article VII. - Food Service Establishments_ with appendix B

Executive Summary:

NH has adopted the newest He-P 2300 New Hampshire Rules for the Sanitary Production and Distribution of Food and the 2022 FDA Food Code. This proposed ordinance is an update to Article VII. - Food Service Establishments, of the City Code and is intended to modernize the City's food regulations by aligning them with current state requirements and nationally recognized food safety standards. This ordinance incorporates the current 2022 FDA Food Code and New Hampshire He-P 2300 regulations, establishing a more consistent risk-based licensing and inspection framework, clarifying administrative procedures, and updating fees to better reflect the level of inspection and oversight required for different types of food establishments.

Background:

This proposed ordinance is an update to Article VII. - Food Service Establishments, of the City Code and is intended to modernize the City's food regulations by aligning them with current state requirements and nationally recognized food safety standards. This ordinance incorporates the current 2022 FDA Food Code and New Hampshire He-P 2300 regulations, establishing a more consistent risk-based licensing and inspection framework, clarifying administrative procedures, and updating fees to better reflect the level of inspection and oversight required for different types of food establishments.

2026-372

The proposed revisions also streamline licensing, plan review, ownership change, and inspection procedures, providing greater consistency for both food service operators and City staff. In addition, the ordinance incorporates current science-based food safety practices, including updated food protection requirements, enhanced allergen awareness, certification requirements for food protection managers, and other nationally recognized standards intended to reduce the risk of foodborne illness. Collectively, these changes modernize the City's food ordinance, support the continued administration of Keene's self-inspection program, and ensure the City's regulations remain consistent with current state and federal food safety standards.

Additionally, an update to appendix B Fees schedules is proposed after a comparative review of the fees in NH self-inspecting municipalities as well as the state fees for licensing, plan reviews, and required re-inspections.

ORDINANCE O-2026-14

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Relating to an Amendment to Article VII. - Food Service Establishments

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

That the Code of Ordinances of the City of Keene, New Hampshire, as amended, is hereby further amended by deleting in its entirety Article VII. "Food Service Establishments" and inserting in its place a new Article VII.; and, by updating Appendix B. "Fee Schedule" as follows:

ARTICLE VII. - FOOD SERVICE ESTABLISHMENTS[6]

State Law reference— Food service licensure, RSA 143-A:1 et seq.

DIVISION 1. - GENERALLY

Sec. 46-361. - Definitions.

See He-P2301.01 for definitions.

Sec. 46-362. - Adoption of FDA Food Code and New Hampshire Rules for the Sanitary Production and Distribution of Food; amendments.

(a) The City of Keene hereby adopts by reference the 2022 FDA Food Code and New Hampshire Rules for the Sanitary Production and Distribution of Food, He-P 2300, and any subsequent amendments thereto, so as to regulate food service establishments operating within its jurisdiction as of October 1, 2026. Where there is a conflict between this chapter and the 2022 FDA Food Code and He-P 2300, this chapter shall govern.

(b) Notwithstanding, the following sections of He-P 2300 shall not be adopted into the Code of the City of Keene: He-P 2303.01, He-P 2304.01 through He-P 2304.05, Sections: He-P 2301.01(n)(o), He-P 2302.01, He-P 2304.12(e), He-P 2304.14(a), He-P 2306.02(a)(19), and He-P 2306.02(c)(1).

(c) References in He-P 2306.06(a) regarding emergency telephone numbers shall be replaced with "notify the Community Development Department at 603-352-5440, or if at night or during the weekends, at 603-357-9815 or email Health@KeeneNH.gov." Reference in He-P 2304.14(a) shall be replaced with:
Community Development Department
City of Keene
Attn: Food Licensing
3 Washington St
Keene, NH 03431

(d) Section He-P 2301.01(r) shall be amended to be: "Food Code" means the US Department of Health and Human Services, Public Health Services, Food and Drug Administration, Food Code, 2022 edition.
(e) Section He-P 2301.01(ba) shall be amended to be: "Soup Kitchen" means a non-profit organization that prepares and distributes food to members of the public without charge
(f) References in He-P 2311.01 to "Class H" food service license shall be replaced and inserted "Class 6 Food Service License."
(g) Reference to He-P 2304.01 through He-P 2304.05 in any section of He-P 2300 shall refer to Sec 46-363 of this Article.
(h) Wherever there is a reference to "Commissioner" in He-P 2300, it is replaced with "Health Official of Keene or designee."
(i) Wherever there is a reference to "Department" in He-P 2300, it is replaced with "Community Development Department."
(j) Wherever there are references to "RSA 541-A and He-C 200," they shall be replaced with the City of Keene Code.
(k) Wherever there is a reference to the New Hampshire Department of Health and Human Services in He-P 2300, it is replaced and inserted is City of Keene.
(l) All fines and fees shall be made payable to the City of Keene. All applications, correspondence and fines shall be sent to:

Community Development Department

City of Keene

Attn: Food Licensing

3 Washington St

Keene, NH 03431

Sec. 46-363 - License Procedure

It shall be unlawful for any person or entity to operate a food service establishment within the City who does not possess a valid license issued to them by the Health Official or their designee. Only a person or entity who complies with the requirements of this chapter shall be entitled to receive and retain such a license. Licenses shall not be transferable from one person or place to another person or place. A valid license shall be conspicuously posted in every food service establishment.

(a) Issuance of licenses and fees.

(1) Any person desiring to operate a food service establishment shall make written application for a license on forms provided by the Health Official. Upon receipt of such an application and the designated license fee, and after inspection reveals that the requirements of this chapter have been met, a license shall be issued to the applicant by the Health Official. All annual licenses expire on September 30th. The fees shall be payable to the City of Keene and shall be designated as follows

(2) Processing of Initial Applications and Issuance of Licenses

   a. Each applicant for a license shall complete and submit to the department an application form.
   b. In addition to submitting the completed application, in (a) above, an applicant shall also submit the following:

1. Check, money order, or on-line payment by credit card;
2. Water system documentation, in accordance with He-P 2304.06, except that food establishments applying to be licensed as a farm store, home delivery services, pushcart and other mobile units, retail markets selling only non-Time/Temperature Control for Safety (TCS) prepackaged items, institutions including state, county, and municipal institutions, schools, private schools, and schools whose food service is operated by a caterer, and sellers of pre-packaged frozen meat or poultry that is processed in a United States Department of Agriculture (USDA) plant shall not be required to submit such documentation;
3. Wastewater system documentation, in accordance with He-P 2304.07, except, that food establishments applying to be licensed as a mobile food unit, farm store, home delivery services, pushcart and other mobile units, retail markets selling only non- Time/Temperature Control for Safety (TCS) prepackaged items, institutions including state, county, and municipal institutions, schools, private schools, and schools whose food service is operated by a caterer, non-exempt homestead food operations, senior meal sites, retail food stores with no food preparation areas, and sellers of pre-packaged frozen meat or poultry that is processed in a United States Department of Agriculture (USDA) plant shall not be required to submit such documentation;
4. If the application is for a mobile food unit that uses a service area, one of the following:
    a. A separate license application for the facility to be used as a servicing area; or
    b. A copy of the food establishment license, from the appropriate regulatory authority, of the facility being used as a servicing area.
5. A hazard analysis and critical control point (HACCP) plan required by He-P 2304.13; and
6. A proposed menu or list of food and beverages is to be offered.

c. Applicants seeking a change in license class, a new license, or a new license due to a change of ownership, shall contact the department to arrange for an inspection of the establishment no later than 30 days from the date of mailing or delivering the fee and application.

(3) License Expirations and Procedures for Renewals

a. Each licensee shall apply to renew his or her license at least 30 days prior to the expiration of the current license.
b. The licensee shall submit a renewal application that includes the following:
    1. Completed Application, and
    2. A check, money order, or on-line payment by credit card.
c. A license shall be renewed if the department determines that the licensee:
    1. Submitted an application containing all the items required by (b) above, as applicable, at least 30 days prior to the expiration of the current license;
    2. Submitted a Corrective Action Plan (CAP) that has been accepted by the department and implemented by the licensee if deficiencies were cited at the last licensing inspection;

3. Is found to be in compliance with He-P 2300 and all applicable regulations at a renewal inspection, as applicable; and
4. Has paid any outstanding fees or fines in full.

d. If a license holder fails to submit a complete application for renewal as required under (a) and (b) above, the food establishment shall cease operation the day after the license expires and shall not operate until a license is obtained.

e. Any food establishment wishing to submit an application for a renewal license whose previous license has been expired in excess of 30 days shall apply in accordance with the requirements of an initial license in Sec 46-363(A)(2).

(b) **Classification of Food Service Establishments/License Fees**

(1) Class 1A: Food Service Establishment with 200 seats or more; retail food store with 4 or more food prep areas

(2) Class 1: Food Service Establishment with seating capacity 100-199 seats; food service establishment with extensive menus; serve raw ingredients (sushi, oysters, etc.), salad bar and/or food buffet; retail stores with 2 to 3 food preparation areas; nursing homes; hospitals; commercial food processing operations processing more than 100,000 packages of food per year

(3) Class 2: Food Service Establishment with 25-99 seats; retail food store with one food prep area; bakeries; food distributors of Time/Temperature Control for Safety (TCS) foods; beverage manufacturers; commissaries; caterer; mobile food unit selling/serving Time/Temperature Control for Safety (TCS); commercial food processing operations processing less than 100,000 packages of food per year

(4) Class 3: Food Service Establishment with 0-24 seats; retail food store-self services and no food prep area; commercial food processing operations of non-Time/Temperature Control for Safety (TCS) bulk foods; bakeries which do not serve Time/Temperature Control for Safety (TCS) food; non- Time/Temperature Control for Safety (TCS) mobile food units; retail markets selling only prepackaged items; bed and breakfast; private clubs; mobile venders, childcare facilities serving Time/Temperature Control for Safety (TCS); farmers market vendor selling/serving Time/Temperature Control for Safety (TCS) food; Wholesalers/distributors Time/Temperature Control for Safety (TCS) food

(5) Class 4: Temporary licenses see Sec. 46-363(e).

(6) Class 5: Public schools; private and parochial schools; not for profit organizations not holding a liquor license; governmental facilities that operate more than 4 times in a 28-day period

(7) Class 6: Sellers of prepackaged frozen USDA meat or poultry; retail markets selling only non-Time/Temperature Control for Safety (TCS) prepackaged items; non-exempt homestead kitchens; arena/theater concessions selling/serving non- Time/Temperature Control for Safety (TCS) food

License Fees are established in accordance with the schedule of fees set forth in Appendix B of the City Code of Ordinances.

The Health Official or designee has final determination of all classifications of food service establishments. When a food service establishment has an additional food processing business, each shall be licensed separately, requiring separate applications and separate fees. When a hospital or school offers food to the general public in addition to its population, then the license class shall be determined by the number of seats the food service establishment has.

(c) Late Fine

(1) License Renewal Applications received after the 10th day of the month following license date of expiration – Fees are established in accordance with the schedule of fees set forth in Appendix B of the City Code of Ordinances.

(d) Mobile food units and mobile venders

(1) Any person desiring to operate a mobile food unit shall meet all applicable City of Keene land use regulations. The applicant shall also meet all Building, Health, Fire Codes as adopted by the City of Keene and the State of New Hampshire.

(2) For mobile venders selling exclusively prepackaged goods, please cross-reference Hawkers, Peddlers.

(e) Temporary license.

(1) A temporary license means a food-service establishment which operates at a fixed location for a temporary period of time, not exceeding three (3) consecutive days, whether or not there is a charge for food.

(2) Authorization of the site location is necessary prior to conducting business in the city.

(3) A temporary food service application shall be submitted to the Health Official at least seven (7) days before the day of the event. If licensed by another agency, state, or municipality, you must provide a copy of the operator's current food-service license and most recent food inspection report.

(4) Licenses shall be displayed in public view.

(5) The operator is subject to inspection at any time.

(6) Food preparation and handling practices for food establishments are to be in compliance with this Chapter. Including but not limited to following the Temp Event Guide Food Safety and Temp Event Checklist.

(7) Temporary Food Service License Fees are established in accordance with the schedule of fees set forth in Appendix B of the City Code of Ordinances.

Sec. 46-364 - Notice of alleged violation.

(a) Whenever the Health Official or their designee , based upon an on-site inspection, determines that there are reasonable grounds to believe that violations of this chapter or the regulations adopted have occurred, notice of such alleged violations shall be given to the owner or their agent. Such notice shall:

(1) Be in writing;

(2) Include statements enumerating alleged violations and identifying the basis of the violation;

(3) Where appropriate, indicate corrective actions to be taken;

(4) Allow a reasonable time for the performance of any act require;

a. In the case of a temporary food service establishment, the violations must be corrected within a specified period of time, not to exceed 24 hours. Failure to comply with such notice shall result in immediate suspension of the license;

(5) And be served upon the owner or their agent as the case may require, provided that such notice or order shall be deemed to have been properly served upon such owner or their agent when the inspection report form containing information required by Subsections 2, 3, and 4 above has been completed and signed by the inspecting official and the owner or their agent and a copy thereof has been provided to the owner or their agent.

Sec. 46-366 - Reinstatement of license.

Any person whose license under this chapter has been suspended may at any time make application for a reinspection for the purpose of reinstating the license. Within ten (10) days following receipt of a written request, including a statement signed by the applicant that in his opinion the conditions causing suspension of the license have been corrected, the Health Official shall make a reinspection. If the applicant is complying with the requirements of this chapter and regulations promulgated hereunder, the license shall be reinstated.

Sec. 46-369 - Inspections.

(a) The operation and facilities of all licensees under this chapter shall be inspected in accordance with He-P2305 as follows:
   (1) Classes 1A, 1, 2, 3, and 5 - twice every license cycle.
   (2) Class 6 - once every license cycle.

(b) The cost of reinspection shall be established in accordance with the schedule of fees set forth in Appendix B of the City Code of Ordinances.

Sec. 46-370 - Approval of plans; fees.

(A) When a food service establishment is constructed, is remodeled, or changes owners, or when an existing structure is converted for use as a food-service establishment, properly prepared plans and specifications for such construction, remodeling, or alteration, showing layout arrangement and construction of materials of work areas, and the location, size, and type of fixed equipment and facilities shall be submitted to the Health Official or their designee for approval before such work is begun.

(B) Fees for the mandatory food-service plan review and associated inspection(s) are established in accordance with the schedule of fees set forth in Appendix B of the City Code of Ordinances.

Sec. 46-371 – Incorporation of the 2022 Food Code.

The following amendments shall apply to the document incorporated:

Delete following subsections:

1-201.10 Food Establishment.

Delete following subsections:

1-201.10 Temporary Food Establishment.

Change subsection to read as follows:

3-301.11 Preventing Contamination from Hands.

(B) Except when washing fruits and vegetables as specified under 3-302.15 Food Employees may not contact exposed, READY-TO-EAT FOOD with their bare hands and shall use suitable UTENSILS such as deli tissue, spatulas, tongs, single-use gloves, or dispensing EQUIPMENT.

(D) Delete

Delete following subsection in its entirety:

3-305.13 Vended Potentially Hazardous Food (Time/Temperature Control for Safety Food, TCS), Original Container.

Delete following subsection:

3-306.12 Condiments Protection.

(B) Delete

Delete following subsection:

3-801.11 Pasteurized Foods, Prohibited Re-Service, and Prohibited Food.

(D) Delete

Delete following subsection:

4.204.14 (A) (B) Vending Machines, Vending Stage Closure.

Delete following subsection:

4-204.19 Can Openers on Vending Machines.

Delete following subsection:

4-204.111 Vending Machines, Automatic Shutoff.

Add new subsection to read as follows:

4-301.13 Drainboards.

Dual drainboards must be integral to warewashing sinks, in addition, UTENSIL racks, or tables large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation shall be provided per necessary UTENSIL holding before cleaning and after SANITIZING.

Add new subsection to read as follows:

4-301.16 Food Prep Sink.

A Food Prep sink that meets the requirements specified in 4-205.10, 5-202.13 and 5-402.11 shall be provided for washing/thawing of foods, and drawing of potable water, to be used for no other purposes.

Delete following subsections:

4-301.12 Manual Warewashing, Sink Compartment Requirements.

(C)(5) Delete

(C)(6) Delete

(D) Delete

Add new subsection to read as follows:

4-302.12 Food Temperature Measuring Devices.

(A) Digital food temperature measuring devices shall be provided and readily accessible for use in ensuring attainment in maintenance of food temperatures as specified under Chapter 3.

Change subsection to read as follows:

4-501.16 Warewashing Sinks, Use Limitation.

(A) A warewashing sink may not be used for handwashing as specified under §2-301.15, or drawing potable water, wash produce, or thaw foods.

Delete following subsections:

4-603.16 Rinsing Procedures.

(C) Delete

(D) Delete

(E) Delete

Change subsection to read as follows:

5-104.12 Alternative Water Supply.

Water meeting the requirements specified under Subparts 5-101, 5-102, and 5- 103 shall be made available for a mobile facility, for a temporary food establishment without a permanent water supply, and for a food establishment with a two-hour interruption of its water supply through:

Change subsections to read as follows:

5-203.11 Handwashing Sinks.

A handwashing sink shall be located within 20 unobstructed feet:

(A) To allow convenient use by employees in food preparation, food dispensing, and warewashing areas; and

(B) In toilet rooms.

Change subsection to read as follows:

6-501.115 Prohibiting Animals.

(A) Except as specified in (B) and (C) of this section, live animals may not be allowed on the premises of a food establishment, unless allowed by variance pursuant to 8-103.10 through 8-103.12 for outdoor decks.

Delete following subsection:

7-202.12 Conditions of Use.

(A) (2) Delete

Add new subsection to read as follows:

8-201.11 When Plans Are Required.

(D) Change of owner.

Delete Chapter 8:

Those food establishments applying for licensure or that are licensed as a bed and breakfast shall comply with the Food Code. However, the exceptions to the Food Code listed in He-P 2308.02 shall also be exceptions to the Food Code as it applies to bed and breakfasts.

Those food establishments applying for licensure or which are licensed as food processing plants or non-exempt homestead food operations shall be exempt from the requirements of the Food Code and shall comply with the requirements in, He-P 2309 and He-P 2311, respectively.

Repeal and replace the contents of Appendix B, Section 46-363 with the content below:

Appendix B- Fee Schedule

Chapter 46 Licenses and Permits

Sec. 46-363 – Food Service Establishment License Procedure and Fees

License Fees

(8) Class 1A: Food Service Establishment with 200 seats or more; retail food store with 4 or more food prep areas - $650

(9) Class 1: Food Service Establishment with seating capacity 100-199 seats; food service establishment with extensive menus; serve raw ingredients (sushi, oysters, etc.), salad bar and/or food buffet; retail stores with 2 to 3 food preparation areas; nursing homes; hospitals; commercial food processing operations processing more than 100,000 packages of food per year - $450

(10) Class 2: Food Service Establishment with 25-99 seats; retail food store with one food prep area; bakeries; food distributors of Time/Temperature Control for Safety (TCS) foods; beverage manufacturers; commissaries; caterer; mobile food unit selling/serving Time/Temperature Control for Safety (TCS); commercial food processing operations processing less than 100,000 packages of food per year - $400

(11) Class 3: Food Service Establishment with 0-24 seats; retail food store-self services and no food prep area; commercial food processing operations of non-Time/Temperature Control for Safety (TCS) bulk foods; bakeries which do not serve Time/Temperature Control for Safety (TCS) food; non- Time/Temperature Control for Safety (TCS) mobile food units; retail markets selling only prepackaged items; bed and breakfast; private clubs; mobile venders, childcare facilities serving Time/Temperature Control for Safety (TCS); farmers market vendor selling/serving Time/Temperature Control for Safety (TCS) food; Wholesalers/distributors Time/Temperature Control for Safety (TCS) food - $300

(12) Class 4: Temporary licenses see Sec. 46-363(e). - Temporary Food Service License Fees - $75

   a. Additional $25 expedite fee for applications received less than 7 days prior to the event.

(13) Class 5: Public schools; private and parochial schools; not for profit organizations not holding a liquor license; governmental facilities that operate more than 4 times in a 28-day period – No Fee

(14) Class 6: Sellers of prepackaged frozen USDA meat or poultry; retail markets selling only non-Time/Temperature Control for Safety (TCS) prepackaged items; non-exempt homestead kitchens; arena/theater concessions selling/serving non- Time/Temperature Control for Safety (TCS) food - $200

Late Fine

(1) License Renewal Applications received after the 10th day of the month following license date of expiration - $75

Sec. 46-369 - Inspections.

The cost of reinspection shall be:

(1) Reinspection fee for failed routine inspection - Classes 1A, 1, and 2 - $200
(2) Reinspection fee for failed routine inspection - Class 3 - $100
(3) Reinspection fee for failed routine inspection – Class 6 - $50

Sec. 46-370 - Approval of plans; fees.

Fees for the mandatory food-service plan review and associated inspection(s) are established in accordance with the following schedule:

a. Major remodeling of existing establishment: $100
b. Remodeling of existing establishments limited to equipment change and minor structural modifications: $50
c. Floor Plan review for a food establishment changing ownership- $75
d. Class 1A new food service establishment - $200
e. Class 1 or 2 new food service establishment - $150
f. Class 3, 4, 5, or 6 new food service establishment - $100.

Jay V. Kahn, Mayor

CITY OF KEENE
NEW HAMPSHIRE

ITEM #I.2.

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Donald Lussier, Public Works Director

Through: Elizabeth Ferland, City Manager

Subject: **Relating to the Installation of Two Stop Signs on Roxbury Street Ordinance O-2026-15**

Recommendation:
That Ordinance O-2026-15 be referred to the Municipal Services, Facilities and Infrastructure Committee.

Attachments:
1. O-2026-15-Relating to the Installation of two Stop Signs on Roxbury Street

Executive Summary:
Ordinance O-2026-15 would establish a four-way stop at the intersection of Roxbury Street, North and South Lincoln Streets to address concerns raised by residents of the East Keene neighborhood. Specifically, the Ordinance adds stops signs on Roxbury Street for eastbound traffic at South Lincoln Street and for westbound traffic at North Lincoln Street.

Background:
The City Council received a petition from residents of the East Keene neighborhood requesting an All-Way stop at the intersection of Roxbury Street with North and South Lincoln. This will be one of several options for improving intersection safety to be reviewed by the MSFI Committee during their next scheduled meeting on September 23, 2026.

2026-376

ORDINANCE

O-2026-15

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

AN ORDINANCE Relating to the Installation of Two Stop Signs on Roxbury Street

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

That the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by adding the bolded underlined text to the provisions of Section 94-321, "Stop Signs" in Division 5, "Specific Street Regulations", in Article IV of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows:

<u>Roxbury Street for eastbound traffic at South Lincoln Street</u>

<u>Roxbury Street for westbound traffic at North Lincoln Street</u>

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Jay V. Kahn, Mayor

ITEM #K.1.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Relating to Fiscal Policies**
Resolution R-2026-34-A

Recommendation:
On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-34-A.

Attachments:
1. R-2026-34-A Relating to Fiscal Policies

Background:
Deputy City Manager Rebecca Landry addressed the Committee next. Ms. Landry stated Resolution 2026-34 was reviewed last week with the Finance Committee and staff created an A version to respond to Councilor Lake's request to establish some criteria for the land use change tax.

Ms. Landry noted staff has added the language to the land use change tax, which is in Section 2 C on page 7 of 14 of the Fiscal Policies (page 12 of the packet). Instead of saying *that the City will cover the difference between any land use change, tax revenue received in the $25,000*, it says *up to a fund balance of $100,000 for that year*. She explained if there were a difference, the City would cover it. If it is over $100,000, the General Fund will not be contributing into the Conservation Fund.It still has the original maximum fund balance not to exceed $500,000. In a year where there is little or no land use change tax, the General Fund will still be making up the difference between the $25,000 and anything received. Ms. Landry went on to say, in a year when there might be a large land sale and a large land use change tax, the General Fund would not be participating.

Councilor Chadbourne asked for comment from the City Assessor.

City Assessor Dan Langille addressed the Committee and explained the land use change tax occurs (one-time penalty or tax) when land comes out of current use. He noted current use is when a property owner has 10 or more acres of undeveloped land. This can be forest, farmland, or wetlands and they can't develop. If they decide to develop it or if it becomes less than 10 acres, then it no longer qualifies for current use.

2026-331

Current use is a reduced fee on the value of the land the State determines. Mr. Langille stated instead of paying thousands of dollars per acre, you could probably be paying hundreds of dollars per acre. Current use is to encourage open space and conservation. Mr. Langille added there is also a one-time penalty of 10% of market value when land is taken off current use. That is what a land use change tax is.

Councilor Chadbourne asked on average does the City go over the $25,000. Mr. Langille stated in the past 10 years it has been zero for several years to $100,000 which was the largest amount in a year. He felt it averages about $20,000 per year but it can be as less as $10,000.

The Councilor asked if it is $20,000 for a year, does $5,000 get taken from the General Fund to reach the 25,000? Mr. Langille agreed and added when the City Manager completes her budget every year, she assumes the General Fund would contribute $25,000 to this fund. Councilor Chadbourne asked about those years when $100,000 is brought in. Mr. Langille stated the first $25,000 would go into the land use fund. 50% of the remainder would go into the General Fund and the balance into the land use change tax fund. The Councilor stated she wanted to make sure it remains as such. Mr. Langille stated it will remain as such until it gets to $100,000 once it is $100,000, the City will no longer be putting any money into the land use change tax. Councilor Chadbourne went on to say her concern is if a big track of land comes up for sale and there is not enough money because Council starts placing these limitations.

Ms. Landry stated she would like to read for the record the A version language to make sure everybody understands it: *Each year, the City shall designate and set aside up to $25,000 for conservation purposes from land use change tax revenues. If annual land use change tax revenues are less than $25,000, only amount actually received shall be designated unless the balance of the Conservation Fund is less than $100,000, in which case the General Fund shall provide the difference necessary to achieve the $25,000 annual designation*. *When annual land use change tax revenues exceed $25,000, an additional amount equal to 50% of the land use change tax revenues in excess of $25,000 shall also be designated for conservation purposes. Expenditures from the fund shall require City Council approval. The balance of the Conservation Fund shall not exceed $500,000.*

Councilor Chadbourne stated the only change is putting a cap on $100,000 which she noted is what she wants to avoid because receiving that amount is very rare. Mr. Langille stated the cap is to make sure that there is at least $100,000 in that fund.

The Councilor stated her concern is if it is more than $100,000, it won't go into the fund. Mr. Langille stated if more than $100,000 is received, $25,000 plus 50% above and beyond would still go into that fund. Mr. Langille stated the goal is to minimize the amount of money being taken from the General Fund to put it into this account.

Ms. Landry explained the original recommendation discussed at the workshop was that the General Fund would no longer make up the difference between the $25,000 and the actual revenue received if it was less than 25,000. The response received from the Finance Committee was that they still wanted the General Fund to contribute if it was needed to get the fund to $100,000. If the fund was under $100,000, everything stays the same. If it is over $100,000, then the General Fund no longer augments the revenue into the Conservation Fund.

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 the adoption of Resolution R-2026-34-A.

R-2026-34-A

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to FISCAL POLICIES

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

WHEREAS: the National Advisory Council on State and Local Budgeting (NACSLB) has developed a comprehensive set of recommended practices on budgeting; and

WHEREAS: one key component of those recommended practices calls for the adoption of fiscal policies by the local legislative body to help frame resource allocation decisions; and

WHEREAS: the Government Finance Officers' Association (GFOA) has endorsed the recommended practice developed by the NACSLB; and

WHEREAS: it is the intent of the City Council, by this resolution, to articulate this financial blueprint as clearly and completely as possible; and

WHEREAS: The City Manager is hereby granted the authority to appoint a designee to temporarily perform the duties and responsibilities of the City Manager in his or her absence; and

WHEREAS: The City Manager will in writing inform the City Council of the temporary appointment including name and dates of appointment; and

WHEREAS: The Deputy City Manager designated by the City Manager shall be vested with all of the powers, rights, duties and responsibilities imposed upon the City Manager by the Charter, State Statute, the City Budget, or by any city ordinance, resolution, agreement, document or other authority; and

NOW, THEREFORE, BE IT RESOLVED that the fiscal policy should be reviewed and adopted by the City Council on an annual basis effective July 1, superseding any prior fiscal policies; and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Keene that its fiscal policies are as follows:

PART 1 – Budgetary Policies

Strategic Governance links both operational and capital budgets to long term goals established by the City's Master Plan and prioritized through the City Council goal's process. Departments prepare budgets with proposed strategies to advance the goals of the Master Plan along with three to five Council priorities which have been stated as outcome focused goals. Budget strategies may involve multiple years of investment above and beyond the City's base budget. This budget strategy is a hybrid of the priority based and the more traditional base budgeting approach. Priority based budgeting helps the city work towards its high level goals and ensures budget dollars are tied to community and council priorities and desired outcomes. The base budgeting approach separates budget items which are supplemental requests from those that are included in the base budget. The base budget is the amount required to maintain the current level of services.

I. Budget

A. The City shall annually adopt and appropriate budgets for the following funds

1. General Fund
2. Parking Fund
3. PC Replacement Fund
4. Solid Waste Fund
5. Sewer Fund
6. Water Fund
7. Equipment Fund
8. Compensated Absences Fund

B. All appropriated budgets shall be balanced.

C. All appropriations for annual operating budgets (exclusive of capital projects) shall lapse at fiscal year-end unless encumbered by a City of Keene purchase order that is recorded in the financial system on or before June 30th of any year, or as authorized by the City Manager in writing, on a case-by-case basis. Those encumbrances shall be reported to the City Council in an informational memorandum by the first week of October each year.

D. All departments are authorized to vary actual departmental spending from line item estimates provided the total departmental budget is not exceeded within each fund; provided, however, that any item specifically eliminated by the City Council during budget approval cannot be purchased from another line item without City Council approval.

E. ~~Outside~~ Social Service Agencies seeking funding from the City shall complete an application substantiating their request, the necessity of the services provided, and financial impact on the City if services were not provided. All applicants shall meet eligibility criteria set by the City and eligible applications shall be reviewed by a committee consisting of at least 2 City Councilors, and representation from Human Services, Finance, ~~Community Development,~~ and Police Departments.

The committee shall put forth a list of ~~Outside~~ Social Service Agencies to the City Manager with recommended funding to be included in the budget.

F. Any unexpended funds in a personnel line related to a vacancy cannot be expended without prior approval from the City Manager and the City Council unless funds are being expended to fill a vacancy, recruiting, or to employ temporary help including professional and contract services. Payments for contracted professional services rendered by temporary employment agencies shall be accounted for from the operating budget of the department. The corresponding budgetary funding shall remain within the personnel budget to ensure proper financial management and transparency.

G. It is the City's policy to permit employees to accumulate earned and unused leave. The City shall maintain an amount equivalent to the total of the earned and unused leave at the close of each fiscal year in a Compensated Absence Fund. All vested earned leave is accrued when incurred and paid to the employee upon separation of employment as specified in the City's then current Employee Handbook and/or current Collective Bargaining Agreements, from the Compensated Absence Fund.

H. A periodic budget status report for each fund will be provided to the City Council.

I. The budget document shall provide multi-year projections of revenues and expenditures/expenses including property taxes and utility (water and sewer) rates.

J. The budget will take into consideration the City's Policies on unassigned Fund Balance projected at the end of June.

K. The City of Keene will contain its General Fund debt service, on a five (5) year average, at or less than twelve percent (12%) of the General Fund operating budget.

L. Upon completion of any project, any residual funds shall be returned to the fund that provided the original appropriation.

M. Property Taxes

1. The City shall limit its property tax revenue increases to a rolling three (3) year average of the Northeast Region ~~New England~~ Consumer Price Index (CPI), as published by U.S. Bureau of Labor Statistics, net of expenditures required by Federal law, State Statute, and debt service payments and capital leases. The Consumer Price Index (CPI) is used to align property tax increases with the overall inflation experienced by its citizens. The objective is to keep the cost of City services as a stable percentage of a taxpayer's overall expenses. The ~~CPI of the~~ Northeast

Region CPI measures the changes in prices of all goods and services purchased by households in Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont, that accurately reflects inflation in the City's region and is reported monthly.

2. Property Tax Credits and Exemptions
   All exemptions and credits will be reviewed with the City Council at least every five (5) years in conjunction with the City revaluation unless there are legislative changes that cause a review to occur on a more frequent basis.

3. The State has chosen to solve its revenue problem by downshifting expenses to the local communities and tapping into the broad based property tax at the local level. Downshifting is an effective strategy for the State; however, it is unsustainable at the local level and would quickly lead to a significant reduction in City services. The City is sensitive to these added expenses to the taxpayers and will attempt to limit the impact; however, as a State expense, the City will pass through the State downshifting to the taxpayers.

II. Capital Improvement Program

A. The City of Keene shall prepare a capital improvement program (CIP) with a span of seven (7) years.

B. The CIP shall be prepared biannually with a review each year during the operating budget cycle.

C. All capital projects or equipment purchases that have an estimated cost of at least $50,000 and an estimated useful life of at least five years will be included in the capital improvement program (CIP) planning process. These projects may include capital asset preservation projects (designed to preserve the functionality and condition of major infrastructure systems and City facilities) with an estimated cost of at least $50,000and which increases the useful life of the asset by at least five years.

D. The CIP shall include all expenditure and funding activity anticipated from any capital reserve fund, including those activities less than $50,000.

E. The CIP shall contain revenue projections and rate impacts that support estimated operating costs as well as the proposed capital program. Expenditures included in each year of the CIP (operations, debt service and capital) will be equal to estimated revenue available to finance proposed activity in each year of the CIP. Cost and revenue estimates in projected years will be presented for planning purposes, and are based upon the then current best available information.

F. City departments will prepare project funding requests for capital projects as instructed by the City Manager.

G. CIP Funding Methodology

1. Whenever possible, CIP projects will be funded with available resources, examples of which are current revenues, grants, donations, and reserves, but not debt.

2. Appropriate uses of debt include projects such as:
   a. One-time nonrecurring investments (e.g. the construction of a new asset, or the expansion or adaptation of an existing asset) to provide added service delivery capacity or to meet changing community needs.
   b. Projects necessary due to regulatory requirements (e.g. water treatment plant expansion due to EPA permit changes) when resources other than debt are not available.
   c. Projects necessary due to asset or system operational failure or obsolescence when resources other than debt are not available.

H. The CIP shall be reviewed by the Finance, Organization and Personnel Committee and the Planning Board.

I. The CIP will be the subject of a public hearing before adoption.

J. The adopted Capital Improvement Program provides a starting point for inclusion in the City Manager's annual Operating Budget preparation.~~funding requests in the first year of the adopted CIP will be included in the next annual budget document. The City Manager after review will include the second year funding request in the subsequent budget document.~~

K. Upon project closeout ~~completion~~, any residual funds shall be returned to the fund that provided the original appropriation unless otherwise directed by the City Council.

L. Project Transfer Requests

1. Memorandums shall be presented to City Council for transfer request approval by majority vote for projects:
   a. Within the same fund and
   b. Not funded with bond proceeds/debt and/or
   c. Have prior authorization to expend capital reserve funds and is within the purpose of the capital reserve.

2. Resolutions shall be presented to City Council for transfer request adoption by 2/3 majority vote for projects:
    a. Within the same fund and
    b. Funded with bond/debt proceeds and/or
    c. Funded with a new capital reserve appropriation.

PART 2 – Financial Policies

I. Fund Structure

A. All funds are intended to be self-supporting, with no subsidies from one fund to another required for operations or capital outlay.

B. The City will continue to conduct its financial activities through the use of the following funds:

1. Governmental Funds

    a. General Fund – shall be used to account for those governmental activities that are not recorded in one of the other City Funds.

    b. Special Revenue Funds - shall be used to account for funds that must be used for a specific purpose.
        i. Special Revenue Fund – shall be used for those activities that are funded in part or in whole by contributions from other entities.
        ii. Parking Fund – shall be used to account for the operations, maintenance and capital outlay needs of the municipal parking areas.
        iii. Solid Waste Fund – shall be used to account for the activities of the transfer and recycling operations and for post-closure costs associated with the landfill.
        iv. Compensated Absences Fund – shall be used to recognize, measure and disclose requirements for compensated absences. A liability for compensated absences is recognized for unused leave and leave that has been used but not yet paid or settled in accordance with GASB 101.

    c. Capital Funds
        i. Capital Project Fund – shall be used to account for the capital projects funded by any of the governmental funds excluding the Sewer Fund and the Water Fund.
        ii. Sewer Capital Project Fund – shall be used to account for the capital projects funded by the Sewer Fund.

iii. Water Capital Project Fund – shall be used to account for the capital projects funded by the Water Fund.

iv. Equipment Capital Project Fund – shall be used to account for the capital projects/assets funded by the Equipment Fund.

2. Proprietary Funds

   a. Enterprise Funds

      i. Sewer Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the sewer collection and treatment systems.

      ii. Water Fund – shall be used to account for the operations, maintenance, and capital outlay needs of the water treatment and distribution systems.

3. Internal Service Funds

   a. PC Replacement Fund – shall be used to account for the on-going replacement of PC's, peripherals, and related software utilized by all City departments.

   b. Equipment Fund - shall be used to account for the operations, maintenance, and capital outlay needs of fleet services.

II. Revenues

A. One-Time Revenues
One-time revenues will only be applied toward one-time expenditures; they will not be used to finance on-going programs or services. On-going revenues should be equal to, or greater than, on-going expenditures.

B. Diversity
The City will diversify its revenues by maximizing the use of non- property tax revenues such as payments in lieu of taxes, and user fees and charges.

C. Designation of Revenues

1. Each year, the City shall designate and set aside up to $25,000 for conservation purposes from Land Use Change Tax (LUCT) revenues.~~, funded through the allocation of the Land Use Change Tax (LUCT).~~ If ~~the prior years'~~annual LUCT revenues are less than $25,000, only the amount actually received shall be designated, unless the balance of the Conservation Fund is less than $100,000, in which case the General Fund shall provide the difference necessary to achieve the $25,000 annual designation. When annual LUCT revenues exceed $25,000, an

additional amount equal to fifty percent (50%) of the LUCT revenues in excess of $25,000 shall also be designated for conservation purposes. Expenditures from the fund shall require City Council approval. The balance of the Conservation Fund shall not exceed $500,000.~~the General Fund will provide the difference from general revenues to ensure an annual contribution of $25,000~~. ~~Additionally, in the years when the LUCT revenues exceed $25,000, fifty percent (50%) of the amount over $25,000 will be designated for conservation purposes, with the total annual designation not to exceed $100,000. Expenditure of funds to be made upon approval of the City Council. Balance of said sum not to exceed $500,000.~~

2. Direct reimbursements from other entities shall be used to offset the appropriate City expense.

3. Except for the provisions stated above, or as provided otherwise by Federal, State law, or by local Code of Ordinances, no unanticipated revenues shall be designated for a specific purpose(s) unless accepted and directed by the City Council.

III. Fees and Charges

A. Certain services provided by the City of Keene will be assigned a fee or charge for the users of the service, dependent upon how the community benefits from the provision of those services.

1. In the case of general governmental services (such as fire protection, law enforcement, or general street maintenance) there will be no user fee or charge assessed.

2. In the event that the service benefits a finite and definable sector of the community, then that group will be assessed a fee or charge for provision of the service.

B. Cost Recovery Standard for Fees and Charges
Cost recovery should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and when permitted organization-wide support costs (e.g. accounting, human resources, data processing, insurance, vehicle maintenance, and regulatory and enforcement costs).

C. Exceptions to Cost Recovery Standard for Fees and Charges

1. Fees and Charges may be set at something less than full cost recovery when:

a. A high level of cost recovery will negatively impact the delivery of service to low-income groups.
b. Collecting the fees and charges is not cost effective.
c. There is no intended relationship between the amount paid and the benefit received (e.g. social service programs).
d. There is no intent to limit the use of the service (e.g. access to parks and playgrounds).
e. Collecting the fees would discourage compliance with regulatory requirements and adherence to said requirements is self-identified, and as such, failure to comply would not be readily detected by the City of Keene.

2. Fees and Charges will be set at, or above, full cost recovery when:
   a. The service is also provided, or could be provided, by the private sector.
   b. The use of the service is discouraged (e.g. fire or police responses to false alarms).
   c. The service is regulatory in nature and voluntary compliance is not expected (e.g. building permits, plans review, subdivisions).
   d. When the fee or charge for the use of City property or resources is incurred by a commercial entity.

3. Ambulance
   a. Service fees shall be set consistent with the maximum allowed according to current New Hampshire state law regarding ambulance billing rates and limits. ~~at two hundred fifty percent (250%) above the Medicare-determined usual and customary charge.~~
   b. A fee will be implemented for those instances when responses that involve the use of drugs or specialized services are provided but there is no transport.
   c. There will be no charge for responses determined by the Fire Department to be "public assists."

D. The method of assessing and collecting fees should be made as simple as possible in order to reduce the administrative and support costs of collection.

E. The City will periodically utilize the services of a collection agency when all other reasonable efforts to collect fees and fines have been exhausted; fees for such services to be paid from amounts collected.

F. Rate structures should be sensitive to the market price for comparable services in the private sector or other public sector entities.

G. Fees and charges shall be adopted by the City Council when required.

H. Fees and charges shall be reviewed annually as part of the Operating Budget process.~~in accordance with a schedule developed by the City Manager that has each fee reviewed biannually.~~ Recommended changes will be reviewed and approved by the City Council when required.

IV. Bonded Debt

A. The City of Keene will periodically incur debt to finance capital projects. All issuances of debt are subject to State of New Hampshire Statutes, including but not limited to RSA 33, 33B, 34, and 162K.

B. Debt may be issued to fund projects with a public purpose of a lasting nature or as otherwise allowed by State law.

C. Debt will not be issued to provide for the payment of expenses for current maintenance and operation except as otherwise provided by law.

D. The City of Keene shall not incur debt that exceeds any limits set by State law.

E. All bonds shall be authorized by resolution of the City Council and require a two-thirds (2/3) vote.

F. The City of Keene may use the services of bond counsel and a financial advisor, if required, to assist in preparing for and executing the sale of bonds.

G. The City of Keene issues bonds including but not limited to:

1. General Obligation Bonds – repayment is backed by the full taxing power of the City of Keene.

2. Tax Increment Financing Bonds – repayment is first backed by the revenue stream generated by increased revenues created within an established Tax Increment Financing District. To the extent that the increased revenues created within the district are not adequate, the repayment of the bonds would then be backed by the full taxing power of the City of Keene.

3. Refunding Bonds – these bonds are issued to refinance outstanding bonds before their term in order to either remove restrictions on the original bonds and/or to take advantage of lower interest rates. Repayment is backed by the full taxing power of the City of Keene.

H. Competitive sale or New Hampshire Municipal Bond Bank are the preferred methods of sale; however, negotiated sales may occur for a current or advance refunding, or for other appropriate reasons.

I. Term

1. Debt will be incurred only for projects with a useful life of at least seven (7) years.

2. The term of any debt incurred by the City shall be limited to no greater than the expected useful life of the improvement or capital asset.

V. Other Sources

A. To the extent they are available, the City of Keene will consider on a case-by-case basis, the use of other financing mechanisms including but not limited to:

1. Capital leases.

2. State programs (e.g. State Revolving Fund Loan programs).

B. To the extent they are available, the City of Keene will actively pursue other funding sources including but not limited to:

1. Grants that reduce the City's initial investment in project/improvement.

2. Grants that contribute to the on-going debt service for city project(s).

3. Other financing tools such as tax credits that leverage the City's initial investment in a project.

4. Public-private partnerships.

5. Unanticipated revenues. These sources will be evaluated for placement and designated as committed fund balance for advancing budgetary policies related to bonded debt, capital outlay or property taxes.

VI. Asset Management Programs

A. The City may develop, implement, and refine asset management programs (defined as an integrated business approach involving planning, engineering, finance, facilities management, utilities, technology and operations to effectively manage existing and new facilities and infrastructure to maximize benefits, manage cost, reduce risk, and provide satisfactory levels of service to community users in a socially, environmentally, and economically sustainable manner). The asset management should contain at least the following elements:

1. Periodic inventories and assessment of the physical condition of City capital assets and infrastructure.

2. Establishment of condition and functional standards for various types of asset.

3. Criteria to evaluate infrastructure and facility assets and set priorities.

4. Financing policies to maintain a condition assessment system(s) and promote sufficient funding for capital asset preservation, repair, and maintenance.

5. Monitoring and development of periodic plain language status reports on the various components of the City's capital assets and infrastructure.

VII. Fund Balance Classification Policies and Procedures

A. Fund Balance
Fund balance represents the difference between current assets and liabilities and shall be comprised of non-spendable, restricted, committed, assigned, and unassigned amounts defined as follows:

1. Non-spendable fund balance - includes amounts that are not in spendable form such as inventory or prepaid expenses or are required to be maintained intact such as perpetual care or the principal of an endowment fund.

2. Restricted fund balance - includes amounts that can only be spent for specific purposes stipulated by external resource providers such as grantors or, as in the case of special revenue funds, as established through enabling legislation.

3. Committed fund balance - includes amounts that can be reported and expended as a result of motions passed by the highest decision making authority - the City Council.

4. Assigned fund balance - includes amounts to be used for specific purposes including encumbrances and authorized carry forwards or fund balance to be used in the subsequent fiscal year.

5. Unassigned fund balance - includes amounts that are not obligated or specifically designated, and is available in future periods.

B. Spending Prioritization
When an expenditure is incurred that would qualify for payment from multiple fund balance types, the City uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

C. Net Assets

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, laws or regulations, or other governments. All other net assets are reported as unrestricted.

VIII. Stabilization Funds

A. Unassigned Fund Balance

That portion of available funds within each fund that can be used to offset emergency expenditures, a downturn in collection of significant revenues, or other unforeseen events.

1. Unassigned fund balance for the General Fund will be maintained at an amount between seven percent (7%) and seventeen percent (17%) of the sum of the total of the General Fund annual operating budget and the property tax commitment for the school (both local and State) and the county.

2. Unrestricted fund balance, excluding capital reserves, for the enterprise funds should be maintained at an amount between the equivalent of 180 days to 365 days of the annual operating budget for that fund.

3. Unassigned/unrestricted fund balance for all remaining budgeted funds should be maintained at amounts sufficient to provide for estimated expenditures.~~an amount between seven percent (7%) and seventeen percent (17%) of the annual operating budget for that fund.~~

~~Self-Funded Health Insurance~~

~~The City shall retain funds for its self-funded health insurance program. The intended purposes for these funds are to provide a measure to smooth rate fluctuations, to accommodate an unforeseen increase in claims, and to provide financial protection from run-out costs in the event the City moves toward a fully insured plan. The amount retained shall not exceed three (3) months of estimated claim costs.~~

B. Capital Reserves

The City utilizes capital reserves, classified as committed funds, established under State of New Hampshire law, and invested by the Trustees of Trust Funds, for several purposes that include the construction, reconstruction, or acquisition of a specific capital improvement, or the acquisition of a specific item or of specific items of equipment, or other purposes identified in NH RSA 34, relating to

Capital Reserve Funds for Cities.

C. Expendable Trust Funds
The City Council may create and fund through annual operating budget appropriations, various expendable trust funds as it deems necessary for the maintenance and operation of the City; and any other public purpose that is not foreign to the City's institution or incompatible with the objects of its organization. The trust funds will be administered by the Trustees of the Trust Funds.

D. Revolving Funds
The City Council may authorize the establishment and use of revolving funds as it deems necessary. The purpose of the funds and source of revenues will be determined at the time of creation. Monies in the revolving fund shall be allowed to accumulate from year to year and shall not be considered a part of the City's general surplus.

IX. Deposits of Funds in Custody of City Treasurer

A. Objectives (in priority order):

1. Safety – the safety of principal is the foremost objective.
2. Liquidity – investments shall remain sufficiently liquid to meet the operational cash needs of the City of Keene.
3. Yield – taking into account the priority objectives of safety of principal and liquidity, a market rate of return.

B. Authorized Investments

1. US Treasury obligations.
2. US government agency and instrumentality obligations.
3. Repurchase agreements with New Hampshire Banks acting as principal or agent, collateralized by US Treasury/Agency obligations.
4. Certificates of Deposits in New Hampshire Banks (collateralized).
5. New Hampshire Public Deposit Investment Pool.
6. Certificate of Deposit Account Registry Service (CDARS).

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Jay V. Kahn, Mayor

ITEM #K.2.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Finance, Organization and Personnel Committee, Standing Committee

Through:

Subject: **Relating to the Appropriation of Wastewater Treatment Plant Capital Reserve Funds to the Wastewater Treatment Plant HVAC Replacement Project**
Resolution R-2026-36

Recommendation:
On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-36.

Attachments:
1. R-2026-36 Relating to Appropriation of WWTP Capital Reserve Funds_referral

Background:
Utilities Maintenance Manager, Christian Tarr addressed the Committee and stated this item is in reference to Resolution R-2026-36 to appropriate $32,000 from the Wastewater Capital Reserve Fund to the Wastewater Treatment HVAC Replacement Project. He explained in January of 2026, the City contracted with Precision Temperature Controls to replace an HVAC system at the Wastewater Plant. When the work started, the contractor found a multitude of other issues that need to be addressed. Staff feels it would be cost-effective to address all those issues under this one project. The contractor found unbalanced pH, which causes corrosion in some of the copper equipment. Part of this work would replace 500 gallons of glycol for the system, which would involve a filter and associated piping for the filtration system to keep it clean. The work would also consist of replacing ten valves in the heating system, which were also failing.

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

On a vote of 4 to 0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2026-36.

2026-344

R-2026-36

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to the Appropriation of Wastewater Treatment Plant Capital Reserve Funds to the Wastewater Treatment Plant HVAC Replacement Project

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

That the sum of $32,000 from the Wastewater Treatment Plant Capital Reserve Fund be appropriated to the Wastewater Treatment Plant HVAC Replacement Project (32JW004A).

Jay V. Kahn, Mayor

In City July 16, 2026.
Referred to the Finance, Organization and Personnel Committee.
Cessi Wood
City Clerk

ITEM #K.3.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Donald Lussier, Public Works Director

Through: Elizabeth Ferland, City Manager

Subject: **Relating to the Alteration of Thompson Road**
Resolution R-2026-37

Recommendation:
Recommend that the Mayor schedule a Site Visit and a Public Hearing to be on September 17, 2026, and that following the public hearing Resolution R-2026-37 be referred to the Municipal Services, Facilities & Infrastructure Committee and the Planning Board for their review and consideration.

Attachments:
1. PETITION TO ALTER THE LAYOUT OF THOMPSON ROAD
2. R-2026-37 Relating to the Alteration of Thompson Road
3. Return of Alteration of the Thomson Road Layout
4. Thompson Road Boundary Plan

Background:
As a result of the recently completed Thompson Road Stabilization project, it was determined that the traveled path of Thompson Road did not fully align with the Right-of-Way as it was originally laid out by the City Council. In two locations, the paved portion of the road actually encroached onto the abutting properties. In addition, the construction of retaining walls as part of the stabilization project required additional right-of-way width.

The proposed alteration will add a total of 5,098 square feet (+/-) to the public right-of-way and will incorporate all public infrastructure into the layout.

2026-333

PETITION TO ALTER THE LAYOUT OF THOMPSON ROAD

To: Mayor Jay Kahn and the Keene City Council

Your Petitioner, Donald R. Lussier, P.E., Public Works Director, respectfully petitions the Keene City Council to alter the layout Thompson Road, a Class V highway located in the City of Keene, Cheshire County, New Hampshire, and represents as follows:

1. For the accommodation and convenience of the traveling public, there is occasion for the alteration of the historic layout of Thompson Road.

2. Thompson Road is a public highway in the southeast corner of Keene, running from State Route 101 to the home formerly occupied by Aaron Thompson. The original date for the layout of the road is unclear from City records, however, the road was re-surveyed in 1836 and recorded in the City Clerk's Highway Records in Volume 1, Page. 43.

3. Thompson Road, as originally laid out, is 2 Rods (33 feet) in width and 100 Rods (1650 feet) in length.

4. In the spring of 2024, as the City was preparing to construct the Thompson Road Stabilization Project, it was determined that the historically traveled roadway did not align with the highway laid out by the City. In two locations, the paved portion of the roadway encroached on the abutting parcels. In addition, since the reconstruction entailed building retaining walls, additional right-of-way width was required.

5. It is therefore requested to alter the layout by adding two strips of land to the City's Right-of-Way, affecting a total of three parcels:

    a. Tract No. 1: a strip of land encompassing 1,795 square feet (+/-) of Tax Map Parcel No. 241-094
    b. Tract No. 2: a strip of land encompassing 699 square feet (+/-) of Tax Map Parcel No. 241-095
    c. Tract No. 3: a strip of land, contiguous with Tract No. 2, encompassing 2,604 square feet (+/-) of Tax Map Parcel No. 241-096

6. The Petitioner is also requesting a waiver of Article 23.2.1 of the City of Keene Land Development Code to allow for the conveyance of a highway easement rather than fee-simple title to the land to be added to the Right-of-Way. The City does not possess fee for land underlying Thompson Road as currently laid out and there is little benefit for the City to own two small, noncontiguous strips of land.

CITY OF KEENE
PUBLIC WORKS DEPARTMENT
350 Marlboro Street
Keene, NH 03431
(603) 352-6550
KeeneNH.gov

WHEREFORE, your Petitioner respectfully requests that:

I. The City Council, in accordance with the provisions of New Hampshire RSA 231:9-12, conduct a public hearing on the proposed alteration of Thompson Road; and,

II. The City Council vote to alter the layout of Thompson Road by adding the following tracts of land to the historic layout:

<u>Tract No. 1</u>

A certain tract of land situated in Keene, Cheshire County, New Hampshire, bounded and described as follows:

> Beginning at a point on the westerly line of Thompson Road, said point being the southernmost point on Tax Map Parcel No. 241-094 and the easternmost point on Tax Map Parcel No. 241-093;
>
> Thence N 26°12’26” E along the westerly line of said Thompson Road for a distance of 252.16 feet to a point, said point being a 5/8” diameter iron rod, set flush with the surrounding pavement;
>
> Thence S 28°38’17” W for a distance of 34.87 feet to a point said point being a 5/8” diameter iron rod, set flush with the surrounding earth;
>
> Thence along a curve to the left whose chord bearing is S 26°21’35”W and whose radius is 694.63 feet for a distance of 135.86 feet to a point;
>
> Thence S 20°45’24” W for a distance of 82.83 feet to the place of beginning.

Containing one thousand seven hundred ninety five (1,795) square feet, more or less.

Said tract is depicted as “Proposed ROW Taking #1” on a plan entitled “Thompson Road, Keene N.H., Right of Way Boundary Plan, Land Located along the Branch River”, prepared for the City of Keene by Bailey Associates, dated 3/21/2025, to be recorded at the Cheshire County Registry of Deeds.

<u>Tract No. 2</u>

A certain tract of land situated in Keene, Cheshire County, New Hampshire, bounded and described as follows:

> Beginning at a point on the westerly line of Thompson Road, said point being a 1” diameter iron pipe set 0.6 feet above the surrounding earth, marking the southernmost point on Tax Map Parcel No. 241-095 and the easternmost point on Tax Map Parcel No. 241-094;

Thence N 44°12’34”E along the westerly line of said Thompson Road for a distance of 115.38 feet to a point;

Thence N 47°28’44” W for a distance of 11.01 feet to a point;

Thence S 39°17’58” W for a distance of 115.48 feet to the place of beginning.

Containing six hundred ninety-nine (699) square feet, more or less.

Said tract is depicted as “Proposed ROW Taking #2” on the aforementioned plan.

<u>Tract No. 3</u>

A certain tract of land situated in Keene, Cheshire County, New Hampshire, bounded and described as follows:

Beginning at a point on the westerly line of Thompson Road, said point being the northeastern most point on Tax Map Parcel No. 241-096;

Thence S 44°12’34” W along the westerly line of said Thompson Road for a distance of 226.92 feet to a point;

Thence N 47°28’44” W for a distance of 11.01 feet to a point;

Thence N 39°17’58” E for a distance of 29.87 feet to a point;

Thence along a curve to the right whose chord bearing is N 46°18’27” E and whose radius is 600 feet for a distance of 146.78 feet to a point;

Thence N 53°18’56” E for a distance of 51.82 feet to the place of beginning.

Containing two thousand six hundred four (2,604) square feet, more or less.

Said tract is depicted as “Proposed ROW Taking #3” on the aforementioned plan.

III. The City Council vote to grant a waiver to the requirements of Article 23.2.1 of the Land Development Code, requiring a warranty deed conveying fee title; and,

IV. The City Council authorize the City Manager to accept and record deeds for highway easements across the above-described tracts of land from the current property owners, with the final form and content of said easements to be subject to the review and approval of the City Attorney.

V. That the City Council authorize the City Manager to pay damages to the owners of the aforementioned tracts as follows;

a. <u>Tract #1</u> – Seven Thousand Eight Hundred Forty-One Dollars and Thirty Cents ($7,841.30)

b. <u>Tract #2</u> – One Thousand Ninety Dollars and Forty-Four Cents ($1,090.44)

c. <u>Tract #3</u> – Four Thousand Sixty-Two Dollars and Twenty-Four Cents ($4,062.24)

Respectfully Submitted this 4^{TH} day of August, 2026

Donald R. Lussier, P.E.
Public Works Director

R-2026-37

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to the Alteration of Thompson Road

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

WHEREAS: Thompson Road is a public highway in the City of Keene; and

WHEREAS: There is now occasion to alter the location of Thompson Road by widening the existing Right-of-Way to accommodate the historically traveled roadway plus improvements constructed as part of the City's Thompson Road Stabilization Project;

NOW THEREFORE BE IT RESOLVED:

That the Keene City Council hereby accepts the following tracts of land, identified as "Proposed ROW Taking #1, #2 & #3" on a plan entitled "Thompson Road, Keene N.H., Right of Way Boundary Plan, Land Located along the Branch River", prepared for the City of Keene by Bailey Associates, dated 3/21/2025, to be recorded at the Cheshire County Registry of Deeds.

Tract No. 1

A certain tract of land situated in Keene, Cheshire County, New Hampshire, bounded and described as follows:

Beginning at a point on the westerly line of Thompson Road, said point being the southernmost point on Tax Map Parcel No. 241-094 and the easternmost point on Tax Map Parcel No. 241-093;

Thence N 26°12'26" E along the westerly line of said Thompson Road for a distance of 252.16 feet to a point, said point being a 5/8" diameter iron rod, set flush with the surrounding pavement;

Thence S 28°38'17" W for a distance of 34.87 feet to a point said point being a 5/8" diameter iron rod, set flush with the surrounding earth;

Thence along a curve to the left whose chord bearing is S 26°21'35"W and whose radius is 694.63 feet for a distance of 135.86 feet to a point;

Thence S 20°45'24" W for a distance of 82.83 feet to the place of beginning.

Containing one thousand seven hundred ninety-five (1,795) square feet, more or less.

Said tract is depicted as "Proposed ROW Taking #1" on the aforementioned plan.

<u>Tract No. 2</u>

A certain tract of land situated in Keene, Cheshire County, New Hampshire, bounded and described as follows:

> Beginning at a point on the westerly line of Thompson Road, said point being a 1" diameter iron pipe set 0.6 feet above the surrounding earth, marking the southernmost point on Tax Map Parcel No. 241-095 and the easternmost point on Tax Map Parcel No. 241-094;
>
> Thence N 44°12'34"E along the westerly line of said Thompson Road for a distance of 115.38 feet to a point;
>
> Thence N 47°28'44" W for a distance of 11.01 feet to a point;
>
> Thence S 39°17'58" W for a distance of 115.48 feet to the place of beginning.

Containing six hundred ninety-nine (699) square feet, more or less.

Said tract is depicted as "Proposed ROW Taking #2" on the aforementioned plan.

<u>Tract No. 3</u>

A certain tract of land situated in Keene, Cheshire County, New Hampshire, bounded and described as follows:

> Beginning at a point on the westerly line of Thompson Road, said point being the northeastern most point on Tax Map Parcel No. 241-096;
>
> Thence S 44°12'34" W along the westerly line of said Thompson Road for a distance of 226.92 feet to a point;
>
> Thence N 47°28'44" W for a distance of 11.01 feet to a point;
>
> Thence N 39°17'58" E for a distance of 29.87 feet to a point;
>
> Thence along a curve to the right whose chord bearing is N 46°18'27" E and whose radius is 600 feet for a distance of 146.78 feet to a point;
>
> Thence N 53°18'56" E for a distance of 51.82 feet to the place of beginning.

Containing two thousand six hundred four (2,604) square feet, more or less.

Said tract is depicted as "Proposed ROW Taking #3" on the aforementioned plan.

BE IT FURTHER RESOLVED:

That the Petitioner's request for a waiver to the requirements of Article 23.2.1 of the Land Development Code to allow conveyance of an easement for highway purposes rather than fee title is hereby granted.

BE IT FURTHER RESOLVED:

That the City Manager be, and hereby is, authorized to accept and record deeds for highway easements across the above-described tracts of land from the current property owners, with the final form and content of said easements to be subject to the review and approval of the City Attorney.

BE IT FURTHER RESOLVED:

That the City Manager be, and hereby is, authorized to pay damages to the owners of the aforementioned tracts as follows;

a. Tract #1 – Seven Thousand Eight Hundred Forty-One Dollars and Thirty Cents ($7,841.30)

b. Tract #2 – One Thousand Ninety Dollars and Forty-Four Cents ($1,090.44)

c. Tract #3 – Four Thousand Sixty-Two Dollars and Twenty-Four Cents ($4,062.24)

____

Jay V. Kahn, Mayor

CITY OF KEENE
NEW HAMPSHIRE

RETURN OF ALTERATION OF THE THOMPSON ROAD LAYOUT

A petition requesting the alteration of the Thompson Road Layou having come before the Keene City Council, and their having considered the same, all parties having been heard and the owners of land over which such highway shall pass having agreed to accept compensation and waive their right to any additional damages, it is hearby ordered and adjudged that:

I. Public exigency and convenience require that a highway be and the same hereby is laid out, taken and appropriated over three tracts of land situated in the City of Keene, Cheshire County, New Hampshire. Said tracts are more particularly bounded and described as follows:

<u>Tract No. 1</u>

A certain tract of land situated in Keene, Cheshire County, New Hampshire, bounded and described as follows:

Beginning at a point on the westerly line of Thompson Road, said point being the southernmost point on Tax Map Parcel No. 241-094 and the easternmost point on Tax Map Parcel No. 241-093;

Thence N 26°12'26" E along the westerly line of said Thompson Road for a distance of 252.16 feet to a point, said point being a 5/8" diameter iron rod, set flush with the surrounding pavement;

Thence S 28°38'17" W for a distance of 34.87 feet to a point said point being a 5/8" diameter iron rod, set flush with the surrounding earth;

Thence along a curve to the left whose chord bearing is S 26°21'35"W and whose radius is 694.63 feet for a distance of 135.86 feet to a point;

Thence S 20°45'24" W for a distance of 82.83 feet to the place of beginning.

Containing one thousand seven hundred ninety five (1,795) square feet, more or less.

Said tract is depicted as "Proposed ROW Taking #1" on a plan entitled "Thompson Road, Keene N.H., Right of Way Boundary Plan, Land Located along the Branch River", prepared for the City of Keene by Bailey Associates, dated 3/21/2025, to be recorded at the Cheshire County Registry of Deeds.

Tract No. 2

A certain tract of land situated in Keene, Cheshire County, New Hampshire, bounded and described as follows:

> Beginning at a point on the westerly line of Thompson Road, said point being a 1" diameter iron pipe set 0.6 feet above the surrounding earth, marking the southernmost point on Tax Map Parcel No. 241-095 and the easternmost point on Tax Map Parcel No. 241-094;
>
> Thence N 44°12'34"E along the westerly line of said Thompson Road for a distance of 115.38 feet to a point;
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> Thence S 39°17'58" W for a distance of 115.48 feet to the place of beginning.

Containing six hundred ninety-nine (699) square feet, more or less.

Said tract is depicted as "Proposed ROW Taking #2" on the aforementioned plan.

Tract No. 3

A certain tract of land situated in Keene, Cheshire County, New Hampshire, bounded and described as follows:

> Beginning at a point on the westerly line of Thompson Road, said point being the northeastern most point on Tax Map Parcel No. 241-096;
>
> Thence S 44°12'34" W along the westerly line of said Thompson Road for a distance of 226.92 feet to a point;
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> Thence N 47°28'44" W for a distance of 11.01 feet to a point;
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> Thence N 39°17'58" E for a distance of 29.87 feet to a point;
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> Thence along a curve to the right whose chord bearing is N 46°18'27" E and whose radius is 600 feet for a distance of 146.78 feet to a point;
>
> Thence N 53°18'56" E for a distance of 51.82 feet to the place of beginning.

Containing two thousand six hundred four (2,604) square feet, more or less.

Said tract is depicted as "Proposed ROW Taking #3" on the aforementioned plan.

II. The City Council finds that there is occasion and necessity for such layout.

III. The tracts of land hereby laid out shall be added to and become part of the Thompson Road Right-of-Way.

IV. These findings and orders shall be recorded in the office of the Keene City Clerk.

Jay V. Kahn, Mayor

Date

Approved as to Description:

Bryan Ruoff, P.E.
City Engineer

Approved as to Form:

Amanda Palmiera
City Attorney

SURVEY DATUM

THIS SURVEY IS ORIENTED TO N.H. STATE PLANE GRID NORTH AS DETERMINED BY UTILIZING BAD ELF "FLEX 5600" DUAL FREQUENCY GNSS (GPS, GLONASS, GALELIO & BEIDOU) RECEIVERS, RTK, VIRTUAL NETWORK METHODS. OBSERVATIONS WERE TAKEN ON 11/21/2022
VERTICAL DATUM: NAVD 88 UTILIZING (GEOID 18).
HORIZONTAL DATUM: NAD83(2011) MULTI-YEAR CORS SOLUTION 2 (MYCS2) EPOCH = 2010.000
BEGIN DATE = 01/01/2020.
REFERENCE FRAME: ITRF2014

THOMPSON ROAD RIGHT OF WAY TAKINGS

PROPOSED RIGHT-OF-WAY TAKING #1
FOR TAX MAP 241 LOT 94
(17 THOMPSON ROAD)

ROW PARCEL SEGMENTS TABLE

ID	Length	Bearing	Curve Radius
C1	135.86	Chrd Brg:S26°21'35"W	694.63
L1	82.83	S20° 45' 24"W	
L2	252.16	N26° 12' 26"E	
L3	34.87	S38° 38' 17"W	

ROW TAKING #1: 1,795 S.F.

PROPOSED RIGHT-OF-WAY TAKING #2
FOR TAX MAP 241 LOT 95
(27 THOMPSON ROAD)

ROW PARCEL SEGMENTS TABLE

ID	Length	Bearing
L4	115.48	S39° 17' 58"W
L5	115.38	N44° 12' 34"E
L6	11.01	N47° 28' 44"W

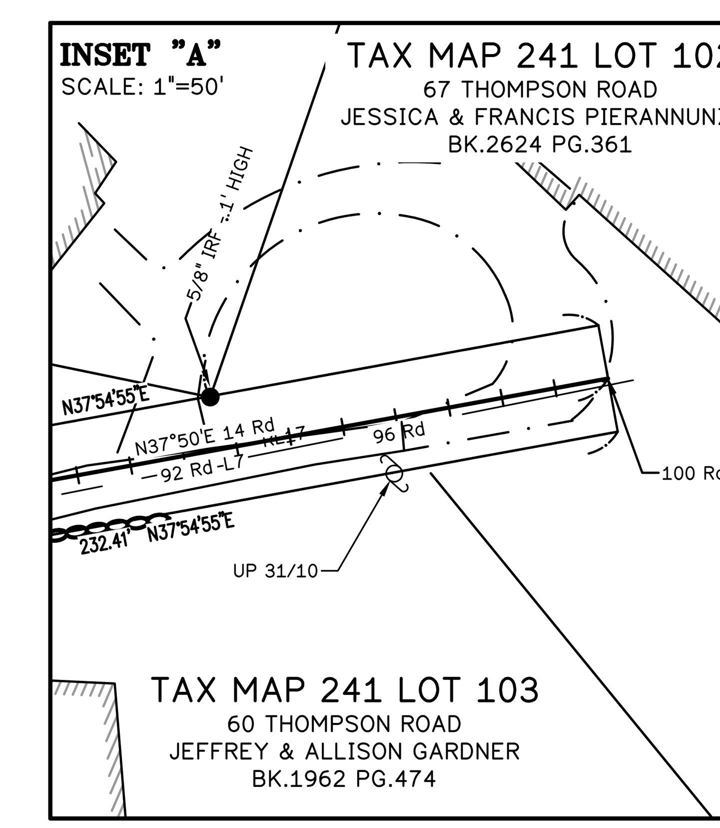
ROW TAKING #2: 699 S.F.

PROPOSED RIGHT-OF-WAY TAKING #3
FOR TAX MAP 241 LOT 96
(27 THOMPSON ROAD)

ROW PARCEL SEGMENTS TABLE

ID	Length	Bearing	Curve Radius
C10	146.78	Chrd Brg:N46°18'27"E	600.00
L6	11.01	N47° 28' 44"W	
L7	29.87	N39° 17' 58"E	
L8	51.82	N53° 18' 56"E	
L9	226.92	S44° 12' 34"W	

ROW TAKING #3: 2,604 S.F.



MULTIPLE SHEET RECORDABLE ROW PLAN

THIS PLANSET CONTAINS A TOTAL OF 8 SHEETS. SHEET NUMBER 8 IS RECORDED AT THE CHESHIRE COUNTY REGISTRY OF DEEDS. THE REMAINING SHEETS ARE ON FILE AT THE CITY OF KEENE DEPARTMENT OF PUBLIC WORKS, WHICH IN ITS ENTIRETY, CONSTITUTE THE SITE PLAN AS APPROVED BY THE PLANNING BOARD.

GENERAL NOTES

1. THE PURPOSE OF THIS PLAN IS TO SHOW THE RIGHT OF WAY OF THOMPSON ROAD, ACCORDING TO CITY OF KEENE HIGHWAY BOOK #1, RETURN OF LAYOUT AS DESCRIBED AS BEING 2 RODS IN WIDTH, 100 RODS IN LENGTH, AND DESCRIBED BY NON-CURVILINEAR POINTS OF INTERSECTION AND DISTANCES ONLY. THE ORIGINAL RIGHT OF WAY IS SHOWN AS A CENTERLINE USING RODS AS THE UNIT LENGTH.
2. IN ADDITION TO THE EXISTING RIGHT OF WAY, A NUMBER OF NEW RIGHT-OF-WAY TAKINGS ARE NEEDED TO FACILITATE ON GOING ROAD MAINTENANCE. THIS PLAN SHOWS THE PROPOSED PARCELS TO BE ANNEXED TO THE EXISTING RIGHT OF WAY.
3. THERE ARE TWO APPARENT LOCATIONS WHERE THE HIGHWAY AS TRAVELED IS LOCATED OUTSIDE OF THE ORIGINAL RIGHT OF WAY, AND PRESCRIPTIVE EASEMENTS MAY HAVE RIPENED OVER TIME.
4. AN ASBUILT SURVEY AND RIGHT-OF-WAY BOUNDARY SURVEY WAS PERFORMED BY THIS OFFICE ON 12/12/2024. THE AS-BUILT LOCATIONS OF THE RECENTLY CONSTRUCTED RETAINING WALLS AND ASSOCIATED SLOPES WITH DRAINAGE WAS LOCATED, AND THE PROPOSED TAKINGS SHOWN ON THIS PLAT WERE MONUMENTED.

PLAN REFERENCES

1. BOUNDARY ADJUSTMENT PREPARED FOR KAREN B. CURRAN, KEENE NH AS PREPARED BY DAVID A. MANN ASSOCIATES, DATED 01/03/1987 AND RECORDED AS CCRD PLAN 521.
2. BOUNDARY LINE ADJUSTMENT LOTS 241-102-000, 101, 103 & 104, THOMPSON ROAD KEENE, NH 03431 AS PREPARED BY CARDINAL SURVEYING & LAND PLANNING, DATED 05/22/2023 AND RECORDED AS CCRD PLAN #23049.
3. EXISTING CONDITIONS PLAN, BULK STORAGE FACILITY, TAX MAP PARCEL 68-1-1, 639 MARLBORO ROAD, KEENE, NH. AS PREPARED BY FIELDSTONE LAND CONSULTANTS, DATED MARCH 16, 2017 AND ON FILE AT THE CITY OF KEENE.
4. BOUNDARY ADJUSTMENT PLAN PREPARED FOR JEANNETTE L. GARDNER & GREGORY H. GARDNER 67 THOMPSON ROAD, AS PREPARED BY DAVID A. MANN, LAND SURVEYOR DATED MARCH 27, 2007 AND RECORDED AS CCRD PLAN #C13-D06-0085
5. SUBDIVISION PLAT, MAP 199 LOT 01-1, MAP 901 LOTS 21-6 & 21-28, CHAPMAN AND THOMPSON ROADS KEENE, N.H. AS PREPARED BY RICHARD P. DREW LLC DATED 08/13/2003 AND ON FILE AT THE CITY OF KEENE.
6. STATE OF NEW HAMPSHIRE, STATE HIGHWAY DEPARTMENT - PLAN AND PROFILE OF PROPOSED T.L.R. PROJECT NO. 14117, SOUTH SIDE ROAD, DATED 05/31/1933. ON FILE AT THE NH DOT ARCHIVES.

PLAN CERTIFICATIONS

I HEREBY CERTIFY THAT THIS SURVEY AND SURVEY PLAT WAS PREPARED BY ME OR THOSE UNDER MY DIRECT SUPERVISION.

I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN.

I HEREBY CERTIFY THAT I HAVE FILED A COPY OF THIS PLAN WITH THE PLANNING BOARD OF KEENE, IN ACCORDANCE WITH RSA 676:18 (IV)

I HEREBY CERTIFY THAT THIS PLAN IS A TRUE AND ACCURATE REPRESENTATION OF A THEODOLITE / EDM SURVEY PERFORMED ON THE GROUND AND UNDER MY DIRECT SUPERVISION DURING 2022 & 2024, AND THAT THE ADJUSTED ERROR OF CLOSURE IS NOT GREATER THAN 1 PART IN 10,000. EVERY REASONABLE EFFORT HAS BEEN MADE TO PROPERLY ESTABLISH THE BOUNDARIES OF THE SUBJECT TRACT. THIS CERTIFICATION DOES NOT INCLUDE ANY GUARANTEE OF TITLE.

03/21/2025
DATE:

Craig T. Bailey
CRAIG T. BAILEY L.L.S. #1001

DATE	REVISION	INITIALS
12/30/2024	ASBUILT & PROPOSED EASEMENT ADDED	CTB
03/07/2025	ROW TAKINGS PARCELS REVISED	CTB
03/21/2025	PARCEL TABLES RE-ALIGNED	CTB

DATE 3/21/2025 JOB No. 3673
DRAWN BY ;CTB
SCALE ; 1"=50'

STATE OF NEW HAMPSHIRE No. 1001 CRAIG T. BAILEY LICENSED LAND SURVEYOR
Craig T. Bailey
03/21/2025

LEGEND

REBAR FND/SET
REBAR TO BE SET
DRILL HOLE FND/SET
CONCRETE BND.FND/SET
CONC. BND. TO BE SET
GRANITE BND. FND/SET
STONE ERECT FOUND
STAKE & STONES FND.
IRON ROD FOUND
IRON PIPE FOUND
SPIKE FND/SET
MAGNAIL (PK) FND/SET
HUB & TACK FND/SET
TEMPORARY BENCHMARK
PERMANENT BENCHMARK
WETLAND FLAG
WETLAND
TREE STUMP FOUND
MAIL BOX
PERCOLATION TEST
TEST PIT
DECIDUOUS TREE
CONIFEROUS TREE
22B SOIL TYPE
EDGE OF GRAVEL DRIVE
SEWER MAN HOLE
DRAIN MAN HOLE
WELL
HYDRANT
WATER SHUTOFF
GATE VALVE
CATCH BASIN
UTILITY POLE
LIGHT POLE
GUY ANCHOR
STONEWALL
TREELINE
WETLAND
EXISTING WATER
EXISTING SEWER LINE
EXISTING STORM DRAIN
BUILDING SETBACK LINE

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WWW.BAILEY-ASSOCIATES.COM
(603) 528-3734
217 COTTON HILL RD. GILFORD, NH 03249
SERVING NEW HAMPSHIRE SINCE 1978

THOMPSON ROAD, KEENE N.H.
RIGHT OF WAY BOUNDARY PLAN

LAND LOCATED ALONG THE BRANCH RIVER
CITY OF KEENE, CHESHIRE COUNTY N.H.

PROJECT OWNER:
CITY OF KEENE, N.H.
DEPARTMENT OF PUBLIC WORKS
3 WASHINGTON ST.
KEENE, NH 03431

DATE OF PLAN: March 2025

ITEM #K.4.

CITY OF KEENE
NEW HAMPSHIRE

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Councilor Philip M. Jones

Through: Terri Hood, City Clerk

Subject: **Acknowledging Dr. Dottie Morris for her Years of Service to Keene State College, the City of Keene Human Rights Committee, and the Community Resolution R-2026-39**

Recommendation:

Attachments:
1. R-2026-39 Acknowledging Dr Dottie Morris

Background:
Councilor Jones drafted Resolution R-2026-39 to express the City Council's support and acknowledgment of Dr. Dottie Morris for her years of service as she strived to make Keene and the Monadnock Region a welcoming and accepting community.

2026-363

R-2026-39

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Acknowledging Dr. Dottie Morris for her Years of Service to Keene State College, the City of Keene Human Rights Committee, and the Community

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

WHEREAS, Dr. Dottie Morris has dedicated many years of exemplary service to Keene State College, serving as a pillar of leadership, guidance, and advocacy for diversity, equity, and inclusion across the campus community; and

WHEREAS, Dr. Morris extended her profound expertise and passion for social justice to the broader municipality through her dedicated service as a member of the City of Keene Human Rights Committee; and

WHEREAS, her tireless efforts, collaborative spirit, and visionary leadership were instrumental in inspiring and shaping the landmark 2021 City of Keene Declaration of Inclusion, which reaffirmed the City's commitment to being a welcoming and safe community for all individuals; and

WHEREAS, she pioneered the City's inaugural Black History Month events and served as an invaluable resource in bringing diverse speakers and performers to enrich numerous community programs; and

WHEREAS, she brought her insight to the Mayor’s Community Justice and Community Safety Committee, playing an instrumental role in authoring its comprehensive report; and

WHEREAS, she continues her vital advocacy as a dedicated member of the Monadnock Diversity, Equity, Inclusion, and Belonging Coalition; and

WHEREAS, her work has left an indelible mark on both the academic institution and the civic fabric of Keene, fostering deep connections and promoting mutual understanding among all residents and students;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keene that the City officially expresses its deepest gratitude and appreciation to Dr. Dottie Morris for her outstanding service, enduring dedication, and transformative contributions to the City of Keene and Keene State College.

Jay V. Kahn, Mayor

CITY OF KEENE
NEW HAMPSHIRE

ITEM #K.5.

Meeting Date: August 6, 2026

To: Mayor and Keene City Council

From: Bryan Ruoff, City Engineer

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

Subject: **Relating to the Appropriation of funds for the Marlboro Street & Cheshire Rail Trail Improvements Project**
Resolution R-2026-40

Recommendation:
That Resolution R-2026-40 be referred to the Finance, Organization and Personnel Committee.

Attachments:
1. R-2026-40 Marlboro St & Cheshire Rail Trail Allocation of Additional Funds for Construction

Background:
During construction of the Marlboro Street and Cheshire Rail Trail Corridor Improvements Project (75J0018B) the project quantities that were included in the bid and contract for the project that were identified as being insufficient to complete the scope of work for the project. Specifically the bid line items that have the most financial impact to the project that have insufficient quantities in the contract to complete the scope of work for the project in accordance with the state and federal funding requirements associated with the funds being received are: sidewalk replacement, pavement shimming, flagger hours and granite curb removal and resetting. The project is receiving 80% federal funding for the project administered through NHDOT with a 20% City match. As a result of the allocation of this additional $80,000 in City funds, result in a $400,000 in additional project budget for additional participating scope costs for the project. NHDOT has reviewed and approved the additional scope for the project and performing this scope of sidewalk replacement and paving as part of this funded project is the most cost effective and efficient option to the City for the reconstruction of Marlboro Street.

2026-376

CITY OF KEENE

In the Year of Our Lord Two Thousand and Twenty Six

A RESOLUTION Relating to the Appropriation of funds for the Marlboro Street & Cheshire Rail Trail Improvements Project

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

Related to an Appropriation of funds for the Marlboro Street & Cheshire Rail Trail Improvements Project NHDOT#42515 (75J0018B)

WHEREAS, The City has been awarded Federal, Transportation Alternative Project (TAP) funding, administered through NHDOT for the construction of our Marlboro Street & Cheshire Rail Trail Improvements Project, NHDOT#42515 (75J0018B); and,

WHEREAS, The funding agreement for the project includes eighty percent (80%) federal funding and a twenty percent (20%) City funding match for the qualifying costs for the projects; and,

WHEREAS, The City is required as part of the project to bring all sidewalks within the project limits in compliance with the applicable City, State and Federal standards; and,

WHEREAS, The City desires to maximize the benefits of this project for the community;

NOW THEREFORE BE IT RESOLVED That the sum of Eight thousand dollars ($80,000), is hereby appropriated from the unallocated General Fund balance for the purpose of allocating the additional necessary funds, from what has been previously allocated in the CIP to pay for the City's required twenty percent (20%) funding, described in the federal funding agreement, for the Marlboro Street & Cheshire Rail Trail Improvements Project, NHDOT#42515, City of Keene Project#75J0018B.

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Jay V. Kahn, Mayor