



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
April 6, 2017
7:00 PM

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- March 2, 2017

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations
Juvenile Conference Committee
2. Nomination
Zoning Board of Adjustment

C. COMMUNICATIONS

1. Cobblestone Ale House - Request to Serve Alcohol - Sidewalk Cafe
2. Monadnock Family Services and Monadnock Community Services Center - Request to Purchase Property - 93rd Street
3. Body and Soul Road Runners - Red Cap Run - Request for Community Event Funding
4. Kevin Watterson - Keene Swamp Bats - Request to Discharge Fireworks
5. Anthony & Fenella Levick - Granite Roots Brewery - Request to Sell Beer at Farmer's Market
6. Tim Zinn - Let It Shine - Request to Use City Property - "Keene Pumpkin Festival Brought to You by the Children of SAU 29"
7. Councilor Filiault - Reconsideration - Professional Services Contract - Downtown Revitalization
8. Attorney Thomas R. Hanna - Replacement Documents for Alteration and Improvement of Wyman Road

D. REPORTS - COUNCIL COMMITTEES

1. Request to Use City Property – Keene Farmer’s Market
2. Comprehensive Economic Development Ad hoc Committee Recommendations
3. Acceptance of an Emergency Access Easement – Attorney Thomas R. Hanna
4. Licenses to Allow Utilities and an Underground Walkway – Proposed Development of “Hillside Village” on Wyman Road – Attorney Thomas R. Hanna

5. Consideration of a Restriction on Truck Traffic and Licenses for Three Utility Lines – Attorney Thomas R. Hanna
6. Acceptance of Donation - Filtrine Manufacturing Co. - Parks, Recreation and Facilities Department
7. Acceptance of Donation - St. James Thrift Shop - Parks, Recreation and Facilities Department
8. Request to Solicit Donations - Fourth Grade Water Science Fair - Public Works Department
9. Rose Lane Change Order - Loureiro Engineering - Public Works Department
10. Woodward Pond Dam Improvements - Consultant Selection - Public Works Department
11. FY 18 Revenue Enhancement Proposal - Police Department
12. FY 2018-2023 Proposed Capital Improvements Program - Finance Department

E. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. CITY MANAGER COMMENTS

F. REPORTS - BOARDS AND COMMISSIONS

1. Prioritized Objectives - City Council Goals - City Council Goals Special Committee
2. 2018-2023 Capital Improvement Project - Planning Board
3. Request for an Expenditure from the Land Use Change Tax Fund for a Forest Stewardship Plan for the Greater Goose Pond Forest - Conservation Commission

G. REPORTS - MORE TIME

H. ORDINANCES FOR FIRST READING

1. Relating to Fees for Engineering Inspections and Public Works Permits
Ordinance O-2017-04

I. ORDINANCES FOR SECOND READING

J. RESOLUTIONS

1. Relating to the Alteration of Wyman Road
Resolution R-2017-05
2. In Appreciation of Frank J. Sales Upon His Retirement
Resolution R-2017-10
3. Council Policy: Relating to Fee Schedules for Use of the Recreation Center
Resolution R-2017-06
Resolution R-2009-28
Resolution R-1977-47

K. TABLED ITEMS

1. Update on Work Progress of City Council Goals Special Committee
2. Comprehensive Economic Development Ad hoc Committee Recommendations

SITE VISIT – ALTERATION OF WYMAN ROAD – RESOLUTION R-2017-05

A site visit was held on Thursday, March 3, 2017 relative to a petition on behalf of the Prospect-Woodward Home for the alteration of Wyman Road. The site visit commenced at 5:45 PM. Councilors in attendance included: Janis O. Manwaring, Stephen L. Hooper, Mitchell H. Greenwald, Carl B. Jacobs, David C. Richards, Terry M. Clark, Robert J. O'Connor, Robert B. Sutherland, Philip M. Jones, Thomas F. Powers, Bettina A. Chadbourne, Randy L. Filiault, George S. Hansel, Bartolmiej K. Sapeta, and Gary P. Lamoureux. The City Engineer, the City Attorney, the Public Works Director and the Planning Director were present along with a representative from SVE Associates. Attorney Thomas R. Hanna was present representing the petitioner.

City staff identified the location of the proposed alteration and the various licenses that would be coming before the City Council in connection with the alteration. The site visit concluded at 6:00 PM.

A true record, attest:



City Clerk

A regular meeting of the Keene City Council was held Thursday, March 3, 2017. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Robert J. O'Connor, Terry M. Clark, Bartolmiej K. Sapeta, Randy L. Filiault, Thomas F. Powers, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Councilor Powers led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the February 16, 2017 meeting was duly seconded. The motion passed with a unanimous vote in favor.

PUBLIC HEARING – ALTERATION OF WYMAN ROAD – RESOLUTION R-2017-05

Mayor Lane noted the next item on the agenda is a public hearing and he has a conflict associated with this particular item and would therefor recuse himself from conducting the public hearing. He went on to recognize Councilor Richards for a motion to appoint a temporary Chairman to preside over the hearing. A motion by Councilor Richards to nominate Councilor Greenwald to serve as temporary Chairman pursuant to Section 6 of the Rules of Order was duly seconded. The motion passed with a unanimous vote in favor. Councilor Greenwald came forward to preside over the public hearing. Chair Greenwald opened the public hearing at 7:04 PM. The Notice of Hearing and Certificate of Publication were read. The Chair noted the hearing is related to the proposed alteration of Wyman Road, by so called Resolution R-2017-05. This is the opportunity for members of the public to speak on the proposal. He went on to invite City Engineer Don Lussier forward for opening remarks.

Mr. Lussier noted this evening the Council attended a site visit for this proposed amendment to the layout. He went on to go over the process involved for the benefit of the public. He explained this evening there was a review of the site conducted, and they expect this will be

referred to the Municipal Services, Facilities and Infrastructure Committee for more detailed discussion of the petition, and that it will come back to the full Council on March 16, 2017 for consideration. This is part of several actions that will take place including some licensees, requests for waivers, etc. He noted that Rob Hitchcock and Attorney Tom Hanna were present representing the developer, Prospect Place - Woodward Home.

Chair Greenwald invited Attorney Hanna to come forward. Attorney Hanna stated he represents Prospect Place - Woodward Home, the developer of Hillside Village. The petition contemplates the improvement of Wyman Road from the current Black Brook Road up to norther end of the Lane property. There are multiple petitions, requests for licenses and easements related to this project. Attorney Hanna stated all of these actions are contingent on the actual purchase of the property by Prospect Place - Woodward Home. He noted the Council's actions over the next couple weeks will be contingent on the transfer of the property to the developer.

Rob Hitchcock of SVE Associates came forward. With the use of a map, Mr. Hitchcock indicated the location of Wyman Road and Black Brook and the location of the proposed Hillside Village development. He explained that the road would be rebuilt from the intersection of Black Brook and Wyman Roads to the bridge that crosses over Black Brook. The pavement today is as narrow as 18 feet; and with this proposal the road would be widened to 24 feet consisting of two 10 foot travel lanes and paved shoulders on both sides. To do that and have stability in the slopes, slope easements will be required from three property owners. Mr. Hitchcock noted they will be moving the road itself due to the widening, and will be donating land to the City so this can go from a substandard right-of-way in two areas to allow for a 50 foot right-of-way where it can be accommodated. He went on to point out an emergency access, and an egress out through the Precitech parking lot. Mr. Hitchcock stated they have worked with property owner, the Monadnock Economic Development Corp. (MEDC), relative to granting an easement. He continued there is a sewer line to connect to the City sewer in Black Brook, and an easement will be granted for the City's access. He continued they will need licenses for the underground walkway that goes between the community center and the healthcare building. There is also a fire line that goes from the community center to the healthcare building. In addition, there is a sewer line from the healthcare building that will pass under the road and behind the community center and independent living units. The other easement necessary will be granted by Hillside Village to the City for drainage that comes off the road. Because of the underground walkway, it is too deep to put pipes there so they are planning to route the drainage through their site on both sides and grant easements for the City's maintenance access.

Chair Greenwald reiterated this is the public's opportunity to speak. As there were no public comments, Chair Greenwald closed the hearing for oral testimony at 7:12 PM, noting the hearing will remain open for written public comments until March 7, 2017 at 1:00 PM. Written comments must be signed and submitted to the City Clerk by that date to be included in the record. This will be referred to the Municipal Services, Facilities and Infrastructure Committee. On conclusion of the hearing, Mayor Lane returned to preside over the meeting.

A true record, attest:


Patricia C. Smith
City Clerk

PUBLIC HEARING – CAPITAL IMPROVEMENT PROGRAM 2018-2023

The Mayor opened the Public Hearing at 7:13 PM. The Notice of Hearing and Certificate of Publication were read. The Mayor noted this hearing is to discuss the proposed Capital Improvement Program for fiscal year 2018-2023. Mayor Lane noted the first year will become part of the operating budget for the City. All subsequent years are for planning purposes only. The CIP is made up of six programmatic areas, and the Mayor noted he will be reviewing those six areas as they proceed through the document. The program has been revised this year so that it is no longer organized by Department, but by programs the City is involved with. They will review the CIP this evening by programmatic areas. He continued if there are areas the public has an interest in please come forward to comment. Mayor Lane went on to request opening remarks from the Finance Director.

Finance Director Steve Thornton stated the CIP represents a 1.5 percent increase in property tax in the coming year. He added that the operating budget is still being formulated. He urged the public to remain involved in the budget process as it moves forward.

Mayor Lane proceeded to go through the CIP by program, noting he would welcome public comments at any point.

Public Health and Safety - The Mayor noted these are programs, activities and projects that are intended to protect the health and safety of individuals and the community. The primary goal of these activities is to protect the public from dangers of public health and safety from crime, disaster, fire and disease.

The Mayor went on to review what is proposed for funding in the first year. The Fire Department is requesting replacement of radios that are used on a daily basis by the Department. From the Solid Waste Division there is a proposed purchase of a biofuel generator to provide power to the Land Fill once the methane gas produced is no longer sufficient. There are also items in the Water Fund including water utility work on bridges to replace water mains affected by bridge replacements that are coming up this year. There is also a water main cleaning and lining and valve replacement project as well as water storage tank repairs, upgrades at Martell Court, and some general sewer improvements and sewer utility work. The Mayor asked if anyone wanted to speak on the Public Health and Safety Program.

Mike Giacomo, 39 Union Street stated he is interested in the biofuel generator. He stated there is \$500,000 worth of funding available from the prior year in addition to \$250,000 to be raised in the coming year. He went on to state he would like to know what type of biofuel is contemplated and where is the source, and what is the additional maintenance requirement for this piece of equipment. He noted that biofuel, on an energy return of investment basis, is absolutely abysmal as opposed to fuel oil, which is the current backup generator source. He noted the energy return on investment for fuel oil is currently a 16, versus biofuel which is at a 5. He added biofuel is also highly corrosive as compared to fuel oil, requiring a special liner in tanks that is not necessary with regular fuel oil. He registered his concern regarding the cost of transporting the biofuel as well, and asked if there is a local source for it. Mr. Giacomo feels the project is being rushed if the feasibility study planned for early 2017 for this project hasn't been done. If there's

a timing issue with the \$500,000 grant, then he questions whether this is a project they should be spending \$250,000 on. Mayor Lane stated that if Mr. Giacomo would submit his questions to the Mayor's office, the Public Works Department will be happy to answer them.

Conan Salada, 132 Kennedy Drive also spoke regarding the biodiesel generator. He stated the distance the landfill is from Keene has been some issue, but Black Brook is right there and there is good developable land there. If the grid was extended to that location it would make good sense to him. He indicated he saw a number somewhere in the \$500,000's somewhere for that project. There also is a need to have other properties that could take advantage of the grid being expanded to that location. With this generator, all it will be able to handle is the landfill. Mr. Salada continued by posing the question of how much longer the landfill can survive before it needs a replacement.

He went on to mention the ladder truck that was allowed to rust out needing to be replaced with a \$950,000 ladder truck. He questioned whether this was the same one, or is this another ladder truck? He noted this is set to be replaced in the year 2020. The Finance Director stated this is another truck. Mr. Salada with reference to the truck that rusted out, asked if it has been replaced. Mr. Thornton stated a replacement is being constructed. Mr. Salada inquired of the life span on these trucks, is it 20 years? Mr. Thornton stated that is the amortization timeframe, but they try to extend them as long as they can.

Transportation – The Mayor stated this includes programs, activities and projects to facilitate the safe, efficient movement of people and things within the City, and to connect the local community with the Monadnock region, the State and the remainder of the World. The primary goal of these activities is to provide that roads, bridges, sidewalks bike paths, and other transportation infrastructure are in good working condition to meet the needs of the community.

Within this program, they are proposing in the first year some bridge repair work, including the rehabilitation and replacement of one or more of the City's red listed bridges. There will also be considerations for curb repair and replacement. They are looking at some roadway rehabilitation. As is normal, they typically spend about \$1.2 million per year on a variety of road surface rehabilitation projects. There will also be guard rail replacement at various locations. They are also looking at retrofitting the street light with LED lights, and repair work on some sidewalks throughout the City.

Conan Salada stated relative to the new sidewalk project list that he sees that sidewalks are added to the new sidewalk project list by resident request. He inquired how does one get their sidewalk off of this list? He feels his neighborhood, Maple Acres, does not need this work. His area has no need for sidewalks due to the generous width of the roadway. Mayor Lane commented there are no current proposals for new sidewalk projects slated for Maple Acres. He directed Mr. Salada to the new sidewalk list on page 137, it indicates what new sidewalks are being proposed and when. In the next six years there are no new sidewalks being proposed, but there is some repair work being proposed.

Economic Development and Vitality – The Mayor noted this includes programs, activities and projects which are intended to promote retention and expansion of existing businesses and

encourage and attract new business development in the City of Keene. The primary goal of these activities is to enhance overall quality of life and sustainability of the community.

Within the areas of economic development, this year they are looking at funding downtown revitalization work to assess the function, aesthetics and infrastructure needs of the downtown area. They are also contemplating maintenance of parking deck. At the Airport they are looking at some obstruction removal, as well as the reconstruction of our secondary runway and some terminal improvements that at least 30 years overdue to maintain the use of the terminal.

Conan Salada referenced the parking meters at \$250,000 coming from current revenues, and inquired where exactly is that money going to be coming from? Mr. Thornton stated the funding source is money that was raised through parking meter fees and rental fees, which is accumulated over time within the parking fund. They carry a small fund balance in the parking fund, and in FY 19, if decision is made to use a new technology for parking meters, it will be on a pay as you go basis. Mr. Salada asked if that money is available now. Mr. Thornton answered in the affirmative, stating there is adequate fund balance available. The City Manager noted this is not slated for funding in the upcoming fiscal year, but rather in 2019.

Leanne Anderson, 103 Greenwood Avenue referenced the \$198,000 to be spent on the Airport Terminal, and inquired whether that is going to be through a bond and, if so, is the term seven years? Mr. Thornton answered yes. Ms. Anderson went on to ask when they are all done with this bond how much will they have paid out at the end of the seven year term. Mr. Thornton stated he did not have that information at the present moment. The Mayor added that they will likely not know until the bond is sold as it will be based on the interest rate. Mr. Thornton explained that they do have a debt service projection in the book on page 36 of the CIP. This will give some guidance. Ms. Anderson requested that as the Council is reviewing the various projects that they bear in mind there is a great deal of conflicting information out there for the Airport. She urged the Council to please look at the various numbers that are out there so their decision will be based on all the information that's out there. She went on to reference a reported number of take-offs and landings listed in the Master Plan report as 49,000, noting that now we've dropped it to 28,000. Another point is that when she looked at the Airport brochure on the City site it indicates the number at 54,294. There is a lot of conflicting information and it is very confusing. This should be researched before these decisions are made. Ms. Anderson continued that this year it has been reported there is an increase in charter flight and private jet activity. Both the prior Airport Director and current Airport Manager state this is normal in a presidential election year. This is not a sign of growth at the airport.

Joe Mirzoeff, 50 Summit Road asked if anyone can you tell him approximately the interest rate paid on municipal bonds. Mr. Thornton stated our interest rate used for purposes of estimation is 3.5 percent. The last issue was actually about 1.8 percent. Mr. Mirzoeff commented that the City contributes money every year to the capital budget. If you are contributing every year can they keep more current without piling on debt? Mr. Thornton replied they fund through a variety of methods. They do put a lot of money into capital reserves, but not quite enough. Mr. Thornton added they are paying their debt down pretty quickly. On page 26 and 27 of the CIP they note that at the end of this year CIP debt would be about \$45,000,000. At end of the six year CIP it will be at \$32,000,000. So they are proposing to decrease their outstanding debt by

about 30 percent over the life of the CIP. Over the last 15 years they have constructed a Police Department, Public Works and Fire Department in an effort to replace very outdated facilities, and they are paying that debt down and looking to reduce it.

Flood and Storm Water Management – The Mayor noted this includes programs, activities and projects which are intended to prevent and remediate conditions leading to localized flooding due to more frequently occurring precipitation events through preventive maintenance, drainage system improvements and storm water infrastructure planning.

The areas they are proposing first year funding include the Beaver Brook hydrologic and hydraulic analysis, some flood management projects, particularly at the intersection of Winchester and Ralston Streets to provide new outfall to the Ashuelot River. In addition, they are contemplating \$63,000 in drainage line cleaning and catch basin cleaning; \$61,000 in storm water spot repairs to ensure it is working at full capacity; \$53,000 for storm water management system to identify low impact, low cost changes and improvements we can make to the storm water system to improve function ability. There is also \$50,000 for planning for the climate adaptation vulnerability study to study the infrastructure for the City and its vulnerability to damage during flooding events.

Community Development – This includes programs, activities and projects which are intended to add to or significantly expand the capacity of community infrastructure or facilities. The primary goal of this program is to improve the quality of life in the community and to meet the needs of a changing community. They have one project proposed for this year, which is a feasibility study to provide space utilization and opportunities at the Recreation Center as it relates to creating a community center in Keene.

Brian Mattson, 30 Page Street noted he is a member of the Keene Senior Center and he is speaking to that item in the CIP with regard to the feasibility study. 10 years ago the board of the Keene Senior Center recognized that the current center was going to need work if it was going to handle the growing number of members as the number of retirees increases. In addition, the types of leisure activities they are interested in are changing. He continued the parking and interior spaces of the current space have reached maximum use. The potential redesign relative to parking and the building was considered, but the size of the present site and the present building will not support the projected growth in participants. 4 years ago the Senior Center appointed a committee to explore all options in the community. This exploration included discussions with regard to shared space at the Recreation Center. The daytime spaces at the Recreation Center will allow for large expansion of programming for seniors, and it has a large and convenient parking lot. The Senior Center is excited at the prospect of being in an intergenerational setting with facilities to meet the needs of today's active retirees. The Senior Center will contribute to the best of their ability to make this happen. Mr. Mattson urged the City Council to support this joint effort by including the feasibility study in the upcoming budget.

John Hoffman, speaking relative to the Keene Senior Center, explained he is not a resident of Keene but he is a member of the Center. He wanted to add a word in support of the feasibility study to incorporate the Senior Center into the Recreation Center. He supports this because it

embodies a concept he really likes, stating that the concept of intergenerational integration is an element that has benefits far beyond the needs of members of Keene Senior Center. It enhances the programs that support the community's health and welfare of all generations. He noted he has participated for years in MOCO Productions, and his reflection was that the shared intergenerational experience is a healthy activity for all involved. This provides an opportunity to do more of that and is a benefit to the entire community. He encouraged support.

Peg Monahan, of Harrisville identified herself as the Director of the Senior Center. She stated she wants to make clear that in the CIP it lists the amount of money it will take to do this study. At the bottom of the page it shows "other sources listed", and this is the Keene Senior Center. She commented they have a modest annual budget \$100,000, which includes salaries. They do not have a lot of money. They will take \$10,000 out of their savings to make this happen. Without this study there is no way to find out how much this will cost and look for other funding opportunities through fundraising efforts. This study is critically important. Right now in Keene 17 percent of the population is over 65. In the year 2030, 30 percent of the population will be over 65. 25 percent of current taxpayers are over 65. These are the people supporting the City of Keene – 1 out of 4 taxpayers are over 65. Ms. Monahan noted the State of New Hampshire is the second oldest state in the Country. She quipped that maybe they are the best place on earth to retire...but they have a significantly older population and this is a serious issue in this State. She continued that they need a place for seniors; a place where they can be and avoid the issues of senior depression. Senior social isolation is the health equivalent of smoking 15 cigarettes a day. People die from senior isolation, and senior centers exist nationwide for this very reason. Ms. Monahan urged the Council to support this relatively small item in the CIP. As you know this is a long process, and it cannot happen without this study. Ms. Monahan went on to read a letter from Sally Reinhart-Boise, a member of the Senior Center also serving on their Board of Directors. She was unable to be present this evening and wanted her letter in the record:

I am in favor of this because it makes sense on several levels. In many ways, seniors and kids have different clocks. Seniors prefer mornings and early afternoons, kids arrive after school. Anytime you can consolidate resources under one roof, it is a win-win. And perhaps the most important factor, which is the entanglement of multigenerational exposure. Hopefully this will evolve into some meaningful activities together.

Sincerely, Sally Reinhart, 24 School Street, Keene.

Harry Ahearn stated he is not a Keene resident, and identified himself as President of the Senior Center Board, and further note he has worked in Keene for 30 plus years. He asked the Council for their support on this proposal so the feasibility study can be done this coming year to allow them to seek out other funding sources for this project.

Mike Giacomo, 39 Union Street stated his generation will be paying for the next step in this project, if there is a next step. He has nothing against seniors, or a Senior Center or non-profits, but he has concerns about merging this non-profit with the City. Why would the City propose spending this \$25,890 on a non-profit agency? Do you know how many non-profits in town would just love to have this money? He stated this is just the tip of the spending iceberg on this project, and the City would potentially be on the hook for continuing this. He understands there

could be money coming in from elsewhere through grants, etc. but even just looking at this number, which is rather small in comparison to a lot of items in this budget; Keene needs to be increasing the economic vitality of the region and they should be spending money to encourage Keene to get younger. Building senior centers will not encourage that.

Daniel Wiseck, 238 Base Hill Road stated that he agrees with Mr. Giacomo's comments relative to the proposed feasibility study and felt Mr. Giacomo said it brilliantly. He does not take the comments of Mr. Giacomo lightly and feels the Council shouldn't either.

Conan Salada stated he also agrees with comments in opposition to the Senior Center. He feels they should not be throwing taxpayer money at this. What is the feasibility study trying to achieve? Will this be absorbed by the Senior Center? The Mayor stated these things are still to be determined. Keene should be going in the opposite direction; the Recreation Center itself should be going in the direction of becoming a non-profit entity not a City entity, and be paid for through user fees.

Andrew Madison, 38 High Street also agreed with Mr. Giacomo's comments. He feels this will lead to the City eventually adopting the Senior Center and its costs and he would not be in favor of that cost being the burden of taxpayers who pay the fourth highest tax rate in the State of New Hampshire. He reasoned this is one of the things driving young people out of the area and taking large employers with them.

Sally Washington, 87 Branch Road stated she is a newer member to the Senior Center, and she has seen what it is doing for the older population in Keene. They have to think about more than economics. They have to think about the impact on families that have seniors in their life who are helped by the Senior Center by their involvement in the activities, and the support they receive from the Senior Center. It impacts us all and is an invaluable resource to the City of Keene. It does benefit the entire community. She urged the Council to support this, indicating she believes this supports the entire community, not just our senior citizens.

Peg Monahan clarified that the Keene Senior Center Board of Directors has voted to continue to be a 501-C3. They do not want to become part of the City; they want to lease space in the City facility. They want to be part of the new community center and they are prepared to assist financially to do so.

Mike Giacomo commented that the notion of providing direction of programming opportunities sounds like a tighter relationship than just renting space.

The Mayor asked if any members of the public had general comments relative to Capital Improvement Program.

Conan Salada asked where the proposed CIP goes from here. Mayor Lane explained it will be before the Finance, Organization and Personnel Committee.

Councilor Sutherland asked for clarification on how amendments could occur to the proposed CIP for the benefit of the public. The Mayor explained that written communications from the

public can be submitted while this hearing remains open for written comments. Members of the Council can also submit written amendments during the submittal period. The City Attorney added that Councilors, who are the FOP meeting up until a motion has been made, but there will be no public comments at the Committee meeting.

The Mayor declared the Public Hearing closed hearing for oral testimony at 8:12 PM. He noted the Hearing will remain open for written comments until Tuesday, March 7, 2017 at 1:00 PM. Written comments must be signed and submitted to the City Clerk to be included in the record.

A true record, attest:


City Clerk

CONFIRMATIONS – AIRPORT ADVISORY COMMITTEE – LIBRARY BOARD OF TRUSTEES – CONSERVATION COMMISSION

With respect to slot 2 on the Airport Advisory Committee, the Mayor declared a vacancy on the Airport Advisory Committee slot 2 as a regular member due to Joseph Briggs has moved out of the area and never resigned. A motion was made by Councilor Greenwald and duly seconded to confirm the following nominations: Frederick Haap to serve as a regular member on the Airport Advisory Committee with a term to expire December 31, 2017; Kathleen Kennedy Burke to serve as a regular member on the Library Board of Trustees with a term to expire June 30, 2017; Alexander Von Plinsky to serve as an alternate member on the Conservation Commission with a term to expire December 31, 2018. On a roll call vote, with 15 Councilors present and voting in favor the motion carried.

CONFIRMATIONS – COLLEGE/CITY COMMISSION

A motion was made by Councilor Greenwald and duly seconded to confirm the following nominations: Darryl Masterson to serve as Co-Chair with a term to expire December 31, 2021; Paula Jessup to serve as a regular member with a term to expire December 31, 2020; Phil Jones to serve as a regular member with a term to expire December 31, 2019; Bettina Chadbourne to serve as a regular member with a term to expire December 31, 2018; Dick Berry to serve as a regular member with a term to expire December 31, 2018; Dean Eaton to serve as a regular member with a term to expire December 31, 2019; Marcia Kayser to serve as a regular member with a term to expire December 31, 2020. On a roll call vote, with 15 Councilors present and voting in favor the motion carried.

NOMINATIONS – JUVENILE CONFERENCE COMMITTEE

The following nominations were received from the Mayor on the Juvenile Conference Committee: Ericka Greenwald to serve as a regular member on the with a term to expire December 31, 2020; Polly Morris to serve as a regular member on the with a term to expire December 31, 2020; Leaf Seligman to serve as a regular member on the with a term to expire December 31, 2017; Joseph Langione as a regular member on the with a term to expire December 31, 2018; Jeffrey Bergeron as a regular member on the with a term to expire December 31, 2018. The nominations were tabled until the next regular meeting.

APPOINTMENT – AD HOC AIRPORT MASTER PLAN STUDY ADVISORY COMMITTEE

The following were appointed by the Mayor to the Ad Hoc Airport Master Plan Study Advisory Committee: George Hansel as chair; City Councilor Janis Manwaring; Elizabeth Bendel, Robert Bergevin, Jack Dugan, Phil Suter, William Summers, Dr. Ann Shedd, Rhett Lamb, Kenneth P. Colby (Town of Swanzey), W. William Hutwelker, III (Town of Swanzey), Ervin C. Deck, Carol Niwola and Jack Wozmak, staff. This group was originally formed in February of 2015 and was re-established in February 2016. The Committee is nearing completion of its charge, but needs to be appointed once again. A motion by Councilor Greenwald to accept the Mayor's appointments was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – REQUEST TO USE CITY PROPERTY - KEENE FARMERS MARKET

A communication was received from Susan Parke-Sutherland, Keene Farmers Market submitting a request to use City property in the Commercial Street Parking Lot and on-street parking spaces along Gilbo Avenue for the 2017 Keene Farmers Market on Tuesdays and Saturdays from May through October. The communication was referred by the Chair to the Planning, Licenses and Development Committee.

COMMUNICATION – ACCEPTANCE OF AN EMERGENCY ACCESS EASEMENT WITH CONSIDERATION OF A RESTRICTION ON TRUCK TRAFFIC AND LICENSES FOR THREE UTILITY LINES – ATTORNEY THOMAS R. HANNA

A communication was received from Attorney Thomas R. Hanna submitting a request for acceptance of an emergency access easement; the consideration of a restriction on truck traffic on the northern end of Wyman Road to the Old Walpole Road and a request for three separate licenses for utilities. The communication was referred by the Chair to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – JAMES P. DUFFY – RESIGNATIONS

A communication was received from James P. Duffy resigning his position on the following boards: Airport Master Plan Study Advisory Committee, Historic District Commission, Land Use Code Update Phase 1 Committee, Special Committee on the Use of Technology and the Planning Board. A motion by Councilor Greenwald to accept the resignation with regret and appreciation for service was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – RT12/MAIN STREET OVER BEAVER BROOK – BRIDGE REPLACEMENT – PUBLIC WORKS DEPARTMENT

Municipal Services, Facilities and Infrastructure Committee report read recommending the City Manager be authorized to do all things necessary to implement the proposed bridge replacement project for the Main Street/Route 12 bridge over Beaver Brook. A motion by Councilor

Manwaring to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – REQUEST FOR LODGING HOUSE LICENSE – 57 WINCHESTER STREET

Planning Licenses and Development Committee report read recommending 57 Winchester Street Realty, LLC be granted a lodging house license on property located at 57 Winchester Street for a period of one year from the date of issuance. Said license is conditional upon the following:

- 1) Compliance with all applicable laws, ordinances, codes and rules and regulations;
- 2) No more than 16 persons may reside on the premises;
- 3) No more than 27 persons may be within the structure at any one time;
- 4) No less than 8 vehicular parking spaces must be provided on the premises;
- 5) The names, home addresses, and motor vehicle registrations of the residents of the licensed premises shall be available on the premises at all times for inspection upon request by the Police, Code Enforcement or Fire Departments;
- 6) Continued violation of the City parking ordinances by residents of the premises or their guests, as determined by the Police or the Code Enforcement Department may be grounds for suspension or revocation of the license;
- 7) No alcoholic beverages may be sold on the premises except by written permission of the New Hampshire Liquor Commission;
- 8) Loud noises or other disturbances after 10:00 PM that continue after warning by the Police Department may be grounds for suspension or revocation of the license;
- 9) Access to the common areas of the licensed premises shall be granted to the Police, Code Enforcement, Fire and Health Departments of the City of Keene at all reasonable times;
- 10) The cellar space does not meet the qualifications for public assembly and therefore cannot be used as a gathering space;
- 11) The continuation of the license is subject to and conditioned upon successful passage of two inspections to be conducted by the City; and
- 12) Compliance with any recommendations of City staff.

This license expires on the 3rd day of March, 2018 and may be revoked by the City Council in accordance with Sec. 46-590 "Suspension or Revocation". A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – COMPREHENSIVE ECONOMIC DEVELOPMENT AD HOC COMMITTEE RECOMMENDATION

Planning Licenses and Development Committee report read recommending: staff prepares a draft resolution or ordinance to adopt RSA 79-E for review by the Planning, Licenses and Development Committee; staff be directed to prepare a list of potential Economic Revitalization Zones in the City of Keene for the review and submission to the Department of Resources and Economic Development; the City Manager be directed to come up with a plan to create a

Business Advocacy and Response Team; and, the review of the Economic Development Committee recommendations be put on more time until the next cycle. The Mayor tabled the report until the next regular meeting to allow the City Manager to review the proposed recommendations.

FOP REPORT – PRESENTATION – FY 2016 AUDIT – MELANSON HEATH

Finance, Organization and Personnel Committee report read recommending the audit from Melanson Heath be accepted as informational. The report was filed into the record as informational.

FOP REPORT – REQUEST FOR FREE PARKING WEEKENDS – KEENE DOWNTOWN GROUP

Finance, Organization and Personnel Committee report read recommending the City Council grant the Keene Downtown Group free parking on the following weekends: April 7 and 8, June 2 and 3, August 4 and 5 and November 3 and 4 in recognition of their KDG events. A motion by Councilor Jacobs to carry out the intent of the report with corrected dates as follows: March 31 and April 1, June 2 and 3, August 4 and 5 and November 17 and 18 in recognition of their KDG events was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – DONATIONS RECEIVED BY HEALTH INSURANCE REVIEW COMMITTEE – HUMAN RESOURCES DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to accept this item as informational. The report was filed into the record as informational.

FOP REPORT – ACCEPTANCE OF DONATION – BICYCLE BENCH – PARKS, RECREATION AND FACILITIES DIRECTOR

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept the donation of a bench from Adam Schepker and Matt Gifford and that the bench be placed along the Rail Trail in the downtown footprint area. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATION – MONADNOCK SQUARES - PARKS, RECREATION AND FACILITIES DIRECTOR

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept the donation of \$300.00 from the Monadnock Squares and that the money be used for any improvements needed at the Keene Recreation Center. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – PROFESSIONAL SERVICES CONTRACT – DOWNTOWN
REVITALIZATION – PUBLIC WORKS DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with MacFarland Johnson for engineering and technical services for the Downtown Revitalization project for an amount not to exceed \$45,000 with funding to come from Project Cost Center 90135. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded. The motion carried with 13 voted in favor. Councilors Suthlerland and Hansel voted in opposition.

FOP REPORT – REQUEST FOR BID WAIVER- CHEVROLET TAHOE – PUBLIC WORKS
DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Council waive the purchasing requirements in Sections 2-1331 through 2-1335 and that the City Manager be authorized to do all things necessary to purchase two (2) Chevrolet Tahoe SUVs from Wailer Chevrolet of Keene. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

CITY MANAGER COMMENTS

The City Manager commented on eleven individuals have been selected for 2017 Business Monadnock Trendsetters Awards. Three of them are associated with the City. Yves Gakunde, a part-time employee who started with the Library in 2013, now works in Purchasing part-time has provided support for special projects such as Keene ICE and assistance in Human Resources during staffing transitions. He coordinates the Environmentally-Preferable Purchasing Program Committee and is involved in a lot of our sustainability efforts. As a community member, he is a member of the Martin Luther King/Jonathan Daniels Committee. Megan Straughen is a community member who serves on the City's Agricultural Commission and Cities for Climate Protection Committee. Andrew Madison is active on the Conservation Commission. The City Manager congratulated each of these three people as well as all of the other individuals selected. The City Manager continued with a Keene Public Library announcement that the Maker Education Initiative has selected the Keene Public Library as a Maker Corps host site for 2017. The Library has been a Maker Corps site since 2014, but this year for the first time, in addition to waiving the \$1,500 membership fee, the Library has received an additional \$5,000 to support funding of summer Maker Corps interns. The announcement letter stated the reason for the award is that the program is innovative, engaging and inspiring. In addition, it is evident that the Library has an enthusiastic team that is dedicated to making the program a success. They believe that the program will make a difference for many diverse youth and families in the community and the site will become a hub of enthusiastic maker advocates for years to come. The City Manager referenced a communication from the City Attorney, which referenced the City's regional approach to many issues. He continued City staff contacted the NHMA to arrange for training for members of the ZBA. As part of that process, staff also contacted surrounding municipalities to see if there was an interest in participating in the training program.

61 participants from Keene, Swanzey, Rindge, Dublin, Chesterfield, Westmoreland, Walpole, Hinsdale, Winchester and Fitzwilliam will be attending.

CITY MANAGER RECRUITMENT – FIRST YEAR EXPECTATIONS

The first year expectations for the new City Manager developed by Novak Consulting Group was received from the Special Committee on the City Manager Recruitment. A motion by Councilor Greenwald to accept the report was duly seconded. A brief discussion took place. A motion by Councilor Greenwald to amend the recommendation to add the following language to goal number 1 "...with the Mayor, the City Clerk and the City Attorney..." and to add a goal number 10 as follows "Proceed to implement the City Council Goals, as adopted." was duly seconded. The amendment passed with a unanimous vote in favor. A motion by Councilor Greenwald to carry out the intent of the report as amended was duly seconded. The motion passed with a unanimous vote in favor.

UPDATE ON WORK PROGRESS OF CITY COUNCIL GOALS COMMITTEE

The Mayor recognized Councilor Jacobs for remarks regarding the process. The Councilor stated the group of Councilors who are on the committee have worked hard on establishing goals with an over-arching perspective. The Committee is hoping the Councilors will take a look at their work product to date, which is grounded by the work done at the City Council workshop last summer as well as work conducted by other groups over the years. The Councilor continued the Committee would be continuing their work to establish specific tasks and a timeline associated with the goals. The City Council Goal Setting Special Committee report was tabled by the Mayor until the next regular meeting. The Mayor noted he would be holding a workshop after the budget adoption and prior to the next City Manager being on board to finalize the actual goals.

MORE TIME

More time was granted for the following issue within committee: Proposed Development of Hillside Village on Wyman Road.

FOP REPORT AND ORDINANCE O-2017-03: FORMS OF PAYMENT FOR USING A PARKING SPACE

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2017-03. The report was filed as informational. Ordinance O-2017-03: Forms of Payment for Using a Parking Space was read for the second time. A motion by Councilor Jacobs for adoption of the Ordinance was duly seconded. On a roll call vote, with 14 Councilors present and voting in favor the motion passed. Councilor Sutherland was opposed. Ordinance O-2017-03 declared adopted.

PLD REPORT AND ORDINANCES O-2016-18: RELATING TO ZONE CHANGE – WEST SURRY ROAD AND O-2016-19: RELATING TO HIGH DENSITY -1 DISTRICT – PERMITTED STREETS

Planning, Licenses and Development Committee report read recommending the adoption of Ordinances O-2016-18 and O-2016-19. The reports were filed as informational. Ordinance O-2016-18: Relating to Zone Change – West Surry Road was read for the second time. A motion by Councilor Richards for adoption of the Ordinance was duly seconded. On a roll call vote, with 15 Councilors present and voting in opposition the motion carried. Ordinance O-2016-19 declared defeated. Ordinance O-2016-19: Relating to High Density – 1 District – Permitted Streets was read for the second time. A motion by Councilor Richards for adoption of the Ordinance was duly seconded. On a roll call vote, with 15 Councilors present and voting in opposition the motion carried. Ordinance O-2016-19 declared defeated.

FOP REPORT AND RESOLUTION R-2017-07: RELATING TO THE REALLOCATION OF BOND PROCEEDS FROM THE CASTLE STREET REHABILITATION PROJECT

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2017-07. The report was filed as informational. Resolution R-2017-07: Relating to the Reallocation of Bond Proceeds from the Castle Street Rehabilitation Project was read for the second time. A motion by Councilor Jacobs for adoption of the Resolution was duly seconded. On a roll call vote, with 15 Councilors present and voting in favor the motion passed. Resolution R-2017-07 declared adopted.

ADJOURNMENT

At 8:55 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

A handwritten signature in cursive script, appearing to read "Patricia Allen".

City Clerk



City of Keene, N.H.
Transmittal Form

February 24, 2017

TO: Keene City Council

FROM: Kendall W. Lane, Mayor

ITEM: B.1.

SUBJECT: Confirmations

COUNCIL ACTION:

In City Council March 2, 2017.

Tabled until the next regular meeting.

RECOMMENDATION:

I hereby nominate the following individuals to serve on the following Board or Commission.

BACKGROUND:

JUVENILE CONFERENCE COMMITTEE

Erika Greenwald, Slot #8 Term expires Dec. 31, 2020
Keene, NH

Polly Morris, Slot #9 Term expires Dec. 31, 2020
Swanzey, NH

Leaf Seligman, Slot #5 Term expires Dec 31, 2017
Jaffrey, NH

Joseph Langione, Slot #3 Term expires Dec. 31, 2018
re-nominate

Jeffrey Bergeron, Slot #4 Term expires Dec. 31, 2018
re-nominate



City of Keene, N.H.
Transmittal Form

April 4, 2017

TO: Keene City Council

FROM: Kendall W. Lane, Mayor

ITEM: B.2.

SUBJECT: Nomination

RECOMMENDATION:

I hereby nominate the following individual to serve on the following Board or Commission.

ATTACHMENTS:

Description

Nomination for ZBA_background

BACKGROUND:

ZONING BOARD OF ADJUSTMENT

Thomas Plenda, Slot 5
Keene, NH

Term expires, December 31, 2017

April 4, 2017

To: Mayor Lane

From: Tom Plenda

My name is Tom Plenda, and I live at 76 Blossom Street in Keene.

My wife and I first came to Keene 12 years ago from Michigan to deliver our youngest daughter, Melanie, who had taken a job as a journalist at the Keene Sentinel. Since then, we have traveled to Keene many times to see Melanie and soak up some more Keene sunshine. She met and married her husband, Jason who was born and raised in Keene, and they have three children. After retirement we decided to move to Keene to watch the grandchildren grow up.

Having worked in Construction Management, Real Estate and Land Development, as well as Facilities and Plant Engineering for over 45 years has provided a wide range of experience relating to the issues of operating city government.

Using my previous work history as a reference, I can say that I have picked up an appreciation for most all of the disciplines required to operate a city like Keene. Success in these areas requires a lot of effort, good communication skills, treating people fairly, and the ability to enlist the cooperation of those who may not be so inclined.



External Communication
Transmittal Form

March 10, 2017

TO: Mayor and Keene City Council

FROM: Garrett Plifka

THROUGH: Patricia Little, City Clerk

ITEM: C.1.

SUBJECT: Cobblestone Ale House - Request to Serve Alcohol - Sidewalk Cafe

ATTACHMENTS:

Description

Communication - Cobblestone

BACKGROUND:

Cobblestone Ale House is under new ownership and all first year licenses for the service of alcohol at a Sidewalk Café are brought to the City Council for initial approval. Any requests for future licenses would be renewed administratively by the City Clerk per City Code chapter 46.

151 Main Street, LLC

151 Main Street
Keene, NH 03431
1.603.283.0920



03/09/2017

City Of Keene
3 Washington Street
Keene, NH 03431

Ref: Café Permit

Dear Mayor Lane & City Council:

Cobblestone Ale House located at 151 Main Street is requesting a new Sidewalk Café License for the 2017-2018 licensing period. Ownership of the pub has recently changed and we understand that we must submit a new application. We seek to serve food and alcohol in the designated outdoor seating area (City right-of-way). Please find enclosed the application.

Respectfully,

A handwritten signature in black ink, appearing to read "GP/2".

Garrett Plifka
Owner
151 Main Street, LLC
DBA Cobblestone Ale House



APPLICATION FOR LICENSE

Sidewalk Café License

(Please print or type)

Applicant's Name: Garrett Plifka

Telephone: 355-7851

Applicant's Mailing Address: PO Box 459, Winchester, NH 03470

Business Name: Cobblestone Ale House LLC

Telephone: 283-0920

Business Address: 151 Main Street

Email Address: [REDACTED]

Area Licensed: 151 Main Street

Additional Storefronts Utilized: None

(Signed permission from property owner is required.)

Display: 4 Tables, 16 Chairs, 15 Planters and 1 Portable Sandwich Board Sign

Are you planning on serving alcoholic beverages? Yes

(If yes, a copy of your current liquor license will be required.)

Year of last plot plan review: 2017

Next plot plan review due in: 2022

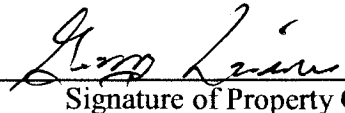
Required License Fee: \$125.00



Signature of Applicant

3/8/17

Date Signed



Signature of Property Owner
(If not the City of Keene)

(For office use only)

Date Application and Fee Received 3/9/17 Date Sketch Received 3/9/17

Date Original Insurance Certificate Received to be provided

Date License Approved _____ By _____
Assistant City Clerk

License Expires _____

Cobblestone Ale House, LLC
151 Main Street
Keene, NH

Main St.

12'

Planters



Planters

16'

Tree

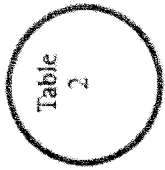


Table 2

16'

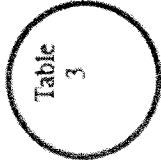
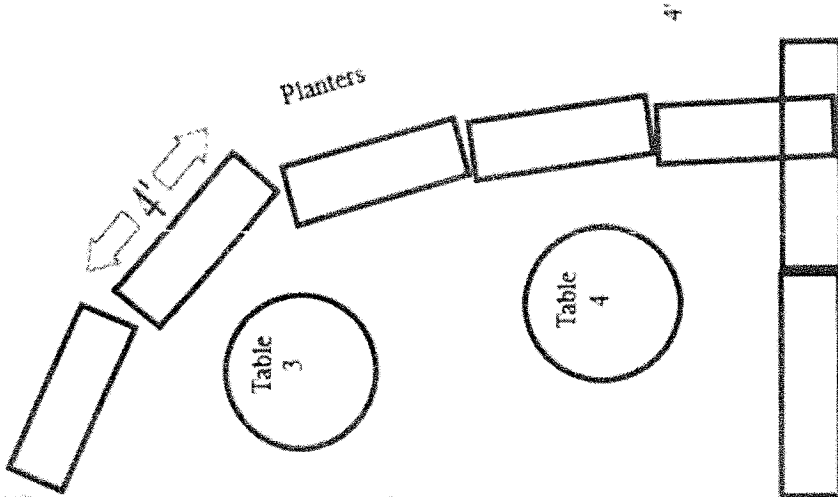


Table 3



Planters



4''

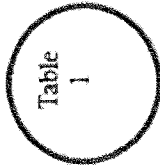


Table 1



Planters

8'

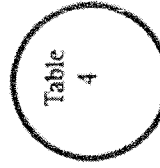


Table 4



Planters

10'

4'

Scale: 1/4" = 1'

Sidewalk

9'



External Communication
Transmittal Form

March 29, 2017

TO: Mayor and Keene City Council

FROM: Monadnock Community Services Center and Monadnock Family Services

THROUGH: Patricia A. Little, City Clerk

ITEM: C.2.

SUBJECT: Monadnock Family Services and Monadnock Community Services Center - Request to Purchase Property - 93rd Street

ATTACHMENTS:

Description

Communication - MSF/MSCS

BACKGROUND:

The Board of Directors of Monadnock Family Services/Monadnock Community Services Center are proposing to purchase a small piece of City owned land at 11 93rd Street, which is adjacent to their property. The land is currently leased by MSF and used for parking.



March 23, 2017

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

RE: Monadnock Family Services Use of City of Keene Property – 11 93rd Street.

The Board of Directors of Monadnock Family Services/Monadnock Community Services Center (MFS/MCSC) would like to propose to the City of Keene the option of purchasing a small piece of City owned land at 11 93rd Street. The property is approximately 0.26 Acres and adjacent to the MFS/MCSC property on 93rd Street. The lot is currently leased by MFS and used for parking for its services.

Background:

In May of 1989, the Keene Planning Board granted conditional approval for the construction of the Monadnock Family Services building on 93rd Street. The approval was conditioned on “guaranteed access to eighteen (18) reserved parking space and in the event that they become unavailable at some future date to replace these”. In order to meet that condition, MFS approached the Keene City Council to lease the 0.26 acre property owned by the city to provide the additional 18 parking spaces. MFS agreed to pay all costs to construct the parking lot on the city property and the City Council approved the lease. MFS has continued to use this property for 26 years.

Proposal:

MFS/MCSC would like to discuss with the City the possible purchase of the property. The lease for the lot is currently up for renewal. Because these parking spaces are necessary for the day to day operation of the offices at 93rd street we feel that it is important enough for us to make an investment in owning and maintaining the lot. We are therefore are requesting that the Council authorize the City Manager to negotiate with MFS/MCSC for the purchasing of the property. We welcome your input on this effort and look forward to working with you to help MFS/MCSC with this important purchase.

Sincerely,

David Bergeron, Board Chair
 Monadnock Community Services Center

Jane Larmon, Board Chair
 Monadnock Family Services

Phil Wyzik, CEO
 MFS/MCSC



External Communication
Transmittal Form

March 13, 2017

TO: Mayor and Keene City Council

FROM: Sara Alderfer, Body and Soul Road Runners

THROUGH: Patricia Little, City Clerk

ITEM: C.3.

SUBJECT: Body and Soul Road Runners - Red Cap Run - Request for Community Event Funding

ATTACHMENTS:

Description

Communication - Body & Soul Road Runners

BACKGROUND:

The Body and Soul Road Runners is requesting first year Community Event Funding for their annual Red Cap Run road race which is held each year in February. The City Council Policy Relating to Community Event Funding states that "*The City Council may at its sole discretion budget from year to year funds to support those community events which it determines to be appropriate for financial participation by the City, and based upon the standards contained in this policy*" A first time funding request is sent to City Council for approval, with subsequent years handled administratively by the Finance Department.

To the Mayor and City Council,

As discussed during the planning of RedCap Run 2017, the Body & Soul Road Runners are submitting a Community Event Application. We look forward to working with the City of Keene to make this a signature fundraising event. Thanks for all the support.

Sara Alderfer

603-903-4252



City of Keene
New Hampshire

COMMUNITY EVENT FUNDING QUESTIONNAIRE

Date completed: 2-27-2017

Sponsoring Organization: Body & Soul Road Runners

1. Is your organization incorporated as a non-profit? (Please provide date of incorporation/founding date and list of current board members)

Yes, as of 12-1-15. President - Vicki Bacon, Vice-President Pam Rich, Treasurer - Jill Bond, Secretary - Denise Radlenick @ large. Sara Aiderfer, Ted McBreer, Shannon Amlaw

2. Please provide copies of the following financial statements for your organization:

- Profit & loss statement for previous fiscal year
- A current balance sheet

Attached

4. Has your organization received community event funding in the past for this or other events? Please indicate other events.

YES NO

Proposed Event Information (Funding Request FY 2017, July 1, 2017 to June 30, 2018)

Name of Event: Red Cap Run

Anticipated Event Date(s): Feb 10, 2018

1. Please complete Attachment A (Use of City Property Questionnaire) to provide a detailed description of the proposed event.

2. Does your event take place on public property? (Please indicate location(s) below)

Yes. 31 mile road race - Bike Path (from Community Way - Eastern Ave) Eastern Ave, Marlboro, Optical, Marlboro, Grove, Water, Bike Path back to start/finish (over)

<p>3. Is your event a leisure time activity that is open to the public free of charge?</p> <p>YES <input checked="" type="radio"/> NO</p> <p>If NO, provide information regarding anticipated admission charges as part of event budget documentation.</p>	<p>4. Has your group successfully run this event two consecutive times or more prior to this request?</p> <p><input checked="" type="radio"/> YES NO</p> <p>When did this event receive community event status?</p>
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5. Confirm whether anticipated event scope (activities planned) and location (event footprint) as described on the Use of City Property Questionnaire will be similar to the prior year or most recent event. Describe anticipated support to be provided for set up, break down and event security by event sponsor.

The race course has been modified / shortened as requested by the City of Keene. The course now avoids Railroad and Community Way.

Race volunteers and course marshalls will work with the city of Keene as in past years. The Road Runners will mark course. The marshalls will be at all intersections and road crossings. In 2017 police assisted at 2 busy intersections.

6. Does your event appeal to a cross-section of the community? (Please explain briefly)

The event appeals to youth and adult runners and walkers as well as community minded people who want to support a local family in crisis.

7. Please attach documentation detailing the costs incurred and revenue generated (excluding city community event funding) by this event last year or when last conducted (if a bi-annual event).

8. Please attach documentation demonstrating your organization's efforts to raise monies through other sources for last year's event. Please include all donations received and the names of major sponsors.

All money raised is donated to a family in crisis.

9. What is the anticipated total budget (exclusive of in-kind services) that will be required for the upcoming event?

We operate on a very low budget. Most services and goods are donated and all involved volunteer their time. We budget for race timing services, marketing, and printed materials.

10. List anticipated funding sources, their level of funding and the percentage of the total event budget. *Demonstration of progress toward fund raising may be required.*

I hereby certify that it is our organization's intent to conduct similar fund raising activities to support our upcoming event, and that all information included on this application is true and accurate.

Signature of Officer

(For office use only)

Date Received: March 9, 2017 By: Terri Hood

Date Forwarded to Finance Department for Review: _____

Final Disposition of Request: _____

Finance Department Signature

**CITY OF KEENE
USE OF CITY PROPERTY QUESTIONNAIRE – EVENT LICENSE**

Applicant/Sponsoring Organization Information:

NAME OF ORGANIZATION: Body & Soul Road Runners

APPLICANT NAME: Sara Alderfer

ADDRESS: 303 Park Ave

DAYTIME PHONE: (603) 903-4252 EVENING: () same FAX #: () -

E-MAIL: [REDACTED]

DAY OF EVENT CONTACT NAME AND CELL NUMBER: Sara Alderfer 903-4252

Special Event Information:

SPECIAL EVENT ON CITY PROPERTY _____ STREET FAIR

_____ DISCHARGE OF FIREWORKS

_____ SERVING OF ALCOHOL AT A CITY FACILITY - please specify location _____ HEBERTON HALL

_____ COMMUNITY ROOM

PARADE, WALK-A-THON, OR BIKE/FOOT RACE REQUIRING STREET CLOSURES/POLICE ASSISTANCE

_____ OTHER (please specify) _____

EVENT TITLE: Red Cap Run

EVENT DATE(S): Feb 10, 2018 ESTIMATED ATTENDANCE: 500+

LOCATION OF EVENT: Downtown Keene

HOURS OF EVENT: from: 8:00 (AM) PM to: 1:00 AM (PM)

DESCRIPTION OF EVENT: 3.1 mile walk/run & 1 mile kids run to raise funds in support of a local family in crisis.

Additionally, a post race celebration and awards ceremony.
Please attach additional sheets as necessary

STREET CLOSURES/DETOURS REQUESTED: _____

Please attach additional sheets as necessary

DETAILED MAP OF PROPOSED EVENT FOOTPRINT: Please provide as an attachment to your application a single line sketch/drawing of the layout of the event. On the sketch/drawing include sidewalks/streets/lanes to be

**CITY OF KEENE
USE OF CITY PROPERTY QUESTIONNAIRE – EVENT LICENSE**

closed and/or blocked, locations of vendors (merchandise, food, etc.), display tables, or other encumbrances, and identify areas of activities (start lines, finish lines, attractions, etc.).

PLEASE INDICATE WHETHER THE FOLLOWING ITEMS PERTAIN TO YOUR EVENT:

YES	NO	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	WILL ACTIVITIES AND ATTENDEES BE ENCUMBERING THE TRAVELED PORTION OF ANY PUBLIC WAY, STREET OR LANE?
<input type="checkbox"/>	<input type="checkbox"/>	FOOD CONCESSIONS AND/OR OUTDOOR COOKING
<input checked="" type="checkbox"/>	<input type="checkbox"/>	USE OF PROPANE
<input type="checkbox"/>	<input type="checkbox"/>	OUTDOOR BURNING (CAMPFIRE)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SET UP OF TABLES AND CHAIRS (if so, how many): <u>to support DJ/sound system</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DOES THE EVENT REQUIRE ACCESS TO CITY ELECTRICAL? (location): <u>at start of race, behind Marriott</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DOES THE EVENT REQUIRE ACCESS TO CITY WATER? (location): _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BOOTH(S), EXHIBIT(S), DISPLAY(S) AND/OR ENCLOSURE(S) (if so, please describe): <u>food and vendors indoor</u> (Use a separate sheet if necessary)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CANOPY(IES) AND/OR TENT(S) (please provide number of set-ups and their dimensions): <u>inflatable archway @ start/finish line</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SCAFFOLDING, BLEACHER(S) OR OTHER STRUCTURES (if so, please describe): _____ (Use a separate sheet if necessary)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CHILDREN'S CARNIVAL OR INFLATABLE RIDES (please describe number, type, location, dimensions and proposed means of anchoring): _____ _____ _____

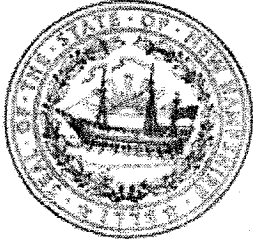
CITY OF KEENE
USE OF CITY PROPERTY QUESTIONNAIRE – EVENT LICENSE

YES	NO	
<u>X</u>	_____	VEHICLE(S) AND/OR TRAILER(S) (if so, how many): <u>1 follow vehicle, 1 radio remote van</u>
_____	<u>X</u>	WILL YOUR EVENT ENCUMBER METERED PARKING SPACES? (if so, please provide number, location, and what they'll be used for): _____
_____	<u>X</u>	PORTABLE TOILET(S) (if so, how many): _____
<u>X</u>	_____	ENTERTAINMENT (if so, please describe): <u>DJ / MC for start / finish line and indoor post race party</u>
<u>X</u>	_____	BANNERS OR TEMPORARY SIGNAGE
<u>X</u>	_____	WILL THE EVENT BE ADVERTISED? (if so, how?): <u>radio, Sentinel, signs, social media events listings</u>
<u>X</u>	_____	SOUND AMPLIFICATION (if yes, indicate start/end times): <u>9:30-11:30</u>

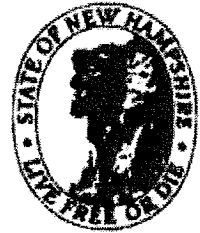
OTHER MISCELLANEOUS INFORMATION YOU WISH TO PROVIDE PERTAINING TO THIS EVENT:

The Red Cap Run is a straightforward road race gaining traction as a community tradition. The changes to the course were made to minimize road closings and safety concerns.

(Protocol meetings will be held with the applicant as necessary to seek further details relative to the request for a license and/or funding for City services. Please be aware, the City may place additional conditions or requirements on the event at its sole discretion to ensure public safety)



State of New Hampshire
Department of State



CERTIFICATE OF REGISTERED TRADE NAME

OF

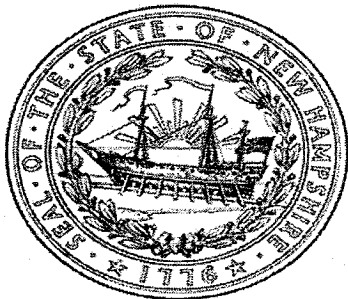
BODY AND SOUL ROAD RUNNERS

This is to certify that **Jill Bond** registered in this office as doing business under the Trade Name **BODY AND SOUL ROAD RUNNERS** at **305 Park Ave, Keene, NH, 03431, USA** on **01/28/2016**.

The nature of business is Other Services (except Public Administration) / Civic and Social Organizations, in New Hampshire.

Expiration Date: **01/28/2021**

Business ID: **737930**



IN TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 28th day of January, 2016 A.D.

William M. Gardner
Secretary of State



Department of the Treasury
Internal Revenue Service

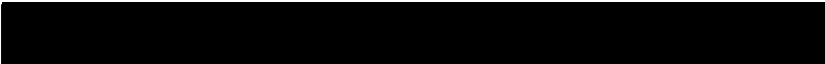
P.O. Box 2508
Cincinnati OH 45201



ROAD RUNNERS CLUB OF AMERICA INC
1501 LEE HWY STE 140
ARLINGTON VA 22209



005794



Person to Contact: Mr. Gerding
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 20, 2010, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in June 1976, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106 and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I



ROAD RUNNERS CLUB OF AMERICA

1501 Lee Hwy, Ste 140
Arlington, VA 22209
703.525.3890
703.525.3891 (fax)

July 22, 2016

To Whom It May Concern:

Body and Soul Roadrunners, [REDACTED] is a 501(c)3 organization through the Road Runners Club of America group exemption status with the IRS. Below are two important excerpts from the <http://www.irs.gov/pub/irs-pdf/p4573.pdf> that clearly outlines the procedure for group exemption letters and verifying subordinate organizations under the group exemption ruling:

1. **What is a group exemption letter?** The IRS sometimes recognizes a group of organizations as tax exempt if they are affiliated with a central organization. This avoids the need for each of the organizations to apply for the exemption individually. A group exemption letter has the same effect as an individual exemption letter except that it applies to more than one organization.

Please see the accompanying copy of the RRCA's group exemption letter from the IRS.

2. **How do I verify that an organization is included as a subordinate in a group exemption ruling?** The central organization that holds a group exemption (rather than the IRS) determines which organizations are included as subordinates under its group exemption ruling. Therefore, you can verify that an organization is a subordinate under a group exemption ruling by consulting the official subordinate listing approved by the central organization or by contacting the central organization directly. You may use either method to verify that an organization is a subordinate under a group exemption ruling.

This letter is to serve as official verification as outlined by the IRS that the organization referenced above is a nonprofit organization under the RRCA's group exemption (Group Exemption #2702) with the IRS.

If you need further information to verify the status, please feel free to contact me.

Sincerely,

Jean Knaack

Executive Director

We Run the Nation!
www.RRCA.org

Body & Soul Road Runners

Statement of Financial Activities

As of: 12/31/2016

	B&S Road Runners	Red Cap 2016	Fun Run	Total
Equity	2,500.00			2,500.00
Revenue				
Sponsorship		\$ 13,600.00	\$ 4,485.00	\$ 18,085.00
Donations		600.00	305.00	905.00
Raffle ticket sales		802.00	-	802.00
Race registration fees		7,336.00	2,590.00	9,926.00
Merchandise sales	2,614.00			2,614.00
Total Revenue	\$ 5,114.00	\$ 22,338.00	\$ 7,380.00	\$ 34,832.00
Expenses				
Printing				\$ -
Signage	250.00	529.00	415.81	1,194.81
Brochures	120.00	355.74	350.00	825.74
Misc		406.33	30.00	436.33
Total printing				-
T-Shirts	1,835.00	3,201.50	125.00	5,161.50
Race timing		1,070.00	700.00	1,770.00
RRCA Dues	206.00			206.00
Postage	47.00	47.00	18.80	112.80
Marketing	220.00	205.74	-	425.74
Office Supplies	322.96		59.00	381.96
Misc expenses	430.00	367.67	125.00	922.67
Distribution to beneficiary		15,000.00	5,000.00	20,000.00
Total Expenses	\$ 3,430.96	\$ 21,182.98	\$ 6,823.61	\$ 31,437.55
Net Income	\$ 1,683.04	\$ 1,155.02	\$ 556.39	\$ 3,394.45

Body & Soul Road Runners Running Club

Statement of Financial Position

As of: 12/31/2016

	<u>Road Runner Running Club</u>	<u>Red Cap 2016</u>	<u>Fun Run</u>	<u>Total</u>
Cash	974.87			974.87
Total Assets				
Restricted for donation				
Unrestricted		1,155.02	556.39	1,711.41
Total Liabilities & Equity	1,683.04	1,155.02	556.39	3,394.45

8:02 AM

02/28/17

Accrual Basis

Body and Soul Road Runners

Balance Sheet

As of February 28, 2017

	Feb 28, 17
ASSETS	
Current Assets	
Checking/Savings	
Savings Bank of Walpole	49,476.14
Total Checking/Savings	49,476.14
Total Current Assets	49,476.14
TOTAL ASSETS	49,476.14
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	2,267.10
Unrestricted Net Assets	1,185.41
Net Income	46,023.63
Total Equity	49,476.14
TOTAL LIABILITIES & EQUITY	49,476.14

Body & Soul Road Runners

Statement of Financial Activities

As of: 2/24/2017

****Preliminary Results****

	<u>Red Cap 2017</u>
Revenue	
Sponsorship	\$ 31,740.00
Donations	8,871.00
Raffle ticket sales	607.00
Race registration fees	7,020.82
Merchandise sales	
	<hr/>
Total Revenue	\$ 48,238.82
Expenses	
Printing	
Signage	323.88
Brochures	41.58
Misc	
Total printing	
T-Shirts	167.91
Race timing	1,041.50
RRCA Dues	
Postage	
Misc expenses	227.62
	<hr/>
Total Expenses	\$ 1,802.49
Net Income	<u>\$ 46,436.33</u>

Note: Net proceeds from Red Cap Run 2017 to be donated to the race beneficiary in March 2017.



External Communication
Transmittal Form

March 16, 2017

TO: Mayor and Keene City Council

FROM: Kevin Watterson

THROUGH: Patricia A. Little, City Clerk

ITEM: C.4.

SUBJECT: Kevin Watterson - Keene Swamp Bats - Request to Discharge Fireworks

ATTACHMENTS:

Description

Communication - Watterson

BACKGROUND:

Kevin Watterson is requesting permission to discharge Class B fireworks at two Swamp Bat games in 2017.



www.swampbats.com
P.O. Box 160 • Keene, NH 03431 • (603) 357-5464

March 14, 2017

City of Keene
Keene City Council
3 Washington St.
Keene, NH 03431

City Council Members:

Per this letter, the Keene SwampBats request your approval to host a Class B Fireworks display on two separate dates:

Sat., June 17th

Mon., July 3rd

These events would take place on at Keene's Alumni Field on Arch Street, immediately following the regularly scheduled SwampBats' game on those nights, at approximately 9:45 pm. Thank you in advance for your consideration.

Sincerely,

Kevin D. Watterson, Pres.
Keene SwampBats



External Communication
Transmittal Form

March 28, 2017

TO: Mayor and Keene City Council

FROM: Anthony & Fenella Levick, Granite Roots Brewery

THROUGH: Patricia A. Little, City Clerk

ITEM: C.5.

SUBJECT: Anthony & Fenella Levick - Granite Roots Brewery - Request to Sell Beer at Farmer's Market

ATTACHMENTS:

Description

Communication - Levick

Communication - Parke-Sutherland

BACKGROUND:

Granite Roots Brewery, formerly known as Mooselick Brewery, is submitting their annual request to sell beer at the Keene farmer's market for the 2017 season. The NH State Liquor Commission requires that permission for the sale of beer at a farmer's market be authorized by a governing body. The Farmer's Market of Keene has indicated their permission for this activity.

Mooselick Brewery/Granite Roots Brewery
244 North Main St , Troy, NH 03465, location.
545 West Hill Rd, Troy, NH 03465 , mailing address.

The Mayor of Keene & The City Council
3 Washington St,
Keene, NH 03431

March 23, 2017

Dear Mayor & City Council,

We are writing once again to ask permission to sell our beer at the Keene Farmers Market for 2017. We will have bottles of beer in 16 oz and 22oz available for sale. These bottles will remain unopened and no samples will be given at the market.

The State Liquor Commission has been informed of our request to sell our beer at Farmers Markets in New Hampshire in 2017.

Please note that Mooselick Brewery has been forced to change our name to "Granite Roots" by a Canadian Beer Company called "Moosehead" who have managed to trademark the word "MOOSE" in Canada and the USA . We are undergoing a forced rebrand at the moment that will be completed by mid April. 2017

The State Liquor Commission is aware of the situation and has allowed us to continue to do business. We have successfully changed our name to Granite Roots with the Secretary of State earlier this year.

We look forward to hearing from you on this matter.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "A.P. Levick - Fenella Levick". The signature is written in dark ink and is positioned above the typed names of the signatories.

Anthony Levick Owner /Founder
Fenella Levick Owner/Founder

RECEIVED
CITY OF KEENE

MAR 27 2017

OFFICE OF
CITY CLERK

The Farmers Market of Keene
PO Box 425
Keene NH 03431

City of Keene NH
Board of Selectmen
City Hall
Keene, NH 03431

To Whom It May Concern,

I am writing to inform you that Mooselick Brewing/Granite Roots Brewing has the permission of The Farmers Market of Keene to sell their beer at the Market this year in 2017. The Market takes place on Saturdays and Tuesdays from 9am-1pm May through October.

Sincerely,

A handwritten signature in black ink, appearing to be 'SP' with a long horizontal line extending to the right.

Susie Parke-Sutherland
Co-coordinator
The Farmers Market of Keene



City of Keene, N.H.
Transmittal Form

TO: Mayor and Keene City Council

FROM: Tim Zinn on behalf of Let It Shine

THROUGH: Patricia A. Little, City Clerk

ITEM: C.6.

SUBJECT: Tim Zinn - Let It Shine - Request to Use City Property - "Keene Pumpkin Festival Brought to You by the Children of SAU 29"

ATTACHMENTS:

Description

Communication - Zinn

BACKGROUND:

On behalf of Let It Shine, Tim Zinn is submitting a communication requesting use of City property for Sunday, October 29, 2017 for an event they are proudly calling "Keene Pumpkin Festival brought to you by the children of SAU 29."

The footprint of the event would be limited to only Central Square and Railroad Square. The organizers do not anticipate the need for closing any streets.

April 3, 2017

Honorable Mayor and City Council,

On behalf of Let It Shine, I would like to present our proposal for Sunday, October 29th of 2017 for an event we are proud to call:

“Keene Pumpkin Festival brought to you by the children of SAU29.”

While this proposed event is much smaller in scale, we are convinced that the message this pumpkin festival provides might be one of its most profound. This event will be focused on the children of SAU29, their unique wisdom and perspective, and the simple joy of carving pumpkins.

By voluntarily limiting the size of this Festival to the school system, we think this event provides many opportunities for healing, collaboration, and celebration. Indeed, some Councilors suggested in 2015 that LIS consider this very approach.

Our estimated number of pumpkins totals around 5,000 and require a footprint limited to only Central Square and Railroad Square. We would like to open this event to the public between the hours of 12:00 pm and 08:00 pm. We do not anticipate the need for shutting down any streets. We have opted to not include vendors in this year’s event in order to keep the theme focused on children, smiles, and “pure pumpkins.”

We are encouraged by the many improvements in Off Campus College student accountability and a continued effort at culture change among Keene State College students. We are convinced that many students will see this as an opportunity to live “Wisdom to make a difference.”

We look forward to communicating our vision for this Festival and the unique opportunity to work together in a spirit of collaboration as an example to our community and beyond.

Sincerely,



Tim Zinn
43 Grove Street
Keene, NH 03431



External Communication
Transmittal Form

March 13, 2017

TO: Mayor and Keene City Council

FROM: Councilor Randy L. Filiault

THROUGH: Patricia Little, City Clerk

ITEM: C.7.

SUBJECT: Councilor Filiault - Reconsideration - Professional Services Contract - Downtown Revitalization

ATTACHMENTS:

Description

Communication - Councilor Filiault

BACKGROUND:

Councilor Filiault is requesting reconsideration under section 19 of the Council Rules of Order relative to the request for execution of a Professional Services Contract for the Downtown Revitalization Project.

March 13, 2017

To: The Honorable Mayor and City Council

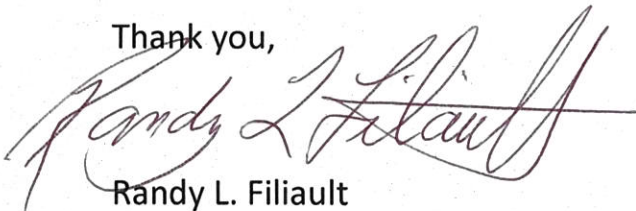
From: Councilor Randy L. Filiault

Re: Reconsideration of Professional Services Contract - Downtown Revitalization

Pursuant to Section 19 of the Council Rules of Order, I hereby request reconsideration of the Finance, Organization and Personnel Committee report relative to authorization to negotiate and execute a professional services contract for the Downtown Revitalization project.

The rules allow for reconsideration at the next regular meeting following the decision on an item of business, so long as the Councilor requesting said reconsideration voted on the prevailing side of the question.

Thank you,

A handwritten signature in cursive script, reading "Randy L. Filiault". The signature is written in dark ink and is positioned above the printed name.

Randy L. Filiault
City Councilor



External Communication
Transmittal Form

March 28, 2017

TO: Mayor and Keene City Council

FROM: Attorney Thomas R. Hanna

THROUGH: Patricia A. Little, City Clerk

ITEM: C.8.

SUBJECT: Attorney Thomas R. Hanna - Replacement Documents for Alteration and Improvement of
Wyman Road

ATTACHMENTS:

Description

Communication - Hanna

Resolution R-2017-05-A

Amended Return of Layout

Warranty Deed

BACKGROUND:

Attorney Hanna is submitting several replacement documents with respect to the proposed development of "Hillside Village" on Wyman Road. The revisions reflect a relatively minor error in the previous plans for the widening of Wyman Road in the area of the proposed community building.

THOMAS R. HANNA
ATTORNEY
41 SCHOOL STREET
KEENE, NEW HAMPSHIRE 03431

Thomas R. Hanna
F. Barrett Faulkner

Tel. (603) 352-9030
Fax (603) 352-9021

March 27, 2017

HAND DELIVERED

Keene City Council
City of Keene
3 Washington Street
Keene, New Hampshire 03431

Re: The Prospect-Woodward Home
Proposed Development of "Hillside Village" on Wyman Road

Resolution #R-2017-05, now #R-2017-05-A

Ladies and Gentlemen:

Enclosed are the following replacement documents with respect to the above matter:

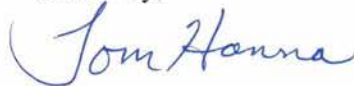
1. An amended Resolution related to the Alteration and improvement of Wyman Road; and
2. An Amended Return of Alteration of Layout of Wyman Road.
3. A recordable plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated February 1, 2017, prepared by SVE Associates (the "Alteration Plan"), to be substituted in place of the plan submitted on January 13, 2017;
4. A revised Warranty Deed from The Prospect-Woodward Home to the City of Keene conveying an Easement for highway purposes over the altered portions of Wyman Road;

The revisions in the above documents reflect a relatively minor error in the previous plans for the widening of Wyman Road in the area of the proposed Community Building. A sliver of land on the east side of the road, has been removed from the right of way, so that the previous

“Area C” now consists of an “Area C” **and** “Area D”. There are no additions to the right of way, only removal of a small area.

Please let me know if additional information is required.

Sincerely,

A handwritten signature in blue ink that reads "Tom Hanna". The signature is written in a cursive style with a large initial "T".

Thomas R. Hanna

TRH/tss

Enclosures

cc: (with enclosures)

Kimball B. Temple, M.D.

Edward J. Kelly

James Phippard

Rob Hitchcock



CITY OF KEENE

R-2017-05-A

In the Year of Our Lord Two Thousand andSeventeen.....

A RESOLUTIONRelating to the Alteration of Wyman Road.....

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

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

WHEREAS: There is now occasion to alter the location of Wyman Road by widening the existing Wyman Road and accepting new sections of Wyman Road as part of the public highway as shown on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated February 1, 2017, prepared by SVE Associates;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Keene:

That the City Council of the City of Keene hereby accepts the following new sections of road identified as Areas "A," "B," "C" and "D" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated February 1, 2017, prepared by SVE Associates, to become part of the public street known as Wyman Road:

AREA "A"

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

Beginning at a stone bound set on the westerly right of way line of Wyman Road at the southerly boundary of land now or formerly of Kendall W. Lane and Molly B. Lane and the northerly boundary of Spofford Stage Real Estate, LLC;

Thence running S 84° 41' 40" W a distance of nine and forty-five hundredths (9.45) feet, more or less, to a stone bound;

Thence running N 8° 20' 05" W a distance of one hundred five and sixty-one hundredths (105.61) feet, more or less, to a stone bound set on the westerly right of way line of Wyman Road;

Thence running in a generally southerly direction along the westerly right of way line of Wyman Road to the stone bound at the point of beginning.

Containing four hundred forty-six (446) square feet, more or less.

Being shown as "Area 'A'" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated February 1, 2017, prepared by SVE Associates, to be recorded at the Cheshire County Registry of Deeds.

AREA "B"

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

Beginning at a stone bound set on the westerly right of way line of Wyman Road at the northerly boundary of the above-described Area "A";

Thence following the arc of a curve to the right, the radius of which is 2421.72', and the chord of which is 126.29' along a long chord bearing of N 6° 50' 26" W, a distance of one hundred twenty-six and thirty hundredths (126.30) feet, more or less, to a point;

Thence running N 5° 20' 47" W a distance of one hundred thirty-four and eighty hundredths (134.80) feet, more or less, to a stone bound;

Thence running N 6° 36' 08" W a distance of two hundred two and twenty-one hundredths (202.21) feet, more or less, to a stone bound;

Thence running N 83° 23' 52" E a distance of six and sixty-five hundredths (6.65) feet, more or less, to a stone bound set on the westerly right of way line of Wyman Road;

Thence running in a generally southerly direction along the westerly right of way line of Wyman Road to the stone bound at the point of beginning.

Containing three thousand four hundred eight (3,408) square feet, more or less.

Being shown as "Area 'B'" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated February 1, 2017, prepared by SVE Associates, to be recorded at the Cheshire County Registry of Deeds.

AREA "C"

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

Beginning at a stone bound at the end of a stone wall on the easterly right of way

line of Wyman Road, said point being at Station 23+23.36, with an offset of 26' L on the Wyman Road layout;

Thence running N 6° 02' 17" W a distance of one hundred twenty-one and twenty-six hundredths (121.26) feet, more or less, to a stone bound;

Thence running N 6° 36' 08" W a distance of two hundred (200.00) feet, more or less, to a stone bound;

Thence running S 83° 23' 52" W a distance of twelve and forty-nine hundredths (12.49) feet, more or less, to a stone bound;

Thence running in a generally southerly direction along the easterly right of way line of Wyman Road to the stone bound at the point of beginning;

Containing two thousand six hundred forty (2,640) square feet, more or less.

Being shown as "Area 'C'" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated February 1, 2017, prepared by SVE Associates, to be recorded at the Cheshire County Registry of Deeds.

AREA "D"

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

Beginning at a stone bound at a point on the easterly right of way line of Wyman Road, said point being at Station 16+29.14, with an offset of 18.31' L, on the Wyman Road layout;

Thence following the arc of a curve to the right, the radius of which is 300.00' a distance of two hundred twenty-nine and eighteen hundredths (229.18) feet, more or less, to a stone bound at Station 13+84.24, with an offset of 20' L;

Thence running N 38° 02' 17" E a distance of twenty-one and ninety-three hundredths (21.93) feet, more or less, to a stone bound at Station 13+62.31, with an offset of 20' L;

Thence running South 51° 57' 43" East a distance of five (5) feet, more or less, to a stone bound at Station 13+62.31, with an offset of 25.00' L;

Thence running N 38° 02' 17" E a distance of seventy (70.00) feet, more or less, to a stone bound at Station 12+92.31, with an offset of 25.00' L;

Thence following the arc of a curve to the left, the radius of which is 1151.50' a distance of seventy-six and sixty-six hundredths (76.66) feet, more or less, to a stone bound at Station 12+17.31, with an offset of 25.00' L;

Thence running N 34° 13' 24" E a distance of ninety-seven and sixteen hundredths (97.16) feet, more or less, to a stone bound at Station 11+20.15, with an offset of 25.00' L;

Thence following the arc of a curve to the right, the radius of which is 237.87' a distance of sixty-seven and eighty-seven hundredths (67.87) feet, more or less, to a stone bound at Station 10+45.15, with an offset of 25.00' L;

Thence running N 50° 34' 13" E a distance of two hundred eighty-two and nineteen hundredths (282.19) feet, more or less, to a stone bound at the northerly boundary of land now or formerly of Kendall W. Lane and Molly B. Lane and the southerly boundary of land now or formerly of the Bruce L. Borden Revocable Trust and the Phyllis R. Borden Revocable Trust;

Thence running N 37° 02' 34" W a distance of five and eighty-eight hundredths (5.88) feet, more or less, to a stone bound set on the easterly right of way line of Wyman Road;

Thence running in a generally southwesterly and southerly direction along the easterly right of way line of Wyman Road to the stone bound at the point of beginning.

Containing six thousand five hundred sixty (6,560) square feet, more or less.

Being shown as "Area 'D'" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated February 1, 2017, prepared by SVE Associates, to be recorded at the Cheshire County Registry of Deeds.

This acceptance is conditioned upon, and shall take effect upon, acquisition of the Lane Property by The Prospect-Woodward Home, and upon certification by the City Manager of the City of Keene that the City Engineer of the City of Keene has confirmed that the new section of the road has been constructed to City of Keene standards.

BE IT FURTHER RESOLVED:

That the Petitioner's Request for Waiver from the requirements of Sec. 70-87(a)(2) of the City Code of Ordinances to allow for the conveyance of a highway easement to the City rather than fee title, is hereby granted.

BE IT FURTHER RESOLVED:

That the City Manager be, and hereby is, authorized to accept and record a warranty deed from The Prospect-Woodward Home, as successor in interest to Kendall W. Lane and Molly B. Lane, for a highway easement over the new sections of Wyman Road, with the recorded deeds to serve as evidence of satisfaction of the conditions of acceptance of the new sections of the road.

BE IT FURTHER RESOLVED:

That the Petitioner seeking the acceptance of the new sections of Wyman Road is charged with the construction of such new sections of the public street in conformance with City of Keene standards.

BE IT RESOLVED FURTHER:

That the City Manager be, and hereby is, authorized to accept and record a warranty deed from Jeremy L. Lory and Nancy S. Lory, as Trustees of The Lory Family Revocable Trust, or their successors or assigns, to the City of Keene conveying a 10' wide slope easement related to improvements to Wyman Road. The final form and content of the deed to be subject to review and approval by the City Attorney.

This vote is conditioned upon acquisition of the Lane Property by The Prospect-Woodward Home.

BE IT RESOLVED FURTHER:

That the City Manager be, and hereby is, authorized to accept and record a warranty deed from Spofford Stage Real Estate, LLC, its successors or assigns, to the City of Keene conveying a slope easement and drainage easement related to improvements to Wyman Road. The final form and content of the deed to be subject to review and approval by the City Attorney.

This vote is conditioned upon acquisition of the Lane Property by The Prospect-Woodward Home.

BE IT RESOLVED FURTHER:

That the City Manager be, and hereby is, authorized to accept and record a warranty deed from Monadnock Economic Development Corporation, its successors or assigns, to the City of Keene conveying a slope easement and drainage easement for a riprap apron related to improvements to Wyman Road. The final form and content of the deed to be subject to review and approval by the City Attorney.

This vote is conditioned upon acquisition of the Lane Property by The Prospect-Woodward Home.

BE IT FURTHER RESOLVED:

That the City Manager be, and hereby is, authorized to enter into and record an agreement with The Prospect-Woodward Home, as successor in interest to Kendall W. Lane and Molly B. Lane, which agreement will grant the City the right to drain stormwater runoff from Wyman Road onto the Hillside Village property and into the Hillside Village on-site drainage system, and the right to maintain that portion of the Hillside Village on-site drainage system (e.g. swales and pipes) that receives and conveys drainage away from Wyman Road in the event that the on-site system is preventing the drainage of Wyman Road, provided that under the terms of the agreement the City would have the right, but not the obligation or responsibility, to maintain the drainage system for stormwater runoff. The final form and content of the agreement to be subject to review and approval by the City Attorney.

This vote is conditioned upon acquisition of the Lane Property by The Prospect-Woodward Home.

Dated: _____
_____, Mayor, Pro Tem

AMENDED RETURN OF ALTERATION OF LAYOUT OF WYMAN ROAD

A petition requesting the alteration of the layout of Wyman Road having come on for hearing before the Mayor and City Council, and their having considered the same, all parties having been heard and the owners of the land over which such highway will pass having waived their right to damages, it is hereby ordered and adjudged that:

1. Public exigency and convenience require that a highway be and the same is hereby laid out, taken and appropriated over three parcels of property situated in Keene, Cheshire County, New Hampshire, shown as Areas "A," "B," "C" and "D" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated February 1, 2017, prepared by SVE Associates, recorded herewith, or to be recorded in the Cheshire County Registry of Deeds, bounded and described as follows:

AREA "A"

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

Beginning at a stone bound set on the westerly right of way line of Wyman Road at the southerly boundary of land now or formerly of Kendall W. Lane and Molly B. Lane and the northerly boundary of Spofford Stage Real Estate, LLC;

Thence running S 84° 41' 40" W a distance of nine and forty-five hundredths (9.45) feet, more or less, to a stone bound;

Thence running N 8° 20' 05" W a distance of one hundred five and sixty-one hundredths (105.61) feet, more or less, to a stone bound set on the westerly right of way line of Wyman Road;

Thence running in a generally southerly direction along the westerly right of way line of Wyman Road to the stone bound at the point of beginning.

Containing four hundred forty-six (446) square feet, more or less.

Being shown as "Area 'A'" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated February 1, 2017, prepared by SVE Associates, to be recorded at the Cheshire County Registry of Deeds.

AREA "B"

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

Beginning at a stone bound set on the westerly right of way line of Wyman Road at the northerly boundary of the above-described Area "A";

Thence following the arc of a curve to the right, the radius of which is 2421.72', and the chord of which is 126.29' along a long chord bearing of N 6° 50' 26" W, a distance of one hundred twenty-six and thirty hundredths (126.30) feet, more or less, to a point;

Thence running N 5° 20' 47" W a distance of one hundred thirty-four and eighty hundredths (134.80) feet, more or less, to a stone bound;

Thence running N 6° 36' 08" W a distance of two hundred two and twenty-one hundredths (202.21) feet, more or less, to a stone bound;

Thence running N 83° 23' 52" E a distance of six and sixty-five hundredths (6.65) feet, more or less, to a stone bound set on the westerly right of way line of Wyman Road;

Thence running in a generally southerly direction along the westerly right of way line of Wyman Road to the stone bound at the point of beginning.

Containing three thousand four hundred eight (3,408) square feet, more or less.

Being shown as "Area 'B'" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated February 1, 2017, prepared by SVE Associates, to be recorded at the Cheshire County Registry of Deeds.

AREA "C"

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

Beginning at a stone bound at the end of a stone wall on the easterly right of way line of Wyman Road, said point being at Station 23+23.36, with an offset of 26' L, on the Wyman Road layout;

Thence running N 6° 02' 17" W a distance of one hundred twenty-one and twenty-six hundredths (121.26) feet, more or less, to a stone bound;

Thence running N 6° 36' 08" W a distance of two hundred (200.00) feet, more or less, to a stone bound;

Thence running S 83° 23' 52" W a distance of twelve and forty-nine hundredths (12.49) feet, more or less, to a stone bound;

Thence running in a generally southerly direction along the easterly right of way line of Wyman Road to the stone bound at the point of beginning.

Containing two thousand six hundred forty (2,640) square feet, more or less.

Being shown as "Area 'C'" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated February 1, 2017, prepared by SVE Associates, to be recorded at the Cheshire County Registry of Deeds.

AREA "D"

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

Beginning at a stone bound at a point on the easterly right of way line of Wyman Road, said point being at Station 16+29.14, with an offset of 18.31' L, on the Wyman Road layout;

Thence following the arc of a curve to the right, the radius of which is 300.00' a distance of two hundred twenty-nine and eighteen hundredths (229.18) feet, more or less, to a stone bound at Station 13+84.24, with an offset of 20' L;

Thence running N 38° 02' 17" E a distance of twenty-one and ninety-three hundredths (21.93) feet, more or less, to a stone bound at Station 13+62.31, with an offset of 20' L;

Thence running South 51° 57' 43" East a distance of five (5) feet, more or less, to a stone bound at Station 13+62.31, with an offset of 25.00' L;

Thence running N 38° 02' 17" E a distance of seventy (70.00) feet, more or less, to a stone bound at Station 12+92.31, with an offset of 25.00' L;

Thence following the arc of a curve to the left, the radius of which is 1151.50' a distance of seventy-six and sixty-six hundredths (76.66) feet, more or less, to a stone bound at Station 12+17.31, with an offset of 25.00' L;

Thence running N 34° 13' 24" E a distance of ninety-seven and sixteen hundredths

(97.16) feet, more or less, to a stone bound at Station 11+20.15, with an offset of 25.00' L;

Thence following the arc of a curve to the right, the radius of which is 237.87' a distance of sixty-seven and eighty-seven hundredths (67.87) feet, more or less, to a stone bound at Station 10+45.15, with an offset of 25.00' L;

Thence running N 50° 34' 13" E a distance of two hundred eighty-two and nineteen hundredths (282.19) feet, more or less, to a stone bound at the northerly boundary of land now or formerly of Kendall W. Lane and Molly B. Lane and the southerly boundary of land now or formerly of the Bruce L. Borden Revocable Trust and the Phyllis R. Borden Revocable Trust;

Thence running N 37° 02' 34" W a distance of five and eighty-eight hundredths (5.88) feet, more or less, to a stone bound set on the easterly right of way line of Wyman Road;

Thence running in a generally southwesterly and southerly direction along the easterly right of way line of Wyman Road to the stone bound at the point of beginning.

Containing six thousand five hundred sixty (6,560) square feet, more or less.

Being shown as "Area 'D'" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated February 1, 2017, prepared by SVE Associates, to be recorded at the Cheshire County Registry of Deeds.

2. There is occasion and necessity for such layout.
3. The highway laid out hereby become part of Wyman Road.
4. These findings and orders shall be recorded in the City Clerk's office in City Hall, Keene, New Hampshire.

Dated: _____, Mayor Pro Tem

Approved as to description:

Approved as to form:

City Engineer

City Attorney

WARRANTY DEED

THE PROSPECT-WOODWARD HOME, a New Hampshire non-profit corporation with a principal address of 194-202 Court Street in the City of Keene, County of Cheshire, and State of New Hampshire, for consideration paid, grants to the CITY OF KEENE, a municipal corporation duly established under the laws of the State of New Hampshire, with a principal place of business at 3 Washington Street, Keene, Cheshire County, New Hampshire 03431, with WARRANTY covenants, the following:

An easement for highway purposes over certain tracts of land situated in Keene, Cheshire County, New Hampshire, said easement areas being bounded and described as follows:

AREA "A"

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Thence running S 84° 41' 40" W a distance of nine and forty-five hundredths (9.45) feet, more or less, to a stone bound;

Thence running N 8° 20' 05" W a distance of one hundred five and sixty-one hundredths (105.61) feet, more or less, to a stone bound set on the westerly right of way line of Wyman Road;

Thence running in a generally southerly direction along the westerly right of way line of Wyman Road to the stone bound at the point of beginning.

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Wyman Road layout;

Thence running N 6° 02' 17" W a distance of one hundred twenty-one and twenty-six hundredths (121.26) feet, more or less, to a stone bound;

Thence running N 6° 36' 08" W a distance of two hundred (200.00) feet, more or less, to a stone bound;

Thence running S 83° 23' 52" W a distance of twelve and forty-nine hundredths (12.49) feet, more or less, to a stone bound;

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Thence running South 51° 57' 43" East a distance of five (5) feet, more or less, to a stone bound at Station 13+62.31, with an offset of 25.00' L;

Thence running N 38° 02' 17" E a distance of seventy (70.00) feet, more or less, to a stone bound at Station 12+92.31, with an offset of 25.00' L;

Thence following the arc of a curve to the left, the radius of which is 1151.50' a

distance of seventy-six and sixty-six hundredths (76.66) feet, more or less, to a stone bound at Station 12+17.31, with an offset of 25.00' L;

Thence running N 34° 13' 24" E a distance of ninety-seven and sixteen hundredths (97.16) feet, more or less, to a stone bound at Station 11+20.15, with an offset of 25.00' L;

Thence following the arc of a curve to the right, the radius of which is 237.87' a distance of sixty-seven and eighty-seven hundredths (67.87) feet, more or less, to a stone bound at Station 10+45.15, with an offset of 25.00' L;

Thence running N 50° 34' 13" E a distance of two hundred eighty-two and nineteen hundredths (282.19) feet, more or less, to a stone bound at the northerly boundary of land now or formerly of Kendall W. Lane and Molly B. Lane and the southerly boundary of land now or formerly of the Bruce L. Borden Revocable Trust and the Phyllis R. Borden Revocable Trust;

Thence running N 37° 02' 34" W a distance of five and eighty-eight hundredths (5.88) feet, more or less, to a stone bound set on the easterly right of way line of Wyman Road;

Thence running in a generally southwesterly and southerly direction along the easterly right of way line of Wyman Road to the stone bound at the point of beginning.

Containing six thousand five hundred sixty (6,560) square feet, more or less.

Being shown as "Area 'D'" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated February 1, 2017, prepared by SVE Associates, to be recorded at the Cheshire County Registry of Deeds.

Being an easement upon premises conveyed to the within grantor by deed from Kendall W. Lane and Molly B. Lane dated _____, 2017, recorded at Book _____, Page _____, of the Cheshire County Registry of Deeds.

It is intended by the parties that the delivery of this deed by the Grantor and its acceptance by the City of Keene will constitute the alteration of a public highway known as Wyman Road by dedication and acceptance according to New Hampshire law.

DATED this ____ day of _____, 2017.

THE PROSPECT-WOODWARD HOME

By: _____
Kimball B. Temple
Its Duly Authorized President

STATE OF NEW HAMPSHIRE
COUNTY OF CHESHIRE

The foregoing instrument was acknowledged before me, this ____ day of _____, 2017, by Kimball B. Temple, as the duly authorized President of The Prospect-Woodward Home, he being personally known to me, or satisfactorily proven, to be the person signing the foregoing document on behalf of The Prospect-Woodward Home.

Notary Public
Comm. Exp. _____
Seal

ACCEPTANCE

On _____, 2017, the Keene City Council voted to accept the foregoing highway easement and authorized the City Manager to accept and record a warranty deed therefor. The warranty deed is hereby accepted and the recording of same is hereby authorized.

DATED the ____ day of _____, 2017.

CITY OF KEENE

By: _____
Medard Kopczynski, City Manager



City of Keene, N.H.
Transmittal Form

March 8, 2017

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.1.

SUBJECT: Request to Use City Property – Keene Farmer’s Market

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Farmer’s Market of Keene be granted permission to use 23 parking spaces along Gilbo Avenue as well as 18 spaces on the other side of the median strip in the Commercial Street parking lot on Tuesdays and Saturdays from May 1, 2017 to November 1, 2017. In addition, the petitioner is granted use of the median area for placement of picnic tables with the understanding that the pedestrian path may not be obstructed. Said permission is granted subject to the following conditions: compliance with the customary licensing requirements of the City Council; the receipt of a total rental fee of \$1,200.00 (payable on the first day of every month at \$200.00 per month); obtainment of a city food license from the Health Department; and compliance with any recommendations of City staff. Access to City electrical shall also be provided at a fee of \$60.00 for the season. It is further recommended that the Farmer’s Market of Keene be allowed to erect sandwich board signs on City property prior to the start of sales, subject to review and approval by City staff with respect to the number and location. The signs must be removed immediately after the sales have concluded.

BACKGROUND:

Susan Parke-Sutherland, representing the Keene Farmer’s Market read the request she submitted. The request is dated February 15, 2017 and is included in the meeting packet on Page 3 of 57.

Chair Richards asked if all City requirements had been met. Kurt Blomquist, Public Works Director responded affirmatively.

Chair Richards asked for Committee questions/comments.

Councilor Hansel noted the Farmer’s Market had moved from their location a couple of years ago and had not moved back. Councilor Hansel asked if the group was happy with its location. Ms. Parke-Sutherland replied in the affirmative noting they are very happy with the location.

There being no public comments or further Committee questions Chair Richards asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Jones.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Farmer’s Market of Keene be granted permission to use 23 parking spaces along Gilbo Avenue as well as 18 spaces on the other side of the median strip in the Commercial Street parking lot on Tuesdays and Saturdays from May 1, 2017 to

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Chair Richards advised Ms. Parke-Sutherland this would go to full Council next week. He also noted although the public is welcome to attend no public comments will be taken.



City of Keene, N.H.
Transmittal Form

March 8, 2017

TO: Mayor and Keene City Council
FROM: Planning, Licenses and Development Committee
ITEM: D.2.

SUBJECT: Comprehensive Economic Development Ad hoc Committee Recommendations

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends to the full City Council the adoption the Economic Action Plan, and requests the City Manager suggest a plan for implementation.

BACKGROUND:

Chair Richards recognized Mitch Greenwald, Councilor Ward 2 and Chair of the Economic Development Committee.

Chair Greenwald introduced Rebecca Landry, ACM/IT Director commenting on how instrumental her work was to the Committee. Chair Greenwald thanked Chair Richards for holding off on the full discussion while he was on vacation. Chair Greenwald recognized the Committee members by name many of whom were present. In addition to Chair Greenwald Committee members from the community included Councilor Hansel, Jack Dugan, Tim Murphy, Cindy Rodenhauser Stewart, Phil Suter, Joe Walier, and Michael Giacomo.

Chair Greenwald also listed the speakers who gave presentations to the Committee. Chair Greenwald explained the goal of bringing in the speakers was to hear the good and bad; what is Keene doing right and what is it doing wrong. Chair Greenwald noted a lot of the findings were covered in the PowerPoint presentation at Council last week. He also noted the Report contains many long-range perceptions. Chair Greenwald urged this Report be continued and used in the future.

Chair Greenwald commented a big finding that came out of this process is a swirling mass that needs to be accomplished all at once. We have to grow and educate our workforce; to do that we need to provide affordable housing and entertainment opportunities. In order to get the workers they need to have jobs which means we need to recruit. In order to get the businesses to come in we need to simplify regulations, and at the same time make everything more development friendly. Chair Greenwald continued among the things being recommended is simplifying our regulatory process and rebranding the term Code Enforcement. The term suggested was Community Development. Chair Greenwald also noted we need to confront the increasing costs of property taxes and energy which is discouraging the influx of new industry, and making it difficult for young individuals to want to live with us.

Chair Greenwald said one of the major issues that need to be dealt with is high-speed internet. He continued we can have high-speed internet if we work with the regulatory bodies to encourage the availability. After additional comments Chair Greenwald said the bottom line is we need to constantly rebuke the perception that Keene is not friendly to economic growth and development. Part of what the Committee heard during its presentations is

this goes back to the 1980's. He added it is important to get it out to the development community that we are open for business.

Chair Greenwald thanked Councilor Hansel for running some of the short-term goals up the flagpole at the last meeting. He added it was a little confusing without the full presentation being given. Chair Greenwald explained his ultimate request is for this Committee to recommend to the full City Council adoption of this Economic Development Plan and suggest the City Manager begin plans for implementation. More specifically RSA 79-E as an economic development incentive needs to be researched; it was proposed as a development tool and we do not know all the good and the bad. Formation of the Business Advocacy and Response Team (BART) is also a good idea needing some research by staff and discussion within City Council. The rebranding of Code Enforcement is something for the City Manager to work on. Within the longer term discussion Chair Greenwald noted marketing- do we do this in-house or hire a consultant. Reduction of regulations- some are being look at in the Land Use Code update. Finally a recommendation to the Mayor that Economic Development Committee, Implementation Phase 2 be formulated

Ms. Landry commented she would be happy to take any questions and would appreciate Committee members having the opportunity to say something if they would like to. There were no Committee members that wished to speak.

Chair Richards noted his support for this and asked how do we proceed going forward?

Chair Richards asked for Committee questions/comments.

Councilor Sutherland first thanked the Committee for its hard work. He provided a scenario and commented we have an expensive situation here in Keene because of our taxes. Councilor Sutherland asked what efforts the Committee focused on to try to cut spending and to try and drive the cost of coming here down. Chair Greenwald replied there are two variables; cutting the spending or increasing the revenue. Increasing the revenue without increasing the taxes means bringing in more properties paying taxes. There is an awareness that spending has to be controlled but, the focus was on bringing in more tax paying entities. Continuing Councilor Sutherland said so focus was more on bringing entities into this high cost environment rather than cutting spending to lower the costs in the environment to attract new businesses. Chair Greenwald commented the job of the Council is to try to cut the spending.

Councilor Sutherland asked his second question of Ms. Landry. Councilor Sutherland said his understanding is that FastRoads is a broadband initiative partially funded by the federal government. He continued 26 entities around the City were identified as being ideal for this initiative and only two actually signed up the others were happy with their broadband situation. Councilor Sutherland suggested the discussion is not that we do not have broadband here; it is a matter of the costs for delivering that last mile. Councilor Sutherland asked what the City could do relative to zoning, for example, to lower the costs of that last mile, and are we looking into that. Ms. Landry replied she does not think zoning is a barrier to broadband development. She also suggested the numbers put forth by Councilor Sutherland were not accurate. Ms. Landry reported there are a number of FastRoads customers in Keene; they started by connecting all the community anchor institutions free of charge as part of the grant. They also provided fiber optic connections to the FastRoads network as well as all the schools, Library, etcetera. Councilor Sutherland reported he was told SAU 29 was not on the network. Ms. Landry advised there was one school that opted not to install- the Middle School. Ms. Landry reiterated she does not feel zoning is a barrier to broadband development. She continued there are some very capable broadband providers; FairPoint for one. Ms. Landry shared the recent experience of a local business trying to expand but was unable to get the services they needed; in the Colony Mill. She shared the installation costs and the fact that the monthly cost was three or four times what you would have to pay in other areas. Continuing Ms. Landry said you are looking at services one is not able to get here whether it is the fees or the costs. Chair Greenwald noted the Dig Once initiative was also discussed.

Councilor Hansel thanked Ms. Landry and Chair Greenwald. He commented he wanted to highlight something they said tonight which was the fact this is a multi-pronged approach and we need a cohesive strategy that we are all able to move forward with on a consistent basis. Councilor Hansel hopes this report does not end up on a shelf as was demonstrated by his being forceful and wanting to move these things forward. He continued everyone in Keene should be thinking about this and economic development should be at the front of all our minds.

Councilor Sapeta also thanked the Committee for its work. He commented on the last recommendation outreach noting he feels this is critical. Councilor Sapeta sees the City website as a portal for information. He asked if there was a way to collaborate with the other businesses to combine the resources. Chair Greenwald reported there was discussion at the Committee that there should be a development website. Ms. Landry reported the City website is getting a refresh and should be available within four to six weeks. Ms. Landry agreed with Councilor Sapeta that navigation is a number one priority. She also concurs with what Chair Greenwald said about having an independent website strictly focused on economic development. After additional comments Ms. Landry noted we do have in-house talent to do this or we could work with a contractor.

Chair Richards asked for public comments/questions.

Mike Giacomo, of 39 Union Street and a member of the Economic Development Committee commented a lot of the ideas mentioned at the end really tie closely together. This includes the marketing outreach which is either a position or at the very least an initiative that will tie closely with the rebranding effort as well. Mr. Giacomo continued the rebranding recommended is not strictly a rebranding of Code Enforcement; we want that Department to be something that draws people into town, not provide a hurdle for them to get over. As part of that hopefully we will be able to tie all that in together and remake the entire process by which a company would go through to get into the City. We are talking about a portal that developers will look at to see how they get established in Keene.

Mayor Lane first thanked the Committee members for their work, their effort, and the importance they attached to the necessity of economic development. Mayor Lane commented on a couple of things going on in addition to the Economic Development Plan. One is the Land Use Code update which is a necessary part of going forward with an Economic Development Plan. The Mayor urged City Council and the public to be involved with that initiative as well as the Economic Development initiative. Secondly the Mayor echoed Chair Greenwald noting this is not the end of the line; this is the beginning of the line. Mayor Lane continued we need to look at Economic Development Phase II to begin the implementation of all the items in the plan. Mayor Lane said this needs to be a comprehensive plan going forward in how we address the economic development issues facing this city. Lastly Mayor Lane said he does not want to lose sight of the fact we talk about bringing industry into Keene but we also need to pay attention to the industry that is in Keene. Mayor Lane shared there is a local company looking to expand and cannot find the site they need. He stressed how critical it is that we pay attention and assist local businesses to help them grow. After additional comments Mayor Lane said he looks forward to the implementation of this plan.

Med Kopczynski, City Manager said he needed some clarification for those who will be doing this work. We do have information sent to City Council with the three motions that will be voted on at the next Council meeting; in addition to the information provided here this evening. The City Manager noted he requested a list of the items from Ms. Landry that he would like to read into the record.

1. Create the Business Advocacy and Response Team (BART) and start meeting.
2. Create a Community Development Department – The City Manager noted he made this suggestion 15 years ago. The City Manager indicated he was unsure what the Department name would actually be.
3. Update Land Use Code – this is underway.
4. Adopt RSA 79-E resolution – when the ordinance is brought forward we will bring up all the pros and cons.

5. Inventories of downtown amenities
6. Promote broadband
7. Next century Dig Once Policy
8. Create and distribute development opportunities package
9. Brand Keene
10. Create website and maintenance plan
11. Use targeted social media
12. Inventory developable properties
13. Get current info into the state's NHDHR database
14. Implement CIP prioritization mechanism and apply for grants

Mr. Kopczynski continued a lot of these are not functions of City government or have not been in the past, so it may take a bit of thinking on how we accomplish those. Writing an ordinance is a normal function and Mr. Kopczynski noted he has had conversations about the BART. For clarification he asked if it was the intention to reconstitute the Committee to be the sounding board for these ideas or as we develop these ideas we bring them back to the PLD Committee and the City Council, with the Committee working on something else. Mr. Kopczynski commented a lot of these ideas indicate somebody is going to do this work and we have to figure out who that is. He mentioned the idea of inventorying the developable properties and asked what would we do with it after that? Mr. Kopczynski noted it would be helpful to have ideas on how to push this out. Chair Richards commented his idea was to go to full Council first for approval and then come back to this Committee to solve those questions. Chair Richards then deferred to Chair Greenwald or the Mayor for further thoughts. Noting there are many ideas Chair Greenwald said reconstituting the Committee to advise the PLD is a good way to go. Mayor Lane said the reason for reconstituting the Committee, in his view, is to keep the focus right on economic development. City Council Committees have a lot of work they do- economic development is part of a wide sphere of things they are involved in. If we have the Committee to just focus on economic development it is still advisory; and would be advisory to the PLD Committee. The Mayor continued PLD would have to do the actual implementation.

Councilor Jones clarified the Part II would be part of the motion prepared by Chair Greenwald; the second part that says the City Manager should suggest a plan for implementation; so we do not need to include that in that plan. The City Manager commented he is at the Committee's beckon call. Chair Greenwald commented it would likely suggest the Mayor reform or form the Part II Committee. The City Manager commented once this occurs he will sit down with staff and start flushing this out and bring back some ideas on the broader aspect. He continued one course would be the Committee itself, its reconstitution, and its membership. Chair Richards was in agreement with the City Manager. Councilor Jones clarified that also would not be part of the motion because it is the Mayor who reconstitutes the Charge. Chair Greenwald said he wanted to add time being of the essence. The City Manager asked for clarification; are we talking about the broad implementation plan or reconstituting the Committee. Chair Greenwald replied reconstituting the Committee.

Carl Jacobs, Councilor Ward 2 commented he thinks this is a great piece of work and very exciting for the future. Councilor Jacobs said he wanted to emphasize Cheshire County and the surrounding municipalities. Through his work and research he finds when regions get together to do marketing they can be more effective than individual towns trying to market themselves. Councilor Jacobs feels housing is another area where there are regional solutions. He hopes the regional emphasis continues going forward.

Councilor Jones thanked the Committee for the job they did. He continued the good part is we are seeing some Deja vu; some of the idea here are part of the Comprehensive Master Plan implementation and on the City Council Goals Committee.

There being no further comments from the public or the Committee Chair Richards asked for a motion.

Councilor Jones made the following motion which was seconded by Councilor Hansel.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends to the full City Council the adoption the Economic Action Plan, and requests the City Manager suggest a plan for implementation.

Councilor Jones asked for verification the minutes would reflect the request for the Mayor to reconstitute the Committee. This was affirmed by the minute taker.



City of Keene, N.H.
Transmittal Form

March 8, 2017

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.3.

SUBJECT: Acceptance of an Emergency Access Easement – Attorney Thomas R. Hanna

RECOMMENDATION:

On a vote of 4 – 0, the Municipal Services, Facilities and Infrastructure Committee recommends that the City Manager be authorized to do all things necessary to negotiate and accept access easements from The Prospect-Woodward Home and the Monadnock Economic Development Corporation for an emergency access road subject to the acquisition of the Lane Property by The Prospect-Woodward Home and that all documents are in a form and format acceptable to the City Engineer and the City Attorney.

BACKGROUND:

In connection with the proposed development of "Hillside Village" on Wyman Road, City Engineer Don Lussier said the developer is proposing to build an emergency access to the development off of Black Brook Corporate Park, the land owned by Monadnock Economic Development Corporation (MEDC). He said the developer has reached an agreement with the property owner for the construction of an emergency access road that would be connected through a parking lot off of Black Brook Corporate Park. This easement would carry the following conditions: the sale of the property, that it provide the City with the authority to enter for other related purposes (such as emergency drills), that it be maintained year-round at the owner's expense, and that it be designed to accommodate the City's fire apparatus.

In answer to a question from Council O'Connor about the type of road construction, Mr. Lussier explained that it would be a paved road.

In response to a question from Councilor Lamoureux, Mr. Lussier said the road would be built to National Fire Protection Association (NFPA) standards. He explained that it is being designed as an 18-foot-wide driveway.

Councilor O'Connor made the following motion, which was seconded by Councilor Lamoureux.

On a vote of 4 – 0, the Municipal Services, Facilities and Infrastructure Committee recommends that the City Manager be authorized to do all things necessary to negotiate and accept access easements from The Prospect-Woodward Home and the Monadnock Economic Development Corporation for an emergency access road subject to the acquisition of the Lane Property by The Prospect-Woodward Home and that all documents are in a form and format acceptable to the City Engineer and the City Attorney.



City of Keene, N.H.
Transmittal Form

March 8, 2017

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.4.

SUBJECT: Licenses to Allow Utilities and an Underground Walkway – Proposed Development of “Hillside Village” on Wyman Road – Attorney Thomas R. Hanna

RECOMMENDATION:

On a vote of 4 – 0, the Municipal Services, Facilities and Infrastructure Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute license agreements with The Prospect Woodward Home for the construction and maintenance of private infrastructure, including but not limited to an underground walkway, underground sewer line, underground water and fire lines, underground electrical lines, underground telecommunication lines, overhead electrical lines, and any other item or property identified within the right-of-way of Wyman Road subject to the acquisition of the Lane Property by The Prospect-Woodward Home and that all documents are in a form and format acceptable to the City Engineer and City Attorney.

BACKGROUND:

City Engineer Don Lussier said that because the proposed development will be located on both sides of Wyman Road, their plans include the construction of a number of private infrastructures that cross the road, in the City’s right-of-way. To do that, the developer will need licenses. He said the infrastructure would include underground and overhead electrical lines, a fire service line, an underground pedestrian walkway, communications lines, an underground sewer service line, and an underground water line. Mr. Lussier suggested that the language of the licenses allow for some flexibility in terms of the exact location of the infrastructure components.

Chair Manwaring asked why there was a need for an overhead electrical line in view of the fact that underground electrical lines are planned. Robert Hitchcock, the engineer for the developer, said the overhead line would be at the south end of the project, but that all other electrical lines would be underground.

In response to a question from Councilor Hooper about whether there would be accommodation for broadband, Mr. Lussier said the developer is including telecommunications conduits as part of its license request.

Mr. Lussier said that as a condition of being granted the license, the developer would agree to indemnify the City for any damages caused by the developer’s infrastructure in the City’s right-of-way. In addition, the City would retain the right to revoke the license. He said private infrastructure would be relocated or removed at the owner’s expense if a City project required that. The City would not be held responsible for any damages to private infrastructure that occurred due to City operations, such as snowplowing for example.

Councilor Hooper made the following motion, which was seconded by Councilor Lamoureux.

On a vote of 4 – 0, the Municipal Services, Facilities and Infrastructure Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute license agreements with The Prospect Woodward Home for the construction and maintenance of private infrastructure, including but not limited to an underground walkway, underground sewer line, underground water and fire lines, underground electrical lines, underground telecommunication lines, overhead electrical lines, and any other item or property identified within the right-of-way of Wyman Road subject to the acquisition of the Lane Property by The Prospect-Woodward Home and that all documents are in a form and format acceptable to the City Engineer and City Attorney.



City of Keene, N.H.
Transmittal Form

March 8, 2017

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.5.

SUBJECT: Consideration of a Restriction on Truck Traffic and Licenses for Three Utility Lines – Attorney Thomas R. Hanna

RECOMMENDATION:

On a vote of 4 – 0, the Municipal Services, Facilities and Infrastructure Committee recommends that City Staff develop the necessary ordinance to restrict truck traffic on Wyman Road from the crossing of Wyman Road over Black Brook to the Old Walpole Road intersection.

BACKGROUND:

City Engineer Don Lussier said the developer is requesting a restriction of truck traffic on the northern end of Wyman (from the bridge over Black Brook to Old Walpole Road), as a condition of its site plan approval. Mr. Lussier explained that the project is expected to generate much more truck traffic than that road currently has, pointing out that the geometry of the intersection of Old Walpole and Wyman roads make it very difficult for large vehicles like delivery trucks to maneuver. Therefore, he said, it is recommended that the City adopt an ordinance to restrict truck traffic in that one section of road. If the City Council agrees, he said, then City staff would develop an ordinance. He said that the fact that the City Council considers the request is enough to satisfy a requirement placed on the developer to request the truck restriction as a condition of site plan approval.

Councilor Hansel questioned how a property owner on the north end of Wyman Road who needed truck service could go about getting it while the restriction is in place. Mr. Lussier said that issue could be addressed in the language of the ordinance. He also stated that residential truck service would be exempt.

Councilor Lamoureux made the following motion, which was seconded by Councilor O'Connor.

On a vote of 4 – 0, the Municipal Services, Facilities and Infrastructure Committee recommends that City Staff develop the necessary ordinance to restrict truck traffic on Wyman Road from the crossing of Wyman Road over Black Brook to the Old Walpole Road intersection.



City of Keene, N.H.
Transmittal Form

March 23, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.6.

SUBJECT: Acceptance of Donation - Filtrine Manufacturing Co. - Parks, Recreation and Facilities
Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept the donation of a water filling station from Filtrine Manufacturing Company and that it be placed in Central Square.

BACKGROUND:

Parks Recreation and Facilities Director Andrew Bohannon stated the first donation before the Committee tonight is a water filling station from Filtrine Manufacturing to be replaced at Central Square to replace the existing station.

Mr. Bohannon explained Councilor Hansel had informed the City about a contest for which the City sent in a rendering which brought about this donation. The station will be shaped like an old fire call box; they are ADA compatible. It will be installed in the spring.

Councilor Clark made the following motion, which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept the donation of a water filling station from Filtrine Manufacturing Company and that it be placed in Central Square.



City of Keene, N.H.
Transmittal Form

March 23, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.7.

SUBJECT: Acceptance of Donation - St. James Thrift Shop - Parks, Recreation and Facilities Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$750.00 from the St. James Thrift Shop and that the money is used by the City's Martin Luther King Jr. / Jonathan Daniels Committee for its annual programming.

BACKGROUND:

Mr. Bohannon stated this is a \$750 donation from St. James Thrift Shop for the Martin Luther King/Jonathan Daniels Committee for their programming efforts. This is an annual donation which comes in from St. James Thrift Shop.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$750.00 from the St. James Thrift Shop and that the money is used by the City's Martin Luther King Jr. / Jonathan Daniels Committee for its annual programming.



City of Keene, N.H.
Transmittal Form

March 23, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.8.

SUBJECT: Request to Solicit Donations - Fourth Grade Water Science Fair - Public Works Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to solicit and accept donations to be used as prizes for the City of Keene's Fourth Grade Water Science Fair.

BACKGROUND:

Asst. Public Works Director Donna Hanscom stated this is the 20th year for the 4th grade Science Fair which shows off water related science projects by elementary schools in the area. There is a fair held at each school and the top three participate in the citywide Science Fair. The top four from that project attend the statewide event. This year's statewide fair will be held in Keene in May.

Ms. Hanscom stated what the City does for the students who participate in the citywide science fair is reward them with prizes solicited from local businesses. Staff is requesting permission to solicit these donations again this year.

Councilor Clark and Chair Greenwald talked about their family members who participated in this event.

Councilor Jacobs made the following motion, which was seconded by Councilor Clark.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to solicit and accept donations to be used as prizes for the City of Keene's Fourth Grade Water Science Fair.



City of Keene, N.H.
Transmittal Form

March 23, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.9.

SUBJECT: Rose Lane Change Order - Loureiro Engineering - Public Works Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute a change order with Loureiro Engineering for an amount not to exceed \$8,993.60 for Contract 04-16-04.

BACKGROUND:

Operations Manager Aaron Costa addressed the Committee next and stated the wastewater plant on Rose Lane was constructed in 1934 and remained in service until 1985 when the current plant came on line. Back in the day, sludge was dried and disposed of onsite, which was an acceptable operation back then.

In 2007, the State determined this site to be a “sludge mono field” and asked the City to close this site permanently according to State and Federal Standards. There is about 12,000 tons of buried sludge on site. Since 2012, the City’s consultant Loureiro Engineering has performed investigation and analysis and in 2014 presented the City with two options for closure; remove the sludge completely or cap it in place. At that time, the City chose the cap in place as this was the most economical and provided for the least amount of disturbance to the neighborhood. In 2015, a design was prepared of the cap and necessary permits were obtained and DES approved this work. In 2016, as bids were received for the construction of the cap an abutter contacted the City and DES. After listening to their concerns, DES requested additional information.

In 2016, the City approved a change order for the following work which included new flooding analysis, additional meetings, reporting and design of the post-closure monitoring wells and participation in a community outreach plan. In December 2016, the State expressed concern that insufficient information data had been gathered from the four gas monitoring wells and recommended several rounds of sampling be completed. Loureiro’s contract didn’t include these additional tasks and staff is recommending a third change order to reflect three additional gas monitoring events, dispersion calculations and reporting at a cost not to exceed \$8993.60. Mr. Costa stated because the construction bid came in less than estimated, there is still money left in the budget for this extra work.

Once this sampling is completed, the hope is that DES will then approve the closure plan. Councilor Clark asked what they plan on finding when this additional work is done. Mr. Costa stated as sludge decomposes there are certain gases that are found. Councilor Powers asked what the capped area would look like. Mr. Costa stated it would be nice grassed area and would be a fenced in area.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to execute a change order with Loureiro Engineering for an amount not to exceed \$8,993.60 for Contract 04-16-04.



City of Keene, N.H.
Transmittal Form

March 23, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.10.

SUBJECT: Woodward Pond Dam Improvements - Consultant Selection - Public Works Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Gannett Fleming, Inc. for engineering services required for the Woodward Pond Dam Improvements project for an amount not to exceed \$129,937, with funding to come from project cost center 05034-B.

BACKGROUND:

City Engineer Don Lussier stated the design phase for this project was appropriated in the FY17 CIP and the plan is that the construction phase would happen in the FY20 CIP.

Mr. Lussier explained the reason for this project is because a few years ago the City received a letter of deficiency for the Woodward Dam from NHDES. There were five proposals received and those proposals were ranked using a criteria. Three were selected for interviews and Gannett Fleming, Inc. was selected to be awarded the contract for engineering services. Mr. Lussier noted this company was not the lowest bidder, but the selection committee was impressed with the creative approach this company took with the project to address the letter of deficiency (LOD). Staff feels they will eventually save the City money during the construction phase.

Councilor Chadbourne asked when the City receives an LOD how long does DES give the City to respond and if the City should go past the deadline what the penalty was. Mr. Lussier stated in 2010 the LOD had a number of issues staff was able to address in-house and DES does understand the reconstruction of a dam is an expensive proposition. The city has been working with DES to keep projects like this moving and they are satisfied with the city's progress. He added there are items spelled out in the LOD but there are no specific times set forth in the LOD for this contract and as long as you are moving forward, there are no fines attached.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Gannett Fleming, Inc. for engineering services required for the Woodward Pond Dam Improvements project for an amount not to exceed \$129,937, with funding to come from project cost center 05034-B.



City of Keene, N.H.
Transmittal Form

March 23, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.11.

SUBJECT: FY 18 Revenue Enhancement Proposal - Police Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the Keene Police Department increase the cost of administrative fingerprinting services from \$15.00 to \$20.00 for residents of the City of Keene, and from \$35.00 to \$40.00 for non-residents.

BACKGROUND:

Acting Police Chief Steve Russo stated this item is in reference to increasing fingerprinting services from \$15.00 to \$20.00 for residents of the City of Keene, and from \$35.00 to \$40.00 for non-residents. He noted this fee has not been raised since 2010 and has gone up by administrative costs have increased close to 12.3%. Chief Russo stated other agencies who provide this service charge twice as much for this service.

Councilor Clark asked whether a person gets charged for finger printing when they get arrested. Chief Russo stated there is no charge for finger printing when you get arrested. The Councilor asked what kind of companies use this service. Chief Russo stated individuals who for instance are looking to work for the School District will use this service.

Councilor Jacobs asked why the city is not charging what it actually costs to provide this service. Chief Russo stated the department is trying to provide a service but are also trying to follow city guidelines.

The City Manager stated to a certain extent the city is also trying to help people procure employment within the city itself which helps with economic development.

Councilor Powers asked the Manager whether the city is going to be looking at all fees associated with the city. Mr. Kopczynski answered in the affirmative and stated each department has been asked to look at fees and other departments will also be coming forth with fees and the adoption of codes.

Councilor Powers made the following motion which was seconded by Councilor Clark.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the Keene Police Department increase the cost of administrative fingerprinting services from \$15.00 to \$20.00 for residents of the City of Keene, and from \$35.00 to \$40.00 for non-residents.



City of Keene, N.H.
Transmittal Form

March 23, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.12.

SUBJECT: FY 2018-2023 Proposed Capital Improvements Program - Finance Department

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends moving the Gilbo Avenue project from FY19 to FY18.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of the CIP Program, as amended.

BACKGROUND:

Finance Director Steve Thornton stated there is one staff recommended change to the CIP on page 148 – staff oversight - Gilbo Street East parking lot rehabilitation. This was in last year's CIP scheduled for FY19 and Council voted to move it to FY18. When the new CIP was put together staff inadvertently left this item out. To move this item from FY19 to FY18.

Chair Greenwald stated this portion of the agenda is not open for public hearing as he had mentioned earlier as there has already been public comment on it. He further explained the CIP is a planning document, the projects laid out is a guide for spending and will come through in terms of individual projects. Year one goes into the operating project.

Councilor Chadbourne clarified the Chairman had indicated the public will not be permitted to address the audience and noted Councilor Hansel had an amendment and asked how that would work. Chair Greenwald stated Councilor Hansel will be recognized to address his amendment and then the Chair would move the amendment. Councilor Hansel can speak specifically on his amendment, but cannot move the amendment.

The Chair then went over the communications submitted from the public, noting the entire statement from each member of the public is available through the city website. The following public members submitted written public comments relative to the Senior Center feasibility study:

Brian Mattson – Writing in support of Senior Center study

Nancy Judd - Writing in support of Senior Center study

Rachel Parshall of 39 Union Street - opposition to the Senior Center study, concerned non Keene residents are involved in the center.

Peter Starkey - Favor of the Senior Center study and moving Senior Center to the Recreation Center.

Sean Bailey - Support of the Keene Center Study

John Therriault – Opposed to Senior Center study as this is an independent organization and city money should not be involved in it.

Julianna Bergeron - Support of organization but is opposed to Keene paying for the study.

Councilor Hansel referred to page 178 and stated he was not going to debate the merits of the Senior Center feasibility study project but does not want to fund the project for this upcoming year and want to push it back to FY19. He felt this would allow the community to have a more robust conversation and decide if this is the path the city should be moving in. He felt the study is a step in that direction. He felt more than two months was necessary to have a public debate on this item. He referred to the bottom right hand corner of the page which identifies whether this is a new project or an ongoing project. He stated on going ones are the majority of the ones the Council sees. He felt the reason for the CIP is so that projects could be planned for a six year timeframe and the public gets to see it for six years. He added if it's a new project and is going to be funded in the first year, he pays closer attention to a project because this now becomes a project the public only has two months to review. The Councilor stated he had looked through four CIP's and only 4% of projects were funded the same year and most of the projects that meet the criteria are predominantly infrastructure repair. He felt as a result this project should be moved back to FY19.

Councilor Sutherland stated what is being requested is just asking for the study to be delayed by a year. He felt this will also give time for library construction to be underway and would give the senior center other options to consider.

Councilor Clark asked whether the Parks and Rec. Department had any plans in this upcoming budget to address improvements to their facilities which the Council has not seen yet. The Manager stated he is not familiar with any such projects.

The Chair referred to further written comments from the public. The following public members submitted written public comments on other proposed CIP projects:

Julianna Bergeron – Opposed to bio fuel generator and downtown revitalization project.

John Therriault – Opposed to bio fuel generator because we don't have a long range plan to meet the energy needs of the transfer station. He is also opposed to the downtown revitalization project as he feels staff could be doing this work.

Leanne and Dwight Anderson – Opposed to Runway 22 and tree cutting project.

Councilor Hansel addressed the Committee again and stated he would like the committee to not remove this item from the CIP. He stated he wanted it to be noted the city is waiting for a study to be completed for the best way to provide power at the transfer station.

The Chairman thanked all residents who sent in their comments. He indicated the vote today goes forward to the full City Council. If the Council plans on submitting any amendments it needs to be submitted five days prior to the Council meeting.

Chair Greenwald made the following motion which was seconded by Councilor Jacobs.

That the Finance, Organization and Personnel Committee recommends adoption of Capital Improvement Program 2018-2023 as submitted.

Councilor Powers made the following amendment: to move the Gilbo Avenue project from FY19 to FY18. The motion was seconded by Councilor Jacobs and carried on a unanimous vote.

Chair Greenwald made a motion to postpone the Keene Senior Center study to FY 19. The motion was seconded by Councilor Powers.

Councilor Powers stated he understands the point, however, felt this is a planning document and this does not mean on July 1 we will be spending this money. He stated he agrees some of these projects have not been seen before.

Councilor Chadbourne stated she appreciates any input from the public. She stated it is always good to look at each project closely and be smart with money. The Councilor noted the senior center study is not a new discussion and pointed out that in December 9, 2015, this item was discussed at the PLD Committee and on December 17, 2015 at the full Council level and the first goal was to report back to the Council in six months with findings and recommendations for further action and it passed unanimously at the council level.

She continued the item was brought up again before the PLD Committee on June 8, 2016, and before the full Council on June 16, 2016 and the Council was in agreement we should move forward with a feasibility study. The Councilor stated at the present time the city is looking at \$1.5 million in repairs to the building and Keene does have an aging population. She added this city offers a variety of programs for many age levels and talked about the Carpenter Field project. She encouraged going forward with the study.

Councilor Clark stated this is a collaboration, and the city is recognizing there is a need for this center.

Councilor Jacobs stated the city would be remiss if this item is not addressed and felt the city is not committing itself to anything except for gathering information. He did not feel this study would preclude the community from being able to participate in this project.

Councilor Chadbourne noted staff is doing what Council asked them to do.

Chairman Greenwald stated he was impressed the comments made by the Senior Center about combining seniors with the younger populations which is a concept he supports greatly. He felt the only way to get any good information is by doing a feasibility study, especially by an outside consultant.

With that the committee voted in opposition to the amendment on a 0-5 vote. They supported the feasibility study.

On a unanimous vote, the committee voted in favor of the CIP program, as amended.



City of Keene, N.H.
Transmittal Form

March 27, 2017

TO: Mayor and Keene City Council

FROM: Carl B. Jacobs, Jr., Chair - City Council Goals Special Committee

ITEM: F.1.

SUBJECT: Prioritized Objectives - City Council Goals - City Council Goals Special Committee

RECOMMENDATION:

In the time since the goals were included in a previous agenda packet, the Committee has met and slightly revised the presentation; adding one objective statement and prioritizing the objective statements. The Committee consensus is that the five goal statements are equal in priority. The objective statements under each goal were ranked by the Committee as an introduction to the implementation discussion.

The Council Goal Setting Special Committee is asking that the City Council accept and endorse the goals and objectives as presented in the attached report. This Council action will move the goals process into its next phase.

ATTACHMENTS:

Description

Prioritized Objectives

BACKGROUND:

The City Council Goal Setting Special Committee was created in September of 2016 with the two phase charge: “to determine specific, achievable and measurable City Council goals, with implementation strategies and appropriate timelines to achieve each goal.” The acceptance and endorsement will affirm the Committee has completed the first phase of determining City Council goals.

The Committee was guided by the July 9, 2016 City Council goal setting workshop; the Comprehensive Master Plan; the Economic Development Plan; the Southwest Regional Planning Commission’s Broadband Plan; and our ongoing communication with other councilors, City staff, and the community.

The charge states that the goals are “City Council” goals. In that light, the Committee has focused on matters within City Council purview. However, in order to develop implementation strategies and timelines; the Committee sees the discussion should include City staff and the community. The requested acceptance and endorsement will establish the City Council’s beginning input to that larger discussion.

The Committee focused its discussion on overarching goals, and objectives, rather than specific tasks or programs. The next phase will address specific tasks and programs, together with achievability and measurability, which will involve City Staff and the community. While the City Council will continue to address immediate issues and tasks; these goals provide a context in which to consider those immediate issues and facilitate an improved decision-making process going forward.

Once the Council endorses or modifies the goals and objectives, the Committee stands ready to work toward implementation, together with the City Council, City staff, and the community.

The Committee members are Councilors Bettina Chadbourne, Phil Jones, Steve Hooper, and Robert O'Connor. Councilor Carl Jacobs serves as Chair. Staff support has been provided by the City Clerk, the City Attorney and the City Manager.

RANKING OF CITY COUNCIL GOAL OBJECTIVES

PROVIDE HIGH QUALITY, COST-EFFECTIVE AND ENVIRONMENTALLY SENSITIVE SERVICES THAT ARE RESPONSIVE TO COMMUNITY NEEDS		ESTABLISH A COMPETITIVE AND PROSPEROUS LOCAL ECONOMY		EXERCISE SOUND ORGANIZATIONAL AND FINANCIAL MANAGEMENT		MAINTAIN AND IMPROVE QUALITY OF LIFE		ENHANCE REGIONAL COLLABORATION	
1	Identify all services provided by the City	1	Coordinate and collaborate with the Southwest Regional Planning Commission to implement their Broadband Plan	1	Facilitate communication and collaboration between City government and residents of the City	1	Encourage a diverse and inclusive culture	1	Initiate a conversation with other communities for the provision and payment of common services
2	Implement a process to determine a metric that would identify the cost effectiveness of providing City services	1	Implement the priorities and recommendations identified in the Economic Development Action Plan	2	Implement priority based budgeting	2	Support and enhance educational opportunities	2	Enhance cooperation and collaboration with the Schools and the County Government
3	Gather public opinion to determine what services the City should not be providing and what services the City should be providing	1	Maintain and enhance the infrastructure asset base to support a prosperous local economy	3	Reduce overall City debt	3	Support regional arts and culture opportunities	3	Enhance cooperation with the County Legislative Delegation with respect to state legislation and regional issues
4	Analyze City services for environmental sensitivity	2	Incentivize diverse economic activity	3	Enhance revenue	3	Support a healthy and active community	4	Coordinate infrastructure improvement efforts
		3	Create a culture to attract a diverse workforce	4	Streamline the City government legislative process	4	Enhance housing opportunities – all types and all levels	4	Develop regional marketing
		4	Achieve an equitable balance in the tax burden among Industrial, Commercial, Residential and Tax Exempt Properties	5	Enhance the organizational structure of City government			4	Develop regional housing opportunities
				6	Facilitate communication and collaboration between City government and statutory boards in the City.				
				7	Encourage diversity within the leadership structure of public boards and committees as well as the City Council				



City of Keene, N.H.
Transmittal Form

April 6, 2017

TO: Mayor and Keene City Council

FROM: Rhett Lamb, ACM, Planning Director

ITEM: F.2.

SUBJECT: 2018-2023 Capital Improvement Project - Planning Board

RECOMMENDATION:

A motion was made by Mayor Kendall Lane that the Planning Board recommends approval of the Capital Improvement Program for 2018-2023. The motion was seconded by George Hansel and was unanimously approved.

BACKGROUND:

Finance Director Steve Thornton and Planning Director Rhett Lamb were the next two presenters.

Mr. Thornton stated each year City staff prepares a six-year capital improvement plan with guidance obtained from the Comprehensive Master Plan (CMP), fiscal policy, input from the community and actions of the City Council.

As part of the CIP process, the proposed program is reviewed by the City Council and the Planning Board. He indicated, tonight he is before the Planning Board seeking recommendation from the Planning Board for adoption of the CIP to the City Council.

The focus of the CIP is to plan for the City's future. The guiding principle of this planning effort is to advance the vision of the CMP including;

- A quality built environment,
- Unique natural environment,
- A vibrant economy,
- Strong citizenship and proactive leadership,
- A creative and learning culture, and
- A healthy community.

The CIP includes projects with an estimated cost in excess of \$20,000, and useful life of at least five years. The capital planning process provides a framework to consider projects, over the time frame of the CIP, in the context of the community's vision, values, and goals, along with impact on property taxes, utility and other user rates.

Mr. Thornton stated when they develop the CIP they try to balance investment in the infrastructure and facilities of the City so the goals of the CMP could be advanced but keeping in mind the financial costs to the residents of Keene. The first year of the CIP is always included in the first year of the operating budget which begins on July 1.

Mr. Thornton then went on to explain of reorganization of CIP document. The first goal was to present project requests using a program based format, and the second goal was to highlight the financial impact of the proposed CIP.

Pages 1-6: City Manager's transmittal memo

Pages 7 – 28: Executive Summary, Program Highlights and Financial Discussion.

Pages 30 -70: Financial Detail by Fund, Wells Street TIF District financial presentation, and Capital Reserve Detail.

Pages 71-200: Presentation of proposed projects by program type and project proposals and descriptions and description and its relationship to the CMP, if applicable.

Page 201-217: Appendices – future projects.

Mr. Thornton then went over program highlights. There were six areas identified. The total proposed projects over 6 years is \$67,643,062, and an additional \$18,295,000 for capital reserve. During the same period \$17.26 5million of capital reserve funds will be spent to finance projects. The breakdown of proposed program funding is as follows:

1. Public Health and Safety are programs, activities, and projects which are intended to protect the health and safety of individuals and the community. The goal of these activities is the protection of the public from dangers affecting health and safety from crime, disaster, fire, and disease. Included in this section are the Police and Fire Departments from the General Fund, and the Sewer, Water and Solid Waste Funds.
 - Project requests total \$22,166,700 or 32.77% of the program
 - Water and Sewer projects are at a cost of \$17,547,803 or 79.16%. Of this \$13 million is for improvements to the water and sewer distribution, collection system, and \$4 million for replacement of various components of the production and treatment facilities.
 - The balance consists of improvements at the transfer station (1.4m) and replacement of fire department apparatus and ambulances, as well as radios, and an upgrade to communications equipment at the dispatch center at the Police Department.

2. Transportation (Quality Built Environment and Vibrant Economy) – programs, activities, and projects which are intended to facilitate the safe and efficient movement of people and things within the City and to connect the local community with Monadnock Region, the state, and the world. The primary goal of these activities is to make sure roads, bridges; sidewalks, bike paths, and other transportation infrastructure are in good condition and meet the needs of the community. Included in this section are project requests developed by DPW, Highway and Engineering Divisions.
 - Project requests total \$17,337,141 or 25.63% of the program
 - \$8.1 million for the Road Rehabilitation (repaving) program and \$6 million for the state road projects on Winchester Street
 - \$1.7 million in bridge construction projects – Roxbury and George Street Bridges over Beaver Brook
 - \$346,500 to replace high pressure sodium streetlights to LED

3. Economic Development and Vitality (Vibrant Economy) – programs, activities, and projects which are intended to promote the retention and expansion of existing businesses and to encourage and attract new business development in Keene. The primary goal of these activities is enhance overall quality of life and the sustainability of the community. Projects included in this section were developed by the Airport, DPW and

the Parking Fund.

- Projects total \$15,402,146 or 22.77% of the program
- Airport improvement projects total \$11.025 million and largely consist of FAA funded projects for runway improvements and equipment. One project to upgrade bathrooms and improve accessibility as well as provide a pilots lounge.
- Victoria Street Extension to connect Marlboro Street and Victoria Street
- Downtown revitalization
- Improvements to the Gilbo east Parking lot – paving, curbing, lighting

4. Flood and Storm Water Management (Quality Built Environment, Healthy Community, Vibrant Economy) – programs, activities, and projects which are intended to prevent and remediate conditions leading to localized flooding due to more frequently occurring major precipitation events through preventative maintenance, drainage system improvements, and comprehensive storm water infrastructure planning. Projects in this section were developed by DPW Engineering Division and the Planning Department.

- Projects total \$4.822 million or 7.13% of total
- Projects range from high level studies such as the Climate Adaptation Vulnerability Assessment and Beaver Brook Hydrologic Analysis to contracted cleaning and repair of drainage lines and catchment basins in the City.
- Major programs include Flood Management Projects, which provides drainage system improvements in localized areas to address ongoing local flooding problems (\$2.339 million) and the rehabilitation of Goose Pond Dam, for which the City has received a notice of deficiency (\$879,000)

5. Community Development (Quality Built Environment, Healthy Community, Vibrant Economy, Unique Natural Environment) - programs, activities, and projects which are intended to add to or significantly expand the capacity of community infrastructure or facilities. The primary goal of these activities is to improve the quality of life in the community and to meet the needs of a changing community. Included projects were developed by the Parks and Recreation and Fire Departments.

- Projects total is \$2,155,890 or 3.19% of total
- Major project is the improvement to Carpenter Field at a cost of 1.5 million

6. General Operations Facilities and Infrastructure - programs, activities, and projects which are intended to maintain and provide facilities, infrastructure, and equipment necessary for the provision of basic governmental services. The primary goal of these activities is to maintain City operational assets in good working order in an environmentally friendly and economically efficient manner. Included projects were developed by the Equipment Fund Division of the DPW, the Assessor's Office, the Facilities Division of Parks and Recreation, and the Information Technology Department.

- Projects total is \$5.759 million or 8.51% of total program
- Of this, \$4.3 million is for the replacement of vehicles and equipment through the Fleet fund, \$550,000 for repairs and replacement of equipment in City facilities, and \$443,000 is for the replacement of City IT network equipment

Mr. Thornton then went over the many different ways these projects are funded: Grants 25.56%, Capital reserves 25.52%, Bonding 33.59%, Current Revenues 11.35%, Donations, sale of property, etc. 4.17%

The proposed CIP is in the process of review by the Finance, Organization, and Personnel Committee. A Public Hearing of the CIP will be held on March 2nd. On March 9th, the FOP Committee will meet at 6:30 to deliberate and provide recommended changes to the proposed CIP. Finally, on March 16, the City Council will consider the CIP for adoption.

This concluded Mr. Thornton's presentation.

Mr. Stout asked about the City's policy on granite curbing. Mr. Thornton stated the policy is with new sidewalk its asphalt sidewalk with granite curbing. Mr. Lamb noted the life cycle is much longer for concrete versus asphalt.

Ms. Landry stated she appreciated the way staff perspective was provided for these different projects and bringing it back to the six focus areas of the CMP. She asked whether the distribution of resources across these focus areas have changed greatly and how does the City know they are making progress. Mr. Thornton stated more focus is being placed on water and sewer projects. In 2006 the City received an Administrative Order from EPA and because of this Order Public Works put in place a priority cleaning program. They have also been looking at the Wastewater Treatment Plant which is about 30 years old which had certain deficiencies which need to be addressed. The same has been done with the water program and the City's road system.

Ms. Landry before the creation of the CIP it has been suggested that the Board look at some areas of the CMP it would like to see go forward and asked whether the Board does this. Chair Spykman stated it has been discussed how to be more proactive in this process and some progress has been made. Mr. Lamb stated now would be the time to start thinking about how to engage the Council for the next cycle. Ms. Landry felt a list to indicate which projects tie into the six focus areas would be a helpful document for the Board.

Mayor Lane stated the CMP is aspirational and the reality is we don't often get there. He further stated the granite curbing does have a much better appearance but also has an economic value – use of granite curbing in some of the neighborhoods encourages people in these neighborhoods to upgrade and improve their own properties.

Councilor Hansel felt the CIP is an important document and stated he likes that it is a staff driven process and felt the Board's time to have input is during the master plan process. He felt the CIP is not the place to include special interest group projects.

Mr. Stout asked whether the funding for CIP projects is on a decline because of the lack of state funding. Mr. Thornton stated the infrastructure work and the facilities work don't tend to change much except with a small growth. However, last year there was the library project which provided for some extra costs. He talked about the street light program which is going to save the City money in the long run. Mr. Thornton added he did not think the City was restricting the departments from work they had to do. Mr. Stout felt this document shows smarter spending on the part of the City.

Ms. Landry in response to Councilor Hansel stated she was not implying pet projects should be included in the CIP and referred to language which calls for the review of the CMP on an annual basis before the annual operating budget to allow for assessment of progress of the lofty goals set forth in the CMP. She stated she appreciates the monumental work staff puts into this document which she indicated she has done even though technically it is the Planning Board's responsibility not staff's responsibility.

Mayor Lane agreed it was critical for the Planning Board to be involved in this process. He noted to the upcoming public hearing on March 2nd which the Board could attend and added the Board is always invited to actively get involved in this process. He stated the City is fortunate to have staff who are taking up this responsibility and encouraged the Board to get involved.

Dr. Cusack asked how the CIP changes from year to year; he referred to the skate park which was projected to go forward last year in FY18 for \$350,000 but in this year's CIP it is estimated for \$500,000 in FY19. He asked what would prevent this project from increasing yet another time. Mr. Thornton stated a group of citizens are working on fundraising for this project. Last year they put together a design and they are still working on finalizing the design. However, projects don't usually have this type of inflation. Chair Spykman noted many of

the projects in the CIP have their own funding sources and referred to the Airport projects as an example.

Mr. Stout asked for a document which outlines projects when they go back a year or two, which would show a trend over a period of time. He also suggested a discussion within the Board as to how it can get involved in this process sooner. Mr. Thornton noted the time for the Board to get involved would be sometime in the spring. Mr. Lamb reminded the Board of the CMP implementation exercise the Board participated in and suggested a process like that the Board could get involved in. Mr. Stout asked whether it would be possible to extend the life of the Master Plan by implementing more from the CIP. Mr. Lamb stated a Master Plan should be updated every ten years, some portions even sooner- 2020 seems to be that timeframe. However, extending the current CMP is probably not something that would be advisable.

A motion was made by Mayor Kendall Lane that the Planning Board recommends approval of the Capital Improvement Program for 2018-2023. The motion was seconded by George Hansel and was unanimously approved.



City of Keene, N.H.
Transmittal Form

March 31, 2017

TO: Mayor and Keene City Council

FROM: Conservation Commission

THROUGH: Medard Kopczynski, City Manager

ITEM: F.3.

SUBJECT: Request for an Expenditure from the Land Use Change Tax Fund for a Forest Stewardship Plan for the Greater Goose Pond Forest - Conservation Commission

RECOMMENDATION:

Councilor Manwaring made a motion to recommend that the City Council authorize the Conservation Commission to use up to \$30,000 of the Land Use Change Tax Fund for the purpose of hiring a consultant to prepare a forest stewardship plan for the Greater Goose Pond Forest. The motion was seconded by Ms. Burchsted and carried unanimously.

BACKGROUND:

Since the fall of 2016, the Conservation Commission has discussed interest in developing a Forest Stewardship Plan for the Greater Goose Pond Forest. The goal of this effort would be to hire a qualified consultant to develop a long-term Stewardship Plan for the forest that is sensitive to: maintaining and/or improving the overall character of natural communities in the forest; protecting threatened plants and animals, cultural features and unique habitats; providing for and maintaining public access, recreation and educational opportunities; and, increasing habitat diversity through managed changes in forest composition, age and structure. The plan will recommend specific actions that should be taken and lay out an implementation timeframe with cost estimates.

In 2009, a Conservation Easement was placed on the property's 1,044 acres. This easement, which is held by the Society for the Protection of NH Forests, requires that all land uses and management activities be conducted in accordance with a written wildlife habitat and land management plan. The proposed Stewardship Plan would serve as this management plan for the forest area.

The Conservation Commission discussion on this topic at the March 20, 2017 meeting is included below.

“Ms. Kessler reminded the Commission that she had shared the draft RFQ with a local consultant to help determine a cost estimate for the proposed Forest Stewardship Plan for the Greater Goose Pond Forest area. She stated that the Commission has not yet passed an official motion requesting funding from the Land Use Change Tax Fund to support this project. She said the estimate from the consultant for the proposed work is \$27,000-\$30,000, which is similar to what the Planning Department had estimated. The Commission determined it would be best to request the upper limit of that price range from City Council.

Ms. Kessler noted that there is a balance of \$97,504 in the Conservation Land Use Tax Fund (Cost Center 90203).

Councilor Manwaring made a motion to recommend that the City Council authorize the Conservation Commission to use up to \$30,000 of the Land Use Change Tax Fund for the purpose of hiring a consultant to prepare a forest stewardship plan for the Greater Goose Pond Forest. The motion was seconded by Ms. Burchsted and carried unanimously.

Ms. Kessler said she will present this request at the April 6th City Council meeting. The recommendation will likely be forwarded to the Finance, Organization, and Personnel (FOP) Committee on April 13th at 6:30 PM; Commission members are encouraged to attend to show support. FOP will make a recommendation to Council, which will be voted on at the April 20th City Council meeting. Ms. Kessler added that Steve Roberge is still reviewing the RFQ and will provide comments.”

The Land Use Change Tax Fund (LUCT) is funded through revenues from the Land Use Change Tax, a financial penalty that a property owner pays when taking their property out of the “Current Use” tax assessment bracket. Half of the proceeds from each fiscal year are deposited into the general fund, and half are deposited into the LUCT Fund.



City of Keene, N.H.
Transmittal Form

March 13, 2017

TO: Mayor and Keene City Council

FROM: Donald R. Lussier, P.E., City Engineer

THROUGH: Medard Kopczynski, City Manager

ITEM: H.1.

SUBJECT: Relating to Fees for Engineering Inspections and Public Works Permits

RECOMMENDATION:

That Ordinance O-2017-04 be referred to the Finance, Organization and Personnel Committee for review, consideration and recommendation.

ATTACHMENTS:

Description

Ordinance O-2017-04

BACKGROUND:

Sec. 70-26 of the Keene City Code authorizes the Public Works Department to perform engineering inspections related to the construction of subdivisions, roadways, drainage features, water and wastewater utilities, or other infrastructure that will become the property of the City or be located within the public right of way. The costs of these inspections are billed to the responsible entity at rates prescribed by Code. The current billing rate of \$30.00 per hour was established by the Council in April of 1991. The rate no longer covers the actual cost to the City of performing these inspections.

In accordance with the Council's Fiscal Policies (R-2016-02-A), fees that are regulatory in nature should be "set at, or above, full cost recovery." The full FY17 cost to complete these inspections is \$50.24 per hour (assuming inspections are performed by an Engineering Technician, S-15/Step 6). The Public Works Department recommends setting the inspection fee rate at \$55.00 per hour.

Sec. 82.33 (a) and (b) of the Keene City Code authorizes the Public Works Department to collect fees for excavations within or obstruction of the public right of way or on City owned property. The current permit fees of \$25 for excavations and \$15 for encumbrances are no longer sufficient to recover the cost to the City of administering these permits.

In accordance with the requirements of Sec. 70-26 (Engineering inspections), the initial inspection for work performed under an Excavation permit is performed at no charge. Most excavation permits are closed out with only one inspection, which typically takes approximately ½ hour to perform. Therefore, to achieve full cost recovery, it is appropriate for the Excavation Permit fee to be higher than the encumbrance permit fee. The Public Works Department recommends setting the permit fees at \$75.00 for excavation permits and \$50 for encumbrance permits.



CITY OF KEENE

O-2017-04

Seventeen

In the Year of Our Lord Two Thousand and

Relating to Fees for Engineering Inspections and Public Works Permits

AN ORDINANCE

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

That the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the stricken text and inserting the bolded text in Appendix B – Fee Schedule:

Chapter 70. Public Improvement Standards

§ 70-27. Engineering inspection fees, per hour... ~~\$30.00~~ **\$55.00**

Chapter 82. Streets, Sidewalks and Certain Other Public Places

§ 82.33(a). Fees for excavation permits and encumbrance permits:

Excavation Permit fee... ~~\$25.00~~ **\$75.00**

Encumbrance Permit fee... ~~\$15.00~~ **\$50.00**

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

March 8, 2017

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: J.1.

SUBJECT: Relating to the Alteration of Wyman Road

RECOMMENDATION:

On a vote of 4 – 0, the Municipal Services, Facilities and Infrastructure Committee recommends that The Prospect Woodward Home request for a waiver to Section 70-87, (a), (2), requirement for submission of a warranty deed(s), be granted subject to the acquisition of the Lane Property by The Prospect-Woodward Home.

On a vote of 4 – 0, the Municipal Services, Facilities and Infrastructure Committee recommends that Resolution R-2017-05, Relating to the Alteration of Wyman Road, be adopted subject to that all documentation is in a form and format acceptable to the City Engineer and the City Attorney.

ATTACHMENTS:

Description

Resolution R-2017-05

BACKGROUND:

City Engineer Don Lussier used a display of the site plan of the proposed "Hillside Village" development to show the committee the additions to the Wyman Road right-of-way that are called for in the plan. Mr. Lussier explained that a waiver is needed in order to process the layout. There are two ways for the City to have a right-of-way over private property. One way is for the property owners to grant an easement for the public to pass over the privately owned land, with the owner retaining ownership. He explained that the second way, which entails the City taking title to the land under the right-of-way, is the required method under the City's code for new projects. He said that in the case of Wyman Road, the City does not own the title to the existing right-of-way. Without a waiver, he said, the City would end up owning discrete pieces of land. The developer has requested and staff agrees it makes sense to waive the requirement in the code that the City take fee title ownership of land, instead allowing the developer to process the layout changes as an easement for highway purposes.

Mr. Lussier explained that the proposed layout will result in an expansion of the existing right-of-way, widening it, in order to accommodate the construction of an upgraded road. He pointed out the stretches of road that would be affected by the easement on the site plan. He said the layout plan would be conditioned on the transfer of the property from the current owner to the developer. In addition, the developer would have to satisfy the requirements of City Code Section 70-88 that the improvements to the roadway be completed in 36 months; failing that, the code spells out different action options for the City to take. He said the road would be

built to Department of Public Works (DPW) standards and be subject to inspections by DPW staff.

In response to a question from Chair Manwaring, Mr. Lussier explained that the layout calls for grading that will improve sight-lines.

Councilor Lamoureux made the following motion, which was seconded by Councilor Hooper.

On a vote of 4 – 0, the Municipal Services, Facilities and Infrastructure Committee recommends that The Prospect Woodward Home request for a waiver to Section 70-87, (a), (2), requirement for submission of a warranty deed(s), be granted subject to the acquisition of the Lane Property by The Prospect-Woodward Home.

Councilor Lamoureux made the following motion, which was seconded by Councilor O'Connor.

On a vote of 4 – 0, the Municipal Services, Facilities and Infrastructure Committee recommends that Resolution R-2017-05, Relating to the Alteration of Wyman Road, be adopted subject to that all documentation is in a form and format acceptable to the City Engineer and the City Attorney.



CITY OF KEENE

R-2017-05

In the Year of Our Lord Two Thousand andSeventeen.....

A RESOLUTIONRelating to the Alteration of Wyman Road.....

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

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

WHEREAS: There is now occasion to alter the location of Wyman Road by widening the existing Wyman Road and accepting new sections of Wyman Road as part of the public highway as shown on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated January 6, 2017, prepared by SVE Associates;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Keene:

That the City Council of the City of Keene hereby accepts the following new sections of road identified as Areas "A," "B" and "C" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated January 6, 2017, prepared by SVE Associates, to become part of the public street known as Wyman Road:

AREA "A"

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

Beginning at a stone bound set on the westerly right of way line of Wyman Road at the southerly boundary of land now or formerly of Kendall W. Lane and Molly B. Lane and the northerly boundary of Spofford Stage Real Estate, LLC;

Thence running S 84° 41' 40" W a distance of nine and forty-five hundredths (9.45) feet, more or less, to a stone bound;

Thence running N 8° 20' 05" W a distance of one hundred five and sixty-one hundredths (105.61) feet, more or less, to a stone bound set on the westerly right of way line of Wyman Road;

Thence running in a generally southerly direction along the westerly right of way line of Wyman Road to the stone bound at the point of beginning.

Containing four hundred forty-six (446) square feet, more or less.

Being shown as "Area 'A'" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated January 6, 2017, prepared by SVE Associates, to be recorded at the Cheshire County Registry of Deeds.

AREA "B"

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

Beginning at a stone bound set on the westerly right of way line of Wyman Road at the northerly boundary of the above-described Area "A";

Thence following the arc of a curve to the right, the radius of which is 2421.72', and the chord of which is 126.29' along a long chord bearing of N 6° 50' 26" W, a distance of one hundred twenty-six and thirty hundredths (126.30) feet, more or less, to a point;

Thence running N 5° 20' 47" W a distance of one hundred thirty-four and eighty hundredths (134.80) feet, more or less, to a stone bound;

Thence running N 6° 36' 08" W a distance of two hundred two and twenty-one hundredths (202.21) feet, more or less, to a stone bound;

Thence running N 83° 23' 52" E a distance of six and sixty-five hundredths (6.65) feet, more or less, to a stone bound set on the westerly right of way line of Wyman Road;

Thence running in a generally southerly direction along the westerly right of way line of Wyman Road to the stone bound at the point of beginning.

Containing three thousand four hundred eight (3,408) square feet, more or less.

Being shown as "Area 'B'" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated January 6, 2017, prepared by SVE Associates, to be recorded at the Cheshire County Registry of Deeds.

AREA "C"

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

Beginning at a stone bound at the end of a stone wall on the easterly right of way

line of Wyman Road, said point being just north of Station 23+37.46 on the Wyman Road layout;

Thence running N 6° 02' 17" W a distance of one hundred twenty-one and twenty-six hundredths (121.26) feet, more or less, to a stone bound;

Thence running N 6° 36' 08" W a distance of two hundred two and seventy-six hundredths (202.76) feet, more or less, to a stone bound;

Thence running S 83° 23' 52" W a distance of four (4.0) feet, more or less, to a stone bound;

Thence running N 6° 36' 08" W a distance of three hundred seventy-nine and thirty-six hundredths (379.36) feet, more or less, to a stone bound;

Thence running N 83° 43' 47" E a distance of four (4.0) feet, more or less, to a stone bound;

Thence following the arc of a curve to the right, the radius of which is 275.00' a distance of two hundred eleven and six hundredths (211.06) feet, more or less, to a stone bound opposite Station 13+90.02;

Thence running N 38° 02' 17" E a distance of ninety-seven and seventy-one hundredths (97.71) feet, more or less, to a stone bound opposite Station 12+92.31;

Thence following the arc of a curve to the left, the radius of which is 1151.50' a distance of seventy-six and sixty-six hundredths (76.66) feet, more or less, to a stone bound opposite Station 12+17.31;

Thence running N 34° 13' 24" E a distance of ninety-seven and sixteen hundredths (97.16) feet, more or less, to a stone bound opposite Station 11+20.15;

Thence following the arc of a curve to the right, the radius of which is 237.87' a distance of sixty-seven and eighty-seven hundredths (67.87) feet, more or less, to a stone bound opposite Station 10+45.15;

Thence running N 50° 34' 13" E a distance of two hundred eighty-two and nineteen hundredths (282.19) feet, more or less, to a stone bound at the northerly boundary of land now or formerly of Kendall W. Lane and Molly B. Lane and the southerly boundary of land now or formerly of the Bruce L. Borden Revocable Trust and the Phyllis R. Borden Revocable Trust;

Thence running N 37° 02' 34" W a distance of five and eighty-eight hundredths (5.88) feet, more or less, to a stone bound set on the easterly right of way line of Wyman

Road;

Thence running in a generally southwesterly and southerly direction along the easterly right of way line of Wyman Road to the stone bound at the point of beginning.

Containing twelve thousand four hundred thirty-eight (12,438) square feet, more or less.

Being shown as "Area 'C'" on a plan entitled "Road Layout & Widening Plan, Wyman Road, Keene, New Hampshire, Prepared for The City of Keene & The Prospect-Woodward Home" dated January 6, 2017, prepared by SVE Associates, to be recorded at the Cheshire County Registry of Deeds.

This acceptance is conditioned upon, and shall take effect upon, acquisition of the Lane Property by The Prospect-Woodward Home, and upon certification by the City Manager of the City of Keene that the City Engineer of the City of Keene has confirmed that the new section of the road has been constructed to City of Keene standards.

BE IT FURTHER RESOLVED:

That the Petitioner's Request for Waiver from the requirements of Sec. 70-87(a)(2) of the City Code of Ordinances to allow for the conveyance of a highway easement to the City rather than fee title, is hereby granted.

BE IT FURTHER RESOLVED:

That the City Manager be, and hereby is, authorized to accept and record a warranty deed from The Prospect-Woodward Home, as successor in interest to Kendall W. Lane and Molly B. Lane, for a highway easement over the new sections of Wyman Road, with the recorded deeds to serve as evidence of satisfaction of the conditions of acceptance of the new sections of the road.

BE IT FURTHER RESOLVED:

That the Petitioner seeking the acceptance of the new sections of Wyman Road is charged with the construction of such new sections of the public street in conformance with City of Keene standards.

BE IT RESOLVED FURTHER:

That the City Manager be, and hereby is, authorized to accept and record a warranty deed from Jeremy L. Lory and Nancy S. Lory, as Trustees of The Lory Family Revocable Trust, or their

successors or assigns, to the City of Keene conveying a 10' wide slope easement related to improvements to Wyman Road. The final form and content of the deed to be subject to review and approval by the City Attorney.

This vote is conditioned upon acquisition of the Lane Property by The Prospect-Woodward Home.

BE IT RESOLVED FURTHER:

That the City Manager be, and hereby is, authorized to accept and record a warranty deed from Spofford Stage Real Estate, LLC, its successors or assigns, to the City of Keene conveying a slope easement and drainage easement related to improvements to Wyman Road. The final form and content of the deed to be subject to review and approval by the City Attorney.

This vote is conditioned upon acquisition of the Lane Property by The Prospect-Woodward Home.

BE IT RESOLVED FURTHER:

That the City Manager be, and hereby is, authorized to accept and record a warranty deed from Monadnock Economic Development Corporation, its successors or assigns, to the City of Keene conveying a slope easement and drainage easement for a riprap apron related to improvements to Wyman Road. The final form and content of the deed to be subject to review and approval by the City Attorney.

This vote is conditioned upon acquisition of the Lane Property by The Prospect-Woodward Home.

BE IT FURTHER RESOLVED:

That the City Manager be, and hereby is, authorized to enter into and record an agreement with The Prospect-Woodward Home, as successor in interest to Kendall W. Lane and Molly B. Lane, which agreement will grant the City the right to drain stormwater runoff from Wyman Road onto the Hillside Village property and into the Hillside Village on-site drainage system, and the right to maintain that portion of the Hillside Village on-site drainage system (e.g. swales and pipes) that receives and conveys drainage away from Wyman Road in the event that the on-site system is preventing the drainage of Wyman Road, provided that under the terms of the agreement the City would have the right, but not the obligation or responsibility, to maintain the drainage system for stormwater runoff. The final form and content of the agreement to be subject to review and approval by the City Attorney.

This vote is conditioned upon acquisition of the Lane Property by The Prospect-Woodward Home.

Dated: _____

_____, Mayor, Pro Tem

In City Council January 19, 2017.

Site visit scheduled for March 2, 2017 at 5:45 PM. Public Hearing scheduled for March 2, 2017 at 7:00 PM.

Referred to the Planning Board and Municipal Services, Facilities and Infrastructure Committee.



City Clerk



City of Keene, N.H.
Transmittal Form

April 6, 2017

TO: Mayor and Keene City Council

FROM: Elizabeth A. Fox, ACM/Human Resources Director

THROUGH: Medard K. Kopczynski, City Manager

ITEM: J.2.

SUBJECT: In Appreciation of Frank J. Sales Upon His Retirement

RECOMMENDATION:

That Resolution R-2017-10 be adopted by the City Council.

ATTACHMENTS:

Description

Resolution R-2017-10

BACKGROUND:

Mr. Sales retired from the Public Works Department March 31, 2017.



CITY OF KEENE

In the Year of Our Lord Two Thousand and ...Seventeen.....

A RESOLUTION In Appreciation of Frank J. Sales Upon His Retirement.....

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

WHEREAS: Frank J. Sales began employment with the City of Keene’s Highway Division of the Public Works Department November 13, 1995, as Maintenance Aide II in charge of the downtown; was promoted April 16, 1998, to Equipment Operator I; and received a second promotion July 21, 2003, to become the City’s Sign Maker; and

WHEREAS: With his love of the outdoors and his excellent work ethic, he has developed and managed an outstanding sign program—from ordering materials to maintaining inventory at the proper level—from physically installing signs to keeping installation records—from reviewing recent installations to ensure they still are in place to reporting stolen signs and their values to the Keene Police Department—Frank has had complete control of the sign shop operations, has taken outstanding care of his equipment, and has handled every aspect of his job with the utmost level of professionalism; and

WHEREAS: Frank’s superb knowledge of the latest *Manual on Uniform Traffic Control Devices*—the Federal Highway Administration’s document specifying the standards by which traffic signs, road surface markings, and signals are designed, installed, and used—as well as his ability to stay current with changes in City ordinance, state regulations, and sign-making software have enabled him to manage the City’s sign inventory and replacement program; and

WHEREAS: With requests for signage coming from almost every department in the City, Frank has responded to the abundance of customer requests quickly and accommodated special requests, remained flexible regarding emergency assignments and ever-changing priorities, and still kept pace with never-ending installation and repair requirements while maintaining an outstanding quality of work; and

WHEREAS: Constantly in the public eye, his courteous and pleasant manner have enabled him to be responsive to the smallest needs in his quest to provide great customer service, to remain neutral and follow regulations, to give timely responses regarding whether or not he can fulfill requests, and to explain policies regarding why signs have been replaced; and

WHEREAS: A team player who is respectful and thorough in his communications and always willing to assist when asked has made him a team player with excellent relationships with co-workers, who nominated him for a well-deserved 2007 Employee Achievement Award; and

WHEREAS: Unquestionably dedicated to his career with the City, a few of Frank’s personal characteristics that have made him successful are his good time management and prioritization skills, thorough attention to detail, ability to work independently and efficiently, adherence to safety protocols, and pride in his work; and

WHEREAS: Frank retired from the City of Keene March 31, 2017, with almost 21½ years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Frank J. Sales for his dedication to the City of Keene and the Monadnock Region and wishes him the very best for his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Frank J. Sales in appreciation of his years of service to the City of Keene.

PASSED

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

March 23, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: J.3.

SUBJECT: Council Policy: Relating to Fee Schedules for Use of the Recreation Center

RECOMMENDATION:

On a 4-1, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2017-06 and the rescission of Resolution R-2009-28 and Resolution R-1977-47. Councilor Clark voted in opposition.

ATTACHMENTS:

Description

Resolution R-2017-06

Resolution R-2009-28

Resolution R-1977-47

BACKGROUND:

Mr. Bohannon made reference to an overhead presentation and stated that as the Manager has indicated, we are all looking at fees structures for the different Departments and aligning them with the City Council's Fiscal Policy. He continued tonight he would like to review the mission of the Recreation Department and go over the various fees associated with Recreation programs. He continued the mission is to provide quality community service, support active life styles and be good stewards of the land. Our Vision is to be community collaborators to provide well maintained parks, be stewards of natural resources and provide opportunities for active living in the community.

Mr. Bohannon continued that the Department's Value System closely matches our vision and mission. He asked the members to consider the mission and values of the Recreation Department as he reviews the associated fees with our programs, adding that access and equity for every income level to participate in recreation programs is the heart of their mission.

Mr. Bohannon continued that adopted in July 2015 was Resolution R-2015-30, Relating to Use of City Park Lands which focuses on the use of city parklands. He highlighted a section of that policy that focuses on public parks and reservations and the quality community services they are striving to provide. He continued the Department offers diverse programming opportunities for the community.

He focused on another section of the Resolution noting that the fees being charged for some of the programming is meant to recover some of the costs for services provided while making them accessible to all.

Mr. Bohannon went on to reference Resolution R-2016-25-B - Relating to Fiscal Policies, noting that part two

section III focuses on Fees and Charges. He specifically site subsection A.1 in that section which stated that in the service provides community wide benefits there will be no fee or charge assessed. He went on to state they offer many programs free of charge. He specifically mentioned the concert series that is offered in the summer, which is a community opportunity the department provides at no cost to the residents. However, for instance the swim program is a defined program by which the department tries to recover some of the costs. Mr. Bohannon referred to a pyramid rendering which illustrates the cost recovery method and how the council policy relates to Parks and Recreation. He ended by noting the specialized individual teams such as the travel basketball team for which kids try out have an additional cost attached to it.

Mr. Bohannon listed the various programs the department offers: youth and adult sports, summer playground programs, swimming pools, trips, after school programs, recreation rental fees. Lot of those actives are operated through the Recreation Revolving Fund which is specifically used for sports programs where an individual pays for registration which fee is used for uniforms and officials; they are mostly revenue in expenses out. There are also indirect costs but these are covered through the operating budget such as registration, volunteer background check, and field and facility maintenance.

Mr. Bohannon went on to discuss cost recovery for facilities, noting currently the charge is \$40 per night for a softball field. This charge will be changed with the new Resolution. This \$40 charge is only for adult softball leagues, youth baseball and horseshoe are not assessed this fee. There is also a fee assessed for field preparation for tournaments for outside groups using city fields. Building rental will see a change in the Resolution as well (non-profit vs. profit), this will clearly define fees and help the consumer. The department makes sure custodial needs are appropriately covered for building rental and patrons are charged only when there is staff available. He noted that R-2017-06 will introduce a new fee structure and he wanted to make reference to that as he discusses cost recovery.

Mr. Bohannon went on to go over some of the fees associated with various recreation programs, noting the fees are charged based on direction from the Fiscal Policy. He noted there are a wide variety of community oriented programs as well as programs that are more specific. He noted a lot of these activities are operated through the recreation Revolving Fund. This fund is specifically used for our sports programs where the individual pays for registration and that registration fee goes toward uniforms, equipment and officials needed to run the program. It is a revenues in – expenses out formula, with a minimal balance in the revolving fund. This fund allowed us to purchase new registration software that will be very helpful to the consumer, and will allow the Recreation Department to expand our offerings through the software. Some of the indirect costs associated with programs including Recreation administrative staff, volunteer background checks and facility maintenance are not paid for from the revolving fund, but rather from the Departmental operating budget.

Mr. Bohannon continued that there was a review done of the Department's cost recovery against four other towns and the current cost recovery is at 24%. He noted the national average for cost recovery is about 36%.

He noted that relating to house youth leagues – non-residents are charged 33% higher than residents; youth resident rate is \$45 and non-resident rate is \$60. Adult leagues pay a \$15 for non-residents but there is a proposal to change this to a flat fee of \$50 per team which makes it easier to track.

He ended his Powerpoint presentation with some remarks on community impact, noting the Department is meeting its vision and mission; always thinking about the social equity in the community. This concluded Mr. Bohannon's presentation.

The City Manager stated Mr. Bohannon is the first department head that has brought forward a change to the fee schedule and attempting to tie it to the actual fiscal policy. Mr. Kopczynski stated staff would like Council feedback which will help with other department's fee schedule changes going forward.

Councilor Clark compared the fee schedule to property taxes; everyone pays the same regardless of age amount

depending on the value of their home. He stated he was troubled by this structure – he felt youth and seniors are not in a category where they can afford as much as young families are and felt they should be in a different scale. Mr. Bohannon stated the closest thing he can relate to that relates to fees is admission into the Recreation Center. There used to be a drop in rate of \$5 for after-school activities but this fee had to be changed because it was not cost effective. However, there is still a drop in rate for youth who might want to use the Rec. Center for instance to play basketball, but this pass now costs \$30 per year for a pass, the adult rate is also the same as their times are limited just to evenings. Non-residents pay \$60 for this privilege. For seniors there is a walk-in pass at a cost of \$10 and if you are a member of the Senior Center then there is no fee.

Mr. Bohannon stated there is a new program that is fast catching on is pickle ball and just to introduce this program there was no charge to participants but next year there will be small fee. The attempt was to try and get people interested in this game. He added he does understand what the Councilor is saying about youth and seniors vs. working adults. Chair Greenwald noted tonight we are talking about rooms and facilities not individual programs.

Councilor Powers felt tonight what is being addressed is a very small portion of the fee schedule which he felt was very appropriate, these have facility emphasis and require a lot of labor. He felt all programs offered through the Parks and Rec. Center are scaled depending on the level of effort. Mr. Bohannon talked about the basketball program, \$100 for the travel program, \$40 for the Rec Program. However, the men's team cost has gone up considerably to \$750 but this is because of the need to use the Keene High facilities, payment to officials. The \$750 covers all costs related to this program and the city makes not money from it, we are just providing this service.

Councilor Jacobs asked whether fees for programs would also be coming before the Council in the future. Mr. Bohannon stated they would come forward during the Fiscal Policy discussion.

Councilor Chadbourne referred to the last slide where two children were wearing a Parks and Rec. t-shirt and asked Mr. Bohannon whether these kids get these t-shirts free. Mr. Bohannon stated the t-shirt is part of the \$45.

Chair Greenwald expressed amusement at some of the ancient Resolutions completed on a typewriter and referred to a former Mayor Rossiter and also noted there was in fact a City Clerk prior to Patty Little and her name was Frances Pitcher.

Councilor Clark asked how these increases would affect the Parks and Rec budget. Mr. Bohannon stated there would be some small increases seen in revenue in his budget.

Councilor Jacobs made the following motion which was seconded by Councilor Chadbourne.

That the Finance, Organization and Personnel Committee recommend adoption of Resolution R-2017-06 and to rescind Resolution R-2009-28 and Resolution R-1977-47.

Councilor Clark asked what the increases were. Mr. Bohannon stated the Committee's handout has a fee schedule and on the reverse side of the fee schedule is R-2009-28 as well as the current fee schedule. He indicated the Resolution changes the structure of the fee schedule; combining five non-profits categories into one non-profit category and combine the two for-profit categories into one for-profit category. Councilor Clark stated he does not see what the charge this year versus what the charge for next year would be. Chair Greenwald explained the cost for using the gymnasium currently is broken down into various categories. What is being proposed is to having one non-profit rate and one for-profit rate.

Councilor Chadbourne commended staff for putting this fee schedule together and noted Council's goal during their workshop was to streamline things to make it more user-friendly and this does just that.

The motion made by Councilor Jacobs carried on a 4-1 motion with Councilor Clark voting in opposition.



CITY OF KEENE

R-2017-06

Seventeen

In the Year of Our Lord Two Thousand and

RECREATION FEE SCHEDULE

A RESOLUTION

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

WHEREAS, The City of Keene has a variety of recreation facilities and programs available for the public to use and to participate in; and

WHEREAS, The Parks, Recreation and Facilities Department ("Department") annually reviews the fee schedule for these facilities and programs; and

WHEREAS, A comparative survey of Keene State College, Keene School District, Keene YMCA and other communities established that fees for the use of City facilities and participation in programs should be increased accordingly; and

WHEREAS, The fee structure for participation in recreation programs is adjusted administratively by the Department annually to reflect the actual cost of the specific program offering; and

WHEREAS, The fees for the use of facilities should reflect the actual maintenance, utility cost and staffing cost;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Keene, that Resolution R-2009-28, which was adopted December 9, 2009, and Resolution R-1977-47, which was adopted October 6, 1977, be rescinded.

AND BE IT FURTHER RESOLVED that the attached facilities fee schedule for the Parks, Recreation and Facilities Department is hereby adopted.

In City Council February 2, 2017.

Referred to the Finance, Organization and Personnel Committee.


City Clerk

Kendall W. Lane, Mayor



CITY OF KEENE

R-2009-28

In the Year of Our Lord Two Thousand and Nine

A RESOLUTION Rescinding Resolution R-88-39-A and adopting a fee schedule for the use of the Recreation Center

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

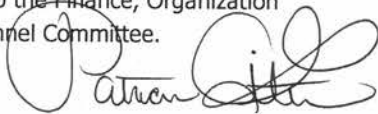
- Whereas: The City of Keene has a Recreation Center and;
- Whereas: The Recreation Center has a number and variety of spaces available for indoor rental; and
- Whereas: A comparative survey with Keene State College and the Keene School District showed that the fees for rental of these spaces should be raised; and
- Whereas: The fees should reflect the increased electrical, fuel and staffing costs.

Now Therefore Be It Resolved by this City Council of the City of Keene, that Resolution R-88-39-A, which was adopted January 19, 1989, is rescinded.

And Be It Further Resolved that the attached fee schedule for the Keene Recreation Center is hereby adopted.


Philip Dale Pregent, Mayor

In City Council December 3, 2009.
Referred to the Finance, Organization
and Personnel Committee.



City Clerk

PASSED

December 17, 2009

proposed

GROUP REQUESTING	ACTIVITY	CHARGES	GYM	MULTI-PURPOSE ROOM	LARGE ROOMS 14,21,22	ALL OTHER ROOMS
City/School sponsored	Any	Doesn't Matter	0	0	0	0
Non-Profit	Youth Rec Program	No Fee or Sales	0	0	0	0
Non-Profit	Youth Rec Program	Fees Charged or Sales	\$20/hour	\$15/hour	\$10/hour	\$5/hour
Non-Profit	Any	No Fees or Sales	\$30/hour	\$25/hour	\$15/hour	\$10/hour
Non-Profit	Any	Fees Charged or Sales	\$40/hour	\$30/hour	\$20/hour	\$15/hour
Non-Profit	Adult Recreation	None or Washout Charge	\$20/hour	\$15/hour	\$10/hour	\$5/hour
Profit-Making	Recreational	No Charges or Sales	\$40/hour	\$30/hour	\$20/hour	\$10/hour
Profit-Making	Non-Recreational	No Charges or Sales	\$75/hour	\$50/hour	\$50/hour	\$30/hour
The above fees reflect rental of space only during regular operating hours of the Recreation Center.						
There would be additional charges if a building supervisor must be specially assigned or if a setup and/or cleanup is required.						
The Parks and Recreation Director may waive the fee in special instances.						



CITY OF KEENE

In the Year of Our Lord One Thousand Nine Hundred and Seventy-Seven

A RESOLUTION Relating To Use Of City Recreation Facilities

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

BE IT RESOLVED THAT the City Council adopt the attached goals and rules for the use of recreation facilities by organizations sponsoring youth athletic programs in order to attempt to assure that there are reiterable regulations and goals for the use of these facilities which will enhance and improve the program while giving due consideration to the general interest of the citizens of the City of Keene.

This resolution supercedes R-77-16.




 George M. Rossiter, Mayor

In City Council September 1, 1977.
 Voted to postpone until September 15,
 1977 Council Meeting.


 City Clerk

In City Council September 15, 1977.
 Voted to table until the October 6,
 1977 Council Meeting.


 City Clerk

GOALS AND RULES FOR THE USE OF CITY FACILITIES AND CITY FUNDS BY
YOUTH ORIENTED PROGRAMS INVOLVING CHILDREN BELOW AGE 14

The City of Keene, through the City Manager and the Director of Parks and Recreation, will continue to give permission to use City recreational facilities to any organizations sponsoring youth athletic programs provided that the programs meet the following goals.

1. That the organizations sponsoring an athletic program provide an opportunity for youths in the Community to learn basic fundamentals of the athletic activity and to enjoy participation and competition in such activities so that they can appreciate the activity, learn the fundamentals of the activity, participate in the activity, improve physical development from the activity and thus become a happy and better person.
2. That the athletic programs also include as objectives the development of positive social values and character traits, good citizenship, physical and mental health and a sound knowledge and appreciation of the activity.
3. That the sponsoring organization will keep the welfare of the youth participants at its prime goal and keep the participants free from all adult ambition and glory.
4. That the organization not unduly emphasize the concept of all star or exhibition teams.

The City of Keene, through the City Manager and the Department of Parks and Recreation, will continue to give permission to use City recreational facilities to any organizations sponsoring such activity programs with the understanding that compliance with the following rules is a prerequisite to the programs.

1. That all youths in the Community who are interested in participating in the athletic programs be placed on a team according to their age group with the intent of creating balanced teams, except those found physically or emotionally unqualified by the Medical Advisory Board.
2. That all youths be given an opportunity to participate in every game except those found physically or emotionally unqualified by the Medical Advisory Board.
3. That the minimum and maximum length and number of innings, quarters or periods that the youths play will be approved by the Director of Parks and Recreation. The Director in concert with the Medical Advisory Board and the sponsoring organizations will determine the minimum and maximum playing times for each activity.
4. That no youth who makes a conscientious attempt to attend practices and meetings will be penalized for his inability to participate in practices and games due to religious holidays or observances or because of important family occasions.

5. That the City will establish a Medical Advisory Board for athletic programs and the sponsoring organizations will cooperate with that Board and meet annually or more frequently as requested by the Medical Advisory Board.
6. Training clinics for team members, assistants, officials and coaches will be established by the Parks and Recreation Department.
7. That the sponsoring organization and the Recreation Department will insure that all teams have even practice times. All fields, if needed, will be assigned for practice and games by the Director of Parks and Recreation.
8. That the Parks and Recreation Department will have a voting member on the organization sponsoring committee.
9. The City of Keene Parks and Recreation Department will assist in
 - a. Securing and maintaining athletic fields for the activity.
 - b. Procuring the necessary safe equipment if the organization needs this type of assistance.
10. That the safety and health of the participants be protected by the mandatory requirement of acceptable equipment and devices including those in the personal possession of the participants, as determined by the Medical Advisory Board.

Adopted by City Council (R-77-47)
October 6, 1977

Frances D. Pitcher
City Clerk



City of Keene, N.H.
Transmittal Form

TO: Mayor and Keene City Council

FROM: Councilor Carl B. Jacobs, Jr., Chair - City Council Goals Special Committee

ITEM: K.1.

SUBJECT: Update on Work Progress of City Council Goals Special Committee

COUNCIL ACTION:

In City Council March 2, 2017.
Tabled until the next regular meeting.

RECOMMENDATION:

Accept as informational.

ATTACHMENTS:

Description

Proposed Goals

BACKGROUND:

The City Council Goal Setting Special Committee was created in September of 2016 with the charge to determine specific, achievable and measurable City Council goals, with implantation strategies and appropriate timelines. The membership includes Councilor Bettina Chadbourne, Councilor Phil Jones, Councilor Steve Hooper and Robert O'Connor. Councilor Carl Jacobs serves as the Chair. Staff support has been provided by the City Clerk, the City Attorney and the City Manager. The committee meets twice a month on the 2nd and 4th Wednesdays at 4:45 PM.

As the Committee approached its charge, they were guided by the comments from the City Council goal setting workshop held on July 9, 2016. The committee also referred to the Comprehensive Master Plan for guidance on the desires and expectations of the community. To avoid duplicating efforts, the Committee recognized the ongoing discussion of the Joint Committee in their implementation prioritization for the Comprehensive Master Plan; the Southwest Regional Planning Commission's Broadband Plan and the Comprehensive Economic Development Committee's Economic Development Plan. The work of the Committee has been shared with the Novak Consulting Group which is coordinating the recruitment effort for the next City Manager.

During the discussions, the Committee initially focused its attention on establishing 5 goal statements. They included:

1. Providing high quality, cost-effective and environmentally sensitive services that are responsible to community needs.
2. Establishing a competitive and prosperous local economy

3. Exercising sound organizational and financial management
4. Maintaining and improving Keene's quality of life
5. Enhancing regional collaboration

For each of the 5 focus areas, the Committee identified specific objectives that directly supported the goal statements.

Although the Committee was instructed to report back to the City Council by December 31, 2016 with specific recommendations for adoption and implementation; the Committee is continuing its due diligence and is hopeful that a final report will be presented prior to its term expiration of September 2017.

The minutes of the Committee can be found on the City website. Members of the City Council are welcome to attend.

GOAL STATEMENTS

PROPOSED BY AD HOC CITY COUNCIL GOALS COMMITTEE

2-22-2017

- 1) PROVIDE HIGH QUALITY, COST-EFFECTIVE AND ENVIRONMENTALLY SENSITIVE SERVICES THAT ARE RESPONSIVE TO COMMUNITY NEEDS
 - Identify all services provided by the City.
 - Gather public opinion to determine what services the City should not be providing and what services the City should be providing.
 - Implement a process to determine a metric that would identify the cost effectiveness of providing City services.
 - Analyze City services for environmental sensitivity.

- 2) ESTABLISH A COMPETITIVE AND PROSPEROUS LOCAL ECONOMY
 - Achieve an equitable balance in the tax burden among Industrial, Commercial, Residential and Tax Exempt Properties.
 - Coordinate and collaborate with the Southwest Regional Planning Commission to implement their Broadband Plan.
 - Implement the priorities and recommendations identified in the Economic Development Action Plan.
 - Maintain and enhance the infrastructure asset base to support a prosperous local economy.
 - Incentivize diverse economic activity.
 - Create a culture to attract a diverse workforce

GOAL STATEMENTS

PROPOSED BY AD HOC CITY COUNCIL GOALS COMMITTEE

2-22-2017

3) EXERCISE SOUND ORGANIZATIONAL AND FINANCIAL MANAGEMENT

- Streamline the legislative process
- Implement priority based budgeting
- Facilitate communication and collaboration between City government and residents of the City
- Reduce overall City debt
- Enhance revenue
- Encourage diversity within the leadership structure of public boards and committees as well as the City Council
- Enhance the organizational structure of City government

4) MAINTAIN AND IMPROVE QUALITY OF LIFE

- Enhance housing opportunities – all types and all levels
- Support regional arts and culture opportunities
- Support a healthy and active community
- Encourage a diverse and inclusive culture
- Support and enhance educational opportunities

GOAL STATEMENTS

PROPOSED BY AD HOC CITY COUNCIL GOALS COMMITTEE

2-22-2017

5) ENHANCE REGIONAL COLLABORATION

- Initiate a conversation with other communities for the provision and payment of common services
- Coordinate infrastructure improvement efforts
- Enhance cooperation with the County Legislative Delegation with respect to state legislation and regional issues
- Enhance cooperation and collaboration with the Schools and the County Government
- Develop regional marketing
- Develop regional housing opportunities



City of Keene, N.H.
Transmittal Form

February 22, 2017

TO: Mayor and Keene City Council
FROM: Planning, Licenses and Development Committee
ITEM: K.2.

SUBJECT: Comprehensive Economic Development Ad hoc Committee Recommendations

COUNCIL ACTION:

In City Council March 2, 2017.

Tabled until the next regular meeting to allow City Manager to review the proposed recommendations.

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that staff prepares a draft resolution or an ordinance to adopt RSA 79-E for review by the Planning, Licenses and Development Committee.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that staff be directed to prepare a list of potential Economic Revitalization Zones in the City of Keene for the review and submission to the Department of Resources and Economic Development.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the City Manager be directed to come up with a plan to create a Business Advocacy and Response Team.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the review of the Economic Development Committee recommendations be put on more time until the next Committee cycle.

BACKGROUND:

Chair Richards reported the Chair of the Committee, Councilor Greenwald, has requested this be put on more time because he cannot be present. He continued Councilor Hansel has a few things he wants to bring up; possible directions and motions that could come from that. Chair Richards suggested we let Councilor Hansel do that and we focus just on those issues because we will go through the whole thing when Councilor Greenwald returns. Chair Richards recognized Councilor Hansel.

Councilor Hansel said he appreciates the fact Councilor Greenwald wants to tackle the whole document and make comments on some of the bigger issues it brings up. Councilor Hansel continued he would like to pick out three of the action items tonight that he feels are especially pertinent, somewhat time sensitive, and that we should try to get the ball rolling on. He noted the first two are the incentives programs that are mentioned in the Economic Development Action Plan.

1. RSA 79-E was signed into law by the State of New Hampshire in 2006, it allows for local municipalities to give temporary tax relief for a property owner that wants to substantially redevelop a property located within a

Historic District, downtown, or certain areas designated by the municipality. Councilor Hansel clarified the tax relief applies to the added value put on the property under development. There is no tax relief for the existing value of the property. He suggested this is one tool in the toolbox that could be used for challenging projects that are not very attractive to developers. Noting details would need to be worked out, Councilor Hansel said his understanding is that we need a resolution to adopt the enabling legislation. Councilor Hansel noted he would be making a motion tonight to have staff prepare that resolution.

Chair Richards asked if there were any parameters on dollar value involved with this. Councilor Hansel replied from his reading of the RSA it is pretty flexible as far as the municipality's ability to place restrictions. Councilor Hansel said that is his understanding and added we can probably get the Attorney's view at another meeting, after we put together a draft resolution.

Rebecca Landry, ACM/IT Director said she wanted to point out there were eight members of the Economic Development Committee who understand this is more than likely going to more time, and will be here in two weeks to talk about the issues. Ms. Landry read clarifying information directly from the RSA to put things in perspective.

Chair Richards questioned if the Committee should ask for a draft resolution and then get more information at the next meeting. Tom Mullins, City Attorney noted the concern he has with this is the Statute says the governing body can craft this by resolution or by ordinance. The City Attorney suggested keeping in mind that this Statute is written for multiple, different kinds of communities. The City in a lot of ways operates by ordinance; it may be that City Council wants to adopt this as an ordinance. The City Attorney continued this is one of the conversations he wanted to have with the City Assessor, because a lot of the tax rules exist as a result of Statutes. The City Attorney continued resolutions are generally less commanding and because this reaches out and affects people out in the community the Council may want to adopt this through an ordinance. The City Attorney noted it is hard for him to sit here and suggest the Committee do it one way or the other, and his concern is the possibility the Committee might want to do this by ordinance and not a resolution.

Councilor Sutherland asked if we could reach out to other cities to find out what has or has not worked so that we get it right the first time. Councilor Hansel replied we (the Committee) did get some of that feedback; 10 percent of New Hampshire cities have adopted RSA 79-E, but not many have utilized it. Councilor Hansel suggested examples can be found on Google.

Councilor Jones referred to the five year term mentioned in the RSA and asked if the starting point is from the day the relief is allowed or upon completion of the development. The City Attorney advised these are details that would have to be looked at under the Statute and addressed when we come back with the draft resolution or ordinance. Continuing Councilor Jones asked if the county and schools would be required to sign off on this, similar to the TIF Districts. Rhett Lamb, ACM/Planning Director said staff would provide the answer to this question.

Councilor Sapeta asked if there was a symbiotic connection to the existing SEED District. Mr. Lamb noted the inherent conflict in the existing TIF Districts; in the TIF Districts the incremental value of development is captured or reinvestment in the community in a manner that supports development. This is the reverse of the RSA 79-E idea which provides relief on incremental value. Mr. Lamb continued TIF and 79-E do not really work well together. He explained we would have to be really conscious of where the TIF Districts are and apply 79-E more selectively to the degree allowed by Statute.

Noting it sounds like this should come back as an ordinance Councilor Jones suggested it come as a draft without a number so we can give our input without the amendment process.

Chair Richards asked if this should be kept here at the Committee. Noting this is not a zoning issue (Joint Committee not necessary). Mr. Lamb suggested going to the Planning Board at some point.

There being no public comments Chair Richards asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Jones.

Chair Richards indicated it should come back as an ordinance, and with the input we have it can come back for more discussion.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that staff prepares a draft resolution or ordinance to adopt RSA 79-E for review by the Planning, Licenses and Development Committee.

2. Economic Revitalization Zones (ERZ) Credits as explained by Councilor Hansel were used for Black Brook. Councilor Hansel reported this is a state run program through the Department of Resources and Economic Development (DRED) that allows for developers to sell tax credits against the state business tax. He continued there is a finite amount of money available in these tax credits statewide. The reason Councilor Hansel thinks this is pressing is because there is a proposal to up the amount of these ERZ tax credits with the State Legislature right now (up to 1.4 million dollars from around a half million dollars). Councilor Hansel said the timing is important to us if we want to take advantage of this opportunity to expand/consider some new ERZ zones. This requires us to consider where we think this might be a good fit and submitting those potential sites to the Department of Economic Resources and Development for their approval. Councilor Hansel said what he would be asking for tonight is for the Committee to direct staff to prepare a list of potential Economic Revitalization Zones (ERZ) in the City of Keene so we can review/talk about them, and submit them to the Department of Resources and Economic Development.

Mr. Lamb commented we have done some initial work on this already so we have a head start on coming back with information for discussion. Mr. Lamb continued the suggested motion would then be to ask staff to prepare that information for you to bring back for consideration by this Committee.

Referring to the word “zone”, Councilor Sutherland asked if this had any implications to zoning. Mr. Lamb replied in the negative noting it is separate from zoning. Mr. Lamb added the program is operated by the State and not the City once you establish these districts. Councilor Sutherland then asked if this would be applied to some of the rezoning on Marlboro Street. Noting they might not exactly overlap Mr. Lamb replied in the affirmative.

Councilor Jones commented he believes this is only utilized for underutilized corporate parks or structures; he added we cannot add it to something being utilized for a good purpose. Mr. Lamb noted he would have to get back to the Councilor on that. Rebecca Landry, ACM/IT Director read (source not identified) unused or underutilized industrial parks and vacant land or structures previously used for industrial purposes, but currently not in use. Councilor Hansel added it is based on new jobs that it creates and the credit they get is a percentage of the salaries of the newly created jobs.

There being no questions or comments from the public or further comments by the Committee, Chair Richards asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Jones.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that staff be directed to prepare a list of potential Economic Revitalization Zones in the City of Keene for the review and submission to the Department of Resources and Economic Development.

3. Business Advocacy and Response Team (BART) as noted by Councilor Hansel is a concept he presented to the Economic Development Committee. Adding the Committee found this idea favorable; Councilor Hansel

explained this would create a group of doers, a standing team of people that will be welcoming potential new businesses to the community and paying attention to the existing businesses. Councilor Hansel explained members of this team will be asked to contribute to lead generation, lead cultivation, and holding people's hand through the development regulatory processes. Councilor Hansel envisions this team would include potential members like the Mayor, City Councilors, the Chamber of Commerce, an MEDC representative, and others from the business community. He continued right now we do not have a formalized mechanism for dealing with enquiries (new potential businesses). Councilor Hansel stated it is going to take us a long time to streamline the regulatory process here in Keene. We are making progress with things like the Land Use Code update and in the meantime this team will really help facilitate economic activity. Councilor Hansel envisions the members having unique skill sets and bringing something to the Committee. Councilor Hansel provided an example of making contacts at trade shows attended on a regular basis. He also noted the importance of the team reporting back to this Committee to let them know that they are doing something and reaching out to the existing businesses. Councilor Hansel recommends directing staff to start putting together a plan for this team so the next time around we have a better idea of how to implement these things. Referring to staff, Chair Richards asked if this was really directed to the City Manager or the Mayor. The City Attorney clarified it would be the City Manager.

Councilor Sutherland commented it seems to him a feedback loop is needed. Councilor Sutherland suggested we need to document why businesses have left which becomes part of the feedback loop. This would enable us to learn what we can do better. Chair Richards replied noting he thinks we should move on with what Councilor Hansel is saying because we really need to try to bring new businesses in. Councilor Hansel suggested that would be a great task for this group. Councilor Jones referred to the Committee recommendations noting under the BART section there is a bullet that says collect information about specific needs and challenges.

Noting he had read through the document, the City Attorney asked if the intention here is to create a public body that reports back to this Committee. He added once you have it set up with the reports coming back to this Committee it starts to look like a public body. The City Attorney noted City staff is precluded from being members of public bodies. He then asked if this is something the Committee would like staff to explore and come back with some options. Councilor Hansel indicated exploring it is fine and noted there are definitely challenges to this team being a public body. He recommends exploring how it could be a public body and also seeing how it would exist outside of that.

Councilor Chadbourne asked if members of MEDC and the Chamber participated or expressed an interest in the discussions regarding this team. Replying in the affirmative, Councilor Hansel reported Jack Dugan and Phil Suter were both on the Committee. Councilor Hansel indicated people are working on this independently and we are just trying to come up with a mechanism so they can share the information. Councilor Hansel sees this as an action group; not a Committee gathering information. Continuing Councilor Chadbourne noted there are cities in New Hampshire with an Economic Development employee. She feels this is something the City should consider even if this is a contract position. Councilor Hansel replied the Committee did discuss hiring an Economic Development person; in his opinion the numbers are very difficult to make that work. He calculates 3.4 million dollars in development would be needed every year to cover the cost of a \$100,000 annual salary. After additional comments Councilor Chadbourne reiterated she is in support of a contractual person not a permanent employee. Ms. Landry gave a reminder there may be members of the Economic Development Committee that are planning on being part of this discussion in a couple of weeks. Ms. Landry continued so after you vote on the motion that is made it would be great to have this put on more time to give them an opportunity to weigh in. Chair Richards replied that is all part of the plan.

Councilor Jacobs referred to the recruitment effort and asked if consideration was given to making this a regional effort; not just a City of Keene effort. Councilor Hansel replied in the affirmative adding he knows Councilor Greenwald wants to present a lot of what happened at the Committee. Chair Richards noted Councilor Jacobs was not present for the beginning of this discussion and explained how this will go on more time, and that Councilor Hansel had issues he wanted to address this evening. Chair Richards continued the

whole plan will not be discussed until Councilor Greenwald and the rest of the Committee can be present. Councilor Jacobs noted his understanding and reiterated he thinks he would still ask the question about the group being interested in the region and not just Keene. After additional comments Councilor Jacobs noted he feels we have more to gain working together than by competing with each other. Councilor Jacobs would like to see this particular thing be regional in focus. Councilor Hansel affirmed this was discussed at the Committee and he is sure we will have a lot to discuss regarding the regional aspects. As far as this team goes Councilor Hansel indicated a big part of the team will be providing a welcoming face to developers working with projects inside the City.

Noting this is an important step for us to be taking, Councilor Sapeta commented on the importance of ensuring the representation on the team be very broad and not just limited to business. There are not for profits that are vital to the community. The councilor stated he believes there will be opportunities for them to bring some input to this as well. He suggested there could be a potential for a conflict-of-interest and recommends this be very carefully reviewed. Chair Richards agreed and noted the intent is to ask the City Manager to come back with a plan after we ensure he gets all the comments from this meeting so he knows what we are thinking.

There being no public comments or additional Committee questions Chair Richards asked for a motion.

Councilor Hansel made the following motion which was seconded by Councilor Jones.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the City Manager be directed to come up with a plan to create a Business Advocacy and Response Team.

Councilor Hansel made the following motion which was seconded by Councilor Sutherland.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the review of the Economic Development Committee recommendations be put on more time until the next cycle.