



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
March 2, 2017  
7:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- February 16, 2017

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Public Hearing - Alteration of Wyman Road (Resolution R-2017-05)
2. Public Hearing - Capital Improvement Program 2018-2023

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

1. Confirmations  
Airport Advisory Committee  
Library Board of Trustees  
Conservation Commission
2. Confirmations  
College/City Commission
3. Nominations  
Juvenile Conference Committee
4. Appointment - Ad Hoc Airport Master Plan Study Advisory Committee

**C. COMMUNICATIONS**

1. Request to Use City Property - Keene Farmer's Market
2. Acceptance of an Emergency Access Easement with Consideration of a Restriction on Truck Traffic and Licenses for Three Utility Lines - Attorney Thomas R. Hanna
3. Resignations - James P. Duffy

**D. REPORTS - COUNCIL COMMITTEES**

1. Rt. 12- Main Street over Beaver Brook - Bridge Replacement - Public Works Department
2. Request for Lodging House License - 57 Winchester Street
3. Comprehensive Economic Development Ad hoc Committee Recommendations
4. Presentation - FY 2016 Audit- Melanson Heath
5. Request for Free Parking Weekends - Keene Downtown Group

6. Donations Received by Health Insurance Review Committee - Human Resources Department
7. Donations Received by Employee Welcome & Recognition Committee - Human Resources Department
8. Acceptance of Donation - Bicycle Bench - Parks, Recreation and Facilities Director
9. Acceptance of Donation - Monadnock Squares - Parks, Recreation and Facilities Department
10. Professional Services Contract- Downtown Revitalization - Public Works Department
11. Request for Bid Waiver- Chevrolet Tahoe - Public Works Department

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

1. CITY MANAGER COMMENTS

**F. REPORTS - BOARDS AND COMMISSIONS**

1. City Manager Recruitment - First Year Expectations
2. Update on Work Progress of City Council Goals Committee

**G. REPORTS - MORE TIME**

1. Proposed Development of Hillside Village on Wyman Road

**H. ORDINANCES FOR FIRST READING**

**I. ORDINANCES FOR SECOND READING**

1. Forms of Payment Using a Parking Space  
Ordinance O-2017-03
2. Zoning Map Amendment - West Surry Road and Zoning Ordinance Amendment High Density 1  
Ordinance O-2016-18  
Ordinance O-2016-19

**J. RESOLUTIONS**

1. Relating to the Reallocation of Bond Proceeds from the Castle Street  
Resolution R-2017-07

Non Public Session  
Adjournment

A regular meeting of the Keene City Council was held Thursday, February 16, 2017. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Janis O. Manwaring, Terry M. Clark, Bartolmiej K. Sapeta, Randy L. Filiault, 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. Councilors Carl B. Jacobs, Robert J. O'Connor, and Thomas F. Powers were absent. Councilor Filiault led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the February 2, 2017 meeting was duly seconded. The motion passed with a unanimous vote in favor. The Mayor commented that on Thursday, February 23, 2017 the FOP Committee will conclude its review of the CIP, and reminded Councilors that the meeting will start at 5:30 PM.

**PUBLIC HEARING – ZONING ORDINANCE AMENDMENT – WEST SURRY ROAD AND ZONING ORDINANCE HIGH DENSITY I**

Mayor Lane called the public hearing to order at 7:03 PM. The Notice of Hearing and Certificate of Publication were read. The Mayor recognized City Planner Michelle Chalice to address the Council relative to the proposal. Ms. Chalice noted she was present to provide a brief description of the petition. She noted that applicant Avanru Development Group, LTD is requesting that a 12.9 acre parcel located between West Surry Road and Old Walpole Road be rezoned from an existing Low Density zone to High Density I. The petition was heard by the Joint Planning Board and Planning, Licenses and Development Committee at their meeting in December. The parcel is within the service area for City water and sewer. Ms. Chalice noted the only other HD-1 zone in the City is an apartment complex that is located at the intersection of Maple Avenue and Park Avenue. It consists of multiple three story buildings in a “campus” type setting. In the process of reviewing the petition, staff became aware that the parcel includes forested wetlands. Ms. Chalice went on to state that at the December 12, 2016 meeting of the Joint Committee, the Planning Board found the request was not consistent with the City’s 2010 Comprehensive Master Plan. At that meeting, the PLD Committee recommended this public hearing be set. She further noted the Staff report and all exhibits related to it are available for review in the City Clerk’s Office. Ms. Chalice ended by stating that on January 31, 2017 a letter was received from the applicant which she read into the record:

*Dear Mr. Mayor and Keene City Council,*

*My intent at this time is to not move forward regarding 32 West Surry Road in Keene, New Hampshire. I understand that the zoning process has commenced and must continue. At the appropriate time I expect to ask the Council to defeat the Ordinance as drawn. Thank you for your time and consideration, it is genuinely appreciated.*

*Regards,  
Jack D. Franks  
President and CEO of Avanru Development Group*

Mayor Lane thanked Ms. Chalice and went on to open the hearing to public comment noting there is no longer an applicant.

Richard Hamilton of 14 South View Drive stated this change is not consistent with the Comprehensive Master Plan, which he values. He opposes the change to the Zoning Ordinance.

Connie Joyce of 81 Grant Street stated that she too opposed this change and is concerned with Keene's future. She has worked and lived in Keene and been a full time realtor in Keene for over 34 years. She wants the Council to do what is right. There are major traffic and pedestrian safety issues, air quality concerns, and drainage issues when removing large trees. This will ruin the established wildlife corridor and negatively impact the neighborhood. This will also negate the Master Plan. She urged the Council to make the right decision and defeat the Ordinances.

Robert Nichols of 1 Glen Road stated he has traffic concerns with this proposal and the insufficient roundabout that would serve the location at the bottom of Old Walpole Road. The traffic here has intensified over the years. He provided an example of traffic congestion related to busses in the area. He stated there are wetlands on the parcel and it is one of few wooded areas left in Keene. In urbanizing these neighborhoods for the sake of revenue, the City needs to consider that this urbanization drives down the price of homes and people are moving away. He is against the Ordinance because of the traffic issues it will cause and because he does not want the City to lose places like this in Keene. He asked the Councilors to consider how they would feel if this was proposed in their neighborhood.

Carey Bluhm of West Surry Road stated he pulled a handout off the City website explaining what zoning can do. He proceeded to read the following: *Keeps things that are noisy, smelly, loud or dangerous away; ideally, zoning balances your property rights; and protects most loved parts of the neighborhood.* Mr. Bluhm stated that was the main point he wanted to make: this is a neighborhood on West Surry Road and Old Walpole Road. It is a neighborhood in the true sense of the word and because it is a residential area, it is zoned Low Density for a reason. It is cohesive as it is. He stated if you look at the map of this area, lower Court Street has a lot of Commercial and High Density development, but then you look at that small pie shaped slice of land at 32 West Surry Road, and it does not really belong there. The Zoning Ordinance indicates High Density I should be considered on certain streets and it does not include Old Walpole or West Surry and to throw those into it because it seems to fit where activity centers are located would be a limited way of thinking. It does not make sense in this case. Low Density is a more reasonable designation to maintain wildlife corridors, etc.

As there were no further comments, the Mayor closed the Public Hearing at 7:16 PM. He noted this will be before the Planning, Licenses and Development Committee at their meeting of February 22, 2017. Public testimony will not be permitted at that meeting, and they will be making a recommendation to the full City Council that will be considered at the next City Council meeting. The Mayor noted that written comments would continue to be accepted up until 4:00 PM on Tuesday, February 21<sup>st</sup>.

A true record, attest:



Deputy City Clerk

COMPREHENSIVE ECONOMIC DEVELOPMENT AD HOC COMMITTEE  
RECOMMENDATIONS

The Mayor recognized Assistant City Manager/IT Director, Rebecca Landry. Ms. Landry stated that she was here this evening to present the Economic Development Action Plan that was just published. She noted it is available on the City website as well as in paper form. She thanked the Mayor for creating the Ad Hoc Comprehensive Economic Development Committee. In addition, Ms. Landry thanked the members of the Committee for their efforts in developing this plan. She stated that the Committee put forth a lot of hard work and they were pleased to present the Economic Development Action Plan to the City Council.

Ms. Landry began by stating the goal of the Committee was consistent with the Comprehensive Master Plan, which was focused on providing for a vibrant economy. The goals include supporting the growth of existing businesses, incubating new businesses and attracting businesses to locate and develop in Keene. Ms. Landry stated that although attracting new businesses and large employers is important, just as important is supporting the 60% of Keene businesses that have four or fewer employees. The committee felt it was very important to continue to support our existing businesses and not just focus on bringing in new business.

Ms. Landry continued that all of the recommendations in the plan are focused on these important goals. The aim is to streamline the development process, draw investment in projects that expand the property tax base, provide living wage job opportunities and develop the local workforce to meet demand and retain our young professionals. Ms. Landry noted there is some excellent momentum in our community. There is currently \$100 million dollars in "permit value" from development projects taking place in this community and it is important to note this represents a broad diversity of business and industry development, which is a testament to this community that the Committee wanted to highlight.

Ms. Landry continued that the plan is broken down into three sections. First, it highlights the importance of identifying priorities as we develop programs, partnerships and policies to support sustainable economic growth throughout the region. Then we dig into what our community looks like for those who may be looking at our plan, but not particularly familiar with Keene. Ms. Landry commented she would not go into great detail on that here tonight, but it's in the plan for the public's consumption. Finally, we will get into the economic development action items the Committee recommends this Council take. Ms. Landry stated there are several organizations talking about and planning around Economic Development in Keene, such as Monadnock Economic Development Corporation (MEDC), the Greater Keene Chamber of Commerce, the Southwest Region Planning Commission, Hannah Grimes, Keene State College, and River Valley Community College, among others. She noted these partnerships will be key as we look into furthering economic development in the community.

Ms. Landry stated that in the plan they discuss workforce development. There is a trend that labor supply is insufficient to meet labor demand not just in Keene or the Monadnock Region, but across the state, across New England and even nationwide. We also have an aging population in New Hampshire more so than in some other states. We need to synchronize our workforce demand with incentivized training and certification programs. We have talked about the Regional Center for Advanced Manufacturing and Healthcare which is run by the Chamber.



We need to foster more internships and apprenticeships like this around the community. She noted a member of the Economic Development Committee actually had to step down after just a couple of meetings to fill in at his business because they had not been able to fill a vacant position. They are feeling this shortage of qualified applicants. Ms. Landry continued if we are going to grow and attract businesses then we need resources, and the number one resource is qualified employees. She continued the Committee worked with the NH Department of Resources and Economic Development to do a Keene industry cluster analysis. The analysis showed that production technology and heavy equipment are the highest ranked industries in Keene, following by business services, local education and training, textile manufacturing, plastics, printing services and financial services. The top ranked industries on the list are growing and are bigger here than in other parts of the nation, so these are important for us to focus on. It makes sense to focus our education, training and certification programs on these industries to begin attacking that gap between workforce demand and supply. She added that because Keene is a county hub, local and county government would be on this list as well, but it was excluded for the purpose of this discussion. For a rather large region it is not unusual for there to be a lot of employees in the public sector.

Ms. Landry stated the next priority identified by the Committee is affordability. This priority is mirrored in the Comprehensive Master Plan. She continued the master plan highlights the importance of high quality jobs that pay a living wage.

The next priority identified is youth retention. Ms. Landry said there are two truths to share: retirements are on the rise and the younger generation is moving away. This leaves us in quite a predicament and to remain sustainable, we have to do something about it. We are recommending that we create a brand that will appeal to young professionals; that we publish a digital matchmaking program to match employers with prospective employees; incentivize local employment; maintain an online job portal; and run consistent social media campaigns on a regional basis. Young professionals expect easy access to broadband, social and recreational activities, transportation alternatives, affordable living solutions, and programs such as the Keene Young Professionals Network. These resources are available elsewhere – or at least that is the perception driving their decision to move.

Ms. Landry continued the fifth priority is transportation. Are we thinking about a multimodal transportation center at the Airport? This is incredibly important as we could otherwise be at a disadvantage to communities on the I-93 corridor, for example. We may not see a return of the railroad here, but we, at a bare minimum, should have convenient bus to rail services.

The final priority identified in the plan is legislative advocacy. It has come to the Committee's attention that our regional economic development potential is being overlooked in Concord. We would like to see a regional task force created to get some overdue attention for State and Federal incentives, grants and other economic development opportunities. We look forward to partnering with other area businesses to do that.

Ms. Landry commented that we have an economic profile, and the plan itself is intended to be a City Council tool, but it is likely to be viewed by the community and beyond. Although it is not a development packet (which is something that should follow this plan), it does include some

basic community profile data such as population information, a basic feel for Keene's quality of life, top employers, educational resources, etc. This final section of the plan is the "meat and potatoes" action items the Committee recommends the City Council consider taking in the near future to advance economic development. The action items identified include: business support, incubation and development; tax base incentives; development incentives; downtown economic vitality; broadband; outreach; and economic development planning.

In the business support category, the Committee is suggesting they start a Business Advocacy and Response Team (BART) to meet with businesses (new, existing and prospective). Ms. Landry noted this team is expected to be a proactive business resource and focus particularly on helping simplify the development experience. The team's objective will be to create positive, proactive working relationships and cultivate active working relationships with local and State agencies. The Committee is recommending the Business Advocacy and Response Team report back at least quarterly to the Planning, Licenses and Development Committee.

Also along the line of business support they have recommended the creation of a Community Development Department. This would be to implement modern outreach and educational programs beyond what we are already doing; and to simplify enforcement and permitting. This would call for relocating all processes to a single location, and would rebrand the Code Enforcement Department as the Community Development Department. The idea is to send the message to the public that the City acknowledges that customer service from project start to project finish is essential to a successful development experience; and to send a more positive message to the public that we are committed to supporting and assisting development projects throughout the process.

Ms. Landry continued relative to business support, we are looking to simplify the permitting process by developing a single application process and implementing a contractor pre-certification program to reduce the number of inspections required for construction projects. We would like to see a reduction in the time from application to permit because time to market is a key consideration of businesses in their site selection process. In addition, we are looking at authorizing a staff development review committee to conduct administrative approvals and reduce the number of applications that must go through the Planning Board process.

Ms. Landry continued the land use code update is currently underway. She noted that decades ago the focus was on controlling growth, while today the focus is on creating opportunities, and the land use code will be essential to that. She noted the Committee also talked about tax base expansion to alleviate the residential property tax burden. The question then became, how much? She went on to provide some statistics as to how much development would need to occur to balance increases in the city, county and school tax rates, noting it would require upwards of \$40 million dollars in new development. For added perspective, Ms. Landry noted the Target Store and the Kohl's Plaza represent about \$20 million dollars in value. They are significantly sized businesses and to see something like that happen on a yearly basis is not necessarily realistic but something to shoot for.

Ms. Landry went on to review development incentives, indicating these are possible tools in the toolbox, some of which we have used successfully in the past for projects like TIF districts for

Black Brook, and the current Library Expansion. She continued that some of these possible incentives require City Council action such as the adoption of RSA 79-E which requires the Council to adopt a Resolution just to make it possible here in Keene.

Ms. Landry continued that downtown economic vitality is certainly important and is included in the plan. She continued we may not have an official brand, but people recognize and cherish our wonderful downtown to the extent that it has evolved into at least a piece of our natural brand. Its continued vitality is extremely important, and it will take a team effort to continue to nurture that. We hope to partner with downtown businesses to inventory and promote downtown Keene amenities and minimize those vacancies.

Ms. Landry stated they have included broadband actions in the plan. It involves supporting legislation that allows for private-public partnerships in building out the broadband infrastructure. New Hampshire communities have received zero State support when it comes to things like matching funds for federal grants and legislative support to consider broadband essential infrastructure. This has left us with an economic development disadvantage relative to our neighboring states.

Ms. Landry noted there is so much more we can do to put Keene on the map. An outreach plan is probably the most fundamental resource that we lack. So we have included the need for this plan, which involves branding; creating an economic development website unique and independent from the City web; using social media more effectively; doing more lead cultivation; creating a Development Opportunities Packet to market Keene; and getting on the State database by inventorying all of our available properties and making sure the State is advertising those.

Economic development planning is something that is one of our last actions. This plan is just one step in a series of planning practices that continue to prepare Keene for a sustainable future. We see that being a mechanism to identify projects in the Capital Plan that will have an impact on economic development, and look into grants such as those available from places like the National Realtors Association, and the US Department of Agriculture, Rural Development.

In conclusion, Ms. Landry provided a summarized to-do list of items the Committee is recommending. She also took a moment to thank the committee members, the guest speakers that came before the Committee and the staff who pulled this together. She went on to thank Mayor Lane for creating the Committee. The time and effort invested in this process is noted and very much appreciated. We are excited to move into the next phase and see things start coming together – like the opportunities packet, the website, the BART, etc. – and we are very optimistic about the future outcome of this process.

Mayor Lane invited Economic Development Committee Chair Councilor Greenwald to comment on the work of the Committee.

Councilor Greenwald applauded Ms. Landry in her efforts as the liaison to this Committee. He thanked the other members as well. He noted there were many staff present during the process as we listened to the various guest speakers and took in their comments, both positive and



negative. He continued there are many facets to this process that we need to put together to move us forward: its housing, education, youth retention, attracting new industries, rebranding, etc. It is a whole sphere of challenges and opportunities. Councilor Greenwald stated a lot of good work went into this report and he hopes it will become a guide and usable reference for the Council, not a document that gets filed away. Now we move on to the next step: implementation.

Councilor Chadbourne stated this was a very ambitious Committee and commended their efforts. She went on to ask if during all these conversations was there any discussion relative to a need to increase staffing in order to meet these goals, such as having an Economic Development Director, etc. Ms. Landry stated that it was brought up as a question. There is no clear answer yet. This will be forwarded to the Planning, Licenses and Development Committee and this will most certainly be a topic of conversation as this plan moves forward.

Councilor Manwaring asked how much discussion the Committee had regarding our aging population and what to do about it. Ms. Landry stated it was a recurring topic of discussion, and it was one of the top goals to address the labor shortage that is exacerbated by the fact that we have both an aging population and an out flux of the young professionals. We talked about trying to combat this issue by providing more local training, certification and education opportunities that align employer needs with what young professionals are capable of providing.

As there were no further questions or comments, the Mayor thanked Ms. Landry for her presentation and went on to thank the members for their efforts.

#### NOMINATIONS – AIRPORT ADVISORY COMMITTEE – LIBRARY BOARD OF TRUSTEES – CONSERVATION COMMISSION

The following nominations were received from the Mayor: Frederick Haap, III 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; and Alexander Von Plinsky to serve as an alternate member on the Conservation Commission with a term to expire December 31, 2018. The nominations were tabled until the next regular meeting.

#### NOMINATIONS – COLLEGE/CITY COMMISSION

The following nominations were received from the Mayor to the College/City Commission: Daryl 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. The nominations were tabled until the next regular meeting.

#### APPOINTMENT OF THE DOWNTOWN REVITALIZATION AD HOC COMMITTEE

The following were appointed by the Mayor to the Special Committee on Downtown Revitalization Committee: Mayor Kendall W. Lane as chair; City Councilors: Mitchell H, Greenwald, Gary P. Lamoureux, and Carl B. Jacobs; Shane Gormley, C&S; Jack Dugan, MEDC; Cheryl A. Belair, The Insurance Source; Kevin Dremel, Keene Music Festival; Katie Sutherland, Architect; Shannon Hundley, Hannah Grimes; and Luca Paris, Luca's Mediterranean Café. The charge of the Committee was to explore all issues related to downtown revitalization to create both short-term and long-term plans which may include modifications, alterations and improvements. A motion by Councilor Greenwald was duly seconded to accept the Mayor's appointments. The motion passed with a unanimous vote in favor.

COMMUNICATION – ATTORNEY THOMAS R. HANNA – REQUEST FOR LICENSES – PROPOSED DEVELOPMENT OF “HILLSIDE VILLAGE” ON WYMAN ROAD

A communication was received from Attorney Thomas R. Hanna submitting a request for various licenses for installation of utilities and an underground walkway associated with the proposed development of “Hillside Village” on Wyman Road. The communication was referred by the Chair to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – COUNCILORS JACOBS AND CHADBOURNE – GENDER IDENTITY OR EXPRESSION AS A PROTECTED CLASSIFICATION

A communication was received from Councilors Jacobs and Chadbourne submitting a request that the City Council consider adopting a resolution adding gender identity or expression to the list of protected classifications in the City's Employment Non-Discrimination Policy. The Councilors requested the City support State legislation that would include gender identity or expression as a protected classification under State Law. The communication was referred by the Chair to the City Attorney to draft a Resolution.

MSFI REPORT – PRESENTATION – PARKS BUILD “COMMUNITY” – PARKS, RECREATION AND FACILITIES DEPARTMENT

An informational report was received from the Municipal Services, Facilities and Infrastructure Committee recommending the report from Parks, Recreation and Facilities Department be accepted as informational. The report was filed into the record as informational.

PLD REPORT – REQUEST FOR LODGING HOUSE LICENSE – UNITED CHURCH OF CHRIST

Planning Licenses and Development Committee report read recommending a lodging house license be issued to United Church of Christ at 23 Central Square in Keene subject to the following conditions: said lodging house license may only be used as an overflow for the Hundred Nights Shelter; and managed by the Hundred Nights Shelter; no more than 16 persons may reside at any one time on the premises; compliance with all applicable sections of the City Code; and compliance with any requirements or recommendations of City staff. Said license will expire on the 17<sup>th</sup> day of February, 2018 and may be revoked by the City Council in

accordance with Section 26-590 "Suspension or Revocation." A motion by Councilor Richards 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 various postings that are occurring on City property, such as light poles. He noted they were damaging to the poles because they were glued on and when people removed the postings, the paint is being damaged. He urged people not to post these items and urged people not to try to remove these postings, but to allow for Public Works Department to remove them in the spring with the proper techniques. The City Manager went on to say that HB413, which will reinstate 15% retirement contributions, passed the House. It now needs to pass the Senate and go through the Finance Committee to be included in the State budget. He urges the City Council to support the bill. The City Manager continued with the "disposable wipes" problem article gaining momentum and thanked the Public Works Department for their efforts. The City Manager encouraged residents to continue to shovel out the fire hydrants along with water and sewer department and the Fire Department. The City Manager congratulated TJ O'Brien on passing the ICC Residential Mechanical Inspection Certification

#### MORE TIME

More time was granted for the following issue within committee: Request for Lodging House License – 57 Winchester Street.

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

A memorandum was received from Donald Lussier, City Engineer along with Resolution R-2017-07: Relating to the Reallocation of Bond Proceeds from the Castle Street Rehabilitation Project. Resolution R-2017-07 was read for the first time. The communication and Resolution were referred to the Finance, Organization and Personnel Committee.

#### MEMORANDUM AND RESOLUTIONS R-2017-01: RELATING TO THE ABSOLUTE DISCONTINUANCE OF A PORTION OF CASTLE STREET; R-2017-02: RELATING TO A DEED FOR THE DISCONTINUED PORTION OF CASTLE STREET; AND R-2017-03: RELATING TO THE RELEASE OF DRAINAGE EASEMENTS AND THE ACCEPTANCE OF A DEED FOR A RELOCATED DRAINAGE EASEMENT

A memorandum was received from Kurt Blomquist, Public Works Director/Emergency Management Director along with Resolutions R-2017-01: Relating to the Absolute Discontinuance of a Portion of Castle Street; R-2017-02: Relating to the Deed for the Discontinued Portion of Castle Street; and R-2017-03: Relating to the Release of Drainage Easements and the Acceptance of a Deed for a Relocated Drainage Easement. Resolutions R-2017-01, R-2017-02 and R-2017-03 were read for the first time. The communication and Resolutions were referred to the Municipal Services, Facilities and Infrastructure Committee.

02/16/2017

The Mayor scheduled a site visit for Thursday, March 16, 2017 at 5:45 PM with a Public Hearing at 7:00 PM.

#### ADJOURNMENT FOR COLLECTIVE BARGAINING STRATEGY AND LEGAL ADVICE

At 7:55 PM, Councilor Greenwald moved to go into adjournment for collective bargaining strategy and legal advice. On showing of hands, 12 Councilors were present and voting in favor. Assistant City Manager/Human Resources Director Elizabeth Fox and outside legal counsel, Thomas Closson were invited to remain. Discussion was limited to the subject matters. The session concluded at 8:17 PM. On motion by Councilor Greenwald, voted unanimously to authorize the City Manager to do all things necessary to execute negotiated contracts with the Professional Firefighters of Keene and the Keene Fire Supervisors to be effective July 1, 2016 through June 30, 2017.


#### NON-PUBLIC SESSION

At 8:20 PM, a motion by Councilor Greenwald to go into non-public session for the purposes of discussion of land matters under RSA 91-A:3 II(d) was duly seconded. On a roll call vote, 12 Councilors were present and voted in favor. Councilors Jacobs, O'Connor and Powers were absent. Discussion was limited to the subject matter. The session concluded at 8:37 PM. A motion by Councilor Greenwald to keep the minutes in non-public session was duly seconded. On a roll call vote, 12 Councilors were present and voting in favor. Councilors Jacobs, O'Connor and Powers were absent.

#### ADJOURNMENT

At 8:37 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

  
Deputy City Clerk



## PUBLIC HEARING

Notice is hereby given that a petition has been received by Attorney Thomas R. Hanna to alter the layout of Wyman Road on behalf of the Prospect-Woodward Home's proposed development of "Hillside Village" on Wyman Road. In particular, the petition seeks to alter a section of the street known as Wyman Road over land owned by Kendall W. Lane and Molly B. Lane as shown on a plan entitled "Road Layout & Widening Plan, Wyman Road, dated January 6, 2017 and prepared by SVE Associates. Improvement and alteration of Wyman Road will accommodate the traffic levels that will be generated by Hillside Village, address safety concerns with the existing roadway conditions, improve the radius and slope of a horizontal curve near the north end of the project site, improve the line of sign at that curve and improve public safety.

Site Visit: March 2, 2017 at 5:45 PM

Public Hearing: March 2, 2017 at 7:00 PM  
Council Chambers, Keene City Hall

Per order of the Mayor and Councilors of the City of Keene, this nineteenth of January, two thousand and seventeen.

Attest:

City Clerk





## PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held before the Keene City Council relative to the proposed City of Keene Capital Improvement Program for the 6-year period starting July 1, 2017 and ending June 30, 2023. The plan identifies non-school capital projects and equipment acquisitions that are planned to be undertaken in the community and which calls for a financial investment totaling \$85,938,062 from local, State and Federal resources. The first year investment totals \$14,524,552 from all sources. The local portion of the program is funded by the sale of bonds, property taxes and other miscellaneous sources.

HEARING DATE: March 2, 2017

HEARING TIME: 7:10 pm

HEARING PLACE: Council Chambers, Keene City Hall

Per order of the Mayor and Councilors of the City of Keene, this nineteenth day of January, two thousand and seventeen.

Attest:

City Clerk



City of Keene, N.H.  
*Transmittal Form*

February 3, 2017

**TO:** Keene City Council  
**FROM:** Kendall W. Lane, Mayor  
**ITEM:** B.1.  
**SUBJECT:** Confirmations

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**COUNCIL ACTION:**

In City Council February 16, 2017.  
Tabled until the next regular meeting.

**RECOMMENDATION:**

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

**ATTACHMENTS:**

Description

Resume\_FHaap

Resume\_SVonPlinsky

**BACKGROUND:**

**AIRPORT ADVISORY COMMITTEE**

Frederick Haap, III, slot 2                      Term expires December 31, 2017  
Surry, NH 03431

**LIBRARY BOARD OF TRUSTEES**

Kathleen Kennedy Burke, slot 3              Term expires June 30, 2017  
Keene, NH

**CONSERVATION COMMISSION**

Alexander Von Plinsky, Alternate, slot 9      Term expires December 31, 2018  
Keene, NH

Frederick Haap III  
704 Old Walpole Road  
Surry, NH 03431

January 24, 2017

Mr. Kendall Lane, Mayor  
City of Keene  
3 Washington Street  
Keene, NH 03431

Dear Mr. Mayor:

As a resident of Cheshire County, Town of Surry for the past 14 years, I am interested in serving on the Dillant-Hopkins Airport Advisory Commission. I believe my broad aviation background and extensive flight experience will allow me to make valuable contributions to the Commission as well as the community.

I have included a copy of my Curriculum Vitae for your review.

Sincerely,



Frederick Haap III  
704 Old Walpole Road  
Surry, NH 03431  
Phone: 603-355-2380

CC: Patricia Little, City Clerk

**Curriculum Vitae**  
of

**FREDERICK HAAP III**

**PO Box 704**

**Keene, NH 03431**

**Telephone: 603-355-2380**

Currently, Mr. Haap, as President of Aviation Solutions, Inc., provides various aviation consulting services to the corporate aviation industry. He has extensive experience in conducting aviation safety audits for major corporations, as well as product marketing analysis, fleet studies, and route feasibility studies. He is an IS-BAO (International Standard for Business Aircraft Operations) accredited auditor.

Prior to starting Aviation Solutions, Inc. in 1999, Mr. Haap accumulated more than 32 years of experience as a corporate aviation department manager and pilot. He has logged more than 13,000 flight hours in a variety of aircraft, including the Gulfstream I and II, Falcon 20/50EX, DC 6/7, and Lockheed Constellation.

From 1976 to 1999, Mr. Haap served as Director of Aviation for the Mead Corporation, where he was responsible for the operational safety and efficiency of two Falcon 50 aircraft. His accountabilities included staffing, maintenance, aircraft acquisition and disposition, budgeting, strategic planning, flying approximately 20 hours per month as Captain, and maintaining the company's hangar and associated fuel facility.

Mr. Haap also served for five years as a corporate pilot at General Electric, where he obtained experience in the operation of a large corporation's aviation department. He earned type ratings in the Gulfstream I and II and the Falcon 20.

As the Mead Corporation's representative to the National Business Aviation Association, Mr. Haap served on the Management Committee from 1977-1981 and was elected to the Board of Directors in 1981 where he served for 15 years. He was elected Treasurer in 1986, Vice Chairman in 1987, and Chairman of the Board in 1989. He has also served on the Board of Directors of ARINC Inc. and on the Wyvern Group's Customer Advisory Board. Currently, he is a member of the National Aviation Hall Of Fame and serves on the Membership Committee.

Mr. Haap was one of two NBAA Directors responsible for the development and oversight of the NBAA/University of Virginia Darden School's highly successful *Managing the Aviation Function* executive management course.

Mr. Haap earned a B.S. in Mathematics from The Citadel and participated in the MBA program at the University of Dayton. He retired from the USAFR as Lt. Colonel with 26 years of service.

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# SPARKY VON PLINSKY

18 Allen Court, Keene, NH 03431 706-399-0349 [REDACTED]

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## **PROFILE**

I am a trained Landscape Designer with a passion for efficient planning, conservation and design especially when it takes place in my own back yard.

## **DESIGN PROFILE & EXPERIENCE**

I am a recent graduate of the University of Massachusetts' Department of Landscape Architecture and Planning. My training covered the breadth of the Landscape Architecture field in both scale and scope. I have experience with everything from small scale residential garden design through medium scale urban design, conservation and planning up to large scale, multi-state watershed studies. Additionally, the scope of my training has given me understanding and know how in areas as diverse as formal garden design, wetland remediation, greenway planning, historical landscape preservation, landscape conservation and recreational design.

## **TECHNOLOGICAL EXPERIENCE**

I have extensive expertise with a wide variety of computer aided design and production programs, including Trimble's Sketchup Pro & Layout, Vectorworks' Landmark, ArcGIS, QGIS, the Adobe design suite of InDesign, Photoshop and Illustrator as well as the Microsoft Office Suite.

## **RECENT WORK EXPERIENCE**

### **CLUBHOUSE MANAGER, PINE GROVE SPRINGS CC – 2013-2014**

I managed a small clubhouse staff handling hiring, ordering, scheduling and customer service management. Working within the constraints of a small business I was able to design and implement a variety of operational efficiencies that improved both the customer experience and the bottom line.

### **LINGUIST/ANALYST, NATIONAL SECURITY AGENCY – 2005-2010**

I worked with an enormous amount of autonomy on complicated, high intensity, high pressure projects in support of forward deployed forces.

## **EDUCATION**

UNIVERSITY OF MASSACHUSETTS - AMHERST, MA – MASTERS OF  
LANDSCAPE ARCHITECTURE - 2013

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City of Keene, N.H.  
*Transmittal Form*

February 13, 2017

**TO:** Keene City Council  
**FROM:** Kendall W. Lane, Mayor  
**ITEM:** B.2.  
**SUBJECT:** Confirmations

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**COUNCIL ACTION:**

In City Council February 16, 2017.  
Tabled until the next regular meeting.

**RECOMMENDATION:**

I hereby nominate the following individuals to serve on the College/City Commission.

**BACKGROUND:**

**COLLEGE/CITY COMMISSION**

Daryl Masterson – Co-Chair Keene, NH	Term Expires, Dec 31, 2021
Paula Jessup Keene, NH	Term Expires, Dec 31, 2020
Phil Jones Keene, NH	Term Expires, Dec 31, 2019
Bettina Chadbourne Keene, NH	Term Expires, Dec 31, 2018
Dick Berry Keene, NH	Term Expires, Dec 31, 2018
Dean Eaton Keene, NH	Term Expires, Dec 31, 2019
Marcia Kayser Keene, NH	Term Expires, Dec 31, 2020

**Staff Support**

As assigned by City Manager

Anne Huot, President, ex-officio

Keene State College

Kendall W. Lane, Mayor, ex-officio  
City of Keene



City of Keene, N.H.  
*Transmittal Form*

February 24, 2017

**TO:** Keene City Council  
**FROM:** Kendall W. Lane, Mayor  
**ITEM:** B.3.  
**SUBJECT:** Nominations

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**RECOMMENDATION:**

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

**ATTACHMENTS:**

Description

Nominee Background

**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  
NEW HAMPSHIRE

**DATE:** February 8, 2017  
**TO:** Honorable Mayor Lane  
**FROM:** Elisabeth Brown, Youth Services Manager  
**THRU:** Elizabeth Fox, HR Director / ACM  
**RE:** Juvenile Conference Committee (JCC) – Nomination

As Coordinator of Juvenile Conference Committee (JCC) – Juvenile Court Diversion, I am respectfully submitting the names of Erika Greenwald and Polly Morris for consideration to serve on the Juvenile Conference Committee. They have both recently participated in JCC Hearings and they are both very interested in volunteering in this capacity. They would be great assets to our committee.

Erika has an extensive career in the Keene Schools as a math teacher and an active volunteer in the community. She has served on several boards (Keene Jaycee Women, Big Brothers/Big Sisters, Keene Samaritans, and Joy's Network). Erika displays dedication and community building in her long time in the area. She is wonderful in connecting with people and she wants to continue to support this community in helping youth. Her passion for helping youth and families is evident immediately with her willingness to help and welcoming personality.

Polly is currently the director for Monadnock Peer Support Agency. She previously worked at Monadnock Voices for Prevention as the Regional Prevention Coordinator and she is well known both locally, regionally, and statewide. She is a great person to network and engage the community. Last year, Polly worked at CADY in the youth diversion program so she is familiar with the state juvenile network standards and programs. She is good at connecting with youth and families. She has been a wonderful collaborator with the City of Keene, MADAC, and Cheshire Coalition for Tobacco Free Communities, Safe and Drug Free Communities, and more. She brings high energy, enthusiasm, and motivation to colleagues and the community.

With your permission, I would like to bring these names forward to you for nomination. With the recommendation from Human Resources, their criminal records check was completed and satisfactory and their references highly recommended them for this position.

Att: Resumes

**ERIKA ("RIKI") GREENWALD**

[REDACTED]  
Keene, New Hampshire 03431  
[REDACTED]

**EDUCATION**

Bachelor of Arts Degree in Mathematics, Magna Cum Laude  
Keene State College, Keene, New Hampshire, May 1974

Master of Education Degree: Curriculum and Instruction  
Keene State College, May 1991

Certified in Middle School Mathematics

**RELATED EXPERIENCE**

**Math Coach:** Keene School District (Franklin School)  
February, 2014- June, 2014

**Adjunct Instructor:** River Valley Community College (Keene Academic Center)  
Fundamentals of Mathematical Literacy Part I and II  
September 2012- present

**Math Teacher:** Keene Middle School, Keene, NH  
Grades 6 and 8 1992-2012  
Math Department Coordinator: 2004-2012  
MATHCOUNTS Advisor: 1994-2012  
During this time period, I served on numerous curriculum committees and organized district-wide math meetings. I was also instrumental in the adoption of two textbook programs at Keene Middle School.

**Adjunct Instructor:** Keene State College  
Math Proficiency course (former Mathematics 010), *Fall, 1991*  
Algebra (former Mathematics 112), *Fall 1990 - Summer 1991*  
*Fall 1987 - Fall 1988*

**Workshops Presented**

*All About Me- Mathematically:* Fall, 1998  
*Friday The 13<sup>th</sup>: An Integrated Approach,* October 1999  
*Friday The 13<sup>th</sup>: An Integrated Approach,* October 2000, Tri-District

**Community Activities**

**Board of Directors:** Joy's Network-2013 to present  
Volunteer: Keene Samaritans: *May 1990 - May 1991 and presently retraining to resume volunteering this fall*  
Big Brothers/Big Sisters: Board of Directors, 1985 - 1986  
Keene Jaycee Women: Director, Vice President, 1975 - 1981

**Awards Received**

Keene School District Exceptional Teacher Award: June, 2011



**Polly Morris**

Swanzey NH 03446

**Education and Achievements**

Bachelor of Science in Human Services specializing in Addiction Counseling  
Springfield College, Manchester, NH  
Winner, Springfield College Humanics Award 2012  
Winner, Phoenix House Excellence Award 2011  
Certified Prevention Specialist  
CCAR Trained Recovery Coach

**Administrative Experience**

Monadnock Area Peer Support Agency

9/26/16-present

*Interim Executive Director*

- Ability to model and practice Intentional Peer Support (IPS) by example and instruction
- Develop and produce RFP application for, and contract with the BMH/DHHS and attend Bidder's Conference
- Develop, oversee, and implement budget
- Develop and implement quality assurance plan
- Assess program needs and initiate necessary changes
- Report Monthly to the Board of Directors w/ necessary reports
- Serve as an ex-officio member of all board committees
- Attend board meetings and trainings as required
- Ensure that all documentation is completed in a timely manner
- Review and ensure that the organization meets all legal and contract requirements
- Oversee program development
- Supervise staff and volunteers
- Oversee all financial transactions and fiduciary activities
- Maintain and ensure communication with bookkeeping service and manage budget
- Responsible for hiring, firing, performance evaluation, personnel policies w/ board, staff training, hold staff meetings and weekly Co-reflection meetings to support staff with their practice of IPS
- Create programs with Programming Coordinator which encourages recovery and empowerment, encourage member participation
- Create and maintain positive working relationship with MFS, other community mental health resources, other peer support centers, NAMI, the Consumer Council, maintain a positive working relationship with BMH/DHHS and auditors; use available community and state resources; advocate for consumers and the peer support movement; educate consumers and the general public about peer support

**Restorative Justice Work Experience**

Communities for Alcohol and Drug-Free Youth Plymouth, NH

10/01/15- 06/24/16

*Program Coordinator*

- Communicate directly with law enforcement and school administrators for program referrals provide critical link between home, school and community
- Direct service with first-time, non-violent youth offenders to offer a "second chance"
- Prevent youth from entering the juvenile justice system
- Prevent escalation of juvenile delinquency and decrease recidivism rates

- Work with victim or victim advocate for inclusion in the reparative process
- Offer strength-based community-service and prosocial opportunities tied to youth's strengths and aspirations
- Identify the need for social services and connect youth and their families with needed services
- Provide targeted education ranging from drug and alcohol abuse to shoplifting and anger management
- Recruit, train and sustain a volunteer base for program panel members
- Track and report individual cases to Grafton County

### **Substance Misuse Prevention Work Experience**

Communities for Alcohol and Drug-Free Youth Plymouth, NH

10/01/15-06/24/16

*Regional Substance Misuse Prevention Coordinator*

- Work in a team-based environment
- Provide leadership, and coordination to increase the number and reach of evidence-based substance misuse prevention programs, policies, and practices implemented in the region
- Utilize an asset-based public health approach to reduce access to addictive drugs by individuals, specifically children
- Engage and support the business, education, health, safety, government, and community and family supports sectors in the implementation of the region's strategic plan
- Promote resilience and decreased risk factors in individuals, families, and communities
- Provide leadership and coordination to improve the readiness of partners to address substance misuse issues in the region
- Advocate to NH Legislature on issues pertaining to substance misuse prevention through testimony appearance, and phone call and email outreach to stakeholders
- Provide ongoing community education on substance misuse prevention through presentations, trainings and community events
- Comply with all reporting to NH Bureau of Drug and Alcohol Services and all funding sources
- Maintain Prevention Specialist Certification

Monadnock Voices for Prevention

Keene, NH

01/13-09/22/15

*Regional Substance Misuse Prevention Coordinator*

- Worked with the communities in the Monadnock Region to build relationships and partnerships
- Communicated with Executive Committee, Leadership Team, State Representatives, Communities within the region, and Partnerships via telephone, e-mail, face-to-face or group as necessary to maintain and implement communication mechanisms
- Provided facilitation and meeting support
- Provided oversight for appropriate and adequate allocation of funding
- Complied with all reporting requirements and collaborated with Leadership Team and fiscal agent to manage and report on funding distribution.
- Tracked and reported on regional activities as outlined in funders scope of service..
- Obtained and maintained Certified Prevention Specialist
- Attended training and seminars to increase professional development and maintain a current knowledge of best prevention practices, procedures, and methods.

### **Counseling Work Experience**

The Phoenix House

Dublin, NH

03/10 – 10/12

*Academy Adolescent Program/Youth Counselor*

- Created Individual Action Plans for clients to provide quality and effective substance abuse treatment by consulting and assessing with clinical team
- Managed implementation of plan by ministering direct counseling for individuals and families

- Liaised strong community relationships with local police force, area schools, colleges and churches
- Fostered local community outreach enlisting client involvement to promote public awareness
- Motivated clients to utilize internal and external resources to fully invest in their own recovery

**Memberships and Community Work**

Community Anti-Drug Coalitions of America

NH Recovery Task Force subcommittee of Governor's Commission

NH Providers Association

Partnership for Drug-Free NH

NH Alcohol and Drug Abuse Counselors Association

Medical Reserve Corp for Central NH Public Health Network

Medical Reserve Corp for NH Monadnock Public Health Network

Monadnock Alcohol and Drug Abuse Coalition

Cheshire County Tobacco Free Communities Coalition

Hospice volunteer Home Healthcare, Hospice and Community Services

Alumni and member of Leadership Monadnock

References available upon request

☛ Leaf Seligman

☛ Jaffrey, New Hampshire 03452

[www.leafseligman.net](http://www.leafseligman.net) [www.writingthatmatters.net](http://www.writingthatmatters.net)

### **education**

Master of Divinity, Harvard Divinity School, June 2002

Graduate Study in Playwriting, Brandeis University, 1991-2

Master of Arts in English, Writing, University of New Hampshire, 1985

Bachelor of Science in Human Development, University of Connecticut, 1980

### **teaching experience**

Keene State College, Keene, New Hampshire, Adjunct Instructor, 2009-present

Franklin Pierce University, Rindge, New Hampshire, Adjunct Instructor, College Writing, Sept. 2007-2009

The University of New Hampshire, English Department, Instructor, 1985-1988, 1994-1999; Adjunct Instructor, 1993

The University of New Hampshire, Thompson School of Applied Science, Social Science Instructor, 1988-1991

The University of New Hampshire, Women's Studies Program, Adjunct Instructor 1986-1988, 1994, 1996, 1998

New Hampshire State Prison for Men, 1987-1988; New Hampshire State Prison for Women, 1990-1994

HCA Portsmouth Pavilion, adolescent psychiatric treatment unit, (per diem) 1989-1993

Oyster River Middle School, visiting writer, January 1993, April 1994

Marshwood Adult Education Program, writing instructor, Spring 1993

Lincoln Akerman School, visiting writer, Spring 1990, Winter 1992

### **courses taught:**

- Integrative Thinking and Writing (various sections: Forgiveness and Reconciliation; How We Learn; Religious Pluralism; The Downside to Certainty; The Story of Stuff; Love & Marriage)
- Freshman English
- Introduction to Prose Writing; Special Section of Introduction to Prose Writing: Deconstructing Gender (cross-listed with women's studies)
- Persuasive Writing
- Beginning Fiction Workshop

- Introduction to Women's Studies; Special Topics: Art as Activism
- Human Relations
- Social Issues
- Form and Theory of Fiction
- College Writing I & II
- Creative Writing

wrote grants for, coordinated, and led the following:

New Hampshire Humanities Council:

*Coming to Voice: An Historical Overview of Women's Literary Traditions*, New Hampshire State Prison for Women, 1994

*Explorations in Reading Contemporary Women's Literature*, New Hampshire State Prison for Women, 1994

*One's Place in the World: Developing an Historical and Cultural Context*, New Hampshire State Prison for Women, 1993

*Changing Lives Through the Humanities*, New Hampshire State Prison for Women, 1992

*Understanding Ethics: A Dramatic Approach*, New Hampshire State Prison for Men, 1988

Charles Dean Trust:

*From Writing to Playwriting*, New Hampshire State Prison for Women, 1990-1991

*Teaching Writing to Incarcerated Individuals: A Curriculum Manual*, New Hampshire State Prison for Men, 1990

*Freshman English* New Hampshire State Prison for Men, 1987

### Publications and Presentations

Speaker, Healthy Monadnock 2020 Summit on Addiction, May 17, 2016, Keene, NH

Speaker, TEDx Atmoskeag Millyard, Manchester, NH November 13, 2015

Speaker, Monadnock Summer Lyceum, July 1, 2012, Peterborough, NH

*A Pocket Book of Prompts*, Bauhan Publishing 2015

"Wandering in the Wilderness," *UU World*, Spring 2012

*Opening the Window: Sabbath Meditations*, Bauhan Publishing 2011

"Engaging with the Word: UU Ministry and the Bible," *Living A Call: Ministers and Congregations Together*, edited by Michael Durall, Jenkins Lloyd Jones press, 2006

"A Demanding Joy," *UU World*, Nov.-Dec. 2002

"Reunion," *Creative Nonfiction*, April 1999

"Seeing the Light," *The New Thought Journal*, January 1998



## **text and journal reviews**

*The Contemporary Reader*  
*Border Texts*  
*Critical Situations in Writing*  
*Cultural Exchanges*  
*Outlooks and Insights*  
*Reflections on Cultures*  
*The Prose Reader*  
*Up, Down, and Sideways*  
*National Women's Studies Journal*

## **academic community service**

Member, Composition Committee, English Department, University of New Hampshire, 1995-1997

Hearing Officer, University Judicial System, University of New Hampshire, 1987-1988

Member of the President's Task Force on Rules, Regulations and Judicial Procedures at UNH, 1987-1988

Member of the President's Committee on Diversity, University of New Hampshire, 1986-1987

## **professional activities**

Co-founder, board president, Monadnock Restorative Community, 2015—present

Facilitator, *Alternatives to Violence Program*, MCI, Shirley, MA; NCCI Gardner, MA, 2010-present

Member, Task Force on Youth Literacy, UU Urban Ministry, Boston, Massachusetts, Fall 1999

Participant and Fellowship Recipient, The Fund for Theological Education Annual Conference on Ministry, Indianapolis, IN, May 1999

Presenter, Lewis & Clark College Seventeenth Annual Symposium on Gender, Portland, Oregon, March 1998

Participant, Austin Screenwriting Conference, Austin, Texas, 1997

Participant, Thirteenth Annual Human Rights Conference, Facing History and Ourselves, Boston, Massachusetts, 1997

Participant, Wesleyan Writers' Conference, Middletown, Connecticut, 1996

Presenter, First Annual Lilly Conference on Teaching Excellence-New England Region, 1995

Participant, Sewanee Writers' Conference, Sewanee, Tennessee, 1994

Faculty, Young Writers' Conference sponsored by The New Hampshire Writers and Publishers Project, 1995

Member, Advisory Board, New Hampshire State Council on the Arts, Prison Project, 1993

Participant, Ninth Annual Conference on Human Rights, Facing History and Ourselves, Boston, Massachusetts, 1993

Participant, First International Women Playwrights Conference, Buffalo, New York, October 1988

Faculty Evaluator, Learner Assessment Team, College for Lifelong Learning, 1986

### **ministry experience**

Ordained, South Church, Unitarian Universalist, Portsmouth, NH June 8, 2002

Minister, First Parish Unitarian Universalist, Fitchburg, MA, Sept. 2007- July 2013

Minister of the Week, Life on A Star I, Star Island Conference Center, Aug. 2011

Minister, The Unitarian Fellowship of London, Ontario, Aug. 2003-Aug. 2007

On-call chaplain (volunteer), London Health Sciences Center, 2004-present

Volunteer Chaplain, Cheshire County House of Correction, Westmoreland, New Hampshire, 2002-3.

Clinical Pastoral Education, Maine Medical Center, Portland, Maine, summer 2000.

Provided chaplaincy to pediatric and nephrology units in a 567-bed tertiary care hospital, and one day a week at the Maine Center for Cancer Care, Scarborough, Maine, an out-patient treatment center.

### **denominational and interfaith community service**

Co-founder, East London Faith Alliance (ELFA), a coalition of five east end congregations united in our efforts to strengthen our community through shared good works. ELFA sponsors a satellite food distribution site for the London Food Bank, an annual Food Bank fundraiser, Empty Bowls; and provides weekend meals for residents at Women's Community house, a shelter for abused women

Co-organizer, World Religion Day Celebration, London, Ontario (2005-7)

Presenter, Canadian Unitarian Council Regional Fall Gathering, London, ON, November 2004—*Developing a Congregationally-Based Model of Pastoral Care*: day-long stream designed to equip congregations with the tools to implement a self-contained model of pastoral care.

### **references**

Dr. Randall Grometstein, Associate Professor and Chair, Behavioral Science Department, Fitchburg State University, 160 Pearl Street, Fitchburg MA 01420 work: 978-665-3612 [rgrometstein@fitchburgstate.edu](mailto:rgrometstein@fitchburgstate.edu)

Dr. Kate Tirabassi, Coordinator of Integrative Thinking and Writing; Assistant Professor of English, Keene State College, 225 Main Street, Keene, NH 03435, [ktirabassi@keene.edu](mailto:ktirabassi@keene.edu)

Sarah Bauhan, publisher, PO Box 117, Peterborough, NH 03458, work: 603-567-4430, [sbauhan@bauhanpublishing.com](mailto:sbauhan@bauhanpublishing.com)



City of Keene, N.H.  
*Transmittal Form*

2/28/2017

**TO:** Keene City Council

**FROM:** Kendall Lane, Mayor

**ITEM:** B.4.

**SUBJECT:** Appointment - Ad Hoc Airport Master Plan Study Advisory Committee

---

**RECOMMENDATION:**

I hereby appoint the following individuals to serve on the ad hoc Airport Master Plan Update Committee. 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. There are several members who have relocated out of Keene and several new members are joining the ad hoc Committee.

George Hansel, Chair  
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  
Carl Niwola

Jack Wozmak, staff

**BACKGROUND:**

**Charge:** To provide input and insight to the City and its consultants on the preparation of the Airport Master Plan Update, which will include the following: assist with the development of mechanisms for obtaining public input; encourage meaningful and collaborative public dialogue relative to airport planning and development while respecting the interests of the airport's neighbors and the environment; advise on technical issues and weigh master plan recommendations against the Keene Comprehensive Master Plan; provide input on issues of community interest with respect to providing safe and efficient air transportation services to the Monadnock Region; help build understanding of the interconnection of economic development, environmental stewardship and social responsibility as it relates to the airport; assist with increasing the public's knowledge about the Dillant-Hopkins Airport.



City of Keene, N.H.  
*Transmittal Form*

February 15, 2017

**TO:** Mayor and Keene City Council

**FROM:** Susan Parke-Sutherland

**THROUGH:** Patricia Little, City Clerk

**ITEM:** C.1.

**SUBJECT:** Request to Use City Property - Keene Farmer's Market

---

**ATTACHMENTS:**

Description

Communication - Farmer's Market of Keene

**BACKGROUND:**

The Farmer's Market of Keene is seeking permission to use City property in the Commercial Street Parking Lot and on-street parking spaces along Gilbo Avenue for the 2017 Keene Farmer's Market on Tuesdays and Saturdays from May through October.

The Farmers Market of Keene  
PO Box 425  
Keene NH 03431

Feb 15, 2017

Office of the Clerk  
Keene City Hall  
3 Washington St  
Keene NH

Dear Mayor Lane and Members of the City Council,

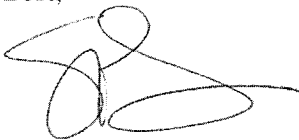
I am writing on behalf of the Farmers Market of Keene NH to request permission to use city-owned space for the Farmers Market in 2017. We are a group of farmers, crafters, and food enthusiasts dedicated to fostering stronger bonds between our local farmers and the community. We are optimistic that 2017 will be a fulfilling Market season for vendor and customer alike.

As a site for the Market, we request use of the same parking spaces as in 2016: the 23 parking spaces on Gilbo Ave between Main St and St. James St and the 18 adjacent parking spaces on the north side of the Commercial St parking lot. We also request continued use of the median space for musicians and other Market-related activities, and for access to electricity.

The Farmers Market runs from May to October. We request exclusive use of the aforementioned space from 7am-3pm on every Saturday and Tuesday from May 6, 2017 until Nov 1, 2017.

Please contact us with any questions, and thank you for your consideration.

Best,



Susan Parke-Sutherland  
Co-coordinator  
Keene Farmers Market  
keenefarmersmarket@gmail.com



External Communication  
*Transmittal Form*

February 28, 2017

**TO:** Mayor and Keene City Council

**FROM:** Attorney Thomas R. Hanna

**THROUGH:** Patricia A. Little, City Clerk

**ITEM:** C.2.

**SUBJECT:** Acceptance of an Emergency Access Easement with Consideration of a Restriction on Truck Traffic and Licenses for Three Utility Lines - Attorney Thomas R. Hanna

---

**ATTACHMENTS:**

Description

Communication - Hanna

**BACKGROUND:**

In connection with the proposed development of "Hillside Village" on Wyman Road, Attorney Hanna is submitting a request for the acceptance of an emergency access easement; a 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.



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

February 28, 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, Tax Map Parcel #919-8-3 and Parcel #919-9-24

Ladies and Gentlemen:

On behalf of The Prospect-Woodward Home, developer of the proposed Hillside Village,  
I respectfully request that the Council:

1. Vote to authorize the City Manager to accept and record an easement deed from The Prospect-Woodward Home and Monadnock Economic Development Corporation to the City of Keene conveying an easement for emergency access over an emergency access road to be located on land of Hillside Village (Tax Map Parcel #919-9-24) and land of Monadnock Economic Development Corporation (Tax Map Parcel #919-9-26.01), the final form and content of the deed to be subject to review and approval by the City Attorney.
  - There will be locked gates at either end of the emergency access road with a Knox Box at each gate.
  - This request is made in accordance with Condition #1.F. of the Planning Board's Notice of Decision dated November 29, 2016, approving the site plan for Hillside Village in SPR 11-16.
  - See Sheet C-1B entitled "Emergency Access Plan & Profile" of the Construction Plans prepared by SVE Associates, which plan was included with the submission to the City Council on January 13, 2017.
2. Consider the restriction of truck traffic on Wyman Road from the location of

Hillside Village north to Old Walpole Road. This request is made in accordance with Condition #1.D. of the Planning Board's Notice of Decision dated November 29, 2016, approving the site plan for Hillside Village in SPR 11-16.

3. Grant three separate licenses to allow utilities to be installed within, beneath and, in one instance, over the Wyman Road right of way for development the Hillside Village project as follows:
  - An underground utility line crossing under Wyman Road in two locations: both in the vicinity of the Community Building and the Health Care Center, with the exact location of the lines to be determined by PSNH (dba Eversource). The line will be owned and maintained by PSNH (dba Eversource).
  - A utility line for telecommunications to be run from one side of Wyman Road to the other through the underground walkway. See request for underground walkway submitted as request #1 in January 13, 2017 license request to City Council.
  - A new overhead utility line to be run from an existing utility pole on the west side of Wyman Road, then across Wyman Road to a new riser pole on the east side of Wyman Road, where the line will then run underground in an easterly direction through land of Hillside Village to a new sector cabinet.
  - The Prospect-Woodward Home respectfully requests that the City Council grant licenses to authorize the use of the Wyman Road right of way for the construction, maintenance and use of the above described utilities.

Your consideration of these matters is appreciated.

Sincerely,



Thomas R. Hanna

TRH/tss

cc: Kimball B. Temple, M.D.  
Edward J. Kelly  
Thomas P. Mullins, City Attorney  
Donald R. Lussier, City Engineer  
James Phippard  
Rob Hitchcock



External Communication  
*Transmittal Form*

February 28, 2017

**TO:** Mayor and Keene City Council

**FROM:** James P. Duffy

**THROUGH:** Patricia A. Little

**ITEM:** C.3.

**SUBJECT:** Resignations - James P. Duffy

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**ATTACHMENTS:**

Description

Communication - Duffy

**BACKGROUND:**

James Duffy has relocated outside of the City and is submitting his resignation from the following boards: Airport Master Plan Study Advisory Committee, the Historic District Commission, the Land use Code Update Phase 1 Committee, the Special Committee on the Use of Technology and the Planning Board.

Mayor Kendall W. Lane  
3 Washington Street  
Keene, NH 03431

James P. Duffy  
30 Wolfree Road  
Winchester, NH 03470

February 28, 2017

Dear Mayor Lane,

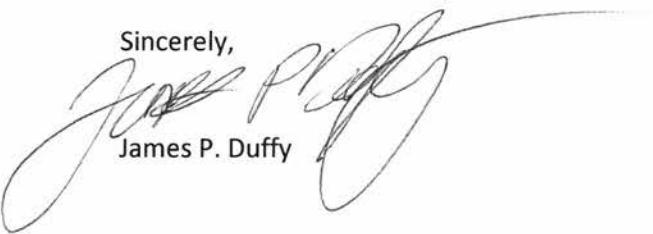
I am writing this letter to inform you, and City Council, that I am resigning as a regular member from the following Boards & Commissions:

1. Airport Master Plan Study Advisory Committee
2. Historic District Commission
3. Land Use Code Update Phase 1 Committee
4. Special Committee on the Use of Technology

I am also resigning as an alternate member from the Planning Board.

I am grateful for the opportunity to serve the community.

Sincerely,

  
James P. Duffy



City of Keene, N.H.  
*Transmittal Form*

February 22, 2017

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** D.1.

**SUBJECT:** Rt. 12- Main Street over Beaver Brook - Bridge Replacement - Public Works Department

---

**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 implement the proposed bridge replacement project for the Main Street/ Route 12 bridge over Beaver Brook.

**BACKGROUND:**

City Engineer Donald Lussier, said this item relates to the construction of a Route 12/Main Street replacement bridge over Beaver Brook, just south of Route 101 (near Martell Court) as part of the City Bridge Rehabilitation and Replacement Capital Improvement Program (CIP). He explained that the bridge is one of 14 red-listed bridges in Keene, and that the project will be paid for through the cost-sharing State Aid Bridge Program: with 80 percent of the costs covered by the state and 20 percent by the city.

Mr. Lussier said the design consultants and the DPW previously came to the city with design alternatives, from which the City Council took action, deciding upon a preferred alternative. He said the design consultants then took that preferred alternative and developed final designs for the project, which were approved by the state Department of Transportation (DOT), with construction expected to take place during the summer.

Mr. Lussier said this item is on the agenda for two reasons:

1. To receive a report by the city's design consultant on the traffic control plans for the project, recognizing that this is a very busy and complicated intersection. The goal is to get as much information as possible to the public about how traffic will be managed at the intersection.
2. To correct a formality. The project has received staff approval to complete the design, and the next step is to negotiate and execute agreements for temporary construction access, and to begin putting together construction contracts putting the work out to bid so the project can move forward.

Mr. Lussier stated that the project will have minimal impacts temporarily on private property rights-of way and no permanent impacts or limits on use of private property. He said the city is seeking agreements with three private property owners: Tire Warehouse, the Citgo station and Discount Oil of Keene. In the case of Tire Warehouse, he said the city is looking for a temporary construction easement for the parking of a crane, and a permanent easement to maintain a drainage basin. In the case of the Citgo station, the city is seeking a temporary construction access easement to allow work to be done on the stream channel. Regarding Discount Oil of Keene, the city is seeking a small permanent slope easement to maintain the embankment once it's

restored.

The design consultant, Michael Pillsbury, Director of Civil Engineering for Louis Berger, used maps on display to show the area to be affected by the construction project to begin his presentation on traffic flow. The current twin culverts made of corrugated metal built in 1961 will be replaced by twin precast concrete structures that are larger and will accommodate greater flow.

He explained that the construction will proceed through three phases of traffic control:

Phase 1: The intent is to construct the part of the structure to the east, shifting traffic to the west side of Route 12. When approaching from Main Street, the traffic will be separated out, with a left-hand turn lane; a separate single lane going forward will be narrower and moved to the west, and a right turn lane. A temporary sidewalk will be constructed, and some of the concrete island and curb removed. Culvert sections, as well as some utility, water lines and underground telephone ducts will be installed.

Phase 2: Traffic will be moved to the east side of Route 12. When approaching from Main Street, the traffic will again be separated out with a left hand turn lane, a straight lane and right turn lane.

Phase 2a: The construction of a small section in the middle to allow the temporary sidewalk to be extended in the next phase into that small section to accommodate pedestrians.

Mr. Pillsbury said that the goal of the design is to maintain traffic flow to businesses throughout the construction, with the one exception being Martell Court, which will have its access closed during the first phase. To remedy this, he said, a temporary driveway connection will be constructed between Route 101 and Martell Court across DOT property.

Mr. Lussier said the consultants have been focused on moving traffic through the work zone, while the city has been looking at how to move people through the region. Regarding Martell Court, it will be closed off at Main Street, and there will be a right turn in and right turn out from 101. He said that there would be signage in the area directing traffic to and from Martell Court. In addition, Mr. Lussier said that trailer-mounted message boards would display information for drivers at key areas so they can decide the best route to take to their destinations.

Mr. Lussier explained that the Swanzey Factory Road intersection with Route 101 is a concern because of the configuration of the bridge and the curve in the road. He said he is concerned that drivers wanting to avoid the construction site will take a left off Swanzey Factory Road against oncoming traffic. In an effort to discourage that use of the road, he said, his department has worked with the police department on a plan that would prohibit left turns on a temporary basis during construction. Drivers coming off Swanzey Factory Road will have to take a right-hand turn. Signs would warn drivers to watch for increased traffic coming off Swanzey Factory Road.

Chair Manwaring asked where drivers who want to make a left turn off Swanzey Factory Road will be able to turn around. Mr. Lussier responded that they could use the parking lot of a business. He said the goal is to prevent northbound traffic from using Swanzey Factory Road as a cut-off to avoid the work area.

In response to Chair Manwaring's question about duration of the project, Mr. Pillsbury explained that the intent is to have the contract awarded by June 1st with a completion date in October. It is anticipated, he said, that the bulk of the work will be done between the Fourth of July and Labor Day.

Mr. Filiault expressed concern about the left-turn prohibition, saying that it would be safer to continue to take an existing left at the intersection rather than having drivers turn around in areas not designed for that purpose. He suggested that it would be a better idea to have a police presence at the intersection, directing drivers, or as an

alternative one of the companies the city hires to help with traffic control. Mr. Lussier said that vehicles from the south actually should use the route through the construction site because the sight lines at the Swanzey Factory Road intersection are so limited.

In response to a question about traffic lighting from Mr. Lussier, Mr. Pillsbury said that adjustment to the timing and location of signal heads on the mast arms would be adjusted as the project progresses. In response to a question from Councilor Lamoureux about the utility line installation, Mr. Lussier said the project includes new water and sewer lines and accommodations for the existing telecommunications conduits. He said Liberty utilities had been offered the opportunity to use the construction to install a stub for future needs, but the company did not elect to do that.

Councilor Lamoureux asked if there would be a no-right-turn-on-red light sign for drivers heading east on 101 who want to turn right on Route 12 to go south. Mr. Pillsbury said that is a question he would pursue with the traffic planners for the project.

Returning to the issue of the Swanzey Factory Road intersection, Councilor Lamoureux asked if there had been any discussion of installing a temporary traffic light. Mr. Lussier said that option was worth consideration but would have to be discussed with NHDOT.

Mr. Hooper raised concerns about drivers coming out of Martell Court taking U-turns, but Mr. Lussier said that he believes it is currently posted for no U-turns. Mr. Hooper said that he supported the suggestion by Mr. Lamoureux to pursue the idea of installing a temporary traffic light at the Swanzey Factory Road/Route 101 intersection.

Councilor Bettina Chadbourne speaking from the audience asked about the notification to affected businesses. Mr. Lussier said the city reached out to inform businesses: a meeting was held at Public Works at the end of December and letters were sent. He said the outreach would continue. In response to a question from Councilor Chadbourne, Mr. Lussier said the project includes an allowance for broadband conduit under the new sidewalk.

City Attorney Mullins asked if the driveway access to Martell Court is going to be considered a Class 5 road. Mr. Lussier explained that the state calls it a driveway permit but it is a temporary access point with all the standard indemnifications.

Chair Manwaring asked for further explanation regarding the duration of traffic disruptions. Mr. Lussier said that the disruptions will be continuous from the expected start date of work at the beginning of July to Labor Day. Mr. Pillsbury stated that more limited kinds of disruptions might be expected beyond Labor Day, when finishing work is accomplished. Chair Manwaring expressed concern that Norm's Bike Shop and Agway will have their business adversely affected during their most busy time. Mr. Lussier agreed with those concerns, noting that the project is being undertaken during the driest time of the year because of its location in a stream bed.

Councilor Filiault made the following motion, which was seconded by Council 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 implement the proposed bridge replacement project for the Main Street/ Route 12 bridge over Beaver Brook.





City of Keene, N.H.  
*Transmittal Form*

February 22, 2017

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

**SUBJECT:** Request for Lodging House License - 57 Winchester Street

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**RECOMMENDATION:**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that 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".

**BACKGROUND:**

John Rogers, Acting Health & Code Director reported the re-inspections were completed on Friday with all items found to be in compliance. Mr. Rogers continued staff has no objections to the issuance of this license.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that 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".



City of Keene, N.H.  
*Transmittal Form*

February 22, 2017

**TO:** Mayor and Keene City Council

**FROM:** Planning, Licenses and Development Committee

**ITEM:** D.3.

**SUBJECT:** Comprehensive Economic Development Ad hoc Committee Recommendations

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**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 that are not for profit. He suggests 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.





City of Keene, N.H.  
*Transmittal Form*

February 23, 2017

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.4.

**SUBJECT:** Presentation - FY 2016 Audit- Melanson Heath

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**RECOMMENDATION:**

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends accepting the audit report as informational.

**BACKGROUND:**

Asst. Finance Director Merri Howe introduced Karen Burke of Melanson Heath & Company. Ms. Burke stated that she had just finished the City's audit which went very well. City employees were helpful, the records were in order and no significant entries needed to be made. There are two significant estimates in the City's financial records; they are Other Post-Employment Benefits (OPEB) obligations and net pension liabilities which the city has had in its financial statements for a while now.

Ms. Burke stated this is the first year the city has issued a comprehensive annual financial report (CAFR) – a more “beefed up” financial report which has three separate sections; an introductory section, a financial section and a statistical section. Going through the report, Ms. Burke made note that the city's financial report is in keeping with all accounting principles of the State.

Referring to Page 29 – long term prospective financial statements, Ms. Burke noted this is the second year the city has reported the pension liability of nearly 28 million dollars on its financial statement and has increased it by about 2.4 million dollars from the prior year. This is determined actuarially. The Other Post-Employment Benefits (OPEB) obligations are also up by about \$250,000. Ms. Burke stated the reason she brings up these two numbers is because the unrestricted net position, the -16.5 million dollars, did increase by about 1.5 million dollars but this is because of the change to the net pension liability and the OPEB. Councilor Powers clarified the pension liability always existed. Ms. Burke agreed and added it is now just being shown on the face of the financial statement. City Attorney Mullins asked whether the actuarial cost for the pension liability comes from all of the municipalities participating in the unfunded mandate for the entire system. Ms. Burke agreed and added the NH Retirement System determines the overall value and based on the number of employees in a municipality is how the cost is determined for each particular municipality.

On to Page 31 – Governmental Funds Balance Sheet – Ms. Burke noted this closely mirrors the general ledger and financials in the City. The unassigned fund balance is up by about \$733,000 and the overall fund balance is up by about \$280,000 compared to last year. Vice-Chair Jacobs asked whether these were good percentages. Ms. Burke answered in the affirmative.

Regarding Page 33 – Income Statement – change in fund balance Ms. Burke commented City broke even with a

slight surplus.

On Page 35 – Budget versus actual for General Fund – excess revenue over expenses was about 1.4 million dollars, the bulk of this goes toward the use of fund balance this year. \$825,000 has been appropriated for the FY17 budget.

Ms. Burke noted as of June about 90% of the city's debt will be paid off in about ten years and stated the city is paying off debt at a good rate. Councilor Clark asked whether the city is at a good standing as far as debt service. Ms. Burke agreed it was. He asked whether it has been detrimental for the city to borrow at the rate it has been. Ms. Burke stated the credit agencies will see that most of the debt is going to be paid off in ten years. The Councilor asked about the city's AA credit standing. Ms. Burke stated the city would need to check with a credit agency such as Moody's regarding this.

Regarding Pages 83 – 100, this is brand new to the financial report with respect to CAFR detail. It also has budget to actual schedules in the back, the last section is the statistical section (new section) – it has ten years' worth of trend data. Ms. Burke complimented finance staff for pulling this together. Councilor Powers asked whether the new sections are what former Councilor Kahn had asked for. Ms. Burke answered in the affirmative.

With reference to the Management Letter Ms. Burke noted it has three recommendations; single audit requirements for federal grants, they are asking for written policies and procedures over multiple functions. The city has most of this written but specific ones are being requested as it relates to federal grants. Implementing GASB 75 has to do with the OPEB obligation. GASB 75 is going to be requiring that the net pension obligation be stated. The city has an unfunded OPEB obligation, going forward this full liability will need to be shown on the face of the financial report.

Ms. Burke stated she also performed an audit of the federal grants (airports). There were no findings and this has been approved per federal standards. She noted a report will be sent to the city. Only the airport grant was required to be audited this year based on the thresholds. Councilor Chadbourne asked who determines the threshold. Ms. Burke explained it is determined by the Office of Management and Budget in Washington. Because the city is considered low risk, only 20% of federal expenses need to be audited.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee accepted the report as informational.



City of Keene, N.H.  
*Transmittal Form*

February 23, 2017

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.5.

**SUBJECT:** Request for Free Parking Weekends - Keene Downtown Group

---

**RECOMMENDATION:**

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Council grant the 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.

**BACKGROUND:**

Asst. City Manager/IT Director Rebecca Landry stated Ms. Keating has been working with the City Clerk – Ms. Keating requested that this be a standing request but the Clerk would like to see this come in as an annual request because there are always changes to dates, etc.

Vice-Chair Jacobs noted this is an event the Downtown Group conducts annually to benefit the entire downtown. Councilor Powers noted this item in the past has been done by Resolution. Attorney Mullins stated the Ordinance does not provide for free parking on the requested dates. Vice-Chair Jacobs noted the Council policy was dated 2015. The Committee took a break from this item so that the Attorney could review this item.

Attorney Mullins stated the Council did adopt Resolution R-2015-11 in March 2015, which establishes a process for the Council to approve these requests when they come before the Council. He added the event needs to be sponsored by a non-profit entity or a governmental entity and has to appeal to a cross-section of the community. At that point the city did verify to make sure the Downtown Group complied with the Policies and they did.

Ms. Tracy Keating of the Downtown Group stated nothing has changed since the last time this event was put together. Vice-Chair Jacobs stated he is glad the Downtown group conducts these events.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Council grant the 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.



City of Keene, N.H.  
*Transmittal Form*

February 23, 2017

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.6.

**SUBJECT:** Donations Received by Health Insurance Review Committee - Human Resources Department

---

**RECOMMENDATION:**

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to accept this item as informational.

**BACKGROUND:**

Asst. City Manager/Human Resources Director Beth Fox stated the city conducted its annual health fair in October which was a very successful event. Donations for the event are received from vendors who participate in the event. Donations received this year were in the amount of \$672. Vendors are listed in the Memorandum

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to accept this item as informational.



City of Keene, N.H.  
*Transmittal Form*

February 23, 2017

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.7.

**SUBJECT:** Donations Received by Employee Welcome & Recognition Committee - Human Resources Department

---

**RECOMMENDATION:**

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends accepting this report as informational.

**BACKGROUND:**

Ms. Fox stated this item is in reference to donations received by the Employee Welcome & Recognition Committee to support the holiday luncheon and employee recognition event. These donations came from local and regional businesses and organizations. This year's total was \$3,171.40 – the donations were wide ranging. Ms. Fox noted the receipt of the donations indicate the support the city has in this region. She added this year there was one very noteworthy individual recognized for his service to the community - Robert Diluzio who has provided 55 years of service.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends accepting this report as informational.



City of Keene, N.H.  
*Transmittal Form*

February 23, 2017

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.8.

**SUBJECT:** Acceptance of Donation - Bicycle Bench - Parks, Recreation and Facilities Director

---

**RECOMMENDATION:**

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that 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.

**BACKGROUND:**

Vice-Chair Jacobs stated he was asked to address this item as he was the Chair of Arts Alive for a few years; an artist has taken bicycle parts and turned it into a bench which is an extremely unique item and will eventually end up at Railroad Square. This bench is currently sitting outside the Recreation Center and added this is the kind of thing that makes this community a fun place to live.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that 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.



City of Keene, N.H.  
*Transmittal Form*

February 23, 2017

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.9.

**SUBJECT:** Acceptance of Donation - Monadnock Squares - Parks, Recreation and Facilities Department

---

**RECOMMENDATION:**

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that 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 is used for any improvements needed at the Keene Recreation Center.

**BACKGROUND:**

Recreation Programmer Megan Spaulding stated the Monadnock Squares makes an annual donation to the Recreation Center. They are one of the longest standing clubs which have been with the Rec. Center, dating back to the 1960s. Ms. Spaulding expressed her appreciation for this donation. Councilor Chadbourne extended her appreciation as well.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that 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 is used for any improvements needed at the Keene Recreation Center.



City of Keene, N.H.  
*Transmittal Form*

February 23, 2017

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

**SUBJECT:** Professional Services Contract- Downtown Revitalization - Public Works Department

---

**RECOMMENDATION:**

On a vote of 4-0, 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 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.

**BACKGROUND:**

Asst. Public Works Director, Duncan Watson stated this contract is the beginning of a project that was introduced during the last CIP. Seven consultants were interviewed and selected four finalists. The last downtown revitalization was done in 1988. This would be phase 1 of the project. Vice-Chair Jacobs asked when this work would begin. Mr. Blomquist stated once the project is approved the contract would be signed and the work would begin and it is expected the work would be concluded before the next fiscal year on July 1, 2017.

Mr. Blomquist stated the City Engineer would be taking the lead on the infrastructure portion of this project and some work will be done in house. When we know what the project is going to look like, outside assistance will be brought in. Councilor Chadbourne asked whether broadband is also going to be looked at when the infrastructure work is being done. Mr. Blomquist stated all of this is on the table for discussion – there is also the question of whether Wi-Fi should be provided for the downtown. The Councilor felt this would dovetail well with the economic development goals.

Mayor Lane stated the first meeting of the Downtown Revitalization ad hoc Committee is scheduled for March 16.

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

On a vote of 4-0, 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 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.





City of Keene, N.H.  
*Transmittal Form*

February 23, 2017

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.11.

**SUBJECT:** Request for Bid Waiver- Chevrolet Tahoe - Public Works Department

---

**RECOMMENDATION:**

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that 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.

**BACKGROUND:**

Operations Manager Jim Mountford and Mr. Watson presented this item. Mr. Watson stated Wailer Chevrolet had approached the city inquiring as to whether there were any vehicles in the fleet replacement program that would qualify. The city usually uses the state bid contract to purchase vehicles because it allows the city to purchase vehicles which have already been competitively priced out. In this case, there were some vehicles that could be purchased by a vendor in the area and when it was compared to the state price it was equal to or less than the state price being offered. As a result, staff is asking for a waiver from the bid process to purchase these two vehicles from Wailer Chevrolet.

Councilor Chadbourne stated with the price being equal or less and the city supporting a local business seems to benefit everyone.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends that 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.



City of Keene, N.H.  
*Transmittal Form*

February 24, 2017

**TO:** Keene City Council

**FROM:** Kendall W. Lane - Mayor - Chair, Special Committee for Recruitment of a City Manager

**ITEM:** F.1.

**SUBJECT:** City Manager Recruitment - First Year Expectations

---

**RECOMMENDATION:**

Move that the City Council approve the Special Committee's recommended first year expectations for the new City Manager.

**ATTACHMENTS:**

Description

First Year Expectations

**BACKGROUND:**

Over the past few months, Novak Consulting Group's Executive Search Practice Leader Catherine Tuck Parrish has spoken with elected officials, staff, and community stakeholders to develop a clear picture of the ideal candidate for Keene's City Manager. Those conversations considered not just the technical skills, experience, and training needed for the position but also what makes for the right organizational fit. The results of that effort were incorporated into the recruitment plan and are reflected in the position announcement released late last week.

So that the successful candidate can hit the ground running, and so applicants know what will be expected of them should they be hired, a component of the consultant's effort was also the development of first year expectations for the new City Manager. These expectations, along with the position profile identifying organizational needs, the strategic challenges of the position, and the personal and professional characteristics of the ideal candidate will assist Novak Consulting Group in its efforts to obtain the most capable candidates.



## **City of Keene First-Year Expectations for City Manager**

1. Build relationships with the Mayor and City Council. Meet individually with the Mayor and each Councilor during the first month and establish regular ongoing communication. Establish relationships with department heads and key staff; schedule department head meetings and one-on-one meetings as appropriate; visit each City worksite to meet with staff at all levels to learn about City operations.
2. Be visible and accessible in the community; build relationships with key Keene stakeholders including higher education institutions, civic groups, social service organizations, not for profit groups, faith leaders, representatives of minority communities, and representative community and business leaders; set up or attend meetings as appropriate. Attend City events and develop a plan to reach out to neighborhoods and businesses throughout the year.
3. Work to develop an understanding of the organization and community. Foster strong relationships with the community and intergovernmental partners including Cheshire County, and state and federal representatives of Keene. Meet regularly with the Cheshire County, School District, and Keene State College representatives to identify areas of collaboration and cooperation and discuss issues of mutual concern.
4. Work with department directors and the ACM/Human Resources Director to identify expected vacancies (approximately 1/3 of workforce), succession plans, and ways to enhance internal leadership development.
5. Support the Mayor and Council's efforts to revitalize the downtown area by working with a variety of stakeholders.
6. Support economic development efforts locally and regionally through the creation and implementation of an economic development policy.
7. Develop a plan to grow the current tax base to further increase economic development opportunities within the city and county. Work with partners to develop an ongoing business retention program in addition to efforts to attract new businesses to Keene.
8. Develop Keene's proposed annual budget and CIP utilizing staff input and Council direction; work with the Finance Director on the creation of a long-term financial plan and evaluate staffing and capital needs and funding options. Develop education about City's tax rate, funding structure, and operating and capital needs.
9. Assess the City's current staffing and organizational structure. Provide a briefing to the Mayor and Council on this assessment and other ideas on service delivery, staffing, and how best to ensure continued high quality services.



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:** F.2.

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

---

**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 2<sup>nd</sup> and 4<sup>th</sup> 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:** Municipal Services, Facilities, and Infrastructure Committee

**ITEM:** G.1.

**SUBJECT:** Proposed Development of Hillside Village on Wyman Road

---

**RECOMMENDATION:**

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee recommends placing the communication from Attorney Hanna regarding licenses for Hillside Village on “More Time.”

**BACKGROUND:**

Rob Hitchcock, representing SVE Associates, explained the developer’s request for licenses to allow utilities and an underground walkway to be installed within and beneath the Wyman Road Right-of-Way for the proposed Hillside Village project.

Using a site map on display, Mr. Hitchcock pointed out where an underground walkway would run between buildings and where sewer lines would run. In addition, he noted that a fire main would be installed that would run from the community building to the health care facility, pointing out the location of a fire pump. He stated that the lines were all private lines.

He said there will be some accommodation for electric and communication cables run between the two sides of Wyman Road, but the details haven’t been worked out yet with Eversource and Fairpoint.

Mr. Blomquist said the developer is seeking licenses to place the private utilities and facilities in the right-of-way, related to Item D on the agenda: alteration of Wyman Road. Mr. Blomquist explained the anticipated schedule for approvals and the start of construction as follows:

- March 2: MSFI site visit and public hearing in the evening
- March 8: Action by MSFI on the developer’s request
- March 16: Action by the full Council on MSFI recommendation.

Mr. Blomquist stated that the timetable provides enough time for the developer to identify any additional utilities that may be needed.

Chair Manwaring asked how this request differs from Item D Alteration of Wyman Road (on the “More Time” part of the agenda). Mr. Blomquist explained that Item D relates to proposed changes to the roadway, adding width and creating slopes, but this request deals specifically with the private utilities within the public right-of-way.

In response to a question from Councilor Jones about whether the communication utility lines would be above or below ground, Mr. Hitchcock said that he believed they would be below ground, but that this was not within

his scope of work. Councilor Jones stated that in most new development, the city is encouraging underground installations. In addition, he said that in all new private and public development the city is pushing for the inclusion of broadband conduit. Mr. Hitchcock said fiber optic is already on the road.

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

On a vote of 4-0, the Municipal Services, Facilities, and Infrastructure Committee placed this item on “More Time.”



City of Keene, N.H.  
*Transmittal Form*

February 23, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** I.1.  
**SUBJECT:** Forms of Payment Using a Parking Space

---

**RECOMMENDATION:**

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2017-03.

**ATTACHMENTS:**

Description

Ordinance O-2017-03

**BACKGROUND:**

Parking Services Manager Ginger Hill stated this item is a housekeeping issue; the current ordinance reads that you can park at a meter and pay using coins, but the new Park Mobile app will now accept credit cards and the ordinance needs to be updated to reflect that. Vice-Chair Jacobs asked whether meters would now not take coins anymore. Ms. Hill stated they would, but it would also now accept a credit card. Councilor Chadbourne stated she supports anything that is more user friendly. Vice-Chair Jacobs commended the parking personnel who he had seen helping people use these new kiosks.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2017-03.



# CITY OF KEENE

O-2017-03

## Seventeen

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

### Forms of Payment for Using a Parking Space

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 Section 94-152 "Public Street Parking Spaces" of Division 4 "Leased Spaces" of Article III, "Parking," of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows:

**Sec. 94-152. - Public street parking spaces.**

(b) Meters as control devices.

1. The city is authorized to install parking meters to control parking. Each parking space will be delineated by lines to direct the placement of the vehicle in the space. Suitable signs indicating the parking restrictions and regulations applicable will be posted in each zone.
2. Any person can, **by using forms of payment authorized by, and acceptable to the city,** ~~inserting in a parking meter a coin of U.S. denomination,~~ use a parking space for the full or fractional part of the time indicated on the meter. No person shall park a vehicle in any space for a longer period than the legal parking time established by the city during the hours during which such legal parking time is in effect. If any person **using any form of payment for** ~~inserts coins in~~ a meter which causes the meter to indicate but a fractional part of the legal parking time established by the city, such person shall not, during the hours during which such legal parking time is in effect, park a vehicle in any parking space for a longer period than was indicated by a parking meter and shall not renew such fractional time beyond parking time established by the city.

\_\_\_\_\_  
Kendall W. Lane, Mayor

In City Council February 2, 2017.  
Referred to the Finance, Organization and Personnel  
Committee.

City Clerk



City of Keene, N.H.  
*Transmittal Form*

February 22, 2017

**TO:** Mayor and Keene City Council

**FROM:** Planning, Licenses and Development Committee

**ITEM:** I.2.

**SUBJECT:** Zoning Map Amendment - West Surry Road and Zoning Ordinance Amendment High Density 1

---

**RECOMMENDATION:**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that Ordinance O-2016-18 and Ordinance O-2016-19 not be adopted.

**ATTACHMENTS:**

Description

Ordinance O-2016-18

Ordinance O-2016-19

**BACKGROUND:**

Chair Richards advised there would be no public input as the public hearing has already been held. He also explained the petitioner has withdrawn the request.

Referring to the packet Rhett Lamb, ACM/Planning Director noted the petitioner's letter expresses his desire for the Committee to vote against the ordinances. Mr. Lamb explained the process for withdrawal really does not exist under these circumstances.

Chair Richards commented the Joint Committee voted this as not being consistent with the Master Plan. He questioned how to make the motions; asking do we make the motion to adopt then vote against, or make a motion to reject. The City Attorney commented the Committee could make the motion to not adopt.

Chair Richards asked for Committee questions or comments.

Councilor Sutherland commented this was a great opportunity for the community to come out and speak on this. He continued he thinks the Joint Committee recognized that while the Master Plan does call out for review of these City nodes, it does not specify an exact location where the City should be adopting or expanding the High Density Zone. On the face of it there were a number of reasons why this was rejected not only by the public, but also by member Committees. He also commented it is great we recognized the short comings of the Master Plan; and noted there is still more planning to do. Chair Richards noted he would also be voting against this issue noting his concern for a triangle of High Density in the middle of this area (Low Density to Agricultural).

There being no public comments or additional Committee questions or comments, 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 Ordinance O-2016-18 and Ordinance O-2016-19 not be adopted.



# CITY OF KEENE

O-2016-18

Sixteen

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

Relating to Zone Change - West Surry Road

AN ORDINANCE .....


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

That the zoning map of the City of Keene, as amended, is hereby further amended by changing the zoning designation of tax map parcel 914-07-019.0000, known as 32 West Surry Road, from Low Density to High Density-1 Zoning District.

\_\_\_\_\_  
Kendall W. Lane, Mayor

In City Council September 15, 2016.

Referred to the Joint Planning Board/Planning, Licenses and Development Committee.

  
Deputy City Clerk



# CITY OF KEENE

O-2016-19

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

AN ORDINANCE .....Relating to High Density-1 District – Permitted Streets.....

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

That Section 102-451 of the Zoning Ordinance of the City of Keene, as amended, is hereby further amended by adding the bolded text to the street locations to the high-density-1 (HD-1) district, as follows:

Sec. 102-451. - Intent.

The intent of the high density-1 (HD-1) district is to provide for a high density/high intensity residential development in buildings up to three stories in height. City water and city sewer is required for all uses. The district must have frontage on the following list of street locations, and all vehicle access, other than gated emergency access, must be from these streets. Commercial/industrial uses are excluded from this zone. The street locations on which frontage is required are as follows:

- (1) Court Street, on the west side from Westview Street to Maple Avenue and on the east side from Evergreen Avenue to Maple Avenue.
- (2) Maple Avenue.
- (3) Marlboro Street, from Main Street to Eastern Avenue.
- (4) Old Walpole Road, on the east side from the Court St./Maple Ave/Old Walpole Rd/ W. Surry Rd. roundabout 1,635' north**
- (5) Park Avenue.
- (6) Washington Street.
- (7) West Street, from Central Square to Park Avenue.
- (8) West Surry Road, on the west side from the Court St./Maple Ave/Old Walpole Rd/ W. Surry Rd. roundabout 810' north**
- (9) Winchester Street.

In City Council October 20, 2016.

Referred to the Joint Planning Board/Planning,  
Licenses and Development Committee.

Deputy City Clerk

Kendall W. Lane, Mayor





City of Keene, N.H.  
*Transmittal Form*

February 23, 2017

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** J.1.

**SUBJECT:** Relating to the Reallocation of Bond Proceeds from the Castle Street

---

**RECOMMENDATION:**

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2017-07.

**ATTACHMENTS:**

Description

Resolution R-2017-07

**BACKGROUND:**

City Engineer Don Lussier stated previously the Council approved the discontinuance of a portion of Castle Street by turning it into a driveway for Keene Housing Authority (KHA) for their expansion work. This however, did not quite fit well with the city road regulations.

As a result, the Manager and KHA have come to an agreement. Previously the City was going to complete the repair of the roadway, however, now as part of the discontinuance the city is proposing to pay KHA the money which would have been used for the road rehabilitation work. KHA in turn would use this money for rehabilitation work for the road.

The Funding in FY17 for this work came from bond proceeds and this bond was sold specifically for public infrastructure work. The concern is by paying this money as “payment of damages” to KHA instead of physical construction it would go against the policies of the bond agencies. This Resolution takes the money appropriated for paving work of Castle Street, reallocates it to other infrastructure projects which current revenue would have been used for and takes those current revenue funds and pays it to KHA.

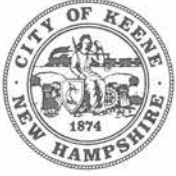
Vice-Chair Jacobs asked if the road was not being discontinued, this funding issue would not happen. Mr. Lussier stated in that case current revenue would be used for the road work on Castle Street and it would remain as a public way. However, without the discontinuance, the KHA project becomes impossible.

Councilor Lamoureux asked for the City Attorney’s input on this issue. Attorney Mullins stated what staff is proposing is an appropriate way to resolve this problem. He added the bond proceeds can only be used for public infrastructure projects. The money being paid to KHA is for payment of damages, which they are entitled to for discontinuance of the road and bond proceeds can’t be used for that purpose. The payment of damages is so that KHA can finish the road work which the city would have otherwise completed.

Councilor Clark asked how the discontinuance would affect access to the trail system. Mr. Lussier stated KHA as part of their work is doing extensive work on the sidewalk and included in this is a connection to the trail system. The city is however, maintaining easements for drainage. Mr. Blomquist added the gravel trail at the end of Castle Street is a private access but KHA is likely to still permit public access, but the city has no right to this access. Nothing is changing because of this action.

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

On a vote of 4-0, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2017-07.



# CITY OF KEENE

R-2017-07

Seventeen

In the Year of Our Lord Two Thousand and .....  
Relating to the Reallocation of Bond Proceeds from the Castle Street  
A RESOLUTION ..... Rehabilitation Project .....

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

That the sum of One Hundred Fourteen Thousand Three Hundred Ninety dollars (\$114,390) in bond proceeds be allocated from the Castle Street Rehabilitation Project (90303) to the Drainage Maintenance Program (90221) and that the sum of One Hundred Fourteen Thousand Three Hundred Ninety dollars (\$114,390) in current revenue be allocated from the Drainage Maintenance Program (90221) to the Castle Street Rehabilitation Project (90303)

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Kendall W. Lane, Mayor