

A regular meeting of the Keene City Council was held Thursday, May 18, 2017. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Robert J. O'Connor, Terry M. Clark, Bartolmiej K. Sapeta, Randy L. Filiault, Thomas F. Powers, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones and Mitchell H. Greenwald were present. Robert B. Sutherland and David C. Richards were absent. Councilor Manwaring led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the May 4, 2017 meeting was duly seconded. The motion passed with a unanimous vote in favor. The Mayor announced June 1<sup>st</sup> there will be a presentation on the Airport Master Plan; June 15<sup>th</sup> there will be a Public Hearing on the Marlboro Street Rezoning Ordinances as well as a presentation on the Goose Pond Dam project; and finally, on June 19<sup>th</sup> and 20<sup>th</sup> will be the final round of City Manager interviews. Mayor Lane ended his comments by announcing that the annual Memorial Day services on Central Square will be held on Monday, May 29<sup>th</sup> starting at 9:00 AM followed by the parade at 10:00 AM and observances at the Veteran's Memorial in Fuller Park at the Recreation Center.

#### PROCLAMATION – PLAYFUL CITY USA

The Mayor invited Andy Bohannon, Parks, Recreation, and Facilities Director forward to present him with a proclamation recognizing the City of Keene as a "Playful City USA." The Mayor went on to proclaim May 18, 2017 as *Playful City USA Day* in the City of Keene and encouraged all citizens to enjoy the City's parks and recreation opportunities. Mr. Bohannon thanked the Mayor and noted that Keene is one of only 12 communities in New England having received this honor.

#### PROCLAMATION – PUBLIC WORK WEEK

The Mayor invited Donna Hanscom, Assistant Public Works Director, forward to present her with a proclamation relative to Public Works Week. The Mayor went on to proclaim the week of May 21-27, 2017 as *Public Works Week* in Keene and called upon citizens to recognize the vision and efforts of Public Works staff towards making Keene a beautiful and vibrant community. Ms. Hanscom thanked the Council and community for their support of the Public Works Department, and encouraged the public to visit the Public Works facilities for a tour.

#### PUBLIC HEARING – FISCAL YEAR OPERATING BUDGET

Mayor Lane called the public hearing to order at 7:12 PM. The notice of hearing and certificate of publication were read. Mayor Lane recognized the City Manager. City Manager Medard Kopczynski stated that the City Council and the public are presented with three documents: the proposed Operating Budget, a Citizen's Guide created to aid the public in understanding where tax dollars are spent, and a budget supplement which contains information related to issues identified by City staff, the City Manager and the City Council in various workshops and committees. He continued the proposed budget represents a responsible budget funding the basic functions, activities and operations of City departments to accommodate the goals set by the City Council, as well as incorporating current labor agreements, NH Retirement System rate changes, health insurance increases, and other contractual obligations. The proposed budget includes the first year of the fiscal year 2018-2023 Capital Improvements Program as adopted by the City

Council in April of 2017. He noted the CIP funds improvements to basic City infrastructure such as: roads, guardrails, sidewalks, drainage systems, water/ sewer pipes and equipment, and other initiatives that are vital to the quality of life in Keene, retain business and attract new businesses. It also advances several City Council initiatives and includes additional resources for the Planning, Public Works, Health and Code departments. In addition, the budget contemplates the completion of some large scale planning projects such as Marlboro Street, and the creation of a Land Development Code. Mr. Kopczynski noted that the proposed budget includes a 1.99% increase in property taxes to fund operations and capital improvements. He added that combined water and sewer bills are expected to decrease by .87%, translating into a savings of about \$11.00 per year for an average user.

The Mayor explained there are copies of the City Budget available in the room for the audience to reference during the public hearing. He continued that it is also available on the City website. The City has a number of departments that fall under specific categories, as well as outside agencies. He stated he will go through the various categories and ask for questions or comments on each. He added general comments would be accepted at any time during the hearing. This is the opportunity for the public to be heard on anything related to this budget.

The Mayor started by reviewing the Elected and Appointed Officials section of the budget which includes the Mayor and City Council, as well as outside agency funding. He listed some of the entities that received funding through the outside agency funding budget. He asked for comments on this section.

Bradford Hutchinson, 305 Marlboro Street, stated that he wanted to speak about the outside agencies that receive funding. He urged the Council to do a better job of oversight and accountability on some of these agencies. He stated that the 100 Nights Shelter should be more supported by this community and he is disappointed that they are not more welcome. He described the interconnectedness of the various agencies in terms of their clients. Many people receive services from multiple agencies, and he is concerned about information silos and that these agencies may not be working collaboratively. He went on to state his opinions about various agencies. He commented that the City's Human Services Department does a good job and asked that they be given the means to do their work effectively. Mr. Hutchinson ended by reiterating that the City Council should be aware of what these agencies are doing and base the funding on the quality of the services they are providing.

Peg Monahan, Harrisville, resident stated she is asking the Council to support the Keene Senior Center in their request, noting they had asked for \$20,000 and the City Manager has recommended \$15,000. She would like this to be fully funded at the amount they requested. Their membership has doubled in the last four years and it is reflective of the increase of the number of seniors in our community. Currently individuals over the age of 65 make up 17% of the population of Keene, by the year 2030 that number will increase to 30%. That will mean the one out of every three will be 65. She added the Senior Center's focus is keeping seniors healthy – both mentally and physically. They have done quite an extensive outreach in the last several months to start a program called *Cheshire Village at Home*, which helps people to stay in their homes as long as possible. There is a full volunteer committee of about 19 people who have put in a lot of effort to create a program will operate like the Monadnock Home program. She added

these are all part of the Village National Network. Ms. Monahan explained the program is designed to provide help for individuals wishing to remain in their own home as long as possible. Many seniors do not want to go into a nursing home or assisted living, and this program that starts on June 1 will help with that.

Michael Acerno, identified himself as the Transportation Manager for the City Express. They are asking for an additional \$1,000 in funding to assist with replacing their aging fleet; however the City Manager has not recommended that additional funding. They have received a Federal FDA grant to assist with this purchase, and he feels that the additional \$1,000 they have requested is a very good deal for the City of Keene. He added they expect to provide about 38,000 rides to people in Keene next year, for people who need to access critical services such as medical appointments, groceries, employment, etc. He urged the Council to support their request and thanked them for their past support of the organization.

Carrie Post, 53 Fox Circle, stated she has a general comment. She is a homeowner in Keene and owns her home with no mortgage, so she really notices the increases in property taxes. She feels it is unfair to property owners that they are paying for services that benefit people outside of Keene. It is compounded by the fact that this is our only revenue base, without the benefit of a sales tax or income tax. Without any other source of taxation, every time the budget needs to be balanced by increases in property taxes, she feels it. This is very hard for some people who live in one of the highest taxed communities in the State. She had no particular recommendations on the budget, but she wants to trust the City government is protecting the citizen's interests and looking at ways to curb property tax increases. If this doesn't happen she may be in a position to decide if remaining in Keene is feasible.

Peg Bruce, Secretary for Kiwanis Club of Keene, explained their civic group runs the Tree Lighting Ceremony every November. She stated she wishes to thank the Council for their support over the last four years that they have been the organizer for the event.

David Bohannon, Ward Four Selectman, stated he is present to support the request from the City Clerk for funding to purchase new voting booths. He stated the current booths are quite old and the tray that people write on are bent and the tabs that support them are missing or bent. The trays collapse or are misaligned and this is very unpleasant for voters. He has been a Selectman for over 17 years and he takes a lot of pride in their voting place. The booths are problematic because election workers continually have to check the booths as they are used to make sure the tray is in the proper position. He feels the City needs to do something because the current booths are unrepairable. He finds it very difficult to fix the booths on the fly during an election because it is disruptive to voters. The quick fixes are no longer enough to correct the issue of these booths falling apart while voters are using them. He is also concerned about the risk of a voter being injured if the tray were to collapse while they are using or leaning on it.

Mayor Lane continued to the next section of the budget for Administrative Services including the City Assessor, Finance Director, Human Resources, and Information Technology. There were no public comments on this section.

The Mayor then proceeded to the next section for Community Services which includes Fire, Police, Human and Youth Services, the Library and Parks and Recreation. There were no public comments on this section.

The Mayor stated the next portfolio is Municipal Development, which includes Airport, Health and Building Safety, Planning, and Public Works/Emergency Management. There were no public comments on this section.

Mayor Lane reviewed the following sections in turn, asking for public comments on each: the Parking Fund, PC Replacement Fund, Solid Waste Fund, Sewer Fund, Water Fund, and the Equipment Fund. There were no public comments on these sections.

The Mayor asked for any general public comments on the proposed budget. As there were no further comments, the Mayor closed the Public Hearing at 7:46 PM, but noted that written comments would be accepted up until 1:00 PM on Tuesday. He noted this will be before the Finance, Organization and Personnel Committee. Public testimony will not be permitted at that meeting, and the Committee will be making a recommendation to the full City Council.

A true record, attest:

City Clerk

#### NOMINATIONS – HISTORIC DISTRICT COMMISSION

The following nominations were received from the Mayor for the Historic District Commission: Andrew Weglinski to serve as a regular member with a term to expire December 31, 2019; Peter Poanessa to serve as a regular member with a term to expire December 31, 2019; and Hans Porschitz to serve as a regular member with a term to expire December 31, 2018. The nominations were tabled until the next regular meeting.

#### COMMUNICATION –MARILYN GEMMELL – RESIGNATION – HERITAGE COMMISSION

A communication was received from Marilyn Gemmell resigning her position on the Heritage Commission. A motion by Councilor Greenwald to accept the resignation with regret and appreciation for service was duly seconded. The motion passed with a unanimous vote in favor.

#### MSFI REPORT – REAGEN MESSER/MOCO ARTS – REQUEST TO RELOCATE STAIRS – CITY HALL PARKING GARAGE

Municipal Services, Facilities and Infrastructure Committee report read recommending the City Manager be authorized to negotiate and execute an agreement with MoCo Arts for the purposes of relocating the City Hall parking deck stairwell. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

**MSFI REPORT – JAN MANWARING/KEENE SERENITY CENTER – REQUEST TO TEMPORARLY CLOSE A SECTION OF CARPENTER STREET**

Municipal Services, Facilities and Infrastructure Committee report read recommending authorizing the closure of Carpenter Street on June 10 at the discretion of City staff contingent upon the applicant following the rules of that closure. A motion by Councilor Filiault to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

**MSFI REPORT – DEPARTMENTAL PRESENTATION – CARTEGRAPH AND YOURGOV – PARKS, RECERATION & FACILITIES**

Municipal Services, Facilities and Infrastructure Committee report read recommending the acceptance of the Cartegraph presentation by the Parks, Recreation & Facilities Department as informational. The Mayor filed the report into the record as informational.

**PLD REPORT – VOLUNTARY MINIMUM HOUSING AND SAFETY INSPECTIONS – CODE ENFORCEMENT DEPARTMENT**

Planning, Licenses and Development Committee report read recommending the acceptance of the presentation by the Code Enforcement Department as informational. The Mayor filed the report into the record as informational.

**FOP REPORTS – ACCEPTANCE OF DONATIONS: SUMMER MAKER CORPS; SUMNER KNIGHT CHAPEL; ADOPT-A-BENCH**

Mayor Lane commented that the next three items on the agenda related to acceptance of donations would be taken together if there was no objection from the Council.

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a \$5,000 donation from Cognizant, a software company, which has provided funding to Maker Ed Libraries for Maker Ed grants and a \$1,000 donation from the Friends of the Keene Public Library to be used for hiring Summer Maker Corps Library Interns.

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept the donation of \$144.00 and that the monies be used for the upkeep of the Sumner Knight Chapel.

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept the donation of a bench from Martin Reisig and that the bench be placed along the Cheshire Rail Trail. A motion by Councilor Greenwald to carry out the intent of the three Committee reports was duly seconded. The motion passed with a unanimous vote in favor.

#### FOP REPORT – PATHWAYS FOR KEENE – OFFER OF A DONATION – 20 SOLAR LIGHT POSTS

Finance Organization and Personnel Committee report read recommending the acceptance of the donation of 20 solar lights poles valued at an estimate of \$32,000 from Pathways for Keene. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. A motion by Councilor Manwaring to amend the recommendation to stipulate acceptance of “up to 20” solar light poles valued at an estimate of \$32,000 was duly seconded. The Councilor explained that this was at the request of staff because the \$32,000 may purchase fewer than 20 depending on the price per pole. The motion to amend carried with a unanimous vote in favor. Regarding the main motion, voted unanimously to carry out the intent of the report, as amended.

#### FOP REPORT – LEASE AGREEMENT – 10 AND 11 CENTRAL SQUARE

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to amend the existing lease with Culinary Journey Management Corp. for space located at 10 and 11 Central Square. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

#### FOP REPORT – SPONSORSHIP UPDATE – WHEELOCK PARK AND RECREATION CENTER

Finance Organization and Personnel Committee report read recommending the acceptance of the sponsorship update for banner placements at Wheelock Park and the Recreation Center as informational. The Mayor filed the report into the record as informational.

#### FOP REPORT – ROXBURY PLAZA AND WELLS STREET SURFACE LOT IMPROVEMENT

Finance Organization and Personnel Committee report read recommending that \$31,033 be appropriated from the Wells Street Parking Structure Rehabilitation Project account to the Roxbury Plaza and Wells Street Parking Lot Project account. A motion by Councilor Greenwald 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 mentioned that it is appropriate to have flags at half-staff on the Memorial Day. He announced that May 21<sup>st</sup> to May 27<sup>th</sup> is Emergency Medical Services Week throughout the country. The City Manager continued that the paper packets for Council and Committees will end next week with the FOP Committee. City Staff will continue to be present to offer any assistance. Contingencies are being developed to address any unforeseen situations that might arise. The clerk’s office thanks you for your efforts to embrace this change. The City Manager mentioned that a “soft launch” of the new website will take place the first week of June. After IT has had some time to perform any necessary post-launch tweaking, advertising the new site

will begin. The new design is much more consumer focused and is driven by activity. Many of our older content was rarely visited. Even though the content has value, it may not be effective to publish it on the web, so the new site will look and feel and function much different. IT is continuing to use the Drupal open source content management software for the site which is possible because it is free and our IT staff has the particular skills and experience required to support this more robust platform. This is not the case in many municipalities or other businesses. The City Manager announced that Keene was named as a best city for Summer Internships. The City of Keene ranked number 31 out of 1,122 US cities evaluated by Goodcall. Recognizing the value of internship to getting a head start on a career path, Goodcall's assessment of prime locations considered a variety metrics focused on quality affordable internship opportunities. Keene scored favorability in terms of: number of available opportunities, networking potential, skill of its workforce, affordability, transportation networks, crime rates, public transit, and lifestyle amenities. The only other NH City scoring in the Top 100 was Portsmouth at number 10. The City Manager continued with the results from Green UP Keene, April 22, 2017. Over 8,300 lbs. of trash hauled by Waste Management and Public Works Department personnel. Estimated 436 volunteers and undoubtedly, others just walked out their door and did cleanup or were otherwise uncouncted. More than 30 businesses, churches, school groups, scout groups, neighborhood associations, volunteer organizations, families and individuals signed up pre-event to adopt streets, trails and parks in Keene. Bentley Commons had 23 volunteers and held a "Trash Day Contest" with prizes for volunteers. C & S had 40 volunteers between their two locations. Keene State College had 51 student volunteers. Markem-Imaje and Timken both had 25+ volunteers. The Mountain Corporation donated over 350 Green Up Keene 2017 t-shirts for volunteers and had 16 staff members participate. The Works Café and McDonalds donated bagels and muffins, respectively. Cheshire Medical Center donated gloves and NH The Beautiful donated trash bags. As well as many other groups that volunteered their time to help keep Keene beautiful. The City Manager mentioned on Wednesday, May 10, over 330 area fourth grade students converged on the Keene Recreation Center for the 25<sup>th</sup> annual NH Drinking Water Festival and NH State Fourth Grade Water Science Fair. Both events were organized by the NH Drinking Water Coalition, which includes Keene Public Works employees, Aaron Costa and Eric Swope. Keene students did very well at the State Water Science Fair, taking first, second and fourth places. 1<sup>st</sup> place winner was Anna Dumond of Wheelock School; 2<sup>nd</sup> place winner was Grey Ansevin-Allen of Fuller School; 3<sup>rd</sup> place winner was Kyleigh Reiss of Manchester; 4<sup>th</sup> place winner was Maia Chretien of Symonds School; and honorable mentions were: Oliver Villa of Manchester, and Clair and Oriah Holmes from Fuller School. They had over 300 students who participated. The City Manager continued with the First Day Project Wheeler & Fuller Elementary Schools. Join community members, the Monadnock United Way and Keene Police Department supporting this important project to provide to nearly 600 Keene elementary school children backpacks and supplies for the fall 2017 school year as part of the second annual First Day Project. Collection bins, which were decorated by kids, are at City facility locations including the Keene PD, Keene Parks and Recreation and the Keene Public Library. Donations of school materials such as: markers, crayons, glue sticks, construction paper, pencils, erasers, rulers, notebooks, new backpacks and snacks can be left at these locations. Cash donations to this effort may also be sent to the MUW, 23 Center Street. Wheeler and Fuller Schools were selected because of the high number of students who are eligible for the free or reduced lunch program. Last year the program benefited Franklin School.

**MORE TIME**

More time was granted by the Chair for the stop sign request at the intersection of Darling Road and Mountain View Road and the request to use City property for the Fall Festival.

**ORDINANCE O-2017-05: RELATING TO FIRE ALARMS**

A memorandum was received from the Fire Chief along with Ordinance O-2017-05. The memorandum was filed into the record. Ordinance O-2017-05 referred by the Chair to the Planning, Licenses and Development Committee.

**ORDINANCE O-2017-06: RELATING TO FIRE PREVENTION CODE**

A memorandum was received from the Fire Chief along with Ordinance O-2017-06. The memorandum was filed into the record. Ordinance O-2017-06 referred by the Chair to the Planning, Licenses and Development Committee.

**ORDINANCE O-2017-07: RELATING TO CLASS ALLOCATION AND SALARY SCHEDULES**

A memorandum was received from the Human Resources Director along with Ordinance O-2017-07. The memorandum was filed into the record. Ordinance O-2017-07 referred by the Chair to the Finance, Organization and Personnel Committee.

**ORDINANCE O-2017-08: RELATING TO PERSONNEL PROCEDURES – HOURS OF WORK**

A memorandum was received from the Human Resources Director along with Ordinance O-2017-08. The memorandum was filed into the record. Ordinance O-2017-08 referred by the Chair to the Finance, Organization and Personnel Committee.

**MEMORANDUM & RESOLUTIONS R-2017-12: RELATING TO THE APPROPRIATION OF FUNDS FOR THE CONSOLIDATED INFRASTRUCTURE PROJECT; R-2017-13: RELATING TO THE APPROPRIATION OF FUNDS FOR THE LED STREETLIGHTS PROJECT; R-2017-14: RELATING TO THE APPROPRIATION OF FUNDS FOR THE FLOOD MANAGEMENT PROJECT; R-2017-15: RELATING TO THE APPROPRIATION OF FUNDS FOR THE AIRPORT TERMINAL IMPROVEMENT PROJECT AND R-2017-16: RELATING TO THE APPROPRIATION OF FUNDS FOR THE TRANSFER STATION ENERGY SOURCE PROJECT**

A memorandum was received from the Finance Director along with Resolutions R-2017-12, R-2017-13, R-2017-14, R-2017-15 and R-2017-16. The memorandum was filed into the record. Resolutions R-2017-12, R-2017-13, R-2017-14, R-2017-15 and R-2017-16 were referred by the Chair to the Finance, Organization and Personnel Committee.



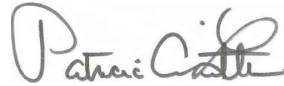
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MSFI REPORT & RESOLUTIONS R-2017-01: RELATING TO THE ABSOLUTE DISCONTINUANCE OF A PORTION OF CASTLE STREET; R-2017-02: RELATING TO THE REALLOCATION OF BOND PROCEEDS FROM THE CASTLE STREET AND R-2017-03: RELATING TO THE REALLOCATION OF BOND PROCEEDS FROM THE CASTLE STREET REHABILITATION PROJECT

Municipal Services, Facilities and Infrastructure Committee report read, recommending adoption of Resolutions R-2017-01, R-2017-02 and R-2017-03. The report was filed into the record. A motion by Councilor Manwaring for adoption of the Resolution was duly seconded. On showing of hands, 13 Councilors were present, 12 voted in favor. Councilor Filiault abstained because he was not in attendance at the site visit. Councilors Sutherland and Richards were absent.

At 8:21 PM the Mayor adjourned the meeting.

A true record, attest:

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

City Clerk