

A regular meeting of the Keene City Council was held Thursday, February 18, 2016. 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, Randy L. Filiault, Thomas F. Powers, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones and David C. Richards were present. Jay V. Kahn and Mitchell H. Greenwald were absent. The Mayor noted Councilor Jones' service on the City Council since 1998, as Ward 4 Councilor until July 2012 when he resigned because he moved out of the ward. In March of 2013, a vacancy allowed Councilor Jones to be elected to fill the ward Five Council position. He spoke about the Committees that Councilor Jones served on including most recently serving as Vice Chair of the Planning, Licenses and Development Committee since 2016. The Mayor commented that Councilor Jones has either been Chair or Vice Chair since 2000. Councilor Jones led the Pledge of Allegiance. A motion by Councilor Richards to accept the minutes from the February 4, 2016 meeting was duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS – MAYOR

The Mayor recognized the new furnishings in the Council Chambers. He commented that the former antique furnishings are finding new homes throughout the organization. He stated that the new furnishings were the first step towards a paperless Council process.

The Mayor reminded the Councilors that the Council Goal Setting Workshop will be held on Saturday, July 9th from 10:00 AM to 3:00 PM in the Michael EJ Blastos Community Room. He continued that Primex will lead this facilitated session.

PRESENTATION – ELECTRIC DISTRIBUTION SYSTEM IMPROVEMENTS IN CENTRAL BUSINESS DISTRICT – EVERSOURCE ENERGY

The Mayor recognized Laurel Boiven, Community Relations Manager with Eversource, and Mark Fraser, Engineering and Design Manager. They provided updates on the improvements that they have been working on and planning for electric distribution system in the Central Business District. One of the priority investments is a \$4 million investment in the Central Business District. This was one of the priority projects listed in the Memorandum of Understanding between Eversource and the City of Keene signed in 2015. This project is intended to support the thriving social and business climate while preserving the unique character of downtown. The project scope is to replace their underground equipment. The existing conduits and conduits with manhole systems will continue to be used. The span of the project starts on the south side of Vernon Street down to Emerald/Dunbar Street area to St. James Street over to the Railroad Square/Cypress Street area. The main reasons for the project would be to remove the oil filled equipment, incorporate new regulations, while recognizing the inability to work in confined areas and its associated safety considerations. They are looking to start the process over late spring early summer over the next 3 years.

The Mayor recognized Tara Kessler, Planner, provided history of the City Manager appointed Eversource Committee. This committee was to serve as a sounding board to Eversource as they were planning and presenting information on the downtown improvement project. This provided

opportunity for members of the community and the city staff to work with Eversource to establish a better understanding of the project and to advise Eversource on how to engage and inform the public throughout the process.

The Mayor thanked the presenters for the information provided this evening. He stated this is the beginning of a lengthy process and there will be further opportunities to answer questions as this unfolds.

PRESENTATION – PUBLIC LAUNCH OF OPENGOV TRANSPARENCY PORTAL

The Mayor recognized Assistant Finance Director Merri Howe, for some opening comments relative to this evening's presentation. She noted the City of Keene partnered with OpenGov to provide a web-based financial transparency, an intelligence tool with graphics presenting revenues and expenses in an intuitive and interactive manner. The use of this platform will provide residents and staff access to the City of Keene's budget and actual financial information. The City of Keene will be the first in the state to publically release its financial information using the OpenGov platform for public transparency.

The Mayor opened the floor for questions. Councilor Sutherland asked who has the job of keying all of this information in and how easy is it to have new budgets considered in the context. He also inquired whether the data was easy to upload and whether there were any systems in place that links the information to the OpenGov so we can consider what things would look like for an example in the next year's budget? Ms. Howe explained this is not a direct link to the city's financial system, but rather it is a system that staff would upload data into the system usually via excel or a pdf.

The Mayor thanked Ms. Howe for the presentation.

NOMINATION

The following nomination to City boards and commissions was received from the Mayor: Marilyn Gemmell as a regular member to the Heritage Commission for a term to expire December 31, 2018. The confirmation will occur at the next regular meeting.

CONFIRMATIONS

A motion was made by Councilor Richards and duly seconded to confirm the following nominations: Councilor Bettina Chadbourne to serve as a regular member on the Agricultural Commission for a term to expire December 31, 2017; Joseph Briggs to serve as a regular member on the Airport Advisory Commission for a term to expire December 31, 2017; Edward Guyot to serve as a regular member on the Bicycle/Pedestrian Path Advisory Committee for a term to expire December 31, 2017; Sadie Butler reappointed to serve as an alternate member on the Conservation Commission for a term to expire December 31, 2018; Councilor Robert O'Connor to serve as a regular member on the Heritage Commission for a term to expire December 31, 2017; Councilor Thomas Powers to serve as a regular member on the Historic District Commission for a term to expire December 31, 2018; Councilor Carl Jacobs to serve as

a liaison to the Library Board of Trustee for a term to expire December 31, 2017; and Will Schoefmann to serve as an alternate member on the Partner City Committee for a term to expire December 31, 2016. On a roll call vote, with 13 Councilors present and voting in favor the motion carried. Councilors Kahn and Greenwald were absent.

COMMUNICATION – DORRIE O’MEARA – REMOVAL OF GRANITE CURBING – WEST SIDE OF CENTRAL SQUARE

A communication was received from Dorrie O’Meara, requesting the removal of granite curbing on the west side of Central Square. The communication was referred to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – IGOR MONTEIRO/ RED DEVILS SOCCER CLUB INC. – REQUEST TO USE CITY PROPERTY – SPRING STREET

A communication was received from Igor Monteiro from Red Devils Soccer Club, Inc., requesting to use and cross city property on Spring Street to gain access to their playing fields. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – MARK FRASER/EVERSOURCE ENERGY – REQUEST TO USE CITY PROPERTY – ELECTRICAL DISTRIBUTION SYSTEM IN CENTRAL BUSINESS DISTRICT

A communication was received from Mark Fraser from Eversource Energy, requesting to use city property to allow for the installation of two transformers on existing concrete pads adjacent to the Commercial Street parking lot. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – COUNCILOR HANSEL – ADOPTION OF RSA 79-E “COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE”

A communication was received from Councilor Hansel, requesting city staff be authorized to investigate the possibility of adopting RSA 79-E and to report back with a recommendation both positive and any negative. The communication was referred to the Planning, Licenses and Development Committee.

PLD REPORT – INTRODUCTION OF KSC COORDINATOR OF STUDENT AND COMMUNITY RELATIONS

Planning, Licenses and Development Committee report read recommending the update to the 2003 Proactive Code Report and the introduction of the KSC Coordinator of Student and Community Relations be accepted as informational. The report was filed as informational.

PLD REPORT – 57 WINCHESTER STREET – LODGING HOUSE LICENSE

Planning, Licenses and Development Committee report read recommending a lodging house license be issued to 57 Winchester Street Realty, LLC with the following conditions: No more than 16 persons may reside on the premises; No more than 27 persons may be within the structure at any one time; No less than 8 vehicular parking spaces must be provided on the premises; 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; 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; No alcoholic beverages may be sold on the premises except by written permission of the New Hampshire Liquor Commission; 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; 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; The cellar space does not meet the qualifications for public assembly and therefore cannot be used as a gathering space; and The continuation of the license is subject to and conditioned upon successful passage of two inspections to be conducted by the City. 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.

PLD REPORT – UNITED CHURCH OF CHRIST – LODGING HOUSE LICENSE

Planning, Licenses and Development Committee report read recommending a license be issued to United Church of Christ in Keene subject to the lodging house license being used as an overflow for the Hundred Nights Shelter, the license not being used for any more than 16 tenants at one time, and subject to any recommendations of City staff. 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.

PLD REPORT – RULES OF ORDER AMENDMENTS

Planning, Licenses and Development Committee report read recommending the adoption of the changes to the Rules of Order. A motion by Councilor Richards to carry out the intent of the report was duly seconded. On a roll call vote, 13 Councilors were present and voted in favor. Councilors Kahn and Greenwald were absent.

FOP REPORT – NEXT CHAPTER CAMPAIGN DRIVE

Finance, Organization and Personnel Committee report read recommending the acceptance of donations totaling \$276,469.24 listed in the December and January statements of the Cambridge Trust Bank to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – AMERICAN LEGION BALL FIELD AGREEMENT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to negotiate between the American Legion Post #4 and the City of Keene for a one year control and use agreement of the softball fields located at 797 Court Street. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded. A motion to amend the Committee report by adding a reference to “execute” was duly seconded. The motion as amended passed with a unanimous vote in favor.

FOP REPORT – WOODLAND CEMETERY WETLAND RESTORATION PROJECT

Finance, Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with GZA GeoEnvironmental Inc. as a sole source provider of construction oversight professional services for the Woodland Cemetery Wetland Restoration Project for an amount not to exceed \$33,000. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – USE OF STATE REVOLVING FUND – WWTP DEWATERING EQUIPMENT REPLACEMENT

Finance, Organization and Personnel Committee report read recommending the City Council authorize the City Manager to do all things necessary to apply for, accept, and execute an SRF loan for the WWTP Dewatering Equipment Replacement project. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – PROFESSIONAL SERVICES AGREEMENT – RUNWAY 14/32 RECONSTRUCTION PROJECT

Finance, Organization and Personnel Committee report read recommending the City Council authorize the City Manager to do all things necessary to apply for, accept, and execute an SRF loan for the WWTP Dewatering Equipment Replacement project. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – GRANT APPLICATION – RUNWAY 14/32 RECONSTRUCTION PROJECT

Finance, Organization and Personnel Committee report read recommending the City Council authorize the City Manager to do all things necessary to submit a Grant Application to the New Hampshire Department of Transportation, Bureau of Aeronautics for the design phase of the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport. A motion by Councilor Jacobs to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

CITY MANAGER – COMMENTS

The City Manager thanked Councilor Jacobs for fine explanations of some really complex actions of the FOP Committee. As part of his general remarks, the City Manager recognized the shift in several Airport projects, construction projects are now coming throughout the city through the Mayor's office. He expressed City Attorney and Kurt Blomquist both had some surgeries and he wanted to report that they are both doing fine, and are in fine spirits. The City Manager went on to congratulate Scott Martin on having a grandson for the first time. He went on to explain that Brad Lane has passed the ICC 2012 Accessibility Inspector & Plan Review Exam. This is the first staff member who is trained and certified for the building construction to meet the ADA requirements. The City Manager explained that Ms. Landry had submitted testimony on HB 1180, regarding municipal bonds for broadband services and requesting the support of this House Bill. He went to recognize Beth Bindel and some of the activities that have gone on about the marketing committee at the airport. The City Manager continued with Donna Hanscom reported that Public Works responded to more than 20 customers, commercial and residential. The department spent Friday working at the corner of Lamson and Federal Street doing a water main repair. He then went to Chief Howard also had cold weather related responses over the weekend in to Monday and Tuesday. He continued with over the four day period the Fire Department had an increase of calls by 35%. This was broken sprinkler and domestic water pipes accounted for some of that increase. The daily average for incidents is just under 13 and during the four day period it rose to 18 per day. Applebee's had most of the damage and reportedly been closed for about a week as they lost all of their control systems and computers in the office. The City Manager commented on the list of training that has been completed by the Fire Department personnel. Lt. Joe Amato had completed his training for Fire Inspector 1 at the NH Fire Academy. This 40 hour course covers principles and procedures for inspections and training on the application of the NFPA 1 and 101 Life Safety Fire Codes. Lt. Chris Staples completed Fire Officer I and II training at the NH Fire Academy. This certification training is 120 hours and provides a broad spectrum of topics for today's new fire officers. Lt. Jarrod Houston completed Fire Officer I at the NH Fire Academy, total hours 60. FF. Ryan Lavigne completed 32 hours of training as part of the Primex Supervisory Academy. Lt. Daniel Nowill and FF/AEMT Raymond Phillips recently completed ICS-400 Class. This class totals 16 hours of training that is related to command staff management of incidents. Lt. William Greenwood has completed the ICS-300 training totaling 24 hours of specialized training related to management of incidents. FF/AEMT Brendan Kiniry completed an Ice Rescue Technician Class totaling 20 hours through the NH Fire Academy. The City Manager summarized these training accomplishments totaled 328 hours by 8 members and is in addition to all training internal to department provided by staff.

MORE TIME

More time was granted by the Chair for the following items in Committee: Suggested Ban on Single Use Plastic Bags and Resolution R-2016-02: Relating to Fiscal Policies.

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FOP REPORT AND RESOLUTION R-2016-03: RELATING TO APPROPRIATIONS FOR AIRPORT IMPROVEMENT PROJECTS

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2016-03. The report was filed as informational. Resolution R-2016-03: Relating to Appropriations for Airport Improvement Projects was read for the second time. A motion by Councilor Jacobs for adoption of the Resolution was duly seconded. On showing of hands, with 13 Councilors present and voting in favor, the motion carried. Resolution R-2016-03 declared adopted.

RESOLUTION R-2016-04: IN APPRECIATION OF THOMAS I. HASTINGS UPON HIS RETIREMENT

Resolution R-2016-04: In Appreciation of Thomas I. Hastings Upon His Retirement was read by title only. A motion by Councilor Jacobs for adoption of the Resolution was duly seconded. The motion passed with a unanimous vote in favor. Resolution R-2016-04 declared adopted.

RESOLUTION R-2016-05: IN APPRECIATION OF MICHAEL D. BAILEY UPON HIS RETIREMENT

Resolution R-2016-05: In Appreciation of Michael D. Bailey Upon His Retirement was read by title only. A motion by Councilor Jacobs for adoption of the Resolution was duly seconded. The motion passed with a unanimous vote in favor. Resolution R-2016-05 declared adopted.

RESOLUTION R-2016-06: IN APPRECIATION OF ANMARIE M. WILSON UPON HER RETIREMENT

Resolution R-2016-06: In Appreciation of Anmarie M. Wilson Upon Her Retirement was read by title only. A motion by Councilor Jacobs for adoption of the Resolution was duly seconded. The motion passed with a unanimous vote in favor. Resolution R-2016-06 declared adopted.

ADJOURNMENT

At 8:25 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

City Clerk