



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
July 20, 2017  
7:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- July 6, 2017

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Tools for Keene's Economic Toolbox: The Community Revitalization Tax Relief Incentive (RSA 79-E) & Economic Revitalization Zones

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

**C. COMMUNICATIONS**

1. James Griffin - Speeding Concerns - Key Road
2. Joan Roelofs - Speeding Concerns - Beaver Street

**D. REPORTS - COUNCIL COMMITTEES**

1. Goose Pond Dam Improvements – Preliminary Design Concepts – Public Works Department
2. Departmental Presentation: Police Recruiting and Hiring – Police Department
3. Departmental Presentation: Science and Equipment Troubleshooting Required to Operate and Maintain Wastewater Systems – Public Works Department
4. Kevin Dremel - Request to Use City Property - Keene Music Festival
5. Peg Bruce/Kiwanis Club of Keene - Requesting Permission to Decorate Light Poles on the Center Median of Main Street
6. Ron Robbins/KeeneSnoRiders - Request to Use City Property
7. Land Use Code Update Phase II – Planning Board/Planning, Licenses and Development Committee
8. Acceptance of Donation - Sumner Knight Chapel - Parks, Recreation, and Facilities Department
9. Cleaning Service Contract - Parks, Recreation and Facilities Department
10. Banking Services Contract - Finance Department
11. Airport Engineering, Planning & Architectural Services – Consultant Selection – Public Works Department
12. Monadnock Family Services/Monadnock Community Services Center Property - Public Works

Department

13. Departmental Presentation: Behind the Scenes - IT Department
14. Hangar Lease - Airport Department

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

1. CITY MANAGER COMMENTS

**F. REPORTS - BOARDS AND COMMISSIONS**

**G. REPORTS - MORE TIME**

1. Paula Sousa – Overnight Parking on Middle Street

**H. ORDINANCES FOR FIRST READING**

1. Relating to Ch. 102 - Zoning Ordinance - Accessory Dwelling Unit Ordinance O-2017-10

**I. ORDINANCES FOR SECOND READING**

1. Relating to Chapter 62 - Personnel - Performance Bonus Ordinance O-2017-12

**J. RESOLUTIONS**

1. Reallocation of Bond Proceeds - Capital Purchase Asphalt Reclaimer Resolution R-2017-25

**K. TABLED ITEMS**

1. Relating to Change of Zones - Marlboro Street Project Area and Parcels Ordinance O-2016-02-A

Non Public Session  
Adjournment

A regular meeting of the Keene City Council was held Thursday, July 6, 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, Randy L. Filiault, Thomas F. Powers, Robert B. Sutherland, George S. Hansel, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Bartolmiej K. Sapeta and Gary P. Lamoureux were absent. Councilor Richards led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the June 15, 2017 regular meeting, and the June 19, 2017 and June 20, 2017 special meetings was duly seconded. The motion passed with a unanimous vote in favor.

#### ANNOUNCEMENTS

The Mayor reminded the Council of upcoming workshops as follows: on July 18, 2017 a Council Workshop will be held on Road Rehabilitation and Capital Spending; on July 25, 2017 a Council Workshop will be held on Fiscal Policies; and, the August 1, 2017 Council Workshop on City Council Goals will be rescheduled until the fall when the new City Manager will be in place. The Mayor announced the filing period for this fall's municipal elections starts on August 16<sup>th</sup> and closes on September 5<sup>th</sup> by declaration of candidacy. The period extends to September 8<sup>th</sup> for filings by petition. The offices of Mayor, five ward Councilors, five at-large Councilors and the election officials will be on the ballot.

#### PRESENTATION – GOOSE POND DAM

The Mayor invited Don Lussier, City Engineer, forward for the presentation. Mr. Lussier introduced Jeffrey Tucker from Dubois & King. Mr. Tucker provided a preliminary design of the upcoming project. The purpose of the project is to address the NHDES concerns. The project will include the repair and/or replacement of the inoperable low-level outlet; efforts to address the years of erosion and woody vegetation growth on the main dam and dike embankments; and measures to control seepage relief through the main dam.

#### PROCLAMATION – DESIGNATION OF JULY AS PARK AND RECREATION MONTH

The Mayor invited Andy Bohannon, Parks, Recreation and Facilities Director forward to present him with a proclamation. The Mayor went on to proclaim July as *Park and Recreation Month* and encouraged everyone to enjoy all of what the Park and Recreation Department offers. Mr. Bohannon stated this is in conjunction with their Playful City Event which is being held on July 20, 2017.

#### CONFIRMATION

A motion was made by Councilor Greenwald and duly seconded to confirm the following nomination to the Zoning Board of Adjustment: Stephanie H. Gaiser to serve as an alternate member with a term to expire December 31, 2020. On a roll call vote, with 13 Councilors present and voting in favor the motion carried. Bartolmiej K. Sapeta and Gary P. Lamoureux were absent.

COMMUNICATION – LEAF SELIGMAN – RESIGNATION – JUVENILE CONFERENCE COMMITTEE

A communication was received from Leaf Seligman resigning from the Juvenile Conference Committee. A motion by Councilor Greenwald to accept the resignation with regret and appreciation for years of service was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – KEVIN DREMEL – RESIGNATION – HERITAGE COMMISSION

A communication was received from Kevin Dremel resigning from the Heritage Commission. A motion by Councilor Greenwald to accept the resignation with regret and appreciation for years of service was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – KEVIN DREMEL – REQUEST TO USE CITY PROPERTY – KEENE MUSIC FESTIVAL

A communication was received from Kevin Dremel requesting to the use of City property for the 17<sup>th</sup> annual Keene Music Festival. The festival will be held on September 2, 2017. The Music Festival has been designated as a “community event”. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – PAULA SOUSA – OVERNIGHT PARKING ON MIDDLE STREET

A communication was received from Paula Sousa, owner of a duplex at 22 Middle Street, requesting that her tenants with overnight parking permits be able to park overnight at the three metered parking spaces on Middle Street during the overnight parking season (May-October). The communication was referred to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – PEG BRUCE/KIWANIS CLUB OF KEENE- REQUESTING PERMISSION TO DECORATE LIGHT POLES ON THE CENTER MEDIAN OF MAIN STREET

A communication was received from Peg Bruce, Secretary of Kiwanis Club of Keene, requesting permission to decorate the light poles on the center median of Main Street. The lights would be installed from mid-October until early April. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – COUNCILORS CLARK AND FILIAULT – RELEASE OF VOTER INFORMATION TO THE PRESIDENTIAL ADVISORY COMMISSION ON ELECTION INTEGRITY

A communication was received from Councilors Clark and Filiault relative to the City Council adopting a resolution that would be forwarded to the New Hampshire Secretary of State, stating their objection to releasing voter information in response to a request by the Presidential

Advisory Commission on Election Integrity. The Mayor stated unless there is an objection, he will refer this to the Mayor's office to write a letter in opposition to release the information to the Attorney General's Office and have it be submitted tomorrow. Councilor Sutherland objected and noted that he believes the communication should be referred to Committee and considered as part of the normal process. The Mayor explained the statute is pretty clear that the parties have the right to that information and others do not. Councilor Hansel stated he was not in agreement with the letter that Councilor Clark and Filiault submitted. The Mayor referred the communication to the Mayor's Office for a response to the State.

#### PLD REPORT – IN SUPPORT OF THE PARIS CLIMATE AGREEMENT – “WE ARE STILL IN” LETTER OF SUPPORT

Planning, Licenses and Development Committee report read, recommending the Mayor be authorized to sign onto the “We Are Still In” initiative on behalf of the City of Keene. A motion by Councilor Richards to carry out the intent of the report was duly seconded. On showing of hands, 13 Councilors were present, 12 voted in favor and one opposed, the motion carried. Councilor Sutherland voted in opposition.

#### FOP REPORT – RELATING TO ACCEPTANCE OF A MONETARY DONATION – POLICE DEPARTMENT

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to accept a \$40 donation to the Keene Police Department. 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 – APPROPRIATION OF UNANTICIPATED TREE REVENUE – AIRPORT DEPARTMENT

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to create a capital account to receive and expend up to \$16,000 from previous tree clearing activities to be used for the removal of additional trees within the airspace at the airport. The tree revenue will be deposited in an account to be created in the capital projects fund. 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 – CONTRACT FOR PURCHASE AND INSTALLATION OF MOBILE COMPACT SHELVING – CITY CLERK'S OFFICE

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a contract with Red Thread for the purpose of providing and installing mobile compact shelving; and should those negotiations prove unsuccessful, to negotiate with the next successive mobile compact shelving vendor. 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 – DEPARMENTAL PRESENTATION – RECORDS MANAGEMENT – CITY CLERK’S OFFICE

Finance Organization and Personnel Committee report read recommending the acceptance of the presentation of the City’s records management initiative as informational. The Mayor filed the report into the record as informational.

CITY MANAGER COMMENTS

The City Manager congratulated Natalie Darcy, in Human Services Department, for completion of Leadership Monadnock 2017. He continued with Purchasing & Contract Services will be migrating from the current vendor and bid notification system to The Public Group, a cloud based software system which we anticipate will allow for a number of enhancements to the way goods and services are procured for the City. The City Manager stated Code Enforcement, Planning, Engineering and Fire Department to some extent participating in a software purchase to help allow for a speedy issuance of building permits and allow online permitting along with other enhancements.

CALL FROM MSFI COMMITTEE

Pursuant to section 16 of the Rules Order, Councilor Manwaring called from Committee the memorandum from the City Clerk on unlicensed dogs. The motion was duly seconded. On showing of hands, with 13 Councilors present and voting in favor the motion carried. A motion by Councilor Manwaring to issue a warrant for unlicensed dogs pursuant to NHRSA 466:14, and that the Animal Control Officer be directed to issue a civil forfeiture to those dog owners who have failed to license their dog by April 30, 2017 was duly seconded. On showing of hands, with 13 Councilors present and voting in favor the motion carried.

Pursuant to section 16 of the Rules of Order, Councilor Manwaring called from Committee the memorandum from the City Engineer and the Planning Department Mapping Technician on the Monadnock Alliance for Sustainable Transportation – Complete Streets Mini Grant. The motion was duly seconded. On showing of hands, with 13 Councilors present and voting in favor the motion carried. A motion by Councilor Manwaring to recommend Mayor Lane and the City Council sign the letter of support for Keene’s application to the Monadnock Alliance for Sustainable Transportation – Complete Streets Mini Grant was duly seconded. On showing of hands, with 13 Councilors present and voted in favor the motion carried.

JOINT PB/PLD REPORT – LAND USE CODE UPDATE PHASE II

A memorandum was received from Tara Kessler, City Planner recommending the City move forward with phase 2 of the Land Use Code Update including an RFQ for the creation of a Unified Development Ordinance and the development of a Form-Based Zoning District in the downtown. The memorandum was referred to the Planning, Licenses and Development Committee.

MORE TIME

More time was granted by the Chair for: Cheshire Television – Expenses Association with Interim Relocation of Cheshire TV.

ORDINANCE O-2017-12: RELATING TO CHAPTER 62- PERSONNEL – PERFORMANCE BONUS

A memorandum was received from the Human Resources Director along with Ordinance O-2017-12. The memorandum was filed into the record. Ordinance O-2017-12 referred by the Chair to the Finance, Organization and Personnel Committee.

PLD REPORT AND ORDINANCE O-2016-01-B: RELATING TO THE CREATION OF A RESIDENTIAL PRESERVATION DISTRICT, A BUSINESS GROWTH AND RE-USE DISTRICT AND A NEIGHBORHOOD BUSINESS DISTRICT

Planning, Licenses and Development Committee report read recommending the adoption of Ordinance O-2016-01-B. The report was filed as informational. Ordinance O-2016-01-B: Relating to the Creation of a Residential Preservation District, a Business Growth and Re-Use District and a Neighborhood Business District was read for the second time. The Mayor referred Ordinance O 2016-01-B back to the Joint Planning Board/Planning, Licenses and Development Committee for the inclusion of language for the purpose of RSA 79-E redevelopment efforts and to address structural inconsistencies in the Ordinance.

PLD REPORT AND ORDINANCE O-2016-02-A: RELATING TO CHANGE OF ZONES – MARLBORO STREET PROJECT AREA AND PARCELS

Planning, Licenses and Development Committee report read recommending the adoption of Ordinance O-2016-02-A. The report was filed as informational. The Mayor tabled Ordinance O-2016-02-A until Ordinance O-2016-01-B was back before the Council for consideration.

PLD REPORT & RESOLUTIONS R-2017-24-A: IN SUPPORT FOR THE PARIS AGREEMENT

Planning, Licenses and Development Committee report read, recommending adoption of Resolution R-2017-24-A. The report was filed into the record. A motion by Councilor Richards for adoption of the Resolution was duly seconded. On showing of hands, 13 Councilors were present, 12 voted in favor. Councilor Sutherland voted in opposition.

MEMORANDUM & RESOLUTIONS R-2017-25: RELATING TO THE REALLOCATION OF BOND PROCEEDS FROM THE FY 15 REHABILITATION PROJECT (90249)

A memorandum was received from the Finance Director along with Resolution R-2017-25. The memorandum was filed into the record. Resolution R-2017-25 was referred by the Chair to the Finance, Organization and Personnel Committee.

NON-PUBLIC SESSION

07/06/2017

At 7:50 PM, a motion by Councilor Greenwald to go into non-public session for the purposes of discussion of personnel matter under RSA 91-A:3 II (b) was duly seconded. On a roll call vote, 13 Councilors were present and voted in favor. Councilors Sapeta and Lamoureux were absent. The Human Resources Director was invited to remain. A brief recess was called. The session commenced at 7:55 PM and concluded at 8:08 PM. A motion by Councilor Greenwald to keep the minutes in non-public session was duly seconded. On a roll call vote, 13 Councilors were present and voting in favor. Councilors Sapeta and Lamoureux were absent.

#### KEENE CITY MANAGER

On motion by Councilor Greenwald, voted unanimously to accept the terms of the Employment Agreement negotiated between the Mayor and Elizabeth Dragon and that Ms. Dragon be appointed to the position of City Manager for the City of Keene to be effective as to the date of her taking the prescribed Oath of Office.

#### ADJOURNMENT

At 8:10 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

A handwritten signature in cursive script, appearing to read "Patricia O'Neil".

City Clerk





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

July 17, 2017

**TO:** Mayor and Keene City Council

**FROM:** James J. Griffin

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

**ITEM:** C.1.

**SUBJECT:** James Griffin - Speeding Concerns - Key Road

---

**ATTACHMENTS:**

Description

Communication - Griffin

**BACKGROUND:**

James Griffin is requesting the installation of a speed hump on Key Road to address a problem of drag racing on Key Road.

195 Key Road, #18

Keene, NH 03431

July 10, 2017

Mayor

City Council

City of Keene

3 Washington Street

Keene, NH 03431

Dear Mayor and Council Members:

I am requesting the placement of a speed hump on Key Road, just before the Key Road Car Wash. This is necessary to stop the drag racers and lifted, noisy four wheel drive truck operators from using the Key Road Car Wash as a starting point for engine revving, tire burning and squealing, speeding, and reckless driving. The Keene Police Department has done its best to try and control the problem; however, the offenders are gone before they arrive, or disappear when they see a police car on Key Road.

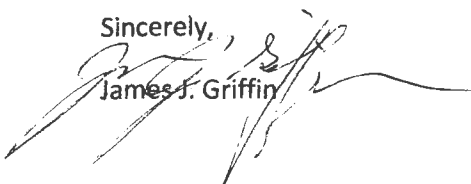
These races go on until well into the early hours of the morning. Not only are they dangerous, but they are disturbing the peace and enjoyment of the neighborhood, disrupting sleep, and generally diminishing the quality of life for those who live here, many of whom are elderly and disabled. In addition, there is the noise, foul language, and loud, obnoxious music from the people hanging around at the car wash, as well as exhaust fumes from the vehicles. A speed hump appears to be the most effective, and simple, solution, as no longer would drivers, especially those in lowered vehicles, be able to speed down Key Road. The owner of the Key Road Car Wash has no intention of shutting down his business at night, so that is not a solution.

I have spoken with the property manager at Keene Housing, the manager of Princeton Arbor Apartments, and the managers of the Holiday Inn Express. All were supportive of the idea to place a speed hump on Key Road. The speeding on Key Road is a tragedy waiting to happen.

I respectfully ask my request for the speed hump to be placed on the agenda for the next City Council meeting.

Sincerely,

James J. Griffin

A handwritten signature in black ink, appearing to read 'James J. Griffin', is written over the typed name. The signature is fluid and cursive, with a long horizontal stroke extending to the right.



External Communication  
*Transmittal Form*

July 17, 2017

**TO:** Mayor and Keene City Council

**FROM:** Joan Roelofs

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

**ITEM:** C.2.

**SUBJECT:** Joan Roelofs - Speeding Concerns - Beaver Street

---

**ATTACHMENTS:**

Description

Communication - Roelofs

**BACKGROUND:**

On behalf of several residents on Beaver Street, Joan Roelofs is requesting a speed bump on Beaver Street to respond to speeding concerns.

July 12, 2017

Keene City Council  
3 Washington St.  
Keene NH 03431

For the agenda: Traffic on Beaver Street

The noise and speed of cars, motorcycles and pickup trucks on Beaver Street are serious dangers to life and limb, and mental health. Previous attempts to control the traffic problem have not succeeded. Perhaps it is time to install speed bumps.

The neighborhood is host to social service facilities, and often the clients are pedestrians. There are also many children who walk—the crossing guard is concerned about the problem. Residents are frequent walkers, some by necessity, and others chose to live here because of its walkability.

The traffic problem has a severe impact on the quality of life. We hope the city can find a solution so that we will have a neighborhood that is not a superhighway.

Joan Roelofs 69 Beaver Street jroelofs@keene.edu



---

on behalf of myself and the following:

Harry Bubb  
Howard Robertson  
Peter Hartz  
Melinda Belden  
Stephanie Lawlor  
Allison Jablonko  
Carol Kurimay  
Kelly Crosby  
Daniel Crosby  
Julia Deuso  
April Weed  
Chuck Weed



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

July 12, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.1.

**SUBJECT:** Goose Pond Dam Improvements – Preliminary Design Concepts – Public Works Department

---

**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends that the City Manager be authorized to do all things necessary to implement the Goose Pond Dam Improvement Project as presented.

**BACKGROUND:**

Chair Manwaring welcomed Brett Rusnock, City Civil Engineer, and Jeffrey Tucker of Dubois & King, Inc., Randolph, VT. Mr. Rusnock said this was a more in-depth follow-up presentation to address any concerns about public access during the construction.

Mr. Rusnock provided some history about this project. In 2009 and 2015, the City received a letter of deficiency regarding the Goose Pond dam and dike. The NHDES Dam Bureau regulates dams throughout the State to make sure they are safe and in proper working condition. Goose Pond is identified as a high hazard dam, meaning there is potential for loss of life or property if it were to fail. This is a Capital Improvement Project (CIP), for which design money was appropriated in FY17 and construction money appropriation is anticipated in FY 19 (July 1, 2018). Dubois & King were hired to execute the construction design.

Mr. Tucker explained the technical aspects of the design showing the dam, dike, and staging area locations on a map. He provided details about each primary area:

1. The Staging Area
  - a. At the intersection of the current access road to the Main Dam and East Surry Road.
  - b. Improved Goose Pond parking is proposed for the staging area once construction is complete.
2. The Main Dam
  - a. Embankment has been rotting and eroding for decades and will be reconstructed/refilled with earthen/stone fill.
  - b. Some seepage has been observed. Seepage filters will be installed to deter internal erosion, the leading cause of dam failure.
  - c. An existing trail crosses over the dam and it will be closed for reconstruction.
  - d. Construction is estimated to last six to eight weeks.
  - e. The Pond will be drained approximately five feet to allow safe conditions for construction.
3. The Dike

- a. Holds approximately six feet of water in the pond.
- b. A small earthen embankment, 200 feet long, and six to eight feet tall.
- c. Must be raised approximately two feet to meet increased hydraulic freeboard requirements.
- d. Will be reshaped to address erosion and old tree stumps will be removed.
- e. A trail also crosses the dike and it will be closed during construction.
- f. Construction is estimated to last three to four weeks.

Mr. Tucker explained the intention is to phase these construction projects so that both trails do not have to be closed at the same time. Additionally, the goal is to finish the design phase by the end of 2017 so the City can go to bid for construction in early 2018 and be ready to commence when funds are appropriated in July 2018. Mr. Tucker shared additional photos displaying locations, topography, trails, the primary spillway (where water goes in a flood), the existing conditions of the dam and dike, wetlands locations, the conditions of low-level drain piping, and engineering details. The main dam embankment will be reinforced by adding material on the downstream face of the dam. Slip linings and cleanouts will allow the City to more easily maintain the dam in the future.

Andy Bohannon, Director of Parks, Recreation, and Facilities, spoke about the plans to convert the staging area into additional parking. On the north side of East Surry Road, the City intends to install gravel parking spaces, as parking at Goose Pond is currently insufficient. Because the space has to be excavated out anyway for staging (so as to not disturb forest closer to the dam), it makes sense to use it for the future of the park and not bring that material back in. This is an opportunity to improve recreation needs and will allow the City to maintain the dike in the long term, as there is currently no vehicle access to that location; the construction road from the staging area to the dike will be kept as a maintenance road.

Mr. Rusnock said, in summary, a lot of the preliminary design is complete providing a clear idea of necessary next steps:

- Widening the dam crest to 10 feet and installing a stability berm and filter on the downstream face.
- Replacing the existing gate valve within the outlet chamber.
- Lining the existing outlet pipe through the dam.
- Raising the dike approximately two feet to meet increased hydrologic and hydraulic requirements from the NHDES.
- Improving the access road to the dike.
- Excavating a construction staging area at the existing entrance to the site on Woods Drive.

The intention is to flag a temporary trail area the public can use during construction.

Chair Manwaring asked what happens to the water during construction. Mr. Rusnock replied the water will be lowered approximately five feet in order to provide safe working conditions in the existing gate chamber and when constructing the tow filter of the dam, and to eliminate risk of dam failure during construction. Chair Manwaring questioned the effect of lowering the water level on pond life. Mr. Tucker said in his experience this disruption is minimal and he has seen no residual effects.

Councilor Hooper asked if equipment will be placed on the drained parts of the pond during construction. Mr. Tucker replied yes.

Per Chair Manwaring's request, Mr. Rusnock recalled that construction funds are expected to be allocated in FY 19 (July 1, 2018). The hope is to have permitting completed this winter in order to put construction out to bid in in spring 2018 to be ready for construction on July 1. Chair Manwaring directed the public to the July 6, 2017 City Council presentation which included more photos of this proposed project.

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

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends that the City Manager be authorized to do all things necessary to implement the Goose Pond Dam Improvement Project as presented.



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

July 12, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.2.

**SUBJECT:** Departmental Presentation: Police Recruiting and Hiring – Police Department

---

**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the report on Police recruiting and hiring be accepted as informational.

**BACKGROUND:**

Chair Manwaring welcomed Police Chief, Steve Russo, to talk about Keene Police Department (KPD) recruiting, hiring, and retention. He said that in NH, unlike for certain other skills, there is only one place that can certify a police officer in the state – The New Hampshire Police Standards and Training Council. The Police Department cannot simply recruit someone who went to school to become an officer as is possible in some other states. Officers certified in other states can be hired but they still must be certified by the NH Police Standards and Training Council, though their prior certification usually expedites the hiring process.

The Police Chief continued explaining KPD recruiting procedures:

- Word of Mouth
- Officers who would like to move from other local departments
- Websites and Facebook
- Alliance Testing: Primary Source
- An alliance between most Departments in NH, in conjunction with Great Bay Community College in Portsmouth – where most advertising and candidates come from after passing a written exam.
- Candidates sign-up directly with Great Bay, which conducts all testing for KPD.
- The New Hampshire Technical Institute and River Valley Community College have a separate testing alliance due to their independent Criminal Justice programs.
- In-House Testing: Certified Officers, Veterans
- The KPD does not want to turn anyone away who may be a qualified candidate.
- Radio is not used
- Ads were used infrequently in the past but their value does not justify the cost

The Police Chief continued explaining the KPD hiring process, which every applicant must go through regardless of professional history/certification. The entire process takes approximately two months:

1. Initial Process

a. Written Exam

i. KPD only administers a cognitive test; some other departments also administer a personality test, which KPD is exploring adding to their hiring process.



- b. Physical Fitness Test
- c. Oral Boards
- 2. Polygraph
- 3. Background Investigation
- 4. Psychological Evaluation
- 5. Medical Evaluation
- 6. Command Staff Review
  - a. When the decision is made a recommendation will be made to the City Manager to hire a candidate.

Chair Manwaring asked if there are minimum qualifications for police officer candidates. The Police Chief replied a high school diploma or GED and a driver's license.

The Police Chief said that hiring is a numbers issue. In 2016, the KPD was short anywhere between one and five officers. Four probationary officers were hired in the 2016 calendar year, resulting in 43/44 filled budgeted positions. However, four months later the number reduced to 39 because two of the four hired did not complete the Field Training Evaluation Program (FTEP) – one resigned for personal reasons and the other did not pass; two other officers left the KPD during 2016 as well. So far in 2017, two officers have been hired. One is a certified officer from Cheshire County Sheriff's Office and the other is non-certified and currently completing FTEP followed by the 16-week academy in August. The KPD is currently at 41/44 sworn positions.

The Police Chief provided further details on the 2016 hiring processes:

- Four Hiring Processes
- Two Mixed Processes – involves candidates from both the testing alliance written exam results as well as in-house written exam testing.
- Two General Processes – the vast majority of invitees are garnered from the testing alliance written exams, in addition to second time invitees.
- Candidates who failed the physical fitness test are invited back from previous processes, with an emphasis on getting female and minority candidates to return, if possible.

The Police Chief shared a quote from the Testing Administrator: “It is getting harder and harder to find good candidates in today's climate. I did notice there are a few full-time certified officers, and a number of vets. We are still low on the number of female applicants but this is always something we struggle with.” He added that the number of people testing is continuously trending downward and those that do test are not always qualified candidates – meaning they cannot make it through the entire hiring process successfully.

• In 2016, the following number of candidates were invited (anyone who passed the written test by KPD standards)

- 539 Males
- 75 Females
- 614 Total
- Invited candidates that actually showed up for the physical fitness test: 44 (7.16% of total invitees)
- Passed the physical fitness test: 32 (72.72% of those that showed up)
- Passed the oral boards: 15 (46.87% of those who passed the physical fitness test)
- Consists of a lieutenant, sergeant, a senior field training officer – moderated by the Captain.
- Passed Background Investigation: 4 (26.66% of those who passed oral boards)
- Hired: 4
- 26.66% of those who passed oral boards
- 100% of those who passed background check
- 9.09% of those who took the physical fitness test
- 65% of all those invited –

Councilor Filiault asked if there is any follow-up to find out why invited candidates do not show up for the

physical fitness test. The Police Chief replied it is believed that most seek positions in more desirable living locations, like the sea coast.

The Police Chief addressed possible reasons why only approximately 1% of invited candidates are hired.

Location may not be the most desirable location in the State to live even though the City is a great place to work. He also noted the lack of qualified candidates coupled with so few meet the NH standard requirements to be hired.

Chief Russo added that what works in Keene's favor is the competitive pay and benefits is similar with like-sized departments. The Department has a very good reputation within the law enforcement community and offers some diverse opportunities for growth within the Department. In addition, barriers for advancement have been removed and opportunities are solely based on competence and ability.

The Police Chief discussed possible steps moving forward to increase hiring of qualified candidates. He noted this is not only a problem for KPD, but a trend across the State. Discussions have taken place with HR and the City Manager. The Department has also reached out to other Departments with little response. Some departments have increased pay and Claremont, for example, now offers a \$10,000 hiring bonus. The Police Chief does not think monetary incentives are the answer. Other options need to be explored so that the demand on KPD does not result in officer fatigue.

The Police Chief continued explaining police officer retention. He said part of hiring qualified candidates is having a plan in place to retain them:

- Almost all losses outside of retirement are for personal reasons – moving to Departments closer to families and in a few cases leaving law enforcement entirely. Few officers are lost to other agencies, like State Police.
- KPD offers very competitive opportunities for lateral assignments, specialty team membership, and promotion.
- KPD offers good pay and benefits, a well-regarded work environment, and a well-regarded law enforcement reputation.
- KPD offers organized training opportunities, both centralized (in-house) and decentralized (state-wide), to promote competence and development.

The Police Chief welcomed questions.

Councilor Lamoureux said with the state of the world he does not anticipate numbers increasing anytime soon. He asked the percentage of officers today eligible for retirement. While the Police Chief did not have that official list with him, he believed at least 11-12 officers are eligible to retire at any time. Councilor Lamoureux noted it is not only the hiring process that impedes a full police force, retirements are also a critical factor. The Police Chief thanked him for making that point, noting that one year there were four retirements within the same month.

Chair Manwaring asked if there is any outreach to high schools to raise awareness about opportunities; she added she thinks the general perception of what a police officer does is much narrower than their actual diverse roles. The Police Chief replied there used to be a Criminal Justice Club but he is unsure if that club still exists. He said there is difficulty in promoting in high schools because candidates cannot be invited until they are 21 years old. Still, the Police Chief is interested in expanding the fire department program at the high school to include law enforcement, to expose students to something they could pursue later on or after college. All local Keene job fairs are utilized for recruitment with no results; but that effort will still continue. There is also a constraint of available personnel to send to these events when already understaffed.

Councilor Filiault thanked the Police Chief and the KPD for their hard work, particularly in light of recent demanding events in the City. He noted in the past there has been an effort to over-hire to keep the maximum

number of police officers needed. The Police Chief agreed that has been an effort, but the problem of insufficient qualified candidates continues to be the deterrent.

The City Attorney asked if when sending out job notices, if the KPD contacts the Department of Employment Security, which is a free resource. The Police Chief replied no, he was not aware of that resource but will look into it. He added they also post on some military boards, particularly to the National Guard and Reserve Leader in New England. He continued that, more broadly, a critical aspect is bringing more diversity to the KPD. Great Bay advertises farther south, which brings them a fairly diverse pool of candidates.

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

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the report on Police recruiting and hiring be accepted as informational.



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

July 12, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.3.

**SUBJECT:** Departmental Presentation: Science and Equipment Troubleshooting Required to Operate and Maintain Wastewater Systems – Public Works Department

---

**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the Public Works Department presentation on the science and equipment to operate and maintain watershed systems be accepted as informational.

**BACKGROUND:**

Chair Manwaring welcomed Donna Hanscom, Assistant Public Works Director. Ms. Hanscom indicated there would be two presentations by Aaron Costa, Operations Manager, and Tom Moran, Utilities Maintenance Manager. This was a continuation of Public Works Department presentations about the challenges and lesser known things the Water and Sewer Fund Division does.

Mr. Costa explained he was there to help demystify some of the science behind waste water treatment. The Waste Water Treatment Plant (WWTP) came online in 1995 and was originally designed to treat a flow of 6 million gallons/day (MGD) though the average daily flow is only 3.4 MGD. The WWTP discharges to the Ashuelot River, for which the EPA permit is based on the size of the river and the dilution factor. For example, if the WWTP were on a larger river, the permit would be less restrictive because the dilution factor is much greater.

The EPA issues a National Pollutant Discharge Elimination System (NPDES) Permit with very specific parameters.

Mr. Costa continued showing pictures to demonstrate what waste water looks like; cloudy and dark, with Total Suspended Solids (TSS). He continued demonstrating a virtual tour of the steps waste water goes through in the WWTP.

Mr. Costa presented a photo showing the difference in water from start to finish. Typically 99% of the Oxygen-demanding compounds and TSS are removed. The WWTP puts out a very clean product to meet their strict EPA permit. Mr. Costa concluded reminding the public of what should and should not be put into toilets.

Mr. Costa welcomed the public to come and tour the WWTP at any time. Chair Manwaring asked Mr. Costa the qualifications for someone interested in his job. Mr. Costa replied a high school diploma or GED and many years of experience. NH has various certification levels and this plant requires a level four certification, the highest level possible. He has a Bachelor's of Science in Biology from Keene State College and a level four

Waste Water Treatment License. His job requires a lot of math, biology, chemistry, and engineering.

Next, Mr. Moran spoke about the types of troubleshooting that takes place in the waste water treatment facilities. Utilities Maintenance maintains everything throughout the waste water treatment process – plants, wells, and pump stations. Utilities Maintenance supports Waste Water Operations, Water Operations, and various other City departments. Maintenance responsibilities performed by four personnel members include:

- 1 WWTP
- 5 Waste Water Pump Stations
- 1 Water Treatment Facility
- 12 Remote Water Sites – wells, control facilities, etc.
- 6 Water Storage Tanks

Within the maintained sites there is a vast amount of equipment used and monitored:

- 59 pumps in the waste water treatment and collection system.
- 64 pumps in the water treatment and distribution system (total of 123 pumps)
- 2 Pressure Reducing Valves (PRVs)
- Lowers high pressure zones for typical use
- 2 vacuum and air relief valves on the untreated drinking water main
- 4 air relief valves on the raw sewage main
- Many supporting pieces of process and electrical equipment for handling the pumping and treatment processes at 25 sites – blowers, instrumentation, hydraulic units, HVAC, etc.

All of this equipment requires significant troubleshooting abilities on the part of personnel. For this presentation, Mr. Moran used pumps as the primary example. The first example was of troubleshooting an issue with pumping at the Martell Court Pump Station on June 5, 2017 after a rain event. At this location there is a new 250 horsepower (HP) pump that pumps raw sewage in addition to a smaller 50 HP pump, which handles the majority of low flows. Infiltration occurred during the rain event, which increased flows. The Supervisory Control and Data Acquisition (SCADA) system showed spiking and after some investigation, staff realized that the large pump was cycling on and off. Through a visual inspection, it was found that the larger pump #4 was being called for but was not coming on because it was air bound. Bleeding the pump resolved the issue. Once the pump was back in service, technicians verified the pumping rates, motor speed, and power outputs.

Electrical issues are also possible and must be analyzed by the Master Electrician, who assists in troubleshooting these issues. He can set up electrical monitors to download to a laptop and look for any voltage inconsistencies. Mr. Moran provided an example of a voltage log. He showed a graph displaying a voltage reading of one of the power legs coming into the West Street well. While it displayed some spikes, it was within the acceptable range.

Mr. Moran explained a power issue leading to the WWTP when a tree branch interrupted power last month. When the generator came on, the transfer switch was only powering certain things. Technicians looked for a hot power leg, via an infrared test, that is usually an indication of a loose fitting or unbalanced power source. Once per year this test is performed to ensure there are no loose connections. Other troubleshooting included checking for voltages, amps, milli-amps, and resistance.

Mr. Moran continued explaining the wide variety of special tools the Division has for troubleshooting electrical issues. Mr. Moran said there is a wide variety of tasks and equipment.

Chair Manwaring recognized Councilor Carl Jacobs. He said both presentations make clear the level of training and competence amongst City staff. He said this presentation supports City Council when they have to make decisions about replacing equipment; all of this data helps to choose efficient and cost-effective equipment. The Water and Sewer Division consistently makes decisions based on efficiency and effectiveness. Mr. Moran

agreed proactivity and efficiency are top priorities.

Chair Manwaring asked the qualifications for someone interested in Mr. Moran's job. Mr. Moran replied a minimum of a high school diploma or GED and excellent experience in maintenance, particularly industrial or military. He began as an Air Force mechanic. Also, people are trained on the job to make the transition from other types of maintenance. He said it is an interesting and challenging field that people enjoy being in.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the Public Works Department presentation be accepted as informational.



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

July 12, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Planning, Licenses and Development Committee  
**ITEM:** D.4.

**SUBJECT:** Kevin Dremel - Request to Use City Property - Keene Music Festival

---

**RECOMMENDATION:**

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the Keene Music Festival be granted a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales, as well as use of City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the Keene Music Festival on Saturday, September 2, 2017 from 9:00 AM to 10:30 PM. In addition, the applicant is permitted to close off a portion of Railroad Street, from Main Street to the westerly entrance of the Wells Street Parking Garage, and a portion of Church Street from Main Street to the entrance of the Vision Financial parking lot. This permission is granted subject to the customary licensing requirements of the City Council, submittal of a signed letter of permission from City Tire for use of their property, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 18 Community Events Budget.

**BACKGROUND:**

Kevin Dremel, Director of the Keene Music Festival addressed the request. The Keene Music Festival, in association with the Keene Downtown Group wishes to sponsor the 17th Annual Keene Music Festival on Saturday, September 2nd, 2017. The scheduled hours for performances and other activities are 9:00 AM until 10:30 PM. Mr. Dremel advised the Festival will be slightly smaller this year.

Chair Richards asked Mr. Dremel what he meant by slightly smaller. Mr. Dremel replied there will only be 65 bands instead of the usual 95; hence a smaller footprint.

Kurt Blomquist, Public Works Director reported several protocol meetings had been held. Mr. Blomquist verified this is a slightly smaller footprint, but he can see no changes to the support the City provides. He noted the Music Festival is a designated Community Event. Mr. Blomquist recommends granting the license.

There being no comments from the Committee or the public Chair Richards asked for a motion. Councilor Hansel made the following motion, which was seconded by Councilor Jones.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the Keene Music Festival be granted a street fair license to use downtown City rights-of-way for purposes of conducting merchant sidewalk sales, as well as use of City property on Central Square, Railroad Square, and designated parking spaces on Main Street to conduct the Keene Music Festival on Saturday, September 2, 2017 from 9:00

AM to 10:30 PM. In addition, the applicant is permitted to close off a portion of Railroad Street, from Main Street to the westerly entrance of the Wells Street Parking Garage, and a portion of Church Street from Main Street to the entrance of the Vision Financial parking lot. This permission is granted subject to the customary licensing requirements of the City Council, submittal of a signed letter of permission from City Tire for use of their property, and compliance with any recommendations of City staff. In addition, the petitioner is granted use of the requested parking spaces free of charge under the provisions of the Free Parking Policy. The Petitioner agrees to absorb the cost of any City services over and above the amount of City funding allocated in the FY 18 Community Events Budget.





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

July 12, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Planning, Licenses and Development Committee  
**ITEM:** D.5.

**SUBJECT:** Peg Bruce/Kiwanis Club of Keene - Requesting Permission to Decorate Light Poles on the Center Median of Main Street

---

**RECOMMENDATION:**

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the Keene Kiwanis Club be granted permission to decorate the City light poles in the center median from the flag pole to the roundabout with LED lights from mid-October to early April, 2018. This permission is granted subject to the signing of a revocable license and indemnification agreement and the furnishing of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured and that the Kiwanis Club assume responsibility for the maintenance of the lights during the display period.

**BACKGROUND:**

Peg Bruce, Secretary of the Kiwanis Club addressed the request. The request would be to decorate the light poles from the middle of October and to remove the lights the beginning of April, which would roughly line up with when the clocks are changed. An April removal would allow the club to work in better weather.

Kurt Blomquist, Public Works Director noted he is not concerned with leaving the lights on the poles until April as the removal is a safety issue in February/March. Explaining he does receive complaints when the lights are on after February, Mr. Blomquist indicated he would be discussing the possibility of leaving the lights on the poles and shutting off the power to the poles earlier than April. Mr. Blomquist referred to the prepared motion for approval in the packet.

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

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

Ms. Bruce clarified the motion read mid-October to early April 2018. Chair Richards confirmed this. Ms. Bruce thanked the Committee noting her intent to work with Mr. Blomquist.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the Keene Kiwanis Club be granted permission to decorate the City light poles in the center median from the flag pole to the roundabout with LED lights from mid-October to early April, 2018. This permission is granted subject to the signing of a revocable license and indemnification agreement and the furnishing of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured and that the Kiwanis Club assume responsibility for the maintenance of the lights during the display period.



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

July 12, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.6.

**SUBJECT:** Ron Robbins/KeeneSnoRiders - Request to Use City Property

---

**RECOMMENDATION:**

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the KeeneSnoRiders be granted permission to use the following locations on City property for a snowmobile trail: The right-of-way along the north side of Krif Road from Krif Court to Winchester Street; City property identified by tax map numbers 911-26-015, 909-04-012, 909-03-210 and 707-02-009; The crossing of Winchester Street at Krif Road; and, The crossing of Production Avenue approximately 200 +/- feet south of NH Route 9. As well as access to the Class VI Portion of the Old Gilsum Road starting approximately one (1) mile from the Gilsum Town Line and going north, for the following purpose: for a snowmobile trail, and under the following conditions:

Said use shall commence on December 15, 2017, and expire on March 30, 2018, and is subject to the following conditions: the signing of a revocable license and indemnification agreement; and the submittal of a certificate of liability insurance in the amount of \$1,000,000, naming the City of Keene as an additional insured.

In addition, the KeeneSnoRiders, Inc. will be responsible (including cost) for the installation and maintenance of all signage/markings, which will be in accordance with Snowmobile Trail Standards published by NH Department of Resources and Economic Division of Parks and Recreation; that all signage/markings installed shall be removed from the City right-of-way and City property when there is no longer any snow cover, no structures, including buildings, shelters, lights, displays, walls, etc. shall be permitted with the City right-of-way or on City property; no parking of motor vehicles or trailers and no catering servicing activities of any kind shall be permitted within the City right-of-way or on City property; grooming shall not extend outside the right-of-way of Krif Road, snow windows shall be groomed to provide adequate sight distances and a gentle sloping approach at all road and driveway intersections; no part of the City Street (paved surfaces) may be used by off-highway recreational vehicles (OHRV) or their operators for any purpose, other than direct crossing; and that KeeneSnoRiders, Inc. shall be responsible for the repair of any damage (including costs) and the City right-of-way and property shall only be used when there is snow cover.

**BACKGROUND:**

Ron Robbins, of Swanzy addressed the request noting there are no changes from previous years.

Chair Richards commented there have been very few complaints about this group. Mr. Blomquist agreed with Chair Richards. Mr. Blomquist noted The KeeneSnoRiders are submitting their annual request for use of City rights-of-way for snowmobile use. The right-of-way is along Krif Road from the Ashuelot Rail Trail to Winchester Street, crossing Winchester Street to the property of Perry Kiritsy at 471 Winchester Street. The

time frame would run from December 15, 2017 through March 30, 2018.

Chair Richards asked for Committee comments or questions.

Councilor Sutherland noted he serves on the Airport Advisory Committee and asked if there was any way for them to get out to the Airport. Mr. Blomquist replied he and Mr. Robbins have been talking about it. Mr. Robbins explained they have permissions on the Swanzey side to come up to the Airport on Route 32. Chair Richards commented this could be a new request. Mr. Blomquist agreed; it entails working with Jack Wozmak and the City Council. Mr. Blomquist advised one of the challenges is the way the river runs there are only a few points that could be used and in the past those points were closed for Airport operations.

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

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the KeeneSnoRiders be granted permission to use the following locations on City property for a snowmobile trail: The right-of-way along the north side of Krif Road from Krif Court to Winchester Street; City property identified by tax map numbers 911-26-015, 909-04-012, 909-03-210 and 707-02-009; The crossing of Winchester Street at Krif Road; and, The crossing of Production Avenue approximately 200 +/- feet south of NH Route 9. As well as access to the Class VI Portion of the Old Gilsum Road starting approximately one (1) mile from the Gilsum Town Line and going north, for the following purpose: for a snowmobile trail, and under the following conditions:

Said use shall commence on December 15, 2017, and expire on March 30, 2018, and is subject to the following conditions: the signing of a revocable license and indemnification agreement; and the submittal of a certificate of liability insurance in the amount of \$1,000,000, naming the City of Keene as an additional insured.

In addition, the KeeneSnoRiders, Inc. will be responsible (including cost) for the installation and maintenance of all signage/markings, which will be in accordance with Snowmobile Trail Standards published by NH Department of Resources and Economic Division of Parks and Recreation; that all signage/markings installed shall be removed from the City right-of-way and City property when there is no longer any snow cover, no structures, including buildings, shelters, lights, displays, walls, etc. shall be permitted with the City right-of-way or on City property; no parking of motor vehicles or trailers and no catering servicing activities of any kind shall be permitted within the City right-of-way or on City property; grooming shall not extend outside the right-of-way of Krif Road, snow windows shall be groomed to provide adequate sight distances and a gentle sloping approach at all road and driveway intersections; no part of the City Street (paved surfaces) may be used by off-highway recreational vehicles (OHRV) or their operators for any purpose, other than direct crossing; and that KeeneSnoRiders, Inc. shall be responsible for the repair of any damage (including costs) and the City right-of-way and property shall only be used when there is snow cover.



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

July 12, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.7.

**SUBJECT:** Land Use Code Update Phase II – Planning Board/Planning, Licenses and Development Committee

---

**RECOMMENDATION:**

On a vote of 4-0, the Planning, Licenses and Development Committee recommends the City Council move forward with phase 2 of the Land Use Code Update including an RFQ for the creation of a Unified Development Ordinance and the development of a Form-Based Zoning District in the downtown.

**BACKGROUND:**

Rhett Lamb, Planning Director stated he had no prepared comments, but was willing to answer any questions. Chair Richards commented this has been through the process and is ready to move forward. Mr. Lamb agreed noting it has been at the Joint Committee level since January. The Joint Committee's recommendation was to move the City Council move forward with the Land Use Code update using the organized development model and using the option of a form based Code in the Downtown area.

Chair Richards asked for public comments.

Chair Richards recognized Councilor Terry Clark. Councilor Clark noted his optimism for the new development guidelines adding he wants to speak about a sidebar to these guidelines. He commented the development guidelines produced by our Planning Board, usually without legal enforceability, have in many cases failed to produce a comprehensive set of changes required to produce satisfying public places. Councilor Clark cited 431 Court Street as an example known among residents as "Court Street Sand and Gravel."

Councilor Hansel interjected noting he feels we are on dangerous ground talking about a specific project. The City Attorney agreed with Councilor Hansel and recommended Councilor Clark speaks less specifically.

Councilor Clark continued when public planning exercises fail to produce predictable results residents and abutters often rebel against those types of developments. Councilor Clark noted we have 19 Development Standards; he is asking for the creation of a 20th standard that addresses some of the shortfalls of these developments. Councilor Clark suggested this could be an adjunct to the fine work being done.

Rhett Lamb, Planning Director said the way he interprets Councilor Clark's comments would be in the way of in-fill development projects. This is an area the Planning Board has been intending to work on over the years. Mr. Lamb also said he thinks you will see this issue being addressed during the Land Use Code update.

Councilor Sutherland encouraged Councilor Clark to participate in the meetings and workshops.

Councilor Jones asked if the Land Use Code update could change the 19 standards. Mr. Lamb replied in the affirmative. Mr. Lamb added there are objectives built into this update, but elements of a unified development ordinance would include an evaluation of the Planning Board Standards.

Councilor Hansel thanked Councilor Clark for coming forward with a preview of important discussions to come. Councilor Hansel commented this Land Use Code update is very important for the City. He has been very impressed with the staff and their willingness to take this on as it does represent a change.

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

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends the City Council move forward with phase 2 of the Land Use Code Update including an RFQ for the creation of a Unified Development Ordinance and the development of a Form-Based Zoning District in the downtown.



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

July 13, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.8.

**SUBJECT:** Acceptance of Donation - Sumner Knight Chapel - Parks, Recreation, and Facilities Department

---

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$264.00 and that the money be used by the Parks, Recreation and Facilities Department.

**BACKGROUND:**

Parks, Recreation and Facilities Director Andrew Bohannon stated his department had received a donation of \$264 from Steve Larmon from a concert he had conducted at the Sumner Chapel. The donation is to be used for the upkeep of the chapel.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept a donation of \$264.00 and that the money be used by the Parks, Recreation and Facilities Department.

Councilor Clark clarified the donation will be used for the upkeep of the Sumner Knight Chapel. Mr. Bohannon stated it would be.



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

July 13, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.9.

**SUBJECT:** Cleaning Service Contract - Parks, Recreation and Facilities Department

---

**RECOMMENDATION:**

On 3-1 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to execute a contract with S.J. Services, Inc. for custodial services at multiple City facilities. Funds are available from Accounts: 01328, 01329, 01335, 11000, 10000 and 08006-62201. The base amount of this contract not including floor care is \$77,964.00 with a second year option at the same pricing. Councilor Clark voted in opposition.

**BACKGROUND:**

Facilities Manager, Scott Martin and Mr. Bohannon addressed the Committee.

Mr. Martin stated the department put out an RFP for cleaning services as their contract with the current company is coming up for renewal. An RFP was sent out to obtain competitive pricing as well as to increase the functions currently being performed. Proposals have been received and staff's recommendation is to enter into a contract with S.J. Services for one year with an optional second year. They will be paid out of multiple cost centers and would cover a majority of the cleaning services.

Vice-Chair Jacobs asked whether this company will replace the current staff. Mr. Martin stated they won't be and added there are two part time city staff who take care of the library and city hall and three full-time building mechanics (one for city hall and the other two who are split between the Police Department and Public Works and the Library and the Recreation Center).

Councilor Powers asked how many hours are outlined for this contract. Mr. Martin stated it will be 91 hours based on the amount of work.

Councilor Clark asked whether this company pays its employees more than minimum wage and if they receive any benefits. Mr. Martin stated he wasn't sure but stated they were a family business. Councilor Clark stated custodians are an important part of a company but they are the most vulnerable and wanted to make sure they are treated well. The Councilor asked whether the City has looked into shared custodial services with the school district as per the city's fiscal policies. Mr. Bohannon stated the School District has their own staff and don't use a contracted service. There has however, been a conversation about shared landscaping services. The City Manager stated this is a conversation the City has had with the school district which has no interest in sharing custodial services. Councilor Powers stated sharing does not work in this scenario because of the time frame but there is the potential for the City to buy the services from the school, county etc and might be something the City could look at for the future.

Councilor Chadbourne asked whether this service will have uniforms that they could wear so they look professional and could be identified by the public as working for the City. Mr. Bohannon stated they would but added they won't be in a building when it's open to the public, but agreed they do wear uniforms. The Councilor asked whether these individuals would wear any sort of Identification. Mr. Martin stated they can make sure they wear ID's.

The Manager added the school district and the City have the same floor space, but the school has more custodial staff than the city does. Councilor Clark encouraged the school and City to work on this item to save the tax payer money.

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

On 3-1 vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to execute a contract with S.J. Services, Inc. for custodial services at multiple City facilities. Funds are available from Accounts: 01328, 01329, 01335, 11000, 10000 and 08006-62201. The base amount of this contract not including floor care is \$77,964.00 with a second year option at the same pricing. Councilor Clark voted in opposition.





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

July 13, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.10.

**SUBJECT:** Banking Services Contract - Finance Department

---

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a banking services agreement with Mascoma Savings Bank to provide general banking services to the City for five years, with a two year extension at the City's sole option.

**BACKGROUND:**

Mr. Thornton stated the City's banking contract with People Bank is set to expire in the Fall. The city sent out an RFP for banking services and got back four responses from People's Bank, TD Bank, Mascoma Savings Bank and Citizens Bank. Mascoma Savings Bank has agreed to provide banking services free of charge with a five year contract with a two-year extension. Staff has interviewed this bank and is recommending offering this bank the contract.

Councilor Chadbourne asked what incentive this bank would have to do business with the City if they are not making any money. Mr. Thornton stated the bank has ways in which to use the city's deposit funds to make money and Mascoma Savings Bank is also trying to establish a presence in this region.

Councilor Clark asked why the two local banks, Savings Bank of Walpole and Connecticut River Bank are not included in the list of banks being looked at. Mr. Thornton stated Connecticut River Bank is now part of Mascoma Savings Bank and Savings Bank of Walpole is always asked to bid on these contract but they are too small for the scope of services the City is looking for.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a banking services agreement with Mascoma Savings Bank to provide general banking services to the City for five years, with a two year extension at the City's sole option.



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

July 13, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.11.

**SUBJECT:** Airport Engineering, Planning & Architectural Services – Consultant Selection – Public Works Department

---

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that DuBois & King Inc. be designated as the City's Airport Engineer of Record for various projects and other technical support at the City's Airport.

**BACKGROUND:**

Airport Manager Jack Wozmak stated the City has been using Stantec as the Engineer of Record at the airport for the past eight years. The City staff felt it was time to issue an RFP for these services; four companies responded and they were interviewed and scored. Mr. Blomquist stated the services this entity provides are more specialized in nature and they will work on projects that are funded by the Federal government.

Councilor Chadbourne asked whether any consideration was given to pricing. Mr. Wozmak stated pricing was not discussed at this interview level it was just about qualification. Each time a project comes up their fees and scope of services need to be discussed. If a successful price cannot be negotiated with this entity for a project the City can move to the next person on the list. He added this company is also available for the next five years for the City to receive feedback on issues that might come up.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that DuBois & King Inc. be designated as the City's Airport Engineer of Record for various projects and other technical support at the City's Airport.



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

July 13, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.12.

**SUBJECT:** Monadnock Family Services/Monadnock Community Services Center Property - Public Works Department

---

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to develop and execute a purchase and sale agreement with Monadnock Family Services/Monadnock Community Services Center for the property at 11 93rd Street for \$38,000.

**BACKGROUND:**

Public Works Director Kurt Blomquist, David Bergeron Chairman of the Monadnock Community Services Center and Gigi Batchelder CEO for Monadnock Family Services addressed the Committee regarding 11 93rd Street. Mr. Blomquist stated in April 2017 the City Council authorized staff to negotiate with Monadnock Community Services Center/ Monadnock Family Services for the purchase of 11 93rd Street.

Mr. Blomquist explained this parcel was acquired by the City in 1975 through various acquisitions for the construction of the elderly housing complex and the expansion of the Wells Street lot. In 1988, MFS approached the city for potential use of the property for parking needs. As part of that negotiation they were required to obtain additional space for additional parking. This lot was then leased to MFS. As part of the lease, MFS was responsible for constructing and maintain the lot that exists there right now. MFS has now expressed interest in purchasing this property and Council authorized staff to negotiate with MFS.

Mr. Bergeron addressed the Committee next and stated MFS looked at the price the City paid for the property as well as current assessed value. MFS took the assessed value and took out the cost of improvements made to the property as well as amounts paid for lease payments and proposed the price of \$38,000.

Councilor Clark clarified there has been no property taxes paid on this property as they are a tax-exempt entity and hence the City will not be losing or gaining money from this sale. Mr. Blomquist stated the City won't be losing money at the present time, but in the future should MFS decide to move and the property is sold to a private entity, it could turn into a tax paying property. The Councilor clarified the City does not have any anticipated use for the property in the near future. The Manager added the City loses responsibility for ownership.

Councilor Chadbourne asked when the property was being leased whether it was responsible for maintenance. Mr. Blomquist answered in the negative. The Councilor asked how much the lease amount was. Mr. Blomquist stated it was \$3,800 per year.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to develop and execute a purchase and sale agreement with Monadnock Family Services/Monadnock Community Services Center for the property at 11 93rd Street for \$38,000.



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

July 13, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.13.

**SUBJECT:** Departmental Presentation: Behind the Scenes - IT Department

---

**RECOMMENDATION:**

The consensus of the committee recommends the acceptance of the presentation as informational.

**BACKGROUND:**

Assistant IT Director, Andrew Mueller addressed the Committee regarding a presentation about the IT Department. Mr. Mueller stated the City of Keene is actually made up of 15 different organizations; each department is a unique entity and each requires unique applications. The average user just wants the problem they encounter to be fixed. Mr. Mueller stated they log in about 100 break/fix calls a month, which is misleading because if Deb McLaughlin, the department's helpdesk person, can address an issue the problem does not get routed to the rest of the IT staff.

Mr. Mueller stated the City has over 45 servers, majority of which are virtual. Because of the skill level of the team most of the work can be done in house.

The department also has 20 instances of database. Mr. Mueller then talked about the environment they operate under which it is under attack 24/7. The department has two internet connection, 75 network switches, three fire walls which are all under attack all the time. The City's firewalls protect the City from over 100,000 non-targeted attacks every month. Their spam service turns away ten million spamware fishing attacks per month. Mr. Mueller then turned the presentation over to the rest of his team to talk about what happens when something does get through.

System Administrator, Sarah Miller was the next to address the Committee. Ms. Miller has been employed with the City for nearly eight years. Ms. Miller stated the topic she will be covering is "ransomware" the reason ransomware has been so effective is because of out of date software and hardware. Her goal is to stay current or ahead of it. Ms. Miller stated she shows up to work early or stays later after everyone leaves to make sure these updates are getting in. She concluded her presentation with reference to an issue they had during a system maintenance process and the issue that took place with one of their critical applications.

Mr. Paul Boyd another System Administrator who has also been employed with the City for many years took over the presentation. He indicated when the application Ms. Miller talked about was having issues, the vendor had to be contacted to identify the issue quickly which was identified as ransomware known as CryptoLocker. Mr. Boyd then went on to explain what ransomware is; this is when others encrypt your data and they hold the key and you have to pay to unlock this data. Unfortunately, without this key, the data cannot be unlocked. For this particular ransomware the attackers made nearly 27 million dollars (as of December 2013). 41% who

claimed to be victims paid the ransom. Fortunately for Keene because of its update features they were able to restore it to its original state.

Mr. Rick Lemieux took over the presentation by noting that once the servers are brought back online and all files are in place, it then becomes his responsibility to make sure the data is up to the minute. He noted that all City systems share information with one another and it is his task to make sure none of the business critical information is lost. Mr. Lemieux referred to a rendering of one of the databases he manages.

Mr. Lemieux then referred “SQL” – the manner in which you communicate to the databases. Through SQL Mr. Lemieux is able to transfer vendor record information to the City’s asset management software; this helps avoid duplicate data entry.

Mr. Mueller added when something like this happens such as the issue with CcryptoLocker it becomes a team effort to fight the virus and keep the system up and running. After this incident staff evaluated what they could have done differently, and one of the conclusions was that education for the user base is important and that as cams get more intricate it is important to keep on top of user education.

This concluded the IT presentation.

Councilor Jacobs stated all of the presentations he has heard from staff show a very high level of competency and staff who care about the City. The Councilor clarified the City did not have to pay anything as a ransom. Mr. Mueller agreed and added once you pay the ransom you become an easy target.

Councilor Clark asked what the chances are of someone serious could break through our system. Mr. Mueller stated any municipality is always a target, but Keene is not a high value target so the chances are pretty slim. However, if it is someone’s life work to get into the system, they will.

Councilor Chadbourne asked if help is available after hours. Mr. Mueller stated there is always someone on call and they carry pagers.

The consensus of the committee recommends the acceptance of the presentation as informational.



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

July 13, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.14.  
**SUBJECT:** Hangar Lease - Airport Department

---

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager to do all things necessary to assign the current land lease agreement of Carl B. Thomas and Betty L. Thomas to Christopher J. Norton.

**ATTACHMENTS:**

Description

Memorandum\_Airport Lease

**BACKGROUND:**

On a 4-0 roll call vote, the Committee suspended the Rules of Order to address an item not on the agenda.

Mr. Wozmak stated this item is in reference to a privately owned hangar. The owners of the hangar are deceased and they owned the hangar at the airport since 1988. The Trust that holds the hangar would like to sell it. The current lease is set to expire in 2021. The new owner will be making some capital improvements to the hangar.

Councilor Chadbourne expressed concern about a 15 year lease which would prevent the City from being able to renegotiate pricing. Mr. Kopczynski stated the City has different classes of leases at the airport; land leases run anywhere between 15 – 20 years giving the owner of the building to depreciate the improvements they have made to the buildings. Restaurants have a shorter lease; the T-Hangars are at three years with a recurring cycle. Mr. Wozmak stated the Hex Hangars have a reverter clause which reverts back to the City.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager to do all things necessary to assign the current land lease agreement of Carl B. Thomas and Betty L. Thomas to Christopher J. Norton.



City of Keene, N.H.

July 13, 2017

**To:** Finance, Organizational and Personnel Committee

**FROM:** Jack Wozmak, Airport Manager

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** 9.

**SUBJECT:** Carl Thomas Land Lease Assignment

---

**RECOMMENDATION:**

Move that the Finance, Organizational and Personnel Committee recommend that the City Manager be authorized to do all things necessary to assign the current land lease agreement of Carl B. Thomas and Betty L. Thomas to Christopher J. Norton.

**BACKGROUND:**

Carl and Betty Thomas of Spofford have been owners of a hangar on city-owned property, lots 13-14, since 1988. Both Thomas' are deceased and the property is held in trust. The Trustees seek to sell the hangar to Christopher J. Norton and assign the land lease to Mr. Norton. The current lease is set to expire in 2021.

The assignment of this lease is consistent with Article II-C which states that "*This lease is assignable only with the written approval of the CITY in advance, which approval shall not be unreasonably withheld.*"

It would be the intention of Mr. Norton to execute a new, 15-year lease, with renewal options either immediately upon assignment or at the end of the assignment period.





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

July 12, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** G.1.

**SUBJECT:** Paula Sousa – Overnight Parking on Middle Street

---

**RECOMMENDATION:**

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends more time to allow staff to investigate and to review the summer parking restrictions in the business district.

**BACKGROUND:**

Chair Manwaring welcomed Paula Sousa, owner of a duplex at 22 Middle Street, Keene. Ms. Sousa explained she has purchased City parking for her two tenants since 2002 at the location that is now the new Fire Department. She noted that several tenant and public parking spots were lost when the new Fire Department was built and tenant parking was shifted to the lot behind The Colonial Theatre. Ms. Sousa noted that this duplex is in the Business District, where overnight parking is not allowed between 2:00-6:00 AM. She noted that while in the Business District, the majority of properties in this neighborhood are residential. There are now only three metered parking spaces on Middle Street. Ms. Sousa requested the City explore the possibility of allowing those metered spaces to be available to those with City Overnight Parking Permits. This would save tenants from having to move their vehicles late at night and walk back from The Colonial. She added that all other parking rules and regulations would be observed.

The Public Works Director demonstrated on a map where overnight parking is prohibited in Keene due to periodic maintenance needs – weekly street sweeping, occasional line painting, etc. He said overnight parking has been prohibited in these areas for at least 25 years. These areas were chosen in an effort to not disrupt daytime business. Today Middle Street, Summer Street, School Street, and Center Street are more mixed-use areas – business, office, and residential. The Public Works Director indicated he has spoken with the Police Chief to explore how to enhance parking for City customers including overnight parking, which is currently primarily allowed in City lots. Normally, if a parking lot needs maintenance, for example, the Public Works Department will post public notices of the closure five days in advance. He noted this is more difficult for weekly street maintenance. The Public Works Director requested, because any changes regarding this matter will require an amendment to the Ordinance, that the MSFI Committee provide more time for him to consult with his staff and other departments and return with an Ordinance to amend the current layout.

Chair Manwaring recognized Councilor Robert Sutherland who indicated he lives in the neighborhood in question. He said since moving there, parking on School Street was eliminated and meters were added on Summer and Middle Streets. Additionally an accounting firm has taken over several spaces. He said he is glad the City is looking into this matter, particularly as many businesses in that area are closed after 5:00 PM and on weekends.

The City Manager acknowledged that parking continues to be a prominent discussion amongst City staff, including if parking permit systems are needed in certain parts of the City.

The Public Works Director explained that he will work with staff and present an amended Ordinance to City Council on August 3rd, which will then be referred to the MSFI Committee for review on August 30th, and return to Council for final adoption on September 7th. Councilor Filiault asked if there is any opportunity for a shorter term solution for the residents, acknowledging how long Ordinance amendments can take within the City structure. The Public Works Director was not aware of individual waiver possibilities the Council can grant in the short-term.

Chair Manwaring recognized Councilor Sutherland who asked, if there is no short-term solution, the closest area the Middle Street tenants can park; specifically he asked about Court Street. The Public Works Director indicated that area is not restricted for overnight parking.

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

On a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends more time to allow staff to investigate and to review the summer parking restrictions in the business district.



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

June 29, 2017

**TO:** Mayor and Keene City Council

**FROM:** John Rogers, Acting Health Director

**THROUGH:** Medard Kopczynski, City Manager

**ITEM:** H.1.

**SUBJECT:** Relating to Ch. 102 - Zoning Ordinance - Accessory Dwelling Unit

---

**RECOMMENDATION:**

That the attached Ordinance O-2017-10, relative to Accessory Dwelling Units, be referred to the Joint Planning Board/Planning, Licenses and Development Committee for consideration and a recommendation back to City Council.

**ATTACHMENTS:**

**Description**

Application

Ordinance O-2017-10

**BACKGROUND:**

The purpose of this amendment is to make changes to the City's current Accessory Dwelling Unit ("ADU") ordinance to correspond to NH RSA 674:72 regarding ADU's. A municipality that adopts a zoning ordinance pursuant to the authority of Chapter 674, shall allow ADUs as a matter of right, or by either conditional use permit pursuant to RSA 674:21, or by special exception, in all zoning districts that permit single-family dwellings. One ADU shall be allowed without additional requirements for lot size, frontage, space limitations, or other controls beyond what would be required for a single-family dwelling without an ADU. The municipality is not required to allow more than one ADU for any single-family dwelling. If a zoning ordinance contains no provisions pertaining to ADUs, then one ADU shall be deemed a permitted accessory use, as a matter of right, to any single-family dwelling in the municipality, and no municipal permits or conditions shall be required other than a building permit, if necessary.



## APPLICATION TO AMEND THE ZONING ORDINANCE

Petitioner John Rogers Date June 29, 2017

Address 3 Washington Street, Keene NH

Telephone (603) 352-5440 Email: jrogers@ci.keene.nh.us

Existing Section Reference in Chapter 102, Zoning Ordinance 102:896

Does the amendment change the existing "Minimum Lot Size" Yes  No

Does the amendment change the existing "Permitted Uses" Yes  No

Brief Description of Proposed Change The proposed change would allow accessory dwelling units in any zone that allows single family dwellings to come into compliance with State RSA 674:74. The current Zoning Ordinance only allows accessory dwelling units in the Rural, LD, and LD1 zones.

  
\_\_\_\_\_  
Petitioner's Signature

### Submittal Requirements which must be complete at the time of submission to the City Clerk.

- A properly drafted Ordinance containing the amendment in a form meeting the requirements of the City Clerk.
- A typed or neatly printed narrative explaining the purpose of, effect of, and justification for the proposed change(s).
- \$100.00 application fee.
- As provided for in RSA 675:7, if the proposed amendment would change the minimum lot sizes or the permitted uses in a zoning district, and such change includes 100 or fewer properties, the Petitioner shall submit a notarized list of property owners affected by the zoning amendment. If the proposed amendment changes the boundary of a zoning district, the Petitioner shall submit a notarized list of all property owners within the zoning district directly affected by the proposed boundary line change, and of all property owners outside of the zoning district that abut the proposed boundary line change.
- The list shall include the tax map number and address of each abutter or owner, and must be current with the Assessing Department's records within ten days of submittal. Two sets of mailing labels shall be provided.



# CITY OF KEENE

Seventeen

In the Year of Our Lord Two Thousand and .....  
Relating to Chapter 102 – Zoning Ordinance – Accessory Dwelling Unit

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 removing the stricken text and inserting the bolded text in Section 102-896, Accessory Dwelling Unit, of Chapter 102, entitled "Zoning Ordinance" as follows:

Sec. 102-896. - Accessory dwelling unit.

**Attached** ~~A~~ accessory dwelling units are permitted **in within or attached to single family dwellings in the Agriculture, the Rural, the Low density, and the Low density-1, Medium density, High density, High density-1 and Office** districts. ~~as a conditional use permit~~ **Detached accessory dwelling units are permitted on single family dwellings lots in the agriculture and rural districts** subject to the following conditions:

- (1) Only one accessory dwelling unit shall be permitted per lot.
- (2) The record property owner shall occupy either the primary dwelling unit or the accessory dwelling unit as his or her primary residence (hereinafter "owner occupancy"). The property owner shall submit an affidavit in support of ~~conditional use a~~ **building** permit for **an** accessory dwelling unit to the ~~planning board~~ **code enforcement department** with his or her application ~~for conditional use permit~~, stating under oath that he or she satisfies the owner occupancy requirement of this subsection. ~~In addition, within 90 days of a transfer of title to any property subject to the terms and conditions of a conditional use permit for an accessory dwelling unit, the successor property owner shall submit to the planning department an affidavit in support of conditional use permit for accessory dwelling unit, stating under oath that he or she satisfies the owner occupancy requirement of this subsection.~~
  - a. The term "primary residence" for purposes of determining owner occupancy shall mean the location where the property owner is domiciled and has a place of abode, and the location where the property owner has, through all of his or her actions, demonstrated a current intent to designate said residence as his or her principal place of physical presence. Such an intent

on the part of the property owner is evidenced by, among other things, his or her voter's registration, vehicle registration, driver's license, or the placement of his or her children in local public schools. Any temporary lapse of owner occupancy in the primary residence caused by the death of a property owner shall be permitted for a reasonable period of administration.

- b. If the owner of the property is a trust, the term "property owner" shall mean the creator or beneficiary of the trust.
  - c. If the owner of the property is a corporation, the term "property owner" shall mean ~~the principal~~ **a stockholder of the corporation; if the owner of the property is a limited liability corporation, then the "property owner" shall mean a member of the limited liability company.**
- (3) There shall be no more than two bedrooms in an accessory dwelling unit.
- (4) **Floor area.**
- a. An **attached** accessory dwelling unit shall have a minimum floor area of 400 square feet but, in no case, shall the floor area ~~comprise more than 30 percent of the gross floor space of the primary single family dwelling~~ **be more than 800 square feet.**
  - b. **A detached dwelling unit shall have a minimum floor area of 400 square feet but, in no case, shall the floor area be more than 50 percent of the gross floor space of the primary single family dwelling or more than 1000 square feet.** An accessory dwelling unit shall comply with the city's housing and building codes.
- (5) Public water and sewer shall be required for all accessory dwelling units ~~located within the low density and low density 1 district. Accessory dwelling units created in the rural district~~ **or in the absence of public sewer**, shall have state septic system plan approval prior to the issuance of a building permit.
- (6) A scaled and dimensional plot plan of the property shall be submitted as part of the ~~conditional use~~ **building** permit application ~~to the planning board.~~ This shall show the location and number of required parking spaces, driveway and paving, buildings building setbacks, utilities, fences, buffer yard and any other relevant features of the site.
- (7) Parking at an accessory dwelling unit shall be restricted to the required parking spaces as shown on the plan. No more than two parking spaces shall be permitted for an accessory dwelling unit, and all parking provided for the accessory dwelling unit shall in accordance with section 102-794 of the zoning ordinance.
- (8) Shared driveways for both the primary single-family dwelling unit preexisting conditions, no more than one driveway access is permitted to each residential lot as required by the City Code.

- ~~(9) All dimensional requirements for the respective zoning district shall be observed.~~
- ~~(10) The minimum lot size for creating an accessory dwelling unit in the low density district shall be 13,400 square feet. The minimum lot size for creating an accessory dwelling unit in the low density 1 district shall be calculated by increasing the minimum lot area as designated by section 102.791, table Basic rural dimensional requirements, by 30 percent. The minimum lot size for creating an accessory dwelling unit in the rural district shall remain five acres.~~
- ~~(11)~~**(9)**—Adequate notice in acceptable legal form for recording at the registry of deeds shall be duly executed by the owner of record identifying the property on which the accessory dwelling unit is located by source deed and stating the date and conditions of approval (if any) of the conditional use permit sufficient to notify successor owners that the accessory dwelling unit is subject to the city's zoning ordinance and the conditional use permit issued by the planning board. This notice shall be reviewed by the superintendent of code enforcement and the ~~planning director~~ **zoning administrator** for acceptable form, and upon signature, it shall be recorded at the registry by the property owner. Evidence of recording shall be submitted to the superintendent of code enforcement and the planning director prior to the issuance of a building permit.
- ~~(12) A finding by the planning board that the proposed accessory dwelling unit will not result in a decrease in value of surrounding properties.~~

---

Kendall W. Lane, Mayor



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

July 13, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** I.1.

**SUBJECT:** Relating to Chapter 62 - Personnel - Performance Bonus

---

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Ordinance O-2017-12.

**ATTACHMENTS:**

Description

Ordinance O-2017-12

**BACKGROUND:**

Asst. City Manager/Human Resources Director, Beth Fox address the Committee regarding Ordinance O-2017-12. Ms. Fox stated back in June Council took action adopting Ordinance O-2017-7A, adjusting salary grade for some public safety related positions. Ms. Fox stated this evening she is before the Committee regarding a modification to the performance bonus. The recommendation is that this be a phased in strategy for the time period of FY17 – to receive a prorated performance bonus.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend adoption of Ordinance O-2017-12.





# CITY OF KEENE

O-2017-12

Seventeen

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

AN ORDINANCE ..... Relating to Personnel Procedures – Performance Bonus .....

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by inserting the boldface text in the following sections of Chapter 62, Personnel: *Sec. 62-195, Performance Bonus, as follows:*

Sec. 62-195. - Performance bonus.

Employees holding the following positions with the City of Keene and who receive a satisfactory performance evaluation shall be entitled to an annual performance bonus in the amounts specified. Such payment shall be made within the month of the anniversary date of hire or rehire, or at any other time as authorized by the city manager.

- (1) Fire chief and deputy fire chief: annually **\$2,000.00** ~~\$4,000.00~~
- (2) Police chief and police captain: annually **\$2,000.00** ~~\$4,000.00~~

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



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

July 13, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** J.1.

**SUBJECT:** Reallocation of Bond Proceeds - Capital Purchase Asphalt Reclaimer

---

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2017-25.

**ATTACHMENTS:**

Description

Resolution R-2017-25

**BACKGROUND:**

Mr. Blomquist stated this item is for the purchase of an asphalt reclamation unit. The City Council approved this purchase in June as well as the funding proposed. The funding proposal is to utilize \$60,000 from the 2015 Rehabilitation project which has been completed and which has a remaining balance as well as funds from the FY17 operating budget. This Resolution is to reallocate funding from the Road Rehab project to this use. This is important because the original method of funding was a bond.

Councilor Clark felt this is not only going to save the City money by reusing ground up asphalt but it is also going to enable the City to make hot patch in the winter.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend the adoption of Resolution R-2017-25.



# CITY OF KEENE

R-2017-25

Seventeen

In the Year of Our Lord Two Thousand and .....  
Relating to the Reallocation of Bond Proceeds from the FY15 Rehabilitation  
A RESOLUTION ..... Project (90249) .....

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

That the sum of sixty thousand dollars (\$60,000) in bond proceeds be allocated from the FY15 Road Rehabilitation Project Account (90249) for the purchase of an Asphalt Relaimer for the Public Works Department.

---

Kendall W. Lane, Mayor