

A regular meeting of the Keene City Council was held Thursday, August 3, 2017. In the absence of the Mayor, the meeting was called to order by the City Clerk at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Terry M. Clark, Bartolmiej K. Sapeta, 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. Robert J. O'Connor and Gary P. Lamoureux were absent. Councilor Chadbourne led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the July 20, 2017 regular meeting was duly seconded. The motion passed with a unanimous vote in favor.

#### ANNOUNCEMENTS

The Chair reminded the Council that this meeting would be the last meeting prior to the summer break. The August 17, 2017, City Council Meeting will be canceled as well as the August 9 and 10 and August 23 and 24 Standing Committee Meetings. The Committee meeting cycle will begin on August 30 and 31 followed by a City Council meeting on September 7, 2017. The Mayor stated unless there was an objection, he intends to write a letter to the Congressional Delegation to indicate Keene is against opening up our trail system to ATV's.

#### PRESENTATION – PARCEL MAPPING – ASSESSING DEPARTMENT

The Chair recognized Dan Langille, City Assessor, for the presentation. Mr. Langille expressed that the parcel mapping project has been in the development stages for the past 2 years and is currently shown in the CIP. The company selected for the project was CAI Technologies, which is a New Hampshire based company since 1985 and is considered the leader in GIS solutions and precision mapping for municipalities throughout the state. Mr. Langille stated the 2 main goals of this project were: 1. Create an accurate parcel maps and 2. Create a GIS site.

Mr. Langille introduced Tim Fountain, Vice-President of CAI Technologies. Mr. Fountain explained what has been completed thus far. They gathered all survey plans from the City departments and scanned them. Once the survey plans were scanned, a database was developed that tracks all the attributes of all items. The record research phase involved reading all the property deeds and to compare the deed descriptions to the mapping.

Mr. Fountain went on to explain the remaining phases to the project. The use of GIS software is used to calculate the acreage of every parcel in the city. Those that are surveyed were checked for the accuracy of their plotting and those that are not surveyed were calculated in acreages of parcels that were compiled. The tax maps will then be made into pdfs or on the counter. A preliminary delivery will then take place to focus on feedback from the Assessor's Office and other city departments. An informal public review will then take place to give an opportunity to landowners to engage directly with CAI Technologies staff and review what they have compiled for their property.

Mr. Fountain continued that s new information is updated it will continue to be incorporated into the maps. The GIS system will be online and all of the data will be owned by the City of Keene. CAI Technologies will host a browser or web-based application that will be linked to the

assessment data and will allow for query, reporting, printing abutters list, printing maps, overlays, or various layers of data.

Councilor Jones inquired about the deeds at the county level having a discrepancy due to the new system. Mr. Fountain responded that the deeds will remain the same at the county level and if the deeds refer to the tax map and lot numbers then those will be updated at some point when the record is conveyed. The data collected is for assessment purposes only not for legal conveyance so the impact on the deed should be none.

Councilor Greenwald questioned if public works infrastructure assets such as water, sewer, fire hydrants are being included in the survey or can they be included in the future. Mr. Fountain responded that they were not included, but they are working with the department to have this asset information mapped out in GIS so that those layers can be brought into this system. They would not be shown in the tax maps themselves, but in the geographic systems.

The City Manager questioned if there were an issue of 100 feet of a discrepancy, how it will be corrected. Mr. Fountain stated it is reasonable to complete this project and that there will be changes in acreages compared to what is in the assessment and what will be published with the new maps. He further stated that this project will never be done, there will always be new information brought to us by the landowners to review and compile in with the current data.

The City Manager followed up with how is the general public informed of the project. Mr. Langille responded that there will be a publication sent out to every property owner providing some times when CAI can meet with them. The letter will also provide the old acreage and the new acreage.

Councilor Clark wanted to be sure that the public knows that they will not be losing the use of the garage. Mr. Fountain reassured that they are not changing deeds or descriptions of what they own, just the value of assessment. This will be stated in the letter to the landowner reaffirming the property you own today is still the same property you own after the project.

Councilor Hansel inquired if landowners should expect changes in their assessments based upon these adjustments. Mr. Langille stated it is possible.

The Chair thanked Mr. Langille and Mr. Fountain for their presentation.

#### COMMUNICATION – COUNCILOR RANDY FILIAULT – TAKING BACK OUR STREETS – OPIATE EPIDEMIC

A communication was received from Councilor Filiault referring to the recent events in the City of Keene relative to the opiate epidemic. The communication was filed as informational. The Mayor noted he is working on a Community Forum to occur in early September.

COMMUNICATION – NH LOTTERY – REQUEST TO PLACE KENO ON BALLOT

A communication was received from Charles McIntyre, Executive Director of NH Lottery, requesting to place Keno on the November 7, 2017 General Election ballot. The communication was referred to the Finance, Organization and Personnel Committee.

COMMUNICATION – TIM ZINN – URGING SUPPORT FOR PUMPKIN FESTIVAL LICENSE

A communication was received from Tim Zinn, Let it Shine, relative to the support for the Keene Pumpkin Festival Brought to You by the Children of SAU 29. The communication was filed as informational.

COMMUNICATION – MEGAN STRAUGHEN – RESIGNATION – CITIES FOR CLIMATE PROTECTION & AGRICULTURAL COMMISSION

A communication was received from Megan Straughen resigning from the Cities for Climate Protection and the Agricultural 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 – ALAN STROSHINE/ELM CITY ROTARY CLUB – REQUEST TO USE CITY PROPERTY – 40<sup>TH</sup> ANNUAL CLARENCE DEMAR MARATHON AND 4<sup>TH</sup> ANNUAL DEMAR HALF MARATHON

A communication was received from Alan Stroshine, Elm City Rotary Club, requesting to use city property for the 40<sup>th</sup> Annual Clarence DeMar Marathon and 4<sup>th</sup> Annual DeMar Half Marathon. The communication was referred to the Planning, Licenses and Development Committee.

MSFI REPORT – JOAN ROELOFS – SPEEDING CONCERNS – BEAVER STREET

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of the information from the Public Works Department and Police Chief as informational and referred the matter to staff to be handled administratively. The Chair filed the report into the record as informational.

MSFI REPORT – REQUEST FOR STOP SIGN – DARLING ROAD/MOUNTAIN VIEW ROAD INTERSECTION – PUBLIC WORKS DEPARTMENT

Municipal Services, Facilities and Infrastructure Committee report read recommending an ordinance be drafted to install a Yield Sign at the intersection of Mountain View Road with Darling Road. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – 2017 PUMPKIN FESTIVAL LICENSE – PUBLIC WORKS/EMERGENCY MANAGEMENT

Planning, Licenses and Development Committee report read, recommending a license be granted to Let It Shine, Inc. to use Downtown City rights-of-way on Sunday, October 29, 2017 to hold a “Keene Pumpkin Festival Brought to you by the Children of SAU 29” subject to the following provisions:

- This license is granted based upon the event scope presented to City staff during protocol meetings held to date, changes or additions to the license may require that an amended license be issued by the City Council and no changes to this license or the associated protocol documents will be accepted after September 1, 2017.
- The Petitioner agrees to absorb all cost of any City services provided, and agrees to remit said payment within 30-days of the date of invoicing;
- The furnishing of a certificate of liability insurance in the amount of \$1,000,000 naming the City of Keene as an additional insured;
- The signing of a standard revocable license and indemnification agreement and associated protocol documents;
- That the agreed upon footprint and layout for the event shall encumber Central Square, including the traveled portion of the road requiring the following road closures: Central Square, West Street from Federal Street to Central Square, Roxbury Street from Roxbury Plaza to Central Square, Washington Street from Vernon Street to Central Square, and Court Street from Winter Street to Central Square;
- That the Petitioner is permitted to place 10 porta-potties in City parking spaces located at the base of Washington Street from Friday, October 27, 2017 to Sunday October 29, 2017, which will be chained together and affixed to ensure they are not vandalized while unattended overnight;
- That the Petitioner provide a list of the individuals in charge of the various focus areas associated with running the event, including contact information and specific responsibilities;
- That the Petitioner submit to staff a list of volunteers who will assist during the event and post-event, specific responsibilities and any other information as requested by staff;
- That a mandatory meeting of all volunteers be held prior to the event date and in conjunction with City staff;
- That the actual event will be held from 1:00 PM to 7:00 PM with the times for set up and clean up to be established with City staff;
- That the Petitioner assumes responsibility for full clean-up of the footprint, returning the area to the same condition that it was in prior to the event and allowing the opening of all streets to traffic on October 29, 2017;
- That the Petitioner is responsible for a public address system adequate to cover the entire footprint, which shall be tested and approved by City Emergency Management prior to commencement of the event;
- That public safety personnel remain once the event has ended to ensure proper coverage for post event issues during clean-up activities;
- That the Petitioner agrees to provide a contingent of volunteers and /or personnel from their organization adequate to carry out the set-up, operation, and post event clean-up to include

one person in charge of each segment of the event, whom will be equipped with communication equipment capable of contacting the overall event coordinator;

- Failure by the Petitioner to promptly close the event, the lack of adequate personnel and/or volunteers as determined by the Emergency Management Director or his representative, delays in opening the streets to traffic, or failure to complete final clean-up, or complete the event in the identified timeframe may result in additional costs that will be the responsibility of Let It Shine, Inc.;
- That the Petitioner cooperates with the decision of the City Council to endorse the intent of the City Emergency Services to review all applications for other activities requested to occur on October 29, 2017 to determine if a public safety concern exists. If a public safety concern is found to exist, said license will not be granted. This would apply to the following activities: hawkers and peddlers on private property, itinerant vendors on private property, outdoor periodic events on private property, walk-a-thons, parades, bike and foot races on public property, general uses of public property, and sidewalk obstructions and sidewalk café licenses on public property;
- That free parking be granted under the provisions of the free parking policy for City parking spaces on Washington Street needed for storage of equipment from Friday, October 27, 2017 to Sunday October 29, 2017, and spaces within the event footprint on the day of the event; and
- That the Petitioner complies with any other recommendations of City staff.

A motion by Councilor Richards to carry out the intent of the report was duly seconded. On showing of hands, 13 Councilors were present, 11 in favor and two opposed, the motion carried. Councilors Powers and Richards voted in opposition.

#### PLD REPORT – TOOLS FOR KEENE’S ECONOMIC TOOLBOX: THE COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE (RSA 79-E) & ECONOMIC REVITALIZATION ZONES – PLANNING AND ASSESSING DEPARTMENTS

Planning, Licenses and Development Committee report read, recommending that more time be granted to the subject of RSA 79E and that an ordinance be drafted regarding Economic Revitalization Zones. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

#### FOP REPORT – ACCEPTANCE OF DONATION TO LIBRARY RENOVATION PROJECT – PARKS, RECREATION, AND FACILITIES DEPARTMENT

Finance Organization and Personnel Committee report read, recommending the City Manager accept donations of \$513,832.96 listed in the April, May and June statements of the Cambridge Trust Bank to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – CHESHIRE TV – EXPENSES ASSOCIATED WITH INTERIM RELOCATION – PARKS, RECREATION, AND FACILITIES DEPARTMENT

Finance Organization and Personnel Committee report read, recommending the City Manager be authorized to do all things necessary to negotiate and execute a temporary lease agreement with Cheshire TV for the studio relocation during the Library Restoration project for an amount of \$1,000.00 per month. 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 – NH DEPARTMENT OF JUSTICE 2017 GRANT – POLICE DEPARTMENT

Finance Organization and Personnel Committee report read, recommending the City Manager be authorized to do all things necessary to accept a grant of \$80,000 from the New Hampshire Department of Justice to assist in the costs associated with the City's participation in the New Hampshire Drug Task Force. 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 – TAX DEED WAIVER REQUEST FOR 2013 & 2014 – FINANCE DEPARTMENT

Finance Organization and Personnel Committee report read, recommending the City Manager be authorized to waive tax deeding for the list of properties identified in the memorandum from the Tax Collector until October 13, 2017. 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 – GREATER GOOSE POND FOREST STEWARDSHIP PLAN CONSULTANT SELECTION – PLANNING DEPARTMENT

Finance Organization and Personnel Committee report read, recommending the City Manager do all things necessary to negotiate and execute a professional services contract with Moosewood Ecological, LLC for professional services for the Greater Goose Pond Forest Stewardship Plan in an amount not to exceed \$30,000. In the event that a satisfactory contract and fee cannot be agreed upon, the City Manager is authorized to negotiate with the next highest ranked firms in turn. 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 CHANGE ORDER – BRIDGE DESIGN – PUBLIC WORKS DEPARTMENT

Finance Organization and Personnel Committee report read, recommending the City Manager be authorized to do all things necessary to negotiate and execute a change order with CHA, Inc. for an amount not to exceed \$11,000 for the Engineering Study phase of the bridge design project. 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 – WELLS STREET PARKING STRUCTURE – CONTACT CHANGE ORDER  
– PUBLIC WORKS DEPARTMENT

Finance Organization and Personnel Committee report read, recommending the City Manager be authorized to do all things necessary to negotiate and execute a change order with Desmond Associates Inc. for the construction administration for the Wells Street parking structure repair project in an amount not to exceed \$16,519. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

CITY MANAGER COMMENTS

The City Manager updated the Council on the negotiations with the development agreement with the lease for the Library project. There are many moving parts that have been reviewed. Our main partners have been the Friends of the Library, Library Trustees and MEDC. We have plans in the form ready for permits; they have been drawn, submitted and reviewed by a third party and are ready to have construction permits issued. We have a locked in guaranteed price after negotiations with the contractors. MEDC has signed the contract. Donations have continued to come in. New market tax credits negotiations will continue up to the date of the closing. Currently we have \$14 million in new market tax credits. The City Manager continued the cost and fees associated with the new market tax credits are little higher than the original prediction from MEDC. The recommendation is to include this property in the 79-E district which will preliminarily save costs, but will require some luck in timing. The 79-E district will need to be created prior to the closing. The other option is to look at the costs as they flow through the TIF. The TIF funding library fund project costs include the MEDC management fee, the new market tax credits, property taxes debt service on a \$2 million loan issued by the City and the net operating lease which funds bank and legal fees.

The City Manager went on to the Fire Department Station 2 will be starting the process to turn the ownership of that property back to the City of Keene. Chief Howard is waiting for the lease extension documents that will be provided by the NH – Adjutant General's Office for a lease extension through December 31, 2017 to allow those processes required at the local and state level to be completed and turn over the ownership. The City Manager announced that the parking kiosks are to be delivered on August 4, 2017 to the Roxbury Plaza, Wells Street Lot and the west side of Central Square. These are the same kiosks located in the Wells Street Garage and Commercial Street Lot. They are very user friendly and the instructions are on the screen. Rates and time limits remain the same.

The City Manager wanted to remind the public that there will be no parking on Monday, August 7, 2017 beginning at 6:00 AM due to paving and line painting on the Wells Lot and Roxbury Plaza. The City Manager wanted to thank the Keene Police Department for their article in The Keene Sentinel to thank the Robin Hood campground campers which held a pancake breakfast for the Keene Police Department.

08/03/2017

MORE TIME

More time was granted by the Chair for: James Griffin – Speeding Concerns – Key Road; New Market Tax Credits and a Library Update – Parks, Recreation and Facilities Department & Library Renovation Construction Contract – Parks, Recreation and Facilities Department.

MEMORANDUM & RESOLUTIONS R-2017-26: RELATING TO FISCAL POLICIES

A memorandum was received from the Finance Director along with Resolution R-2017-26. The memorandum was filed into the record. Resolution R-2017-26 was referred by the Chair to the Finance, Organization and Personnel Committee.


MEMORANDUM & RESOLUTIONS R-2017-27: RELATING TO THE REALLOCATION OF BOND PROCEEDS FOR EMERGENCY BRIDGE REPAIRS

A memorandum was received from the Finance Director along with Resolution R-2017-27. The memorandum was filed into the record. Resolution R-2017-27 was referred by the Chair to the Finance, Organization and Personnel Committee.

ADJOURNMENT

At 8:32 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

A handwritten signature in black ink, appearing to read "Patricia Castle". The signature is written in a cursive style with a large initial "P".

City Clerk