



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

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- October 19, 2017

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations
Cities for Climate Protection
Partner City Committee
2. Appointment of Greater Goose Pond Forest Stewardship Plan - Ad Hoc Committee

C. COMMUNICATIONS

1. Stephanie Gaiser - Resignation - Zoning Board of Adjustment
2. Sam Hawkes - Resignation - Bicycle Pedestrian Path Advisory Committee

D. REPORTS - COUNCIL COMMITTEES

1. Departmental Presentation – Service with a Smile – Public Works Department
2. Departmental Presentation – Surveying Technology, Capabilities, and Application – Public Works Department
3. Verbal Update on Extending Crosswalk Signals – Police Department
4. Kiwanis Club of Keene – Request to Use City Property – Tree Lighting Event
5. Establishment of Marlboro Street Corridor Economic Revitalization Zone – Planning Department
6. FY18 Supplemental Road Improvements - Public Works Department
7. Change Order 1-Bazin Brothers Trucking, Inc. - Public Works Department
8. Bicycle and Pedestrian Patrol Grant - Police Department
9. NH Highway Safety Agency S.T.E.P. Grant Project - Police Department
10. NH Highway Safety Agency Grant – DWI Patrols - Police Department
11. Acceptance of Donation - Solar Lights - Update - Parks, Recreation and Facilities Department

12. Acceptance of Donation - Youth Basketball - Parks, Recreation and Facilities Department
13. Custodial Contract Services - Parks, Recreation and Facilities Department
14. Lease Agreement - 11 Central Square - Parks, Recreation and Facilities

E. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. CITY MANAGER COMMENTS

F. REPORTS - BOARDS AND COMMISSIONS

G. REPORTS - MORE TIME

H. ORDINANCES FOR FIRST READING

1. Relating to Building Permits
Ordinance O-2017-19

I. ORDINANCES FOR SECOND READING

1. Relating to No Parking on Foundry Street
Ordinance O-2017-16
2. Relating to Specific Street Regulations
Ordinance O-2017-17-A

J. RESOLUTIONS

1. In Appreciation of Brad G. Lane and John L. O'Brien Upon Their Retirements
Resolution R-2017-36
Resolution R-2017-37

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, October 19, 2017. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Robert J. O'Connor, Terry M. Clark, Bartolmiej K. Sapeta, Randy L. Filiault, Thomas F. Powers, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Robert B. Sutherland was absent. Councilor Hansel led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the October 5, 2017 regular meeting was duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS

The Chair announced to the Council that a special City Council Meeting is scheduled for Thursday, November 9th at 6:15 PM for the purpose of canvassing votes cast at the Municipal General Election. This special meeting will precede the regularly scheduled Finance, Organization and Personnel Committee. The Chair congratulated Councilor Hansel who received the "Rising Stars Award" for his community work. The award honors an individual who, through their volunteerism, philanthropy and/or community involvement demonstrates a commitment to civic participation, strengthening their community and developing personal leadership capacity to make New Hampshire a better place for future generations. The Chair announced an Appreciation Party for Med Kopczynski to be held at Bentley Commons on Friday, October 20, 2017 from 5:00 PM to 7:00 PM.

PUBLIC HEARING – AUTHORIZING THE OPERATION OF KENO – MUNICIPAL GENERAL BALLOT

The Mayor called the Public Hearing to order at 7:07 PM. The Notice of Hearing and Certificate of Publication were read. The notice indicated that this hearing is in response to a request by the New Hampshire Lottery Commission to place a question on the 2017 Municipal General Ballot that would allow the operation of "keno" in the City of Keene pursuant to Senate Bill 191, which went into effect July 1, 2017. The legislature provided a local option for a municipality to authorize keno via a referendum vote on the general election ballot. The notice further identified that all net proceeds collected by the Lottery Commission under RSA 284:47 shall be deposited into the education trust fund established by RSA 198:39 for the purpose of providing grants to public schools, and to chartered public schools, toward the cost of operation of an approved full day kindergarten program. The Mayor stated the purpose of this public hearing is to educate the public about keno and about the process being followed. He went on to recognize Charles McIntire, the Executive Director of the Sweepstakes Commission.

Mr. McIntire stated that he has the privilege of being the Executive Director of the NH Lottery. He noted that Keene holds a special place in the Lottery Commission's heart because a Keene resident, Larry Pickett, was the founder of the NH Lottery in 1963-64. It was the first lottery in the United States, and went on to spur 46 other states to do the same. He explained the process for approval to operate keno in the City of Keene, noting this public hearing is to allow citizens to respond to the request and ask questions. He stated that as such, he did not have a formal presentation prepared, but was prepared to answer any questions from the Council and the public or address any concerns.

Mayor Lane stated his understanding is that keno can only be utilized in places actively selling alcohol. Mr. McIntire stated it is even narrower than that, in that it has to be in an establishment actively pouring, not just selling alcohol. This would not allow places like convenience stores or grocery stores to operate keno in their locations. As a follow-up, Mayor Lane stated that a person under 21 cannot enter a bar, and went on to ask if this will now allow 18 year olds to enter bars in order to play keno. Mr. McIntire answered no, stating the State was aware this would, in a sense, limit access to these games. They do not expect any play from individuals under the age of 21 absent the circumstances where the games was accessible to individuals under 21 who might work at the establishment.

Mayor Lane stated his understanding is the proceeds from keno are going into a State fund, which will then be distributed across the State for full day kindergarten. He inquired whether that distribution was limited to public schools, or would other schools be eligible? Mr. McIntire stated he was uncertain and recommended the question be posed to the Department of Education.

Councilor Greenwald, noting the \$1,100 per student that will be provided, asked if the communities that have higher incomes from keno would get higher payouts per student. Mr. McIntire stated the rate is set by budget law and could be revisited during the next budget process. Councilor Greenwald stated that his understanding is there are two ways to play keno, one by slot machine, and one that is a group of people in a room where a screen is on display to show the numbers. He asked which type would be available here. Mr. McIntire stated generally it is the latter. He added that some bars might have a kiosk. Mr. McIntire continued the bet slip that the players will use has check offs to select numbers, and the machine reads those marks on the slip. There are security measures in place to validate this process. The goal is to make this seamless for the bars to have in place without additional work on their part to oversee it.

Councilor Jones asked if it is centralized in terms of the numbers and drawings will be throughout the state, is that accurate? Mr. McIntire concurred.

Councilor O'Connor made reference to the age of individuals having access to these games, noting that places like Applebee's have a bar, but there is no age restriction to enter. Would that not make the games accessible to people under the age of 21? Mr. McIntire agreed this could happen. He continued that he has a great deal of experience with keno and he noted in Massachusetts very few of these chain type restaurants added gaming because it is not part of their typical business model.

Councilor Sapeta asked for revenue projections. Mr. McIntire provided percentages relative to how much the establishment would receive, what is paid out to winners, etc. and stated that they expect revenues to far exceed the \$40 million dollars initially anticipated. The profit would be in excess of \$8.5 million to \$12 million dollars. The State believes they will also see an increase in the revenue from the increased spending in these establishments through the rooms and meals taxes as well as through liquor sales. They have noticed on average a 16 percent increase in overall spending at establishments offering keno.

Councilor Clark asked about the vote at the Municipal Election of November 7th. Will it be a simple majority vote? Mr. McIntire agreed that it would be a simple majority of the citizens who cast their ballot, just as it was in the 1960's when the vote on the Lottery was done.

Councilor Sapeta asked if there were any statistics on the increased issues with problem gambling if the keno question passes. Mr. McIntire stated he would defer to Mr. Ed Talbot, the Executive Director of the New Hampshire Council on Problem Gambling, who is here this evening. He added that in his experience keno - in terms of problem gambling - is not as aggressive an issue as something like scratch tickets or casino gambling, though he did not have specific statistics to share.

Mr. Ed Talbot came forward to testify and answer questions about gambling addiction. Mr. Talbot stated he served as Chief of Staff for the Bristol County Sheriff's Office in Massachusetts, and primarily worked with addicted offenders. He also worked as a Community Service Representative for Adcare before taking his current position on the New Hampshire Council on Problem Gambling. He noted he is a person in long-term recovery from gambling addiction as well. Mr. Talbot went on to describe the work and mission of the Council on Problem Gambling noting that they are a non-profit, private organization to address the emotional, social and financial cost of problem gambling, and to provide treatment, prevention and referral services to those with a gambling issue, their loved ones and the community. Mr. Talbot went on to state that neither he nor the Council on Problem Gambling take a position relative to legalized gambling. They remain neutral position on these issues.

Mr. Talbot went on to explain the types of gamblers: social gamblers which comprises 95 percent of the adult population, problem gamblers which represent about 3 percent of the population, and compulsive gamblers who spiral out of control with their gambling. National statistics suggest that there are approximately 60,000 people in New Hampshire with a gambling problem; and of those approximately 8,000 are compulsive gamblers. As Director McIntire said, New Hampshire was the first State to authorize a lottery, and 46 other states followed. Almost all of those 46 states have incorporated funding to treat problem gambling. New Hampshire does not. Until his organization approached Director McIntire, there was no help to get the Council organized. He continued that Director McIntire has seen to it that their organization was supported with in-kind donations and some funding to ensure they are able to operate. Mr. Talbot continued that it is essential when we realize that three years ago over 500 calls were made to either the National Council on Problem Gambling or the Massachusetts Council for Problem Gambling – by New Hampshire residents. The services are tremendously lacking in this State. There are no known licensed clinicians specializing in problem gambling in this State. This is a different addiction than some others and requires different training to be able to treat. He continued that in NH they have proposed a comprehensive plan to the Department of Health and Human Services (at their suggestion) to address problem gambling in this State. Now with the passage of this legislation, there will be funding to do things in this regard. He went on to discuss some of the things that they will be able to do with this funding, and some of the services that are currently lacking. He thanked the City Council for providing this opportunity.

Mayor Lane stated that Mr. McIntire had noted that under the legislation one percent of the gross proceeds from keno will go towards dealing with gambling issues. He asked Mr. Talbot if his

10/19/2017

organization will benefit from these funds. Mr. Talbot answered that the money will go to the Department of Health and Human Services and they will distribute it. They would likely put out a proposal, and the NH Council on Problem Gambling would submit a bid to provide these services and there would be a resulting contractual obligation.

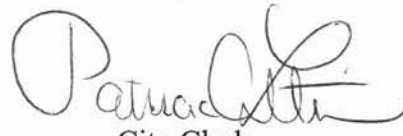
Councilor Sapeta asked about the problem gamblers in NH and where they are currently engaging in gambling activities. Mr. Talbot stated that some of them are gambling in the State through lottery activities. He noted the largest gambling activities occurring are casino, lottery and sports betting. Although sports' betting is illegal in many states, it is still very common. Councilor Sapeta went on to ask about the lack of credentialed professionals to treat this type of addiction. Mr. Talbot stated there are two in the State, himself and the president of their Board, and the training and certification occurred in Massachusetts. There is no training or certification in this State.

The next speaker was Superintendent of SAU 29, Robert Malay. He stated that Keene currently has 168 kindergarteners. That would mean Keene would receive approximately \$184,000. As was mentioned previously, if the revenues exceed the predictions, that would potentially mean more funding per student. Superintendent Malay noted that SAU 29 also includes six surrounding towns that would receive benefits for their full day kindergarten programs and the funds will offset the property taxes required to operate these programs. He offered to answer any questions.

Councilor Clark asked for clarification on who would receive these benefits. Mr. Malay stated if the City or town runs a full day kindergarten, they will be eligible and receive the \$1,100 per student.

The Mayor asked if there were any questions or comments from members of the public. There being none, the Mayor closed the public hearing at 7:40 PM. Mayor Lane stated that if members of the public have questions they can direct them to the NH Lottery Commission. He further noted the question of operation of keno in the City of Keene will be on the Municipal General ballot on November 7, 2017.

A true record, attest:


City Clerk

CONFIRMATION

A motion was made by Councilor Greenwald and duly seconded to confirm the following nomination to the Agricultural Commission: Catherine M. Souther to serve as a regular member with a term to expire December 31, 2019. On a roll call vote, with 14 Councilors present and voting in favor the motion carried. Robert B. Sutherland was absent.

COMMUNICATION – STEVE RUSSO – RESIGNATION – PARTNER CITY COMMITTEE

A communication was received from Steve Russo resigning from the Partner City 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.

NOMINATIONS

The following nominations were received from the Mayor for the following: Cities for Climate Protection: Jessica Baum to serve as a regular member with a term to expire December 31, 2018 and Partner City Committee: Kurt Blomquist to serve as a regular member with a term to expire December 31, 2017. The nominations were tabled until the next regular meeting.

MSFI REPORT – DEPARTMENTAL PRESENTATION – AWAY GOES TROUBLE DOWN THE DRAIN – HIGHWAY DIVISION

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of the Highway Division presentation on Away Goes Trouble Down the Drain as informational. The Chair filed the report into the record as informational.

MSFI REPORT – COUNCILORS CLARK & RICHARDS – INTENDED USE OF HIGHWAY FUNDS ALLOCATED TO THE CITY THROUGH SB 38

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of the communication from Councilors Clark and Richards as informational. The Mayor noted that a presentation on those highway projects that could be funded through SB 38 will be made before the Finance, Organization and Personnel Committee. The Chair filed the report into the record as informational.

PLD REPORT – DONNA FORTE – APPLICATION FOR A LODGING HOUSE LICENSE – 57 WINCHESTER STREET

Planning, Licenses and Development Committee report read, recommending that Donna Forte be granted a lodging house license on property located at 57 Winchester Street for a period of one year from the date of issuance. Said license is conditional upon the following:

- 1) Compliance with all applicable laws, ordinances, codes and rules and regulations;
- 2) No more than 16 persons may reside on the premises;
- 3) No less than 8 vehicular parking spaces must be provided on the premises;
- 4) The names, home addresses, and motor vehicle registrations of the residents of the licensed premises shall be available on the premises at all times for inspection upon request by the Police, Code Enforcement or Fire Departments;
- 5) Continued violation of the City parking ordinances by residents of the premises or their guests, as determined by the Police or the Code Enforcement Department may be grounds for suspension or revocation of the license;
- 6) No alcoholic beverages may be sold on the premises except by written permission of the New Hampshire Liquor Commission;

- 7) Loud noises or other disturbances after 10:00 PM that continue after warning by the Police Department may be grounds for suspension or revocation of the license;
- 8) Access to the common areas of the licensed premises shall be granted to the Police, Code Enforcement, Fire and Health Departments of the City of Keene at all reasonable times;
- 9) The cellar space does not meet the qualifications for public assembly and therefore cannot be used as a gathering space;
- 10) The continuation of the license is subject to and conditioned upon successful passage of two inspections to be conducted by the City;
- 11) Compliance with any recommendations of City staff; and
- 12) The owner shall notify City staff of any change in building operator; failure to do so may be grounds for suspension or revocation of this license.

This license expires on the 20th day of October, 2018 and may be revoked by the City Council in accordance with Sec. 46-590 "Suspension or Revocation". A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATIONS TO LIBRARY RENOVATION PROJECT – NEXT CHAPTER CAMPAIGN

Finance Organization and Personnel Committee report read, recommending that the City Council accepts donations of \$30,934.82 as listed in the August Cambridge Trust Statement and the August 24th - September 30th Donor List to be deposited 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 – ACCEPTANCE OF GRANT FOR WATER MONITORING EQUIPMENT – PUBLIC WORKS DEPARTMENT

Finance Organization and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to accept and execute a Cyanotoxin Monitoring Equipment and Training grant from the New Hampshire Department of Environmental Services in the amount of six thousand one hundred forty six dollars (\$6,146) for the purchase of equipment to sample and monitor water quality in Babbage and Woodward reservoirs. 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 – ACCEPTANCE OF ANTIOCH GRANT – TRAINING FUND – YOUTH SERVICES DEPARTMENT

Finance Organization and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to accept a grant from Antioch of New England in the amount of \$1,000.00 for use by Youth Services. 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 expressed that she has had one-on-one meetings with the majority of City Councilors and have two more meetings scheduled for next week. The City Manager had a tour of the City to discuss facilities and some current and projects planned for the future with the Assistant City Managers and the former City Manager. She stated that they spent a few hours visiting several locations and discussed a great deal, but another meeting still needs to be scheduled. The City Manager informed the Council that she has completed a majority of one-on-one meetings with department heads at their facilities to discuss challenges and opportunities that they are currently facing. She plans to be at the airport and library next week. The City Manager announced the Library Annex project contract is expected to be executed mid-November and the project will take about a year to complete. The City Manager stated that the CIP presentations have been completed with the exception of the City Clerk and IT, both will be presenting on Friday and Monday, respectively. The majority of the projects discussed are ones the Council are already familiar with from prior year presentations with a few new ones proposed mostly in the out years. The timing of these CIP presentations has allowed the City Manager to get up to speed on projects currently in the works and get a better handle on the capital needs for the future. She commented that the Department heads have put together thoughtfully planned projects and the Finance Director has clearly mastered what is needed to shift and coordinate projects in such a way as to mitigate large impacts to the general fund or water/sewer rates. She stated that the difficult part is yet to come by prioritizing and making all the numbers work in a way that is palatable to the Mayor and Council and ultimately to the public while addressing the various needs of the community.

MORE TIME

More time was granted by the Chair for: Continued Discussion – An Ordinance for Disorderly Residences; Joe Shapiro/Keene Immigrant and Refugee Partnership – Encouraging the Consideration of a Resolution Aimed at Making Keene a Welcoming Environment for Immigrants.

ORDINANCE O-2017-16: RELATING TO NO PARKING FOUNDRY STREET

A memorandum was received from the City Engineer along with Ordinance O-2017-16. The memorandum was filed into the record. Ordinance O-2017-16 referred by the Chair to the Municipal Services, Facilities and Infrastructure Committee.

ORDINANCE O-2017-17: RELATING TO SPECIFIC STREET REGULATION – SPEED LIMITS

A memorandum was received from the City Engineer along with Ordinance O-2017-17. The memorandum was filed into the record. Ordinance O-2017-17 referred by the Chair to the Municipal Services, Facilities and Infrastructure Committee.

MSFI REPORT AND ORDINANCE O-2017-18: RELATING TO SNOW AND STREET MAINTENANCE PERIOD

Municipal Services, Facilities and Infrastructure Committee report read recommending the adoption of Ordinance O-2017-18. The report was filed as informational. Ordinance O-2017-18 was read for the second time. A motion by Councilor Filiault for adoption of the Ordinance was duly seconded. On a roll call vote, with 14 Councilors present and voting in favor, the motion carried. Ordinance O-2017-18 declared adopted. Councilor Sutherland was absent.

PLD REPORT AND ORDINANCE O-2017-10-A: RELATING TO ACCESSORY DWELLING UNITS

Planning, Licenses and Development Committee report read recommending the adoption of Ordinance O-2017-10-A. The report was filed as informational. Ordinance O-2017-10-A was read for the second time. A motion by Councilor Richards for adoption of the Ordinance was duly seconded. On a roll call vote, with 14 Councilors present and voting in favor, the motion carried. Ordinance O-2017-10-A declared adopted. Councilor Sutherland was absent.

PLD REPORT AND ORDINANCE O-2016-01-C: RELATING TO THE ESTABLISHMENT OF A BUSINESS GROWTH AND REUSE DISTRICT, A NEIGHBORHOOD BUSINESS DISTRICT AND A RESIDENTIAL PRESERVATION DISTRICT

Planning, Licenses and Development Committee report read recommending the adoption of Ordinance O-2016-01-C. The report was filed as informational. Ordinance O-2016-01-C was read for the second time. A motion by Councilor Richards for adoption of the Ordinance was duly seconded. On a roll call vote, with 14 Councilors present and voting in favor, the motion carried. Ordinance O-2016-01-C declared adopted. Councilor Sutherland was absent.

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

The Mayor removed Ordinance O-2016-02-A from the table. Ordinance O-2016-02-A: Relating to Change of Zones – Marlboro Street Project Area and Parcels was read for the second time. A motion by Councilor Richards for adoption of the Ordinance was duly seconded. On a roll call vote, with 14 Councilors present and voting in favor, the motion carried. Councilor Sutherland was absent. Ordinance O-2016-02-A declared adopted.

FOP REPORT AND ORDINANCE O-2017-09: RELATING TO THE BUILDING PERMIT FEE INCREASE

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2017-09. The report was filed as informational. Ordinance O-2017-09 was read for the second time. A motion by Councilor Greenwald for adoption of the Ordinance was duly seconded. On a roll call vote, with 14 Councilors present and voting in favor, the motion carried. Ordinance O-2017-09 declared adopted. Councilor Sutherland was absent.

10/19/2017

MSFI REPORT AND RESOLUTION R-2017-30: OPPOSING ATVS ON THE CHESHIRE AND ASHUELOT RAIL TRAILS

Municipal Services, Facilities and Infrastructure Committee report read recommending the adoption of Resolution R-2017-30. The report was filed as informational. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On a show of hands vote, with 14 Councilors present and voting in favor, the motion carried. Councilor Sutherland was absent. Resolution R-2017-30 declared adopted.

ADJOURNMENT

At 8:08 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 Little".

City Clerk



City of Keene, N.H.
Transmittal Form

October 13, 2017

TO: Keene City Council

FROM: Kendall W. Lane, Mayor

ITEM: B.1.

SUBJECT: Confirmations

COUNCIL ACTION:

In City Council October 19, 2017.
Tabled to the next regular meeting.

RECOMMENDATION:

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

ATTACHMENTS:

Description

Background Jbaum

BACKGROUND:

CITIES FOR CLIMATE PROTECTION

Jessica Baum, slot 7 Term expires, December 31, 2018
Keene, NH 03431

PARTNER CITY COMMITTEE

Kürt Blomquist, slot 3 Term expires, December 31, 2017
Keene, NH 03447

Jessica Baum

67 Woodburn St. Apt 2

Keene, NH

03431

September 6, 2017

Mayor Lane,

I am writing to express my interest in joining Keene's Cities for Climate Protection Committee, replacing Megan Straughen who has sadly left the region. I have been a resident of Keene for just over 4 years, having moved here to complete my M.S. in Environmental Studies. I fell in love with Keene and the beautiful community I'd built here and sought employment at the W.S. Badger Company upon completion of my degree.

I work at Badger in Marketing and as the Sustainability Coordinator, and am responsible for measuring, reporting on and suggesting goals surrounding our environmental impact. I am a committed and civic-minded individual with a strong sense of justice (both social and environmental), an innovative perspective, a can-do attitude and an engaged, passionate heart. I would very much love the opportunity to lend my voice and experience to the CCP committee, working communally to help build a greener Keene.

Best,

Jess Baum

Jessica Baum

27 Woodburn St Apt. 2 Keene, NH 03431
Phone: (603) 286-1512 E-Mail: jbaum@antioch.edu

Objective

To be an agent of positive change in the world as a champion for the environment through the education, empowerment and excitement of others; to fulfill and engage my passions for the natural world through participation in an organization or business that shares in my vision for a cooperative world, rather than one of competition.

Education

Antioch University New England M.S. in Environmental Studies with a concentration in Environmental Education Professional Science Masters Candidate	2013-2015
Kenyon College B.A. in Political Science	2002-2006
Ramapo High School Franklin Lakes, NJ	1998-2002

Experience

Marketing Project Coordinator/Sustainability Coordinator W.S. Badger Company, Gilsum, NH	May 2015- Present
Wellness Clerk and Customer Service/Cashier Monadnock Food Co Op, Keene, NH	July 2014-present
Soil Ecology Teaching Associate Antioch University New England	December 2014-May 2015
Logistics Coordinator, Field Study Trip to Alaska Antioch University New England	September 2013-June 2014
Garden Educator Intern C&S Workplace Organic Gardens, Keene, NH	May 2014-November 2014
Teacher Nature's Classroom, Various sites throughout CT and MA	2006-2008; 2013

- Taught Environmental Education and experiential science to elementary and middle-school aged students and their parents and teachers, also responsible for cleaning, dishes and creating community with co-workers
- Engaged students in community-building through team-building challenges and initiatives

Store Manager and Educator

2009-2012

Beads Galore, Grass Valley, CA

- Responsible for overseeing customer service and ordering and keeping items in stock, involved in interview and hiring process as well as employee evaluations, created the work schedule and class schedule
- Created and taught jewelry-making classes, instructed others in teaching classes, created jewelry for store decoration and customer inspiration

Community member; Intern; Internship Coordinator

January-July 2009

Pangaia Permaculture Community, Pahoia, HI

- As a community member, I worked in the garden and created lunch daily, cared for compost and fruit trees, attended regular community meetings, cleaning of common areas, and working in the community store. I started as an intern, and then took over as intern coordinator, which entailed interviewing applications and interviews and creating and organizing educational programs, experiences and opportunities for incoming interns.
- Living in community helped me develop and understand what it means to work in harmony with others. I honed my ability to speak openly and honestly with others, and learned the importance of practicing both leadership and followership, and when to engage in one over the other.

Lead Instructor

Summer of 2008

IslandWood, Bainbridge Island, WA

- Created and led week-long experiential environmental education programs for children aged 4-12 focused on place-based experiential education, marine, forest and freshwater ecology
- Lived in community with other teachers

Skills

- Managing for Sustainability
- B Corp expertise
- Program evaluation
- Certified Herbalist
- Curriculum design
- Experience in sustainability and greenhouse gas audits
- Extensive group work experience
- Reiki II certified
- Extensive gardening experience
- MS Word, Excel, Powerpoint
- Involved locally in The Community Kitchen Gleaning program, as well as AVEO's Salamander Brigade

Publications

Baum, J. & Thiet, R. (2015). Soil Organism: An Exploration in Form and Function. In "Learner Centered Teaching Activities for Environmental and Sustainability Studies.



City of Keene, N.H.
Transmittal Form

October 30, 2017

TO: Keene City Council

FROM: Kendall W. Lane, Mayor

ITEM: B.2.

SUBJECT: Appointment of Greater Goose Pond Forest Stewardship Plan - Ad Hoc Committee

RECOMMENDATION:

Appointment of the Greater Goose Pond Forest Stewardship Plan Ad Hoc Committee.

BACKGROUND:

I hereby nominate the following individuals to serve on the following Ad Hoc Committee.

Committee Charge:

To provide oversight and guidance to City staff and the selected consultant on the Greater Goose Pond Forest Stewardship Plan project.

Andy Bohannon
Sadie Butler
Andrew Madison
Tad Lacey
Dorothy Howard
Peter Poanessa
Bettina Chadbourne, City Councilor

Tara Kessler to serve as staff liaison.



City of Keene, N.H.
Transmittal Form

October 30, 2017

TO: Mayor and Keene City Council

FROM: Stephanie Gaiser

THROUGH: Patricia A. Little, City Clerk

ITEM: C.1.

SUBJECT: Stephanie Gaiser - Resignation - Zoning Board of Adjustment

ATTACHMENTS:

Description

Communication - Gaiser

BACKGROUND:

Ms. Gaiser was just recently appointed as a regular member on to the Zoning Board of Adjustment.

October 19, 2017

Dear Mayor Lane,

Since joining the Zoning Board of Adjustments numerous things in my life have changed and I no longer have the additional time to dedicate to the Zoning Board. I greatly appreciate the opportunity and if at some point I do have the time to dedicate to a city board I will contact you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephanie H Gaiser', written in a cursive style.

Stephanie H Gaiser



City of Keene, N.H.
Transmittal Form

TO: Mayor and Keene City Council

FROM: Sam Hawkes

THROUGH: Patricia A. Little, City Clerk

ITEM: C.2.

SUBJECT: Sam Hawkes - Resignation - Bicycle Pedestrian Path Advisory Committee

ATTACHMENTS:

Description

Communication - Hawkes

BACKGROUND:

Mr. Hawkes is resigning as an alternate on the Bicycle Pedestrian Path Advisory Committee. He is moving from the area. Mr. Hawkes has served since January 2017.

**136A Arch Street
Keene, NH 03431**

October 13, 2017

Mr. Will Schoefmann
GIS Technician
City of Keene
City Hall 4th Floor
3 Washington Street
Keene, NH 03431

RE: BPPAC Board

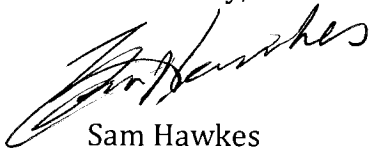
Dear Mayor Lane,

I am sad to say I must resign my position as an alternate member of the BPPAC board of directors effective October 11, 2017.

Changing circumstances in my life have left me with no option but to leave the area.

I have enjoyed by inclusion in the discussions of bicycle and pedestrian path planning, and wish the board well in their future endeavors.

Yours truly,

A handwritten signature in black ink, appearing to read "Sam Hawkes", written in a cursive style.

Sam Hawkes



City of Keene, N.H.
Transmittal Form

October 25, 2017

TO: Mayor and Keene City Council

FROM: Municipal Service, Facilities and Infrastructure Committee

ITEM: D.1.

SUBJECT: Departmental Presentation – Service with a Smile – Public Works Department

RECOMMENDATION:

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

BACKGROUND:

Chair Manwaring welcomed Maria Castellano (Office Manager) and Andrea Nowlan (Administrative Assistant) from the Public Works Department who presented on how their small team of two works to support their customers. They have worked for the Public Works Department for 10 and 2.5 years, respectively.

Ms. Castellano and Ms. Nowlan provide support for 73 full-time and part-time workers at five facilities throughout the City. They are the first point of contact for the more than 23,000 residents of Keene when they contact the Public Works Department. Though they do not always have all the answers, they make every effort to answer customer questions without transferring them to another staff member or department. They make every effort to make sure customers can easily find answers to their questions without having to call.

Ms. Castellano and Ms. Nowlan oversee and resolve customer requests in person, online, and by phone. They answer the phone an average of 600-700 times monthly and see 60-75 people daily in their lobby. They do a lot more online now with newer technology; the IT Department recently created a Public Works Administration email address so customers can ask questions more directly. Ms. Nowlan interacts a lot with customers on social media as well as the new YourGov app, which allows the public to notify the City of problems from their phones (potholes, etc.). Ms. Castellano and Ms. Nowlan have also created many brochures and handouts to try to provide information to citizens before they have to call.

Ms. Castellano and Ms. Nowlan serve the following customers: the residents of Keene, City staff, vendors/business owners, and guests/visitors. They tried to think of the kinds of questions the get most from their customers most, which are who, what, where, when, why and how questions:

- Who?
 - o Who to speak to for different permits?
 - o Who can give an update on a current project?
 - o Who to speak with to tour a facility?
- What?
 - o What if a water bill is high?
 - o What is a fire hydrant is leaking?
 - o What are they doing on my street?

- When?
 - o When is leaf collection?
 - o When is household hazardous waste day?
 - o When will a road be paved?
 - o When will a street be plowed?
- Where?
 - o Where is the transfer station?
 - o Where is the recycling center?
 - o Where to dump RV waste?
 - o Where to pick up sand in the winter? Where is the household hazardous waste schedule?
- Why?
 - o Why does the City flush water twice per year? Why is a road closed?
 - o Why is there no water/discolored water?
 - o Why are sidewalks not plowed yet?
- How?
 - o How to get a pool filled?
 - o How to report a problem?

These are the common questions Ms. Castellano and Ms. Nowlan receive; this is why they have created brochures to address these questions. They have seen a marked decrease in phone calls since making information more readily available; this saves staff time when there are important issues that need to be addressed.

Ms. Castellano and Ms. Nowlan concluded by sharing their personal work goal: to treat every customer with dignity and respect at all times and provide the quality customer service they have come to deserve and expect. Their satisfaction as a team comes in knowing they have provided customers service with a smile.

Councilor Filiault expressed thanks for this presentation, one of the best the Committee has seen.

Councilor O'Connor asked if there is an after-hours hotline for Public Works emergencies. Ms. Castellano replied that Public Works is a 24/7/365 agency. Someone is on call from all divisions at all times. If someone calls the Police Department or Public Works after hours there is a message directing them to Police Department Dispatch, who will contact the appropriate staff member; on call staff members must respond to any situation within 30 minutes.

Chair Manwaring asked if the leaf collection schedule can be posted online again. Ms. Nowlan replied it would be posted on Social Media again on October 26. Brochures are also available at the Library, Clerk's Office, Revenue, and City Hall third floor; they welcome suggestions for other brochure locations where people gather a lot.

Chair Manwaring recognized Councilor Philip Jones who thanked them for their presentation. He said it is always a pleasure walking into Public Works and while credit is often given to the Department heads, support staff is a large part of what the City accomplishes.

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

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



October 25, 2017

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.2.

SUBJECT: Departmental Presentation – Surveying Technology, Capabilities, and Application – Public Works Department

RECOMMENDATION:

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

BACKGROUND:

Chair Manwaring welcomed Lee Dexter, Engineering Technician in the Public Works Department, who discussed one of the many jobs engineering does: surveying. Engineering surveys measure the physical works for capital improvement projects, asset management, maps and records, and to assist staff and public. Mr. Dexter explained the different survey methodologies, from the oldest (tape and compass) to future methods.

- Tape and Compass
 - Mr. Dexter showed photos comparing older and new tape and compass equipment.
 - Measures direction and distance accurate to less than one foot
 - Less accurate the further you travel
 - Useful to navigate from one point to another
 - Public Works uses Swing Ties – utility records produced with measuring tape to find location of underground utilities. Tie Cards used to be hand written, but are now available to staff on tablets.
 - Compass bearings help navigate over very long distances, like during periodic town line “perambulation” – when Public Works travels the town line with officials from adjacent towns. Many markers define the City limits and must be found and maintained periodically. The markers are typically 80 “rods” apart; at 16.5 feet/rod, that is 1,320 feet.
- Transit Surveys (Level and Rod)
 - Utilize a scope/auto-level and grade rod to measure elevation change between two points.
 - The surveyor uses a magnified scope to read numbers on the grade rod.
 - Graduated in fractions of a foot, this survey method can be accurate to one-hundredth of a foot or 1/8in.
 - Transit surveys only measure vertically, so the horizontal location of equipment is not critical.
 - Grades observed through the auto-level are typically recorded in a field book for later analysis.
 - Transit Surveys are most often used to assist the Highway Division in identifying surface grade changes where paving work might be ordered to alleviate puddles or to calculate the slope of storm pipes to promote positive drainage.
- Theodolite Surveys (Total Station)
 - The Total Station provides the highest level of “survey grade” accuracy, within fractions of an inch. The equipment measures smaller tolerances than the user is able to achieve.

- The equipment always requires two personnel: an instrument operator and a “rod-person.”
- The survey setup begins with two “base points” – the instrument location and a “back sight” – the equipment turns angles from that established line to determine other points.
- The Total Station does not *know* where it is in the world. By using Global Positioning (GPS) to reference the two base points, surveys can be located in real space and associated with other resources including aerial photographs.
- The survey point file provides the data to develop a Triangular Irregular Network (TIN) or a 3D surface model. The vertices of each triangle represent a point that was located with field survey. A more accurate model enables more precise design, which is often necessary to match and preserve buildings and infrastructure that may have been built over one hundred years ago.
 - 3D modeling relies on accurate surveys to design and analyze:
 - Road grades for drainage
 - Sidewalk grades for ADA compliance
 - Underground utilities for construction conflicts
- Global Positioning (GPS)
 - The GPS Rover is unique because it is the only survey method that can be performed alone.
 - Atop the rod, a receiver triangulates its position from as many as 16 satellites.
 - A data collector records points transmitted wirelessly via Bluetooth.
 - Accuracy varies with field conditions (tree cover, buildings, satellite positions), but can be as close as 1/4in horizontal and 3/4in vertical.
 - The collector has a cellular connection with the Base Receiver at 350 Marlboro Street for real-time position corrections. The Base service provider maintains a subscription service that generates revenue for the City through a profit-sharing agreement.
 - The versatility of GPS has many benefits including reducing staff requirements for many Engineering Division functions:
 - Construction stakeout such as road centerline, curb lines, and the location of underground utility structures.
 - Contract compliance to verify a contractor’s work was actually installed at the correct location and elevation.
 - Field measurement for work on Capital Improvement Projects so payment is made for actual work completed.
 - Construction as-built records and locating utilities for City Geographic Information System (GIS) mapping and asset management.
 - GPS is also used to help the Parks and Recreation Department paint lines for athletic fields and locate new cemetery plots.
 - The GPS Rover first established its value with the enormous task of locating utilities for the City’s GIS mapping project. Assets recorded in this project include:
 - 5,400 storm water inlets
 - 2,750 water shutoff valves
 - 2,150 sewer manholes
 - The water, sewer, and drainage utilities alone account for over 28,000 distinct City assets in GIS. This work continues with plans underway to locate street signs, trees, and the City’s fiber-optic network.
 - The City recently implemented Cartegraph asset management software, which is founded upon and maintains a live connection with GIS mapping.
 - Cartegraph helps plan and record maintenance activities, evaluate asset conditions, and assess value for responsible Capital Improvement Projects. It also helps the City manage equipment, personnel, and materials.
 - GPS technology allows surveys conducted for the PD Accident Investigations Team to be referenced with City aerial mapping. This helps detectives get an accurate picture of the entire crash site and anything that might have contributed to it. The call for accident survey often comes after normal working hours. It is easier for an engineer to respond with GPS because it only

requires one operator. Previously, the PD had to hand measure and record all the critical aspects of an investigation. GPS is not only more accurate but faster, which means the road can be opened to traffic much sooner following an accident.

- GPS Facilitates mapping the extent of emergencies such as recent flooding events. Rapid data collection is required to map the changing extent of inundation over a large area of the City. Such real-time data is invaluable to understanding flood events, which aids response planning for future events.
- Engineering uses handheld GPS that delivers accuracy within several feet; this is useful for mapping assets where precision is not necessary (like signs and trees). Handheld GPS is more suitable for navigation where other methods are not practical, like in the woods or on water.
- Data points from GPS surveys can be post-processed in the office for a variety of uses:
 - Bathymetric contours can be generated from a Digital Terrain Model
 - Reservoir depths can be calculated on a grid
 - A color gradient map helps visualize the information collected and volumes calculated by depth can be shown in tabular form
 - This information helps determine how much water supply is available depending on the surface elevation of the reservoir
- The Future of Survey Technology
 - Survey technology has advanced, and the future is now.
 - The Robotic Total Station combines the benefits of surveying, scanning, and imaging in one package. This type of survey can automatically generate rich “point clouds” for 3D models. This equipment is operated by remote control, which allows surveys to be conducted by one person.
 - The GPS Rover is now capable of survey-quality accuracy, with the added power of 360 degree digital panoramic imaging.
 - Scanning has been referred to as “Reality Capture” – recording a multitude of points previously taken one shot at a time.
 - High end scanning and Total Stations use Light Detection and Ranging (LIDAR), a remote sensing method that generates precise 3D models. This technology was previously only available with expensive aerial or drone-based equipment. It can now be operated on the ground, from vehicles, or inside of buildings.
 - Scanning Total Stations can obtain over 26,000 points per second – 360 degrees horizontally, 300 degrees vertically at a distance of 600 meters, with a spot size of 14mm (a dime) at 100 meters.
 - The result is an accurate 3D representation of a site detailed with textures and features not recorded by traditional methods, like tree branches and overhead utility lines.
 - The data collected with a Total Station combine surveying, scanning, and imaging to leverage a “virtual world.” It can easily create presentation quality models to visualize Capital Improvements before groundbreaking and increase collaboration with stakeholders during construction. It can monitor construction progress and tolerances, measure quantities, and direct field design changes while creating as-built documentation. It increases productivity by producing more robust data quickly without staff requirements. Asset management is more accurate in a living, breathing 3D model that can be used for future Capital Improvement decisions.

Mr. Dexter welcomed questions.

Chair Manwaring asked what kind of education/training is needed to do Mr. Dexter’s job. Mr. Dexter replied the typical engineering skill set in school and experience with computer technology, which is constantly changing. Part of his job is learning new things over time as well as trial-by-error. The Engineering Department also gets a lot of support from manufacturers and service providers. Anyone with a good technical skill set is capable of learning the job hands-on. A Bachelor’s degree is a good start but he thinks associates and technical degrees are available as well. Field crews he works with have a level of expertise beyond what can be learned in school.

Councilor Lamoureux asked if perambulation time is shorter with newer technology. Mr. Dexter replied perambulation has not changed much but GPS technology allows for quicker location of coordinates to look for survey evidence. Perambulation is more about coordination with adjacent towns; there is no need to survey the location again, just find it. He said technology has reduced staff time most for PD accident surveys, which can be done by one person now, often before the PD finishes investigating. Scanning in the future will record hundreds of points at once as opposed to one at a time.

Councilor Hooper asked how the GPS provides an aerial view of an accident. Mr. Dexter replied coordinates gathered with GPS are in the NH State Plane Coordinates. The aerial photo is just an overlay it registers based on the coordinates; they are not live photos, just periodic fly-over images like Google Earth.

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 on engineering be accepted as informational.



City of Keene, N.H.
Transmittal Form

October 25, 2017

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.3.

SUBJECT: Verbal Update on Extending Crosswalk Signals – Police Department

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends accepting the verbal update on extending crosswalk signals as informational.

BACKGROUND:

Chief Russo noted this matter was before the MSFI Committee in September. Public concern was expressed about time for pedestrian crossings at crosswalks and how well traffic lights are working, particularly at West/Island Streets and Winchester Street/Key Road. Since the September meeting, the Traffic Light Technician met with the petitioner to explain how the crosswalks work. The cross signal at West/Island was not working properly but was repaired before the complaint was received by the City. The cross time has been reset based on the length of the crosswalk. There was also concern about two crosswalk buttons at Winchester/Key; one of the buttons has been removed and the remaining button is working properly. If the City wanted to extend crosswalk times, which the Police Department (PD) does not feel is needed; traffic on Winchester and West Streets would back-up. The Chief added there are already traffic issues on these streets. The technology is not available to extend cross time at certain intersections or certain times of the day; any changes would be City-wide.

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 accepting the verbal update on extending crosswalk signals as informational.



City of Keene, N.H.
Transmittal Form

October 25, 2017

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

SUBJECT: Kiwanis Club of Keene – Request to Use City Property – Tree Lighting Event

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee moves to recommend the Keene Kiwanis Club be granted permission to use downtown rights-of-way on November 24, 2017 for the Tree Lighting Festival from 5 pm to 8 pm conditional upon the customary licensing requirements of the City Council, and that the Petitioner complies with any recommendations of City staff. In addition, the Petitioner is granted permission to erect a holiday tree on the Main/Marlborough/Winchester Street roundabout. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 18 Community Events Budget for the Tree Lighting. Said payments shall be made within 30-days of the date of invoicing.

BACKGROUND:

Mark Howard, Keene Fire Chief reported the protocol meetings were held and no issues were noted. There is a change to the traffic patterns and detours from past years; Central Square will be closed to through traffic.

Peg Bruce, of 15L Windsor Court reported the event will be the same as last year except for the traffic change reported by Chief Howard. The proposed date and time of the event is November 24, 2017, 5 pm to 8:30 pm. This is the fifth year they are managing this event. They plan to do the decorating on a Saturday early in the month of November and to take the decorations down by the beginning of February 2018. Traps will be put out for the squirrels.

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

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

On a vote of 5-0, the Planning, Licenses and Development Committee moves to recommend the Keene Kiwanis Club be granted permission to use downtown rights-of-way on November 24, 2017 for the Tree Lighting Festival from 5 pm to 8 pm conditional upon the customary licensing requirements of the City Council, and that the Petitioner complies with any recommendations of City staff. In addition, the Petitioner is granted permission to erect a holiday tree on the Main/Marlborough/Winchester Street roundabout. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 18 Community Events Budget for the Tree Lighting. Said payments shall be made within 30-days of the date of invoicing.



City of Keene, N.H.
Transmittal Form

October 25, 2017

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

SUBJECT: Establishment of Marlboro Street Corridor Economic Revitalization Zone – Planning Department

RECOMMENDATION:

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Marlboro Street Corridor Economic Revitalization Zone be established in the area of the Business Growth and Reuse Zoning District and the Neighborhood Business Zoning District, and Central Business District as displayed on the map entitled, “Proposed Marlboro Street Corridor Economic Revitalization Zone” dated October 27, 2017, and that the City prepare an application to the State of NH Division of Economic Development to formally establish this ERZ.

ATTACHMENTS:

Description

Proposed Marlboro Street ERZ Zone

ERZ Application Vacant Properties

ERZ Parcels

BACKGROUND:

Tara Kessler, Planner distributed copies of the “Proposed Marlboro Street Corridor Economic Revitalization Zone” dated October 27, 2017 as requested at the July 27, 2017 meeting. Staff did work with Bridgett Beckwith from the Department of Business and Economic Affairs to develop the criteria. There are currently two Economic Revitalization Zones (ERZ) in the Black Brook Corporate Park. This proposal addresses the third ERZ for Keene. Ms. Kessler introduced Bridgett Beckwith who oversees the program.

Ms. Beckwith distributed copies of her informational brochure to Committee members and provided an overview of the program. There is \$825,000 in the annual State budget, which is prorated.

She noted the program is working with approximately 30 applicants per year. Ms. Beckwith reported she was turned down when she went to legislation for more funds. The program is beneficial to the towns and it requires no upkeep. Ms. Beckwith recommends towns promote the program which is used to recruit and retain businesses. Addressing the application process, Ms. Beckwith commented it is very easy as applicants are referred to her. She did advise the applicant obtains a Letter of Approval from the City/town. There are currently 67 towns with 208 zones in the state.

Chair asked for Committee questions.

Councilor Sapeta asked if there was an expiration date. Ms. Beckwith advised the ERZ designation for each zone expires every five years and is then renewed.

Councilor Hansel noted he is excited about this for a couple of reasons; one being engaging the state in a positive way. Councilor Hansel asked about the marketing. Ms. Beckwith agreed getting the word out to businesses in surrounding towns was a good idea and suggested the City look for cost effective ways to get the word out. She also noted the calendar year requirement in the RSA for businesses to keep in mind. Noting Ms. Beckwith's attempts at legislation, Councilor Hansel suggested this be added to the City's legislative agenda to watch and support.

The City Manager asked Ms. Beckwith to explain the application and qualification process for businesses interested in applying. Ms. Beckwith said the process is very simple; the business needs to provide their business name, an overview of the project, a copy of the Letter of Approval from the City/town, a project timeline (phases), and employees hired. The City Manager agreed the biggest challenge is getting the word out and asked for suggestions. The City Manager also asked Ms. Beckwith to advise her the next time she goes to the legislature.

Councilor Jones provided an example noting Londonderry is using this tool to try and attract Amazon. He referred to the prepared motion and asked Ms. Kessler if an ordinance was needed. Ms. Kessler replied in the negative noting her understanding from Ms. Beckwith is that it just has to be zoned properly (Commercial or Industrial), be contiguous, and approved by City Council.

Referring to the map, Councilor Sapeta asked about adding the property directly north of property #29. Ms. Kessler noted this property is zoned medium-density so it would not currently qualify to be included in the ERZ; a zoning change for the property would be required.

Ms. Kessler provided an overview of the proposed ERZ. She noted the addition of 92 Water Street along with 88 and 96 Dunbar Street both of which are zoned CBD. Ms. Kessler noted conversations with Jack Dugan to obtain his input. Ms. Kessler noted the map would need to be amended to reflect these additions. The City Manager thanked Ms. Kessler for following-up with Jack Dugan to identify properties. Ms. Kessler noted the opportunity to adopt other zones in the future that are not attached to this zone.

Councilor Jones mentioned attempts to get Swanzey to extend their ERZ into our Airport property and asked if there was any incentive they could be offered. Ms. Beckwith indicated she would be happy to approach them.

Councilor Sapeta clarified there would be no problem applying 79-E to this same area. Ms. Beckwith confirmed noting one has nothing to do with the other for her office.

Based on the discussion, the City Attorney clarified the map referenced in the prepared motion will be re-drawn. Ms. Kessler replied in the affirmative. The City Attorney recommended amending the motion to reflect a change in the date of the map (26th or 27th). Ms. Kessler confirmed the updated map would be presented at City Council. Ms. Beckwith confirmed this would not present any problems. Rhett Lamb, Planning Director clarified the three parcels discussed earlier would be added to the map.

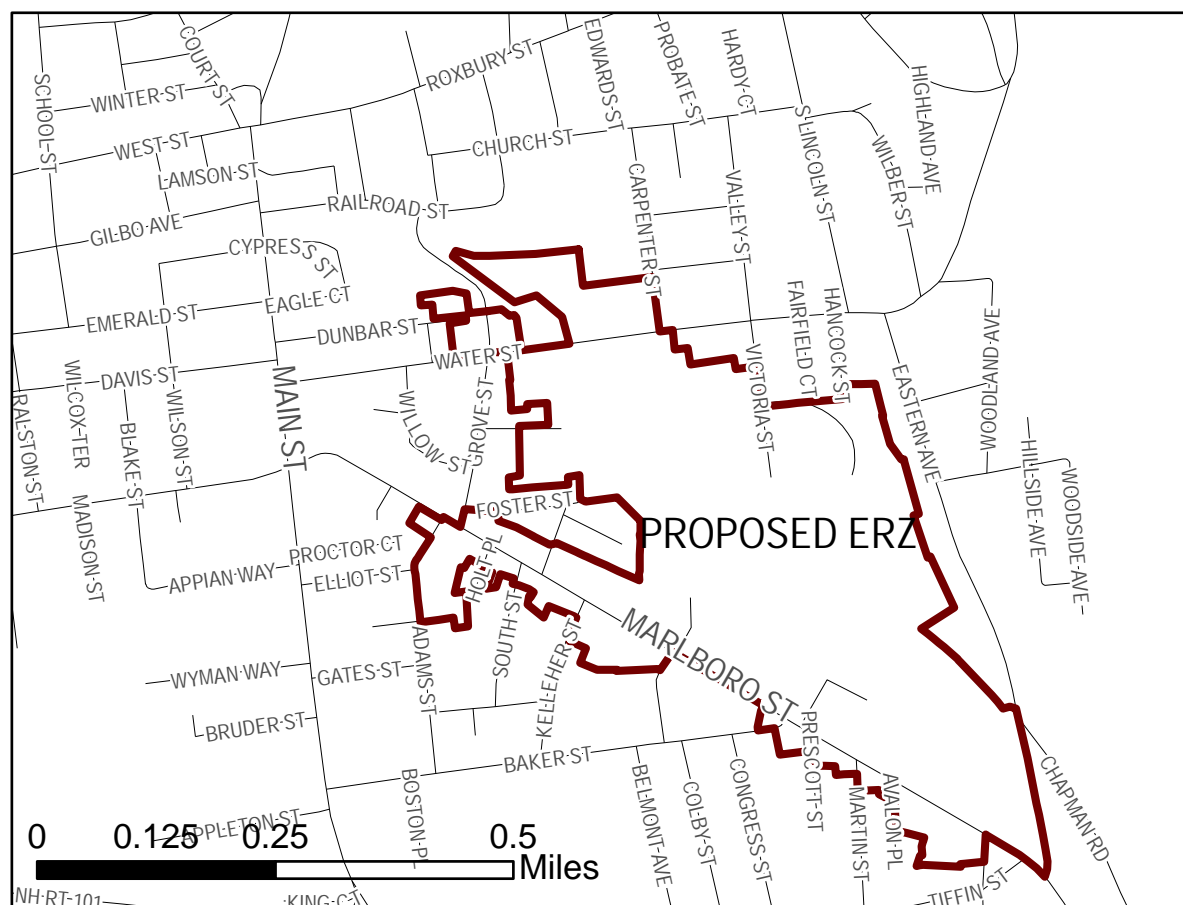
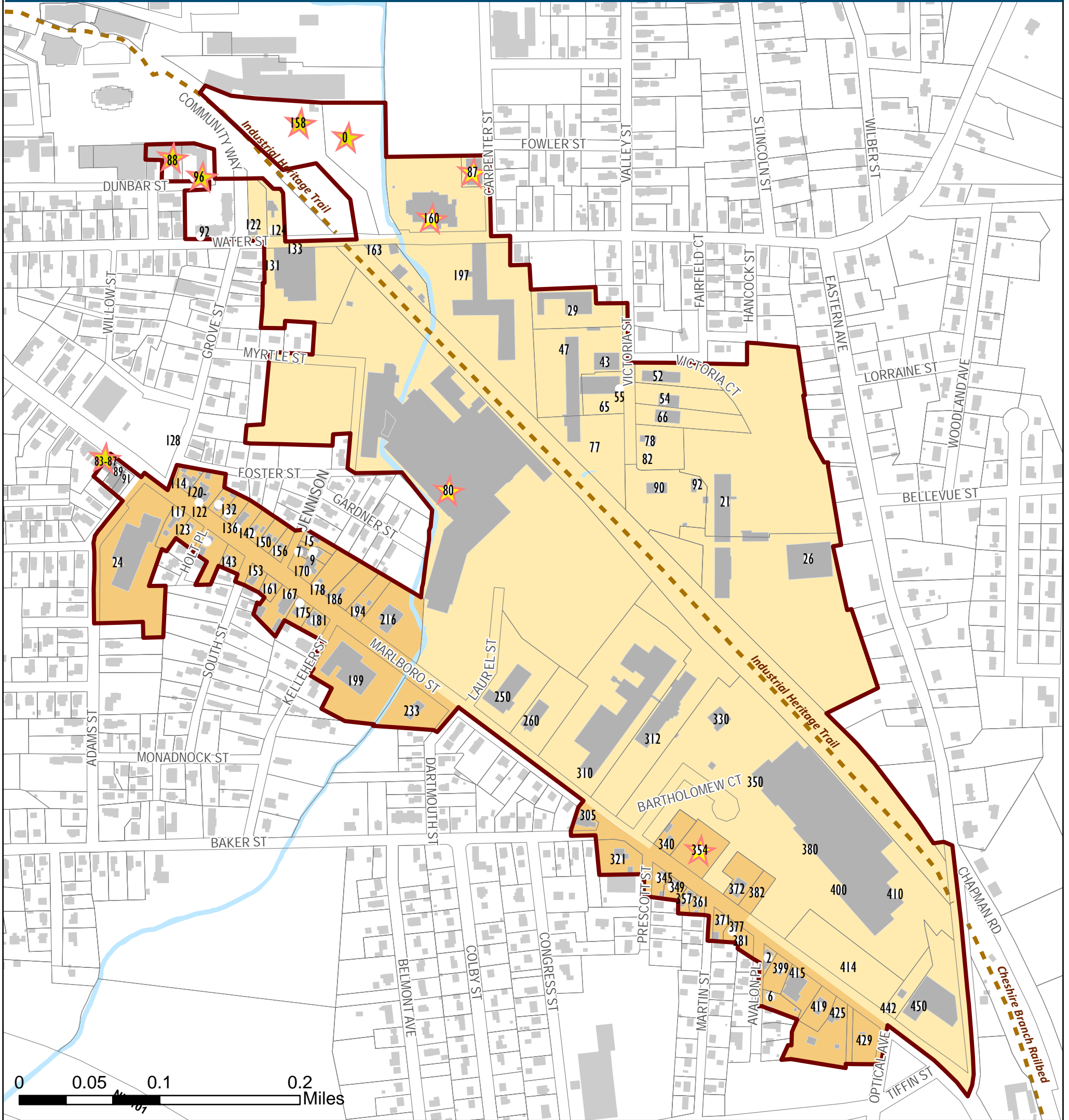
Councilor Sutherland mentioned the vacant properties across the Heritage Trail, adjacent to those three properties. Mr. Lamb said these are former Finding's properties; he saw no reason they could not be added and noted there have been no discussions with the property owners. Chair Richards clarified these properties are vacant lots zoned CBD. By consensus, the Committee agreed to add "Central Business Zone" to the prepared motion as recommended by Councilor Hansel. In total five pieces are being added to the map.

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








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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Marlboro Street Corridor Economic Revitalization Zone be established in the area of the Business Growth and Reuse Zoning District and the Neighborhood Business Zoning District, and Central Business District as displayed on the map entitled, "Proposed Marlboro Street Corridor Economic Revitalization Zone" dated October 27, 2017, and that the City prepare an application to the State of NH Division of Economic Development to formally establish this ERZ.

PROPOSED MARLBORO ST CORRIDOR ECONOMIC REVITALIZATION ZONE



LEGEND

-  Proposed Marlboro St Economic Revitalization Zone (ERZ)
-  Vacant Buildings/Land in Proposed ERZ
-  Business Growth & Reuse Zoning District
-  Neighborhood Business Zoning District
-  Street Address Number
-  Building Footprint
-  Parcel Boundary



Prepared on October 27, 2017

File Path: C:\Users\tgermond\Desktop\ProposedMarlboroStERZzone_102717.mxd

PROPOSED MARLBORO STREET CORRIDOR ECONOMIC REVITALIZATION ZONE (ERZ)

DOCUMENTATION OF VACANT PROPERTIES IN PROPOSED ERZ:

80 Laurel Street – Former Kingsbury Manufacturing Facility



TMP: 030-02-020
Year Built: 1955
Living Area: 303,888 sf
Lot Size: 21.58 acres
Zone: Business Growth & Reuse
Owner: Kingsbury Acquisition LLC
2016 Assessment: \$1,892,500

This brownfields property was once home to Keene's largest employer, a tool manufacturer, and has been vacant since 2013.

354 Marlboro Street – Former Millwork Masters Building



TMP: 031-01-012
Year Built: 2004
Living Area: 11,000 sf
Lot Size: 0.65 acres
Zone: Neighborhood Business
Owner: Butler Mason LLC
2016 Assessment: \$839,800

Vacant since approximately 2010. This was once a window retail display showroom before the business relocated to an adjacent community.

160-200 Water Street – Former Findings Corporation



TMP: 024-01-001
Year Built: 1950
Living Area: 20,454 sf
Lot Size: 2.19 acres
Zone: Business Growth & Reuse
Owner: Findings Realty Inc.
2016 Assessment: \$677,400

Vacant since late 2012, this building was a former jewelry manufacturer before the owner sold the business.

87 Carpenter Street – Vacant Warehouse Building



TMP: 024-01-002
Year Built: 1965
Living Area: 6,000 sf
Lot Size: 0.23 acres
Zone: Business Growth & Reuse
Owner: Kiritsy LLC
2016 Assessment: \$185,800

It is unknown how long this property has been vacant for, but it is for currently for sale.

PROPOSED MARLBORO STREET CORRIDOR ECONOMIC REVITALIZATION ZONE (ERZ)

96 Dunbar Street



TMP: 023-02-02
Year Built: 1875
Living Area: 12,655 sf
Lot Size: 0.31 acres
Zone: Central Business
Owner: Dunbar Opportunity LLC
2016 Assessment: \$343,500

This vacant industrial building has been used for storage and warehouse space.

88 Dunbar Street



TMP: 023-02-012
Year Built: 1900
Living Area: 16,462 sf
Lot Size: 0.29 acres
Zone: Central Business
Owner: Kiritsy LLC
2016 Assessment: \$344,100

This vacant industrial building includes office space and a warehouse loading dock.

158 & 0 Water Street – Vacant Land



TMP: 023-04-026 & 023-04-026-01
Year Built: NA
Lot Size: 2.26 acres & 1.81 acres
Zone: Central Business
Owner: Findings Realty Inc.
2016 Assessment: \$296,900 & \$83,000

These adjacent parcels are vacant land abutting Beaver Brook with frontage on Water St and Community Way.

83-87 Marlboro Street – Vacant Storefront



TMP: 028-02-003
Year Built: 1910
Living Area: 5,338 sf
Lot Size: 0.16 acres
Zone: Commerce
Owner: Nauroz Wein
2016 Assessment: \$293,500

This vacant storefront is approximately 3,226 sf. There are 2 apartments on the second floor. This space is adjacent to Romiys Market and Penuche's Ale House..

LIST OF PARCELS IN PROPOSED MARLBORO ST CORRIDOR ECONOMIC REVITALIZATION ZONE

STREET ADDRESS	TMP #	LAND USE CODE	SIZE	OWNER NAME	OWNER MAILING ADDRESS
24 ADAMS ST.	029030200000	PUBLIC SCHOOL	2.47	UNION SCHOOL DISTRICT SAU 29	193 MAPLE AVE., KEENE, NH 03431
6 AVALON PL.	037070060000	1 FAMILY HOME	0.21	RANDALL DANIELS	6 AVALON PL., KEENE, NH 03431
2 AVALON PL.	037070050000	1 FAMILY HOME	0.10	ROBYN LOOCK	2 AVALON PL., KEENE, NH 03431
321 BAKER ST.	037050050000	COMMERCIAL	0.44	J. C. BOUDREAU	321 BAKER ST., KEENE, NH 03431
87 CARPENTER ST.	024010020000	INDUSTRIAL	0.23	KIRITSY LLC	PO BOX 24041, HILTON HEAD ISLAND, SC 29925
88 DUNBAR ST.	023020120000	INDUSTRIAL	0.29	KIRITSY LLC	PO BOX 24041, HILTON HEAD ISLAND, SC 29925
96 DUNBAR ST.	023020200000	INDUSTRIAL	0.31	DUNBAR OPPORTUNITY LLC	55 MAIN ST, KEENE, NH 03431
7 JENNISON ST.	030020390000	1 FAMILY HOME	0.04	MICHAEL MARTELL	7 JENNISON ST., KEENE, NH 03431
9 JENNISON ST.	030020320000	7 FAMILY HOME	0.09	DAVID BEAN	1129 JOHNSTON DR., WATCHUNG, NJ 07060
15 JENNISON ST.	030020130000	9 FAMILY HOME	0.12	KEENE STUDENT RENTALS	29 RALSTON ST., KEENE, NH 03431-3644
80 LAUREL ST.	030020200000	INDUSTRIAL	21.58	KINGSBURY ACQUISITION LLC	300 GAY ST., MANCHESTER, NH 03103
83-87 MARLBORO ST	028020030000	RES/COMMERCIAL	0.16	NAUROX A. WEIN	58 WASHINGTON ST, CLAREMONT, NH 03743
89 MARLBORO ST	028020020000	RES/COMMERCIAL	0.06	TERRY BISHOP	142 EASTERN AVE, KEENE, NH 03431
91 MARLBORO ST	028020010000	RES/COMMERCIAL	0.08	ELLIOT & ISAAC PROPERTIES LLC	708 ROXBURY RD, KEENE, NH 03431
114 MARLBORO ST.	029050080000	4 FAMILY HOME	0.15	ROBERT DUVERGER	114 MARLBORO ST., KEENE, NH 03431
117 MARLBORO ST.	029030190000	14 FAMILY HOME	0.25	JANET O'BRIEN REV. TRUST	117 MARLBORO ST., KEENE, NH 03431
120-122 MARLBORO ST	029050090000	APTS - COMMERCIAL	0.27	THOMAS CHABOTT	295 SEAVER RD., HARRISVILLE, NH 03450
123 MARLBORO ST.	029030180000	1 FAMILY HOME	0.16	KEENE STUDENT RENTALS	29 RALSTON ST., KEENE, NH 03431
128 MARLBORO ST.	029050100000	1 FAMILY HOME	0.13	SEMELA XANTHOPOULOS TRUST	297 MARLBORO ST., KEENE, NH 03431
131 MARLBORO ST.	029030130000	1 FAMILY HOME	0.43	KEENE STUDENT RENTALS	29 RALSTON ST., KEENE, NH 03431
132 MARLBORO ST.	029050110000	1 FAMILY HOME	0.13	DARCIE CASPERSEN	132 MARLBORO ST., KEENE, NH 03431
136 MARLBORO ST.	029050120000	19 FAMILY HOME	0.16	KEVIN WILCOX	136 MARLBORO ST. 2, KEENE, NH 03431
142 MARLBORO ST.	029050130000	1 FAMILY HOME	0.16	PHILIP PREGENT TRUST	142 MARLBORO ST., KEENE, NH 03431
143 MARLBORO ST.	029030120000	COMMERCIAL	0.12	CHESHIRE COUNTY FEDERAL	KEENE, NH 03431
150 MARLBORO ST.	029050140000	1 FAMILY HOME	0.17	KEENE STUDENT RENTALS	23 RALSTON ST., KEENE, NH 03431
153 MARLBORO ST.	029040110000	4 FAMILY HOME	0.12	COSTAS GEORGAKOPOULOS	4 ANGELO LN., LONDONDERRY, NH 03053
156 MARLBORO ST.	029050010000	1 FAMILY HOME	0.14	GARY LAKE	156 MARLBORO ST., KEENE, NH 03431
161 MARLBORO ST.	029040100000	1 FAMILY HOME	0.12	JENNIFER FERRELL	161 MARLBORO ST., KEENE, NH 03431
167 MARLBORO ST.	029040090000	APTS - COMMERCIAL	0.35	DALE HOCKENBERRY	PO BOX 68, WATERVILLE, PA 17776
170 MARLBORO ST.	030020170000	COMMERCIAL	0.22	SWAMISEVA REAL ESTATES INC.	7 CHERRYWOOD DR., NASHUA, NH 03062
173-175 MARLBORO ST	029040080000	APTS - COMMERCIAL	0.16	JALARAM PROPERTIES INC.	PO BOX 443, MARLBOROUGH, NH 03455
178 MARLBORO ST.	030020340000	16 FAMILY HOME	0.37	STEVEN PERKINS	72 CARPENTER ST., KEENE, NH 03431
181 MARLBORO ST.	029040070000	COMMERCIAL	0.15	ODD FELLOWS ASSOCIATION	PO BOX 4, ASHUELOT, NH 03441-0004
182-186 MARLBORO ST	030020190000	1 FAMILY HOME	0.37	EDMUND WOJENSKI	36 MCKINLEY ST., KEENE, NH 03431
194 MARLBORO ST.	030020260000	1 FAMILY HOME	0.28	MORFIA ZAHOS	194 MARLBORO ST., KEENE, NH 03431
199 MARLBORO ST.	033010080000	COMMERCIAL	1.66	AREC 8 LLC C/O U-HAUL	PO BOX 29046, PHOENIX, AZ 85038
216 MARLBORO ST.	030020210000	COMMERCIAL	0.98	216 MARLBORO STREET LLC	216 MARLBORO ST., KEENE, NH 03431
233 MARLBORO ST.	033010040000	COMMERCIAL	0.63	233 MARLBORO ST. LLC	111 RIDGEWOOD AVE., KEENE, NH 03431

LIST OF PARCELS IN PROPOSED MARLBORO ST CORRIDOR ECONOMIC REVITALIZATION ZONE

STREET ADDRESS	TMP #	LAND USE CODE	SIZE	OWNER NAME	OWNER MAILING ADDRESS
250 MARLBORO ST.	030020180000	COMMERCIAL	1.43	ROUNTREE REAL ESTATE LLC	PO BOX 134, WEST CHESTERFIELD, NH 03466
260 MARLBORO ST.	030020180100	COMMERCIAL	0.97	FEB REALTY LLC	PO BOX 687, BARRE, VT 05641-0687
305 MARLBORO ST.	033020070000	RES/COMMERCIAL	0.13	KEATING MARLBORO ST LLC	PO BOX 341, MARLBOROUGH, NH 03455
310 MARLBORO ST.	030020200100	INDUSTRIAL	4.25	RK PARISI ENTERPRISES INC.	310 MARLBORO ST., KEENE, NH 03431
312 MARLBORO ST.	030020380000	CHARITABLE	2.68	HCS	PO BOX 564, KEENE, NH 03431
340 MARLBORO ST.	031010060000	1 FAMILY HOME	0.29	KEVIN ROENTSCH	253 WEST SURRY RD., KEENE, NH 03431
345 MARLBORO ST.	037060010000	1 FAMILY HOME	0.18	CHRISTOPHER LAVIGNE	345 MARLBORO ST., KEENE, NH 03431
349 MARLBORO ST.	037060020000	1 FAMILY HOME	0.13	ELEANOR DEYO	349 MARLBORO ST., KEENE, NH 03431
350 MARLBORO ST.	031010120000	MUNICIPAL BUILDING	13.43	CITY OF KEENE	3 WASHINGTON ST., KEENE, NH 03431
354 MARLBORO ST.	031010120100	COMMERCIAL	0.65	BUTLER MASON LLC	PO BOX 385, GILSUM, NH 03448
357 MARLBORO ST.	037060430000	1 FAMILY HOME	0.11	B & W PROPERTIES LLC	PO BOX 25, KEENE, NH 03431
361 MARLBORO ST.	037060420000	5 FAMILY HOME	0.06	COSTAS GEORGAKOPOULOS	4 ANGELO LN., LONDONDERRY, NH 03053
371 MARLBORO ST.	037010020000	3 FAMILY HOME	0.15	CATHY BERNIUS	267 COURT ST., KEENE, NH 03431
372 MARLBORO ST.	031010090000	COMMERCIAL	0.37	KNIGHTS OF COLUMBUS HOME	372 MARLBORO ST., KEENE, NH 03431
377-381 MARLBORO ST	037010110000	1 FAMILY HOME	0.18	KEENE STUDENT RENTALS	23 RALSTON ST., KEENE, NH 03431
382 MARLBORO ST.	031010100000	MUNICIPAL LAND	0.21	CITY OF KEENE	3 WASHINGTON ST., KEENE, NH 03431
399 MARLBORO ST.	037070040000	1 FAMILY HOME	0.20	ALLEN LAKE	399 MARLBORO ST., KEENE, NH 03431
414 MARLBORO ST.	031010120200	COMMERCIAL	1.39	GALLUP & HALL C/O PC	730 MILFORD RD., MERRIMACK, NH 03054-4631
415 MARLBORO ST.	037070030000	COMMERCIAL	0.37	KEENE MARLBORO GROUP LLC	415 MARLBORO ST., KEENE, NH 03431
419 MARLBORO ST.	037070020000	1 FAMILY HOME	0.26	CHARLES CRISS REV. TRUST	497 MARLBORO ST., KEENE, NH 03431
425 MARLBORO ST.	037070010000	1 FAMILY HOME	0.77	KEENE MARLBORO GROUP LLC	415 MARLBORO ST., KEENE, NH 03431
429 MARLBORO ST.	031030010000	UTILITY	0.38	PSNH DBA EVERSOURCE	PO BOX 270, HARTFORD, CT 06141
442 MARLBORO ST.	031010170000	COMMERCIAL	0.41	GALLUP & HALL C/O PC	730 MILFORD RD., MERRIMACK, NH 03054
450 MARLBORO ST.	031010180000	COMMERCIAL	1.80	GALLUP & HALL C/O PC	730 MILFORD RD., MERRIMACK, NH 03054
26 VICTORIA CT.	026010210000	INDUSTRIAL	3.04	26 VICTORIA CT. LLC	63 EMERALD ST. PMB 434, KEENE, NH 03431
21 VICTORIA CT.	026010170000	INDUSTRIAL	7.00	CAPITOL SUPPLY ASSOCIATES	6 STORRS ST., CONCORD, NH 03301
29 VICTORIA ST.	027010040000	INDUSTRIAL	1.06	MAX POWER LLC	29 VICTORIA ST., KEENE, NH 03431
43-47 VICTORIA ST.	027010010000	INDUSTRIAL	2.04	ELLIS ROBERTSON CORP	PO BOX 188, CHESTERFIELD, NH 03443
52 VICTORIA ST.	026010250000	INDUSTRIAL	0.54	KEVIN LEARNED	2 JUNIPER RD., FITCHBURG, MA 01420
54 VICTORIA ST.	026010260000	COMMERCIAL	0.70	NATALIE LEARNED	2 JUNIPER RD., FITCHBURG, MA 01420
55-65 VICTORIA ST.	027010010100	COMMERCIAL	0.61	GAMMANS REALTY INC	55-65 VICTORIA ST., KEENE, NH 03431
66 VICTORIA ST.	026010280000	INDUSTRIAL	0.79	ELLIS ROBERTSON CORP	PO BOX 188, CHESTERFIELD, NH 03443
77 VICTORIA ST.	027010010200	INDUSTRIAL	1.65	ELLIS ROBERTSON CORP	PO BOX 188, CHESTERFIELD, NH 03443
78-82 VICTORIA ST.	026010150000	INDUSTRIAL	0.69	WAYNE BROWN JR. REV. TRUST	28 VILLAGE RD., SURRY, NH 03431
90-92 VICTORIA ST.	026010160000	INDUSTRIAL	1.57	JAMES ELLIS	PO BOX 3, SPOFFORD, NH 03462
0 WATER ST	023040260100	INDUSTRIAL	1.81	FINDINGS REALTY INC	PO BOX 462, KEENE, NH 03431
122 WATER ST.	023020180000	COMMERCIAL	0.33	GREEN DIAMOND GROUP LLC	143 CENTRE ST., EAST SULLIVAN, NH 03445

LIST OF PARCELS IN PROPOSED MARLBORO ST CORRIDOR ECONOMIC REVITALIZATION ZONE

STREET ADDRESS	TMP #	LAND USE CODE	SIZE	OWNER NAME	OWNER MAILING ADDRESS
124 WATER ST.	023020190000	COMMERCIAL	0.29	GREEN DIAMOND GROUP LLC	143 CENTRE ST., EAST SULLIVAN, NH 03445
131-133 WATER ST.	027010250000	INDUSTRIAL	2.09	B&D HOLDINGS INC.	776 MOUNTAIN BLVD. # 202, WATCHUNG, NJ 07069
158 WATER ST	023040260000	COMMERCIAL	2.26	FINDINGS REALTY INC	PO BOX 462, KEENE, NH 03431
160 WATER ST.	024010010000	INDUSTRIAL	2.19	FINDINGS REALTY INC	1701 S FLAGHER DR. #502, W PALM BEACH, FL 33401
163 WATER ST.	027010080000	INDUSTRIAL	0.48	STEVEN BRACKETT	47 MARLBORO ST., KEENE, NH 03431
197 WATER ST.	027010060000	APTS - COMMERCIAL	4.21	BENTLEY COMMONS	30 JERICO EXEC PLAZA #400E, JERICO, NY 11753



City of Keene, N.H.
Transmittal Form

October 26, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.6.

SUBJECT: FY18 Supplemental Road Improvements - Public Works Department

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends approval of the proposed FY18 Supplemental Road Improvements program, as presented.

BACKGROUND:

Public Works Director Kurt Blomquist and City Engineer Don Lussier were the first two speakers. Mr. Blomquist began by saying that he was before the Committee to talk about the supplemental work for FY18, which work would begin in Spring 2018. Mr. Blomquist stated this past legislative season the legislation approved Senate Bill 38 (SB 38) for one time funding for communities for road work. SB 38 appropriated 30 million statewide for local highways using the Highway Block Grant formula. Keene's share will be \$417,357. Mr. Blomquist went on to say, each year their department works with the Finance Department to look at project balances that have been completed. The department looked at projects that were completed in FY14/15 which resulted in a balance of \$258,698. Combined with the SB 38 money and the project balance from previous projects staff will be recommending expenditures in the amount of \$676,055.

Currently in the FY 18 budget there is about 1.2 million dollars' worth of road reconstruction projects.

There were some rules that came with this money: the funding cannot to be used for already funded work, and may only be used for highway projects.

Types of things the funds would be permitted for would be for: additional pavement, items associated with highways such as drains, sidewalk, and signals etc., or, it could be used for local match for unfunded bridge projects.

Mr. Lussier talked about staff's thoughts for these funds: He talked about the Asset Management Plan he had referred to during a prior presentation, where things like asset inventory, current system condition, level of service definition, monitoring and performance measurement, planned actions and life cycle management, and a long-term funding plan were discussed. With "level of service" there are three questions staff tries to answer: what level of service does the community desire, how much should be invested to achieve this desired level of service, and what level of service can be achieved with the allocated funds.

For the level of service, staff went with a tiered network goal. For instance low volume streets being of slightly poor condition so that main roadways could be of higher condition. For instance Main Street being rated at 79 and Adams Street rated at 50. For arterial streets the average goal was set at 80 and the lowest arterial street

would get down to about 60. Local streets would be rated at 60 and collector streets at 70.

Mr. Lussier then talked about some of the specific means and methods of management, such as preventative maintenance, corrective maintenance and rehabilitation, Most of the money so far has been invested in rehabilitation such as milling and overlay. He indicated for the coming years staff would like to expand some of these options; to keep the good roads in good condition by intervening earlier in its life cycle.

Staff has come up with three recommendations:

- Accelerate some of the FY 19 projects – Gunn Road and Red Oak Drive - move them up to FY18. This will free up funds for preventative maintenance work.
- Complete the rehabilitation of Water Street – because of budgetary reasons the entire length could not be completed.
- Preservation of roads in good condition - Optical Avenue, Eastern Avenue, Beaver Street, Winchester Street, and Island Street. Optical and Eastern Avenue will receive seal coat treatment (fog seal treatment) – same stuff residential driveways will receive.

Budgetary numbers:

Gunn Road and Red Oak are higher

Water Street would require about \$99,000

Optical and Eastern Avenue are low.

Island and Beaver are low as well.

Chair Greenwald stated he has heard the coating Mr. Lussier referred to is more cosmetic than functional and asked for Mr. Lussier's input. Mr. Lussier stated there is a cosmetic benefit but the reason it adds life is because this substance has a petroleum product that soaks into the first ½ inch of the pavement and regains some of the flexibility. Mr. Blomquist added the product used on highways is a different composition and has a different purpose. Chair Greenwald commended staff for coming up with this proactive approach.

Councilor Clark agreed this is a very well thought out plan and is something that is going to save money and the city is going to stay in good shape. Councilor Chadbourne stated she is happy with this plan as three of the four streets she gets most complaints about are on this list. The Councilor stated she thought Gunn Road was not a well-travelled road and drove it this summer and felt it was in good condition and also wasn't sure where Red Oak Drive was located.

Mr. Lussier stated Red Oak Drive was off Route 10 on the northeast corner of the city.

Gunn Road is in the CIP for FY19 and this road is at the threshold, and a mill and overlay would be applicable. If allowed to get any worse, much more will need to be spent on it. Mr. Blomquist added after this work is complete it would be another 25 years before the city goes back to Gunn Road.

Councilor Powers felt this plan makes a lot of sense. However, asked about the Water Street project and whether some underground work was being done in preparation. Mr. Lussier stated there isn't much utility work further up Water Street but the money is mostly for adjusting curb stops etc. but staff did look at the culvert that passes under Water Street near Robinhood Dam, which is in good condition. Further down on Water Street there is much more detailed work being done to include curbing, sidewalk and other such features.

Chair Greenwald clarified for Water Street, at the end of the construction cycle there will be one layer of asphalt, curbing and sidewalk and the final layer of paving will happen next spring. Mr. Lussier stated the paving has been patched. The area in front of Bentley Commons has no new paving and that is by design and this won't be done until the spring because of additional costs for having to adjust utility structures. The contractor is now focused on curbing and sidewalks.

Mayor Lane stated he was pleased to see Gunn Road on this list. He noted Gunn Road and Red Oak Drive are in the CIP for FY19 in the amount of \$275,000 and clarified when it's time for bonding that amount could be taken off the 1.3 million dollars which would be bonded for FY19 which would help the rate get below 15%.

Councilor Chadbourne asked whether plowing could now be an issue for Water Street. Mr. Blomquist stated everything the City Engineer is proposing is keeping in mind there would not be issues with plowing.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends approval of the proposed FY18 Supplemental Road Improvements program, as presented.



City of Keene, N.H.
Transmittal Form

October 26, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.7.

SUBJECT: Change Order 1-Bazin Brothers Trucking, Inc. - 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 sign a change order with Bazin Brothers Trucking Inc. for an amount not to exceed \$32,295 for Contract 01-16-08, Sludge Monofill Closure. And further recommends the City Council authorize the City Manager retain the authorization to execute a change order not greater than 10% of the original contract.

BACKGROUND:

Aaron Costa Operations Manager and Donna Hanscom Assistant Public Works Director were the next two presenters. Mr. Costa explained that Rose Lane was the first site of the wastewater treatment plant, from 1934 – 1985. There is some buried sludge at this site and the city has had to come up with a plan to permanently close this site.

Mr. Costa stated since the last time staff was before the Committee there has been some gas monitoring work done on this site and some gases were discovered. The results were submitted to the State which has asked the City to change its gas management system. That work is reflected in this change order. In 2016, the City awarded the construction contract to Bazin Brothers, but the City did not move forward with the contract because the State got involved at the same time and changes to the design needed to be made. All work is approved now, but there are some additional costs (\$32,295) for the gas management system as well as for the fill material which the cost also went up.

Because the project has not started yet, staff would like the City Manager to be able to retain the authority to grant and sign change orders up to 10% so that when the project gets started, if there are other issues the Manager would have that authority. The plan is for the work to start sometime in April or May of 2018 and the work would continue for about a month.

Councilor Powers noted the City Code calls for the City Manager to have 10% change order signing authority. Ms. Hanscom agreed this is the standard, but this change order exceeded the City Manager's 10% authority. The Purchasing Agent has suggested that the staff seek authorization to retain the City Manager's change order authority (of the original bid cost) so that it is available, if needed, in the future.

Councilor Chadbourne stated it is always great when there are funds left over which can be used without having to ask for additional funds from the tax payer.

Ms. Hanscom stated before the project moves forward, the city will hold a neighborhood meeting.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommend sthat the City Manager be authorized to do all things necessary to sign a change order with Bazin Brothers Trucking Inc. for an amount not to exceed \$32,295 for Contract 01-16-08, Sludge Monofill Closure. And further recommends the City Council authorize the City Manager retain the authorization to execute a change order not greater than 10% of the original contract.



City of Keene, N.H.
Transmittal Form

October 26, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.8.

SUBJECT: Bicycle and Pedestrian Patrol Grant - Police 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 grant from the New Hampshire Highway Safety Agency to fund the Bicycle and Pedestrian Patrol campaign.

BACKGROUND:

Captain Todd Lawrence stated this is the second year the department has applied for this grant. The purpose of this grant is to reduce pedestrian and bicycle violations in the downtown area and to enforce city ordinances already in place. The campaign runs from October 1, 2017 to September 30, 2018 and consists of multiple four-hour, one officer patrols. The cost of the operation is \$5,016.25 and will be reimbursed by the New Hampshire Highway Safety Agency.

Chair Greenwald stated he understands it is not part of this grant but would like to get more signage about bicycles on sidewalks.

Councilor Chadbourne asked how this enforcement is handled. Captain Lawrence stated enforcement is at the discretion of the officer but the fine is \$100. He added the common reason bicycles are on the sidewalk is because people don't feel safe on Main Street.

Chair Greenwald asked what the fine was for jaywalking. Captain Lawrence stated this would be in the motor vehicle code and he wasn't sure what that fine was.

Councilor Chadbourne stated one location where there is a lot of jaywalking is up from City Hall on Washington Street and asked whether this would be included in the enforcement. Captain Lawrence stated the grant is specifically for the downtown but the department could perhaps expand the area and stated he would bring this to the attention of the person who is handling the grant. The Councilor asked if a young person was to be ticketed for a violation whether this individual could be perform community service instead of the fine. Captain Lawrence stated this would be up to the judge.

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 accept a grant from the New Hampshire Highway Safety Agency to fund the Bicycle and Pedestrian Patrol campaign.



City of Keene, N.H.
Transmittal Form

October 26, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.9.

SUBJECT: NH Highway Safety Agency S.T.E.P. Grant Project - Police 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 grant from the New Hampshire Highway Safety Agency to fund the Sustained Traffic Enforcement Patrol (S.T.E.P.) campaign.

BACKGROUND:

Captain Lawrence stated the S.T.E.P. Grant is to curb the more prevalent traffic violations, such as, speed, hands free violations, traffic lights and bus stop violations. This is the second year the city has applied for this grant. This grant also runs for the same time period October 1, 2017 through September 30, 2018 and there are certain days enforcement has to happen but there is also flexibility during other days.

Chair Greenwald asked what Operation Safe Commute meant. Captain Lawrence stated this is for commuting hours between 6 am and 10 am and 3pm and 5 pm.

Councilor Clark 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 accept a grant from the New Hampshire Highway Safety Agency to fund the Sustained Traffic Enforcement Patrol (S.T.E.P.) campaign.



City of Keene, N.H.
Transmittal Form

October 26, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.10.

SUBJECT: NH Highway Safety Agency Grant – DWI Patrols - Police 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 the grant from the New Hampshire Highway Safety Agency to fund the DWI Patrol program.

BACKGROUND:

Captain Lawrence stated the purpose of this grant is to reduce the number of people who drive while intoxicated. This is the 8th year the department has applied for this grant. The department will conduct, one-officer DWI enforcement patrols in six-hour shifts on an overtime basis between 9:00pm and 3:00am. This enforcement is usually run on Thursday, Friday and Saturday nights and the campaign will run from October 1 – September 30, 2018. However, the department has the flexibility to run the enforcement on other days as well.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the grant from the New Hampshire Highway Safety Agency to fund the DWI Patrol program.



City of Keene, N.H.
Transmittal Form

October 26, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.11.

SUBJECT: Acceptance of Donation - Solar Lights - Update - Parks, Recreation and Facilities Department

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to accept additional solar lights and poles to be installed along the Cheshire Rail Trail.

BACKGROUND:

Parks Recreation and Facilities Director, Andy Bohannon was the next speaker. Mr. Bohannon stated that Pathways for Keene had previously indicated they would be donating 20 solar lights and poles valued at an estimate of \$32,000. They however, increased this amount to 40 solar lights because of additional funding they collected during the 4 on the 4th Road Race. The poles will be installed on the Cheshire Rail Trail between Island Street and Pitcher Street. Lumens for Less on Marlboro Street will be performing the installation. Councilor Chadbourne commended the increase in number of the lights being donated.

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 accept additional solar lights and poles to be installed along the Cheshire Rail Trail.



City of Keene, N.H.
Transmittal Form

October 26, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.12.

SUBJECT: Acceptance of Donation - Youth Basketball - 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 sponsorship of \$3000.00 from Yankee Lanes and that the money is used to purchase youth basketball jerseys.

BACKGROUND:

Mr. Bohannon stated this item is for a \$3,000 sponsorship through the department's sponsorship program from Yankee Lanes. Jeff Barden owner of Yankee Lanes has been a longtime supporter of the Youth Basketball program and this is the third year for this sponsorship.

Chair Greenwald commended this sponsorship and staff's effort in procuring such sponsorships.

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

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 sponsorship of \$3000.00 from Yankee Lanes and that the money is used to purchase youth basketball jerseys.



City of Keene, N.H.
Transmittal Form

October 26, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.13.

SUBJECT: Custodial Contract Services - Parks, Recreation and Facilities Department

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council re-allocate \$39,510.00 from Operations (62201) in various cost centers including Fleet/Public Works/Police Department (11000 & 01335), Library (01328), and Recreation Center (01329) to Personnel to provide custodial services to multiple City facilities.

BACKGROUND:

Mr. Bohannon stated the prior contract staff came to the Committee with did not work out. Staff is now before the Committee with an alternative to allocate funds from operations to personnel to seek city contract employees for the remainder of the fiscal year, giving staff time to re-evaluate the contract. Three of the facilities will remain under contract services (Solid Waste Facility, Police Department and Wastewater Treatment Facility).

Councilor Chadbourne asked whether these individuals will wear some sort of identification. Mr. Bohannon stated all city employees receive some sort of identification which they will be required to wear as well as t-shirts.

Councilor Powers asked whether these would be temporary city employees. Mr. Bohannon stated they would be under contract until June 30, 2018.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council re-allocate \$39,510.00 from Operations (62201) in various cost centers including Fleet/Public Works/Police Department (11000 & 01335), Library (01328), and Recreation Center (01329) to Personnel to provide custodial services to multiple City facilities.



City of Keene, N.H.
Transmittal Form

October 26, 2017

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.14.

SUBJECT: Lease Agreement - 11 Central Square - Parks, Recreation and Facilities

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 lease with Isabelle Jolie for the vacant space located at the 11 Central Square.

BACKGROUND:

Mr. Bohannon stated Luca's Market closed some time prior to September. The City worked with several individuals and Isabelle Jolie has expressed interest in leasing 11 Central Square for a restaurant business which will become vacant by the end of this month.

Chair Greenwald asked whether the rent is current. The City Manager answered in the affirmative. He asked when the new occupant will be able to take over the lease. Ms. Dragon stated this would depend on how soon a lease agreement can be executed as well as some equipment that needs to be addressed.

The Chair commended staff for trying to get the best deal for the city.

Councilor Chadbourne clarified that Luca's Market paid rent through October 31. Mr. Bohannon stated Luca's has not been at this location since September and the only items in the space currently are equipment. Luca's rent was paid through September. The Councilor asked why they were utilizing the space for a month without paying rent. Mr. Bohannon explained because this is a restaurant, things are done slightly differently. If Mr. Paris had removed all his equipment the new owner would have spent a considerable amount of money replacing same – this was the case when he took over the space as well.

Chair Greenwald felt the agreement has worked out for all parties.

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

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 lease with Isabelle Jolie for the vacant space located at the 11 Central Square.



City of Keene, N.H.
Transmittal Form

October 27, 2017

TO: Mayor and Keene City Council

FROM: John Rogers, Acting Health Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: H.1.

SUBJECT: Relating to Building Permits

RECOMMENDATION:

That the Mayor and City Council refer the attached ordinance change relating to Building Permits to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Ordinance O-2017-19

BACKGROUND:

This ordinance change is to clarify the procedure on how to handle building permit applications that are received after there is a legally noticed change in either the Building Code or Zoning Code that if so adopted would be justification for refusal of the permit.



CITY OF KEENE

Seventeen

In the Year of Our Lord Two Thousand and
Relating to Building Regulations

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 inserting the bolded text in Section 18-27 PERMITS in Chapter 18 - BUILDING REGULATIONS

Sec. 18-27. - Permits.

- (a) Permits required. Any person, who intends to erect a building, structure, or sign; alter an existing building, structure, or sign; or construct or demolish any building, structure, or sign; or change the occupancy of a building or structure, shall obtain permits from the code enforcement department and if applicable, the fire department, before the work has begun. This requirement includes any type of work, which is regulated by the building and fire codes enforced by the city. The code enforcement and fire departments may approve minor repair work without the requirement of a permit provided such approval is not in violation of the codes and all permit applications for the code enforcement department and the fire department shall be distributed by the code enforcement department. Incomplete applications shall be rejected. **Building permits shall not be issued for applications made after the first legal notice of proposed changes in the building code or zoning ordinance has been posted pursuant to the provisions of RSA 675:7; and the proposed changes in the building code or the zoning ordinance would, if adopted, justify refusal of such permit.**

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

October 25, 2017

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: I.1.

SUBJECT: Relating to No Parking on Foundry Street

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Ordinance O-2017-16 relating to no parking on Foundry Street.

ATTACHMENTS:

Description

Ordinance O -2017-16

BACKGROUND:

Chief Russo noted this parking issue came before the MSFI Committee and the Department has implemented the option presented to formalize the east side of Foundry Street as No Parking. This required a new Ordinance in Chapter 94 – Traffic, Parking, and Public Ways.

Councilor O'Connor 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 adoption of Ordinance O-2017-16 relating to no parking on Foundry Street.



CITY OF KEENE

O-2017-16

Seventeen

In the Year of Our Lord Two Thousand and

AN ORDINANCE Relating to - No Parking - Specific Streets

AN ORDINANCE

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

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by adding the bolded Italic text to the following provisions of Article III, "Parking", of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows;

Article III, "Parking", Division 2, "Specific Streets", Section 94-93 "No Parking" by adding the following;

Sec. 94-93. No parking.

- (a) *Specific streets.* No person shall stop, stand, or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or a traffic control device, in any of the following places:

Foundry Street, east side.

Kendall W. Lane, Mayor

In City Council October 19, 2017.

Referred to the Municipal Services, Facilities and Infrastructure Committee.


City Clerk



City of Keene, N.H.
Transmittal Form

October 25, 2017

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: I.2.

SUBJECT: Relating to Specific Street Regulations

RECOMMENDATION:

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee amended Ordinance O-2017-17 to remove Castle Street.

On a vote of 5-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Ordinance O-2017-17-A relating to specific street regulation.

ATTACHMENTS:

Description

Ordinance O-2017-17-A

BACKGROUND:

Chief Russo noted that during Public Works review of the Downtown Business District, a complaint from someone at the college prompted review of other ordinances. Both the Public Works and the Police Department realized that the speed limit entering Downtown is 25mph for a certain distance on primary streets that enter Downtown. The only places entering Downtown that are not 25mph are Marlboro Street to the rotary and Route 101 to the rotary. Because of the foot traffic on lower Main Street, staff is recommending uniform speed limits coming into Downtown be considered. This Ordinance will change the speed limit from Route 101 to the rotary and Marlboro Street to the rotary. There is a Scribner's Error in the Ordinance presented; it includes Castle Street and should not. Chief Russo asked the Committee to amend the Ordinance to remove Castle Street before adopting the Ordinance.

Chair Manwaring asked why streets (American/Apollo Avenues) around the old Jonathan Daniels School are 25mph and streets around other schools are not. Chief Russo replied he was unsure, but every school is in a school zone. The Public Works Director replied that decision was made based on that neighborhood; wide and long streets prompted concern about speeding. A Safe Routes School project was recently completed to add paint and narrow lanes around American/Apollo Avenues. Councilor Lamoureux added that American Avenue also does not have designated sidewalks and the lower speed limit helps protect pedestrians.

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 amended Ordinance O-2017-17 to remove Castle Street.

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 adoption of Ordinance O-2017-17-A relating to specific street regulation.



CITY OF KEENE

O-2017-17-A

Seventeen

In the Year of Our Lord Two Thousand and

AN ORDINANCERelating to – Specific Street Regulation – Speed Limits.....

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

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by deleting the stricken text and adding the bolded Italic text to the following provisions of Article IV, "Specific Street Regulations", of Chapter 94, entitled "TRAFFIC, PARKING AND PUBLIC WAYS" as follows;

Article IV, "Specific Street Regulations", Division 7, "Speed Limits", Section 94-372 "Twenty-five miles per hour" by adding the following;

Sec. 94-372. - Twenty-five miles per hour.

It shall be unlawful for any person to operate a motor vehicle on the following public ways in the city at a speed greater than 25 miles per hour:

- American Avenue.
- Apollo Avenue.
- Autumn Hill Road.
- Butternut Drive.
- Castle Street Extension (Harper Acres) from Ashuelot Street to dead end.
- Clark Circle.
- Colonial Drive.
- Court Street from Central Square to Union Street.
- Dale Drive.
- Garrison Avenue.
- Gemini Drive.
- Kennedy Drive.
- Laura Lane.

Liberty Lane.

Main Street from Marlboro Street **Route 101** to Central Square.

Marlboro Street from Grove Street to Main Street.

Meetinghouse Road.

North Lincoln Street from George Street to Beaver Street.

Pako Avenue.

Railroad Street from Main to Church Street.

Roxbury Street from Central Square to Harrison Street.

Sesame Street.

Timberlane Drive.

Timberlane Drive Extension.

Ward Circle.

Washington Street from Central Square to Beaver Street.

West Street from Central Square to School Street.

Winchester Street from Ralston Street to Main Street.

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

November 2, 2017

TO: Mayor and Keene City Council

FROM: Beth Fox, ACM/Human Resources Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: J.1.

SUBJECT: In Appreciation of Brad G. Lane and John L. O'Brien Upon Their Retirements

RECOMMENDATION:

That Resolutions R-2017-36 and R-2017-37 be adopted by the City Council.

ATTACHMENTS:

Description

Resolution R-2017-36

Resolution R-2017-37

BACKGROUND:

Mr. Lane retired from the Health/Code Enforcement Department October 31, 2017, with almost 16 years of service. Mr. O'Brien retires November 3, 2017, with just over 16 years of service.



CITY OF KEENE

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

A RESOLUTION In Appreciation of Brad G. Lane Upon His Retirement.....

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

WHEREAS: Brad G. Lane began his City of Keene career as a Code Enforcement Officer on December 10, 2001; and, after his retirement, continues as a part-time temporary Building Inspector to aid in the transition effective November 6, 2017;; and

WHEREAS: Brad has augmented his strong background in both the construction and inspection fields through both rigorous examinations and continuing education with the International Code Council, the New Hampshire Building Officials Association and other experts to certify and license him in residential and commercial codes and regulations related to building construction; and

WHEREAS: Although Brad works with a variety of personalities under sometimes trying circumstances, he consistently offers respect and courtesy, friendliness and a smile, an upbeat attitude, and a willingness to listen; and

WHEREAS: He helps contractors and homeowners through the building and permitting process in an easygoing and approachable manner, working with them to solve issues, making his schedule available to them, giving input, and educating them about the building codes to prevent problems; and

WHEREAS: Brad is a supportive member of the Code Enforcement team—more than willing to assist any coworker when needed, to lend an ear, to respond with encouragement and advice, and to contribute good input and discussion during meetings; and

WHEREAS: Brad demonstrates his desire to do the right thing and provide good customer service by guiding them toward compliance with applicable codes, listening to their concerns, pointing out ways to improve worksite safety, working toward solving problems, and acting in an impartial and ethical way; and

WHEREAS: His contributions include participating in such events and activities as Building Safety Week, the Home Show, Citizens Appreciation Night, Speak Up!, and the Fourth-Floor Master Plan; and he has been very active with the New Hampshire Building Officials Association, where his exploits at the meetings of its predecessor have taken on the quality of myth; and

WHEREAS: Brad retired from full-time employment with the City of Keene October 31, 2017, with almost 16 years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Brad G. Lane for his dedication to the City of Keene and the Monadnock Region and wishes him the very best for his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Brad G. Lane in appreciation of his years of service to the City of Keene.

PASSED

Kendall W. Lane, Mayor



CITY OF KEENE

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

A RESOLUTION In Appreciation of John L. O'Brien Upon His Retirement.....

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

WHEREAS: John L. O'Brien first began with the City of Keene as a part-time Custodian in the Parks, Recreation & Facilities Department effective September 19, 1998, from which he resigned May 2, 2004; and he returned as full-time Building Mechanic for City Hall February 26, 2007—reporting to both the Health/Code Enforcement & Facilities and the Parks, Recreation & Facilities Departments; and

WHEREAS: Possessing a wide variety of skills, John has a good knowledge of his facilities—which he monitored for any issues and addressed as soon as possible—and made the City Hall and Transportation Center buildings operate efficiently, accomplishing a great quantity of quality work while making it look easy to do so and while backing up other buildings; and

WHEREAS: Understanding well that his customers were coworkers, tenants, and members of the public, John delivered service at multiple locations requiring multiple needs in a personal manner, demonstrating flexibility by juggling his schedule as needs changed and following through to make sure those needs had been addressed; and his calm demeanor was invaluable in handling issues that bordered on crises; and

WHEREAS: John excelled at teamwork, never hesitating to lend a hand to get the job done or to relay important information in a timely manner; assisting other members of the Facilities Management team without hesitation to make sure his coworkers succeeded, offering solutions to achieve required duties, freely sharing information by explaining and showing fellow team members as needed, filling a void when someone was out, and holding everyone to the same high standards he set for himself; and

WHEREAS: John is appreciated for his success in working with little direction and using sound judgment, conscious effort to be open to new ideas, dedication to detail while seeing the big picture, good communication with both management and customers, knowing his limitations yet continuing to learn new things, dedication to resolving safety concerns, self-motivation, ethics, and sense of humor; and

WHEREAS: During times of change, John stepped up to assume responsibilities of an acting facilities manager—providing direction to division staff; managing small projects and repair contracts; aiding with budget preparation; assisting to develop and implement standard operating procedures, creating and fulfilling building maintenance schedules, managing minor vendors and repair and construction contracts; and helping complete the energy service audit; and

WHEREAS: Some of John's other accomplishments include ensuring repair of systems that long had remained nonfunctional, inventorying surplus equipment, identifying options for its disposal or use elsewhere, helping set the standard for interior building finishes for consistency among all locations, and his contributions clearly have helped to mold the facilities management function into the success it is today; and

WHEREAS: John retired November 3, 2017, with a total of just over 16 years of honorable service to the City;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to John L. O'Brien for his dedication to the City of Keene and the Monadnock Region and wishes him the very best for his retirement years; and

BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to John in appreciation of his years of service to the City of Keene.

PASSED

Kendall W. Lane, Mayor