

A regular meeting of the Keene City Council was held Thursday, November 2, 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, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, Bettina A. Chadbourne, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Councilor Sutherland led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the October 19, 2017 regular meeting was duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS

The Chair reminded the public Tuesday, November 7, 2017 is the Municipal General Elections. There will be a special City Council meeting to canvass the votes on Thursday, November 9, 2017 at 6:15 PM in Council Chambers. The regular Finance, Organization and Personnel Committee will follow at 6:30 PM. The Chair announced Friday, November 10th is Veteran's Day. The Chair extended an annual welcome to the council and public to participate in the Veteran's Day ceremony being held by the Keene Veterans Council. The Chair announced in anticipation for Thanksgiving on November 24th, the Finance, Organization and Personnel Committee, which is scheduled to meet that day, will be rescheduled to Tuesday, November 21st. The Municipal Services, Facilities and Infrastructure Committee as well as the Planning, Licenses and Development Committee's meetings for this week will be canceled.

CONFIRMATIONS

A motion was made by Councilor Greenwald and duly seconded to confirm the following nominations to the Cities for Climate Protection: Jessica Baum to serve as a regular member with a term to expire December 31, 2018; and to the Partner City Committee: Kurt Blomquist to serve as a regular member with a term to expire December 31, 2017. On a roll call vote, with 15 Councilors present and voting in favor the motion carried.

APPOINTMENT – GREATER GOOSE POND FOREST STEWARDSHIP PLAN -AD HOC COMMITTEE

The following were appointed by the Mayor to the Greater Goose Pond Forest Stewardship Plan – Ad Hoc Committee: Andy Bohannon, Sadie Butler, Andrew Madison, Tad Lacey, Dorothy Howard, Peter Poanessa, and Councilor Bettina Chadbourne. Tara Kessler will serve as staff liaison. This committee is being charged to provide oversight and guidance to City staff and the selected consultant on the Greater Goose Pond Forest Stewardship Plan project. A motion by Councilor Greenwald to accept the Mayor's appointments was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – STEPHANIE GAISER – RESIGNATION – ZONING BOARD OF ADJUSTMENT

A communication was received from Stephanie Gaiser resigning from the Zoning Board of

Adjustment. A motion by Councilor Greenwald to accept the resignation with regret and appreciation of service was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – SAM HAWKES – RESIGNATION – BICYCLE PEDESTRIAN PATH ADVISORY COMMITTEE

A communication was received from Sam Hawkes resigning from the Bicycle Pedestrian Path Advisory Committee. A motion by Councilor Greenwald to accept the resignation with regret and appreciation of service was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – DEPARTMENTAL PRESENTATION – SERVICE WITH A SMILE – PUBLIC WORKS DEPARTMENT

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of the Public Works Department presentation on “Service With a Smile” as informational. The Chair filed the report into the record as informational.

MSFI REPORT – DEPARTMENTAL PRESENTATION – SURVEYING TECHNOLOGY, CAPABILITIES, AND APPLICATION – PUBLIC WORKS DEPARTMENT

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of the Public Works Department presentation on “Surveying Technology, Capabilities, and Application” as informational. The Chair filed the report into the record as informational.

MSFI REPORT – VERBAL UPDATE ON EXTENDING CROSSWALK SIGNALS - POLICE DEPARTMENT

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of the verbal update on extending crosswalk signals as informational. The Chair filed the report into the record as informational.

PLD REPORT – KIWANIS CLUB OF KEENE – REQUEST TO USE CITY PROPERTY – TREE LIGHTING EVENT

Planning, Licenses and Development Committee report read, recommending 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. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – ESTABLISHMENT OF MARLBORO STREET CORRIDOR ECONOMIC REVITALIZATION ZONE – PLANNING DEPARTMENT

Planning, Licenses and Development Committee report read, recommending 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 the 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. 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 – FY 18 SUPPLEMENTAL ROAD IMPROVEMENTS – PUBLIC WORKS DEPARTMENT

Finance Organization and Personnel Committee report read, recommending approval of the proposed FY18 Supplemental Road Improvements program, as presented. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. On showing of hands, 15 Councilors were present, 14 voted in favor and one opposed, the motion carried. Councilor Sutherland voted in opposition.

FOP REPORT – CHANGE ORDER 1 – BAZIN BROTHERS TRUCKING, INC. – PUBLIC WORKS DEPARTMENT

Finance Organization and Personnel Committee report read, recommending 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. 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 – BICYCLE AND PEDESTRIAN PATROL GRANT - POLICE DEPARTMENT

Finance Organization and Personnel Committee report read, recommending the City Manager be authorized to do all things necessary to accept a grant from the New Hampshire Highway Safety Agency to fund the Bicycle and Pedestrian Patrol campaign. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – NH HIGHWAY SAFETY AGENCY S.T.E.P. GRANT PROJECT - POLICE DEPARTMENT

Finance Organization and Personnel Committee report read, recommending 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. A motion by

Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – NH HIGHWAY SAFETY AGENCY GRANT – DWI PATROLS - POLICE DEPARTMENT

Finance Organization and Personnel Committee report read, recommending 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. 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 DONATION – SOLAR LIGHTS – UPDATE – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance Organization and Personnel Committee report read, recommending the City Manager be authorized to accept additional solar lights and poles to be installed along the Cheshire Rail Trail. 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 DONATION – YOUTH BASKETBALL – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance Organization and Personnel Committee report read, recommending 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. 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 – CUSTODIAL CONTRACT SERVICES – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance Organization and Personnel Committee report read, recommending 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. 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 – LEASE AGREEMENT – 11 CENTRAL SQUARE – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance Organization and Personnel Committee report read, recommending the City Manager be authorized to do all things necessary to negotiate and execute a lease with Isabelle Jolie for the vacant space located at the 11 Central Square. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

CITY MANAGER COMMENTS

The City Manager commented that she has had a meeting with the Superintendent of the School district regarding the custodial services contract and if they could be shared or other opportunities to share. She is planning on having conversations with the County as well. She is looking to have a meeting with all three entities in the same room to work towards a long term plan so they can understand the needs of each organization because they are impacting the tax rate and the taxpayers are paying the bill. The City Manager continued that she had a conversation with the Police Chief regarding the Bicycle Pedestrian Grant having additional education in terms of preparing for this enforcement grant. The City Manager stated they have begun the Keene Land Development Code Project, which is expected to be an approximately 18 month project. These regulations govern how land is used and developed. They know that the current regulations can be confusing and difficult to use. Various regulations impacting a proposed project are located in different places and sections of the current code making them difficult to find. This can make the permitting process difficult and frustrating to navigate. The goal is to create a unified code by reorganizing regulations into one location. At the same time the project will apply "lean" techniques throughout the process to eliminate unnecessary regulations. In the end it is our desire to create a more business & user friendly permitting environment with a more streamlined process. The City Manager continued with the Proposed Expansion to the Monadnock Food Co-op building funded partially through a Community Development Block Grant (CDBG). This project would also require a lease agreement with the City for parking spaces in the Wells Street parking lot. Both the CDBG application request and parking lease will be forwarded to the next FOP Committee. The City Manager recognized Kurt Blomquist in reaching his 24th anniversary with the City of Keene.

ORDINANCE O-2017-19: RELATING TO BUILDING REGULATIONS

A memorandum was received from the Acting Health Director along with Ordinance O-2017-19. The memorandum was filed into the record. Ordinance O-2017-19 referred by the Chair to the Planning, Licenses and Development Committee.

MSFI REPORT AND ORDINANCE O-2017-16: RELATING TO NO PARKING ON FOUNDRY STREET

Municipal Services, Facilities and Infrastructure Committee report read recommending the adoption of Ordinance O-2017-16. The report was filed as informational. Ordinance O-2017-16 was read for the second time. A motion by Councilor Manwaring for adoption of the Ordinance was duly seconded. On a roll call vote, with 15 Councilors present and voting in favor, the motion carried. Ordinance O-2017-16 declared adopted.

MSFI REPORT AND ORDINANCE O-2017-17-A: RELATING TO SPECIFIC STREET REGULATIONS

Municipal Services, Facilities and Infrastructure Committee report read recommending the adoption of Ordinance O-2017-17-A. The report was filed as informational. Ordinance O-2017-17-A was read for the second time. A motion by Councilor Manwaring for adoption of the

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Ordinance was duly seconded. On a roll call vote, with 14 Councilors present and voting in favor, the motion carried. Councilor Sutherland opposed. Ordinance O-2017-17-A declared adopted.

RESOLUTION R-2017-36: IN APPRECIATION OF BRAD G. LANE UPON HIS RETIREMENT AND RESOLUTION R-2017-37: IN APPRECIATION OF JOHN L. O'BRIEN UPON HIS RETIREMENT

Resolution R-2017-36: In Appreciation of Brad G. Lane Upon His Retirement and Resolution R-2017-37: In Appreciation of John L. O'Brien Upon His Retirement were read by title only. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. The motion carried with a unanimous vote in favor.

ADJOURNMENT

At 8:02 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 Castle".

City Clerk