



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

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- November 16, 2017

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Public Hearing - Community Development Block Grant - Monadnock Food Co-op
2. Joint Public Hearing with the Conservation Commission - Eversource Energy - Tree Trimming on Scenic Roads
3. Presentaton - West Street Dam Update - West Street Hydro

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

1. Nominations/Appointments/Reappointments

**C. COMMUNICATIONS**

1. Sadie Butler - Resignation - Conservation Commission
2. Vicki Bacon, Body & Soul Road Runners - Request to Use City Property - Red Cap Run
3. Linda Mangones, CDBG Administrator - Administrative Responsibilities for the CDBG Program
4. Mayor Lane - Renaming Carpenter Street Field to the Patricia T. Russell Field
5. Mayor Lane - Proposed Amendments to the City Council Rules of Order

**D. REPORTS - COUNCIL COMMITTEES**

1. Acceptance of 2017 State Homeland Security Program - Fire Department
2. Report of Expenses Associated with 2017 Pumpkin Festival and Halloween Weekend - Public Works Department
3. Obstruction Removal and Mitigation - Airport Department
4. Edgewood Obstruction Removal - Airport Department
5. Automated Weather Observation System - Study - Airport Department
6. 2017 Property Tax Rate Review - City Manager
7. Mobile Compact Shelving Contract - Change Order #2 - City Clerk's Office

8. Mobile Compact Shelving Contract - Change Order #3 - City Clerk's Office

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

1. CITY MANAGER COMMENTS

**F. REPORTS - BOARDS AND COMMISSIONS**

1. Renewable Energy Advocacy Letters to NH Legislature
2. Allocation from the Land Use Change Tax Fund to the Monadnock Conservancy for Land Acquisition
3. Acceptance of Donations to the Library Renovation Project through the City's Library Renovation Temporarily Restricted City Trust Fund

**G. REPORTS - MORE TIME**

**H. ORDINANCES FOR FIRST READING**

**I. ORDINANCES FOR SECOND READING**

**J. RESOLUTIONS**

1. Relating to Sole Source Purchasing - Rockwell Automation - Allen Bradley - Public Works Department  
Resolution R-2017-39
2. Relative to Adopting the Provisions of RSA 79-E "Community Revitalization Tax Relief Incentive"  
Resolution R-2017-41
3. In Appreciation of Ginger Hill Upon Her Retirement  
Resolution R-2017-43

**K. TABLED ITEMS**

1. Rebecca Bullock - Proposed CDBG Application - Monadnock Food Co-op  
Resolution R-2017-38

Non Public Session  
Adjournment

A regular meeting of the Keene City Council was held Thursday, November 16, 2017. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Bartolmiej K. Sapeta, Randy L. Filiault, Thomas F. Powers, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Stephen L. Hooper, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Bettina A. Chadbourne arrived at 7:05 PM. Robert J. O'Connor arrived at 7:12 PM. Terry M. Clark arrived at 7:14 PM. Councilor Filiault led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the November 2, 2017 regular meeting was duly seconded. The motion passed with a unanimous vote in favor. A motion by Councilor Greenwald to accept the minutes from the November 9, 2017 special meeting was duly seconded. The motion passed with a unanimous vote in favor.

#### ANNOUNCEMENTS

The Chair announced Municipal Services, Facilities and Infrastructure Committee and Planning, Licenses and Development Committee will be canceled next week. Finance, Organization and Personnel Committee will be moved to Tuesday, November 21, 2017 at 6:30 PM in observance of Thanksgiving.

#### PRESENTATION – RETIREMENT RESOLUTION – BRAD LANE

The Mayor invited Brad Lane from the Code Enforcement Department forward to present him with a Retirement Resolution. The Mayor went on to express the City's gratitude to Mr. Lane for his dedication, and went on to detail his history of employment with the City of Keene. Mr. Lane thanked the Mayor for the acknowledgement of his years of service. Mr. Lane also thanked the City employees for all of their support over the years.

#### COMMUNICATION - TREE TRIMMING ON SCENIC ROADS – EVERSOURCE ENERGY

A communication was received from Cory J. Keeffe, from Eversource Energy, requesting permission to trim trees on certain designated scenic roads as part of a larger project to remove trees and brush adjacent to some of its power lines in the City of Keene. The Chair set a Public Hearing with the Conservation Commission on Thursday, December 7, 2017 at 7:10 PM.

#### PLD REPORT – NH RSA 79-E COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE – PLANNING DEPARTMENT

Planning, Licenses and Development Committee report read, recommending the City Council authorize City staff to draft a Resolution for the local adoption of NH RSA 79-E. A motion by Councilor Jones to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

#### FOP REPORT – JACK DUGAN/MEDC – REQUEST TO LEASE PARKING SPACES – WELLS STREET PARKING LOT

Finance Organization and Personnel Committee report read, recommending the City Manager be authorized to do all things necessary to negotiate and execute a long term lease with Monadnock

Economic Development Corporation for parking spaces within the Wells Street Parking Garage. 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 – REBECKAH BULLOCK – PROPOSED CDBG APPLICATION –  
MONADNOCK FOOD CO-COP

Finance Organization and Personnel Committee report read, recommending Resolution R-2017-38 be tabled in order for the Mayor to schedule a public hearing and to recommend adoption of Resolution R-2017-38 after the public hearing. The Chair tabled the item and set a Public Hearing for Thursday, December 7, 2017 at 7:00 PM.

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

Finance Organization and Personnel Committee report read, recommending the City Manager be authorized to accept donations of \$27,315.78 as listed in the Cambridge Trust October 2017 Donor list to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATION – COMMUNITY CENTER FEASIBILITY  
STUDY- 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 donation of \$10,000.00 for the purposes of conducting a Community Center Feasibility Study. 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 – COMMUNITY CENTER FEASIBILITY STUDY- PARKS, RECREATION  
AND FACILITIES DEPARTMENT

Finance Organization and Personnel Committee report read, recommending the City Manager be authorized to do all things necessary to execute a professional service contract with Bargmann Hendrie + Archetype, Inc. (BH+A) for \$35,890.00 for the Community Center Feasibility Study. 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 – ACCEPTANCE OF DONATION – SUMMER PLAYGROUND  
SCHOLARSHIPS - 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 donation of \$307.75 and that the money be used for the Recreation Department summer playground scholarship fund. A motion by Councilor

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

#### FOP REPORT – RUNWAY 14/32 CONSTRUCTION – PUBLIC WORKS DEPARTMENT

Finance Organization and Personnel Committee report read, recommending the unspent balance from the Airport Road Culvert Replacement Project (90290; \$2,921.95) be reallocated for the construction phase of the Runway 14/32 Reconstruction Project (90802) at the Dillant-Hopkins Airport; and that the City Manager be authorized to do all things necessary to accept and execute a grant offering from the New Hampshire Department of Transportation, Bureau of Aeronautics for the construction phase of the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport; and that the City Manager be authorized to do all things necessary to negotiate and execute a Professional Services Agreement with Ballantine Aviation Consulting Services, PLLC for the Runway 14/32 Reconstruction Project at the Dillant-Hopkins Airport in an amount not to exceed \$484,468. 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 announced the Employee Holiday Luncheon and Recognition will be held on Thursday, December 14, 2017 from 11:30 AM -1:30 PM at the Michael E. J. Blastos Room. The event is made possible through donations, employees bringing items and a small group of employees doing fundraising. Anyone interested in donating can contact the City Clerk's Office. The City Manager reminded everyone that free parking downtown would occur on Thursday, Friday and Saturday for the Thanksgiving holiday. The two hour time limits to ensure turnover in parking spaces will be enforced. She continued to encourage everyone to come shop in the downtown over the holiday and take advantage of our free parking.

#### ORDINANCE O-2017-20: RELATING TO WATER AND SEWER RATES

A memorandum was received from the Acting Health Director along with Ordinance O-2017-20. The memorandum was filed into the record. Ordinance O-2017-20 referred by the Chair to the Finance, Organization and Personnel Committee.

#### PLD REPORT AND ORDINANCE O-2017-19: RELATING TO BUILDING REGULATIONS

Planning, Licenses and Development Committee report read recommending the adoption of Ordinance O-2017-19. The report was filed as informational. Ordinance O-2017-19 was read for the second time. A motion by Councilor Jones 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-2017-19 declared adopted.

#### MEMORANDUM & RESOLUTIONS R-2017-39: RELATING TO SPECIAL EQUIPMENT PURCHASE STANDARDIZATION

11/16/2017

A memorandum was received from the Police Chief along with Resolution R-2017-39. The memorandum was filed into the record. Resolution R-2017-39 was referred by the Chair to the Finance, Organization and Personnel Committee.

REMOVED FROM THE TABLE - MEMORANDUM & RESOLUTIONS R-2017-40: A RESOLUTION TO ENSURE THAT KEENE IS A SAFE AND WELCOMING COMMUNITY

A memorandum was received from the City Attorney along with Resolution R-2017-40. The memorandum was filed into the record. The Mayor read the full text of the Resolution. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. A motion by Councilor Hansel to refer Resolution R-2017-40 back to the Finance, Organization and Personnel Committee was duly seconded. On a show of hands, with 15 Councilors present, 6 voting in favor and nine opposed, motion failed. Referring to the original motion, on a show of hands, with 15 Councilors present, 12 voting in favor and three opposed, the motion carried. Councilor Powers, Sutherland and Hansel opposed. Resolution R-2017-40 declared adopted.

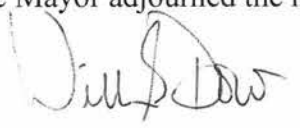
NON-PUBLIC SESSION

At 7:56 PM, a motion by Councilor Greenwald to go into non-public session for the purposes of discussion of land matters under RSA 91-A:3 II(d) was duly seconded. On a roll call vote, 15 Councilors were present and voted in favor. Discussion was limited to the subject matter. The session concluded at 8:40 PM. A motion by Councilor Greenwald to keep the minutes in non-public session was duly seconded. On a roll call vote, 15 Councilors were present and voting in favor.

ADJOURNMENT

At 8:40 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

  
Deputy City Clerk





## PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held before the Keene City Council relative to a proposed application to the NH Community Development Finance Authority for up to \$500,000 in Community Development Block Grant (CDBG) funds. The CDBG would be subgranted to Monadnock Economic Development Corporation (MEDC) and/or Cypress St. Development, LLC, of which MEDC is the sole member, which would use the net proceeds of the CDBG to purchase Unit G on the Railroad Land in downtown Keene and to cover soft costs related to the expansion of the building that Cypress St. Development, LLC owns and leases to the Monadnock Food Co-op. The Co-op will create up to 25 new jobs as a result of this expansion project. The total project is anticipated to exceed \$1.5 million of new investment in downtown Keene.

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities, and economic development projects, which have primary benefit to low- and moderate-income people. A municipality can apply for up to \$500,000 in the housing and public facilities category, up to \$500,000 in the economic development category, and \$12,000 for feasibility studies.

A second public hearing will be held to review and adopt the Housing and Community Development Plan. A third public hearing will be held to review and adopt the Relocation and Anti-Displacement Plan specific to this project.

Interested persons are invited to attend and provide comment. Please contact the City of Keene, 3 Washington Street, Keene, NH 03431, at 603-352-0133 five days in advance if you need assistance to attend or participate in the hearing. Anyone wishing to provide written comments should address them to the City Manager, City of Keene, 3 Washington Street, Keene, NH 03431 and submit them by the close of business on the day preceding the hearings.

Hearing Date; Thursday, December 7, 2017

Hearing Time: 7:00 p.m.

Hearing Place: Council Chambers, Keene City Hall

Per order of the Mayor and Council of the City of Keene, this sixteenth day of November, two thousand and seven.

Attest:

  
City Clerk

## CITY OF KEENE

### HOUSING AND COMMUNITY DEVELOPMENT PLAN

The Housing and Community Development Plan goals reflect those goals outlined in the 2008-2010 Community Visioning process which has resulted in a new Comprehensive Master Plan, the 1995 Community Goals Statement, the Land Use Plan (updated 1983), and the Housing Plan adopted in 1990. The Housing and Community Development Plan is divided into five sections: the Downtown, Housing, Economic Development, Health and Human Services, and CDBG Impact Area. Each section describes the existing conditions, and specific short and long-term actions which would be implemented to alleviate the needs.

The Plan's goals and objectives are identified below and are consistent with the National Housing and Community Development Act of 1974, as amended, and the state's objectives listed in the Community Development Block Grant Program Rules (Cdfa 305.01 and 310.01.) Both short- and long-term goals and objectives are included. Priority will be given to the needs of low and moderate income persons, minorities, and disadvantaged persons.

#### **THE DOWNTOWN.**

The Downtown Section of the Comprehensive Master Plan emphasizes the long-term goal of preserving the downtown as the social, economic, and cultural center of the community:

"We will maintain the distinctive, historic, and scenic character of our downtown while ensuring that it remains the heart of our community and the region." This includes having a downtown "that consists of a mix of uses where people can socialize, have access to services, and retail that creates a vibrant city core."

The importance of Keene's downtown indicates that activities which support and enhance the vitality of the area will receive priority in the City budget process, and where possible, in Community Development projects.

The land use plan for the downtown area revolves around the basic concept of retail and service center flanked to the north by a government center, and to the south by the college. The downtown area should be surrounded by and integrated with high-density residential uses that complement the downtown area, fulfill the demand for residential units within walking distance of services, and create 24-hour activity. The warehousing and industrial uses in the immediate downtown area are continuing to convert to uses more compatible with the central business district.

The development of Keene's downtown area has followed the plan. Main Street remains the central shopping core--the service and retail area with parking facilities located behind the stores. The ground floors are occupied by retail shops. The north end has many offices,



government facilities, and the Chamber of Commerce. Public improvements to Main Street have been accomplished. This work, which included improvements to traffic flow, sidewalks, lighting, and landscaping, has stimulated and been accompanied by major private improvements to the buildings on Main Street. The rehabilitation of buildings of historic significance, such as the Cheshire County Courthouse, City Hall, the United Church of Christ, the Chamberlain Block and the Colony Block (now Central Square Terrace), has contributed significantly to maintaining Central Square as the focal point of the community.

Substantial renovation of existing storefronts and downtown buildings began during the 1980's, and has continued since then. Formerly vacant space such as the Woodward building and two industrial buildings on Emerald Street were rehabilitated for residential, commercial or office use. Monadnock Economic Development Corporation rehabilitated the former Woolworths' building into office and retail space. In addition, it assisted a hotel developer to rehabilitate the adjacent E. F. Lane Block into a downtown hotel.

Keene's downtown area is a major source of housing for city residents. From 1975 through 2016, a variety of federal funding programs were used to greatly increase the amount of affordable and subsidized housing for elderly and disabled persons and families in the downtown area. These include: the Cleveland Building, Central Square Terrace, Eastside Housing, Bennett Block, the Chamberlain Block, Railroad Square Senior Housing, and CitySide Family Housing. Senior Housing is currently under construction along Railroad Street.

Over the past thirty years, the industrial uses in the downtown area have gradually transitioned to more traditional downtown uses: the renovation of the Colony Mill into shops and offices, the conversion of the Central Screw building into a retail mall, and the rehabilitation of Beaver Mills (formerly Princess Shoe) for residential and office use are examples.

A major short-term goal for the downtown area is the completion of the redevelopment of the railroad yard which was acquired by the City, and then sold to Monadnock Economic Development Corporation in 2006. MEDC has undertaken an ambitious project for this area and has completed the development of a new hotel, an office building with residential condominiums, and the infrastructure necessary to support these uses. Southwestern Community Services has developed Railroad Square Senior Housing and CitySide Apartments, creating a total of 48 new apartments for low and moderate income households. SCS is planning to develop further housing on land it owns on Railroad Street. In 2013, the Monadnock Food Cooperative opened on this site creating 35 new jobs. The railroad yard is being reclaimed from a neglected and deteriorating site to a mix of successful residential and commercial opportunities. Short-term goals include additional residential and commercial development creating both housing and employment opportunities.

The plan also included the redevelopment of the former Wright Silver Polish building adjacent

to the railroad yard. This building was rehabilitated is now occupied by the offices and Head Start program of Southwestern Community Services; until recently, it was also occupied by culinary business incubator. The City developed an Industrial Heritage trail along the former railroad tracks. The City continues to monitor the parking situation in the downtown area, with the intention of expanding parking facilities as additional uses are added to this area. A two-level parking garage was constructed on the east side of Main Street in the late 1990's.

As the redevelopment of the railroad yard progresses well, a different problem has arisen on the northeast side of the central business district. The Keene Middle School on Washington Street and the Keene Family YMCA on Roxbury Street have both relocated outside the central business district, leaving large vacant facilities. In addition, there is a vacant attorneys' office on Roxbury Street as well. Redevelopment of this area which surrounds City Hall is the next priority.

## **HOUSING**

For many years, Keene's biggest housing problem was the severe shortage and resulting high costs of housing in Keene. During the 1980's, Keene's vacancy rate was at 1% or 2%. The unusually tight housing market was caused by the lack of on-campus housing for Keene State College students and strong commercial growth accompanied by the state's lowest unemployment figures. As a result, it had been relatively easy to find a job in Keene (although it might be a low-paying job with no benefits) but very difficult to find affordable housing.

During 1990, that situation changed slightly with the construction of a 300-bed dormitory by KSC and a softening commercial sector with fewer jobs. For a time, the apartment vacancy rate was a more normal 5% or 6%, but many families and individuals still had great difficulty paying for their housing. Rents leveled off, but never decreased significantly except in the highly inflated apartments surrounding the college. Because there was a high turnover of apartment buildings during the late 1980's, many landlords had high mortgage payments and could not afford to reduce rents.

By 1999, the situation had reversed itself, and the housing shortage was again as severe as it was during the 1980's. The vacancy rate went down and rents increased. A fourth transitional housing shelter was opened for families. CDBG funds were used in 2000 to rehabilitate an attractive historic property for use as a men's shelter; this property is now undergoing a more extensive rehabilitation using CDBG funds. In 2010, CDBG funds were used to open transitional housing for formerly incarcerated persons. The shelters and the transitional housing are full at all times.

Since 1988, the City has emphasized the concept of "permanently affordable" housing. While this does not rule out all assistance to private landlords, it places a much higher priority on funding projects owned by nonprofit organizations or the Housing Authority. Since 1988,

several CDBG housing grants have been utilized to assist Cheshire Housing Trust, an organization created to acquire and create permanently affordable housing for lower income persons. This includes a 19-unit rooming house located in downtown Keene. Beaver Mills is another example of the use of CDBG funds to assist in the development of permanently affordable housing. Since 2000, Southwestern Community Services has developed 40 apartments at Highlands, and Keene Housing Authority has developed 57 apartments at Stone Arch Village, both using CDBG and Low Income Housing Tax Credits. Monadnock Family Services has used CDBG funds to build three apartments for families affected by mental illness. Southwestern Community Services has utilized CDBG and Low Income Housing Tax Credits to build 24 units of senior housing in the railroad area, and 24 units of family housing in the same area. SCS is now constructing senior housing in this area.

A more recent problem is the need and difficulty of maintaining permanently affordable housing, especially when it is located in older or historic properties. Cheshire Housing Trust has successfully completed a CDBG program to make improvements to some of its affordable housing located in older buildings. Keene Housing (formerly "Keene Housing Authority) completed a project to transform its public housing for seniors and families with a new funding source, thus gaining money for necessary improvements and escaping the funding problems of the public housing program. The former Cheshire Homes has completed a redevelopment, now known as Brookbend East and Brookbend West. These 75 subsidized and affordable units could not be brought up to current standards and were therefore in need of complete replacement on the existing site. Both the Brookbend West and Brookbend East sites are completed and occupied. CDBG funds have been used to make essential improvements at Central Square Terrace and Meadow Road Apartments. Maintenance of permanently affordable housing continues to be both a short-term and long-term goal.

CDBG funds were used for a Feasibility Study in 2010 of the utilities at the Base Hill Cooperative, a resident-owned manufactured housing park. During the feasibility study, it became apparent that the principal problem was the substandard and deteriorating on-site sewer system. CDBG funds were awarded to the Cooperative in 2013 to replace the on-site failing sewer system. The CDBG project made a permanent improvement to the Cooperative's system, making it code compliant and eliminating health and sanitation issues. In a separate project, the City replaced the City-owned sewer connection line. This project was successfully completed in 2014.

In 2010, the Planning Board adopted a new Housing Plan which is incorporated herein by reference. Goals in the plan includes:

- Have a variety of housing options available that are affordable, accessible, eco-efficient, and supportive of varied lifestyles.
- Have housing that is located in proximity to basic services and transportation options and is adaptable, over time, to changes in technology, climate, and demographics.

- Have housing that uses innovative technologies and green building standards that improve energy efficiency and conserve resources.
- Have a majority of rental housing be locally owned and maintained.
- Increase owner-occupied housing.
- Achieve, with the support of the institutions of higher education, a balanced ratio between student and citizen housing in our neighborhoods which surround these institutions. Improve student rental stock in surrounding neighborhoods so that they are well maintained and a benefit to neighborhood quality of life.

## **ECONOMIC DEVELOPMENT**

As a long-term Community Development goal, land that lends itself to manufacturing should be preserved to provide areas for this uses which add value to a product, provide labor intensive employment, and bring import dollars into the community. For a strong economic base, a balance between non-manufacturing and manufacturing industries needs to be maintained. In accordance with the Land Use Plan, the City installed sewer, water, and roads to open up development of 300 acres in the Black Brook area for corporate park use. Monadnock Economic Development Corporation has been extraordinarily successful in locating businesses for this area. Short-term goals now include filling the remaining industrial sites at Black Brook, and filling the few remaining privately owned industrial sites and buildings. In order to help attract C & S to Black Brook, the City seriously examined the need for childcare in the Black Brook corporate park. This was accomplished by the YMCA development of a new recreation and childcare facility on land donated by C & S.

Samson Manufacturing moved its manufacturing to Black Brook North renting an existing building owned by MEDC. CDBG funds were used to make leasehold improvements and to purchase equipment for Samson to relocate to Keene and for the business expansion. This grant successfully brought 10 jobs with the company and created an additional 25 new jobs in Keene. Samson Manufacturing had plans to apply for CDBG funds through the City to purchase the building, however this had been postponed until after an addition was made to the building. MEDC has used CDBG funds to expand the building at 4 Forge Street, Keene. The additional space has allowed Samson to introduce a new process (anodizing), expand their business offerings, and create an additional 25 new jobs. Construction was completed in 2015, and the project has met its job creation goal.

Another economic development goal is the expansion of training opportunities, especially for at-risk or disabled individuals and for youth who do not go to college. This needs to be coordinated with the needs of local employers.

An additional economic development goal is to assist new and existing businesses obtain financing to start up and/or expand, increasing the number of jobs available.

The 1993 Economic Development Plan made a number of findings and recommendations. Some, including the development of the Black Brook corporate park, have been largely accomplished, but others are still relevant:

The public and private sector need to work together in a concerted, professional effort to attract new industries and to encourage those industries already located here to remain and expand.

Orderly retail and other commercial growth should be encouraged within the bypass system.

The City should work with Cheshire Medical, Keene Clinic, Keene State College, Antioch University and others to allow their expansion to meet growing needs of these institutions in the community.

Keene should cooperate with other towns in Cheshire County to address regional issues on traffic, solid waste disposal, and housing which have a bearing on the economic development of the area.

The City should support the private sector in its tourism outreach.

The City should also keep up with technological advances in communication and other fields.

The 2010 Vision process resulted in additional short and long-term goals for economic development and employment:

- Have a vibrant, resilient, environmentally sound and sustainable economy that fosters individual economic well-being.
- Provide investment programs for small business development, to allow them to grow and thrive.
- Have a strong, local food-based sector of our economy that connects local farms to businesses and the community in various ways, such as through a food coop and farmers market.

In 2015, MEDC used CDBG funds to make a loan to help Tree Free Greetings renovate an existing empty manufacturing building on Krif Road in Keene. Tree Free Greetings had purchased the building but needed a loan to make it suitable for its greeting card business. This project will result in 15 new jobs and will allow the company to expand its products.

## **HEALTH AND HUMAN SERVICES.**

The major goal listed in the Health and Human Services section of the Community Goals Statement is:

To make available to all the people in the region the best possible health care and comprehensive, efficiently delivered and coordinated preventive and supportive services and opportunities, all designed to nurture and meet the needs of our citizenry and to encourage and allow all people to live with dignity and self-sufficiency.

Included in this goal is prevention education in areas such as sanitation, nutrition, substance abuse, smoking HIV/AIDS, dental care, and parenting.

CDBG funds have been used to improve public service facilities for low and moderate-income residents of the entire county, including the completion of the Community Kitchen, and improvements at Keene Day Care Center, the YMCA's day care program, Southwestern Community Services' program for developmentally disabled persons, and the Keene Senior Center. In addition, *Rise...for baby and family* completed the construction and rehabilitation of its facility on Washington Street. Home Health Care, Hospice and Community Services (HCS) completed the rehabilitation of an old mill into a 30,000 s.f. center for its offices, the program to provide day care to elderly and disabled persons in need of that service (Castle Center) and a hospice center. Monadnock Family Services purchased a building on Main Street to provide a stable place from which to provide services. Monadnock Developmental Services leased and then purchased a large space in Beaver Mills in order to provide its services for developmentally disabled persons. A transitional housing facility for persons leaving Cheshire County House of Correction opened in 2013.

Short-term and long-term objectives for additional public service facilities improvements include:

- permanent stable facilities for Keene's substance abuse programs, including transitional housing
- improved facilities for MAPS Counseling Services and Monadnock Peer Support
- improvements to the Community Kitchen
- Increased and accessible space for service organizations to accommodate need, preferably coordinated with Monadnock United Way

## **CDBG IMPACT AREA**

As part of its Housing and Community Development Plan, the City established a "CDBG Impact Area" in the downtown area and the neighborhoods to the immediate east and north of the downtown. This area has a large percentage of low and moderate income residents, has seen substantial benefits from CDBG and other federally funded projects, and is the likely location of many future CDBG and other redevelopment projects. The characteristics of this area are

outlined below:

### **Location**

The boundaries of the area are shown on the attached map. In general, the area includes both sides of Main Street in the downtown area. It extends north a few blocks into the neighborhood bounded by Washington and Court Streets, and it extends into the multi-family areas located east of the downtown area.

### **Low and Moderate Income Residents**

As described in the Downtown section of the Plan, federal funds have been used on numerous occasions over a period of thirty years to construct and rehabilitate housing for low and moderate-income persons in this area, especially elderly and disabled persons. Although millions have been invested in building and street improvements, the area has not been “gentrified”; it has a far higher concentration of low and moderate-income residents than it did when the process began. For that reason, the City and Keene Housing have access to income levels of several hundred residents of the area.

When all housing units are occupied, there are 740 households living in this area. Including both permanent housing and the two housing shelters in the area, 322 low or moderate income households are always living in this area. From time to time, Keene Housing uses its own documentation or obtains outside documentation of additional low or moderate income households in the area. Based on the characteristics of the housing in the area (mostly built before 1900, downtown apartments without elevator access or parking, many housing units located in the floodplain, predominantly multi-family), Keene Housing estimates that the percentage of low and moderate income households in this area is always over 60%.

**Documentation for the actual number and percentage of Low or moderate income residents in the CDBG Impact Area at any particular time is on file at Keene Housing and will be used as necessary to provide documentation for grant applications for projects in this area.**

Subsidized housing in this area includes the following properties owned or managed by Keene Housing: Central Square Terrace, Bennett Block, and 17-19 Roxbury Court. Keene Housing also owns two shelters located at 32 Water Street and 139 Roxbury Street. In addition, the Cleveland Building is a privately-owned subsidized apartment building. Cheshire Housing Trust owns properties rehabilitated with CDBG funds at 29 Elm Street and 86 Winter Street. Southwestern Community Services owns 30 apartments at Beaver Mills developed with Low Income Tax Funds and CDBG funds, 24 apartments at Railroad Square Senior Housing, and 24 workforce apartments at the CitySide development on Water Street. Cheshire Housing Opportunities owns group homes on Emerald Street and Spring Street. CDBG funds have been used to rehabilitate privately owned apartments on Spring Street, Main Street, Church Street,



Elm Street, Water Street, and Roxbury Street.

### **Characteristics of buildings in the area**

This area contains much of the oldest housing in Keene, with many units built before 1900. Until the Beaver Brook Dam was built in 1984, the area east of Main Street suffered from flooding once or twice a decade. Many of the properties in this area have participated in CDBG programs--and there is still a substantial need for rehabilitation. The same is true of Central Square and Main Street where most of the presently existing structures were built between 1880 and 1920. The area which has seen the most recent redevelopment is the railroad yard and adjacent buildings and formerly vacant lots on Water Street. The most problematic building was the rear of the Latchis Theater, but this has been razed and is now being redeveloped by the County into a parking area to serve the new Courthouse currently under construction. The current area most in need of redevelopment is the former Keene Middle School on Washington Street and the former Keene Family YMCA on Roxbury St. The area also contains many fine historic buildings.

### **Economic Development and Social Services in area**

The CDBG Impact Area has many social services for families and individuals of all ages, including those shown on the following table:

<b>Economic Development and Social Services in project area</b>	<b>Address</b>	<b>Type of service</b>
Monadnock Family Services	64 Main Street	Mental health services and administrative offices
Monadnock Family Services	93rd Street	Services for persons with long-term mental illness
Monadnock Developmental Services	Railroad Street	Services for persons with developmental disabilities
Community Kitchen	37 Mechanic Street	Meals and pantry boxes for low-income persons
Center for Violence Prevention	12 Court Street	Services for victims of domestic abuse
City of Keene Human Services Dept	3 Washington Street	Cash assistance and services for low-income persons
Men’s shelter	139 Roxbury Street	Emergency shelter for males
Transitional family	29 Elm Street	Transitional housing for families and women
Salvation Army	Roxbury Place	Assistance for low income persons
Marathon House of Keene	Roxbury Street	Services for persons with substance abuse problems
AIDS Services of Monadnock	Center Street	Prevention and services for HIV-positive persons
Samaritans	Roxbury Street	Suicide prevention agency
Phoenix House	Roxbury Street	Substance abuse programs
Rise for Baby and Family	Washington Street	Special education services
Familystrength	Roxbury Street	Human Services
Southwestern Community Services	Community Way	Housing, Child Care, Fuel Assistance
Monadnock Economic Development Corp	Railroad Street	Economic Development
NH FastRoads	Railroad Street	Open Access Internet Network
Monadnock Food Cooperative	Cypress Street	Community Centered Market
Head Start	Community Way	Pre School low-mod families
MAPS Counseling Services	19 Federal Street	Assisting families to find answers to life’s problems
Monadnock United Way	23 Center Street	Works with providers to identify and address emerging issues
New Hope New Horizons	Community Way	Assistance developmentally disabled adults
Hannah Grimes Center	Roxbury Street	Assists development of small business & entrepreneurs

**Other Public Services in Area**

In addition to economic and social services, the area has many other public services and governmental agencies:

Keene Fire Department (new in 2013)	Vernon Street
Keene District Court	Winter Street—relocated to new Courthouse in 2014
Cheshire County Superior and Probate Courts	Winter Street—relocated to new Courthouse in 2014
Victims advocates	Court Street
Cheshire County Human Services	West Street
Public Defender Program	West Street
Social Security Administration	Mechanic Street

**Past CDBG Projects in CDBG Impact Area**

<b>CDBG Year</b>	<b>Project</b>	<b>Purpose</b>
1982	Central Square Terrace	90-unit Section 8 elderly rehabilitation
1984	Housing Rehabilitation	Rehabilitation of privately owned apartments
1984	Beaver Brook Dam	Reduce flood damage in east Keene

1985	Social Service building	Not funded; would have moved Monadnock Family Services and Southwestern Community services to railroad yard; this has since been accomplished
1986	Housing Rehabilitation	Includes mental health group home at 139 Roxbury St, Church Street, Main St, and Water Street
1988	Housing Rehabilitation	Cheshire Housing Trust: Dover Street
1991	Affordable housing	CHT Latchis, shelter
1993	Bagel Works	Economic Development for downtown business
1994	Chamberlain Block	Rehabilitation of downtown block with 12 apartments
1995	Social Service facilities	Community Kitchen, YMCA child care
1996	Keene Senior Center	Immediately outside area but serves residents
1997	Community Kitchen	Construction of pantry for community kitchen
1998-99	Beaver Mills	Rehabilitation of old mill to create 30 senior apartments
2000	Two Group Homes	Rehab of group home and men’s shelter
2001	Hampshire House	CHT: Acquisition and rehab of rooming house
2003	Vision Financial	Economic development for downtown business
2007	SCS Senior Housing	SCS: Railroad Square Senior Housing
2007	SCS Head Start	Cheshire County: SCS Head Start in Wright building
2005	Railroad yard/Hotel	MEDC: Development of infrastructure and hotel
2006	Wright/First Course	MEDC: Purchase of Wright Silver Polish/First Course
2008	Central Square Terrace	KHA: Rehab of 90 units of elderly housing
2009	CitySide Family Housing	SCS: Construction of 24 affordable units for families
2010	Cheshire Housing Trust	Rehabilitation of permanently affordable apartments
2010	Vision Financial	MEDC: Loan to Vision Financial Corporation
2010	EF Lane Hotel	MEDC: Rehabilitation of EF Lane Hotel
2011	Hannah Grimes MicroEnterprise	Training and technical assistance to microentrepreneurs
2011	Monadnock Food Cooperative	MEDC: Construction and Lease of Food Coop Building
2012	Hannah Grimes MicroEnterprise	Training and technical assistance to microentrepreneurs

**Planned Projects for CDBG Impact Area**

- Relocation of MAPS Counseling office to UCC—project approved in April, 2016
- Improvements to Community Kitchen on Mechanic Street

**CDBG projects underway in CDBG Impact Area**

- Rehabilitation of Men’s shelter at 139 Roxbury Street
- Senior Housing on Railroad Street

Based on the need for continuing rehabilitation and redevelopment, the City designated this area as a CDBG Impact Area.

**DISPLACEMENT AND RELOCATION POLICY FOR THE CITY OF KEENE**

**It is the policy of the City of Keene that the involuntary displacement of households from their neighborhoods should be minimized.** The City of Keene does not usually undertake activities that would cause the permanent displacement of households or businesses. When it is impossible to accomplish the project without permanent or temporary displacement and relocation, the City certifies that it shall comply with the Uniform Relocation Act and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Elizabeth A. Dragon  
City Manager

Signature: \_\_\_\_\_

Date adopted by City Council: \_\_\_\_\_

### **History of Housing and Community Development Plan**

Originally prepared by Keene Planning Department and adopted by City Council, about 1984  
This version updated: November, 2016

Most recent date adopted or readopted by City Council and submitted to CDFA:

1. December 17, 2009, submitted with YMCA application
2. March 18, 2010, submitted with Vision application
3. May 20, 2010, submitted with FastRoads application
4. July 15, 2010, submitted with Cheshire Housing Trust application
5. January 20, 2011, submitted with Brookbend (Cheshire Homes) application
6. April 2011, submitted with Monadnock Community Market Cooperative application
7. May 2011, submitted with Hannah Grimes Micro Enterprise application
8. December, 2011, submitted with Hannah Grimes 2012 application
9. January, 2012, submitted with Base Hill Cooperative application
10. July, 2012, submitted with Base Hill Cooperative application
11. January 2013, submitted with Base Hill Cooperative application
12. September 2013, approved by City Council for Samson Manufacturing application
13. November 2013, submitted with Meadow Road Apartments application
14. February 2014, submitted with Samson Manufacturing Expansion application
15. October 2014, submitted with MEDC: Social Services Building planning application
16. October 2014, submitted with MAPS Counseling Services planning application
17. December 2014, submitted with Keene Housing Shelter Rehabilitation application
18. April, 2015 submitted with MEDC Tree Free Greetings revised application
19. December, 2015, submitted with MAPS Counseling Services application
20. April, 2016, submitted with Monadnock Area Peer Support Agency Feasibility study
21. August, 2016, submitted with MamaSezz application
22. November, 2016, to be submitted with the Community Kitchen application

**CITY OF KEENE**  
**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

Every effort will be made to minimize temporary or permanent displacement of an individual due to a project undertaken by the municipality.

However, in the event of displacement as a result of a federally funded award, the City of Keene will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntary and permanently displaced.

If the property is acquired, converted, or demolished, but will not be used for low/moderate income housing under 104 (d) of the Housing and Community Development Act of 1974, as amended, the Residential Anti-Displacement and Relocation Assistance Plan shall provide that before obligating and spending funds that will directly result in such demolition or conversion, the City will make public and submit to CDFA the following information:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and approximate number of dwelling units by number of bedrooms that will be demolished is converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion of the demolition or conversion;
- e. The general location on a map and approximate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low/moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits for all low and moderate income persons shall be provided, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
  1. Sufficient compensation to ensure that, for at least five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or
  2. If elected by a family, a lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above to permit the household to secure participation in a housing cooperative or mutual housing association, or a Section 8 certificate or voucher for rental assistance provided through New Hampshire Housing Finance Authority or Keene Housing.
- i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not subject to unreasonably adverse environmental conditions;
- j. Provide that persons displaced have the right to elect, as an alternative to the benefits in subparagraph 2. Above, to receive benefits under the Uniform Relocation Assistance and Real Property acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so.
- k. The right of appeal to the executive director of CDFA where a claim for assistance under subparagraph 2. above, is denied by the grantee. The director's decision shall be final unless a court determines the decision was arbitrary and capricious.

- I. Paragraph a. through k. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

CERTIFICATION OF COMPLIANCE

The City of Keene anticipates no residential displacement or relocation activities will be necessitated by this project.

Should some unforeseen need arise, the City certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

Printed Municipal Official name: Elizabeth A. Dragon

Title: City Manager, City of Keene, NH

Signature: \_\_\_\_\_

Date of Adoption: \_\_\_\_\_



## PUBLIC HEARING

Notice is hereby given that a joint Public Hearing will be held before the Keene City Council and the Keene Conservation Commission relative to a petition from Eversource Energy for the trimming and removal of trees and brush adjacent to and beneath its power lines along the following designated scenic roads: Chapman Road, Concord Hill Road, Concord Road, Daniels Hill Road, Felt Road, Hurricane Road, Langley Road, Moore Farm Road, Peg Shop Road, Stearns Road and Whitcomb's Mills Road pursuant to RSA 231:157.

HEARING DATE: December 7, 2017

HEARING TIME: 7:10 PM

HEARING PLACE: Council Chambers, Keene City Hall

Per order of the Mayor and Councilors of the City of Keene, New Hampshire, this Sixteenth day of November, two thousand and seventeen.

Attest:

  
City Clerk





City of Keene, N.H.  
Transmittal Form

December 5, 2017

**TO:** Keene City Council

**FROM:** Kendall W. Lane, Mayor

**ITEM:** B.1.

**SUBJECT:** Nominations/Appointments/Reappointments

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**RECOMMENDATION:**

I hereby appoint/reappoint the following individuals to serve on the following Board or Commission.

**ATTACHMENTS:**

Description

new member background

**BACKGROUND:**

<u>AGRICULTURAL COMMISSION</u>	
<i>Mark Florenz, slot 2, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Charles Daloz, slot 3, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Bettina Chadbourne, Councilor</i>	<i>Term expires Dec. 31, 2019</i>
<u>AIRPORT ADVISORY COMMISSION</u>	
<i>Frederick Haap, III, slot 2, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Mitchell H. Greenwald, slot 3, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Joe Bendzinski, slot 6, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Bill Hutwelker, slot 8, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Kendall W. Lane, Mayor, slot 10, reappoint</i>	<i>Term expires Dec. 31, 2019</i>
<i>Curt Hansen, slot 5, alternate</i>	<i>Term expires Dec. 31, 2020</i>
<u>ASSESSORS BOARD</u>	
<i>Joshua Greenwald, slot 3, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<u>BICYCLE/PEDESTRIAN PATH ADVISORY COMMITTEE</u>	
<i>Edward Guyot, slot 1, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Don Hayes, slot 5, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Dillon A. Benik, slot 7, regular</i>	<i>Term expires Dec. 31, 2020</i>
<i>Drew Bryenton, alternate, slot 8</i>	<i>Term expires Dec. 31, 2019</i>
<i>David Souther, alternate, slot 9</i>	<i>Term expires Dec. 31, 2020</i>

<u>CITIES FOR CLIMATE PROTECTION</u>	
<i>Terry Clark, slot 2, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Dr. Ann Shedd, slot 4, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Christopher Brehme, slot 6, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<u>CONSERVATION COMMISSION</u>	
<i>Alexander VonPlinsky, slot 1, regular</i>	<i>Term expires Dec. 31, 2018</i>
<i>Art Walker, slot 4, regular</i>	<i>Term expires Dec. 31, 2020</i>
<i>Brian J. Reilly, slot 5, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>George Hansel, slot 3, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<u>HISTORIC DISTRICT COMMISSION</u>	
<i>Erin Benik, slot 4</i>	<i>Term expires Dec. 31, 2020</i>
<u>LIBRARY BOARD OF TRUSTEES</u>	
<i>Kathleen Kennedy Burke, slot 3, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<u>MARTIN LUTHER KING.JR/JONATHAN DANIELS COMMITTEE</u>	
<i>Jennifer Carroll, slot 4, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Dottie Morris, slot 5, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<u>PARTNER CITY COMMITTEE</u>	
<i>Kurt Blomquist, slot 3, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Antje Hornbeck, slot 10, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<u>PLANNING BOARD</u>	
<i>Chris Cusack, slot 1, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Douglas E. Barrett, slot 4, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<i>Tammy Adams, alternate, slot 12, reappoint</i>	<i>Term expires Dec. 31, 2020</i>
<u>TRUSTEES OF TRUST FUNDS AND CEMETERY TRUSTEES</u>	
<i>Michael Forest, slot 1</i>	<i>Term expires Dec. 31, 2020</i>
<u>ZONING BOARD OF ADJUSTMENT</u>	
<i>Michael Welsh, slot 3</i>	<i>Term expires Dec. 31, 2020</i>
<i>Sean Wallin, slot 5</i>	<i>Term expires Dec. 31, 2019</i>
<i>Jeffrey Stevens, alternate, slot 6</i>	<i>Term expires Dec. 31, 2020</i>

# Curt A. Hansen

## Permanent Address

[REDACTED]  
Keene, NH 03431

[REDACTED]  
[REDACTED]

## SUMMARY OF QUALIFICATIONS

Results oriented logistics and supply chain professional, with over 43 years experience in the food industry, possessing excellent communication and presentation skills and the ability to present to all levels of management. I have significant field operations management experience in all phases of logistics as well as multiple corporate headquarters leadership roles, including internal consulting analysis. I am especially adept at business analysis and knowledge transfer for numerous business issues within logistics and in all interfacing disciplines.

### Management Experience:

- Strategic Assessment
- Project Management
- Warehouse Management
- Private Fleet Management
- Trans. Management
- Supply Chain Mgmt.
- Total Quality Management
- Process Optimization
- Network Re-design
- Inventory Management
- Carrier Rating Strategies

### Industry Experience:

- Transportation
- Warehousing
- WM Systems
- Refrigerated/Frozen distribution
- Manufacturing
- Fleet Management
- Store door delivery
- Food Service
- Consumer Goods Transportation Systems

### Functional Expertise:

- Order Processing
- Sourcing / Allocation
- Warehousing
- Supply Chain Mgmt.
- Union Relations
- Distribution Network Design
- Long range planning
- Personnel Development
- Transportation Mgmt.
- Routing & Scheduling
- Carrier Management
- Business Integration
- Invoicing & Payment Mgmt. Reporting

## PROFESSIONAL EXPERIENCE

**ES3 and C&S Wholesale Grocers, Keene NH (\$30 billion annual sales) 2006 -- 2014**

### Senior Vice President, Transportation

**2007 -- 2014**

- Responsible officer for management of transportation expense exceeding \$700 million annually and transportation revenue in excess of \$60 million per year.
- Through program and management initiatives, lowered annual costs by \$20 million.
- Implemented a reorganization of the department for projected savings of \$10 million per year.
- Successfully consolidated C&S Transportation with ES3 Transportation into one department.
- Developed a culture and structure that transformed transportation into a "destination department".
- Functioned as subject matter expert for company transportation.
- Scope: Direct reports, 3 Vice Presidents and one director. Department size approximately 1500 people.

### Vice President, New England Transportation

**2006 -- 2007**

- Reporting to the SVP of transportation, responsible for New England outbound only transportation.
- Responsible for \$300 million annual budget and 3 direct reports.
- Lowered annual spend by ~\$10.4 million through management improvements.

**Smithfield Foods, Smithfield, VA (\$10 billion annual sales)**

**2002 -- 2006**

### Director – Logistics

- Responsible for company transportation procurement and related activities, including motor carriers and private fleets, scope of \$250 million annual spend
- Annual tonnage of 6 billion pounds for intra-company and customer for both fresh and value added packaged goods
- Responsible for all warehousing and third party logistics providers for both site selection and operations

- Initiated customer service department for metrics, claims group for customer and carrier issues
- Provided new strategic standards and tools for cost and service effective inventory deployment for annual savings projections of \$1.2 million
- Designed and recommended new distribution network design with annual savings potential of ~\$16 million
- Provide logistics expertise and analysis for corporate-wide initiatives

**IBP, INC., Dakota Dunes, SD (Annual sales of \$17 billion, a division of Tyson Foods)**

1996 – 2001

**Vice President, Transportation & Distribution**

- Responsible for corporate wide transportation and related activities, including motor carriers, rail, ocean shipments, and private fleets.
- Annual tonnage exceeded 15 billion pounds for 1,200 SKU's and cost budgets exceeded \$500 million.
- Responsible for all frozen warehousing, including expansion and facility planning.
- Established corporate customer service metrics and improvement plans, yielding a 10% improvement in on time delivery performance.
- Recommended, initiated, and participated in distribution network re-design which saved over \$28 million annually in supply chain cost.
- Managed and generated multiple improvement programs for total cost savings of \$21.8 million annually; for example...
  - Initiated "negative" fuel surcharge program, saved \$3 million annually.
  - Analyzed and implemented a new truck loading procedure, saving \$5 million annually in pallet expense.
  - Changed company equipment maintenance programs vs. replacement costs for \$1.1 million savings
  - Initiated "brokerage" program for PBX fleet, which increased annual revenue flow by \$2 million.

**KRAFT FOODS INC., Northfield, Illinois**

1971 to 1996

**Distribution Optimization Manager**

1995 - 1996

- Led internal consulting group utilized to optimize operational processes across the company.
- Actions recommended and improvements identified by the team yielded a minimum of a 30% cost reductions and productivity improvement.
- Savings potentials identified totaled \$14.6 million.
- Functioned as internal subject matter expert and strategic consultant for transportation, logistics, and distribution.

**National Transportation Services Manager**

1992 - 1995

**Logistics Manager Tombstone Pizza, Medford, WI**

1989 – 1992

**Distribution Center Manager -- Allentown, Pa.**

1987-- 1989

**Distribution Center Manager -- Decatur, Ga.**

1985 -- 1987

**Eastern Region Transportation Manager -- Mountainside, NJ.**

1981 -- 1985

**Foodservice Distribution and Transportation Manager -- Hanover, Md.**

1980 -- 1981

**Distribution & Transportation Mgr. -- Maple Heights, OH**

1975 -- 1980

**Warehouse Manager -- Buffalo, NY**

1974 -- 1975

**Warehouse Supervisor -- Taylor MI**

1974 -- 1974

**Distribution Supervisor -- Champaign, IL**

1973 -- 1974

**Traffic Supervisor -- Champaign, IL**

1971 -- 1973

**Additional Experience**

- Educational Trainer
- Total Quality Management Facilitator
- Former Member Council of Logistics Management
- Computer literate, MS Office Suite, TMS, WMS, etc.

**EDUCATION:** B. S. Business Administration, University of Illinois

References Furnished upon Request

**Sent:** Monday, November 13, 2017 1:08 PM  
**To:** Mayor Kendall Lane; William Schoefmann  
**Subject:** Bicycle/Pedestrian Path Advisory Committee Vacancy

Dear Mayor Lane,

I am writing to you today to express my interest in serving on the Bicycle/Pedestrian Path Advisory Committee.

After our conversation on Nov. 2nd at the Working Lands Conference I followed up with Will Schoefmann as you suggested. He in turn recommended I attend the BPPAC meeting as a guest and reconnect with him the following week which I have done.

As an avid cyclist and citizen of Keene who is mindful of the greater community I am confident my participation in this committee would help achieve its goals. I am a firm believer in the Complete Streets approach to making our community safer for those of any age, ability or method of transport. In fact while serving on the Winchester Street Steering Committee I was a vocal advocate for cyclists and pedestrians alike.

I care deeply about this community and I am grateful to have had opportunities to give back to it. At this point in time I serve as a member of the Keene Housing Kids Collaborative Parent Advisory Council, the Tobacco Coalition Advisory Group based out of Cheshire Medical and I donate time to the Community Kitchen. Being involved in these activities has been a blessing for me, I have learned a great deal about Keene and its constituents, and I seek to continue to learn and grow in the capacity of a volunteer with regards to our community.

In conclusion, I feel that I can be an active and engaged member of BPPAC and given the opportunity I will work hard to further its mission.

Thank you for your consideration

Yours Truly,  
David Souther

52 Meadow Rd Apt 127  
Keene, NH 03431

603-852-0937

Michael Forrest

September 24, 2017

~~7 Margaret Street~~  
Keene, NH 03431

~~603-767-1934~~

I have been a resident of Keene, NH for thirty-five years and have participated in the following activities:

Retired in 2000 from the City of Keene as Superintendent of Code Enforcement. Prior to retiring was the Owner's Representative for the previous library expansion and renovation.

Serve on Board of Directors and am treasurer of Cheshire Housing Trust that owns sixty plus affordable housing units in thirteen buildings in the greater Keene area.

Serve as Chairman of the Finance Committee at my church and am in charge of major renovations at a number of the church buildings.

Serve on the Keene Senior Center Board of Directors. Member of the Long Range Planning Committee that is working with the Parks and Recreation director on a joint facility study.

Serve on the Board of Directors of Monadnock Developmental Services and served as board president for five years.

Active member of the Keene Lions Club, chairing both the Finance and Keene Comes Alive Committees plus participate in a number of other Lions' activities.

Served as a member of the Maplewood Task Force that researched options for the Maplewood Nursing Home.

Have been a past member of Habitat for Humanity and made trips to build homes in Guatemala and in New Orleans after Hurricane Katrina.

**Helen Mattson**

---

**From:** Drew Bryenton [drewbryenton@gmail.com](mailto:drewbryenton@gmail.com)  
**Sent:** Monday, October 30, 2017 2:46 PM  
**To:** Mayor Kendall Lane; Helen Mattson  
**Cc:** William Schoefmann  
**Subject:** Interest in the Bicycle and Pedestrian Path Advisory Commission

Hello Mayor Lane,

After emailing you in March regarding attending the BPPAC meetings, I have been able to attend every subsequent meeting as a member of the public.

I have enjoyed my time getting to know the other commission members and hearing about the topics discussed.

Currently, I am also a member of the Monadnock Alliance for Sustainable Transportation (MAST) and on the board of the Monadnock Cycling Club.

During the summer I participated in the Bike to Work Day planning and event. In addition, I have been working on new initiatives through the Bicycle Friendly City subcommittee to bring Keene to Silver Status when we reapply to the League of American Cyclists.

I have lived in Keene for three years, bought a house, and started my family here. For the past year I was a daily bike commuter, and I also utilize Keene's trail network for recreational running and cycling.

I feel that I have a well rounded perspective and insight to offer the BPPAC.

If any positions become available on the BPPAC, I would be very interested in serving and would appreciate your consideration.

Cheers,

Drew Bryenton

[drewbryenton@gmail.com](mailto:drewbryenton@gmail.com)



**From:** Erin Benik [mailto:erin@benikhomes.com]  
**Sent:** Thursday, October 12, 2017 1:36 PM  
**To:** Mayor Kendall Lane; Helen Mattson  
**Subject:** Heritage Commission

Dear Mayor Lane,

I have been a resident of Keene for 10 years now, have a Bachelors of Science in Architecture from Keene State College, 2 young children and a budding real estate career. I love our little town nestled in the great state of New Hampshire and I am very fond of history, architecture and design. The Heritage Commission recently put on a presentation at the Cheshire Historic Society on how to find the history of your home. I was instantly excited and thoroughly enjoyed the discussion and began to think how I can become apart of this. I was glad to hear there are available spots on the Heritage Commission and I would like to join. I hope to add value to the town and commission in furthering their goals and broadening the awareness of the history of our great town. I appreciate your consideration and hope I may be approved to serve with this group.

Warmest regards,  
Erin M Benik

Erin M Benik  
Realtor  
ReMax Town & Country  
117 West St., Keene NH  
603.465.1892  
[www.benikhomes.com](http://www.benikhomes.com)

Dear Mr. Mayor,

My name is Sean Wallin and I am writing to you in regard to the open position on your zoning board. I have recently relocated to the beautiful City of Keene. In an effort to learn more about my new community I would like to volunteer to serve.

I am currently a Realtor with Coldwell Banker Residential Brokerage in Laconia. I have lived in the State of New Hampshire for seven years. I feel I can offer an unbiased opinion on matters that come before the board. I feel my time in real estate, writing and reviewing contracts has enhanced my ability to review complex matters and scrutinize details. It has also given me a better understanding of land use matters.

Sincerely,

Sean Wallin

12-3-2017



12-3-17



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

December 4, 2017

**TO:** Mayor and Keene City Council

**FROM:** Sadie Butler

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

**ITEM:** C.1.

**SUBJECT:** Sadie Butler - Resignation - Conservation Commission

---

**RECOMMENDATION:**

**ATTACHMENTS:**

Description

Communication - Butler

**BACKGROUND:**

Sadie Butler is submitting her resignation from the Conservation Commission. She has been a member of the Commission since November of 2015.

I, Sadie Butler, regretfully resign  
my seat ~~as a member~~ on the City of Keene's  
Conservation Commission. My decision is solely  
due to unforeseen life changes.

Thank you,

Sadie Butler

Sadie Butler 11-20-17



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

December 4, 2017

**TO:** Mayor and Keene City Council

**FROM:** Vicki Bacon

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

**ITEM:** C.2.

**SUBJECT:** Vicki Bacon, Body & Soul Road Runners - Request to Use City Property - Red Cap Run

---

**RECOMMENDATION:**

**ATTACHMENTS:**

**Description**

Communication - Body & Soul

**BACKGROUND:**

The Body & Soul Road Runners' Club is seeking permission for the use of City property for the 4th annual Red Cap Run on February 10, 2018. This event was granted community event status.

Body & Soul Road Runners' Club

303 Park Avenue

Keene, NH 03431

November 20,2017

Kendall Lane, Mayor  
City Council Members  
3 Washington St.  
Keene, NH 03431

Dear Mayor Lane & City Council Members,

I am writing to request permission to hold this year's 4<sup>th</sup> annual Red Cap Run on February 10<sup>th</sup> in downtown Keene. The course has been modified from previous years as suggested by the council. We will not run on Community Way.

It is my understanding that as the race has been granted Community Event Status we will need to attend a PLD meeting and the typical protocol meeting. Our hope is that we are on track for the PLD meeting scheduled for the evening of December 13<sup>th</sup>.

Thank you,



Vicki Bacon – Road Runners President

On behalf of the Body and Soul Road Runners

& Sara Alderfer – RCR race director



External Communication  
*Transmittal Form*

December 3, 2017

**TO:** Mayor and Keene City Council

**FROM:** Linda Mangones, CDBG Administrator

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** C.3.

**SUBJECT:** Linda Mangones, CDBG Administrator - Administrative Responsibilities for the CDBG Program

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**ATTACHMENTS:**

**Description**

Closing Keene Housing's Administration of CDBG Program

**BACKGROUND:**

The Keene Housing Authority is in the final stages of closing its administrative responsibilities for the CDBG program. In the letter, Linda Mangones, the CDBG Administrator identifies the status of the CDBG fund and encourages the City to continue utilizing the fund, which will now be managed by Southwest Region Planning Commission.

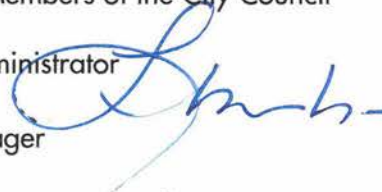




831 Court Street, Keene, NH 03431

PHONE & TTD - 603.352.6161  
FAX - 603.352.6845

TO: The Honorable Mayor and Members of the City Council

FROM: Linda Mangones, CDBG Administrator 

THROUGH: Elizabeth Dragon, City Manager

RE: Closing Keene Housing's Administration of CDBG Program:  
Transfer of CDBG Fund to City

DATE: December 3, 2017

As you may know, Keene Housing is in the final stages of closing its administrative responsibilities for the City of Keene's Community Development Block Grant (CDBG) program. The purpose of this memo and transfer of funds is to complete one of the final tasks in this process. That task involves the transfer of the CDBG Fund balance to the City of Keene. The final check, expected to be slightly over \$57,000, will be provided as soon as two outstanding checks from this account have cleared.

**Background.** The City of Keene Planning Department handled the City's CDBG program from 1975 until about 1980 when the program ended due to lack of funding. Because the City and Keene Housing were working closely together on the Central Square Terrace project, the City Manager and Keene Housing (then called Keene Housing Authority) agreed that I would handle the CDBG work for the City, as I had previous experience in Berlin and Claremont. This continued until 1992 at which time the arrangement was formalized with a contract. In 1984, 1986, and 1988, the City's CDBG grants included a no-interest loan program to landlords and a few single-family owners. At the City Manager's request, Keene Housing was named on the promissory notes and was the mortgage holder for these loans. Keene Housing collected the payments on a semi-annual basis from owners and deposited it with the City. Although this was originally viewed as a revolving loan fund, it evolved into the "CDBG Fund" which was used to cover costs of the CDBG program which are not covered by current grants.

When Patrick MacQueen retired as City Manager, there was a decision to transfer the CDBG Fund to the housing authority which was actually handling all of the loans as well as the overall CDBG program. This was accomplished by a 1995 Amendment to the overall CDBG contract. This eliminated what had become a very cumbersome and time-consuming process for Keene Housing to obtain reimbursement for its extra costs.

Some time ago, all funds from the landlords had been collected. The only remaining loan is one which was made to Keene Day Care Center in 1989 to allow it to complete a CDBG project to add infant/toddler space to its building on Wood Street.

**Remaining CDBG Fund to be transferred to the City.** As noted above, Keene Housing plans to issue a check to the City of Keene as soon as two final outstanding checks have cleared. The check will be a little over \$57,000 and will be provided before December 31.

The other CDBG Fund asset is the Loan Receivable from Keene Day Care Center (KDCC). This loan is being paid at the rate of \$500 per year and has a current balance of \$19,173, which may change if KDCC makes a payment this month. I have informed KDCC that the City will collect this loan in the future, and will provide the loan documents to the City's Finance Department.

**Future Use of the CDBG Fund.** I strongly encourage the City to continue using the CDBG Fund for its current purposes as Southwest Region Planning Commission (SWRPC) takes over administration of the City's CDBG program. For many years, the CDBG Fund has been an important part of the CDBG program, and I believe that it is critical to its success. *(See attached sheets for a list of 68 projects approved since 1982 totaling \$23,250,600.)*

Although other housing authorities and regional planning commissions administered CDBG programs in the early years, we are the only non-entitlement area of the state where this program is still administered by local organizations rather than individuals. The state does have a number of very capable private CDBG administrators, but some are reaching retirement age. Our local arrangement makes succession planning easier, and also makes it more likely that grant opportunities will be identified and developed into funding applications. The use of CDBG funds has allowed a number of local agencies (Monadnock Economic Development Corporation, Keene Housing, Southwestern Community Services, Cheshire Housing Trust, and Hannah Grimes) to develop and maintain the ability to develop projects and seek funding from other sources. This depth of knowledge and capacity is rare in the state, and should never be taken for granted.

The CDBG Fund has been a critical part of this success as it has allowed the City and its CDBG Administrator to cover costs of the CDBG program which are not covered by any current grant. While the CDBG program will never be a break-even program for its administrator, the use of the CDBG Fund reduces the amount of unreimbursed costs. Examples of these costs include:

1. Legal and administrative costs which are beyond the budget of a current grant or occur after the grant has been closed. Often, these costs are associated with the long-term mortgages which are a part of the CDBG program. They may also be associated with excess costs on feasibility studies which have unrealistically low administrative budgets.
2. The costs of preparing grant applications which are submitted but not funded. For example, Keene Housing prepared the application for sewer replacement at the Base Hill Mobile Home Cooperative three times before it was funded.
3. Other work associated with the overall program rather than individual grants.

Finally, it has been a great pleasure to work with City staff, City Council, and many others on the City's CDBG program during this time. I think we can all be justifiably proud of the program's impact on our community. Keene Housing is also pleased that Southwest Region Planning Commission is available and willing to administer the City's program. SWRPC has a very long and successful record in administering CDBG grants in many Cheshire County, and its current grant administrator, Rebeckah Bullock, has made a significant contribution to that success.

**CDBG Grants written by Keene Housing 1982-2017**

Some were administered by SWRPC

Year	Project	Location	Type	Grantee	Grant amount	
1982	Keene Housing Authority: Supporting Activities for Central Square Terrace	Downtown	Housing	City of Keene	\$ 460,000	
1984	Rental Rehabilitation loan program for private landlords		Housing	City of Keene	\$ 63,400	
1986	Monadnock Family Services: Group Home; Housing Rehab Program		Housing	City of Keene	\$ 375,000	
1988	Cheshire Housing Trust: Acquisition and Rehabilitation of housing		Housing	City of Keene	\$ 500,000	
1991	Cheshire Housing Trust: Affordable Housing acquisition and rehabilitation		Housing	City of Keene	\$ 500,000	
1994	MEDC: Acquisition and Rehabilitation of Chamberlain Block	Downtown	Housing	City of Keene	\$ 500,000	
1996	Cheshire Housing Trust: Transitional housing and housing rehab		Housing	Cheshire County	\$ 150,000	
2000	Rehabilitation of Group Homes - Roxbury St & Spring St		Housing	City of Keene	\$ 139,000	
2001	Cheshire Housing Trust: Acquisition and rehabilitation of Hampshire House		Housing	City of Keene	\$ 280,000	
2003	Keene Housing Authority: Keene Mill Buildings - Move and Rehabilitation		Housing	Cheshire County	\$ 90,000	
2003	Monadnock Family Services: construction of Cottage Street apartments		Housing	Cheshire County	\$ 150,000	
2003	Southwestern Community Services: Highlands Apartments (2 year)		Housing	City of Keene	\$ 1,000,000	
2004	Keene Housing Authority: Stone Arch Family Housing (2 year project)		Housing	Cheshire County	\$ 1,000,000	
2007	Southwestern Community Services: Railroad Square Senior Housing	Railroad yard	Housing	City of Keene	\$ 500,000	
2008	Keene Housing Authority: Rehabilitation of Central Square Terrace	Downtown	Housing	City of Keene	\$ 380,000	
2009	Southwestern Community Services: CitySide Apartments	Railroad yard	Housing	City of Keene	\$ 500,000	
2010	Cheshire Housing Trust: Rehabilitation of four properties		Housing	City of Keene	\$ 100,000	
2011	Keene Housing: Brookbend West (formerly Cheshire Homes)		Housing	City of Keene	\$ 500,000	
2011	Keene Housing: Brookbend West (formerly Cheshire Homes)		Housing	Cheshire County	\$ 500,000	
2014	Keene Housing: Meadow Road Apartments Rehabilitation		Housing	City of Keene	\$ 270,000	
2012	Base Hill Cooperative: replace sewer system for manufactured housing		Housing	City of Keene	\$ 500,000	
2013	Keene Housing to SCS: Wedgewood/Woodcrest rehabilitation	Winchester	Housing	Winchester	\$ 500,000	
2016	Keene Housing: Rehabilitation of Riverbend Apartments	Swanzy	Housing	Cheshire County	\$ 500,000	
<b>Total housing grants</b>					<b>\$ 9,457,400</b>	<b>9,457,400</b>
1984	Beaver Brook Flood Damage Reduction Project		Public Facility	City of Keene	\$ 160,000	
1987	Keene Day Care Center Expansion		Public Facility	City of Keene	\$ 195,000	
1989	Southwestern Community Services: Head Start at Tilden School		Public Facility	City of Keene	\$ 200,000	
1990	Southwestern Community Services/Keene Housing Authority		Public Facility	City of Keene	\$ 120,000	
1995	Community Kitchen/Keene Day Care Center/YMCA/SCS		Public Facility	Cheshire County	\$ 365,000	
1996	Keene Senior Center: Improvements		Public Facility	Cheshire County	\$ 54,000	
1997	Keene Housing Authority: North Street Family Activity Center		Public Facility	Cheshire County	\$ 133,000	
1997	Keene Community Kitchen: construction of Pantry		Public Facility	Cheshire County	\$ 175,000	
1998	Rise...for baby and family: acquisition and rehabilitation of new facility		Public Facility	City of Keene	\$ 500,000	
2010	Southwestern Community Services: Second Chance Transitional Housing		Public Facility	Cheshire County	\$ 500,000	
2015	Keene Housing: Rehabilitation of Men's shelter		Public Facility	City of Keene	\$ 255,000	
2016	MAPS Counseling to UCC: Leasehold Improvements		Public Facility	City of Keene	455,000	
2017	The Community Kitchen--approved 4/6/17		Public facilities	City of Keene	500,000	
<b>Total Public Facilities grants</b>					<b>\$ 3,612,000</b>	<b>3,612,000</b>



**CDBG Grants written by Keene Housing 1982-2017**

Year	Project	Location	Type	Grantee	Amount	
1983	New Hope/New Horizons: new facility on Island Street		Econ Dev	City of Keene	\$ 328,000	
1990	MEDC: Loan to Energy Development Associates		Econ Dev	City of Keene	\$ 380,000	
1992	MEDC: Development of Krif Road industrial sites/Miltronics	Krif Road	Econ Dev	City of Keene	\$ 500,000	
1993	MEDC: Loan to Sunset Tool		Econ Dev	City of Keene	\$ 130,000	
1993	MEDC: Loan to Bagel Works		Econ Dev	City of Keene	\$ 130,000	
1995	MEDC: Construction of a building for Ranpak on Krif Court	Krif Road	Econ Dev	City of Keene	\$ 140,000	
1996	MEDC: Development of Black Brook corporate park (2 year)	Black Brook	Econ Dev	City of Keene	\$ 720,000	
1997	MEDC: Construction of a building for Innerpac	Black Brook	Econ Dev	City of Keene	\$ 280,000	
1998	MEDC: Construction of a building for Imtec - Black Brook ( 2 year grant)	Black Brook	Econ Dev	City of Keene	\$ 1,000,000	
2003	MEDC: Loan for Vision Financial		Econ Dev	City of Keene	\$ 460,000	
2004	MEDC: Rehabilitation of facility for Janos	Black Brook	Econ Dev	Cheshire County	\$ 440,000	
2005	MEDC: Development of railroad yard with hotel	Railroad yard	Econ Dev	City of Keene	\$ 500,000	
2006	MEDC: Acquisition of Wright building for First Course	Railroad yard	Econ Dev	City of Keene	\$ 500,000	
2007	MEDC: Development of railroad yard on behalf of Pacer Instruments	Railroad yard	Econ Dev	City of Keene	\$ 480,000	
2009	MEDC: Loan to Keene Family YMCA		Econ Dev	City of Keene	\$ 500,000	
2010	MEDC: Loan to Vision Financial	Downtown	Econ Dev	City of Keene	\$ 400,000	
2010	MEDC: Loan to EF Lane Hotel	Downtown	Econ Dev	Cheshire County	\$ 500,000	
2011	MEDC: FastRoads - written from Rindge due to no opportunity from Keene		Econ Dev	Town of Rindge	\$ 100,000	
2011	MEDC: Facility for Monadnock Community Cooperative Market	Railroad yard	Econ Dev	City of Keene	\$ 500,000	
2011	MEDC: Samson Manufacturing	Black Brook	Econ Dev	Cheshire County	\$ 500,000	
2014	MEDC: Expansion of Samson Facility	Black Brook	Econ Dev	City of Keene	\$ 500,000	
2014	MEDC: KEAP (grant was approved, but terminated without completion)		Econ Dev	Cheshire County	\$ 500,000	
2015	MEDC: Tree Free Greetings	Krif Road	Econ Dev	City of Keene	\$ 300,000	
2016	MEDC: MamaSezz		Econ Dev	City of Keene	\$ 300,000	
<b>Total economic development grants</b>					<b>\$ 10,088,000</b>	<b>10,088,000</b>
1984	Railroad Yard Redevelopment Study	Railroad yard	Feasibility	City of Keene	\$ 14,000	
1987	Cheshire Housing Trust Feasibility study		Feasibility	City of Keene	\$ 10,000	
1989	Keene Housing Authority Congregate Housing feasibility study		Feasibility	City of Keene	\$ 9,200	
2001	Keene Day Care Center feasibility study		Feasibility	City of Keene	\$ 12,000	
2005	Southwestern Community Services: Head Start feasibility		Feasibility	City of Keene	\$ 12,000	
2009	Base Hill Cooperative feasibility study		Feasibility	City of Keene	\$ 12,000	
2015	MAPS Counseling to UCC feasibility study	Downtown	Feasibility	City of Keene	\$ 12,000	
2016	Monadnock Peer Support feasibility study		Feasibility	City of Keene	\$ 12,000	
<b>Total Feasibility Studies</b>					<b>\$ 93,200</b>	<b>93,200</b>
<b>Total CDBG Grants written by Keene Housing, primarily for projects in Keene (68)</b>						<b>23,250,600</b>
<b>Annual grant average over 35 years</b>					35	<b>\$ 664,303</b>

At least one grant approved in every year except 1985/ 1 grant not completed



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

December 1, 2017

**TO:** Keene City Council

**FROM:** Kendall W. Lane, Mayor

**ITEM:** C.4.

**SUBJECT:** Mayor Lane - Renaming Carpenter Street Field to the Patricia T. Russell Field

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**RECOMMENDATION:**

That the City Council consider changing the name of Carpenter Street Field to the Patricia T. Russell Field.

**ATTACHMENTS:**

**Description**

Letter from Mayor Lane



# City of Keene


*New Hampshire*

Kendall W. Lane  
Mayor

November 29, 2017

Keene City Council  
3 Washington Street  
Keene, NH 03431

As Mayor of the City of Keene, I would like to propose that the Carpenter Street Field be renamed to the Patricia T. Russell Field.

  
Kendall W. Lane,  
Mayor



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

December 3, 2017

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** C.5.

**SUBJECT:** Mayor Lane - Proposed Amendments to the City Council Rules of Order

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**RECOMMENDATION:**

Refer the proposed changes to the City Council's Rules of Order to the Planning, Licenses and Development Committee for their review and recommendation.

**ATTACHMENTS:**

Description

Rules of Order Amendments

**BACKGROUND:**

In preparation of the 2018-2019 City Council term, the Charter Officers and Mayor have reviewed the City Council's Rules of Order over several meetings. The majority of the proposed changes to the Rules of Order are housekeeping and are meant to clarify language or recognize current processes. Those changes that are more significant include:

- Restricting use of electronic devices during the Council and Committee meetings
- Adding new responsibilities for the Planning, Licenses and Development Committee and the Finance, Organization and Personnel Committee
- Clarifying the current opportunity for direct referral of communications by the City Manager to City staff
- Adjusting the timeline for submittal of proposed amendments to the annual operating budget
- Adjusting the timeline for filling City Council vacancies
- Transferring responsibility for updates to Council Policies to the City Manager

## APPENDIX A - RULES OF ORDER OF THE CITY COUNCIL <sup>[1]</sup>

### COUNCIL MEETINGS

**SECTION 1. REGULAR COUNCIL MEETING.** Regular meetings shall be held on the first and third Thursdays of each month (~~holidays~~ holidays, and summer City Council vacation excepted). The meetings shall take place in the City Council Chambers, City Hall, unless otherwise authorized by vote of the Council. The City Council shall meet at least once per month.

(Amended 3-20-1986)

**SECTION 2. SPECIAL MEETINGS.** Special meetings may be called by the Mayor, or at his or her refusal or absence from the City, by five (5) or more members of the Council, subject to Section 4, "Quorum," of these Rules of Order. The City Clerk shall prepare a notice of the special session stating time, place, and object, and this notice shall either be mailed or sent by cell phone text message at least forty-eight (48) hours before the time of the meeting, or in an emergency as determined by the Mayor, it shall be served personally upon each member of the Council, or left at their usual place of residence at least two (2) hours before the time of the meeting. It shall also be the duty of the City Clerk, immediately upon receipt of a request to do so, to make diligent effort to notify each member of the Council by telephone or otherwise of such special session.

(Amended 2-7-1980, 8-2-1984)

**SECTION 3. ADJOURNED SESSIONS.** Any session of the Council may be continued or recessed from day to day, or for more than one (1) day, but no recess shall be for a longer period than until the next regular meeting thereafter.

**SECTION 4. QUORUM.** The majority of the Councilors elected shall constitute a quorum. Roll call attendance will be taken before the start of all meetings of the City Council. In case that a less number than a quorum shall convene at a regular or special meeting, ~~the majority of the members present are authorized to send for all absent members~~ the meeting shall be rescheduled by the Mayor or the temporary chairman.

(Amended 8-2-1984)

### OFFICERS

**SECTION 5. PRESIDING OFFICER.** The Mayor shall take the chair at the hour appointed for the Council to meet, and shall immediately call the members to order. The roll shall then be called by the Clerk, who shall enter in the minutes of the meeting the names of the members present. The name of any member entering after roll call shall be entered in the minutes.

**SECTION 6. TEMPORARY CHAIRMAN.** In case of the absence of the Mayor, the Clerk shall call the Council to order and call the roll of the members. If a quorum is found to be present, the Council shall proceed to elect a Councilor, by a majority vote of those present, as chairman of



the meeting to act until the Mayor appears. The temporary chairman shall have the obligation to vote in accordance with Section 14, "Voting and Conflict of Interest," of these Rules of Order.

**SECTION 7. CITY CLERK.** The City Clerk shall be the Clerk of the Council and shall perform such other duties as the Mayor and a majority of the Council may prescribe.

(Amended 2-7-1980)

**SECTION 8. CITY ATTORNEY.** The City Attorney shall attend all meetings of the Council unless excused by the Council or Mayor. Any member of the Council or the Mayor may at any time call upon the City Attorney for an opinion as to law, ordinances, or parliamentary procedure, but the final decision as to any matter of parliamentary procedure shall be the responsibility of the presiding officer, subject to the provisions of Section 12, "Right of Appeal," of these Rules of Order.

**SECTION 9. CITY MANAGER.** The City Manager shall attend all meetings of the City Council unless excused by the City Council or Mayor. The City Manager shall have all of the rights and restrictions for participation in City Council meetings as defined by the City Charter, applicable state law, and the Rules of Order.

(Amended 4-20-1972)

**SECTION 910. DECORUM AND ORDER.** The presiding officer shall preserve decorum and if a member transgresses the rules of the Council, the presiding officer shall, or any member may, call him or her to order, in which case he or she shall be seated, subject to the member's right to appeal under Section 12, "Right of Appeal," of these Rules of Order. ~~There shall be no smoking within the Council Chamber while the Council is in session.~~ Appropriate dress during regular meetings of the City Council shall consist of professional business attire. The Mayor and Council members shall refrain from engaging in electronic communications and general web browsing while Council meetings are in session. This includes but is not limited to phone calls, text messaging, emailing and posting to online social media platforms."

(Amended 2-20-1975)

#### **DUTIES AND PRIVILEGES OF MEMBERS**

**SECTION 101. RIGHT OF FLOOR.** When recognized by the Chair, a member shall rise in his or her place, respectfully address the presiding officer, shall confine himself or herself to the question under debate, avoid personalities, and refrain from impugning the motives of any other member's or participant's argument, stated position or vote. No member of the Council may speak for or against a petition at a public hearing thereon, but he or she may ask questions concerning the petition or answer questions if he or she has special knowledge concerning the petition.

(Amended 6-5-1975)

**SECTION 112. EXCUSAL DURING MEETING.** No member may leave the Council Chamber ~~while in regular session-~~ after the call for a vote without permission from the presiding officer. There shall be, at a convenient point to be selected by the Mayor or presiding officer in the absence of the Mayor, a recess of approximately (5) minutes, after the Council has been in session for two (2) hours, including hearings.

**SECTION 123. RIGHT OF APPEAL.** Any member may appeal to the Council a ruling of the presiding officer. If the appeal is seconded the member making the appeal may briefly state his or her reason for the same, and the presiding officer may briefly explain his or her ruling; but there shall be no debate on the appeal and no other member shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the members present vote in the negative, the ruling of the Chair is overruled; otherwise, it is sustained. Such a vote shall be by roll call. The Chair shall not have a vote.

**SECTION 134. LIMITATION OF DEBATE.** No member shall be allowed to speak more than once upon any one question until every other member choosing to speak thereon shall have spoken, and no member shall speak more than ~~twice-~~ three times on any one question, nor for a longer time than ten (10) minutes in all, without leave of the Council.

(Amended 2-7-1980)

**SECTION 154. VOTING AND CONFLICT OF INTEREST.** Every member present when a question is put shall vote thereon, except when the member has a conflict of interest in the matter as defined by Section 25, "Conflicts of Interest," of the Charter of the City of Keene. A conflict may exist when a Councilor's spouse, ~~civil union partner,~~ parent, child, or other member of the Councilor's immediate family has a conflict. A conflict shall also exist when a business or individual has a matter before the Council and a Councilor is employed by the business, or is otherwise a party in interest. If the conflict becomes known prior to a Council meeting, the Councilor shall file with the City Clerk the written particulars of the conflict of interest for inclusion on the Council agenda. If the conflict becomes known to a Councilor during a meeting, the Councilor should immediately disclose the particulars of the conflict of interest. The question of whether or not a conflict exists will then be decided by a majority vote of the Councilors present. ~~The Councilor claimed to have the conflict of interest shall not vote.~~ When such a conflict is determined by the City Council to exist, the member having the conflict shall be prohibited from participating in the discussion and voting. Except at a duly noticed public hearing, or a public meeting, in which the public is allowed to speak, no Councilor having a conflict of interest may discuss the issue in which he or she has a conflict with any other Councilor in any other place or any other time. If a Councilor with a conflict of interest wishes to speak at a public hearing, or in a public meeting, the Councilor shall do so from the audience section of the meeting.

Any Councilor having reasonable grounds to believe that another Councilor has a conflict of interest may raise the issue on his or her own motion. The question will then be decided as set forth above.

(Amended 6-5-1975, 4-15-1976, 4-20-1978, 4-17-1980, 6-18-1981, 8-2-1984, 4-18-1991, 2-17-2005, 6-5-2008)

**SECTION 156. DEMAND FOR ROLL CALL.** Upon the demand of any member, made before the ~~negative vote~~ has been ~~put~~called for, the roll shall be called for yeas and nays upon any question before the Council. It shall not be in order for members to explain their vote during the roll call.

**SECTION 167. MOTIONS.** A long or complex motion shall be reduced to writing if the Chair so directs; or if any member of the Council requests it. When a main motion is under debate, the Mayor may receive the following subsidiary motions, which have their proper position in the order, taking precedence over the motions that rank below it and yielding to motions that rank above it.

Lay on the table	2nd required	Simple majority	Not debatable	Not amendable
Previous question	2nd required	2/3 majority	Not debatable	Not amendable
Limit or extend debate	2nd required	2/3 majority	Not debatable	Amendable
Postpone definitely	2nd required	Simple majority	Debatable	Amendable
Refer	2nd required	Simple majority	Debatable	Amendable
Amend	2nd required	Simple majority	Debatable	Not amendable
Postpone indefinitely	2nd required	Simple majority	Debatable	Not amendable
Main motion	2nd required	Simple majority	Debatable	Amendable

In addition to subsidiary motions, the Mayor may receive the following incidental and restoratory motions, which have no rank:

Adjourn	2nd required	Simple majority	Not debatable	Not amendable
Recess	2nd required	Simple majority	Not debatable	Not amendable

Division of the question	2nd required	Simple majority	Not debatable	Amendable
Suspend Rules of Order	2nd required	2/3 majority	Not debatable	Not amendable
Take from the table	2nd required	Simple majority	Not debatable	Not amendable
Reconsider	2nd required	Simple majority	Debatable	Not amendable
Appeal from a decision of the Chair	2nd required	2/3 majority	Debatable only between Mayor and the member making the appeal	Not amendable
Call from Committee	2nd required	Simple majority	Debatable	Not amendable
Point of Order	None	Ruling by the Chair	Not debatable	Not amendable

(Amended 6-5-2008, [11-21-2013](#), [11-19-2015](#))

**SECTION 1876. PERMISSION REQUIRED TO ADDRESS COUNCIL.** Persons other than the Mayor, members of the Council or the City Manager shall not be permitted to address the Council except upon introduction by and permission of the the Mayor, ~~or a Council member~~ and only after the person's name and address has been clearly stated. ~~If any Councilor objects to the person being permitted to address the Council, he or she shall be permitted to speak only by a majority vote of the Council.~~

**SECTION 1987. MOTION TO ADJOURN.** A motion to adjourn shall be in order at any time, except as follows:

1. When repeated without intervening business or discussion
2. When made as an interruption of a member while speaking
3. When the previous question has been ordered
4. While a vote is being taken.

A motion to fix the time to which to adjourn is debatable only as to the time to which the meeting is adjourned.

[\(Amended 11-21-2013\)](#)

**SECTION 20198. RECONSIDERATION.** After the decision of any question, any member who voted with the prevailing side may move for reconsideration for that action at the next regular meeting of the Council. For the purposes of this Rule, the next regular meeting of the Council shall be the next regularly scheduled meeting of the City Council which is at least ten (10) days after the meeting of the Council at which the decision to be reconsidered occurred. The Councilor shall submit a written notice and the question shall be placed on the agenda in accordance with these rules. A motion to reconsider shall require a majority vote of the Councilors present.

After a motion for reconsideration has once been acted on, no other motion for a reconsideration thereof shall be made. If the original vote is sustained at the next regular meeting as defined herein, the Council shall have no further right of reconsideration on the question.

(Amended 4-20-1972, 8-19-1993, 1-5-1995)

**SECTION 210. TIE VOTE.** In case of a tie vote on any proposal, ~~except an election by ballot vote,~~ the presiding officer shall cast his or her vote to dissolve the tie vote.

**SECTION 224. SPECIAL COMMITTEES.** All Special Committees of the Council such as the Council may establish, shall be appointed and announced by the Mayor. The appointment by the Mayor shall also include an indication of any funds or staff time to be utilized by such Special Committees and, if any, such funds and staff time to be approved by the City Council. Special Committees shall continue to exist until their charge has been completed or one year from the date of establishment, whichever comes first.

(Amended 4-20-1972, 7-17-1974, 12-16-1976, 2-7-1980, 3-26-1980, 2-15-1990, 4-18-1991, 11-20-1997, 6-5-2008, [11-19-2015](#))

**SECTION 232. STANDING COMMITTEES.** At the commencement of each municipal year, the following Standing Committees of the Council shall be appointed by the Mayor. All Standing Committees of the Council shall consist of five (5) members. No member shall serve on more than one Standing Committee of the Council at the same time. The first member named on each Committee to be Chairman; the second member named on each Committee to be Vice-Chairman. Items referred to Committee shall be in accordance with their areas of concern as set forth below:

*Finance, Organization, and Personnel Committee*

Assessment, budget, cable franchise, claims, purchase and sale of real property and its disposition, elections, finances, information technology, insurance, leases and lease management, organization, personnel, purchasing, and taxes.

*Municipal Services, Facilities and Infrastructure Committee*

Cemeteries, intermodal transportation facilities, infrastructure management and planning, fire, public health, human services, library, parks, police, recreation, public safety, trail system, traffic control, and youth services.

*Planning, Licenses and Development Committee*

Airport, Airport leases, Airport land use planning, broadband, college/city relations, enforcement of codes easements, economic development, floodplain, development, housing, intergovernmental relations, land use, permits, legislative review, licensing, management of open space, conservation, planning, Rules of Order, wetlands, and zoning.

A Councilor who is not a member of the Committee may ask questions and participate in the discussion, but may not participate in the deliberations after a motion and 2<sup>nd</sup> has been made concerning an item on a Committee agenda. If the Committee votes to remove a matter from more time, it shall be placed on the agenda for the next scheduled committee meeting and prior notice shall be provided to all interested parties. If the Committee votes to go into non-public session, only the members of the Committee, and required City Staff, shall attend the session. Non-public sessions by a Committee are discouraged, and shall only occur in extraordinary circumstances.

All Standing Committees, except Finance, Organization and Personnel, shall normally meet on the Wednesday following a regularly scheduled Council meeting. The Finance, Organization and Personnel Committee shall normally meet on the first Thursday following the regularly scheduled Council meeting. Items to be submitted for the agenda packet must be filed with the City Clerk by 1:00 p.m. on the Tuesday before the Committees hold their regular meetings. A majority of each Committee shall constitute a quorum. The City Manager and those department heads ~~needed~~ requested by the City Manager ~~respective committees~~ shall normally attend the regularly scheduled Standing Committee meetings. The City Manager may designate a department head or other suitable person to represent him or her unless he or she is requested by the Committee to attend a particular meeting, but the Committee Chairmen will make arrangements to avoid conflicting demands on the City Manager's time.

(Amended 8-3-1972, 2-1-1979, 3-15-1979, 10-1-1981, 5-17-1990, 6-7-1990, 11-20-1997, 11-18-1999, 6-5-2008; 11-1-2012, 2-18-2016)

**SECTION 243. ORDER OF BUSINESS.** The business of all regular meetings of the Council shall be transacted in the following order, unless directed by the Mayor or presiding officer.

1. Call to order
2. Roll call of attendance

3. Pledge of allegiance
4. Acceptance of minutes of the preceding meeting.
5. Public Hearings, proclamations and presentations
6. Nominations/confirmations/appointments
7. Communications
8. Reports of Committees/Boards/Staff
9. City Manager Comments
10. Legislation (Ordinances/Resolutions)
11. Non-Public Session
11. Adjournment

(Amended 8-2-1984, 6-5-2008, [11-19-2015](#).)

~~**SECTION 24. ITEMS OF BUSINESS – OUT OF ORDER.** The presiding officer may permit any item of business to be taken up out of the regular order unless there is an objection by a Council member in which case a majority of the Council may vote to take the item out of order.~~

**SECTION 25. COMMUNICATIONS.** Communications to be introduced to the City Council or directly to the City Manager, must be signed by the person introducing the same and must give his or her residential address, mailing address, if different, at which he or she can be reached to be notified of committee meetings, etc. Communications containing a scanned image of the person's actual signature may be submitted electronically. Communications not containing all of the above will not be accepted by the City Clerk and will not be directed to the City Manager or placed on the agenda of the City Council. Communications addressed to a Councilor of a personal or argumentative nature shall not be introduced in Council.

(Amended 10-2-1980, 9-7-1981, 8-2-1984, 4-18-1991, [11-19-2015](#).)

**SECTION 26. REVIEW OF ITEMS OF BUSINESS.** Every Ordinance, Resolution, Committee Report, and any other document to come before the Council for consideration must be filed with the City Clerk by 4:00 PM on the Tuesday before the Thursday on which the Council holds its regular meeting. ~~Ordinances, Resolutions, and documents, except Committee reports, to come before the Council for consideration shall be personally hand signed by those submitting same.~~

As soon as practicable after receipt of items of business by the City Clerk, the City Clerk shall review the items of business with the Mayor and City Manager. Items of business determined by the Mayor or Manager to be routine City business, or easily resolved by the City staff, or of a nature that investigation by the City would be desirable in order to better determine how to proceed with that item of business, or of a nature that the matter be dealt with confidentially under applicable law, shall be referred, as appropriate, to the City officer, department, City Council, Council Committee, or other agency for disposition. In such cases, the sponsor of the

item of business shall be given written notification of the referral of the matter and such other pertinent information as the Mayor or City Manager shall determine to be appropriate. The Council shall be provided with a summary of these items of business and their disposition. The City Manager shall take reasonable measures to insure that these referrals are followed up. Items of business not resolved to the satisfaction of their sponsor, shall be placed upon the Council agenda by the Mayor, any member, or the City Manager.

All items appearing on the Council agenda for the first time shall be referred by the Mayor to a Committee or Committees in accordance with its or their areas of concern as set forth in Section 22, Standing Committees, hereof for its or their consideration and report for the next meeting of the Council, unless more time is granted by the Council. Any item appearing on the Council agenda for the first time shall not be debated, and shall have no final action without suspension of the rules. ~~All petitioners, communications, reports and documents appearing before the Council shall be ordered filed with the records of the Council by the Mayor unless, after inquiry, he or she hears objection by any Councilor to that procedure. If there is objection, a motion as to disposition will be in order. After filing, motions will be in order for referral, for more time, or for such other action as the Council deems appropriate.~~ Once more time has been granted on a matter, it shall remain on more time until placed on the committee agenda for action or a motion to call it out of committee passes. Notwithstanding any other provisions of these rules, Resolutions of a congratulatory, aspirational or ceremonial nature and items referred directly to a committee under this Section and then reported out may be debated and acted upon when they first appear on the Council agenda without suspension of the rules.

(Amended 6-5-2008, 11-1-2012, 11-21-2013, 2-18-2016)

~~**SECTION 27. REVIEW AND INTRODUCTION OF ORDINANCES AND RESOLUTIONS.** All proposed Ordinances and Resolutions shall be introduced to the Council with the name of the Councilor introducing same being announced by the Clerk.~~

~~(Amended 3-15-1979, 2-7-1980, 4-18-1991)~~

**SECTION 278. READINGS OF ORDINANCES AND RESOLUTIONS.** Resolutions calling for the appropriation of unbudgeted funds and all Ordinances shall be read twice. The first and second readings to be by title only. On the announcement of a second reading, the question shall be voted on by a roll call vote. Such documents are to be posted on the public bulletin board in the City Hall entry way for one (1) week following each reading in Council. No item which has been the subject of a public hearing may be considered by Council on the same day as the hearing.

(Amended 6-21-1973, 2-7-1980)

**SECTION 289. AMENDED ORDINANCES.** If an Ordinance is amended in Committee, it shall be reported as an amended Ordinance. The Committee report shall explain the recommended amendments.



(Amended 2-15-1990)

**SECTION 2930. VOTES ON ORDINANCES OR RESOLUTIONS.** On passage of a Resolution calling for the appropriation of funds, or on the passage of any Ordinance, the vote shall be taken by roll call and entered in full upon the record. Every member shall be required to vote unless excused for ~~cause~~ conflict of interest by vote of the Council. The vote shall be for or against a pending Ordinance or Resolution and not on the report of the committee thereon.

**SECTION 301. ANNUAL APPROPRIATION.** If a Councilor wishes to make an amendment to the proposed annual operating budget during the budget adoption process, the Councilor shall submit the text of the proposed amendment, including the line item(s) to be amended, to the City Clerk for inclusion on the Council agenda no later than ~~five (5) days~~ 4:00 p.m. on the Tuesday prior to the Council meeting scheduled for the adoption of the annual budget. After the annual appropriation has been passed, subsequent expenditures shall not be authorized for any purpose without special appropriation therefore by affirmative vote of a majority of City Council. In such case said subsequent expenditure creates a City debt the affirmative vote of two-thirds of City Council shall be required. All such votes shall be taken by roll call.

(Amended 6-5-2008, [11-19-2015](#))

**SECTION 312. APPROPRIATION OF UNBUDGETED FUNDS.** After adoption of the budget, Resolutions calling for the appropriation of funds shall not be accepted by the City Clerk, unless accompanied by an explanation of the purpose of the appropriation and the funds to which it is to be charged.

(Amended 4-20-1972, 3-15-1979, 2-7-1980)

**SECTION 323. REPORT BY COMMITTEE.** All matters referred to a committee must be reported out of that committee at the next regular meeting of the Council except a matter which is the subject of a pending public hearing or unless otherwise ordered by a majority of the Council Committee members present. Written testimony with regard to a public hearing shall be accepted by the City Clerk up until 1:00 p.m. on the Tuesday immediately preceding the committee meeting. Written testimony with regard to any other business before the committee shall be accepted by the City Clerk up until 4:00 p.m. on the Tuesday immediately following the committee meeting in order to be included in the agenda of the City Council meeting. A matter which is the subject of a public hearing must be reported out of a committee at the next regular meeting after the hearing unless otherwise ordered by a majority of the Council Committee members present. If not reported as above, or if immediate action is required, a motion by the City Council to call the matter out of committee will then be in order. Passage of that motion will place the matter before the Council for consideration. When the Chair of the Committee or the designee offers a motion to carry out the intent of the Committee report, a brief explanation of the committee's recommendation shall be verbally shared with the Council. Moving to carry out the intent of the committee report does not restrict the maker of the motion from speaking against the recommendation of the Committee.

(Amended 12-16-1976, 11-15-2012; [11-21-2013](#), [2-18-2016](#))

**SECTION 334. RESUBMISSION OF ITEMS ONCE CONSIDERED.** Once a final vote has been taken by the Council regarding the disposition of an item of business submitted to it, except for a reconsideration vote under these rules [or the City Charter](#), the identical subject matter to that in the item of business so decided shall not be taken up again by the Council as an item of business during that calendar year, unless the circumstances pertinent to the item of business have changed substantially and a likelihood exists that a different disposition from that previously determined by the Council will result. During the course of review of items of business submitted to the City Clerk for presentation to the City Council, the Mayor shall, with the assistance of the City Manager, determine whether any of the items have previously been disposed of by the Council as set forth in this section and whether or not changed circumstances are present. In the event that the Mayor determines that an item of business has been previously disposed of by the City and circumstances are substantially unchanged, he or she shall refer the matter to the City Clerk for filing. The Council shall be so notified as in the case of other referrals under Section 26, "Review of Items of Business," of these Rules. Unless the Council shall cause additional action to be taken regarding the items of business so referred, the City Clerk shall notify the sponsor of the item of its disposition.

**SECTION 345. NON-PUBLIC SESSION.** As provided for in RSA 91-A:3, the vote on any motion to enter non-public session shall be by roll call, and shall require the affirmative vote of the majority of members present. All persons present except the Mayor, City Council, the City Manager, City Attorney and City Clerk, unless any are excused, shall leave the meeting, unless specifically requested to remain. [A motion to seal the minutes of a non-public session shall be by roll call vote and shall require a two-thirds majority vote in favor.](#)

(Amended 6-5-2008)

**SECTION 356. SUSPENSION OF THE RULES.** Any provision of these rules not governed by the Charter, Statute, or Ordinance, may be temporarily suspended at any meeting of the Council, by a two-thirds vote of all members present. The vote on any such suspension shall be taken by roll call and entered upon the records.

(Amended 6-5-2008)

**SECTION 367. TO AMEND RULES.** These rules may be amended or new rules adopted by a two-thirds vote of all members elected. Any such alterations or amendments shall be submitted in writing at the preceding regular meeting and shall be referred to the Planning Licenses and Development Committee. This requirement shall be waived only by unanimous consent, with a recorded vote of all members elected. Changes shall become effective upon passage.

(Amended 11-20-1997)

**SECTION 378. PROCEDURE TO FILL VACANCY.** In the event that a vacancy occurs in the City Council or Office of the Mayor from any cause, the following procedure shall be followed to fill the vacancy.

- A. When a vacancy occurs, the Mayor or temporary chairman (in the case of a vacancy in the office of the Mayor), in accordance with Sections 8, "Vacancies," and 19, "Mayor," of the City Charter, shall declare the office vacant at the City Council meeting immediately following the discovery of the vacancy.
- B. When a vacancy is declared to exist, the Mayor or temporary chairman (in the case of a vacancy in the office of the Mayor) shall set a filing period no earlier than eight (8) days after the declaration. The Mayor shall cause publication notice of the vacancy in a newspaper of general circulation in the City and establish an ~~eight~~fourteen ~~(8)~~(14) day period exclusive of the date of publication within which time candidates may file notice of their intent to seek election to the vacant office. The filing period shall end at the close of business of the City Clerk's office on the fourteenth day.
- C. ~~Following the declaration of the vacancy by the Mayor, the City Council shall choose a qualified person at the next regular meeting of the City Council~~ after the close of the filing period, at which time an election shall be held. ~~Following the declaration of the vacancy by the temporary chairman (in the case of a vacancy in the office of Mayor), the City Council shall choose a qualified person at the meeting after the next regular meeting of the City Council at which time an election shall be held.~~

The following procedure shall be followed on the date of the election:

1. The Mayor, or temporary chairman in the case of a vacancy in the office of the Mayor (see Section 6, "Temporary Chairman," of the Rules of Order), shall declare the field of candidates for the vacancy.
2. Each candidate will be given five (5) minutes to address the City Council relative to his/her candidacy. No questions will be asked of the candidates by the City Council and immediately upon completion of the last candidate's presentation, the City Council will proceed with the process of filling the vacancy.
3. In the event that there are more than two candidates, there shall be a primary vote of the City Council to narrow the field of candidates to two (2). The two candidates receiving the highest number of votes following an initial vote will be declared the finalists for election.
4. —The final vote will be conducted and the candidate receiving the votes of a majority of the elected City Council will be declared the winner.
5. Voting shall be by roll call vote, each City Councilor stating the name of his/her choice. In the event that a City Councilor does not wish to vote for any candidate, he/she shall vote "No."

In the event that no candidate for the vacancy receives a majority vote of the elected City Council, then the Mayor or temporary chairman shall establish an

additional ~~eight~~fourteen (~~8~~14) day period within which candidates may file notice of their intent to seek election to the vacant office, and an election shall be held as provided above, -including publication notice.

6. Following the successful result of an election, the prevailing candidate shall take the oath of office.

(Amended 4-17-1997, 11-1-2012)

**SECTION 389. RULES OF ORDER.** "Roberts Rules of Order," as amended, shall govern points of order not covered herein.

**SECTION 3940. COUNCIL POLICIES.** Policies to be introduced to the City Council governing the operations of the City Council shall be in the form of a Resolution and, upon its adoption; they shall be indexed and appended to the Rules of Order for ease of reference. A Council policy shall remain effective until superseded by a vote of the City Council. When an issue comes before the City Council, which it believes has merit, but which is inconsistent with an adopted policy, the City Council shall first consider an amendment to the policy before considering the issue at hand. The City Council shall annually review ~~20% of all~~ adopted policies selected and presented by the City Manager to be certain that the intent of the policy remains valid, and if not, the City Council may vote to rescind the policy.

(Amend. of 2-2-2006)



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

November 21, 2017

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

**SUBJECT:** Acceptance of 2017 State Homeland Security Program - Fire Department

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**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a grant in the amount of \$24,441.59 from the 2017 State of New Hampshire Homeland Security Grant Program.

**BACKGROUND:**

Emergency Management Director/Public Works Director Kurt Blomquist addressed the Committee on behalf of the Fire Chief. Mr. Blomquist stated the Fire Department had applied for a State of NH Hazardous Materials grant which provides for materials for hazardous materials response.

Councilor Clark asked whether any of these items require future maintenance. Mr. Blomquist stated most of the items are disposable, such as gloves, but things like the collapsible cones and kits can be reused.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a grant in the amount of \$24,441.59 from the 2017 State of New Hampshire Homeland Security Grant Program.



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

November 21, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.2.

**SUBJECT:** Report of Expenses Associated with 2017 Pumpkin Festival and Halloween Weekend - Public Works Department

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**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting the report on expenses as informational.

**BACKGROUND:**

Chair Greenwald stated this is a report he had requested from the City Manager so the Council knows what the Pumpkin Fest cost the City and to be able to use this information when this item comes up next year. The other reason is any time there is an event; it costs the City money as well as staff time. If staff is performing an event related activity they are not doing their own work. The Councilor added it was also important for the Council to recognize the cost of equipment that is utilized for events. He noted the Pumpkin Festival was a well-run event, but having valid information is important.

Mr. Blomquist began by thanking all city staff for pulling this event together. He added staff would like the opportunity in the future to talk about event planning. He noted city events are governed by a Council policy as well as an internal Administrative Directive. Mr. Blomquist referred to the document entitled "Summary of Expenditures."

Section A – Let It Shine, Direct Billable Pumpkin Festival Protocols: These would be costs which would be forwarded onto the event sponsor. These costs come out of the protocol meetings the City conducts with the sponsor. The cost to be billed to the sponsor is estimated to be \$19,304.88. Mr. Blomquist noted the Police Department is still waiting on some outside agency invoices to come in.

Section B – Additional Patrols: This section is the level of funding provided by the KSC to the Police Department to perform activities in the college neighborhoods. This funding is utilized throughout the year during different activities and was used this time because it was Halloween weekend.

Section C – Other: These are what you would call soft costs for non-hourly personnel, Mr. Blomquist, police captains, PW Superintendents, deputy chiefs, the city clerk's office, etc. The dollar amount is an estimate but the man hours of 288 is correct.

Section C. 2 Neighborhood Support/Disturbances: This is the planned effort by fire and police working in the neighborhoods to minimize disturbance. This would be an effort from both departments not just because of Pumpkin Fest but also because this was Halloween weekend. There is a State Police component to this section

and the City is waiting for that bill to come in.

Section C. 3. – Impact on Revenues: Because of the meter spaces that are reserved and are not in use there is a loss of parking for metered parking on Washington Street. These spaces were used for the placement of porta potties (half a day on Saturday and the entire day on Saturday).

The total cost for this event is estimated at \$50,782, of that \$19,000 will be reimbursed back to the City by the sponsor.

Chair Greenwald asked whether these numbers reflect overtime. Mr. Blomquist stated if personnel do get paid overtime it is reflected in these numbers.

Mr. Blomquist asked whether these numbers reflect equipment cost. Mr. Blomquist answered in the negative and added this is something that would be considered for next time, but there was 544 hours of equipment time for this event. It is not chargeable, but staff is looking at how to factor this in for next time.

Councilor Jacobs asked what period of time the 288 hours are expended. Mr. Blomquist stated this would be for protocol meetings held over several months with the sponsor as well as internal staff meetings to discuss barricades etc.

Councilor Clark asked how the \$19,000 was estimated for the sponsor when the event costs close to \$50,000. Mr. Blomquist explained the \$19,000 is what the City would charge for any community event. It reflects the direct support provided for the event on Sunday (police, fire and public works). The soft costs are what happen behind the scenes.

Councilor Clark noted the last few times the Pumpkin Fest was held the amount charged to Let It Shine was increased to also include outside the footprint and asked why this wasn't done for this event. Staff felt there wasn't a need to do that; the size of the event, the day of the event and the time of the event rendered the estimate costs as appropriate. He added the Council's policy currently in place does not permit charging a sponsor for soft costs.

Councilor Powers stated about 25 years ago the City Council determined that the City was only going to charge for direct costs.

Councilor Chadbourne asked whether the overtime is also an estimate. Mr. Blomquist stated these costs are from the actual payroll system. The Councilor asked when other towns help what section those costs would fall under. Captain Todd Lawrence stated outside agencies are used for the event as well as for patrolling neighborhoods and the costs would be listed under the category "police."

Chair Greenwald asked whether payment has been received from Let it Shine. The City Manager stated Let it Shine has not been billed for all the services that were rendered. Once they are billed, they have 30 days to make payment to the city. Captain Lawrence stated when the estimate is submitted it is usually at a blended rate which is at a higher rate but once the bills are received the outside agency costs will probably go down. The Chair stated he hoped sending the bill can be accelerated.

Councilor Jacobs stated he is happy to see this report and hoped this is the way they will approach other community events as well. Mr. Blomquist stated any event that happens in the City requires staff time.

The City Manager stated she is happy the Council asked for this report. She stated there is always a balance between cost and benefit and it is up to the Council to decide whether the benefit outweighs the cost. She stated she would like to see a more coordinated effort for future events to mitigate some of these costs. When looking at events, it is specific to the event and where it is located and which departments would be impacted.

She felt the more the City has these conversations the more the chances to find potential partners. Chair Greenwald hoped by the next Council meeting the City would have the final numbers and money will have been received from Let It Shine. Councilor Clark asked where the rest of the money is coming from. Mr. Blomquist stated the 288 hours was already appropriated into the budget. Neighborhood disturbance would be covered by the funds appropriated from Keene State College.

Mr. Tim Zinn of 43 Grove Street addressed the Committee and stated he was a member of Let It Shine. Mr. Zinn stated as a taxpayer this report makes a lot of sense. He stated Let It Shine had a number of challenges with their fundraising efforts and in July the estimate from the City was \$13,850; Fire at \$4,400 and Police at \$6,150, which both look close to the current numbers, but Public Works seems three times the estimate and questioned what changed. He noted Public Works should have been the most stable number. Mr. Blomquist stated this is a discussion which should happen with the City Manager; there was a protocol document that was drafted and within that document there is a process to discuss such issues.

Councilor Manwaring addressed the Committee next and stated the southeast Keene neighborhood group had a meeting and one of the concerns raised by the Keene State representative was they would like to know about this event six months ahead of time and hoped this is something that would be considered for the next event.

Councilor Chadbourne thanked Chair Greenwald for requesting this information, and stated she would like to see more of a breakdown; for instance within the police section.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting the report on expenses as informational.





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

November 21, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.3.

**SUBJECT:** Obstruction Removal and Mitigation - Airport Department

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**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized do all things necessary to expend existing capital fund dollars appropriated to the Airport Development account 90060 (\$16,567), Airport Easements account 90287 (\$30,000) and Obstruction Removal account 90296 (\$28,433) and to use these funds for additional tree removal and mitigation planting.

The Committee further recommends that the City Manager be authorized to do all things necessary to carry out the intention of the environmental landscaping plan as developed by SWCA Environmental Consultants for replacement trees along the property line between the airport property and the Edgewood neighborhood.

**ATTACHMENTS:**

**Description**

Dillant-Hopkins Airport

**BACKGROUND:**

Airport Manager Jack Wozmak stated there has been a removal of some trees on the north end of the airport property. Since that time there has been some discussion as to whether there should be any plantings in that area. He agreed there has been a visual impact on the abutters and staff has been looking into Federal funds to perform some mitigation work, but staff has been unsuccessful in this endeavor.

As a result, City funds have been used to hire a landscape architect to make a recommendation for a mitigation plan. The plan is to mitigate the noise and lights the abutters are now able to see. The mitigation plan calls for six different species of trees (128 trees in all) which, according to the landscape architect, will grow well together.

Mr. Wozmak went on to explain that the Council has been appropriating funds for easement acquisition and obstruction clearing for a number of years. These funds are what is being proposed for this mitigation plan. He added there are still more pine trees which need to be removed to accommodate these new trees. Staff is before the Committee to request expending capital funds to remove additional trees on City-owned property and to purchase 128 more trees to re-create a visual barrier for the neighbors. Mr. Wozmak stated the trees could cost about \$25,000. Installing them could be another \$50,000 because they need to be tied down with wires. This cost also pays for a warranty. Planting time will be spring or fall. Bidding on planting will be worked out by staff and staff will be back with that information.

Councilor Clark asked whether any revenue could be derived from the trees which have already been taken down. Mr. Wozmak stated because of the mobilization cost it would not be worth much. If it was done all at the same time, money could have been derived from it.

Mr. Dwight Anderson of 103 Greenwood Avenue referred to the four white pines and asked why these were not being taken down. He added if the City of Keene was paying for this work, it would be nice if his lot and the adjoining lot were also included in the landscape plan as these are the only two lots in the City of Keene. The other lots are in the Town of Swanzey. Mr. Wozmak stated he could ask the landscape architect why this corner was not included in the plan. Chair Greenwald felt because this request is from an abutter it would be heard and researched.

Councilor Powers asked whether the accounts Mr. Wozmak was referring to were CIP accounts or capital reserve accounts. Mr. Wozmak stated the Finance Director would be able to provide more information on this, but there is an Airport Development Account created in 1999 after the closure of five or six other capital programs. \$138,000 is left in this account, as well as the Airport Easement Account and an Obstruction Removal Account. These monies remain unspent. Finance Director Steve Thornton identified the Pavement Marking and Pavement Maintenance Accounts, and noted between these two accounts there is \$33,000 and another \$50,000 in Obstruction Clearing as a FY16 appropriation. He added Pavement Marking and Pavement Maintenance were funded entirely by the City for a number of years, but these programs are now entitled for grant funding.

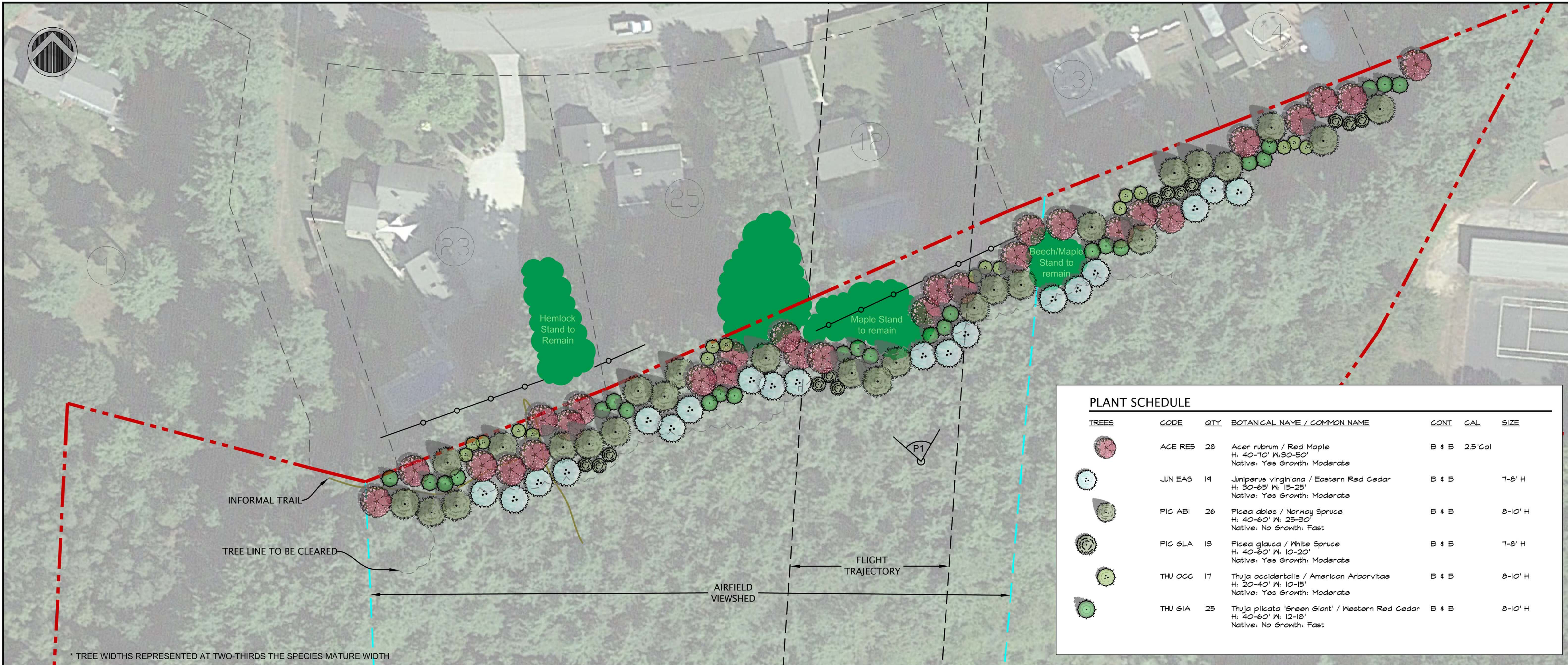
Councilor Chadbourne asked whether the amounts indicated in the parentheses in the motion are the amounts that are being withdrawn from these accounts. Mr. Thornton answered in the affirmative and added all these accounts will be closed out except for \$16,000 from the Airport Development Account. Mr. Wozmak stated the three amounts listed in the motion add up to \$75,000 which would be the cost of this project. He further stated the Airport Development Account would still have a balance but the other two would have zero balances.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized do all things necessary to expend existing capital fund dollars appropriated to the Airport Development account 90060 (\$16,567), Airport Easements account 90287 (\$30,000) and Obstruction Removal account 90296 (\$28,433) and to use these funds for additional tree removal and mitigation planting.

The Committee further recommends that the City Manager be authorized to do all things necessary to carry out the intention of the environmental landscaping plan as developed by SWCA Environmental Consultants for replacement trees along the property line between the airport property and the Edgewood neighborhood.





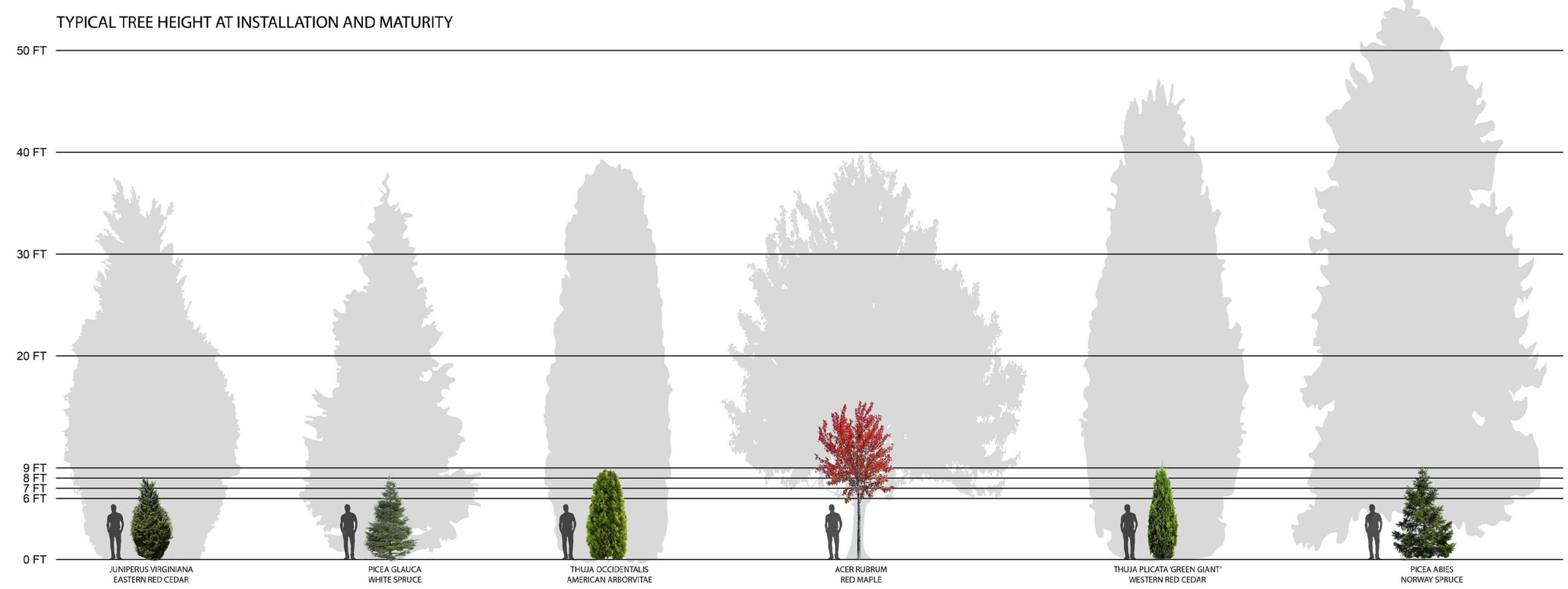
**PLANT SCHEDULE**

TREES	CODE	QTY	BOTANICAL NAME / COMMON NAME	CONT	GAL	SIZE
	ACE RES	28	<i>Acer rubrum</i> / Red Maple H: 40-70' W: 30-50' Native: Yes Growth: Moderate	B & B	2.5" Gal	
	JUN EAS	19	<i>Juniperus virginiana</i> / Eastern Red Cedar H: 30-65' W: 15-25' Native: Yes Growth: Moderate	B & B		7-8' H
	PIC ABI	26	<i>Picea abies</i> / Norway Spruce H: 40-60' W: 25-30' Native: No Growth: Fast	B & B		8-10' H
	PIC GLA	13	<i>Picea glauca</i> / White Spruce H: 40-60' W: 10-20' Native: Yes Growth: Moderate	B & B		7-8' H
	THU OCC	17	<i>Thuja occidentalis</i> / American Arborvitae H: 20-40' W: 10-15' Native: Yes Growth: Moderate	B & B		8-10' H
	THU GIA	25	<i>Thuja plicata</i> 'Green Giant' / Western Red Cedar H: 40-60' W: 12-18' Native: No Growth: Fast	B & B		8-10' H

P1: EXISTING TREE CLEARING CONDITION



P1: PROPOSED TREE SCREENING CONDITION AT INSTALLATION







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

November 21, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.4.

**SUBJECT:** Edgewood Obstruction Removal - Airport Department

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**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to re-appropriate existing capital funds from the following accounts: Airport Obstruction Clearing account 90286 (\$50,000), Airport Pavement Maintenance account 90170 (\$12,663), Airport Pavement Markings account 90171 (\$12,000) and Airport Development account 90060 (\$337) and to use these funds for tree removal on private property within the Edgewood neighborhood.

**BACKGROUND:**

Mr. Wozmak indicated 24 certified letters were sent out to abutters in the Edgewood neighborhood who have trees on their property, which are an obstruction to aviation. Mr. Wozmak noted these trees are not City property and added they are located north of the area the Committee has been previously discussing. 14 of the property owners have agreed for the City to remove these trees. Having worked with the tree removal company, it has been estimated that it would cost \$75,000 to take down about 100 trees. Staff would like to re-appropriate funds from the accounts mentioned by the Finance Director to remove these trees.

Ms. Leanne Anderson of 103 Greenwood Avenue asked whether she was one of those property owners who were contacted about tree removal. Mr. Wozmak answered in the negative and added he did not think there were trees on her property that were an obstruction hazard. He went on to say another study will be done to re-evaluate other trees that could be a hazard. Ms. Anderson expressed concern that this was not the information she was given by Mr. Wozmak when he visited her property. She further stated she was concerned about leaving four single pine trees as tall as the other trees that were taken down. Chair Greenwald asked Mr. Wozmak whether these four trees could be included in the removal plan as well. Mr. Wozmak stated if they were 80 feet or higher they could be. He went on to say at the present time he has 24 properties with trees on them, and that he has to start somewhere. He will be re-evaluating the properties that did not get letters as well. It was agreed these four trees will be taken down as well.

Ms. Anderson went on to say the conversation she had had with the representative from NHDOT was that if State or Federal dollars were used, there would be easements required. She stated she wanted clarification that these were City funds being used for this tree removal. The City Manager confirmed these were City funds being used and went on to say she had come into this process late. In working with the Airport Manager and the Finance Director, they were able to identify some funding sources, which made the cost of the project go down and eliminated the need for easements, which was a concern of the neighbors. She noted this has been an evolving plan, but at the moment there is a clear plan where City funds are going to be used, easements won't

be necessary and the four free standing trees would also be looked at.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to re-appropriate existing capital funds from the following accounts: Airport Obstruction Clearing account 90286 (\$50,000), Airport Pavement Maintenance account 90170 (\$12,663), Airport Pavement Markings account 90171 (\$12,000) and Airport Development account 90060 (\$337) and to use these funds for tree removal on private property within the Edgewood neighborhood.



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

November 21, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.5.

**SUBJECT:** Automated Weather Observation System - Study - Airport Department

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**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to all things necessary to expend previously appropriated funds in the AIP Obstruction Removal Account #90296 in the amount of \$4,900 and to use these funds as the City match for a grant-funded study of the Automated Weather Observation System, and to accept the grant funds in the amount of \$98,000 provided by the NHDOT/FAA to study the Automated Weather Observation System and to authorize the City Manager to do all things necessary to accept and expend said funds.

**BACKGROUND:**

Mr. Wozmak stated part of the Airport Master Plan that was approved included an extension to Taxiway A. As a pre-cursor to this work, a study has to be conducted of the automated observation system that sits east of the runway 02 and which could be in the way of the extension. The purpose of this study is to see if there is another location where this equipment could be placed. He added the equipment is owned and operated by the Federal government. The City is just working with the Federal government regarding placement.

Councilor Powers stated in the Master Plan there was some language which referred to the placement of this equipment not being in the appropriate location. Mr. Wozmak stated over time as the wind direction has changed, the location of this equipment has become an issue.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to all things necessary to expend previously appropriated funds in the AIP Obstruction Removal Account #90296 in the amount of \$4,900 and to use these funds as the City match for a grant-funded study of the Automated Weather Observation System, and to accept the grant funds in the amount of \$98,000 provided by the NHDOT/FAA to study the Automated Weather Observation System and to authorize the City Manager to do all things necessary to accept and expend said funds.



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

November 21, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.6.

**SUBJECT:** 2017 Property Tax Rate Review - City Manager

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**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting the report on the tax rate as informational.

**BACKGROUND:**

Ms. Dragon stated she would like to discuss the breakdown of the tax rate and the property assessment. She noted that the City's tax rate increased by 83 cents per \$1,000 of assessed value. The municipal rate increased by 4 cents and the local education rate increased 90 cents. The State rate went down 7 cents and the County rate went down 4 cents. Ms. Dragon stated the City would like to work with the school and the county to plan for the future because although the City could place controls over its expenses as well as increase its revenue, the Council has no control over the school tax rate or the county tax rate.

Ms. Dragon went on to say one of the issues facing schools these days is the decline in enrollment. With the decline in enrollment there is a decline in adequacy funds coming into the State. A few years ago the State also put in place a reduction to stabilization rates which is being reduced at about 4% a year and very soon this rate is going to be at zero. As expenses increase, revenue from the State of NH is declining. This has a direct correlation to the school portion of the tax rate. The downshifting of retirement contributions to local municipalities has also had an effect on the tax rate as well as not increasing the contribution to municipalities of their portion of the rooms and meals tax. All of these issues have had an effect on the City's tax rate.

Ms. Dragon stated she has an upcoming meeting with the Superintendents of Schools and their Business Administrator as well as the County Administrator to discuss some of these issues. Ms. Dragon stated during her interview for this job there were several questions posed to her about economic development and hence revenue is a big concern for this Council. If revenue can be increased this would help mitigate increase to expenses and that will help with the tax rate. She noted staff is going to work hard at this but this is something that takes time.

She went on to say that a conversation she has had with the Assessor is the makeup of properties in this community; residential, commercial and non-taxable. Ms. Dragon noted there are a large percentage of non-taxable properties in Keene and the value of these properties is not being tracked. She felt this was something important to track and when a project is being proposed in the community it is important to know whether this would be a taxable property or not. If it is non-taxable the City needs to look at what benefits this project could bring to the community.

City Assessor Dan Langille stated for FY16/17 there was a revaluation in the City. Any change in value is due to new construction and properties that might have been under-valued in the past. Overall about 12 million was gained in value, five million goes towards the TIF expenses and seven million goes towards the general fund to help with the tax rate. Properties that were tax-exempt continue to be exempt and there is not much change to that.

Chair Greenwald asked about the new construction happening on Roxbury Street and asked if this was taxable property. Mr. Langille stated he looks at all property as taxable until the owner applies for an exempt status. They would pay taxes based on the April 1 date. Moco Arts has been tax-exempt, but they would have to reapply for this new building.

Councilor Clark noted the ratio between exempt and non-exempt seems high and asked the Assessor to see how this compares to other cities in New Hampshire.

The Chair asked the Finance Director to explain how the tax rate is calculated. Mr. Thornton stated compared to other towns in New Hampshire, Keene has a very low property value. The City's spending does not seem to be out of line compared to other communities; however, this does result in a higher tax rate to raise similar amount of taxes.

Councilor Chadbourne stated she had received a call from a property owner whose house was valued at \$250,000 and last year they got a \$2,000 reduction in their tax rate, even though they had made vast improvements to their home. However, their taxes went up this year by \$2,000 and they are confused by this increase. Mr. Langille suggested the property owner visit the Assessing Department so he could review this tax bill.

Councilor Clark asked when the reassessment happened how many houses were looked at. Mr. Langille stated that every property was looked at, even though each property in the City would not have been visually inspected.

Chair Greenwald asked for explanation about abatements and how that works. Mr. Langille explained the final tax bill should have gone out to all property owners by now and they have until March 1 to file for abatement. An application will need to be filled out and the burden is on the tax payer to prove the value is incorrect.

Councilor Chadbourne asked whether the Assessing Department and Code Enforcement work together which would trigger a change in property value should a building permit be obtained for property improvements. Mr. Langille stated his department does receive copies of every building permit, some improvements do add value but some do not.

Councilor Powers stated this was a good discussion and hoped the Council will support the Manager and her staff in any initiative that could come forward.

Councilor Jacobs stated one of the items discussed at Council level was RSA 79-E which encourages economic development but doesn't increase the tax base for five years. Ms. Dragon agreed 79-E does increase the tax base and the applicant could get a break on taxes for about five years (case by case basis) but this does create the rising tide and hopefully turns into is an investment in the future. This is a method in which the tax base can be built.

Councilor Chadbourne stated the complaint she often hears from tax payers is about the City cutting back on special projects (Marlboro Street revitalization) or giving to community events but it is not about cutting back on services.

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



On 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting the report on the tax rate as informational.



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

November 21, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** D.7.

**SUBJECT:** Mobile Compact Shelving Contract - Change Order #2 - City Clerk's Office

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**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to sign change order #2 with Red Thread Spaces, LLC for an amount not to exceed \$1,504 for a total of \$40,290.17 for contract 02-17-17.

**BACKGROUND:**

Deputy City Clerk Bill Dow stated this item is in reference to a compact shelving contract at the archives center. In April 2017, the Clerk's office sent out an RFP for compact shelving in the records room and archive facility on Marlboro Street. After selection of the vendor, the City issued a change order for \$2,368.83 for providing additional labor for the removal of all stored materials impacted by this project and the return of the stored materials to their designated location after the project was completed. This change order was authorized by the City Manager.

In October 2017, when the original shelving was removed, it was noticed that small amounts of moisture was present on the archive room floor because of condensation during the humid months. It was determined that deterioration of the particle board for the deck portion of the mobile compact shelving system would happen if exposed to moisture. To prevent this from happening, it was necessary to use marine grade plywood instead of particle board for an additional cost of \$1,504.

This change order request increases the total amount of this project by more than 10% of the original contract amount and hence requires City Council approval. The amount would still be within the contracted amount of the project.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to sign change order #2 with Red Thread Spaces, LLC for an amount not to exceed \$1,504 for a total of \$40,290.17 for contract 02-17-17.



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

November 21, 2017

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.8.

**SUBJECT:** Mobile Compact Shelving Contract - Change Order #3 - City Clerk's Office

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**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the use of the remaining balance of project #90099-17 and that the City Manager be authorized to do all things necessary to sign change order #3 with Red Thread Spaces, LLC for contract #02-17-17 for an amount not to exceed \$8,709.83.

**BACKGROUND:**

Mr. Dow stated after the RFP was issued and the vendor was selected, the City was approached by the Facilities Manager from Liberty Mutual Insurance Company, which had a large amount of shelving they were looking to get rid of. However, this is not something the City could utilize for record storage. He explained there is a certain amount of election records the clerk's office needs to maintain within the clerk's office and in conversations with Red Thread Spaces it was determined that a portion of this shelving could be used in the Clerk's vault for this purpose. Staff would like to take the remaining funds from this project and use it for shelving in the clerk's office.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the use of the remaining balance of project #90099-17 and that the City Manager be authorized to do all things necessary to sign change order #3 with Red Thread Spaces, LLC for contract #02-17-17 for an amount not to exceed \$8,709.83.



December 7, 2017

**TO:** Mayor and Keene City Council

**FROM:** The Cities for Climate Protection Committee

**ITEM:** F.1.

**SUBJECT:** Renewable Energy Advocacy Letters to NH Legislature

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**RECOMMENDATION:**

Move that the Cities for Climate Protection Committee recommend that the Keene City Council send a letter of support/comment to the New Hampshire (NH) legislature regarding HB-592 to:

1. Support NH remaining in Regional Greenhouse Gas Initiative (RGGI),
2. Oppose moving the RGGI funding from 20% energy efficiency programs to 100% bill-payer rebates,
3. Increase the percentage of RGGI funds that go towards energy efficiency project/program funding to 100%, or at the very least, to maintain the percentage at its current 20%.

Move that the Cities for Climate Protection Committee recommend that the Keene City Council send a send letter of support/comment to the NH legislature regarding HB 114 to encourage retaining the prior language of the bill raising the renewable energy standard in 2018 from 6% to 15%.

**ATTACHMENTS:**

**Description**

NH House Panel Votes to Eliminate RGGI Energy Efficiency Funds

**BACKGROUND:**

“**HB-592:** The committee briefly mentioned the failure of HB 559-FN which would have increased the percentage of R funds to energy efficiency and renewable energy projects and programs dedicated to municipal, school district, local government and low-income residential projects. They then discussed the status of HB-592 referred to in the recent NH Business Review article: “(NH) House Panel Votes to Eliminate RGGI Energy Efficiency Funds, Committee Also Supports Lessening Renewable Energy Standard” (see attachment). This legislation would originally have repealed N participation in the RGGI. It was amended by the NH House Energy (Science, Technology and Energy-STE) Commit that NH remain in RGGI, but would instead assign all NH RGGI income to monthly consumer rebates rather than dire even the current ~20% of funds into energy efficiency and renewable energy initiatives in the state. This amendment was recommended by the House Energy (STE) Committee for adoption by the full House in its 2018 session.

Vice Chair Hansel made a motion to request that the Keene City Council send letters of support/comment to the NH legislature regarding HB-592: to support NH remaining in RGGI but to oppose moving the RGGI funding from ~20% energy efficiency and renewable energy programs to 100% bill-payer rebates; rather to increase the percentage of RGGI funds that go towards energy efficiency and renewable energy programs to 100%, or at the very least, to maintain the percentage at its current ~20%. The motion was seconded by Councilor Clark and passed unanimously.

**HB 114:** The committee then discussed HB 114 brought to their attention by the NH Sustainable Energy Association w is regarding the Renewable Portfolio Standard (RPS). The House Energy (STE) Committee recommended freezing the requirement that state utilities include renewable energy sources, leaving the RPS at its current 6% instead of its schedul

increase to 15% (the vote was split 11-10). This bill will be voted on by the full House in January, and it would mean that would fail to meet its goal of 25% renewable energy by 2025.

Vice Chair Hansel motioned to ask Keene City Council to send a letter to the NH legislature regarding HB 114, to encourage retaining the prior language of the bill raising the renewable energy standard in 2018 from 6% to 15%. The motion was seconded by Councilor Clark and passed unanimously.”

#### REFERENCE INFORMATION: SURROUNDING STATE’S RENEWABLE ENERGY GOALS

##### Massachusetts:

*“... more than 50 Massachusetts legislators have co-sponsored legislation that sets a goal for the Commonwealth to use 100 percent renewable electricity by 2035 and 100 percent renewable energy by 2050 in all sectors, including housing and transportation....” Mar 17, 2017*

##### Vermont:

*“The VT Public Service Department produced a new Comprehensive Energy Plan in 2011, which calls for 90% of the state's energy needs (electric, heating, and transportation) to be met with renewable energy resources by 2050.”*

##### New York:

*“New York Adopts Historic “50 by '30” Renewables Goal. ... 50 x '30: New York's utilities and other electricity suppliers will be required to obtain 50 percent of New York's electricity from truly renewable and pollution-free energy resources—including solar, land-based and offshore wind power and hydropower—by 2030. Aug 1, 2016”*

ATTACHMENTS: “(NH) House Panel Votes to Eliminate RGGI Energy Efficiency Funds, Committee Also Supports Lessening Renewable Energy Standard”, NH Business Review, dated Nov. 10, 2017.

# House panel votes to eliminate RGGI energy-efficiency funds

## Committee also supports lessening renewable energy standard

BY BOB SANDERS

The NH House Science Technology and Energy Committee narrowly voted Tuesday to gut energy-efficiency funding through the Regional Greenhouse Gas Initiative and roll back the state's renewable energy standard, in a move that one Republican denounced as partisan and a Democrat called "nuts."

But most Republicans backed the legislation, which they argued would decrease "subsidies" to programs designed to reduce fossil fuel usage.

"It's easy to spend other people's money," said Rep. Michael Vose, R-Epping, who introduced a last-minute amendment to gut RGGI funding. "But nobody knows how to spend money better than the person that manages it, and this will benefit ratepayers."

Vose's measure, House Bill 592, originally would have repealed New Hampshire's participation in RGGI – an eight-state program that requires power producers to pay for every ton of carbon emitted. The proceeds go back to the states, with the intention, but not the requirement, that they be spent on energy-efficiency programs.

That's what New Hampshire did when it first joined RGGI in 2009, but since 2012, all but the first dollar spent on RGGI has been rebated to the customer.

Vose's amended bill rebates all of the money to ratepayers, meaning no money would go toward energy-efficiency programs.

"Right now we get four out of five dollars back," said Vose. "All this would do would make it five out five, minus administrative costs."

Those voting against the amendment argued energy efficiency is environmentally and economically beneficial and the cheapest way to lower peak demand and save on transmission and generation costs that benefit all customer more than the extra rebate.

"This eliminates any reason to participate," said Bob Backus, D-Manchester. "You would be paying the cost of RGGI without the benefits. Its a very foolish idea."

"If this is a new Republican way, I don't know what I'm going to do," said Herbert Richardson, R-Lancaster, the committee's vice chair. "I can't believe people are coming in here to upset the apple cart. It's all political. I'm ashamed of my party."

And Rep. John Mann, D-Alstead said that it would drive away young people who care about their children's future other states like Vermont. "This is crazy. This is nuts," he said.

The committee voted, 11-10, on the amendment and the bill, recommending it to the full house when it meets in January.

### System benefits charge

By the same 11-10 vote, the committee defeated HB 559, which would have directed a larger portion of energy-efficiency funds toward low-income homeowners and programs that benefit towns and municipalities.

Vose proposed an amendment to HB 317 that would cut a larger source of energy-efficiency funding – an increase in the system benefits charge to meet the Public Utilities Commission's Energy Efficiency Resource Standard.

Vose's amendment would allow businesses to opt out of paying the energy-efficiency portion of the SBC while forgoing the benefits. But utilities and regulators opposed the bill at a public hearing, arguing that it would let companies who take advantage of the program, or and who might in the future, collect the benefits without paying for them.

Vose asked that a vote on his amendment be delayed to address these concerns.

The committee also voted by 11-10 to recommend HB 114, which would roll back the requirement that state utilities include 15 percent new renewable energy source, like wind and solar, by 2025.

"They are a tax and they cost money and we should terminate the program," said Herbert Vadney, R-Meredith.

Supporters of the existing standard argued that the requirement helps the fast-growing clean tech industry and reduces reliance on fossil fuels. They asked for a delay in any action until a study on the program is completed next year.



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

December 1, 2017

**TO:** Mayor and Keene City Council

**FROM:** Conservation Commission

**ITEM:** F.2.

**SUBJECT:** Allocation from the Land Use Change Tax Fund to the Monadnock Conservancy for Land Acquisition

---

**RECOMMENDATION:**

Move to recommend that City Council allocate \$25,000 of the Land Use Change Tax Fund for the purposes of providing financial support to the Monadnock Conservancy in its effort to acquire 130 acres in northeast Keene and 50 acres in Gilsum from Patricia Lake for permanent conservation, pending City staff approval of independent land assessment from the Conservancy.

**ATTACHMENTS:**

Description

Monadnock Conservancy Proposal to Keene Conservation Commission

**BACKGROUND:**

The Conservation Commission discussion on this topic at the November 20, 2017 meeting is included below. Attached to this memorandum are the materials provided to the Conservation Commission by Ms. McBride of the Monadnock Conservancy.

**“Monadnock Conservancy Request for Financial Support – Belvedere Road Parcel Acquisition**

Chair Haynes welcomed Anne McBride, Land Protection Director for the Monadnock Conservancy. Ms. McBride explained the Conservancy sometimes needs financial assistance when doing work in the City of Keene, which is why she was at this meeting. The Conservancy is working to acquire Patricia Lake’s property in northeast Keene, which is near the greater Goose Pond property owned by the City and the Gilsum town line. She showed an adjacent property on the map that the Conservancy has used for research, planting trees, and as a demonstration forest. Three years ago, Ms. Lake approached the Conservancy about a right-of-way through the Conservancy property to reach her property for a timber harvest. Now, Ms. Lake would like to sell her property, ideally with a conservation outcome. The Conservancy was her first choice as they are already an abutter. This property has already been reviewed by the Conservancy Land’s Committee and Board of Trustees for all criteria. The Conservancy is hopeful for the opportunity to acquire this land and expand the adjacent demonstration forest. They are under contract and hope to close the purchase the land before February 2018. The Conservancy is not usually in a position to purchase land so quickly because grant writing and fundraising are required; however, the Conservancy was given a bequest three years ago that was kept undesignated and will be used toward this acquisition. Still, that is not enough money to complete the purchase. Thus, Ms. McBride requested assistance from the Commission to complete this land purchase. The property is 180 acres in total, with 130 acres in Keene and 50 acres in Gilsum. There are seven separate tax lots on the property, and it scores highly on the NH Wildlife Action Plan with both Tier 1 and Tier 2 landscapes.



Councilor Hansel asked the assessed value of the property. Ms. McBride replied she did not have the exact number with her, but there was a private appraisal.

Dr. Reilly asked about the logging history of the property. Ms. McBride replied there was logging to create a right-of-way from the Conservancy property to the Lake property approximately three years ago and that was phase one of a three-phase harvest the Lake's were planning and the only phase to have been completed (there is still good standing oak on the property).

Councilor Hansel asked if there will be any access for recreational use on the property. Ms. McBride replied yes, there is a kiosk and small parking area with mostly woods roads, but few trails. This is open to the public currently for hunting; some areas are gated off for tree planting. This destination is more for research than recreation but is open for use. Councilor Hansel said this is a good application of the Land Use Change Tax Fund. He has always felt that if land is taken out of current use (or a conserved state) it makes sense to apply the funding placed in the Land Use Change Tax Fund from this transfer to apply towards land conservation somewhere else in the City. He does not know if the Commission can make the decision to provide this funding, but he anticipates they can write a letter to the Finance, Organization, and Planning Committee supporting this proposal. Ms. Kessler replied the Commission would be recommending that City Council allocate \$25,000 for this purpose from the Land Use Change Tax Fund. The current balance in this fund for Conservation purposes is approximately \$92,500. This total accounts for the \$30,000 recently allocated for the Goose Pond Forest Plan. It is expected that the transfer of land out of current use for Hillside Village at Wyman Road will contribute approximately \$60,000 to the Land Use Change Tax Conservation Fund. Councilor Hansel said he supports this but would like the City Assessor to review the appraisal and evaluation to ensure the money is spent appropriately.

Mr. Von Plinsky agreed with Councilor Hansel that this is an ideal use of funding. Chair Haynes agreed and added this is increasing connectivity to Goose Pond. Ms. McBride shared a topographic map of greater Goose Pond, how it connects with Surrey Lake, the Gilsum forest connection work, and more.

Ms. Kessler asked who owns the land between Goose Pond and the property being purchased. Ms. McBride replied there are at least three tax parcels and several smaller lots scattered throughout. Ms. Kessler asked if there is frontage for those smaller lots. Ms. McBride replied she believes there are class six roads that are unlikely to be developed. Councilor Manwaring agreed and said somewhere along Gilsum Road the City was gifted one acre of land. The Conservancy is interested in helping connect lands in conservation but some smaller parcels are not valuable enough.

Chair Haynes asked if the Conservancy has also approached the town of Gilsum for help. Ms. McBride replied she has worked with them in the past and they generally do not have a lot of funding. They have never gone through the process of approving funds due to political constraints. Walking Gilsum through the process would demand too much Conservancy staff time on the part of the Conservancy.

Councilor Hansel made a motion for the Conservation Commission to recommend that City Council allocate \$25,000 of the Land Use Change Tax Fund for the purposes of providing financial support to the Monadnock Conservancy in its effort to acquire 130 acres in northeast Keene and 50 acres in Gilsum from Patricia Lake for permanent conservation, pending City staff approval of independent land assessment from the conservancy. The motion was seconded by Andrew Madison and carried unanimously."



**A proposal to the Keene Conservation Commission  
from the Monadnock Conservancy  
November 13, 2017**

The Monadnock Conservancy respectfully requests financial assistance from the Keene Conservation Commission to complete a land conservation project located in Keene & Gilsum.

The Conservancy is under contract to purchase 180 acres located in northeast Keene (130 acres) and Gilsum (50 acres) from Patricia Lake. The property is composed of seven tax lots and has over 1,700 feet of frontage along Belvedere Road in Keene. This land abuts the Conservancy's 100-acre Maynard Forest and would be an expansion of this property. We manage the Maynard Forest as a demonstration and research forest. We've partnered with Antioch University to study whether fencing affects the growth rate of beech regeneration and to evaluate the mix of species naturally regenerating within study plots. We are also partnering with the American Chestnut Foundation to reintroduce blight-resistant American chestnut trees.

This property contains a mixed forest with hardwoods, hemlock and pine. However, a large portion of it is oak dominated. There are over 4,300 feet of streams and two forested wetlands totaling 3.4 acres. The land was harvested about three years ago as Phase 1 of a three-stage harvest. There is good oak remaining, the value of which is reflected in the appraisal we had completed for the property. There is a network of woods roads already in place. This property contains 59 acres of Tier 1 wildlife habitat (top ranked in the state), 21 acres of Tier 2 wildlife habitat (top ranked in its biological region), and 100 acres of Supporting Landscape, all as designated by the New Hampshire Wildlife Action Plan.

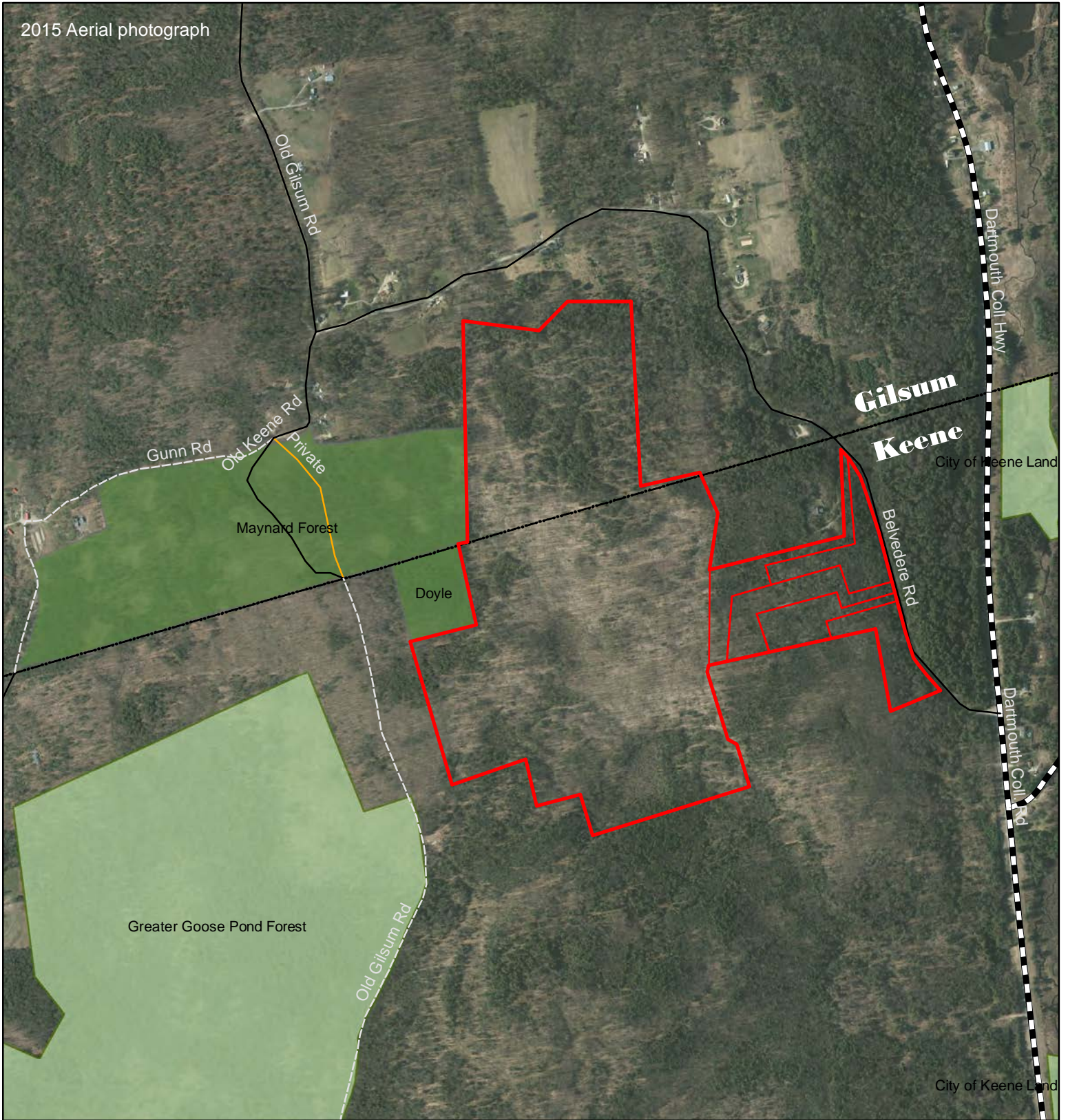
This project is estimated to cost about \$270,000. This includes the purchase of the land and all the related transaction costs (i.e. appraisal, survey work to locate boundaries, a Phase I Environmental Site Assessment conducted by an environmental consultant, staff time, legal fees, title examination, title insurance, recording fees at the Registry of Deeds, overhead and funding for the Conservancy's Land Stewardship Fund, which is an endowment that supports our perpetual stewardship of the property).

The land will remain permanent conservation land and will be open to the public.

The Monadnock Conservancy is looking to the Keene Conservation Commission for financial support for this important project and is hopeful that you will consider a contribution of \$25,000.

Thank you for your consideration.





2015 Aerial photograph



Lake, Gilsum & Keene, ~180 acres

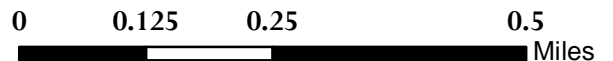


NAD 83 - NH State Plane  
 A. McBride, 7/11/17  
 Source: GRANIT & SWRPC

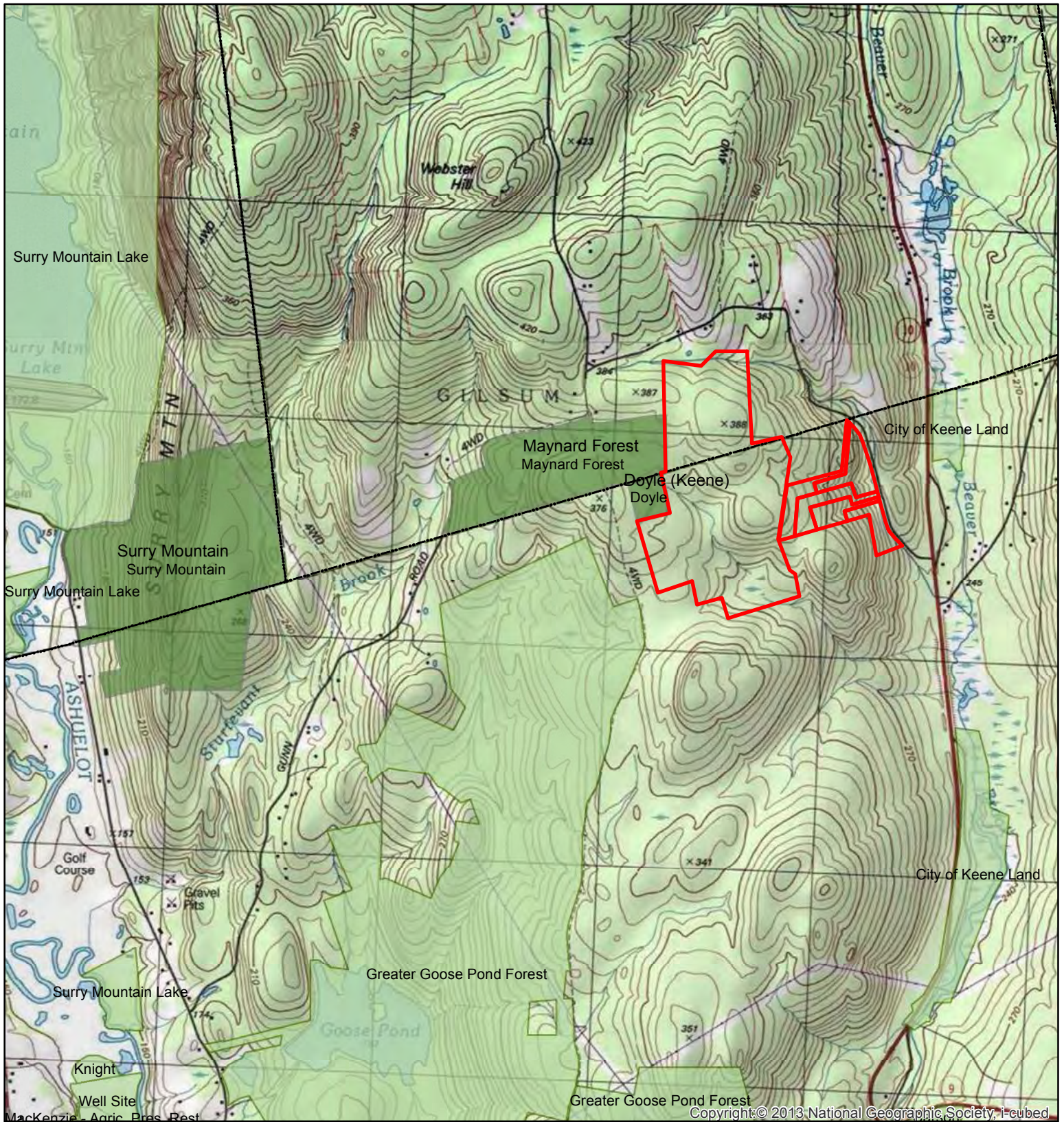
-  Lake
-  Town Boundaries
-  Monadnock Conservancy Lands
-  Other Protected Lands

Note: Map is not survey accurate.

1:12,000











Lake, Gilsum & Keene, ~180 acres

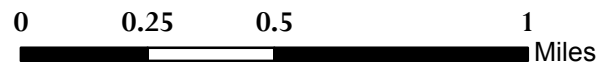


NAD 83 - NH State Plane  
 A. McBride, 7/11/17  
 Source: GRANIT & SWRPC

-  Lake
-  Town Boundaries
-  Monadnock Conservancy Lands
-  Other Protected Lands

Note: Map is not survey accurate.

1:24,000







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

December 4, 2017

**TO:** Mayor and Keene City Council

**FROM:** Ken Jue, Chair Board of Trustee Finance Committee

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** F.3.

**SUBJECT:** Acceptance of Donations to the Library Renovation Project through the City's Library Renovation Temporarily Restricted City Trust Fund

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**RECOMMENDATION:**

That the City accepts donations of \$158,772.92 listed in the Cambridge Trust November and December list of donors.

**ATTACHMENTS:**

Description

Cambridge Trust November Donor list

**BACKGROUND:**

On June 30, 2015 the City Council authorized the establishment of a Temporarily Restricted City Trust Fund to receive and distribute funds for the Library Renovation Project. The Friends of the Library hired Patty Farmer as Campaign Manager. Together with the Library Trustees, they have put in place the Campaign Committee with Judith Putnam and Alfreida (Dita) Englund as Co-Campaign Chairs and Ernest Hebert as the Honorary Chair.

Since early 2016, the Campaign Committee has been reaching out to individuals in the community, foundations and corporations. Gifts from donors who wish to remain anonymous are directed to the Friends of the Library and are included in the Cambridge Trust Bank reports as part of the Friends of the Library donation. In this case there is also a donation recorded from the Library Trustees that was passed through by the Friends that are from individual donors. Donors have received acknowledgement of their donations. As Patty completed her contract, Julie Dickson is now the part time Campaign Gift Processing Administrator. The campaign continues to raise money.

In anticipation of a closing date in mid- November and the need to have the correct amount of cash on hand, we will be submitting the requests for acceptance of funds more frequently using Cambridge Trust's monthly reports as available and the most recent donor lists. After acceptance of the funds by City Council, the reports then go the Trustees of the City held Trust funds for approval and acceptance. This process was reviewed by the City Finance Department, the Library Trustees, and the Friends of the Library Board, the City Attorney and Terry Knowles, Assistant Director, Charitable Trust Unit of the Department of the Attorney

General.

Cambridge Trust Company  
City of Keene Library Renovation Restricted Trust  
Posted Transaction Detail  
As of date: 11/01/2017 To 11/30/2017  
Position Type: Settled

<b>Transaction Description</b>	<b>Posting Date</b>	<b>Principal Cash</b>
GIFT FROM LYNN AND ART SIMINGTON	11/1/2017	\$1,500.00
GIFT FROM DARYL STUTES & JILL BATTY	11/1/2017	\$250.00
GIFT FROM SAVINGS BANK OF WALPOLE	11/3/2017	\$5,000.00
GIFT FROM CHRISTINE CURTIS	11/6/2017	\$25.00
GIFT FROM DEBORAH & GREGORY HANSEN	11/6/2017	\$500.00
GIFT FROM CYNTHIA B RODENHAUSER STEWART	11/6/2017	\$375.00
GIFT FROM ANGELA & RICHARD NICOLETTI	11/6/2017	\$500.00
GIFT FROM CELIA RABINOWITZ	11/8/2017	\$100.00
RECEIVED FROM MICHAEL C. WARD AND ANNE R. WARD	11/10/2017	\$100.00
RECEIVED FROM CHRISTINE C. AND SCOTT CURTIS	11/10/2017	\$25.00
GIFT FROM FRIENDS OF THE KPL	11/13/2017	\$16,145.50
GIFT FROM ROBERT AND MARY ROONEY	11/13/2017	\$250.00
GIFT FROM LYNN AND ART SIMINGTON	11/13/2017	\$100.00
GIFT FROM ANN SAVASTANO	11/13/2017	\$500.00
GIFT FROM CAMERON M TEASE	11/15/2017	\$750.00
GIFT FROM CHRISTINE CURTIS	11/17/2017	\$25.00
GIFT FROM CHRISTINE CURTIS	11/27/2017	\$25.00
GIFT FROM LADIES CHARITABLE SOCIETY	11/27/2017	\$200.00
GIFT FROM SONIA SAWYER	11/27/2017	\$150.00
GIFT FROM EILEEN SARSON	11/27/2017	\$3,300.00
GIFT FROM BOB & NORMA ELLIOTT	11/28/2017	\$750.00
GIFT FROM ALFRIEDA ENGLUND	11/30/2017	\$6,000.00
Total Donations 11/1/17 - 11/30/17		\$36,570.50



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

November 21, 2017

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

**SUBJECT:** Relating to Sole Source Purchasing - Rockwell Automation - Allen Bradley - Public Works Department

---

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2017-39, which would authorize the standardization of Rockwell Automation/Allen Bradley hardware and software components for the water and wastewater SCADA systems.

**ATTACHMENTS:**

**Description**

Resolution R-2017-39

**BACKGROUND:**

Utilities Manager Tom Moran and Asst. Public Works Director Donna Hanscom were the next two speakers. Mr. Moran stated in 1993 the washroom facility was built using Allen Bradley PLCs and components for its SCADA system. Since that time Allen Bradley PLCs have been used in other facilities for SCADA systems. In 2017, PLCs at the Water Treatment Facility and the Martell Court Pump Station will be upgraded to allow continued reliable communication and control. Staff recommends that Allen Bradley components be used as the standard.

SCADA components are available from other manufacturers but brands are not interchangeable and each has its own compatible hardware and software. Having multiple brands is more expensive because hardware items would be duplicated and software programming would be more complex to accommodate. Allen Bradley is a proprietary product and available exclusively from Rockwell Automation. As a matter of company policy, Rockwell Automation and Rockwell Software products only provide product and sales support to local authorized distributors. Horizon Solutions of Manchester NH is our local distributor and staff is recommending the C use this distributor.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2017-39, which would authorize the standardization of Rockwell Automation/Allen Bradley hardware and software components for the water and wastewater SCADA systems.





# CITY OF KEENE

R-2017-39

Seventeen

In the Year of Our Lord Two Thousand and .....  
RELATING TO SPECIAL EQUIPMENT PURCHASE STANDARDIZATION .....

A RESOLUTION .....

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

WHEREAS: There are certain items of equipment regularly purchased by the City that need to be compatible with each other, need regular stocking of compatible replacement parts, and need reliable factory maintenance, and

WHEREAS: City Code Sec. 2-1336 provides that the normal purchasing requirements may be waived where it is deemed inadvisable to solicit bids because of a single source of supply or because of the need of standardization of materials supplied and equipment or services.

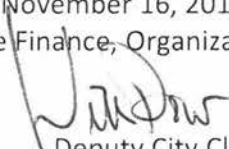
NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that the Council hereby waives any City purchasing requirements to the contrary and authorizes the standardization of Rockwell Automation/Allen Bradley Hardware and software components for the Water and Wastewater SCADA systems, as long as City staff is aware that the prices being paid by the City are compatible with the prices being charged by those companies to other municipalities and competitive in general with similar products from other companies.

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Kendall W. Lane, Mayor

In City Council November 16, 2017.

Referred to the Finance, Organization and Personnel Committee.

  
Deputy City Clerk



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

December 1, 2017

**TO:** Mayor and Keene City Council

**FROM:** Tara Kessler, Planner

**THROUGH:** City Manager

**ITEM:** J.2.

**SUBJECT:** Relative to Adopting the Provisions of RSA 79-E “Community Revitalization Tax Relief Incentive”

---

**RECOMMENDATION:**

That Resolution R-2017-41 relative to adopting the provisions of 79-E “Community Revitalization Tax Relief Incentive” be referred to the Planning, Licenses, and Development Committee for consideration and a recommendation back to City Council.

**ATTACHMENTS:**

Description

Resolution R-2017-41

**BACKGROUND:**

The City Council, at its November 16, 2017 meeting, voted unanimously to authorize City staff to draft a resolution for the local adoption of NH RSA 79-E the Community Revitalization Tax Relief Incentive.

City staff have drafted and submitted this Resolution (R-2017-41), which is attached, for a first reading before City Council.



# CITY OF KEENE

R-2017-41

Seventeen

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

RELATING TO ADOPTING THE PROVISIONS OF RSA 79-E

A RESOLUTION ..... "COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE"

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

WHEREAS, RSA 79-E "Community Revitalization Tax Relief Incentive" (hereinafter "RSA 79-E) declares it a public benefit to enhance downtown and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality; and

WHEREAS, RSA 79-E further declares it a public benefit to encourage the rehabilitation of underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.; and

WHEREAS, RSA 79-E also declares it a public benefit to provide short-term property assessment tax relief and a related covenant to protect public benefit in order to encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of qualifying structures, as described herein; and

WHEREAS, RSA 79-E:3 permits municipalities to adopt modifications of the provisions of RSA 79-E, as set forth within the Statute.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Keene that the Council hereby adopts and implements the provisions of RSA 79-E, with certain modifications, as follows:

A. For purposes of administering a RSA 79-E program within Keene, the City hereby defines that a "qualifying structure" shall mean a non-residential building or mixed use building with residential uses occupying less than 50% of the gross living area that is located within the area depicted on the map labeled "City of Keene Community Revitalization Tax Relief Incentive (RSA 79-E) District" dated December 2017 attached hereto and made part of this Resolution.

B. For purposes of administering a RSA 79-E program within Keene, the City Council shall ensure that the proposed substantial rehabilitation provides one or more of the following public benefits, or that the proposed replacement provides one or more of the public benefits to a greater degree than would substantial rehabilitation of the same qualifying structure

- I. It enhances the economic vitality of downtown areas;
- II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either

- independently or within the context of an historic district, town center, or village center in which the building is located;
- III. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation;
  - IV. It promotes efficient design, safety, and a greater sense of community in a manner consistent with the Keene Comprehensive Master Plan;
  - V. It will add to the City's employment base by creating at least one new, full-time job in Keene's downtown area;
  - VI. It directly supports the integration of public art in the downtown; or
  - VII. It promotes development of a sustainable building stock in the downtown that achieves a nationally or internationally recognized green building standard (e.g. LEED, Green Globes, National Green Building Standard, and International Green Construction Code).

C. "Substantial Rehabilitation" shall mean rehabilitation of a qualifying structure which costs at least \$75,000 and, in certain cases, replacement of a qualifying structure which costs at least \$75,000;

D. "Tax Relief Period" shall mean that for a period of up to five (5) years the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation or reconstruction thereof, beginning only upon completion of substantial rehabilitation or, in the case of a replacement structure, upon completion of its construction;

E. In accordance with RSA 79-E:5, the duration of the tax relief period for applications filed in Keene shall be considered in the context of each specific application and shall only provide that level of tax relief necessary in the discretion of the City Council to effectuate the specific targeted public benefit(s) outlined as determined by the City Council. By way of example, a qualifying project that is deemed by the City Council to provide one or two of the public benefits listed above may be granted a tax relief period of up to two years, and a qualifying project that provides three or more public benefits may be granted a tax relief period of up to five years;

BE IT FURTHER RESOLVED that a property owner, as a condition of being granted such tax relief, shall

A. Document the proposed public benefit(s) at the time of the application for tax relief under the Keene RSA 79-E program; and

B. Provide the City promptly with all information and documentation that the City may deem relevant for review of the application for such tax relief, as well as for review of the rehabilitation or replacement project under federal, state, and local laws, codes and regulations, as may be applicable; and

C. Grant to the City a Covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefit(s) for which the property tax relief was granted and shall require the property owner to obtain casualty insurance, and flood insurance, if appropriate, for twice the term of the tax relief granted; and

D. Grant to the City a lien against the property for the purpose of ensuring proper restoration or demolition of damaged structures and property; and

E. Maintain the property as taxable, regardless of whether the property owner is otherwise subject to property taxes under RSA Chapter 72; and

BE IT FURTHER RESOLVED that if the Covenant is terminated for any reason, the City shall assess all current and arrears taxes, with interest, to the property owner as though no tax relief was granted in accordance with RSA 79-E:9,II; and

BE IT FURTHER RESOLVED that the City Manager or her or his designee, is hereby authorized to execute all documents and undertake all actions as may be required to implement this resolution.

This resolution shall take effect upon sixty (60) days following approval by City Council.

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Kendall W. Lane, Mayor



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

December 7, 2017

**TO:** Mayor and Keene City Council

**FROM:** Elizabeth A. Fox, Assistant City Manager/Human Resources Director

**THROUGH:** Elizabeth A. Dragon, City Manager

**ITEM:** J.3.

**SUBJECT:** In Appreciation of Ginger Hill Upon Her Retirement

---

**RECOMMENDATION:**

That Resolution R-2017-43 be adopted by the City Council.

**ATTACHMENTS:**

Description

Resolution R-2017-43

**BACKGROUND:**

Ms. Hill retired from the Police Department's Parking Services Division effective November 17, 2017, with over 22 years of service.



# CITY OF KEENE

In the Year of Our Lord Two Thousand and Seventeen

A RESOLUTION ..... In Appreciation of Ginger A. Hill Upon Her Retirement

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

- WHEREAS: Ginger A. Hill began her City of Keene career April 17, 1995, as a Parking Enforcement Officer; was promoted to Parking Enforcement Technician December 30, 2001; and was reclassified to Parking Operations Manager effective September 1, 2011, to correctly portray her responsibilities; and
- WHEREAS: Ginger's leadership strengths—all based on customer needs and the best interests of the Parking Services Division—have centered on addressing customer concerns immediately, explaining why certain laws and timeframes exist, possessing high ethical standards, making sound decisions, seeking input and ideas from others, holding staff to high standards and recognizing them for solid job performances, and being willing to pitch in no matter the job; and
- WHEREAS: Understanding the importance of good community relations for every situation, Ginger unerringly was respectful and friendly when trying to resolve issues for customers—listening to concerns, being nonjudgmental, explaining the reason why, coming to agreeable solutions, acting appropriately to alleviate safety concerns; and
- WHEREAS: Changes implemented during Ginger's tenure include moving from single-space meters and posts to dual heads and then to kiosks, completing rehabilitation projects, creating a Parking Maintenance Plan, using and upgrading technology opportunities, improving customer service and procedures, moving office locations twice, reconfiguring the reporting structure, training new staff, upgrading vehicles, and, of course, increasing rates; and
- WHEREAS: To keep parking current and relevant, she demonstrated good teamwork with members of multiple departments to plan and execute these changes and to address cosmetic concerns, to map parking availability, and to improve service through customer involvement and technical services; and
- WHEREAS: Dedicated to her vocation, saved the City money in effective purchasing practices, communicated with counterparts throughout the state regularly to find better ways of doing business or to elicit ideas on how to improve hers, monitored industry trends, collected and analyzed data for an historical record to assist in decisions, stayed committed to employee safety, served as staff liaison to the Downtown Parking Commission and its predecessor, participated in Welcome & Recognition Committee efforts, United Way campaigning, and other events, and graduated from the Leadership Monadnock program; and
- WHEREAS: Ginger retired from the City of Keene November 17, 2017, with over 22½ years of honorable service;
- NOW, THEREFORE, BE IT RESOLVED, that the City Council of Keene hereby extends its sincere thanks to Ginger A. Hill for her dedication to the City of Keene and the Monadnock Region and wishes her the very best for her retirement years; and
- BE IT FURTHER RESOLVED that a copy of this Resolution, properly engrossed, be presented to Ginger Hill in appreciation of her years of service to the City of Keene.

PASSED

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Kendall W. Lane, Mayor





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

November 9, 2017

**TO:** Mayor and Keene City Council

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

**ITEM:** K.1.

**SUBJECT:** Rebecca Bullock - Proposed CDBG Application - Monadnock Food Co-op

---

**COUNCIL ACTION:**

In City Council November 16, 2017.

Mayor set the Public Hearing for December 7, 2017 at 7:00 PM.

Mayor tabled the item until the Public Hearing.

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that Resolution R-2017-38 be tabled in order for the Mayor to schedule a public hearing and to recommend adoption of Resolution R-2017-38 after the public hearing.

**ATTACHMENTS:**

**Description**

Resolution R-2017-38

**BACKGROUND:**

Ms. Rebecca Bullock of Southwest Regional Planning Commission addressed the Committee next. Ms. Bullock provides writing and administrative services for block grants.

Ms. Bullock explained the Block Grant program is sponsored by the US Department of Housing and Urban Development. The funds awarded are done so on a competitive basis and can be used for housing, public utilities and economic development projects that benefit low and moderate income people. This grant would provide \$500,000 to MEDC and/or Cypress Street LLC of which MEDC is the sole member. They would use the funds to purchase Unit J of the Railroad land and pay for the expansion of the building Cypress Street LLC owns and leases to the Monadnock Food Co-op. The Food Co-op will create 25 new jobs as a result of this expansion and the project is estimated to be a 1.5 million dollar investment.

Mr. Dugan took over the presentation and added clarity by saying that MEDC created Cypress Street LLC to develop the condominium land unit site. The Food Co-op's plan is to expand to the east by 5,600 square feet and the plan is to use a block grant to pay for part of this project. He added the requirements of a block grant are for each \$20,000 received, a new job will be created by the business involved. This block grant will be for \$500,000 which would cause the creation of 25 new full-time jobs. Another requirement is for every dollar from the block grant another dollar has to be invested from another source. Another requirement is that 60% of the new hires need to be from low to moderate income households.



Mr. Michael Faber, General Manager of the Food Co-op stated since opening 4.5 years ago the store has nearly doubled in sales and has also doubled the number of employees (nearly 100 at this time). He noted the Co-op not only brings customers downtown to support other businesses but they hope to reach four million in sales of local products this year and support local farmers and local producers. He stated they are excited about this project because the current location has had many constraints. He further stated they also did a market survey when the store was in its planning phase and this store has surpassed those numbers by a large margin. The same consultant has been hired to look at this expanded space and the numbers produced are feasible.

Councilor Jacobs referred to the term “re-adopt” and asked what this meant. Ms. Bullock stated the applicant’s plans are specific to the CDBG program. The Housing and Community Development Plan need to be readopted every three years and the Residential Anti-Displacement Relocation Assistant Plan need to be readopted with every application.

Councilor Clark asked whether this expansion would also expand the solar arrays on this site. Mr. Faber stated this would not be part of the plan initially, but would be a goal for the next few years.

Attorney Mullins explained this is a new process for the City as the CDBG process and applications used to be run through the Housing Authority but due to the retirement of the individual who was running this program; it is now being run through Southwest Regional Planning Commission. One of the changes now is that the Council will be holding a public hearing in connection with the CDBG applications. The Attorney asked Ms. Bullock whether the public hearing needs to be held before the action on the Resolution by the City Council because it is the Resolution that authorizes the application to be made to the City for the CDBG funds. Ms. Bullock answered in the affirmative.

The Attorney also asked whether there was a timing issue connected to this process. Ms. Bullock answered in the affirmative again. Attorney Mullins read for the record a proposed motion for approval from Ms. Bullock. Ms. Bullock was satisfied with the language of the motion.

Councilor Powers asked for the difference between tabled and more time. Attorney Mullins stated when you table an item it goes before the Council as part of the agenda packet and the Council does not deal with it, it is tabled. When things are put on more time the issue comes back to the Committee for its recommendation.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that Resolution R-2017-38 be tabled in order for the Mayor to schedule a public hearing and to recommend adoption of Resolution R-2017-38 after the public hearing.



# CITY OF KEENE

R-2017-38

Seventeen

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

## APPROVING AN APPLICATION FOR CDBG FUNDS

A RESOLUTION .....

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

WHEREAS, the City of Keene has stated as one of its Community Goals that the economic development base of the City be diversified; and

WHEREAS, the present national economic climate suggests there is a need for development that would provide jobs; and

WHEREAS, the Monadnock Economic Development Corporation has been incorporated for the purpose of working to expand the economic base of the Monadnock region; and

WHEREAS, the U.S. Department of Housing and Urban Development has established a Community Development Block Grant Program which is administered within the State of New Hampshire by the Community Development Finance Authority; and

WHEREAS, the Community Development Block Grant would provide up to \$500,000 to be subgranted to Monadnock Economic Development Corporation (MEDC) and/or Cypress St. Development, LLC, of which MEDC is the sole member, who would use the net proceeds of the CDBG to purchase Unit G on the Railroad Land and pay for soft costs related to the expansion of the building that Cypress St. Development, LLC owns and leases to the Monadnock Food Co-op.

NOW, THEREFORE, BE IT RESOLVED that the City Council approve and support the City's grant application to the New Hampshire Community Development Finance Authority for an amount up to \$500,000 in Community Development Block Grant funds: that the Council re-adopt the Housing and Community Development Plan; that the City will re-adopt the Residential Anti-Displacement and Relocation Assistance Plan; that the City will accept the grant if it is approved and enter into a contract with the New Hampshire Community Development Finance Authority; and, further, that the City Manager is authorized to execute any documents which may be necessary for the contract.

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