

A regular meeting of the Keene City Council was held Thursday, March 15, 2018. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Thomas F. Powers, Terry M. Clark, Randy L. Filiault, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Bettina A. Chadbourne, Stephen L. Hooper, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Councilor Bartolmiej K. Sapeta and Margaret M. Rice were absent. Councilor Jacobs led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the March 1, 2018 regular meeting was duly seconded. The motion passed with a unanimous vote in favor.

PROCLAMATION – HONORING VIETNAM VETERANS

The Mayor invited Ron Callahan to come forward to receive a proclamation Honoring Vietnam Veterans. The Mayor designated March 29 as Vietnam Veterans Day in the City of Keene as a day to honor our Vietnam Veterans of United States of America.

PROCLAMATION – KEENE HIGH SCHOOL HOCKEY

The Mayor invited the Keene High School Hockey team Division 2 NH AIAA and the coaches to come forward to receive a proclamation. The Mayor congratulated the team for their well-deserved championship. He went on to thank the parents for their dedication to their children. The Mayor congratulated the Team Captain, Tim Greenwood who was selected to be on the second team all-state. Owen Haas and Myles Ditkoff were also recognized by the Mayor. The Mayor went on to announce that Coach Chris McIntosh was named Coach of the Year. Coach McIntosh thanked the Mayor and went to state that the team played with pride and respect everywhere they went throughout the state.

PRESENTATION – 2015 GREENHOUSE GAS EMISSIONS INVENTORY

The Mayor invited Planning Director Rhett Lamb and Planning Technician Mari Brunner forward to provide an update on the 2015 Greenhouse Gas Emissions Inventory. Mr. Lamb began by introducing Ms. Brunner, who recently started with the City. He went on to say Ms. Brunner is here this evening to report on the progress the City has made over the last 15 to 20 year period in reaching goals relative to reducing carbon emissions and energy efficiency identified in the Greenhouse Gas Emissions Report.

Ms. Brunner stated this evening's presentation relates to the report that was generated on the emissions inventory that was recently completed for the City. Ms. Brunner noted this report contains two separate analyses. One looks at emissions from municipal operations, and one looks at emissions from the entire community. She noted that after reviewing those two inventories, next steps will be discussed.

Ms. Brunner went on to discuss the municipal inventory results which include anything under the City's control as well as anything the City contracts for, and encompasses calendar year 2015. Ms. Brunner noted that back in 2004 the City established a greenhouse gas emissions reduction target goal of reducing emissions by 20% between 1995 and 2015. She went on to display a graphical representation of the six factors that were measured, noting the largest contributor to

greenhouse gases is the buildings and facilities sector, at a rate of 40.5%, and the fleet sector coming in second at 23.6%. She provided further information on each municipal sector. Ms. Brunner noted that between 1995 and 2015, the City has seen a 25% reduction in greenhouse gas emissions which means the City has exceeded its goal over the 20 year timeframe.

Ms. Brunner went on to talk about the various energy saving and cost saving measures that were implemented which contributed to this decrease in emissions. The City was able to see a 30% reduction in the buildings and facilities sector alone, even while expanding the amount of building space we have. These reductions were made possible through a variety of measures including: switching from fuel oil to propane, energy efficiency measures, better energy management controls, and use of cleaner energy sources. The City also successfully implemented the use of biodiesel in its fleet, starting in 2002. In the streetlights and traffic signals sector, the City was able to decrease emissions by 38% partly due to conversion to LED for traffic signals, lights on Main Street and parking facility lights. She continued that in 2017, through a grant from Eversource, the City converted all street lights to LED, and there is an anticipated savings of \$1.5 million in avoided energy costs over the next 20 years. Emissions from the landfill were also calculated as part of this report. These emissions are unique because they come from the decomposition of organic material in the landfill which creates methane gas, a powerful greenhouse gas. She continued that emissions from the landfill decreased 96% over the time period. This is because the material available to undergo decomposition decreased over time after the landfill was closed and capped. In addition, the City installed a more comprehensive landfill gas collection system in 1999. Ms. Brunner showed comparative data regarding what the emissions would have been with and without the collection system to demonstrate its effectiveness.

Ms. Brunner went on to review the community inventory which was compiled using publicly available data to estimate energy use and emissions generated within the geographic boundary of Keene. She noted the City had set a greenhouse gas target reduction for the community of 10% below 1995 levels by 2015. She noted on-road transportation accounts for almost half of all the emissions from the community. The commercial and industrial sector account for 23%, the residential sector accounts for 28% and the remaining 3% comes from solid waste generated by the community. Ms. Brunner continued overall emissions from the community have decreased about 2.8% over the twenty year period. However if you consider the population growth and calculate the decrease on a per capita basis, emissions decreased 5.4% from 12.5 to 11.8 tons of carbon dioxide equivalents per person. In either case the community did not reach its goal of a 10% reduction, but it demonstrates that progress was made. Ms. Brunner went on to explain that total vehicle emissions decreased 1%, even though the amount of vehicle miles traveled in that time increased by 26%, demonstrating a 21% decrease in emissions per vehicle mile traveled. She also noted that the total emissions in the commercial and industrial sector decreased by 14%, while over a million square feet of commercial space was added, demonstrating a 31% decrease in emissions per square foot. The residential sector is the only one that has increased. Emissions per household have increased by 9%, and this can be attributed to the increased use of laptops and cell phones which has led to a fairly significant increase in electricity use. Solid waste emissions decreased by 34%, and that is mostly because of a decrease in the amount of waste created by the community. This means the City's recycling and composting programs have been successful.

Relative to next steps, Ms. Brunner noted on the community side some progress has been made but there is still a lot of work to be done. However, the municipal inventory shows that this is something that we can do. We can reduce emissions significantly while saving money and growing, which is a great thing to be able to show. There are actions we can take as a City and as a community to become more economically viable while also protecting our environment. Ms. Brunner gave examples such as the installation of a solar array on the roof of the municipal complex. This is expected to reduce emissions by 20% annually. There is also a new biodiesel generator that is going to be using 100% post-consumer vegetable oil, and that will be powering our recycling center and transfer station in the spring. Moving forward, the City should continue to pursue measures such as these that reduce our energy use and costs. We may also want to consider expanding our focus to the larger community. City operations only accounts for less than 2% of all emissions from Keene. Ms. Brunner concluded by stating it is time to set some new targets, and consider what our next steps are for continuing to reduce emissions.

Councilor Jones asked if the impact of efficiencies obtained with the installation of five roundabouts in the City was calculated into the transportation sector. Three of them replaced street lights. Ms. Brunner stated there have been studies showing that roundabouts can reduce emissions, however the methodology used in this report did not include that factor. It strictly looked at the total vehicle miles traveled within the geographical boundary of Keene. She added it is a valid point; roundabouts do reduce idling time and emissions.

Councilor Sutherland added that the program to replace all street lights with LED is a great step. We also took a great step with the biodiesel generator at the transfer station. He commented on the efficiency of the ice rink as well.

Mayor Lane agreed and stated we need to continue to work on this as a community and in the private sector. We all need to buy into the need to reduce carbon emissions and get others on board. Mayor Lane ended by thanking Ms. Brunner for her informative presentation.

HONEYWELL YEAR FIVE COST AVOIDANCE OVERVIEW

The Mayor recognized Parks, Recreation and Facilities Director, Andy Bohannon. Mr. Bohannon stated the timing of this year's annual report from Honeywell for the ESCO Project, year five cost avoidance was a perfect fit with the previous presentation, and because this is NH Energy Week. He continued he believes the Council will see tonight the continued proactive approach and measures that have been put in place to enhance the efforts of the project over the last year. The two original goals of the program were to reduce carbon emissions, and obviously we saw some facts in Ms. Brunner's presentation demonstrating the success in this area. The investment made by the City Council and recent projects in the CIP demonstrate the amount of energy conservation measures that have been taken. He continued these measures are directly reflected in the good work that has been done by employees like our Facilities Manager, Scott Martin, who works closely with the Honeywell team to gain the greatest results possible on every project. Mr. Bohannon went on to introduce Rudy Cartier, Honeywell's Measurement Verification Specialist.

Mr. Cartier began by stating that Honeywell is very proud to be a partner with the City of Keene in this effort over the last five years. As background, Mr. Cartier noted that when projects are designed, he is involved in the design process to ensure what is proposed will provide the City the most return. He described his role in implementation and ongoing monitoring results of completed projects to ensure energy savings and emissions reductions.

Mr. Cartier continued by explaining that in 2007 the City initiated a bidding process and hired an energy service company. Honeywell was chosen, and at that time they entered into an Investment Grade Energy Audit contract. The energy audit and engineering phase occurred between March of 2009 and June of 2010. This was the timeframe the City determined which projects they wanted to move forward. The actual construction period was from January of 2011 to January of 2012. The commissioning period was from February of 2012 to June of 2012 to make sure everything was functioning as it should. The total project cost was about a \$1.9 million dollars. Honeywell guaranteed the City would save approximately \$160,000 per year of reductions in operating costs through energy savings. The projected usage savings was 9% in electric kilowatt hours, 25% on propane usage, and 33% on fuel oil. The energy guarantee baseline period is the basis used for cost and usage levels for electricity, fuel oil and propane. Mr. Cartier went on to specify the timeframes used for collection of baseline data which for electricity was from January of 2007 to December of 2008, for fuel oil and propane it was based on the average of deliveries/usage between January of 2007 and December of 2008. He noted they look at a minimum of two years to get a reasonable number based on changes in degree days. He noted the baseline carbon usage was 3,545 tons, and the projected annual carbon savings was estimated at 629 tons. He went on to go over baseline costs used for calculating the energy guarantee.

Mr. Cartier noted that each year Honeywell must come back and provide details as to how the program is doing against the baseline. Mr. Cartier went on to provide a summary of improvements that have been made throughout various City facilities which included: lighting efficiency improvements, building envelope, energy management and control, chiller replacement, heating system improvements, bulk storage for heating fuel, etc. Mr. Cartier went on to discuss the cost avoidance calculations used to determine this savings. The primary adjustments used to ensure the numbers are accurate include adjusting for weather, cost and utility rates, runtimes for lighting, square footage, occupancy, etc. He explained how weather normalization is factored in to determine savings.

Mr. Cartier provided data regarding the year five cost avoidance summary, and also provided the cumulative results over the span of the project. He noted they have been able to demonstrate a total cost avoidance of \$244,330 in year five. Mr. Cartier went on to review the annual savings as compared to the guarantee. At this point he concluded his remarks and offered to answer any questions.

Mayor Lane thanked the Mr. Cartier for his presentation. As there were no questions from the Council, the Mayor closed the presentation.

CONFIRMATIONS

A motion was made by Councilor Greenwald and duly seconded to confirm the following nominations: Mitchell H. Greenwald to serve as a Councilor member of Airport Development and Marketing Committee with a term to expire December 31, 2019; Charlotte K. Schuerman to serve as a regular member of Heritage Commission with a term to expire December 31, 2018; Joslin Kimball Frank to serve as an alternate member of Historic District Commission with a term to expire December 31, 2020; Donald Flibotte to serve as a regular member of Housing Standards Board of Appeals and the Building Board of Appeals with a term to expire December 31, 2020; Jake Pipp to serve as a regular member of Cities for Climate Protection with a term to expire December 31, 2020; Terry M. Clark to serve as a Councilor member of Cities for Climate Protection with a term to expire December 31, 2019; Aperr Naadzenga to serve as an alternate member of Cities for Climate Protection with a term to expire December 31, 2020; Jan Manwaring to serve as a regular member of Martin Luther King, Jr./Jonathan Daniels Committee with a term to expire December 31, 2018; George Scott to serve as a regular member of Library Board of Trustees with a term to expire December 31, 2020; George Hansel to serve as a Councilor member of Planning Board with a term to expire December 31, 2019; Eloise Clark to serve as a regular member of Conservation Commission with a term to expire December 31, 2020; and Arthur Walker to serve as an alternate member of Conservation Commission with a term to expire December 31, 2019. On a roll call vote, with 13 Councilors present and voting in favor the motion carried. Councilors Sapeta and Rice were absent.

NOMINATIONS

The following nominations were received from the Mayor: Elizabeth Bendel to serve as a regular member of Airport Development and Marketing Committee with a term to expire December 31, 2018; Nathan Jacobs to serve as a regular member of Airport Development and Marketing Committee with a term to expire December 31, 2019; Eli Rivera to serve as a regular member of Juvenile Conference Committee with a term to expire December 31, 2020. The nominations were tabled until the next regular meeting.

APPOINTMENTS – DOWNTOWN REVITALIZATION AD HOC COMMITTEE

The Chair tabled the appointments until after the Capital Improvements Program vote.

COMMUNICATION – MARI BRUNNER – RESIGNATION – CITIES FOR CLIMATE PROTECTION COMMITTEE

A communication was received from Mari Brunner resigning from the Cities for Climate Protection Committee. A motion by Councilor Greenwald to accept the resignation with regret and appreciation of service was duly seconded. The motion passed with a unanimous vote in favor.

COMMUNICATION – NANCY GILLARD/MONADNOCK PROGRESSIVE ALLIANCE – REQUESTING SUPPORT FOR THEIR “READY FOR 100% RENEWABLE ENERGY” CAMPAIGN

A communication was received from Nancy Gillard, Monadnock Progressive Alliance, requesting support from the City for their collaborative grassroots effort to achieve more aggressive energy goals to benefit the region both environmentally and economically. The communication was referred to the Cities for Climate Protection Committee and Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – CLARENCE DEMAR MARATHON – REQUEST TO USE CITY PROPERTY

A communication was received from Alan Stroshine, Clarence DeMar Marathon Race Director, requesting permission to hold the 41st annual Clarence DeMar Marathon on Sunday, September 30, 2018. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – KEENE SERENITY CENTER – REQUEST TO CLOSE A PORTION OF CARPENTER STREET

A communication was received from Janis Manwaring, member of the Keene Serenity Center, requesting permission to close a portion of Carpenter Street from Church Street to Kingsbury Street on June 23, 2018 to accommodate their annual summer celebration. The communication was referred to the Municipal Services, Facilities and Infrastructure Committee.

COMMUNICATION – FARMER’S MARKET OF KEENE – REQUEST TO USE CITY PROPERTY

A communication was received from Bruce Bickford, Farmer’s Market of Keene, requesting use of City property along Gilbo Avenue as well as parking spaces in the Commercial Street Parking Lot for their annual farmer’s market from May through October, 2018. The communication was referred to the Planning, Licenses and Development Committee.

FOP REPORT – TIM ZINN/LET IT SHINE – REQUEST FOR COMMUNITY EVENT STATUS – 2018 KEENE PUMPKIN FESTIVAL BROUGHT TO YOU BY THE STUDENTS OF THE AREA’S SCHOOLS

Finance Organization and Personnel Committee report read recommending the City Council grant Let it Shine Community Event status for the Pumpkin Festival Brought to You by the Students of the Area Schools. 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 – STORMWATER AND WASTEWATER ASSET MANAGEMENT PLANNING – CONSULTANT SELECTION

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with Hazen and Sawyer for engineering and technical services for the Stormwater and Wastewater Asset Management Planning Project for an amount not to exceed \$150,000 with funding to come from

Project Cost Centers 90193 and 08078. 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 – ROXBURY STREET BRIDGE REPLACEMENT – CONSULTANT SELECTION

Finance Organization and Personnel Committee report read recommending the City Manager be authorized to do all things necessary to negotiate and execute a professional services contract with McFarland Johnson for engineering services required for the replacement of Roxbury Street Bridge over Beaver Brook in an amount not to exceed \$154,560 (subject to NHDOT approval), with the funding to be provided by Project Cost Center 90295-B. 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 – RESPONDING TO RECRUITMENT CHALLENGES – KEENE POLICE OFFICERS

Finance Organization and Personnel Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

FOP REPORT – RECOMMENDED CIP CHANGES – FY 2019-2024

Finance Organization and Personnel Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

REPORT – PLANNING BOARD RECOMMENDATION – CIP – FY 2019-2024

The Chair brought forward the Planning Board Recommendation – CIP – FY 2019-2024. The Chair filed the report into the record as informational.

FOP REPORT – CAPITAL IMPROVEMENT PROGRAM – FY 2019-2024

Finance Organization and Personnel Committee report read recommending the City Council approve, as amended, the Capital Improvement Program which removes the storage area network project in FY 2019, adds \$180,000 in FY 2019 and removes \$150,000 in FY 2020 for the Downtown Revitalization Project, and adds \$30,300 in FY 2019 and removes \$30,300 in FY 2020 for surface parking lot maintenance. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. A motion by Councilor Filiault to move \$150,000 back to FY 2020 for Downtown Revitalization was duly seconded. The amended motion passed with 8 voting in favor, and Councilors Jacobs, Lamoureux, Jones, Richards and Greenwald opposed. Regarding the main motion to adopt the FY 2019-2024 CIP as amended, the motion passed with a unanimous vote in favor.

FOP REPORT – COUNCILOR POWERS – CONSIDERATIONS FOR FUTURE CIPS

Finance Organization and Personnel Committee report read, recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

CITY MANAGER COMMENTS

The City Manager announced two new features on the City's website. The first is the current purchasing software which has a contract management function allowing us to post the contracts on our website. It can be found by going to the City of Keene's website and in the search bar type in contracts, to navigate to purchasing. In the box titled "Purchasing Opportunities" there is now a link that is for active contracts. The older contracts will not be located here just the active contracts and contracts moving forward will be there for the public to view at their convenience. This system will also assist us in tracking when various leases and contracts expire. The second is the new software system implemented in the Code/Health Department, called iWorQ. The system allows for an online portal to access our Food & License inspections. It can be found on the Health Department page and will allow for the search of Food & License inspections from the date of implementation.

The City Manager continued with an update on the council goal to enhance cooperation and collaboration with the schools and county government, Collaboration Quarterly Meetings are being held among City/School/College. The purpose of the meetings is to discuss ideas and look for ways that we may be able to assist one another: either with projects or opportunities to join forces on purchasing or services to find ways to save money and build efficiency. A project from the last meeting in the City's Economic Development Action Plan is recommending there be a focus on marketing. Keene State College has offered to assist us in creating a communication and marketing plan. They have identified a student to begin working with us in the next couple of weeks. The City Manager went on that we communicate with the public in various ways but do not have a unified cohesive plan. She has started a "Keene City Manager" twitter account and incorporated the #liveworkplaykeene and asked that other departments to also begin incorporating the same hashtag. Keene is a wonderful community where you can live, work, and play and by simply adding Keene to the hashtag we build upon the NH effort to market the state as a place to "stay, work, play". She would like to see a community branding effort that would distinguish us more from other communities that we could incorporate in our marketing strategies including social media. The City Manager continued with another update on the council goal to implement the city's economic development action plan identified the need for a broadband study and dig once policy. They have received the draft broadband study results yesterday and will be working to finalize the draft which will tie into the dig once policy.

The City Manager has been an active member for the past 20 years of the Municipal Manager's Association, which meets once a month on a Friday in Concord. She also continues to be a member of the International City Manager's Association and typically attend their annual conference around September/October each year. Professional networking is important for a variety of reasons. We learn from one another so we do not recreate the wheel we just make it ours. It is also important to constantly talking about all that we have to offer in the community and the great work that is happening here. She has joined a new group, the New Hampshire Economic Development Association, which is the statewide association of local and state economic development professionals. The mission is to promote sound economic development activities, foster the sharing of economic development best practices, provide innovative economic development training and networking, and to encourage a united approach to state and regional problems affecting business growth. This group meets quarterly on a Friday in different locations throughout the state. The last meeting was in Concord and we were able to

participate in tour of Concord's downtown revitalization project and learned about their process and grants, their outcomes, and how they far exceeded the expectations of the related economic analysis. The next meeting is going to be in Derry, NH.

MEMORANDUM – CITIES FOR CLIMATE PROTECTION – SEEKING DEDICATED PLANNING STAFF TO WORK ON THE CLIMATE ACTION AND ADAPTATION PLANS

A memorandum was received from Ann Shedd, Chair of the Cities for Climate Protection Committee, asking for an increased allocation of Planning Department staff time to work with the Committee on the previously adopted Climate Action and Adaptation Plan. The memorandum was referred by the Chair to the City Manager's office.

MORE TIME

More time was granted by the Chair for the following items in Committee: Councilor Manwaring – License Fees for events Requiring Staff Protocols; FY 17 Audit Presentation – Melanson Heath.

MEMORANDUM & ORDINANCE O-2018-04: RELATING TO THE ENERGY AND CLIMATE COMMITTEE

A memorandum was received from the Planner along with Ordinance O-2018-04. The memorandum was filed into the record. Ordinance O-2018-04 was referred by the Chair to the Planning, Licenses and Development Committee.

MEMORANDUM & ORDINANCE O-2018-05: RELATING TO PARKING LOTS

A memorandum was received from the City Manager along with Ordinance O-2018-05. The memorandum was filed into the record. Ordinance O-2018-05 was referred by the Chair to the Municipal Services, Facilities and Infrastructure Committee.

FOP REPORT AND ORDINANCE O-2018-03: RELATING TO PROBATIONARY FIREFIGHTER AND PROBATIONARY POLICE OFFICER

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2018-03. The report was filed as informational. Ordinance O-2018-03 was read for the second time. A motion by Councilor Greenwald for adoption of the Ordinance was duly seconded. On a roll call vote, with 13 Councilors present and voting in favor, the motion carried. Councilors Sapeta and Rice were absent. Ordinance O-2018-03 declared adopted.

FOP REPORT AND RESOLUTION R-2018-06: RELATING TO ALL VETERANS' TAX CREDIT

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2018-06. The report was filed as informational. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On a roll call vote, with 12 Councilors voting

03/15/2018

in favor and Councilor Sutherland opposed, the motion carried. Councilors Sapeta and Rice were absent. Resolution R-2018-06 declared adopted.

MEMORANDUM AND RESOLUTION R-2018-07: APPROVING AN APPLICATION FOR CDBG FUNDS – MEDC/603 OPTX

A memorandum was received from Rebeckah Bullock, of Southwest Regional Planning Commission, along with Resolution R-2018-07. The memorandum was filed into the record. Resolution R-2018-07 was referred by the Chair to the Finance, Organization and Personnel Committee. The Mayor set a public hearing for Thursday, April 5, 2018 at 7:00 PM.

TABLED ITEM – APPOINTMENTS –DOWNTOWN REVITALIZATION AD HOC COMMITTEE

The Chair announced this item will remain tabled.

ADJOURNMENT

At 8:49 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:


City Clerk

03/15/2018