



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
April 5, 2018  
7:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- March 15, 2018

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Public Hearing - Community Development Block Grant - 603 OPTX
2. Presentation - Main Street / Route 12 Bridge - Project Update

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

1. Confirmations  
Airport Development and Marketing Committee  
Juvenile Conference Committee
2. Nomination  
Planning Board

**C. COMMUNICATIONS**

1. Lee Robator - Resignation - Keene Housing Authority
2. Frederick Haap - Resignation - Airport Marketing and Development Committee
3. Dorrie Masten/Pedraza's Mexican Restaurant - Request for Removal of Parking Kiosks - West Side of Central Square
4. Roger Weinreich - Request for Temporary Closure the North Bound Lanes of Main Street - Block Party
5. Shana Davis - Request to Display Banner Signs - Food Truck
6. Keene Swampbats - Request to Discharge Fireworks
7. New England Aerobatic Club - Request to Use City Property - Dillant Hopkins Airport
8. Firstlight Fiber - Request to Install Conduit on City Right-of-Way
9. Councilor Filiault - Lighting in the Downtown
10. Councilor Sapeta - Request to Establish Ad Hoc Committee to Honor Clarence DeMar

**D. REPORTS - COUNCIL COMMITTEES**

1. Department Presentation-Leak Detection-Public Works Department
2. Keene Serenity Center-Request to Close a Portion of Carpenter Street
3. Gilbo East Parking Lot Improvements – Public Works Department
4. Farmer's Market of Keene - Request to Use City Property
5. Legislative Update - City Manager
6. Update on More Time Items - City Manager
7. Request for Approval to Solicit Donations to be Used as Prizes for City of Keene Fourth Grade Water Science Fairs - Public Works Department
8. Acceptance of Donations to Library Renovation Project - Campaign Managers for the Next Chapter
9. Land Use Code Update Planning Consultant Selection - Planning Department
10. Ambulance Billing Contract - Finance Director and Fire Chief
11. FY17 Audit Presentation – Melanson Heath
12. Approving an Application for CDBG Funds - MEDC/603 OPTX Resolution R-2018-07

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

1. CITY MANAGER COMMENTS

**F. REPORTS - BOARDS AND COMMISSIONS**

**G. REPORTS - MORE TIME**

1. Monadnock Progressive Alliance-Requesting Support for their “Ready for 100% Renewable Energy” Campaign
2. Tim Zinn/Let It Shine - Request for 2018 Keene Pumpkin Festival Brought to You By the Students of the Area's Schools - Event License
3. Clarence DeMar Marathon - Request to Use City Property

**H. ORDINANCES FOR FIRST READING**

**I. ORDINANCES FOR SECOND READING**

1. Relating to Parking Lots  
Ordinance O-2018-05
2. Relating to the Energy and Climate Committee  
Ordinance O-2018-04-A

**J. RESOLUTIONS**

1. Relating to the Release of Drainage Easements and Acceptance of a Deed for a Relocated Drainage Easement - Ashuelot Street  
Resolution R-2018-05
2. Relating to the Absolute Discontinuance of a Public Way Known as Wells Street Parking Lot and For the Return of Layout of a Public Right-of-Way Known as Wells Street  
Resolution R-2018-12

**K. TABLED ITEMS**

1. Appointments - Downtown Revitalization ad hoc Committee

Non Public Session

Adjournment

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 41<sup>st</sup> 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



## 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 \$200,000 in Community Development Block Grant (CDBG) funds. The CDBG would be sub-granted to Monadnock Economic Development Corporation (MEDC) which would loan the funds to 603 OPTX for costs related to business start-up including but not limited to working capital, equipment, and any other soft or development related costs at a building located at 80 Krif Road in Keene. The business will create at least 10 new jobs, of which at least 6 will be filled from people from low and moderate income households. The total project is estimated at \$931,000 of new investment in 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 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, April 5, 2018

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 fifteenth day of March two thousand and eighteen.

Attest:

City Clerk



# CITY OF KEENE

R-2018-07

Eighteen

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 \$200,000 to be sub-granted to the Monadnock Economic Development Corporation (MEDC) who would loan the funds to 603 OPTX for costs related to business start-up including but not limited to working capital, equipment, and any other soft or development related costs at a building located at 80 Krif Road in Keene.

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 \$200,000 in Community Development Block Grant funds: 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

In City Council March 15, 2018.

Referred to the Finance, Organization and Personnel Committee.

Public Hearing set for Thursday, April 5, 2018 at 7:00 PM.

City Clerk

PASSED

**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:

Title:

Signature:

\_\_\_\_\_

Date of Adoption:

April 5, 2018

## **MEDC/603 OPTX**

### **CDBG Applications Summary**

Applicant: City of Keene

Proposed Subrecipient: Monadnock Economic Development Corporation

Proposed Business: 603 OPTX, Inc.

Proposed Grant Administrator: Southwest Region Planning Commission

Needs Addressed: Job creation for low to moderate income individuals. 603 OPTX will create at least 10 new jobs as a result of this project, of which at least 61% will be filled by individuals from low to moderate income households.

Project: The CDBG would be sub-granted to Monadnock Economic Development Corporation (MEDC) which would loan the funds to 603 OPTX for costs related to business start-up including but not limited to working capital, equipment, and any other soft or development related costs at a building located at 80 Krif Road in Keene. The total project is estimated at approximately \$800,000 of new investment in Keene.

Amount of CDBG funds: \$200,000

Use of CDBG funds: Economic Development

Other funds: An estimated \$600,000 of additional capital will be invested in the project.

## New Hampshire Community Development Block Grant Program

The New Hampshire Community Development Block Grant (CDBG) Program represents federal funding from the United States Department of Housing and Urban Development (HUD). CDBG projects must target low to moderate income individuals and households. The program is administered by the New Hampshire Community Development Finance Authority (CDFA). Following are the four categories of CDBG projects that are available to municipalities:

### **CDBG Housing and Public Facilities Grants - up to \$500,000 annually**

- Affordable housing and housing rehabilitation grants to purchase, rehabilitate, expand, and improve the condition and supply of housing for low and moderate income homeowners and tenants.
- Public Facilities grants include water and sewer system improvements, transitional and homeless shelters, sidewalks, handicapped access, and neighborhood or community centers that provide public services to low and moderate income people.
- Applications for housing and public facilities applications are accepted on the last Monday of January and July of each year.

### **CDBG Economic Development - up to \$500,000 annually**

- CDBG Economic Development grants provide funds through an annual set-aside for activities, which create and retain employment, primarily for low and moderate income people.
- Can providing business financing through Regional Development Corporations (RDC) and Economic Development Entities (EDE), or through public facility improvements to support economic development efforts.
- CDBG Economic Development Funds can be used for acquisition of land and buildings, construction of commercial buildings, purchase of machinery and equipment, employee training, and public facilities improvements. Applications are accepted on a first-come, first-served basis.

### **CDBG Microenterprise - up to \$500,000 annually**

- CDBG Microenterprise grants provide support for low to moderate income microenterprise businesses, through training, technical assistance, and loans.
- Grant funding is sub-granted to a Subrecipient entity that provides the services to the microenterprise businesses.

### **CDBG Feasibility Studies Grants**

- The objectives of a feasibility study grant are to determine whether or not a proposed CDBG project is feasible and/or to recommend specific action(s) to be undertaken and that at least 51% of the intended beneficiaries will be of low or moderate income.
- Eligible activities include income surveys, preliminary architectural and engineering design, cost estimates, and market analysis.
- Applications are accepted on the last business day, Monday through Friday, of April and October each year.

### **CDBG Emergency and Unanticipated Events Grants - up to \$500,000 annually**

- Grant funds are available for eligible CDBG projects which result from emergencies and unanticipated events that have a serious and immediate threat to public health and safety and must benefit low to moderate income people.
- Applications are accepted on a first-come, first-served basis.

STATE: NEW HAMPSHIRE

SECTION 8 INCOME LIMITS

PROGRAM  
Boston-Cambridge-Newton, MA-NH MSA

1 PERSON 2 PERSON 3 PERSON 4 PERSON 5 PERSON 6 PERSON 7 PERSON 8 PERSON

Boston-Cambridge-Quincy, MA-NH BMSA  
FY 2016 MET: 98100

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

Lawrence, MA-NH BMSA  
FY 2016 MET: 84100

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

Portsmouth-Rochester, NH BMSA  
FY 2016 MET: 83400

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

Western Rockingham County, NH BMSA  
FY 2016 MET: 101800

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

Manchester-Nashua, NH MSA

Hillsborough County, NH (part) BMSA  
FY 2016 MET: 84700

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

Manchester, NH BMSA  
FY 2016 MET: 72400

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

Nashua, NH BMSA  
FY 2016 MET: 89200

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

Belknap County, NH  
FY 2016 MET: 69400

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

Carroll County, NH  
FY 2016 MET: 60400

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

Cheshire County, NH  
FY 2016 MET: 64900

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

Cook County, NH  
FY 2016 MET: 55200

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

Grafton County, NH  
FY 2016 MET: 70700

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

Merrimack County, NH  
FY 2016 MET: 83200

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

Sullivan County, NH  
FY 2016 MET: 67700

EXTR LOW INCOME  
VERY LOW INCOME  
LOW-INCOME

20650	23600	26550	29450	31850	34200	36730	40890
34350	39250	44150	49050	53000	56900	60850	64750
51150	58450	65750	73050	78900	84750	90600	96450
17700	20200	22750	25250	28440	32580	36730	40890
29450	33650	37850	42050	45450	48800	52150	55550
46000	52600	59150	65700	71000	76250	81500	86750
17500	20000	22500	25000	28440	32580	36730	40890
29200	33400	37550	41700	45050	48400	51750	55050
46000	52600	59150	65700	71000	76250	81500	86750
21400	24450	27500	30550	33000	35450	37900	40890
35650	40750	45850	50900	55000	59050	63150	67200
46000	52600	59150	65700	71000	76250	81500	86750
17800	20350	22900	25400	28440	32580	36730	40890
29650	33900	38150	42350	45750	49150	52550	55950
46000	52600	59150	65700	71000	76250	81500	86750
15900	18150	20400	24300	28440	32580	36730	40890
26450	30200	34000	37750	40800	43800	46850	49850
42300	48350	54400	60400	65250	70100	74900	79750
19150	21900	24650	27350	29550	32580	36730	40890
31950	36500	41050	45600	49250	52900	56550	60200
46000	52600	59150	65700	71000	76250	81500	86750
15000	17150	20160	24300	28440	32580	36730	40890
25000	28600	32150	35700	38600	41450	44300	47150
40000	45700	51400	57100	61700	66250	70850	75400
15000	17150	20160	24300	28440	32580	36730	40890
25000	28600	32150	35700	38600	41450	44300	47150
40000	45700	51400	57100	61700	66250	70850	75400
15000	17150	20160	24300	28440	32580	36730	40890
25000	28600	32150	35700	38600	41450	44300	47150
40000	45700	51400	57100	61700	66250	70850	75400
15000	17150	20160	24300	28440	32580	36730	40890
25000	28600	32150	35700	38600	41450	44300	47150
40000	45700	51400	57100	61700	66250	70850	75400
17500	20000	22500	24950	28440	32580	36730	40890
29150	33300	37450	41600	44950	48300	51600	54950
46000	52600	59150	65700	71000	76250	81500	86750
15000	17150	20160	24300	28440	32580	36730	40890
25000	28600	32150	35700	38600	41450	44300	47150
40000	45700	51400	57100	61700	66250	70850	75400
15000	17150	20160	24300	28440	32580	36730	40890
25000	28600	32150	35700	38600	41450	44300	47150
40000	45700	51400	57100	61700	66250	70850	75400
15000	17150	20160	24300	28440	32580	36730	40890
25000	28600	32150	35700	38600	41450	44300	47150
40000	45700	51400	57100	61700	66250	70850	75400



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

March 12, 2018

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** B.1.

**SUBJECT:** Confirmations

---

**COUNCIL ACTION:**

In City Council March 15, 2018.

Tabled until the next regular meeting of the City Council.

**RECOMMENDATION:**

I hereby nominate the following individuals to serve on the designate board or committee:

Airport Development and Marketing  
Committee

Elizabeth Bendel, slot 9  
Chesterfield, NH

Term to expire Dec. 31, 2018

Nathan Jacobs, slot 10  
69 Wilson Pond Rd.  
West Swanzey, NH

Term to expire Dec. 31, 2019

Juvenile Conference Committee

Eli Rivera, slot 1  
Re-nomination

Term to expire Dec. 31, 2020

**ATTACHMENTS:**

**Description**

Background - Bendel

Background - Jacobs

February 26, 2018

#### Background for Elizabeth Bendel

Elizabeth is the owner and President of Monadnock Aviation, Inc. She served in the U.S. Navy as an aviation intelligence officer. During her career, Beth was stationed in a variety of locations including the Philippines, Japan, and the Pentagon. Her introduction to aviation was early in her career at Naval Air Station Cubi Point, Philippines, working with P-3 Orion aircraft. It was here that she discovered her love for aviation and became a pilot. She next served in Japan and was then selected to attend the Joint Military Intelligence College where she earned a Master of Science Degree in Strategic Intelligence. Her service culminated at the Pentagon as a broadcast anchor-woman for the Defense Intelligence Network. She earned several Navy Achievement Medals and the Defense Meritorious Service Medal during her service.

Following her military career, Beth became a federal law enforcement agent and used her background in intelligence operations to investigate and arrest drug traffickers. Ultimately, she specialized in investigations of child pornography producers and traffickers. Beth was recognized with various law enforcement citations and awards including being honored as The Officer of the Year by the National Center for Missing and Exploited Children.

With the founding of Monadnock Aviation, Beth returned to her aviation roots. Now in its tenth year of business, and certified as both woman and veteran owned, Monadnock Aviation provides a complete array of aviation services at the Dillant-Hopkins Airport. With ten employees and four aircraft, she provides fuel, Enterprise rental cars and other aviation services to corporate jet operators, comprehensive flight training from private pilot all the way through commercial pilot and flight instructor, aircraft maintenance, aircraft inspections, and aircraft storage.

Beth is an active volunteer in the local community and serves as a member of the FAA Safety Team (FAAST) and maintains professional membership in the National Air Transportation Association (NATA) and the National Business Aviation Association (NBAA).

Nathan Jacobs, Work History  
69 Wilson Pond Rd.  
West Swanzey, NH 03431  
860-885-4849

#### Education

1993 Graduated Gorham High School, Gorham NH  
1993 Attended Daniel Webster College of Aviation, Nashua NH- Aviation Administration  
1994 Attended Plymouth state college Plymouth NH- Business Management  
1996 Attended New Hampshire Tech Berlin NH- Business Management

#### Work History and Education

1993-1996 Pilot Mt. Washington Sky Adventures Gorham NH  
Scenic Glider and airplane rides over the White Mountains  
Building valuable aviation flying time to start my career.

1996-1998 Owner Mount Washington Sky Adventures Gorham NH  
Hired pilots, bought airplanes, ran the business (this was absolutely the best time of my life) four pilots one office personnel and myself, four aircraft, one 1949 Stearman Biplane, one Piper Pawnee to tow the gliders, and two, three place Schweizer 2-32 gliders, ohh yeah and a wrench permanently attached to my hand. Wow what a ride it was, I'll never forget the great People and Friends that helped to make it all happen!

1997-2000 Berlin City Car Dealerships, Gorham NH  
Car Salesman/ Pilot, I was located in the Toyota showroom selling vehicles.  
I started selling cars in the winter as my flying business was closed during the winter. Berlin City Bought a Beechcraft King Air 200 and they asked me to fly as co-pilot for them where I was taught how to fly a turbine aircraft.

2000-2006 Raytheon/Flight Options Wichita KS  
Flew charter on a King air 200 and then was typed in a Beechjet 400a then a Hawker 800XP, this was a large company that sold fractional shares of the aircraft to clients that I then flew throughout the US, North America, and South America.

2001-2006- C&S Wholesale Grocers Inc., Keene NH  
Part time contract pilot flying the Beechjet and eventually the Hawker.

August 7, 2006-Present- C&S Wholesale Grocers Inc., Keene NH  
I started as a Captain on the Beechjet and Hawker. Through the years I have worn many different hats within the Aviation department. My extra duties have been procurement officer, Safety Officer, Lead pilot, and I am now the Aviation Director for the Department. I have held this title since September 2016.



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

March 27, 2018

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** B.2.

**SUBJECT:** Nomination

---

**RECOMMENDATION:**

I hereby nominate the following individual to serve on the designate Board or Commission:

Planning Board

Fire Captain Michael Burke, slot 8  
447 Pako Avenue  
administrative staff

Term to expire Dec. 31, 2019





External Communication  
*Transmittal Form*

March 20, 2018

**TO:** Mayor and Keene City Council

**FROM:** Lee K. Robator

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

**ITEM:** C.1.

**SUBJECT:** Lee Robator - Resignation - Keene Housing Authority

---

**ATTACHMENTS:**

Description

Communication - Robator

**BACKGROUND:**

Lee K. Robator is resigning from his position on the Keene Housing Authority. He has served on the Board since 2008.



March 20, 2018

Mayor Lane,

Please except this letter as my resignation from the Board of Commissioners for Keene Housing effective April 30th. I will be retiring at the end of April and moving away from Keene. It has been an honor to serve as a commissioner and I found the experience to be very rewarding. The organization is in great shape and has an extremely strong management team in place.

Josh Meehan has exceeded the board's expectations in all aspects. His leadership has benefited Keene Housing and the community. He continues to propel the organization as a superior housing agency, recognized for its achievements on a national level.

Thank you for allowing me to serve Keene over the years in this capacity.

Sincerely,

A handwritten signature in black ink, appearing to read "Lee K. Robator", with a long horizontal flourish extending to the right.

Lee K. Robator

CC. Joshua Meehan



External Communication  
*Transmittal Form*

April 3, 2018

**TO:** Mayor and Keene City Council

**FROM:** Frederick Haap

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

**ITEM:** C.2.

**SUBJECT:** Frederick Haap - Resignation - Airport Marketing and Development Committee

---

**ATTACHMENTS:**

Description

Communication - Haap

**BACKGROUND:**

Frederick Haap is resigning from the Airport Development and Marketing Committee. Mr. Haap had been a member of the Airport Advisory Commission since March 2016.

Frederick Haap III  
704 Old Walpole Road  
Surry, NH 03431

April 1, 2018

Mayor Kendall Lane  
3 Washington Street  
Keene, NH 03431

Dear Mr. Mayor:

Thank you for the opportunity to serve the City of Keene as a member of the Airport Advisory Commission. I thoroughly enjoyed working with the Commission members including Jack Wozmak. As a result of the reorganization of the Commission into a committee focused on marketing the airport, my operations background and skill set is no longer aligned with this new committee's goals. Therefore, I respectfully submit my resignation.

Hopefully this new committee will provide the City of Keene with a vibrant airport that will serve the community well in the years ahead.

Respectfully,

A handwritten signature in cursive script that reads "Frederick Haap III". The signature is written in black ink and includes a small flourish at the end.

Frederick Haap III

CC: Patricia Little, City Clerk



External Communication  
*Transmittal Form*

March 30, 2018

**TO:** Mayor and Keene City Council

**FROM:** Dorrie Masten

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

**ITEM:** C.3.

**SUBJECT:** Dorrie Masten/Pedraza's Mexican Restaurant - Request for Removal of Parking Kiosks - West Side of Central Square

---

**ATTACHMENTS:**

Description

Communication - Masten

**BACKGROUND:**

Ms. Masten is requesting the City consider removing the parking kiosks along Central Square. She is advocating their use in parking lots only.

Pedraza's Mexican Restaurant, LLC  
44 Central Square, Keene NH 03431  
603-352-3199

March 27, 2018

City of Keene  
Town Clerk  
3 Washington St.  
Keene, NH 03431

Dear Sirs,

I would like the opportunity to speak at the next council meeting regarding the kiosk that is located in front of The Pour House. I was originally excited for the kiosk as it would clear up the sidewalk, make more room for a patio and be esthetically more appealing however it has been a huge hinderance on our business as well as causing tremendous amount of upset with the community. I feel strongly that the kiosks belong in parking lots and not on our downtown streets.

Sincerely,



Pedraza's Mexican Restaurant, LLC



External Communication  
*Transmittal Form*

April 3, 2018

**TO:** Mayor and Keene City Council

**FROM:** Roger Weinreich

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

**ITEM:** C.4.

**SUBJECT:** Roger Weinreich - Request for Temporary Closure the North Bound Lanes of Main Street -  
Block Party

---

**ATTACHMENTS:**

**Description**

Communication - Weinrich

**BACKGROUND:**

Roger Weinreich is requesting permission to close the north bound lanes of Main Street for a block party on Saturday June 2 and Saturday June 9. North bound traffic would be routed to Eagle Court. The block party, which will run from 10 am to 8 pm, will consist of live music, food vendors, games and art activities. A temporary banner will be erected at the Main Street closure.

# GOOD FORTUNE JEWELRY

April 2, 2018

The Honorable Mayor and City Council  
Keene City Hall  
3 Washington Street  
Keene, NH 03431

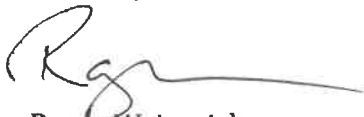
Dear Honorable Mayor and City Council,

I am writing to ask permission to host a block party on Saturday, June 2<sup>nd</sup> and Saturday, June 9<sup>th</sup> in front of our store on Main Street. This family oriented event will take place in conjunction with Art Walk and feature live music, food vendors, participatory games and art activities.

The block party will run from 10 am until 8pm and involves closing the northbound section of Main Street from Eagle Court to Cypress Street. A temporary banner describing the event will be displayed at each end of the closed street and northbound traffic will be routed onto Eagle Court.

Our goal is to produce a small event that serves to increase the vitality of our downtown community. We look forward to working with city staff in protocol meetings to create a safe and enjoyable experience for everyone.

Sincerely,



Roger Weinreich  
President, Good Fortune Jewelry & Pawn

110 Main Street • Keene • New Hampshire 03431 • (603) 357-7500

[www.GoodFortuneJewelry.com](http://www.GoodFortuneJewelry.com)





External Communication  
*Transmittal Form*

April 3, 2018

**TO:** Mayor and Keene City Council

**FROM:** Shana Davis

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

**ITEM:** C.5.

**SUBJECT:** Shana Davis - Request to Display Banner Signs - Food Truck

---

**ATTACHMENTS:**

Description

Communication - Davis

**BACKGROUND:**

Shana Davis is requesting that the City Council allow her to erect a banner sign for her food truck at 100 Emerald Street.

4/03/2018

Dear Mayor Lane and Keene City Council,

I am the owner/operator of Hot Hogs BBQ, a Food Truck located at 100 Emerald Street. We have been in operation a year and a half. Last Summer, I purchased 2 Feather Banners to place out when I open. Immediately, we saw a big increase in business. As much as 30 percent more customers daily who saw these banners and stopped by for lunch. My customers would comment how they thought they looked great. The banners also helped to let customers know we were open without coming fully down to the parking lot.

Months later, I was informed by a City Code Officer that Banner Flags were not code. He said I could use a small A-Frame sign. I proceeded to use that A-frame but was not getting the results I had previously with my Feather Banners. In fact, many of my customers would say to me "I didn't see your banners up, so we didn't stop".

These Feather Banners are very attractive. They are not ripped, torn or faded. I only put them out during lunchtime on weekdays. Then, I take them down and store them which helps to keep them looking great.

I am asking for the Keene City Council to give me permission to start using my Feather Banners again. Other businesses in Keene are using them including car dealerships and an Ice Cream business. As a small business they are a vital part of helping my business to succeed.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Shana Davis". The signature is written in a light grey or blue ink and is positioned above the printed name and address.

Shana Davis

197 Skyline Drive

Keene, New Hampshire 03431

603-313-1977



External Communication  
*Transmittal Form*

March 30, 2018

**TO:** Mayor and Keene City Council

**FROM:** Kevin Watterson, Keene Swampbats President

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

**ITEM:** C.6.

**SUBJECT:** Keene Swampbats - Request to Discharge Fireworks

---

**ATTACHMENTS:**

Description

Communication - Swampbats

**BACKGROUND:**

The Keene Swampbats are seeking permission for the discharge of fireworks on Alumni Field on two dates: June 17, 2018 and July 3, 2018.



www.swampbats.com  
P.O. Box 160 • Keene, NH 03431 • (603) 357-5464

March 14, 2017

City of Keene  
Keene City Council  
3 Washington St.  
Keene, NH 03431

City Council Members:

Per this letter, the Keene SwampBats request your approval to host a Class B Fireworks display on two separate dates:

Sat., June 17<sup>th</sup>

Mon., July 3<sup>rd</sup>

These events would take place on at Keene's Alumni Field on Arch Street, immediately following the regularly scheduled SwampBats' game on those nights, at approximately 9:45 pm. Thank you in advance for your consideration.

Sincerely,

Kevin D. Watterson, Pres.  
Keene SwampBats



External Communication  
*Transmittal Form*

April 2, 2018

**TO:** Mayor and Keene City Council

**FROM:** Weston Liu, New England Aerobic Club

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

**ITEM:** C.7.

**SUBJECT:** New England Aerobic Club - Request to Use City Property - Dillant Hopkins Airport

---

**ATTACHMENTS:**

Description

Communication - Liu

**BACKGROUND:**

The New England Aerobic Club is requesting a license to hold aerobic practice sessions at the Dillant-Hopkins Airport once per month starting in May 2018.

105 Mason Rd  
Brookline, NH, 03033

February 3, 2018

City Council  
City of Keene  
3 Washington St.  
Keene, NH 03431

Dear Keene City Council,

2017 was another successful year for the New England Aerobatic Club and myself. We thank you for our flying at the Keene Dillant-Hopkins Airport. We offer our thanks to Jack Wozmak, the Airport Director, Mike Moriarty and the rest of the airport staff, Beth Bendel at Monadnock Aviation, and Tracy Keating at The Flight Deck for their enthusiastic support. The feedback that we have received is that the aerobatics has been a positive for business at the airport.

Mother nature was not entirely cooperative in 2017 but we were able to fly at Keene in June (2), July, and September.

The aerobatic practice at Keene helped myself fly at the US National Aerobatic Championships to a 6<sup>th</sup> Place in my Intermediate Category. My peers in the New England Aerobatic Club were able to earn trophies at regional contests across the northeast US.

The NEAC and I request the renewal of our airport agreement with the City for 2018. We hope to be able to schedule aerobatic practice days starting in late May. We anticipate attempting to fly about once a month, depending on weather and the International Aerobatic Club's schedule of contests.

The New England Aerobatic Club and I look forward to another successful year of flying at Keene.

Sincerely,



Weston Liu

For the New England Aerobatic Club



External Communication  
*Transmittal Form*

April 2, 2018

**TO:** Mayor and Keene City Council

**FROM:** Edward Robinson, Engineering and Construction Manager

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

**ITEM:** C.8.

**SUBJECT:** Firstlight Fiber - Request to Install Conduit on City Right-of-Way

---

**ATTACHMENTS:**

**Description**

Communication - Firstlight Fiber

Conduit Plan

**BACKGROUND:**

Firstlight Fiber is requesting permission to install a telecommunications conduit on Main Street to service occupants of 16 Church Street.



February 12, 2018

City Council Members  
City of Keene  
3 Washington Street  
Keene, NH 03431

Re: Request of FirstLight Fiber for permission to install conduit in City right of way

Dear Council Members,

FirstLight Fiber is provider high-speed data, internet, data center, voice services and other cloud-based information services to enterprise and carrier customers in New Hampshire and other states in the Northeast. In the past several years, FirstLight has acquired several communications companies that constructed facilities and provide services in Keene, including segTEL, G4, Sovernet, 186 Communications and New Hampshire Optical Systems.

FirstLight respectfully requests the City Council's permission to install a telecommunications conduit along Main Street. The "Schedule-40" PVC 4" conduit would run between two existing manholes on Central Square and Main Street. FirstLight's contractor will place a 4' x 4' x 4' water-rated manhole in the middle of the path to allow fiber-optic cable to be pulled between the existing manholes. This installation will allow FirstLight to provide data, voice and colocation services to occupants of 16 Church Street. The attached drawing illustrates where the work will take place.

FirstLight will work closely with the City of Keene's Public Works Department to ensure this installation meets all required standards.

Thank you for your consideration of this request. If you need additional information, feel free to contact me at: [erobinson@firstlight.net](mailto:erobinson@firstlight.net) or 603-296-7652.

Kind regards,

Edward Robinson  
Engineering and Construction Manager  
Cc: Elizabeth Dragon, City Manager





Outside Plant Engineering  
erobinson@firstlight.net

Cell: (603) 296-7652

2/12/2018

Municipality:

Keene NH

Project Route:

Main St - Church St Area

Not to Scale

Drawn By

ER

Date:

2/12/2018

Application #

REV

001

Status: Submitted

Reviewed by: ER

Sheet 1 of 1



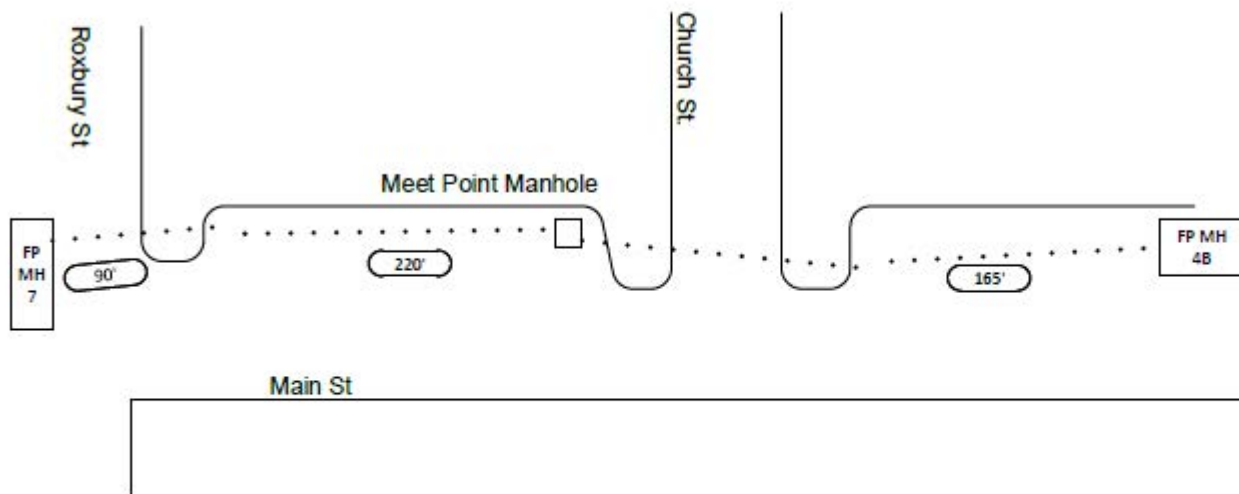
Breakouts to be done on both Fairpoint Manholes



Firstlight H2O Rated  
Handholes  
4'x4'x4'

Cover to be 30" minimum

..... 1-4" Schedule 40 Conduit





External Communication  
*Transmittal Form*

March 21, 2018

**TO:** Mayor and Keene City Council

**FROM:** Councilor Randy L. Filiault

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

**ITEM:** C.9.

**SUBJECT:** Councilor Filiault - Lighting in the Downtown

---

**ATTACHMENTS:**

Description

Communication - Filiault

**BACKGROUND:**

Councilor Filiault is requesting that staff look at the options for improved lighting for Downtown crosswalks.

March 21, 2018

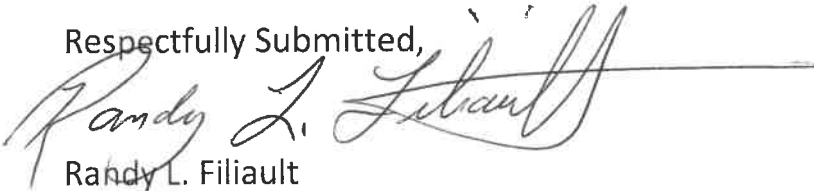
TO: The Honorable Mayor and City Council  
FROM: Councilor Randy L. Filiault  
RE: Downtown Crosswalk Lighting

Dear Mayor and Councilors,

Because it remains a serious issue to safety in downtown Keene, I am asking the City Council to approve an "in house" study to investigate options for improved lighting at downtown crosswalks.

Although we currently have various recommendations and larger projects being considered, it is my opinion the lighting issue is so serious we need to treat it independently and not delay its upgrade.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Randy L. Filiault". The signature is written in black ink and extends across the width of the page.

Randy L. Filiault  
Keene City Councilor



External Communication  
*Transmittal Form*

April 2, 2018

**TO:** Mayor and Keene City Council

**FROM:** Councilor Bart Sapeta

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

**ITEM:** C.10.

**SUBJECT:** Councilor Sapeta - Request to Establish Ad Hoc Committee to Honor Clarence DeMar

---

**ATTACHMENTS:**

**Description**

Communication - Sapeta

**BACKGROUND:**

Councilor Sapeta is requesting consideration for the establishment of an ad hoc committee to consider options for honoring the legacy and achievements of Clarence DeMar.

April 2<sup>nd</sup>, 2018

From:  
Bartlomiej K. Sapeta  
City Councilor  
11 Pheasant Hill Road  
Keene, NH 03431

To:  
Mayor Kendall W. Lane  
3 Washington Street  
Keene, New Hampshire 03431

Dear Mayor Lane,

I would respectfully ask that you consider establishing an Ad Hoc committee to study a possibility of honoring the achievements of a national sports icon and an Olympic medalist Clarence DeMar. I believe that it would be appropriate for the City of Keene to contribute further to the extension of his legacy by perhaps discussing some of the following ideas:

- naming of a street, park or a public space in his honor,
- commissioning a statue, a mural or another form of public art to express his achievements, and
- discussing any other ideas that epitomize and promote his spirit in the community.

Sincerely,



Bartlomiej K. Sapeta  
City Councilor

11 Pheasant Hill  
Keene, NH 03431



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

March 21, 2018

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** D.1.

**SUBJECT:** Department Presentation-Leak Detection-Public Works Department

---

**RECOMMENDATION:**

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends accepting the presentation from the Public Works Department on leak detection as informational.

**BACKGROUND:**

Chair Manwaring recognized Todd Calderwood, Foreman of the Water and Sewer Division. Mr. Calderwood stated that here in NH, safe drinking water is something that is taken for granted and until water is lost it is not something that is considered.

Mr. Calderwood began his presentation describing a leak that occurred on lower Main Street in the Edgewood neighborhood last fall. He explained that his crew started digging after a call came in of a report of a dip in the road. Mr. Calderwood said that his crew was able to find the leak, diagnose and do the repair before the road was torn apart. This course of action is always the goal. Mr. Calderwood said the traffic on lower Main Street is busy and traffic needed to be rerouted through the Edgewood neighborhood. He said if a leak is not found it could be catastrophic. Mr. Calderwood presented a photograph of a leak on Water Street in 2009; the hole was 9 feet deep and big enough to swallow a pickup truck. He explained there is a 16 inch transmission main from the treatment facility that feeds the entire City and this leak made for a very difficult day. He reported that Brattleboro lost 250 feet of road when they lost a 16 inch main and cost tens of thousands of dollars in repairs.

Mr. Calderwood said the problems with leaks are that they can cause severe damage and undermine other utilities. He said that leak detection is a crucial skill that is learned on the job and finding the source of a leak and diagnosing it is difficult. He referenced the lower Main Street leak that was 9 feet deep and the logistics of diverting the traffic was difficult so the decision was made to bring in additional help to confirm the leak they had found.

He reported last summer there was a break on Meadow Road that contained a 12 inch cast iron pipe with an 8 foot crack on the main that led to the loss of half million gallons of water. These are the types of situations where he will receive a call from Ben Crowder, Treatment Facility Manager, notifying him there is a loss of pressure and tanks are not filling as quickly as they should be. He reported the most extreme example was a call where they were losing a million and a half gallons a day. He explained the crew was looking in the brooks and rivers in addition to listening to the hydrants. Mr. Calderwood said this was tough logistically because the leak was located in a steep gully and they needed to hire Lawrence Excavating to assist due to the steepness of the banks.

Mr. Calderwood continued explaining that leak detection is most often used to find a known leak. In 2010, Donna Hanscom was able to procure grant money that was used to conduct a leak survey of the entire City. Don Keller, an experienced leak professional, was hired and he found 29 leaks in the course of two months. He reported that Mr. Keller walked hundreds of miles of water mains and the results were amazing. Based on the results the crew started working with Mr. Keller on a daily basis to learn his methods. Mr. Calderwood said that none of these leaks Mr. Keller found had surfaced and were all leaking at the time. He reported when the repairs were completed 354,000 gallons of water a day was saved, which is also 15% of the City's water demand. He noted this was an education in itself with leak detection but also a lesson that an unseen leak does not mean that it does not exist.

Mr. Calderwood reported their leak detection methods are old school to very modern. They have a state of the art listener that is used to walk along the pavement. In addition, they can trace iron mains electronically and bang on hydrants to listen to sound in order to detect if they are digging in the right place.

He displayed a photo of a top view of a 12 inch valve that showed rust around the outside where the bind bolts rusted away. He explained this leak was due to electrolysis also known as environmental corrosion.

The next photo he presented was a two foot crack on the main located on Marlboro Street that was a 14 inch cast iron universal pipe. Mr. Calderwood also showed a photo where stainless steel bolts were used to replace the carbon bolts that rotted away on this universal pipe. It was reported there were many pipes within the City where the carbon bolts had rotted away and were replaced with stainless bolts. Mr. Calderwood explained that replacing these bolts meant not having to cut pipe and having to leave people without water.

Mr. Calderwood then displayed a photo of the wear marks from a leak at a bell joint. He noted this particular leak was going for a year or more until it surfaced.

He then displayed a photo of a hole in a pipe located on Winchester Street that started due to electrolysis. The pressure of the water coming out of the pipe made the hole bigger and bigger. Mr. Calderwood noted this was another example of environmental corrosion.

The next photo presented was a leak in a flared fitting. He said most pipes from the 1920's-1980's were done with flare fittings and are the most common type of leak within the City. He said that they receive a lot of calls from home owners saying they can hear water running.

Mr. Calderwood presented a photo a CO2 cylinder that is used for small trenches where they do not have to dig into the street and shut off water. He said part of the job is to narrow down where the leak is located, notify property owners and fix the leak with minimum destruction.

The next photo Mr. Calderwood presented was to demonstrate how deep in the ground his crew will need to go in order to fix a leak. The photo presented was of the crew going 11 feet deep.

Mr. Calderwood closed his presentation by stating that if his crew was not wet, cold or dirty they were not happy.

Chair Manwaring stated that she requested this presentation out of concern because her water meter was buried under the ground. She stated that whenever the Public Works Department wants to look at the meter, she has to dig this up. Chair Manwaring asked if something should be done with the meter since it is located in the ground. Mr. Calderwood replied this was not uncommon for water meters that were installed years ago. He explained that it was considered years ago that if a water meter was in the ground it was protected and not up in the air getting a cold draft that could lead to freezing. Mr. Calderwood noted the water meter being in the ground could be changed with plumbing.

Chair Manwaring asked how she would know of a leaking or broken water meter. Mr. Calderwood replied there is a triangle on the water meter and if all the water is off in the house and that triangle on the meter is still moving this would indicate a leak in the house. He noted the leaks that have occurred in the City are not going through the home owners meter and are costs to the City.

The City Attorney asked how much water on a daily basis is going into the distribution system could then be correlated to how much the City charges for the water. Mr. Calderwood replied how much water is made at the plant is tracked and how much water is pumped at the wells is tracked on a daily basis and they measure that against what goes through home owner meters. He noted that Ms. Hanscom has great statistics on the City's water use and what the City is using and producing.

Chair Manwaring welcomed public comment. With no comment, Chair Manwaring asked if there was a motion.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends accepting the presentation from the Public Works Department on Leak Detection as informational.





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

March 21, 2018

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** D.2.

**SUBJECT:** Keene Serenity Center-Request to Close a Portion of Carpenter Street

---

**RECOMMENDATION:**

On a vote of 3-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the closure of Carpenter Street from Church Street to Kingsbury Street on June 23rd at the discretion of City staff upon the applicant following the rules of that closure.

**BACKGROUND:**

Chair Manwaring announced that she submitted this request and would be presenting this to the Committee. Councilor Filiault was appointed as Chair Pro Temp.

Councilor Manwaring stated this is the same request as last year for the closure of Carpenter Street from Church Street to Kingsbury Street on Saturday, June 23rd from 8AM-4PM. She said last year she submitted a request from Church Street to Kingsbury Street. Councilor Manwaring said that the Keene Serenity Center is holding their annual celebration where music will be featured and electrical cords will go across the street to the Patricia T. Russell Field. She noted the request is to have the road closed to protect the cords. Last year Councilor Manwaring said the Police Department (PD) was kind enough to drop off barricades.

Chair Pro Temp Filiault asked if there were any changes to the event from last year. Councilor Manwaring replied there are no changes.

The Public Works Director stated the petitioner is doing the same activities as last year and would recommend a motion to authorize the closure from Church Street to Kingsbury Street on June 23rd from 8AM to 4PM for the Keene Serenity Center subject to any conditions set forth.

Councilor Lamoureux asked if the PD used a hard barricade. The Public Works Director replied that a soft barricade was used and detour signs would also be used to bring traffic around this area.

Councilor Lamoureux asked if there were any issues with traffic last year. The Public Works Director replied they were not aware of any issues.

Chair Pro Temp Filiault welcomed public comment. With no comment, Chair Pro Temp Filiault requested a motion.

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

On a vote of 3-0, the Municipal Services, Facilities, and Infrastructure Committee moves to recommend authorizing the closure of Carpenter Street from Church Street to Kingsbury Street on June 23rd at the discretion of City staff upon the applicant following the rules of that closure.



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

March 21, 2018

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** D.3.

**SUBJECT:** Gilbo East Parking Lot Improvements – Public Works Department

---

**RECOMMENDATION:**

On a vote of 3-1, the Municipal Services, Facilities and Infrastructure Committee recommends that a resolution be drafted to appropriate \$185,000 from the Downtown Infrastructure Capital Reserve for additional improvements, to include new lighting and a concrete sidewalk along the eastern side of St. James Street, to the Gilbo Surface Parking Lot Rehabilitation Project, as presented. Councilor Filiault voted in opposition.

**BACKGROUND:**

The City Engineer stated the last time they were before the MSFI Committee in January they presented a few different plans and talked about the applicable ordinances and zoning rules that would apply to this project. He noted there were three different options provided. The City Engineer reported that the Committee expressed a strong interest in more comprehensive projects such as including sidewalks along St. James Street and to include a lighting plan for the project.

The City Engineer said the plan presented at this meeting would add those two components. He explained the addition of the raised concrete sidewalks and granite curbing along St. James Street. He reported the updated plan includes total of 11 light fixtures and are proposing solar lighting fixtures in this area that would be off grid battery operated solar fixtures. They received a price estimate from a vendor that was \$5,000 less than their estimate for doing the same system as a wired lighting system. He noted they were pleased to see that solar solutions are becoming price competitive. He explained that in a new installation of solar lighting they were avoiding the cost of new conduit, new wires, and new control systems. The City Engineer referred the Committee to the graphic of the lighting he presented, noting the lighting is not a perfect match to the downtown lighting but has a similar style. He explained the solar panels are integrated into the posts so it would become invisible and not aesthetically distracting. The City Engineer said the lighting would be programmed so that it would be 100% illumination for a certain period of time and programmed to dial back illumination after midnight go down to 50-75% illumination. He noted this option would be dark sky friendly.

In addition, the construction incorporated in the updated project is the landscaping along Gilbo Avenue to soften the edge. He explained the light fixtures located within the parking lot are the addition of small raised islands to protect the lamp fixtures. The City Engineer said they are not proposing a raised median and the reason being is that in order to have a raised median of sufficient width and to maintain parking spaces by City standards the whole site would shift toward St. James Street and would mean losing additional space. He said the motion on the agenda talks about directing staff to write a resolution to appropriate funds. The City Engineer said that it was quite clear watching the discussion at an FOP meeting, the Committee strongly prefers

that this project move forward this summer and to find a source of funding. The proposal is to have the funding taken out of the Downtown Capital Reserve through a resolution.

The City Engineer acknowledged the request was not a small amount of money and that it would help the Committee by breaking down the numbers by round numbers as follows:

- Increase of \$29,000 in construction costs goes to the increase of pavement costs. The new changes include getting the water to move in the right direction with the addition of the sidewalks they are proposing to reclaim the existing surface, break up the asphalt and mix it into the existing base of the parking lot and then put new pavement down on top of it. The raised sidewalks will change drainage patterns and necessitate additional pipes.
- Additional granite curbing along St. James Street is \$22,000.
- Additional cost of sidewalk along St. James Street is approximately two and a half times the original sidewalk and is \$10,000
- The addition for more landscaping than previously included with additional trees and shrubs is \$5,000.
- New lighting option is \$65,000.

Councilor Lamoureux said that he was glad to see this come forward as a full project and it would be great for downtown revitalization in addition to providing a safe area for people to use in the evening. He stated that he appreciates the work that has been done by the City staff.

The City Engineer checked with the Police Department about the location of the kiosks. They are proposing to have a kiosk at the corner of Lamson Street and St. James Street, one on the corner of Lamson Street and one in the center to service the Gilbo Avenue area. He noted the kiosks are included in the FY19 CIP.

Chair Manwaring asked the City Engineer if the request was to add \$185,000. Mr. Lussier replied in the affirmative and that the request was for funding to come from the Downtown Infrastructure Capital Reserve.

Councilor Hooper said that he sees this as money well spent and that it's good to add these important elements for safety. He stated that he whole heartedly endorses the project and the proposed changes.

Councilor Filiault asked if the lighting was LED. Mr. Lussier replied in the affirmative. Councilor Filiault asked if the lighting was down lighting or up lighting with a reflector.

The City Engineer replied the light is located inside the top of the fixture and the diffuser gives it the distribution pattern. He noted these lights are dark skies certified and are appropriate for down lighting conditions. Councilor Filiault asked for the cost per fixture. Mr. Lussier replied there are 11 fixtures the cost of each fixture is just under \$6,000.

Chair Manwaring welcomed comment. With no comment, Chair Manwaring asked for a motion.

Councilor Filiault said that he likes what he is seeing and the problem that he has is that the proposal has more than doubled. He stated that he was not ready to vote based on a fifteen minute presentation when the proposal was more than doubling the original proposal. Councilor Filiault said that he would need more time before voting. Chair Manwaring stated that she agreed and did not expect the project to cost that much.

Councilor Lamoureux clarified the project was for \$118,000 because that is what the CIP funded and the approved project was not going to bring the parking lot to anything better than a new surface. He said the City wanted a project that could be completed without having to do it in sections and having to take money from all different places. He said more importantly the money that is in the Downtown Infrastructure Capital Reserve is already there and will not increase taxes. Councilor Lamoureux stated that it is important to bid the project immediately and not to push the project out. The City Engineer added that if the proposal is approved by the

MSFI Committee they could move forward with advertising the project and the start the bidding process subject to the approval of available funding. He noted that construction could begin in June.

Councilor Hooper acknowledged the concerns and said that City staff worked hard to get to this point and the additional construction of \$185,000 had been looked at carefully.

Councilor Filiault reiterated this was a great proposal and that a major concern of his is the lighting in downtown. He stated that this money would be better spent working on lighting in downtown in places such as at the crosswalks. Councilor Filiault said that he applauds the work of City staff but once again there are other issues that hold priority. He stated that he would vote, "no" at this time due to the amount of the proposal more than doubling and the fact that there are other priorities that face the Council.

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

On a vote of 3-1, the Municipal Services, Facilities and Infrastructure Committee recommends that a resolution be drafted to appropriate \$185,000 from the Downtown Infrastructure Capital Reserve for additional improvements, to include new lighting and a concrete sidewalk along the eastern side of St. James Street, to the Gilbo Surface Parking Lot Rehabilitation Project, as presented. Councilor Filiault voted in opposition.



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

March 21, 2018

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

**SUBJECT:** Farmer's Market of Keene - Request to Use City Property

---

**RECOMMENDATION:**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends that the Farmer's Market of Keene be granted permission to use 22 parking spaces along Gilbo Avenue on Tuesdays, and 22 parking spaces along Gilbo Avenue as well as an additional 18 spaces on the other side of the median strip in the Commercial Street parking lot on Saturdays from May 1, 2018 to November 1, 2018. In addition, the petitioner is granted use of the median area for placement of picnic tables with the understanding that the pedestrian path may not be obstructed. Said permission is granted subject to the following conditions: compliance with the customary licensing requirements of the City Council; the receipt of a total rental fee of \$932.00 (payable on the first day of every month at \$155.00 per month); obtainment of a city food license from the Health Department; and compliance with any recommendations of City staff. Access to City electrical shall also be provided at a fee of \$60.00 for the season. It is further recommended that the Farmer's Market of Keene be allowed to erect sandwich board signs on City property prior to the start of sales, subject to review and approval by City staff with respect to the number and location. The signs must be removed immediately after the sales have concluded.

**BACKGROUND:**

Mr. Bruce Bickford of 188 Upper Walpole Road in Walpole, identified himself as the Coordinator for the Farmer's Market of Keene. Mr. Bickford stated he was before the Committee to request renewal of their license with no changes being made to it.

Police Captain Todd Lawrence stated with no changes to their license, staff has no issue with the request.

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

On a vote of 5-0, the Planning, Licenses and Development Committee moves to recommend that the Farmer's Market of Keene be granted permission to use 22 parking spaces along Gilbo Avenue on Tuesdays, and 22 parking spaces along Gilbo Avenue as well as an additional 18 spaces on the other side of the median strip in the Commercial Street parking lot on Saturdays from May 1, 2018 to November 1, 2018. In addition, the petitioner is granted use of the median area for placement of picnic tables with the understanding that the pedestrian path may not be obstructed. Said permission is granted subject to the following conditions: compliance with the customary licensing requirements of the City Council; the receipt of a total rental fee of \$932.00 (payable on the first day of every month at \$155.00 per month); obtainment of a city food license from the Health Department; and compliance with any recommendations of City staff. Access to City electrical shall also be provided at a fee of \$60.00 for the season. It is further recommended that the Farmer's Market of

Keene be allowed to erect sandwich board signs on City property prior to the start of sales, subject to review and approval by City staff with respect to the number and location. The signs must be removed immediately after the sales have concluded.



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

March 21, 2018

**TO:** Mayor and Keene City Council  
**FROM:** Planning, Licenses and Development Committee  
**ITEM:** D.5.  
**SUBJECT:** Legislative Update - City Manager

---

**RECOMMENDATION:**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends accepting this item as informational.

**BACKGROUND:**

City Manager Elizabeth Dragon stated this item is not for discussion tonight but it is for the purpose of preparing for the legislative delegation meeting scheduled for April 3 at 6pm. Bills at the moment are getting ready to reach the cross over point, so the list of Bills city staff tracks will get narrowed down. What is listed are items staff is involved in tracking.

Councilor Hansel asked whether the city is tracking anything beyond what NHMA recommends. Ms. Dragon answered in the affirmative; for instance HB 1381 has been something that has been an ongoing conversation for a number of years. On either scenario of this Bill the increase to the tax rate will be either 45 cents or 39 cents; neither will be good for the city so staff is working with the delegation to have this bill killed.

Councilor Jones asked whether the city tracks PUC issues. Ms. Dragon stated the one that recently came from this Committee was tracked and a letter was drafted and signed by the Mayor and the city was successful. Unless any rise to the top the city does not get involved. She noted the Planning Department gets more involved in this item adding that nothing on net metering has come up recently.

Councilor Sapeta made the following motion which was seconded by Councilor Rice.

On a vote of 5-0, the Planning, Licenses and Development Committee recommends accepting this item as informational.





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

March 21, 2018

**TO:** Mayor and Keene City Council  
**FROM:** Planning, Licenses and Development Committee  
**ITEM:** D.6.  
**SUBJECT:** Update on More Time Items - City Manager

---

**RECOMMENDATION:**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends accepting this item as informational.

**BACKGROUND:**

Ms. Dragon talked about the two items on the PLD Committee's list; the Sign Ordinance is being sent to the Joint Committee first then to the Planning Board and will be back before the PLD Committee after that. The second item is in reference to Pathways for Keene and they are holding their protocol meeting tomorrow and the PLD Committee will see this item during their next cycle.

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends accepting this item as informational.



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

March 22, 2018

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

**SUBJECT:** Request for Approval to Solicit Donations to be Used as Prizes for City of Keene Fourth Grade Water Science Fairs - Public Works Department

---

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to solicit and accept donations to be used as prizes for the Fourth Grade Water Science Fairs from local and regional businesses.

**BACKGROUND:**

Eric Swope, Industrial Pretreatment Coordinator, addressed the Committee noting we are in year 22 of the Keene Water Science Fairs. He said this event is loved by teachers and students, and it is well supported by the community. Since the starting in 1997 we have had approximately 1,800 students participate. Mr. Swope spoke to the students back in February and the students are very excited. There will be a fair in each of the elementary schools and the top few then moves on to the City Fair to be held on the first Saturday in May 2018. The top few from the City Fair will move on to the State Fair on Wednesday, May 9, 2018, in Plymouth.

Mr. Swope continued as part of an overall reduction in spending, in recent year's staff has requested approval from the City Council to solicit donations for prizes from local and regional businesses and organizations. Last year fifteen businesses and organizations donated prizes including gift certificates, pool passes, museum passes, a Silver Eagle coin, Colonial Theater event passes, MoCo Arts and New Hampshire Dance Institute show passes, and the Keene Swamp Bats provided passes for the families of all participants, plus offered the winner of the City Fair the chance to throw out the first pitch at "Science Fair Night at the Swamp Bats".

Chair Greenwald commented on the intensity of what the students put out noting this is a great opportunity.

Councilor Powers asked if any of the winners, over the past 20 years, have gone on to a career in waste water. Mr. Swope replied he does know of a couple who have gone into the environmental field.

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 solicit and accept donations to be used as prizes for the Fourth Grade Water Science Fairs from local and regional businesses.



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

March 22, 2018

**TO:** Mayor and Keene City Council

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

**ITEM:** D.8.

**SUBJECT:** Acceptance of Donations to Library Renovation Project - Campaign Managers for the Next Chapter

---

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the acceptance of \$218,670.48 as listed in the Cambridge Trust January 1- March 13, 2018 Donor list to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

**BACKGROUND:**

Judith Putnam, of 168 Court Street reported the money from pledges is coming as planned and the building is going up as planned. Ms. Putnam said she is here to ask the Committee to accept funds donated to the campaign from January 1- March 13, 2018 in the amount of \$218,670.48.

Chair Greenwald commented on a fantastic job and noted the variety of donations continues to range between \$25.00 and \$170,000. Ms. Putnam commented they will all be put to good use.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends to the City Council the acceptance of \$218,670.48 as listed in the Cambridge Trust January 1- March 13, 2018 Donor list to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.



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

March 22, 2018

**TO:** Mayor and Keene City Council

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

**ITEM:** D.9.

**SUBJECT:** Land Use Code Update Planning Consultant Selection - Planning Department

---

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized do all things necessary to negotiate and enter into a professional services contract with Camiros, Ltd. for planning services for the second phase of the Land Use Code Update project for an amount not to exceed \$134,000. In the event that a satisfactory contract and fee cannot be agreed upon, the City Manager is authorized to negotiate with the next highest ranked firms in turn.

**BACKGROUND:**

Tara Kessler, Planner addressed the Committee stating she is here tonight to seek the Committee's recommendation to allow the City Manager do all things necessary to negotiate and enter into a professional services contract for the Land Use Code Update for an amount not to exceed \$134,000. She explained staff is doing much of the heavy lifting for this project and we are seeking the services of a planning consultant to help with the tasks of reorganizing and streamlining our regulations, in addition to modernizing our downtown zoning. Ms. Kessler outlined the RFQ process employed in the selection of a consultant noting there were eight submissions from firms across the country. She noted Camiros, Limited as the consultant they would like to start negotiations with. Ms. Kessler said the packet contains the list of firms that submitted to the RFQ.

Councilor Jacobs referred to the \$134,000 figure and inquired if we can still negotiate for a lower number. Ms. Kessler replied in the affirmative noting funding for other services will be needed for this project.

Councilor Clark asked about the duration of the services. Ms. Kessler explained they can start as soon as April and end by the time of adoption in June/July 2019.

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 negotiate and enter into a professional services contract with Camiros, Ltd. for planning services for the second phase of the Land Use Code Update project for an amount not to exceed \$134,000. In the event that a satisfactory contract and fee cannot be agreed upon, the City Manager is authorized to negotiate with the next highest ranked firms in turn.



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

March 22, 2018

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.10.

**SUBJECT:** Ambulance Billing Contract - Finance Director and Fire Chief

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**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute an ambulance billing contract with Comstar Ambulance Billing Service to provide ambulance billing services for five years, with a two year extension at the City's sole option at a fixed rate of 5% of collections.

**BACKGROUND:**

Steve Thornton, Finance Director reported the City issued an RFP in August, 2017 to solicit proposals for ambulance billing services. Six bids were received. A review team of six City staff was assembled to review the proposals. We interviewed three of the respondents who also answered a set of follow-up questions after the interviews. Mr. Thornton said the ratings are depicted in the Memo. The incumbent firm, Comstar, scored highest in the rating process after both the RFP review, and interview as best able to provide ambulance billing services to the City. One of the six member team chose Ambulance Medical Billing over Comstar. References were requested from each bidder that demonstrated a collection percentage of between 85% and 95% for insured patients had been achieved for client communities. Comstar submitted references for five New England communities with collections rates in excess of 90%. The City's experience over the last three years for insured patients has been in the 92% to 94% range. The demonstrated Comstar collection rate is equivalent or slightly higher than the other bidders who provided this information. Comstar has instituted a deductible claims management process which holds bills for high deductible insurance plans until the patient has reached the deductible amount of their insurance coverage. In other words, rather than billing the patient (who is essentially uninsured until the deductible is met) the new process allows the billing company to wait and bill the insurance company. Payment is more likely to be made by an insurance company than by an individual. Mr. Thornton said through this process we are hoping to see our percentages collected improve and we are excited about this. Pricing proposals were submitted as a percentage of collections, and ranged from 3.75% of collections to 6.5% of collections. Comstar proposed a 5% fee for collection services. The recommendation by the review committee reflects the consideration that the slightly higher fee will be offset by improved collections as well as other nonmonetary benefits and efficiencies.

Chair Greenwald inquired if Comstar deals with the uninsured; Mr. Thornton replied in the affirmative. Continuing Chair Greenwald asked for the collection percentage. Mr. Thornton explained the two categories of self-insured (self-pay with high deductible and 100% self-pay not insured). He provided the figures billed for FY17 and the amount collected which totaled approximately 15.5%. Mr. Thornton reiterated the hopes of that number increasing with Comstar's innovation. Chair Greenwald then asked if they work with payment plans. Mr. Thornton reviewed the process- Comstar sends three invoices over a period of time, hardships can be

applied for, and they do offer payment plans.

Councilor Chadbourne queried if funds were available for indigent persons or those on Medicaid perhaps through Human Services. Mr. Thornton replied there are no direct funds for that purpose. The cost is shared with the contracted communities.

Councilor Jacobs clarified the City has been doing business with Comstar for about 15 years. He asked for an explanation of nonmonetary benefits and efficiencies. Mr. Thornton said this refers to the different databases they subscribe to and searches to identify insurances and methods of payment. Comstar, unlike the other applicants, is from Massachusetts which will provide an opportunity for us to work closer with them.

Mark Howard, Fire Chief corrected Mr. Thornton's memo noting this process started almost two years ago. Chief Howard wanted to ensure that both his and Mr. Thornton's staff are thanked for their work and efforts over the last two years putting this together. Chief Howard and Mr. Thornton identified a couple of key things during this process 1) we are being served by a good company that was above average in the collection rates, and 2) we learned there are areas on both our sides that we can improve. Chief Howard said there will be quarterly meetings with Comstar to discuss trends seen on both sides to improve and maximize our collections.

Councilor Powers inquired at what point you stop billing and write-off the balance. Mr. Thornton reiterated they generally send three invoices. Mr. Thornton continued after about 10 months we get a write-off report. We have found a lot of the write-offs are people we have no Social Security number for (no further collection efforts). There is another group we send to a credit agency (not a collection agency) so the debt is reflected on the individual's credit report.

Councilor Jacobs referred to discussions regarding our ambulances going to other towns and the collection of fees. He asked how that fits into this picture. Chief Howard explained there are two parts to that. One, if we are going to a contracted town (we have five) and there is a shortfall at the end of the year they will pay their share. Keene pays 80 % and the other five towns pay 20%; this is based on population. Two, is the bigger regional issue. If we go to Swanzey (not a contracted town) for example and the patient pays or does not pay there is no impact to the town of Swanzey. There is no further collection from the City of Keene at the end of the year with our shortfall; this is part of the bigger discussion that has been taking place.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to negotiate and execute an ambulance billing contract with Comstar Ambulance Billing Service to provide ambulance billing services for five years, with a two year extension at the City's sole option at a fixed rate of 5% of collections.



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

March 22, 2018

**TO:** Mayor and Keene City Council

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

**ITEM:** D.11.

**SUBJECT:** FY17 Audit Presentation – Melanson Heath

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**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the presentation as informational.

**BACKGROUND:**

Steve Thornton, Finance Director apologized for the lateness of the report and provided an explanation. Continuing Mr. Thornton said we are required to have an audit every year because of our City Codes and because we accept \$500,000 a year in federal funds which is a single audit. We do periodically issue an RFP and get proposals. Melanson Heath has been our auditor since 2009; prior to that Vachon Clukay & Company were our auditors. These are the only two responsible bidders we get in this part of the state. The audit went very well and we received an unqualified opinion. There were no findings under the single audit. Each year they supply a management letter after looking at our internal controls and accounting system and this year we had no recommendations on our management letter. Mr. Thornton noted the three findings from last year's management letter. He commented we have finished off what was asked of us in the 2016 audit.

Councilor Powers asked what our costs are for this and how long is the contract? Mr. Thornton replied the contract covers FY16 through FY20. Our cost this year is \$36,000. Costs range from \$35,500 in FY16 to \$37,500 in FY20 and there is a two year extension at the City's option. Continuing Councilor Powers referred to the management letter, dated 2017, and the list of companies mentioned there. Mr. Thornton explained this is part of the boilerplate language. Councilor Powers then stated his concern that the auditor did not seem to be engaged- he seemed like he just wanted to get out of here. Mr. Thornton explained something was wrong with a family member of our principal auditor, and his partner offered to come in; it was an awkward series of events. Mr. Thornton suggested Finance should have offered this for more time.

Mayor Lane stated last year's budget proposed a \$200,000 reduction in the amount of unappropriated surplus and when the audit came out it actually showed a one million dollar increase in the unassigned surplus transactions. Mayor Lane asked Mr. Thornton to reconcile this. Mr. Thornton said every year we budget Use of Surplus in our General Fund and some of our other funds. This is a common practice in governmental budgeting that is understood by the auditors and rating agencies. There is also an understanding you will make up some, if not all, of that Use of Surplus needed to balance your budget. The reason for this is budgets are never 100% expended and revenues are budgeted conservatively. Referring to Page 35, City of Keene General Fund, in the audit report Mr. Thornton said the General Fund they present in the Financial Statement is not the General Fund we account for in the budget. The reason for this is rules for preparation of Financial Statements are put together by the Governmental Accounting Standings Board and one of their big clients are the rating

agencies, lenders, and bond companies. They are very much interested in a community's ability to repay any borrowed funds. So what they do in a Financial Statement is combine our Governmental Capital Reserve Funds, our actual General Fund, and they roll-in money we have set aside for retirement payouts. So it is not quite apples to apples. Mr. Thornton reviewed Page 35 in-depth to support his explanation noting last year we had a very good year, our Net Income on revenues of \$37,490,000 was \$895,000; the best we have done since 2007. Typically our Net Income is \$300,000 to \$400,000 on over \$30,000,000 of revenue. Mr. Thornton concluded his reconciliation with the review of Page 35.

Councilor Clark commented he is glad we have maintained our AA rating.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the presentation as informational.





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

March 22, 2018

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

**SUBJECT:** Approving an Application for CDBG Funds - MEDC/603 OPTX Resolution R-2018-07

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**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the presentation as informational.

**BACKGROUND:**

Chair Greenwald noted his awareness this item has to be heard at City Council. The City Manager said the goal for tonight is to hear about the application, answer questions any questions you may have, and ultimately ask this Committee to accept as informational so it will move forward to Council for the public hearing process which is in two weeks (April 5th).

Rebeckah Bullock, Community Development Specialist, for SWRPC advised the Committee she provides CDBG grant administration services for the City of Keene. Ms. Bullock commented CDBG funds are awarded on a competitive basis in New Hampshire. She noted what the funds may be used for. Ms. Bullock continued the proposed application for up to \$200,000 in CDBG funds would be sub-granted from the City of Keene to MEDC who would then loan the funds to 603 OPTX for costs related to business startup, including but not limited to equipment, working capital, and any other soft or business related costs at a building located at 80 Krif Road. Ms. Bullock continued right now we are focusing on equipment purchases. The business plans to create 10 new jobs, seven of which will be filled from people of low to moderate income households. The total project budget is estimated at around \$800,000.

Jack Dugan, of MEDC introduced Stephen Polczwartek of 603 OPTX. Mr. Dugan explained they will be applying for the CDBG funds up to \$200,000. After we take out administrative expenses and soft costs we will probably net \$170,000 to \$180,000, and we will make that loan to the 603 OPTX. We will make up the difference from our own revolving loan fund. The reason the budget went down from \$900,000 to \$800,000 is the owners of 603OPTX have already purchased the condo unit on Krif Road. Mr. Dugan verified they are a start-up with Mr. Polczwartek and his partner having over 50 years combined experience in precision optics manufacturing.

Mr. Polczwartek stated they would be a precision optical manufacturing firm with a focus on prototype or fast turn orders to supply different markets throughout the country. Mr. Polczwartek also noted the industry seems to be booming with a lot of demand for the product.

Mr. Dugan clarified which building on Krif Road for Chair Greenwald. Mr. Polczwartek also verified this business is new to Keene; he is a Swanzey resident. Mr. Polczwartek affirmed for Councilor Jacobs he

anticipates creating 10 new jobs. Chair Greenwald welcomed Mr. Polczwartek to Keene on behalf of the Economic Development Committee.

Tom Mullins, City Attorney referred to the prepared motion to approve. He reiterated the public hearing would not be held until April 5, 2018. The intent was to call it onto the table at Council after the public hearing for a motion to approve the resolution. Attorney Mullins indicated it would be inappropriate to make a motion on approval before the public hearing.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommend accepting the presentation as informational.



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

March 21, 2018

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities, and Infrastructure Committee

**ITEM:** G.1.

**SUBJECT:** Monadnock Progressive Alliance-Requesting Support for their “Ready for 100% Renewable Energy” Campaign

---

**RECOMMENDATION:**

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends the Monadnock Progressive Alliance-Requesting Support for their “Ready for 100% Renewable Energy” Campaign be placed on more time.

**BACKGROUND:**

Chair Manwaring welcomed Michele Chalice, Planner. Ms. Chalice stated this item was before the City Council at the most recent meeting and has been forwarded to the CCP Committee for exploration and recommendation. She stated that she requesting this item to be placed on more time.

Chair Manwaring welcomed public comment. With no comment, Chair Manwaring asked for a motion.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends the Monadnock Progressive Alliance-Requesting Support for their “Ready for 100% Renewable Energy” Campaign to be placed on more time.



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

March 21, 2018

**TO:** Mayor and Keene City Council  
**FROM:** Planning, Licenses and Development Committee  
**ITEM:** G.2.

**SUBJECT:** Tim Zinn/Let It Shine - Request for 2018 Keene Pumpkin Festival Brought to You By the Students of the Area's Schools - Event License

---

**RECOMMENDATION:**

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the request from Let It Shine, Inc. to use downtown City rights-of-way for the 2018 Pumpkin Festival brought to you by the students of the area's schools be placed on more time to allow city staff to hold a series of protocol meetings with the petitioner.

**BACKGROUND:**

Mr. Tim Zinn of 43 Grove Street, member of Let It Shine addressed the Committee and began by thanking city staff for the amount of work that went into last year's event. He also thanked SAU29, Keene State College and all the volunteers for their time and effort. Mr. Zinn referred to the 2018 heart shaped logo they would be featuring this year which stands for the heart of downtown Keene. He added they are looking to promote the artistry in the festival this year and try to bring this community together.

Chair Richards noted last year Let it Shine indicated this festival was for the children of SAU29. However, last week Let it Shine has reached out to the community to bring in more pumpkins. He noted when a license is issued it is for what is requested but this went well beyond that and asked for Mr. Zinn's input. Mr. Zinn stated in response, their goal was 5,000 pumpkins but when the High School was not going to be involved, it freed up about 1,500 pumpkins and this is why they reached out to other schools. He disagreed with the premise that they went beyond what they had requested.

Chair Richards stated the reason Keene got rid of the Pumpkin Festival is because of what had happened in the past and the one from last year was supposed to have been more localized and a smaller event. However, if Let it Shine is now going to reach out for more, this is not what the Council and Committee had in mind and is of concern to him; if the borders start to get pushed out, it will be back to what it used to be.

Mr. Zinn stated the information before the Committee today was ironed out before the PLD and Council vote.

Chair Richards referred to the flyer from Let it Shine which talks about a few downtown establishments offering outdoor snacks to benefit area non-profits and asked what their expectation was with this. Mr. Zinn stated they are looking at small snack type things which would be turned into a profit for agencies like the community kitchen.

Councilor Sapeta stated he likes the idea this would be a community event as was stated last year as well as this

year. He added if there is a change in the intent of the license, this is something that should be brought back before the Committee again. He felt the purpose should be quality not quantity. He suggested if the sponsor felt the event should be larger then perhaps combine this event with what Swanzey is doing. This event should put forward in a safe and sustainable manner and focus on the community.

Councilor Jones asked that Let it Shine reach out the Keene State's new President who has closer ties with the community. The Councilor stated last year his concern was using the Pumpkin Fest which the media automatically compares to the 2014 event. He indicated he would like to suggest a name change. Mr. Zinn stated he appreciates this sentiment but they are proud of Keene and this festival and giving up the name would be giving into one more thing to the entities that took it away in 2014.

Councilor Rice asked what controlled marketing means. Mr. Zinn stated it means this is not an event for TV crews and people from out of town but to focus more on the schools. The Councilor asked whether the long term goal of Let it Shine is to grow to the size it originally was. Mr. Zinn stated the goal is to grow slow and steadily and keep in communication with the city and college. However, they are not interested in forcing anything this community does not want.

Chair Richards asked whether the name Keene Pumpkin Fest is a trademark name or a copyright name. Attorney Mullins stated according to the Secretary of State's Office there are a number of tradenames: Keene Pumpkin Festival, Keene Pumpkin Fest, Pumpkin Festival Keene and the tradenames are held by an entity called Memorials Events LLC out of Westmoreland, NH and the registered agent is Jennifer M. Matthews. The Councilor asked whether there is a risk in keeping the name. The Attorney stated this is a question the applicant would need to answer. Mr. Zinn stated this is new to him and it seems like Let it Shine has some homework to do.

Public Works Director Kurt Blomquist stated the recommendation is to put this item on more time. Staff will be working with Let it Shine to look at last year's event to determine protocol for this year. Because this event has community event status they can receive funding for police, fire and public works services. They will be back before the Committee regarding the final license once all issues are settled. Chair Richards asked whether Mr. Blomquist recalls any discussion about Let it Shine asking for 5,000 more pumpkins at the protocol meetings. Mr. Blomquist stated when Let it Shine found out the High School was going to drop out they were going to seek out other schools, staff's position was 5,000 pumpkins and this is the crowd size they were working on.

Councilor Hansel stated encouraging activities for the downtown should always be kept in mind. He stated he sees this as one of a myriad of events Keene downtown will be seeing and Keene supporting at a reasonable cost to the city; any aspirations to make this a one-time blow out event for Keene is not in his long term view.

Councilor Sapeta stated if Let it Shine is thinking big they should think outside the box and he will support something bigger but it has to be sustainable and safe. He asked the Public Works Director for clarification on community event status for this event. Mr. Blomquist stated the original Pumpkin Festival/Harvest which was started by Center Stage was granted community event status for 18 years. When the event was restarted, staff's position was this was not the same event and had to re-apply for community event status which they did and they were granted such status at the last Council meeting. The Councilor clarified community event status is granted only after an event has been successful for a few years. Mr. Blomquist stated Council adopted R-2012-19 which has a number of criteria and the FOP Committee looked at those criteria three weeks ago. The status of community event has been granted but the funding has not been determined and this happens through the budget process.

Councilor Rice stated she was in favor of putting this item on more time but 2,000 more pumpkins is a "flash warning" in her mind. Chair Richards stated if he sees this event starts moving outside of Central Square he will not vote in favor of it.

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

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the request from Let It Shine, Inc. to use downtown City rights-of-way for the 2018 Pumpkin Festival brought to you by the students of the area's schools be placed on more time to allow city staff to hold a series of protocol meetings with the petitioner.



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

March 21, 2018

**TO:** Mayor and Keene City Council

**FROM:** Planning, Licenses and Development Committee

**ITEM:** G.3.

**SUBJECT:** Clarence DeMar Marathon - Request to Use City Property

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**RECOMMENDATION:**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the request from the Elm City Rotary Club be placed on more time to allow City staff to hold a series of protocol meetings with the petitioner.

**BACKGROUND:**

Mr. Alan Stroshine of 27 Salisbury Road, Director of the Clarence DeMar Marathon, stated he was before the Committee regarding a permit for the 2018 event noting there are no changes from last year.

Councilor Hansel stated this is a great event which brings in people from all parts of the country and he fully supports the event.

Mr. Blomquist stated the recommendation is to put this item on more time so staff can conduct protocol meetings. It is a well-known event but there are some outstanding items staff needs to work out with the applicant. Mr. Stroshine stated since they were awarded the community event status they have worked closely with police, fire and public works. This would be the 41st running of the marathon and the Rotary took it over in 2012. Mr. Stroshine talked about the many contributions of Clarence DeMar. Councilor Sapeta suggested a Clarence DeMar statute.

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the request from the Elm City Rotary Club be placed on more time to allow City staff to hold a series of protocol meetings with the petitioner.



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

March 21, 2018

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** I.1.

**SUBJECT:** Relating to Parking Lots

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**RECOMMENDATION:**

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Ordinance O-2018-05 Relating to Parking Lots.

**ATTACHMENTS:**

Description

Ordinance O-2018-05

**BACKGROUND:**

Chair Manwaring welcomed Medard Kopczynski, Director of Economic Development. The Director of Economic Development said what the Committee had before them was an Ordinance to clean up some issues with the Wells Street Garage. He said the City Council authorized the City Manager to negotiate and execute a lease for parking spaces in the Wells Street Garage for the purpose of furthering a proposed expansion of the Monadnock Food Co-op. In addition, Cheshire Medical Center-Dartmouth Hitchcock will be relocated and reserved for the top and bottom deck.

The Director of Economic Development said what they have learned is that spaces located on the bottom deck of the Wells Street Garage are laid out as a public way and are not permitted for long-term lease. He stated the Ordinance needs to change so that it removes the direct reference to parking lots as public ways, but keep the public way restrictions as applicable to Parking Lots.

Councilor Lamoureux asked if this changes anything with the Police Department being able to do anything within that right-of-way. Mr. Kopczynski replied “no” and stated that it may make it more clear in some ways.

Chair Manwaring asked if it was just the Wells Street Garage. Mr. Kopczynski replied in the affirmative.

Chair Manwaring asked how the Wells Street Garage was set-up as such. Mr. Kopczynski explained that back in the 1970’s there was a number of buildings that the City took through eminent domain for the purposes of creating streets and parking lots. He explained that part of that was the abandonment process that allowed the construction of the Cleveland Building and Roxbury Plaza. He said lots and right-of-ways were combined and were laid out like a street.

Chair Manwaring welcomed public comment. With no comment, Chair Manwaring asked for a motion.



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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Ordinance O-2018-05 Relating to Parking Lots.



# CITY OF KEENE

O-2018-05

Eighteen

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

## RELATING TO PARKING LOTS

AN ORDINANCE .....

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

That the Ordinances of the City of Keene, as amended, are hereby further amended, by deleting the stricken text and inserting the underlined text in Section 94-1 "Definitions" and Section 94-94 "Restrictions" and retitling Division 2 to read "Specific Street Regulations" of Chapter 94, entitled "Traffic, Parking and Public Ways" as follows:

### ARTICLE I. IN GENERAL

#### Sec. 94-1. Definitions

*Parking lot* means any public parking lot owned and/or operated and maintained by the city upon which the city council has directed the installation of parking meters including but not limited to: the Commercial Street lot, the Gilbo East and West lots, the Wells Street lot, the Wells Street Garage, the City Hall Garage, Cypress Street lot, the Elm Street Lot and the Library Annex lot.

### ARTICLE III. PARKING

#### DIVISION 2. SPECIFIC STREET REGULATIONS

#### Sec. 94-94. Restrictions.

(d) Parking lots.

(1) Restrictions upon parking in public parking lots of the city shall be consider off-street parking subject to the restrictions including penalties of this chapter for public ways and as may be established or amended by ordinance. ~~Such parking lots shall be considered to be public ways for the purpose of this chapter, and all regulations applying to public ways shall be applicable thereto, including penalties.~~

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

In City Council March 15, 2018.  
Referred to the Municipal, Services,  
Facilities and Infrastructure Committee.

City Clerk



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

March 21, 2018

**TO:** Mayor and Keene City Council

**FROM:** Planning, Licenses and Development Committee

**ITEM:** I.2.

**SUBJECT:** Relating to the Energy and Climate Committee

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**RECOMMENDATION:**

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2018-04-A Relating to the Energy and Climate Committee.

**ATTACHMENTS:**

**Description**

Ordinance O-2018-04-A\_relined

Ordinance O-2018-04-A

**BACKGROUND:**

Dr. Ann Shedd of 59 Greenwood Avenue, Chairman of the Cities of Climate Protection Committee addressed the Committee. Dr. Shedd stated this is a housekeeping item with reference to the naming of and purpose of the CCP Committee. As background, Dr. Shedd noted that in 2000 the City adopted a resolution to participate in the climate protection campaign. In 2004 and 2007 the city adopted climate action and climate adaptation plans. In 2010, climate change was included in the city's master plan.

The new name being proposed is to keep with the Icle website which organization is now known as government for sustainability and does not include any programs for climate protection. Hence the city's committee is proposed to be renamed as the Energy and Climate Committee. The purpose statement is also being revised for items 5 and 6 included in the committee's packet. She noted an error in the Purpose statement the word "emission" has been left out and should be included in same.

Councilor Hansel stated the addition of the word "energy" cuts across all sectors and hopes this broadens the scope and attracts more business owners. The Councilor asked whether there was a committee that would address water conservation. Planning Director Rhett Lamb stated the closest committee he can think of would be the Conservation Commission.

Councilor Jones asked whether this Energy and Climate Committee could also be asked to look at sustainability issues. Mr. Lamb felt the energy element under sustainability would be a good topic for this committee to address. He noted internal committees have been working on broader sustainability issues.

Councilor Sapeta felt the word "environment" should have been included in the Committee's name. Dr. Shedd stated all of these words were thought about and keeping climate was important as it includes many things such

as recycling, agriculture etc. and they would like to do more but unfortunately are not able to. She felt the message needs to be taken into the community in addition to building on the city's efforts.

Councilor Jacobs stated he is very pleased to see this and felt this gives the city the opportunity to grow sustainable energy and felt it was a positive change.

Ms. Stephanie Shaw of Fitzwilliam stated she wanted to point out how important it is to note that what Keene does impacts other communities. She asked that gas not be considered as an option; gas is not a solution it is a problem.

Councilor Sapeta asked that what used to exist on the old website be brought back.

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

On a vote of 5-0, the Planning, Licenses and Development Committee recommends the adoption of Ordinance O-2018-04 Relating to the Energy and Climate Committee.

Eighteen

AN ORDINANCE Relating to the Energy and Climate Committee

That the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by adding the bolded text and deleting the strike through text to the following provisions of Chapter 2 Article V Division 19 as follows;

DIVISION 19. – **ENERGY AND CLIMATE** ~~CITIES FOR CLIMATE PROTECTION~~ COMMITTEE

Sec. 2-1088. - Purpose.

~~The purpose of the cities for climate protection committee is to aid in the reduction of greenhouse gas emissions and increase the community's adaptive capacity to the expected impacts of a changing climate in order to protect the viability of the community and to protect public health, safety, and welfare.~~

**In order to protect Keene's public health, safety and welfare, as well as the economic vitality of the community, the Energy and Climate Committee exists to:**

- (1) Monitor and advocate for the reduction of greenhouse gas emissions throughout our community,**
- (2) Promote energy conservation and efficiency, as well as the use and production of renewable energy, and**
- (3) Increase awareness of and resilience to the expected impacts of a changing climate.**

(Ord. No. O-2005-03-A, 4-7-2005; Ord. No. O-2010-17, 9-16-2010)

Sec. 2-1089. - Membership.

The **ENERGY AND CLIMATE** ~~Cities for Climate Protection~~ Committee shall consist of seven regular voting members, one of whom shall be a member of the city council, all of whom represent a cross section of organizations, institutions, businesses and interests in the city.

(Ord. No. O-2005-03-A, 4-7-2005; Ord. No. O-2007-10, 6-6-2007; Ord. No. O-2010-17, 9-16-2010; Ord. No. O-2013-9, 12-5-2013 )

Sec. 2-1090. - Terms.

Members shall be appointed for three-year terms. However the initial appointment shall be staggered so that three members shall be appointed for one year, three members for two years, and three members for three years. In the event of a vacancy, interim appointments may be made to complete the unexpired term.

(Ord. No. O-2005-03-A, 4-7-2005)

Sec. 2-1091. - Relation to department.

The planning department will provide staff support to the **ENERGY AND CLIMATE** ~~Cities for Climate Protection~~ Committee. Other departments may be called upon as necessary.

(Ord. No. O-2005-03-A, 4-7-2005)

Sec. 2-1092. - Functions and guidelines.

The functions and guidelines in this section are established for the conduct of the **ENERGY AND CLIMATE** ~~Cities for Climate Protection~~ Committee. The committee shall:

- (1) Coordinate the goals and measures of the local action climate plan in order to reduce greenhouse gas emissions and increase the community's adaptive capacity;
- (2) Update the local climate action plan and greenhouse gas inventory as deemed necessary;
- (3) Promote the awards and recognitions the city and community members have received for outstanding work in the climate protection arena;
- (4) Promote and report the successes and efforts of the committee to the council and community on a regular basis;
- (5) **ADVISE CITY COUNCIL ON MATTERS** ~~Make recommendations to local boards and committees~~ pertaining to the local climate action plan and sustainable practices such as energy conservation, energy efficiency, and energy generation and zoning practices;
- (6) **ADVISE CITY COUNCIL ON MATTERS PERTAINING TO** ~~Serve as an advocate for the~~ city's interest at the state and national level in climate change policy;
- (7) Assist the city with community outreach and education for the local climate action plan by bringing the benefits of the plan to the attention of the public through educational materials, presentations, and other methods;
- (8) Assist with preparation of grant applications and pursue other funding mechanisms to implement the goals and measures of the local action plan;
- (9) Receive gifts and donations in the name of the city with prior approval of the city council; and
- (10) Perform such other related functions as required by the city council or as requested by the city manager.

(Ord. No. O-2005-03-A, 4-7-2005; Ord. No. O-2010-17, 9-16-2010)



# CITY OF KEENE

O-2018-04-A

Eighteen

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

Relating to the Energy and Climate Committee

AN ORDINANCE .....

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

That the City Code of the City of Keene, New Hampshire, as amended, is hereby further amended by adding the bolded text and deleting the strike through text to the following provisions of Chapter 2 Article V Division 19 as follows;

DIVISION 19. – **ENERGY AND CLIMATE** ~~CITIES FOR CLIMATE PROTECTION~~ COMMITTEE

Sec. 2-1088. - Purpose.

~~The purpose of the cities for climate protection committee is to aid in the reduction of greenhouse gas emissions and increase the community's adaptive capacity to the expected impacts of a changing climate in order to protect the viability of the community and to protect public health, safety, and welfare.~~

In order to protect Keene's public health, safety and welfare, as well as the economic vitality of the community, the Energy and Climate Committee exists to:

- (1) Monitor and advocate for the reduction of greenhouse gas emissions,
- (2) Promote energy conservation and efficiency, as well as the use and production of renewable energy, and
- (3) Increase awareness of and resilience to the expected impacts of a changing climate.

Sec. 2-1089. - Membership.

The **ENERGY AND CLIMATE** ~~Cities for Climate Protection~~ Committee shall consist of seven regular voting members, one of whom shall be a member of the city council, all of whom represent a cross section of organizations, institutions, businesses and interests in the city.

Sec. 2-1090. - Terms.

Members shall be appointed for three-year terms. However the initial appointment shall be staggered so that three members shall be appointed for one year, three members for two years, and three members for three years. In the event of a vacancy, interim appointments may be made to complete the unexpired term.

Sec. 2-1091. - Relation to department.

The planning department will provide staff support to the **ENERGY AND CLIMATE** ~~Cities for Climate Protection~~ Committee. Other departments may be called upon as necessary.

Sec. 2-1092. - Functions and guidelines.

The functions and guidelines in this section are established for the conduct of the **ENERGY AND CLIMATE** ~~Cities for Climate Protection~~ Committee. The committee shall:

- (1) Coordinate the goals and measures of the local action climate plan in order to reduce greenhouse gas emissions and increase the community's adaptive capacity;
- (2) Update the local climate action plan and greenhouse gas inventory as deemed necessary;
- (3) Promote the awards and recognitions the city and community members have received for outstanding work in the climate protection arena;
- (4) Promote and report the successes and efforts of the committee to the council and community on a regular basis;
- (5) **ADVISE CITY COUNCIL ON MATTERS** ~~Make recommendations to local boards and committees~~ pertaining to the local climate action plan and sustainable practices such as energy conservation, energy efficiency, and energy generation and zoning practices;
- (6) **ADVISE CITY COUNCIL ON MATTERS PERTAINING TO** ~~Serve as an advocate for the~~ city's interest at the state and national level in climate change policy;
- (7) Assist the city with community outreach and education for the local climate action plan by bringing the benefits of the plan to the attention of the public through educational materials, presentations, and other methods;
- (8) Assist with preparation of grant applications and pursue other funding mechanisms to implement the goals and measures of the local action plan;
- (9) Receive gifts and donations in the name of the city with prior approval of the city council; and
- (10) Perform such other related functions as required by the city council or as requested by the city manager.

---

Kendall W. Lane, Mayor





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

March 21, 2018

**TO:** Mayor and Keene City Council

**FROM:** Municipal Services, Facilities and Infrastructure Committee

**ITEM:** J.1.

**SUBJECT:** Relating to the Release of Drainage Easements and Acceptance of a Deed for a Relocated Drainage Easement - Ashuelot Street

---

**RECOMMENDATION:**

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of Resolution R-2018-05 Relating to the Release of Drainage Easements and Acceptance of a Deed for a Relocated Drainage Easement-Ashuelot Street.

**ATTACHMENTS:**

**Description**

Resolution R-2018-05

Release of Drainage Easements

Easement Deed

**BACKGROUND:**

Thomas Frawley, owner of Summit Distributing, LLC, 219 West Street, Keene, NH stated that he was developing a site between the Mobile gas station and the building that was previously known as Summers Back Country Sports. Mr. Frawley stated this was an administrative process of changing drainage easements and releasing them to the new relocated drain line. He introduced Garrett Piccirillo, Civil Engineer, MHF Design, Salem, NH. Mr. Piccirillo stated they were present to seeking approval for release of an existing drainage easement and also the granting of a new easement for the new relocated drain line. He explained this was all the result of the need to relocate an 18 inch municipal drain line that goes through the project site and is a necessary modification to the easements.

The City Engineer stated that the Public Works Department is in favor of the proposal. He explained the existing condition is that the City's drain line comes from the Harper Acres neighborhood down through the abandoned parking lot along Ashuelot River and cuts across their property. He noted this precludes them from redeveloping their site and also noted that the drain line is in fairly poor condition and would need work in the future. The City Engineer stated that he sees this as win-win situation for the petitioner and the City.

Chair Manwaring asked if there was any public comment. With no comment, Chair Manwaring asked for a motion.

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

On a vote of 4-0, the Municipal Services, Facilities and Infrastructure Committee recommends the adoption of

Resolution R-2018-05 Relating to the Release of Drainage Easements and Acceptance of a Deed for a Relocated Drainage Easement-Ashuelot Street.



# CITY OF KEENE

R-2018-05

Eighteen

In the Year of Our Lord Two Thousand and .....  
Relating to the Release of Drainage Easements and the Acceptance of a  
A RESOLUTION .....Deed for a Relocated Drainage Easement – Ashuelot Street

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

That the City of Keene release to Summit Distributing, LLC all its right, title and interest in and to two (2) drainage easements as shown on the plan entitled "Easement Plan," dated January 30, 2018; by MHF Design Consultants, Inc., to be recorded at the Cheshire County Registry of Deeds. Said rights having been originally conveyed to the City of Keene by deed of Faulkner & Colony Company recorded on September 20, 1940, at Volume 489, Page 402, and by deed of Spurwink Co. recorded on March 17, 1960, at Volume 667, page 411 of the Cheshire County Registry of Deeds, and authorize the City Manager to do all things necessary to execute and deliver a Deed without Covenants thereto.

That the City Manager be authorized to accept an Easement Deed with warranty covenants from Summit Distributing, LLC for the purpose of constructing, reconstructing, and maintaining a relocated drainage system for surface water as shown on the above-described plan.

---

Kendall W. Lane, Mayor

THE SPACE ABOVE IS FOR RECORDING INFORMATION

No transfer tax pursuant to RSA 78-B:2, I

**DEED WITHOUT COVENANTS**

The **CITY OF KEENE**, a New Hampshire municipal corporation, with a principal place of business at 3 Washington Street, Keene, Cheshire County, New Hampshire 03431, for consideration paid, hereby grants to **SUMMIT DISTRIBUTING, LLC**, a New Hampshire Limited Liability Company, with an address of 240 Mechanic Street, Lebanon, Grafton County, New Hampshire 03766, **WITHOUT COVENANTS**, all its right, title, and interest in:

Portions of the rights of way across land of the grantee in the City of Keene for the purpose of constructing, reconstructing, and maintaining drainage easements as shown on the plan entitled "Easement Plan," dated January 30, 2018 by MHF Design Consultants, Inc., to be recorded at the Cheshire County Registry of Deeds, excepting and reserving those portions of said easements identified as "20' DRAINAGE EASEMENT, BOOK 489, PAGE 402 (TO REMAIN)," and "PORTION OF EXISTING DRAINAGE EASEMENT TO THE CITY OF KEENE, BOOK 667, PAGE 411, TO REMAIN."

Said rights having been originally conveyed to the City of Keene by deed of Faulkner & Colony Company recorded on September 20, 1940, at Volume 489, Page 402, and by deed of Spurwink Co. recorded on March 17, 1960, at Volume 667, page 411 of the Cheshire County Registry of Deeds.

WITNESS its hand this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

CITY OF KEENE

Witness: \_\_\_\_\_

By: \_\_\_\_\_

Elizabeth A. Dragon, City Manager  
Duly authorized

STATE OF NEW HAMPSHIRE  
CHESHIRE, SS

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned officer, personally appeared Elizabeth A. Dragon, who acknowledged herself to be the City Manager of Keene, New Hampshire, a municipal corporation, and that she as such City Manager, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the municipal corporation by himself as City Manager.

---

Notary Public / Justice of the Peace

DRAFT

THE SPACE ABOVE IS FOR RECORDING INFORMATION

---

No transfer tax pursuant to RSA 78-B:2, I

**EASEMENT DEED**

That **SUMMIT DISTRIBUTING, LLC**, a New Hampshire Limited Liability Company, with an address of 240 Mechanic Street, Lebanon, Grafton County, New Hampshire 03766, for consideration paid, hereby grants to **CITY OF KEENE**, a New Hampshire municipal corporation, with a principal place of business at 3 Washington Street, Keene, Cheshire County, New Hampshire 03431, with **WARRANTY COVENANTS**:

An easement for drainage over a parcel of land now or formerly owned by Summit Distributing, LLC and shown on a plan entitled, "Easement Plan," dated January 30, 2018; by MHF Design Consultants, Inc., meaning and intending to convey to the City of Keene, its successors and assigns, the right to pass and repass with men, machinery, vehicles, and equipment for the purpose of constructing, reconstructing, repairing, and maintaining drainage pipes and appurtenances, and recorded herewith at the Cheshire County Registry of Deeds, and being more particularly described as follows:

Beginning at a point the westerly side of Ashuelot Street, being N10°57'15"E a distance of one hundred fourteen and forty-five hundredths (114.45) feet from the northerly side line of West Street; Thence

N07°08'21"W a distance of sixteen and ten hundredths (16.10) feet to a point at an existing drainage easement; Thence

N10°57'15"E along said easement a distance forty-eight and thirty hundredths (48.30) feet to a point; Thence

S07°08'21"E a distance of sixteen and ten hundredths (16.10) feet to a point along the aforementioned westerly side of Ashuelot Street; Thence

S10°57'15"W along said westerly side of Ashuelot Street a distance of forty-eight and thirty hundredths (48.30) feet to the point of beginning.

Containing 241 square feet, more or less.

WITNESS its hand this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Witness: \_\_\_\_\_

By: \_\_\_\_\_

Duly authorized

STATE OF NEW HAMPSHIRE  
CHESHIRE, SS

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me, the undersigned officer, personally appeared Tom Frawley, who acknowledged himself to be the President of Summit Distributing, LLC, a Limited Liability Company, and that he as such President, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the Limited Liability Company by himself as President.

\_\_\_\_\_  
Notary Public / Justice of the Peace



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

March 30, 2018

**TO:** Mayor and Keene City Council

**FROM:** Kurt D. Blomquist, PE, Public Works Director/Emergency Management Director

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

**ITEM:** J.2.

**SUBJECT:** Relating to the Absolute Discontinuance of a Public Way Known as Wells Street Parking Lot and For the Return of Layout of a Public Right-of-Way Known as Wells Street

---

**RECOMMENDATION:**

Mayor Lane set a site visit and public hearing for Resolution R-2018-12 Relating to the Absolute Discontinuance of a Public Way know as Wells Street Parking Lot, and R-2018-13 For the Return of Layout of a Public Right-of-Way known as Wells Street and refer the resolutions and the Petition for the Absolute Discontinuance of A Public Way Known as Wells Street Parking Lot and the Petition for a Layout of Wells Street to the Municipal, Services, Facilities and Infrastructure (MSFI) Committee.

**ATTACHMENTS:**

**Description**

Resolution R-2018-12

Wells Street Parking Lot Discontinuance

ResolutionR-2018-13

Wells Street Petition for Lay Out

**BACKGROUND:**

In the mid 1970's the City acquired a number of properties between Railroad Street and Roxbury Street, discontinued several existing City Streets and laid out a new City Street to support the construction of a elderly housing project. As part of the project the City Council designated an area for the construction and use of a public parking lot. This area was known as the the Wells Street Parking Lot and was laid out as a Public Way. The City owns all the land under this area. The likely reasons for this action was to provide the City with certain liability protections and ability to enforce types of regulations.

The City has become interested in providing long term leases for parking spaces on the ground floor of the Wells Street Parking Facility. The Wells Street Parking Facility sits within the area designated as a public way and the long term leasing of a public way is not permitted. To be able to accommodate long term leases the City Council will have to discontinue the area as a public way. The existing Wells Street is within the area designated a public way and with the discontinuance there is a requirement for a separate action to lay out Wells Street as a public way.





# CITY OF KEENE

R-2018-12

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

A RESOLUTION .....RELATING TO THE ABSOLUTE DISCONTINUANCE OF.....  
A PUBLIC WAY KNOWN AS WELLS STREET PARKING LOT

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

That the Keene City Council is of the opinion that there is no further need to designate what is known as the Public Way to be known as Wells Street Parking Lot for the accommodation of the public and that there is occasion to rescind Resolution R-76-15 A and for the absolute discontinuance of the Public Way know as Wells Street Parking Lot as described in the attached Description of Complete Discontinuance, subject to the following conditions:

All documentation is in a content and form acceptable to the City Attorney and City Engineer.

---

Kendall W. Lane, Mayor

**CITY OF KEENE**

**PETITION FOR THE ABSOLUTE DISCONTINUANCE OF  
A PUBLIC WAY KNOWN AS WELLS STREET PARKING LOT**

TO: The Honorable Mayor and City Council:

The undersigned represents that for the accommodation of the Public, there is occasion for the absolute discontinuance of A Public Way known as Wells Street Parking Lot as described as follows:

A certain tract or parcel of land in Keene, County of Cheshire, State of New Hampshire, bounded and described as follows.

Beginning at the Southwest corner of the existing parking lot at the Southeast corner of the building known as the Carriage House, and also the same point the previously the Northwest corner of the intersection of Wells Street and Railroad Street;

Thence North six (6 Degrees, forty-two (42) minutes, forty (40) seconds West along said building and one hundred sixty-five and sixty-nine one hundredths (165.69) feet to the southerly line of Church Street;

Thence continuing North six (6 Degrees, forty-two (42) minutes, forty (40) seconds West, thirty-four and nine one hundredths (34.09) feet to the northerly line of Church Street;

Thence South eighty-three (83) degrees, forty-ones (41) minutes West, eighty-one and thirty-nine one hundredths (81.39) feet along the northerly line of Church Street to the land of Cracker Factory Condo's, 16 Church Street;

Thence North six (6) degrees, four (4) minutes, thirty (30) seconds West, eighty-eighty-three and eight-seven one hundredths (83.87) feet along the land of EFL Keene LLC to a point in the southerly line of Hannah Grimes Center, 25 Roxbury Street;

Thence North eighty-three (83) degrees, fifty-seven (57) minutes, twenty (20) seconds East, one hundred thirty-five and sixty-three one hundredths (135.63) feet along land of Hannah Grimes Center and Geo Fisher LLC.;

Thence North eighty-three (83) degrees, fifty-nine (59) minutes, ten (10) seconds East, sixty-six (66) feet along land of Roxbury Realty Partnership to a corner at the west line of Roxbury Plaza;

Thence South twenty-seven (27) degrees, thirty-four (34) minutes, forty (40) seconds East, one hundred twenty-one and ninety three one hundredths (121.93) feet along Roxbury Plaza to a point;

Thence North eighty-three (83) degrees, fifty-five (55) minutes, thirty (30) seconds East, forty-four (44) feet still along Roxbury Plaza to the northwesterly corner of land of the Salvation Army;

Thence South six (6) degrees, four (4) minutes, thirty (30) seconds East one hundred one hundred sixteen and eighty one hundredths (116.82) feet of land of Salvation Army to a point;

Thence North eighty-five (85) degrees, thirteen (13) minutes, forty-five (45) seconds East, forty-five and thirty-four one hundredths (45.34) feet on property owned by the Salvation Army to a point;

Thence South six (6) degrees, four (4) minutes, thirty (3) seconds East, twenty-nine and eight-nine one hundredths (29.89) feet on property owned by the Salvation Army to a point;

Thence North eighty four (84) degrees, fifty-four (54) minutes ten seconds East, forty-seven feet and forty one hundredths (47.40) feet on property owned by the Salvation Army to a point;

Thence South five (5) degrees, thirty-nine (39) minutes, fifty (50) seconds East, fifty-eight and sixty one hundredths (58.60) feet along Moving Company Dance Center to a point on the northern line of Railroad Street;

Thence North seventy-eight (78) degrees, thirty-seven (37) minutes, fifty (5) seconds West, forty nine and twenty-three one hundredths (49.23) feet along northern line of Railroad Street to a point;

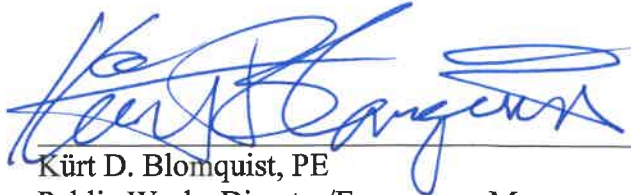
Thence North eight-one (81) degrees, fourteen (14) minutes, forty (40) seconds West, ninety-three and thirty-six one hundredths (93.36) feet along the northern line of Railroad Street to a point;

Thence South eighty-three (83) degrees, thirty (30) minutes West, one-hundred and sixty-one and eighty one hundredths (161.80) feet along the northerly line of Railroad Street to the point of the beginning.

All bearing based on reference plan Layout of Wells Street Parking Lot and Roxbury Plaza dated 3 October 1976 by the City of Keene Engineering Department, reference #32-79 and Plan of Land to be Conveyed to the Salvation Army Railroad Street dated January 17, 1986 by the City of Keene Engineering Department, Thom L Dutton, City engineer, reference 50-6.

Meaning and intending to absolutely discontinue the Public Way known as the Wells Street Parking Lot.

The undersigned, therefore, requests that you absolutely discontinue those portions of Railroad Street and Harrison Street as described above. Dated this 30<sup>th</sup> day of March, 2018.



Kurt D. Blomquist, PE  
Public Works Director/Emergency Management Director



# CITY OF KEENE

R-2018-13

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

A RESOLUTION ..... FOR THE RETURN OF LAYOUT OF A PUBLIC RIGHT OF WAY KNOWN  
.....  
AS WELLS STREET

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

The Keene City Council is of the opinion that for the accommodation of the public there is occasion to layout Wells Street for the purposes of a highway, utilities or other public improvements as described in the attached Return of Layout and said Petition, subject to the following conditions:

1. All documentation is in a content and form acceptable to the City Attorney, and City Engineer.

---

Kendall W. Lane, Mayor

**CITY OF KEENE**

**Petition for a Layout of Wells Street**

TO: Mayor and Keene City Council

The undersigned represents that for the accommodation of the Public there is occasion to layout a City Street named Wells Street as follows:

Beginning at the point at the Southeast corner of the building known as the Carriage House and the northern line of Railroad Street thence;

North six (6) degrees, forty-two (42) minutes, forty (40) seconds East one hundred sixty-five and sixty-nine one hundredths (165.69) feet along the building known as the Carriage House to a point on the southerly line of Church Street;

Thence North six (6) degrees, forty-two (42) minutes, forty (40) seconds East thirty-four and nine one hundredths (34.09) feet to a point on the northerly line of Church Street;

Thence North eighty-three (83) degrees, forty-one (41) minutes, zero (0) seconds West twenty-four (24) feet to a point;

Thence South six (6) degrees, forty-two (42) minutes, forty (40) seconds East parallel to the building known as the Carriage House one hundred ninety-nine and seventy-eight one hundredths (199.78) feet to a point on the Northerly line of Railroad Street, and;

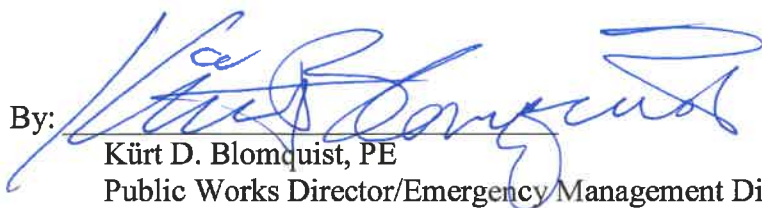
Thence south eighty-three (83) degrees, thirty (30) minutes, zero (0) seconds West twenty-four (24) feet along the northerly line of Railroad Street to the point of beginning.

All being as shown on a plan titled "Layout of Wells Street Parking Lot and Roxbury Plaza," dated October 3, 1976, of the City of Keene Engineering Department, Reference #32-79, on file at the Office of the City Engineer for the City of Keene.

The undersigned therefore, requests you layout Wells Street as described above.

Dated the 30<sup>th</sup> day of MARCH, 2018.

By:



Kürt D. Blomquist, PE  
Public Works Director/Emergency Management Director  
City of Keene

**CITY OF KEENE**

**Return of Highway, Utilities, and/or Other Public Improvement Layout Wells Street**

THE LAYING OUT. Upon the foregoing Petition dated \_\_\_\_\_ the Keene City Council appointed a hearing, and gave noticed as aforesaid, and on the \_\_\_\_ day of \_\_\_\_\_, 2018, at \_\_\_\_\_ a.m./p.m. in the City of Keene, having heard all parties interested who attended and desired to be heard, and all evidence offered by them, and examined them and any witnesses, and made a personal examination of the proposed route (alteration of) highway, utilities, and/or other public improvement, we are of the opinion that for the accommodation of the public there is occasion for the same and we therefore lay out a new and/or alter highway, utilities, and/or other public improvement as requested in said Petition, and described as follows:

Beginning at the point at the Southeast corner of the building known as the Carriage House and the northern line of Railroad Street;

Thence North six (6) degrees, forty-two (42) minutes, forty (40) seconds East one hundred sixty-five and sixty-nine one hundredths (165.69) feet along the building known as the Carriage House to a point on the southerly line of Church Street;

Thence North six (6) degrees, forty-two (42) minutes, forty (40) seconds East thirty-four and nine one hundredths (34.09) feet to a point on the northerly line of Church Street;

Thence North eighty-three (83) degrees, forty-one (41) minutes, West twenty-four (24) feet to a point;

Thence South six (6) degrees, forty-two (42) minutes, forty (40) seconds East parallel to the building known as the Carriage House one hundred ninety-nine and seventy-eight one hundredths (199.78) feet to a point on the Northerly line of Railroad Street, and;

Thence south eighty-three (83) degrees, thirty (30) minutes, zero (0) seconds West twenty-four (24) feet along the northerly line of Railroad Street to the point of beginning.

All being as shown on a plan titled "Layout of Wells Street Parking Lot and Roxbury Plaza," dated October 3, 1976, of the City of Keene Engineering Department, Reference #32-79, on file at the Office of the City Engineer for the City of Keene.

The above-described parcel of land being a portion of property owned by City of Keene and the Return hereby lays out the above-described public way on the conditions provided herein.

This layout is conditioned upon review and approval of all documentation by the City Attorney and City Engineer, and

The Return of Layout shall be recorded in the Office of the City Clerk.

Date \_\_\_\_\_

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

Approved as to description:

Approved as to form:

\_\_\_\_\_  
Donald Lussier, PE, City Engineer

\_\_\_\_\_  
Thomas P. Mullins, City Attorney





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

March 12, 2018

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** K.1.

**SUBJECT:** Appointments - Downtown Revitalization ad hoc Committee

---

**COUNCIL ACTION:**

In City Council March 15, 2018.

Tabled until after consideration of the Capital Improvements Project.

**RECOMMENDATION:**

That the Downtown Revitalization ad hoc Committee be re-appointed to continue its work on exploring all issues related to downtown revitalization to create both short term and long term goals, which may include modifications, alterations and improvements.

That the following appointments be accepted for membership:

Kendall W. Lane  
Mitchell H. Greenwald  
Gary Lamoureux  
Carl Jacobs  
George Hansel  
Shane Gormley  
Jack Dugan  
Cheryl Belair  
Kevin Dremel  
Katie Sutherland  
Shannon Hundley  
Tracy Keating  
Roger Weinrich  
Melinda Treadwell

Kurt Blomquist, staff

**BACKGROUND:**

The Downtown Revitalization ad hoc Committee was originally created in February 2017. Section 2-585 of the City Code requires that an ad hoc committee's existence not exceed one year, though they may have their term extended upon reappointment by the Mayor and approval by the City Council.