



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
June 21, 2018
7:00 PM

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- June 7, 2018

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. 4th Grade Water Science Fair
2. 100% Renewable Energy Plan for Keene - Dr. Nora Traviss and Hannah Rettig

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations
Ashuelot River Park Advisory Board
Airport Development and Marketing Committee
2. Nomination
Zoning Board of Adjustment

C. COMMUNICATIONS

1. Ashuelot Court Homeowners - Request to Partner in the Installation of Water and Sewer Lines on Ashuelot Court, a Designated Private Road

D. REPORTS - COUNCIL COMMITTEES

1. Carolyn Sweet/Machina Arts- Use of City Property – First Friday Events
2. Anthony & Fanella Levick/Granite Roots Brewing – Request to Sell Beer at Keene Farmer’s Market
3. Jesse O’Bryan/Branch and Blade Brewing Company- Request to Sell Beer at the Keene Farmer’s Market
4. Connecticut National Guard – Request to Conduct Air Drops – Dillant Hopkins Airport
5. Clarence DeMar Marathon – Request to Use City Property
6. Donation for Fun to Read Internships - Keene Public Library
7. Tax Deed Waiver Request for 2015 - Finance Department
8. Repurchase of 18 Imperial Drive - Finance Department
9. Repurchase of 62 Sparrow Street - Finance Department

10. Monadnock Region Complete Streets Implementation Grant - Public Works
11. Downtown Paver Crosswalk Repairs - Follow up - Public Works Department

E. REPORTS - CITY OFFICERS AND DEPARTMENTS

1. CITY MANAGER COMMENTS

F. REPORTS - BOARDS AND COMMISSIONS

G. REPORTS - MORE TIME

1. Kevin Dremel – Use of City Property – Keene Music Festival
2. Peggy Schaffler/Country Life – Use of City Property – Sandwich Board Sign

H. ORDINANCES FOR FIRST READING

1. Relating to Fire Department Call Personnel
Ordinance O-2018-07
2. Relating to False Alarm Prevention - Payment of Costs
Ordinance O-2018-10

I. ORDINANCES FOR SECOND READING

1. Relating to Administrative Departments
Ordinance O-2018-09

J. RESOLUTIONS

1. Relating to the Acceptance of LED Street Light Program Rebate and Use of Funds For
Downtown Crosswalk and Lighting Repairs and Improvements
Resolution R-2018-19
2. Request to Use Capital Reserve Funds Drummer Hill Water Pump Station
Resolution R-2018-21

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, June 7, 2018. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Janis O. Manwaring, Thomas F. Powers, Terry M. Clark, Randy L. Filiault, Bartolmiej K. Sapeta, Margaret M. Rice, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Bettina A. Chadbourne, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Carl B. Jacobs and Stephen L. Hooper were absent. Councilor Lamoureux led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the May 17, 2018 site visit and regular meeting were duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS

The Mayor announced that on Tuesday, June 19th at 6:30 PM in Council Chambers, there will be a workshop on Parking Issues and Utilization. On Thursday, June 21st, at 5:30 PM in Council Chambers, there will be a Workplace Harassment Workshop. On Tuesday, July 17th, at 6:30 PM in Council Chambers, there will be a Fiscal Policy Workshop. The Mayor announced the summer break will include the week of August 8th and 9th for the Standing Committees and the August 16th City Council meeting. The August 22nd and 23rd Standing Committee meetings will be moved to the last week of the month on August 29th and 30th. The City Council will be back to its normal meeting cycle on September 6th.

PRESENTATION – COMMUNITY DEVELOPMENT – THE NEW 4TH FLOOR

The Mayor recognized Assistant City Manager/Planning Director Rhett Lamb and Acting Health Director John Rogers to address the Council relative to the proposed Community Development Department. Mr. Lamb stated they are pleased to provide the Council an overview of the reorganization of the Departments housed on the fourth floor of City Hall. He continued that perhaps some members of the Council have already heard this presentation which was done before the Finance, Organization and Personnel Committee. He stated the intent is to combine the Health, Code and Planning Departments into one department that will be collectively be known as the Community Development Department. This is seen as a big part of the needed improvements that will shape the City over the next number of years, encouraging Keene's leadership as a cultural and economic hub, as well as a great place for citizens to live, work and play.

Mr. Lamb explained there have been a number of drivers of these changes. One of the most significant is the Economic Development Action Plan that was adopted about a year ago. Other drivers include the City Council Goals that were adopted in 2017 and the 2010 Comprehensive Master Plan. Perhaps the most significant driver was the community, which has told us over the years that our process can be complex and can take too much time. Reacting to all of these ideas, the City is trying to make changes that will build a better process for the review of development projects in the City and to create a more efficient, reliable process for the issuance of permits. Generally stated, we are here to describe a change which would combine the Code, Health and Planning Departments into a Community Development Department. Our intent is to improve the development process with user friendly resources resulting in quicker turn-around times for permits, site plan applications, and all the traditional permits and applications that work their

way through the fourth floor departments today. We want to make it smarter and faster while still preserving the values that we know and care about that make up Keene's quality of life.

Mr. Lamb stated these changes are part of larger initiatives that are taking place as well, such as the Land Use Code Update, the updates to the City's Administrative Code through the Municode contract, and the adoption of incentives for encouraging economic development across the City. He noted the adoption of the tax incentive program for the Marlboro Street corridor, the adoption of RSA 79-E, and also the Economic Revitalization Zone along the Marlboro Street corridor and other initiatives that will create incentives for economic development in Keene. He stated the goal is really to reconfigure the permitting departments, as well as to work more efficiently with departments that contribute to the process like Public Works, Engineering and Fire to accommodate these initiatives and to make development easier in Keene while preserving those principles of good planning and smart development. Mr. Lamb stated that with one department there will be just one department head. The Health Director position will become the Building Health Official. The full time Planner position will be changed to a Senior Planner title. He added recently the Planning Technician position was filled, and an existing vacant permit technician position will be filled as well. The end result is to streamline the permitting process for those applications we most commonly see. Larger, less frequent projects requiring things like board or commission review will still take some time, but the more routinely issued permits will be moved more quickly through the process via empowering staff and cross training them to assist applicants with the overall City permitting process. At this point Mr. Lamb turned the presentation over to Mr. Rogers to discuss the structure of the department with more specificity.

Mr. Rogers stated that they are attempting to streamline three departments into one to make them more efficient and simplify the process for our customers and citizens of the City. They have worked on simplifying the process already through LEAN training, which included reviewing processes to see if there is any efficiency to be gained. In addition to the fourth floor departments, this weeklong training also included the Fire and Public Works Departments. He spoke about how the training was used to provide a means to audit current processes. Mr. Rogers went on to discuss new software that has been implemented to make the permitting process more efficient in terms of various department's ability to work together on things like plan reviews. This software is also capable of providing online applications and payment of fees to make it easier for people to apply for permits. They also recently reduced the fee schedule for owner occupied permits if the property owners uses licensed plumbers, electricians, etc. This makes it easier for the City to do a plan review if they know the applicant is using licensed professionals, as well as making the inspections process simpler.

Mr. Rogers continued that with the filling of the Planning Technician position, the intent now is to cross train the Planning Technician and the Permit Technician because they are the frontline personnel that someone will work with when applying for permits. They will also be given more responsibilities and authority to help the public through the process more efficiently. The streamlining of the Land Use Code will also facilitate a cleaner process for applicants. Mr. Rogers referenced the recent planning workshop that demonstrated the complex nature of the current regulations and contrasted that with what a possible single sheet for the zone might be. To wrap up the presentation, Mr. Lamb provided reassurance that the reconfiguration includes all the tasks that the Planning, Code and Health Departments have traditionally done. The

department would also continue to support all the boards and commissions it currently does and the programs that they each do would continue.

Councilor Sapeta thanked the City staff for doing this and felt it would alleviate some of the stresses on the City's customers and allow for better customer service.

Mayor Lane thanked the staff for their presentation regarding the reconfiguration of the fourth floor departments.

CONFIRMATION

A motion was made by Councilor Greenwald and duly seconded to confirm the following nomination: Brian W. Johnson to serve as a regular member of the Airport Development and Marketing Committee with a term to expire December 31, 2020. On a roll call vote, with 13 Councilors present and voting in favor the nomination was confirmed. Councilors Jacobs and Hooper were absent.

NOMINATIONS

The following nominations were received from the Mayor: Paul Bocko to serve as a regular member of the Ashuelot River Park Advisory Board, with a term to expire December 31, 2020 and Richard Blood to serve as a regular member of the Airport Development and Marketing Committee, with a term to expire December 31, 2020. The nominations were tabled until the next regular meeting.

COMMUNICATION – DARRYL MASTERSON – RESIGNATION – COLLEGE CITY COMMISSION

A communication was received from Darryl Masterson resigning from the College City Commission. 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 – ROD THOMPSON – RESIGNATION – AIRPORT DEVELOPMENT AND MARKETING COMMITTEE

A communication was received from Rod Thompson resigning from the Airport Development and Marketing 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 – CAROLYN SWEET/MACHINA ARTS – USE OF CITY PROPERTY – FIRST FRIDAY EVENTS

A communication was received from Carolyn Sweet from Machina Arts, requesting permission for the use of City property on Railroad Square for a series of First Friday events that would

include art exhibits, vendors, live performances and activities. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – KEVIN DREMEL – USES OF CITY PROPERTY – KEENE MUSIC FESTIVAL

A communication was received from Kevin Dremel, requesting the annual license to hold the Keene Music Festival on September 1, 2018. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – PEGGY SCHAUFFLER/COUNTRY LIFE – USE OF CITY PROPERTY - SANDWICH BOARD SIGN

A communication was received from Peggy Schaufler from Country Life, requesting permission for the placement of a portable sandwich board sign on City property located at the corner of Roxbury Street and Main Street for wayfaring purposes. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – ANTHONY & FANELLA LEVICK/GRANITE ROOTS BREWING – REQUEST TO SELL BEER AT FARMER’S MARKET

A communication was received from Anthony & Fanella Levick from Granite Roots Brewing, requesting to sell beer produced by them at their nano brewery at the Farmer’s Market of Keene. The Liquor Commission requires that the governing body give permission for this sale every year. The communication was referred to the Planning, Licenses and Development Committee.

COMMUNICATION – COUNCILOR TERRY CLARK – PROPOSED AMENDMENT TO OPERATING BUDGET - SUSTAINABILITY MANAGER

A communication was received from Councilor Clark, requesting to adjust the Proposed FY 2018-19 City Manager budget by \$43,124 to fund a contract position of sustainability manager. The communication was tabled until later in the meeting.

COMMUNICATION – COUNCILOR GEORGE HANSEL – PROPOSED AMENDMENT TO OPERATING BUDGET – ECONOMIC DEVELOPMENT COORDINATOR

A communication was received from Councilor Hansel, requesting to increase the budget by \$25,000, which is the sum representing the City’s contribution to a public/private partnership that will hire an economic development coordinator. The communication was tabled until later in the meeting.

COMMUNICATION – COUNCILOR RANDY FILIAULT – PROPOSED AMENDMENT TO OPERATING BUDGET – HUNDRED NIGHTS SHELTER

A communication was received from Councilor Filiault, requesting to amend the Fiscal Year 2019 Operating Budget to withhold the \$20,000 funding allocation to Hundred Nights Shelter

until a review of their financials and statistical information has been conducted by City staff. The communication was tabled until later in the meeting.

MSFI REPORT – SKATE PARK LOCATION – PARKS, RECREATION AND FACILITIES DIRECTOR

Municipal Services, Facilities and Infrastructure Committee report read recommending that the skate park remain at its current location on Gilbo Avenue. A motion by Councilor Manwaring to accept the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

MSFI REPORT – DEPARTMENT PRESENTATION – WATER METER LEAK DETECTION

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

MSFI REPORT – REPORT OUT – DISCUSSION REGARDING A PROPOSED ORDINANCE FOR DISORDERLY RESIDENCES

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

MSFI REPORT – REPORT OUT – RECONSTRUCTION OF THE CITY ROADWAYS AND THE ADDITION OF SIDEWALK CONSTRUCTION TO RECONSTRUCTION PROJECTS

Municipal Services, Facilities and Infrastructure Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

FOP REPORT – ACCEPTANCE OF DONATIONS TO LIBRARY RENOVATION PROJECT

Finance, Organization and Personnel Committee report read recommending the City Manager do all things necessary to accept a donation of \$105,514.00 as listed in the April 20, 2018 – May 11, 2018 Cambridge Trust report to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

FOP REPORT – THOMAS TRANSPORTATION PARKING SPACE LEASE - AIRPORT

Finance, Organization and Personnel Committee report read recommending the City Manager do all things necessary to negotiate and execute a land lease for 40 parking spaces at the Dillant-Hopkins Airport with Thomas Transportation. A motion by Councilor Greenwald to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

CITY MANAGER COMMENTS

The City Manager announced the City recently received word that our designation for an Opportunity Zone was approved by the Federal Department of Treasury. This means that for investors looking for an opportunity fund investments, they have an opportunity to receive a deferral of taxes on owed unrealized capital. If the investor holds the investments in the opportunity fund for at least 10 years, then the investor will be eligible for an increase in the basis of the original investment. The City Manager went on to congratulate the Assessing department in getting the tax cards available to the public online. The City Manager went on to state how the City has reached the 39th year being a Tree City USA from the Arbor Day Foundation. Keene is one of 17 communities in New Hampshire and is second, tied with Hanover. The City Manager went on about the Wastewater Treatment Plant hosting an open house on Tuesday, June 12, 2018. They will be celebrating the successful completion of \$6.5 million of equipment and infrastructure upgrades. The City Manager continued that Heritage Commission had completed a very successful workshop series as well as an architectural walking tour of School Street neighborhood.

MORE TIME

More time was granted by the Chair for the following item in Committee: Options for Main Street Crosswalks and Lighting Changes and Relating to the Acceptance of LED Street Light Program Rebate and Use of Funds for Downtown Crosswalk and Lighting Repairs and Improvements (Resolution R-2018-19).

MEMORANDUM – ASSISTANT CITY MANAGER/HUMAN RESOURCES DIRECTOR AND ORDINANCE O-2018-09 RELATING TO ADMINISTRATIVE DEPARTMENTS

A memorandum was received from the Assistant City Manager/Human Resources Director along with Ordinance O-2018-09. The memorandum was filed into the record. Ordinance O-2018-09 was referred to the Finance, Organization and Personnel Committee.

FOP REPORT AND ORDINANCE O-2018-08-A: RELATING TO CLASS ALLOCATION AND SALARY SCHEDULE

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2018-18 Relating to Class Allocation and Salary Schedule. This item was tabled until later in the meeting.

MSFI REPORT AND RESOLUTION R-2018-12: RELATING TO THE ABSOLUTE DISCONTINUANCE OF A PUBLIC WAY KNOWN AS WELLS STREET PARKING LOT AND RESOLUTION R-2018-13: FOR THE RETURN OF A PUBLIC RIGHT-OF-WAY KNOWN AS WELLS STREET

Municipal Services, Facilities and Infrastructure Committee report read recommending the adoption of Resolutions R-2018-12 and R-2018-13. The report was filed as informational. The

Clerk noted that Councilors Manwaring, Sapeta and Chadbourne were unable to attend the site visit and were therefore ineligible to participate in the vote. A motion by Councilor Filiault for adoption of Resolution R-2018-12 was duly seconded. On a show of hands vote, with 13 Councilors voting in favor the motion carried. Resolution R-2018-12 declared adopted. A motion by Councilor Filiault for adoption of Resolution R-2018-13 was duly seconded. On a show of hands vote, with 13 Councilors voting in favor the motion carried. Resolution R-2018-13 declared adopted. Councilors Manwaring, Sapeta and Chadbourne abstained.

FOP REPORT AND RESOLUTION R-2018-18 RELATING TO AN APPROPRIATION FOR LOWER MAIN STREET CROSSWALK IMPROVEMENT PROJECT

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2018-18 Relating to an Appropriation for Lower Main Street Crosswalk Improvement Project. The report was filed into the record. Resolution R-2018-18 was read for the second time. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On showing of hands, 13 Councilors were present and voting in favor. Resolution R-2018-18 declared adopted.

TABLED ITEMS: COMMUNICATION – COUNCILOR TERRY CLARK- PROPOSED AMENDMENT TO OPERATING BUDGET – SUSTAINABILITY MANAGER; COMMUNICATION – COUNCILOR GEORGE HANSEL – PROPOSED AMENDMENT TO OPERATING BUDGET- ECONOMIC DEVELOPMENT COORDINATOR; COMMUNICATION – COUNCILOR RANDY FILIAULT - PROPOSED AMENDMENT TO OPERATING BUDGET – HUNDRED NIGHTS SHELTER; FOP REPORT AND RESOLUTION R-2018-17-A: RELATING TO THE 2018/2019 FISCAL YEAR BUDGET

Resolution R-2018-17-A: Relating to the 2018-2019 Fiscal Year Budget was read by title only. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. The Mayor indicated he was removing from the table the communication from Councilor Clark (Item C7). The Mayor recognized Councilor Clark. A motion to amend by Councilor Clark to adjust the proposed budget by adding \$40,000 to account 00300 61401 (Sustainability Coordinator), \$3,060 to account 00300 61704 (SS/Medicare) and \$64 to account 00300 61705 (Worker's Comp) for a total of \$43,124 as a funding source for a contract position for a sustainability coordinator was duly seconded. Discussion ensued. A motion by Councilor Greenwald to amend the motion to stipulate that the position not be filed until a job description and statement of goals had been developed through the City Manager's office and reviewed by the Finance, Organization and Personnel Committee and voted by the City Council failed to carry with 12 Councilors in opposition. Councilor Greenwald voted in favor. Discussion continued. Councilor Hansel moved the question. Referring to the original motion, a roll call vote failed to carry with 13 Councilors present and 5 Councilors voting in favor. Councilors Manwaring, Powers, Rice, Sutherland, Hansel, Lamoureux, Chadbourne and Greenwald voted in opposition. Councilors Jacobs and Hooper were absent.

The Mayor indicated he was removing from the table the communication from Councilor Hansel (Item C8). The Mayor recognized Councilor Hansel. A motion to amend by Councilor Hansel to increase the account 00003-62185 Marketing and Development by \$25,000 as the City's

contribution to a public/private partnership that will hire a downtown economic development or revitalization coordinator was duly seconded. The Councilor referred to a memorandum from the City Manager which had been placed on the Councilors' desks, which answered many questions that had been raised previously. In response to a question from Councilor Jones as to the appropriate title of the position, the City Manager noted that the position has been frequently referred to as a "downtown coordinator." She continued that economic development will obviously be a part of the focus. In response to a question from Councilor Sutherland as to how this position differs from the position currently held by the former City Manager; the Manager referred to her memorandum that addressed this issue. She noted that she has assigned tasks for the next two years to the Economic Development Initiatives and Special Projects staff member. The focus will primarily be the land use code project, the oversight of the library renovation and parking in the downtown, which is an important asset to economic development. Also the position has been a point of contact when someone calls to inquire about property available for development. She noted that although the position was not included in her original budget; it was part of her requested changes to the Finance, Organization and Personnel Committee for an amendment. She continued this position is a contract position with MEDC and it makes sense because there are several organizations working on the downtown and there is not a lot of coordination between them. Using this position through MEDC, there is an opportunity to coordinate those efforts and those issues identified in the economic development plan related to the downtown. Although the focus could change, for right now this is the work plan that has been established. The Manager continued there is not one place to go as to what is happening in the downtown even in terms of events. Getting more involved with event planning and coordination and hopefully eliminating some of the duplication of effort. Hosting it at MEDC makes more sense because they are eligible to apply for grants and they are a bit more nimble in terms of moving projects forward. The way that we could protect tax dollars is the MOU that would be directing the efforts, but not the day to day activities of the position. Discussion ensued. On a showing of hands with 13 Councilors present and eight voting in favor, the motion passed. Councilors Powers, Clark, Sapeta, Jones and Richards voted in opposition.

The Mayor indicated he was removing from the table the communication from Councilor Filiault (item C9). The Mayor recognized Councilor Filiault. A motion to amend by Councilor Filiault to withhold the \$20,000 funding in cost center 00001- 62149 for Hundred Nights Shelter until further documentation is provided to City staff was duly seconded. The Councilor continued that in the last several months after talking to members of City staff, they felt that the information provided by One Hundred Nights Shelter was not accurate. The Councilor continued that the issue was number of beds available, who or who was not from the area, and their financials. He would like the information to be brought forward and reviewed by staff and then brought forward to the Finance, Organization and Personnel Committee. He noted he is concerned with this information – and no matter the expenditure – this is taxpayers' dollars – and when there are questions about the information provided – that might change a vote it is the responsibility of the Councilors to make certain all the information is on the table. Discussion ensued. As Chair of the FOP Committee, Councilor Greenwald stated he was concerned with the process. He noted there is an internal committee that reviews the outside agency requests and hopefully next year the Committee will receive more information as to what the Committee based their recommendation on, but what he is wrestling with is the desire to further audit this organization. Councilor Greenwald asked for clarification on what the Committee should be looking for.

Councilor Filiault replied that if upon review of the information by the City Manager there is a discrepancy, the Manager would advise the Committee accordingly. On a showing of hands, the motion failed to carry with 13 Councilors present, and four voting in favor. Councilors Manwaring, Powers, Clark, Sapeta, Rice, Sutherland, Hansel, Lamoureux, and Chadbourne voted in opposition.

A motion by Councilor Greenwald to adopt the Resolution R-2018-17-B was seconded. On a showing of hands, 13 Councilors were present and voting in favor. Resolution R-2018-17-B declared adopted.

TABLED ITEM: FOP REPORT AND ORDINANCE O-2018-08-A: RELATING TO CLASS ALLOCATION AND SALARY SCHEDULES

The Mayor indicated he was removing Ordinance O-2018-18-A (Item I1) from the table. The report was filed as informational. Ordinance O-2018-08-A: Relating to Class Allocation and Salary Schedules 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 passed. Councilors Jacobs and Hooper were absent. Ordinance O-2018-08-A declared adopted.

FOP REPORT AND RESOLUTIONS R-2018-08: RELATING TO THE APPROPRIATION OF FUNDS FOR THE GOOSE POND DAM IMPROVEMENTS PROJECT; R-2018-09: RELATING TO THE APPROPRIATION OF FUNDS FOR THE WINCHESTER STREET BY-PASS PROJECT; R-2018-10: RELATING TO THE APPROPRIATION OF FUNDS FOR THE CONSOLIDATED INFRASTRUCTURE PROJECT; AND R-2018-11: RELATING TO THE APPROPRIATION OF FUNDS FOR THE MARTELL COURT HEADWORKS REPLACEMENT PROJECT

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2018-08, R-2018-09, R-2018-10 and R-2018-11. The report was filed into the record. Resolution R-2018-08: Relating to the Appropriation of Funds for the Goose Pond Dam Improvements Project was read for the second time. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On roll call vote, 13 Councilors were present and voting in favor. Councilors Jacobs and Hooper were absent. Resolution R-2018-08 declared adopted.

Resolution R-2018-09: Relating to the Appropriation of Funds for the Winchester Street By-Pass Project was read for the second time. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On roll call vote, 13 Councilors were present and voting in favor. Councilors Jacobs and Hooper were absent. Resolution R-2018-09 declared adopted.

Resolution R-2018-10: Relating to the Appropriation of Funds for the Consolidated Infrastructure Project was read for the second time. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On roll call vote, 13 Councilors were present and voting in favor. Councilors Jacobs and Hooper were absent. Resolution R-2018-10 declared adopted.

06/07/2018

Resolution R-2018-11: Relating to the Appropriation of Funds for the Martell Court Headworks Replacement Project was read for the second time. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On roll call vote, 13 Councilors were present and voting in favor. Councilors Jacobs and Hooper were absent. Resolution R-2018-11 declared adopted.

ADJOURNMENT FOR COLLECTIVE BARGAINING

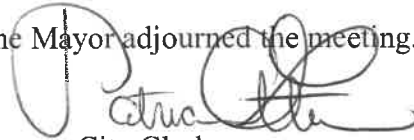
At 9:02 PM, the Mayor adjourned the Council meeting for the purposes of collective bargaining strategy and legal advice. The meeting reconvened at 9:22 PM.

On motion by Councilor Greenwald, voted unanimously to authorize the City Manager to do all things necessary to execute the negotiated contract with Keene Police Department Supervisors, AFT-NH, AFT Local #6305, AFL-CIO to be effective July 1, 2018 through June 30, 2022.

ADJOURNMENT

At 9:23 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:


City Clerk



City of Keene, N.H.
Transmittal Form

May 22, 2018

TO: Mayor and Keene City Council

FROM: Mayor Kendall W. Lane

ITEM: B.1.

SUBJECT: Confirmations

COUNCIL ACTION:

In City Council June 7, 2018.

Tabled until the next regular meeting.

RECOMMENDATION:

I hereby nominate the following individuals to the designated Board or Commission:

Ashuelot River Park Advisory Board

Paul Bocko slot 6 Term to expire Dec. 31, 2020

Airport Development and Marketing Committee

Richard Blood slot 3 Term to expire Dec. 31, 2020

ATTACHMENTS:

Description

Background - Bocko

Background - Blood

ANTIOCH UNIVERSITY

NEW ENGLAND

40 Avon Street, Keene, NH 03431-3516 | 603-357-3122 | www.antiochne.edu

May 12, 2018

Mayor Kendall W. Lane
3 Washington St.
Keene, NH 03431

Dear Mayor Lane,

I am pleased to submit this letter of request to be appointed to the Ashuelot River Park Advisory Board. For several months, I have been in conversation with George Foskett regarding this prospect. We both believe that my role as a faculty member at Antioch University New England (AUNE) and my history in Keene regarding engaging public school students in city park activities will be assets to the board.

I have been affiliated with AUNE since 1993 when I began as a student in the Environmental Studies Department. Since that time, I have held numerous positions at AUNE: Adjunct Faculty, Project Director, and now Teaching Faculty in the Education Department. I was the director of the Rachel Marshall Outdoor Learning Lab (RMOLL) from 1997-2003. RMOLL's purpose was to engage teachers and students in real-life science problem solving with support from school district, city, and university partners. The opportunity for that type of activity in collaboration with AUNE still exists. I also see many opportunities to operationalize AUNE resources and graduate student energy to help the park achieve desired goals.

A complimentary role that I play for AUNE and the Keene community is Project Manager of the Horatio Colony Nature Preserve. The Colony Memorial Trust, owner of the Horatio Colony House Museum and Nature Preserve, has contracted with AUNE since 1987 to manage education, public program, and site maintenance activities at the preserve.

More important than these considerations, if appointed, I will participate as an active member of the board to achieve the mission of the park regardless of AUNE's connection. I am more than happy to answer questions and or provide further information.

Sincerely,



Paul Bocko, Teaching Faculty
AUNE Department of Education

Richard Blood
61 Sparrow Street
Keene, NH 03431
603-903-3773



EDUCATION

Keene High School	1979	Diploma
U.S. Navy	1979-1981	General Discharge E3
Franklin Pierce University	1995-1997	Liberal Arts Continuing Ed courses

PERTEINENT EXPERIENCE

In the Navy, I was assigned to VA-75. Based in Oceana, Virginia and deployed onboard the USS Saratoga. I was a Plane Captain whose role was similar to that of a Crew Chief, responsible for the inspection and care of my assigned aircraft. I worked on A-6E all-weather attack bombers

For more than ten years, I have been a photographer and videographer and I am currently responsible for cable television production efforts at Cheshire TV, the local cable access channel.

I also have more than 10 years' experience as a professional photographer. The past 4 years specializing in aviation photography. This endeavor provides me with opportunities to visit numerous airports, air shows and aviation events and has allowed me to gain insight into these events. In just the past 4 years, I have traveled to more than 40 aviation events.

My travels have brought me to Melbourne FL, Myrtle Beach, SC, Quonset, RI, Dayton, OH, Westover AFB, MA, Oceana, VA, Stuart, FL and Pensacola, FL and other locations to participate and witness a variety of aviation events. I bring a unique level of experience from these aviation events that provide me insight into attendance fees, attendance expectations, sponsors and vendors and can provide much insight for the Airport Marketing and Development Committee on the logistics associated with launching these events.

I would be honored to bring my enthusiasm, connections and knowledge to the Airport Marketing and Development Committee to provide energy and assistance to bring more events and publicity to the Dillant-Hopkins Airport.



City of Keene, N.H.
Transmittal Form

June 15, 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 designated board or commission:

-
Zoning Board of Adjustment

Jane Taylor, slot 4

Term to expire December 31, 2022

ATTACHMENTS:

Description

Background - Taylor

Jane F. Taylor, Esq.
24 Birch Street, Keene, New Hampshire 03431
603-357-2099; 603-358-9393 (cell) [REDACTED]

June 15, 2018

Mayor Kendall Lane
City Hall
3 Washington Street
Keene, NH 03431

Re: Zoning Board of Adjustment

Dear Mayor Lane:

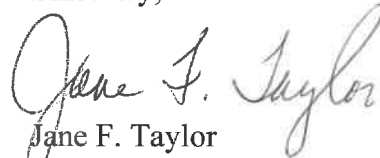
I am writing to let you know of my interest in serving as a regular member of the Keene Zoning Board of Adjustment. I have been a resident of Keene since 1984 and previously served as a member of the ZBA from 1996 through 2002. I recently retired as the Claremont City Attorney and would like the opportunity to serve my home community once again.

By way of additional background, I am a graduate of Tufts University and UNH Law School and am an active member of the New Hampshire Bar Association. I am also a former 4-term member of the New Hampshire House of Representatives. Locally, in addition to my previous service on the ZBA, I have also served as a member and chair of the Keene Conservation Commission, as well as membership on the 1992-93 Land Use Master Plan Subcommittee and the Airport Advisory Committee.

The Zoning Board of Adjustment can be a challenging assignment. I believe my background and experience provide a good foundation for service on this important Board.

Please let me know if you have any questions or need any additional information.

Sincerely,


Jane F. Taylor



External Communication
Transmittal Form

June 14, 2018

TO: Mayor and Keene City Council

FROM: Kevin, Sandra and Susan Doyle and Judy and Rich Kalich

THROUGH: Patricia A. Little, City Clerk

ITEM: C.1.

SUBJECT: Ashuelot Court Homeowners - Request to Partner in the Installation of Water and Sewer Lines on Ashuelot Court, a Designated Private Road

ATTACHMENTS:

Description

Communication - Asheulot Court Homeowners

Estimate

BACKGROUND:

Several residents on Ashuelot Court are requesting that the City partner in the installation of water and sewer lines on Ashuelot Court, a designated private road. The Ashuelot Court Homeowners have provided an estimate from a private contractor to install the sewer line.

Ashuelot Court Homeowners
15-17 Ashuelot Court
Keene, NH 03462

June 13, 2018

Keene City Council
c/o Patty Little
City Clerk's Office
City of Keene
3 Washington Street
Keene, NH 03431

Dear Councilors:

After a preliminary meeting with Kurt Blomquist, Public Works Director, we are appealing to the City of Keene to partner in the installation of water and sewer lines at Ashuelot Court, designated as a private road.

As you may know, Ashuelot Court was part of the original Colony and Faulkner property and deeded by Emile Legere, Inc. to the Keene Housing Authority who subsequently conveyed the property to the City of Keene by deed dated September 17, 1971. It appears that the original water and sewer lines were installed by Colony and Faulkner. In 1993, Council was asked to take ownership of the water line and agreed to do so with partnering of the property owners providing \$8,000 of the cost. For unknown reasons, it appears that the property owners did not ultimately agree to this arrangement.

Presently, the sewer line of the property is compromised and needs to be replaced. Kurt Blomquist estimates that the main water line (2" vs. current standard of 6") was installed in the 1930's. It seems prudent and economical to replace both the sewer and water lines at the same time. A private contractor's estimate to install the sewer line is \$26,075.50 (copy attached). This estimate does not include simultaneously replacing the water line, which we estimate to add approximately 50% to the project, for a total cost of ~\$40,000.00.

There are four properties on Ashuelot Court. We propose that each property owner contribute \$2,500 to the project cost for a total contribution of \$10,000. If the Council agrees, ownership of the water and sewer lines would transfer to the City.

We appreciate your consideration of this proposal. Your approval will be greatly appreciated and help to resolve a long litany of concern and contention re. these issues amongst the homeowners and the City of Keene.

Sincerely yours,

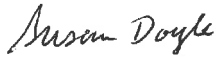
Kevin Boyle



~~SANDRA~~ Boyle



Susan Doyle



Judy Kalich



Rich Kalich

MME Construction, LLC

6 Webster Road
Surry, NH 03431
(603) 762-0250

Quotation

DATE April 12, 2018
Quotation # 461

Quote To:
Gary Parenteau
64 Colorado Street
Keene, NH 03431
603-352-7167

Quotation valid until: May 12, 2018
Prepared by: Mike Edwards

Job: 8" Sewer - Ashuelot Ct, Keene, NH

Description	Amount
Mobilization	\$ 250.00
Materials:	
300 ft - 8" SDR 35 Sewer Pipe	1,584.00
140 ft - 6" SDR 35 Sewer Pipe	420.00
4 - 8" x 6" Sewer Wye	209.00
4 - 6" x 6" Wye	140.00
Misc 6" Fittings	425.00
Misc 4" Fittings	375.00
50 ft - 4" SDR 35 Sewer Pipe	100.00
120 tn - 3/4" Stone	2,340.00
130 tn - Gravel	1,820.00
140 tn - Sand	1,400.00
1 - SMH	2,500.00
Crew Time:	
3-1/2 days - Excavator, Truck, Skid Steer, Roller	11,462.50
1 day - Clean Up	1,850.00
Miscellaneous:	
Testing Pipe & M.H.	1,200.00
Note: 95 lf	
Total	\$ 26,075.50

One-third of job cost due upon start of job. Balance due upon completion.

If you have any questions concerning this quotation, please contact Mike at 603-762-0250 or MEConstruction@ne.rr.com.

THANK YOU FOR YOUR BUSINESS!



City of Keene, N.H.
Transmittal Form

June 13, 2018

TO: Mayor and Keene City Council
FROM: Planning, Licenses and Development Committee
ITEM: D.1.

SUBJECT: Carolyn Sweet/Machina Arts- Use of City Property – First Friday Events

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to Machina Arts for the use of City property on Railroad Square to conduct a series of First Friday Arts events from 4:00 PM to 9:30 PM (inclusive to set up and break down) on the following dates: July 6, August 3, September 7, and October 5, 2018. Said permission is conditional upon the following: compliance with the customary licensing requirements of the City Council; submission of signed letters of permission from any private property owner for the use of their property; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff. The staff reserves the right to bring back to Committee any changes of scope that warrant the City Council's approval. In addition, the Petitioner agrees to absorb the cost of any City services provided.

BACKGROUND:

Vice Chair Jones invited Carolyn Sweet from Machina Arts to speak to her proposal. Ms. Sweet thanked the City Council for hearing their proposal and considering the use of Railroad Square. She stated that Machina Arts has requested use of Railroad Square to promote an event that will enhance downtown. Events will be held year round on the first Friday of the month. During the months of March through October, events will be held outside in Railroad Square from 5 PM until 9 PM. Artists are scheduled to directly vend their art and direct service providers will be available to talk about how to access healthy food.

Ms. Sweet reported there would be live music and two pop up galleries. One of the galleries will be hosted by Jim Murphy and another by Meg Rogers.

Councilor Hansel asked Ms. Sweet to describe other First Friday Events that have taken place in other states. Ms. Sweet replied that First Friday Events are primarily used to activate a downtown. She stated that her best example would be Portland, Maine. The goal in this particular area was to attract 10,000 artists and art supporting residents to the Portland area. Ms. Sweet stated that other events she has worked with have varied. There have been groups that have shut down their entire downtown that have bouncy houses, live music and extended seating for bars and restaurants. Ms. Sweet noted that their event was focused on getting people into the downtown businesses in order to help promote the art or music that may be in their store.

Ms. Sweet stated that with their promotional relationship with Machina Arts, a downtown business will be allowed to invite and use their promoter's license for a nominal fee to have a musician perform in their space.

Ms. Sweet reported that their first event is in partnership with the Ewing Arts Award. The pop up gallery will feature Ewing winners and guitarists performing in that space. She noted they are also in partnership with the

NH Eat Local Month and are featuring food as a celebration. Chef Jordan Scott is their culinary advisor.

Vice Chair Jones recognized Danya Landis with Machina Arts.

Vice Chair Jones asked if there was any control over controversial content. Ms. Landis asked Vice Chair Jones to define controversial content. He replied that this could be a piece of art that resembles or demonstrates racism. Ms. Landis explained that they will be screening each artist and will not allow a blatantly offensive piece of art.

Kurt Blomquist, Public Works Director, stated that everyone is excited and focused on building business in the downtown area. He stated the City had an opportunity to meet with Ms. Sweet last week during the protocol process. The protocol process includes the Fire Department, Police Department, Health and Code and any other department that will help support the event.

Mr. Blomquist explained things are moving quickly because Ms. Sweet is looking to hold the first event on July 6th. He noted there is only one City Council meeting before the proposed July 6th event date.

Mr. Blomquist stated the motion before the Committee was broad, due to the variety of events. He explained the intention is to utilize authority of all departments as widely and greatly as possible. Mr. Blomquist added that the City is looking forward to seeing these events take place.

Councilor Rice thanked Ms. Sweet for doing this for the downtown area. She asked how these events would be advertised. Ms. Sweet replied that pending approval they have a marketing plan in place. In addition, they are in the process of building a partnership with First Friday Monadnock that is located in Peterborough. She explained they would be co-marketing both events. Ms. Landis noted that partnerships will be key in this process. In addition, she stated that she would like to have banners placed in downtown to help advertise the event. Ms. Landis added that there has been a good response about the event on Facebook.

Councilor Sapeta commented that he was happy the group was starting small but at the time thinking big. In addition, he liked the idea of branching out to include other organizations. Councilor Sapeta stated that what the City needs to be cognizant of is that the schedule of events in the City is filling up quickly. He continued stating that the City needs to start thinking about how to best coordinate these events so there is no overlap or competition for resources and funds. Councilor Sapeta then reiterated the need for the Downtown Coordinator position. Ms. Landis echoed Councilor Sapeta's comments noting that the Community Coordinator position would be extremely valuable to the City and a lot of other organizations.

Vice Chair Jones announced that the City Council recently approved the Downtown Coordinator position. He asked Councilor Hansel for his input since he made this motion at the City Council hearing. Councilor Hansel stated that he sees this as part of the same conversation about generating activity and creating collaborative efforts. He stated that he was impressed with how this process has been deliberate and organic. Councilor Hansel stated that the Downtown Coordinator position will be helpful to this initiative.

Ms. Landis stated that she wanted to open these events as an opportunity for the City to give them ideas on what activities the City would like to see. She said this is a program for the community run by the community. Vice Chair Jones stated that the City could help provide Ms. Landis with a list of names of people who have coordinated different events in the City.

Ms. Sweet reported that someone recently approached her to do an art show around reducing plastic in the community. She stated that she could see the City taking an active role in promoting recycling by demonstrating what recycling looks like in Keene. In addition, Ms. Sweet reported that the Orchard School is coming in the next two months to display children's political art as a pop up gallery. She noted that the school has been painting this art for ten years and expressed their desire to display this art.

Vice Chair Jones stated that he believes these events will draw a lot of people. He asked how the group would handle security. Ms. Sweet replied they anticipate 100 people will attend the first event. She stated they are currently working with the police department and now have a budget for police presence. Ms. Sweet explained that this was part of the reason why they decided to have 3 soft openings. She explained that the cost of working with City is a challenge and impediment to moving forward with the program. Ms. Sweet stated that she, along with Machina Arts, is funding this project out of their own pockets. The reason why she is funding the project is due to the fact that she wants to live in this community for many years to come. She stated the challenges associated with planning this event is the need to have to pay for police presence, barriers and licensing fees. She noted this was also part of the reason for the slow opening process. Vice Chair Jones noted that once the event has been held for a couple years, they could apply for Community Event status and some of these expenses would be covered.

Councilor Sapeta asked what the cost is for the City services. Ms. Sweet replied that as long as there are 500 people or less, it would trigger the cost of 1-2 police officers and the cost of this was approximately \$300. In addition, to the other expense she mentioned earlier there would be the cost of trash pickup. Ms. Sweet stated that she hoped the Downtown Coordinator position could help support activities in downtown that have no economic benefit. Councilor Hansel stated that people need to realize that these are two people who are rolling up their sleeves to do hard work that is also cultural work. In addition, he stated that they are trying to make the City an attractive place for people to live. Councilor Hansel noted that the City needs to come up with a creative solution to help events of this nature. He added that he was in full support of this event and would do whatever he could to help support their efforts.

Councilor Sapeta asked if there was a possibility to reduce the fees for events that need support from the City. Mr. Blomquist replied that there are policies in place that require certain fees. He explained that the City Council adopted Resolution R-2012-19, dealing with community events. Mr. Blomquist stated that the system that exists today is not designed for events of this size because it was originally designed for larger events such as the events held by Center Stage. In addition, Mr. Blomquist noted another reason the fees cannot be reduced is because these costs are not identified within the budget. He stated that this is good discussion for the City Council to start having during the fiscal policy meeting that will be held in July.

Councilor Sapeta asked if City staff would come back with recommendations on how to deal event fees. Mr. Blomquist replied there is an item on the FOP agenda regarding licensing fees for events that require protocols that can be used as a vehicle to open this discussion. In addition, he noted the fiscal policy meeting in July would result in how City staff sets up things of this nature.

Rhett Lamb, Acting City Manager/Planning Director stated that what Mr. Blomquist was referring to was the fiscal policy process that begins on July 17th. He noted that this is a good time to address these types of policies and questions.

Ms. Sweet stated that part of the reason why their budget looks the way it does for the next year is so that they can develop this program with a reasonable funding mechanism. She stated they are writing grants for this program that would allow them to partner with the City. Ms. Sweet explained that the City and First Friday Events together can apply for a grant that would help cover the costs of things such as policing. She reiterated that she would love to co-partner with the City and match some grants to foundations such as the Putnam Foundation.

Vice Chair Jones told the petitioner not to be afraid to ask local companies and civic groups for sponsorships to help with funding.

Vice Chair Jones welcomed public comment.

Councilor Jacobs stated that he is a cheer leader for this event and thinks this will be a wonderful event for the City. He stated that there are two things that need to happen. The first is the need for First Friday Events to have a license for this small scale event. Secondly, Councilor Jacobs said there is the need to continue the discussion about the various possibilities for the event. He stated that both need to happen in order to have a better downtown in the long run.

With no further comment, Vice Chair Jones asked for a motion.

Councilor Hansel made the following motion, seconded by Councilor Rice.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the City Council grant permission to Machina Arts for the use of City property on Railroad Square to conduct a series of First Friday Arts events from 4:00 PM to 9:30 PM (inclusive to set up and break down) on the following dates: July 6, August 3, September 7, and October 5, 2018. Said permission is conditional upon the following: compliance with the customary licensing requirements of the City Council; submission of signed letters of permission from any private property owner for the use of their property; obtainment of any necessary licenses or permits; and compliance with any recommendations of City staff. The staff reserves the right to bring back to Committee any changes of scope that warrant the City Council's approval. In addition, the Petitioner agrees to absorb the cost of any City services provided.



City of Keene, N.H.
Transmittal Form

June 13, 2018

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.2.

SUBJECT: Anthony & Fanella Levick/Granite Roots Brewing – Request to Sell Beer at Keene Farmer’s Market

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that Granite Roots Brewing be granted permission to sell alcohol at the 2018 Keene Farmer’s Market of Keene. Said permission is contingent on the following: submittal of a signed letter of permission from the Farmer’s Market of Keene, obtainment of all necessary permits and licenses and compliance with all laws, including the requirements of NH RSA 179:44 II-a.

BACKGROUND:

Vice Chair Jones recognized Brian Hadler, head brewer at Granite Roots Brewing. Mr. Hadler stated that he was representing Anthony Levick and Fanella Levick because they are out of town.

Vice Chair Jones stated that Granite Roots Brewing has been selling beer at the Keene Farmer’s Market for the last two years. He asked if there are any changes. Mr. Hadler replied that he was not aware of any changes.

Mr. Blomquist stated there are a number of conditions required for the sale of alcoholic beverages at the Keene Farmer’s Market. The State of NH Liquor Commission has confirmed Granite Roots Brewing has a manufacture’s license. Mr. Blomquist stated that upon notification of the City Council approval, the Commission will proceed with the authorization to sell fruit beer at the Keene Farmer’s Market. He stated this is allowed because there was a RSA change that allows sampling of beer and wine at farmers markets if authorized by the local legislative body.

Councilor Sapeta asked if only Farmer’s markets qualify or does this extend to other venues. Mr. Blomquist replied that this particular RSA specifically addresses farmers markets.

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

Councilor Rice made the following motion, seconded by Councilor Hansel.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that Granite Roots Brewing be granted permission to sell alcohol at the 2018 Keene Farmer’s Market of Keene. Said permission is contingent on the following: submittal of a signed letter of permission from the Farmer’s Market of Keene, obtainment of all necessary permits and licenses and compliance with all laws, including the requirements of NH RSA 179:44 II-a.



City of Keene, N.H.
Transmittal Form

June 13, 2018

TO: Mayor and Keene City Council
FROM: Planning, Licenses and Development Committee
ITEM: D.3.

SUBJECT: Jesse O'Bryan/Branch and Blade Brewing Company- Request to Sell Beer at the Keene Farmer's Market

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that Branch and Blade Brewing Company be granted permission to sell alcohol at the 2018 Keene Farmer's Market of Keene. Said permission is contingent on the following: submittal of a signed letter of permission from the Farmer's Market of Keene, obtainment of all necessary permits and licenses and compliance with all laws, including the requirements of NH RSA 179:44 II-a.

BACKGROUND:

Vice Chair Jones invited Jess O'Bryan with Branch and Blade Brewing Company to speak. Chair Jones noted that the company has been approved to sell at the Keene Farmer's Market.

Mr. O'Brien, 17 Bradco Street, Keene stated their product has been approved by the State of NH Liquor Commission.

Vice Chair Jones asked if there was any comment from the Committee or City staff.

Mr. Blomquist stated that his comments from the prior application apply to this application.

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

Councilor Sapeta made the following motion, seconded by Councilor Hansel.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that Branch and Blade Brewing Company be granted permission to sell alcohol at the 2018 Keene Farmer's Market of Keene. Said permission is contingent on the following: submittal of a signed letter of permission from the Farmer's Market of Keene, obtainment of all necessary permits and licenses and compliance with all laws, including the requirements of NH RSA 179:44 II-a.



City of Keene, N.H.
Transmittal Form

June 13, 2018

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

SUBJECT: Connecticut National Guard – Request to Conduct Air Drops – Dillant Hopkins Airport

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the City Manager be authorized to do all things necessary to enter into a Memorandum of Understanding with the State of Connecticut Military Department Air National Guard 103D Airlift Wing to conduct air-drop operations at the Dillant-Hopkins Airport.

BACKGROUND:

Jack Wozmak, Airport Manager, stated that the Connecticut National Guard has been visiting the airport on an increasing basis. He reported that they have done many fly overs in pairs and have started to expand their activities. The airport has provided them with enough space to practice some of the drops they do for national emergencies. The drops would include supplies such as water or food.

Mr. Wozmak explained that the City has an airport with 1000 acres and that he has coordinated a safe area for them to drop 300 pound boxes out of a C130. He said this allows the National Guard to engage in training exercises that they use all the time. Mr. Wozmak reported that the City tried to get this program earlier but the National Guard are on active duty and were deployed to Afghanistan.

Mr. Wozmak stated there is a memorandum of agreement that has been reviewed by the City Attorney. . He explained this is a memorandum that there is nothing that obligates either party if either party decides this is not a good fit. Mr. Wozmak stated that the drops will take place away from everyone and are dropped at a low altitude. He added that these exercises are low risk. He explained the memorandum was to get the blessing from City Council and is a formality.

Vice Chair Jones stated although this was handled administratively in the past; it was his understanding this time they are asking for blessing from City Council. Mr. Wozmak replied that was correct and that it was the petitioner asking for the City Council's blessing.

Mr. Wozmak stated there will be a 7 day notice for these trainings and that he will be sending invitations to the City Council as soon as he receives the schedule. He stated that these exercises are nice for people to watch and also gives people an appreciation for the National Guard.

Councilor Sapeta asked if this would generate any income for the airport. Mr. Wozmak replied they could see an income if they purchase fuel from the airport. In addition, he stated that the restaurant will benefit from a few meals for the pilots. Generally, he stated that this is part of the cooperation with the military.

Councilor Rice noted that even if the airport is not gaining revenue from the activity, it does benefit the community. She explained that when natural disaster strikes, the community in Keene can feel proud that in a small way, we have contributed to helping saving the lives of other people. In addition, Mr. Wozmak stated that it may also help provide an interest in aviation that may lead to career opportunities for people or an interest in the military.

Councilor Sapeta stated the City can be proactive with this event, by having the 7 day notice to advertise these exercises. Mr. Wozmak noted that he would advertise on social media and take advantage of other free sources of advertising.

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

Councilor Sapeta made the following motion, seconded by Councilor Hansel.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the City Manager be authorized to do all things necessary to enter into a Memorandum of Understanding with the State of Connecticut Military Department Air National Guard 103D Airlift Wing to conduct air-drop operations at the Dillant-Hopkins Airport.



City of Keene, N.H.
Transmittal Form

June 13, 2018

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

SUBJECT: Clarence DeMar Marathon – Request to Use City Property

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the Elm City Rotary Club be granted permission to sponsor the Clarence DeMar Marathon on September 30, 2018, subject to the customary licensing requirements of the City Council, and compliance with any recommendations of City staff. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 19 Community Events Budget, and agrees to remit said payment within 30-days of the date of invoicing.

BACKGROUND:

Vice Chair Jones invited Alan Stroshine to speak to his proposal. Mr. Stroshine 27 Salisbury Road, Keene stated that there are no changes to the event.

Mr. Blomquist stated that City staff is recommending the Council grant permission to the sponsor to conduct the Clarence DeMar Marathon that will be held on September 30, 2018. He noted there is \$5,000 in the budget for the community event coverage for City services and anything over that is the responsibility of the petitioner.

Mr. Stroshine announced this year they have partnered with Filtrine. He stated that Filtrine has designed a self-sustained watering cooler and runners will be provided with one water bottle that will allow them to refill their bottle. Mr. Stroshine noted that this would eliminate the use of approximately 3,000 plastic water bottles.

Vice Chair Jones welcomed public comment.

Councilor Hansel commented this is one great event that brings in people from all over the world and is not just for Keene residents. He noted that this event also highlights what Keene is all about.

With no further comment, Vice Chair Jones asked for a motion.

Councilor Hansel made the following motion, seconded by Councilor Rice.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the Elm City Rotary Club be granted permission to sponsor the Clarence DeMar Marathon on September 30, 2018, subject to the customary licensing requirements of the City Council, and compliance with any recommendations of City staff. The Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 19 Community Events Budget, and agrees to remit said payment within 30-days of the date

of invoicing.



City of Keene, N.H.
Transmittal Form

June 14, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.6.

SUBJECT: Donation for Fun to Read Internships - Keene Public Library

RECOMMENDATION:

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept a \$1,000 donation from the Young Adult Library Services Association (YALSA), a division of the American Library Association, to be used for hiring 3 teen interns for the Camp Fun To Read summer program.

BACKGROUND:

Library Assistant Gail Zachariah stated she was before the Committee to accept a donation in the amount of \$1,000 to be used for hiring three teen interns for the Camp Fun To Read summer program. This donation is from the Young Adult Library Services Association

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

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to do all things necessary to accept a \$1,000 donation from the Young Adult Library Services Association (YALSA), a division of the American Library Association, to be used for hiring 3 teen interns for the Camp Fun To Read summer program.



City of Keene, N.H.
Transmittal Form

June 14, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.7.

SUBJECT: Tax Deed Waiver Request for 2015 - Finance Department

RECOMMENDATION:

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to waive tax deeding for the attached list of properties until November 2, 2018.

BACKGROUND:

Tax Collector Mary Alther stated this request is for the Manager to be authorized to waive the tax deeding for the 2015 unpaid taxes for certain properties until November 2, 2018. There are 40 properties on the list. Ms. Alther stated this request is also for property owners to be able to get caught up.

Chair Greenwald stated hearing property owners are trying to get caught up is very encouraging.

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

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to waive tax deeding for the attached list of properties until November 2, 2018.



City of Keene, N.H.
Transmittal Form

June 14, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.8.

SUBJECT: Repurchase of 18 Imperial Drive - Finance Department

RECOMMENDATION:

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to convey 18 Imperial Drive to the former owner upon payment per RSA 80:90.

BACKGROUND:

Ms. Alther explained on May 3 the city took a tax deed for property located at 18 Imperial Drive for non-payment of the 2014 taxes. Under RSA 89 and 90 prior to the city selling the property, the property owner needs to be offered an opportunity to repurchase the property. The property owner has to be given a 90 day notice before a property is sold and they have 30 days to respond and another 30 days to get caught up.

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

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to convey 18 Imperial Drive to the former owner upon payment per RSA 80:90.



City of Keene, N.H.
Transmittal Form

June 14, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.9.

SUBJECT: Repurchase of 62 Sparrow Street - Finance Department

RECOMMENDATION:

On 3-0 of vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to convey 62 Sparrow Street to the former owner upon payment of the taxes and interest and cost as of June 5, 2018.

BACKGROUND:

This item was similar to the prior item. However, this property owner is requesting permission to pay the balance off in two installments and paying the remainder off by July 1. Chair Greenwald commended staff for working with these property owners.

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

On 3-0 of vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to convey 62 Sparrow Street to the former owner upon payment of the taxes and interest and cost as of Jun 5, 2018.



City of Keene, N.H.
Transmittal Form

June 14, 2018

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

SUBJECT: Monadnock Region Complete Streets Implementation Grant - Public Works

RECOMMENDATION:

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to apply for, accept and execute a “Monadnock Region Complete Streets Implementation Grant” for the Marlboro Street Corridor.

BACKGROUND:

City Engineer Don Lussier stated in the fall the City received a grant for \$10,000 from the Monadnock Alliance for Sustainable Transportation. The green bicycle boxes on Central Square were installed with this money as well as bicycle pavement markings on Main Street, in addition to various other signage as well as public outreach.

This year there is an offer of a grant for \$95,000. Staff has submitted an application for \$50,000 to be used for two intersection crossings on Marlboro Street.

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

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to apply for, accept and execute a “Monadnock Region Complete Streets Implementation Grant” for the Marlboro Street Corridor.



City of Keene, N.H.
Transmittal Form

June 14, 2018

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.11.

SUBJECT: Downtown Paver Crosswalk Repairs - Follow up - Public Works Department

RECOMMENDATION:

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends Scope 2 Option B, which would call for the removal of the existing pavers and installation of new acrylic crosswalks, with reflective white acrylic stripes at the eleven locations proposed by City staff.

BACKGROUND:

Public Works Director Kurt Blomquist stated the item he is before the Committee to talk about is the crosswalks which are currently constructed out of pavers. These were installed in 1988 during the reconstruction of the downtown. He noted these pavers have lasted 30 years. They are however, causing issues for pedestrians and traffic. Eight of these crosswalks are in dire need of reconstruction. There are also three more; Church Street/Main Street, Gilbo Avenue and one right on Church Street – these would need work in the next three to five years. Staff is recommending doing all 11 crosswalks at the same time.

Mr. Blomquist stated one option is the traditional piano key painted crosswalk. The second option is the traditional white lines on either side with stamped acrylic material in red in the middle – five of these currently exist on Main Street.

From a cost perspective, the first option would be at a cost of \$58,000 to remove the eight most in need of repair, and \$71,900 to remove all eleven. Painting just the eight would be an additional \$6,400, while painting all eleven would be at an additional cost of \$7,700.

He continued the cost for acrylic for eight crosswalks would be \$60,700, and to do all eleven it would be \$75,300.

Hence, just removing and painting eight crosswalks would be \$64,900 and it would be \$79,600 for removing and painting the eleven that have been identified in need of repair. To do the acrylic crosswalks it would be \$119,200 for the eight most in need of repairs, and it would \$147,000 to take care of the eleven that have been identified by staff. Mr. Blomquist reiterated, staff is recommending all eleven be completed at this time.

Following the meeting when this was initially discussed, there were several questions which were raised:

1. What is the number of pedestrian and bicycle accidents during the last three years from Main Street to the Main/Marlboro/Winchester Street intersection?

During the hours of 6 am to 6 pm there were 6 accidents. During the hours of 6 pm to 6 am there were 3 accidents. Mr. Blomquist continued there are about 23,000 vehicles on an average day that move up and down Main Street. There were two incidents in the roundabout. Most of the incidents were on the Dunbar Street/Davis Street area (3 at night time and 1 during day time). The others were on Railroad Street, Church Street and the bicycle incident was outside the crosswalk, when they were attempting to cross in the middle of the street.

2. When were the acrylic crosswalks installed?

They were installed in 2013.

3. Could a different material other than paint be used for the piano key style option?

There is a therma plastic material, it is not imbedded in the pavement, and this would add \$10,000 to the painted option.

Chair Greenwald asked whether there was a way to get a mix of therma plastic brick and therma plastic white, because the concern is the white is not visible enough. Mr. Blomquist stated he would not recommend therma plastic with the stamped material because the challenge with the therma plastic lines is that it cannot be repaired, a brand new product has to be used.

4. What is the annual maintenance cost for the two surface treatments?

Painting the crosswalk twice would be \$2,300 for all eleven.

There is no maintenance related to the acrylic crosswalks annually. In New Hampshire there is wear on vehicle travel area mainly because of studded tires; the entire length does not have to be repaired. He stated in Keene they are seeing approximately 64 square feet which needs to be repaired every three to five years. Chair Greenwald stated if the white acrylic can be repaired why can't the red acrylic be repaired. Mr. Blomquist stated it is possible to repair both the red and the white. The cost to do this is about \$1,088 per crosswalk, hence, in year three the City will be spending \$4,344 to repair the acrylic, but if it was paint the City would have spent \$6,876 (more money would have been spent in painting eleven crosswalks versus repairing the acrylic).

If it is over a ten year period, the cost for paint would be \$22,900 and \$8,600.

Chair Greenwald clarified for a ten year period, starting with the installation, the paint would cost more than the acrylic (to also include maintenance). Mr. Blomquist stated the acrylic would cost slightly more because it has a higher capital investment.

Chair Greenwald asked in time for the Council meeting Mr. Blomquist give him figures for what exist to be completed in paint as well as in acrylic red and in acrylic white, in ten years – installation and maintenance.

Mayor Lane asked for the cost quoted for the painting of the stripes – what this cost includes. Mr. Blomquist stated the \$2,300 is what the City would pay the painting contractor in the spring and the highway superintendent has provided a cost for how much this will be to be redone by in-house staff in the fall. The Mayor asked whether an estimate has been considered for the amount of disruption this work would cause for having to paint these crosswalks twice a year. Mr. Blomquist answered in the negative and added most of this work is done at night. The Mayor noted this would cause disruption for residents who live downtown. The Chair asked whether work at night would cause for payment of overtime. Mr. Blomquist stated it is not necessarily overtime, it is a premium rate and that price is included in what has been provided.

5. A question was asked about what was going to be done about the lighting.

Mr. Blomquist noted the heads of the lighting fixtures were going to be replaced. Each head has a value of about \$6,500 and downtown has about 100 lamps which need to be done. Staff feels this is more than what they would like to spend at this time and are hence focusing on the lighting close to crosswalks. The first crosswalk being looked at is the one close to Railroad Street. Staff is looking at certain light fixtures to see what the public feels about these and this is a change that can be accommodated in the Public Works operating budget. Mr. Blomquist talked about the lighting issue that exists in the downtown and hopes the strategies staff is trying will help better light the crosswalks.

Asst. City Manager Rebecca Landry stated the work with the lighting is in contemplation there would be a downtown revitalization project, and hence the reason for not doing all the lights in the downtown.

Councilor Rice asked whether there is a discussion of lighting for crosswalks for safety purposes. Mr. Blomquist stated the City exceeds the standard for safety purposes, but there has been concern raised by pedestrians about safety. The Councilor noted from the presentation tonight it seems like there are more accidents during the day time hours rather than at night which would suggest there is a safety issue more with regard to traffic rather than lighting.

Councilor Filiault felt the focus should be on safety but agreed the acrylic crosswalks are more attractive, but he did not feel it was effective. He added he has not spoken to any member of the public who favors the acrylic crosswalks.

Councilor Jacobs stated he was skeptical about the cost of the acrylic which is substantially more than the white. Councilor Powers felt the acrylic option would last a lot longer.

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

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends Scope 2 Option B, which would call for the removal of the existing pavers and installation of new acrylic crosswalks, with reflective white acrylic stripes at the eleven locations proposed by City staff.



City of Keene, N.H.
Transmittal Form

June 13, 2018

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: G.1.

SUBJECT: Kevin Dremel – Use of City Property – Keene Music Festival

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the request from Kevin Dremel to use downtown City rights of way for the 2018 Keene Music Festival be placed on more time to allow City staff to hold protocol meeting(s) with the petitioner.

BACKGROUND:

Vice Chair Jones asked if Mr. Dremel was present. Mr. Dremel was not present.

Vice Chair Jones asked if there are any changes to the event. The Assistant City Manager replied that all proposed changes are minor changes based on what the Music Festival has established. He stated that these changes will be reviewed through the protocol process and this is represented in the motion.

Councilor Rice made the following motion, seconded by Councilor Hansel.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the request from Kevin Dremel to use downtown City rights of way for the 2018 Keene Music Festival be placed on more time to allow City staff to hold protocol meeting(s) with the petitioner.



City of Keene, N.H.
Transmittal Form

June 13, 2018

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: G.2.

SUBJECT: Peggy Schaufler/Country Life – Use of City Property – Sandwich Board Sign

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the request from Country Life Vegetarian Restaurant for use of City property be placed on more time.

BACKGROUND:

Vice Chair Jones reported that City staff suggests placing this item on more time. Vice Chair Jones asked if the petitioner was present. Ms. Schaufler was not present.

Councilor Hansel made the following motion, seconded by Councilor Rice.

On a vote of 4-0, the Planning, Licenses and Development Committee recommends that the request from Country Life Vegetarian Restaurant for use of City property be placed on more time.



City of Keene, N.H.
Transmittal Form

June 17, 2018

TO: Mayor and Keene City Council
FROM: Elizabeth A. Fox, ACM/Human Resources Director
THROUGH: Elizabeth A. Dragon, City Manager
ITEM: H.1.
SUBJECT: Relating to Fire Department Call Personnel

RECOMMENDATION:

That the City Council refer Ordinance O-2018-07 to the Finance, Organization, and Personnel Committee.

ATTACHMENTS:

Description

Ordinance O-2018-07

BACKGROUND:

In the fall of 2017, the Fire Department initiated a review of the call company personnel practices including pay structure, training, and personnel utilization. Call company personnel are an important component of emergency response extending resources available to address emergency situations, in particular fire response. The tenure and experience of the current call department members is an asset to the department and to preserve effectiveness and safety for all personnel and the public. Adjustments to the call firefighter compensation program through City Code and deployment practices to support a cohesively trained, professional call force are advanced.



CITY OF KEENE

O-2018-07

Eighteen

In the Year of Our Lord Two Thousand and

Relating to Fire Department Call Personnel

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, hereby are further amended by deleting the stricken text and inserting the bolded text in Section 62-141, "Salary;," by deleting Section 62-142, "Second Annual Stipend;" in its entirety and by deleting the stricken text and inserting the bolded text in Section 62-143, "Retirement Plan;," of Chapter 62 entitled, "Personnel," as follows:

Sec. 62-141. – Call firefighter hourly wage schedule.

The hourly wage for Fire department call personnel shall be **as follows:** ~~paid an annual stipend based on the chart included in this section. Call personnel shall only be paid for the actual time served, if less than one year. Annual payments, based on a calendar year, will be made during the first quarter of the year following the year of service for all call personnel in good standing. Call personnel are also eligible for hourly pay for special details approved by the fire chief. This pay shall be based on step 1 firefighter in the current labor contract.~~

Hourly Wage Scale Effective July 1, 2018

CF1	Non-certified Probationary	\$ 10.00
CF2	Probationary Firefighter (Level I or II)	\$ 13.00
CF3	Special Services (Chaplain, Photographer & Aide)	\$ 14.00
CF4	Firefighter (Level I)	\$ 15.00
CF5	Firefighter (Level II)	\$ 18.00

	Effective FY '00	Effective FY '01
Call deputy chief	\$1,500.00	\$2,000.00
Call captain	775.00	950.00
Call lieutenant/company clerk	675.00	850.00

PASSED

Call firefighter	625.00	800.00
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Sec. 62-142. -- Second annual stipend.

(a) ~~Fire department call personnel shall also be eligible for a second annual stipend which shall be based on attendance. Attendance shall be defined as participation in meetings, training, parades and emergency calls. Attendance of personnel will be kept, by calendar year, by the company clerks of each company. The maximum amount of this stipend shall be \$500.00. Annual payments of this stipend shall be made during the first quarter of the year following the year of service, at the same time the salary stipend is paid. The following scale shall be used to allocate this stipend:~~

Attendance	Amount Paid
90—100%	\$500.00
80—89%	475.00
70—79%	450.00
60—69%	400.00
50—59%	375.00
40—49%	300.00
30—39%	200.00
20—29%	100.00

(b) ~~Call personnel who fall below 20 percent attendance will not be eligible for the attendance stipend. This stipend shall be retroactive to January 1, 1996, and thereafter shall be administered on an annual basis.~~

Sec. 62-142. -- RESERVED

Sec. 62-143. -- Call firefighter retirement plan.

Fire department call personnel shall be eligible for the call personnel retirement plan if they serve the city in the capacity of a call firefighter for the number of years outlined in the following chart. **For call personnel retiring after July 1, 2018, the call personnel retirement plan is based on the annual salary received in the final year of employment an average of the last three years of call firefighter compensation, up to a maximum retirement payment of \$2,000 paid annually, and is not subject to cost of living increases. For call personnel retired prior to July 1, 2018, the retirement plan shall continue on the same terms and conditions in effect at the time of retirement.**

Years of Service	Retirement Pay
20	50% of call firefighter compensation salary
21—39	2.5% additional each year after 20
40	100% of call firefighter compensation salary

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

June 7, 2018

TO: Mayor and Keene City Council

FROM: Steven Russo, Police Chief

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: H.2.

SUBJECT: Relating to False Alarm Prevention - Payment of Costs

RECOMMENDATION:

That the City Council refer Ordinance O-2018-10 to the Finance, Organization, and Personnel Committee for their review and recommendation.

ATTACHMENTS:

Description

Ordinance O-2018-10

BACKGROUND:

During the Fiscal Year (FY) 2018-2019 budget preparation administrative fees associated with the Police Department were reviewed. This was part of a process wherein every three to four years all fees will be reviewed and compared against fiscal policy and prevailing "market" rates for each service offered.

Seven communities were surveyed in this process and this request is made to bring our false alarm fees closer in line with prevailing fees charged by other New Hampshire communities.

The last increase in false alarm fees was in 2015.



CITY OF KEENE

O-2018-10

Eighteen

In the Year of Our Lord Two Thousand and

Relating to – False Alarm Prevention - Payment of Costs

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 deleting the struck out text and adding the bolded Italic text to the following provisions of Article II, "Alarm Systems", of Chapter 34, entitled "Emergency Services" as follows:

Sec. 34-57. – False Alarm prevention, payment of costs.

- (a) For use in this section, a calendar year shall be the city fiscal year, July 1 to June 30.
- (b) Any owner or lessee of property having an alarm system on the premises and any user of alarm services or equipment designed and installed with the intent of eliciting an emergency response shall pay to the city a service charge of ~~\$45.00~~ ***\$55.00*** for each and every false alarm to which emergency services respond in excess of the initial three alarms in a calendar year. If more than ten alarms are received in a calendar year, the service charge shall be ~~\$75.00~~ ***\$125.00*** for each and every alarm in excess of ten. If more than 20 alarms are received, the fine shall be ~~\$150.00~~ ***\$160.00*** for each and every alarm received.
- (c) Any central station, answering service or proprietary system that in any manner notifies the police department of an alarm signal from an alarm system of an alarm user who does not possess an alarm user's permit or whose permit has been suspended, revoked or denied shall be charged ~~\$100.00~~ ***\$125.00*** for each notification made to the city.

Sec. 34-61. - Penalties.

Penalties for violations of this division shall be as follows:

- (1) Operating an alarm without a valid permit ~~\$100.00~~ ***\$125.00***
- (2) Operating an alarm when a permit has been suspended or revoked ~~100.00~~ ***\$125.00***

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

June 14, 2018

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: I.1.
SUBJECT: Relating to Administrative Departments

RECOMMENDATION:

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2018-09 effective as of July 1, 2018.

ATTACHMENTS:

Description

Ordinance O-2018-09

BACKGROUND:

Acting Health Director John Rogers stated the ordinance before the Committee is the final step in the reorganization of the Planning Department and Code Enforcement Department into the Community Development Department. There are some language changes and strike-thrus. There is also reference regarding the Youth Services Department moving under the Recreation Department and Human Services Department moving under the Finance Department. These changes will take effect as of July 1.

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

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Ordinance O-2018-09 effective as of July 1, 2018.



CITY OF KEENE

O-2018-09

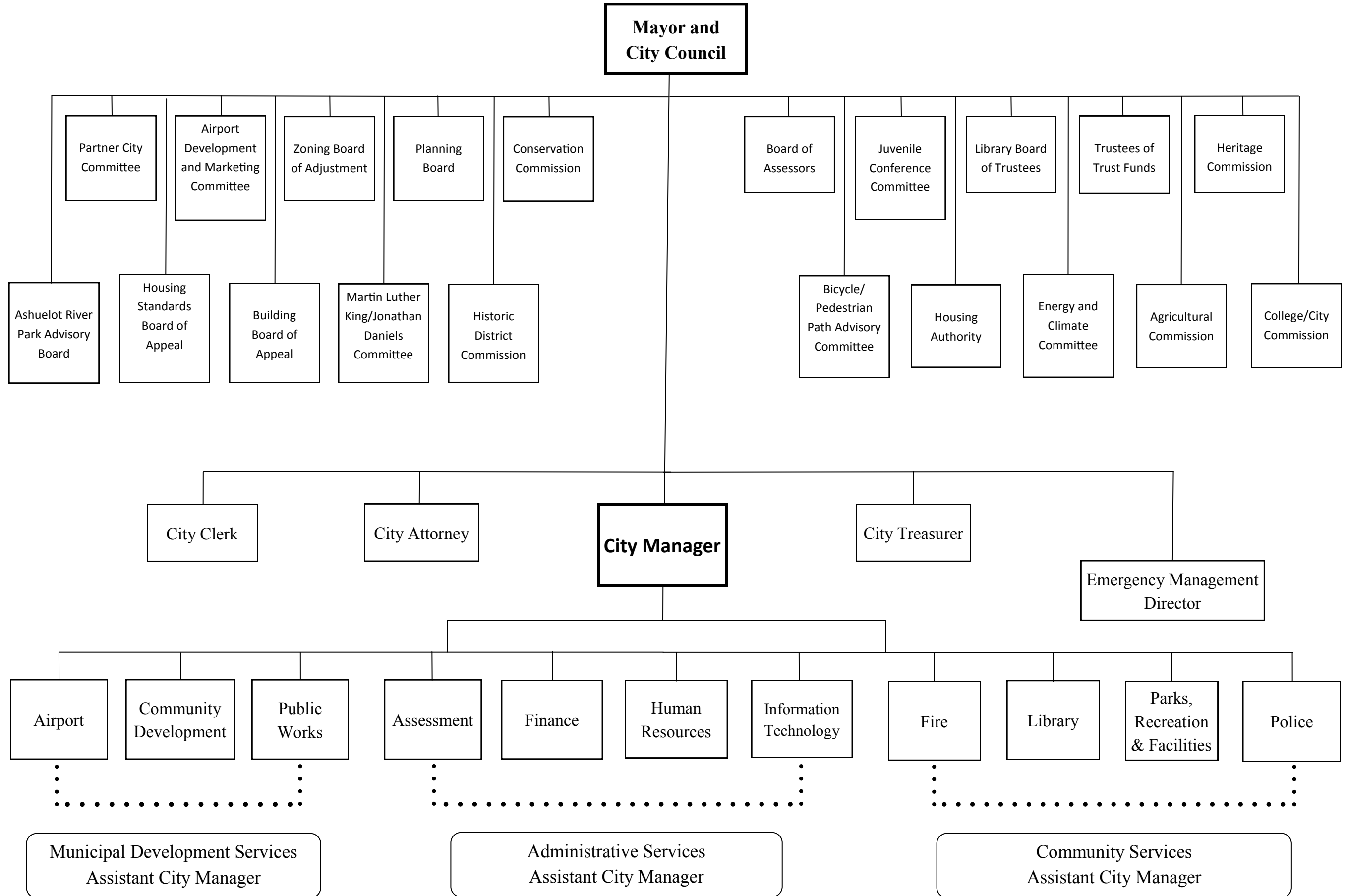
In the Year of Our Lord Two Thousand and Eighteen.....

AN ORDINANCE RELATING TO ADMINISTRATIVE DEPARTMENTS.....

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 replacing the organizational chart that follows Sec. 2-111 “Functions and Powers” in Division 2 “City Manager”; by replacing in its entirety Sec. 2-262. “Administrative Departments”; by adding the bolded text to Sec. 2-326 “Functions” (Finance Department); by deleting the stricken text and inserting the bolded text to Sec. 2-366. “Functions” (Health and Code Enforcement) of Division 6; by creating a new Sec. 2-367 “Administrative Amendments to Adopted Codes”; by deleting in its entirety Sec. 2-406 “Functions” (Human Services); by adding the bolded text to Sec. 2-466 “Functions” (Parks, Recreation and Facilities Department); by deleting in its entirety Sec. 2-486 “Functions” (Planning); by deleting in its entirety Sec. 2-546 “Functions” (Youth Services) in Article IV “Departments” of Chapter 2 entitled “Administrative Departments”; and further by deleting the stricken text and inserting the bolded text to Sec. 18-26. “Administrative Amendments to Adopted Codes” in Division 1 “Generally” of Chapter 18 entitled “Building Regulations”.

City of Keene Organizational Chart



Amendment #2

Sec. 2-262. – Administrative Departments

In addition to others created in the future by the city council, the city’s administrative service shall consist of the following departments, and the department heads shall be known by the title shown:

	Department	Department Head
(1)	Airport	Airport director
(2)	Assessment	City assessor
(3)	Community development	Community development director
(4)	Finance	Finance director
(5)	Fire	Fire chief
(6)	Human resources	Human resources director
(7)	Information technology	Information technology director
(8)	Library	Library director*
(9)	Parks, recreation and facilities	Parks, recreation and facilities director
(10)	Police	Police chief
(11)	Public works	Public works director

*This designation to be subject to the Thayer Agreement.

Amendment #3

Sec. 2-326. - Functions.

The major functions of the finance department are to:

- (1) Develop and maintain a citywide accounting and budgeting system.
- (2) Develop and maintain a citywide central purchasing system.
- (3) Provide general revenue collection operations.
- (4) Develop and maintain a citywide payroll system.
- (5) Audit departmental accounts as appropriate and see to the independent audit each year of the city's books of the immediately preceding fiscal year.
- (6) Carry out and/or oversee all city financial transactions.
- (7) Assist the trustees of trust funds and city treasurer in the investment of city funds.
- (8) **Administer human services programs, as prescribed by state law, to provide for those in need of assistance in basic life needs while aiding residents with long term solutions for returning to a state of financial self-sufficiency.**

Amendment #4

DIVISION 6. - ~~HEALTH AND CODE ENFORCEMENT~~ COMMUNITY DEVELOPMENT

Sec. 2-366. - Functions.

The major functions of the ~~health and code enforcement~~ community development department are to:

- (1) Protect and promote public health and safety.
- (2) Conduct a food service sanitation program.
- (3) Inspect day care settings.
- (4) Investigate complaints of unsanitary conditions or environmental pollutants.
- (5) Provide advice on public health issues and enforce state and local health laws and rules.
- (6) **Determine compliance with construction and building codes and** Administer the plan review and inspection program.
- (7) **Assist applicants while also enforcing building codes,** Enforce zoning, floodplain and sign ordinances as well as site plan, subdivision regulations.

- (8) ~~Determine compliance with construction and building codes.~~ **Provide technical and administrative support for the planning board and the zoning board of adjustment.**
- (9) Provide the public with information on codes and development processes **and leadership, guidance and technical information for the city master plan.**
- (10) **Coordinate the subdivision, site plan review and driveway permit processes with the planning board.**
- (11) **Assist with the development of the capital improvement program.**
- (12) **Make recommendations relative to zoning amendments and road and utility layouts.**
- (13) **Gather, organize and record data and information relative to the various physical aspects of the community in order to provide the services in subsections (1) through (5) of this section in a coherent manner.**

Amendment #5

Sec.2-367- Administrative amendments to adopted codes

- (1) Whenever “health department” or “code enforcement department” or “planning department” appears in the code it shall read “community development department”.
- (2) Whenever "planning director" appears in the code, it shall be read "community development director".
- (3) Whenever "health director, superintendent of code enforcement, building official, code official , zoning administrator" or “code administrator “appears in the code, it shall read "building/health official".

Amendment #6

~~DIVISION 8. - HUMAN SERVICES~~

~~Sec. 2-406. - Functions.~~

~~The major function of the human services department, in accordance with state law, is to administer a program to provide for those in need of assistance in basic life needs.~~

Amendment #7

Sec. 2-466. - Functions.

The major functions of the parks, recreation and facilities department are to:

- (1) Provide, maintain and operate recreational facilities.
- (2) Provide recreational programs.
- (3) Facilitate the provision of public leisure activities through clubs, associations, and service organizations.
- (4) Provide adequate cemetery facilities and burial services.
- (5) Maintain safe and functional municipal and departmental buildings.
- (6) **Provide, through various programs, methods for diverting youth from the court and criminal justice system while holding youth accountable for their actions, support prevention through community collaboration and create positive opportunities for youth interactions within the community.**

Amendment #8

DIVISION 12. - PLANNING

Sec. 2-486. - Functions.

The major functions of the planning department are to:

- ~~(1) Provide leadership, guidance and technical information in the city master plan development and updating.~~
- ~~(2) Serve as secretary for the planning board and provide technical and administrative support.~~

- ~~(3) Assist with the development of the capital improvement program.~~
- ~~(4) Coordinate the subdivision, site plan review and driveway permit processes with the planning board.~~
- ~~(5) Make recommendations relative to zoning amendments and road and utility layouts.~~
- ~~(6) Gather, organize and record data and information relative to the various physical aspects of the community in order to provide the services in subsections (1) through (5) of this section in a coherent manner.~~
- ~~(7) Assist applicants in various permit processes such as wetlands, excavation and floodplain permits.~~

Amendment #9

~~DIVISION 15. YOUTH SERVICES~~

~~Sec. 2-546. Functions.~~

~~The major function of the youth services department is to provide, through various programs, methods for diverting youth from the court and the criminal justice system as well as provide a means by which juveniles may provide restitution for their offenses.~~

Amendment #10

Sec. 18-26. - Administrative amendments to adopted codes.

The following sections apply to the administrative sections of the State Building Code adopted pursuant to state law.

- (1) Whenever "building official" or "code official" appears in the codes, it shall be read "**building/health official** ~~assistant city manager/health director.~~"
- (2) Whenever "department of building safety" appears in the codes, it shall read "**community development** ~~code enforcement~~ department."
- (3) Nothing contained in this section shall be interpreted or construed to allow any work for which a permit is not required herein to be done in any manner contrary to the requirements of the codes and laws of the city. Violations of the codes or other laws in any work not requiring a permit shall be subject to the general penalty of the codes in the same manner as if a permit had been required.

In City Council June 7, 2018.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

Kendall W. Lane, Mayor



City of Keene, N.H.
Transmittal Form

June 14, 2018

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

SUBJECT: Relating to the Acceptance of LED Street Light Program Rebate and Use of Funds For
Downtown Crosswalk and Lighting Repairs and Improvements

RECOMMENDATION:

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2018-19.

ATTACHMENTS:

Description

Resolution R-2018-19

BACKGROUND:

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

On a 3-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2018-19.



CITY OF KEENE

R-2018-19

Eighteen

In the Year of Our Lord Two Thousand and
Relating to the Acceptance of LED Street Light Program Rebate and Use of
A RESOLUTION Funds for Downtown Crosswalk and Lighting Repairs and Improvements

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

That the City Manager be authorized to do all things necessary to accept \$100,000 from Eversource of New Hampshire for the City LED Street Light Conversion Project and further the City Manager is authorized to do all things necessary to use these funds for repairs and improvements to the crosswalks and lighting in the City's Downtown area.

Kendall W. Lane, Mayor

In City Council May 17, 2018.
Referred to the Finance, Organization
and Personnel Committee.

Deputy City Clerk



City of Keene, N.H.
Transmittal Form

June 14, 2018

TO: Mayor and Keene City Council

FROM: Donna Hanscom, Assistant Public Works Director and Aaron Costa, Operations Manager

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: J.2.

SUBJECT: Request to Use Capital Reserve Funds Drummer Hill Water Pump Station

RECOMMENDATION:

That Resolution R-2018-21 be referred to the Finance, Organization, and Personnel Committee for their review and recommendation.

ATTACHMENTS:

Description

Resolution R-2018-21

BACKGROUND:

A leak was discovered in the 100,000 gallon Drummer Hill water storage tank in February 2018. Over the past three months the tank and its infrastructure have been inspected and evaluated. Staff compared the cost to repair or replace the tank and replace its pump station in FY27 with the cost to install a new pump station large enough to meet residential and fire flows standards. It appears that removing the existing tank and installing a larger pump station will improve water quality and customer water pressure, will meet the Insurance Service Office (ISO) standards, and will be the lowest cost option.

Staff recommends contracting with an engineering firm to perform a more thorough evaluation of the options and their cost to confirm the current recommendation. A discussion of the options will occur at the new Finance, Organization, and Personnel committee meeting.

The current Capital Improvement Program contains approximately \$848,723 to replace the tank in FY24 and staff estimates the cost to install a larger pump station in FY19 to be approximately \$770,000. To fund the work completed to date, the alternatives evaluation, and installation of a new pump station, it is recommended the City Council refer Resolution R-21, the appropriation of \$800,000 from the Water System Capital Reserve Fund, to the Finance, Operations, and Personnel committee.



CITY OF KEENE

R-2018-21

Eighteen

In the Year of Our Lord Two Thousand and
Relating to the Reallocation of funds from the Water Infrastructure Capital
A RESOLUTION Reserve to replace the Drummer Hill water pump station.

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

That the sum of eight hundred thousand dollars (\$800,000) be allocated from the Water Infrastructure Capital Reserve fund (05019) to replace the Drummer Hill water pump station.

Kendall W. Lane, Mayor