

A regular meeting of the Keene City Council was held Thursday, July 5, 2018. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, 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, Stephen L. Hooper, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Janis O. Manwaring was absent. Councilor Sutherland led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the June 21, 2018 regular meeting was duly seconded. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS

The Mayor announced that on Tuesday, July 17th 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.

PROCLAMATION – DESIGNATION OF JULY AS PARK AND RECREATION MONTH

The Mayor invited Andy Bohannon, Parks, Recreation and Facilities Director forward to present him with a proclamation. The Mayor went on to proclaim July as *Park and Recreation Month* and encouraged everyone to enjoy all of what the Park and Recreation Department offers. Mr. Bohannon stated the theme this year is *Lifetime of Discovery*. He encourages everyone to get out and do some type of recreation during the month.

CONFIRMATION

A motion was made by Councilor Greenwald and duly seconded to confirm the following nomination: Jane Taylor to serve as a regular member of the Zoning Board of Adjustment, with a term to expire December 31, 2022. On a roll call vote, with 14 Councilors present and voting in favor the nomination was confirmed. Councilor Manwaring was absent.

NOMINATIONS

The following nominations were received from the Mayor: Jennifer deCoste to serve as a regular member of the Library Board of Trustees, with a term to expire June 30, 2021; Don Wilmeth to serve as a regular member of the Library Board of Trustees, with a term to expire June 30, 2021. The nominations were tabled until the next regular meeting.

COMMUNICATION – ANTJE HORNBECK – RESIGNATION – PARTNER CITY COMMITTEE

A communication was received from Antje Hornbeck resigning from the Partner City 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 – COUNCILOR CLARK – PROCESS FOR A CITY COUNCILOR TO REQUEST INFORMATION FROM STAFF

A communication was received from Councilor Clark requesting that the City Council discuss the process for a City Councilor to obtain information from staff. The communication was referred to the Finance, Organization and Personnel Committee.

COMMUNICATION – TIM ZINN – LET IT SHINE – MODIFIED REQUEST FOR EVENT LICENSE

A communication was received from Tim Zinn, Let It Shine, which modified their request for use of city property for the Pumpkin Festival by removing food concessions from within the event footprint and eliminating their plan to include additional school children's pumpkins. The communication was filed into the record.

MSFI REPORT – DOG WARRANT – CITY CLERK'S OFFICE

Municipal Services, Facilities and Infrastructure Committee report read recommending a warrant for unlicensed dogs pursuant to NHRSA 466:14 be issued and the Animal Control Officer be directed to issue a civil forfeiture to those dog owners who have failed to license their dog by April 30, 2018. A motion by Councilor Filiault to accept the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – PRESENTATION – BROADBAND STUDY – IT DEPARTMENT

Planning, Licenses and Development Committee report read recommending acceptance of this item as informational. The Chair filed the report into the record as informational.

PLD REPORT – PEGGY SCHAUFFLER/COUNTRY LIFE - USE OF CITY PROPERTY – SANDWICH BOARD SIGNS

Planning, Licenses and Development Committee report read recommending that the request from Country Life Restaurant for placement of a sandwich board sign on city property on the corner of Main Street and Roxbury Street be denied as the request does not comply with City Code Section 46-960; and would otherwise be contrary to Section 102-1292 paragraph 13 of the City's Zoning Ordinance, which prohibits off-premises signs in every zoning district of the city. A motion by Councilor Richards to carry out the intent of the report was duly seconded. The motion passed with a unanimous vote in favor.

PLD REPORT – 2018 PUMPKIN FESTIVAL – STAFF RECOMMENDATION – PUBLIC WORKS DEPARTMENT

Planning, Licenses and Development Committee report read recommending that a license not be granted to Let It Shine, Inc. to use Downtown City rights-of-way on Sunday, October 28, 2018 to hold a "Keene Pumpkin Festival, In the HeART of Downtown Keene, NH". The Chair referred this item back to the Planning, Licenses and Development Committee.

FOP REPORT – REQUEST TO SOLICIT AND REPORT ON DONATIONS – HUMAN RESOURCES

Finance, Organization and Personnel Committee report read recommending the City Manager do all things necessary to solicit and accept donations from local and regional businesses and service vendors to be used as prizes or fundraisers for the Employee/Retiree Health Fair, the Annual Employee Recognition Event, and other HR related activities and promotions, including Community Night 2018 being organized by PAB and City Employee Groups. 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 – WOODLAND CEMETERY CULVERT – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Council adopt the recommendation by the Trustees of Trust Funds for the expenditure of \$86,675.00 for the purpose of replacing a culvert in Woodland Cemetery. 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 – PROFESSIONAL SERVICE EVALUATION – ROXBURY ROAD WATER STORAGE TANK – PUBLIC WORKS DEPARTMENT

Finance, Organization and Personnel Committee report read recommending the City Manager do all things necessary to negotiate and execute a professional services contract with Tata and Howard Engineers to perform an evaluation of the City's 3 million gallon water storage tank and water system modeling for an amount not to exceed \$33,400. 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 – RECORDS STORAGE AND MANAGEMENT SERVICES RATE INCREASES FOR CONTRACTED CUSTOMERS – CITY CLERK'S OFFICE

Finance, Organization and Personnel Committee report read recommending the proposed rate increases for contracted customers of the records center be approved with an effective date of July 1, 2018. 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 a Human Resources & Payroll optimization study would be occurring next week by our finance software company Superion. The purpose of the workshop is to look at how we currently handle the "Hire to Retire" cycle from recruitment, onboarding, benefits management, payroll, and everything else right through retirement, using our financial software, and then to provide recommendations on how to improve those processes. The goal is

to become more proficient using all the functions of the software and to avoid duplication of efforts across departments wherever, possibly using automation.

The City Manager also announced Southwest Regional Planning Commission's Economic Development Advisory Committee (EDAC) meets on a quarterly basis and the next meeting is scheduled for July 11, 2018 at 12:00 PM. The airport is seen as an asset to the area and is on their agenda for this meeting. EDAC had requested to have Jack Wozmak, Airport Manager, and the City Manager attend the meeting.

MORE TIME

More time was granted by the Chair for the following items in Committee: Ashuelot Court Homeowners – Request to Partner in the Installation of Water and Sewer Lines on Ashuelot Court, a Designated Private Road.

FOP REPORT AND ORDINANCE O-2018-07 RELATING TO FIRE DEPARTMENT CALL PERSONNEL

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2018-07 Relating to Fire Department Call Personnel. The report was filed into the record. Ordinance O-2018-07 was read for the second time. A motion by Councilor Greenwald for adoption of the Ordinance was duly seconded. On roll call vote, 14 Councilors were present and voting in favor. Councilor Manwaring was absent. Ordinance O-2018-07 declared adopted.

FOP REPORT AND ORDINANCE O-2018-10 RELATING TO FALSE ALARM PREVENTION – PAYMENT OF COSTS

Finance, Organization and Personnel Committee report read recommending the adoption of Ordinance O-2018-10 Relating to False Alarm Prevention – Payment of Costs. The report was filed into the record. Ordinance O-2018-10 was read for the second time. A motion by Councilor Greenwald for adoption of the Ordinance was duly seconded. On roll call vote, 14 Councilors were present and voting in favor. Councilor Manwaring was absent. Ordinance O-2018-10 declared adopted.

FOP REPORT AND RESOLUTION R-2018-21 RELATING TO THE REALLOCATION OF FUNDS FROM THE WATER INFRASTRUCTURE CAPITAL RESERVE TO REPLACE THE DRUMMER HILL WATER PUMP STATION

Finance, Organization and Personnel Committee report read recommending the adoption of Resolution R-2018-21 Relating to the Reallocation of Funds from the Water Infrastructure Capital Reserve to Replace the Drummer Hill Water Pump Station. The report was filed into the record. Resolution R-2018-21 was read for the second time. A motion by Councilor Greenwald for adoption of the Resolution was duly seconded. On showing of hands, 14 Councilors were present and voting in favor. Councilor Manwaring was absent. Resolution R-2018-21 declared adopted.

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MSFI REPORT AND RESOLUTION R-2018-22 COUNCIL POLICY: RELATING TO THE ACCEPTANCE AND PLACEMENT OF PUBLIC ART

Municipal Services, Facilities and Infrastructure Committee report read recommending a review and a recommendation of a Resolution relating to the acceptance and placement of public art along with Resolution R-2018-22. The report was filed into the record. Resolution R-2018-22 was referred by the Chair to the Municipal Services, Facilities and Infrastructure Committee.

ADJOURNMENT

At 7:30 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:


City Clerk