



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
December 19, 2019  
7:00 PM

Roll Call  
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- December 5, 2019

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Public Hearing - Proposed Application - Community Development Block Grant - Community Kitchen

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

1. Confirmation  
Airport Development and Marketing Committee

**C. COMMUNICATIONS**

**D. REPORTS - COUNCIL COMMITTEES**

1. Paul Krautmann – Request for Reserved Parking Spaces – East Side of Central Square
2. Year Round Lighting Decorations - Keene Kiwanis Club
3. Keene Solarize Campaign – Energy and Climate Committee
4. Continued Discussion - Campaign Finance Ordinance
5. 2020 Law Enforcement Opioid Abuse Reduction Grant - Police Department
6. Acceptance of Donations - Parks, Recreation and Facilities Department
7. Councilor Greenwald - Conflict of Interest - Real Estate RFQ
8. Real Estate RFQ - Economic Development Director
9. Recycling Center Equipment Rebuild - Baler Infeed Conveyor - Public Works Department
10. Radio Communication Equipment Upgrade - Public Works Department
11. Roxbury Street Bridge over Beaver Brook Project - Public Works Department
12. Design Contract for Martell Court Headworks Treatment Project - Public Works Department

**E. CITY MANAGER COMMENTS**

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

1. Mayor Kendall W. Lane - Farewell Speech

**G. REPORTS - BOARDS AND COMMISSIONS**

**H. REPORTS - MORE TIME**

1. Discussion - Establishment of Free Downtown Parking - Economic Development Director
2. Relating to Small Wireless Facility Deployments in the Public Right-of-Way

**I. ORDINANCES FOR FIRST READING**

**J. ORDINANCES FOR SECOND READING**

**K. RESOLUTIONS**

1. Relating to Approving an Application for CDBG Funds  
Resolution R-2019-41

Non Public Session

Adjournment

12/05/2019

A regular meeting of the Keene City Council was held Thursday, December 5, 2019. The Honorable Mayor Kendall W. Lane called the meeting to order at 7:00 PM. Roll called: Carl B. Jacobs, Janis O. Manwaring, Thomas F. Powers, Terry M. Clark, Randy L. Filiault, Kate M. Bosley, Robert J. O'Connor, Robert B. Sutherland, George S. Hansel, Gary P. Lamoureux, Bettina A. Chadbourne, Stephen L. Hooper, Philip M. Jones, David C. Richards and Mitchell H. Greenwald were present. Councilor Bosley led the Pledge of Allegiance. A motion by Councilor Greenwald to accept the minutes from the November 21, 2019 regular meeting was duly seconded by Councilor Jones. The motion passed with a unanimous vote in favor.

#### ANNOUNCEMENTS – MAYOR

The Mayor announced the Standing Committees scheduled for December 25, 2019 and December 26, 2019 have been canceled. The inauguration for the 2020 Keene City Council is scheduled to take place at noon on Wednesday, January 1, 2020.

#### CONFIRMATION

A motion was made by Councilor Greenwald and duly seconded by Councilor Jones to confirm the following nomination: Delene White to serve as a regular member of the Partner City Committee with a term to expire December 31, 2022. On a roll call vote, with 15 Councilors present and voting in favor, the nomination was confirmed.

#### NOMINATION

The following nomination was received from the Mayor: Cory Watkins to serve as a regular member on the Airport Development and Marketing Committee with a term to expire December 31, 2021. The nomination was tabled until the next regular meeting.

#### COMMUNICATION – MICHAEL REMY – RESIGNATION – ZONING BOARD OF ADJUSTMENT

A communication was received from Michael Remy, submitting his resignation effective December 31, 2019 as an alternate to the Zoning Board of Adjustment. A motion by Councilor Greenwald to accept the resignation with regret and appreciation of service was duly seconded by Councilor Jones. The motion passed with a unanimous vote in favor.

#### COMMUNICATION – MAYOR KENDALL W. LANE – CANCELATION OF JANUARY 2, 2020 CITY COUNCIL MEETING

A communication was received from Mayor Kendall W. Lane, requesting the cancelation of the January 2, 2020 City Council Meeting due to the City Council's Standing Committee meetings being canceled for the previous week and that it is anticipated that there will be no agenda items for the City Council to consider at this meeting. A motion by Councilor Greenwald to cancel the Keene City Council January 2, 2020 regular meeting was duly seconded by Councilor Jones. On a show of hands, 12 Councilors voting in favor and three opposed, the motion carried. Councilors Bosley, Lamoureux and Greenwald opposed.

## CITY MANAGER COMMENTS

The City Manager updated the Council on the Kingsbury tax deed payment arrangement. The City has received the third payment from the property owner in the amount \$119,000 on November 26, 2019. The 2009 tax lien is almost paid in full. The December payment will be split between the remaining 2009 tax lien, \$2,256.48, and the 2010 tax. In regards to the land matters, the City has not received a response or counter-offer to their October 10, 2019 letter.

The City Manager continued with the proposed county budget is ready. The Public Hearing on the Proposed Budget is on December 9, 2019 at 7:00 PM at County Hall. In the summary letter, the proposed budget represents 2.86% increase from taxation. For more information, it is posted on the County's website.

The City Manager updated the Council on Park and Arch Street intersection crossing. The poles and crossing beacons for the intersection were installed on Tuesday, December 3, 2019. There were some final electrical connections that still need to be completed. The crosswalks should be operational by the end of this week.

The City Manager shared news about the electricity contract. The City uses a third party to assist with the acquisition of energy as a commodity. The City was able to secure a favorable 100% green pricing for all municipal accounts. Considering that we are contemplating an energy project at the Waste Water Treatment Plant, we only locked it in for a minimum of twelve and a maximum of 24 months.

The City Manager pointed out that there is an article on the Councilor's desk that was submitted in the November/December edition to the Expansion Journal. This business journal is interested in reaching out to businesses that are looking to expand or relocate. The quarter page article is in with the cities of Dover, Portsmouth, Rochester and Derry.

The City Manager wanted to publically thank the City Clerk, Patricia Little, and the Assistant City Clerk, Terri Hood, for all of the hard work they have been doing in the lobby. The lobby is decorated for the holidays.

## MEMORANDUM – KEENE SOLARIZE CAMPAIGN – ENERGY AND CLIMATE COMMITTEE

A memorandum was received from Energy and Climate Committee, requesting that the City of Keene support the 2020 Keene Solarize Campaign. The memorandum was referred to the Planning, Licenses and Development Committee.

## MEMORANDUM AND RESOLUTION R-2019-41: APPROVING AN APPLICATION FOR CDBG FUNDS

A memorandum was received from James Weatherly, of Southwest Regional Planning Commission, along with Resolution R-2019-41. The memorandum was filed into the record.

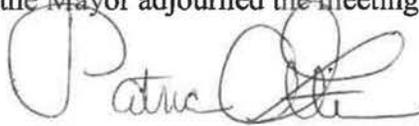
12/05/2019

Resolution R-2019-41 was referred by the Chair to the Finance, Organization and Personnel Committee. The Mayor set a public hearing for Thursday, December 19, 2019 at 7:00 PM.

ADJOURNMENT

At 7:13 PM, there being no further business, the Mayor adjourned the meeting.

A true record, attest:

A handwritten signature in black ink, appearing to read "Patricia O'Connell". The signature is written in a cursive style with a large initial "P".

City Clerk



**NOTICE OF PUBLIC HEARINGS**  
**Community Development Block Grant Program**  
**Thursday, December 19th, 2019 - 7:00 PM**  
**City Hall, Second Floor**  
**3 Washington Street, Keene, NH**

Three public hearings regarding a proposed application to the NH Community Development Finance Authority for federal Community Development Block Grant (CDBG) funds will be held at Keene City Hall on the date and time noted above.

**Application Hearings**

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities, and economic development projects which have primary benefit for low- and moderate-income persons. The maximum grant amount is \$500,000. Annually, a community is eligible to apply for \$500,000 in the Housing category, \$500,000 in the Public Facilities category, and another \$500,000 in the Economic Development category, as well as \$500,000 for microenterprise projects. Communities may also apply for up to \$25,000 for feasibility studies and \$500,000 for CDBG Emergency Grants.

A public hearing has been scheduled to provide specific information regarding grant requirements, and to provide information about the proposed CDBG application to be considered by the City Council.

Proposed Application: A grant in an amount up to \$500,000 to allow The Community Kitchen to make improvements to its facility located at 37 Mechanic Street in Keene.

In conjunction with the application hearing, two additional public hearings will also be held to address:

- The City's Residential Anti-Displacement and Relocation Assistance Plan specific to the project
- The City's updated Housing and Community Development Plan for CDBG projects

Interested persons are invited to attend and comment on the proposed application and plans. If you need assistance to attend or participate in the hearing, please contact Elizabeth Dragon, Keene City Manager five days in advance. Anyone wishing to submit written comments should address them in writing to the City Manager, City of Keene, 3 Washington Street, Keene, NH 03431 and submit them by the close of business on the day preceding the hearing. This public hearing is authorized by the City of Keene Mayor, Kendall W. Lane.

Public Posting Place and Date: Date:

- 1. Keene Housing \_\_\_\_\_
- 2. City Hall \_\_\_\_\_
- 3. Keene Public Library \_\_\_\_\_

Posting Certified by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **The Community Kitchen Improvements**

### **CDBG Applications Summary**

Applicant:	City of Keene
Proposed Subrecipient:	The Community Kitchen
Proposed Grant Administrator:	Southwest Region Planning Commission
Project:	Building improvements to the Community Kitchen facility.
Needs Addressed:	Reduction of operating costs, modernization of the office space, and needed capital improvements.
Amount of CDBG funds:	Up to \$500,000
Use of CDBG funds:	Public Facilities
Other funds:	The Community Kitchen has secured a 25% cash match to CDBG funds through a line of credit.
Background:	

The Community Kitchen currently offers two programs, hot meals and pantry. Hot meals are served each weekday with a lunch on Sunday, and the pantry program had over 2,700 registered participants in 2018. The Community Kitchen purchased its building at 37 Mechanic Street in 1994, and the building has been the recipient of three previous CDBG projects in 1996, 1998, and most recently in 2017. The 2017 project addressed much of the capital needs of the organization, but several items from the scope of work needed to be discarded to come under budget. These included modification to the existing heating and cooling system, insulation and air sealing of the second floor exterior walls and roof as well as reconfiguring of the office space to better administer the Community Kitchen's pantry program. This current project aims to address these needs and additional capital improvements, including reinforcing the structure of the roof, installing a new roof cover, and installing a solar array on the improved roof.

## **New Hampshire Community Development Block Grant Program**

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

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

- Affordable housing and housing rehabilitation grants to purchase, rehabilitate, expand, and improve the condition and supply of housing for low and moderate income homeowners and tenants.
- Applications for housing and public facilities are accepted on the last Monday of January and July of each year.

### **CDBG Public Facilities Grants – up to \$500,000 annually**

- Public Facilities grants include water and sewer system improvements, transitional and homeless shelters, sidewalks, handicapped access, and neighborhood or community centers that provide public services to low- and moderate-income individuals.
- Applications for housing and public facilities are accepted on the last Monday of January and July of each year.

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

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

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

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

### **CDBG Feasibility Studies Grants – up to \$25,000 annually**

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

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

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

**2019 AREA INCOME LIMITS**

Low Income - 80%  
 Very Low Income - 50%  
 Extremely Low Income - 30%

**Effective Dates**

Section 8 Program: 4/24/2019  
 HOME Program: 6/28/2019

**Revised Date**

6/20/2019

Area	Income Limit	Household Size (Persons)							
		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>HUD Metropolitan FMR Areas</b>									
Boston-Cambridge-Quincy, MA-NH HMFA NH Portion HUD Median Family Income - \$113,300	80% of AMFI	\$62,450	\$71,400	\$80,300	\$89,200	\$96,350	\$103,500	\$110,650	\$117,750
	60% of AMFI	\$49,800	\$56,880	\$64,020	\$71,100	\$76,800	\$82,500	\$88,200	\$93,900
	50% of AMFI	\$41,500	\$47,400	\$53,350	\$59,250	\$64,000	\$68,750	\$73,500	\$78,250
	30% of AMFI	\$24,900	\$28,450	\$32,000	\$35,550	\$38,400	\$41,250	\$44,100	\$46,950
	HOME	\$24,900	\$28,450	\$32,000	\$35,550	\$38,400	\$41,250	\$44,100	\$46,950
Lawrence, MA-NH HMFA NH Portion HUD Median Family Income - \$102,100	80% of AMFI	\$52,850	\$60,400	\$67,950	\$75,500	\$81,550	\$87,600	\$93,650	\$99,700
	60% of AMFI	\$42,900	\$49,020	\$55,140	\$61,260	\$66,180	\$71,100	\$76,020	\$80,880
	50% of AMFI	\$35,750	\$40,850	\$45,950	\$51,050	\$55,150	\$59,250	\$63,350	\$67,400
	30% of AMFI	\$21,500	\$24,550	\$27,600	\$30,650	\$33,150	\$35,600	\$39,010	\$43,430
	HOME	\$21,500	\$24,550	\$27,600	\$30,650	\$33,150	\$35,600	\$38,050	\$40,500
Portsmouth-Rochester, NH HMFA HUD Median Family Income - \$94,300	80% of AMFI	\$52,850	\$60,400	\$67,950	\$75,450	\$81,500	\$87,550	\$93,600	\$99,600
	60% of AMFI	\$39,660	\$45,300	\$50,940	\$56,580	\$61,140	\$65,640	\$70,200	\$74,700
	50% of AMFI	\$33,050	\$37,750	\$42,450	\$47,150	\$50,950	\$54,700	\$58,500	\$62,250
	30% of AMFI	\$19,850	\$22,650	\$25,500	\$28,300	\$30,600	\$34,590	\$39,010	\$43,430
	HOME	\$19,850	\$22,650	\$25,500	\$28,300	\$30,600	\$32,850	\$35,100	\$37,400
	HERA Special*	\$41,700	\$47,640	\$53,580	\$59,520	\$64,320	\$69,060	\$73,860	\$78,600
Western Rockingham Co., NH HMFA HUD Median Family Income - \$109,500	80% of AMFI	\$52,850	\$60,400	\$67,950	\$75,500	\$81,550	\$87,600	\$93,650	\$99,700
	60% of AMFI	\$46,020	\$52,560	\$59,160	\$65,700	\$70,980	\$76,260	\$81,480	\$86,760
	50% of AMFI	\$38,350	\$43,800	\$49,300	\$54,750	\$59,150	\$63,550	\$67,900	\$72,300
	30% of AMFI	\$23,000	\$26,300	\$29,600	\$32,850	\$35,500	\$38,150	\$40,750	\$43,430
	HOME	\$23,000	\$26,300	\$29,600	\$32,850	\$35,500	\$38,150	\$40,750	\$43,400
Manchester, NH HMFA HUD Median Family Income - \$88,600	80% of AMFI	\$49,650	\$56,750	\$63,850	\$70,900	\$76,600	\$82,250	\$87,950	\$93,600
	60% of AMFI	\$37,260	\$42,540	\$47,880	\$53,160	\$57,420	\$61,680	\$65,940	\$70,200
	50% of AMFI	\$31,050	\$35,450	\$39,900	\$44,300	\$47,850	\$51,400	\$54,950	\$58,500
	30% of AMFI	\$18,650	\$21,300	\$23,950	\$26,600	\$30,170	\$34,590	\$39,010	\$43,430
	HOME	\$18,650	\$21,300	\$23,950	\$26,600	\$28,750	\$30,900	\$33,000	\$35,150
	HERA Special*	\$37,500	\$42,840	\$48,180	\$53,520	\$57,840	\$62,100	\$66,420	\$70,680
HERA Special*	\$31,250	\$35,700	\$40,150	\$44,600	\$48,200	\$51,750	\$55,350	\$58,900	

**2019 AREA INCOME LIMITS**

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**Effective Dates**

Section 8 Program: 4/24/2019  
 HOME Program: 6/28/2019

**Revised Date**

6/20/2019

**Household Size (Persons)**

Area	Income Limit	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
Nashua, NH HMFA	80% of AMFI	\$52,850	\$60,400	\$67,950	\$75,500	\$81,550	\$87,600	\$93,650	\$99,700	
	60% of AMFI	\$43,260	\$49,440	\$55,620	\$61,740	\$66,720	\$71,640	\$76,560	\$81,540	
	HUD Median Family Income - \$102,900	50% of AMFI	\$36,050	\$41,200	\$46,350	\$51,450	\$55,600	\$59,700	\$63,800	\$67,950
		30% of AMFI	\$21,600	\$24,700	\$27,800	\$30,850	\$33,350	\$35,800	\$39,010	\$43,430
	HOME	30% of AMFI	\$21,600	\$24,700	\$27,800	\$30,850	\$33,350	\$35,800	\$38,300	\$40,750
Hillsborough Co., NH (part) HMFA	80% of AMFI	\$50,250	\$57,400	\$64,600	\$71,750	\$77,500	\$83,250	\$89,000	\$94,750	
	60% of AMFI	\$37,680	\$43,080	\$48,480	\$53,820	\$58,140	\$62,460	\$66,780	\$71,100	
	HUD Median Family Income - \$89,700	50% of AMFI	\$31,400	\$35,900	\$40,400	\$44,850	\$48,450	\$52,050	\$55,650	\$59,250
		30% of AMFI	\$18,850	\$21,550	\$24,250	\$26,900	\$30,170	\$34,590	\$39,010	\$43,430
	HOME	30% of AMFI	\$18,850	\$21,550	\$24,250	\$26,900	\$29,100	\$31,250	\$33,400	\$35,550
<b>Non-Metro County FMR Areas</b>										
Belknap County, NH	80% of AMFI	\$45,750	\$52,250	\$58,800	\$65,300	\$70,550	\$75,750	\$81,000	\$86,200	
	60% of AMFI	\$34,320	\$39,180	\$44,100	\$48,960	\$52,920	\$56,820	\$60,720	\$64,680	
	HUD Median Family Income - \$77,800	50% of AMFI	\$28,600	\$32,650	\$36,750	\$40,800	\$44,100	\$47,350	\$50,600	\$53,900
		30% of AMFI	\$17,150	\$19,600	\$22,050	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
	HOME	30% of AMFI	\$17,150	\$19,600	\$22,050	\$24,500	\$26,500	\$28,450	\$30,400	\$32,350
Carroll County, NH	80% of AMFI	\$45,750	\$52,250	\$58,800	\$65,300	\$70,550	\$75,750	\$81,000	\$86,200	
	60% of AMFI	\$34,320	\$39,180	\$44,100	\$48,960	\$52,920	\$56,820	\$60,720	\$64,680	
	HUD Median Family Income - \$68,800	50% of AMFI	\$28,600	\$32,650	\$36,750	\$40,800	\$44,100	\$47,350	\$50,600	\$53,900
		30% of AMFI	\$17,150	\$19,600	\$22,050	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
	HOME	30% of AMFI	\$17,150	\$19,600	\$22,050	\$24,500	\$26,500	\$28,450	\$30,400	\$32,350
Cheshire County, NH	80% of AMFI	\$45,750	\$52,250	\$58,800	\$65,300	\$70,550	\$75,750	\$81,000	\$86,200	
	60% of AMFI	\$34,320	\$39,180	\$44,100	\$48,960	\$52,920	\$56,820	\$60,720	\$64,680	
	HUD Median Family Income - \$77,300	50% of AMFI	\$28,600	\$32,650	\$36,750	\$40,800	\$44,100	\$47,350	\$50,600	\$53,900
		30% of AMFI	\$17,150	\$19,600	\$22,050	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
	HOME	30% of AMFI	\$17,150	\$19,600	\$22,050	\$24,500	\$26,500	\$28,450	\$30,400	\$32,350

**2019 AREA INCOME LIMITS**

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**Effective Dates**

Section 8 Program: 4/24/2019  
 HOME Program: 6/28/2019

**Revised Date**

6/20/2019

Area	Income Limit	Household Size (Persons)								
		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
Coos County, NH	80% of AMFI	\$45,750	\$52,250	\$58,800	\$65,300	\$70,550	\$75,750	\$81,000	\$86,200	
	60% of AMFI	\$34,320	\$39,180	\$44,100	\$48,960	\$52,920	\$56,820	\$60,720	\$64,680	
	HUD Median Family Income - \$61,200	50% of AMFI	\$28,600	\$32,650	\$36,750	\$40,800	\$44,100	\$47,350	\$50,600	\$53,900
		30% of AMFI	\$17,150	\$19,600	\$22,050	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
	HOME	30% of AMFI	\$17,150	\$19,600	\$22,050	\$24,500	\$26,500	\$28,450	\$30,400	\$32,350
Grafton County, NH	80% of AMFI	\$49,650	\$56,750	\$63,850	\$70,900	\$76,600	\$82,250	\$87,950	\$93,600	
	60% of AMFI	\$37,260	\$42,540	\$47,880	\$53,160	\$57,420	\$61,680	\$65,940	\$70,200	
	HUD Median Family Income - \$89,900	50% of AMFI	\$31,050	\$35,450	\$39,900	\$44,300	\$47,850	\$51,400	\$54,950	\$58,500
		30% of AMFI	\$18,650	\$21,300	\$23,950	\$26,600	\$30,170	\$34,590	\$39,010	\$43,430
	HOME	30% of AMFI	\$18,650	\$21,300	\$23,950	\$26,600	\$28,750	\$30,900	\$33,000	\$35,150
Merrimack County, NH	80% of AMFI	\$51,950	\$59,350	\$66,750	\$74,150	\$80,100	\$86,050	\$91,950	\$97,900	
	60% of AMFI	\$38,940	\$44,520	\$50,100	\$55,620	\$60,120	\$64,560	\$69,000	\$73,440	
	HUD Median Family Income - \$92,700	50% of AMFI	\$32,450	\$37,100	\$41,750	\$46,350	\$50,100	\$53,800	\$57,500	\$61,200
		30% of AMFI	\$19,500	\$22,250	\$25,050	\$27,800	\$30,170	\$34,590	\$39,010	\$43,430
	HOME	30% of AMFI	\$19,500	\$22,250	\$25,050	\$27,800	\$30,050	\$32,250	\$34,500	\$36,700
	HERA Special*	60% of AMFI	\$39,000	\$44,580	\$50,160	\$55,680	\$60,180	\$64,620	\$69,060	\$73,500
	HERA Special*	50% of AMFI	\$32,500	\$37,150	\$41,800	\$46,400	\$50,150	\$53,850	\$57,550	\$61,250
Sullivan County, NH	80% of AMFI	\$45,750	\$52,250	\$58,800	\$65,300	\$70,550	\$75,750	\$81,000	\$86,200	
	60% of AMFI	\$34,320	\$39,180	\$44,100	\$48,960	\$52,920	\$56,820	\$60,720	\$64,680	
	HUD Median Family Income - \$73,600	50% of AMFI	\$28,600	\$32,650	\$36,750	\$40,800	\$44,100	\$47,350	\$50,600	\$53,900
		30% of AMFI	\$17,150	\$19,600	\$22,050	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
	HOME	30% of AMFI	\$17,150	\$19,600	\$22,050	\$24,500	\$26,500	\$28,450	\$30,400	\$32,350

\* Income Limit for any project in a HUD impacted area whose current Income Limit would be less than last year's Income Limit or less than the area's FY 2008 Income Limit multiplied by the ratio of the area's Current Year Median Income and the area's FY 2008 Median Income. HUD impacted areas are areas with Section 8 Income Limits held harmless by HUD in FY 2007 and FY 2008.

New Hampshire Housing provides this table for your convenience. Project Managers should use the specific rent and income limits applicable to their funding sources and follow the specific program rules provided by the US Department of Housing and Urban Development.

Other Median Family Incomes:	New Hampshire Statewide	\$92,100	U S	\$75,500
	New Hampshire Metro	\$101,100	U S Metro	\$77,900
	New Hampshire Non-Metro	\$81,600	U S Non-Metro	\$60,600



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

December 4, 2019

**TO:** Mayor and Keene City Council

**FROM:** Mayor Kendall W. Lane

**ITEM:** B.1.

**SUBJECT:** Confirmation

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**COUNCIL ACTION:**

In City Council December 19, 2019.

Voted unanimously to confirm the nomination.

In City Council December 5, 2019.

Tabled until the next regular meeting.

**RECOMMENDATION:**

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

Airport Development and Marketing Committee

Cory Watkins

3 Nut Hatch Lane

Term to expire Dec. 31, 2021

**ATTACHMENTS:**

Description

Background\_Watkins

**Cory Watkins**

1808 Rosedale Drive Edmond, OK 73013 405.818.7258

## **Experience**

**Smart Start, Inc.**

August 2016-Current

Operations Manager

Oversee operations and compliance of over 100 shops/5000+ clients

Directs and coordinates customer service activities of service center to install, service, maintain, and repair ignition interlock devices, as well as opening and closing activities by performing the following duties personally or through subordinate supervisors.

Maintain the accuracy and completeness of cash receipts and daily reports at all assigned locations.

Ensure the integrity of database information, reporting discrepancies regarding dates, file save codes, duplicate clients, etc.

Resolve questions and concerns raised by employees, clients, court personnel, and members of other organizations

Supervise all on-site service technicians handling daily installs, recalibrations, service functions, and opening/closing procedures to ensure prompt, courteous, accurate customer service.

Directs, coordinates, and participates in performing daily procedures, as needed.

Review client requests for service to ascertain cause for service request, type of malfunction, and customer address.

Maintain complete, courteous and friendly training for clients to ensure operational ability.

Determine staff hours, number of personnel, and parts and equipment required for service calls.

Prepare work schedules for service personnel; assign personnel to specific on-site, remote sites and service calls.

Coordinate training and development of all on-site service technicians.

Conduct performance appraisals for all on-site service technicians at assigned intervals.

Coordinate on-site interlock repairs and depot repair shipments.

Maintain cleanliness of on-site and remote site work areas and assigned mobile vehicles.

Assist with planning, developing and implementing policies for operating on-site and remote site hours of operation, personnel required and duties, scope of operations.

Demonstrate the ability to think independently and work through assigned projects to closure.

Understand and agree to abide by the policies and procedures established by the company.

Maintain a positive and caring atmosphere for customers and employees consistent with the company's mission and philosophy.

Maintain accurate daily inventory accounting of stock assigned to location

**Wolverine Directional, LLC**

February 2013-Current

Co-President

Implement all operations and finances for the company. Planning and procedures of operations for rig sites and ensure all compliance procedures were met.

**Drone Imaging Group, LLC**

July 2016-July 2018

President/Chief Pilot

Agricultural inspections for crops, oil & gas leak detection, real estate imaging, law enforcement. Part 107 Licensed as well as Section 333 Exemption.

## Cory Watkins

1808 Rosedale Drive Edmond, OK 73013 405.818.7258

### Edmond Public Schools

September 2014-April 2016

#### Transportation Specialist

Coordinated school trips and schedules for bus routes. Also interacted with special needs students.

### Prime Time Travel

August 2013-August 2014

#### Travel Agent

Complied travel packages for clients. Specialized in direct communication with clients to tailor their specific needs.

Managed Love's Corporate Stores travel itineraries as well as 3 other large Law Firms in Oklahoma.

### Delta Airlines

August 2010-August 2011

#### Safety Director, Technical Operations

Oversaw all operations of Delta Airlines Mainline and Regional Airlines. Provided safety line checks on aircraft to ensure safety of flight next day. Obtained flight plan information, aircraft performance, forecasts, NOTAMs, TFRs. Authority of divert, delay, or cancel flights based on safety or any other anomalies.

### Mesocyclone Media

February 2010-Nov 2011

#### Owner

Obtained photo and video for sale to media companies of severe weather.

### Crabtree Aircraft Company

August 2005-December 2009

#### Test Pilot/Lineman

Test Pilot for post maintenance checks on SEL aircraft. Ensured aircraft were repaired according to FAA regulations.

Reported all information to mechanics on airworthiness or corrective action that needed to be addressed to fix before returning aircraft to customer.

Oversaw all operations of the FBO. Maintained high level of customer satisfaction. Worked closely with airport director to obtain multiple grants which included runway expansion, grants for RNAV equipment, LED airport lighting, security access points, self service 100LL pump, and Airport of the Year.

### Trans States Airlines

August 2006-November 2006

#### Flight Operations

Flight Plans, Fuel Load, Release for Flight, Flight Following.

### Education

**AAS Police Science Oklahoma State University**

**Airport Management/Professional Pilot Program Lewis and Clark/GoJet Airlines**

**Computer Science Francis Tuttle Technology Certificate of Completion**



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

December 11, 2019

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

**SUBJECT:** Paul Krautmann – Request for Reserved Parking Spaces – East Side of Central Square

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**COUNCIL ACTION:**

In City Council December 19, 2019.  
Report filed as informational.

**RECOMMENDATION:**

On a vote of 4-0, the Planning, Licenses, and Development Committee accepted the letter from Paul Krautmann as informational.

**BACKGROUND:**

Mr. Krautmann, of 258 Court St., introduced himself. He thanked the committee for serving him and the citizens of Keene. He continued that he represents the Keene Peace Vigil, which has been advocating for peace for 17 years, Saturday mornings at Central Square. They request five parking spots from 10:45 AM until 12:15 PM be reserved for them. It would be about \$1.30 per slot and they would be willing to pay for those and any signage. Some members are getting old, and it would be very nice to have those spots reserved during the time they need. Sometimes they would not use all five but would still pay for them.

Chair Richards asked to hear from staff. Med Kopczynski, Economic Development Director, stated that he is very much for peace. He continued that the Parking program is designed to move vehicles on a regular basis and provide access to businesses on Main Street. There is no way in the ordinance to reserve spaces. It is probably not something the City Council wants to entertain in the long run, because more people would make such requests and there would be fewer opportunities to move vehicles and people would not be able to park in front of businesses, and that is the prime function of the parking function.

Chair Richards asked if there are questions from the committee or public.

Jeff Scott, of Chesterfield, stated that he is a veteran twice over – he was in Vietnam one year, and has been [at the Peace Vigil in] Central Square for 17 years. He continued that the issue of moving vehicles is very important but very often they stand on the Square on Saturdays and see that there are employees that use those spaces all day. The Peace Vigil people would only be in those parking spaces for one and a half hours on Saturdays. There should be an exception made for reserving these parking spaces. Keene should be known as a City of peace. The City Council can think of this as a “peace dividend,” for the City of Keene.

Terry Clark, Councilor, stated that he wants staff to explain the difference between the Peace Vigil’s request and a request to reserve spaces for special events downtown, which the City does all the time. Mr. Kopczynski

replied that the description he gave is from the parking ordinance. He continued that the ordinance talks about where there are limitations for parking – no parking areas, parking for two hours, parking for three hours, places with the ability to “bag a meter” for something like a funeral, and so on and so forth, and there is a whole body of ordinance language related to that. The purpose of the Parking program is to move vehicles on a regular basis to provide opportunity for those patrons of downtown businesses. Most people agree that is best for the health of downtown. Special events are different. They are under the purview of the City Council with the special events process. It means creating a particular time and place to have the event, and the City Council blocks off a certain amount of parking. It is through the City Council’s license and permit process.

Jim Smart, citizen of Keene, in Ward 5, stated that he realizes this is a highly unusual request. He continued that we are living in unusual times. If the Army came and made such a request [for reserved parking] he suspects it would be listened to with a good bit of sympathy, because we are in a military-state kind of world now where the majority of the budget is devoted to the military. The citizens here, every Saturday, come to the Square and have for 17 years, to try and emphasize that there is another way. It has to be done on the local level. It cannot be done in Concord or in Washington. Politics happen in small towns like Keene. That is how one sends a message. They are asking to send a message of peace. He supports having the spaces reserved. It may create some disturbance, he knows, and it is an exception, but they are talking war versus peace and this is a small voice of peace. He recommends acceptance of this proposal.

Joe Mirzoeff, of 641 Park Ave., stated that every local government employee has a free parking space – for example, staff from the Library, Fire, and Police departments. He continued that the City employees have free, reserved parking spaces, which means that even if they are not in their spaces, no one else can use them. This is a small request of only 90 minutes per week and should be accommodated for its purpose.

Jeff Scott stated that they just heard that the goal of moving vehicles, they just heard that that is not working. The vehicles are not moving. He asked if the Peace Vigil can be considered a special event. He asked what the process is to go through to make this a legal special event to get the parking reserved, and who the group can talk with about that.

Chair Richards asked for Mr. Kopczynski to speak. Mr. Kopczynski stated that special events are ones that are declared by the City Council. He continued that they are normally evaluated by the budgetary process, and there is normally an examination of the impact of the event. Meetings would take place with staff to evaluate the impact. He is not aware of any special events that continue. They all have a specific date and range. An example is the Pumpkin Festival. Special events are ones that occur in a specific place and at a specific time, and the City Council votes to designate them as special events.

Chair Richards stated that perhaps the way to approach this is the special events process. He continued that it could perhaps be similar to the farmer’s market, which he thinks is an ongoing event that the City Council approves.

Elizabeth Dragon, City Manager, stated that she thinks Chair Richards is referring to a community event. She continued that that would be a different process for them to go through. What Mr. Kopczynski is saying is special events are typically for a day or two or a weekend, and this would be different, but the Peace Vigil group could pursue this under the community event process.

Mr. Kopczynski stated that the only event he is aware of that is ongoing is the farmer’s market. The City Manager replied that that is through a license and there is an annual protocol process for that.

Chair Richards stated that the reserved parking is for community events or special events, and is almost always for a limited time frame, or people have a license, and in either case the petitioner met with staff ahead of time and got approval. That is what the City does every time before they allow restricted parking.

Rhett Lamb, Community Development Director, stated that the only exception would be the “bag a meter” parking Mr. Kopczynski referred to for things like funerals, which does not require a separate license or approval by City Council but is allowed through that section of the code.

Chair Richards stated that what he is getting at is: Central Square can be used at any time for any kind of demonstration, by anyone. But it does not really fall under any of these categories. And for parking it really should. The City Council could get requests all the time, from people doing events at the Square and wanting parking spots.

Mr. Lamb stated that the Peace Vigil event does not need a license because it is a protected free speech activity on Central Square, which is an open forum location. He continued that maybe the request for parking could be handled through an application for a license. The license would be for parking, not for the event itself, as opposed to the way it is with the farmer’s market, which is a licensed activity that has parking associated with it.

Kürt Blomquist, Public Works Director, stated that community events like the farmer’s market are licensed. He continued that if the approach were for the Keene Peace Vigil to become a licensed event they would be a recognized organization and part of the licensing process could include parking. If this were the case, the Peace Vigil would also have to provide insurance, indemnification, all those things associated with hosting an event. Currently this is a First Amendment free speech event, a gathering on a Saturday morning of people expressing their thoughts, not a group that wants a license to take control of Central Square. With that comes all the other parts. The group could apply for a license but there would be a lot of other things they would have to provide and he is not sure the group is capable of that.

Councilor Jones replied yes, but he thinks it is more like the wedding and funeral thing. He continued that the Peace Vigil already has the right to have their event. So that is what he thinks they should be looking at. He wants more details on how to handle that. He asked staff, what are the requirements for handling it when a church or funeral home requests reserved parking?

Mr. Kopczynski read from the city code, Section 94-154 of Article III. -

*Notwithstanding other sections of this chapter, parking spaces may be permitted on a daily basis for funerals or weddings, for special drives or events, and for construction or remodeling in which the work being accomplished necessitates work vehicles to be placed adjacent to where the construction is taking place and there is no other proximate area to locate the vehicle or vehicles. The decision of the city manager or parking services shall be final with respect to granting such parking space permits.*

He stated that the present ordinance does not really contemplate this request from the Peace Vigil.

Councilor Jones replied that Mr. Kopczynski is right. He asked if putting something into the ordinance to allow the Peace Vigil’s request would open up a whole new can of worms. He continued, what if a hate group comes and wants to rent parking spaces? They would say they have the right to do that, since the City Council allowed it for a different group. Mr. Kopczynski replied yes, the City Council could go down a road they do not want to go down. Other groups could request the same thing. Councilor Jones asked if it could be worded in a way that prevents the other things from happening. Mr. Kopczynski replied that they could ask the City Attorney when he is back, but he, personally, does not see how they could write it in a way that allows certain groups and not others.

Councilor O’Connor asked how they would enforce the five parking spaces being reserved for the Peace Vigil people and not taken by others. Mr. Kopczynski replied that for an event like a wedding, the City has bags that go over meters, indicating that those spots are reserved. He continued that Parking staff is aware of which are reserved. They have times when they need to have free parking in downtown. Parking Services staff place bags over the meters to signify that the meters are “free.”

Councilor O'Connor asked if Parking Services would issue a summons if the spot was taken by someone else. Mr. Kopczynski replied that Parking Services is not part of the Police Department. He continued that staff would not know if the vehicle parked in a reserved spot was actually an allowed vehicle, unless the spot is registered for a specific vehicle, which is a step the City does not take. For construction vehicles they have placards for people to put in the window. But otherwise staff would not know. Councilor O'Connor replied that it sounds like there are some complications here that maybe the City Attorney really needs to address.

Councilor Jones stated that years ago, the City used to give free parking to the local church bazaar, about two weeks before Christmas. It was an event with all of the local churches downtown. They do not do that anymore. He asked what part of the ordinance that fell under. Mr. Kopczynski replied that he does not remember that. He continued that there is complimentary parking that takes place from December 18 to 25 based on City ordinance. That could be what Councilor Jones is thinking of. Councilor Jones replied no, it was a one-day event. Mr. Kopczynski replied that he does not know but it is not in the ordinance now.

Councilor Hansel stated that he does not see how the committee could approve this, as just a letter requesting the spaces. He continued that any organization or business should be treated with the same criteria. This seems outside of what they want to do with the Parking program. If the Peace Vigil wants to go through a different process that is a possibility but he does not think the committee can approve this tonight.

Chair Richards replied that he agrees. He continued that if the City Council says "yes" to this request now, they would have to say "yes" in the future to other requests, and they would be setting a precedent. He thinks the Peace Vigil members should meet with City staff to see if there is a process to go through if a precedent has already been set. Yes, he knows people sit in the same parking spots and do not move enough; they have been dealing with that for years. The City Council does support peace. But the whole nature of downtown is moving parking spaces, so he would say no to the free parking in December. He would not say yes to the (hypothetical) request from the Army or cut them a break, either, but if the Federal government made such a request they might have to comply with it. Keene supports peace, and he agrees that the country is getting too militarized. But the parking spots are designed for the flow of the downtown area. The City has processes in place for special events or community events and he suggests the Peace Vigil members schedule a meeting with the City Manager to discuss the definition of those and how they might fit. Then the committee can discuss this again.

Mr. Scott stated that what he can envision for parking signs for the Peace Vigil is like what the farmer's market has – two signs, with two arrows, reserving five spots. He continued that Parking staff could enforce it because everyone parking for the Peace Vigil would have a "stop war" bumper sticker. Regarding only allowing the reserved parking for weddings and funerals, he says, the Peace Vigil wants to "bury war and wed peace."

Chair Richards stated that they still need to have a structure in place. He continued that like Councilor Jones said, other groups or events that the City Council did not want to approve could come asking for reserved parking spaces. The City Council cannot pick or choose who gets better or worse treatment.

Councilor Jones stated that at the moment the PLD Committee does not have anything behind them to approve this. He continued that he thinks it is the committee's job to deny this, based on the way the Parking ordinance is written now. However, he thinks they should give the group an opportunity to meet with staff and see if this can be restructured as a community event, or talk about the parking ordinance, and then it can come back to the committee with another letter. He recommends they deny tonight's request but not let the group think this is gone.

Chair Richards agreed.

Councilor Hansel made the following motion, which was seconded by Chair Richards.

On a vote of 4-0, the Planning, Licenses, and Development Committee accepted the letter from Paul Krautmann as informational.



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

December 11, 2019

**TO:** Mayor and Keene City Council

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

**ITEM:** D.2.

**SUBJECT:** Year Round Lighting Decorations - Keene Kiwanis Club

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**COUNCIL ACTION:**

In City Council December 19, 2019.  
Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On a vote of 4 to 0, the Planning, Licenses, and Development Committee recommends the Keene Kiwanis Club be authorized to maintain decorative lighting on the City-owned light poles on Main Street for a year and that the City Manager be authorized to negotiate and execute an agreement with the Keene Kiwanis for the maintenance and operations of the lights.

**BACKGROUND:**

Elizabeth Sayre, of 290 Main Street, present with Mr. Blomquist, stated that she is here representing the Keene Kiwanis Club and the Tree Lighting Event.

Mr. Blomquist stated that when the Kiwanis Club came to the PLD Committee requesting a license for their tree lighting event they inquired whether the City Council was interested in maintaining lights year-round downtown. He continued that each year the Kiwanis Club places the lights on the poles. Several months ago, staff was before the PLD Committee to inquire if the City Council was interested in allowing the lights to be up throughout the year. The PLD Committee placed it on more time to give the Kiwanis Club members and City staff more time to work out that experiment. City staff and Kiwanis Club members sat down and drafted guidelines for the next year. For now the lights would belong to the Kiwanis Club and Public Works Department (PWD) staff would be working with them, on issues such as how to handle complaints or the lights were not working right. If the City Council wants to move forward with this, staff and the Kiwanis Club would finalize the guidelines/operating agreement with The City Manager's Office and put that in place for next year. Lighting is sometimes one of those things that some people like and others do not. The PWD traditionally gets people asking why the lights are not taken down right after the holidays are over. They do not know what people will think about having these lights up year-round.

Mr. Blomquist continued that what would happen is a year from now when the Kiwanis Club comes back here for the license request they would be approaching the City Council to ask them to permanently take over the lights. The electricity costs are minor, since the lights are LED; the issue is more about the maintenance – keeping the lights running, responding to calls, and so on and so forth. There is a recommended motion in front of the committee now.

Ms. Sayre stated that she does know that there are people asking when the Christmas tree is coming down. She continued that the lights on Main Street go up when the tree goes up. Every merchant that supported the tree lighting event this year said that they hope the lights stay up. Coincidentally, today she saw that one of the street lights is out at a cross walk but she could see the silhouette of a person waiting to cross, because of the decorative lights the person was standing in front of. The President of Keene State College (KSC) has approached Mr. Blomquist and the Kiwanis Club and has generously donated the lights for the four poles at the end of lower Main Street, which Councilor Hansel had asked about when the Kiwanis Club first came to the PLD Committee with their request. Those were installed today and they look spectacular. The Kiwanis Club has another string of lights to go up on the pole she mentioned, when it is replaced. Someone had an accident and took out the pole, right after the lights went up. The lights are commercial-grade and good for 50,000 hours. That would be 9 years and 7.85 months before they needed replacement, if they only were on 14 hours a day, or 5.7 years if they were kept on 24/7. That should help with maintenance costs. The Kiwanis Club would be interested in donating the lights to the City if the City is interested. She has heard from some members of law enforcement who think having more light on Main Street is a benefit. She hopes the PLD Committee approves this trial period. The Kiwanis Club members and City staff have established a protocol for what to do if there are issues.

Chair Richards stated that in the past the issue was the lights failed and were not being monitored. Mr. Blomquist replied yes, they have been through this several times, such as the Millennial Light Program under former Mayor Pat Russell. He continued that the problem has been not budgeting for the maintenance, so when lights failed there were not funds to replace them. If the City Council considers this they would need to be aware that appropriations would be needed for maintenance. These are at lower risk because they will not be in trees, like with the Millennial Light Program, and less maintenance would be needed, but the City would need to commit to long term maintenance.

Chair Richards stated that he thinks it is worth trying because it creates a more vibrant downtown.

Councilor Jones stated that this connection with the poles in front of the college, it says something. He continued that the Mayor has been wanting that connection on Main Street for a long time. The new zoning initiative is trying to make that connection, as is the College City Commission. This is a visible connection, and he thanks them for it. He is all for the one year trial and he looks forward to it.

Chair Richards asked to hear from the public.

Peg Bruce, of 15L Windsor Court, member of the Keene Kiwanis Club, stated the lights are commercial-grade, and each light is molded on, so you cannot replace the lightbulbs, but that also protects them from corrosion and rain. They covered the outlet parts with electrical tape to prevent people from plugging into the lights. They also created the email account [keenekiwanislights@gmail.com](mailto:keenekiwanislights@gmail.com) for anyone to email them with issues, and she and Ms. Sayre will respond to those emails. They attached the lights with zip ties, after learning in the past that electrical tape kept coming undone. They should be sturdier now. These LED lights, when they older, start dimming. People might notice that before the end of the time frame that Ms. Sayre gave but the lights will last a long time.

Ms. Sayre stated that there are four zip ties holding the lights on each pole. If the lights will be up long-term they would use metal clamps, and they do have them in black, like the ones on the boxes on the poles.

Chair Richards asked if there was any more public comment. Hearing none, he asked for a motion.

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

On a vote of 4 to 0, the Planning, Licenses, and Development Committee recommends the Keene Kiwanis Club be authorized to maintain decorative lighting on the City-owned light poles on Main Street for a year and

that the City Manager be authorized to negotiate and execute an agreement with the Keene Kiwanis for the maintenance and operations of the lights.



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

December 11, 2019

**TO:** Mayor and Keene City Council

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

**ITEM:** D.3.

**SUBJECT:** Keene Solarize Campaign – Energy and Climate Committee

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**COUNCIL ACTION:**

In City Council December 19, 2019.  
Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On a vote of 4 to 0, the Planning, Licenses, and Development Committee recommends the City Council endorse the Keene Solarize Campaign.

**BACKGROUND:**

Dr. Ann Shedd, of 59 Greenwood Avenue, Chair of the Energy and Climate Committee (ECC), stated that she hopes there was enough information in the agenda packet about what Keene Solarize is. She continued that to speak to the ECC's support for the City partnering with the campaign, the ECC's mission statement includes the task of "promoting energy conservation and efficiency, and the use and production of renewable energy." The City's January 2019 100% renewable energy resolution certainly needs much action to achieve the goal of having 100% renewable electricity in ten years. Keene Solarize has the opportunity to contribute significantly to these goals. To give one the idea of the scale of the potential impact: over a three-year period in the Upper Valley, a series of Solarize campaigns were conducted in 24 towns, and during those three years there were 370 new residential solar installations, totaling 2.2 megawatts. To give some context: until a couple of Keene's large installations, like 350 Marlboro Street and some of the commercial installations, that exceeded Keene's total solar capacity. Now Keene has the Upper Valley beat. Solarize Kearsarge has run two campaigns, each adding about 40 residential installations, and this year the first Solarize Monadnock was conducted in Peterborough, Fitzwilliam, Sharon, Hancock, and Rindge, and resulted in about 40 residential installations. Records from communities around the country that have done Solarize campaigns suggest that in addition to what can be attributed directly to the campaigns, the public outreach and education also results in a bump in the number of installations done by other installers. Currently Keene has about 70-100 residential solar installations. Based on outcomes from past campaigns, particularly in NH, it is not unreasonable to expect Keene might double that number. This could contribute to the city's long term resilience, which is called for in the Climate Adaptation Plan, the sustainability emphasis in the Comprehensive Master Plan. As storage with small scale batteries becomes increasingly affordable they could see citizens with solar systems getting through extreme weather events much more readily. For example, in California this fall when they were having the public safety power stoppages, to decrease the risk of wildfires, homes with solar systems could keep functioning and help their neighbors get through the power outages.

Dr. Shedd continued that among the advantages for the City, of affiliating with Solarize Keene, the primary one

is that the City would get credit without having to do any work or expend any moneys. In-kind donations of space, and promotion on the City's website, would benefit the outreach in the campaign. The campaign includes significant public outreach and education around not only the benefits of solar, how to access solar, and how to finance it, but will definitely be emphasizing the benefits of energy efficiency as well. The ECC knows that ideally they would have done the weatherize campaign first and then gone to Solarize, but the reality, discovered by other communities that have done both simultaneously, is that more people sign up for solar than weatherization. This is the first year that the Federal tax credits for solar are starting to taper off. Those are scheduled to expire entirely in 2022. So there is a little extra incentive to do solar this year.

Dr. Shedd continued that in regards to how other municipalities have affiliated with Solarize campaigns, there are a couple examples: in Nashua, in 2018 there was a combination weatherize/solarize campaign run by the city and its equivalent to Keene's ECC. The Solarize Hanover campaign is being promoted on the Town's website. Portsmouth's City Council in 2017 adopted a resolution during the solarize/weatherize campaign. She read a portion of it, as an example of how cities have supported a solarize campaign: "Now be it resolved that the City of Portsmouth hereby supports the Energize 360 Seacoast NH program and any other similar organizations that encourage its residents to investigate how this program could help them take control of their energy future. Be it further resolved that the City will request appropriate personnel to assist Energize 360 program officials and city residents in navigating any City codes, ordinances, and permitting that will apply to building improvements made under this campaign."

She continued that when the ECC discussed supporting this staff advised them that they did not have to wordsmith whether they were asking the City Council to "participate," "support," "endorse," or so on and so forth. City staff could determine the wording. There is an installer selection team that is part of the volunteer team working on Solarize Monadnock. A request for proposals went out this Monday to a number of potentially interested partner installers and those proposals will be due back January 10, 2020. A few weeks later the team will be reviewing the proposals and interviewing people who applied and making a decision on who the installers will be. The target is March 4 for a kick off in Keene. All City Councilors are invited, and she hopes to see them there - there are no Council meetings that night.

Chair Richards stated that this is a great idea. He asked if Dr. Shedd could simplify it for him: is it correct to say that Solarize is a consortium of people to do solar installations, and increase public awareness, and that building the consortium will reduce prices, make people aware that the potential is out there, and inform people of the Federal credits they can still get, in order to get as much solar as possible in the city?

Dr. Shedd replied yes, with one correction. She continued that the model they are working with is a proven model that was formalized through the Upper Valley campaigns, which had a diligent, paid staff member who created an online tool kit for how to run a Solarize campaign. Any resident will have the choice of getting estimates and proposals from any installers they want. But part of what makes this process more streamlined for consumers is there has been a vetting process by the team to select a partner installer. There is a provision in the RFP that if smaller installers want to team up, they can do that, but to simplify matters there is one point of contact. It would be like subcontracting to other installers.

Chair Richards replied that it sounds awesome. He continued that the more solar panels there are the better.

Councilor Jones thanked Dr. Shedd. He continued that he knows she likes to see policies implemented, not just put on a paper. He has ideas for some more tools to consider adding to the campaign. A couple months ago the City adopted an ordinance saying that adding solar will not add to a home's assessed value. It will add to home's market value if you are selling your house, but not the assessed value, because it will not add to your taxes.

Dr. Shedd replied yes, the Renewable Energy Property Tax Exemption has been in place for a couple years, but this year the City removed the cap on that, which is good for the bigger installations. Most residential

installations will be 3 to 8 kilowatts.

Councilor Jones asked if it is correct that there are rebates available from Eversource. Dr. Shedd replied yes, from the PUC. She continued that there is a finite reservoir of money for that every year, so not everyone who installs residential solar necessarily gets that rebate, but that is an issue at the Concord level.

Councilor Jones stated that he thinks right now they are at 40% they can sell back. He thinks that is the lowest in the nation. Dr. Shedd replied that it is an ever-changing landscape. Councilor Jones replied that he hopes there is a chance of that increasing.

Councilor Hansel asked if there is an opportunity to educate these new installers about the Renewable Energy Certificates (RECs) they would be generating, and he asked if part of the campaign is going to be consolidating and selling the RECs to an aggregator. Dr. Shedd replied that she does not think there has been a Solarize campaign that has aggregated the REC sales. That would be interesting to explore. Councilor Hansel replied that all of the RECs generated could just get swept up by Eversource, if people are not educated about that.

Dr. Shedd stated that she wanted to clarify one thing. She continued that there was a nice article about this topic in the Keene Sentinel on Monday. It was accurate in many ways but it made it seem like the ECC was going to be running the campaign. The ECC has its hands full helping with the development of the renewable energy plan by December 2020. A couple members of the ECC have volunteered to be on a non-governmental, ad hoc committee that will only exist to run the Solarize campaign. It is getting support from the Monadnock Energy Hub, which has a fiscal sponsor of the Monadnock Sustainability Network, which is a 501c3. In early 2020 they will be rebranding as the Monadnock Energy and Sustainability Hub (MESH).

Nancy Westrate, of 27 Gates Street, stated that she is a member of the Solarize Monadnock 2020 campaign. She continued that she is here to support the idea of the partnership with the City. She hopes they can help each other obtain the goals.

Chair Richards stated that their recommended motion tonight is to “endorse” this, and to him that sounds a little “light.” He asked if the Solarize groups have gotten together with anyone from the City’s IT Department to talk about putting the information on the City’s website. He continued that that is what needs to happen.

The City Manager replied no. She continued that the first step is to find out if the City Council wants to endorse the Solarize campaign, and then they would talk about marketing.

Chair Richards stated that they have heard a lot of information all at once tonight, which can be a lot for the people watching from home. He continued that a lot of information should be put onto the City’s website. The City should do everything they can. Solar panels reduce pollution and are the way of the future and the way to go. This should be on the front page of the City’s website so people have all the information they need.

Chair Richards asked for further comments from the public or committee. Hearing none, he asked for a motion.

Councilor O'Connor made the following motion, which was seconded by Councilor Hansel.

On a vote of 4 to 0, the Planning, Licenses, and Development Committee recommends the City Council endorse the Keene Solarize Campaign.



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

December 12, 2019

**TO:** Mayor and Keene City Council

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

**ITEM:** D.4.

**SUBJECT:** Continued Discussion - Campaign Finance Ordinance

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**COUNCIL ACTION:**

In City Council December 19, 2019.  
Report filed as informational.

**RECOMMENDATION:**

On a 3-2 vote, the Finance, Organization and Personnel Committee recommends reporting out this item as informational. Councilor Clark and Councilor Jacobs voted in opposition.

**BACKGROUND:**

Chair Greenwald stated there has been much discussion on this item by staff and Council and there is also work being done on this item at the state level. He noted there is a large council turnover coming up in January and believed the new councilors should have a voice in this discussion. The Chairman noted he generally does not like more time items and hence is asking this item be reported out and the new Mayor and Council can bring it up as they see fit.

Councilor Chadbourne agreed with the Chairman. Councilor Jacobs noted there needs to be transparency when this item moves forward – he suggested putting the item on more time. Councilor Clark clarified if this item is reported out it will need to be reintroduced next year. The Chairman agreed but added all the work done will be available. Councilor Powers agreed with accepting the item as informational. Councilor Chadbourne felt it would be prudent to wait to see how the state moves forward.

Councilor Clark stated the Council has authority to move forward with this item. He noted the State has ignored and pushed this item to aside for many years. He disagreed with reporting it out and wanted the item to be put on more time. Councilor Chadbourne stated she did not mean the Council did not have authority but did not want the duplicate Council efforts.

Chair Greenwald made the following motion, which was seconded by Councilor Chadbourne.

On a 3-2 vote, the Finance, Organization and Personnel Committee recommends reporting out this item as informational. Councilor Clark and Councilor Jacobs voted in opposition.



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

December 12, 2019

**TO:** Mayor and Keene City Council

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

**ITEM:** D.5.

**SUBJECT:** 2020 Law Enforcement Opioid Abuse Reduction Grant - Police Department

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**COUNCIL ACTION:**

In City Council December 19, 2019.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the NH Department of Safety 2020 Law Enforcement Opioid Abuse Reduction Grant in the amount of \$30,000.

**BACKGROUND:**

Police Captain Todd Lawrence addressed the Committee with reference to the 2020 Law Enforcement Opioid Abuse Reduction Grant. He indicated this is the third year the Department has applied for this grant. Captain Lawrence stated the goal of this grant is to reduce opioid sales and abuse, thus reducing overdoses.

He stated the Keene Police Department has been awarded \$30,000, which will pay for overtime for drug investigation and other efforts with joint narcotic operations. Once the grant is approved, it will run through June 2020.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the NH Department of Safety 2020 Law Enforcement Opioid Abuse Reduction Grant in the amount of \$30,000.



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

December 12, 2019

**TO:** Mayor and Keene City Council

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

**ITEM:** D.6.

**SUBJECT:** Acceptance of Donations - Parks, Recreation and Facilities Department

---

**COUNCIL ACTION:**

In City Council December 19, 2019.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$85.00 and that the money is used for the Recreation Department scholarship fund.

**BACKGROUND:**

Parks, Recreation and Facilities Director Andy Bohannon began by noting to a scrivener's error – the dollar amount should read as \$85 not \$45. He reminded the committee of the same item he had come before the committee on regarding sales of t-shirts in memory of Robert Wilber a longtime city employee and city councilor. This donation represents additional funds collected on sale of the t-shirts.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept a donation of \$85.00 and that the money is used for the Recreation Department scholarship fund.



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

December 12, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.7.  
**SUBJECT:** Councilor Greenwald - Conflict of Interest - Real Estate RFQ

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**COUNCIL ACTION:**

In City Council December 19, 2019.

Voted with one abstaining to grant Councilor Greenwald to abstain discussion and vote on the RFQ.

**RECOMMENDATION:**

On a 4-0 vote, the Finance, Organization and Personnel Committee granted the Chairman's request for recusal.

**BACKGROUND:**

Chair Greenwald stated he has submitted a Memorandum to be recused from this item. He explained the nature of the real estate business, it is a multi-faceted operation and everyone works together. He as the principle broker of his company often works with other real estate companies and splits the commission. He added as indicated in the Memorandum he feels extremely uncomfortable being involved in the matter on the agenda.

Mayor Lane felt the Chairman's request was appropriate and felt this is a controversial issue and the Chairman's office could very well be involved in the discussion. Councilor Powers felt this is the right thing to do. Councilor Clark agreed and went on to say, in the Chairman's case the recusal was appropriate because he is a broker, but Councilor Clark who is also in the real estate business is not a broker and hence will not be recusing himself from this item. Even though he is involved with Masiello Real Estate, he is an independent contractor

Councilor Jacobs stated he will vote in favor of this item even though he does not see a direct benefit for the Chairman at this time.

A motion was made by Councilor Clark to grant the Chairman's request for recusal. The motion was seconded by Councilor Powers, and carried on a 4-0 vote.



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

December 12, 2019

**TO:** Mayor and Keene City Council

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

**ITEM:** D.8.

**SUBJECT:** Real Estate RFQ - Economic Development Director

---

**COUNCIL ACTION:**

In City Council December 19, 2019.

Voted unanimously with one abstaining to carry out the intent of the report.

**RECOMMENDATION:**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to all things necessary to negotiate and execute a contract for professional services with Government Services at KW Commercial – Keller Williams Coastal Realty whose proposal is determined to be in the “best interest” of the City.

**BACKGROUND:**

Mr. Kopczynski stated this contract is for the city to enter into a contract for real estate services. This is for the purpose of retaining a pre-qualified realtor so that if the city has property it needs to market they could assist with that work. He noted this would be for a fixed period of time (five years).

Mr. Kopczynski stated when the RFQ was sent out three responses were received from the following entities: Masiello Real Estate, HG Johnson and Keller Williams. There was a review team assembled to look over the RFQ, Chaired by the City Assessor and other staff who deal with properties the city owns. The review team recommends Keller Williams.

Councilor Chadbourne asked for the three most important items when reviewing these teams. Mr. Kopczynski referred that question to the City Assessor Dan Langille. Mr. Langille stated the team looked at commission structure – all three firms were equally competitive for this item. The second was experience and all three firms were equally qualified to do the job but noted Keller Williams stood out because they have a specific government services branch and an entire team dedicated to assist the City.

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

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the City Manager be authorized to all things necessary to negotiate and execute a contract for professional services with Government Services at KW Commercial – Keller Williams Coastal Realty whose proposal is determined to be in the “best interest” of the City.

Chair Greenwald was recused from this vote.



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

December 12, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.9.

**SUBJECT:** Recycling Center Equipment Rebuild - Baler Infeed Conveyor - Public Works Department

---

**COUNCIL ACTION:**

In City Council December 19, 2019.  
Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that a sole source contract be awarded for the rebuilding of the in-feed conveyor at the Recycling Center/Transfer Station and that the City Manager be authorized to do all things necessary to use Solid Waste Fund Equipment Replacement Capital Reserve Funds and FY20 Solid Waste Operating Budget Funds to rebuild the baler in-feed conveyor in conjunction with the Primary Baler Replacement Project.

**BACKGROUND:**

Asst. Public Works Director/Solid Waste Manager Duncan Watson addressed the Committee next. Mr. Watson stated this item is to service a piece of equipment beyond just repair and maintenance type of work. He continued that because of its age, the baler in-feed conveyor either needs to be replaced or rebuilt. Staff feels a rebuild would be satisfactory compared to a full replacement, which will be at a cost of \$111,000 whereas a rebuild would be at a cost of \$70,116.

Mr. Watson stated the city is looking to do a sole source with a company called Machine Experts who were the original manufacturer of this baler. They will turn the item into a zero hour item which would then last for quite a few years.

Councilor Chadbourne asked how long a rebuild would last versus purchasing a new piece of equipment. Mr. Watson stated at this point staff feels it's prudent to go with a rebuilt which could last about 15-20 years.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that a sole source contract be awarded for the rebuilding of the in-feed conveyor at the Recycling Center/Transfer Station and that the City Manager be authorized to do all things necessary to use Solid Waste Fund Equipment Replacement Capital Reserve Funds and FY20 Solid Waste Operating Budget Funds to rebuild the baler in-feed conveyor in conjunction with the Primary Baler Replacement Project.



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

December 12, 2019

**TO:** Mayor and Keene City Council

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

**ITEM:** D.10.

**SUBJECT:** Radio Communication Equipment Upgrade - Public Works Department

---

**COUNCIL ACTION:**

In City Council December 19, 2019.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Council as per City Code Section 2-1336 authorize the City Manager to do all things necessary to sole source the purchase of radio equipment and services from TCS Communications Corporation.

**BACKGROUND:**

Asst. Public Works Director, Tom Moran and Treatment Facilities Operations Manager, Aaron Costa were the next two speakers. Mr. Costa stated the Wastewater Treatment Plant (WWTP) and Water Treatment Facility (WTF) have 27 radios that allow the pumping stations, water storage tanks and well facilities to communicate with the treatment plants. This communication is essential for data transmittance and allows staff to monitor operational conditions, make process changes, as well as receive notification for alarm conditions 24 hours a day.

He went on to say five radios were scheduled to be replaced in the CIP in FY25 because replacement parts would no longer be available. However, in May of 2019, the manufacturer of the current radio equipment advised the city they were going out of business. Therefore, if a radio were to fail, staff would not be able to obtain replacement parts or a replacement radio that is compatible with the existing system. He stated TCS Communications has provided sales and services to the Water and Wastewater Treatment Facilities since 2002 and is the most familiar with the City's SCADA radio system.

Mr. Costa further stated staff is recommending Cal Amp radio equipment to be purchased from TCS who is the New England sales representative for Cal Amp products. The total estimated cost for this equipment upgrade which includes installation assistance, FCC licensing, frequency coordination and radio programming is approximately \$72,891.00. Because this project schedule was unexpectedly accelerated, staff carried over \$92,000 from FY19 Operating Budget to fund this project in FY20. Funding for this equipment and services was approved through the FY20 Operating Budget and is available in 05006 & 08006 63409.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Council as per City

Code Section 2-1336 authorize the City Manager to do all things necessary to sole source the purchase of radio equipment and services from TCS Communications Corporation.



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

December 12, 2019

**TO:** Mayor and Keene City Council  
**FROM:** Finance, Organization and Personnel Committee  
**ITEM:** D.11.

**SUBJECT:** Roxbury Street Bridge over Beaver Brook Project - Public Works Department

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**COUNCIL ACTION:**

In City Council December 19, 2019.  
Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a sole-source professional services contract with McFarland Johnson, Inc. of Concord, NH, for the construction phase of the Roxbury Street Bridge over Beaver Brook Project (90186-A) for an amount not to exceed \$167,650.00.

**BACKGROUND:**

City Engineer Don Lussier stated this item is to request the City Manager to enter into a sole-source professional services contract with McFarland Johnson, Inc. of Concord, NH, for the construction phase of the Roxbury Street Bridge over Beaver Brook. He indicated when a consultant is hired to do design work it is always prudent to have them continue with the construction phase of the work.

Mr. Lussier went on to say this is a state aid bridge project with 80% of funding coming from the State. Staff is waiting for State approval to re-advertise this project, which was put out to bid last spring. The request brought in one bid which was not a market rate bid. Staff is hoping for better results this time. He stated the contract will be awarded for construction early next year; precast concrete sections will be worked on this winter, and bridge work will begin June-July 2020.

Chair Greenwald asked what work falls under this contract. Mr. Lussier stated this contract is for the construction phase services and the state requires a near full time contract inspection.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a sole-source professional services contract with McFarland Johnson, Inc. of Concord, NH, for the construction phase of the Roxbury Street Bridge over Beaver Brook Project (90186-A) for an amount not to exceed \$167,650.00.



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

December 12, 2019

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

**SUBJECT:** Design Contract for Martell Court Headworks Treatment Project - Public Works Department

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**COUNCIL ACTION:**

In City Council December 19, 2019.  
Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to negotiate and execute a professional services contract with Aldrich & Elliott Water Resources Engineers (AE) to perform Final Design on the Martell Court Headworks Treatment project for an amount not to exceed \$80,000.

**BACKGROUND:**

Mr. Costa and Mr. Moran addressed the Committee again. Mr. Moran provided some background information about the Martell Court Pump Station. It is located on Lower Main Street behind Agway at the junction of Branch and Ashuelot River. It was built in 1985. There were bar racks installed at this location to remove trash. In the mid 90's this system was discontinued and two grinder units were installed to grind up the trash. In the 2000's manufacturers started producing "flushables". This is when the station started running into issues causing plugged up pipes, which had to be removed manually by staff.

The project before the Committee looks at a fine screen process where the bar racks were originally located. Mr. Moran noted the city received a \$50,000 grant from Eversource for Energy Conservation Projects and \$25,000 of that could be used for engineering work related to this project. Staff signed a contract with Aldrich & Elliott Water Resources Engineers and have been impressed with the work they did and would like to award them this contract.

Staff visited other areas to look at several other screening options; staff also reviewed work experience and references of contractors. Mr. Moran called the committee's attention to the scope of work outlined in the committee's memorandum.

Councilor Chadbourne noted the issue with flushables seems to be a nationwide problem and asked whether there are any regulations being put in place to address this issue. Mr. Costa answered in the negative and added there is nothing in place to prevent it and Keene is trying to provide as much education as possible – he added this is a worldwide problem.

Councilor Powers asked for the length of this project. Mr. Moran stated it could take about a year.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the City Council authorize the City Manager to do all things necessary to negotiate and execute a professional services contract with Aldrich & Elliott Water Resources Engineers (AE) to perform Final Design on the Martell Court Headworks Treatment project for an amount not to exceed \$80,000.

## Mayor Lane's farewell speech

December 19, 2019

Tonight is my final City Council meeting as your Mayor. It has been 41 years since Mayor George Rossiter appointed me to serve as a Commissioner of the Keene Housing Authority. It has been 34 years since I first took the oath of office as a Keene City Councilor. It has been 8 years since I became Mayor. When I started, my hair was brown, I did not need glasses to see and I could hear everything that was said to me. I have grown old in your service.

There have been many changes and advances in the City since I became Mayor. We have worked hard to improve our relationship with Keene State College. We have established the College/City Commission, which has worked on neighborhood issues, diversity and inclusion issues, and ways to better incorporate the college into the downtown. We have created a foundation to build upon as the City and Keene State College go forward.

We have worked on issues of inclusion and diversity. We have created the Human Rights Committee and we have spoken out as a community on issues of racial and gender equality. Keene along with communities' across the county is rated annually on our efforts to this area. When I became Mayor, our rating was 27 out of 100. It is now 69 and we are 2<sup>nd</sup> only to Durham in New Hampshire. There is more work to be done but we are moving forward.

We have continued to work to adapt to climate change. We invested over \$1 million after the flooding 2012 to clear Beaver Brook and to clean and upgrade the storm drains. We have seen a 25% reduction in carbon emissions by the City and we installed 2,010 solar panels on the Public Works garage, the one of the largest municipal solar array in New Hampshire. The ESCO project has saved the city

hundreds of thousands of dollars in energy efficiency. We have recently issued an RFP for a solar field at the airport.

We have integrated climate adaptation into municipal decision-making and we have established a sustainable energy goal that by 2030 all electricity used in Keene will come from renewable sources and by 2050, all energy for transportation will come from renewable sources.

We have continued our work on the drug addiction crisis by actively participating in the committee on Treating Mental Health and Substance Use Disorders in our region – a discussion among providers, which meets quarterly.

We have built a new central fire station, kept the Court House downtown, expanded the library and seen the construction of a new ice arena. We have expanded our world-class trail system and seen the construction of both North Bridge and South Bridge. The next major advance will be installation of a bridge across Route 101 connecting the Stone Arch Bridge to the trail system. This past year, Keene hosted the Wall Dogs and the Radically Rural conference.

Housing opportunities have been expanded with the construction of new student housing on Ralston Street, the construction of Washington Square, the repurposing of the Colony Mill and the construction of Hillside Village. Now we must work to improve the housing opportunities at all economic levels.

The Ad Hoc Economic Development Committee has created goals and a road map for our future economic growth. This is only the first step. We must work to follow up on the promise that has been made – creating a more business friendly community.

We have completed the rezoning of Marlboro Street and are currently upgrading the street and we are nearing completion of the new Form Based Zoning

Ordinance that will simplify and clarify the regulatory development codes for the city.

This has been a period of accomplishments and economic growth for the City of Keene. However, there are challenges ahead for the new Mayor and the incoming Council. They will have to resolve the Kingsbury property and the extension of Victoria Street. They will have to oversee the creation of the Arts and Culture corridor, a new Transportation Center and the revitalizing of downtown as a pedestrian friendly, cultural and residential center. Much work remains to support our local economy and expand our tax base. The city has a revenue problem and the challenge will be to recognize the cause and correct it. Because the CIP will only be revised every other year, the new Council will have to face the challenge of planning for a 2-year cycle and in determining how to include a new salt shed, Victoria Street and the new Robin Hood swimming pool in that program.

We are fortunate to live in Keene. The people here have many unique strengths. This is a City with a daytime population approaching 50,000 with a strong sense of community, a willingness to collaborate and a desire to be part of the solution for the issues we face together.

Keene's governance is strong with a stability that is a major asset for the community and is the envy of many other municipalities.

I want to conclude by thanking the voters for giving me the opportunity to serve as Mayor for the past 8 years. It has been a pleasure and I am very grateful for having had this opportunity.

I want to thank the City Council. My success is total dependent on your support and I very much appreciate the opportunity I have had to work with each of you.

I want to thank the City staff. They have been supportive and responsive to the community and to the Council and they give so much to make Keene a great place to live, work and play.

Finally, I want to thank my wife, Molly, who has made it possible for me to serve. Her patience, her tolerance, her willingness to sit home alone night after night while I am at meetings. Her understanding when those meetings go for later than expected. Her advice and support have been invaluable in making my time as Mayor possible.

Therefore, I want to say thank you and offer best wishes to everyone going forward.



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

December 12, 2019

**TO:** Mayor and Keene City Council

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

**ITEM:** H.1.

**SUBJECT:** Discussion - Establishment of Free Downtown Parking - Economic Development Director

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**COUNCIL ACTION:**

In City Council December 19, 2019.  
More time granted.

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends this item being placed on more time.

**BACKGROUND:**

Medard Kopczynski, Economic Development Director stated he and the Parking Operations Manager met with Roger Weinreich regarding the free parking. Mr. Kopczynski stated at this point Mr. Weinreich needs to do a bit of outreach with business owners to fine tune what he is requesting from the City (timeframe, how far beyond Main Street, changing to two hour maximum limitation). He noted staff is likely to be before the committee with this information.

Councilor Clark stated he is confused because he was under the belief you needed meters downtown for turnover. Mr. Kopczynski stated this would all be part of the conversation. He added downtown parking now is not only for retail needs there is housing downtown, there are people who work downtown. He further stated the request is for free parking but there is no such thing as free parking because one way or the other someone will have to pay for this service. He stated he agrees with Councilor Clark in that at least on Main Street the purpose of the program is to provide availability for parking in front of people's businesses. When this is defeated the purpose of the program is lost.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends this item being placed on more time.



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

December 11, 2019

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

**SUBJECT:** Relating to Small Wireless Facility Deployments in the Public Right-of-Way

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**COUNCIL ACTION:**

In City Council December 19, 2019.  
More time granted.

**RECOMMENDATION:**

On a vote of 4 to 0, the Planning, Licenses, and Development Committee placed this item on more time.

**BACKGROUND:**

Kürt Blomquist, Public Works Director, and Mari Brunner, Planner, stated that they are requesting to put this on more time again, so staff can look into an issue recently brought to their attention by someone in the industry. There has been a draft out for about a month now. Staff has heard feedback from people about that, including from the industry itself. They brought something to staff's attention that they need to look into more. There is a provision in State law that they need to understand better. They would bring a revised draft of the ordinance to the committee.

Chair Richards replied he knows this issue is complex. The committee will entertain public opinion but they will probably put this on more time and it would probably come back the second week of January if they can work out the legal issues. If anyone from the public has something to add or something to discuss, they should feel free. But it is no use getting into the weeds now because this is going to come up again.

Len Weldon of Lincoln Street stated that he is concerned about 5G technology and has handouts for the committee tonight.

Chair Richards asked that Mr. Weldon give the handouts to staff. He continued that the handouts will then be put into packets for the next PLD Committee meeting. That way, committee members will have time to review it. It is difficult to discuss materials they have just received.

Mr. Weldon gave the handouts to staff. He stated that he is not in favor of 5G technology because it has not had enough scientific research to prove that it is a good thing to do. He continued that he encourages people to look at the information on the Environmental Health Trust website. That is a non-profit organization and no money is given to it by the industry. He is really concerned that so much of this is being sold to young people, and that babies have wi-fi systems to entertain them. Some research shows that wi-fi in higher frequencies travel right to the brain. The World Health Organization says [radiofrequency radiation] is a class 2B potential carcinogen, just like jet fuel and DDT. Most people have 4G technology in their phones. When you put a phone

on 'airplane mode' it cannot hurt you. It is not looking for signals and jumping. Phones receive and send signals. To go from 4G, which is about 700 megahertz to 1200 megahertz, to 5G, you will get up to about 5 gigahertz. When your waves go more quickly they do not have as much distance that they can go, so lots of positions of hardware are necessary to make all this work. There is research showing that if you live close to a cell antenna now you will find cancer markers in your blood. Mr. Weldon continued that he is asking that this be looked at more, so they have good science.

Councilor Clark stated that it is wonderful that the recommendation is to put this on more time because that is what he was going to ask the committee to do. He continued that most of the comments that they will get from the public are going to be about the health effects of 5G. Unfortunately, the Federal Communications Commission (FCC) regulations do not give them a lot of room to talk about that, regarding this petition to approve licenses. Many people do not know that NH just created a commission, through HB 522, signed by the Governor in July, with almost unanimous consent in the House and Senate. The commission is tasked "to study the environment and health effects of evolving 5G technology; and asking why is the FCC ignoring thousands of peer reviewed studies, including a recent published, 16-year, \$30-million, US Toxicology Program study, that are showing a wide range of statistically significant DNA damage, brain and heart tumors, infertility, and so many other ailments; and why are the FCC-sanctioned guidelines for public exposure to wireless radiation based only on the thermal effects and not the non-thermal effects?"

Councilor Clark continued that the State of NH created this commission and these are their words, not his. Their report will probably not be out until next September. Thus, he thinks the City Council should put this more time until they get to read that report. He has a method here, through FCC rules, where they can do that, he believes. He wants the opportunity to talk to The City Attorney and the PLD Committee about this. They should expect a lot more discussion on this.

Mr. Weldon stated that the head of the FCC is Tom Wheeler, who worked for the telecommunications industry before. He continued that the FCC has lots of telecommunications folks. People want to say the thermal studies are the ones to look at with accurate readings for what damage can occur, and those studies say you cannot get hurt from phones. But it is the non-thermal effects that affect everything, like Councilor Clark says. There is an organization called the [International Commission] On Non-Ionizing Radiation Protection, and their information is in the handouts. That organization is loaded with people from the telecommunications industries. Mr. Weldon continued that he is not a Luddite. He wants good communications for all, but he thinks this needs more study.

Councilor Jones asked staff if other communities are acting on this. Mr. Lamb replied yes. There is a collaboration of communities right now, from which he has asked for legal assistance from, to prepare model ordinances, and discuss how communities can prepare for the deployment of small cell facilities for 4G or 5G in the right-of-way. He continued that with respect to the health issues, municipalities have taken the position that the FCC, like it has done since 1996's Federal Telecommunications Act, has precluded the authority of municipalities to regulate these things based on health-related topics. They have not seen any communities take up the question with respect to the health effects of 5G at this point.

Councilor Hansel made the following motion, which was seconded by Councilor O'Connor.

On a vote of 4 to 0, the Planning, Licenses, and Development Committee placed this item on more time.



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

December 12, 2019

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

**SUBJECT:** Relating to Approving an Application for CDBG Funds

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**COUNCIL ACTION:**

In City Council December 19, 2019.

Voted unanimously to suspend Section 27 of the Rules of Order to allow action on the Resolution approving the CDBG application, which was the subject of the public hearing. Voted unanimously for the adoption of Resolution R-2019-41.

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the proposed application CDBG Funds for the Community Kitchen be endorsed.

**ATTACHMENTS:**

Description

Resolution R-2019-41

**BACKGROUND:**

James Weatherly Planning Technician for Southwest Regional Planning Commission addressed the committee and began by stating that he provides community block grant writing and administration services for the City of Keene. He explained that the NH Community Development Finance Authority disperses CDBG grants to towns, cities and counties and these funds are distributed on a competitive basis. These funds can be used for housing and economic development to assist low and moderate income people.

He went on to say, this past summer Community Development Finance Authority received exemption in administrative rules which resulted in one major change which splits public facilities and housing into two categories.

Today's award would provide up to \$500,000 to the Keene Community Kitchen and the application is due by January 22, 2020. He noted a public hearing has been scheduled for December 19, 2019. Mr. Weatherly then turned the presentation over to Phoebe Bray of the Community Kitchen.

Ms. Bray stated the Kitchen in 2017 awarded another block grant and there were plans to spend those monies but the monies did not go as far as was planned which left about ten items still to be completed. She noted they have interest in installing a solar array on their roof and noted their electricity costs in 2018 was about \$24,000 and anything that can be done to mitigate those costs will be helpful (the roof will need to be restructured to hold the solar array). In addition to this, she noted their bathrooms need to be updated and brought up to code. The second floor of the Kitchen does not have adequate insulation. Ms. Bray stated if all this work can be

done, this building will be all set for another 25 years.

Chair Greenwald asked what the committee was voting on today. City Manager Elizabeth Dragon stated the committee will be voting to endorse the application.

Councilor Clark thought this was a great project and hoped the Kitchen would receive up to \$500,000. He commended all the work that has already been done. Ms. Bray stated the changes they have made have already reduced energy costs by nearly 15% but since that time there has been a rate hike with energy costs. She noted the solar array would save about 40% (\$10,000) in cost.

Councilor Jacobs asked whether the City would need to come up with any funds for this item. Ms. Bray stated the Kitchen has to come up with 25% of the grant in cash and added they are looking at many sources for these funds.

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

On 5-0 vote, the Finance, Organization and Personnel Committee recommends to endorse the proposed application CDBG Funds for the Community Kitchen.



# CITY OF KEENE

R-2019-41

Nineteen

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

## APPROVING AN APPLICATION FOR CDBG FUNDS

A RESOLUTION .....

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

WHEREAS, the City of Keene has stated as one of its Community Goals to make available supportive services and opportunities designed to nurture and meet the needs of our citizenry; and

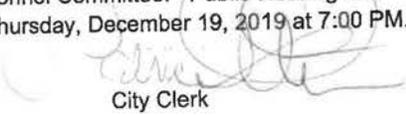
WHEREAS, The Community Kitchen provides hot meals and a pantry program to persons with low and moderate incomes in need of food assistance; and

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

WHEREAS, the Community Development proposal would provide up to \$500,000 to be subgranted to the Community Kitchen and used for improvements to its building located at 37 Mechanic Street.

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

In City Council December 5, 2019.  
Referred to the Finance, Organization and Personnel Committee. Public Hearing Set for Thursday, December 19, 2019 at 7:00 PM.

  
City Clerk

  
Kendall W. Lane, Mayor

PASSED December 19, 2019

A true copy;  
Attest:   
City Clerk