



KEENE CITY COUNCIL
Council Chambers, Keene City Hall
March 5, 2020
7:00 PM

Roll Call
Pledge of Allegiance

MINUTES FROM PRECEDING MEETING

- February 20, 2020

A. HEARINGS / PRESENTATIONS / PROCLAMATIONS

1. Public Hearing - Capital Improvement Program - FY 2021-2027
2. Preliminary Housing Inventory

B. ELECTIONS / NOMINATIONS / APPOINTMENTS / CONFIRMATIONS

1. Confirmations
Energy & Climate Committee
Bicycle/Pedestrian Path Advisory Committee
Planning Board
Historic District Committee

C. COMMUNICATIONS

1. Irene Davis - Resignation - Partner City Committee
2. Weston Liu - New England Aerobic Club - Request to Use City Property - Dillant Hopkins Airport
3. Albert Grauer - Application for a Lodging House License - 85 Winchester Street
4. Jan Manwaring - Pathways for Keene - Request to Use City Property
5. Councilor Clark - Establishment of Council Goals

D. REPORTS - COUNCIL COMMITTEES

1. Encouraging the City to Become a "Bee City"
2. Harris Center for Conservation Education – Temporary Road Closures – Jordan Road
3. Use of City Property – Greater Monadnock Public Health Network and American National Red Cross
4. Relating to Small Wireless Facility Deployments in the Public Rights-of-Way - Ordinance O-2019-18
5. Madeline Ulrich – Request for Free "Complimentary" Parking – Art Walk

6. Acceptance of Donation – Parks, Recreation and Facilities
7. Acceptance of NH Homeland Security Grant Program – Police Department
8. Acceptance of Forfeited Funds – Police Department

E. CITY MANAGER COMMENTS

F. REPORTS - CITY OFFICERS AND DEPARTMENTS

G. REPORTS - BOARDS AND COMMISSIONS

1. Airport Road Fence - Wildlife Habitat - Conservation Commission
2. Capital Improvement Program - FY 2021-2027 - Planning Board
3. In Support of Transportation Heritage Trail - Bicycle Pedestrian Path Advisory Board

H. REPORTS - MORE TIME

I. ORDINANCES FOR FIRST READING

1. Relating to Lodginghouse Licenses
Ordinance O-2020-03
2. Relating to Alternates to Boards and Commissions
Ordinance O-2020-05
3. Relating to a Zone Change - Krif Road and Winchester Street - Industrial to Commerce Limited
Ordinance O-2020-04
4. Relating to Septage and Holding Tank Disposal rates
Ordinance O-2020-02

J. ORDINANCES FOR SECOND READING

K. RESOLUTIONS

1. Relating to the Celebration of Indigenous People's Day
Resolution R-2020-03
2. Relating to General Obligation Courthouse Bonds of 2013 Series B Partial Redemption
Resolution R-2020-04

L. OTHER BUSINESS

1. Motion out of Non-public Session - Personnel Matter

Non Public Session
Adjournment

A regular meeting of the Keene City Council was held Thursday, February 20, 2020. The Honorable Mayor George S. Hansel called the meeting to order at 7:00 PM. Roll called: Michael J. Remy, Janis O. Manwaring, Michael Giacomo, Randy L. Filiault, Robert C. Williams, Philip M. Jones, Gladys Johnsen, Terry M. Clark, Raleigh C. Ormerod, Bettina A. Chadbourne, Catherine I. Workman, and Kate M. Bosley were present. Councilors Stephen L. Hooper, Mitchell H. Greenwald, and Thomas F. Powers were absent. Cub Scout Pack 302 led the Pledge of Allegiance. A motion by Councilor Bosley to accept the minutes from the February 6, 2020 regular meeting was duly seconded by Councilor Jones. The motion passed with a unanimous vote in favor.

ANNOUNCEMENTS – MAYOR

The Mayor announced the regular Finance, Organization and Personnel Committee meetings on February 27, 2020 will start at 5:30 PM. On March 7, 2020, a CIP tour will start at Department of Public Works at 8:30 AM and should last until 11:30 AM.

CONFIRMATIONS

A motion was made by Councilor Bosley and duly seconded by Councilor Filiault to confirm the following nominations: Councilor Mitchell Greenwald to serve as a regular member on the Airport Development and Marketing Committee with a term to expire December 31, 2021; Councilor Steve Hooper to serve as a regular member on the Ashuelot River Park Advisory Board with a term to expire on December 31, 2021; Councilor Robert Williams to serve as a regular member on the Conservation Commission with a term to expire on December 31, 2021; Kelly Ballard to serve as a regular member on the Heritage Commission with a term to expire on December 31, 2021; Peter Poenessa to serve as an alternate member on the Historic District Commission with a term to expire on December 31, 2022; Councilor Michael Giacomo to serve as a regular member on the Partner City Committee with a term to expire on December 31, 2021; Mari Brunner to serve as a regular member on the Partner City Committee with a term to expire on December 31, 2020; David Orgaz to serve as a regular member on the Planning Board with a term to expire on December 31, 2022; Gail Somers to serve as a regular member on the Planning Board with a term to expire on December 31, 2022; and Michael Burke to serve as a regular member on the Planning Board with a term to expire on December 31, 2021. On a roll call vote, with 12 Councilors present and voting in favor, the nomination was confirmed. Councilors Hooper, Greenwald, and Powers were absent.

NOMINATIONS

The following nominations were received from the Mayor: Meaghan Rafferty to serve as a regular member on the Energy and Climate Committee with a term to expire December 31, 2020; Paul Roth to serve as an alternate on the Energy and Climate Committee with a term to expire December 31, 2020; Christopher Brehme to serve as an alternate member on the Bicycle Pedestrian Path Advisory Committee with a term to expire on December 31, 2022; Emily Lavigne-Bernier to serve as a regular member on the Planning Board with a term to expire on December 31, 2022; and Tia Hockett to serve as an alternate member on the Historic District

Committee with a term to expire on December 31, 2021. The nominations were tabled until the next regular meeting.

COMMUNICATION – MADELINE ULRICH – REQUEST FOR FREE PARKING – ART WALK

A communication was received from Madeline Ulrich, Keene Art Walk, requesting free parking on May 30, 2020 and June 6, 2020 for the benefit of the patrons and participants of the art walk event who come downtown to view the displayed works of art. The communication was referred to the Finance, Organization and Personnel Committee.

COMMUNICATION – COUNCILOR GREENWALD – OUTSIDE AGENCY FUNDING

A communication was received from Councilor Mitchell Greenwald, requesting a discussion on outside agency funding occur in advance of the operating budget process. The communication was referred to the City Manager for consideration as she prepares the operating budget.

MSFI REPORT – HARRIS CENTER FOR CONSERVATION EDUCATION – TEMPORARY ROAD CLOSURES – JORDAN ROAD – JEFFERSON SALAMANDER AND FUTURE ADMINISTRATIVE REQUESTS

Municipal Service, Facilities and Infrastructure Committee report read recommending that the communication from the Harris Center for Conservation Education be accepted as informational and recommending that future requests for the closure of North Lincoln Street be handled administratively by the City Manager. The Chair separated the two recommendations. A motion by Councilor Manwaring to carry out the intent of the first recommendation was duly seconded by Councilor Giacomo. A motion by Councilor Manwaring to amend the committee report and refer the communication from the Harris Center for Conservation Education requesting the temporary closure of Jordan Road back to the Municipal Service, Facilities and Infrastructure Committee for further consideration was duly seconded by Councilor Chadbourne. The motion to amend the recommendation passed with a unanimous vote in favor. The amended committee report passed with a unanimous vote in favor. Regarding the second recommendation, voted unanimously to authorize future requests for the closure of North Lincoln Street to be handled administratively through the City Manager.

MSFI REPORT – POWERPOINT PRESENTATION FROM FIRE STATION 2 STUDY COMMITTEE

Municipal Service, Facilities and Infrastructure Committee report read recommending that the City Council concur that station two is in the right location and that the City move forward with phase two of this project, a Facility Analysis. A motion by Councilor Manwaring to carry out the intent of the report was duly seconded by Councilor Giacomo. The motion passed with a unanimous vote in favor.

FOP REPORT – ACCEPTANCE OF DONATIONS – TRUSTEES OF THE KEENE PUBLIC LIBRARY

Finance, Organization and Personnel Committee report read recommending that the City Council accept donations of \$117,489.26 as listed in the Cambridge Trust from May 2, 2019 – January 23, 2020 donor list to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive. A motion by Councilor Remy to carry out the intent of the report was duly seconded by Councilor Filiault. The motion passed with a unanimous vote in favor.

FOP REPORT – OLD GILSUM ROAD LAND ACQUISITION –BOES PROPERTY – CONSERVATION COMMISSION

Finance, Organization and Personnel Committee report read recommending the Conservation Commission's report be accepted as informational. The report was filed into the record as informational.

FOP REPORT – GOOSE POND – BOES PROPERTY – PARKS, RECREATION AND FACILITIES DEPARTMENT

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to negotiate and execute the acquisition of property owned by Gary Boes, located on tax map #213-005-000-000 consisting of approximately 6.2 acres in the Greater Goose Pond Forest utilizing the funds from the Land use Change Tax Fund 90203.. A motion by Councilor Remy to carry out the intent of the report was duly seconded by Councilor Filiault. The motion passed with a unanimous vote in favor.

FOP REPORT – LEASE OF PROPERTY ADJACENT TO BIKE PATH – 160 EMERALD STREET – CITY MANAGER

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to execute a lease with Toby Tousley for the parking area adjacent to 160 Emerald Street. A motion by Councilor Remy to carry out the intent of the report was duly seconded by Councilor Filiault. The motion passed with a unanimous vote in favor.

FOP REPORT – CHESHIRE COUNTY COURT HOUSE – CITY MANAGER

The Mayor announced he had a conflict of interest with this item and was recusing himself from any participation and voting. A motion by Councilor Bosley pursuant to Section 6 of the Rules of Order, to elect Councilor Manwaring to serve as the temporary chair in the absence of the Mayor was duly seconded by Councilor Chadbourne. The motion passed with a unanimous vote in favor. Mayor Hansel joined the audience and Councilor Manwaring assumed the Chair.

Finance, Organization and Personnel Committee report read recommending that the City Manager be authorized to do all things necessary to negotiate and execute all agreements and other documents required to unwind the New Market Tax Credit financing of the Courthouse

Project; to facilitate the purchase of the Courthouse by Cheshire County; and to execute a joint payment agreement among Cheshire County, the Monadnock Economic Development Corporation, and the City for the payment of the remaining principal and interest due on the City's General Obligation Courthouse Bonds, Series B, dated May 2, 2013, continuing until the date of maturity of the Bonds expected to be June 30, 2033. A motion by Councilor Remy to carry out the intent of the report was duly seconded by Councilor Filiault. The motion passed with a unanimous vote in favor. The Mayor resumed his position as chair.

CITY MANAGER COMMENTS

The City Manager began her comments regarding the updates from the Downtown Coordinator, Beth Woods. As a follow up to the Snow and Ice Festival, Ms. Woods will be sending out a survey to the downtown businesses. This feedback will help improve the 2021 Ice and Snow Festival. In addition, the first newsletter to the downtown businesses was created and includes information and a survey from the Parking Office, as well as, an update on the Community Development Department regarding the work of the Energy and Climate Committee. This newsletter will be a valuable tool to enhance communication with the downtown businesses and community. The newsletter was distributed on the Council's desks. The MEDC logo and the City of Keene logo at the top of the newsletter in recognition of the partnership.

The City Manager went on to share exciting news on Andy Bohannon, Parks, Recreation and Facilities Director was accepted into the Leadership Learning Exchange for Equity through the Endowments for Health at no expense to the City. Mr. Bohannon is interested in finding ways to enhance his work with the Human Rights Committee and broaden our recreational program offerings to ensure we are as inclusive as possible. This program will occur in March.

MORE TIME

More time was granted by the Chair for the following item in Committee: Encouraging the City to Become a "Bee City".

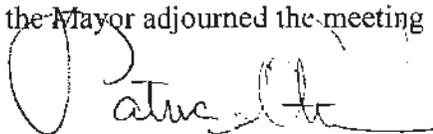
RESOLUTION R-2020-03: RELATING TO THE CELEBRATION OF INDIGENOUS PEOPLE'S DAY

Resolution R-2020-03: Relating to the Celebration of Indigenous People's Day was read by title only. Resolution R-2020-03 was referred to the Finance, Organization and Personnel Committee.

ADJOURNMENT FOR LEGAL ADVICE

At 7:40 PM, there being no further business, the Mayor adjourned the meeting for legal advice.

A true record, attest:


City Clerk



PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held before the Keene City Council relative to the proposed City of Keene Capital Improvement Program for the 7-year period starting July 1, 2020 and ending June 30, 2027. The plan identifies non-school capital projects and equipment acquisitions that are planned to be undertaken in the community and which call for a financial investment totaling \$116,237,233 from local, State and Federal resources. The first year investment totals \$16,832,978 from all sources. The local portion of the program is funded by the sale of bonds, property taxes and other miscellaneous sources. Copies of the plan are available on the City's website <https://ci.keene.nh.us/finance-purchasing/financial-documents>

HEARING DATE: March 5, 2020

HEARING TIME: 7:00 pm

HEARING PLACE: Council Chambers, Keene City Hall

Per order of the Mayor and Councilors of the City of Keene, this sixth day of February, two thousand and twenty.

Attest:

City Clerk



City of Keene, N.H.
Transmittal Form

March 2, 2020

TO: Mayor and Keene City Council
FROM: Tara Kessler, Senior Planner
THROUGH: Elizabeth A. Dragon, City Manager
ITEM: A.2.
SUBJECT: Preliminary Housing Inventory

RECOMMENDATION:

For informational purposes only.

ATTACHMENTS:

Description

Keene Preliminary Housing Inventory

BACKGROUND:

The Community Development Department recently conducted an inventory and analysis of residential property in Keene to begin to address questions related to the availability and affordability of workforce housing, as defined by NH RSA 674:58. Attached is a draft document that summarizes the findings of this preliminary analysis, for which the primary source of data is the City's assessing records.

This analysis is a starting place for evaluating Keene's housing supply and is not intended to serve as a formal housing assessment. To develop a more comprehensive understanding of housing affordability and condition in the City, additional analysis will be needed.

City staff will deliver a presentation on the findings of this initial analysis at the Council meeting on March 5.

DRAFT – 2/27/20

City of Keene, NH Preliminary Housing Inventory

BACKGROUND

This document was compiled on February 24, 2020 by the City of Keene Community Development Department to provide a high-level understanding of Keene's housing supply for the purposes of informing future studies. The primary source of data for this analysis was the City of Keene Assessor Records. However, data from the NH Housing and Finance Authority, and the U.S. Census Bureau's American Community Survey 5-Year Estimates was also utilized and is sourced within this document.

The information contained in this document is specific to property or buildings containing residential dwelling units. Excluded from this analysis are homeless shelters, college dormitories / property owned by Keene State College, assisted living facilities, nursing homes, residential drug/alcohol treatment facilities, hotels, and motels. The independent apartment units at Hillside Village were factored into this analysis, however. These excluded housing units are characterized in the section titled, "Special Housing," of this document.

GENERAL CENSUS DATA

	Keene	Cheshire County	NH
Total Population*	23,409	77,117	1,316,470
Median Age	34.7	42.5	42.7
Avg. Household Size of Owner Occupied Unit	2.38	2.48	2.57
Avg. Household Size of Renter Occupied Unit	1.86	2.03	2.15
Median Home Value (In 2017 dollars)	\$181,800	\$188,700	\$244,900
Median Gross Rent (In 2017 dollars)	\$977	934	\$1,052
Median Household Income (Avg. of all people in housing unit) (In 2017 dollars)	\$55,398	\$60,148	\$71,305
Median Family Income (Avg. for a family of 2+ related people in household) (In 2017 dollars)	\$74,207	\$76,112	\$86,949
Per Capita Income (In 2017 dollars)	\$30,769	\$32,072	\$36,914

Source: American Community Survey 5-Year Estimates, 2013-2017, *Decennial Census 2010



Summary of Findings – City of Keene Preliminary Housing Inventory (2/27/20)

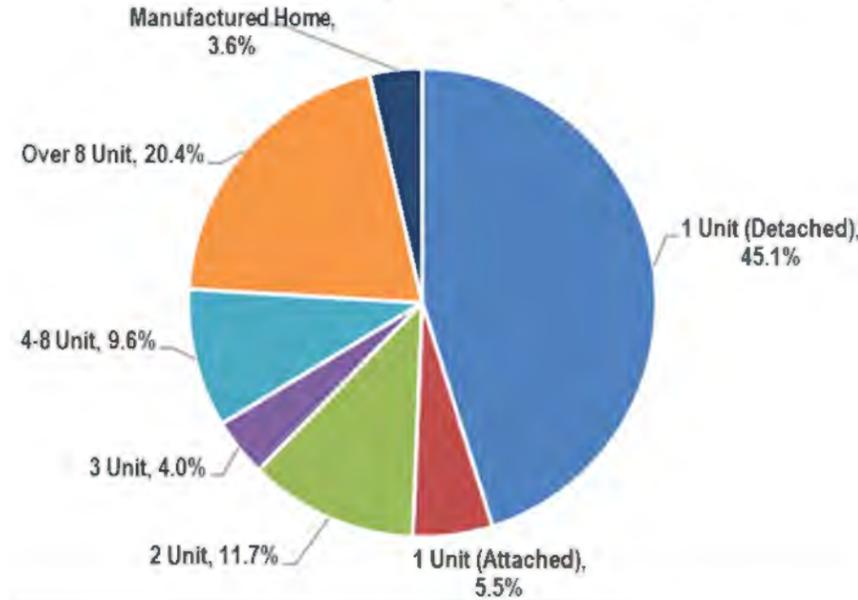
- **What is Affordable or Workforce Housing?**
 - According to NH RSA 674:58, workforce housing is housing intended for sale and that is affordable to a household with an income of no more than 100% of the median income for a 4-person household for the metro-area or county in which the housing is located or rental housing which is affordable to a household with an income of no more than 60% of the median income for a 3-person household for the metro-area or county in which the housing is located. It can include subsidized housing, as well as market-rate and mixed-income housing; however, it does not include age restricted housing or developments that have >50% of units with fewer than 2 bedrooms.
 - Based on the median area incomes for Cheshire County in 2019, the estimated maximum affordable purchase price for is \$233,000, and the estimated maximum affordable monthly rent is \$1,040 for Cheshire County.
- **Keene has an abundance of housing that could be considered workforce/affordable.**
 - Nearly 80% of all property with residential units has an assessed parcel value of \$233,000 or less, which is the maximum affordable purchase price for Cheshire County. This assessed value reflects the fair market value of property as of April 1, 2016.
 - Of the City's single family homes, which account for approximately 45% of the housing stock, ~79% have an assessed value that is at or under the workforce housing purchase price limit of \$233,000.
 - Of all the single family homes that sold for greater than \$50,000 in 2019, 69% sold for \$233,000 or less. This number was 82% in 2015.
 - In 2019, 70.4% (296 buildings) of the 396 residential properties that sold in Keene were single family homes.
 - According to NH Housing's Annual Rental Cost Survey, the median monthly gross rental cost in Keene in 2019 was \$1,117, compared to \$1,271 statewide. This median rent of \$1,117 is 7% (77 dollars) greater than the workforce housing rent limit of \$1,040 for a 3-person household. It is important to note that there is limited data available on median rental costs, and that NH's Housing annual rental cost survey is based on a limited sample size. The U.S. Census Bureau through the American Community Survey's 5-Year Estimates for 2013-2017 estimates that gross rent in Keene is \$977, compared to \$934 in Cheshire County, and \$1,052 statewide.
- **Keene has a diverse housing stock.**
 - There are 10,291 residential dwelling units located within 6,604 buildings of various types across the City. These buildings include single family homes, multifamily buildings, manufactured homes (aka mobile homes), residential condos, and apartments in mixed use buildings.
 - The Census Bureau estimates that 49% of Keene's dwelling units are owner-occupied and 44.5% are renter occupied.
 - Compared to the other 22 towns in Cheshire County, Keene offers higher density housing. 20.4% (2,102 units) of all dwelling units are located within buildings that contain greater than 8 dwelling units. Of these 2,102 units, 79% are in buildings that have greater than 20 units.
 - There are ~18 housing developments (totaling 822 units / 8% of all dwelling units in the City) that have income restrictions and/or receive subsidies from the federal government to provide housing at a reduced rate.
 - 208 (25%) of these assisted units (located across 5 developments) are for households earning 50-60% of the median area income (MAI) or less; 263 (32%) of these units (located across 11 developments) are for household earning 80% MAI or less; and, 151 have unknown income requirements.
 - 344 (42%) of these units (located across 8 developments) are age restricted / elderly housing.
 - 9 of these developments receive Low Income Housing Tax Credits (LIHTC). These 9 developments contain a total of 276 units.
- **Keene's medium and higher density housing is located in close proximity to services and resources**
 - 26% (2,628 units) of all residential dwelling units in the City are located in the Central Business (7% or 725 units), Central Business Limited (1% or 111 units), or High Density (17.4% or 1,792 units) Zoning Districts. These districts are located in either the downtown or areas directly surrounding the downtown of the City and provide easy access to a multitude of services and resources including convenient access to public transportation.
 - Most of the City's dense residential developments are located in the downtown area with 54% of all residential buildings with Over 8 Units, and 54% of all residential buildings with 4-8 units being located in the districts listed in the above bullet.
- **Keene's regulations provide for significant housing opportunity**
 - Compared to surrounding communities in Cheshire County that have limited or no available sewer/water services, Keene is able to allow for greater density of housing. The City has used zoning as a tool to direct this denser growth towards the Downtown, while maintaining / promoting open space and protection of natural resources (e.g. surface waters and steep slopes) in areas outside the downtown.
 - 79.4% of all buildings containing residential dwelling units are located in zoning districts that allow for minimum lot sizes between 10,000 sf (0.23 acre) and 6,000 sf (0.14 acre). Five of the City's 10 zoning districts that allow for single family homes (Low Density, Residential Preservation, Medium Density, High Density, Office), have minimum lot sizes of between 10,000 sf and 6,000 sf.
 - 7 of the City's 10 zoning districts that allow for residential uses allow for multifamily homes.
 - Keene's zoning regulations allow for attached accessory dwelling units (ADUs) (subject to conditions) in all zoning districts that allow for single family homes, and for detached ADUs in the Rural and Agricultural Districts.

Housing Type

DWELLING UNITS

- There is a **total of 10,291 dwelling units** located **within 6,604 buildings** in the City.
 - Most (~45%) of these dwelling units are 1-Unit (Detached) buildings, which, for the most part, are detached, single family homes.
 - 20.4% (2,102) of all dwelling units are located within buildings that contain greater than 8 dwelling units. Of these 2,102 units, 79% are in buildings that have greater than 20 units.
 - Large apartment complexes in the Downtown and East Side area include, but are not limited to: Washington Park (135 units), Colony Mill (89 units), American House (109 units), Central Square Terrace (90 units), and Cleveland Place (75 units). Those in West Keene include: Park Place (120 units), Parkwood (120 units), Century Apartments (96 units), and Hillside Village (140 units).
- Of the 567 1-Unit (Attached) buildings inventoried, 540 (95%) are residential condominiums. The remainder are single dwelling units that are located in a mixed use building.
- 8% of all dwelling units and 2% of buildings containing residential dwelling units are located either within mixed-use buildings or on lots that have non-residential buildings.
- Excluding condominiums, 4% (253) of the buildings inventoried are located on lots that contain multiple, detached residential buildings on the same lot.

Total Dwelling Units by Building Type - Keene, NH



SIZE OF UNITS

- 1,444 sf is the median size** (based on gross living area) of the City's **1-Unit (Detached) dwellings**. 70.6% of these dwellings are less than 2,000 sf in gross living area.
- As this inventory relies primarily on the City's assessor records, information on unit size across all types of housing is not readily available. However, the size of 1-Unit (Detached) dwellings is provided in the table below, using gross living area. Gross living area is the total area of finished, above-grade residential space excluding unheated areas such as porches and balconies.

Size of 1-Unit (Detached) Dwellings – Keene, NH

Gross Living Area in SF	# of Units	% of Units
0-999	750	16.1
1,000-1,999	2,997	64.5
2,000-2,999	710	15.3
3,000-3,999	140	3.0
4,000-7,999	49	1.1
Total:	4,646	100%

Buildings Containing Dwelling Units – Keene, NH

Building Type	Total # Buildings Containing Dwelling Units	Total # Dwelling Units	% of Total Dwelling Units
1 Unit (Detached)	4,646	4,646	45.1%
1 Unit (Attached)	567	567	5.5%
2 Unit	602	1,204	11.7%
3 Unit	138	414	4.0%
4-8 Unit	193	985	9.6%
Over 8 Unit	85	2,102	20.4%
Manufactured Home	373	373	3.6%
Total:	6,604	10,291	100%

OWNERSHIP

- There are 5,823 different owners of buildings that contain dwelling units in Keene.
- 86% of buildings containing dwelling units are owned by persons or entities with a Keene mailing address.
 - ~90% of 1-Unit (Detached); 72% of 1-Unit (Attached); 70% of 2-Unit; 67% of 3 Unit; 68% of 4-8 Unit; 64% of Over 8 Unit buildings and 95% of manufactured homes are owned by a person or entity with a Keene mailing address.
- Outside of NH, property owners represent 33 states with the most predominant being MA (1.4%), CT (0.8%), FL (0.6%), VT (0.3%), CA (0.27%), NJ (0.24%) and NY (0.18%).
- Approximately 6% (594 units) of all of Keene's dwelling units are owned by a handful of property owners (5 different entities). This number may be higher as property may be owned by the same person or entity under a different name.

TENURE

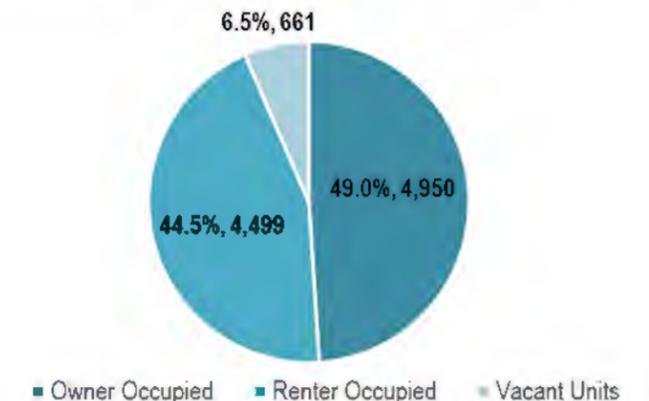
- The U.S. Census' American Community Survey (ACS 2014-2018 5-Year Estimates) estimates that 49% of all dwelling units in Keene are owner-occupied, and 44.5% are renter occupied.
- The ACS 2014-2018 estimates that 33% of all dwelling units have 3 bedrooms; 33% have 2 bedrooms; 17% have 4+ bedrooms; 14% have 1 bedroom; and 3% have no bedrooms.

Estimated Housing Tenure & Vacancy - Keene, NH

	2014-2018	%	Margin of Error +/-
Occupied Units	9,449	93%	367
Owner Occupied	4,950	52% of occupied	273
Renter Occupied	4,499	48% of occupied	341
Vacant Units	661	7%	193
Vacant For Sale	29	0.60% of vacant	44
Vacant For Rent	147	3.20% of vacant	93
Vacant Seasonal	145	1% of vacant	129
Total Units:	10,110		344

Source: ACS 2014-2018 Estimates

Housing by Tenure - ACS 2014-2018 Estimates



Source: ACS 2014-2018 Estimates

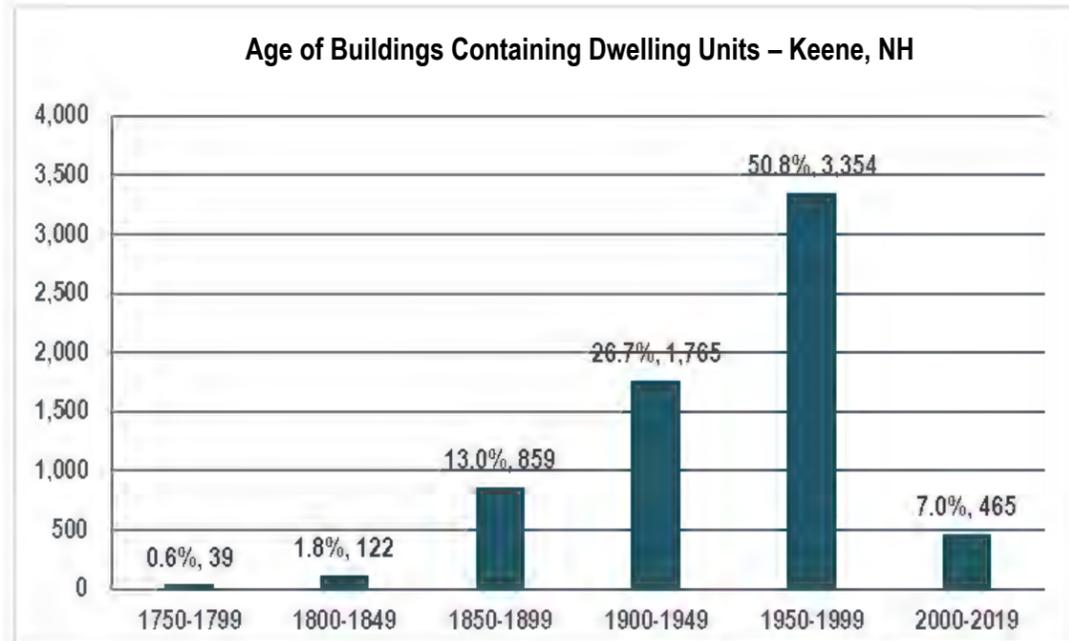
Housing Depreciation

WHAT IS HOUSING DEPRECIATION?

- With respect to municipal property assessment, depreciation is the loss in value of a building, relative to its replacement cost new, reproduction cost new, or original cost, whatever the cause of loss of value. Essentially, it is an estimate of condition based on the age of the property and how well it is maintained. This is a value applied to a building in relation to other buildings in the same municipality solely for local assessment purposes, and further information may be needed to determine the condition of a property.
- As a property ages it is expected that its depreciation will increase or its remaining useful life will diminish. How a property is maintained may increase or decrease this effect. Proper maintenance like replacing worn shingles on a roof, repairing rotted siding, repairing wear and tear on flooring, and/or updating mechanical systems may help to reduce the amount of depreciation on an aging property.
- It is important to note that depreciation is based on a combination of local factors and market conditions.

AGE OF UNITS

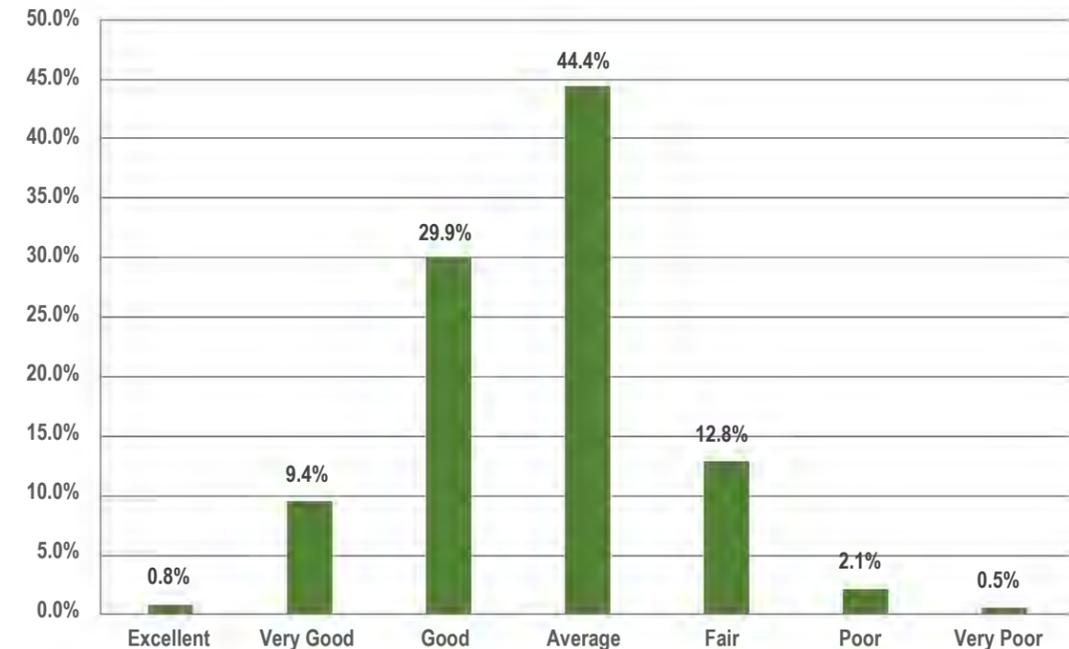
- Nearly 58% of buildings containing dwelling units were built after 1950, with 7% (465 buildings) having been built since 2000. However, Keene does have a significant stock of older homes, with 15.4% (1,020 buildings) built prior to 1900.



HOUSING DEPRECIATION AS DETERMINED BY ASSESSING DEPARTMENT

- According to the depreciation code assigned to property by the City's Assessing Department, 84% of Keene's residential housing stock is in average condition or better. Only 2.6% (175 units) of housing is listed as being in poor or very poor condition.
- Based on the depreciation codes, the City's older housing stock (161 buildings built before 1850), appears to be in relatively good condition with 50% of properties in good condition or better and 28% in average condition.
- Based on the depreciation codes, the City's older housing stock (1,020 buildings built before 1900), appears to be in relatively good condition with 35% of properties in good condition or better and 41% in average condition.
- Of the buildings that are in fair to very poor condition, 61% are 1-Unit (Detached) dwellings, 16% are 2-Unit dwellings, 11% are manufactured homes, 5% are 1-Unit (Attached) dwellings, 4% are 3-Unit buildings, 2.6% are 4-8 Unit buildings, and 0.1% are Over 8-Unit buildings.

Housing Depreciation of Buildings with Dwelling Units – Keene, NH



Year Built	Depreciation of Buildings Containing Dwelling Units – Keene, NH														Total	
	Excellent		Very Good		Good		Average		Fair		Poor		Very Poor			
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
1750-1799	3	5.6%	14	2.2%	9	0.5%	4	0.1%	7	0.8%	2	1.4%	-	-	39	0.6%
1800-1849	5	9.3%	15	2.4%	33	1.7%	41	1.4%	17	2.0%	10	7.1%	1	2.9%	122	1.8%
1850-1899	11	20.4%	62	10.0%	209	10.6%	371	12.7%	163	19.2%	40	28.4%	3	8.8%	859	13.0%
1900-1949	8	14.8%	116	18.6%	466	23.6%	778	26.5%	320	37.7%	54	38.3%	23	67.6%	1,765	26.7%
1950-1999	22	40.7%	404	64.8%	1,171	59.4%	1,378	47.0%	337	39.7%	35	24.8%	7	20.6%	3,354	50.8%
2000-2019	5	9.3%	12	1.9%	85	4.3%	359	12.2%	4	0.5%	-	-	-	-	465	7.0%
Total:	54	0.8%	623	9.4%	1,973	29.9%	2,931	44.4%	848	12.8%	141	2.1%	34	0.5%	6,604	100.0%

Housing Affordability

WHAT IS AFFORDABLE HOUSING?

- NH RSA 674:58 defines Affordable Housing as housing with combined rental and utility costs or combined mortgage loan debt services, property taxes, and required insurance that do not exceed 30% of a household's gross annual income. This is consistent with the U.S. Housing and Urban Development Department definition.

WHAT IS WORKFORCE HOUSING?

- In 2008, the state adopted the Workforce Housing Statute (RSA 674:58) which requires communities to provide "reasonable and realistic opportunities for the development of workforce housing."
- Workforce housing is defined as housing which is intended for sale and which is affordable to a household with an income of no more than 100% of the median income for a 4-person household for the metro-area or county in which the housing is located, or rental housing which is affordable to a household with an income of no more than 60% of the median income for a 3-person household for the metro-area or county in which the housing is located.
- Workforce housing can include, but is not limited to, subsidized and affordable housing, as well as market-rate and mixed-income housing. However, workforce housing does not include developments that exclude minor children from >20% of the units and/or developments that have >50% of units with fewer than 2 bedrooms.

2019 WORKFORCE HOUSING PURCHASE & RENT LIMITS:

2019 Workforce Housing Limits	Ownership		Renters	
	Income	Est. Max. Affordable Purchase Price*	Income	Est. Max. Affordable Monthly Rent*
	100% of 2019 HUD Median Area Income for Family of 4		60% of 2019 HUD Median Area Income Adjusted for a Family of 3	
Cheshire County	\$77,300	\$233,000	\$41,470	\$1,040

*Estimates a max purchase price using 30% of income, 5% down payment, 30-yr mortgage at 4.31%, 0.5 points, PMI and estimated 2019 taxes for the area and hazard insurance; or gross monthly rental cost (e.g. rent + utilities) using 30% of income

- The City of Keene is one of 23 municipalities within Cheshire County; however, it houses 30% (23,409 people) of Cheshire County's population (77,117) and has a population density of 619 persons per square mile of land area compared to 108.2 persons per square mile for the County.
- Based on the American Community Survey (ACS) 5-Year Estimates from 2013-2017, 29% of the County's total estimated housing units is located in the City of Keene.
- According to the ACS 2013-2017 estimates, the median household income in Keene is \$74,207, and the median family income is \$74,207. The median household income is the average income of all people in a housing unit, and the median family income is the average income for a family of 2 or more related persons in a household.

SALE PRICE OF 1-UNIT DETACHED DWELLINGS*

- Between 2015 and 2019, the vast majority (74% or 850 buildings) of 1-Unit (Detached) dwellings that sold were purchased for \$233,000 or less (excluding properties that sold for less than \$50,000). These homes may be considered within the Workforce Housing purchase price limits of \$233,000 for a family of 4 in Cheshire County with an annual household income of \$77,300. A total of 1,147 1-Unit (Detached) dwellings were sold in Keene in this 5-year time period, excluding homes that sold for less than \$50,000.
- In 2019, the percentage of homes that sold at \$233,000 or less was 69%, compared to 82% in 2015.
- Because ownership information is not readily available, this analysis of purchase price was focused on 1-Unit (Detached) dwellings, which are predominantly single family dwellings and account for ~45% of Keene's housing stock.
- 75% (1,147) of the 1,538 dwelling units/residential buildings sold between 2015 and 2019 were 1-Unit (Detached) Dwellings.

RENTAL HOUSING*

- As the City does not maintain a comprehensive inventory of rental price information, data on rental costs was obtained from the NH Housing and Finance Authority (NHHFA), which conducts an annual survey of gross monthly rental cost at the town scale.
 - According to this survey, the median gross rental cost in Keene in 2019 was \$1,117 compared to \$1,075 for Cheshire County and \$1,271 statewide. This median of \$1,117 is \$77 (7%) greater than the workforce housing rent limit of \$1,040 for a 3-person household living in Cheshire County with an annual median area income of \$41,470.
- Gross rental data is also available from the American Community Survey 5-Year Estimates. The 2013-2017 ACS estimates that gross rent in Keene is \$977, compared to \$934 in Cheshire County, and \$1,052 statewide.
- According to the U.S. Census' ACS 2014-2018 5-Year Estimates, 44.5% of Keene's housing stock is composed of Renter-Occupied units.

ASSESSED VALUE OF RESIDENTIAL BUILDINGS*

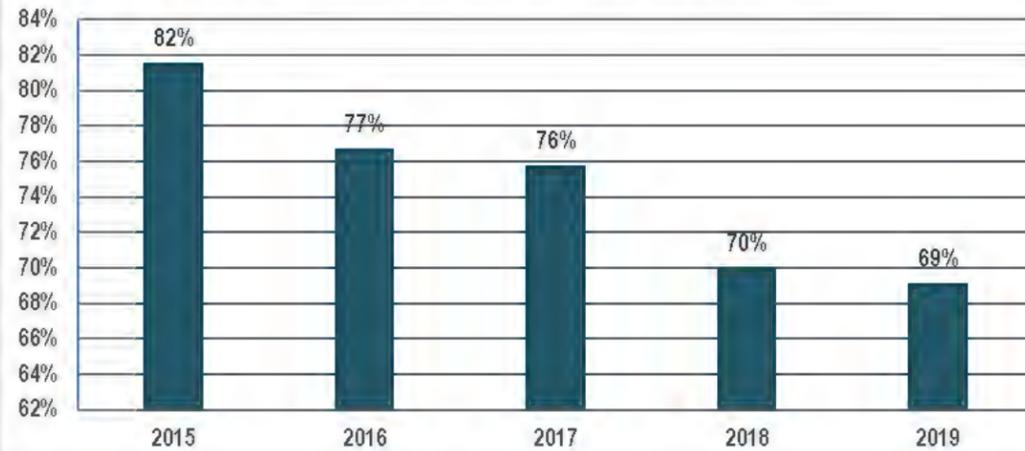
- The City's assessed value of parcels, land and buildings reflects the fair market value of property as of April 1, 2016, which was the date of the City's last valuation. The City is due for its next valuation in April of 2021.
- In Keene, 79.6% of all property (including land and buildings) with residential units has an assessed value of \$233,000 or less. 79% of 1-Unit (Detached) buildings; 93.5% of 1-Unit (Attached) buildings; 85.7% of 2-Unit buildings; 77.5% of 3-Unit buildings; 24.4% of 4-8 Unit buildings; 0% of Over 8 Unit buildings; and 100% of manufactured homes have total assessed parcel valuations of \$233,000 or less.

***NOTE:** It is important to distinguish that State's workforce housing purchase price limit of \$233,000 for Cheshire County accounts for factors other than the sale price of a home such as insurance and property taxes. For the purposes of this analysis, staff did not account for these additional factors in evaluating the availability of workforce housing/affordable housing. Staff used \$233,000 as an upper threshold for determining the number of buildings that have an assessed value and or sale price that is within the State's definition of workforce housing. Similarly, staff did not account for monthly utilities in its evaluation of gross monthly rent in comparison to the workforce housing rental limits supplied by NH Housing or Cheshire County.

Housing Affordability

SALE PRICE OF 1-UNIT (DETACHED) DWELLINGS

Percent of 1-Unit (Detached) Dwellings Sold in Keene at or Below NH's Workforce Housing Purchase Price Limit 2015-2019*



*The Workforce Housing Purchase Price Limit in 2019 was \$233,000. The data in this chart is not adjusted for inflation.

Sale Price of 1-Unit (Detached) Dwelling Units 2015-2019 - Keene, NH

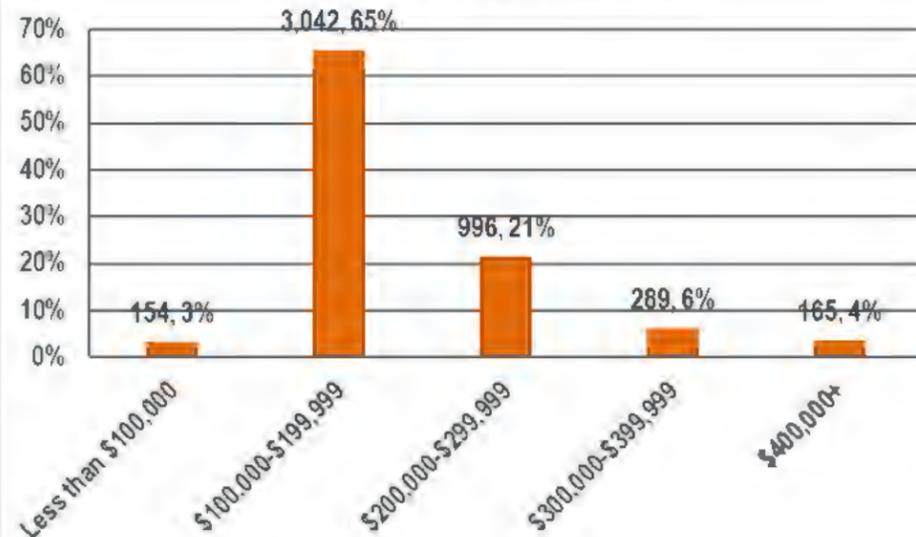
Sale Price*	2015		2016		2017		2018		2019		Total	
	# Units	%	# Units	%								
\$50,000-\$99,999	14	7.4%	19	8.8%	11	4.9%	15	6.3%	12	4.3%	71	6.2%
\$100,000-\$149,999	64	33.7%	62	28.8%	61	27.4%	46	19.2%	40	14.3%	273	23.8%
\$150,000-\$199,999	52	27.4%	64	29.8%	81	36.3%	82	34.2%	109	39.1%	388	33.8%
\$200,000-\$249,999	29	15.3%	35	16.3%	22	9.9%	50	20.8%	48	17.2%	184	16.0%
\$250,000-\$299,999	15	7.9%	17	7.9%	21	9.4%	18	7.5%	32	11.5%	103	9.0%
\$300,000-\$349,999	8	4.2%	10	4.7%	12	5.4%	14	5.8%	23	8.2%	67	5.8%
\$350,000-\$399,999	5	2.6%	1	0.5%	7	3.1%	4	1.7%	6	2.2%	23	2.0%
\$400,000+	3	1.6%	7	3.3%	8	3.6%	11	4.6%	9	3.2%	38	3.3%
Total:	190	100%	215	100%	223	100%	240	100%	279	100%	1,147	100%

*Not adjusted for inflation

Source: City of Keene Assessor Database

ASSESSED PARCEL VALUE BY BUILDINGS

Total Assessed Parcel Value of 1-Unit Detached Dwellings (April 2016 Valuation)



Assessed Parcel Value by Building Type (Based on April 1, 2016 Valuation) – Keene, NH

Total Parcel Assessed Value Range	Building Type														Total	
	1 Unit (Attached)		1 Unit (Detached)		2-Unit		3-Unit		4-8 Unit		Manufactured Home		Over 8 Unit			
	# Units	%	# Units	%	# Units	%	# Units	%	# Units	%	# Units	%	# Units	%	# Units	%
Less than \$100,000	167	29%	154	3%	6	1%	0	0%	0	0%	371	99%	0	0%	698	11%
\$100,000-\$199,999	339	60%	3,042	65%	422	70%	78	57%	20	10%	2	1%	0	0%	3,903	59%
\$200,000-\$299,999	46	8%	996	21%	135	22%	43	31%	71	37%	0	0%	2	2%	1,293	20%
\$300,000-\$399,999	12	2%	289	6%	17	3%	6	4%	37	19%	0	0%	2	2%	363	5%
\$400,000+	3	1%	165	4%	22	4%	11	8%	65	34%	0	0%	81	95%	347	5%
Total:	567		4,646		602		138		193		373		85		6,604	

Housing Affordability

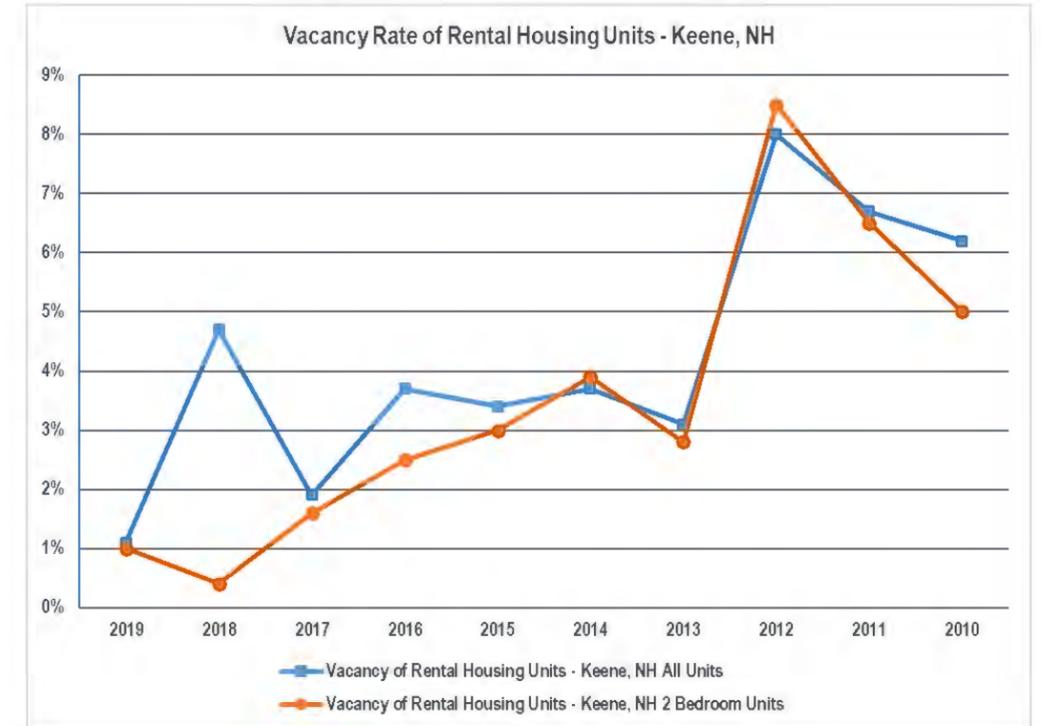
RENTAL HOUSING

Median Gross Monthly Rent 2015-2019

Year	Keene		Cheshire County		NH	
	Median Gross Rent	Sample Size	Median Gross Rent	Sample Size	Median Gross Rent	Sample Size
2019	\$1,117	236	\$1,075	509	\$1,251	9,700
2018	\$1,046	263	\$985	563	\$1,177	8,962
2017	\$979	266	\$968	514	\$1,143	10,830
2016	\$1,034	325	\$1,000	732	\$1,113	13,650
2015	\$1,064	399	\$1,015	787	\$1,069	14,559

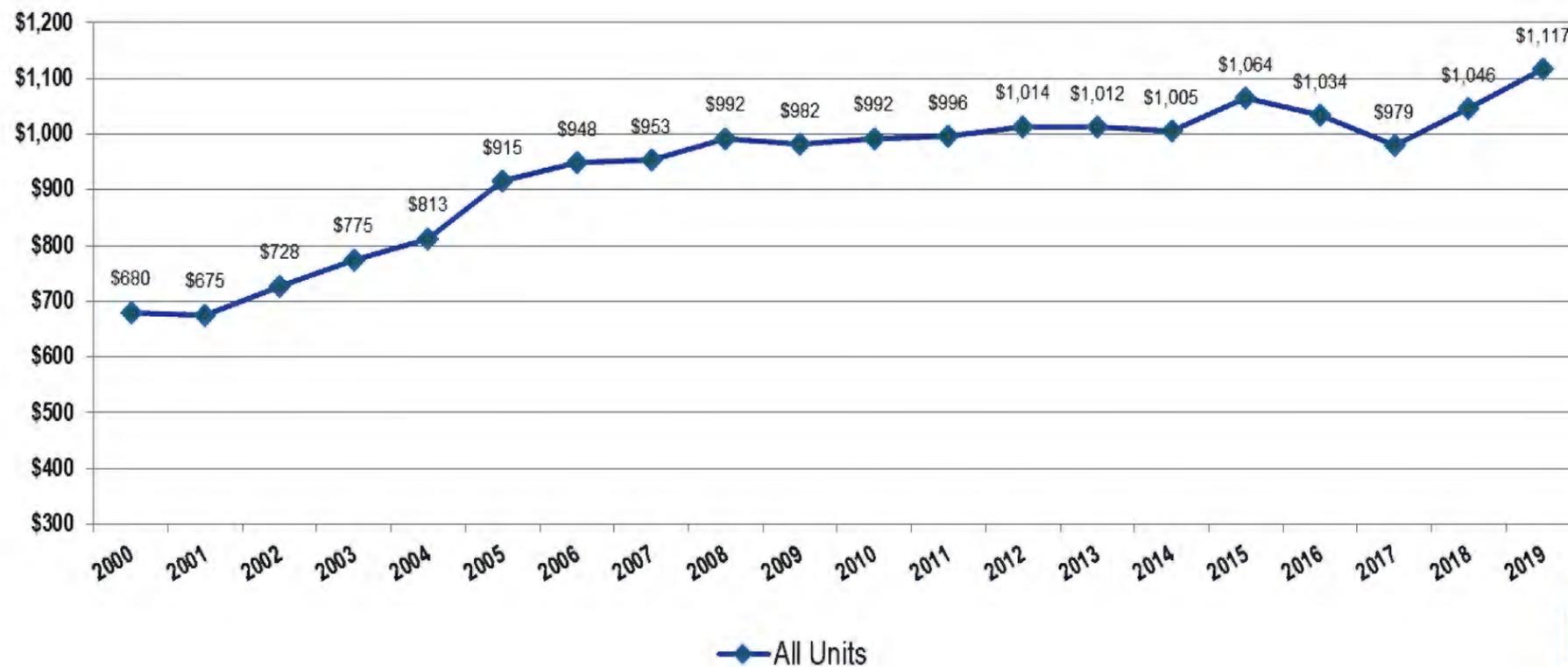
Source: NH Housing's Annual Residential Rental Cost Survey

Vacancy Rates for Rental Housing 2010-2019



Source: NH Housing's Annual Residential Rental Cost Survey

Median Gross Monthly Rent 2000-2019 – Keene, NH



Rental Housing Vacancy Rate 2010-2019

Year	Keene	Cheshire County	NH
2019	1.1%	0.9%	0.8%
2018	4.7%	4.3%	2.1%
2017	1.9%	2.1%	1.7%
2016	3.7%	4.9%	1.8%
2015	3.4%	4.1%	2.8%
2014	3.7%	4.2%	2.7%
2013	3.1%	2.7%	3.4%
2012	8.0%	6.7%	3.2%
2011	6.7%	7.0%	3.9%
2010	6.2%	7.1%	5.0%

Source: NH Housing's Annual Residential Rental Cost Survey

Housing Affordability

ASSISTED HOUSING DEVELOPMENTS

- The table below lists rental properties that offer income restrictions or rent subsidies for low-income families and seniors. It does not provide information on the Housing Choice Voucher (Section 8) Program, which provides rental assistance to individual households through rental vouchers.
 - Within the City there are ~18 housing developments and a total of 822 units that have income restrictions and/or receive subsidies from the federal government to provide housing at a reduced rate. These properties are primarily owned or managed by Keene Housing, Cheshire Housing Trust, Southwestern Community Services, or EJL Management.
- 208 (25%) of these assisted units (located across 5 developments) are for households earning 50-60% of the median area income (MAI) or less; 263 (32%) of these units (located across 11 developments) are for household earning 80% MAI or less; and, 151 have unknown income requirements.
- 344 (42%) of these units (located across 8 developments) are age restricted / elderly housing . .
- 9 of these developments receive Low Income Housing Tax Credits (LIHTC). These 9 developments contain a total of 276 units.

Development	Address		Type	Total Units	Income Restrictions	Owner/Manager
Central Square Terrace	4-7	Central Square	Age Restricted (Elderly)	90	50-60% of MAI	Keene Housing Authority
Cleveland Place	21	Roxbury Plaza	Age Restricted (Elderly)	75	Unknown	EJL Management Company
Autumn Leaf Village	7-25	Ivy Dr	Age Restricted (Elderly)	56	Unknown	EJL Management Company
Stone Arch Senior Housing	835	Court St	Age Restricted (Elderly)	33	Unknown	Keene Housing Authority
Keene East Side Housing	111	Railroad St	Age Restricted (Elderly)	30	Unknown	Southwestern Community Services
Westmill Senior Housing	110	Railroad St	Age Restricted (Elderly)	26	Unknown	Southwestern Community Services
Railroad Square Senior Housing	49	Community Way	Age Restricted (Elderly)	24	Unknown	Southwestern Community Services
Emerald Street House	32	Emerald St	Age Restricted (Elderly)	10	Unknown	Keene Housing Authority
Harper Acres	104-169	Castle St	General Occupancy	120	80% of MAI	Keene Housing Authority
The Highlands	11-29	Citizens Way	General Occupancy	40	Unknown	Southwestern Community Services
Brookbend East	27	Ivy Dr	General Occupancy	40	50-60% of MAI	Keene Housing Authority
Forest View Apartments	8-28	Harmony Lane	General Occupancy	38	80% of MAI	Keene Housing Authority
Brookbend West	82	Meadow Rd	General Occupancy	35	50-60% of MAI	Keene Housing Authority
North & Gilsum		North & Gilsum St	General Occupancy	29	80% of MAI	Keene Housing Authority
Scattered Sites	Various	Addresses	General Occupancy	24	Unknown	Keene Housing Authority
Stone Arch Village Housing	829	Court St	General Occupancy	24	50-60% of MAI	Keene Housing Authority
Ashbrook	191-195	Key Rd	General Occupancy	24	80% of MAI	Keene Housing Authority
Cityside Family Housing	92	Water St	General Occupancy	24	Unknown	Southwestern Community Services
Hampshire House	86	Winter St	General Occupancy	19	50-60% of MAI	Cheshire Housing Trust
Meadow Road Apartments	72, 72, 76	Meadow Rd	General Occupancy	18	80% of MAI	Keene Housing Authority
Bennett Block	32	Washington St	General Occupancy	14	80% of MAI	Keene Housing Authority
218-228 Winchester St	218-228	Winchester St	General Occupancy	7	80% of MAI	Cheshire Housing Trust
Damon Court	45	Damon Court	General Occupancy	6	Unknown	Keene Housing Authority
5862 Dover St	58-62	Dover St	General Occupancy	4	80% of MAI	Cheshire Housing Trust
657 Marlboro St	657	Marlboro Rd	General Occupancy	4	80% of MAI	Cheshire Housing Trust
25 Pine St	25	Pine St	General Occupancy	3	80% of MAI	Cheshire Housing Trust
135 Elm St	135	Elm St	General Occupancy	2	80% of MAI	Cheshire Housing Trust
Elm City Cooperative	71-75	Cottage St	Special Needs	3	Unknown	Monadnock Community Service Center

*Cells highlighted in yellow are Low Income Housing Tax Credit Developments

Source: NHHFA, May 2019

Housing by Affordability

RESIDENTIAL CONDOMINIUMS

- There are 540 residential condominium units in the City spread across 18 sites/developments. The table below displays the addresses and number of units located within each of these developments. The table also displays the range of assessed building values for these units. The assessed value in the table represents the April 1, 2016 valuation.
- 93% of the 540 condominium units have building values that are less than \$204,000.

Residential Condominiums	Address	Dwelling Units	Total Assessed Building Value			
			\$3,100-\$103,099	\$103,100-\$203,099	\$203,100-\$303,099	\$303,100-\$403,099
137 Court	137 Court St	4			4	
24 Old Walpole Rd	24 Old Walpole Rd	2		2		
Brookside	30-32 Maple Ave	48	48			
Carriage House	35-39 Church St	14		14		
Chestnut Green	710 Main St	40	40			
Court St Condos	792-818 Court St	80	80			
Cracker Factory	16 Church St	2			2	
Farmstead Development	238 Base Hill Rd	82		82		
Howard St	142-144 Howard St	2	2			
Meadowlands	Stonehouse Ln	36		36		
Meadowview Knolls	Skyline Dr, Skyview Cr, Sugar Maple Ln, Wesley Ln	52		38	14	
Pearl St Estates	127-129 Pearl St	6		6		
Railroad Land Condos	51 Railroad St	8			4	4
River St Association	174-190 River St	9		9		
Summit Ridge	Summit Ridge	8			8	
The Wright Estate	Windsor Ct	89	10	78	1	
Union Square Townhouses	24-38 Union St	14		14		
Willowbrook	110 Arch St	44		44		
Total:		540	179	324	33	4

Housing Location

HOUSING BY ZONING DISTRICT

- The majority (52.7%) of the City's residential buildings are located in the Low Density Zoning District. This district is intended primarily for detached single family dwellings. 66% (3,058 units) of all 1-Unit Detached dwellings are located in Low Density.
- 96% of all residential buildings are located in districts intended primarily for residential uses. There are 7 of these districts and they include: Rural, Low Density, Low Density 1, Residential Preservation, Medium Density, High Density, and High Density-1.
- 26% (2,628 units) of all residential dwelling units in the City are located in the Central Business (7% or 725 units), Central Business Limited (1% or 111 units), or High Density (17.4% or 1,792 units) Zoning Districts. These districts are located in either the downtown or areas directly surrounding the downtown of the City and provide easy access to a multitude of services and resources including convenient access to public transportation. Most of the City's dense residential developments are located in this area with 54% of all residential buildings with Over 8 Units, and 54% of all residential buildings with 4-8 units being located in these districts.

Zoning District	Residential Building Type														Total	
	1 Unit (Detached)		1 Unit (Attached)		2 Unit		3 Unit		4-8 Unit		Over 8 Unit		Manufactured Home			
Rural	717	15.44%	1	0.18%	12	1.99%	-	0.00%	2	1.04%	2	2.35%	373	100%	1,107	16.77%
Low Density	3,058	65.83%	265	46.74%	122	20.27%	18	13.04%	15	7.77%	2	2.35%	-	-	3,480	52.70%
Low Density 1	2	-	-	-	-	-	-	-	-	-	-	-	-	-	2	0.03%
Residential Preservation	86	1.85%	1	0.18%	62	10.30%	6	4.35%	8	4.15%	-	-	-	-	163	2.47%
Medium Density	467	10.05%	62	10.93%	202	33.55%	36	26.09%	34	17.62%	9	10.59%	-	-	810	12.27%
High Density	227	4.89%	201	35.45%	159	26.41%	63	45.65%	86	44.56%	22	25.88%	-	-	758	11.48%
High Density 1	-	-	-	-	-	-	-	-	-	-	10	11.76%	-	-	10	0.15%
Agricultural	20	0.43%	-	-	2	0.33%	-	-	-	-	-	-	-	-	22	0.33%
Office	6	0.13%	4	0.71%	6	1.00%	4	2.90%	5	2.59%	3	3.53%	-	-	28	0.42%
Neighborhood Business	22	0.47%	-	-	8	1.33%	1	0.72%	4	2.07%	-	-	-	-	35	0.53%
Central Business	2	0.04%	27	4.76%	7	1.16%	3	2.17%	11	5.70%	21	24.71%	-	-	71	1.08%
Central Business Limited	1	0.02%	-	0.00%	1	0.17%	2	1.45%	7	3.63%	3	3.53%	-	-	14	0.21%
Commerce	29	0.62%	5	0.88%	18	2.99%	5	3.62%	21	10.88%	12	14.12%	-	-	90	1.36%
Corporate Park	2	0.04%	-	-	-	-	-	-	-	-	-	-	-	-	2	0.03%
Industrial	3	0.06%	1	0.18%	3	0.50%	-	-	-	-	-	-	-	-	7	0.11%
Industrial Park	2	0.04%	-	-	-	-	-	-	-	-	-	-	-	-	2	0.03%
Business Growth and Re-Use	1	0.02%	-	-	-	-	-	-	-	-	1	1.18%	-	-	2	0.03%
Total:	4,645	100%	567	100%	602	100%	138	100%	193	100%	85	100%	373	100%	6,603	100%

Special Housing

COLLEGE HOUSING

- Keene State College is the only university or college within the City that provides on-campus housing. As of 2019, the College provides housing for 2,182 students within 11 residence halls.
- The College also owns property off-campus including 26 Proctor Court (single unit detached building) and 231 Main St (contains 3 residential apartments) that are not included in the table to the right.
- In academic year 2018-2019, Keene State College had 3,441 undergraduates and 46 graduate students enrolled.

Keene State College Residence Halls	
Name	# Beds
361 Main	11
Carle Hall	302
Fiske Hall	87
Holloway Hall	252
Huntress Hall	154
The Commons	348
One Butler Court	216
Owl's Nest	434
Pondside 1	104
Pondside 2	120
Pondside 3	154
Total:	2182

LODGING HOUSES

- Within the City there are 3 properties that are known to operate as traditional lodginghouses. However, there may be other buildings within the City that are considered lodginghouses with respect to zoning, fire or building codes, etc.
 - 86 Winter St (Hampshire House) – 18 beds + 1 manager apartment, owned/managed by Cheshire Housing and is available for persons with incomes at or below 50-60% of the area median income.
 - 57 Winchester St (College Student Rentals) – 16 beds / 13 Bedrooms
 - 85 Winchester St (College Student Rentals) – 8 beds / 5 Bedrooms, owned by Keene Cribs
- Other properties are listed as “rooming houses” in the City’s Assessor database; however, these properties, which are listed below, are not operated in the traditional function of a lodginghouse.
 - 26 Water St – Prospect House is operated as a sober home
 - 106 Roxbury St – Phoenix House is a residential drug/alcohol treatment facility
 - 139 Roxbury St, 76 Beaver St, and 17 Lamson St (Hundred Nights) operate as homeless or transitional shelters.



City of Keene, N.H.
Transmittal Form

February 19, 2020

TO: Mayor and Keene City Council

FROM: Mayor George S. Hansel

ITEM: B.1.

SUBJECT: Confirmations

COUNCIL ACTION:

In City Council March 5, 2020.

Voted unanimously to confirm the nominations.

In City Council February 20, 2020.

Tabled until the next regular meeting.

RECOMMENDATION:

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

Energy and Climate Committee

Meaghan Rafferty, slot 6
7 Marshall Court

Term to expire Dec. 31, 2020

Paul Roth, alternate, slot 12
116 Monument Road, Dublin

Term to expire Dec. 31, 2020

Bicycle Pedestrian Path Advisory Committee

Christopher Brehme, alternate, slot 9
87 Ashuelot Street

Term to expire Dec. 31, 2022

Planning Board

Emily Lavigne-Bernier, alternate, slot 10
10 Nelson Street

Term to expire Dec. 31, 2022

Historic District Committee

Tia Hockett, alternate, slot 10
56 Page Street

Term to expire Dec. 31, 2021

ATTACHMENTS:

Description

Rafferty_Background

Roth_Background

Lavigne-Bernier_Background

Hockett_Background

Patty Little

From: helpdesk@ci.keene.nh.us on behalf of City of Keene <helpdesk@ci.keene.nh.us>
Sent: Thursday, December 12, 2019 11:39 PM
To: Helen Mattson
Cc: Patty Little; Terri Hood
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Thu, 12/12/2019 - 23:37</p>

<p>Submitted values are:</p>

First Name:

Meaghan

Last Name:

Rafferty

Address

7 Marshall court Keene NH

Email:

mr Rafferty@antioch.edu

Cell Phone:

608-335-0609

Please select the Boards or Commissions you would be interested in serving on:

Energy and Climate Committee

Education:

MA in environmental studies at Antioch University

Have you ever served on a public body before?

No

Please provide some references:

Lisa Murphy

lmurphy@swrpc.org

603-357-0557

References #2:

Lola Bobrowski

lola@cheshireconsevation.org

603-756-2988

If would like to, please provide your resume

Resume - Rafferty .docx

Meaghan Rafferty

7 Marshall Court, Keene, NH 03431 | 608-335-0609 | [REDACTED]

Education

Antioch University of New England – Keene, NH – M.S. Candidate, Environmental Studies August 2019

University of Wisconsin - Madison – B.A. Geography; Certificate, Environmental Studies. 2013

Professional Internships

MIT Sea Grant

Project Assistant, river herring research

Cambridge, Massachusetts

April 2019 – July 2019

- Track river herring spawning patterns using receivers and acoustic tags.
- Analyze isotope data from 2018 and enter new isotope data.
- Create outreach material for the general public.

Cheshire County Conservation District

Outreach Assistant

Walpole, New Hampshire

May 2018 – August 2018

- Conduct outreach events for the Granite State Market Match program at WIC clinics, YMCA, and local events.
- Liaise with farmers and social service agencies to increase participation in the program.
- Update and consolidate Cheshire County and Monadnock Farm and Community Coalition farm maps.
- Create VFW contact list for future program.

Southwest Region Planning Commission

Project Assistant

Keene/Chesterfield, NH

September 2017–December 2017

- Use GPS to survey Lake Spofford watershed and create a map of water flow.
- Research and create summary of water quality history of the lake.
- Create septic database spreadsheet of houses in the watershed.
- Work with consultants to create summary of lake plants and check for invasive species.
- Assist with a field survey of homeowners within the watershed.

Work Experience

The University of Wisconsin-Madison, Soil and Plant Analysis Laboratory

Soil Technician

Madison, Wisconsin

October 2014 – November 2015

- Work both independently and as a team member in the laboratory.
- Prepare soil and plant samples by grinding, drying, and weighing samples.
- Analyze soil samples to determine levels of organic matter, phosphorous, potassium, and pH.
- Maintain and clean laboratory equipment.
- Problem solve with lab results
- Assist in data entry into Excel spreadsheets.

Lloyd Center for the Environment

Dartmouth, MA

Research Intern

April – August 2014

- Protect and monitor piping plovers, terns, and terrapins in the Buzzard Bay area by creating fenced off areas on the beach and by walking the beach daily to document the success of the reproductive stages.
- Answer questions from beach goers who approached me while I was doing my daily rounds.
- Take daily field notes on numbers of eggs and hatchlings; animal behavior; animal-human interaction; evidence of tracks, especially near nests; and weather conditions.
- Enter field notes into Excel and Word documents for state database.
- Man the information desk at the Center on the weekends.
- Co-author of the Lloyd Center for the Environment publication, *The Reproductive Success and Management of the Piping Plover*.

Barak Laboratory

UW Madison, Soil Science Department

Lab Assistant

September – December 2013

- Work on a research project that was investigating ways of recovering phosphorus from wastewater in order to produce fertilizer for corn crops.
- Collect waste water samples from a number of city sewage treatment plants.
- Conduct chemical tests on the waste water to determine the levels of phosphorous.
- Plant, tend, and harvest a variety of corn crop samples.

Green Sod Ireland

Galway, Ireland

Environmental Intern

Summer 2013

- Create educational activities for middle school students to teach about biodiversity and environmental principles.
- Visit participating schools in order to see how the new environmental curriculum was being use and to interact with the students.
- Obtain an international perspective on environmental issues. In urban areas the objective was to encourage families to use home yards to plant native species and promote biodiversity. The rural area is dominated by small farms and lacks the industrial agriculture of the U.S.

Volunteer Experience

South Madison Farmers Market Project in collaboration with UW Madison Nelson Institute for

Environmental Studies

Madison, WI

Project Assistant

Summer 2016

- Discuss and plan events
- Assist with the event activities

Aldo Leopold Nature Center

Monona, WI

Education Assistant

Fall 2015

- Assist with administrative work
- Assist naturalist with classroom activities

FH King Gardens

UW Madison organization

Garden worker

Fall 2012

- Prepare soil for planting.
- Weed and mulch garden plots, and spread organic fertilizer.

Dane County Humane Society

Madison, WI

Feline caretaker

2007-2012

- Manage, feed, and care for 8-10 cats.
- Talk with potential adoptees and facilitated their interaction with the cats.
- Keep notes for the feline care coordinator on any unusual behavior of the cats.

Friends of the Lakeshore Path

UW Madison

Field worker

Fall 2010

- Clear bike and walking paths of brush and fallen limbs.
- Remove invasive species from wooded areas.

UW Arboretum

UW Madison

Field worker

2008-2011

- Remove invasive species from the property.
- Clear walking trails.

Olbrich Botanical Gardens

Madison, WI

Event assistant

2006-2007

- Set up food and material tables for special events.
- Weed gardens.

Publication

Bogart, Jamie, Meaghan Rafferty-Jones, and Melissa Benjamin. *The Reproductive Success and Management of the Piping Plover *Charadrius melodus* on the Department of Conservation and Recreation (DCR) Beaches in Bristol Country, Massachusetts in 2014*. South Dartmouth, Massachusetts: Lloyd Center for the Environment, 2014, Lloyd Center for the Environment Report. Ser. 2014-2. Print.

Patty Little

From: helpdesk@ci.keene.nh.us on behalf of City of Keene <helpdesk@ci.keene.nh.us>
Sent: Monday, February 17, 2020 10:36 AM
To: Helen Mattson
Cc: Patty Little; Terri Hood
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Mon, 02/17/2020 - 10:27</p>

<p>Submitted values are:</p>

First Name:

Paul

Last Name:

Roth

Address

116 Monument Road Dublin, NH

Email:

proth@cheshire-med.com

Cell Phone:

[6038032336](tel:6038032336)

Home Phone:

[6038032336](tel:6038032336)

Please select the Boards or Commissions you would be interested in serving on:

Energy and Climate Committee

Employer:

Cheshire Medical Center/Dartmouth Hitchcock Keene

Occupation:

Facilities Maintenance Director

Education:

BSEE

Have you ever served on a public body before?

No

Other Information/Relevant Experience:

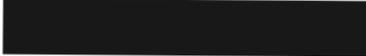
Refer to my attached resume.

Please provide some references:

Paul Pezone

ppezone@cheshire-med.com

Paul R. Roth
11 Goshen Road
Waterford, CT 06385
(860) 772-2426



YALE NEW HAVEN HEALTH - LAWRENCE + MEMORIAL HOSPITAL, New London, CT
FACILITIES OPERATIONS MANAGER 6/12 – Present

- Facilities Operations Manager for 280 bed, 570,000+ square foot main hospital campus and 275,000+ square foot satellite campuses
- Executes responsible financial management of operating budgets totaling over \$7,000,000
- Provide leadership and supervision to 25 full time employees
- Act as Hospital Fire Marshal and responsible for fire/life safety compliance with local, state, and federal officials
- Active team member in developing and presenting to c-suite administrators the 5-year infrastructure plan including mechanical, electrical, plumbing, roof and building envelopes
- Owners technical representative and commissioning agent in the Integrated Project Delivery construction of 48,000 square foot LEED Silver Cancer Center and 48,000 square foot medical office building
- Owners technical representative and commissioning agent for the first USP 800 compliant pharmaceutical clean room in the State of CT
- Initiated the successful consolidation of contracts for L+M and Westerly Hospitals for elevator maintenance, water treatment, natural gas supply and electric power supply
- Reduced utility cost by more than 9% through energy saving initiatives and supply contracts
- Successfully replaced the main steam header and the hot water generation system for the main campus buildings
- Active member of the USP 797/800 compliance team
- Active member of the Emergency Preparedness Committee and serves as Logistics Chief and alternate Emergency Manager
- Active member of the Environment of Care Committee and responsible for the maintaining compliance for Utility Management and Life Safety Plans
- Facilities representative at daily multi-disciplinary High Reliability Safety Huddles
- Implemented strike contingency plan for facilities and acted as logistics co-chief and facilities representative during one month labor action
- Co-Chair and Yale New Haven Health Representative for the Executive Engineers Meeting at the Connecticut Hospital Association
- President of Connecticut Healthcare Engineers Society
- State of Connecticut Representative/Board Member for New England Healthcare Engineers Society
- New England Healthcare Engineers Society Sustainability Committee Member

SOUTHWESTERN VERMONT MEDICAL CENTER, Bennington, VT
ENGINEERING DIRECTOR 2/07 – 5/12

- Engineering Director of 99 bed, 350,000 square foot main hospital campus
- Responsible for Engineering and Biomedical Engineering budgets totaling \$6,000,000
- Management participation in \$13,000,000 financial recovery for the Health System
- Facilities engineering representative on planning and construction meetings
- Approval and sign-off responsibilities for all non-computer Capital Equipment Purchases
- Responsible for Hospital project management construction/renovations resulting in new bulk oxygen system, replacement of Cat Scan unit, replacement of emergency generator, new secondary electrical service, upgrade of master medical gas alarm system, elevator upgrade, and numerous complex flooring replacements on functioning patient care areas

- Member of the Environment of Care Committee and responsible for Emergency Management, Fire Safety, Utilities Management, and Medical Equipment.
- Emergency Management Coordinator for the Health System and liaison to the Town of Bennington, Vermont Emergency Management and the VTDOH during Tropical Storm Irene
- HPP Grant Administrator and Medical Reserve Corps unit coordinator
- Responsible for Environment of Care document review, building tour and Statement of Conditions for two Joint Commission surveys
- Health Systems representative for the Vermont Hospital Emergency Preparedness Committee
- Health Systems representative for the Bennington County Local Emergency Planning Commission and Bennington County Mass Care/Medical Surge Planning Committee

BEEBE MEDICAL CENTER, Lewes, DE

FACILITIES DIRECTOR 1/96 – 2/07

- Facilities Director of 148 bed, 460,000 square foot main hospital campus and 21 satellite facilities totaling 110,000 square feet
- Responsible for Plant Operations, Biomedical Engineering, Security, Housekeeping and Laundry operating budgets totaling \$6,000,000 and management of over 100 team members
- Instrumental in developing and implemented facilities master plan including a new central utility building and new 15kV normal electrical service.

GEORGETOWN UNIVERSITY HOSPITAL, Washington, DC

SYSTEMS ENGINEER 5/91 – 12/95

- Supervised Heating Ventilation and Air Conditioning Services
- Supervised all evening shift maintenance personnel covering over one million square feet
- Facilities representative and outage coordinator for infrastructure upgrades for emergency power, steam distribution, chilled water system and medical gas systems

MEDIA REAL ESTATE COMPANY, Media, PA

ENERGY ENGINEER 5/89 – 10/90

DEPARTMENT OF U.S. NAVY

Naval Facilities Engineering Command

Northern Division, Philadelphia, PA

ELECTRICAL ENGINEER 10/85 – 5/89

EDUCATION: B.S. Electrical Engineering 6/84 – University of Delaware, Newark, DE

Engineer-in-Training Certification, DE 4/86

Certified Healthcare Environmental Manager 6/99

ASSOCIATION MEMBERSHIPS:

American Society for Health Care Engineering

New England Healthcare Engineers Society

National Fire Protection Association

COMMUNITY SERVICES: Past Rotarian Club President

Past Church Trustee and Men's Fellowship President

Patty Little

From: helpdesk@ci.keene.nh.us on behalf of City of Keene <helpdesk@ci.keene.nh.us>
Sent: Thursday, February 06, 2020 9:02 AM
To: Helen Mattson
Cc: Patty Little; Terri Hood
Subject: Interested in serving on a City Board or Commission

<p>Submitted on Thu, 02/06/2020 - 09:02</p>

<p>Submitted values are:</p>

First Name:

Emily

Last Name:

Lavigne-Bernier

Address

10 Nelson St
Keene, NH

Email:

Cell Phone:

603-831-3524

Please select the Boards or Commissions you would be interested in serving on:

Planning Board

Employer:

Prime Roast Coffee Co

Occupation:

Manager

Education:

Greenfield Community College

Have you ever served on a public body before?

No

Other Information/Relevant Experience:

I am very interested in serving as an alternate on the Planning Board. After talking with Tara Kessler and Rhett Lamb I feel it would be a great learning experience for me and an opportunity to grow more connected to my community and help to be an active part of the future of Keene.

Please provide some references:

Tara Kessler

Emily Lavigne-Bernier
10 Nelson Street
Keene, NH

As a recent homeowner, potential future business owner, and forever resident of the area, I am very interested and invested in the vitality of Keene and the greater community. I have been greatly inspired by my time and involvement in Radically Rural, working to create an annual summit that transforms Keene into a national conference center, focused on all things rural, including economic development, creating a vibrant downtown, with a focus on being forward thinking and idea friendly. I grew up in the area, traveled for a short time and started working at Prime Roast eleven years ago. You could say I fell in love with my hometown, through the connections I have made while working at Prime Roast and forming relationships in my community. I am excited about Keene's future and want to play an active part in its future. I have been a member of the Keene Downtown Group as well as volunteering for the Walldogs Mural Festival.

Being an alternate for the Planning Board would allow me to learn, which I would be rather excited about. I would like the opportunity to broaden my knowledge and further my education regarding this community.

Tia L. Hockett

Professional Summary

Highly motivated individual with a solid business background. Enthusiastic and a team player who is attentive to detail and produces quality results. Comfortable in interacting with all levels of the organization and public. Enjoys learning new programs and processes. Excellent organizational skills along with a strong work ethic and integrity.

Experience

2015 – Present Main Street America Group Keene, NH

Senior Policy Processor

- Modify, update, and process existing Commercial policies
- Corresponds with agents to obtain information or inform them of policy changes
- Handles administrative duties behind insurance policy renewals
- Assist as backup to other departments as needed

2014-2015 Department of Health and Human Services Keene, NH
Clerk Interviewer – Family Service Division

- Greet and direct clients to appropriate personnel
- Processes applications for clients applying for assistance
- Maintain daily schedule of intakes and interviews
- Provides clerical support to the administrative department

2002-2013 Liberty Mutual Insurance Keene, NH
Business Rater II, Premium Audit

- Responsible for rating and coding a range of insurance policies and audit transactions
- Analyzed audit data verifying all information and using system applications to perform calculations and produce audit policies
- Answered questions and provided guidance to other rater as needed
- Performed additional duties as requested

Education

Graduated 2017 River Valley Community College Keene, NH
Graduated 2001 Keene High School Keene, NH

Certificates – Completed Course Training

Certified Insurance Service Representative (CISR) 2018



City of Keene, N.H.
Transmittal Form

March 2, 2020

TO: Mayor and Keene City Council

FROM: Irene Davis

THROUGH: Patricia A. Little, City Clerk

ITEM: C.1.

SUBJECT: Irene Davis - Resignation - Partner City Committee

COUNCIL ACTION:

In City Council March 5, 2020.

Voted unanimously to accept the resignation with regret and appreciation for service.

ATTACHMENTS:

Description

Communication_Davis

BACKGROUND:

Irene Davis has submitted her resignation from the Partner City Committee. She has been a member of the Committee since its creation in 2008.

Irene Davis
6 Algonquin Drive
Keene, NH 03431
603-398-5640



February 24, 2020

Dear Mayor Hansel:

I have thoroughly enjoyed my committee work with the Keene Partner City Committee but wanted to let you know that I will be resigning as Committee Chair and long term member effective immediately.

Due to my extensive travel to Germany caused by my mother's failing health, I will not be able to commit to the necessary hours that are needed to chair or support the PCC as an active member. However, I would appreciate the opportunity to continue to assist with the planning of upcoming exchanges and any other translation/communication matters, perhaps even serve as an Alternate.

With our Election of Officers on the Agenda for tomorrow's meeting, I would like to recommend John Mitchell as PCC Chair.

My decision to resign does not come lightly and I wish for a continued successful partnership between Keene and Einbeck.

Sincerely,



Irene Davis



City of Keene, N.H.
Transmittal Form

March 2, 2020

TO: Mayor and Keene City Council

FROM: Weston Liu, New England Aerobatic Club

THROUGH: Patricia A. Little, City Clerk

ITEM: C.2.

SUBJECT: Weston Liu - New England Aerobatic Club - Request to Use City Property - Dillant Hopkins Airport

COUNCIL ACTION:

In City Council March 5, 2020.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Communication_Liu_Referral

BACKGROUND:

The New England Aerobatic Club is requesting use of City property for the 2020 season starting on Saturday, May 30. The Club is hoping to be able to fly one time a month depending upon weather and the scheduling of other contests.

105 Mason Rd
Brookline, NH, 03033

February 20, 2020

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

In City Council March 5, 2020.

Referred to the Planning, Licenses and Development Committee, who will meet Wednesday, March 11, 2020 at 7:00 PM in Council Chambers, Keene City Hall. You are hereby notified of the meeting and requested to be present.


City Clerk

Dear Keene City Council,

2019 was another successful year of aerobatic flying at the Dillant-Hopkins Keene airport for myself and the New England Aerobatic Club. We appreciate and thank you for your hospitality, the help and hospitality of Mike Moriarty and the rest of the airport staff, and the support of Beth Bendel at Monadnock Aviation, and Tracy Keating at The Flight Deck. All of the Keene airport tenants have expressed support for our flying and we greatly appreciate that.

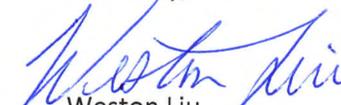
Mother nature cooperated in 2019 so we were able to fly at Keene for the five visits that you agreed to. All were valuable practice sessions towards the competitions we fly.

Our chapter of the New England Aerobatic Club had 4 pilots participate in the 2019 US National Aerobatic Championships at Salina, KS.

The NEAC and I request the renewal of our airport agreement with the City for 2020. We hope to be able to schedule aerobatic practice days starting with May 30, the Saturday following Memorial Day. As in previous years we will attempt to fly about once a month, depending on weather and the International Aerobatic Club's schedule of contests.

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

Sincerely,


Weston Liu

For the New England Aerobatic Club



City of Keene, N.H.
Transmittal Form

March 3, 2020

TO: Mayor and Keene City Council

FROM: Albert Grauer

THROUGH: Patricia A. Little, City Clerk

ITEM: C.3.

SUBJECT: Albert Grauer - Application for a Lodging House License - 85 Winchester Street

COUNCIL ACTION:

In City Council March 5, 2020.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Application_Referral

BACKGROUND:

Albert Grauer has submitted an application for the renewal of a lodginghouse license for 85 Winchester Street. The current license expired December 6th.



APPLICATION FOR OPERATION OF A LODGINGHOUSE

(Please print or type)

Date 2/24/2020 Location of Lodginghouse 85 Winchester St

Identify local or national Fraternity or Sorority that members are pledged to (if applicable) _____

Property Owner Albert Grauer Business Phone 203 414 6706

Address 268 Rockland Road Fairfield, CT Home Phone _____

Operator/Resident Agent Towar Grauer Business Phone 203-414-8058

Address 88 Fox St Fairfield, CT 06424 Home Phone _____

Number of Persons Authorized to reside on premises 8

I hereby certify that the information listed above is complete and accurate:

[Signature]
Signature of Property Owner

Towar Grauer
Name (Printed or Typed)

[Signature]
Signature of Operator/Resident Agent

Towar Grauer
Name (Printed or Typed)

I hereby certify that the above named Sorority or Fraternity is duly recognized by Keene State College, and is in good standing with the College:

Signature of College Representative

Name and Title (Printed or Typed)

(For Office Use Only)

Date Received Feb. 24, 2020 Action Taken City Council agenda 3/5/2020

Recommendations/Requirements

Police _____

Fire _____

Code Enforcement _____

In City Council March 5, 2020.

Referred to the Planning, Licenses and Development Committee, who will meet Wednesday, March 11, 2020 at 7:00 PM in Council Chambers, Keene City Hall. You are hereby notified of the meeting and requested to be present

City Clerk

[Signature]
City Clerk



City of Keene, N.H.
Transmittal Form

March 2, 2020

TO: Mayor and Keene City Council

FROM: Jan Manwaring, Pathways for Keene

THROUGH: Patricia A. Little, City Clerk

ITEM: C.4.

SUBJECT: Jan Manwaring - Pathways for Keene - Request to Use City Property

COUNCIL ACTION:

In City Council March 5, 2020.

Referred to the Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

Communication_Manwaring_Referral

BACKGROUND:

Pathways for Keene is requesting their annual use of City property for the annual 4 on the 4th road race.



VIBRANT • ACTIVE • COMMUNITY
PATHWAYSFORKEENE.ORG
P.O. BOX 226, KEENE, NH 03431

February 21, 2020

In City Council March 5, 2020.
Referred to the Planning, Licenses and Development
Committee, who will meet Wednesday, March 11, 2020 at
7:00 PM in Council Chambers, Keene City Hall. You are
hereby notified of the meeting and requested to be present.

A handwritten signature in black ink, appearing to read "Patricia C. Cuthbert".

City Clerk

To the Mayor and City Council,

Pathways for Keene would like to hold the 19th Annual 4 on the 4th Road Race on Saturday, July 4, 2020. We are requesting a license from the City of Keene, and we also have submitted a Community Event Status application.

We appreciate past support and are asking for the continuation of that backing.

Thank you for your consideration.

Sincerely

A handwritten signature in black ink, appearing to read "Jan Manwaring".

Jan Manwaring
Secretary, Board of Directors



City of Keene, N.H.
Transmittal Form

March 2, 2020

TO: Mayor and Keene City Council

FROM: Councilor Terry Clark

THROUGH: Patricia A. Little, City Clerk

ITEM: C.5.

SUBJECT: Councilor Clark - Establishment of Council Goals

COUNCIL ACTION:

In City Council March 5, 2020.

Referred to the Mayor's Office.

ATTACHMENTS:

Description

Communication_Clark_Referral

BACKGROUND:

Councilor Clark is requesting that the City Council acting as a "Committee of the Whole" participate in the identification of any City Council goals.



Terry M. Clark

City Councilor, Ward 3

February 24, 2020

To Mayor and Council,

Re: Council Goals

I request a change in our method of establishing Council Goals from a mayor-appointed committee, to a Committee of the Whole.

Thank you,

Terry M. Clark
Keene City Councilor
Ward 3
14 Barrett Ave.
Keene, NH 03431
(603)661-8347

In City Council March 5, 2020.
Referred to the Mayor's Office.

Patricia Cate
City Clerk



City of Keene, N.H.
Transmittal Form

February 26, 2020

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.1.

SUBJECT: Encouraging the City to Become a “Bee City”

COUNCIL ACTION:

In City Council March 5, 2020.
Voted unanimously to carry out the intent of the report.

RECOMMENDATION:

With a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommended that the request that the City of Keene become a “Bee City” be referred to the Conservation Commission.

BACKGROUND:

The City Manager, Elizabeth Dragon, recalled this matter being presented at the last meeting, when staff was still unsure as to the best place in the City structure to refer the request. Because the Agricultural Commission is inactive, the Mayor spoke with the Conservation Commission to gauge their interest, and to the City Manager’s understanding, the Commission was interested. She recommended referring this matter to the Conservation Commission.

Chair Manwaring welcomed the petitioner, John Therriault (of 76 Bradford Road), who recalled that Bee City USA is a way for Keene to demonstrate commitment to policies and practices that support pollinators (e.g., bees, bats, hummingbirds, and some lizards) and their habitat. He was at the previous Conservation Commission meeting, where the idea was discussed briefly. He would attend the next Conservation Commission meeting as well.

Councilor Filiault made the following motion, which Vice Chair Giacomo seconded.

With a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommended that the request that the City of Keene become a “Bee City” be referred to the Conservation Commission.



City of Keene, N.H.
Transmittal Form

February 26, 2020

TO: Mayor and Keene City Council

FROM: Municipal Services, Facilities and Infrastructure Committee

ITEM: D.2.

SUBJECT: Harris Center for Conservation Education – Temporary Road Closures – Jordan Road

COUNCIL ACTION:

In City Council March 5, 2020.

Voted unanimously to carry out the intent of the report.

RECOMMENDATION:

With a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommended that the City Manager be authorized to do all things necessary to coordinate with the petitioner for the temporary closure of Jordan Road to through traffic for several hours per night on the nights requested by the petitioner to allow for volunteers to assist with salamander crossings, and that the petitioner comply with the recommendations of the City Manager with respect to the safety of the volunteers.

BACKGROUND:

This matter was referred back to the Committee. The City Manager, Elizabeth Dragon, explained that in the past, only North Lincoln Street was closed and this year Jordan Road was an expanded request that did not go through proper Police Department (PD) review before coming to this Committee, which is necessary for expanded requests. She said the recommended motion provided to the Committee was to modify the original request for overnight closure to instead to provide for closure for only two hours while the volunteers are at the location. She said the Police Chief, Steve Russo, looked at the number of homes on Jordan Road that could be impacted and with that, the Chief and City Manager are supportive of this closure for a few hours while volunteers are active. The City Manager thought this meeting was an additional opportunity for residents of Jordan Road to provide feedback on the potential closure and she received a communication in support from one resident of Jordan Road in advance of this meeting. She continued explaining that the modified closure for two hours would allow for local traffic only so residents can access their homes. She said this would be an opportunity to observe deterred traffic, to determine if there is support from effected residents, and to determine whether to modify the closure next year. Staff is not yet comfortable with an overnight closure.

Chair Manwaring asked if the City has access to an across-the-road traffic counter that could help estimate how many vehicles travel that section of road through the night. The City Manager said no, the City's radar signs could be placed in dark mode to count vehicular traffic without flashing speeds. She said that Southwest Regional Planning Commission has across-the-road technology like Chair Manwaring referenced. Chair Manwaring asked if the City could borrow that technology and the City Manager said she could certainly ask and if denied, the City's radar signs are available.

Councilor Filiault noted that the City has electronic signs that can flash messages to the public about upcoming events that could affect vehicle traffic (e.g., marathons). He asked if those could be used in the area of Jordan

Road at the necessary time of year displaying a message such as, “caution – salamanders crossing.” The City Manager replied in the affirmative.

Chair Manwaring recognized City Councilor Mitch Greenwald, who said he was representing the residents of Jordan Road and the salamanders that want to cross there. He said this issue is not rocket science and it is being over-engineered. He said this closure could be accomplished simply with signs at Concord Road and Peg Shop Road each saying the road is closed to thru traffic. Councilor Greenwald continued that he and his daughter will volunteer to place and remove those signs when needed. He used to live on Jordan Road and thinks the few residents would just need to be prepared, which the closure signs would accomplish. He said this closure is possible if the Council wants it enough and he said it is worth doing so. He urged all members of Council to visit on these nights to see how many families are participating.

Chair Manwaring recognized the petitioner, Brett Amy Thelen from the Harris Center for Conservation Education, who provided two comments on this proposed modification. First, she understood the two-hour decision was based on how long volunteers would likely be on the road. While she understood that reasoning to arrive at a compromise, she said that many volunteers stay longer if there are still amphibians on the road. She was concerned that two hours was not flexible enough to ensure the ultimate goal of protecting volunteers while on the road. She asked the Committee to consider a motion that would give them that flexibility. Second, Ms. Thelen said that from an ecologically meaningful perspective, the amphibians need more help when volunteers are not present, which is why the request was for overnight. She understood the need for compromise this year and hoped the bigger goal for next year would be an overnight closure. She hoped this meeting’s decision would not set the precedent for just an “early evening, few-hour closure” for the future.

Councilor Williams said it would be useful not to just collect data on the quantity of passing cars but also at what hours they are passing. He said that if there proves to be minimal traffic after midnight that should affect the City’s future decisions. The City Manager said that data should be captured by the City’s radar signs.

Police Chief Steve Russo stated that the Police Department is not against this ecological effort or working toward successful closure of Jordan Road. Normally, he said that relevant Department Directors (e.g., Police Chief, Public Works Director, City Manager, etc.) would have had an opportunity for protocol meetings before an expanded petition comes before this Committee. This did not happen because of the timeline in this instance. The Police Chief looked at data for Jordan Road which was collected for 13 days in August 2018. The data showed an average 93 cars traveling Jordan Road between 6:00 PM – 7:00 AM daily. A total 4,523 cars traveled Jordan Road in that same period. He noted that Jordan Road is a connector and so detour signs might need to be posted as far down as RT-101. He said this is not a complicated effort, but it requires sufficient planning. Based on his experience, he thinks that 10% of drivers would turn around and obey the no thru traffic closure and the rest would continue driving down Jordan Road regardless. Therefore, he hoped the Police Department could collect fresh data during this proposed “few-hours” closure. He anticipated no issues working with the petitioner to determine where the radar signs would be most effective to produce the most accurate counts. He noted that 27 occupied homes would be impacted on Jordan Road in addition to one home being constructed.

Councilor Chadbourne asked Ms. Thelen how many hours volunteers are typically at Jordan Road. Ms. Thelen said the duration is weather dependent. If conditions are ideal for amphibian migration, then volunteers could be present from sundown until after midnight in some instances. If conditions change throughout the evening, then volunteers could go home earlier. She sought flexibility to account for these complexities. She only requested closure on Jordan Road for two nights this year to determine its efficacy and so she hoped the closures could be approved for more than two hours to accommodate typical volunteer presence during ideal weather conditions. Councilor Chadbourne asked the City Manager whether there was opportunity for flexibility in allowing longer than two hours but less than a full overnight closure. The City Manager said there is flexibility for this year and then there would be more data to determine flexibility next year. The City Manager understood the ultimate goal for this to be an overnight closure.

Vice Chair Giacomo recalled that when this proposal was presented initially to this Committee, the Public Works and Police Departments did not seem to be on the same page. He asked if all relevant departments would support any modification to the proposed motion, as this was the third time the Committee was hearing this matter. The City Manager replied in the affirmative and apologized that she was absent when this petition was first heard. The City Manager continued that part of the confusion was not on staff's part, but rather this expanded request was not brought to staff in the manner that is typical, and so staff did not have an opportunity to convene and provide a concise recommendation at the first meeting. The lack of preparation led to the presentation of differing staff opinions, of which there is nothing wrong but it led to confusion when presented to the Committee. To maximize the potential of these events, the City Manager suggested changing the proposed motion language to read, "for several hours per night," instead of, "for two hours per night." Councilor Chadbourne asked how this petition was brought to staff differently this year. The City Manager said the difference was that this was an expanded request, which required an additional level of review.

Vice Chair Giacomo made the following motion, which Councilor Filiault seconded.

With a vote of 5-0, the Municipal Services, Facilities & Infrastructure Committee recommended that the City Manager be authorized to do all things necessary to coordinate with the petitioner for the temporary closure of Jordan Road to through traffic for several hours per night on the nights requested by the petitioner to allow for volunteers to assist with salamander crossings, and that the petitioner comply with the recommendations of the City Manager with respect to the safety of the volunteers.



City of Keene, N.H.
Transmittal Form

February 26, 2020

TO: Mayor and Keene City Council

FROM: Planning, Licenses and Development Committee

ITEM: D.3.

SUBJECT: Use of City Property – Greater Monadnock Public Health Network and American National Red Cross

COUNCIL ACTION:

In City Council March 5, 2020.

Voted unanimously to carry out the intent of the report.

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses, and Development Committee recommended that the City Manager be authorized to do all things necessary to negotiate and execute agreements with the Greater Monadnock Public Health Network to park two 20-foot preparedness trailers and with the American National Red Cross to park an Emergency Response Vehicle (pickup) and a 6' by 12' trailer on City property, subject to compliance with any recommendations of City staff.

BACKGROUND:

Chair Bosley asked staff to speak. Kurt Blomquist, Public Works Director and Emergency Management Director, stated that this is a request for authorization for the City Manager to do all things necessary to negotiate and execute agreements with the American Red Cross and the Greater Monadnock Health Network. He continued that both organizations are partners with the City through the emergency management area. The Greater Monadnock Health Network, which is actually one person, is housed out of Cheshire Medical Center and provides coordination with the various health organizations and hospitals in the region. They do things like mass inoculations, and deal with broader health issues. They have two trailers to set up pods in various locations. The Red Cross has various locations in the state where they stage equipment to support the community in various times of need.

Mr. Blomquist continued that in 2014 both groups asked the City for the ability to store their equipment. At that time the Red Cross had a much larger footprint here. The City was providing parking for up to five vehicles and several trailers and pickup trucks, at 560 Main Street. It was a paved, maintained area. The City has sold approximately 10 acres of that, including the area where the Red Cross vehicles were, so he started to look to see where they could relocate these folks to. The two organizations could have sought parking elsewhere, but from his point of view they are partners and help the community and the City. The Fire Chief was able to provide space at the fire station for the two trailers, and there is a parking area at 350 Marlboro Street near the City's Fleet area. The Red Cross is down to just a trailer and a pickup truck because they shrunk their footprint in the area but still want to maintain a presence. Mr. Blomquist concluded that he recommends the motion before the committee, authorizing the City Manager to negotiate and execute these agreements.

Chair Bosley asked for questions or comments from the committee.

Councilor Greenwald asked the City Manager why staff could not just handle this administratively. The City Manager replied that she looked into this. She continued that the City does already store this equipment. She looked at the motion that authorized that, and saw that it was specific to the location. Due to that reason and the fact that they are negotiating a contract, she felt it was best to bring this to the City Council. Councilor Greenwald asked if the motion, if it comes back, could have language about “future need” being handled administratively, to cut back on the process it goes through. The City Manager replied yes, she appreciates that. She continued that the recommended motion before the committee tonight does not specify a location, so in the future they should be able to handle this administratively if they need to move the equipment.

Chair Bosley asked for public comment. Hearing none, she asked for a motion.

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

On a vote of 4-0, the Planning, Licenses, and Development Committee recommended that the City Manager be authorized to do all things necessary to negotiate and execute agreements with the Greater Monadnock Public Health Network to park two 20-foot preparedness trailers and with the American National Red Cross to park an Emergency Response Vehicle (pickup) and a 6’ by 12’ trailer on City property, subject to compliance with any recommendations of City staff.



City of Keene, N.H.
Transmittal Form

February 26, 2020

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

SUBJECT: Relating to Small Wireless Facility Deployments in the Public Rights-of-Way - Ordinance O-2019-18

COUNCIL ACTION:

In City Council March 5, 2020.
The Chair divided the questions.

Voted unanimously that the City Manager prepare and submit for further consideration by the City Council a revised Small Cell Wireless Ordinance based on comments obtained from the Public Hearing, and incorporating any other revisions deemed necessary or appropriate by the City Manager.

Voted with two opposed that if the Small Cell Wireless Ordinance is adopted by the City Council, the City Manager or her designee be directed to accept only applications for antenna and transmission equipment of up to a maximum of 4G until January 2, 2021.

RECOMMENDATION:

On a vote of 4-0, the Planning, Licenses, and Development Committee recommended that the City Manager prepare and submit for further consideration by the City Council a revised Small Cell Wireless Ordinance based on comments obtained from the Public Hearing, and incorporating any other revisions deemed necessary or appropriate by the City Manager; and that if the Small Cell Wireless Ordinance is adopted by the City Council, the City Manager or her designee be directed to accept only applications for antenna and transmission equipment of up to a maximum of 4G until January 2, 2021.

BACKGROUND:

Chair Bosley asked staff to speak. Rhett Lamb, Assistant City Manager and Community Development Director, and Mari Brunner, Planner, introduced themselves. Mr. Lamb stated that they have no presentation slide show tonight but wanted to give information about what they heard at the public hearing, with ideas for amendments and changes to this proposed ordinance. The committee has in front of them ideas for how to proceed. They are at a fork in the road with the ordinance and staff wants to make sure to reconfirm with the City Council how to approach this and tonight is that night, where they wanted to make sure everything is out in front of the PLD Committee so they could choose which path to take. There are two recommended motions. Ms. Brunner will give a quick summary of where they are at. He wants to draw attention to a letter received on Monday by Councilor Jones, who was unable to attend the meeting tonight. They all have copies of it tonight.

Ms. Brunner stated that to give a brief recap: what they are talking about tonight are “small wireless facilities,” which are a type of wireless broadband infrastructure that typically take the form of a small antenna three cubic

feet in volume or less, often attached to an existing structure such as a buildings or utility pole. They can also be placed on new structures built within the right-of-way. She continued that typically they have associated accessory equipment that cannot be more than 28 cubic feet in volume. They are typically attached to structures 50 feet or less, or no more than 10% taller than surrounding structures.

Ms. Brunner continued that one unique aspect to small wireless facilities is their range is a lot shorter than traditional macro cell towers. The wavelengths cannot penetrate through buildings and other structures so they would need to be more densely deployed to give adequate coverage. The reason the City has come to this point tonight is: in 2018 the Federal Communications Commission (FCC) issued the Small Cell Order, which was intended to speed the transition to the next generation of wireless services, called 5G. The order restricts the fees and compensation that state and local governments can receive from applicants, requires all aesthetic requirements to be reasonable and no more burdensome than those applied to all other infrastructure deployments within a municipality, and objective and published in advance. This means that if a municipality wants to have any sort of regulations regarding small wireless facilities, the regulations must be published in advance of them receiving applications. The order also includes much shorter timeframes whereby the applications need to be approved.

Ms. Brunner continued that staff, following the issuance of the order and at the direction of the City Council began looking at this and drafting an ordinance regarding small wireless facilities. The City has a telecommunications towers and antennas ordinance in the Zoning chapter of the Code, but that is for facilities on private property and mostly aimed at macro towers. It does not deal with small cell facilities in the right-of-way. That is the purpose of creating this license that would be issued by the Public Works Director. The City has already received interest from a company that wants to install 4G small cell facilities in the right-of-way.

Ms. Brunner continued that staff is proposing, with this ordinance, a license issued by the Public Works Director that would establish location standards, siting and design standards, and procedures for application intake and review. To date there have been quite a number of meetings and a public hearing at the City Council. They have heard a lot from the public. The major concerns the public has expressed are the health effects of 5G. There have been comments from citizens proposing increasing the distances of these small wireless facilities in residential areas or from residential properties and schools. Staff shared information at the hearing about the NH commission to study the environmental and health effects of 5G, which was established through HB 522 and will give its final report in November 2020. They also heard concerns about aesthetic impacts. Members of the public encouraged staff to think of ways to encourage co-location to minimize the new structures in the public right-of-way. There were concerns expressed about impacts to property values and scenic areas and the Historic District, putting accessory equipment underground, making sure the City and community is fairly compensated by the companies, including provisions for battery backups so the small wireless facilities could be used during emergencies, and protecting people's personal data. Staff has potential revisions to the ordinance to try and address these issues.

Ms. Brunner continued that the first option is including a "sunset clause" in the ordinance which would state that if the FCC rule is overturned or repealed the ordinance would be null and void. Another option would be to add a provision saying that if the ordinance is amended in the future, all amendments would apply to all future applications. She asked the City Attorney to explain.

City Attorney, Tom Mullins, stated that it would avoid "the grandfathering issue." He continued that if the City makes a change the new applicant cannot say, "Well, you did not make the previous applicant do this; this is discriminatory." This places everyone on notice that this is a prospective application.

Ms. Brunner stated that another potential revision would be to increase the spacing requirements in residential districts. Currently the ordinance as proposed has a 400' spacing requirement between facilities and they have seen other communities adopt greater spacing requirements in residential areas. They could also potentially include a minimum distance from schools. She and Mr. Lamb want direction from the committee on how to

proceed.

Mr. Lamb stated that staff's position is: they think the City is better off with an ordinance than without one. He continued that the City Council is at a crossroads with this. Councilor Jones has recommended a moratorium be placed on 5G licensing until the State commission's report on the health effects is completed. So that leads to the recommended motions in front of the committee tonight. The first motion reflects staff's belief that they should continue developing this ordinance, incorporating changes based on input from tonight and public input. The second recommended motion is for them to include, in the licensing provisions in the ordinance (if and when they adopt it), a limit on the type of applications that can come forward, with a limit to place on staff to only accept applications for 4G until 2021, so the State commission has time to do its work in studying 5G.

Chair Bosley thanked staff for all of their work on this. She continued that she agrees that they should continue to work on the language of the ordinance and that they have to have something to fall back on, in case they were challenged in court for they decided not to issue licenses. She also stated that this is important information for people to look at when they approach the City with applications. She is open to what Councilor Jones has brought to the table regarding having some sort of timeframe where they hold off on accepting 5G applications. They have a company that is interested now in 4G. Her understanding is that company is waiting to see the language in this ordinance to see if they want to move forward with their application and to see how this will affect them, so the City and the City Council need to continue to work on this ordinance.

Councilor Johnsen stated that she is empathetic to the folks who expressed concerns about 5G, and she respects them a great deal. She continued that she is happy to hear more about moving ahead with 4G and she likes what Councilor Jones brought forward because she does not want to rush 5G. She is thankful for the folks who helped educate the City Council about 5G, and she thinks they need more education about it.

Councilor Workman asked: if a party installed small wireless facilities for 4G technology, would those facilities be equipped to be updated to 5G sometime, so they would not have to reinvent the wheel? Ms. Brunner replied yes, her understanding is that 4G small cell facilities fit on the poles and could be switched out for 5G in the future.

Mr. Lamb stated that as staff researches this they are hearing about the first rollout of 5G infrastructure in dense, urban areas, but they believe it would be quite some time before there would be any 5G density here in Keene. They anticipated 4G for quite some time. We will find out what really happens as we move forward, but they have been hearing 5G is on a slow roll out, for small cities like Keene.

Chair Bosley asked, what about density? What happens if there are five companies applying for licenses for 5G infrastructure? Would there be a tower every one hundred feet, for example, if companies are allowed to have the facilities 400' apart? How much can the City enforce co-location? Ms. Brunner replied that they propose the ordinance say the facilities must be 400' from any structure. That is in line with the current streetlight standards of 400' spacing.

Mr. Lamb stated that they want applicants to take advantage of co-location as much as possible, and that probably means using existing utility poles. That depends on the availability of adequate utility poles to serve as co-location structures. They anticipate companies wanting to install new poles instead of using the City's low ones which might not fit the needs of the carriers. Co-location is available, but whether it gets used or not, or whether the City can require it or not, depends. This proposed ordinance does allow new structures.

Chair Bosley asked if the proposed ordinance addresses what happens when a company approved for a 4G license wants to update to 5G. Would they have to come back and apply for a new license? Mr. Lamb replied yes, that is staff's intent; they want to make sure the language says that.

Chair Bosley asked for public comment. She stated that they already had a lot of public comment, at the public

hearing, and therefore she wants to keep it to new ideas.

Mayor George Hansel stated that he wanted to address a process question. Typically with a public hearing there is a set amount of time during which the City accepts public comment after that hearing, because typically a public hearing addresses a specific ordinance or an action the City Council will take right after it. This public hearing was an exception. It was to gather public input and allow the public to speak to the entire City Council on this topic. There was some question as to whether public input would be allowed after the fact and it is allowed in this case; it is up to the chair.

Councilor Terry Clark asked: once a license has been issued, if the ordinance's sunset clause goes into effect, does that mean the license goes away and the company has to take their equipment down? Mr. Lamb replied that he is not sure. He asked if Councilor Clark means if someone makes an installation and then the FCC order is repealed or overturned. His guess is that the equipment would be allowed to stay there as the investment has already been made and the company has completed the installation.

Ms. Brunner stated that the ordinance does require an annual renewal of the license. She continued that the ordinance currently has it as an automatic process so as not to burden staff. They can look into this more. Maybe if this ordinance were to sunset they would not offer another license.

Councilor Clark stated that that was his other question - how much of the process would be public, if after one year, the license renewal just goes through staff? He continued that this first year is so critical, as they are gaining the knowledge about safety and other issues. Could they include language saying companies would have to resubmit after a year?

The City Attorney asked for clarification about what Councilor Clark is asking. Councilor Clark stated that he wants to know if the ordinance can say that the license is only good for one year and then after that first year is over, a company would have to come back and reapply for a whole new license and go through the process all over again. If the company gets the license for the second year, then after that, [the renewal could just be handled automatically through staff as proposed]. It would just be for that first year, because no one knows what is going to happen.

Chair Bosley asked if Councilor Clark is asking for applicants to come back to the PLD Committee after the first year is up. Councilor Clark replied no, just reapply. Chair Bosley replied that the ordinance is asking companies to reapply annually, even after that first year. She continued that at the end of the first year staff would administratively approve the renewal requests.

Mr. Lamb stated that these licenses would all be approved by the Public Works Director. He continued that these licenses would not be a City Council approval. The FCC order has very short timeframes for approving license applications. A renewal after the first year is just a payment, not a submission of the entire application again.

Councilor Clark stated that he is asking for applications to be resubmit just for the first year. Hopefully the reports will come out rosy and everything will be fine [regarding the health effects of 5G] and we will have great coverage for our cell phones. But if on the chance it does not happen like that, and the report says 5G causes major cancers, for example, he wants to make sure they can protect the public.

Chair Bosley stated that they are talking about holding off on accepting applications for 5G infrastructure, which people are concerned about, until January 2021. She continued that that gives them time to wait for the reports to come in and for staff and the City Council to review them, before they open the door to 5G. This ordinance would be an opportunity for people to invest in 4G with the hope that the City would someday open the doors to 5G but they would have the reports back before they consider allowing it.

Councilor Johnsen asked if Councilor Clark is asking for some kind of guarantee. Councilor Clark replied yes, assurance that public safety will continue after the first year when they have learned about what the public safety issues are.

Councilor Greenwald asked, when a company requests that their license be renewed, what is the criteria for possibly not allowing the renewal? Ms. Brunner replied that it is currently proposed that companies meet certain conditions when a license is issued. She continued that one criterion for not renewing would be if the company is not meeting the conditions of the license. If the City needs the company to move the pole, for any reason – since the municipality has the power to regulate the right-of-way for public health and safety - the company will have to move it at the company's expense.

Councilor Greenwald asked, once the Public Works Director signs off on a license, is it done? The infrastructure stays unless it is practically falling off? The City Attorney replied that there is a provision in the ordinance allowing the Public Works Director to revoke a license if he finds the facility is not in compliance with the requirements of the article. There are a lot of requirements in the article with respect to maintenance, public safety, distance, and so on and so forth. If the facility installation looks the same as when it was first installed, yes, the license continues to be approved. But if the equipment degrades, or becomes a safety hazard, or does not comply with the requirements in the article, that would be a basis for not renewing the license.

Ms. Brunner stated that there are provisions for abandoned facilities needing to be removed. She continued that staff can talk about this at the next meeting as well. Councilor Greenwald stated that once a facility is up, it is up, and he can see the annual license turning into a five-year one. Mr. Lamb replied that they are proposing collecting an annual fee from the companies. Ms. Brunner added that they propose modeling it after how the City handles food licenses – renewing the licenses on the same date each year for all of the companies, so they do not have to track the passage of one year based on each company's specific sign-up dates.

Chair Bosley asked for public comment.

Lori Schreier of Westmoreland thanked the Committee for considering the moratorium until the report is out in November. She continued that she urges them to consider that moratorium for all small cell facilities. These are new, and will be much closer than other towers, and there are quite a bit of studies showing the health effects are not good with 4G either. Therefore, not having them close to people until they know more seems wise. She wants to ask staff about something she testified about at the public hearing – will the ordinance include the requirement to have all applications go through the National Environmental Policy Act (NEPA) requirements? And would they consider including a requirement for public notice for co-locations? As she recalls, the proposed ordinance only calls for public notice for new structures. She continued that lastly, she wants to know if they would consider requiring testing for the aggregate emissions, not just from individual antennas, because if they co-located, it would be nice to know how much, total, is coming off the pole.

Mr. Lamb replied that he is happy to take a look at those questions and issues. He continued that he thinks they will not see a lot of co-locations initially. The availability of the preferred location for the service providers will depend on the possibility of co-location structure that works for them. With the 4G applications the City has seen so far, staff pushed them towards co-location, and the service providers are only interested in that in one type of setting, where there was a reasonable structure they thought they could look at to see if it would serve their purpose or not. In every other circumstance they were proposing their own poles.

Chair Bosley stated that she wonders if, once those poles are installed, other companies might be interested in locating on newly-constructed small cell facility poles. She continued that she knows the City cannot require that, but maybe they could give some sort of incentive, such as reducing a company's fees if they co-locate on a structure. Ms. Brunner replied that there is already a pretty strong incentive for co-locating, under State law, which has a stricter timeframe under which a municipality is required to approve a license. It is 45 days, which is a pretty tight timeframe for notifying the public, which is why staff did not propose that for co-location. But

that also ends up be an incentive to co-locate. They have tried their best in the ordinance to encourage co-location, as a way to reduce the total number of structures that get built in the right-of-way.

Mr. Lamb stated that regarding the term “moratorium” being used tonight: staff is not considering this a moratorium. They are considering the ordinance as a method of accommodating 4G now, recognizing that there is no interest now in building 5G. They are structuring the ordinance based on what the market is asking for now in Keene.

Robert Williams, City Councilor, stated that he has a few thoughts. He continued that first is a clarification of how he foresees 5G infrastructure being used. Many times people hear it is for phones and mobile devices. He would be surprised if that is still the main focus in 5 or 10 years. He thinks it will be competition for cable TV. There will probably be a box you can have at your house that plugs into 5G and companies would be selling Hulu, Netflix, and so on and so forth, and all of the bandwidth requirements that come with sending high-resolution digital videos through the air. He wants to make sure people recognize that 5G is not just for mobile phones. It could have broad impacts on how broadband is delivered in the city. He continued that he feels 5G is inferior to other technology for that, such as fiber to the home. If Keene has fiber in all neighborhoods and attached Wi-Fi at the house there would not be much demand for 5G in the neighborhoods. But if they never get fiber to homes, they could have 5G poles every 400 feet in the neighborhoods and a lot of bandwidth going through, and he does not think the connectivity would be much greater than his cable connection today.

Councilor Williams continued that Ms. Brunner had a good list of concerns for items to be considered in the next round of updates. In addition, he would like the City to prohibit a “wireless back haul,” which is the connection between the 5G node and wherever it is going, such as the central office or the bigger pipes we have in our internet. One way to do that would be to just have a microwave dish or another radio frequency, pouring more radio frequencies in the air. If the City requires it to be connected by fiber optic that is one less thing to worry about. With respect to co-location, it is important, and service carriers fight it to the extent that they can, which is unfortunate.

Councilor Johnsen stated that she wants clarification. She continued that she is hearing staff wants to go ahead and continue to work with 4G, and she is hearing Councilor Jones wants a moratorium. She asked if that is a separate motion. Chair Bosley replied that they are considering two things. First, do they continue to work on the language in the ordinance? And separately, do they consider taking a break and not allowing 5G applications until the report comes back in November on the health effects? They need to look at those as separate issues.

Councilor Johnsen stated that whatever they decide should be communicated to the public, so people understand, if they are concerned, that the City is not putting 5G in. Chair Bosley replied yes. She continued that the FCC has said municipalities are required to accept applications for this new technology, through the FCC’s order. So if the City chooses to not accept these 5G applications they are potentially opening themselves up to litigation. A company could ask for the City to accept their application and if the City does not, the company could take the City to court. The court could order the City to accept the application. If the City did not have an ordinance in place the applicant would have free reign to do whatever they want. Regulations have to be made prior to the acceptance of an application. The City could not give guidelines after the fact, if the court forces them to accept applications.

Councilor Johnsen stated that at the public hearing there was one person who said that another option is for the City to be willing to take a stand. Chair Bosley replied yes, they could take a stand as a City. Councilor Johnsen clarified that she is not recommending it, just stating what a citizen said. Chair Bosley stated that the process she just described could potentially be the outcome of the City taking a stand. People are not knocking down the City’s door right now trying for 5G. It is really smart for them to be having these conversations ahead of time to come up with the guidelines. But, companies could come any time with applications.

Chair Bosley asked if there was any further comment. Hearing none, she asked for a motion.

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

On a vote of 4-0, the Planning, Licenses, and Development Committee recommended that the City Manager prepare and submit for further consideration by the City Council a revised Small Cell Wireless Ordinance based on comments obtained from the Public Hearing, and incorporating any other revisions deemed necessary or appropriate by the City Manager; and that if the Small Cell Wireless Ordinance is adopted by the City Council, the City Manager or her designee be directed to accept only applications for antenna and transmission equipment of up to a maximum of 4G until January 2, 2021.



City of Keene, N.H.
Transmittal Form

February 27, 2020

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.5.

SUBJECT: Madeline Ulrich – Request for Free “Complimentary” Parking – Art Walk

COUNCIL ACTION:

In City Council March 5, 2020.
Voted unanimously to carry out the intent of the report.

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the request from the Keene Art Walk for free “complimentary” parking be granted for Saturday, May 30 and Saturday, June 6.

BACKGROUND:

Ms. Shannon Hundley, member of the Art Walk Committee addressed the Committee and stated she was before the Committee requesting complimentary parking for both weekends of Art Walk week, which would be May 29 and June 6. She noted it is just the two Saturdays they were looking for. The Chairman called the Committee’s attention to the criteria contained in the Council Policy on Free Parking.

Medard Kopczynski reiterated the criteria and stated staff would work with the Art Walk Committee to coordinate the efforts. He stated “complimentary” free parking policy adopted by the Council indicating this request does comply with that policy. The loss of revenue because of the free parking will be contingent on number of attendees but it could be about \$600-700 per day in lost revenue. He however, felt this was a good way to support the downtown.

Councilor Clark stated providing this type of free parking to events like this bring people downtown. It however, begs the question as to why we keep charging people to park downtown.

Councilor Remy made a motion that was seconded by Councilor Clark.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the request from the Keene Art Walk for free “complimentary” parking be granted for Saturday, May 30 and Saturday, June 6.



City of Keene, N.H.
Transmittal Form

February 27, 2020

TO: Mayor and Keene City Council
FROM: Finance, Organization and Personnel Committee
ITEM: D.6.

SUBJECT: Acceptance of Donation – Parks, Recreation and Facilities

COUNCIL ACTION:

In City Council March 5, 2020.
Voted unanimously to carry out the intent of the report.

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the donation of \$300.00 from the Monadnock Squares and that the money is used for any improvements needed at the Keene Recreation Center.

BACKGROUND:

City Manager Elizabeth Dragon addressed this item. She noted that the Monadnock Squares organization regularly uses the Recreation Center and they have been using this facility since the 60's. This donation is in support of improvements needed at the Rec Center.

Councilor Clark expressed his appreciation for this organization and spoke about his family's experience with this square dancing group. He stated he wholeheartedly supports their group and expressed thanks for their donation.

Councilor Clark made the following motions that was seconded by Councilor Hooper

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept the donation of \$300.00 from the Monadnock Squares and that the money is used for any improvements needed at the Keene Recreation Center.



City of Keene, N.H.
Transmittal Form

February 27, 2020

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.7.

SUBJECT: Acceptance of NH Homeland Security Grant Program – Police Department

COUNCIL ACTION:

In City Council March 5, 2020.

Voted unanimously to carry out the intent of the report.

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept grant funding of up to \$11,378.37 from the FY 2018 and 2019 Law Enforcement Terrorism Prevention Program and the NH Homeland Security Grant Program.

BACKGROUND:

Police Chief Steve Russo stated that this item is in reference to a grant from the Homeland Security Program. Over the last two years, tactical teams in the State have been granted these funds based upon the size of each tactical team. In the past each time they had a grant award for, they would bring each one forward separately. This time the Police Department is asking for authorization to accept all three at once. The Chief noted these funds are solely for training.

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

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept grant funding of up to \$11,378.37 from the FY 2018 and 2019 Law Enforcement Terrorism Prevention Program and the NH Homeland Security Grant Program.



City of Keene, N.H.
Transmittal Form

February 27, 2020

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.8.

SUBJECT: Acceptance of Forfeited Funds – Police Department

COUNCIL ACTION:

In City Council March 5, 2020.

Voted unanimously to carry out the intent of the report.

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to accept criminally forfeited funds for \$8,059.73.

BACKGROUND:

Chief Russo stated this is the acceptance of forfeited funds from a case dating back to 2013. The subject of the case was a large drug organization. He noted that the Keene Police Department collaborated with other state and federal agencies in 2015 to conclude the case.

Councilor Hooper commended the Police Department for the expeditious work on these cases.

Councilor Ormerod made the following motion, which was seconded by Councilor Remy:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to recommend that the City Manager be authorized to do all things necessary to accept criminally forfeited funds for \$8,059.73.



City of Keene, N.H.
Transmittal Form

March 2, 2020

TO: Mayor and Keene City Council

FROM: Conservation Commission

THROUGH: Rhett Lamb, Community Development Director/ACM

ITEM: G.1.

SUBJECT: Airport Road Fence - Wildlife Habitat - Conservation Commission

COUNCIL ACTION:

In City Council March 5, 2020.

Memorandum filed into the record as informational.

RECOMMENDATION:

Mr. Haynes moved to authorize Mr. Lamb and Chair Von Plinsky to write a letter to the City Council regarding the proposed airport fence indicating their support for the CIP project, while urging the Council to consider the impact to the vibrant wildlife that abuts the airport. The motion was seconded by Mr. Bergman and was adopted unanimously by the Conservation Commission.

ATTACHMENTS:

Description

Conservation Commission Report

Airport Perimeter Fence

BACKGROUND:

Vice Chair Clark thanked Mr. Bergman for his efforts creating a report on the Airport Road habitat. Mr. Bergman said he continues communication with Carol Foss, who has provided further useful insight on construction and placement of birding photo blinds. Mr. Bergman also communicated and shared the document with Michael Marchand from NH Fish & Game, who is curious about potential wetland impacts and who asked some of his colleagues to look into it. Mr. Bergman made clear that Mr. Marchand's inquiries and research were not solicited by the Conservation Commission, but he has every right to inquire about the wetlands.

Mr. Bergman continued explaining that he feels the Commission needs a better understanding from the FAA or consultants about rules for fence distance from the runway; he imagined there were clearance requirements that would be helpful to know when making a recommendation. Mr. Bergman said it would also be useful to seek permission to walk the area, though he said wintertime might not be ideal. Vice Chair Clark said that winter is actually a great time to access the wetlands and she is able to identify woody plants in the winter.

Mr. Haynes questioned what was more important: protecting the wetland, or people's views of the wetland. From a conservation perspective, he thought the wetlands were the priority. Mr. Bergman hoped to

accommodate both, saying that the more people see things the more they value them. Mr. Lamb said that NH DES will always preside over the Wetland Permit process and both the Swanzey and Keene Conservation Commissions advise DES on whether to grant those permits. Ultimately, the Keene City Council will decide whether the project is funded. In this case, the Commission is discussing more wetland impact in favor of observation value.

Mr. Bergman referred to the upcoming Council discussion in February of forthcoming projects included in the Capital Improvement Program (CIP). He asked if Council would accept requests during the review to modify the recommendations in the Airport Master Plan (AMP). Mr. Lamb replied in the affirmative, adding that Council would be reviewing and approving projects planned for FY20-21 and any projects outside that two-year window, would receive less focus at this time. Mr. Lamb believed that the airport fence project is funded in the CIP for FY25 and would receive more focus when a design comes forward. At the upcoming review, the project will be read into the record and opened for discussion, at which time Commission members can briefly state their case for why the City Manager and Airport Director should work to solve this fence problem. The Commission should identify how the currently proposed project in the AMP presents competing interests.

Mr. Lamb and the Chairman agreed with Mr. Bergman that proposing something more costly than the original allocation could generate backlash. However, they said that is okay because this Commission's job is make the best recommendation to Council for conservation and it is then their job to determine if it is worth the investment. Mr. Bergman recalled that he would not be present for the CIP review, but Mr. Haynes agreed to appear. Mr. Bergman suggested presenting two or three options, including gates, blind construction, and educational outreach.

The Chairman returned to Mr. Bergman's question about the degree of outreach he can do on behalf of the Commission. The Chairman said his impression is that Mr. Bergman is a member of this citizen-run Commission and as such, members have the right to seek input regarding different projects. He said that a Subcommittee does not need establishing to garner legitimacy for such inquiries. Mr. Lamb agreed that this Commission has standing as an advisory body to Council.

Mr. Lamb said that he and the Chairman could draft a brief summary that can be read directly into the record during the CIP review. Vice Chair Clark asked if the Commission should adopt the report that Mr. Bergman created. Mr. Lamb said that it should first be properly circulated through the Commission before adoption at a subsequent meeting. Mr. Bergman said that Ms. Foss also suggested that another way to bolster claims of biological significance in the area and impact of fencing is to cite the NH Wildlife Action Plan cross-referenced with the species list from eBird.

Because there was not another meeting before the CIP review, Mr. Lamb suggested giving the Chairman authority to draft the Commission's summary that would be presented to Council. Mr. Reilly suggested that getting detailed information on FAA regulations might require spending money for a consultant. Mr. Lamb replied that the Airport Director or consulting engineer would likely serve in that advisory role. Mr. Bergman felt that running a fence between the wetland and the runway would not pass FAA regulations. Mr. Lamb said both horizontal and vertical distances are regulated.

Mr. Haynes moved to authorize Mr. Lamb and Chair Von Plinsky to write a statement to Council on the proposed airport fence, which Mr. Bergman seconded and the Conservation Commission carried unanimously.

Mr. Lamb would share the draft statement with the Commission for feedback in advance. The Chairman and Mr. Haynes would attend the February 10 CIP meeting to present the statement, with support from Mr. Lamb.

City of Keene
New Hampshire

MEMORANDUM

TO: Mayor and City Council
THROUGH: Rhett Lamb, Community Development Director/ACM 
FROM: Conservation Commission
DATE: March 3, 2020
SUBJECT: Airport Road Habitat

Recommendation

Mr. Haynes moved to authorize Mr. Lamb and Chair Von Plinsky to write a statement to Council on the proposed airport fence, which Mr. Bergman seconded and the Conservation Commission carried unanimously.

Background

Vice Chair Clark thanked Mr. Bergman for his efforts creating a report on the Airport Road habitat. Mr. Bergman said he continues communication with Carol Foss, who has provided further useful insight on construction and placement of birding photo blinds. Mr. Bergman also communicated and shared the document with Michael Marchand from NH Fish & Game, who is curious about potential wetland impacts and who asked some of his colleagues to look into it. Mr. Bergman made clear that Mr. Marchand's inquiries and research were not solicited by the Conservation Commission, but he has every right to inquire about the wetlands.

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Mr. Haynes moved to authorize Mr. Lamb and Chair Von Plinsky to write a statement to Council on the proposed airport fence, which Mr. Bergman seconded and the Conservation Commission carried unanimously.

Mr. Lamb would share the draft statement with the Commission for feedback in advance. The Chairman and Mr. Haynes would attend the February 10 CIP meeting to present the statement, with support from Mr. Lamb.

February 10, 2020

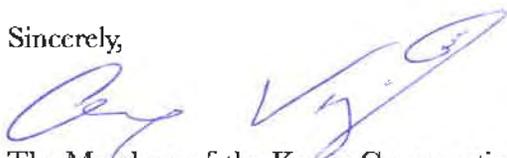
Honorable Mayor and Councilors,

We, the members of the City of Keene's Conservation Commission, would like to draw your attention to a particular project as you outline the city's capital improvements for the coming years. The completion of the airport's perimeter fence, vital for improved air traffic safety, is currently slated for 2025 (according to the 2021-2027 CIP). The Conservation Commission understands the importance of the project. However, we would like to urge the Council to strongly consider the impact to the vibrant wildlife habitat that abuts the airport; including, but not limited to, the wetland area on the northwest portion of the property.

We are concerned that the project area, which is home to a vast variety of birds, reptiles and mammals, will be negatively impacted by the new perimeter fence. In addition to the potential ecological impacts there are also economic consequences to consider as the area has become something of a wildlife viewing hotspot. To be clear, we are not against the construction of a perimeter fence. We simply believe that we should look for a way to design into the project a balance of the airport's requirements and those of the environment.

We look forward to lending our assistance and expertise to this project in any way that we can as we all work toward a more prosperous and sustainable Keene.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Ray V. J.', is written over the typed name of the Conservation Commission.

The Members of the Keene Conservation Commission



City of Keene, N.H.
Transmittal Form

March 3, 2020

TO: Mayor and Keene City Council

FROM: Planning Board

THROUGH: Rhett Lamb, Community Development Director/ACM

ITEM: G.2.

SUBJECT: Capital Improvement Program - FY 2021-2027 - Planning Board

COUNCIL ACTION:

In City Council March 5, 2020.

Memorandum filed into the record as informational.

RECOMMENDATION:

A motion was made by Mayor George Hansel that the Planning Board recommend to the City Council that the Capital Improvement Program FY 2021-2027 is consistent with the Comprehensive Master Plan and recommend that the City Council pay close attention to any duplication of projects with the Robin Hood Park Pool project and infrastructure work for the Arts Corridor. The motion was seconded by Councilor Remy. The motion was unanimously approved.

BACKGROUND:

Asst. City Manager/Community Development Director Rhett Lamb and Finance Director Merri Howe were the next two speakers. Mr. Lamb explained the CIP is prepared by City staff and is introduced to the City Council through the City Manager. This puts the Planning Board in an advisory role and offers recommendations to the Council as to how the CIP meets the goals of the Comprehensive Master Plan. With that, he turned the presentation to the Finance Director.

Ms. Howe began by stating the City is moving to a bi-annual CIP process, the current document is through FY27, there will not be a document prepared in January 2021. Any changes made to the current document will be presented in some sort of Memo format to City Council.

She stated the preparation process began last August with departments developing their projects focusing on the needs of the community as well as the goals and future visions guided by the 2010 Comprehensive Master Plan.

This CIP book includes proposed projects that incorporate improvements to the infrastructure, flood plain and storm water management, parks and recreation, and trails.

Ms. Howe stated she would like to spend a moment highlighting some of the projects in this year's CIP book that focus on these goals and visions.

On page 89 the Arts and Culture Corridor project is being introduced in FY21. This project addresses the design, replacement and upgrade of the City's infrastructure to support this initiative by addressing stormwater, wastewater and water infrastructure by replacing old and inadequate systems; some, which date back to the early 1900's. At the same time, the downtown reconstruction and revitalization project on page 90 is also slated to begin that will replace and upgrade the existing infrastructure that has exceeded its useful life and capacity of the City's growing downtown over the past 30 years.

Ms. Russell Slack asked when the last time the Master Plan was drafted. Mr. Lamb stated it was back in 2010. Ms. Russell Slack asked for explanation of the Arts and Culture Corridor project. Mr. Lamb explained the infrastructure work being proposed anticipates the Arts and Culture Corridor being moved forward but should the project change the work in the CIP to support this project would follow along with that. The project itself is being proposed by MEDC along with many other partners to make improvements starting at Water Street and going through the bike path corridor, to also include Gilbo Avenue.

Ms. Russell Slack asked should the project not be approved by the Council whether proposed construction work would need to be done either way. Mr. Lamb answered in the affirmative.

Ms. Howe continued with her presentation - on pages 108-110 projects are proposed that will continue to address flood and stormwater management in areas that have been identified with repetitive localized flooding issues. Ms. Russell Slack asked which areas in the City Ms. Howe was referring to. Ms. Howe referred to the list on page 107 and outlined the different areas for each year. She noted these areas are subject to change as demands and needs change. Ms. Russell Slack noted Gilbo Avenue is not slated to be completed until 2022 and noted there is a flood management project listed in FY21 for \$770,000 and in FY22 for \$560,000 and asked for clarification. Mr. Lamb stated he would check on this with Public Works to make sure these are not over-lapping projects.

Ms. Howe went on to say the other projects that tie into the Comprehensive Master Plan are those that are parks and recreation related that benefit neighborhoods and encourage outside activities such as walking and bicycling. On page 45, the construction of the Patricia T. Russell Park will begin in FY22 on the east side of the City along Beaver Brook and the Cheshire Rail Trail. The park will be multigenerational with a playground, athletic field, pavilion, and a connection to the rail trail. Mr. Lamb stated the planning for this project is underway and a consultant has been brought on board.

Councilor Hansel referred to Page 46, and suggested a similar exercise with the Robin Hood Park Pool, noted the refurbishment of this pool is listed in the back of the book, and stated he wasn't sure how those two would work together. Mr. Lamb stated this is something he would follow-up with the Parks and Recreation Director.

Ms. Howe stated on page 49 continued maintenance and trail improvements are planned beginning in FY23. On page 52, the Transportation Heritage Trail will begin its next phase with adaptation of three historic bridges. Mr. Lamb stated this project will extend the trail further towards Marlboro and Swanzey from Eastern Avenue crossing Route 101. This project will require money and time and the City will be applying for grants to cover some of the funding.

On page 53 scheduled in FY27 is Robin Hood Pool Improvements project. This project is in line with the Master Plan recommendation of developing a comprehensive capital equipment and park asset replacement plan. The Robin Hood Pool was gifted to the City by the Keene Lions Club back in 1964 and has exceeded its useful life. This project will include a redesign and rebuild of the Robin Hood Pool, decking, bathhouse and general repairs to bring the facility up to current industry standards. Vice-Chair Cusack noted the reports talks about structural integrity issues and asked whether there is concern about safety. Ms. Howe stated this would be a question for Andy Bohannon and Mr. Lamb stated he has not heard anything about pool closure.

Ms. Howe encourage the Board to take some time to review the many other projects in this CIP book that

focus on not only the current needs of the community but the vision for the future. Ms. Howe reminded the Board about a few other dates with reference to the CIP Presentation: Thursday February 27 at 5:30 at the FOP session, Thursday March 5 at 7:00 pm, City Council will be voting and adopting the CIP, Saturday March 7 at 10:00 am there will be the CIP Tour.

Mayor Hansel noted each of these projects has a reference to the Comprehensive Master Plan and how it would relate to the Plan.

Vice-Chair Cusack stated it is nice to see these projects in print and then come to fruition and referred to the project on Main Street, across from Elliot Street. He stated this change has been a great advantage to the area.

A motion was made by Mayor George Hansel that the Planning Board recommend to the City Council that the Capital Improvement Program FY 2021-2027 is consistent with the Comprehensive Master Plan. The motion was seconded by Councilor Remy.

Ms. Russell Slack stated she was apprehensive about voting in favor of this motion without having answers to the question she raised previously. She added the item won't come back to the Planning Board once it has been voted on. Chair Barrett asked if this item is not voted to be recommended to the City Council, how that would affect the scheduled for the CIP. Mr. Lamb stated the next Planning Board meeting is not until after the date scheduled for the Council to vote on the CIP. He stated there are a few options the Board has; in the motion, language could be included about the unanswered question. Another way would be to schedule a special meeting before or after the Joint Committee session on March 9 to address the question.

Mayor Hansel stated the way to make a change to the CIP is to present something at the public hearing and have the council make an amendment. He indicated today's vote is to say that the CIP overall is consistent with the goals of the Comprehensive Master Plan. He stated he does want to hear the answers to the questions raised. Ms. Russell Slack stated she cannot vote in favor of this item as the vote is recommending this item to the council. She stated she agreed with the options offered by staff.

Chair Barrett explained the role of the Planning Board is to recommend that this plan is consistent with the Comprehensive Plan. The Council's role however, is to approve the Capital Improvement Program. The Chairman suggested if the Board was to move forward to recommend adoption of the CIP to perhaps include conditions to go along with it and this will be something the Council could take under advisement.

Ms. Slack stated she understands her position on the Planning Board and stated she will vote on this motion if conditions are added.

Mayor George Hansel retracted his motion. Councilor Remy retracted his second.

A motion was made by Mayor George Hansel that the Planning Board recommend to the City Council that the Capital Improvement Program FY 2021-2027 is consistent with the Comprehensive Master Plan and recommend that the City Council pay close attention to any duplication of projects with the Robin Hood Park Pool project and infrastructure work for the Arts Corridor. The motion was seconded by Councilor Remy.

Councilor Remy stated as a member of the Finance Committee he will make sure these items are addressed at the next Finance Committee meeting and added that he did raise the pool issue at the last session.

The motion made by the Mayor was unanimously approved.



City of Keene, N.H.
Transmittal Form

March 3, 2020

TO: Mayor and Keene City Council

FROM: Dillon Benik, Bicycle Pedestrian Path Advisory Committee

THROUGH: Patricia A. Little, City Clerk

ITEM: G.3.

SUBJECT: In Support of Transportation Heritage Trail - Bicycle Pedestrian Path Advisory Board

COUNCIL ACTION:

In City Council March 5, 2020.

Memorandum filed into the record as informational.

ATTACHMENTS:

Description

Communication_Benik

BACKGROUND:

The Bicycle Pedestrian Path Advisory Committee is recommending that the City Council support the Transportation Heritage Trail project in the proposed Capital Improvement Program.



Date: March 2, 2020
From: Dillon Benik, Chair Bicycle Pedestrian Path Advisory Committee (BPPAC)
To: The Honorable Mayor, George Hansel and the Keene City Council
Subject: Transportation Heritage Trail CIP

The City of Keene's Bicycle and Pedestrian Path Advisory Committee (BPPAC), would like take a the opportunity to ask for your support of the Transportation Heritage Trail CIP project(s) included in this release of the City's Capital Improvement Program schedule.

Members of this citizen committee commend the City staff for their diligence and work to put together this comprehensive improvement project for a very challenging section of our trail network.

The BPPAC envisions Keene as even more of a Bicycle and Pedestrian destination in the near future and this "gateway" project will help to make that a reality by:

- Preserving and creating safe passage on "Old Stone Arch Bridge," one of the premier historic railroad structures in our region.
- Creating a safe Bicycle and Pedestrian over pass at Route 101 from recreational destinations south of Keene into the heart of its downtown economic center.
- Connecting corridor improvements along the Cheshire Rail Trail in Swanzey to Keene's Industrial Heritage segment of the Cheshire Rail Trail.

The BPPAC is eager to work with City staff to advance this active transportation project, and looks forward to engaging the public and being outreach and advocacy resource throughout the process.

Sincerely,

Dillon Benik,

Chair of BPPAC on behalf of the members of

The City of Keene Bicycle and Pedestrian Path Advisory Committee:

Drew Bryenton, Vice Chair

Aaron Shields

Brad Dufresne

Councilor Jan Manwaring

Michael Davern

Todd Horner

Chuck Redfern, Alternate



City of Keene, N.H.
Transmittal Form

February 24, 2020

TO: Mayor and Keene City Council

FROM: Patricia A. Little, City Clerk

ITEM: I.1.

SUBJECT: Relating to Lodginghouse Licenses

COUNCIL ACTION:

In City Council March 5, 2020.

Referred to the Planning, Licenses and Development Committee.

RECOMMENDATION:

Move to refer Ordinance O-2020-03 to the Planning, Licenses and Development Committee for their review and recommendation.

ATTACHMENTS:

Description

Ordinance O_2020-03_Referral

BACKGROUND:

Ordinance O-2020-03 would establish a standard expiration date of July 1st for any lodginghouse licenses.

Currently, the expiration date is one year from the date of issuance. Sec. 46-41 of the City Code places the responsibility on the license holder to ensure that their licenses remain in effect and that they seek new licenses in advance of the expiration. Inconsistent expiration dates on this type of license makes it difficult for licensees to remember to initiate the renewal process in sufficient time to allow action by the City Council before the expiration of their existing license. A consistent expiration date will allow the City Clerk's office to send annual, renewal license applications to all license holders in sufficient time to ensure there is no gap in the license term and that there is sufficient time to ensure that all inspections have been completed.



CITY OF KEENE

Ordinance O-2020-03

Twenty

In the Year of Our Lord Two Thousand and

Relating to Lodginghouse Licenses

AN ORDINANCE

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

That the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the stricken text and inserting the bolded text in Section 46-588 “Expiration” of Division 2 “License” of Article X “Lodginghouses” of Chapter 46 entitled “Licenses and Permits,” as follows:

Sec. 46-588. - Expiration.

~~Each license issued under this division shall expire one year from its effective date. No renewals or postponements of the effective date shall be granted, but each license shall be a new license each year.~~

Each license issued under this article shall expire on July 1 of the year subsequent to its issuance date notwithstanding the date of the initial issuance. No postponements of the expiration date shall be granted except for good cause shown and as determined by the licensing authority provided that the license has been applied for prior to the annual expiration date.

George S. Hansel, Mayor

In City Council March 5, 2020.
Referred to the Planning, Licenses and
Development Committee.


City Clerk



City of Keene, N.H.
Transmittal Form

March 2, 2020

TO: Mayor and Keene City Council

FROM: Mayor George S. Hansel

ITEM: I.2.

SUBJECT: Relating to Alternates to Boards and Commissions

COUNCIL ACTION:

In City Council March 5, 2020.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

Refer Ordinance O-2020-05 to the Planning, Licenses and Development Committee for their review and recommendation.

ATTACHMENTS:

Description

Ordinance O-2020-05_Referral

BACKGROUND:

Ordinance O-2020-05 amends the current language in the City Code relative to the number of alternates equaling the number of regular members and in its place inserts language that mirrors the statutory language on land use board and which provides that no more than 5 alternates may be nominated.

In addition, two specific references to the number of alternates for the Bicycle Pedestrian Path Advisory Committee and the Energy and Climate Committee have been deleted in lieu of the general statement in Section 2-579.



CITY OF KEENE

Ordinance O-2020-05

Twenty

In the Year of Our Lord Two Thousand and

Relating to Alternates to Boards and Commissions

AN ORDINANCE

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

That the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the stricken text and inserting the bolded text in Section 2-579 “Alternates” of Division 1 “Generally” of Article X “Boards and Commissions” of Chapter 2 entitled “Administration,” and further that Section 2-712 “Membership” of Division 5 “Bicycle Pedestrian Path Advisory Board,” and Section 2-1089 “Membership” of Division 19 “Energy and Climate Committee” be amended by deleting the stricken text, as follows:

Sec. 2-579. - Alternates.

Except as otherwise provided by this Code or state law, the mayor shall appoint, subject to confirmation by the city council, one or more alternates to each of the boards and commissions, but not more than ~~five a number equal to the number of members of the particular board or commission~~ who will be asked by the chair of the board or commission to sit for absence, illness, conflict of interest, or absence for any good reason in the place of members of such board or commission. Any member's term as an alternate shall not be counted towards the maximum number of consecutive terms served.

Sec. 2-712. - Membership.

The bicycle/pedestrian path advisory committee shall consist of seven regular members, ~~and two alternate members~~. All appointed citizens to the committee must represent a cross section of bicycling clubs, organizations and interests in the region. Members shall be appointed by the mayor as provided in the Charter, section 29.

Sec. 2-1089. - Membership.

The energy and climate committee shall consist of 11 regular voting members, one of whom shall be a member of the city council, all of whom represent a cross section of organizations, institutions, businesses and interests in the city. ~~Three alternates may be appointed to the committee~~. Membership shall not be restricted to residents of the city.

George S. Hansel, Mayor

In City Council March 5, 2020.

Referred to the Finance, Organization and Personnel Committee.

City Clerk



City of Keene, N.H.
Transmittal Form

March 2, 2020

TO: Mayor and Keene City Council

FROM: AMERCO Real Estate Company

THROUGH: Patricia A. Little, City Clerk

ITEM: I.3.

SUBJECT: Relating to a Zone Change - Krif Road and Winchester Street - Industrial to Commerce Limited

COUNCIL ACTION:

In City Council March 5, 2020.

Referred to the Joint Planning Board and Planning, Licenses and Development Committee.

ATTACHMENTS:

Description

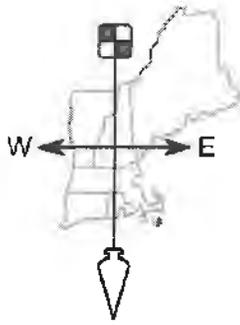
Narrative_Map

Ordinance O-2020-04_Referral

BACKGROUND:

Fieldstone land Consultants, PLLC has submitted an ordinance that would amend the zoning designation from Industrial to Commerce Limited for two parcels of property located at 0 Krif Road and 472 Winchester Street.

The petition has been submitted on behalf of AMERCO Real Estate Company, which is affiliated with U-Haul Moving & Storage of Keene.



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206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456
www.FieldstoneLandConsultants.com

APPLICATION TO AMEND THE ZONING MAP

Tax Map Parcels 115-19-000 & 115-20-000
0 Krif Road & 472 Winchester Street – Keene, NH

February 24, 2020

Prepared For:
AMERCO Real Estate Company

Narrative:

This Ordinance proposes to amend the Zoning Map designation for Tax Map Parcel 115-19-000 and Tax Map Parcel 115-20-000 from Industrial (I) to Commerce Limited (CL). Both of these properties are owned by Clark Reality Limited Partnership. Tax Map Parcel 115-19-000 has an address of 0 Krif Road and is comprised of approximately 3.84 acres. Tax Map Parcel 115-20-000 has an address of 472 Winchester Street and is comprised of approximately 3.54 acres.

The properties together are situated along Winchester Street (NH Route 10) and they have been on the market for years. Some of the issues with marketing the site have been the use restrictions due to the current zoning of the property. Currently the Industrial Zone does not allow for retail sales, retail services, restaurants, motor vehicle dealerships, parking area (lot), greenhouse or nursery or funeral parlor. Many of these uses are prevalent along this section Winchester Street.

When you compare the Commercial Limited zones permitted uses to the Industrial zone there are many similarities. The Commerce Limited zone includes nearly all of the permitted uses outlined in the Industrial zone with the exception of asphalt plant, smelter, forge, tannery, explosives manufacturing, college, historic site open to the public, home office of insurance companies, publishing companies, institutional use and recycling plants. Many of these uses simply would not be suitable for the subject site given its location, its highly visible presence along Winchester Street and the existing improvements to the site.

When you consider the properties presence along Winchester Street and the objectives and goals of the City's Comprehensive Master Plan (CMP) we believe the subject properties would better serve the community if they were zoned Commerce Limited. The Comprehensive Master Plan clearly identifies Winchester Street as a key Gateway Corridor. We believe the permitted uses outlined in the Commerce Limited zone are more suitable along a Gateway Corridor and would better serve the community and the land owner.

The Petitioner for this application is AMERCO Real Estate Company who is affiliated with U-Haul Moving & Storage of Keene. U-Haul Moving & Storage of Keene hopes to move their current operations at 199 Marlboro Street to the subject properties on Winchester Street. With a full service

FIELDSTONE

LAND CONSULTANTS, PLLC

AMERCO Real Estate Company
Tax Map Parcels 115-19-000 & 115-20-000 – Keene, NH
Application to Amend the Zoning Map

Page 2 of 2

U-Haul Moving & Storage Facility there would be retail sales and service, truck, van and trailer rentals, trailer hitch installs, climate control and conventional self-storage and U-Box rentals. Under the current Industrial Zoning this proposal would require a variance for the retail service and truck rentals and special exception for the self-storage use despite the compatible uses that are currently situated along Winchester Street. This proposed use would certainly fit in with the many car dealerships, retail shops and car and equipment rental businesses along this stretch of road. In reviewing this proposal with City Staff it was recommended that the best avenue would be to seek a rezoning for the subject properties given the location of the zoning boundaries and the surrounding uses. So under their guidance we have elected this path rather than the option of going before the Zoning Board of Adjustments to seek the required relief.

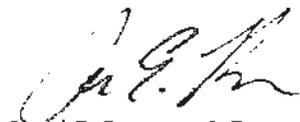
It is also worthy of noting that the current proposed City regulation changes would permit the uses proposed with this application in the Industrial District. My client unfortunately can't wait for the adoption of these proposed changes as we understand this process could be rather lengthy and their option on the property is time sensitive. With this said we wanted to mention this as we believe it speaks to the compatibility of this proposal with the surroundings, what is best for the community and with the objectives and goals that the City staff that are currently undertaking.

Draft Ordinance:

That Chapter 102, the Zoning Ordinance of the City of Keene, New Hampshire, as amended, be and hereby further amended by changing the zoning designation on the Zoning Map of the City of Keene, as adopted by the Keene City Council on December 15, 1977, as part of Chapter 102 entitled, "ZONING", of the said Ordinances, from Industrial (I) to Commerce Limited (CL), on the following parcels so that the entire parcels will designated Commerce Limited:

115-19-000	0 Krif Road
115-20-000	472 Winchester Street

This information was prepared by:
FIELDSTONE LAND CONSULTANTS, PLLC



Chad E. Branon, P.E.
Civil Engineer / Principal



APPLICATION TO AMEND THE ZONING MAP

Petitioner AMERCO Real Estate Company Date February 24, 2020

Address 495 Montgomery Street Chicopee, MA 01020

Telephone (603) 762-5536 Property Owner Clark Realty LTD. Partnership

0 Krif Road & 472 Winchester Street, Keene, NH 03431

Location of Property to be Rezoned (Tax Map 115, Lots 19 & 20)

Approximate Acreage 7.38 Present Zoning District 1 Proposed Zoning District CL

Validation of parcel ID# by
the Assessing Department

Assessing Department Staff

[Signature]
Petitioner's Signature

Submittal Requirements, which must be complete at the time of submission to the City Clerk.

- A properly drafted Ordinance containing the full description of the property to be rezoned and the proposed amendment along with a typed or neatly printed narrative explaining the purpose of, effect of, and justification for the proposed change(s).
- A notarized list of property owners/agents within the boundary of the area or areas proposed for rezoning as well as the names of all abutters of the property. This list shall include the tax map number and address of each abutter and owner, and must be current with the Assessing Department's records within ten days of submittal. The list shall also include the name of any agent who should receive notice. Two sets of mailing labels shall be provided.
- Three maps showing the boundary of the area or areas to be changed, one at 8 1/2" x 11" and two at City tax map scale (24" x 36").
- \$100.00 application fee plus an additional \$10.00 per acre or lot for a total sum not to exceed \$500.00 as well as the publication and postage fees identified below. Check made payable to City of Keene.

Ordinance Number 0-2020-04 Date Received by City Clerk 3/2/2020

Application Fee @ \$100.00	\$	<u>100.00</u>	
Area Fee @ \$10/00 per acre	(7.38 x \$10 = \$73.80)	\$	<u>73.80</u>
Publication of Notice in The Keene Sentinel @ \$90.00		\$	<u>90.00</u>
Postage Fees for property owners/ agents and abutters. Total # of notices <u>23</u> @ .50		\$	<u>11.50</u> (Total = \$275.30)

The petitioner is also responsible for the publication costs for the public workshop before the joint Planning Board and Planning, Licenses and Development Committee. Additional costs will be collected by the Planning Department for the mailing costs associated with the public workshop as well as the publication of the public workshop notice.



PROPOSED ZONING MAP AMENDMENT

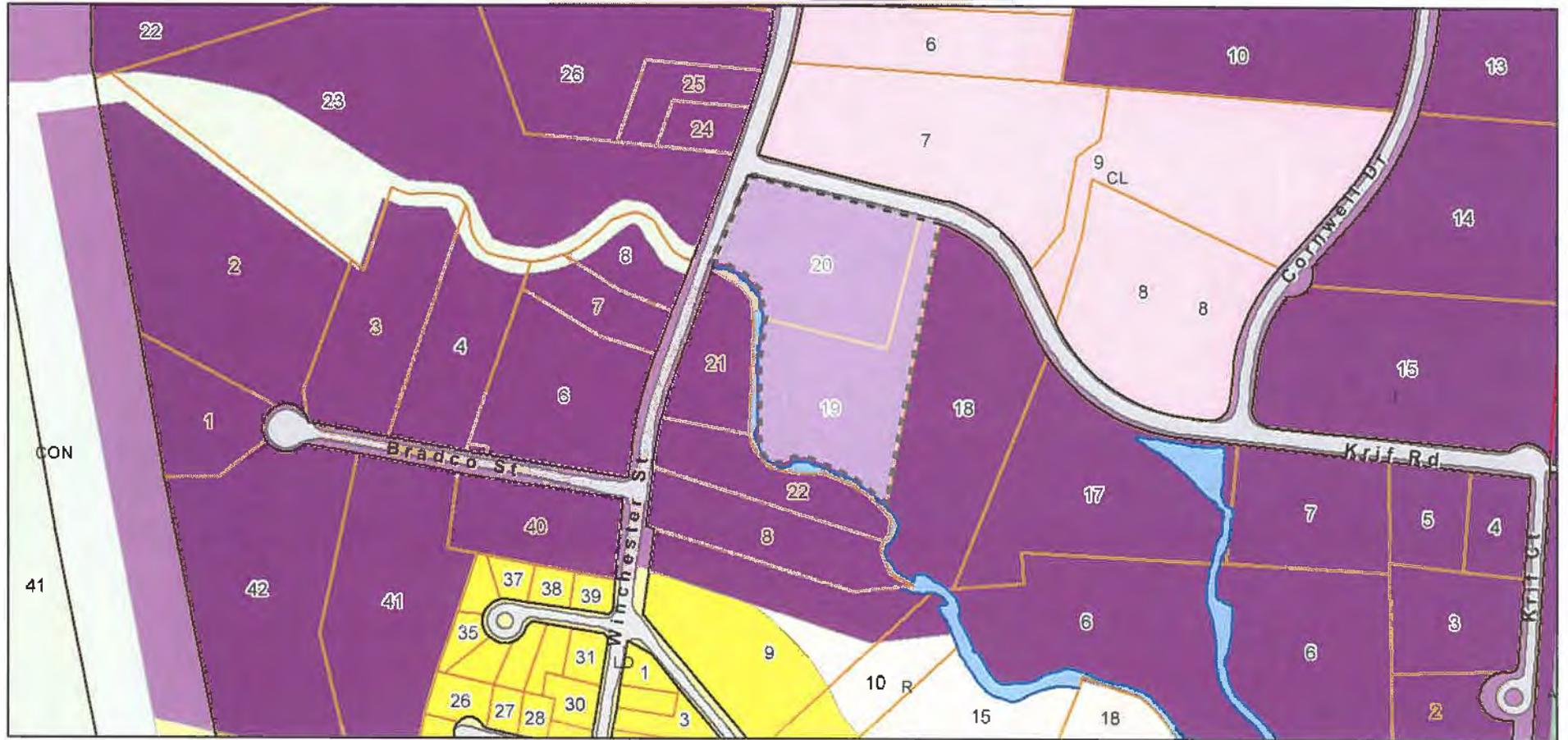
TAX MAP 115 LOTS 19 & 20, 472 WINCHESTER STREET



1 inch = 400 Feet



February 18, 2020



Street Names	Railroad	Railroad	Roadway	RURAL
PWater	PWater	Right of Ways	COMMERCE LTD.	CONSERVATION
Property Line	Property Line	Water-poly	LOW DENSITY	AGRICULTURE
Public Road	Public Road	Edge Of Street	INDUSTRIAL	ZONING CHANGE

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



CITY OF KEENE

O-2020-04

In the Year of Our Lord Two Thousand and Twenty

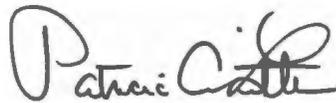
AN ORDINANCE Relating to Zone Change – 0 Krif Road and 472 Winchester Street

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

That the Zoning Map of the City of Keene, as amended, is hereby further amended by changing the zoning designation of Tax Map Parcels 115-19-000 and 115-20-000, known as 0 Krif Road and 472 Winchester Street respectfully, from Industrial to Commerce Limited.

George H. Hansel, Mayor

In City Council March 5, 2020.
Referred to the Joint Planning Board and Planning, Licenses and
Development Committee.


City Clerk



City of Keene, N.H.
Transmittal Form

March 3, 2020

TO: Mayor and Keene City Council

FROM: Aaron Costa, Operations Manager & Eric Swope, Industrial Pre-Treatment Coordinator

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: I.4.

SUBJECT: Relating to Septage and Holding Tank Disposal rates

COUNCIL ACTION:

In City Council March 5, 2020.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Ordinance 0-2020-02, relating to Septage and Holding Tank charges is referred to the Finance, Organization, and Personnel Committee.

ATTACHMENTS:

Description

Ordinance O-2020-02_Referral

BACKGROUND:

Since 1987, the City's Wastewater Treatment Plant (WWTP) has accepted septage and holding tank waste that has been transported to the WWTP by independent haulers and discharged into storage tanks. The waste is pumped from the storage tanks into the treatment process.

Charges for the disposal of septage and holding tank waste is based on a per gallon rate. A septic tank is any tank with an outlet such as a leach field. The rate for disposal of septage at the WWTP is 8.5 cents per gallon. A holding tank is any tank that does not have an outlet and is not as concentrated as septage waste. The rate for disposal of holding tank waste at the WWTP is 4.5 cents per gallon. The current rates were adopted by the City in 2012.

Keene City Code, Appendix B, Fee Schedule, 98-512, Septage and Holding Tank Charges, lists minimum fees for each load of septage and holding tank waste at \$85 and \$45, respectively. This is equal to a minimum load charge for 1,000 gallons.

Historically, staff has not charged haulers a minimum fee but have charged based on actual volume. Not charging a minimum load fee increases convenience, flexibility and satisfaction for the customers. Haulers have more dumping options than ever before with other municipalities such as Jaffrey, Peterborough and Winchester having opened septage receiving facilities over the past years and it's important to the City to retain

its current customer base.

In addition, there are several local businesses that bring small loads of wastewater ranging from 30 to 100 gallons per load, for which they are charged based upon gallons discharged rather than the minimum 1,000 gallon fee.

Staff performed analysis based on loads received from November 2018 through October 2019. During that time, the WWTP received more than 5.9 million gallons of combined septage and holding tank wastes totaling approximately \$450,000 in revenue. During this time, a total of 24 loads of conventional septage and holding tank loads were received at the WWTP that were under the 1,000 gallon minimum. The additional revenue from the minimum fee requirement would have yielded approximately \$500 in additional fees.

City staff is recommending the minimum volume be changed from 1,000 gallons to 100 gallons for both septage and holding tank wastes. This minimum fee would help cover the administrative costs for billing and record keeping and would have minimal impact on the haulers.

1. APPENDIX B - FEE SCHEDULE

98-512(b) Septage and holding tank charges:

Septage, per gallon 0.085

Minimum fee for each load of septic waste ~~85.00~~ \$8.50

Holding tank waste, per gallon 0.045

Minimum fee for each load of holding tank waste ~~45.00~~ \$4.50



CITY OF KEENE

O-2020-02

In the Year of Our Lord Two Thousand and Twenty

AN ORDINANCE Relating to Septage and Holding Tank Discharge Charges

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

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by deleting the stricken text and adding the bolded text to the following provisions of Appendix B, "Fee Schedule", as authorized through Article VII, "Water and Sewer Rates, Billings and Abatements," of Chapter 98, entitled "UTILITIES" as follows;

APPENDIX B - FEE SCHEDULE

98-512(b) Septage and holding tank charges:

Septage, per gallon 0.085

Minimum fee for each load of septic waste ~~85.00~~ **\$8.50**

Holding tank waste, per gallon 0.045

Minimum fee for each load of holding tank waste ~~45.00~~ **\$4.50**

Mayor George S. Hansel

In City Council March 5, 2020.

Referred to the Finance, Organization and Personnel Committee.

City Clerk



City of Keene, N.H.
Transmittal Form

February 27, 2020

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

SUBJECT: Relating to the Celebration of Indigenous People's Day

COUNCIL ACTION:

In City Council March 5, 2020.

Report filed as informational. Voted unanimously for the adoption of Resolution R-2020-03.

RECOMMENDATION:

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2020-03.

ATTACHMENTS:

Description

Resolution R-2020-03_Apdopted

BACKGROUND:

Mr. Peter Mayjoy addressed the Committee. He stated he was before this Committee about a month ago. The Chair explained that this is before the Committee this evening for consideration to adopt the Resolution at the next Council meeting. Mr. Mayjoy stated the way the Resolution has been worded is wonderful. The indigenous people of America are so vital to this country and to who we are as a country.

Councilor Clark thanked Mr. Mayjoy for bringing this item forward. He stated he has thought about this for many years and this just unveils one more of the prejudices in this country. He added he would wholeheartedly support the adoption of this Resolution.

Councilor Hooper pointed out the foundation of this area did not start with the Europeans, it started with the indigenous peoples. There was an interesting archeological find at the Keene Middle School, which reminds us of our heritage, which goes back thousands of years.

Councilor Ormerod asked if the indigenous peoples day would be celebrated just this year in October as there is a specific date indicated in the Resolution. Chair Powers stated it would be an annual holiday until this Resolution were rescinded.

A motion was made by Councilor Ormerod which was seconded by Councilor Clark.

On a vote of 5-0, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2020-03.



CITY OF KEENE

R-2020-03

Twenty

In the Year of Our Lord Two Thousand and

A RESOLUTION
RELATING TO THE CELEBRATION OF INDIGENOUS PEOPLE'S DAY

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

WHEREAS: The City of Keene desires to recognize the Indigenous People of our region and of North America – who were dwelling here prior to and during the colonization begun by Europeans; and

WHEREAS: One of the oldest known archaeological sites in New Hampshire is located in Keene – demonstrating that this area has been inhabited for millennia, long before Europeans began to settle along the Ashuelot River and its tributaries in the early 18th century; and

WHEREAS: The City of Keene recognizes that this area comprises in part the homelands of Indigenous Peoples including Abenaki, their allies, and ancestors; and

WHEREAS: The City of Keene recognizes the importance of accurate, historical memory and its dissemination in relation to its role in building conscious and considerate communities; and

WHEREAS: Indigenous Peoples' Day will provide an opportunity for our community to recognize, learn about, honor, and stand in solidarity with Indigenous Peoples of our region, and their ancestors, in concert with similar celebrations elsewhere; and

WHEREAS: The City of Keene encourages community members, students, businesses and our broader neighbors to recognize and celebrate the second Monday in October as Indigenous People's Day.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Keene that Resolution R-2020-03 be adopted.

In City Council February 20, 2020.
Referred to the Finance, Organization
and Personnel Committee

City Clerk

George S. Hansel, Mayor

PASSED March 5, 2020

A true copy, Attest:

City Clerk



City of Keene, N.H.
Transmittal Form

March 5, 2020

TO: Mayor and Keene City Council

FROM: Merri Howe, Finance Director

THROUGH: Elizabeth A. Dragon, City Manager

ITEM: K.2.

SUBJECT: Relating to General Obligation Courthouse Bonds of 2013 Series B Partial Redemption

COUNCIL ACTION:

In City Council March 5, 2020.

Referred to the Finance, Organization and Personnel Committee.

RECOMMENDATION:

That Resolution R-2020-04 relating to the partial redemption of General Obligation Courthouse Bonds of 2013, Series B have a first reading at the March 5, 2020 meeting of the City Council and that it be referred to the Finance, Organization and Personnel Committee for a recommendation.

ATTACHMENTS:

Description

Resolution R-2020-04_Referral

BACKGROUND:

The unwinding of the New Market Tax Credit financing of the Courthouse project occurred on February 21, 2020. The City received \$724,000 at the closing of which \$720,000 will fund the partial redemption of the General Obligation Courthouse Bonds of 2013, Series B. Since these bonds were issued in \$5,000 lots, the remaining \$4,000 will be applied to the next principal payment.

On or before March 25, 2020, the City will instruct US Bank NA, paying agent for the City, to redeem the following callable term bond maturities, in the stated amounts, and provide proper notice of such redemption to the registered owners. The redemption date is May 1, 2020, and the redemption price is 100%.

<u>Maturity Date</u>	<u>Principal Called</u>	<u>Cusip</u>	<u>Non-Called portion</u>
5/1/2021	\$55,000	487350K82	\$25,000
5/1/2022	\$55,000	487350K82	\$25,000
5/1/2023	\$55,000	487350K82	\$25,000
5/1/2024	\$55,000	487350K82	\$25,000
5/1/2025	\$55,000	487350K82	\$25,000
5/1/2026	\$55,000	487350K82	\$25,000
5/1/2027**	\$55,000	487350K82	\$25,000
5/1/2028	\$55,000	487350L65	\$25,000

5/1/2029	\$55,000	487350L65	\$25,000
5/1/2030	\$55,000	487350L65	\$25,000
5/1/2031	\$55,000	487350L65	\$25,000
5/1/2032	\$55,000	487350L65	\$25,000
5/1/2033**	\$60,000	487350L65	\$20,000

**Final Maturity

The outstanding bond principal remaining after the partial redemption is \$320,000. Bond principal and interest payments have been recalculated based on the remaining balance over the remaining life of the bonds with final payment on May 1, 2033.



CITY OF KEENE

R-2020-04

Twenty

In the Year of Our Lord Two Thousand and
Authorizing the Partial Redemption of the City of Keene \$1,629,000 General
A RESOLUTION Obligation Courthouse Bonds of 2013, Series B dated May 2, 2013

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

WHEREAS, the City of Keene, New Hampshire (the "City") issued its \$1,629,000 General Obligation Courthouse Bonds of 2013, Series B (the "Bonds") dated May 2, 2013; and

WHEREAS, the Bonds maturing on and after May 1, 2021 are subject to redemption prior to maturity, at the option of the City, on or after May 1, 2020, either in whole or in part on any interest payment dated, and if in part, by lot within a maturity, at the par amount of the Bonds to be redeemed, plus accrued interest to the date set for redemption; and

WHEREAS, the redemption date of the Bonds shall be May 1, 2020 (the "Redemption Date") and at a redemption price of 100%; and

WHEREAS, the outstanding principal balance of the Bonds on the Redemption Date will be \$1,040,000; and

WHEREAS, the City is in receipt of Seven Hundred and Twenty Four Thousand Dollars (\$724,000), resulting from the unwinding of the New Market Tax Credit financing of the Courthouse project; and

WHEREAS, the City will apply Seven Hundred and Twenty Thousand Dollars (\$720,000) to partially redeem on a pro-rata basis or in such other order as directed by the City Finance Director the maturities of the Bonds coming due May 1, 2021 through and including May 1, 2033, which maturities were issued as Term Bonds with final maturities on May 1, 2027 and May 1, 2033;

Now, Therefore, Be It Resolved by the City Council of the City of Keene, as follows:

- 1) That the City, acting by and through its City Council, hereby authorizes the Partial Redemption of the Bonds on a pro-rata basis or in such other order as directed by the City Finance Director the maturities of the Bonds coming due May 1, 2021 through and including May 1, 2033, which maturities were issued as Term Bonds with final maturities on May 1, 2027 and May 1, 2033 in the amount of Seven Hundred and Twenty Thousand Dollars (\$720,000); and

- 2) That on the Redemption Date, the City shall redeem the following callable Term Bond maturities, in the stated amounts below, or in such other amounts on a pro-rata basis or in such other order as directed by the City Finance Director and to provide proper notice of such redemption to the registered owners thereof; and

Maturity Date	Principal Called	Cusip	Non-Called Portion
5/1/2021	\$55,000	487350K82	\$25,000
5/1/2022	\$55,000	487350K82	\$25,000
5/1/2023	\$55,000	487350K82	\$25,000
5/1/2024	\$55,000	487350K82	\$25,000
5/1/2025	\$55,000	487350K82	\$25,000
5/1/2026	\$55,000	487350K82	\$25,000
5/1/2027*	\$55,000	487350K82	\$25,000
5/1/2028	\$55,000	487350L65	\$25,000
5/1/2029	\$55,000	487350L65	\$25,000
5/1/2030	\$55,000	487350L65	\$25,000
5/1/2031	\$55,000	487350L65	\$25,000
5/1/2032	\$55,000	487350L65	\$25,000
5/1/2033**	\$60,000	487350L65	\$20,000

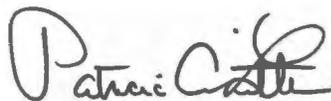
*Term Bond

** Term Bond - Final Maturity

- 3) That the redemption price is 100%; and
- 4) That notice of the partial redemption of the Bonds prior to their maturities, specifying the Bonds to be redeemed, shall be sent to the registered owners of such Bonds not less than 30 days prior to the Redemption Date; and
- 5) That such notice shall be given no later than April 1, 2020.

George S. Hansel, Mayor

In City Council March 5, 2020.
 Referred to the Finance, Organization and
 Personnel Committee.



City Clerk

City of Keene
New Hampshire

March 6, 2020

TO: File

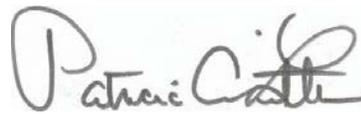
FROM: Patricia A. Little, City Clerk

SUBJECT: Non-public Session – Personnel

At a regular meeting of the Keene City Council, held on March 5, 2020, the following motion was approved by unanimous vote:

That the City Council exercise the option to extend the City Manager's employment agreement for an additional 2-year term from the effective date, and amending the effective date of the contract renewal to align with the City Manager's actual employment start date – September 25. All other existing terms and conditions of the contract shall remain the same.

Attest:



City Clerk