



KEENE CITY COUNCIL  
Council Chambers, Keene City Hall  
June 2, 2022  
7:00 PM

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**MINUTES FROM PRECEDING MEETING**

- May 19, 2022

**A. HEARINGS / PRESENTATIONS / PROCLAMATIONS**

1. Public Hearing - Relating to the Fiscal Year Operating Budget

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

**C. COMMUNICATIONS**

**D. REPORTS - COUNCIL COMMITTEES**

1. FY21 Hazardous Materials Emergency Preparedness Grant - Hubbard Consulting LLC - Fire Lieutenant/Training Officer
2. Airport Land Lease - Airport Director
3. Cheshire Rail Trail Phase 3 - Construction Change Order #2 - City Engineer
4. Councilor Lake – Recommended Operating Budget Adjustment – Keene Senior Center

**E. CITY MANAGER COMMENTS**

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

**G. REPORTS - BOARDS AND COMMISSIONS**

**H. REPORTS - MORE TIME**

1. Charles Redfern - Request for Signage Identifying Trails

**I. ORDINANCES FOR FIRST READING**

1. Relating to Personnel Systems and Procedures  
Ordinance O-2022-06

**J. ORDINANCES FOR SECOND READING**

1. Relating to Class Allocations & Salary Schedules  
Ordinance O-2022-05

**K. RESOLUTIONS**

1. Relating to the 2022/2023 fiscal year budget  
Resolution R-2022-09-A
2. Relating to the Appropriation of Funds for Municipal Building Roofs;  
Relating to the Appropriation of Funds for Road Rehabilitation; Relating to  
the Appropriation of Funds for the Salt Shed Replacement; Relating to the  
Appropriation of Funds for the Wells Street Parking Structure  
Maintenance; and Relating to the Appropriation of Funds for the 3MG  
Water Tank Repair  
Resolution R-2022-10  
Resolution R-2022-11  
Resolution R-2022-12  
Resolution R-2022-14  
Resolution R-2022-15
3. Relating to the Establishment of a Parks and Facilities Infrastructure  
Capital Reserve  
Resolution R-2022-18
4. Relating to the Brian A. Mattson Parks and Recreation Center  
Resolution R-2022-20
5. Relating to an Appropriation of Funds and Use of Unassigned Fund  
Balance for the FY 2022 Fire Department Personnel Budget  
Resolution R-2022-21

**NON PUBLIC SESSION**

## ADJOURNMENT

05/19/2022

A regular meeting of the Keene City Council was held on Thursday, May 19, 2022. The Honorable Mayor George S. Hansel called the meeting to order at 7:00 PM. Roll called: Bryan J. Lake, Gladys Johnsen, Michael Giacomo, Randy L. Filiault, Robert C. Williams, Philip M. Jones, Andrew M. Madison, Kris E. Roberts, Bettina A. Chadbourne, Catherine I. Workman, Mitchell H. Greenwald, Kate M. Bosley, and Thomas F. Powers were present. Michael J. Remy was absent. Having declared a quorum physically present, Councilor Ormerod—who had previously received the Council’s permission to participate remotely—stated his location and whether anyone was present with him. Councilor Filiault led the Pledge of Allegiance.

#### ANNOUNCEMENTS

The Mayor also announced that the Keene Veterans Council has extended its annual welcome to participate in the Memorial Day ceremony and parade on Monday, May 30. The parade will start at 10:00 AM and will form on Gilbo Avenue and proceed up to the Veterans Monument at the Keene Parks & Recreation Center.

#### PROCLAMATION

Mayor Hansel welcomed the Director of Parks, Recreation, & Facilities for a proclamation declaring May 21, 2022 as National Kids to Parks Day in Keene and urged all citizens to take time and get kids out into the City parks. Director Bohannon welcomed participants at Robin Hood Park on May 21 from 12:00 PM–2:00 PM for a number of kids’ activities and yard games. It would be an introduction to a new amenity in the park arranged by Staff. There are other parks and trails to explore if citizens cannot make those activities.

#### MINUTES FROM PRECEDING MEETING

A motion by Councilor Powers to approve the May 5, 2022 regular meeting minutes as printed was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Remy was absent.

#### PRESENTATION – LIBERTY UTILITIES – OVERVIEW OF JULY 21, 2021 OUTAGE IN KEENE AND STEPS TAKEN TO IMPROVE THE SYSTEM

Mayor Hansel welcomed representatives from Liberty Utilities for this presentation.

Mr. Neil Proudman, President of Liberty-NH began stating that he had been in the gas industry for 43 years and had never been in a position where an entire system was lost until the event on October 2021 in Keene. He was present to share what he called a rigorous incident analysis. He also wanted to introduce a project they believe would complement the Green Keene strategy. Mr. Proudman introduced his colleagues from Liberty Utilities: Rich MacDonald (VP of Operations for Liberty-NH and Incident Commander for the October 2021 event), Steve Rokes (local manager), Bob Mostone (Director of Gas Operations in Manchester), Bill Clark (Senior Director of Business Development), Morgan MacGregor (Business Development Professional), and Huck Montgomery (Director of Government Affairs).

Mr. Clark began the presentation on the loss of supply to Keene on October 21, 2021. On October 20, 2021 there was failure of the propane system at the Keene plant, causing a loss of

pressure on the low-pressure system. As a result, 1,137 Liberty customers in the City of Keene experienced a loss of service. This was the first time Liberty has dealt with a total loss of an entire system. Mr. Clark continued that prior to the outage, Liberty personnel were performing some planned work at the Keene plant to upgrade an electrical cabinet. The Remote Terminal Unit (RTU) housed inside the cabinet failed shortly after the crew completed drilling a hole in the cabinet for the installation of wiring conduit. It was later determined that metal debris made contact with the RTU circuit Board, causing the malfunction and subsequent plant shutdown. Mr. Clark said that a number of factors contributed to the cause of the failure and exacerbated the issue, which ultimately resulted in a loss of pressure in the system. Emergency response and incident command structure (ICS) procedures were initiated immediately, and work then began to restore the system to normal operation. With assistance from Mutual Aid from the NE Gas Association and the Keene Fire Department, Mr. Clark said the system was re-pressurized, customers were restored, and normal operating conditions resumed on Saturday, October 23, 2021.

Mr. Clark continued sharing an event summary. He reiterated that 1,137 customers were affected, with zero fatalities, injuries, or safety issues reported. The restoration involved 35 Liberty NH employees, 5 Liberty MA employees, 25 National Grid employees, and 9 Unitil employees; these companies are all a part of Liberty's Mutual Aid. Liberty began its thorough internal investigation on October 25, 2021, which concluded with finalized recommendations on November 24, 2021. The conclusion was the RTU issue, but also some procedural things Liberty wanted to change. Mr. Clark showed a map of the City of Keene distribution system. When service is lost, their procedure is to enter every customer's premises to access their meters and shut them off. To begin, they had shut off 1,137 meters before considering putting gas back into the system. They split the City into nine zones that they were able to isolate through gate valves in the system. Once the zones were isolated and the valves turned off, they could begin bringing the system back on in stages zone-by-zone. Mr. Clark displayed a graphic demonstrating the timeline of restoration activities, pointing out the high-priority customer zones, like nursing homes and restaurants, which were repressurized first on the first day of the event.

Mr. Clark discussed that Liberty's Emergency Command structure is organized to deal with all logistics of a major event. He said they use best practices that worked quite well while restoring service in Keene. He said the Keene Fire and Police Departments were very helpful in accommodating Liberty's need to access residences and turning off meters expeditiously.

Mr. Clark concluded on the root causes of this incident. Liberty has determined that the most probable root cause of the incident was a failure of the RTU located within an electrical cabinet at the Keene Propane-Air Plant. He reiterated that on the morning of October 20, 2021, Liberty Personnel were performing planned work on the cabinet that housed the RTU. This involved drilling an approximately 3/4-inch hole in the top of the box in order to install a wiring conduit. He said they had protected the components inside the cabinet while drilling, but some of the metal shavings were able to get to the circuit Board. While drilling the hole, the crew attempted to deflect debris away from the components located within the cabinet; no issues were encountered while drilling occurred. The employees had stepped away from the RTU to

complete other tasks and gather equipment for the next steps of the job when the first alarms sounded. Mr. Clark said it was later determined that metal debris made contact with the RTU circuit Board, causing the malfunction and subsequent plant shut down. He displayed photos of the system.

Mr. Clark continued apologizing for “this mishap” and stated that Liberty worked really hard to get the City of Keene back online as quickly as possible. He welcomed questions.

Councilor Giacomo, who is an engineer and leads many Process Failure Mode and Effects Analyses, said he heard a lot about root causes but wondered what the corrective actions would be, whether new trainings were implemented, and why this would not happen again. Mr. Clark said they updated their in-plant operating procedures, they are training additional plant employees, and they have input some other mechanical components in the plant so if this event occurs again, there are more options available for plant operators to keep the plant running manually. Mr. Clark continued that the plant is staffed 24/7 and they have a control room in Londonderry that monitors all of the plant monitoring pressures and things of that nature. He said some technology is outdated and is in the process of being replaced.

Councilor Jones said that Liberty’s sphere of operations is natural gas and he wondered whether there were other locations where they operated the propane mix like Keene’s. Mr. Clark said Keene’s is a unique system—a one-of-a-kind Propane-Air system in the nation. Liberty has other plants in Nashua, Concord, Manchester, and Tilton, where during winter and peak load conditions, they supplement and mix Propane-Air with natural gas and liquefied natural gas. Councilor Jones wondered whether the RTU was used because of that mixture or whether it is also used with natural gas processes. Mr. Clark replied that the RTU is a common control component for all systems.

Councilor Greenwald wondered if the drilled hole in question was performed by a licensed electrician. Mr. Clark replied in the affirmative, stating that Liberty’s Production Instrumentation and Regulation employees that handle all plants throughout the State includes three licensed electricians, including the one who drilled the hole in question. Councilor Greenwald wondered whether a license was required for this sort of work that the gas company was exempt from, and Mr. Clark said no.

Councilor Williams said that pressure was lost due to loss of an RTU, and he wondered if there were any redundancies in place. Mr. Clark said they were in the process of adding wiring components to install a programmable logic computer to replace the control technology that operates the production function output of the plant.

Councilor Madison asked whether Liberty was taking any measures to identify other possible single points of failure in the system that could represent a similar vulnerability to the RTU. Mr. Clark replied that he could not specifically answer that other than stating that the technology in the plant is begin upgraded to today’s standards, while some control components in the plant currently date to the 1960s–1970s. The gas control center in Londonderry will have more control over monitoring the Keene plant 24/7 to ensure that if something unusual occurs, there is someone there. Mr. Proudman continued stating that there were some plans that they wanted to

talk about because it is an old plant, and they want to transition from Propane-Air to a different molecule. Before continuing their presentation, Mayor Hansel heard more questions.

Councilor Giacomo stated that Liberty's root cause summary indicated that the operator had moved on to other tasks when the alarms started. The Councilor asked whether that hole was drilled while the box was live; did they not clean-up their shavings before restarting the box? Mr. Clark replied that the operator put a blanket over all the internal components and had removed the blanket after drilling the hole. Mr. Clark was unsure whether the metal was exposed during drilling or when the blanket was removed.

Mayor Hansel asked whether the emergency response went as well as Liberty could have hoped for or whether anything could go better that Liberty is acting on. Mr. Clark said that 3.5 days was a long time, but he called it a tedious process, which he repeated. Once gas was back into the distribution system under normal operation conditions, they must revisit all the meters, and relight all appliances. He said they have a good incident command structure to manage events like this. He said it is all about safety when restoring to normal operations. They felt that the way they mobilized and resources they enlisted to complete the task was successful. In terms of the event itself, Mr. Proudman stated that the mutual aid mobilization and resources were deployed quickly. They received feedback that communication could have been better on the first day, so they are working to improve that. Additionally, Liberty had a challenge with locksmiths to gain access, but Mr. Proudman said that Chief Howard enabled access to some remaining facilities. He said there is always opportunity for incident commanders to improve communication with communities.

Mr. Proudman added that in his experiences, the customers in Keene were superb, patient, and supportive, for which he thanked the community. Mayor Hansel thought that comment was important because it was a difficult experience with communication to customers lacking and causing a lot of issues for the City. Mayor Hansel was glad to hear it was a good learning experience that cannot happen again because these incidents require a significant number of City resources, when our emergency services are already stretched thin. Mr. Proudman said they are spending almost \$800,000 on upgrading services and it was disappointing to have this occur.

Mayor Hansel stated that another important lesson was having the City's GIS system available to help with the emergency response. He encouraged following-up to integrate Liberty maps into the City's GIS system. Mr. Clark would follow-up with that, and Liberty's GIS system was just upgraded. The City Manager said that was great to hear as she recalled challenges around confidentiality, and it would have been helpful for our teams to help Liberty better; this sounds like something to integrate with our system.

Councilor Chadbourne said she was one of those 1,137 customers without service for several days. The Councilor continued, stating that she also had tenants concerned with what was going on and she did not know. She was disappointed with the non-immediacy of communication. She said that Councilor Giacomo asked two questions and one was not answered so she repeated it: was the box live when they drilled? Mr. Clark said it was all low voltage control components; it

was not a high voltage cabinet. Mr. Clark replied that they reviewed the plan and were satisfied with the response. Liberty also submitted a report meeting their requirements.

Mr. Proudman said that this was a paired down presentation, and many lessons were learned such as pre-job briefs, policies and procedures, operations, and how to deal with events like this moving forward. He apologized if all questions were not answered in the presentation and welcomed being contacted with more questions.

The Liberty Utilities presentation continued with Mr. Mostone and Ms. MacDonald, who wanted to discuss what they called Green Keene. They are contemplating upgrades to ensure their goals and investments are future proof to align with their decarbonization goals (net zero by 2050) and the City's 2050 renewable energy goals. Mr. Mostone share some links demonstrating that in the same way the electric grid can move renewable electrons, gas infrastructure can move renewable molecules, whether natural gas or hydrogen. The links also demonstrated that organizing and building a clean transition that is reliable, resilient, and economic for customers and the downstream gas initiative—which says that natural gas infrastructure will enable a clean energy transition that is economic, safe, and reliable.

Next, Ms. MacDonald said that Liberty had started its Green Keene initiative and she had the pleasure of working on that team, which was working and planning and ideal path forward for the City. The initiative's objective is to transition Keene's aging propane-air facility and distribution network to what has been identified as a safer and more reliable, clean and economic fuel system for Keene customers. Liberty recently announced a commitment to net zero and transitioning to a low carbon economy. They also want to focus on energy reliability and customer experience and affordability, and what it looks like for renewable natural gas or hydrogen in the future. They see alignment with the City's energy goals and an opportunity to future proof Keene's distribution network.

Ms. MacDonald continued that Liberty's recent work has determined that improvements are required in the near term to ensure they are thinking big and growing safely. They want to be thinking about their big sustainability commitments, meeting those goals, and growing at a reasonable pace, while demonstrating best practices. In some of their work, they have identified one of the best paths forward for Keene would be to start the energy transition with a liquified natural gas/compressed natural gas supply, and to investigate renewable natural gas while future proofing for hydrogen. Liberty thinks they can accomplish that by focusing on clean, economical energy, while maintaining their reputation as a safe, reliable, and resilient company. They want to focus on being sustainable and economic, while reducing emissions and future proofing the distribution system. She said that Liberty remains forward thinking and have optimized an investment strategy. They have worked with the Department of Energy and are trying to identify federal resources that will help support clean hydrogen. They are staying engaged with several councils and hydrogen working groups. She said they are keeping up with the Department of Energy's Hydrogen Shot initiative, which is to reduce the cost of clean hydrogen over the next decade, which Liberty wants to be a part of.



Ms. MacDonald continued explaining that Liberty had engaged a third-party expert to evaluate “Art of the Possible” for Keene, which is a vision and blueprint for pathways to 2030, while considering Keene’s energy goals. They also engaged that third-party expert in a Gas Supply Analysis for Keene, looking at compressed/liquified natural gasses (CNG/LNG), renewable natural gas (RNG), and hydrogen. Ms. MacDonald said it was recommended that Keene begin with a CNG/LNG solution, which she called an ideal start to support the transition to a safer, cleaner, and more reliable fuel source.

Ms. MacDonald discussed next steps. Liberty believes they could develop a working partnership with the City of Keene to work toward their mutual 2050 energy goals. Liberty will continue leveraging federal energy resources and operating with best practices. Leveraging their expertise as a leading energy company and focusing on that pathway to 2050. Liberty really wants to begin transitioning its Keene system to be 2050 ready and they feel Keene would be a great City to work with on this. Mr. Mostone added that the Monadnock Marketplace has already been transitioned to CNG and was not affected by the outage, as it is a separate distribution system with redundancies that have been working exceptionally well.

Mr. Mostone continued discussing the renewable molecules. He said that one of the great things about both RNG and hydrogen is that they are not necessarily dependent on pipelines. They can be produced locally wherever there are wasting wires and supplemented by truck delivery. He displayed a landfill process, stating that as waste breaks down organically in the landfill, methane, carbon dioxide, and other gasses are created; the gasses are cleaned and treated so the RNG goes through an upgrader until it is pipeline ready and interchangeable with the conventional natural gas molecule. When RNG is injected into a pipeline, the equipment does not know the difference. Mr. Mostone said the second form of RNG is predominantly food waste, dairy waste, and wastewater treatment facilities; 40% of the US’s waste is comprised of organic materials. If left untreated, organic materials give off gas, venting fugitive methane emissions into the atmosphere. Thus, by collecting the surface level methane, upgrading its pipeline quality, and injecting it, a lot of these gasses can reach carbon negative. Mr. Mostone continued that of these molecules, hydrogen could be used for electrical generation, thermal load, processing, load mobility, and fuel cell vehicles. Now, hydrogen can be blended in many instances into the natural gas stream. Currently, studies show that approximately 20% by volume load of hydrogen can be blended into a natural gas network without affecting equipment. Going up to 100% hydrogen would affect end use equipment, which would require upgrading. Mr. Mostone concluded mentioning that another renewable energy system and use for hydrogen is building heat and power. If Keene has a 100% hydrogen network, they could use it for microgrids, fuel cells, transportation, and more. He welcomed questions.

Councilor Williams said this sounded interesting. He said Keene needs to go green, but he was concerned about starting with CNG, which is a fossil fuel. He wondered if there was enough supply of RNG to come along and replace it. He asked about the transition process, supplies available to make it happen locally, and how long it would take. Mr. Mostone stated that there are supplies locally. He provided the example of a Liberty’s project before the NH Public Utilities Commission for Landfills in Bethlehem to track RNG created at the landfill down to

their system in Tilton. There, the annual volumes that one landfill would produce was more than two times the annual usage of all Liberty's Keene system. A landfill produces the same amount of RNG daily and thus there is usually over supply in the summer and vice versa in the winter, so balancing is critical. There are massive landfills that could supply 1/3 of NH's gas supply needs. Hydrogen can occur anywhere that there are wires and can provide for solar, wind, and conventional electricity. Mr. Mostone explained how natural gas can be used as feed stock, which he said was not a good idea here.

Councilor Giacomo said Keene looked into natural gas in the past and they know the huge economic benefit of piped in natural gas compared to the current blend system. He said there is a lot of pushbacks against pipelines so being able to create natural gas locally would be a huge incentive and reason to look into this. However, he said the infrastructure would need to be built to produce all of that. He was curious, with the age of Keene's landfill, how much methane was being produced there. Additionally, he questioned hydrogen, and stated that electricity cannot be created with a molecule that required electricity to make. He asked whether methane degradation with landfill age would factor into the cost analysis. Mr. Mostone replied that it does. He continued that last time they looked at the Keene landfill being capped, the volumes they could pull from the landfill and upgrade to pipeline quality did not warrant an investment in an upgrade for that facility. Regarding hydrogen, he stated that they were seeing a lot of movement in the electrolyzes that are getting off of non-flattened metal groups, which would bring the price down, allow load following on curtailed energy processes, and then storage would be the next key. The Department of Energy goal is to bring one kilogram of hydrogen down to \$1 in one decade. Thus, \$1/kg would translate to 770 in MMBtu, which if successful, is much less than what the City is paying currently for natural gas.

Mayor Hansel said there were various steps listed—where we are, potential RNG, and then hydrogen—and asked, between the current state and RNG, what are the limiting factors keeping Keene from getting there: regulatory or licensing? Mr. Mostone said it was neither right now. He continued stating that getting the infrastructure set-up is important. He said the skid on Production Avenue could receive RNG today. As they progress from the marketplace forward and get customers, it is really about seeing what is available locally versus what can be trucked in, and then there is economic justification moving forward. Liberty wants to ensure that if significant investments are made in the new supply facility to increase reliability, resiliency, and bring down costs from the Propane-Air, they want to ensure it is not “scrapped in six years” and starting from scratch.

With no further questions, Mayor Hansel thanked the Liberty Utilities representatives for the information. The representatives look forward to following-up with the Keene Energy and Climate Committee, who Mayor Hansel called engaged in this process. Liberty looks forward to a dialogue and meaningful working process with the City.

#### CONFIRMATION

Mayor Hansel nominated Kenneth Kost as an alternate to the Planning Board, with a term to expire December 31, 2024. A motion by Councilor Powers to confirm the nomination was duly

seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor.

COMMUNICATION – CHARLES REDFERN – REQUEST FOR SIGNAGE IDENTIFYING TRAILS

A communication was received from Charles Redfern, requesting signage identifying the trails. Mayor Hansel referred the communication to the Municipal Services, Facilities, & Infrastructure Committee.

COMMUNICATION – KEENE ELM CITY ROTARY CLUB – USE OF CITY PROPERTY – CLARENCE DEMAR MARATHON

A communication was received from the Elm City Rotary Club, requesting an event license for the annual Clarence DeMar Marathon and DeMar Half Marathon to be held on Sunday, September 25th 2022. Mayor Hansel referred the communication to the Planning, Licenses, and Development Committee and said it would be placed on more time to allow for protocol meetings to occur.

COMMUNICATION – RESIGNATION OF DELENE WHITE FROM THE PARTNER CITY COMMITTEE

A communication was received from Delene White, resigning from the Partner City Committee after 2.5 years of service. A motion by Councilor Powers to accept the resignation with regret and appreciation of service was duly seconded by Councilor Bosley. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor.

FOP REPORT – ADAM TOEPFER – KEENE PRIDE – REQUEST THAT THE CITY ABSORB THE COST FOR POLICE, PUBLIC WORKS AND FIRE PERSONNEL FOR BLOCK PARTY – SEPTEMBER 18, 2022

A Finance, Organization, and Personnel Committee report read, accepting the communication from Keene Pride as informational. The City Clerk acknowledged that Keene Pride had withdrawn its request for financial assistance for their block party. Mayor Hansel filed the report as informational.

FOP REPORT – PUBLIC TV PROGRAMMING SERVICES AGREEMENT – ACM/IT DIRECTOR

A Finance, Organization, and Personnel Committee report read, recommending that the City Council authorize the City Manager to negotiate and execute an agreement with Falls Area Community Television for the operation of public programming services on the local public community access television channels provided by Spectrum. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Chadbourne. Discussion ensued.

Councilor Jones expressed his long held belief that franchise fees from cable subscribers should not be used for the benefit of general taxpayers. He noted that over the years he has attempted to

secure votes that would restrict the cable franchise fees to only benefit the cable subscribers. He wanted to offer an amendments to the FOP report to have all allocations and expenditures of franchise fee money be agenzized and sent through the FOP Committee, so the cable TV subscribers have a chance to comment each time the City spends their money.

The City Manager said that franchise fee dollars are used for PEG, which is public, educational, and government. The equipment used to broadcast the Council meeting on cable and the AV Technician are paid for by those franchise fees, which are components of the government piece. There is \$200,000 available for PEG, and after the educational piece, the City Manager said the public piece is small. The conversation tonight was to allocate a portion of the franchise fees to the public programming. She said the proposal was for a three-year contract with the Falls Area Community Television and it would be for the remaining dollars available because the rest are allocated to the governmental and educational pieces of PEG. She said it would be hard to come back every time franchise fees are expended because the City would be basically paying the contractor a monthly fee.

A motion by Councilor Jones to amend the committee recommendation to provide that all appropriations and expenditures from the franchise fees be agenzized before the FOP Committee for approval was duly seconded by Councilor Workman.

Councilor Williams thought that some of the franchise fees should benefit the taxpayer. He said that these are wires going through the right-of-way; he thinks they should pay taxes and that some of that money should come back to the City. He said there are many other wires that do not pay fees and probably should, specifically the many private fiberoptic networks that are ugly as well. He thinks some of those franchise fees really should come to the City.

Councilor Jones said what the City Manager said was exactly right. He said that now the franchise fees are subsidizing what the entire community is getting. He stated that at one time, only cable subscribers had access to the public access channel and now the public has all access to that, which the cable subscribers are helping to pay for. The City Manager replied that franchise fees the City receives are in essence a tax for the use of the City's right-of-way and therefore there are no restrictions on the use of those funds. In reality, the fees could be rolled directly into the general fund for any purpose. Keene has not done that and has used the franchise fee dollars for broadcasting programs over the cable channel in the PEG categories.

The City Manager continued stating that to date, they have used the government and educational components, and the public programming is the final piece. Through what is broadcast on the cable channel is also broadcast on YouTube. She said this is a good thing because some of the cable channel equipment has not been good enough sound and quality, which they are working with the provider to try upgrading it. However, everything the City produces is going out through the cable channel. She said that if the dollars are used for that purpose, then the City at least needs to broadcast it through the cable channel.

Councilor Roberts said that cable companies and those using telephone poles now pay taxes and he was a part of the committee that argued to ensure they all do. He continued that someone with a contract does not want to wait each month for the FOP Committee to approve something,

which then must go to the City Council. He said this should be done one way efficiently and the provider needs normal rules and a steady flow of income.

Councilor Lake asked where the franchise fee comes from. The City Manager said that providers decided to collect that tax from their users. Mayor Hansel said it is how they bill it to their users. Councilor Lake stated that regardless, the City is taxing the provider and they are passing it on to their customers. He believed Councilor Jones' point was that the City is funding something given to all citizens based on a small subset of individuals. Councilor Lake agreed with Councilor Roberts that the Committee should not be approving this each month. He thought there was a simpler solution to Councilor Jones' goal, on which he was happy to collaborate on. The Councilor would like to see more funding going to support the public content.

Councilor Chadbourne asked whether the IT Director/Assistant City Manager, Rebecca Landry, could comment. Director Landry said the question at hand was using the franchise fee money to do anything other than broadcast over the channels. She wanted to clarify that this has been ongoing for a long time, it is not new. The former operator, Cheshire TV, was streaming over the web. So, this is not necessarily a new practice. Also, when talking about taxation, she said that Spectrum does pay a pole tax and the utility pole owners pay a tax. She said the City does not know the other "attachers," but would be happy to send them a tax bill as well.

Councilor Jones said about 20 years ago as Chair of the ad hoc that was discussing the cable franchise, he gave his word that any franchise fees from the cable subscribers should not be subsidizing the taxpayer. He agreed that the Telecommunication Act of 1996 does allow passing the fee onto the subscriber, but that does not mean it should be done.

The motion to amend the Committee recommendation failed on a roll call vote of 1–13 opposed. Councilor Jones voted in favor. Councilor Remy was absent. The motion to carry out the intent of the Committee report passed on a roll call vote of 13–1. Councilor Jones opposed. Councilor Remy was absent.

#### FOP REPORT – FIRE STAFFING COMMITTEE REPORT AND RECOMMENDATION – CITY MANAGER

A Finance, Organization, and Personnel Committee report read, recommending accepting the report, which includes a recommendation to hire four firefighters, one per shift, and this will be revisited once the department is notified of the outcome of the AFG grant submission. If awarded, the SAFER grant would temporarily assist with the funding of these positions. Other recommendations of the committee should be pursued immediately. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Chadbourne. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Remy was absent.

#### PATHWAYS FOR KEENE – REQUEST TO USE CITY PROPERTY – 4 ON THE 4TH ROAD RACE

A motion by Councilor Bosley was duly seconded by Councilor Giacomo to recommend that the City Council grant permission to Pathways for Keene to sponsor a running race on July 4, 2022,

subject to the signing of a revocable license and indemnification agreement and the submittal of a certificate of liability insurance in the amount of \$1,000,000 listing the City of Keene as an additional insured. In addition, the Police Department shall identify Railroad Street immediately adjacent to Railroad Square as a No Parking zone from the hours of 6:00 AM to 11:00 AM. This license is conditional upon the petitioners providing an adequate number of volunteer race marshals to ensure runner safety along the course, and subject to any recommendations of City staff. Petitioner agrees to absorb the cost of any City services over and above any amount of City funding allocated in the FY 23 Community Events Budget. Said payment shall be made within 30-days of the date of invoicing. Councilor Bosley summarized the background.

Councilor Jones stated for the record that he is a member of the Board of Directors of Pathways for Keene. He promoted this great summer activity and solicited volunteers.

Councilor Filiault asked whether the Rules of Order need to be suspended to act on this. The City Attorney replied that generally the Council can “take the item from Committee.” If there were an objection to hearing this item from Committee then there could be a motion to suspend the rules to act upon the request. Councilor Filiault said that historically, whenever a non-agendized item had arisen they voted to suspend, so he was unclear. Mayor Hansel asked the same question before the meeting and said that if Councilor Filiault was objecting, he could vote to suspend the Rules of Order. Councilor Filiault advocating honoring protocol.

A motion by Councilor Filiault to suspend the Rules of Order was duly seconded by Councilor Jones. The motion carried unanimously on a roll call vote of 13–1. Councilor Roberts opposed. Councilor Remy was absent. The Rules were suspended. There was no further discussion. The motion granting permission to Pathways for Keene carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Remy was absent.

#### KEENE SWAMP BATS – REQUEST TO DISCHARGE FIREWORKS – JULY 3 AND JULY 16, 2022

A motion by Councilor Greenwald to suspend the Rules of Order was duly seconded by Councilor Filiault and the motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. The Rules were suspended. Councilor Remy was absent.

A motion by Councilor Bosley was duly seconded by Councilor Giacomo to recommend that the Keene Swamp Bats be granted permission for the discharge of display fireworks on the following dates: Sunday, July 3rd, 2022 and Saturday, July 16th, 2022 on Alumni Field at no later than 10:00 PM subject to following conditions: the signing of a revocable license and indemnification agreement; that the Keene Swamp Bats provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000; that the fireworks vendor also provide a certificate of liability insurance with the City of Keene listed as additional insured in the amount of \$1,000,000; submittal of a signed letter of permission from SAU 29 for use of their property; and obtainment of a Class B fireworks permit for each display date. In addition, the petitioner agrees to comply with any recommendations of City staff. This permission is conditional upon the Petitioner absorbing the charges for any City services provided for the July 16th display. The Petitioner agrees to absorb the cost of any City services

over and above any amount of City funding allocated in the FY 23 Community Events Budget for the July 3rd display. Said payments shall be made within 30-days of the date of invoicing. Councilor Bosley summarized the background.

Councilor Jones said that since this did not go to Committee for public input, he wanted to mention that sometimes people with autism or animals could be sensitive to fireworks. He asked Staff to put out an advanced notice of these events and not rely on the Swamp Bats to do so. Mayor Hansel said it sounded like the City would consider it, but it is not a City event, so he did not want to set a precedent for broadcasting events. Mayor Hansel and Councilor Jones suggested asking the petitioner to do so. Councilor Williams agreed.

Councilor Williams outlined his concerns with fireworks a few weeks ago and he still felt this was too enthusiastic. He suggested that each organization only be permitted one fireworks event annually, whereas this application was for two. He also suggested that the Swamp Bats investigate alternatives to fireworks, like drone shows. The motion carried unanimously on a roll call vote of 13-1. Councilor Williams opposed. Councilor Remy was absent.

#### CITY MANAGER COMMENTS

The City Manager reported that the New England Aerobatic Club would be visiting the Keene Dillant Hopkins Airport this Saturday, May 21, for their first planned practice day of the season.

She also announced that budget meetings would continue on Thursday, May 26 at FOP at 6:00 PM. The Committee would be making their recommendation on the budget, which would move forward to public hearing the following Thursday (June 2) at 7:00 PM. The City Manager concluded noting that the vote on the budget would occur at the June 16 Council meeting

#### PB-PLD REPORT – RELATING TO AMENDMENTS TO THE CITY OF KEENE LAND DEVELOPMENT CODE – ORDINANCE O-2022-04

A Planning, Licenses, and Development Committee report read unanimously requesting that the Mayor set a public hearing on Ordinance O-2022-04. A Planning Board report read unanimously finding Ordinance O-2022-04 consistent with the City's Comprehensive Master Plan. Mayor Hansel set a public hearing for June 16 at 7:00 PM.

#### MORE TIME – RELATING TO THE FY 2022–2023 FISCAL YEAR BUDGET – RESOLUTION R-2022-09

A Finance, Organization, and Personnel Committee report read on a vote of 4–0, recommending placing this item on more time. Mayor Hansel granted more time.

#### MEMORANDUM – RELATING TO CLASS ALLOCATIONS & SALARY SCHEDULED – ORDINANCE O-2022-05

A memorandum read from the ACM/HR Director, Elizabeth Fox, recommending referring Ordinance O-2022-05 to the Finance, Organization, & Personnel Committee. Mayor Hansel referred Ordinance O-2022-05 to the Finance, Organization, and Personnel Committee.

MEMORANDUM – RELATING TO LICENSES AND PERMITS – PARKLETS –  
ORDINANCE O-2022-07

A memorandum read from the City Attorney, recommending that Ordinance O-2022-07, which would establish a permitting process for parklets, be referred to the Planning, Licenses and Development Committee for their review and recommendation. Mayor Hansel referred the Ordinance to the Planning, Licenses, and Development Committee.

MEMORANDUM – RELATING TO THE APPROPRIATION OF FUNDS FOR MUNICIPAL BUILDING ROOFS; RELATING TO THE APPROPRIATION OF FUNDS FOR ROAD REHABILITATION; RELATING TO THE APPROPRIATION OF FUNDS FOR THE SALT SHED REPLACEMENT; RELATING TO THE APPROPRIATION OF FUNDS FOR THE WELLS STREET PARKING STRUCTURE MAINTENANCE; AND RELATING TO THE APPROPRIATION OF FUNDS FOR THE 3MG WATER TANK REPAIR: RESOLUTION R-2022-10; RESOLUTION R-2022-11; RESOLUTION R-2022-12; RESOLUTION R-2022-14; AND RESOLUTION R-2022-15

A memorandum read from the Finance Director/Treasurer, Merri Howe, recommending that Resolutions R-2022-10, R-2022-11, R-2022-12, R 2022-14, and R-2022-15 relating to appropriation of funds for Municipal Building Roofs, Road Rehabilitation, Salt Shed Replacement, Well Street Parking Structure Maintenance, and 3MG Water Rank Repair projects be introduced and read at the May 19, 2022 meeting of the City Council and be referred to the Finance, Organization, and Personnel Committee for consideration, discussion, and a recommendation back to City Council. Mayor Hansel referred Resolutions R-2022-10, R-2022-11, R-2022-12, R-2022-14, and R-2022-5 to the Finance, Organization, and Personnel Committee.

FOP REPORT – RELATING TO THE APPROPRIATION OF FUNDS FOR THE PATRICIA T. RUSSELL PARK PROJECT AND THE CARPENTER STREET FLOOD MANAGEMENT PROJECT – RESOLUTION R-2022-16 AND RESOLUTION R-2022-19

A Finance, Organization, and Personnel Committee report read on a vote of 4–0 recommending the adoption of Resolution R-2022-16. A Finance, Organization, and Personnel Committee report read on a vote of 4–0 recommending the adoption of Resolution R-2022-19. Mayor Hansel filed the report.

A motion by Councilor Powers to adopt Resolution R-2022-16 was duly seconded by Councilor Chadbourne. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor.

A motion by Councilor Powers to adopt Resolution R-2022-19 was duly seconded by Councilor Chadbourne. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor.



FOP REPORT – PATRICIA T. RUSSELL PARK/CARPENTER ST. FLOOD MANAGEMENT PROJECT – CONSULTANT SELECTION FOR CONSTRUCTION ENGINEERING SERVICES – CITY ENGINEER

A Finance, Organization, and Personnel Committee report read, recommending that the City Manager be authorized to do all things necessary to negotiate and execute a professional service contract with SLR International Corporation for an amount not to exceed \$200,000 for Construction Engineering Services required for the Patricia T. Russell Park / Carpenter St. Flood Management Project. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Chadbourne. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Remy was absent.

FOP REPORT – PATRICIA T. RUSSELL PARK/CARPENTER ST. FLOOD MANAGEMENT PROJECT – REQUEST TO REALLOCATE FUNDS – CITY ENGINEER

A Finance, Organization, and Personnel Committee report read, recommending that the City Council reallocate \$310,000 from the Police Department Equipment Project (90324) and move the funds to the Patricia Russell Park Improvements Project (90316). A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Chadbourne. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Remy was absent.

A Finance, Organization, and Personnel Committee report read, recommending that the City Council reallocate \$100,000 from the Roxbury Street Flood Management project (90298-21) and move the funds to the Carpenter Street Flood Management Project (90298-22). A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Chadbourne. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Remy was absent.

FOP REPORT – RELATING TO THE APPROPRIATION OF FUNDS FOR GEORGE STREET BRIDGE REPLACEMENT PROJECT RESOLUTION – R-2022-17

A Finance, Organization, and Personnel Committee report read on a vote of 4–0 recommending the adoption of Resolution R-2022-17. Mayor Hansel filed he report.

A motion by Councilor Powers to adopt Resolution R-2022-17 was duly seconded by Councilor Chadbourne. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Remy was absent.

FOP REPORT – GEORGE STREET BRIDGE REPLACEMENT DESIGN CONSULTANT SELECTION – CITY ENGINEER

A Finance, Organization, and Personnel Committee report read on a vote of 4–0, recommending that the City Manager be authorized to do all things necessary to negotiate and execute a professional and technical services contract with McFarland-Johnson for engineering services required for the replacement of the George Street Bridge over Beaver Brook for an amount not to exceed \$245,000 (subject to NHDOT approval) with funding from Project Cost Center 90328-

05/19/2022

22. A motion by Councilor Powers to carry out the intent of the Committee report was duly seconded by Councilor Chadbourne. The motion carried unanimously on a roll call vote with 14 Councilors present and voting in favor. Councilor Remy was absent.

MEMORANDUM – RELATING TO THE ESTABLISHMENT OF A PARKS AND FACILITIES INFRASTRUCTURE CAPITAL RESERVE – RESOLUTION R-2022-18

A memorandum read from the Finance Director/Treasurer, Merri Howe, recommending that Resolution R-2022-18 relating to the establishment of a Parks and Facilities Infrastructure Capital Reserve have a first reading in front of the City Council and that the Resolution be referred to the Finance, Organization and Personnel Committee. Mayor Hansel referred Resolution R-2022-18 to the Finance, Organization, and Personnel Committee.

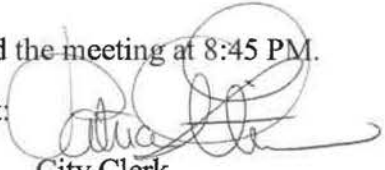
MEMORANDUM – RELATING TO AN APPROPRIATION OF FUNDS AND USE OF UNASSIGNED FUND BALANCE FOR THE FY 2022 FIRE DEPARTMENT PERSONNEL BUDGET – RESOLUTION R-2022-21

A memorandum read from the Finance Director/Treasurer, Merri Howe, and Fire Chief Howard, Donald Farquhar, recommending that R-2022-21 relating to an appropriation of funds and use of unassigned fund balance for the FY 2022 Fire Department personnel budget have a first reading in front of the City Council and that it be referred to the Finance, Organization and Personnel Committee. Mayor Hansel referred Resolution R-2022-21 to the Finance, Organization, and Personnel Committee.

ADJOURNMENT

There being no further business, Mayor Hansel adjourned the meeting at 8:45 PM.

A true record, attest:

  
City Clerk



CITY OF KEENE  
PUBLIC HEARING

Notice is hereby given that a Public Hearing will be held before the Keene City Council relative to Resolution R-2022-09, which, at the time of the printing of this notice, would require that the sum of \$26,757,681 be raised by taxation during the current year which together with \$38,227,487 for estimated operating revenues aggregating \$64,985,168 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$6,959,868 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2022.

Hearing Date: June 2, 2022  
Hearing Time: 7:00 PM

Per order of the Mayor and Councilors of the City of Keene, this 5<sup>th</sup> day of May, two thousand and twenty-two.

Attest:

City Clerk



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 2, 2022  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** **FY21 Hazardous Materials Emergency Preparedness Grant - Hubbard Consulting LLC - Fire Lieutenant/Training Officer**

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**Recommendation:**

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council authorize the City Manager to negotiate and execute a professional service contract with Hubbard Consulting LLC for an amount not to exceed \$15,000 for the delivery of a Hazardous Materials Response Plan.

**Attachments:**

None

**Background:**

Fire Chief Farquhar and Training Lieutenant Jeremy LaPlante were the first two speakers. The Chief indicated Lt. LaPlante authored the grant for which they are seeking the Committee's recommendation.

Lt. LaPlante explained after the City Council accepted the grant, staff put out an RFP for which they received two bids. After an internal process, they believe Hubbard Consulting LLC is the best fit for this project.

Councilor Lake made the following motion, which was seconded by Councilor Madison.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council authorize the City Manager to negotiate and execute a professional service contract with Hubbard Consulting LLC for an amount not to exceed \$15,000 for the delivery of a Hazardous Materials Response Plan.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #D.2.

**Meeting Date:** June 2, 2022  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** **Airport Land Lease - Airport Director**

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**Recommendation:**

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a land lease agreement with Mr. Lance Miller.

**Attachments:**

None

**Background:**

Dave Hickling, Airport Director addressed the committee next and stated the airport has multiple privately owned hangars and the airport leases the land those hangars are located on. Mr. Hickling stated there is a sale coming up for one of those hangars and the airport would like to renegotiate a new lease based on the Airport leasing plan put in place last year, with the same terms and conditions.

Councilor Madison made the following motion, which was seconded by Councilor Lake.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a land lease agreement with Mr. Lance Miller.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 2, 2022  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** Cheshire Rail Trail Phase 3 - Construction Change Order #2 - City Engineer

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**Recommendation:**

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a contract Change Order with Adams Trucking & Excavation, Inc. for an amount not to exceed \$41,000 (Subject to NHDOT approval). Funding to be provided by Project Cost Center 90057-F.

**Attachments:**

None

**Background:**

City Engineer Don Lussier addressed the Committee next and stated this item is in reference to the Cheshire Rail Trail Project, which project is under construction. He indicated when the project first started staff from DOT attended the pre-construction meeting. One of the attendees was the individual responsible for making sure the State is in compliance with the Americans with Disabilities Act who suggested while this work was happening the City also attend to some crosswalk improvements and accessibility improvements; he identified a total of eight locations that were in the periphery of the project - Park Avenue. They were not within the project limits but were adjacent to the project.

Mr. Lussier stated it was explained those are items that needed to be scaled back during the design phase because of being over budget. As a result, DOT has advised they will try to find some money but do not have it officially to fund their share of the project. If that doesn't happen and they don't approve the additional 80% of the cost the City wouldn't go forward with these changes, but if they do, the City Engineer felt it certainly would be good value for the City to pay 20% of the cost for doing these accessibility improvements. Mr. Lussier stated this would be for eight crosswalk locations - the crosswalks running parallel to Park Avenue.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Manager be authorized to do all things necessary to negotiate and execute a contract Change Order with Adams Trucking & Excavation, Inc. for an amount not to exceed \$41,000 (Subject to NHDOT

approval). Funding to be provided by Project Cost Center 90057-F.



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 2, 2022  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** **Councilor Lake – Recommended Operating Budget Adjustment – Keene Senior Center**

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**Recommendation:**

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting the communication from Councilor Lake as informational.

**Attachments:**

None

**Background:**

The Manager explained the next step of the budget process; The Manager stated after the budget hearing is held by the Council, the Councilors will have until the next Tuesday to submit their potential changes to the budget. This would be in advance of the final vote for the budget. She indicated tonight is the night the Committee could talk about any changes they would like to recommend which will be moved forward to a public hearing. Adjustments can be made tonight as well as later on.

Councilor Lake stated the last two years of Covid have been difficult for everyone, particularly the older population. This includes extra safety precautions, more isolation, more time away from their friends and family. He indicated the Keene Senior Center is a really important asset to Keene and felt it was important to maintain the level of funding the City has given in the past. He requested their line item to go to \$15,000, as has been done in the past.

Councilor Remy stated he understands where this is coming from but has had a hard time with this one and has been part of the group that reviews these requests. The Councilor stated he would like to see more progress from the Keene Senior Center - getting funding from outside towns because the amount collected from Keene is disproportionate to their percentage of membership in Keene versus what they are collecting from other towns. He stated he understands there is a much higher percentage from Keene, but the Center is collecting almost nothing from some of the outside towns, which has improved, but that was his concern.

He went on to say it is a very important organization that exists in Keene and if it did not exist there was not necessarily a City service that would replace it, and he does appreciate that, but support



from outside towns is his concern.

Councilor Madison asked Councilor Remy and the City Manager when making this decision to reduce the amount the Center has received from previous years, whether it is based on what they are receiving from outside towns or the amount of effort they put into seeking requests from outside towns.

The Manager stated she would defer to Councilor Remy as the City Manager's budget includes the recommendations from the committee and she was not part of that committee process. However, stated in the justification that she saw come forward, in addition to how much funding they are receiving from outside towns, the reduction was a reflection of their decrease in participation.

Councilor Remy stated there were other factors and added getting outside town participation can be a difficult process, and added the number of people was the primary driver in the recommendation.

Chair Powers stated the Finance Committee heard in the discussion the other night from the Executive Director of the organization that their numbers have increased in the period since they met with the committee and they are continuing to work towards getting more membership and increasing their income. He added, the fact that we need to face as a City is that our population is streaming fast towards that age group. The Chair stated he hears from many people that they do use the Center. He indicated he heard from at least five people requesting the City bring the funding back to where it was, which he indicated he could not disagree with. The Chair added in all his years being part of local government, this is the first community where the senior center has not been part of the City budget.

Councilor Chadbourne stated she too received several emails and phone calls from people who value this Center. She added as a City they offer services for seniors at the Keen Rec Center and then when you look at how much we are giving to younger generations, programs, or nonprofits that are geared towards the younger generation, she felt it was a little disproportionate; heavy in one category, and not the other. Based on the fact the numbers are increasing and several people did reach out she would be in favor of level funding. She added she would bring examples for the next meeting.

Councilor Remy referred to Monadnock Diversity Equity Inclusion and Belonging Coalition. He noted this group was not ready at the time when agency proposals came through to be able to apply and have now asked for the City's support. The Councilor indicated they had also emailed him. The Savings Bank a Walpole is putting in funding and were hoping the City would match that number. He indicated he would like to bring this item forward for discussion by the Finance Committee. The Councilor referred to the Declaration of Inclusion the City recently brought forward and felt it was something that was important to the City.

Attorney Mullins felt this Committee should table this matter until it opens the discussion on the budget, because this is a discussion that will impact the budget. He also referred to the item brought forward by Councilor Lake.

Councilor Madison made the following motion, which was seconded by Councilor Chadbourn

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends accepting the communication from Councilor Lake as informational.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #H.1.

**Meeting Date:** June 2, 2022  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** Charles Redfern - Request for Signage Identifying Trails

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**Recommendation:**

By a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee placed the item on more time.

**Attachments:**

None

**Background:**

Chair Greenwald stated that the Committee has a communication from Chuck Redfern regarding signage identifying trails. He continued that Mr. Redfern is not present tonight, and wants to be here to make a presentation regarding the signage. He asked for a motion.

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

By a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee placed the item on more time.



# CITY OF KEENE NEW HAMPSHIRE

ITEM #1.1.

**Meeting Date:** June 2, 2022  
**To:** Mayor and Keene City Council  
**From:** Elizabeth Fox, ACM/Human Resources Director  
**Through:** Elizabeth Dragon, City Manager  
**Subject:** **Relating to Personnel Systems and Procedures  
Ordinance O-2022-06**

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**Recommendation:**

That the City Council refer Ordinance O-2022-06 to the Finance, Organization and Personnel Committee for their review and recommendation.

**Attachments:**

1. Ordinance O-2022-06

**Background:**

This ordinance advances an additional adjustment to the City Code included in the proposed operating budget establishing the designation of assistant emergency management director and establishing compensation related to that role. With the adoption of the ordinance, compensation for the additional duties and responsibilities of these positions will be paid following the city's regular payroll cycle instead of annually in advance. In addition, this ordinance advances adjustments to the City Code related to vacation leave accruals for City Council appointments and positions included in Chapter 62-194 positions (non-union administrative, office technical and management). An effective date of July 1, 2022 is recommended for these code amendments.



# CITY OF KEENE

O-2022-06

In the Year of Our Lord Two Thousand and ..... Twenty-two .....

AN ORDINANCE ..... Relating to Personnel Systems and Procedures .....

*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 removing the stricken text and inserting the bold text in Article IV, "Classification and Pay Schedules", Division 2, "Schedules", Subdivision 5, "Annual Salary Schedules for Administrative and Clerical Personnel" and Article V, "Policies, Procedures and Conditions of Employment", Division 3 "Leaves", Subdivision II "Vacation" of Chapter 62 entitled "Personnel" as follows:

**Sec. 62-196. Emergency management director and Assistant emergency management director.**

Effective July 1, 2019~~22~~, the employee designated as emergency management director, shall ~~annually~~ be paid the sum of \$4,000.00 **on an annualized basis in July of each year** as compensation for the additional duties and responsibilities taken on with that designation. **The employee designated assistant emergency management director, shall be paid the sum of \$2,000.00 on an annualized basis for the additional duties and responsibilities taken on with that designation. The annualized payments shall be made as part of the applicable payroll period.**

Subdivision II. Vacation

**Sec. 62-396. Authorized.**

- (a) ~~After successful completion of 12 months of continuous employment for firefighters and police officers or six months of continuous employment for all other regular employees, Commencing with the first month of employment a regular full-time employee holding a position recognized in Chapter 2, section 231 (City Council appointments) or Chapter 62, section 194 (administrative, office, technical and management) will begin to accrue vacation leave be entitled to seven days' paid vacation leave. If the employee's status is regular full-time, he will accrue paid vacation leave, beginning with the first anniversary date, at a rate of five-sixths regular working days or working shifts per month of continued employment. On the seventh anniversary date, the accrual rate for the basic workweek will increase to 1¼ days per month. On the fifteenth anniversary date, the rate will increase to 1¾ days per month. Vacation leave may be accrued, based on the employee's average normal workweek, to a maximum of 30 workdays. With the exception of City Council appointments under Chapter 2 section 231, where the city manager determines it to be in the city's interest to do so, he may authorize other specific vacation leave provisions for a regular full-time employee at the time of employment of such employee. Any such other specific vacation leave provisions authorized by the city manager shall be in writing and will not exceed 1¾ days per month accrual. for a department head; or 1¼ days per month accrual for any other employee.~~ **Commencing with the first month of employment a regular full-time employee holding a position recognized in Chapter 2, section 231 (City Council appointments) or Chapter 62, section 194 (administrative, office, technical and management) will begin to accrue vacation leave be entitled to seven days' paid vacation leave. If the employee's status is regular full-time, he will accrue paid vacation leave, beginning with the first anniversary date, at a rate of five-sixths regular working days or working shifts per month of continued employment. On the seventh anniversary date, the accrual rate for the basic workweek will increase to 1¼ days per month. On the fifteenth anniversary date, the rate will increase to 1¾ days per month. Vacation leave may be accrued, based on the employee's average normal workweek, to a maximum of 30 workdays. With the exception of City Council appointments under Chapter 2 section 231, where the city manager determines it to be in the city's interest to do so, he may authorize other specific vacation leave provisions for a regular full-time employee at the time of employment of such employee. Any such other specific vacation leave provisions authorized by the city manager shall be in writing and will not exceed 1¾ days per month accrual.**

- (b) Vacation schedules shall be determined by department heads in accordance with department requirements. In no case may payment be made in lieu of taking vacation leave, except on employment termination.

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George S. Hansel, Mayor



# CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 2, 2022  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** **Relating to Class Allocations & Salary Schedules  
Ordinance O-2022-05**

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**Recommendation:**

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Ordinance O-2022-05.

**Attachments:**

1. Ordinance O-2022-05

**Background:**

Asst. City Manager/HR Director Beth Fox stated she was before the Committee this evening with updates to the class allocation and salary schedules to go along with some of the adjustments and changes that have been seen in the budget process.

The ordinance related to the salary and wage schedules is for non-union employees which includes an across the board increase of 2%, which is comparable to the adjustments that are in the negotiated bargaining agreements. Ms. Fox stated it also has some schedule adjustments.

City Code Section 166, which relates to probationary public works employees, reflects COLA adjustment and it also reflects an elimination of a step in the schedule, allowing the City to increase the entry level wage for these positions, to be a little more competitive in the market, but it still fits into the overall compensation plan for this particular workforce.

Sections 191 and 192, which relate to probationary firefighters and police officers - reflect the COLA increase and include the adjustment that was made in January, adding the paramedic only position.

Section 62194 – there are several positions that are being reclassified:

- Purchasing Specialist
- Police Dispatch Supervisor
- Fleet Services Operation Manager position is being discontinued and the Fleet Services Manager position is being added
- Assistant IT Director position is being discontinued and the individual in that position will be

advanced

- Communications and Marketing Director position is being added
- Deputy City Manager title is being added

In answer to a question from a Committee member, Ms. Fox noted that the Purchasing Specialist position will replace the existing administrative support position in the Purchasing Department. She added that this department is being restructured – it is going from two and half people to two; this person is taking on additional responsibilities and the new software that is going to be implemented will require some redundancy which will put some additional responsibilities on to that position.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Ordinance O-2022-05.



# CITY OF KEENE

O-2022-05

Twenty-two

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

Relating to Class Allocations and Salary Schedules

AN ORDINANCE .....

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

That the Ordinances of the City of Keene, as amended, hereby are further amended by deleting Section 2-231, "City Council Appointments' Salary Schedules" of Chapter 2, entitled "Administration;" as well as Section 62-141 "Call Firefighter Hourly Wage Schedule;"; Section 62-166, "Hourly Wage Schedule for Probationary Public Works;" Section 62-191, "Probationary Firefighter;" Section 62-192, "Probationary Police Officer;" and Section 62-194, "Administrative and Clerical – Annual Salary Schedule", of Chapter 62 entitled, "Personnel," and by substituting in lieu thereof the following attached new sections: Section 2-231, "City Council Appointments' Salary Schedule;" Section 62-141 "Call Firefighter Hourly Wage Schedule;" Section 62-166, "Probationary Public Works Hourly Wage Schedule;" Section 62-191, "Probationary Firefighter;" Section 62-192 "Probationary Police Officer;" and Section 62-194, "Administrative, Office, Technical and Management – Annual Salary Schedule," effective July 1, 2022.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk



City Code Section 2-231

**COUNCIL APPOINTMENTS  
ANNUAL SALARY SCHEDULE**

(effective July 1, 2022)

<u>SALARY</u>	<u>City Clerk</u>	<u>City Attorney</u>	<u>City Manager</u>
<u>L</u>	93,878	116,211	139,504
<u>E</u>	98,103	121,440	145,782
<u>V</u>	102,518	126,905	152,342
<u>E</u>	107,131	132,616	159,197
<u>L</u>	111,952	138,584	166,361
	116,990	144,820	173,847

**City Code Section 62-141**

**CALL FIREFIGHTER  
HOURLY WAGE SCALE**

Non-bargaining unit  
(effective July 1, 2022)

<u>Grade</u>		<u>Step 1</u>
CF1	Non-certified Probationary Firefighter	\$ 10.92
CF2	Probationary Firefighter (Level 1)	\$ 14.20
CF3	Probationary Firefighter (Level 2)	\$ 15.81
CF4	Firefighter (Level 1)	\$ 16.39
CF5	Firefighter (Level 2)	\$ 19.67
CF6	Special services (Chaplain, Photographer & Aide)	\$ 15.29

**City Code Section 62-166**

The hourly wage schedule for probationary public works employees is as follows:

**PROBATIONARY PUBLIC WORKS  
HOURLY WAGE SCHEDULE**

Non-bargaining unit  
(effective July 1, 2022)

<u>GRADE</u>	<u>1</u>	<u>2</u>	<u>3</u>
PPW 2	15.70	16.41	17.15
PPW 4	17.15	17.92	18.73
PPW 5	17.92	18.73	19.57
PPW 7	19.19	20.05	20.95
PPW 8	20.45	21.37	22.33
PPW 9	21.37	22.33	23.33
PPW 10	22.33	23.33	24.38
PPW 11	23.33	24.38	25.48
PPW 12	24.39	25.49	26.64

GRADE

PPW 2	Maintenance Aide I; Recycler I; Recycler I/Attendant
PPW 4	Water & Sewer Service Aide I
PPW 5	Maintenance Aide II; Motor Equipment Operator I; Recycler II; Water & Sewer Service Aide II
PPW 7	Mechanic I
PPW 8	Motor Equipment Operator II
PPW 9	Mechanic II; Sign Maker; Maintenance Mechanic; Utility Operator
PPW 10	Highway Foreman; Solid Waste Foreman; Maintenance Technician I; Lead Mechanic
PPW 11	Water Meter Technician; Maintenance Electrician
PPW 12	Water & Sewer Foreman; Maintenance Technician II; Shop Manager; Solid Waste Operations Foreman

**City Code Section 62-191**

**PROBATIONARY FIREFIGHTER  
HOURLY WAGE SCHEDULE  
Non-bargaining unit  
(effective July 1, 2022)**

<u>GRADE</u>		<u>STEP 1</u>
F 1	Firefighter/EMT B	\$21.05
F 2	Firefighter/A-EMT	\$22.31
F 3	Firefighter/Medic	\$23.74
F 4	Paramedic Only	\$22.31

**City Code Section 62-192**

**PROBATIONARY POLICE OFFICER  
HOURLY WAGE SCHEDULE  
Non-bargaining unit  
(effective July 1, 2022)**

<u>GRADE</u>		<u>STEP</u>
PP 1		\$25.43
PP 2		\$26.57

**City Code Section 62-194** Administrative, Office, Technical and Management Personnel

The annual salary schedule for administrative, office, technical and management personnel is as follows:

**ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT  
ANNUAL SALARY SCHEDULE**

Non-bargaining unit  
(effective July 1, 2022)

<u>GRADE</u>	<u>STEPS</u>					
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
S 4	37,254	38,930	40,682	42,513	44,426	46,425
S 5	38,930	40,682	42,513	44,426	46,425	48,514
S 6	40,682	42,513	44,426	46,425	48,514	50,697
S 7	42,513	44,426	46,425	48,514	50,697	52,978
S 8	44,426	46,425	48,514	50,697	52,978	55,362
S 9	46,425	48,514	50,697	52,978	55,362	57,853
S 10	48,514	50,697	52,978	55,362	57,853	60,456
S 11	50,697	52,978	55,362	57,853	60,456	63,177
S 12	52,978	55,362	57,853	60,456	63,177	66,020
S 13	55,362	57,853	60,456	63,177	66,020	68,991
S 14	57,853	60,456	63,177	66,020	68,991	72,096
S 15	60,456	63,177	66,020	68,991	72,096	75,340
S 16	63,177	66,020	68,991	72,096	75,340	78,730
S 17	66,020	68,991	72,096	75,340	78,730	82,273
S 18	68,991	72,096	75,340	78,730	82,273	85,975
S 19	72,096	75,340	78,730	82,273	85,975	89,844
S 20	75,340	78,730	82,273	85,975	89,844	93,887
S 21	78,730	82,273	85,975	89,844	93,887	98,112
S 22	82,273	85,975	89,844	93,887	98,112	102,527
S 23	85,975	89,844	93,887	98,112	102,527	107,141
S 24	89,844	93,887	98,112	102,527	107,141	111,962
S 25	93,887	98,112	102,527	107,141	111,962	117,000
S 26	98,112	102,527	107,141	111,962	117,000	122,265
S 27	102,527	107,141	111,962	117,000	122,265	127,767
S 28	107,141	111,962	117,000	122,265	127,767	133,517
S 29	111,962	117,000	122,265	127,767	133,517	139,525
S 30	117,000	122,265	127,767	133,517	139,525	145,804

**City Code Section 62-194**

**ADMINISTRATIVE, OFFICE, TECHNICAL AND MANAGEMENT**  
(effective July 1, 2022)

<u>GRADE</u>	<u>CLASS ALLOCATION</u>
S 4	Library Aide
S 5	Minute Taker
S 6	Administrative Assistant; Records Clerk
S 7	Administrative Assistant I
S 8	NO POSITIONS ASSIGNED
S 9	NO POSITIONS ASSIGNED
S 10	Audio Video Production Specialist
S 11	Office Manager; Parking Services Technician
S 12	Librarian I; Planning Technician; Executive Secretary; Staff Accountant; <del>Police Dispatch Supervisor</del> ; Fire Department Administrator; <b>Purchasing Specialist</b>
S 13	NO POSITIONS ASSIGNED
S 14	NO POSITIONS ASSIGNED
S 15	Executive Assistant; Librarian II; Payroll Administrator; Human Resources Assistant; Youth Services Manager; Mapping Technician; Engineering Technician; Assistant City Clerk; Parking Operations Manager; Senior Paralegal; <b>Police Dispatch Supervisor</b>
S 16	Planner; Laboratory Supervisor
S 17	Appraiser; Recreation Programmer; Librarian III; Parks & Cemetery Maintenance Superintendent; <del>Fleet Services Operations Manager</del> ; Senior Staff Accountant; Airport Maintenance & Operations Manager; IT Systems Specialist
S 18	Water/Sewer Operations Manager; Purchasing Agent; Civil Engineer; Solid Waste Manager; Maintenance Manager; Revenue Collector; Records Manager/Deputy City Clerk; Laboratory Manager; Human Services Manager; Treatment Plant Manager
S 19	Transportation/Stormwater Operations Manager; Utilities Treatment Operations/Plant Manager; Senior Planner; Recreation Manager; <b>Fleet Services Manager</b>
S 20	Systems Administrator; Purchasing & Contract Services Manager; Assistant City Attorney
S 21	NO POSITIONS ASSIGNED
S 22	NO POSITIONS ASSIGNED
S 23	NO POSITIONS ASSIGNED
S 24	City Engineer; Assistant Public Works Director/Division Head; <del>Assistant IT Director</del> ; Database Administrator; Airport Director; Building/Health Official
S 25	Human Resources Director; Library Director; Assistant Finance Director/Assistant Treasurer; Police Captain; Deputy Fire Chief
S 26	Community Development Director; City Assessor; Parks, Recreation & Facilities Director
S 27	Finance Director/Treasurer; IT Director; <b>Communications &amp; Marketing Director</b>
S 28	Police Chief; Fire Chief; Public Works Director
S 29	NO POSITIONS ASSIGNED
S 30	<b>Deputy City Manager</b>



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 2, 2022  
**To:** Mayor and Keene City Council  
**From:** Finance, Organization and Personnel Committee, Standing Committee  
**Through:**  
**Subject:** **Relating to the 2022/2023 fiscal year budget  
Resolution R-2022-09-A**

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### **Recommendation:**

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-09, as amended to include an additional \$5,000 to the Senior Citizens Center to reflect a level funded allocation of \$15,000 and to include an allocation of \$10,000 to the Monadnock Diversity Equity Inclusion and Belonging Coalition, with the disbursement of funds contingent upon further approval by the City Council of the Coalition's plans for operation once finalized.

### **Attachments:**

1. Resolution R-2022-09-A

### **Background:**

The Manager suggested if the Council is in favor of contributing funds to the effort raised by Councilor Remy, that there could be some strings attached. She indicated the reason she says that is because this is still a work in progress. They are not a separate nonprofit; they are working with the YMCA as a fiscal sponsor. The YMCA would be hiring an executive director, which is the reason for the request for funding. She stated if the Council is interested in matching the \$10,000 it could be a pledge until the group is able to bring forward the rest of the funding and finalize what the structure would look like.

Councilor Chadbourne stated the other concern she has is, in most years when someone comes after the deadline and requests funding it is not something the Council considers and felt this would be setting a bad precedence to start the process of letting this entity through. She stated she would not be supportive of the request this year.

Councilor Lake asked whether the City in prior years has allowed people that have come in late to receive funding. Councilor Chadbourne clarified not in the time she has served. Chair Powers stated if he recalls correctly, they need to be established as an organization before the Council would even consider them for funding.

The Manager stated she would like to look at the structure, how funds would be brought into the

organization, and perhaps request the City Attorney review same. Hence, the reason she suggested a pledge versus funding at this time.

Councilor Madison made the following motion, which was seconded by Councilor Remy. That the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-09 the fiscal year 2022-2023 budget.

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

To amend Budget Line 62113, Senior Citizen Center to be \$15,000.

The amendment carried on a unanimous vote.

Councilor Remy made the following motion, which was seconded by Councilor Madison.

To amend the budget to add a line to the Outside Agency funding for \$10,000 for Monadnock Diversity Equity Inclusion and Belonging Coalition contingent upon further approval by the City Council of their plans for operation once finalized.

Councilor Chadbourne asked the City Manager when she referred to a pledge, would that be contingent for this year or for next year. Ms. Dragon stated her suggestion was to increase the budget by \$10,000 but with some strings attached. Many of the outside agencies automatically receive their checks but this would allow for further review before that were to happen.

Councilor Lake clarified if the \$10,000 is allocated in the budget it could be moved somewhere else at the end of the year, if there was that need. Councilor Chadbourne felt it was not fair to the other organizations who make a lot of effort to get their application in on time. She felt this sets a bad precedence. The Chair stated he would tend to agree with the Councilor, however, given the time and the effort by so many in the community; Savings Bank of Walpole and others – felt the full Council should be given the opportunity to weigh in on this item.

Councilor Chadbourne stated whether this item is approved or not the full Council still gets to weigh in on it.

Councilor Madison stated he tends to agree with the Chair - this is worth bringing before the full Council. He added it is certainly not without precedent but given the times we are in now, the hate we are seeing in the nation and even in our community, it is worth bringing before the Council.

The motion made by Councilor Remy to amend the budget to add \$10,000 for Monadnock Diversity Equity Inclusion and Belonging Coalition carried on a unanimous vote.

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

On a 5-0 vote, Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-09 the fiscal year 2022-2023 budget as amended.

Chair Powers thanked everyone who put a lot of time and effort into this budget.





# CITY OF KEENE

R-2022-09-A

Twenty-one

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

Relating to the 2022/2023 fiscal year budget

A RESOLUTION .....

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

That the sum of \$26,772,681 be raised by taxation during the current year which together with \$38,227,487 for estimated operating revenues aggregating \$65,000,168 is hereby appropriated for the use of the several departments of the City Government, and further that the sum of \$6,959,868 be appropriated for capital expenditures and capital reserve appropriations in the City proprietary funds, funded by the use of capital reserves, fund balance and current revenues, for the fiscal year beginning July 1, 2022, as attached hereto and made a part thereof.

\_\_\_\_\_  
George S. Hansel, Mayor

PASSED

**2022/2023 Annual Operating Budget**

**R-2022-09-A**

<b>General Fund Revenue &amp; Other Financing Sources:</b>	<i>Adopted</i>	<b>General Fund Appropriations:</b>	<i>Adopted</i>
Property Tax Revenue	\$26,772,681	Elected & Appointed Officials	\$3,248,994
Use of Surplus	1,725,000	Capital Projects	4,401,977
Other Taxes	1,152,565	Administrative Services	5,065,171
Tax Increment Financing	1,171,750	Community Services	21,688,996
Licenses, Permits & Fees	3,973,867	Municipal Development Services	7,265,530
Intergovernmental	3,168,323	Debt Service	3,919,092
Charges for Services	2,197,792		
Fines & Forfeits	56,517		
Miscellaneous	1,401,996		
Other Financing Sources	3,969,269		
<b>NET GENERAL FUND OPERATING REVENUES</b>	<b>\$45,589,760</b>	<b>NET GENERAL FUND OPERATING APPROPRIATIONS</b>	<b>\$45,589,760</b>
<b>TOTAL PARKING FUND REVENUES</b>	<b>\$1,040,446</b>	<b>TOTAL PARKING FUND APPROPRIATIONS</b>	<b>\$1,040,446</b>
<b>TOTAL PC REPLACEMENT FUND REVENUES</b>	<b>\$93,160</b>	<b>TOTAL PC REPLACEMENT FUND APPROPRIATIONS</b>	<b>\$93,160</b>
<b>TOTAL SOLID WASTE FUND REVENUES</b>	<b>\$5,304,423</b>	<b>TOTAL SOLID WASTE FUND APPROPRIATIONS</b>	<b>\$5,304,423</b>
<b>TOTAL SEWER FUND REVENUES</b>	<b>\$6,134,188</b>	<b>TOTAL SEWER FUND APPROPRIATIONS</b>	<b>\$6,134,188</b>
<b>TOTAL WATER FUND REVENUES</b>	<b>\$4,152,007</b>	<b>TOTAL WATER FUND APPROPRIATIONS</b>	<b>\$4,152,007</b>
<b>TOTAL EQUIPMENT FUND REVENUES</b>	<b>\$2,686,184</b>	<b>TOTAL EQUIPMENT FUND APPROPRIATIONS</b>	<b>\$2,686,184</b>
<b>TOTAL OPERATING REVENUES - ALL FUNDS</b>	<b>\$65,000,168</b>	<b>TOTAL OPERATING APPROPRIATIONS - ALL FUNDS</b>	<b>\$65,000,168</b>
<b>CAPITAL:</b>			
PARKING FUND CAPITAL FUNDING	\$954,800	PARKING FUND CAPITAL APPROPRIATIONS	\$954,800
SOLID WASTE FUND CAPITAL FUNDING	\$375,000	SOLID WASTE FUND CAPITAL APPROPRIATIONS	\$375,000
SEWER FUND CAPITAL FUNDING	\$2,618,893	SEWER FUND CAPITAL APPROPRIATIONS	\$2,618,893
WATER FUND CAPITAL FUNDING	\$1,599,251	WATER FUND CAPITAL APPROPRIATIONS	\$1,599,251
EQUIPMENT FUND CAPITAL FUNDING	\$1,411,924	EQUIPMENT FUND CAPITAL APPROPRIATIONS	\$1,411,924
<b>TOTAL CAPITAL FUNDING - OTHER FUNDS</b>	<b>\$6,959,868</b>	<b>TOTAL CAPITAL APPROPRIATIONS - OTHER FUNDS</b>	<b>\$6,959,868</b>



ITEM #K.2.

## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 2, 2022

**To:** Mayor and Keene City Council

**From:** Finance, Organization and Personnel Committee, Standing Committee

**Through:**

**Subject:** **Relating to the Appropriation of Funds for Municipal Building Roofs; Relating to the Appropriation of Funds for Road Rehabilitation; Relating to the Appropriation of Funds for the Salt Shed Replacement; Relating to the Appropriation of Funds for the Wells Street Parking Structure Maintenance; and Relating to the Appropriation of Funds for the 3MG Water Tank Repair**  
**Resolution R-2022-10**  
**Resolution R-2022-11**  
**Resolution R-2022-12**  
**Resolution R-2022-14**  
**Resolution R-2022-15**

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**Recommendation:**

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-10.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-11.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-12.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-14.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-15.

**Attachments:**

1. Resolution R-2022-10
2. Resolution R-2022-11
3. Resolution R-2022-12
4. Resolution R-2022-14

5. Resolution R-2022-15

**Background:**

Finance Director Merri Howe was the next speaker. She indicated the five bond Resolutions before the Committee pertain to bond funding for projects that were advanced through the CIP process back in March of 2022 and included in the FY 23 proposed budget. If approved, the City will be going out to bond in the fall 2022 and will hopefully get some decent rates.

Resolution R-2022-10 relates to the appropriation of funds for municipal building roofs. Resolution R-2022-11 relates to the appropriation of funds for road rehabilitation. Resolution R-2022-12 relates to the appropriation of funds for a salt shed replacement. Resolution R-2022-14 relates to the appropriation of funds for the Wells Street parking structure maintenance. Resolution R-2022-15 relates to the appropriation of funds for the 3 million gallon water tank repair.

Councilor Remy made the following motion, which was seconded by Councilor Madison.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-10.

Councilor Remy made the following motion, which was seconded by Councilor Lake.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-11.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-12.

Councilor Remy made the following motion, which was seconded by Councilor Madison.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-14.

Councilor Remy made the following motion, which was seconded by Councilor Lake.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-15.



# CITY OF KEENE

R-2022-10

Twenty-Two

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

A RESOLUTION .....  
Relating to the Appropriation of Funds for Municipal Building Roofs

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

That the sum of five hundred forty-one thousand dollars (\$541,000.00) is hereby appropriated for Municipal Building Roofs, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to five hundred forty-one thousand dollars (\$541,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

PASSED



# CITY OF KEENE

R-2022-11

Twenty-Two

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

Relating to the Appropriation of Funds for Road Rehabilitation

A RESOLUTION .....

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

That the sum of two hundred ninety-eight thousand dollars (\$298,000.00) is hereby appropriated for Road Rehabilitation, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two hundred ninety-eight thousand dollars (\$298,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

PASSED



# CITY OF KEENE

R-2022-12

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

A RESOLUTION ..... Relating to the Appropriation of Funds for the Salt Shed Replacement .....

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

That the sum of four hundred thirty-nine thousand dollars (\$439,000.00) is hereby appropriated for the Salt Shed Replacement, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to four hundred thirty-nine thousand dollars (\$439,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

PASSED



# CITY OF KEENE

R-2022-14

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

A RESOLUTION ..... Relating to the Appropriation of Funds for the Wells Street Parking  
..... Structure Maintenance

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

That the sum of five hundred twenty-three thousand dollars (\$523,000.00) is hereby appropriated for the Wells Street Parking Structure Maintenance, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to five hundred twenty-three thousand dollars (\$523,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

PASSED





# CITY OF KEENE

R-2022-15

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

A RESOLUTION ..... Relating to the Appropriation of Funds for the 3MG Water Tank Repair

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

That the sum of two million four hundred thirty-three thousand dollars (\$2,433,000.00) is hereby appropriated for the 3MG Water Tank Repair, and to fund said appropriation, the City Treasurer, with the approval of the City Manager, is authorized to borrow up to two million four hundred thirty-three thousand (\$2,433,000.00) under the provisions of the Municipal Finance Act and to issue bonds or notes thereof.

This authorization shall lapse if not fulfilled within five (5) years from the date of approval.

\_\_\_\_\_  
George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

City Clerk

PASSED



# CITY OF KEENE NEW HAMPSHIRE

ITEM #K.3.

**Meeting Date:** June 2, 2022

**To:** Mayor and Keene City Council

**From:** Finance, Organization and Personnel Committee, Standing Committee

**Through:**

**Subject:** **Relating to the Establishment of a Parks and Facilities Infrastructure  
Capital Reserve  
Resolution R-2022-18**

---

**Recommendation:**

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-18.

**Attachments:**

1. Resolution\_R-2022-18

**Background:**

Ms. Howe stated Resolution R-2022-18 relates to the establishment of a Parks and Facilities Infrastructure capital reserve. She explained the purpose of this capital reserve is to fund wholly or in part upgrade, renovations, improvements, replacement, maintenance, and the operations thereof of City facilities and part components and apparatus, including but not limited to buildings, building systems, roofs, paved areas, park equipment, play areas and structures.

The fiscal policies that were adopted back in September 2021 emphasized the use of funding sources for capital projects by utilizing stabilization funds by capital reserves. So by using a capital reserve, the City is using money already saved up which avoids a spike in the budget for that year and reduces reliance on debt levels in future years.

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

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-18.



# CITY OF KEENE

R-2022-18

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

A RESOLUTION ..... Relating to the establishment of a Parks and Facilities Infrastructure Capital Reserve

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

The City Council hereby authorizes the establishment of a Parks and Facilities Infrastructure Capital Reserve to fund, wholly or in part, upgrades, renovations, improvements, replacement, maintenance and the operation thereof of City facilities and Park components and apparatus, including but not limited to, buildings, building systems, roofs, paved areas, park equipment, play areas, and structures pursuant to the provisions of RSA 34.

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George S. Hansel, Mayor

In City Council May 19, 2022.  
Referred to the Finance, Organization  
and Personnel Committee.

  
City Clerk

PASSED



## CITY OF KEENE NEW HAMPSHIRE

**Meeting Date:** June 2, 2022  
**To:** Mayor and Keene City Council  
**From:** Municipal Facilities, Services and Infrastructure Committee, Standing Committee  
**Through:**  
**Subject:** **Relating to the Brian A. Mattson Parks and Recreation Center  
Resolution R-2022-20**

---

**Recommendation:**

By a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the adoption of Resolution R-2022-20.

**Attachments:**

1. Resolution R-2022-20

**Background:**

Chair Greenwald asked Councilor Powers to address his request.

Councilor Tom Powers, of 4 Partridgeberry Ln., stated that he has lived here for 35 years and knew Brian Mattson during that entire length of time. He continued that the MSFI Committee has a letter he wrote early last month, with an idea that has gathered a lot of support from friends, current City employees, and members of the public who worked with Mr. Mattson. The City has a process, developed by a prior City Council with forethought that there may be occasions when the City Council wants to honor folks in different ways. For a facility to be named in honor of someone, the individual must meet one of the following criteria in Ordinance O-1996-20: *“an individual who has had a major involvement in any acquisition of a development or a facility; a well-known community leader, either elected, appointed, or volunteer; an individual who has positively influenced a large populace of the city through a significant contribution of money, time, material, or land; an individual whose civic leadership or volunteerism clearly has contributed to the betterment of the city; or an individual who is deceased and whose personal attributes symbolized the principles and standards of a community organization.”*

Councilor Powers stated that those criteria are in the City Code, and there is no question that Mr. Mattson met every one of them. He continued that he does not think there is a person in the room who has not worked with or for Mr. Mattson or been involved with something that Mr. Mattson handled on behalf of the City. Mr. Mattson came to work for the City after having spent time in the

Air Force. He attended the University of New Hampshire (UNH) and Keene State College (KSC). When he was in high school in Gorham, NH, he worked with the Parks & Recreation Department. When he worked for the City of Keene, he always added a piece of humor to any event and was great at making people laugh. It would be hard to find any project in the City that involves children that Mr. Mattson was not a part of. People whose children have grown up in Keene likely have children who worked for Mr. Mattson at one of the various facilities or pools. Mr. Mattson was the type who was always trying to better the community. He was very involved with the trails, the Senior Center, and the Kiwanis Club.

Councilor Powers continued that there is no question in his mind, and in the minds of others he has talked with, that renaming the Keene Recreation Center to the Brian A. Mattson Keene Recreation Center is the right thing to do. He hopes the MSFI Committee agrees and that the City Council agrees next week.

Councilor Filiault stated that he thinks this is one of the best ideas that has been brought to the City Council in a long time. He continued that he grew up in the neighborhood of the Recreation Center, and to him as well as other children in the area, it was like a second home. He was in high school when Mr. Mattson started working there, and he felt almost like a stepfather to him and all the children in the area. Then when he grew older and became a City Council member, he remembers that Mr. Mattson was one of the first department heads to say in a budget meeting, "I don't need this for this line item; I can return that money." Mr. Mattson was a phenomenal person, and he thanks Councilor Powers for bringing this request, because he cannot think of a more wonderful name for the Recreation Center than one honoring Brian Mattson.

Councilor Roberts stated that when he was the president of the Senior Center, Mr. Mattson was there at every meeting, always looking out for how they could improve the lives of Keene's seniors. He continued that Mr. Mattson would talk about how he was embarrassed he could not help the seniors more and was trying to find a way to integrate the private Senior Center into the City.

Councilor Workman stated that she did not have the honor of knowing Mr. Mattson personally, but she really respects the summary Councilor Powers provided of his accomplishments. She continued that she thinks this renaming of the Recreation Center is an excellent way to commemorate his legacy. She will be in full support of this.

Councilor Williams stated that he seconds Councilor Workman's words. He continued that he came along a little late and it sounds like he missed a wonderful man.

Chair Greenwald stated that Mr. Mattson was a very nice person with a good sense of humor. He continued that Mr. Mattson was also the Facilities Director, so he had a full plate of activities. He was never aggressive and was always a very nice person, with a nice family. He totally supports this.

Councilor Powers stated that something many people do not know is that if they ever wore Converse sneakers while playing basketball as a youth, it is likely Mr. Mattson made those sneakers. He continued that Converse sneakers were made in Berlin, NH, and working there was one of Mr. Mattson's part-time jobs between high school and college.

Chair Greenwald asked for comments from members of the public.

Arthur Trombly stated that he is a retired attorney. He continued that he first met and casually got to know Mr. Mattson when he was a young City Councilor on what was then called the Parks & Recreation Committee, but he did not get to know Mr. Mattson very well until years later when they

both joined the Kiwanis Club. Mr. Mattson pushed for the Kiwanis Club to support the Special Olympics. The regional Special Olympics basketball tournament was held at the high school or the college, and Mr. Mattson wanted the Kiwanis Club to provide food. They did, and it was a great time. That is what really showed him Mr. Mattson's humanity and what a great person he was, because he noticed at those basketball tournaments that Mr. Mattson knew every child and their parents and details about them. It was not just a job for Mr. Mattson; it was who he was. He cannot think of anyone more deserving of this honor than Mr. Mattson, and is sorry that Mr. Mattson could not be here to see this.

Gary Lamoureux, of 47 Rockwood Rd., stated that he was a City staff member for many years and had the opportunity to not just work with Mr. Mattson, but to be friends with him. He continued that he and Mr. Mattson played basketball together, along with other City staff members. They had a great time together on and off duty. Right after Mr. Mattson passed, Joe Clifford approached him at Hannafords, quite emotional, and asked if there was something that could be done for Mr. Mattson. Mr. Clifford was an athlete with the Special Olympics and a firm believer that it would not have happened without Mr. Mattson. If there is a presentation for the dedication of the Brian A. Mattson Keene Recreation Center, he imagines that Mr. Clifford and others involved with the Special Olympics would like to be invited. He contacted the City Manager about that and was happy to learn that there was something in the works. Councilor Powers did a great job taking the lead.

Mr. Lamoureux continued that when he was 10, he lived on Ellis Court, right behind the Recreation Center; thus, it was not "like his second home," it was his first home. He spent a lot of time there and Mr. Mattson knew him by first name then and now. While attending camp at the Recreation Center, with Dave Kyle and Julianna Bergeron as counselors, he (Mr. Lamoureux) used to make potholders. When he retired from the Fire Department many years later, Mr. Mattson found a weaving unit and a bunch of materials for making potholders, and gave that to him as a retirement gift, which is an example of Mr. Mattson's sense of humor. Mr. Mattson was a mentor to many. He was quiet, and never wanted accolades for anything he did; he just wanted the job done. Mr. Lamoureux continued that he thinks that is the type of person the City would be proud to name a building for. He is glad there is so much support for it, but like Mr. Trombly, he wishes there was a way to do this when people are alive to know how people feel about them. Maybe that is something the City can look at down the road.

Chair Greenwald stated that he hopes a list of names goes to the City Clerk to make sure all of these people are informed when the Resolution passes. He asked the City Manager if it is correct that a ceremony is being planned for the Recreation Center. He continued that he will hear from the next speaker.

Andy Bohannon, Parks, Recreation, and Facilities Director, stated that he had the great pleasure of working with Mr. Mattson from 1985 to 1994, then as a Building Supervisor and basketball official. He continued that he got to know Mr. Mattson through the Boy Scouts when Mr. Mattson's two sons were in Mr. Bohannon's troop and Mr. Mattson would often participate in camping trips and other events. Thus, Mr. Bohannon got to know him from a different perspective as well, and then later on, worked for him as the Recreation Programmer, and ultimately, he would call Mr. Mattson often for different things or see him in the grocery store. It was always that mentorship of never giving up and trying to find ways to help him or help the conversation with the Senior Center. He supports Councilor Powers' request to make this renaming happen.

Mr. Bohannon continued that when Mr. Mattson retired, some Parks staff members and Buildings staff members who knew him well said that what everyone knows about Mr. Mattson is that he was fair. In today's leadership experiences, it is often difficult to find someone who thinks about the bigger picture and is fair. Mr. Mattson was very calm, quiet, and fair to all of his employees and

volunteers. He was community-minded, as everyone can see from hearing people speak tonight. He was a volunteer Little League coach, and took care of many Special Olympics activities. In fact, Mr. Mattson is part of the reason why Keene has such a strong tradition with the Special Olympics. Before Special Olympics was a big thing, Mr. Mattson made Special Olympics in Keene. He knew individuals who needed this type of program, and brought them on a bus to basketball tournaments in Hartford, CT and Laconia, NH, to get them involved. Mr. Mattson told him great stories about those trips.

Mr. Bohannon continued that the reason they are here tonight is to talk about the Recreation Center. The old Recreation Center that Councilor Filiault talked about was rather beat up, being a former jail and a small operation, but Mr. Mattson led a process, through 200 names on a petition asking for a new facility, and made that new facility happen. Those 200 people would say, 'yes, this is Brian Mattson's building.' Mr. Mattson talked about how that process occurred. He was also involved with the Elks Club, always community-minded. He was an environmental advocate. Regarding the City's rain gardens and conversations about sustainability issues, Mr. Mattson made sure the Recreation Center had the first rain garden in the city. He wanted it as a demonstration site. Regarding the parks, Mr. Mattson led multiple projects. At that time, the applications were much easier than they are today. Ashuelot River Park is one of Keene's treasures, and is what it is today is because of Mr. Mattson's leadership. Mr. Mattson made that project happen. Ellis Harrison Memorial Park on George St. was another one of Mr. Mattson's visions; he helped get all of those tennis courts and playgrounds, to make sure that northeast corner had a park to play in. All the Goose Pond acquisitions, and the Stearns Hill acquisition, are others. Mr. Mattson was involved with all of these. Mr. Bohannon continued that he and Mr. Blomquist frequently talked about the trail system, and how Keene had a vision back then, which Mr. Mattson was a part of, in terms of making the trail system what it is today. That was the kind of leader he was.

Mr. Bohannon stated that he supports the renaming. He continued that the family is planning a memorial service at the Keene Recreation Center, at Fuller Park's pavilion, for June 11 at 1:00 PM. If it rains, the service will be inside in the multi-purpose room. Family, friends, and other guest speakers will reflect on Mr. Mattson's life. He will be missed.

Chair Greenwald asked if that is the same day and time as the dedication of the building. He asked if the Resolution will be voted on at a City Council meeting.

City Attorney Tom Mullins replied that the MSFI Committee has the Resolution before them tonight, which they can vote to recommend to the City Council. City Manager Elizabeth Dragon stated that her understanding is that it will be voted on next Thursday at the City Council meeting, but they were hoping to time it in conjunction with the memorial service at the Recreation Center so that it would be ready for presentation.

Chair Greenwald stated that it is very important to inform the City Council about this. He asked if there was any further comment.

The City Attorney stated that he wanted to say that when he first got to Keene, he had the opportunity to work with Mr. Mattson for a few years, and Mr. Mattson was one of the most pleasant people he has ever met in his life. He continued that Mr. Mattson was a wonderful person.

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

By a vote of 5-0, the Municipal Services, Facilities, and Infrastructure Committee recommends the adoption of Resolution R-2022-20.



# CITY OF KEENE

R-2022-20

In the Year of Our Lord Two Thousand and .....Twenty-two.....

A RESOLUTION .....RELATING TO THE BRIAN A. MATTSON PARKS AND RECREATION CENTER.....

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

WHEREAS: In naming a public facility after an individual, the name of the individual and the designated facility must be submitted by a citizen, local organization or city department to the Municipal Services, Facilities and Infrastructure Committee of the Keene City Council; and

WHEREAS: the name of Brian A. Mattson has been submitted as a citizen who is a well-known community member and a dedicated public servant, having been an employee of the City of Keene for almost 40 years between 1970 through 2009 and having served as Parks and Recreation Director effective June 1977 until January 2010; and

WHEREAS: Brian A. Mattson was the guiding force in the planning, building and the successful opening of the Keene Recreation Center as we know it today; and

WHEREAS: Brian A. Mattson has played a major role in the life of this community, with his insight into the area's needs leading to quality parks and recreation programming being offered and many important capital projects around the City being completed during his tenure; and

WHEREAS: Brian A. Mattson has demonstrated both civic leadership and volunteerism, both of which have clearly contributed to the betterment of the City.

NOW THEREFORE BE IT RESOLVED that the Keene Recreation Center at 312 Washington Street be named in the honor of Brian A. Mattson.

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George S. Hansel, Mayor

PASSED





# CITY OF KEENE NEW HAMPSHIRE

ITEM #K.5.

**Meeting Date:** June 2, 2022

**To:** Mayor and Keene City Council

**From:** Finance, Organization and Personnel Committee, Standing Committee

**Through:**

**Subject:** **Relating to an Appropriation of Funds and Use of Unassigned Fund Balance for the FY 2022 Fire Department Personnel Budget Resolution R-2022-21**

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**Recommendation:**

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-21.

**Attachments:**

1. Resolution R-2022-21

**Background:**

Fire Chief Farquhar stated this request is to appropriate additional funds from the general fund unassigned fund balance to the fire suppression and analyst general personnel budget line items for a total of \$360,000.

He explained on May 19 the City Council referred Resolution 2022-21 to the FOP Committee for recommendation. That Resolution appropriates additional funds from the general fund unassigned fund balance to the fire suppression and ambulance general fund budget lines for a total of \$360,000. The Chief indicated staff is seeking the transfer of funds because the fire department personnel budget is projected to be over expended by \$360,000 at the end of this fiscal year, with no remaining operating budget anticipated to offset the shortfall of appropriations.

He explained current fiscal policies provide authorization for departments to obtain spending from individual line items with authorized appropriations but spending cannot exceed the budget of the department. This appropriation is offset by the projected budgetary savings of \$506,800 in the police department fiscal 22 personal budget.

Councilor Lake made the following motion, which was seconded by Councilor Remy.

On a 5-0 vote, the Finance, Organization and Personnel Committee recommends adoption of Resolution R-2022-21.



# CITY OF KEENE

R-2022-21

In the Year of Our Lord Two Thousand and Twenty-two  
A RESOLUTION Relating to the appropriation of funds from the General Fund Unassigned Fund Balance

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

WHEREAS: Resolution R-2021-37 Relating to Fiscal Policies states all departments are authorized to vary actual departmental spending from line item estimates provided the total departmental budget is not exceeded within each fund; provided however, that any item specifically eliminated by the City Council during budget approval cannot be purchased from another line item without City Council approval; and

WHEREAS: Any unexpended funds in a personnel line related to a vacancy cannot be expended without prior approval from the City Manager and the City Council unless funds are being expended to fill a vacancy, recruiting, or to employ temporary help including professional and contract services;

NOW, THEREFORE, BE IT RESOLVED by the City Council that the use of General Fund Unassigned Fund Balance in the amount of three hundred-sixty thousand dollars (\$360,000) be used to fund the appropriation for the over expenditure of the Fire Department personnel budget.

**FY 2022 General Fund – Fire Department Expenditure Appropriation**

Account#	Description	FY22 Budget	Additional Request	Revised Budget
00810-61304	Ambulance General Personnel	641,687.42	130,000.00	771,687.42
00811-61304	Fire Suppression-General Personnel	979,764.73	230,000.00	1,209,764.73

In City Council May 19, 2022.  
Referred to the Finance, Organization and Personnel Committee.

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George S. Hansel, Mayor

City Clerk

PASSED